

# TOWN OF WELLESLEY ONE HUNDRED THIRTY-FIFTH



ANNUAL REPORT  
JULY 1, 2015 – JUNE 30, 2016

One Hundred Thirty-Fifth  
Town Report  
of the  
Town Officers  
of  
Wellesley, Massachusetts  
and the  
Town Records  
for the period of  
June 1, 2015 – June 30, 2016

# Table of Contents

Appointed Special Committees .....	15
Appointed Standing Committees .....	10
Appointed Town Officers .....	7
Assessors, Board of .....	41
Building Department .....	39
Celebrations Committee .....	89
Community Preservation Committee .....	93
Council on Aging .....	86
Wellesley Cultural Council .....	105
Denton Road Neighborhood Conservation District Commission .....	53
Design Review Board .....	54
Elected Town Officials .....	5
Facilities Maintenance Department .....	108
Fair Housing Committee .....	56
Financial Services .....	306
Fire Chief and Emergency Management Director .....	29
General Information .....	4
Health, Board of .....	43
Historic District Commission .....	57
Human Resources .....	97
Housing Authority .....	120
Library Trustees .....	114
Information Technology (IT) .....	116
Locations of Departments .....	Inside Back Cover
Municipal Light Board .....	79
Natural Resources Commission .....	47
Permanent Building Committee .....	106
Planning Board .....	58
Police Chief .....	34
Public Works, Board of .....	64
Recreation Commission .....	81
Registry of Deeds .....	103
Retirement Board .....	302
School Committee .....	83
Sealer of Weights and Measures .....	40
Selectmen, Board of .....	27
Sustainable Energy Committee .....	117
Town Clerk .....	123
Town Counsel .....	119
Town Meeting Members .....	18
Town Services and Emergency Numbers .....	Outside Back Cover
Veterans' Services Department .....	100
Youth Commission .....	98
Zoning Board of Appeals .....	88

## **General Information**

Date of Incorporation..... April 6, 1881

Total Area ..... (10.35 Square Miles) 6,649.95 acres

Land Surface ..... 6,338.41 acres

Water Surface ..... 311.54 acres

Elevation above mean sea level:

Maximum, Peirce Hill Reservoir ..... 337.10 feet

Minimum, County Rock in Charles River ..... 39.56 feet

Latitude:

(At Wellesley College Observatory) 42° 17 minutes 41.74 seconds North

Longitude:

(At Wellesley College Observatory) 71° 18 minutes 11.83 seconds West

County ..... Norfolk

County Commissioners:                      John M. Gillis, 23 Richard Street, Quincy  
   Francis W. O'Brien, Dedham  
   Peter H. Collins, 63 Governors Rd., Milton

Congressional District ..... Fourth

Representative: Joe Kennedy, 274 Grove Street, Newton

United States Senators:                      Elizabeth Warren, JFK Federal Bldg., Boston  
   Edward Markey, JFK Federal Bldg., Boston

Senatorial District..... Precincts B, F, G, Norfolk, Bristol, and Middlesex  
State Senator: Richard Ross, Room 520, State House, Boston, 02133

Senatorial District..... Precincts A, C, D, E, H First Middlesex and Norfolk  
State Senator: Cynthia S. Creem, Room 416-B, State House, Boston 02133

Representative District ..... Fourteenth Norfolk District

State Representative: Alice Hanlon Peisch, Room 26, State House, Boston 02133

Councillor District ..... Precincts B, F, G, Second  
Christopher Iannella, 263 Pond Street, Boston

Councillor District ..... Precincts A, C, D, E, Third  
Marilyn Petitto Devaney, 98 Westminster Avenue, Watertown

District Court ..... Northern Norfolk, Dedham

Number of Registered Voters, May, 2015 ..... 16,267

Population, January 1, 2010 (Federal Census) ..... 27,982

Tax Rate (FY15) ..... 11.83

<b>Position</b>	<b>Town Election of March 2016</b>	<b>Term Expires</b>
<b><u>Town Clerk</u></b>	Kathleen F. Nagle, 4 Glen Brook Road	2018
<b><u>Board of Selectmen</u></b>	Barbara Searle, 117 Parker Road	2017
	<b>David Murphy, 15 High Meadow Circle CHAIR 2015-16</b>	2017
	Ellen Gibbs, 26 South Woodside Ave	2019
	Marjorie Freiman, 146 Lowell Road	2018
	Jack Morgan 112 Abbott Road	2018
<b><u>Board of Assessors</u></b>	David Chapin, 10 Strathmore Road	2017
	Stephen D. Mahoney, 20 Emerson Road	2019
	<b>W. Arthur Garrity III 27 Woodlawn Ave. Chair 2015-16</b>	2018
<b><u>Board of Health</u></b>	<b>Shepard N. Cohen, 38 Cartwright Road - Chair 2015-16</b>	2017
	Marcia Testa Simonson, 23 Woodcliff Rd.	2018
	Lloyd Tarlin, 40 Seaver Street, #1	2019
<b><u>Housing Authority</u></b>	Tanya Morel, 21 Barton Road	2021
	Don Kelley, 8 Brookfield Rd.	2018
	<b>Kathy Y. Egan, 12 Stanford Road State Appointee CHAIR 2015-16</b>	2016
	Maura Renzella, 16 Bradley Ave.	2019
	Vincent DeVito, 68 Curve Street	2020
<b><u>Library Trustees</u></b>	Marla L. Robinson, 33 Windsor Road	2019
	<b>Elizabeth Sullivan Woods, 78 Longfellow Rd- Chair 2015-16</b>	2017
	Ann-Mara Lanza, 18 Oakland Street	2017
	Ann Howley, 5 Hundreds Circle	2019
	Maura Murphy, 21 Fairbanks Ave	2018
	Diane Savage 117 Albion Road	2018
<b><u>Moderator</u></b>	Margaret Metzger, 12 Arlington Road	2017
<b><u>Natural Resources</u></b>	Stephen G. Murphy, 13 Intervale Road	2018
	Raina McManus, 2 Mulherin Lane	2019
	Joan E. Gaughan, 12 Laurel Terrace	2017
	<b>Heidi M. Gross, 92 Royalston Road Chair 2014-15</b>	2018
	Lise Olney, 15 Winsor Road	2017
<b><u>Planning Board</u></b>	Catherine L Johnson, 22 Standish Road	2017
	<b>L. Deborah Carpenter, 1 Commonwealth Park CHAIR 15-16</b>	2019
	Harriet Warshaw, 85 Grove Street #209	2020
	Jeanne S. Conroy, 96 Woodlawn Ave	2018
	Lara Pfadt, 20 Brook St	2021
	Owen H. Dugan Sr. 36A Oak Street	2017

<b><u>Board of Public Works</u></b>	<b>David A. T. Donohue, 17 Allen Road CHAIR 2015-16</b>	2018
	Paul Criswell, 395 Linden Street	2019
<b><u>Recreation Commission</u></b>	Bettina Eikeboom, 19 Wynnewood Road	2019
	Matthew McKay, 18 Kirkland Circle	2019
	Mark Wolfson, 31 Pine Plain Road	2018
	Andrew Wrobel, 34 Seward St.- <b>Chair 15-16</b>	2017
	Eugene (Tripp) C Sheehan III, 55 Woodridge Rd	2018
<b><u>School Committee</u></b>	Michael D'Ortenzion Jr., 40 Russell Road	2019
	<b>Matthew Kelley, 45 Damien Road CHAIR 2015-16</b>	2017
	Wendy W Paul, 55 Pine Plain Road	2017
	Sharon Gray 12 Arnold Road	2018
	Anthony Bent 23 Princeton Road	2018

**APPOINTED TOWN OFFICERS (July 1, 2015-June 30, 2016)**

<b>Animal Control Officer/Animal Inspector</b>	Susan Webb
<b>Chief Assessor</b>	Donna McCabe
<b>Constable</b>	Philip Juliani Kevin F. Flynn
<b>Director of Emergency Management</b>	Rick Delorie
<b>Director of Municipal Light Plant</b>	Richard F. Joyce
<b>Director of Senior Services</b>	Gayle Thieme
<b>Dog Officer</b>	Terrence M. Cunningham
<b>Executive Director of General Gov't. Services</b>	Hans Larsen
<b>Ass't Executive Director</b>	Meghan Jop
<b>Ass't Deputy Director</b>	Terrance Connolly
<b>Facilities Director</b>	Joseph McDonough
<b>Fire Chief</b>	Rick Delorie
<b>Finance Director</b>	Sheryl Strother
<b>Forest Warden</b>	Rick Delorie
<b>Housing Authority, Executive Director</b>	Pamela Allen
<b>Human Resources Director</b>	Scott Szczebak
<b>Information Technology Director</b>	Brian Dupont

<b>Inspector of Buildings</b>	Michael Grant
<b>Inspector of Gas</b>	George Lessard
<b>Inspector of Wires</b>	Michael Sweeney
<b>Plumbing Inspector</b>	George Lessard
<b>Local Building Inspector</b>	Erik Tardif
<b>Keeper of the Lockup</b>	Terrence M. Cunningham
<b>Labor Counsel</b>	Morgan, Brown & Joy
<b>Library Director</b>	Jamie Jurgensen
<b>Natural Resources Director</b>	Brandon Schmitt
<b>Wetlands Administrator</b>	Linda Hansen
<b>Parking Clerk</b>	Bonita Legassie
<b>Planning Director</b>	Michael Zehner
<b>Police Chief</b>	Terrence M. Cunningham
<b>Public Health Director</b>	Lenny Izzo
<b>Public Works:</b>	
<b>- Director of Public Works</b>	Michael Pakstis
<b>- Town Engineer</b>	David Hickey
<b>- Supt. of Highways</b>	Frank Miller
<b>- Supt. of Water and Sewer Division</b>	William Shaughnessy
<b>Recreation Director</b>	Jan Kaseta
<b>Sealer of Weights and Measures</b>	John Walsh



**Supt. of Public Schools**

David Lussier

**Town Counsel**

Thomas Harrington

**Treasurer and Collector**

Marc V. Waldman

**Veterans' Graves Officer**

Stanley Spear

**Veterans' Services Director**

Stanley Spear

**Youth Director**

Maura Renzella

**APPOINTED STANDING COMMITTEES (July 1, 2015-June 30, 2016)**

	<b>Chair listed in Bold</b>	<b>Term Expires</b>
<b>Advisory Committee</b>		
	Mary Crown	2016
	<b>Tom Frisardi CHAIR</b>	<b>2016</b>
	John Hartnett	2016
	Mason Smith	2016
	Scott Tarbox	2016
	Chad Harris	2017
	Michael Mastrianni	2017
	Frank Pinto	2017
	Sara Raveret (11/2014)	2017
	Kathleen Woodward	2017
	Thomas Fitzgibbons	2018
	Michael G Hluchyj	2018
	Mark Kaplan	2018
	Alena T Poirier	2018
	Ria Stolle	2018
<b>Audit Committee</b>		
	Steve St Thomas	2017
	Larry Petzing	2016
	Phil Laughlin	2017
	Peter Corey	2017
	<b>Jack Haley Chair</b>	<b>2016</b>
<b>Celebrations Committee</b>	<b>Royall Switzler, Chairman</b>	
<b>Community Preservation Committee</b>	Mark Wolfson(Recreation)	
	Joan Gaughan (NRC)	2016
	Tad Heuer (Historical Comm)	2016
	Kathy Egan (WHA)	2018
	Catherine Johnson (Planning)	

Alan Port	2018
<b>Barbara McMahon</b>	2017
Susan Hurwitz	2017
Susan Troy (WHDC/Moderator APPT)	2018

#### **Council on Aging**

Sister Alice McCourt	2017
Sandra Budson	2017
Diane Campbell	2018
Thomas Kealy	2018
Dianne Sullivan	2018
William Murphy	2018
<b>Miguel Lessing Chair</b>	<b>2016</b>
Shirley Quinn	2018
Terri Tsagaris	2018

#### **Associate Members**

John Cross  
Mary Dummer  
Lisa Heyison  
Penelope Lawrence  
Sheila Nugent  
Frederick Wright

Emeritus  
John Schuler  
Joellen Toussaint  
Eleanor Sullivan  
Stanley Hodges

#### **Historic District Commission**

Edwina A. McCarthy	2016
Lisa Abeles	2016
Eric Cohen	2018
<b>David Giangrosso</b>	2016

	Barry Freidman	2017
	David Smith	2018
<b>Historical Commission</b>	Helen Robertson	2016
	Peter Fergusson	2017
	David Wright (Resigned)	2018
	Lawrence McNally	2018
	<b>Tad Heuer (Resigned)</b>	2016
	<b>Arvid von Taub</b>	2018
	Grant Brown	2016
	Rise Shepsle	2018
Alternate Members		
	Joel Slocum	2016
	Robert Carly	2018
	Dwight Lueth	2018
	Emily Maitin	2017
	Michael Racette	2016
	Diogo Teixeira	2017
<b>Human Resources Board</b>	Laura Hockett	2016
	Linda Thomas	2017
	Julie A Moore	2017
	<b>John Rolansky</b>	2018
	Meryl Fink	2018
<b>Municipal Light Plant</b>	E. Jack Stewart- BOS Appointed	2016
	<b>Katy Gibson</b> – BOS appointed	2017
	David A.T. Donahue (BPW)	
	Paul Criswell (BPW)	
	Owen Dugan Sr. (BPW)	
<b>Permanent Building Committee</b>	Larry Shind	2018
	<b>Matthew King</b>	2018

	Andrew To (resigned)	2017
	David Grissino	2017
	Robert Shupe	2016
	Suzanne Littlefield	2016
<b>Registrars of Voters</b>	Jane Kettendorf	2016
	George P. D. Porter	2018
	<b>Dante Degruittola, Chairperson</b>	<b>2017</b>
	Kathleen F. Nagle- ex officio	
<b>Retirement Board</b>	Charlie Cahill	
	Timothy Barros	
	Derrick Knight	
	<b>David N. Kornwitz, Chairperson</b>	
	Sheryl Strother (ex officio)	
<b>Sustainable Energy Committee</b>	Patti Quigley/Michael D'Ortenzio (Schools)	
	Katie Gibson (MLP)	
	Ellen Gibbs (BOS)	
	Laura Olton	
	Scott Bender	
	Patrick Willoughby	
	<b>Ellen Korpi- Chairperson</b>	
<b>Youth Commission</b>	Beth Falk (at large)	2016
	Trina Foster (COA)	2016
	Michael Keirnan	2015
	Evan Rosenberg(Police Department)	2016
	Erin Reilly (at large)	2017
	<b>Leslie Robertson (REC) CHAIR</b>	<b>2016</b>
	Ellen Scott (School)	2017
	Ria Stolle	
	Pam Cozza	

**Wellesley Cable Access**

**Peter Marx President**

Kenneth Baer – Treasurer

Herbert Glick – Secretary

Melissa Downing Mack

Owen Dugan

Diane Campbell

**Zoning Board of Appeals**

**Richard L. Seegel, Chairperson 2017**

David Sheffield 2018

J Randolph Becker 2018

**- Associate Members of the  
Zoning Board of Appeals**

Derek Redgate 2016

Robert W. Levy 2017

Walter Blair Adams 2016

**APPOINTED SPECIAL COMMITTEES (July 1, 2015- June 30, 2016)**

<b>Design Review Board</b> (Appointed by the Planning Board pursuant to Town Bylaws, Article 46)	<b>Johnathan Law</b> Helen Robertson Ingrid Carls Sheila Dinsmoor Robert Skolnick Vacant <b><u>Alternate Member</u></b> Amir Kripper Robert A. Broder	<b>2018</b> 2016 2016 2018 2016  2018 2016
<b>Denton Road Neighborhood Conservation Commission (NCD)</b> TBL Article 46B	TBA (Planning) Helen Robertson (Historical) <b>TuckerSwan</b> (Neighborhood) Janet Giele (Neighborhood) Herb Nolan (Neighborhood) Eugene Cox (alternate) Joel Slocum(alternate)	2016 2017 2017 2017 2017 2018
<b>Fair Housing Committee</b>  (Appointed by the Board of Selectmen, 1984 Fair Housing Plan)	vacant	
<b>Housing Development Corporation</b> (Appointed by Board of Selectmen pursuant to Chapter 311 of the Acts of 1998)	Sara G. Schnorr <b>Robert E. Kenney Chair</b> Robert Goldkamp Dona Kemp Susan Troy Timothy Barrett	2018 <b>2016</b> 2016 2017 2018 2017
<b>Trails Committee</b> (Appointed by NRC)	<b>Miguel Lessing- Chair</b> Denny Nackoney Bob Brown John Schuler Diane Hall Jared Parker	

Ekaterina Zemlyakova  
Joan Gaughan (NRC)

**Wellesley Cultural Council**

(Appointed by the Board of Selectmen

pursuant to Chapter 790 of the Acts of 1980)

**Woody Gaul** **2018**

Vivian Baguer Holland 2018

Carol Hughes 2018

Maura Murphy 2018

Philip Rolph 2018

Arlene Schulz 2018

Michael Scholl 2018

Jean Wiecha 2018

Jennifer Sherwood Gaul 2017

**Wetlands Protection Committee**

(Appointed by Natural Resources Commission

pursuant to Town Bylaws, Section 43.7)

Carl Sciple 2016

Stanley Waugh 2017

**Robert Collins** **2017**

Richard Howell 2016

Peter Jones 2018

**ADHOC Temporary Committees**

**Kepes Panels Committee (BOS)**

Salvatore DeFazio III

George Roman

Joel Slocum

Dante DeGruttola

Robert Murphy

**Fuller Brook Committee (ATM 2014)**

**Diane Campbell (Moderator appt)**

David Wright (Historical Comm)

Paul Criswell (BPW)

Kurt Somerville (Friends of Fuller Brook)

Heidi Gross (NRC)



## **Playing Fields Task Force**

**(Authorized by Recreation Commission)** Mike Jennings Youth Lacrosse

Jay Russell Adult Leagues

Ed Lasch Youth Soccer

Jennifer Halloran, Youth Football

Bill Darcey Youth Hockey

Ann Williams Little League

Ellen Gibbs/Barbara Searle (BOS)

Tripp Sheehan (Recreation)

Stephen Murphy (NRC)

Patti Quigley (Schools)

Owen Dugan Sr. (BPW)

### **TOWN STAFF**

John Brown WPS Athletic Director

Mike Pakstis DPW Director

Mike Quinn DPW Parks Division

Brandon Schmitt, NRC Director

Jan Kaseta Recreation Director

**TOWN MEETING MEMBER LIST AS OF MARCH 2016**

(REVISED 8/1/16)

**PRECINCT A**

**TERM EXPIRES MARCH 2017**

BRADLEY, CHRISTOPHER (Appointed 3/20/16)	32 LEXINGTON ROAD
DUVALL, LEE (resigned 3/20/16)	
FRANK, JENNIFER HELLER	27 CHESTERTON ROAD
GIBBS, ELLEN F.	26 SOUTH WOODSIDE AVE.
GUIFFRE, CHRISTOPHER	22 AUBURN ROAD
HARTLEY, RICHARD	69 CHESTERTON ROAD
JULIANI, VINCENT, JR.	28 PRINCETON ROAD
OLSON, SHEILA	86 ELMWOOD ROAD
SEARLE, BARBARA D.	118 PARKER ROAD
SMITH, CURTIS	9 WINGATE ROAD
STIRRAT, PAMELA R.	33 WESTGATE

**TERM EXPIRES MARCH 2018**

BAKER, GWEN K.	11 MAYO ROAD
BENT, ANTHONY	23 PRINCETON ROAD
DOCKTOR, BRENDA S.	15 CAVANAGH ROAD
FRIGOLETTO, SUSAN	19 MEADOWBROOK ROAD
LITTLEFIELD, SUZANNE G.	44 BOULDER BROOK ROAD
McCAULEY, DONALD	7 PINE PLAIN ROAD
MONAHAN, CORINNE M.	35 NORTHGATE ROAD
NEWMAN, SUZANNE	4 FROST CIRCLE
PAUL, WENDY WITHINGTON	55 PINE PLAIN RD
WRIGHT, M. SUE	10 INGERSOLL ROAD

**TERM EXPIRES MARCH 2019**

AHEARN, SUSAN G.	116 MAYO ROAD
ANDREWS, DUNCAN T.	8 PINE PLAIN ROAD
BISHOP, JAMES	24 PARKER ROAD
DEFINIS, FRED	19 GARRISON ROAD
DIPIETRO, DANIEL	10 BRYN MAWR ROAD
FITZMAURICE, LAURENCE D.	17 GARRISON ROAD
HORNUNG, MATTHEW	21 RICHLAND ROAD
LYNCH, SEAN	28 LEEWOOD ROAD
MORRIS, WILLIAM G.	60 CHESTERTON ROAD
O'SULLIVAN, PATRICIA P.	5 WESTGATE

**TOWN MEETING MEMBER LIST AS OF MARCH 2016**

**PRECINCT B**

**TERM EXPIRES MARCH 2017**

BARRETT, TIMOTHY J	21 SHADOW LANE
DEVITO, VINCENT	68 CURVE ST.
DONAHUE, EDWIN T.	17 RUSSELL ROAD
HARRIS, CHARLES (CHAD) D.	8 GRANITE STREET
HARTNETT, JOHN	22 OAKENCROFT ROAD
KAPLAN, LAWRENCE R.	8 HIGH MEADOW CIRCLE
KIERNAN, MICHAEL P.	12 MARTIN ROAD
PRIVER, ARTHUR S.	26 LINWOOD ROAD
ROBERTI, JAMES	235 WESTON ROAD
SEREIKO, ANNA G (resigned 5/12/16)	
TBA	

**TERM EXPIRES MARCH 2018**

ANDREWS, JANE M.L.	21 WESTERLY ST., #13
BENDER, SCOTT K.	30 IVY ROAD
CROWLEY, CHRISTINE A.	37 LINDEN STREET, #14
DISCHINO, DENNIS M.	37 LINDEN STREET, #25
D'ORTENZIO, MICHAEL JR.	40 RUSSELL ROAD
DUGAN, OWEN H.	36A OAK STREET
FITZGIBBONS, THOMAS S.	223 WESTON ROAD
HURWITZ, SUSAN	45 RUSSELL ROAD
MURPHY, ROBERT H.	11 LILAC CIRCLE
NEWMAN, ANNE THRUSH	94 CREST ROAD

**TERM EXPIRES MARCH 2019**

CLARK, KEVIN	34 SUMMIT ROAD
CROWN, MARY EATON	23 OAKENCROFT ROAD
DAVIS, MARIA VIGIL	36 MARSHALL ROAD
DELANEY, PAUL T.	251A WESTON ROAD
FRIENDLY, KELLY C.	42 WILLOW ROAD
JONES, S. PETER W.	5 HALSEY AVENUE
LESSING, MIGUEL	45 RUSSELL ROAD
MARTIN, MELISSA	175 WESTON ROAD
MURPHY, DAVID	15 HIGH MEADOW CIRCLE
RENZELLA, MAURA	16 BRADLEY AVENUE

**TOWN MEETING MEMBER LIST AS OF MARCH 2016**

**PRECINCT C**

**TERM EXPIRES MARCH 2017**

DeFINA, SHANI M.	71 ARNOLD ROAD
FESSLER, STEVEN D	42 WACHUSETT ROAD
GRAY, SHARON L.	12 ARNOLD ROAD
GRIFFIN, KATHRYN R.	11 DUKES ROAD
JENNESS, ANN D.	129 HAMPSHIRE ROAD
KLINCK, RUTH HILL	18 HAWTHORNE ROAD
MARISCAL, KAREN B.	16 LOWELL ROAD
MIZZI, CHRISTINE S.	16 SUFFOLK ROAD
POWELL, ELIZABETH P.	109 EDMUNDS ROAD
TUOHY, MARIJANE	105 ALBION ROAD

**TERM EXPIRES MARCH 2018**

BEHREND, DEAN	96 HAMPSHIRE ROAD
BUA, SARAH	12 SAWYER ROAD
DORAN, SUSAN F.	29 WOODCLIFF ROAD
EPSTEIN, REBECCA WATT (Resigned 5/1/16 – Moved)	
GRAPE, LINDA OLIVER	61 LOWELL ROAD
PEDERSEN, SARAH	116 GLEN ROAD
POSEY, PAMELA	6 BRADFORD ROAD
RAPPAPORT, ANN	7 BRADFORD ROAD
RAVERET, SARA	11 SUFFOLK ROAD
SWITZLER, ROYALL H.	10 OAKRIDGE ROAD
TBD	

**TERM EXPIRES MARCH 2019**

EGAN, KATHY Y.	12 STANFORD ROAD
FREIMAN, MARJORIE R.	146 LOWELL ROAD
HLUCHYJ, MICHAEL	21 LEDGEWAYS
HOWLEY, ANN M.	5 HUNDREDS CIRCLE
KAPPLES, LUCY ROONEY	79 LEDGEWAYS
PARKER, THEODORE F.	9 DINSMORE ROAD
SIMONSON, MARCIA TESTA	23 WOODCLIFF ROAD
SULLIVAN, LOIS C.	15 NANTUCKET ROAD
TURTLE, ANNE RIPPY	65 OLD FARM ROAD
ULFELDER, THOMAS H.	22 SAGAMORE ROAD

**TOWN MEETING MEMBER LIST AS OF MARCH 2016**

**PRECINCT D**

**TERM EXPIRES MARCH 2017**

AXELROD, AMY J.	189 WASHINGTON STREET
GARRITY, W. ARTHUR, III	27 WOODLAWN AVENUE
HILL, RICHARD D., JR.	19 HECKLE STREET
LANZA, ANN-MARA S.	18 OAKLAND STREET
MILLER, MARK	67 FAIRBANKS AVE
MURPHY, STEPHEN G.	13 INTERVALE ROAD
QUIGLEY, PATRICIA A.	7 KIPLING ROAD
SCHULER, JOHN G.	35 EMERSON ROAD
SWAN, ELLIOT G.	49 DAMIEN ROAD
TOUSSAINT, JOELLEN M.	84 WHITTIER ROAD

**TERM EXPIRES MARCH 2018**

BANKS, CHRIS ANNE	5 RIVERDALE ROAD
BUCKLEY, KAREN	4 PINE RIDGE ROAD
IVEY, JULIANNE	65 GLEN ROAD
JOSEPH, SANDRA SABA	52 DAMIEN ROAD
KATO, K.C.	20 RIVER GLEN ROAD
KEHOE, CHRISTINE A.	29 WOODLAWN AVENUE
KELLOGG, MORRIS "RUSTY"	63 GARDEN ROAD, #C1
PEISCH, ALICE HANLON	37 PINE STREET
SKELLY, THOMAS F., JR.	40 KIPLING ROAD
TSAGARIS, TERRI J.	73 LONGFELLOW ROAD

**TERM EXPIRES MARCH 2019**

GARBER, WENDY HARRIS	3 GARDEN ROAD
GOEMAAT, THOMAS E.	58 HUNDREDS ROAD
GOLDBERG, ARTHUR JAY	59 WASHBURN AVENUE
HALL, DIANE E.	80 PROSPECT STREET
HUSSEY, JOHN W., JR	37 PINE RIDGE ROAD
KELLEY, MATTHEW	45 DAMIEN ROAD
MURPHY, MAURA	21 FAIRBANKS AVENUE
RODMAN, MICHAEL	25 COLBURN ROAD
SMITH, MASON	50 EMERSON ROAD
WOODS, ELIZABETH SULLIVAN	78 LONGFELLOW ROAD

**TOWN MEETING MEMBER LIST AS OF MARCH 2016**

**PRECINCT E**

**TERM EXPIRES MARCH 2017**

BROOKS, STANLEY A. (LEE)	7 MADISON ROAD
FRISARDI, THOMAS	86 FOREST STREET
GAUGHAN, JOAN E.	16 LAUREL TERRACE
GIBSON, KATHERINE	64 SHERIDAN ROAD
JOHNSON, CATHERINE L.	22 STANDISH ROAD
MORGAN, JACK H.	112 ABBOTT ROAD
OLNEY, LISE M.	15 WINDSOR ROAD
PARKER, CAREN B.	134 ABBOTT ROAD
PATTEN, ANDREW W.	6 WINSLOW ROAD
WHITE, ROBERT E.	408 WELLESLEY AVENUE

**TERM EXPIRES MARCH 2018**

BABSON, KATHERINE L., JR.	27 CLOVELLY ROAD
CAMERON, NAOMI	30 PRISCILLA ROAD
EBERSOLE, ARTHUR	20 CLOVELLY ROAD
KEMP, DONA M.	14 SHERIDAN ROAD
MACDONALD, KATHERINE K.	22 JEFFERSON ROAD
McKAY, SUSAN	186 OAKLAND STREET
McMANUS, RAINA	2 MULHERIN LANE
RYAN, SUSAN E.	29 LINCOLN ROAD
SHIND, LAURENCE D.	36 GRANTLAND ROAD
WROBEL, ANDREW	34 SEAWARD ROAD

**TERM EXPIRES MARCH 2019**

DONAHUE, ROSE MARY	9 MAPLE ROAD
GARD, MARY	21 LAUREL AVENUE
GRAHAM, JESSICA BETH	21 GRANTLAND ROAD
HAERING-ENGELS, WENDY A.	9 CLOVELLY ROAD
LaROCQUE, REGINA C.	49 MADISON ROAD
PARKER, JARED	33 JACKSON ROAD
ROBERT-FRAGASSO, LAURA	166 OAKLAND STREET
ROBINSON, MARLA L.	33 WINDSOR ROAD
SCHOLL, MICHAEL	39 STANDISH ROAD
WOERNER, RICHARD	18 HASTINGS STREET

**TOWN MEETING MEMBER LIST AS OF MARCH 2016**

**PRECINCT F**

**TERM EXPIRES MARCH 2017**

CARR, HOWARD L.	77 BENVENUE STREET
DeMARCO, MICHAEL	215 WINDING RIVER ROAD
DUNNE, MATTHEW W.	21 RIDGE HILL FARM ROAD
EDWARDS, CYNTHIA C.	189 BENVENUE STREET
FERKO, VIRGINIA	155 GROVE STREET
FINK, MERYL N.	136 BENVENUE STREET
HEFFERNAN, MICHAEL JAMES	244 GROVE STREET
LAUGHLIN, PHILIP M.	135 BENVENUE STREET
MAHLENKAMP, MICHAEL R	18 TAPPAN ROAD
PUTNAM, ELAINE M.	200 GROVE STREET

**TERM EXPIRES MARCH 2018**

COHEN, ANNE P.	106 BENVENUE STREET
DEFAZIO, SALVATORE, III	88 FULLER BROOK ROAD
EGGER, MARGARETTA	66 RIDGE HILL FARM ROAD
GROSS, ANN MARIE	115 LIVINGSTON ROAD
HAY, PRUDENCE B.	10 INGRAHAM ROAD
JENNINGS, SARA A.	26 LEHIGH ROAD
KESSLER, BETSY	10 WINTHROP ROAD
LAWRENCE, CHRISTINE	6 MIDDLESEX STREET
LIVINGSTON, DAVID	185 WINDING RIVER ROAD
MASTRIANNI, MICHAEL J.	30 PEMBROKE ROAD

**TERM EXPIRES MARCH 2019**

AHONEN, KEVIN	31 FULLER BROOK ROAD
ALMEDA-MORROW, CAROL LYNN	14 EISENHOWER CIRCLE
BATTS, AULI	23 COLGATE ROAD
HANRON, KEVIN	141 GREAT PLAIN AVENUE
LANGE, SUSAN KAGAN	24 CORNELL ROAD
LIVINGSTON, MICHELE DRAGON	185 WINDING RIVER ROAD
NELSON, CARL	69 TEMPLE ROAD
ROBERTSON, HELEN L.	9 WEST RIDING
SIMONS, STEVEN J	10 WOODRIDGE ROAD
SYKES, STEPHEN	14 WOODRIDGE ROAD

**TOWN MEETING MEMBER LIST AS OF MARCH 2016**

**PRECINCT G**

**TERM EXPIRES MARCH 2017**

BIGGERS, PHILIPPA J.	14 DOVER ROAD
BUFF, LISA H.	88 LEIGHTON ROAD
KEMP, SUSAN	20 LOVEWELL ROAD
MERRY, PAUL H.	18 BELAIR ROAD
MOYNIHAN, WILLIAM (Deceased 6/12/16)	
NIELSEN, INGER	41 COTTAGE STREET
O'SULLIVAN, RENEE BENNETT	14 DENTON ROAD
POST, PENNY	24 COTTAGE STREET, #1
SMITH, DOUGLAS W.	8 MIDLAND ROAD
WOODACRE, LORRI	21 LEIGHTON RD.
TBA	

**TERM EXPIRES MARCH 2018**

CAMPBELL, DIANE	85 GROVE ST #305
CLUGGISH, MARY ANN	609 WASHINGTON ST., #303
GIELE, JANET Z.	32 DENTON ROAD
JONES, JE'LESIA	11A APPLEBY ROAD, #1
KAPLAN, MARK G	75 GROVE ST #325
MOSS, EMILY	21 WELLESLEY COLLEGE RD
SOLOMON, PETER	17 LEIGHTON ROAD
SWAN, TUCKER D.	24 DENTON ROAD
TOBIN, MICHAEL	45 COTTAGE STREET
WARSHAW, HARRIET	85 GROVE STREET, #209

**TERM EXPIRES MARCH 2019**

ASTLEY, RUSSELL B., III	52 LEIGHTON ROAD
CODY, JOAN HACKETT	594 WASHINGTON ST., #7
COHEN, GEORGE	11 COTTAGE STREET
COOK, TODD	6 MIDLAND ROAD
HEUER, THADDEUS A.	17 ABBOTT STREET
MELIGNANO, VITA	32 COTTAGE STREET
PORT, ALLAN L.	12 HOMESTEAD ROAD
SOLOMON, HELEN NELL	17 LEIGHTON ROAD
STUNTZ, LAURANCE N.	32 WESTON ROAD
WALTER, MARTIN L.B.	65 GROVE STREET, #446



**TOWN MEETING MEMBER LIST AS OF MARCH 2016**

**PRECINCT H**

**TERM EXPIRES MARCH 2017**

ALLEN, MARLENE	29 RICE STREET
CLAPHAM, SUSAN B.	3 ATWOOD STREET
CRISWELL, PAUL L.	395 LINDEN STREET
FRANCIS, ROBERTA W.	165 FOREST STREET
KUBBINS, PAMELA L.	395 LINDEN STREET
MIRICK, CATHERINE C.	65 KINGSBURY STREET
MULQUEEN, MAGGIE	15 CLIFTON ROAD
POIRIER, ALENA T.	23 SOUTHGATE ROAD
SECHREST, ROBERT C.	15 ALLEN ROAD
WILSON, MELISSA GOLEMBEWSKI	59 SMITH STREET

**TERM EXPIRES MARCH 2018**

DE PEYSTER, JULIA HICKS	67 DONIZETTI STREET
HIMMELBERGER, DAVID J.	387 LINDEN STREET
HIMSTEAD, TODD E.	18 HILL TOP ROAD
JULIANI, DANIEL B.	9 SYLVESTER TERRACE
McKAY, MATTHEW G.	18 KIRKLAND CIRCLE
McMAHON, BARBARA H.	7 AMHERST ROAD
POVICH, ILISSA K.	9 SOUTHWICK CIRCLE
SAWITSKY, HEATHER B.	23 HOBART ROAD
TAYLOR, CATHY J.	49 WALL STREET
WOODWARD, KATHLEEN E.	50 KIRKLAND CIRCLE

**TERM EXPIRES MARCH 2019**

CARLS, RICHARD	495A WASHINGTON ST
CELI, JOHN G.	64 BROOK STREET
COLLINS, MARTHA WHITE	17 RICE STREET
CONVERSE-SCHULZ, MARY T.	390 LINDEN STREET
HESTER, ERIN	3 TWITCHELL STREET
KORPI, ELLEN	39A OAK STREET
MAYELL, CONCHITA JEANNE	27 SEAVER STREET
PICHER, THOMAS	4 KIRKLAND CIRCLE
TROY, SUSAN S.	54 RADCLIFFE ROAD
WRIGHT, DAVID D.(Resigned 8/1/16 Moved)	
TBD	

## **EX-OFFICIIS MEMBERS**

KATHLEEN F. NAGLE  
METZGER, MARGARET ANN (PEG)  
THOMAS HARRINGTON

4 GLEN BROOK ROAD  
12 ARLINGTON ROAD  
11 OAK STREET, #40

## **REPORT OF THE BOARD OF SELECTMEN**

### **Membership and Organization**

During the 2016 fiscal year, the Board was chaired by David L. Murphy with Marjorie R. Freiman serving as vice-chair and Ellen F. Gibbs as secretary. On June 6, 2016, the Board voted to elect Ms. Freiman as chair, Ms. Gibbs as vice-chair, and Mr. Murphy as secretary.

### **Town Meeting Articles and Actions**

#### **Special Town Meetings**

On November 2, 2015, and February 1, 2016, special town meetings were convened, for the primary purpose of considering the recommendations and related motions offered by the Town Government Study Committee. Following consultation with other Boards, Commissions and Committees, the Board of Selectmen offered a number of amendments to the original motions. Ultimately, the amended motions were voted favorably by Town Meeting, contingent on an affirmative vote in a subsequent Town-wide election. The subsequent election results were unfavorable.

At the November 2, 2015, Special Town Meeting, the Board of Selectmen also obtained an appropriation of funds for the design of certain repairs at the Police Station.

#### **2016 Annual Town Meeting**

The 2016 Annual Town Meeting was convened on March 28, 2016, to act on the Fiscal Year 2017 budget and other Town business. The Board of Selectmen sponsored and made motions on the following articles, all of which were approved:

Article 2	Town-Wide Financial Plan
Article 3	Consent agenda
Article 6	Salary of Town Clerk
Article 7	Supplemental FY16 appropriations
Article 8	Omnibus budget and capital
Articles 9,10	Raise and appropriate for Special Purpose Stabilization Funds
Articles 11,12	Authorize/reauthorize Revolving Funds
Article 22	Appropriate funds to study potential renovation/replacement of Hardy/Hunnewell/Upham Elementary schools
Article 23	Raise and appropriate for rehabilitation of Wellesley Police Station
Article 24	Raise and appropriate for Tolles Parsons Center ( <i>Co-sponsored with Council on Aging</i> )
Article 26	Authorize Selectmen to enter agreement with MassDOT for reconstruction of Route 9 / Kingsbury Street intersection
Article 27	Accept/abandon easements ( <i>Co-sponsored with the Board of Public Works</i> )
Article 38	Action on unissued loans
Article 43	Appoint Fire Engineers

#### **Selected Fiscal Year 2016 Accomplishments**

- **Special legislation** – Filed for and obtained special legislation authorizing the Town to implement a Town Manager form of government to replace the existing structure.
- **Fiscal year 2016 budget** – Balanced the budget without the need for a Proposition 2 ½ override.
- **Comcast cable license renewal** – Completed negotiations with Comcast regarding the terms of a renewal license and executed the related agreement.

- **Route 9 / Kingsbury Intersection** – Negotiated an agreement with the Massachusetts Department of Transportation (MassDOT) to reconstruct the Route 9 / Kingsbury Street intersection and obtained the necessary funding authorization from Town Meeting.
- **900 Worcester Street** - Issued a Request for Proposals (RFP) related to the redevelopment of the 900 Worcester Street site (former site of the St. James parish) and made an initial award, contingent on negotiation of a lease agreement and Town Meeting approval.
- **Personnel matters** – Hired a new Information Technology Director and a new Director of Veterans Services for the West Suburban Veterans District. Also initiated a search for a new Executive Director.
- **Boston Marathon Invitational Entries** – Awarded a total of 22 Invitational Entries for the 2016 Boston Marathon to designated Wellesley-based charities. Each recipient of an entry was required to raise a minimum of \$4,000 for his/her respective charity.
- **Hardy / Hunnwell / Upham** – Jointly with the School Committee, established a committee to develop a master plan for the renovation and/or replacement of these 3 elementary schools (the HHU Master Planning Committee). This work included development of a charge to the committee and appointment of the committee members.
- **Unified Plan** – In collaboration with the Planning Board, initiated this effort to develop a Town-wide strategic plan and update the Town's Comprehensive Plan. This work included formation of a steering committee comprised of a diverse cross-section of Town residents and appointment of the committee members.

## **REPORT OF THE FIRE CHIEF** **EMERGENCY MANAGEMENT DIRECTOR**

The Wellesley Fire Rescue Department as a public safety organization is charged with the responsibility of protecting the lives and property of the citizens of Wellesley.

The Fire Rescue Department has a present complement of 58 full-time employees, allocated and performing in the following positions: Fire Chief, Assistant Fire Chief, Fire Prevention Deputy Fire Chief, 4 Shift Deputy Chiefs, 12 Lieutenants, 36 Firefighters, 1 Administrative Assistant and 1 Mechanic. Additionally, the Fire Rescue Department supervises the AMR Paramedics under contract with the Town of Wellesley.

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 three pumping engines and one tower ladder unit. We operate a Pickup Truck and/or a Special Operations Emergency Response Vehicle combined with our boats and specialized equipment for water and ice rescues operations. We maintain in reserve two pumping engines.

### **Emergency Medical Service**

Emergency Medical Services under the direction of Fire Chief Richard A. DeLorie are provided by Firefighter/Emergency Medical Technicians for the 24th year. American Medical Response Paramedics together with the fire department's forty-nine Emergency Medical Technicians, operating from Fire Department Headquarters located on Route 9, provide advanced medical care and emergency transport. Wellesley Police EMT's and First Responders carry first aid equipment and defibrillators to provide instant access to emergency care from wherever the police units are patrolling. Wellesley Public Safety personnel are very proud of our professional relationships that provide seamless care to our residents and visitors.

All engines, ladders and command vehicles are equipped with defibrillators, epi-pens, trauma and specialized medical equipment. Each member's emergency medical certifications are kept current as required by law. As in the past, the Fire Department is looking forward to continued success in providing the highest quality medical services to our community.

Fire personnel provided CPR training to citizens in both the public and private sector to accomplish the spread of this life saving technology. The Department is continuing to provide CPR/ Defibrillator certification to other town employees and to the general public. The Fire Rescue Department under the Direction of the Board of Selectmen distributed defibrillators into many town operated buildings and vehicles

### **Wellesley Emergency Management**

The Wellesley Comprehensive Emergency Management Plan is a program for planning and responding to potential emergency or disaster situations. It assigns responsibilities and functions to various personnel, which will provide for the safety and welfare of our citizens against the threat of natural disasters, hazardous material incidents and national security emergencies.

Under the authority of the Fire Chief / Emergency Management Director Richard A. DeLorie, Assistant Fire Chief Jeffrey Peterson was appointed Chairman of the Local Emergency Planning Committee (LEPC). The LEPC has received Full Certification from the Massachusetts Emergency Management Agency. The purpose of this committee is to make recommendations to the Emergency Management Director in the coordination of the town's emergency response by planning and operating exercises to test the plans. The LEPC is currently working reviewing all related documents and working with

Massachusetts Emergency Management Agency (MEMA) and recertification to ensure the greatest coordination among first responders during an emergency. This committee has representation from Fire, Police, Health, Public Works, Selectman's Office, School Department, American Medical Response, Wellesley College, Babson College, Mass Bay Community College and citizens. Many LEPC organizations received training in the National Incident Management System and Incident Command Training Programs.

Wellesley Fire Rescue has maintained and strengthened our Citizens Emergency Response Team under the direction of Lt. Matt Corda. He trains local residents to support many Fire Rescue activities, such as operating the local emergency shelter (Middle or High School) should that be necessary. The CERT provides support to the fire department at Open Houses and during the Boston Marathon by providing first aid, staffing the state rehabilitation bus as a cooling/ warming station and water for the runners.

### **Training/Equipment**

All fire/rescue personnel participate in daily drills and classroom programs, which consist of all phases of fire fighting, rescue operations and emergency medical training. In addition to these daily drills, members are assigned or volunteer to attend various courses and seminars held at other fire departments and at the State Fire Academy in Stow, MA. These training programs enable the personnel to maintain licenses, certifications and maintain professional proficiency.

Hazardous Materials have always been handled by the fire department, but now the department has been preparing our personnel for more complex incidents. Deputy Chief James Dennehy serves on the State Hazardous Material Response Team for his 26th year.

### **Public Educational Programs**

Public education programs are conducted under the direction of Lt. Paul Delaney. The 13th year of our Teen Rescuer Program for local teenagers was very successful. The Teen Rescuer program covers fire department operations and topics such as first aid, CPR and general safety during one week in the summer for 23 middle school students.

The department for the 20th<sup>h</sup> year participated in the Student Awareness of Fire Education (SAFE) program. This state grant program enables the Fire Education Officer to develop and implement fire safety programs. Lt. Delaney wrote and was awarded a grant that assists the Wellesley Fire Rescue Department budget to provide fire education for school age children. The educational programs delivered by Lieutenant Paul Delaney and Lieutenant Matt Corda reached over 2800 children in our local public and private schools during Fire Prevention week.

The High School Senior Class was provided with a presentation on recent college fires that resulted in fatalities and how to stay safe in the dorm environment. A teenage alcohol awareness program in partnership with American Medical Response and Wellesley Police Department was conducted for the Sophomore Class.

Every September 11th, there is a ceremony at fire headquarters to remember that tragic day and the Wellesley residents lost. We honor their memory and all who were forever impacted. We are proud to host this service and will continue this tradition.

Lastly, our annual Fire Rescue Department Open House was a great success working with AMR, Mass Forestry, Mass Dept of Fire Services and the Citizens Emergency Response Team. We are pleased to receive the volume of daily visitors for tours, directions or general information.

### **Fire Prevention/ Inspection**

*Deputy Fire Chief / Fire Inspector DiGiandomenico* coordinates all inspectional services related to fire prevention and inspection. The inspectional process requires plan review and onsite inspection and testing by the fire inspector. The Fire Inspector works with Wellesley PBC, state and local building department inspectors and the Fire Marshall's Office to coordinate project and inspectional reviews.

#### **Inspections and Permits issued in accordance with Chapter 148 of the Massachusetts General Laws:**

Smoke Detector Inspections/Permits	670
Blasting Permits	09
Fuel Oil Tank Removal Permits	75
Fuel Oil Tank Installation	55
Welding Permits	51
Misc. Permits	14
Liquid Propane Permits	47
Fireworks Permits	1
Sprinkler Installation Permits	31
Chapter 304 Liquor License	24
Fire Alarm Installation Permit	<u>68</u>

*Total Inspectional Permits/Projects*            1045

#### **In-Service inspections:**

Lieutenants and the engine company personnel are assigned to conduct basement to roof inspections to identify potential hazards and maintain familiarity with the layout of the structures in our community. There are twelve inspectional routes and each Lieutenant is assigned a different route each period, taking 6 years for an officer to complete the entire commercial inspectional process. The following inspections are conducted to meet the above inspectional objectives:

Commercial Property Inspections <sup>540*</sup>	Twice yearly	1080
Healthcare Facilities	Quarterly	56
Schools Inspections	Quarterly	60

**Wellesley Fire Rescue Department responded to 4233 responses  
July 1, 2015 to June 30, 2016,**

**Fires**

Residential Fires	24
Commercial & misc. fires (storage, brush, vehicles)	34

**Emergency Medical**

Emergency medical	1512
Patient /public assist in home	284
Motor vehicle with injuries	73

**Rescue & Hazardous Conditions**

Motor vehicle accident no injury	145
Sprinkler, CO/ Smoke detector activation	547
Smoke or odor condition	39
Person locked in home, car or elevator	72
Hazardous material release	103
Electrical problem	29
Power lines down	54
Weather related (lightning strikes, wind damage)	0
Bomb squad support	1
People Animal water/Ice Rescue	12
Roof Collapse	0

**Service Calls**

Public Assist Service	126
False Alarm System malfunction (reset only)	148
Malicious false alarm	7
Unintended alarm activation	818
Cancelled en route	54
Water problem (flooding issue)	151

**Mutual Aid**

(Newton, Needham, Natick and Weston)	148
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**Significant Events in the Department:**

- Norfolk County Technical Rescue Team was formed and Wellesley Fire Rescue has five firefighters training and responding with that regional effort; Firefighters Dana Gerrans, Steve Indresano, Mike Leach, Ben Hampton and Chris Hampton.
- Firefighter Daniel Warren resigned May 19, 2016 after 15 years of dedicated service to pursue a new career as an athletic director.
- The Fire Department conducted the 14th annual September 11th memorial observance ceremony at Fire Head quarters.
- The First Annual Senior Pancake Breakfast on October 5th sponsored by the Firefighters and the Council on Aging was a great success. Lt Delaney presented some fire safety topics during the breakfast.



- The Wellesley Fire Department has for decades been supporters and partners of the Annual Veteran's Council Senior Citizens Thanksgiving Dinner. Over the past few years with the aging of the Veterans Council, they requested the Fire Department continue this tradition at the conclusion of the 2013 dinner occasion. On behalf of the Fire Department it's our honor to have conducted the 49th year of the Senior citizen's annual dinner. Chief DeLorie was elected to second term as President of the Massachusetts Fire Chiefs Association during an event held at the Wellesley Country Club and sworn in by Governor Charles Baker.
- Firefighter's Steve Indresano, Michael Leach, Danielle Fitzpatrick and Ian McMakin were all appointed to the rank of Temporary Lieutenant for officer experience training and coverage from May until Labor Day.
- The 16th annual open house was held during Wellesley Weekend.

I would like to thank the Board of Fire Engineers, Assistant Chief Peterson, Administrative Assistant, Deputy Chiefs, Lieutenants, Firefighters, Apparatus Mechanic, AMR Medics, CERT Volunteers and the other town departments for their cooperation and support during this past year. Lastly, I wish to express our appreciation to the citizens of Wellesley for the concern, understanding and support of our mission.

**Respectfully Submitted,**  
**Richard A. DeLorie**  
**Fire Chief and Emergency Management Director**

## **REPORT OF THE CHIEF OF POLICE**

### **Summary Activities**

Calls for Service	32,441
Alarms	1,650
Citations	7,682
Medical Service Calls	1,877
Accidents	1,052
Arrests	167
Summonses	410
Traffic Enforcement Posts	2,435

### **Personnel**

The Police Department has a present complement of 57 full-time employees, allocated and performing in the following positions: Chief of Police, Deputy Chief of Police, 3 Lieutenants, 6 Sergeants, 35 Police Officers, 1 Animal Control Officer, 10 Public Safety Dispatchers, 2 Administrative Assistants, 1 Clerk. The Police Officer positions include three Detectives, the Court Prosecutor, the Community Engagement Officer and the Information Systems Manager. Two of the 35 Police Officers positions are currently vacant and unfunded.

### **Significant Activities**

The following events of significance occurred during the past year:

1. In October Chief Cunningham was sworn in as the President of the International Association of Chiefs of Police (IACP). The IACP is an international police executive association that serves as the professional voice of law enforcement. The IACP is over 100 years old, represents over 9,000 police chiefs, 27,000 members and agencies from more than 135 countries worldwide on issues of legislation, policy, best practices and a myriad of other topics in relation to the profession
2. Chief Cunningham is a member of the executive board of the Greater Boston Police Council, a non-profit police membership organization responsible for the Boston Area Police Emergency Radio Network (BAPERN). He is also a member of the executive board of the New England Association of Chiefs of Police which works to promote and maintain the highest level of professionalism in the field of law enforcement. He also actively serves on the Boards for The Fund for Wellesley, whose mission is to promote the common good and to benefit all residents of the Town and the IACP Foundation which provides support for the families of officers killed and injured in the line of duty. He serves as Chair of Congressman Kennedy's Military Academy Selection Committee. He is also an active member of the New England Chapter of the Anti-Defamation League's Law Enforcement Advisory Committee.

3. Deputy Chief Jack Pilecki serves as the Chairman of the Traffic Safety Committee and has continued to serve on the Bicycle Safety Committee and Morses Pond Safety Committee. Additionally, he represents the police department on the Route 9 Enhancement Committee.
4. Mike Lemenager was promoted to the rank of Sergeant. Matt Wall was appointed as police officer and attended the Transit Police Academy. Kelly Dias, a former dispatcher, was hired as the Records Manager.
5. The Massachusetts Police Accreditation Commission awarded the department full Accreditation status in October 2014. Attaining Accreditation status required the department to meet 257 mandatory standards, and at least 69 of 125 optional standards that have been established as best practices for the profession. As part of the process the department completed a complete review, audit, and update of more than 100 policy documents.
6. The Wellesley Police Department's 16<sup>th</sup> annual open house was very well attended once again this year with more than 1,000 visitors. The event, part of the Wellesley weekend, allows residents to see the inner workings of the Wellesley Police Department. Everything in the station was open, from the Chief's office to the gym. As usual, the most popular areas were the jail cells, police cruisers, and communication center.
7. The Department continues to offer a Residential Security Survey to residents and business owners in the community. Officers Kathy Poirier and Chris Fritts have received extensive specialized training in assessing homes and businesses for areas in which they are susceptible to criminal victimization and the steps that can be taken to reduce and minimize the potential threats.
8. The Department continued its participation in the Metropolitan Law Enforcement Council, an innovative consortium of 47 area law enforcement agencies working within the metropolitan Boston area to promote public safety by sharing resources and personnel and by delivering specialized services to support member agencies while maintaining local control. Chief Cunningham is a founder and past president and executive board member of the Metro-LEC. One patrol officer serves on the regional SWAT team, one detective serves on the Computer Crime Unit, one detective serves on the Criminal Investigation Division, one lieutenant is assigned to the Public Information Unit, one officer, one sergeant and one patrol officer are assigned to the accident reconstruction team and one dispatcher works in the Mobile Command Post during Metro-LEC operations. Additionally, two patrol officers are assigned to the Metro-LEC bicycle unit.
9. The Department was awarded a Highway Safety Grant of \$7,500, Pedestrian Safety Grant of \$3,000, and a Child Passenger Safety Equipment Grant, State 911 Training Grant of \$12,014, a State 911 Support and Incentive Grant of \$61,359. These funds were used to supplement the dispatcher line item, and for equipment upgrades.
10. Several of our officers attended a fair and impartial training conducted by Dr. Lorie Friedell. Dr. Friedell is a renowned psychologist that speaks about biases and teaches officers to recognize what their own personal biases are. The fair & impartial policing perspective is based on the science of bias, which tells us that even well-intentioned people (and thus, officers) manifest biases that can impact on their perceptions and behavior. Research has shown that with information and motivation, people can implement controlled (unbiased) behavioral responses

that override automatic (biased) associations. These methods are covered in Dr. Friedell's training seminars.

11. All police officers attended in-service training in topics such as criminal law, motor vehicle law, CPR and use of force. In addition, officers attended the specialized training listed below:
  - The detective lieutenant, a sergeant and three detectives attended the New England Narcotic Enforcement Officers Association annual conference.
  - All officers completed firearms recertification, defensive tactics and less lethal use of force training.
  - Lt. Cleary attended the FBINA New England Chapter annual conference.
  - Detective McLaughlin attended the Computer Enterprise Investigator's Conference and the High Technology Computer Investigator's Association Conference.
  - Dispatchers attended training on police and fire dispatching, emergency medical dispatch, suicide intervention, stress management and missing children.
  - Several patrol officers attended specialized interview and interrogation training.
  - Sgt. Showstead attended the annual MA Police Accreditation Conference.
  - Sgt. Showstead, Officer Lemenager and Officer Carrasquillo attended accident reconstruction training.
  - All officers participated in training utilizing an interactive decision making tool that stresses critical thinking and de-escalation techniques. Officers take part in this decision making training throughout the year.
12. The Department continued its commitment to keep residents informed of major events in town. The Department mailed information to every home regarding a new service whereby the Department can send text messages to residents' cell phones. Over 5,800 residents have signed up for the service. The Department also maintains an active website, a Twitter account with 11,300 followers and a Facebook page with over 2,200 likes on our page. The department's YouTube page has over 1,300 subscribers and has reached 2.4 million views, and continues to produce videos of public safety events and activities in Wellesley. The department is ranked #4 nationwide for Twitter followers for police departments with 26-49 officers by the International Association of Chiefs of Police (IACP). These projects are coordinated by Lieutenant Scott Whittemore.
13. Police officers and detectives continued to participate in programs aimed at curbing adolescent substance abuse and opening lines of communication.
  - Sergeant Spencer, Officer Rosenberg and the Youth Director, Maura Renzella instructed all sophomore health classes at Wellesley High School on the topic of drug and alcohol abuse.
  - Sgt. Spencer, Officer Rosenberg and Officer Kathy Poirier collaborated with the Youth Commission to offer the annual Youth Police Academy class for middle school students during the summer vacation break.
  - Officer Rosenberg and Youth Director Maura Renzella instructed all 8<sup>th</sup> grade health classes about the topics of alcohol and drug abuse.
  - Officer Rosenberg and Youth Director Maura Renzella provided instruction on Internet safety to all sixth grade health classes.
  - Members of the Department provided instruction at the high school in law and police work.
  - Officer Poirier and Officer Rosenberg partnered with Youth Director Maura Renzella to instruct a five session course offered to all 5<sup>th</sup> graders on risk taking, decision making skills and internet safety.
  - Officer Poirier presented at elementary school assemblies on the topic of Bicycle Safety.

- Sergeant Spencer and Officer Rosenberg spoke to various parent groups about the role of police and youth.
  - Officer Rosenberg served on the WHS and WMS Crisis Teams.
  - Officer Rosenberg served on the PTO Central Council, Youth Commission Board and Wellesley School Wellness Advisory Committee.
  - Officers Brooks, Officer Poirier and Officer Rosenberg organized and coached the girl's powder puff football team.
  - Lt. Whittemore, Sgt. Spencer and Officer Rosenberg sit on the School Emergency Planning Response Committee.
14. Detectives participated in numerous regional narcotics investigations as members of the NORPAC Task Force.
15. Detectives worked many major investigations throughout the year, a few of which are listed below.
- In September a resident of Glen Rd. reported that her house was being burglarized while she was in the home. The suspects entered the garage through an unlocked window. They then made their way into the garage attic space and were able to kick a hole in the ceiling of the study and drop into the room. One suspect fled by smashing out a 1 ½ story high kitchen window and diving out onto the lawn. A perimeter was established and an area search was conducted with the assistance of other neighboring police depts. and the State Police. A suspect was seen fleeing on the railroad tracks by a detective and subsequently captured after a foot pursuit. A second suspect was found driving the first suspect to his arraignment at the Dedham District Court the next morning. He was interviewed by Wellesley detectives and was also arrested for the burglary. A third suspect was identified and arrested by Wellesley detectives in Lawrence.
  - In mid-August the Greta Luxe store window was smashed and a thief made off with over \$30,000 in handbags and merchandise. Detectives processed the scene for evidence and fingerprints with negative results. The store's video system had also malfunctioned. The Wellesley Police conducted a security survey of the shop a few days later. Their recommendations were quickly adopted. Several improvements were made among which was a new security video system and a procedure where expensive items are secured together in a locked storeroom at night.
  - In mid-September the Greta Luxe front glass door was smashed and a thief entered but was only able to steal a couple of items. This was largely in part due to the new security procedures. Detectives investigating the case recognized the individual who smashed the door as someone that we had arrested several years ago for similar crimes. He was released from prison in June of 2015. Wellesley detectives began a joint investigation with Boston Police detectives when it was learned that the same individual had perpetrated several commercial burglaries in the City of Boston as well. Multiple arrest warrants were issued for the subject. The burglar was eventually located in Chelsea and arrested by Wellesley detectives. In June 2016 the department responded to 9-1-1 call from an employee at TD Bank on Washington Street. A robbery had just occurred and the suspect description was provided. Several officers and detectives from the Wellesley Police Department and Needham Police Department immediately responded to the area. Officers located two male parties on foot in the area that fit the description of the suspect. These males were later taken into custody as a result of the investigation. A third individual was located in a motor vehicle nearby and was also taken into custody.
16. The Wellesley Police Department continues to fulfill its community policing mission by collaborating with all segments of the Wellesley community and by conducting an ongoing evaluation of existing community policing initiatives.

In closing, in my capacity as the Chief of Police, I would like to express my appreciation to the community for the support and assistance that the Police Department and its staff have received during the last year.

Respectfully Submitted,  
Terrence M. Cunningham  
Chief of Police

## REPORT OF THE BUILDING DEPARTMENT

Michael T. Grant	Inspector of Buildings/ Zoning Enforcement Officer
Russell Wheeler	Local Building Inspector
Socrates Sirafos	Local Building Inspector
R. Christopher Noonan	Local Building Inspector
Michael R. Sweeney	Electrical Inspector
George Lessard	Plumbing and Gas Inspector

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The Annual Report summarizes the Permit statistics of the Building Department for the Fiscal Year 2015/2016

### Permits Issued:

Residential New Single Family Dwellings	109
Residential Additions	108
Residential Alterations	419
Residential New Two Family Dwelling	2
Residential Accessory Structure	26
Residential Demolition	104
Residential Accessory Structure Demolition	9
Residential Roofing	260
Residential Siding	12
Residential Swimming Pool	13
Residential Stove	1
Residential Windows/Doors	77
Residential Chimney/Fireplace	4
Residential Repair	9
Residential Sheet Metal	323
Commercial New Buildings	7
Commercial Additions	1
Commercial Alterations	121
Commercial Demolition	4
Commercial Interior Demolition	5
Commercial Roofing	20
Commercial Repair	0
Commercial Sheet Metal	47
Retaining Wall	1
Fence	4
Tent/Trailer	53
Sign/Awning	28
Electrical Permits	1391
Plumbing/Gas Permits	1426
Home Occupation Permits	27
Public Safety Inspections/Certificate	<u>209</u>

<b>Total Permits/Certificates Issued FY 15/16</b>	<b>4820</b>
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## **ANNUAL REPORT OF THE SEALER OF WEIGHTS AND MEASURES**

I hereby submit my annual report of the Department of Weights and Measures for the fiscal year ending June 30, 2016. I was appointed Sealer of Weights and Measures in the town of Wellesley in January 2011.

The Weights and Measures Department is required by state statute to inspect all weighing and measuring devices in the town of Wellesley each year. In FY2016, the Department inspected 418 weighing and measuring devices, including price verification (scanning) audits. These included: retail scales, heavy capacity scales, pharmacy balances and scales, gasoline and diesel dispensing meters, weights, fuel oil delivery meters, timing devices, and reverse vending machines. In addition, besides enforcing the regulations in regard to scanning, item pricing, unit pricing, and the motor fuel sales act, the Department collected \$ 13,445.00 from inspection, and sealing fees during 2016.

The Department issued 4 civil citations in FY2016 for the following weights and measures violations: pricing errors (scanning), item pricing, and price misrepresentation. The total fine amount was \$ 800.00 for FY2016. In addition, the Department also issued a number of warning letters for weights and measures violations. The Department will continue to enforce the weights and measures regulations in order to protect the businesses and consumers in the community, and "keep the playing field level".

The Department during FY2016 saved consumers and businesses in Wellesley well into the tens of thousands of dollars by conducting mandated and spot inspections. This is in addition to the fees and fines collected for the town. Errors were found and corrected which resulted in sufficient savings. These savings are often overlooked by the community, but they are real. The consumer, or in some cases the business, benefited immediately from that adjustment. Every fuel dispensing device was inspected last year in Wellesley, and adjustments to the fuel dispensing meters were made when necessary.

The Department checked 725 items in local retail stores to ensure that they scanned correctly. The Department found that 97.93 % of the items checked were correctly priced, 0.14 % were under-priced, and 1.93 % were over-priced. The National Institute of Standards and Technology requires a 98 % accuracy (correct) rate to pass inspections.

All testing equipment was certified by the state Division of standards Laboratory in Needham, Massachusetts. All weights, test measures, etc. have traceability to the National Institute of Standards and Technology (NIST), formerly the National Bureau of Standards, United States Department of Commerce.

Respectfully Submitted,

Jack Walsh, Sealer of Weights and Measures



## **REPORT OF THE BOARD OF ASSESSORS**

The assessor's office is the primary generator of Wellesley's revenue with over 80% of the town's budget funded by property taxes and automobile excise. The office functions as part of the town government system but must comply with Massachusetts General Laws and is regulated by the Massachusetts Department of Revenue (DOR). The dependence on property taxes and the vital *new growth* component of the tax levy reinforces the importance of the assessors' office and the need for administering Massachusetts' property tax laws effectively and equitably to produce accurate, fair assessment of all taxable property.

The job of the Board of Assessors is not to determine how much the town will spend or levy in taxes. The tax levy, approved at the annual town meeting, is allowed to increase annually by 2½% plus an allowance for new growth construction. Amounts over the levy limit for debt exclusions or overrides are approved by a vote of town residents.

The assessors' primary responsibility is to find the "full and fair cash value" of all properties; independent of the tax levy. The assessors utilize a computerized mass-appraisal technique to annually establish assessed values. The system allows the town to administer the property tax in a timely, cost effective and uniform manner.

Fiscal year 2016 assessed values are based on a market valuation date (or assessment date) of January 1, 2015 by analyzing market sales from calendar year 2014. The assessed value is an amount that a property might be expected to realize if it had sold on the assessment date.

The tax rate is the ratio between the tax levy and the total valuation of the town. It is the rate which will provide funds to pay for services and projects as voted at town meeting. The Board of Selectmen hold an annual public tax classification hearing to decide to continue with a single tax rate for all properties or to tax different classes of properties at different rates. The vote *does not* increase the town's tax levy but merely shifts the tax burden from one group of taxpayers to another. The selectmen voted to continue with a single tax rate for fiscal year 2016.

Total assessed values for each major class of properties, the number of parcels, and their share of the tax levy are shown below.

<b>Class</b>	<b>Parcel Count</b>	<b>Valuation</b>	<b>Percentage of Levy</b>
Residential	8,250	\$9,382,323,000	87.08%
Commercial	229	1,277,962,000	11.86
Personal Property	840	114,194,000	1.06
<b>TOTAL</b>	<b>9,319</b>	<b>\$10,774,479,000</b>	<b>100.00%</b>

The tax rate for fiscal year 2016 was \$11.83 per \$1,000 of valuation. The levy limit was \$127,562,353 and the town levied \$127,462,083. The levy included payments for debt exclusions totaling \$12,803,348 and new growth of \$1,693,331. There were 122 real and personal property tax abatement applications for the fiscal year and 47 were granted some adjustment in assessed value and corresponding abatement.

The total personal exemptions for fiscal year 2016 were:

<b>Exemption Type</b>	<b>Count</b>	<b>Total Tax Amount</b>
Clause 22 – Veterans	64	\$43,966
Clause 37 – Blind	163	\$8,080
Clause 41A – Deferral	24	\$231,821
Clause 41C – Elderly	27	\$27,260
Community Preservation Exemption	57	\$4,380
Senior Work Program	9	\$4,778

Taxpayers experiencing financial hardship are encouraged to consult with the assessors' office to determine eligibility for deferrals and exemptions as options to allow them to remain in their homes.

The total number of Motor Vehicle Excise Bills issued during fiscal 2016 was, 24,413 that generated \$5,659,051 in tax receivables.

Office Staff:

Donna McCabe, A.A.S.  
Louise Burns  
Donna Thompson  
Ellen Muller  
Judy Keefe

Chief Assessor  
Assistant Administrator  
Office Assistant  
Assessor Technician  
Assistant Secretary

Respectfully submitted,  
Board of Assessors  
David C. Chapin, Chair  
Stephen D. Mahoney  
W. Arthur Garrity III

## **REPORT OF THE BOARD OF HEALTH**

### **DEPARTMENT MISSION**

The Board of Health (BOH) provides leadership on Town health and human service matters. The mission of the BOH is to protect and improve the health and quality of life of the town's residents and workforce. Under the supervision and guidance of the elected Board of Health, the Health Department's professional staff assesses the public health needs of the community and addresses those needs by providing environmental and community health services, communicable disease prevention and surveillance, public health nursing services, as well as health promotion initiatives. Other important functions include enforcing local and state sanitary regulations, providing emergency preparedness and response planning, reducing environmental health hazards and providing community health education.

### **BOARD AND STAFF**

In FY16, the three-member elected Board of Health was composed of Shepard Cohen, Chairman; Marcia Testa Simonson, MPH, PhD, Vice Chair and Lloyd Tarlin, MD, Secretary. The Health Department staff was comprised of one full time Director; one full-time and one part-time Environmental Health Specialist; a full-time Administrator; a full-time Community Health Coordinator, a part-time Public Health Nursing Supervisor and a part-time Community Social Worker.

### **COMMUNITY HEALTH**

This core public health area encompasses the assessment, development and implementation of policies, programs and services that address the town's community health needs. Priority areas include:

#### **Public Health Nursing Services**

Wellesley Health Department (WHD) public health nurses operated Keep Well Clinics at six rotating sites in Wellesley. The clinics (open to all residents) offered blood pressure screenings, select vaccinations, health counseling and referrals. Nurses also made well-being visits that provided safety-net services to homebound residents who were either ineligible for, or unable to access services from other health care providers. Home visits included monitoring of residents with complex hoarding issues. WHD collaborated with town departments, area colleges, agencies and families, to ensure that residents had appropriate services and follow-up.

#### **Communicable Diseases**

In FY16, 603 children and adults received immunizations for influenza at clinics held at Town departments (for employees), the Wellesley Hills Congregational Church, public housing sites, assisted living, at an area college and at the WHD. There were 66 additional vaccinations / injections administered to residents. Other services included 174 investigations of reportable diseases; this was done in conjunction with the MA Department of Public Health. WHD collaborated with the school health and nursing departments, as well as long term care facilities to track and assist in the dissemination of information regarding outbreaks of illnesses.

#### **Employee Health/Wellness Programs**

In FY16, WHD continued to encourage Town employees to adopt healthier lifestyles. WHD nursing staff provided blood pressure checks, vaccinations, as well as nutritional and health related counseling. WHD in conjunction with the Town's Human Resources Department continued to offer a walking program for Town employees.

## **Mental Health**

Two local mental health service agencies, The Human Relations Service (HRS) and Charles River Association for Retarded Citizens, received funding subsidization from the Town through the Board of Health, to provide affordable, accessible, quality, mental health and counseling services for Town residents.

WHD hosts a suicide prevention website called [www.wellesleyacts.org](http://www.wellesleyacts.org), designed to offer visitors resources to help themselves or another in an emotional crisis. A Parent Resource Guide, aimed at helping parents address their child's mental health needs and a general Mental Health Resource Guide, highlighting information and resources for residents of all ages are distributed annually, before the start of the school year to the schools and the community. These brochures, a confidential, on-line mental health screening, as well as an Addiction Resources page with resources on opioids, as well as other substances are available on the Health Department's website: [www.wellesleyma.gov/health](http://www.wellesleyma.gov/health).

## **Social Services**

Social services are available to residents aged 59 and younger, as the Wellesley Council on Aging provides these services to residents aged 60 and older. Social services include but are not limited to: mental health, housing, public benefits, health insurance and financial assistance. In FY16, 70 home visits and 42 office visits were completed. An additional 18 appointments were scheduled but not completed for a variety of reasons (e.g. client illness, inclement weather, etc.). Information and referrals were provided over the phone an estimated average of 28 times each month to clients, residents and professionals. CSW collaborated with various town departments, Wellesley Housing Authority (WHA), Wellesley Friendly Aid Association, Wellesley Food Pantry and the Salvation Army. CSW also coordinated programs at the Community Room at WHA's Barton Road location, including a wellness fair (27 participants), a car seat checkpoint (11 car seats were given to those in need) and programming during school vacation weeks (average of 27 kids each day).

## **Senior Services**

The Health Department Director and staff collaborated with the Council on Aging, Police, Fire and Animal Control, as well as other senior service agencies to identify elders at risk and to address seniors' concerns. Senior Issues meetings were held regularly throughout the year.

## **Community Health Programming**

Healthy Wellesley is a community wellness initiative. Its mission is to promote a healthy lifestyle, identify the bounty of health, wellness and fitness resources in Wellesley, and present programming to positively affect the health of residents across the age spectrum. In FY16 residents attended Healthy Wellesley events: *Emergency Preparedness Begins at Home*, *Massachusetts Emergency Management Agency (MEMA) 101*, *CPR for Volunteers*, *Fun and Health for Pets and Their 'People' (dog contest)*, *Fire Safety Training*, and *Linden Square Community Wellness Day*.

## **Collaborations**

WHD staff continued to participate in the Community Health Network Area 18 (CHNA 18) coalition. The coalition strives to build healthier communities through community-based planning and programming. CHNA 18 worked with SOAR 55 to reimagine their strategic plan.

WHD and its Board of Health members continued to spearhead efforts to enhance their collaboration with Newton Wellesley Hospital leadership and staff on mental health needs, community benefits and community health initiatives.

WHD director and staff continued their participation in the School Wellness Advisory Committee (SWAC). In FY16, the focus was on Mental Health and Wellness and Food in the schools. There was an intersection of collaboration among the SWAC, Wellesley Public Schools administration and faculty, Newton Wellesley Hospital Child and Adolescent Psychiatry director and staff and WHD Board and staff to address mental health needs of children and adolescents in the community.

WHD partnered with the Natural Resources Commission (NRC) to pass a by-law that would ban the use of certain grades of plastic bags in town; to take effect in 2017. WHD continues to work with the NRC to heighten awareness of and reduce the use of pesticides in town.

### **EMERGENCY PREPAREDNESS AND RESPONSE PLANNING**

WHD is involved in local, regional and state emergency preparedness and response planning including: all hazards, seasonal, emerging and pandemic flu and natural and manmade disaster planning. WHD Director and the Assistant Fire Chief are the co-chairs of the Local Emergency Planning Committee (LEPC), which provides emergency planning for the Town.

WHD continued its participation in Massachusetts Department of Public Health Emergency Preparedness Region 4B (a coalition of 27 communities), focused on regional aspects of emergency preparedness, including collaboration with member communities to pool resources, provide mutual aid, conduct surveillance, and address hospital linkages. WHD is also part of a seven-community emergency preparedness sub-region called Norfolk County Seven (NC-7). These communities provide trainings, drills and collaborate on grants. Both Region 4B and NC7 hold regular meetings.

In FY16, WHD continued to provide trainings and exercises for the Wellesley Medical Reserve Corps (MRC). The MRC is a group of approximately 100 residents with medical and non-medical backgrounds, who assist WHD at local and regional public health events, such as flu clinics, emergency preparedness training exercises and Healthy Wellesley activities.

Presentations on family emergency preparedness, as well as seasonal flu are ongoing initiatives offered by WHD. General information on preparing for emergencies, as well as Wellesley specific information is regularly updated on the Health Department website: [www.wellesleyma.gov/health](http://www.wellesleyma.gov/health).

### **ENVIRONMENTAL HEALTH**

This core public health service area encompasses risk assessment, protection from potential and actual hazards, prevention of disease and injury, and the promulgation and enforcement of regulations. Priority areas include:

#### **Tobacco Control**

In FY16, tobacco permits were issued to thirteen tobacco retailers. As of June 1, 2015, the minimum age to purchase tobacco products and nicotine delivery is 21 years of age.

#### **Food Sanitation and Food Establishments**

WHD Environmental Health Specialists inspected all food establishments in Wellesley, with emphasis on those that presented the highest risk to the public's health. In FY16, 171 food establishment permits and 54 temporary food permits were issued. 337 inspections (including re-inspections) were conducted at these facilities. 31 complaints were promptly investigated and appropriate corrective measures taken. Eight restaurants had their food establishment permits suspended, due to critical violations of the food code. Thirteen new licenses were issued. There were 28 plan reviews of new food establishments or renovations, including 33 inspections of construction sites.

### **Housing**

WHD continued to address the housing and sanitation concerns of residents. In FY16, the Health Department received 108 calls related to housing issues. A total of 123 actions (including inspections and re-inspections) were taken to address sanitary code violations.

### **Swimming Pools and Beaches**

The Health Department's environmental health staff monitored the town's swimming water quality at pools and beaches to ensure compliance with state sanitary codes. In FY16, 17 semi-public pool permits and one beach permit were issued. Sixty inspections (including re-inspections) were conducted. Weekly water samples from Morse's Pond were taken and analyzed to monitor E-coli levels.

### **Camps**

In FY16, WHD licensed 30 camps that provided recreational activities for 9,400 children. A rigorous inspection process was conducted to ensure the safety of the children enrolled in camp activities. WHD focused on educating camp staff on safe camp operations and compliance with state camp regulations.

### **Mosquito Control**

WHD continued its contract with the East Middlesex Mosquito Control Project, to monitor and control the mosquito population, in an effort to reduce the spread of mosquito borne illnesses. In a seasonal plan to reduce mosquito breeding, Department of Public Works placed larvicide packets inside street catch basins throughout town. Education on personal protection measures and elimination of mosquito breeding areas remained a primary focus of prevention efforts.

### **Rabies Control**

In FY16, the Health Department issued 14 livestock permits. WHD staff collaborated with the Wellesley Animal Control Officer on rabies control measures. By statute, any pet or farm animal that may have had contact with an animal suspected of carrying the rabies virus must be ordered confined by the animal inspector. In FY16, 10-day quarantines were issued to 37 dogs that bit people and/or other dogs (16 were dog to dog, 21 were dog bit person) and three cats that bit a person. 45-day quarantines were issued to six dogs and two cats. Six month quarantines were issued to two cats. Four bats and one cat were submitted for rabies testing.

### **Additional Services**

In FY16, six inspections of tanning facilities were conducted. WHD also monitored lead and asbestos abatement projects. In FY16, 79 rodent inspections were performed as part of the Building Department's requirements for the demolition of an existing structure. Many of these inspections involved the abandonment of existing subsurface sewage disposal systems. Three permits were issued for Title 5 related work, for repairs to existing systems. One set of plans were reviewed and approved for a future septic system. Twenty-nine inspections of septic systems were conducted. Three permits were issued for private wells for geothermal heating and cooling and two permits were issued for irrigation.

## **REPORT FROM THE NATURAL RESOURCES COMMISSION**

*It is the mission of the Natural Resources Commission to provide stewardship of, education about, and advocacy for the Town of Wellesley's park, conservation, recreation and open space system so that the full value of the Town's natural assets can be passed onto future generations.*

The Natural Resources Commission (NRC) consists of five elected members, with staggered terms of three years. Commissioners during FY16 were Stephen Murphy, Chair; Lise Olney, Vice Chair; Raina McManus, Secretary; Joan Gaughan; and Heidi Kost-Gross. The Director of the NRC is Brandon Schmitt.

The NRC is charged with the statutory responsibilities of *Park Commissions, Conservation Commissions, Tree Wardens, Shade Tree and Pest Control Officers, and Town Forest Committees* under Massachusetts General Laws Chapters 40, 45, 87, 131 and 132. The NRC appoints and oversees the Wetlands Protection Committee and the Trails Committee. In FY16, the NRC held 29 public meetings, 6 of which included Public Shade Tree Removal Hearings, one summer planning retreat, and issued 36 Permits for the use of Park or Conservation Land.

Please visit the NRC office or see the NRC page on the Town web site for resources related to the work of the NRC, agendas for upcoming meetings, and minutes of past meetings. Through the web page, you can also sign up for the NRC email newsletter and the NRC Facebook page.

### **Accomplishments**

#### **New Bylaw on Single-Use Plastic Check-Out Bags**

The NRC successfully sponsored a new town bylaw imposing some restrictions on the distribution of single-use plastic check-out bags, paper shopping bags, and reusable bags. The purpose of the bylaw is to protect the Town's unique natural beauty and irreplaceable natural resources by reducing plastic litter, by requiring all paper bags distributed to be recyclable, and by promoting the use of reusable bags. The bylaw also helps ensure that Wellesley residents are able to recycle shopping bags distributed in the town at the Wellesley Recycling and Disposal Facility. (The RDF no longer recycles plastic bags or other plastic film products.) The NRC proposed the bylaw after a year of research in coordination with the Department of Public Works and the Sustainable Energy Committee -- our partners on the Wellesley 3R (Reduce, Reuse, Recycle) Working Group.

The bylaw was resoundingly approved by Wellesley Town Meeting on April 12<sup>th</sup>, 2016, and authorized by Attorney General Maura Healey on July 25<sup>th</sup>, 2016. In brief, the bylaw prohibits the distribution of thin single-use plastic check-out bags and requires paper bags to be 100 percent recyclable and made of 40 percent post-consumer recycled content. The bylaw will be enforced by the Board of Health and will take effect on January 25<sup>th</sup>, 2017, for stores that are at least 3,500 square feet in size. Stores smaller than 3,500 square feet will have until April 12, 2017, to comply.

#### **Rezoning of NRC properties**

The NRC, Planning Board, and departmental staff collaborated on a proposal to change the zoning classification of 10 properties under the jurisdiction of the NRC in order to reflect the current and intended long-term use of these properties. On April 12, 2016, Wellesley Town Meeting voted to accept the proposal to remove the 10 properties from the Residential or Educational zoning districts and incorporate them into the Conservation zoning district. This rezoning satisfies recommendations made by the Comprehensive Plan of 2007 and the 2015 Open Space and Recreation Plan to strengthen the status of all park and conservation land by ensuring that it is zoned under "Conservation."

### **NRC Studies Underway**

The NRC is working on three studies made possible by funding from the Community Preservation Committee.

- **Morses Pond Erosion Study:** This study will help inform long-term efforts to preserve the shoreline of the pond. Disturbance due to heavy foot traffic, informal boat launches, and heavy

storm water runoff have undermined the stability of the bank and the water quality in several areas of the pond. The eroding shoreline threatens trees, wildlife habitat, and recreational areas. As of July 1, 2016, 69.5 percent of the \$20,000 appropriation has been billed to the project. The full report is expected in late September, 2016.

- **Comprehensive Pond Management Plan:** This study will assess the condition of eight Town ponds that provide recreational and environmental benefits to the community: Abbotts Pond, Duck Pond, Longfellow Pond, Reeds Pond, Rockridge Pond, Farm Station Pond, Bezanson Pond, and Skating Pond. (The study does not include Moses Pond because Moses already has a restoration plan.) Pond ecosystems are fragile and must be monitored and protected from invasive species, sedimentation, and eutrophication. As of July 2016, sediment mapping and initial water quality sampling has been performed at each of the ponds. As of July 1, 2016, 41.6 percent of the \$100,000 appropriation has been billed to the project budget. The full report is expected sometime in January, 2016.
- **Assessment of Kelly Field Tennis Courts:** This assessment investigated the current condition of the courts and examined a perception that the courts are in disrepair and have fallen into disuse. The NRC wanted to explore the opinions of nearby residents before considering other uses for the parkland. The assessment revealed that nearby residents do use the courts for tennis, are largely satisfied with their current condition, and do not wish to see the parkland used for any other purpose at this time.

### **Update: On-going Projects**

#### **Organic Integrated Pest Management**

The NRC contracted with Chip Osborne of Osborne Organics to review and update the Commission's Integrated Pest Management (IPM) policy, which prohibits the use of pesticides on NRC property without a formal review and waiver process. The NRC plans to recommend that other Town boards with jurisdiction over public land adopt the updated IPM policy. The NRC is also planning a campaign to promote the benefits of reducing or eliminating the use of pesticides for lawn care and gardening.

#### **Fuller Brook Park Preservation Project**

Funds were appropriated at 2014 Wellesley Town Meeting for the construction phase of the Fuller Brook Park Preservation Project. This project is the result of many years of thoughtful planning by numerous stakeholders seeking to restore and preserve Fuller Brook Park as a vital part of the Town's stormwater infrastructure and as a beloved recreational space. Project work involves brook and stream restoration, storm drain improvements, pond and brook dredging, invasive plant management, and landscape improvements, and is expected to be completed this winter.

The Project Management Team, consisting of members of the Department of Public Works, Selectmen's Office, and the NRC, entered into a contract with R. Bates & Sons for \$4,432,647 to construct the project. Project Manager Peter Jackson meets regularly with the five-member Fuller Brook Park Coordinating Committee, comprised of representatives from the NRC, Board of Public Works, Wellesley Historical Commission, the Friends of Fuller Brook Park, and a fifth member appointed by the Town Moderator.

The FBPC was awarded a grant of \$337,000 by the EPA. The project manager reduced the Town's project costs by maximizing the work chargeable to the grant.

An extensive project web page with weekly updates and photographs is maintained on the Town's website, and the project manager also sends weekly updates to email subscribers. (To subscribe, click "Subscribe to News" on the homepage of the Town web site.)

#### **Moses Pond Restoration**

The NRC continued to work with pond consultant Dr. Ken Wagner, the Department of Public Works, and the Recreation Commission in restoring and maintaining the health of the pond. Now in its ninth year of implementation, the restoration has resulted in clearer water, and some decrease in nuisance



aquatic plants. Implementation of the recently installed automated phosphorus inactivation system will reduce the cost of treatments and allow greater control.

### **Tree Planting Program and 33rd Annual Tree City USA Award**

The NRC continues annual funding and oversight of the town-wide tree planting program in cooperation with the Department of Public Works. In June 2016, Wellesley was awarded the Arbor Day Foundation “Tree City USA” designation for the thirty-third consecutive year.

### **Biological Pest Control Methods**

In FY16, the NRC approved the continuation of a successful effort to use biological methods to control the invasive European winter moth by releasing parasitic flies (species *Cyzenis albicans*) in Centennial Reservation. The parasitic flies disrupt the life cycle of the winter moth, acting as a natural control, and allowing the Town to significantly reduce pesticide use. This project is conducted in conjunction with UMass Amherst Extension specialists and scientists from MA Department of Conservation and Recreation. With the success of the parasitic fly release program, Wellesley residents are requested to limit spraying to trees that will not survive any moth infestation.

The NRC also hired a herd of goats to help control invasive species at Boulder Brook Reservation. The goats were stationed at Kelly Field and the meadow area of Boulder Brook, offering residents and students at Bates Elementary School an opportunity to observe alternative methods of landscape management.

**Brookside Community Gardens and the Weston Road Garden Club:** The NRC staff coordinated with the boards of Brookside Community Gardens and the Weston Road Garden Club to draft uniform governing policies, including the stipulation that gardens must be maintained organically, without the use of pesticides. The NRC was also proud to work with Wellesley resident Ellen Korpi and members of the Village Church to develop the 4C Garden Program which supports a garden plot for residents of Morton Circle. The program was funded by a grant from the Fund for Wellesley.

### **Report from the Wetlands Protection Committee**

The NRC serves as the Conservation Commission for the Town of Wellesley. The NRC delegates to the Wetlands Protection Committee (WPC) the power and authority to administer and enforce the Wetlands Protection Act (G.L. Chapter 131, Section 40) and the Town Wetlands Protection Bylaw (Article 44). The NRC appoints five volunteer members to the WPC, along with no more than two associate members.

WPC members for FY16 included Bob Collins, Chair; Carl Sciple, Vice Chair; J. Stanley Waugh; Richard Howell; and Pete Jones. Linda Hansen, who was hired in April, is the Wetlands Administrator.

### **Wetlands Permits**

In FY16, the WPC held 17 public meetings and issued 29 Orders of Conditions, 14 Amended Orders of Condition, 43 Certificates of Compliance, 4 Enforcement Orders, and 17 Determinations of Applicability. Wetland fees received in FY16 totaled \$15,876.00.

### **Wetlands Regulations and Guidelines**

In FY15, the WPC retained the services of a consultant to re-write the Wellesley Wetland Bylaw Regulations. The new regulations, now in final draft form, will

- Define more clearly and thoroughly the implementation of the Wellesley Wetland Bylaw,
- Provide better protection for the Town’s 25-foot “No Disturbance Zone,”
- Establish clear stormwater management standards,
- Require wetlands permit applications to be filed electronically as well as by paper copy.

A draft of the new regulations was discussed at a publicly advertised meeting and the final version will be promulgated sometime in FY17.

## **Report from the Trails Committee**

The mission of the Trails Committee is to develop, promote, and maintain the Town's trails network as a recreational resource, and to encourage residents to explore and enjoy our scenic and diverse open spaces. There are 43 miles of trails in Town, with 26 miles that have trail descriptions and are marked with directional arrows. The marked trails consist of 9 woodland trails that range in length from 0.5 to 2 miles long and five interconnecting trails that are 2 to 6 miles long.

### **Committee Members**

The Trails Committee consists of eight volunteer members appointed by the Natural Resources Commission: Miguel Lessing, Chair; Denny Nackoney, Vice Chair; Joan Gaughan, NRC Board Representative; Bob Brown; Diane Hall; Jared Parker; John Schuler; and Ekaterina Zemlyakova.

### **Trail Maintenance and Expansion**

Trail Committee members monitor assigned trails, perform basic trail maintenance, check trail markers, fill map pamphlet holders, replenish doggie bag dispensers, and report trail problems. The DPW assists in both maintenance and new trail projects. Significant projects in FY16 included:

- a. Coordination of a Trails Committee funded project with the Fuller Brook Committee to provide a more direct connection on the Brook Path from the State Street parking lot to Rice Street.
- b. Submission of a proposal to Wellesley College to change the route of the Sudbury Path at the Cheever House to allow access and a safe crossing to the north side of Washington Street for a connection to the aqueduct trail in Natick.
- c. Discussions with the MWRA, Town of Needham, and Wellesley Country Club concerning on the route of a new Sudbury Aqueduct trail into Needham.
- d. Assistance to the MWRA in establishing two detour trails on the Sudbury Path to get around reconstruction of the Rosemary Siphon Houses.

### **Community Outreach**

The Trails Committee led three guided walks in the fall and four in the spring with 157 participants, including 30 participants who walked the Wellesley Grand Tour, a 10-mile hike using the interconnecting trails. At Kids' Trails Day, 82 children searched for treasure boxes in the Town Forest. We conducted two trail maintenance projects open to volunteers, supported an Eagle Scout project to construct a nature trail at Centennial Reservation, and helped a high school student set up a running trail in the Town Forest.

A website and Facebook page are kept fresh and updated. We supported and participated in the Wellesley Green Collaborative, Wellesley Bike Safety Committee, Charles River Watershed Association Earth Day cleanup, July Jubilation, and Farmers' Market.

We worked with the Natick Conservation Commission on their new Cochituate Aqueduct trail that will connect to our Crosstown Trail, and have started a Town discussion on advocating for the completion of the Riverside Rail Trail from Lower Falls to the MBTA station in Newton.

### **Trails Committee Appreciation**

We appreciate the cooperation received from MassBay Community College, Babson College, Wellesley College, Olin College, Wellesley Conservation Council, Wellesley Country Club, Towns of Needham and Weston, DCR, and MWRA to allow our trails network to cross their properties. The Committee is also grateful for the help received from Town boards and Town staff, the Wellesley Boy and Girl Scout Troops, Haynes Management Inc., Nelson Properties, National Development LLC, and the Beard Way Homeowners Association. And last, but not least, the DPW Park and Tree Division for all their dependable help in doing the heavy lifting, clearing big blowdowns, and mowing the meadow trails to keep them accessible and free of poison ivy.

## **NRC Thanks and Appreciation**

The members of the NRC wish to thank the many other volunteers who help protect and maintain Wellesley's open space and natural resources, especially the members the **Wetlands Protection Committee** and the **Trails Committee**, who work tirelessly throughout the year. We also appreciate the dedicated efforts of the staff of the **Department of Public Works**, who are essential to the execution of our mission.

## **REPORT OF THE PLANNING DEPARTMENT**

*Includes Reports for the Denton Road Neighborhood Conservation District Commission, Design Review Board, Fair Housing Committee, Historic District Commission, and Planning Board*

This report summarizes the activities of the Town of Wellesley Planning Department during the period of July 1, 2015 to June 30, 2016 ("FY16").

### **Planning Staff**

The Planning Staff consists of a part-time secretary/technical assistant, planner, senior planner (formerly assistant planning director), and planning director. The planning director is appointed and supervised by the Planning Board. The Planning Staff serves as professional staff to the Denton Road Neighborhood Conservation District Commission, Design Review Board, Fair Housing Committee, Historic District Commission, and Planning Board. The Planning Staff also assists the Community Preservation Committee, Historical Commission, and Housing Development Corporation with certain activities, as approved by the Planning Board.

During the reporting period there were vacancies in the assistant planning director and planner positions. The planner position was vacant between August 2015 and October 2015, filled in November 2015; the planner position was then again vacant between April 2016 and into FY17 (filled in August 2016). The assistant planning director position was vacant between March 2016 and April 2016, at which time it was retitled as senior planner and the planner was promoted to the position.

### **Website and Social Media**

The Planning Department and the boards staffed by the Department maintain webpages accessible from the Town's main web address at [www.wellesleyma.gov](http://www.wellesleyma.gov). Webpages include updated information on the regular activities and special projects of the Department and staffed boards. Additionally, the Planning Department maintains Twitter and Facebook accounts which are regularly updated with information regarding meetings of boards, special projects managed within the Department, and other information of Town-wide interest.

### **Citizen Inquiries**

The Planning Department Office is open weekdays from 8:30 a.m. until 4:30 p.m. The Staff assists citizens with questions concerning zoning requirements, the various application types and processes, and the scheduling of meetings with staffed boards. Frequently people are referred to the Planning Department by other Town departments. It is estimated that the Planning Department handles approximately 100 such inquiries per week with approximately 25% of these involving in-office visits.

### **Special Assignments**

In addition to work on many of the special projects and studies initiated by the boards staffed by the Department, staff also assisted and served on the following groups during the reporting period: Transportation Advisory Group, 900 Worcester Street Study Committee, and Hardy-Hunnewell-Upham Master Plan Committee.

### **Meetings & Applications Processed**

During FY16, the Planning Department staff attended seventy-two (72) meetings of boards staffed by the Department (information on the number of meetings held by each board is detailed below; staff attended fifty-eight (58) meetings in FY15). Additionally, staff attended sessions of Town Meeting, meetings of the Board of Selectmen and Zoning Board of Appeals, and meetings associated with special projects, such as the Unified Plan, Town Government Study, 900 Worcester Street, and HHU Master Plan.

During the reporting period, the Planning Department staff processed 115 new applications for the boards staffed by the Department (information on the number of applications considered by each board is detailed below; 106 new applications were processed in FY15), not including the preparation of recommendations to the Planning Board for the 75 applications made to the Zoning Board of Appeals. Additionally, the staff managed aspects related to five (5) Project of Significant Impact Special Permits, two (2) Subdivisions, four (4) Review of Adequacy applications, and seven (7) Large House Review applications approved by the Planning Board in previous fiscal years. In total, the staff of the Planning Department managed 208 applications during FY16 (208 applications in FY15).

### **Bonds**

In certain circumstances, the Planning Board requires the submittal of surety bonds to ensure the completion of studies and/or infrastructure work associated with projects. The requirement for these sureties is generally associated with Review of Adequacy, Large House Review, Project of Significant Impact, and Subdivision projects. At the end of the reporting period, the Planning Department was holding \$577,773 in bonds, comprised of \$160,743 associated with nine (9) Review of Adequacy projects, \$244,030 associated with four (4) Large House Review projects, and \$173,000 associated with two (2) Subdivisions.

### **Project Review and Submission Fees**

The Planning Department collects project submission fees associated with the application types noted herein; fees offset the cost of copies, mailings, advertising, and staff time associated with the review and preparation of reports, plans and other materials. The Planning Department received \$85,247.32 in submission fees in FY16 (\$43,215 collected in FY15), collected for the following application types:

- Design Review Board: \$5,800
- Denton Road Neighborhood Conservation District: \$375
- Historic District Commission: \$425
- Planning Board:
  - Review of Adequacy: \$1,800
  - Large House Review: \$23,171
  - Project of Significant Impact: \$20,545.60
  - Approval Not Required Plans: \$3,900
  - Subdivision: 28,130
  - NRPD Special Permit: \$550
  - Inclusionary Zoning Special Permit: \$550

## **REPORT OF THE DENTON ROAD NEIGHBORHOOD CONSERVATION DISTRICT COMMISSION**

This report summarizes the activities of the Denton Road Neighborhood Conservation District Commission during the period of July 1, 2015 to June 30, 2016 ("FY16").

### **Background**

Article 46A, *Neighborhood Conservation Districts*, and, more specifically, Article 46B, *Denton Road Neighborhood Conservation District*, establishes the Denton Road Neighborhood Conservation District and authorizes the Denton Road Neighborhood Conservation District Commission ("DRNCDC") to review and approve certain construction projects affecting properties and structures within the District.

### **Membership**

The DRNCDC consists of five (5) members and at least two (2) alternates, appointed by both the Historical Commission and Planning Board; one (1) member and one (1) alternate shall be designees of the Historical Commission and one (1) member shall be a designee of the Planning Board. Three (3) members and one (1) alternate shall be residents of the District, to be appointed by the Historical Commission. When reasonably possible, the DRNCDC shall include an architect, architectural preservationist, or landscape architect.

The membership of the DRNCDC for FY16 was as follows:

- Herbert Nolan, Chair as of 8/11/2015 (District Resident)
- Tucker Swan, Vice Chair as of 8/11/2015 (District Resident)
- Janet Giele, Secretary as of 8/11/2015 (District Resident)
- Helen Robertson (Historical Commission Designee)
- Joel Slocum (District Resident, Alternate)
- Eugene Cox (Historical Commission Designee, Alternate)

The Planning Board Designee position was vacant during FY16.

### **Meetings and Project Reviews**

Generally, the DRNCDC meets only when needed to review applications. During FY16 the DRNCDC held ten (10) regular meetings during which six (6) applications were considered for alterations affecting four (4) properties within the District.

### **Other Business**

During FY16, the DRNCDC granted a categorical approval of the Wellesley Historical Commission's Historic Home Plaques within the Denton Road Neighborhood Conservation District. Additionally, the DRNCDC began reviewing the District's Design Guidelines, expected to be continued in FY17.

## **REPORT OF THE DESIGN REVIEW BOARD**

This report summarizes the activities of the Wellesley Design Review Board during the period July 1, 2015 to June 30, 2016 ("FY16").

### **Background**

Section XXII, *Design Review*, of the Zoning Bylaw, authorizes the Design Review Board ("DRB") to review and make recommendations on all applications for signs and other identification devices, awnings, antennas, certain retaining walls, and projects defined as Minor and Major Construction projects in Section XVIA, *Project Approval*, of the Zoning Bylaw. Section XVID, *Large House Review*, of the Zoning Bylaw, authorizes the DRB to review and make recommendations to the Planning Board on all applications for single family home projects that meet or exceed the Large House Review thresholds. The DRB is also responsible for providing a recommendation to the Planning Board for Wellesley Square Commercial District Density Special Permit.

### **Membership**

The DRB consists of five (5) regular members and three (3) alternate members, appointed by the Planning Board as specified in Section XXII, *Design Review*, of the Zoning Bylaw. The membership of the DRB is required to consist of a member of the Planning Board or designee of the Board who is a resident of the Town, a person qualified by training and experience in architecture who shall be a resident, a person qualified by training and experience in landscape design and landscape architecture who shall be a resident, a person qualified by training and experience in the art or design professions who shall be a resident, and a person recommended by one or more of the Town associations representing Wellesley retail business owners. Alternate members shall meet one or more of these qualifications.

The membership of the DRB for FY16 was as follows:

- Johnathan Law, RLA, Chair (resident; training and experience in landscape design and landscape architecture)
- Robert Skolnick, Vice Chair (representative of Wellesley retail business owners)
- Ingrid Carls (resident; training and experience in art or design professions)
- Helen Robertson (resident; training and experience in architecture)
- Sheila Dinsmoor (resident; training and experience in art or design professions)
- Robert Broder, AIA (Alternate; resident; training and experience in architecture)
- Amir Kripper, AIA (Alternate; resident; training and experience in architecture)

Howard Raley, an Alternate member, resigned from the Board in January 2016.

### **Meetings and Project Reviews**

During the reporting period the DRB held twenty (20) meetings during which seventy-seven (77) projects were reviewed, as follows:

- Major Construction Projects (Site Plan Review; recommendation to ZBA): 4
- Minor Construction Projects (recommendation to Inspector of Buildings): 20
- Signs, by-right (recommendation to Inspector of Buildings): 26
- Signs, Special Permit (recommendation to Zoning Board of Appeals): 11

- Antenna (by-right and Special Permit): 3
- Retaining Wall (by-right and Special Permit): 1
- Large House Review (recommendation to Planning Board): 12

Major Construction Projects reviewed by the DRB include Site Plan Review applications for the Wellesley Office Park's Riverfront Path, and the Wellesley Country Club's new six-hole Short Course, as well as applications for the Tolles-Parsons Senior Center and the Wellesley High School Track and Field Replacement project.

The Board continues to publish and have available its agenda, meeting minutes, sign regulations, design guidelines, project updates, as well as other related matters, on the Town's website and in the Planning Department. The DRB's regular meetings are generally held on the second and fourth Wednesday of each month at 7:00 p.m. in the Great Hall.

### **Other Business**

The 2016 Annual Town Meeting approved \$20,000 in FY17 Capital funds for the development of Design Guidelines, updating the Board's Design Guidelines Handbook. Development of these Guidelines will begin in FY17

## **REPORT OF THE WELLESLEY FAIR HOUSING COMMITTEE**

This report summarizes the activities of the Wellesley Fair Housing Committee during the period July 1, 2015 to June 30, 2016 ("FY16").

### **Background**

On October 25, 1983, the Board of Selectmen designated the Town's Planning Director as the Fair Housing Officer and committed to establishing a Fair Housing Committee, both of whom would work to develop a Fair Housing Plan (adopted March 27, 1984, revised June 12, 1984). The Fair Housing Committee was established on or before July 1, 1984 and, per the Fair Housing Plan, the Committee is to be appointed by the Board of Selectmen.

Under the adopted Fair Housing Plan, the responsibilities of the Fair Housing Committee are:

1. To review and approve or modify and approve the Implementation section of the Fair Housing Plan.
2. To periodically update the Implementation section of the Fair Housing Plan.
3. To evaluate and analyze any overconcentration or under representation of minorities in the Town and to prepare recommendations to address inequities that may exist.
4. To design and implement an audit and reporting system that will measure the effectiveness of the Fair Housing Program, and to suggest any improvements.
5. To keep other town boards and the public, including banks and real estate brokers, informed of fair housing law and amendments to the law.
6. To generally promote public awareness of the Town's responsibilities under the Fair Housing Program.

Additionally, the Committee investigates complaints regarding housing discrimination.

### **Membership**

As indicated in the Fair Housing Plan, the Committee is to be appointed by the Board of Selectmen and shall consist of five (5) members to include:

1. A designee recommended by the Wellesley Housing Authority;
2. A designee recommended by the Planning Board;
3. A designee recommended by the Public Housing Tenants Association;
4. A real estate broker/developer or banker to be named by the Board of Selectmen; and
5. A designee recommended by the Massachusetts Commission Against Discrimination or if that agency declines to make a recommendation, a designee shall be recommended by the Fair Housing Officer.

The last appointed members of the Fair Housing Committee were John G. Schuler, Gretchen T. Underwood, and Peggy Lawrence Levin. These members were last reappointed in 2002 for two-year terms through 2004, however, Mrs. Underwood and Mrs. Lawrence Levin have since moved from Wellesley. Michael D. Zehner, as Planning Director, served as the Fair Housing Officer in FY16.

### **Complaint Intake and Meetings**

No complaints were received during the reporting period. No meetings of the Committee were held in FY16



## **REPORT OF THE WELLESLEY HISTORIC DISTRICT COMMISSION**

This report summarizes the activities of the Wellesley Historic District Commission during the period of July 1, 2015 to June 30, 2016 ("FY16").

### **Background**

The Commission has the powers and duties of Historic District Commissions in accordance with the Historic Districts Acts, Chapter 40C of the Massachusetts General Laws.

### **Membership**

Per Article 18 of the Wellesley Town Bylaws, the Wellesley Historic District Commission shall consist of seven (7) members appointed by the Board of Selectmen. One member shall be a member of the Wellesley Historical Society, one a member of the American Institute of Architects, one a member of a Board of Realtors, and one a resident or property owner in the Historic District; however, members from each category need not be appointed if such specially qualified persons are not available.

The membership of the Historic District Commission for FY16 was as follows:

- David Giangrosso, Chair (Member of Board of Realtors)
- Lisa Abeles, AIA, Vice Chair (District Resident/Property Owner; Member of American Institute of Architects; Member of Wellesley Historical Society)
- Edwina McCarthy
- Eric Cohen
- David Smith (District Resident Property Owner)
- Barry Friedman (District Resident/Property Owner)

There was a position vacant during FY16.

### **Meetings and Project Review**

During the reporting period, the Historic District Commission held twelve (12) meetings during which six (6) applications for Certificates of Appropriateness and one (1) certificate of non-applicability were reviewed.

The Commission continues to publish its agenda, meeting minutes, Historic District regulations, as well as other related matters, on the Town's website. Additional materials may also be obtained in the Planning Department.

### **Other Business**

The 2016 Annual Town Meeting approved the allocation of \$20,000 in CPA funds in FY17 for the development of Historic District Design Guidelines. Development of these Guidelines will begin in FY17

## **REPORT OF THE PLANNING BOARD**

This report summarizes the activities of the Planning Board during the period of July 1, 2015 to June 30, 2016 ("FY16").

### **Board Membership**

As of July 1, 2015, the membership of the Planning Board was L. Deborah Carpenter, Jeanne S. Conroy, Catherine Johnson, Sara Preston, and Harriet Warshaw. At their Annual Retreat in June 2015, the Board elected Ms. Carpenter as Chair, Ms. Johnson as Vice Chair, and Ms. Warshaw as Secretary; these members served in these roles from July 1, 2015 to June 30, 2016.

In September 2015, the Planning Board and the Board of Selectmen jointly appointed Lara Pfadt as Associate Member.

Ms. Preston did not seek reelection in March 2016; Ms. Pfadt ran unopposed for membership on the Planning Board and was elected to a 5-year term. Upon Ms. Pfadt's election, the Board's Associate Member position was vacant from March 2016 through the end of FY16.

### **Meetings**

During the reporting period the Planning Board held thirty (30) meetings; seventeen (17) of these meetings included public hearings.

### **Regional Liaison**

A Planning Board member is a member of the Metrowest Regional Collaborative ("MWRC"). The Town's membership in MWRC is vital to keeping the Board and the Town informed on State legislation and programs affecting our community, and to participate collectively with neighboring communities in promoting our interests and needs before State agencies. Consistent with the two previous fiscal years, Catherine Johnson served as the Board's appointee to the MWRC during the reporting period, reappointed for FY16 at the Board's Annual Retreat on June 22, 2015.

### **Town Meetings**

During the reporting period, Special Town Meetings commenced on November 2, 2015 and February 1, 2016, and an Annual Town Meeting commenced on March 28, 2016. The Planning Board did not sponsor articles for the Special Town Meetings. The Planning Board sponsored two (2) articles for the 2015 Annual Town Meeting, as follows:

#### **Article 28 - Amendment of the Zoning Map to Rezone Properties Owned by the Natural Resources Commission**

Co-sponsored with the Natural Resources Commission, the Article proposed to have Town Meeting amend the Zoning Map to rezone 28 parcels owned by the Natural Resources Commission from the Single Residence District and Educational District to the Conservation District.

#### **Article 29 - Re-Adoption of the Zoning Map as Amended**

The Article proposed to have Town Meeting re-adopt the Zoning Map as potentially amended by Town Meeting's approval of motions under Article 28. This was largely a procedural action to clarify the reflection of Town Meeting actions on the full Zoning Map.

Ultimately, the Planning Board sought no motion on Article 29, deciding to forgo what would have been a change in procedure until known discrepancies in the Zoning Map could be resolved. Article 28 was approved by Town Meeting, and subsequently by the Massachusetts Attorney General.

## **Special Projects, Studies, and Comprehensive Plan Implementation**

In 2007, the Planning Board completed the 2007-2017 Comprehensive Plan. Since the completion of the Plan, the Board has been working towards implementing goals, objectives and projects recommended by the Plan. A copy of the Comprehensive Plan can be found online at [www.wellesleyma.gov](http://www.wellesleyma.gov).

In the past year, the Board and Staff have worked on several tasks, some of which are outlined in the Comprehensive Plan, and others being special projects and/or efforts initiated by the Board. These include the following:

### **Zoning Bylaw Re-Codification**

A recommended goal of the Comprehensive Plan, Zoning Bylaw Re-Codification generally involves the rewrite of the Zoning Bylaw to modernize and correct the regulations. Efforts have been made in recent years with the assistance of a consultant to prepare a complete rewrite; however, the Planning Board found this effort to be complicated.

The Planning Board prepared several articles for the 2015 Annual Town Meeting to re-codify eight (8) sections of the Zoning Bylaw, as a first step in re-codifying the entire Bylaw. However, there were several concerns expressed about this process. The Board decided to seek no motion on these articles at Town Meeting and in FY16 established a Re-Codification Subcommittee to investigate and make recommendations on the re-codification of the Zoning Bylaw. During FY16 the Subcommittee met once and directed Planning Department staff to work with Town Counsel to develop a revised version of the Town's Zoning Bylaw based on the Zoning Bylaw of another community with a preferable framework. Work on this project will continue in FY17.

### **Route 9 Enhancement Study & Plan**

During FY14 the Planning Board determined that they wished to conduct a study and develop a plan for the Route 9 corridor, generally due to a MassDOT project to resurface the roadway in FY18. As authorized by the Board, Planning Department Staff applied to the Metropolitan Area Planning Council (MAPC) for District Local Technical Assistance ("DLTA") funding in the Spring 2015 to complete Phase 2 of the Study & Plan, with Phase 1 being funded by Department funds. MAPC awarded \$25,000 to \$30,000 in DLTA funds in May 2015 and the Board entered into a contract with MAPC and Metrowest Regional Collaborative staff in June 2015 to execute Phase 1 of the project.

In FY16 Phase 1 of the project commenced with the creation of a Stakeholder Group, and the development of an inventory and assessment and identification of issues and opportunities; Phase 1 was completed on March 7, 2015 with the Planning Board's acceptance of an *Issues and Opportunities Report*. Phase 2 commenced thereafter and continued into FY17.

### **Zoning Map Update**

During FY16 Planning Department Staff, under direction from the Planning Board, reviewed the current Zoning Map to identify inconsistencies with previous Town Meeting actions. Work on this project will continue in FY17.

### **Residential Development Study**

Originally titled the *Housing Consistency & LHR Study*, during FY16 members of the Planning Board worked with Planning Department Staff to review regulations pertaining to residential construction to determine the impact on character and consistency, and identify amendments, if necessary. Work on this project will continue in FY17.

### Unified Plan (Comprehensive and Strategic Plan)

During FY16 Planning Department Staff worked with members of the Planning Board and Board of Selectmen to develop a proposal for a Unified Plan, a combined update of the Town's Comprehensive Plan and a strategic plan for the Town. A Working Group, comprised of members of the Planning Board and Board of Selectmen, developed a scope and presented the concept of the Unified Plan to approximately 20 boards in January and February 2016. These efforts were in support of a funding request considered and approved by the 2016 Annual Town Meeting; a total of \$150,000 has been approved, comprised of \$30,000 of Capital funds from FY16, and \$120,000 of funds in FY17, including \$60,000 in CPA funds. Additionally, MAPC approved \$25,000 in technical assistance to develop a public health element as part of the Plan. Work on this project will continue in FY17.

### Stormwater Workshop

During FY16 Planning Department Staff, under direction from the Planning Board, worked to coordinate a workshop on stormwater regulations and goal-setting for Town board members and staff. Towards the end of FY16 VHB was contracted to develop and conduct this Workshop. Work on this project will continue in FY17.

### Rezoning of NRC Properties

As discussed above, during FY16 the Planning Board worked with the Natural Resources Commission to pursue the rezoning of NRC-owned properties used as parks or conservation to Conservation District zoning district. The 2016 Annual Town Meeting approved the rezoning of 28 properties. Approximately 40 additional properties could likewise be rezoned and the two boards will continue to work on this project in FY17.

### Review and Update of Rules & Regulations

During the reporting period the Planning Board has identified the need to conduct a review and update of the Subdivision Rules and Regulations, PSI Rules and Regulations, and Review of Adequacy Rules and Regulations. Work on this project will continue in FY17.

### Wellesley Square Wayfinding and Branding Project

With a \$10,000 technical assistance grant from the Massachusetts Downtown Initiative, Planning Department Staff began a project in FY16 to develop a consistent branding and wayfinding program for Wellesley Square. This project was a longstanding action item identified under the Wellesley Square Initiative effort in 2009-2011. Work on this project will continue in FY17.

### Transportation Planning Coordination

A developing project association with the recent repaving of sections of Washington Street, the Route 9 Enhancement Study and Plan, and the Kingsbury/Route 9 reconfiguration project, the Planning Board began discussing in FY16 the ability to improve and formalize Town-wide transportation planning coordination. Work on this project will continue in FY17.

### Outdoor Lighting Bylaw Amendments

Associated with the Noise and Outdoor Lighting Study completed in FY15, the Board discussed addressing issues with outdoor lighting through the amendment and development of regulations. Work on this project will continue in FY17.

### Updates to Off-Street Parking Bylaw

Associated with the Off-Street Parking Study completed in FY15, the Board discussed potential updates to improve the existing Off-Street Parking Bylaw. Work on this project will continue in FY17.

## **Application Review**

A significant portion of the Planning Board's work involves the review of applications for development. These include Special Permits for Projects of Significant Impact and Inclusionary Zoning, Review of Adequacy for projects on unaccepted ways, Scenic Road Review, Large House Review, actions under the Subdivision Control Law, and the consideration of recommendations for projects under review by the Zoning Board of Appeals. Of these application types, the Board received and reviewed twenty-six (26) new applications during the reporting period (compared to 29 in FY15), not including the 75 applications reviewed as part of the ZBA process, or the consideration of matters pertaining to applications acted on by the Board in previous fiscal years.

### **Projects of Significant Impact**

The Project of Significant Impact (PSI) regulations mandate an assessment of the impacts of developments on the Town's infrastructure. Under this provision, any new project exceeding 10,000 square feet of floor area, and building renovations exceeding 15,000 square feet for a change of use, requires the issuance of a Special Permit by the Planning Board. The Planning Board is authorized to approve a project if it deems that there are adequate municipal services available. If the services are not adequate, an applicant may propose off-site improvements (e.g. street and sidewalk improvements, new storm water drainage systems) to correct the inadequacy and/or to ensure that the development does not overburden the roads and other municipal facilities. The cost of necessary mitigation is borne by the applicant.

During the reporting period, the Planning Board considered one (1) new PSI for an addition at Tenacre Country Day School (PSI-16-01), and one (1) reapplication for the previously denied Tolles-Parsons Senior Center project.

The Planning Board approved the issuance of a PSI Special Permit for the additions to Tenacre on May 16, 2016. With respect to the reapplication for the Tolle-Parsons Senior Center, in FY15 the Planning Board consented to the reapplication and made a finding that the reapplication reflected specific and material changes in the conditions upon which the previous unfavorable action was based, allowing for the Board's consideration of the reapplication based on the PSI standards; on August 24, 2015, the Planning Board approved the issuance of a PSI Special Permit for the project.

In addition to the above, during the reporting period the Planning Board and Staff considered matters pertaining to the following previously issued PSI Special Permits:

PSI-99-03 - Sun Life: Planning Department Staff assisted the NRC in the establishment of a Conservation Restriction on property associated with the project, a requirement of the original PSI Special Permit decision that had not been completed.

PSI-08-01 - 978 Worcester Street: In FY15, the Town, along with the Board, were named defendants in bankruptcy proceedings pursued by the previous owner. This matter was satisfactorily resolved in FY16. Additionally, construction on the residential building commenced in FY16.

PSI-09-01 - Wellesley High School: As required by the PSI Special Permit decision, a Follow Up Traffic Monitoring Study was submitted for the project in FY15. The Study was accepted by the Board in FY16.

PSI-09-02 - CVS: As required by the PSI Special Permit decision, a Follow Up Traffic Monitoring Study was submitted for the project in FY16. The Study was not official accepted by the Board within FY16.

PSI-14-01 - 22 Pleasant Street Townhomes: Permitting and construction commenced on this project in FY16.

### **Inclusionary Zoning**

On a motion jointly developed between the Housing Development Corporation and the Planning Board, the 2005 Annual Town Meeting adopted Inclusionary Zoning as a requirement for Projects of Significant Impact in commercial districts. This requirement was extended to residential subdivisions at the 2006 Annual Town Meeting. Triggering projects are required to provide a ratio of affordable housing units based on the size of the proposed development.

In FY16 only one project, the 12-lot subdivision at 135 Great Plain Avenue, triggered Inclusionary Zoning requirements. For this project the Planning Board issued a Special Permit on April 19, 2016 allowing for a contribution of \$1,291,200 to be paid to satisfy the required of 2.4 assisted/affordable units.

### **Review of Unaccepted Streets**

The Zoning Bylaw authorizes the Planning Board to determine whether an unaccepted street provides adequate frontage prior to the issuance of any building permits for construction on lots located on such streets. There are 105 unaccepted streets in Wellesley comprising approximately 12 miles of roadway. A number of inadequate ways have been upgraded at no cost to the Town since this provision was adopted.

During the course of the reporting period, the Planning Board reviewed seven (7) applications proposing to build new homes whereupon the above described review was triggered. The applications reviewed were for properties on Evergreen Avenue, Twitchell Street, Argyle Avenue, Edgemoor Avenue, Russell Road, Commonwealth Park, and Cottonwood Road. The Planning Board granted approval of these applications with conditions requiring certain work to upgrade the conditions of the way and/or to reduce the potential for negative impacts to the ways.

In addition to reviewing these new applications, the Board also received requests during the reporting period to approve completed work and release bonds associated with four (4) Review of Adequacy projects from previous years at Cartwright Road (2), Laurel Terrace, and Twitchell Street.

### **Scenic Road Review**

There are seven (7) roads in Wellesley that have been designated by vote of Town Meeting as Scenic Roads under the State Act; these include Benvenue Street, Cartwright Road, Cheney Drive, Pond Road, Squirrel Road, Brookside Road, and Waterway/Brookway. The Act grants the Planning Board approval authority, at a public hearing, to review the proposed removal and/or alteration of trees, stone walls or portions of stone walls along any designated Scenic Road.

During the reporting period there was one (1) applications for work on Scenic Roads submitted for the Planning Board's consideration, a request by the Department of Public Works to remove trees from the Scenic Road Layout at 123 Benvenue Street and 159 Benvenue Street. Since these trees were also Public Shade Trees, the Planning Board and NRC jointly approved their removal.

### **Large House Review**

The Planning Board received nine (9) Large House Review applications for new homes in FY16, along with one (1) application for an addition. The Board issued decisions for eleven (11) applications in FY16. (the Board received eight (8) applications and acted on seven (7) in FY15, and received and acted on four (4) applications in FY14). Additionally, the Board considered major revisions for seven (7) previously approved projects (six (6) major revisions were approved in FY15).

### **Subdivision Control**

One new subdivision was submitted for the Board's consideration during the reporting period, a 12-lot definitive subdivision plan for property located at 135 Great Plain Avenue; the subdivision plan was originally submitted in July 2015 and the Planning Board issued a Certificate of Action approving the plan in June 2016, although the plan has not yet been submitted for Planning Board endorsement and work has not yet commenced.

Staff, on behalf of the Planning Board, continued its administration of two active subdivisions which are in various stages of development: North Star/Polaris Circle (7 lots) and #15 - 27 Pembroke Road (3 lots). While the Planning Board was provided with updates on these projects, the Board took no action on either subdivision during the reporting period.

Six (6) Approval Not Required (ANR) plans were submitted for the Planning Board's review during the reporting period, all of which were endorsed by the Board.

### **Review of Zoning Board of Appeals Petitions**

The Zoning Bylaw authorizes the Planning Board to review and recommend action on all petitions before the Zoning Board of Appeals. Recommendations are made on cases based on planning principles, legal requirements, fairness, maintaining the integrity of the Zoning Bylaw and Map, and what the Board believes to be in the best interest of the Town. The Board submitted recommendations on seventy-five (75) applications during the reporting period, including 54 special permits, 17 variances, and 4 site plan review applications.

## **REPORT OF THE BOARD OF PUBLIC WORKS**

The Board of Public Works oversees the Department of Public Works (DPW), which consists of the following programs: Engineering, Park & Highway, Recycling and Disposal, Management Services, Water and Sewer. All of these programs are funded from general tax revenues except for the Water Program and the Sewer Program which, as enterprise funds, are funded exclusively by users' fees.

In March 2016, Paul L. Criswell was reelected to a three-year term to the Board of Public Works. The Board reorganized, effective July 1, 2016, with Paul L. Criswell as Chairman of the Board of Public Works, Owen H. Dugan as Vice Chairman, and David A.T. Donohue as Secretary.

### **ENGINEERING DIVISION**

The Engineering Division aims to provide the Town of Wellesley with the highest level of professional engineering services. It is involved with nearly every engineering-related task in Town including: preparation and review of engineering-related reports and technical memoranda, preparation of detailed design plans and cost estimates, deed information and maintenance of record plans, computer-aided design and drafting, Geographic Information System (GIS) implementation and maintenance, surveying, contract administration and project representation services for construction projects, long-term planning and many other services. The Engineering Division uses state-of-the-art technologies to perform these tasks, and to adjust to the ever-changing needs and priorities of the Department of Public Works and the Town of Wellesley. The following are highlights of the Division's work during Fiscal Year 2016:

#### **Fuller Brook Park Project – Phase 4**

This has been an exciting year on the Fuller Brook Park Project, encompassing the greatest part of the anticipated capital construction. Many large and highly visible parts of the work were completed. Dredging of State Street Pond removed 4,800 tons of sediment from the pond, enhancing the pond aesthetics, improving habitat, and extending the open water life of the pond for many years. Almost 6,000 feet, over a mile, of the Brook Path were reconstructed providing a consistent stable surface for the increasing numbers of walkers, runners, and bikes using the path. Stream restoration to reduce bank erosion, improve habitat, and create a more natural stream character and ecology has progressed through most of the length of Fuller Brook. Some additional significant work has included planting trees, shrubs, native perennials, and grasses through two planting seasons, masonry restoration of park bridges and culverts, roadway drainage improvements, and the construction of an exciting new wet meadow habitat between Wellesley Ave. and Brook St.

#### **Washington Street Reconstruction Project Phase 2**

The DPW prepared plans, specifications and obtained permits related to drainage upgrade, and subsequently contracted with U.S. Pavement Services, Inc. of Woburn, MA to accomplish the Washington Roadway Reconstruction Project between Morton St. and Forest St. The work includes removing and replacing brick sidewalk bands, crosswalks, defective cement concrete sidewalk panels and all cement concrete wheel chair ramps. All reconstructed wheel ramps will be ADA-compliant. Work also includes installing drainage pipe and a new cement concrete drainage headwall at Hunnewell Field. Roadway grinding and repaving involves approximately 3,778 linear feet of road and includes all intersections in between. In addition, the project includes new roadway line markings and bike lane markings. The project will bring more bicycle accommodations to the community in the form of shared use and bike lane markings. The project budget was \$582,479 which is funded by State Chapter 90 funds and is expected to be completed in late Summer 2016.

#### **Wellesley High School Track and Field Renovation Project**

The Town of Wellesley worked closely with Gale Engineering to complete contract documents and obtain all required permits, approvals and other department reports for this project. The work was bid in February and a contract with Heimlich Landscaping & Construction Corp. of Woburn, MA to renovate the existing Wellesley High School track & football field was secured. The existing field surface is being replaced with a durable, multipurpose, all-weather synthetic turf field to accommodate several of the WHS athletics



programs including football, men's and women's lacrosse and soccer. The existing track surface is being replaced and a new track will be installed. When completed, the new track will include a six lane oval track and eight lane straightway track. Improvements include portable visitor seating, a new Public Address system, Americans with Disabilities Act (ADA) accessibility, a new entrance area with two new ticket booths, additional landscaping and a new sidewalk along Smith Street. Other improvements include upgrading the safety of the path from the high school to the football field with pervious pavement, and bollard lighting. Environmental and stormwater management improvements include water quality swales and other best management practices. The existing culvert in Fuller Brook will be replaced with a new pedestrian footbridge in order to daylight the stream. The project also includes preparing the site for two buildings that will be included in another future project phase. New water, sewer and electric utilities were installed in order to service these future buildings. The project budget was \$3,057,600 which is being funded by three sources; the Community Preservation Commission (CPC), the Town of Wellesley and private charitable donations. Each source is expected to fund 1/3 of the project budget. The project is expected to be completed in Fall 2016.

#### **Kingsbury Street Reconstruction Project**

The DPW contracted with Aggregate Industries of Saugus, MA to complete the Kingsbury Street reconstruction project. The work was initiated in the 2016 fiscal year and work progressed into this fiscal year. The work included rebuilding the street's base, binder and top paving courses, new sidewalks, signs and pavement markings. Roadway alignment changes to allow for a school drop-off and pickup lane and for shared use bike lanes were also included in the project. The project was completed at a cost of approximately \$800,000. The work was accomplished during the summer recess and was substantially complete by the start of school in late August.

#### **DPW Salt Shed Replacement Project**

The Engineering Division completed the permitting of the removal and replacement of the DPW Salt Shed. The DPW contracted with Construction Dynamics of Clinton, MA, to construct a replacement gambrel-style salt shed structure. The work was substantially completed in the late fall of 2015 for a total cost of \$798,100, the majority of which was reimbursable by the State.

The new salt shed has a 70' x 96' area for salt/sand storage and includes two lean-to structures of 20' x 70' each for equipment storage. The replacement salt shed increases the amount of salt that can be stored and also consolidates the DPW salt and sand operations to improve efficiency. It should be noted that the DPW Park and Highway Division accomplished the majority of the site work construction related to the project.

#### **DPW Highway Building Roof Replacement Project**

The DPW worked closely with the Permanent Building Committee to prepare bid documents for the DPW Highway Building roof replacement project. The Town of Wellesley contracted with S.O.M. Construction at a cost of \$522,701 to accomplish the construction work. Construction work started in May and is expected to be completed in August 2016.

#### **Other Projects**

The Engineering Division was involved with several important Town projects during FY16 including review of proposals for the ground lease of property located at 900 Worcester Street.

The DPW worked closely with the Natural Resources Commission related to a parking lot improvements project at Centennial Park. Engineering staff continue to be involved with the Town's Bike Safety Committee, the Traffic Committee, the North 40 Committee, the Fuller Brook Park Committee, the Land Use Committee, the Playing Fields Task Force, and the 900 Worcester Street Committee.

#### **Stormwater Management Program**

The Environmental Protection Agency (EPA) under the NPDES permit program issued the final Massachusetts Small MS4 General Permit, which will take effect July 1, 2017. The NPDES program regulates the discharge of stormwater to the waterways of the United States. To be in compliance with the final permit, the Engineering Division will provide public education, public participation, inspecting of outfalls for illicit connections, which may involve analytical testing of stormwater, construction site

management for stormwater control and stormwater management for redevelopment and new development projects. Additionally, the Engineering Division continues to provide various tasks including quarterly monitoring and analytical testing of stormwater at the Recycling and Disposal Facility to be in compliance with the EPA Multi-Sector General Permit. The Engineering Division maintains Spill Prevention Control and Countermeasure (SPCC) plans for all Town facilities with onsite petroleum storage, which includes training for DPW staff on an annual basis. We continue work with the GIS Department and Highway Division to inventory the entire stormwater system to improve the accuracy of the Town's record maps. The Engineering Division also performs monitoring of all construction activities, permitting of new drain connections and responding to potential contamination issues.

### **GIS Implementation-Computerized Assessors Mapping**

All mapping for the Town is on a GIS-based platform, which we use on a daily basis for a variety of project and for public distribution. The Engineering Division continues to provide GIS based editing of the Town utility infrastructure, GPS work, assistance with data development, providing as-built plans for new projects and survey data. The Engineering Division participates in updating inventory for sidewalks, headwalls, guardrails, sanitary sewer and drainage systems, including collecting data using an iPad.

### **VUEWorks Implementation**

The Engineering Division continues to work with VUEWorks, a computer based asset management system which integrates GIS and other DPW databases to spatially show and manage the Town's infrastructure and other assets. We continue to use VUEWorks to create service requests and work orders to help update and manage construction projects, utility infrastructure and other Town assets. In FY16, the VUEWorks program was updated to provide improved mapping, data research and editing capabilities. VUEWorks continues to provide the ability for the DPW and potentially all Town Departments to work more effectively to monitor public assets and resources.

### **Utility Permit Program**

The Engineering Division manages the Town's Street Occupancy and Trench Permit Program. This program regulates all utility and excavation work within the public way in accordance with the Rules and Specifications Regulating Street Excavations, Obstructions and Driveway Aprons, promulgated by the Board of Public Works. The comparative program statistics for FY14, FY15 and FY16 are:

<b>Utility Permits</b>	<b>FY14</b>	<b>FY15</b>	<b>FY 16</b>
Number of permits issued	795	675	785
Number of permits completed as of 6/30	299	484	578
Number of outstanding permits	496	191	207

The majority of outstanding permits are typically gas, telephone or water line repairs that have not yet been permanently patched. The number of outstanding permits at year's end also includes those streets that require cold planing, followed by an overlay of the pavement surface and those permits where the contractor is required to delay the final patch for a period of 60 days to account for settlement of the excavation.

### **HIGHWAY DIVISION**

The Highway Division is responsible for the maintenance and repair of all Town roads, street signs, sidewalks, guardrails, and all surface and subsurface drainage systems. Maintenance includes the sweeping of all town roadways, patching of potholes, repairs to curbing and tree lawns. The resurfacing program maintains the structure of streets through trench and pothole repair, crack sealing, chipsealing, resurfacing, and reconstruction. During the winter, roads and sidewalks are kept safe for travel through the winter maintenance program, which includes surface treatment, plowing and snow removal. The Sign Shop, at the direction of the Selectmen's Office, maintains all of the traffic control signs, street signs, street line markings, parking meters, and parking lot ticket machines. This includes replacement of worn, damaged or missing signs and meters, and the installation of new signs and meters. The drainage system

is continuously maintained by the division through a combination of activities including: repair or replacement of catch basins, repair of damaged pipe/culverts, cleaning of catch basins, occasional upgrade and install of portions of the system, cleaning of streams/brooks near culverts and headwalls and inspection of drain pipe with a remote camera unit. The Highway Division also provides a wide range of construction and maintenance services to all Town departments in both emergency and non-emergency situations.

### **Winter of 2015-2016**

Once again this winter was historic but breaking far different records than last year. The 2015 – 2016 winter (December-February) season began with the warmest December on record and the rest of the season continued to be generally warmer than average with a few brief cold spells and moderate snowfalls.

The highest temperature for the season was 67°F on December 24th, and the coldest temperature was -9°F on February 14th. There were 35 days during the season with a high temperature of 50°F or higher and eight days with a high temperature of 60°F or higher, both of which set a new record. Despite experiencing the coldest Valentine's Day ever and the coldest day in nearly six decades (-9°F), this winter was the second mildest winter on record with an average temperature of 37.5°F (yearly average: 26.3°F).

This year the number of recorded winter events totaled 14, far less than the 25 events last season. The total snow accumulation measured at the DPW was 36.4 inches, which was slightly lower than the 120-year average of 44". January proved to be a month of little accumulation, providing a couple of minor storms. February was more of the same with an extreme cold snap around Valentine's Day. March gave us only one storm mid-month. However, in April we had two snow events early in the month which required plowing. With the warmer temperatures in April, the snow melted quickly giving Highway Staff the ability to prepare for the Boston Marathon.

Of the 14 events to which the DPW responded, eight required the attention of the full snowplowing crews. The remainder of the storms were surface-treated with a combination of sand, salt and liquid calcium chloride. Responding to storms this season resulted in the use of approximately 85 tons of sand, 1,932 tons of salt, 1,100 gallons of liquid calcium chloride, and 5,600 pounds of calcium chloride pellets. Relatively little snow removal was required this season.

The winter of 2015 – 2016 will be known for the record warmth. It was a stark contrast to last year with the ground being bare at the end of February. The lack of snowcover between storms and overall warmth gave the impression it was almost spring for most of the winter. Even the plants started growing early and some never really went fully dormant.

### **Monthly Snow Accumulations - Winter 2015-2016**

November	0.0"	February	14.25"
December	1.0"	March	4.0"
January	9.13"	April	4.0"

### **Street Resurfacing**

Paine St., Summit Rd., and Harvard St. were treated with the SAMI process. The Island at the intersection of Harvard and Curve St. had new curbing installed by Highway crews prior to paving.

A 20% Rubberized Chip seal was used on Clifford St., Twitchell St., Hastings St., River Ridge, Priscilla Rd., Priscilla Cir., Putney Rd., Dudley Rd., Baystate Rd., Highgate Rd., Hundreds Cir., Crown Ridge Rd., MacArthur Rd., Halsey Rd., Turner Rd., Bradley Rd., Patton Rd., Simpson Rd., Marshall Rd., Hodges Rd., Parker Rd., and Berkeley Rd.

Highway crews along with subcontractors milled and paved both Hunnewell St. and Cedar St. from the intersection of Hunnewell to the Needham Town Line.

Standard Paving consisting of Highway crews raising castings took place on Stanford Rd., Yarmouth Rd., Falmouth Rd., Atwood St., Wynnewood Rd., Oakridge Rd., Standish Cir., Old Farm Rd., Ledgeways, Ravine Rd., Woodlawn Ave (from Hundreds Rd. to Carisbrooke Rd.) Valley Rd., and Rockridge Rd.

### **Sidewalk Capital Program**

In the fall, crews resumed the reconstruction of sidewalk on the southern side of Manor Avenue. Due to its condition and grade, a complete reconstruction was necessary. Ramps and detectable warning panels were installed at each intersection to meet the Federal Americans with Disabilities Act Accessible Guideline. Crews were able to complete the section from Pinevale Ave. to Weston Rd. The sidewalk was completed just in time for Halloween activities. Highway employees also assisted a subcontractor with sidewalk repairs on River St. and Grove St.

### **Storm Water Improvements**

Surveying of the Town wide drainage system continued with work focused in the Waban Brook Basin. A joint effort with the GIS Department continued and inspections, verifications and mapping were performed and once again proved extremely worthwhile. This project will continue in future years so that all of the watershed basins are accounted for and the entire drainage system accurately captured in GIS.

During the mild winter, crews were able to clean Catch Basins. Starting in the south east corner of Town, the crews worked westerly and cleaned basins south of Route 9 and 16 to the Grove St. area. Also our Camera Inspection Unit worked with a crew on the Vactor truck and made video inspections. Areas were identified by Highway and Engineering staff to provide information relevant to future Capital Projects. Washington St. at Cottage Rd., College Rd., Brook St. near Juniper Rd., Avon Rd., Bristol Rd., Francis Rd., Bristol Rd., Woodchester Rd., and Central St. were all inspected and video captured in the Town's system for historic data.

Several Catch Basin repairs were made ranging from readjusting sunken frames to total reconstruction of the basin. Each location was entered into the VUEWorks work tracking system for records.

Highway also assisted the Engineering Division in dredging the fore bay at Reeds Pond in Early December. The water level was lowered for the work and allowed to come back up to its normal level after completion of the work. All dredging material was hauled to the RDF.

In early March, Highway crews dredged the drainage swale off Washington St. adjacent to the Hunnewell Tennis Courts. This was done in connection with the Washington Street Phase 2 project which was scheduled to start after the Marathon.

### **Salt Shed Construction Project**

Site Work began on August 11<sup>th</sup> with demolition of the old shed. The project included the use of Highway Crews, Private Contractors and contract Engineers for oversight. Highway crews installed new drainage, including a recharging area to handle roof drains, two new catch basins, perimeter drains around the building and behind retaining walls. Retaining walls were constructed along with a new roadway and loading platform. Electrical conduit for the building and exterior lighting were installed. After moving utilities, the General Contractor and Sub Contractors started framing on November 3<sup>rd</sup>. Site grading and paving were complete on December 11<sup>th</sup> and Salt was hauled into the new shed on the 23<sup>rd</sup> of December, 134 days after the project began. It was an excellent project to be involved in and provided a vast improvement in the Town's Salt storage.

### **Other Activities**

Highway crews assisted the Water Division in providing HMA restoration services to their temporary trenches. Also in mid-March Highway employees worked with the Water Division in the installation of duct line to the pumping station on the Morse's Pond Access Road. Crews removed portions of the old

sidewalk installed new conduit from the gate at Turner Road to the Water Treatment Plant. The area was restored with asphalt and woodchips after conduit installation.

The Highway Division coordinated with a contractor to make repairs on some failing guardrails throughout Town. Guardrails were replaced on Overbrook Dr., Martin Rd., Prospect St., Walnut St., Cartwright Rd., Barton Rd. adjacent to the Water Pumping Station, and also at the DPW complex for the new Salt Shed. Highway Division staff also made permanent asphalt repairs to temporary water pipe trenches during the late summer and early fall of 2015

In May, both the Assistant Superintendent and General Foreman attended the American Public Works Association Snow Conference. It consisted of seminars on new technology, equipment, and updated methods. Both employees became certified Winter Maintenance Supervisors by the APWA. Highway started to receive loam from the High School Football Field Project mid-June. Two piles of screened loam were stacked by Highway staff for use in future projects.

<b>Comparative Statistics</b>	<b>FY15</b>	<b>FY16</b>
<b>Street Resurfacing &amp; Crack sealing (public ways)</b>		
Hot Mix Asphalt (HMA) Overlay		3.46 mi
Roadway cold planed & HMA Overlay		.71 mi
Stress absorbing membrane interlayer treatment (SAMI)		.59 mi
Asphalt rubber surface treatment	2.56 mi	5.25
Streets crack sealed	4.54 mi	0
<b>Curbing</b>		
Granite curbing		196
HMA curbing		2,026
<b>Sidewalks</b>		
Sidewalks resurfaced	105 lf	6,810 lf
New sidewalk construction	1,360 lf	
Sidewalks resurfaced by others		2,616 lf
<b>Guardrail fencing</b>		
Highway steel guardrail fencing installed	1,050 lf	962.5
<b>Winter Maintenance</b>		
Winter weather events requiring DPW response	25	14
Total snowfall, inches	96.69	36.38
Salt used for ice control on roads and walks, tons	3,792	1932
Calcium chloride (liquid) for ice control on roads, gallons	11,081	1,100
Sand used for ice control on roads and walks, tons	350	85
Calcium chloride (pellets) ice control in School Lots, lbs.	10,000	5,600
Sidewalks plowed each storm, miles	50	50
<b>Highway Maintenance Inventory</b>		
Streets, miles	110	110
Sidewalk, miles	118	118
Curbing, miles	78	78
Fencing, miles	6	6
Culverts, miles	75	75
Brooks & streams, miles	15	15
Catch basins, each	3,662	3,664

## PARK & TREE DIVISION

The **Park & Tree Division** of the Department of Public Works is responsible for the year-round maintenance of the Town's parks, athletic fields, outdoor recreation facilities, conservation lands, and public shade trees. Listed below is a breakdown of the Town properties routinely maintained by the Park & Tree Division.

Location	Quantity
Town Hall	1
Police Station	1
Libraries	3
Recreation Department's Morses Pond Playground and Beach Facility	1
Wellesley Public School Playgrounds	9
Natural Resources Commission and School Department Playing Fields	13
Natural Resources Commission Parks	18
Natural Resources Commission Playgrounds	6
Tennis Courts at Hunnewell, Sprague, Schofield and Kelley	17
Wellesley Town Forest	1
Conservation Reservations	6
Linear Parks (Cochituate Path and Fuller Brook)	2
Ponds, including mechanical and manual harvesting of invasive weeds at Longfellow, Rockridge and Morses	8
Reservoirs	2
Water & Sewer Pumping Stations	7
Inventoried Public Shade Trees	6,000+
Landscaped Traffic Islands	68
Board of Selectmen Municipal Parking Lots	10
Vegetation management along Town roadways	

During Fiscal Year 2016 the Division responded to 690 service requests from residents related to the above responsibilities.

During the fiscal year 2016, the Park & Tree Division also completed the following tasks and capital improvement projects:

- DPW Landscape Improvements:** Installed three hundred feet(300') of 10' high Wooden Pine Board Fence with Metal Posts along the Woodlawn Ave border of the DPW Facility. Installed twenty-eight (28), 10-12' evergreen trees along the southern border of the facility. Both projects provide visibility barriers for neighbors.

- **School Playground:** Conducted inspection of all School Playgrounds and completed all required maintenance and repairs identified from these inspections before the beginning of school fall 2015 and the spring of 2016.
- **Hunnewell Field Capital:** Replaced and installed new electrical conduit for the Hunnewell footpath to provide lighting for the basketball court/skating rinks in cooperation with the Facilities Maintenance Department. Installed 140 feet of 6' black vinyl chain link fence for the Trails Committee to help establish the Fuller Brook Park trail through Hunnewell Field.
- **Elementary School Capital:** Supplemented the natural grass maintenance program with extra aeration and seeding of natural grass fields. Renovated and installed sod at Hardy School baseball and softball field.
- **Playground Capital:** Installed replacement 3-bay belt swing set with toddler seat at Hardy School Playground.
- **Sprague Field Capital:** Supplemented the natural grass maintenance program by contracting out extra aeration, seeding and fertilizing to all the natural grass fields.
- **FY16 Tree Planting Program:** During the fall of 2015 and spring of 2016, the Park & Tree Division planted and maintained 144 new trees and 28 shrubs Town-wide with funding provided by the Natural Resources Commission and various other capital project funds and donations.
- **A.D.A. Capital:** Installed stone dust path to improve access to Hunnewell #2 softball/Multi-Purpose Field.
- **Mosquito Control:** In response to the West Nile Virus, the Park & Tree Division assisted the Middlesex Mosquito Control and the Wellesley Health Department in treating over 3,200 catch basins with larvicide to help reduce the mosquito population in the town during July, 2015.
- **Aquatic Weed Harvesting:** Park & Tree crews continued annual mechanical weed harvesting of invasive aquatic plants at Longfellow and Rockridge Ponds in July and August of 2015. August through September of 2015 and May through June of 2016 crews continued annual mechanical weed harvesting of invasive aquatic plants at Morses Pond. The Park & Tree Division also provided support to the Phosphorus Activation System at Morses Pond May-June, 2016. Installed new pumps in cooperation with the Natural Resource Commission.
- **Gift Account:** Thanks to the generosity of Town residents, the Park & Tree Division installed two (2) new donated benches and planted seven (7) Town sites with flowers, shrubs and trees.
- **School Landscaping & Grounds Program:** In cooperation with the Facilities and School Departments, the Park & Tree Division completed nine (9) Landscape and Special Project Work Orders at various school sites prior to the start of the school year.
- **Town Wide Tree Removals:** Completed the removal of 124 trees and their stumps throughout the town.
- **Holiday Lighting:** In cooperation with The Selectmen's office and Municipal Light Plant, and thanks to the generosity of many donors, a total of 8,000 lights on 42 trees were lighted throughout Wellesley's commercial areas during the holiday season.
- **FY16 Planting Program:** Planted 7,600 Spring flowering bulbs at 65 locations, 75 perennials at 3 locations and 335 annuals at 7 locations throughout town funded in part by donations from garden clubs and residents.

- **Weston Road Community Garden:** Replaced and installed new irrigation system in cooperation with the Selectmen.
- **Farm Station Parking Lot Planting:** Replanted visual screen between Croton St. and the parking lot in cooperation with the Selectmen.
- **River Street Parking Lot Planting:** Removed and replanted area around transformer with shrubs, perennials and ornamental grasses to improve appearance. This was accomplished in cooperation with the Selectmen.
- **Meadow Maintenance:** Completed the removal of invasive vines, shrubs and trees in Beebe Meadow.
- **Library Capital:** Installed new bluestone patio at the Hills Library in cooperation with Facilities Maintenance Services.
- **Ouellet Field:** Installed, in cooperation with the Water Department, a ground water meter and backflow device to eliminate confined space entry.

### **RECYCLING AND DISPOSAL FACILITY**

The Recycling and Disposal Facility (RDF) is located at 169 Great Plain Avenue (Route 135). This 88-acre facility is open 6 days a week. The hours of operation are Monday, Tuesday and Wednesday 7:00 AM to 12:00 PM, Thursday and Friday 7:00 AM to 3:45 PM, and Saturday, 7:00 AM to 4:45 PM. In FY2016, the RDF was closed on Sundays except for six Sundays in the fall during the busy leaf season. Starting in FY2017, the RDF will be open Sundays from 11:00 AM to 3:00 PM April through November.

The solid waste management strategy utilized by the RDF is the "3 Rs" diversion method. Waste that cannot be diverted from the waste stream via **Reduction, Reuse or Recycling** is transported to a State-approved disposal facility. All materials are processed in an environmentally, operationally and financially sound manner.

#### **Reduction**

Source reduction is the first step in managing the Town's waste. The Massachusetts Department of Environmental Protection provided the RDF with "Junk Mail Reduction Kits," which include information on how to remove oneself from mailing lists and a "Non-Toxic Products" brochure with a list of environmentally friendly products that can be used at home.

#### **Reuse**

Reuse is the next component in the Town's solid waste management strategy and the RDF has a few areas for residents to take or leave items that still have value.

The most visible and popular of these areas is the Reusables Area (Take-It-Or-Leave-It). Friends of Recycling, Inc. (FOR), a community based non-profit organization made up of Wellesley residents dedicated to helping the Town's recycling program, staffs the area with approximately 50 volunteers. Items that still have a useful life are left to be reused again have the added benefit of reducing the Town's solid waste disposal costs.

The Book Exchange is also a very popular area in the facility. It is not uncommon to see residents relaxing and enjoying a good book or just browsing through the many different types of books.

The Earth Products Area allows for secondary lives for brush, grass and leaves. Brush is ground into woodchips and used for mulch or fuel. Leaves and grass clippings are put into windrows and eventually



screened and sold as a finished product. This compost is available by the shovelful to Wellesley residents at no charge. Larger quantities are available for purchase by residents and local businesses.

### **Recycling**

Recycling eliminates the financial and environmental costs of landfill waste, saves energy from creating new products and can generate revenue that is deposited into the Town's General Fund. In FY16 a new Rigid Plastics drop-off area was added to the recycling wall.

#### **Recycling Revenue and Cost Savings Benefits**

Product Sales Revenue	\$	385,087
Compost Sales	\$	15,960
Appliance Fees	\$	13,500
Commercial Yard Waste Fees*	\$	26,859
Commercial Recycling Fees**	\$	52,028
Recycling Container Sales	\$	506
<b>Sub Total</b>	<b>\$</b>	<b>493,940</b>
Cost Avoidance Benefits***	\$	796,497
<b>Total Recycling Benefit</b>	<b>\$</b>	<b>1,290,437</b>

\*Fees collected from commercial customers for the disposal of leaves, grass, clippings, brush, and woodchips. This material ultimately decomposes and is moved off-site as compost.

\*\*Includes fees collected from commercial customers for RDF labor reimbursement to separate commercial wood from the waste stream.

\*\*\* Landfill disposal savings from diverting material out of the waste stream.

### **Municipal Solid Waste**

In FY16, a total of 8,268 tons of municipal solid waste (MSW) was processed and hauled off-site to a disposal facility in Seneca Falls, New York. The DPW currently contracts with Seneca Meadows Incorporated for the disposal of solid waste.

The Department of Environmental Protection developed and enforces the State's waste ban. This is a list of recyclable materials that must be diverted from the waste stream and recycled. Cardboard, newspaper, plastic and glass bottles, commercial construction and demolition (C&D) material, and tires are some of the items on the waste ban list.

The Executive Office of Environmental Affairs (EOEA) and the Department of Environmental Protection (DEP) have issued a Solid Waste Master Plan that describes strategies and policies for working toward the State's goals in the coming decade. These goals are to: 1) reduce the quantity and toxicity of our waste to the irreducible minimum, leaving as little waste as possible to be disposed; 2) dispose only residuals from recycling and other waste reduction efforts; and 3) ensure that waste handling facilities are environmentally sound.

To ensure compliance, we must inspect and conduct daily monitoring of all incoming commercial waste and also perform random comprehensive inspections on commercial loads.

### **Household Hazardous Products Collection Day**

An important component in Wellesley's environmentally responsible approach to integrated solid waste management is the annual Household Hazardous Products Collection Day. This year the event was held on Sunday, May 1, 2016. A total of 657 residents participated and brought in a total of 18,640 lbs. (9.32 tons) of hazardous material. In addition, the RDF sponsored the third annual paper shredding event that brought in 7.5 tons of documents from Wellesley residents.

### **Step Up! Program**

The Step Up! Program is an effort to encourage all residents to increase their participation in waste reduction, regardless of where they are today, by increasing how much and what they recycle. Envision a staircase of recyclable materials; a non-recycler would be at the bottom step and veteran recyclers that recycle certain items occupy the next few steps. If the non-recycler started to recycle just paper, he would take a step up. If a resident who now only recycles paper started to also recycle bottles and cans, she would take a step up. The top step is community education and outreach, encouraging family and friends to also Step Up! Every resident can nudge us towards our goal by looking for one or two more items to recycle or remove from their trash. Recycling saves natural resources and makes the Town a lot of money.

The RDF picks up municipal recyclables and trash at most municipal buildings as well as the trash barrels on the sidewalk in the commercial areas in town. These routes include the pickup of trash and recyclables at Town Hall and the Main Library, saving considerable money for the Town.

The RDF strives to be innovative and come up with ideas that will maximize the recycling diversion rate. Every ton of recyclables that is diverted from the waste stream saves over \$100 per ton for the Town.

### **Business Initiative Program**

The goal of the RDF is to continue with the growth and success of the Business Initiative Program. The RDF accepted 5,398 tons of recycled products from neighboring communities and recycling haulers. The gross revenue from the Business Initiative Program in FY16 was \$182,887. The cost of doing business was \$111,304 for a net benefit of \$71,583. The ten-year net benefit to the Town is \$821,121. All revenues generated were deposited into the Town's General Fund.

### **RDF Comparative Statistics**

*All figures in tons unless otherwise noted.*

<b>(A) Recyclables*</b>	<b>FY15</b>	<b>FY16</b>	<b>FY16 (\$Sales)**</b>
<b>Paper</b>	<b>1,381</b>	<b>1,092</b>	<b>92,754</b>
<b>Cardboard</b>	<b>1,075</b>	<b>1,170</b>	<b>121,053</b>
<b>Glass: Clear</b>	<b>130</b>	<b>119</b>	<b>2,371</b>
<b>Brown</b>	<b>43</b>	<b>48</b>	<b>194</b>
<b>Green</b>	<b>94</b>	<b>90</b>	<b>N/A</b>
<b>Ferrous Metal</b>	<b>352</b>	<b>371</b>	<b>23,334</b>
<b>Non-Ferrous Metal</b>	<b>1</b>	<b>1</b>	<b>1,738</b>
<b>Aluminum Foil and Plates</b>	<b>3</b>	<b>3</b>	<b>1,924</b>
<b>Steel Cans</b>	<b>26</b>	<b>17</b>	<b>1,618</b>
<b>Refundable Containers</b>	<b>12</b>	<b>13</b>	<b>11,964</b>
<b>Plastics</b>	<b>178</b>	<b>173</b>	<b>20,448</b>
<b>Single Stream</b>	<b>4,088</b>	<b>4,818</b>	<b>39,597</b>
<b>Books</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Wood Products</b>	<b>645</b>	<b>759</b>	<b>N/A</b>
<b>Stone/Brick/Concrete</b>	<b>183</b>	<b>340</b>	<b>N/A</b>
<b>Batteries (Automotive)</b>	<b>4</b>	<b>4</b>	<b>2,058</b>
<b>Waste Oil</b>	<b>11</b>	<b>5</b>	<b>N/A</b>
<b>Tires</b>	<b>8</b>	<b>17</b>	<b>N/A</b>
<b>Textiles (Used Clothing)</b>	<b>173</b>	<b>165</b>	<b>N/A</b>
<b>Paint</b>	<b>4</b>	<b>9</b>	<b>N/A</b>
<b>Hazardous Products</b>	<b>111</b>	<b>91</b>	<b>N/A</b>

<b>Miscellaneous</b>	<b>120</b>	<b>120</b>	<b>N/A</b>
<b>Recycling Containers</b>	<b>37 units</b>	<b>32 units</b>	<b>506</b>
<b>Used Medical Equipment</b>	<b>64 units</b>	<b>57 units</b>	<b>N/A</b>
<b>Mobile Phones</b>	<b>305 units</b>	<b>715 units</b>	<b>N/A</b>
<b>Eye Glasses</b>	<b>275 units</b>	<b>270 units</b>	<b>N/A</b>
<b>(A) Total Recyclables</b>	<b>8,642</b>	<b>9,426</b>	<b>319,559</b>
<b>Subtotal by source (estimated)</b>			
<b>Residential</b>	<b>2,886</b>	<b>2,717</b>	<b>113,171</b>
<b>Municipal</b>	<b>336</b>	<b>405</b>	<b>16,857</b>
<b>Commercial</b>	<b>629</b>	<b>907</b>	<b>37,779</b>
<b>Business Initiatives</b>	<b>4,791</b>	<b>5,398</b>	<b>151,752</b>

<b>(B) Solid Waste</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
Residential	6,298	6,179	6,160
Municipal	238	304	336
Commercial	1,021	1,351	1,172
<b>(B) Total Solid Waste</b>	<b>7,557</b>	<b>7,834</b>	<b>8,268</b>

\*Unsold tonnage in inventory is not included in the above figures.

\*\* Does not include revenues generated through tipping fees and some revenue may be received in the following fiscal year.

<b>(C) Yard Waste (tons)</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
Residential	5,000	5612	5,000
Municipal	1,428	741	1,602
Commercial	312	347	516
<b>(C) Total Yard Waste</b>	<b>6,740</b>	<b>6,700</b>	<b>7,118</b>

<b>All Waste Materials</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
<b>Total Weight (A+B+C)</b>	<b>20,032</b>	<b>23,176</b>	<b>24,812</b>

#### Recycling Percentage Rates

<b>Excluding Yard Waste</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
Residential	31.1%	31.8%	30.6%
Municipal	33.9%	52.5%	54.6%
Commercial	72.9%	80.1%	78.1%
<b>(C) Total Excluding Yard Waste</b>	<b>43.1%</b>	<b>52.5%</b>	<b>53.3%</b>

<b>Including Yard Waste</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
Residential	55.5%	57.9%	55.6%
Municipal	86.7%	78.0%	85.7%
Commercial	75.0%	81.0%	79.4%
<b>(C) Total including Yard Waste</b>	<b>62.3%</b>	<b>66.2%</b>	<b>66.7%</b>

### Per Capita Recycling

Per Capita Recycling (tons) ***	FY14	FY15	FY16
Residential	219	206	194
Municipal	9	24	29
Commercial	182	388	451
<b>Total Per Capita Recycling</b>	<b>410</b>	<b>618</b>	<b>674</b>

\*\*\* Does not include yard waste.

### Total Sales Revenue (\$)

Sales Revenue	FY14	FY15	FY16
Recycling Sales and Fees	364,569	361,815	385,087
Commercial Trash Tipping Fees	150,807	197,219	279,554
Earth Product Sales and Fees	21,589	31,435	42,819
Commercial Snow Permits	17,700	29,400	6,700
<b>Total Sales Revenue****</b>	<b>554,665</b>	<b>619,869</b>	<b>712,150</b>
<b>Total Deposits into General Fund*****</b>	<b>608,942</b>	<b>614,158</b>	<b>698,140</b>

\*\*\*\* Some sales revenue may be deposited in the next fiscal year.

\*\*\*\*\* Some deposits may be from sales from the previous fiscal year.

## WATER & SEWER DIVISION

The Water and Sewer Division is responsible for the operation and maintenance of the Town's water and sanitary sewer systems. Described herein are the Division's FY16 accomplishments.

### Water Program

The Water Program is responsible for the operation and maintenance of the Town's wells, pump stations, water treatment facilities, water distribution and storage systems. The program provides a potable and reliable water supply for its users and for fire protection. Water conservation and water resource protection are important components of the program.

Wellesley's water system consists of ten wells, five well pump stations, three water treatment facilities, two booster pump stations, two storage facilities with a combined capacity of about six million gallons, and 149 miles of distribution main. Wellesley's water is supplied from ten local wells and from the Massachusetts Water Resources Authority (MWRA). All water users connected to the system are metered.

The MassDEP conducted a Sanitary Survey of the Wellesley Water and Sewer Division in April 2016. A *Sanitary Survey* is an onsite review of the water source, facilities, equipment, operation and maintenance of a public water system for the purpose of evaluating the adequacy of such source, facilities, equipment, operation and maintenance for producing and distributing safe drinking water. The results of the survey were received late June 2016. There were no violations found, however there were 11 deficiencies identified that need to be addressed. Corrective action is underway and will be completed in FY17.

The water quality of our supplies was in compliance with the Federal Safe Drinking Water Act throughout FY16.

### Water Distribution

The Woodridge Road water booster pump station was rehabilitated by Dankris Builders Corp. The work included the removal of existing pumping and electrical equipment from a below-ground concrete vault and installation of a new pre-fabricated pump skid, which includes pumps, motors, variable frequency drives and controls. The water mains on Lathrop Road, Maugus Avenue, and Woodlawn Avenue were cleaned and cement lined by Biszko Contracting Corporation.

The water main valve exercising program that helps maintain the useful life and operation of water systems checked 275 valves. The distribution system flushing from the fire hydrants was done in the spring and fall. Some additional statistics:

New Replacement Hydrants	7
Hydrants Repaired	32
Services Cut Off for Home Demolition	109
New or Replaced Water Services	179

### **Water Supply**

The Morses Pond water treatment plant was taken off line on January 4, 2016 and its 4 wells were cleaned. The inspection of 3 of the well pumps showed excessive deterioration/wear and corrosion of the pump components. Three new pumps and motors were installed with nearly identical pump characteristics as the originals. The fourth pump, which is a newer pump, did not show any excessive deterioration/wear, but did need a pump bowl replacement that was done under warranty. During this time, the chlorine room was refurbished with a new bulk tank, a new day tank, and new peristaltic chemical feed pump. The room was repainted and a new coating was applied to the floor and knee walls.

The finish water flow meters at the water treatment plants were checked and calibrated. The MWRA measured their water flow by pitot rod measurement and compared it against their 20 inch venturi meter. Their results show the two are very close in calculated accuracy (about plus 3% to 4%). They consider a meter accurate if it is within + or – 5% of the pitot rod measurement.

The DPW and the MWRA Board signed the MWRA 10-year Continuation of Contract Water Supply. The contract is for a maximum day demand of 4.5 MGD, which is what the upgraded Hegarty booster pumping can provide and an annual volume of 350 MG per year.

Lead and copper monitoring under the Lead and Copper Rule (LCR) was done for the two scheduled schools, namely at the Fiske Elementary School and the PAWS Pre School. In addition to the LCR samples, this year all the other schools were sampled for lead and copper. These samples were taken for the Massachusetts LCCA Program under the Lead Contamination Control Act (LCCA). All samples tested below the lead and copper Action Levels.

### **Water Conservation**

A primary component of our water conservation program is leak detection. A leak detection survey of our entire distribution system was completed in FY16. This comprehensive survey includes surveying the system hydrants with a digital leak detector to identify leaks and/or hydrants for repair, and acoustic testing of the water mains. In addition to the comprehensive survey, digital correlating logging equipment was employed to locate leaks where leaks will not surface and are difficult to detect using other acoustic devices. This fiscal year 6 water main leaks and 32 service leaks were repaired.

### **Water Metering**

The water metering system consists of about 8,388 residential, commercial, and municipal water meters and 4,050 irrigation meters. These customer meters have been read by an Itron radio system since 1999. The devices that accompany the meters, which encode, receive, and transmit the data by radio signal, are powered by batteries. The water metering system is approaching the end of its useful life of an expected life of between 15 and 20 years and planning has begun for its replacement. There were 371 new/replacement meters put into service and 256 meters taken out of service.

### **Sewer Program**

The Sewer Program is responsible for the operation and maintenance of Wellesley's sanitary sewer system, which includes 134 miles of collection lines, seventeen lift stations and two major pumping stations. There were 8,181 residential, commercial, and municipal sewer accounts in FY16. About 1.03 billion gallons of sewage were delivered into the MWRA's regional sewerage collection system and was treated at the MWRA Wastewater Treatment Facilities at Deer Island near Boston Harbor.

### **Sewer Collection System Rehabilitation**

In FY16, the Sabrina Farm Rd. sewer lift station was replaced with a new sewer pump station and was put into service. The Division continued the contract with National Water Main Company of Canton, MA to continue our annual program of sewer collection system rehabilitation. This year 6,570 linear feet of sewer main were TV inspected, 1,638 joints were tested, and 448 joints were sealed with grout. A 235 foot section of severely deteriorated 12-inch clay Martin Rd. sewer main was replaced with 12-inch pvc sewer pipe.

### **MWRA Sewer Metering Program**

A large portion of Wellesley's MWRA sewer assessment (cost) is based on the metered wastewater flows leaving the Town and entering the MWRA system. These flows are measured in Million Gallons per Day (MGD), are reported on a calendar-year basis, and are used to formulate the following fiscal year's assessment. The following is a comparison of the six most recent calendar-year wastewater flow statistics:

#### **MWRA Wastewater Flow Measurements (MGD)**

<b>Calendar Year</b>	<b>Daily Average</b>		<b>Monthly Peak</b>	
2010	3.85	(1.15%)	10.43	(1.50%)
2011	4.10	(1.15%)	6.58	(1.34%)
2012	2.94	(1.06%)	3.65	(1.07%)
2013	3.23	(1.08%)	5.80	(1.19%)
2014	3.24	(1.05%)	5.17	(1.13%)
2015	2.92	(1.03%)	5.38	(1.24%)

The percentage of Wellesley's contribution to the total MWRA system flow is noted within the parentheses. It is the goal of our Sewer Collection System Rehabilitation Program to reduce Wellesley's share of the total MWRA system flow (the numbers in the parentheses). By so doing our costs to the MWRA would be reduced. It can be noted that during wet conditions (i.e., peak month versus average day) Wellesley's proportionate share is increased. Such conditions are a reminder that it is illegal for sump pumps to be connected to the household sanitary plumbing. The discharging of sump pumps into basement set tubs, or directly to the plumbing, may result in surcharging of the public sewers and may cause overflows from down gradient sewers into house basements or onto streets as well as increases in our MWRA costs.

### **Water & Sewer Funds Audit Reports**

The certified public accounting firm of Powers and Sullivan, L.L.P. has prepared the FY 2016 Financial Reports of the Water and Sewer Funds. The audited financial statements for the Water and Sewer Funds are published within the Town's Comprehensive Annual Financial Report.

<b>Division Statistics</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
Number of Water Meters	12,100	12,188	12,222	12,366
Water Pumped from Local Wells, MG	482.76	796.95	783.99	753.36
Water Pumped from MWRA, MG	522.56	238.89	288.73	364.08
Total Water Pumped, MG	1,005.32	1,035.84	1,074.29	1,118.52
Peak-to-Average Day Water Demand	2.11	1.98	1.92	2.05
Total Water Billed, MG	864.06	876.56	919.09	942
Unaccounted Water, %	13.2	14.5	13.2	14.4
New Meters Installed/Replaced	225	294	311	371
New Hydrants Installed/Replaced	13	12	8	7
Number of Sewer Accounts	8,122	8,130	8,134	8,113
Number of House Services Rodded	329	352	355	347
Feet of Sewer Main Rodded/Flushed	275,776	327,635	292,785	254,755

## **REPORT OF THE MUNICIPAL LIGHT BOARD**

The Municipal Light Plant ("MLP") is an independent Town department established and governed by Massachusetts General Law, Chapter 164. The Municipal Light Board ("Board") is comprised of the three members of the Board of Public Works, Paul L. Criswell, David A. T. Donohue and Owen H. Dugan and two members appointed by the Board of Selectmen, Katharine Gibson and Edward J. Stewart, III. Fiscal Year 2016 ("FY16") was a successful year in many respects for the MLP. Highlighted below are a few of the more significant accomplishments.

- **1,976 Day Safety Record.** At the end of FY16 MLP employees had completed 1,976 consecutive days without incurring a lost time accident. The last time an employee was injured at work was in February 2011. For an occupation that is consistently ranked in the top 10 as one of the most dangerous professions, this safety record is especially noteworthy.
- **Financial Health.** The MLP's net income in FY16 was \$2,133,000 compared to a loss of \$536,000 the prior year. The reduction in natural gas prices in combination with the Board's decision to convert power supply purchases from a layered and staggered portfolio to a 100% fixed block strategy reduced energy costs by \$2,898,000. A secondary factor was an increase of \$775,000 in non-operating profits. These profits were driven from work the MLP performed to install a neutral-host antenna system, Mass Development-Devens, Acton Streetlights and a number of dark fiber leases.
- **Standard & Poor's Rating.** The MLP has one of the highest, if not the highest, credit rating Standard & Poor's has assigned to any electric utility in New England. In April 2016, Standard & Poor's re-affirmed the "AA Stable" rating based on the very strong coverage of fixed costs, well-managed power supply portfolio and very competitive electric rates.
- **Distributed Antenna System ("DAS").** After several years of operating a proprietary DAS network for T-Mobile, the MLP entered into a partnership with American Tower Corporation ("ATC") to build a pole-mounted network with the capability of accommodating multiple carriers. In December 2015 ATC and the MLP activated a 48-node, DAS network for Verizon Wireless. Given the success of the Verizon network, ATC anticipates other major carriers will be utilizing the existing DAS and expanding into other areas of Wellesley.
- **Internet Service.** Significant progress was made in gathering information to evaluate the cost-benefits of offering internet service to commercial customers. Sixty percent of responders to the MLP's survey expressed an interest in purchasing broadband services from the MLP. With fiber strands already available, the staff believes it is possible to provide much faster internet service at a much lower price. The Board has approved the implementation of a pilot program to confirm the outside parties the MLP will be dependent upon are committed to providing reliable and responsive customer service.
- **Mission Statement.** The Board strives to protect the interests of Wellesley electric consumers by focusing on three broad objectives:
  - Competitive Pricing. Residents in surrounding communities using 1,000 kilowatt-hours a month pay 51% more for their electricity.
  - Reliable Service. The FY16 System Average Interruption Duration Index ("SAIDI") of 29 minutes places the MLP among the most reliable electric systems.

- Town Benefits. The annual \$1,000,000 payment-in-lieu-of-taxes is the highest as a percent of revenue among Massachusetts' 40 electric municipalities and almost twice as much as an investor-owned utility would pay in real estate taxes.

Despite a strong SAIDI record the MLP experienced two reliability issues in FY16 that created problems for Wellesley residents and businesses. On April 11, 2016 programming errors at a Newton Substation resulted in a power outage for 3,045 customers. A meeting with Eversource's electrical engineers in May 2016 has provided assurance the switching programs are now functioning properly. The other reliability problem is the increase in momentary outages, usually just for a second or two, caused primarily by squirrels and/or operations at Eversource Substations. Wildlife protectors have been installed where exposure is greatest and, although a three-year tree trimming cycle has been maintained, the staff will perform additional trimming in trouble spots.

The Board is confident the MLP is on track to provide reliable electric service at competitive electric rates well into the future. The biggest challenge will be the continued absorption of major cost increases for capacity and transmission. Transmission costs have risen steadily since 2007 and are projected to increase in the foreseeable future. ISO-New England regulated capacity costs are expected to more than triple, increasing from \$3.1 million in Fiscal Year 2014 to an estimated \$9.6 million in Fiscal Year 2018. Capacity and transmission increases will not be unique to Wellesley but will be felt by all electric consumers in New England. With \$61,000,000 of net plant assets and virtually no debt, the MLP is in a better position than most electric utilities to take on future challenges.



## **RECREATION DEPARTMENT – ANNUAL REPORT**

Fiscal Year 2016 was a year of change for the Recreation Department. Recreation Director, Jan Kaseta a 26-year Town of Wellesley employee retired and Assistant Director, Matt Chin was promoted to Recreation Director. We also promoted Brandon Fitts to Deputy Director and welcomed Chad Norton to our Associate Director positions. Longtime Recreation Commissioner Steve Burt retired from the Commission, but we welcomed new Commissioner Bettina Eikeboom. Thank you Jan and Steve for your dedicated service!

During the past year, Recreation offered 948 programs. We were able to run 610 of those programs based on our criteria of meeting a minimum number of participants to ensure that the program is self supporting. A total of 9,557 people participated in seasonal Recreation programs. Additionally, 72 people purchased passes to use the Hunnewell tennis courts; 93 signed up for swim lessons, 502 people rented kayaks or stand-up paddleboards at Morses Pond and 2,987 purchased beach tags for daily admittance to the pond. During the summer of 2015, 24,263 people came to Morses Pond, enjoying the opportunity to swim, kayak and picnic. In total, 37,474 people took part in activities offered by the Recreation Department.

The Recreation revolving account (non-tax impact/program budget) generated \$1,224,136 in revenue. Program expenses totaled \$1,175,527. These expenses are directly attributed to running Recreation programs and they include instructor salaries, program materials and equipment. The program additionally covered administrative costs in the amount of \$101,301. These costs include brochure production, some building utility and maintenance costs, office supplies, professional dues and conferences, software licensing fees, bank fees and other similar items. As a result, program surplus equaled \$48,606, all of which was returned to the Town's general fund.

Recreation's tax impact budget includes the salaries for five full time staff and the contracted costs for the biological monitoring of Morses Pond. The department budgeted \$340,236 and came in under budget at \$329,292 for an additional savings to the town of \$10,944. Adding this to the returned program surplus means that the Recreation Department's total cost to the Town was \$280,686.

The department, working with agencies such as Friendly Aid, was able to grant a total of \$66,350 in scholarships to families in need. Friendly Aid and other sources contributed \$33,670 while the rest, \$32,694, came directly from Recreation programs.

The Recreation Department also focused on partnerships and collaborations, specifically with other Town departments. The Library and Recreation Department sponsored writing programs for children and adults as well as assisted each other in marketing programs to their varying constituents. Council on Aging and the Recreation Department continued their history of sharing programming space at the Warren Building by offering Senior Art and co-sponsoring the next great game, Pickleball!

An exciting and new collaboration this year was between the School and Recreation Department. The Recreation Department began offering After School Enrichment programs at three elementary schools (Bates, Fiske & Sprague) in FY 2016. Working closely with each school's principal, the Recreation Department administered, programmed and implemented 31 after school enrichment programs serving 278 students. This is a unique partnership that we hope to grow upon in 2017!

The Recreation Department is grateful to our many sponsors, which include local businesses and individuals. Their contributions allow us to run our free special events. These events included: Toys for Tots Kickoff, Summertime Concert Series, Outdoor Movies, the Town-Wide Yard Sale, the Halloween Parade, the Halloween and Holiday Decoration Contests, the three ice rinks that were set up at the High School, Spring Thaw Egg Hunt, the Sweetheart Dance and the new Breakfast with the Bunny event!

Recreation Commission members keep busy as liaisons to various town committees. Mr. Burt, Town Inter-Board Committee and Community Preservation Committee (CPC);

Mr. Wrobel, Chairperson of the 900 Worcester St. Committee and Recreation Budget Advisory Presentation; Mr. Sheehan, Chair of the Playing Fields Task Force, the High School Track and Field Task Force; Mr. McKay, School/PTO Liaison and After School Programming. and Mr. Wolfson, North 40 Committee and 900 Worcester St. Field Sub-Committee.

The Recreation Commission will continue working towards improving the Moses Pond Beach and bathhouse, completing 900 Worcester partner selection and see the completion of the new High School Stadium project.

This year of change, the Recreation Department will focus on building its partnerships with other Town departments, extending the After School programming to more elementary schools, improve upon our summer camp system & adding community events all while looking at the changing needs of the community and managing the cost to taxpayers.

Recreation Commissioners would like to commend the staff for an extremely productive year. Staff continues to work hard to provide programs that offer "Something for Everyone".

We welcome input from Town residents and we value both your feedback and involvement in our programs.

○ Respectfully Submitted,

Andy Wrobel, Chairperson  
Matthew McKay, Vice Chair  
Bettina Eikeboom  
Tripp Sheehan  
Mark Wolfson

## **REPORT OF THE SCHOOL COMMITTEE**

**2015-2016**

**Matt Kelley, Chair**  
**Wendy Paul, Vice Chair**  
**Sharon Gray, Secretary**  
**Tony Bent**  
**Michael D'Ortenzio, Jr.**

The School Committee is very appreciative of the continued support of the town and the collaborative support of other town boards and departments.

### **PERSONNEL**

Dr. Judith Malone-Neville completed her one-year assignment as interim Assistant Superintendent for Teaching & Learning. The School Committee is extremely grateful to Dr. Malone-Neville for her excellent service to the Schools and the Town. Dr. Joan Dabrowski was appointed to the position, effective July 1, 2016. We are very pleased with Dr. Dabrowski's addition to the administrative team.

Heidi Perkins joined the senior administrator team as Director of Budget and Finance.

Fiske Elementary School welcomed Rachel McGregor, a long-time Wellesley educator, as interim principal. Ms. McGregor was permanently appointed to the position, effective July 1, 2016.

In March 2016, Patti Quigley completed her term as an elected School Committee member. The School Committee thanks Ms. Quigley for her years of service both to the School Committee and the town of Wellesley. Wellesley voters elected School Committee member Michael D'Ortenzio to a three-year term.

### **SCHOOL OPERATIONS AND BUDGETING**

The School Committee ended FY15 with an operational budget surplus of \$82,627. These funds were turned back to the town and reverted to the Town's free cash. Prior year capital and unexpended encumbrances were an additional \$197,753, for a total turnback from the School Department of \$252,162.

In the spring of 2015, the School Committee and Town Meeting approved an FY16 operational budget of \$66,689,159, representing a 4.98% increase over FY15. The budget was comprised of \$47,041,231 for Instruction, Administration, and Operations, and \$19,647,928 for Special Education (including all special education costs, not just high-cost categories).

In the spring of 2016, the School Committee and Town Meeting approved an FY17 operational budget of \$69,524,634, representing a 4.25% increase over FY16. The budget was comprised of \$49,600,442 for Instruction, Administration, and Operations, and \$19,924,192 for Special Education. The School Committee and Town Meeting also approved an FY17 cash capital budget of \$784,920, representing an 8.3% decrease from FY16 and a \$579,493 or -42% reduction from the Town's previous FY16-FY20 Capital Budget Program.

In the June of 2016, the School Committee and the Wellesley Teachers Association came to an agreement on a three-year contract to support educators in FY17-FY19. For the first time, the Interest-based Bargaining process was used, which both groups considered to be highly successful and productive.

The School Committee completed an 18-month comprehensive review of all district policies to ensure compliance with state regulations and updated practices. The updated policy book, replacing all previously existing policies, was enacted and took effect on July 1, 2016.

## **SCHOOL PROGRAMS**

A key feature of the WPS Strategic Plan, the Elementary World Language program was piloted at Hardy and Sprague, in grades K-2. The program will be expanded to all of the elementary schools in FY17, with the pilot at Hardy and Sprague expanded to 3<sup>rd</sup> Grade.

The rollout of the 1:1 Technology Program continued into the 7<sup>th</sup> Grade at the Middle School. The program will be expanded to the 8<sup>th</sup> Grade in FY17.

At the High School, the offerings in Computer Science were reorganized and expanded to meet increasing demand. The Evolutions Program was launched at the High School, which offers an interdisciplinary and experiential learning approach.

## **SCHOOL FACILITIES**

The major renovations projects at Fiske and Schofield were substantially completed, with the interior work primarily completed during the summer of 2015 and the exterior site work expected to be completed during the summer of 2016. The School Committee is grateful to town residents for their support of this important project to update the schools to support the educational program for many years to come.

The window replacement project at the Wellesley Middle School was begun, and is on track to be completed by the end of the summer of 2016. This important project, supported by the Accelerated Repair Program of the Massachusetts School Building Authority (MSBA), will have a significant impact on the quality of the learning environment throughout the building.

The School Facilities Committee (SFC), comprised of representatives from the School Committee, Board of Selectmen, Facilities Maintenance Department, WPS Administration, and the Town Executive Director, made an initial recommendation for a project to address the significant facilities needs at the Hardy, Hunnewell, and Upham schools. Following that initial recommendation, the School Committee began a significant program of engagement with the community to determine the best path forward for these facilities. A 15-member Parent Advisory Committee was formed and met from October 2015 through January 2016 to consider the work of the SFC and make a recommendation to the School Committee. Following that effort, the School Committee decided that more work was needed to understand all of the options and to build support for whatever solution might be chosen. To that end, the School Committee and Board of Selectmen created the HHU Master Plan Committee, comprised of residents, Town board and committee members, and Town staff. The HHU MPC continues its work and is expected to make a recommendation sometime during the 2016-17 fiscal year. The School Committee thanks all of the parents and other residents, board members, and staff for the significant amount of work they have done on this critical project.

## **ENROLLMENT**

The following table shows the enrollment of the Wellesley Public Schools as of October 1, 2015. These numbers include all students, including those in approved foreign exchange programs, participating in ABC or METCO programs, and others.

Elementary Schools .....	Grades K-5 .....	2,307
Middle School .....	Grades 6-8.....	1,153
High School .....	Grades 9-12.....	1,515
Beyond Grade 12.....	Ages 18-22 .....	1
Total WPS Enrollment.....		4,972
PAWS Preschool .....		111

WPS Students attending schools outside of Wellesley

(Out of District).....52

The School Committee extends thanks, congratulations and best wishes to the following members of the faculty who retired during the past year. We appreciate their dedication and service to the Town of Wellesley.

Susan Boyle  
Donna Chaff  
Toni Duval  
Nancy Eich  
Ellen Mandel  
Rosey McQuillan

Laurie Peckins  
Henry Platt  
Janet Schmidt  
William Tracey  
Margo Zelermyer  
Kate Walker

Respectfully submitted,  
Matt Kelley

FFEFE

## **REPORT OF THE COUNCIL ON AGING**

### **About the Council**

The Wellesley Council on Aging (COA) was established in 1972 to comply with legislation for the purpose of coordinating and carrying out programs and services designed to meet the needs and objectives of the population age 60 and over. The mission of the Wellesley Council on Aging is to serve as the primary resource for residents over the age of 60; to empower individuals to reach their goals; to offer comprehensive programs, services and assistance that optimize quality of life; and to enable meaningful connections and collaborations that inspire a spirit of community across the generations in our town.

The COA is funded through local taxes, state, federal, and local grants, and private contributions. The COA is composed of an eleven-member volunteer Board of Directors appointed by the Board of Selectmen. COA board members for fiscal year 2016 were: Miguel Lessing (Chair), Diane Campbell (Vice Chair), Thomas Kealy (Treasurer), Shirley Quinn (Secretary), Sandra Budson, Sr. Alice McCourt, William Murphy, Dianne Sullivan, and Terri Tsagaris. John Cross, Mary Dummer, Lisa Heyison, Penelope Lawrence, Sheila Nugent and Frederick Wright served as Associate Members. The COA's professional staff consists of a full-time Director of Senior Services, a full-time Assistant Director of Senior Services (new position in FY 16), a full-time Health and Social Services Administrator (Outreach Worker), a full-time Program and Office Assistant, a full-time Senior Activities Coordinator, a part-time Volunteer Coordinator, two part-time Transportation Coordinators, two part-time bus drivers, two on-call bus drivers, and one part-time Activities Assistant.

### **Senior Transportation**

In FY 16, the management of the COA bus service and Volunteer Drivers Program (VDP) was merged into one COA transportation program resulting in an increase in the number of transportation requests met by the COA. A total of 5,403 one way rides (4,404 COA bus; 999 Volunteer Drivers Program) to 169 destinations were provided to 254 unique passengers. The COA had 44 drivers in the VDP and they drove 6,893 miles and gave 642 hours of volunteer service. The COA utilized the COA bus for many local social group outings to places like museums, theatres, and restaurants.

### **Outreach and Services**

The COA provides an abundance of information and referral; outreach services; and in home assessments. In addition to our growing transportation program, the COA produces a bi-monthly newsletter, aids seniors with applying for financial assistance from a variety of sources, participates in the AARP Tax Counseling Program for Elders, SHINE (Serving Health Information Needs of Elders) health benefits counseling, and the South Middlesex Opportunity Council (SMOC) Fuel Assistance program. Three staff members also serve as representatives of the Salvation Army, helping to provide assistance to residents age 18+ who are experiencing financial hardship. The COA, in conjunction with the Board of Assessor's, manages the Senior Work Corps program, where eligible senior citizens volunteer their time in a town department in exchange for a deduction on their property taxes. In FY 2016, 14 senior citizens qualified for the program and 9 senior citizens participated in this program. Participants served as volunteers at the Department of Public Works, Recycling and Disposal Facility, Wellesley Free Library and Council on Aging. A total of 1043.25 hours were contributed by the senior volunteers and the total credit to participants was \$8,180.00.

### **Programs July 1, 2015 – June 30, 2016**

The COA promotes healthy aging and encourages the age 60 and over adults to stay active and engaged to the fullest extent possible in all areas of life. Many new programs were introduced and many new community partnerships were established. A wide variety of social, educational, recreational and cultural programs were offered.

Total event occurrences for FY 16 = 1,585 (32% increase from FY 13). The COA ran 24 day trips (compared to only 7 trips in FY 13). Approximately 2,000 senior citizens participated in COA programs and activities in FY 2016 – a 64% increase compared to FY 13. Fitness programs saw a 36% increase in participation from FY 15. Fitness/Wellness offerings included: two weekly Walking Groups; Yoga;

Balance and Flexibility; Better Bones (strengthening course); Tai Chi, Line Dancing, two nine-hole golf tournaments at Nehoiden Golf Course in collaboration with Wellesley College and new this year – Pickleball in collaboration with the Wellesley Recreation Department. The 4<sup>th</sup> annual Evening and Weekend Lecture Series in partnership with the Wellesley Free Library was very successful. This series featured five lectures given by a distinguished group of presenters who spoke on a wide range of topics and the audiences were always multi-generational. The series, supported by a grant from the Wellesley Hills Junior Women's Club, will continue for a fifth year in FY 17.

The COA built on the success of the catered lunch model where local restaurants provide meals two days/week to our diners. Over the course of the year 1,415 meals were served to 235 senior diners. The Friends of the Wellesley Council on Aging continued to subsidize the program (approximately 50% per diner). The COA will be increasing the meal program to three days per week in FY 17.

### **Tolles Parsons Center**

After more than a decade of advocacy, the 2016 Annual Town Meeting appropriated funds to the Permanent Building Committee for the construction of the Tolles Parsons (Senior) Center. Borrowing was approved at the May 10, 2016 Special Town election. The two story building will be 13,000 square feet with 58 on-site parking spaces. There will be several flexible meeting spaces within the building for COA programs, a drop-in area/lounge, office space for staff, a commercial kitchen, and a patio. Construction is set to begin in July 2016 with anticipated completion in the Fall of 2017.

## **REPORT OF THE ZONING BOARD OF APPEALS**

The Zoning Board of Appeals consists of three permanent members and three associate members, each appointed by the Board of Selectmen for a three year term. The permanent members on the current Board are Richard L. Seegel, Chairman, J. Randolph Becker, Vice Chairman, and David G. Sheffield. The associate members are Robert W. Levy, Walter B. Adams and Derek B. Redgate. Lenore R. Mahoney serves as Executive Secretary.

The Board of Appeals is empowered to hear and decide Appeals, Petitions for Variances, Findings, Comprehensive Permits and Special Permits, in accordance with the Zoning Bylaws of the Town and MGL Chapters 40A and 40B. Public hearings are held at least once a month. The Board of Appeals office in the lower level of the Town Hall is open weekdays from 8 am to 1:00 pm, and from 2:00 pm to 4 pm. [(781) 431-1019, ext. 2208]

From July 1, 2015 to June 30, 2016, 20 Public Hearings were held by the Board of Appeals.

A total of 93 petitions were filed during that period, which was a decrease of 22 cases from the previous year. There were four requests for Special Permits or renewal of Special Permits previously granted for uses not allowed by right in a Single Residence District or a Business District, including educational uses, two-family residences, three-family residences, boarding or lodging houses, drive-through windows, home occupations, non-accessory parking, and outdoor sales. There was one request for a Special Permit for a Major Construction Project in a Water Supply Protection District pursuant to Section XIVE. There were two requests for a Special Permit for construction in a Flood Plain or Watershed Protection District pursuant to Section XIVB. Site Plan Approval under Section XVIA was granted for four Major Construction Projects. Five requests for Special Permits for signs were filed under Section XXIIA, which regulates billboards, signs and other advertising devices within the Town. The Board also heard 61 requests for Special Permit/Findings pursuant to Section XVII, which governs pre-existing nonconforming structures and uses. Twelve requests for a Variance pursuant to Section XIX, which regulates Yard Regulations were granted. Three requests to modify a Variance were granted. One Appeal was granted. Six petitions were withdrawn without prejudice.

The Board suggests that petitioners who intend to file any type of request for a hearing should consult the Wellesley Zoning Bylaw, which may be viewed on the Town Website: [www.wellesleyma.gov/Boards&Committees/ZoningBoardofAppeals](http://www.wellesleyma.gov/Boards&Committees/ZoningBoardofAppeals) or viewed in the Board of Appeals office, the Building Department, or the Wellesley Public Library. Copies of the Wellesley Zoning Bylaw may be purchased at the office of the Town Clerk. Application forms and instruction sheets are available for all petitions on the Zoning Board of Appeals site on the Town Website. The Executive Secretary of the Board of Appeals is available to assist petitioners with information regarding the petition and help in completing the required forms.



## **2016– FINAL REPORT OF THE WELLESLEY CELEBRATIONS COMMITTEE (WCC)**

The 48th Annual Veterans' Parade and the 18th Annual Wellesley's Wonderful Weekend, which included 29 events, were held over the weekend of Saturday, May 21 and Sunday, May 22, 2016. For the eighteenth year the Annual Parade was a spring event rather than, as in the past, a fall event. The weather was bright on Saturday and continued on Sunday, after rain forecasts, allowing all events to be completed as planned.

The highlight of the Weekend, the Annual Parade, was dedicated "To Those Who Serve" with the 2016 theme being "**Historic Wellesley**".

There were 119 Parade units recorded as entries with 17 bands and other musical groups providing music for the over 2,000 marchers; representing civic, military, militia, school, service, specialty and veterans groups. Additionally, 11 floats were entered, 9 of which received award recognition. The Best School Float Trophy went, for the third year in a row, to the Upham School, which will hold the award until the next Parade.

The 29 events under the umbrella of Wellesley's Wonderful Weekend actually started on Friday afternoon, May 20th with the Annual Hunnewell School Fun Fair.

The Sprague School Spring Party and Auction was held at Wellesley Country Club on Friday evening.

Later on Friday evening, an 18th Century Military encampment was set up on the hillside in front of Town Hall by the Royal Irish Artillery, who fired their cannons on the half hour all day on Saturday, while tours were conducted showing how folks lived in Revolutionary times. This lasted until after the Parade on Sunday.

Saturday morning began with the Wellesley Rotary Club's Annual Pancake Festival at the Wellesley Middle School (WMS). During that time the Needham Lion's Club Eye Mobile was stationed at the WMS for free eye exams. A "Dog Contest" was coordinated by the Board of Health and the Wellesley Animal Control at Warren School Field.

For the sixteenth year, the Wellesley Trails Committee hosted a walk, which was held this year at the Centennial Reservation on Oakland Street.

Free Hay Wagon rides were held at Linden Square from morning to afternoon

In keeping with the theme of this years Parade, numerous historical events and tours were held: The first was a Wellesley College Walk with Professor Peter Fergusson from the school.

The Wellesley Historical Society hosted an Open House at the Dadmun-McNamara House and a Cottage Street Neighborhood Historical Walking Tour.

While the Wellesley Historical Commission hosted tours of the Fells Branch Library and the Hardy School, the Wellesley Town Hall and the Hills Branch Library.

From mid morning through late afternoon, numerous Open houses were held throughout town; for the seventeenth year at the Wellesley Police Station, hosted by the Wellesley Police Department and for the fifteenth year at the main Wellesley Fire Station #2 on Route 9, hosted by the Wellesley Fire Department.

## **2.**

Additionally, the Wellesley Municipal Light Plant, held an Open House and with the Wellesley Historical Commission hosted a tour of the original electric substation.

"Wheels of Wellesley", a car show featuring music, exotic and antique cars, motorcycles and bicycles, including "Straight from Gotham City-Batman's Batmobile" was sponsored at and by the Wellesley Community Center.

The Unitarian Universalist Church's Spring Carnival and a Farmer's Market were coordinated during the morning and afternoon by the Church.

The Wellesley Community Art Project and Wellesley Women Artisans had an "Art in the Park" display all day long at Simons Park, which was left up for the following two weeks.

The Wellesley Conservation Council held a "Build Your Own Woodland Troll & Fairy House" at the Cochituate Aqueduct, for elementary school students.

At 4:00 PM the Eighteenth Annual Veteran's Ecumenical Memorial Mass, hosted by the Wellesley Veterans' Council, was held at St. Paul Church.

Early Sunday morning a Bird Walk with Natalie Starr was hosted by the Wellesley Conservation Council.

Also, early Sunday morning a Wonder Run 5K Race and Kid's Fun Run was held, hosted by the Wellesley Hills Junior Woman's Club, starting at Wellesley High School.

Then at 1:00 PM on Sunday, May 22nd, the Wellesley Celebrations Committee, under sunny skies, after early rain forecasts, with temperatures in the mid 70's, started the 48th Annual Veterans' Parade, with a step-off of the Parade, west along Washington Street, continuing from the Wellesley Community Center, at the junctions of Routes 9 and 16, and ending at about 3:20 P.M. over the Crest Road Bridge in Wellesley Square and ending at the Tailby Parking Lot.

From 4:00 PM to 5:30 PM the 56th annual Grace Knight Babson Fund for Religious Education program was held at Knight Auditorium on Babson College Campus.

At 5:00 PM the Picnic in the Park at Hunnewell Field began, with food provided by the Charles River Rotary Club and other food vendors plus many other vendor booths around the field. Rides for kids were available until dusk, including among others the "Moon Bounce", "Merry-Go-Round" and "Big Slide"; face painting and balloon twisters added to the festivities.

At 6:00 PM the Wellesley Town Band started the Annual Concert, before the featured group "The Reminisants" and "The WHS 2 O'clock Jazz Group", played until dusk.

At dusk the Piece de Resistance of the evening, the final celebration of the 18th Annual Wellesley's Wonderful Weekend, the most spectacular Fireworks display ever, was completed, as a wrap up of the entire Weekend.

### 3.

#### **Honorees of the 2016 48th Annual Wellesley Veterans' Parade:**

##### **Parade Grand Marshal**

**GORDON MARTIN** -- In recognition of his 37 years of service to the Town of Wellesley, most recently as the Superintendent of the Recycling and Disposal facility.

**Distinguished Service Award** **CHIEF TERRENCE M. CUNNINGHAM**—at present serving a one year term as the

President of the International Chief of Police  
Chiefs Association (IACP).

<b>Chief of Staff</b>	<b>STANLEY W. SPEAR, JR</b> —Co-Chief of Staff— Wellesley's Veteran Service Officer serving Wellesley, Weston, Wayland and Needham.
<b>Chief of Staff</b>	<b>LINDSAY ELLMS</b> —Co-Chief of Staff— Longtime veteran activist and WWII veteran.
<b>Community Service Award</b>	<b>PATRICIA (PATTI) A. QUIGLEY</b> —Retiring from serving on the School Committee, also a Town Meeting Member.
<b>Community Service Award</b>	<b>SARA D. PRESTON</b> —Retiring from serving on the Planning Board.
<b>Special Recognition Award</b>	<b>ANDREW'S PHARMACY</b> —Celebrating 50th year in business.
<b>Special Recognition Award</b>	<b>ST. JOHN'S SCHOOL</b> —Celebrating the School's 50th birthday.
<b>Special Recognition Award</b>	<b>ST. PAUL CHURCH</b> —Celebrating the Church's 100th Anniversary.
<b>Special Recognition Award</b>	<b>CAROL CHAOUI</b> —Director of Wellesley's Thanksgiving Turkey Trot 5K Run, raising funds for local charities and other community activities.
<b>Dedicated Service Award</b>	<b>DONNA CHAFF</b> --Retiring from Wellesley Public Schools as a long time elementary school Music teacher.
<b>Dedicated Service Award</b>	<b>4.</b> <b>HENRY N. PLATT, III</b> —Retiring from Wellesley School System after 28 years, most recently as the Middle School Band instructor.

Donations for this year's events received from citizens, local merchants, civic groups and service clubs and from many along the Parade route and at Hunnewell Field amounted to \$56,736.90 from over 300 donors. A Town appropriation of \$4700.00, plus the donations, were all used toward the \$48,869.82 cost of conducting the 18<sup>th</sup> Annual Wellesley's Wonderful Weekend and the 2016 Annual Annual Veterans' Parade, most of which was for fees of the bands, specialty units, transportation and the Fireworks.

Many others helped, particularly from among Wellesley's wonderful town employees, including the Police and Fire Departments, the Engineering, Finance, GIS, Highway, Municipal Light Plant, Parks and Recreation Departments, who unselfishly gave much of their personal time and energy in order to make this year's Weekend's events a success.

Special thanks go to all of the members of the Wellesley Celebrations Committee who coordinated all of the activities of this year's Wonderful Weekend: Mark Antonelli, Adele Beggs, Jim Bishop, Cathy Brauner, Hyacinth Brauner, Dick Carls, Salvatore "Tory" DeFazio, Josh Dorin, Diane Duddy, Stan Dunajski, Lindsay Ellms, Laura Fragasso, Rowie Gray, Pam Grignaffini, George Johnston, JoAnn Jones, Pete Jones, Lorelei King, Kyle Mackinnon, Richard MacIntosh, Carl Nelson, Debbie Reynolds, Eoin Shea and Tom Ulfelder.

An additional thank you goes to all the donors and sponsors, who each year come to the assistance of the Celebrations Committee; particularly the Roche Brothers/Sudbury Farms Supermarkets and The Wellesley Dental Group, Dr's Ali and Ali for their donations, that made the fireworks display possible. All of their help is most sincerely appreciated.

Sincerely,

Royall H. Switzler, Chairman

Wellesley Celebrations Committee

## **THE REPORT OF THE COMMUNITY PRESERVATION COMMITTEE**

### **The Role of the Community Preservation Committee In Wellesley**

In 2002, the Town of Wellesley accepted the Massachusetts Community Preservation Act (CPA) and formed a Community Preservation Committee (CPC). The membership of Wellesley's CPC is determined by Town bylaw. There are 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 Wellesley CPA fund retains 100% of this surcharge revenue. These funds are then matched on an annual basis by monies from the Massachusetts Community Preservation Trust Fund, which is made up of revenues collected statewide from Land Court and Land Registry fees. The State's payment to each CPA community is determined by a statutory formula. For the first five years, that match was 100% but because of declining fee revenues and a growing number of communities adopting the CPA, the match has declined over the last several years. State funds received in FY16, \$321,451 reflect a 29.3% match.

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:

<http://www.mass.gov/dor/local-officials/municipal-databank-and-local-aid-unit/data-bank-reports/cpa/>

To date, fifty-two projects in Wellesley have been funded, partially or in total, with CPA funds. 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 2015 ATM approved appropriations for six projects. The Wellesley Historical Society received a \$6,200 appropriation for the processing and preservation of the Margaret Urann archival collection. The Wellesley Historical Commission received an \$82,000 appropriation for the expansion of its historic plaque program. The Natural Resources Commission received two appropriations, \$20,000 for a study of the erosion of the Morses Pond shoreline and \$100,000 for the development of a comprehensive pond management plan for nine ponds in town. The Library Board of Trustees and the Board of Selectmen received an appropriation for \$2,750 to undertake a study by an historic preservationist of the second chimney at the Hills Branch Library. The Playing Fields Task Force received an appropriation for \$166,000 to undertake the design and permitting phases of a project to rehabilitate the track and field at Hunnewell Field, across from Wellesley High School. CPC is happy to report that each of these projects is either complete, underway or ready to move into its next phase.

This year, in conjunction with the Natural Resources Commission and the Recreation Commission, the CPC undertook a study of the tennis courts at Kelly Field. Using \$5,000 of CPC administrative funds, the consulting firm of Horsley Witten Group was engaged to assess the current conditions of the courts and surrounding area as well as the utilization of this recreation facility. The survey and public input portion of the study is complete and a final report will be issued in the very near future.

This fiscal year saw CPC's first debt service payment on its commitment to the purchase of the North 40 parcel, approved by a Special Town Meeting in the spring of 2015. Beginning in FY17, no appropriation will be made to the Open Space Reserve due to the commitment of CPA funds to the purchase of the North 40 parcel. The CPC financial plan continues to carry entries in future years for possible CPA-eligible projects on the parcel.

### **Actions Taken at the 2016 Annual Town Meeting**

#### **Administrative Funds and Appropriations to Designated Reserves**

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 requested and Town Meeting approved 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 was requested for only the two remaining reserves.

**The CPC requested and Town Meeting approved the appropriations of \$155,000 to the Historic Resources Reserve and to the Community Housing Reserve.**

#### **Appropriation to the Wellesley Historical Society**

Sponsor: Wellesley Historical Society, Kathleen Fahey – Curator

Project: Processing and Preservation of Wellesley Historical Society Individual and Family Archival Collections

The goal of this project is to ensure the long-term preservation of a number of family and individual collections from some of Wellesley's most notable residents and make them accessible to researchers, students and the community. These collections contain manuscripts, photographs, personal correspondence and diaries from Katherine Lee Bates, William Morton, the Hunnewell family and many others. The requested funds will allow the collections to be organized, labeled and preserved, with a Finding Aid created for each individual and family collection and posted on the Wellesley Historical Society website as well as submitted to the Library of Congress/World Cat search engine.

By processing these collections, the WHS is preparing for the eventual digitization of collections, a long-term goal of the historical society.

**The CPC recommended and Town meeting approved this request for \$20,400 to be taken from the Historic Resources Reserve.**

### **Appropriation to the Wellesley Planning Board**

Sponsor: Wellesley Planning Board, Heather Lamplough – Planner

Project: Development of Local Historic District Guidelines

The Planning Board will undertake a review of Wellesley's historic district guidelines with the intent of strengthening them so that they provide unambiguous guidance on the rehabilitation of existing structures and new construction in Wellesley's historic districts. Wellesley currently has one local historic district encompassing over sixty individual properties and four single-property historic districts. The goal of this project is to provide guidelines that will serve as the basis for the review process and a stronger foundation for the decision-making by the Historic District Commission. In addition, more fully defined guidelines will serve as a resource for Wellesley residents looking to undertake historically appropriate renovations to their homes or businesses.

**The CPC recommended and Town Meeting approved \$20,000 from the Historic Resources Reserve for this project.**

### **Appropriation to the Wellesley Planning Board and the Board of Selectmen**

Sponsor: Wellesley Planning Department, Michael Zehner - Planning Director

Project: Unified Plan for the Town of Wellesley

This request will support the undertaking of a combined effort on behalf of the Planning Board and the Board of Selectmen in carrying out the statutorily required Comprehensive Plan for Wellesley and the recently endorsed town-wide Strategic Plan. The goals of this Unified Plan as proposed will establish a vision for the future of Wellesley in terms of physical development and preservation as well as by way of setting priorities for decision-making and financial management.

Recognizing that the Comprehensive Plan and Strategic Plan each require data collection, public input and establishment of goals and objectives, the Planning Board and Board of Selectmen have joined forces to develop a consistent, unified visionary plan for the Town. It is anticipated that with the support of ATM, a consultant will be engaged this summer to work with the Town constituencies to develop the Unified Plan.

**The CPC recommended and Town Meeting approved \$60,000 from the undesignated Community Preservation Fund for this project.**

### **Appropriation to the Playing Fields Task Force**

Sponsors: Playing Fields Task Force, Tripp Sheehan – Chair, Department of Public Works, School Committee

Project: Hunnewell Field Track and Playing Field Rehabilitation Project

This request would fund 1/3 of the construction phase of the rehabilitation of the track and playing field at Hunnewell Field. This project represents the joint efforts of the Playing Fields Task Force, the School Committee, the Natural Resources Commission and the Department of Public Works as well as the successful private fundraising efforts of a volunteer committee. CPA funds were approved at the ATM2015 for the design and permitting phase of this project, acknowledging the demonstrated need for playing fields in Wellesley and the inability to fully utilize this resource due to poor conditions and inappropriate field size for high school athletic programs. If approved, these funds will be made available to the Department of Public Works after the close of the Annual Town Meeting in order for the project to begin later this Spring.

**The CPC recommended and Town meeting approved \$1,000,000 from the undesignated Community Preservation Fund for this project.**

**Looking Ahead**

As the Town gets ready to undertake a combined Comprehensive Plan and Strategic Plan, the Community Preservation Committee looks forward to actively participating in these exercises which will be so important to the future of historic preservation, open space creation, development of recreation facilities and the creation of more community housing in Wellesley.

Respectfully Submitted,

Barbara McMahon, Chair  
Allan Port, Vice-Chair  
Kathy Egan  
Joan Gaughan  
Tad Heuer  
Catherine Johnson  
Susan Hurwitz  
Susan Troy  
Mark Wolfson



## **REPORT OF THE HUMAN RESOURCES BOARD**

The Human Resources Board is comprised of five residents appointed by the Town Moderator to oversee the Town's human resources function. In accordance with the Town Bylaw the Board administers the Classification and Salary Plans for non-union personnel; recommends, establishes, and administers personnel policies and procedures; and maintains employment records. The Human Resources Department staff is responsible for administering employee and retiree benefits and assisting Town departments with a wide range of employment, labor relations and employee relations activities. An essential part of its mission is to support management and employees alike and to foster equitable application of personnel policies and practices throughout the Town.

### **Wage, Benefit, and Human Resources Administration**

The Board is responsible for making recommendations to Town Meeting on salary and wage adjustments for non-union employees. In order to fulfill this responsibility, the Board conducts annual surveys of comparable communities to ensure that our wage schedules and salary ranges are competitive, while remaining responsive to fiscal conditions and budget constraints. The 2016 Annual Town Meeting approved the Board's recommendation to provide a 2.5% adjustment to the schedule of hourly rates of pay for non-exempt employees. The salary ranges for exempt employees were adjusted by 2.25% at the midpoint. An appropriation of \$165,000 was made to the Board for FY 17 salary adjustments. Of that amount, \$150,000 was targeted to provide variable performance-based merit increases with an average increase of 2.5%. The remaining balance was made available to make salary adjustments to support mid-year changes in payroll levels from reclassifications or promotions that are not able to be funded in the applicable department's budget.

### **Training and Development**

The Department's major training activity in FY 16 was conducting voluntary training sessions on using the new performance evaluation system and presentations focusing on human resources issues for managers. Other training activities during the year included a program on retirement planning offered through the regional Municipal Training Group and a program on how to conduct employee evaluations delivered by Human Resources Department staff. The Department coordinates the annual CPR/AED that is conducted by the Wellesley Fire Department. The Department's wellness programs continue to focus on walking programs and stress reduction.

### **Recruitment and Affirmative Action**

Employment activity during FY 16 remains steady, in part due to retirements within the Department of Public Works, IT Department, and Facilities Maintenance. In total, the Human Resources Department filled 49 benefit-eligible positions that were vacant due to retirement, resignation, promotion, termination or being newly created.

### **Board and Staff Changes**

The Board met 14 times during FY 16. John Roslansky served as chairman, with Julie Moore as vice-chairman and Meryl Fink as secretary. Linda Thomas joined the Board as a new member for FY 16.

Respectfully submitted,

HUMAN RESOURCES BOARD

John Roslansky

Julie Moore

Meryl Fink

Linda Thomas

John Hussey

## **REPORT OF WELLESLEY YOUTH COMMISSION**

### **About the Youth Commission**

The Wellesley Youth Commission provides programs and services designed to ensure that Wellesley's youth feel 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 age youth.

The vision of the Wellesley Youth Commission is to educate and support youth and their families in making informed and healthy decisions.

Youth Commission board members for Fiscal Year 2016 were: Chair: Lesley Robertson, Members: Chris Cavallerano, Pam Cozza, Officer Evan Rosenberg, Ellen Scott and Ria Stolle. The Youth Commission's professional staff consists of Youth Director, Maura Renzella. The Youth Director's office is located at the Wellesley Town Hall, 525 Washington Street.

### **Programs and Services**

**Programs offered by the Youth Commission in fiscal year 2016 included:**

**Harm reduction programs for Wellesley Public Schools for 5<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> grade students.** The Youth Commission offers various programs through the seven elementary schools, Wellesley Middle and High School. In the 5<sup>th</sup> grade the Wellesley Youth Commission in collaboration with the Wellesley Police Department facilitates a 5 week program entitled P.R.I.D.E. (Partnership, Responsibility, Independence, Decisions and Education). Internet safety and Cyberbullying are covered in the 6<sup>th</sup> grade, an introduction to the consequences of underage drinking and healthy and unhealthy teen relationships is covered in the 8<sup>th</sup> grade, and a more intensive discussion on how to make healthy choices and direct and indirect consequences regarding underage drinking is followed up again in the 10<sup>th</sup> grade. All programs are in collaboration with both Wellesley Police and Fire Departments.

**Wellesley Fire Rescuers Summer Program** is an educational and service learning-based summer program for middle school aged youth collaboratively managed by the Wellesley Youth Commission and the Wellesley Fire Department. Participants find out about careers in fire and public safety and learning basic components of first aid and fire prevention. In addition, the program strives to foster positive relationships between fire service personnel and local youth.

**Wellesley Media Summer Program** is a summer exploration opportunity for middle school students with WCAC TV. Highlights for this program include: learning the art of program planning; learning to operate WCAC TV studio equipment including: cameras, audio, and editing devices; gaining the skills to produce a public service announcement or news piece for WCAC TV; and a field trip to a local television studio.

**Wellesley Police Youth Academy** is an educational and learning-based summer program for middle school age youth collaboratively managed by the Wellesley Youth Commission and the Wellesley Police Department. Participants spend a week with Wellesley police personnel where they gain a valuable perspective on the importance of law enforcement with-in their community. While learning about law enforcement careers, Academy attendees will also get to know local police officers. Wellesley High School Work Study Program is a joint venture between A Path In The Woods Foundation, Inc. through A Path in the Woods Fund of the Foundation for MetroWest, Wellesley High School, the Wellesley Youth Commission and the Town of Wellesley. The program provides employment opportunities and job skill training within the Town of Wellesley departments to qualified high school students. The program is designed to provide job exposure to students who express an interest in

entering the workforce directly after high school and who have been approved for the program by the Guidance Department and the Youth Commission.

Wellesley Employment Program- is the Youth Commission's Employment Program which makes it easy for local youth (ages 14+) interested in part-time and/ or seasonal employment to get information about job opportunities at area businesses and organizations. If interested, youth can visit [www.wellesleyyouthjobs.com](http://www.wellesleyyouthjobs.com) and view available positions on our online job-posting page. The Wellesley Youth Commission does not screen applicants or employers involved with the Employment Program.

Wellesley High School- Key Club is co-advised by the Youth Director at Wellesley High School. The goal of the WHS Key Club is to improve our community through dedication to community service. We offer a wide variety of volunteer opportunities to Wellesley High School Students.

Impact Programs for Wellesley Middle School Aged Youth is a unique personal safety and self-defense curriculum that teaches students effective strategies to resist threats, intimidation and violence perpetrated by strangers and people they know. Classes are taught by a team of two instructors, one of whom takes on the role of a perpetrator. He wears a full suit of body armor so students can safely defend themselves using the same force needed in a real attack.

Service Learning Opportunities avails youth opportunities to work on projects in the community to gain leadership skills while also gaining a sense of their community. Examples of those opportunities are: WHS Senior Project, Program Assistants for our Summer Programs, or connecting youth with local businesses for internship.

Community Service Opportunities (court-ordered or other) avails youth a connection with local organizations looking for volunteers, and working with these youth to ensure an invaluable experience. Opportunities can be found on [www.wellesleyyouthjobs.com](http://www.wellesleyyouthjobs.com) or [www.wellesleyvolunteers.org](http://www.wellesleyvolunteers.org).

## **REPORT OF THE WEST SUBURBAN VETERANS' SERVICES DISTRICT**

The West Suburban Veterans' Services District includes the Towns of Needham, Wellesley, Weston and Wayland. The W.S.V.S.D. Board is comprised of four members with one designee from each community. The central office is located in the Wellesley Town Hall with other offices located in the Needham Town Hall, the Weston Council on Aging and the Wayland Town Building. Information is available on the W.S.V.D. website at [www.westsuburbanveterans.com](http://www.westsuburbanveterans.com) or the office may be contacted at 781-489-7509.

### **REPORT OF THE DEPARTMENT OF VETERANS' SERVICES**

The Department of Veterans' Services operates under the provisions established by the Commonwealth of Massachusetts General Laws, Chapter 115. This office provides veterans and their dependents with the maximum allowable benefits and services at a minimum of cost, utilizing all available agencies of the Federal, State and Town governments. In addition, the department monitors the care and maintenance of veterans' monuments and veterans' graves.

A full range of benefits and services are available to veterans and their families based on certain qualifications and eligibility requirements.

#### **Benefits**

Veterans' Services renders financial assistance to qualified veterans, surviving spouses and/or children who are in need of benefits in order to sustain themselves. Benefits are provided by the Massachusetts Department of Veterans' Services and the U.S. Department of Veterans' Affairs. Aid is divided into several categories which include: food, fuel, housing, clothing, medical and burial benefits for those in financial need. There are also benefits available such as war service bonuses, annuities, education, and various tax exemptions for qualified veterans.

In Fiscal Year 2015, the Benefits issued to Wellesley veterans and their families in accordance with MGL Ch 115 and CMR 108, totaled \$33,694.79. The Department continues to use and seek alternative sources of assistance for clients. The Commonwealth of Massachusetts reimburses the Town for seventy-five (75) percent of all approved costs incurred.

#### **Department of Veterans' Services - Wellesley**

W.S.V.S.D. Director Sarada Kalpee, Deputy Director Stanley W. Spear, Jr., and the Department of Veteran Services (DVS) provided the following benefits and services to veterans and their families within Wellesley:

- Carried out functions assigned to the Veterans' Office by Chapter 115 of the General Laws of Massachusetts and CMR 108.
- Provided assistance in applying for US Department of Veterans' Affairs (VA) benefits.
- Maintained a depository of discharges and records of veterans.
- Oversaw the disbursements of veteran's benefits to veterans and their families.

Throughout the year there were many veterans, spouses, and other family members who visited the office in the Wellesley Town Hall. We were able to provide them with flags and markers for the graves of a family member, assist them in obtaining a copy of discharge papers to file for veteran benefits, burial benefits, educational and bonus assistance, and other related benefits and information.

### **Highlights of the Veterans' Service Office**

- During fiscal year 2015, \$33,694.79 in Chapter 115 Benefits was provided to Wellesley Residents.
- Attended the annual Veterans' Service Officer (VSO) & MA Legislative Meeting.
- Expanded outreach efforts to the Veterans within the community.
- Attended the annual training seminar provided by the Commonwealth of Massachusetts Department of Veterans' Services.
- Held several presentations about various state and federal benefits that may be applicable to veterans and their families.
- Assisted veterans in accessing VA Health Care, GI Bill benefits, Pensions, Disability Compensation, and other VA related benefits.
- Aided veterans in obtaining various benefits that are provided by the Commonwealth such as the Welcome Home Bonus, Annuities, and Public Assistance.
- Attended several veteran related events at Mass Bay Community College.
- Participated in the Norfolk County VSO Seminar.
- Coordinated Wellesley's being designated a Purple Heart Community, ordered the Purple Heart Flag to be flown each August 7<sup>th</sup> for Purple Heart Day.
- Supported the Norfolk County RSVP program that drives Veterans to medical appointments.
- Visited many veterans and their families at their homes or skilled care facilities.
- Worked cohesively with other agencies to assist individuals in accessing additional benefits.

### **Other Responsibilities**

- Organized and participated in the Memorial Day Observances.
- Organized and led the Veteran's Day Ceremonies on November 11<sup>th</sup>.
- Increased community participation at the observances.
- Organized Purple Heart Recognition Ceremony.
- Participated with Wellesley Fire Department on the September 11<sup>th</sup> Memorial Observance.

### **Graves Officer Responsibilities**

Mr. Stanley Spear, the Graves Officer for the Town of Wellesley, is responsible for the Graves Registration activities and also serves as the Graves Registration Officer and Veterans' Burial Agent. Mr. Spear is also responsible for some of the following:

- Fulfill the requirements of Chapter 115, that all veterans' graves will have an American flag in place for Memorial Day.
- Ensuring that all veteran's graves in Wellesley are maintained, cared for, and free of debris.
- Insuring that veterans who die without funds are properly interred.
- In accordance with Paragraph 9, CH 115, MGL, a US Flag is placed on all Wellesley veterans' graves. Over fourteen hundred (1400) American Flags were placed on the veteran's graves at Woodlawn Cemetery and other Wellesley Cemeteries, as well as sixteen (16) memorial sites. The Town is reimbursed by the Commonwealth of Massachusetts for seventy-five (75) percent of the cost of the graves flags.

### **Memorial Day**

Veterans Services is responsible to the Board of Selectmen for the administration, support and function of the Town's annual Memorial Day observances. Wellesley veterans and other town organizations coordinated the observances that were held on May 30<sup>th</sup> at The Woodlawn Cemetery and at Memorial Park in front of the Wellesley Town Hall.

This year marks the 41<sup>st</sup> Anniversary of the Vietnam War. Pete Jones was the featured speaker.

### **Veterans Monuments**

We have sixteen (16) monuments erected in the memory of Wellesley veterans which require care, maintenance and honor.

### **Purple Heart Community**

In recognition of Purple Heart Day each year on August 7<sup>th</sup> the Purple Heart Flag will be flown at Town Hall.

### **National Patriots Day**

Veterans Services participates with the Fire and Police Departments in the planning and function of the Town's annual National Patriots Day observances. On September 11<sup>th</sup> ceremonies were held at the Fire Department Headquarters beginning at 9:45 a.m.

### **Veterans Day**

The Town's annual Veterans Day Observance was held in the Great Hall of the Wellesley Town Hall at 11:00 a.m. on November 11<sup>th</sup> with the assistance of Wellesley veterans.

### **Veterans Organizations**

The Wellesley Veterans' Council and American Legion Post # 72 hold monthly meetings to plan and implement ceremonies and veteran's functions. In addition, these meetings discuss other veterans' issues and concerns. A primary goal of these organizations is to offer their continued support and participation to the Wellesley community.

The WSVD Director is an active member in the US Army Reserve and currently holds the rank of Staff Sergeant, a member of the Massachusetts Veterans Service Officers Association of the Commonwealth of Massachusetts, and a Volunteer member for the United Service Organization New England.

The WSVD Deputy Director is a member of the Disabled American Veterans, the Massachusetts Veterans Service Officers Association of the Commonwealth of Massachusetts and a Past State Commander 2009-2010.

**Norfolk County Registry of Deeds**  
**FY 2016 Annual Report to the Town of Wellesley**  
**William P. O'Donnell, Register**  
**649 High St., Dedham, MA 02026**

The Registry of Deeds is the principal office for real property records in Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It houses more than 5 million land documents dating back to 1793. The Registry is a primary and indispensable resource for title examiners, mortgage lenders, municipalities, homeowners, and other individuals with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell. In continuous operation for more than two hundred years, the Registry's mission has remained the same; to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County.

**FY 2016 Registry Achievements**

- Register William P. O'Donnell and his staff continue their direct outreach to town halls, senior centers and civic groups across Norfolk County to provide Registry services. Register O'Donnell held office hours at Wellesley Town Hall on September 17, 2015.
- The Registry of Deeds newly renovated walk-in Customer Service and Copy Center continues to provide residents and businesses with quality service in all areas of Registry operations. You can contact the Customer Service and Copy Center at 781-461-6101. Hours of operations are 8:30am to 4:30pm, Monday through Friday.
- Electronic recording which is recording documents over the internet continues to expand with 44,350 documents recorded electronically and 4.9 million in recording fees collected in FY 2016.
- The internet library of images, accessible to the public through the Registry of Deeds' online research system at [www.norfolkdeeds.org](http://www.norfolkdeeds.org) continues to expand. Today all documents dating back to the first ones recorded in 1793 - are available for viewing.
- This year, numerous technological improvements were implemented including upgrades to the registry server and network infrastructure. The Registry's website [www.norfolkdeeds.org](http://www.norfolkdeeds.org) is routinely updated and enhanced to include the latest resources such as real estate statistics and news, answers to frequently asked questions and the newest consumer programs available to the public.
- The Registry of Deeds publicly rolled out its Consumer Notification Service. This consumer/public safety program allows any county resident to opt in to this free notification service and be alerted when any document – fraudulent or otherwise – is recorded against their name. For more information, please see our website at: [www.norfolkdeeds.org](http://www.norfolkdeeds.org).
- Register O'Donnell hosted several free computer seminars at the Registry to provide hands-on-training to the public, including trade groups, on how to access land record information using the Registry's new website technology.

**Wellesley Real Estate Activity Report**  
**July 1, 2015 thru June 30, 2016**

During FY 2016, real estate activity in Wellesley saw an increase in total sales volume but a decrease in average sales price.

There was an 8% increase in documents recorded at the Norfolk County Registry of Deeds for Wellesley in FY 2016, resulting in an increase of 466 documents from 6,029 to 6,495.

The total volume of real estate sales in Wellesley during FY 2016 was \$741,379,369, a 5% increase from FY 2015. However, the average sale price of homes and commercial property was down 6% in Wellesley. The average sale was \$1,323,891.

The number of mortgages recorded (1,445) on Wellesley properties in FY 2016 was up 4% from the previous fiscal year. Total mortgage indebtedness increased 11% to \$1,040,753,959 during the same period.

There were 0 foreclosure deeds filed in Wellesley during FY 2016. 1 foreclosure deed was filed in FY 2015.

Homestead activity increased 9% in Wellesley during FY 2016 with 594 homesteads filed compared to 543 in FY 2015.

Finally, our objective at the Registry will always be to maintain, secure, accurate and accessible land records for the residents and businesses of Norfolk County. It is a privilege to serve you.

Respectfully submitted by,



William P. O'Donnell

Norfolk County Register of Deeds



## **WELLESLEY CULTURAL COUNCIL**

The Wellesley Cultural Council consists of a group of Wellesley residents appointed by the Selectmen. Its primary task is to administer the funds that the Massachusetts Cultural Council allots to Wellesley from state funds, including the state lottery. These funds support the arts, humanities and sciences in the Wellesley community.

The Council also serves as an advocacy voice for the arts in our town and state. Members in 2015-2016 were: Vivian Baguer-Holland, Jennifer Gaul (co-chair), Woody Gaul (co-chair), Karen Griswold (secretary), Carole Hughes, Maura Murphy, Philip Rolph (treasurer), Michael Scholl, Arlene Schulz, Terri Sevilla, and Jean Wiecha.

### **Local Cultural Grants**

The Wellesley Cultural Council meets on average four times each year at a location open to the public. In September, the call for grant applications is announced in local newspapers and blank applications are made available online. Completed applications must be postmarked or hand delivered to the Town Hall no later than October 15. The applications are then catalogued on the Council's web site, and copies are given to each Council member. Members hold one meeting in the fall to determine which grants are of the highest priority and to determine the dollar amounts to be awarded to each successful applicant. Recommendations for grants to be funded are completed by December 15 of each year and decisions are passed on to the Massachusetts Cultural Council for approval. Wellesley Cultural Council is considered to be a "streamlined" local council because we have an excellent track record with grants management and council training. Therefore, our grants are approved by early January and funds are made available by the end of that month. Members held a second meeting in the spring to discuss what method to use to gather community input. Community input is required every 3 years according to the Massachusetts Cultural Council guidelines for funding. Meetings are posted at Town Hall and open to the public.

All grants are "reimbursable," meaning that grant funds are distributed only after an event or activity has taken place and documentation to that effect has been presented to the Wellesley Cultural Council's Treasurer for reimbursement. When approved grants are not used by the recipient, these funds carry over to the next grant cycle.

WCC encourages all Wellesley organizations, as well as individual artists, humanists and scientists residing in the Town of Wellesley to consider applying for Council funds. The Council also considers applicants from other Massachusetts communities who wish to bring cultural opportunities to residents of Wellesley.

For Fiscal Year 2016, the Wellesley Cultural Council received a total of 18 applications and voted to award funds to the following 8 groups or individuals: Joseph Foley (\$500), Ricardo Frota (\$350), Jayoung Kim (\$800), Ed the Wizard (\$250), Wellesley Choral Society (\$1,000), Wellesley Historical Society (\$600), Wellesley Theatre Project (\$600), and Wellesley Women Artisans (\$500).

Respectfully submitted,  
Jennifer and Woody Gaul, Co-Chairs, FY 2016

## **REPORT OF THE PERMANENT BUILDING COMMITTEE**

During the 2016 fiscal year ending on June 30, 2016, Matt King was voted Chairman and Stephen Langer as the Vice Chair. In April, David Grissino was appointed to the architect's position and in May, Larry Shind was appointed to the lawyer's position. The committee is grateful for its committed and professional members, past and present.

**Fiske & Schofield School Renovations:** Phase I work was completed for the opening of school in August of 2015 with Dore & Whittier Management Partners (DWMP) as Owner's Project Manager (OPM), Symmes Maini & McKee (SMMA) as architect and Agostini Construction Co., Inc as the CM., Punch List work was completed during the fall and winter vacations and weekends and the team prepared for Phase II. Phase II consists mostly of site work, some interior work and several fit-out items. Phase II Construction began after school ended in June 2016. The Project is on time and under budget.

**Police and Fire HVAC Replacement:** PBC continued to work with the contractor, engineer, OPM and FMD to resolve issues with the newly installed HVAC system at the Police Station. Through Town Counsel, PBC mediated the close out its contract with the contractor leaving funds for PBC and FMD to resolve remaining Police Station issues. Fire Station HVAC is operating well.

**Middle School Window Replacement Project – MSBA Accelerated Project:** Contractor Paul J. Rogan Inc. prepared and received approved submittals and ordered the windows (long lead time) during the 2015 spring and summer. Contractor installed mock-up windows for testing and inspection along with the installation of the Greenhouse window system over summer 2015. Remaining window replacement started at the end of school in June 2016 with Arcadis, Inc. as Owner's Project Manager and CSS Architects Inc. as architect. Construction is scheduled to be complete August 2016.

### **900-910 Worcester Street (The Saint James the Great Church):**

PBC was awarded funds to oversee the demolition of 2 structures, the church and rectory, and any necessary site work. Bristol Engineering coordinated and managed the demolition and disposal of any hazardous materials by J.R. Vinagro Corp starting in June 2015. Work was completed and site was leveled and seeded by November 2015. Approximately 92% of the materials such as brick, wood and concrete were recycled. The project was on time and under budget

**District Wide Security:** In December 2014, the School Com asked PBC to resume work on School Security. The School Com had work with a consultant along with PBC to investigate security needs and options for WPS. At the 2015 ATM the PBC requested funding for professional services (architect & OPM) associated with creating a specific scope and design, cost estimates and construction documents for security protection at eight school buildings. The intent was to return to a 2015 Fall Town Meeting with bids in hand requesting construction funding.

Seven systems were to be reviewed at all school locations,

Video Intercom Door Systems

Access Control Systems

Lockdown buttons

Duress Buttons

Video Management Systems

Classroom security locks

PA Systems

The team was not comfortable with the scope and costs and the School Com. decided not request funds at the Fall 2015 STM. Work continued through the 2015 winter until the School Com decided that the project had become considerably more complex and costly than initially intended. School Com voted to stop all work on this School Security project until further notice.

**Tolles Parsons Center:** The Tolles Parsons Center (TPC) project successfully completed its PSI and Site Plan Approval requests by December 2015 and began final design and bid documents to bring bids in hand to Town Meeting. Town Meeting approved the \$7,297,000 funding request by 2/3rds required vote for the construction at 500 Washington Street. A successful town wide vote took place on May 10, 2016. Work was to begin on July 2016.

**DPW Highway Garage Roof:** \$629,500 was appropriated for replacement roof. Construction began in May 2016 and is scheduled to be complete in August 2016.

**Police Station Envelope:** FMD completed a Feasibility phase and passed the Police Station Envelope project off to PBC in October 2015. Engineers from Simpson Gumpertz & Heger Inc. who performed the Feasibility Study continued on the project and designed the slate roof replacement and installation of new windows. FMD provided Owner's Project Management services for PBC during the Design through Bid phases. PBC brought bids in hand to Town Meeting requesting and appropriation of \$1,845,000 at the 2016 ATM. Work started July 2016 with Substantial Completion expected to be December 20, 2016

**High School:** Financial reconciliation with MSBA for reimbursement closeout is ongoing.

## **REPORT OF THE FACILITIES MAINTENANCE DEPARTMENT**

The Town of Wellesley Facilities Maintenance Department (FMD) was created by Town Meeting vote in March 2012 and officially began operations on July 1, 2012. On June 30, 2016, the fourth full year of successful operations was completed. Overseen by the Town's Executive Director of Government Services, the department falls under the jurisdiction of the Board of Selectmen, and has a mission of treating municipal department heads and school principals as highly valued customers. The FMD is responsible for the operation and maintenance of all schools and most municipal buildings in the Town. The Municipal Light Plant and Department of Public Works currently manage their own buildings; however, the FMD will assume responsibility for eight DPW buildings on July 1, 2016.

The FMD is responsible for custodial service, maintenance, energy management and capital projects in all twenty buildings, which total over one million square feet, with a staff of 65 and an FY16 operational budget of \$6.9M and a cash-capital budget of \$1.58M. The FMD was again able to provide a high level of service to all of its customers in FY16 and finish the year under budget by about \$331,000, or approximately 5% below the established budget. FMD employees working in schools are AFSCME union members, staff working in the Library buildings belong to a separate library union and the remaining FMD staff are non-union. Current contracts were negotiated and executed in 2013, and extend until June 30, 2017.

The Facilities Director leads a group of professional managers who oversee four core business areas: custodial, maintenance, energy and capital projects. Preventive maintenance practices are a focus of the department, as are custodial procedures which incorporate "green cleaning" techniques. In FY16 maintenance and custodial staff again performed a significant number of tasks and projects "in-house" rather than outsourcing, and as a result were able to respond more quickly and at lower costs. Capital projects are identified during planning through a collaborative approach with department managers and school principals. Design and construction is managed within the Department and also through outside design professionals, and for certain projects by the Town's Permanent Building Committee (PBC), in collaboration with the FMD's Senior Project Manager. The FMD's Energy Manager is charged with managing and reducing energy consumption, with an eye towards sustainability issues.

### **Energy**

Energy Management was another successful area for the FMD in FY16, as we completed a large number of significant energy projects. Due in large part to our energy efforts, the FMD won the *Outstanding Green Community Hero Award* at the 8th annual Green Difference Awards at the MA State House.

Overview: FMD's energy management cycle consists of analyzing energy use data, identifying energy use anomalies, proposing energy conservation measures (ECMs), implementing the ECMs, optimizing the performance of the ECMs, and then performing preventive maintenance on the ECMs. Our energy management activities consist of project management (50%), building controls management (25%), data analysis (20%), and budgeting (5%).

The project management work consists of proposing cost-effective ECMs, preparing project manuals (in compliance with MGL 25A, 30B, 149, etc.), soliciting bids, executing contracts, preparing schedules, kicking-off projects, monitoring daily work progress, administering budgets, approving invoices, preparing punchlists, and closing-out projects (See ECM projects list below).

The building controls management work consists of monitoring the school and town Metasys systems including setting-up access privileges, examining space- and system-specific operating setpoints, examining operating conditions, examining data trends and identifying operating anomalies, creating new application-specific trends, querying reports, performing global/object searches, and taking corrective action as is necessary to ensure the optimal operation of the systems.

The data analysis work consists of tracking, trending, and analyzing building-specific electricity and natural gas energy-use data including normalizing energy use to weather, preparing comprehensive

energy use and performance metrics, identifying energy use anomalies, proposing cost-effective ECMs, managing the implementation of the ECMs, measuring/verifying the success of the implemented ECMs, and updating the energy-use and performance metrics.

The budgeting work consists of monitoring the futures natural gas market, negotiating and securing competitively-priced contracts, administering the contracts, reconciling energy-use costs with budgets, summarizing energy-use data for preparing annual utility budgets, preparing ECM project budgets and estimated energy savings, calculating simple/LCCA paybacks, and summarizing ECM project data for preparing annual cash capital budgets.

**Energy Use:** Despite significant utility cost savings due to an extraordinarily warm winter, our FY16 normalized energy use increased by 3% (-1% Electricity plus +5% Natural Gas = +3% Total) from FY15. The decrease in electricity use was expected because of our LED work. However, the increase in natural gas use is an anomaly. That is, there were no technical or operational changes made to our buildings during that time that would have increased energy use. In fact, we had actually started our \$383,000 recommissioning project in November 2015 and our \$250,000 Metasys project in January 2016. So, if anything, we should have seen a nominal decrease in natural gas use at least in the 2<sup>nd</sup> half of 2016. *On the other hand, the FY16 heating season was also an anomaly in that it had 20% fewer heating degree days than in FY15.*

We therefore speculate that the weather anomaly directly contributed to our energy use anomaly. As a result, we have contacted the DOE's Office of Energy Efficiency and Renewable Energy for guidance in answering the following three (3) questions: 1) Should we exclude the buildings' base loads from our model to more accurately reflect operational versus overall energy use variations especially when we have mild heating seasons?; 2) Should we include solar heat gain as a correlated variable in our model to account for sunny versus cloudy heating seasons (Cloudy winters require more heat!)?; and 3) Should we use a 55F versus 65F HDD base temperature in our model to expand the scale range and therefore provide more detailed data? Once our questions are answered, we will re-evaluate our normalized energy use and report the results.

Nevertheless, despite last year's natural gas use anomaly, FMD has still reduced our total normalized energy use by 8% (-4% Electricity + -10% Natural Gas = - 8% Total) below our FY12 base. This reduction translates into a \$108,000 annual savings or cost-avoidance. For FY16, our total annual energy budget (including Fells, Hills, and the Bathhouse) was \$1,894,000 (\$1,106,000 Electricity + \$788,000 Natural Gas = \$1,894,000 Total). However, our actual cost of energy was only \$1,634,000 (\$1,034,000 Electricity + \$601,000 Natural Gas = \$1,634,000 Total). Therefore, although natural gas use (in units) increased slightly, our total cost of energy (gas + electric) was still under budget by \$259,000 (14%). Overall, our goal is to decrease our normalized energy use by 25% (\$338,000/year) below our FY12 base by FY20 as part of our energy conservation plan.

**Energy Conservation Measures (ECMs):** *FMD has successfully completed the installation of \$1,274,000 of cost-effective ECMs over the past three (3) years.* To date, these projects have included (in the order of completion) a \$321,000 recommissioning project in nine (9) school buildings, \$69,000 LED project in two (2) school buildings, \$111,000 exterior LED project in four (4) school buildings, \$35,000 Mechanical Engineering Study in four (4) school/town buildings, \$10,000 Metasys Equipment Audit in nine (9) school/town buildings, \$95,000 LED project in three (3) school/town buildings, \$383,000 recommissioning project in five (5) school/town buildings, and \$250,000 Metasys project in ten (10) school/town buildings. We plan to install another \$5,173,000 of LEDs in fifteen (15) school/town buildings before the end of FY20.

**Preventive Maintenance Program:** Once the ECMs are installed, a dynamic preventive maintenance (PM) program must be implemented to maintain the operational efficiencies of the ECMs. The DOE Office of Energy Efficiency & Renewable Energy reports that PM programs reduce O&M costs by 12%-18%. Therefore, FMD has kicked-off the creation, implementation, and maintenance of a PM program with emphasis on improving occupant comfort, optimizing systems performance, reducing operating costs, and extending the useful life of our equipment. Our PM program will include comprehensive service descriptions, detailed step-by-step tasks, safety operating procedures, scheduled service frequencies,

and equipment schematics/drawings for each of our HVAC/controls systems.

**Natural Gas Contract:** FMD began negotiations with our Broker (Tradition Energy) on 9/24/15 to procure our FY17 natural gas contract. At that time, Tradition explained that the futures price of natural gas was very competitive. They explained that the price was close to a three-year low because of forecasts for mild weather, greater than usual storage injection rates, and expectations of record storage levels. They also explained that we should meet in October to begin negotiating our contract. On 10/16/15, we met to review pricing. Tradition quoted natural gas prices of \$6.97/DTM for a twelve-month contract and \$7.10/DTM for a twenty-four-month contract with a 100% swing! “Swing” means that we can use up to 100% more/less than our contracted natural gas load without a penalty. Typically, contracts only allow for a 25% swing. So, on 10/19/16, we signed a twenty-four-month contract for 63,578 DTM/year of natural gas at \$7.10/DTM with a 100% swing. *This represents a 3% decrease in the contracted cost of natural gas as compared to FY15.*

**Rebates:** As described in our FY15 End-of-Year Report, FMD had contacted the DOER in November 2014 and requested clarification on whether the Town of Wellesley qualified to participate in MassSave’s rebate programs. The DOER concluded that we qualified to participate in MassSave’s “natural gas” rebate program but not the “electricity” rebate program. As a result, we negotiated a retroactive Strategic Energy Management Program (SEMP) MOU with NGrid. The program provided cash incentives for reducing natural gas use by installing approved ECMs. *We have received \$42,000 to date in cash incentives* for work that we would have completed even without NGrid’s incentive program.

**Outreach:** FMD continues to work closely with Wellesley’s residents, elected officials, voluntary committees, students, teachers, and staff to better educate our community about FMD’s commitment to reduce energy use in our school and town buildings. For example, we most recently presented our “FMD Energy Update” to the BOS on 2/21/16. During our presentation, we confirmed our electricity and natural gas prices for FY17/FY18, described our metered and normalized energy use for FY15, discussed our completed, pending, and planned ECMs, and introduced our proposed PM program. FMD has also attended numerous meetings by invitation with the SEC, WFD, and WPD to provide updates on our data, progress, and plans. The Director also participated in the interview process for the new SEC Coordinator position.

### **Capital Projects**

At its inception, the FMD developed the first comprehensive five-year capital plan for all 20 buildings. This plan is updated annually and is relied upon to identify capital projects that will be presented at Town Meeting, including cash-capital projects to be executed by the FMD, and costlier projects that will ultimately fall under the Permanent Building Committee’s (PBC) jurisdiction.

Plans are collaboratively developed with school principals, municipal department heads and the FMD’s managers and maintenance/custodial staff. The *School Feasibility Study and Conditions Assessment*, an FY12 capital project also managed by the FMD, was the genesis for many of the major school projects currently being planned, designed or in construction, including the Schofield/Fiske Renovations, the Middle School Window Replacement project and the Hardy, Hunnewell & Upham master planning.

By Town charter, building projects costing over \$100,000 are managed and overseen by the PBC; however, the FMD works closely with its customers to identify the need for these projects at the earliest stages and then incorporate them into the capital plan. The FMD advocates for the projects through the capital budgeting process via presentations to various Town boards and committees, and ultimately turns these projects over to PBC at Town Meeting. During design and construction phases the FMD’s Senior Project Manager coordinates between the PBC and the FMD’s customers, providing services including: design review, site access/information, continuity of operations, inspections, training coordination, punch list preparation, close-out support and startup feedback.

In FY16, the FMD planned, designed, bid, managed and completed construction on the vast majority of the fifty-four (54) cash-capital projects that were approved at TM. This ambitious slate of projects was

completed in a timely manner by effective project management and a thoughtful balance of outsourced procurement and use of in-house maintenance staff. The FMD managers were able to prepare public bid packages for many of these projects saving significant budget in outsourced design fees, while expediting the project schedules. The FMD's approach to capital projects has been effective in moving them from the planning stage to construction.

Many larger capital projects first identified in the FMD's capital planning process moved into design and construction. Beginning in September with the hiring of the new Senior Project Manager, FMD was more engaged in the design and construction phases of several of these projects:

- Police Station Envelope Project: Design Reviews and OPM Services
- Tolles-Parsons Senior Center: Design Reviews
- Schofield & Fiske: Construction Phase Services
- MS Windows: Construction Phase Services
- School Security: Design Reviews

The FMD has an experienced professional staff of managers; however, feasibility studies prepared by outside consultants are sometimes needed to supplement this expertise. In FY16 the FMD managed two major studies: the Hardy, Hunnewell, Upham Master Planning Study and the Police Station Envelope Feasibility Study. The former study falls under the oversight of the HHU Master Plan Committee (HHU MPC).

*In-House Projects:* The FMD's maintenance staff performed numerous cash-capital projects including the following:

- Building Department Renovations
- Hydration Station Installations – 10 Townwide locations
- Fells Library: New furnace and air-conditioning
- Bates Main Office and Nurses Office: Installation of central air-conditioning system
- Upham Main Office and Nurses Office: Installation of central air-conditioning system

Other representative FY16 cash-capital projects included:

*HVAC Retro-Commissioning:* \$250,000 in projects to retro-commission the heating, ventilating and air-conditioning (HVAC) systems of five buildings, including the High School, Town Hall, Warren, Main Library and Fire Station 1.

*Digital HVAC Controls Program:* \$383,000 in projects to upgrade existing or install new direct digital controls (DDC) for nine buildings. 90% of all Town and School buildings will now be managed by the same state-of-the-art controls system (Metasys), with remote monitoring and management capability.

*Fire Headquarters Garage Doors:* This \$90,000 project replaced the four large, 29-year old glass overhead doors for the Apparatus Bay at Headquarters with new, energy efficient doors and operators.

*Hills Library Walkway:* Working in partnership with the DPW and the Wellesley Historical Commission, the deteriorated bluestone walkway at the front entrance of this historic building was replaced as part of this \$16,000 project.

*Middle School Gymnasium Partitions:* As part of this \$22,000 project, two large, 50+ year-old, obsolete folding doors in Gym "A" and "B" were replaced with new fabric partitions, similar to those used in the new High School.

*Maugus Hill Emergency:* This \$60,000 project replaced the existing residential grade emergency generator for the Police/Fire Communications Equipment (antennae) with a new commercial grade generator with remote monitoring capability.

## **Maintenance**

The Maintenance /Operations Manager oversees a staff of seven technicians including: 2 licensed electricians, 2 licensed plumbers, 1 licensed HVAC technician, 1 licensed maintenance craftsman and 1 maintenance mechanic. Utilizing a computerized maintenance management system (CMMS) for both routine and preventative maintenance, the maintenance staff responded to over 1,100 work order requests in FY16. This is about a 20% decrease from FY15. We attribute the change somewhat to year-to-year variance, but also to progress that the department has made in addressing deferred maintenance over the past four years.

In FY16 FMD made improvements to the work order process by issuing iPads to each maintenance technician. These can connect to local wireless systems in each building. The iPads use a mobile app for *Maintenance Direct* and allow for real-time receipt and action on work orders – improving delivery of service and efficiency.

Every effort is made to accomplish work order requests with in-house staff so that significant savings from labor and parts/supplies can be realized and prompter service can be provided to the FMD customers. Certain maintenance work is outsourced to qualified vendors such as specialty items (elevators) or if the magnitude of the work and deadlines require outside assistance. School maintenance expense budgets were increased by about 50% when FMD began operations in FY13 to reflect the higher level of maintenance needs in these buildings as recognized by the AdHoc Facilities Maintenance Committee when recommending the establishment of the new department.

The maintenance staff now is of sufficient size and expertise to complete many construction projects that would have previously been outsourced – again saving time and money. Savings are realized from in-house labor rates which can be less than half of prevailing wage rates required to be paid on public construction projects, and also from purchase of equipment and supplies using State bid prices versus paying mark-ups from outside vendors. Schedule efficiencies gained from avoiding public bid requirements and improved quality control resulting from the “ownership” of the work by staff are other benefits. As indicated above, a substantial number of capital projects were completed by the maintenance staff in FY16, and we plan to continue using this approach for FY17 projects.

**Lead and Copper Testing in Drinking Water:** In June the FMD’s maintenance group, in partnership with the Town’s Water Department, planned and executed a comprehensive program of sampling and testing of drinking water in school buildings for lead and water. This program tested drinking fountains and kitchen sinks in every school to establish a baseline of water quality as it relates to lead and copper. The work was prompted by national attention and concern regarding this issue. Water tested at all locations was found to be below actionable levels and safe to drink.

## **Custodial**

The FMD has a total of 49.3 FTE custodians, including 43.3 FTE union staff working in schools and the libraries and 6 non-union staff working in municipal building. A Custodial Service Manager oversees all aspects of custodial operations. 5.5 FTE new school custodial positions were created as part of the new department in FY13. Custodial equipment and supplies budgets for schools were also increased by about 50% in FY13.

Custodial highlights for FY16 were related to continued improvements in custodial operations and service at municipal buildings. Our green cleaning efforts also earned the department Statewide recognition. Specialty training in key custodial areas was provided in the form of numerous classroom presentations as well as hands on training.

**MLP Support:** The Municipal Light Plant needed to improve the quality of its outsourced contract cleaning services for their buildings on Municipal Way and looked to FMD for guidance. We assisted them by preparing an RFP that lead to the hiring of a much better cleaning contractor. We also utilized



our own staff to provide daily services until the new cleaner was on board and provided deep cleaning services to get the buildings back to proper conditions and appearance. We provided comprehensive cleaning of all office space, common areas, restrooms/locker rooms, and performing hard surface floor restoration to VCT surfaces as well as ceramic tile surfaces.

**Green Award:** Wellesley's Custodial staff also shared in the *Outstanding Green Community Hero Award*. Wellesley is committed to green cleaning and reducing energy. Custodial efforts were led by the Custodial Manager. The award recognized the departments use of green cleaning approaches and the latest technologies such as walk behind auto-scrubbers that use 70% less water in the daily cleaning process. We also operate several auto-scrubbers that utilize ionized water, eliminating the use of chemicals, as well as microfiber cloth towels that remove dust in the cleaning process and use less energy and water when laundered. The HEPA upright and back pack vacuums we use provide four level filtration which captures 99.97 percent of particulates 0.3 microns or larger, greatly improving indoor air quality. The custodial staff uses a carbon fiber pole window washing system that utilizes ionized water, thereby eliminating chemical cleaners.

**Training:** During the course of the year, we partnered with the DPW Safety Coordinator and the HR Director to identify additional topics for our professional development. We held several PD courses throughout the year which addressed topics including: Asbestos Awareness Training (AHERA), Lock Out/Tag Out, Snow Blower Safety, Protection from Overexertion Injuries, Right to Know, Bloodborne Pathogens, and Restraint Training Overview. The Human Resources Department also provided access to a motivational speaker for one of our sessions. Dr. Steve Sobel conducted two speaking seminars for our department and some members of the Building Department Staff. These seminars emphasized the importance of customer service ("*Blueprint for an Exceptional Future*") and how to lead a team effectively ("*Visionary Leadership – Only the Bold Need Apply*").

**Custodial Handbook:** Over the course of FY16 Custodial Services Manager Mike Santangelo updated the custodial handbook, developing a more comprehensive guide on various aspects of cleaning. These include top to bottom cleaning of various spaces, surfaces, and use of equipment. The revised manual addresses Green Cleaning, Team Cleaning Concepts, exterior window cleaning, carpet cleaning, hard surface restoration of VCT, ceramic, and wood flooring information. The handbook contains links to training videos, PDF links to training materials, and Safety Data Sheets for all of our cleaning products.

**High School Custodial Video:** The Custodial Manager and High School Facility Supervisor worked with the High School's Video Production teacher, to produce a short 21-minute video which shows how the custodial staff at the High School maintains the school. While much FMD focus and attention is on capital projects, energy conservation and maintenance, custodial care of all schools is also of paramount concern. FMD's 50 custodians are first-responders, and are the face of the FMD. Showing how the largest building in Town is maintained gives a good sense of the wide range of responsibilities that all of our custodians have. The video can be seen on FMD's web page.

## **REPORT OF THE WELLESLEY FREE LIBRARY** **BOARD OF LIBRARY TRUSTEES**

FY16 was yet another active year for The Wellesley Free Library (WFL) as it continued to strengthen its role as Wellesley's community gathering place and cultural destination for our citizens. WFL circulation and usage at both the main and branch libraries has continued to be strong. Attendance at free programs and classes is robust, and space at the main library continues to be in high demand. In the face of a persistently tight budget, the efforts of our supporting organizations and the dedication of the library staff allows the WFL to continue to set and meet high goals for standards of service to the residents of Wellesley.

### **Budgeting**

The Library Trustees begin the budget process every year by an examination of the needs of the community based on statistics and other collected information available to them as well as goals outlined in the Strategic Plan. In FY16, the WFL continued to leverage technology and process adjustments to meet patron's demands within the bounds of a fiscally responsible budget.

### **Sources of Funding**

Through the generosity of residents and other donors, private funding provides important and valuable enrichment to the library experience for WFL patrons. The Friends of the Wellesley Free Libraries continues to fund many of the programs at the Library as well as the museum pass program. The Centennial Fund, which exists under the umbrella of the WFL Foundation, supports the purchase of materials that enhance the collection of the Library; this includes specialized databases, eBooks, and streaming media. The Wellesley Free Library Foundation has a broad mission, supporting general enhancements to WFL offerings that enable the library to continue to meet community expectations, such as ESL classes, technology education, and the operations of the Branch libraries.

### **Website Launch**

The WFL must constantly evolve in order to meet patron needs in a rapidly moving technological environment. In January, after a year of research and redesign, the Wellesley Free Library launched an innovative, new website to facilitate improved patron service. This website allows patrons to easily learn about programs and services offered by the WFL, as well as quickly find materials and sign up for classes. The website overhaul also allows for easy access to WFL resources from mobile devices. This has been coupled with an increased presence on social media (Facebook, Twitter, and YouTube) and more targeted computer classes.

### **Serving the Public**

The WFL's new Director, Jamie Jurgensen, completed her first full year of service to Wellesley. After a review of the WFL, Jamie has focused needed attention on serving the technology needs of our patrons. She has also started to broaden the lending offerings of the WFL, adding Launchpads (pre-loaded tablets with brain games and learning apps), ukuleles, and jigsaw puzzles. She leads a staff of approximately 62 full and part-time employees working to serve the public. The Library's expert staff was assisted in FY16 by 240 volunteers who donated 10,414 hours to shelve books, teach in our ESL program and perform other important support activities.

### **Library Usage in FY16**

Total Main Library circulation was thriving with 739,316 items were checked out. The circulation statistic captures one piece of the picture in measuring library use. Other statistics of interest for FY16 are:

- 335,190 visits to the Main Library
- 13,349 visits to the Branch Libraries
- 86,184 reference questions answered by phone, email, and online
- 23,290 children attended 570 children's programs
- 1098 middle school students attended 75 programs
- 6,929 people attended 559 general interest and computer classes

- 27,754 electronic checkouts through Overdrive
- 17,452 Wellesley residents with library cards.

### **The Library's Collection**

In FY16 total library holdings were as follows:

- 221,960 books
- 171,292 eBooks
- 19,486 music CDs
- 17,984 DVDs

The library also offered access to 11,958 audio titles in a downloadable format from the website, 212 magazines and 103 databases.

Respectfully Submitted,  
Ann-Mara Lanza  
Board of Library Trustees

## **REPORT OF THE INFORMATION TECHNOLOGY DEPARTMENT**

It is the mission of the Information Technology Department (ITD) to provide the best available Information Technology Resources (ITRs) to Wellesley's Town Government. We achieve this mission by maintaining a secure and reliable high-speed campus network; installing, configuring, and troubleshooting computers and related equipment; implementing and administering enterprise databases and applications; supporting platforms for communication and collaboration; and advising Town Government staff on the appropriate use of ITRs. It is our vision that ITRs will enable Town managers to make informed decisions, reduce costs, and create operational efficiencies in their efforts to serve Wellesley's residents.

In FY'2016, the IT Department took major steps towards achieving that vision by replacing our aging mail server with Microsoft's cloud productivity suite, Office 365. At the same time, ITD upgraded Microsoft Office software on nearly 250 PCs to the new 2016 version. The email, file storage, and conferencing solutions that are a part of Office 365 and Office 2016 will enable our Town Government to work in more collaborative fashion --- all with the security and reliability that is provided by Microsoft's Government Community Cloud.

Other highlights of the Department's FY'16 activities include:

- Upgrading the Town's MUNIS platform to version 10.5.
- Providing GIS technical support for the School Committee and the Hardy Hunnewell Upham Master Plan Committee.
- Supporting the new federal reporting requirements of the Affordable Care Act.
- Upgrading and administering the DPW's GIS-based asset management system (VUEWorks).
- Extending our web mapping application portfolio to support public safety and public works operations.
- Completing a multi-year project to standardize Town network PCs on the Windows 7 operating system.

Respectfully submitted,

Brian C. DuPont

Director of Information Technology

## **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 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. The 2014 Annual Town Meeting adopted the SEC proposal to establish a new goal to reduce Town-wide emissions 25 percent below 2007 levels 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 residents or others with relevant interests and expertise. Current members are: Ellen Korpi (Chair, Selectmen appointee) Michael D'Ortenzio (Vice Chair, School Committee representative), Scott Bender (Selectmen appointee), Ellen Gibbs (Selectmen representative), Katy Gibson (MLP representative), Laura Olton (Selectmen appointee), and Patrick Willoughby (Selectmen appointee). Patti Quigley served as the School Committee representative to the SEC until her term ended in March 2016 and the SEC thanks her for her service.

The SEC works with boards and staff members throughout the Town of Wellesley and with Wellesley Public Schools. Besides the support we receive from the Town and Schools, the execution of our campaigns involves significant participation by other groups with common interests. To connect these groups, we facilitate "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.

### **Measurement of 2015 Emissions and Trends**

Each year the SEC, together with the MLP, calculates the Town's greenhouse gas (GHG) emissions and compares these emissions to those of previous years. Wellesley's emissions, its "carbon footprint," are calculated from a variety of inputs, some actual and some estimated. The carbon footprint is based on actual records of electrical and natural gas use by municipal entities, colleges, households, and businesses. The footprint is also based on estimates of heating oil consumption, fuel efficiency in the transportation sector, and conversion factors that translate energy use into GHG emissions. GHG emissions are calculated using ClearPath software made available through the International Council for Local Environmental Initiatives (ICLEI).

Emissions trends in 2015 continue to tell basically the same story as in prior years. Emissions are declining, but not at a rate that will allow us to achieve our 2020 goal. In 2015, estimated emissions from electricity, natural gas and fuel oil used to heat, cool, light, and power the appliances and electronics in Wellesley homes, businesses, colleges and municipal buildings, as well as to light our streets and power our water treatment facilities, declined 2.0 percent from the prior year. However, estimated emissions from the transportation (gas/diesel) sector, which account for 42 percent of total emissions, are essentially flat from 2014 to 2015.

### **Committee Activities in Fiscal Year 2016**

Together with the Department of Public Works (DPW) and the Natural Resources Commission (NRC), the SEC formed the 3R (Reduce/Reuse/Recycle) Working Group to address issues affecting the waste sector. Food waste formed an important focus of the past year. The 3R Working Group and the DPW invited Town departments and Wellesley Public Schools to attend a showing of the Environmental Protection Agency (EPA) webinar on the food waste problem and what schools in the United States are

doing to address it. The 3R Working Group also hosted “Good Enough to Eat: Solutions for Reducing Food Waste” (inspired by Wellesley native Jonathan Bloom’s book *American Wasteland*) that featured a screening of the documentary film *Just Eat It*. A presentation by Ashley Stanley followed the film. Ms. Stanley (a Wellesley native) is the founder of the highly successful food recovery non-profit, Lovin’ Spoonfuls. Over 100 people attended this event.

Through the 3R Working Group, Wellesley is the first town in New England to endorse the EPA’s Food Recovery Challenge. The 3R Working Group and the SEC also facilitated a major food waste initiative involving Wellesley Public Schools, Wellesley Food Services, the Facilities Maintenance Department, and the Natural Resources Commission. Working in coordination with these other departments, the Katharine Lee Bates Elementary School (Bates) became the first K-12 School in New England to join the EPA’s Food Recovery Challenge. Bates also joined EPA’s WasteWise Program. As a participant in these programs, Bates carried out a one-week, comprehensive assessment of all waste leaving the school cafeteria. Assessment findings revealed opportunities for diverting up to 93% of the total cafeteria waste which has historically headed to landfill. The assessment formed the basis for preliminary discussions about introducing more sustainable waste management practices into the Bates cafeteria in the fall of 2016.

The SEC and DPW also hosted a meeting on anaerobic digestion, for Wellesley staff and interested partners from neighboring towns. Harvest Power and an anaerobic digestion start-up company presented on their services. Harvest Power explained that large-scale anaerobic digestion in Wellesley is unlikely, given the presence of the Deer Island digesters. The SEC partnered with a professor and class at Olin College to explore the possibility of a small-scale anaerobic digestion system to convert food waste from the three colleges and surrounding residences to energy and fertilizer. Findings revealed that the labor and capital costs for such a system would be prohibitive.

The SEC endorsed the NRC proposal to ban plastic bags in Wellesley, a ban that Annual Town Meeting passed in April. It is important to remove these fossil fuel products from the waste stream through a reduction in their manufacture and use.

The SEC and the NRC jointly brought a motion adopted by the Board of Selectmen to endorse proposed Massachusetts legislation creating a new incentive structure to speed up the repair of gas leaks. In 2014 National Grid reported 121 gas leaks in Wellesley. These leaks emit methane, a particularly potent greenhouse gas. Leaks in the high pressure lines along Route 9 are the first priority.

Additionally, the SEC has worked with the MLP on a project to create a standard legal framework for non-profits in Wellesley that wish to install solar panels to generate electricity. The MLP is working with Temple Beth Elohim, Wellesley College, and Babson College on this initiative. Several other institutions have expressed interest as well. The action or inaction of the General Court regarding the possible extension of the solar renewable energy credit (SREC) program will significantly affect the pace of solar installations.

Town Meeting approved a half-time staff position to increase the Committee’s capacity to achieve the 2020 target for lower carbon emissions adopted by Town Meeting. This Sustainable Energy Administrator will initiate and manage projects that further the SEC’s mission and will prepare the annual estimate of carbon emissions required in the SEC bylaw. The SEC and MLP will each fund half of this position for FY2016.

## ANNUAL REPORT OF TOWN COUNSEL –FY 2016

The role of Town Counsel is to provide information about what the law requires, to advise Town officials and boards concerning the law, to protect the legal interests of the Town in the conduct of its affairs, and to represent the Town in judicial and administrative proceedings. This involves the preparation of legal memoranda and the negotiation, drafting or review of protocols, memoranda of understanding or other types of agreements and contracts. In addition, Town Counsel answers questions on topics such as procurement, contracts, insurance, land use, environmental law, wetlands protection, municipal finance, construction law, employment, open meeting and public records requirements, and ethics.

What follows is a description of the lawsuits by or against the Town filed or pending during FY2016 handled by Town Counsel.

- *Wellesley Realty Associates, LLC v. Town of Wellesley, Adv. Pro. 14-01159* (Bankr. Ct. D. Mass). The bankrupt developer sued the town to recover as assets of the bankrupt estate monies paid to secure commitments to construct a mixed-use project pursuant to a special permit. The parties settled.
- *Town of Wellesley v. Owner Unknown*, 15 TL 1848 (Mass. Land Court): This is a tax title foreclosure complaint for the non-payment of property taxes for 27R Cedar Street, Wellesley, MA, filed against an owner unknown. This case is pending before the Land Court.
- *Town of Wellesley v. Owner Unknown*, 15 TL 1849 (Mass. Land Court): This is a tax title foreclosure complaint for the non-payment of property taxes for 375 Central Street, Wellesley, MA, filed against an owner unknown. The Land Court's title examination revealed that the Town owned the subject property. The Office of the Collector of Taxes disclaimed the tax title taking and the Land Court allowed the Town's Motion to Withdraw the case. This case is now completed.
- *Town of Wellesley v. Owner Unknown*, 15 TL 1850 (Mass. Land Court): This is a tax title foreclosure complaint for the non-payment of property taxes for 40 Shore Road, Wellesley, MA, filed against an owner unknown. This case is pending before the Land Court.

Town Counsel entered appearances in defense of the Board of Assessors in two appeals for residential assessments and thirteen appeals of commercial assessments pending before the Appellate Tax Board. Twelve of the commercial appeals were dismissed in FY '16. The remaining commercial appeal and the two residential cases were pending as of the end of FY '16 but as of the writing of this report all have been dismissed.

At the end of FY '16, Town Counsel filed a petition under formal procedure against Verizon New England, Inc. and the Commissioner of Revenue challenging the Commissioner's assessed value for Verizon poles and equipment. The petition is identical to petitions filed by other municipalities. The matter remains pending.

We believe that each matter that comes before Town Counsel deserves careful thought, and we strive to provide the Town with personal, direct and responsive legal counsel, diligent attention to the Town's needs, and good humor.

Respectfully submitted,

Thomas J. Harrington  
Miyares and Harrington LLP  
Town Counsel

## **REPORT OF THE WELLESLEY HOUSING AUTHORITY**

### **SUMMARY**

The Wellesley Housing Authority's mission is to provide decent, safe and affordable housing for low to moderate income families and individuals while respecting the rights and privacy of each individual, and to offer programs and vouchers to improve the quality of life for participants.

The Wellesley Housing Authority currently owns and manages 246 units of affordable housing which are distributed as follows:

Dev #	Type	Name	# of Units	Unit Type			
				1 BR	2 BR	3 BR	4 BR
200-1	State Family	Barton Road	88	0	40	48	0
667-1	State Elderly	Morton Circle - studio	36	36	0	0	0
667-2	State Elderly	Washington Street-studio	40	40	0	0	0
667-3	State Elderly	Weston Road	32	32			
667-3	State Elderly	River Street	26	26	0	0	0
705-1	State Family	Linden St.- Waldo Ct	12		12		
MHVP	State Rental Voucher	Scattered site	1	1	0	0	
<b>Subtotal State</b>			235	135	52	48	0
Sec 8	Federal Rental Voucher	Administered by Dedham Housing	11		11		
<b>Total</b>			<b>246</b>	<b>135</b>	<b>63</b>	<b>48</b>	<b>0</b>

### **BOARD OF COMMISSIONERS**

Oversight of the Wellesley Housing Authority is provided by a five member Board of Commissioners all of whom are residents of Wellesley. Four of the Commissioners are elected by the Town and one Commissioner is appointed by the Governor. The Commissioners' services expire in the following manner:

Don Kelley, Chair

Term Ends June 2018

Maura Renzella, Vice President

Term Ends March 2019

Kathy Egan, State Appointee

Term Ends March 2016

Tanya Morel-Giglio, Resident Commissioner

Term Ends March 2021



In 2016, Tanya Morel-Giglio joined the Board as the Resident Commissioner. The Commissioners of the Wellesley Housing Authority meets monthly at various WHA sites. Meetings usually take place at 5:30 pm on the fourth Thursday of every month and are open to the public.

### **STAFFING**

The Wellesley Housing Authority has a Management Agreement with the Needham Housing Authority to provide staffing and management oversight for its daily operations. The Needham Housing Authority Executive Director also serves as the Wellesley Housing Authority Executive Director. An on-site Property Manager, two administrative staff persons, a Resident Services Coordinator, and four maintenance staff employees are all based at the Wellesley Housing Authority management office located at 109 Barton Road.

In June of 2016, Paul Dumouchel, Assistant Executive Director, stepped in as Interim Executive Director following the resignation of Debra Jordon. Paul was later promoted to the permanent Executive Director position in October of 2016 following the interview process

### **BUDGET DATA**

The Wellesley Housing Authority receives its funding from both State and Federal resources and maintains separate budgets for each program it administers. The monthly tenant rent collection is the major source of income for operating and upkeep of the properties. Additional operating and capital subsidies are provided through the Massachusetts Department of Housing and Community Development for all State programs. The U.S. Department of Housing and Urban Development provides funds for the Section 8 Voucher program. The Authority receives no town of Wellesley money for its continued operation and is not part of the Town of Wellesley's annual budget. The Wellesley Housing Authority pays a monthly Management Fee to the Needham Housing Authority for the administration and operation of their programs and properties. The annual budget is a public record and is available for review at the Authority's office at 109 Barton Road in Wellesley.

### **FY 2016 HIGHLIGHTS**

Modernization and capital improvement projects included the construction of a maintenance garage at the Barton Road location . This long delayed project provides an updated, modern structure to replace the former garage, which was in a significantly deteriorated condition. A comprehensive building envelope and window replacement project was undertaken at our elderly development at 315 Weston Road to update and modernize the building condition. At Washington Street (another elderly development), we have recently begun a project to replace the flooring in the common areas. Also at Washington Street, we shortly will begin a roof replacement project at the 507-509 building. On Barton Road, we will shortly be beginning a project to replace some tubs that presently have rust on them or have otherwise deteriorated.

Planned projects include continued roof replacements at Washington Street, additional tub replacements at Barton Road and installation of gutters on the Barton Road buildings.

### **RESIDENT SERVICES**

The Wellesley Housing Authority provides a Resident Services Coordinator who assists families and seniors residing in WHA communities by connecting them to area service agencies and resources. A monthly newsletter is sent to all residents to keep them abreast of local events, activities, and opportunities. The Authority works in collaboration with many local organizations, colleges, schools, and agencies including the Council On Aging, Health Department, Friendly Aid, Wellesley Service League, Rotary Club, and many others.

Highlights of both recent and ongoing WHA resident activities include the following:

- The School Backpack program sponsored by Backpacks for Kids Foundation run by Dover-Sherborn High School students is a great success with an average of 70 backpacks delivered to WHA students each year.
- An after school tutoring program is run at the Barton Road Community Center on Mondays and Wednesdays by Babson College students, on Tuesdays by Wellesley Rotary with Mass Bay Community College and Wellesley College student volunteers and on Thursdays by Wellesley Middle School teachers. Fiske and Schofield Elementary Schools regularly provide teachers for home work assistance at the Barton Road complex.
- The annual Coats for Kids Program sponsored by Anton's Cleaners provide dozens of coats annually to WHA families.
- The Wellesley Service League hosts an annual Toy Shop Event in November.
- The Wellesley Police Department hosts an annual holiday party for children 0-10 years of age. The WPD in conjunction with The Toys for Tots program provides toys for children 0-10 years of age.
- Weekly English Language Learner (ELL) classes are held at three senior sites of the WHA. Individual tutoring is held at the Barton Road complex.
- Keep Well clinics sponsored by the Board of Health are held on the first three Tuesdays of the month at each of the three senior sites. BOH nurses check blood pressure and monitor ongoing health issues, provide flu shots and answer health related questions. A BOH Outreach Worker is available to work with families of WHA residents.

### **CONTACT INFORMATION**

Applicants and families may call the Wellesley Housing Authority to request an application for housing or to obtain additional information on any of our programs. Applications are also available at the WHA website, [www.wellesleyhousing.org](http://www.wellesleyhousing.org).

The administrative office is located at 109 Barton Road in Wellesley. The office is open from 8:00 A.M. until 4:00 P.M. Monday through Friday. The office staff may be contacted by calling 781-235-0223 or by emailing: [wellesleyhousing@aol.com](mailto:wellesleyhousing@aol.com).

## **REPORT OF THE TOWN CLERK**

The office of the Town Clerk serves as the repository of vital records for the town; conducts all activities related to census, elections and voter registration; issues a variety of licenses and permits; and serves as the office of record for a variety of public filings. A staff of three assists the Clerk in carrying out the various functions of the office.

### **Census and Elections**

The Town Clerk's Office conducted 3 elections in FY 2016: Presidential Preference Primary March 1, 2016; Annual Town Election March 15, 2016; Special Debt Exclusion Election May 10, 2016 (Towles-Parsons Senior Center).

The March 2016 election participation rate was 31%. The March Town Election included a question on the form of government for Wellesley. The question on adopting a Town Manager form of governance failed at the ballot.

The administration of elections requires the assistance of over 100 poll workers and the cooperation of the Department of Public Works, the Wellesley Public Schools, the Police Department, and IT department. Without the support and cooperation of these departments and citizens we would not be able to fulfill our mandate.

The Board of Registrars of Voters is charged with the responsibility of certifying the validity of voter signatures on registrations, absentee ballots, nomination papers and petitions. As of the March 2016 election the Town of Wellesley had 16267 registered voters.

The members of the Board of Registrars for FY 2016 were: Jane Kettendorf, and George P. D. Porter, Republicans, and Dante Degruittola, Democrat, who served as chair and Kathleen F. Nagle, Unenrolled.

### **Town Meeting**

The Town Clerk is responsible for keeping and publishing the minutes of Town Meeting. Two Special Town Meetings were held requiring 9 sessions: November 2, 3, 10, 12, 16, 17, December 1, and 3, 2015; and February 2, 2016. These Special Town Meetings took up the question of the form of town government and amendments to the Town Bylaws to consider a Town Manager form of government. The 2016 Annual Town Meeting met for 6 sessions, beginning March 28, 2016 and ending April 13, 2016.

### **Vital Records and Miscellaneous**

During the period July 1, 2015 to June 30, 2016 the office processed:

191	Birth records
72	Marriage Intentions
123	Death records.
127	Business Certificates (D/B/A)
3132	Dog Licenses (FY 2016)

### **Staffing**

Office staff of Jacqui Carmisciano, Assistant Town Clerk, Diane Innes, Elections and Voter Registration Administrator, and Carol Richards, part time Clerical Assistant ably support all the functions of the office.

Respectfully submitted,

Kathleen F. Nagle  
Town Clerk

TOWN CLERK'S RECORDS OF MASSACHUSETTS STATE

PRIMARY HELD

March 1, 2016

Wellesley, Mass.  
March 8, 2016

In pursuance of the foregoing Warrant, the inhabitants of the Town of Wellesley qualified to vote in Primaries met at the polling places designated for the several precincts in said Wellesley, on Tuesday March 1, 2016 at 7:00 A.M.

Polling places had been designated as follows:

The voters of Precinct A, in Katherine Lee Bates School  
The voters of Precinct B, in Sprague School  
The voters of Precinct C, in Ernest F. Upham School  
The voters of Precinct D, in Otho L. Schofield School  
The voters of Precinct E, in Joseph E. Fiske School  
The voters of Precinct F, in Dana Hall/Shipley Center  
The voters of Precinct G, in Wellesley Free Library  
The voters of Precinct H, in Wellesley High School

The following served as Precinct Officers in the respective precincts by appointment either by the Selectmen or by the Town Clerk:

PRECINCT A (Bates School)  
Warden, Svea Fraser  
Clerk, Michael D'Ortenzio

Rob Ann Tomlinson .5  
Linda Pelletier  
Gerda Plouffe .5

Deborah T. Rempis  
Sarah Sullivan  
Renate Olsen

PRECINCT B (Sprague School)  
Warden, Jayne Moore  
Clerk, Joann Jones

Johanna Perlmutter  
Timothy Flint .5  
Judy Shannon

Davida Fox-Melanson .5  
Robert S. McCarthy  
Irene C. Flint .5

PRECINCT C (Upham School)  
Warden, Philip R. Rolph  
Clerk, Helen Hamel

Martha Cunningham  
Robert C. McCarthy  
Edwin T. Donahue

Al Novick  
Judy Nackoney .5

PRECINCT D (Schofield School)  
Warden, Bob White  
Clerk, Deborah Dolan

Melinda Smith  
Myrna Macdonald .5  
Lucy Kapples .5

Brian White .5  
Gerald Kelley  
Nancy Calderwood

PRECINCT E (Fiske School)  
Warden, Joan Savitt  
Clerk, Maureen Selvidge

Margaret M. Hartnett .5  
Hugh Kelley .5  
Henry Petrilli

Joanne Kilsdonk  
Marie C. Taylor .5  
Richard Woerner .5

PRECINCT F (Dana Hall)  
Warden, Dennis Viechnicki  
Clerk, Adele Beggs

Lynn Pollino .5  
Penny Post .5  
Janet Horelick .5  
Elizabeth Matera .5

Joseph Hanlon  
KC Kato .5  
Roselyn Macdonald .5  
Judy Gertler .5

PRECINCT G (Wellesley Free Library)  
Warden, Je'Lesia Jones  
Clerk, Russell Astley

Tess Griffin .5  
Claire D. Wilson .5  
Richard Carls  
Philippa Biggers .5

Joan Gorman  
Angela Birneal Jones .5  
Cathleen Hardisty .5  
Dennis Noonan .5

PRECINCT H (Wellesley High School)  
Warden, Diane Hemond  
Clerk, Roger Regnier

Mary Liz Levy  
Linda Perlmutter .5  
Maureen Febiger .5  
Chris Febiger .5

Dianne McCarthy .5  
Jane Kett .5  
Susan Adler .5  
Frances Antonelli .5

# FINAL TABULATING CENTER (Town Hall)

Terrance Connolly

The Town Clerk and Registrars of Voters, upon receipt of the returns from the several precincts, forthwith canvassed the same and announced the final results at 10:00 pm.

The total number of votes cast was 9517, 59% of eligible registered voters, 16110.

Reg. Democrats	621	751	450	749	592	399	530	630	4722
Reg. Republicans	392	349	633	397	344	300	117	390	2922
Reg. Green-Rainbow	1	0	0	0	1	1	5	2	10
Reg. UIP	0	1	0	0	0	1	0	1	3
Unenrolled	1148	1256	1198	1259	1114	723	558	1176	8432
Other	3	5	2	2	2	2	1	4	21
Total Voters eligible for primary	2165	2362	2283	2407	2053	1426	1211	2203	16110

The vote by precincts is as follows:

<b>WELLESLEY MARCH 1, 2016</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>TOTAL</b>
Republican Ballots	501	491	701	498	434	339	187	480	3631
Democrat Ballots	824	985	574	937	742	498	540	785	5885
GreenRainbow	0	0	0	0	1	0	0	0	1
United Independent Party	0	0	0	0	0	0	0	0	0
Hand counted ballots	0	1R	0	0	0	2D	0	1R 1D	
UOCAVA	4D	8D	2R 4D	3D	1R 5D	2D	4D	2R 6D	
PROVISIONALS CAST	1R	2D			1D		1R 1D		
<b>REPUBLICAN PRIMARY</b>									
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>Total</b>
<b>PRESIDENTIAL PREFERENCE</b>									
<b>JOHN R. KASICH</b>	<b>171</b>	<b>157</b>	<b>273</b>	<b>190</b>	<b>157</b>	<b>150</b>	<b>72</b>	<b>163</b>	<b>1333</b>

DONALD J. TRUMP	140	161	159	159	111	82	56	120	988
MARCO RUBIO	139	115	218	112	114	78	39	158	973
TED CRUZ	26	33	26	25	26	13	18	22	189
BEN CARSON	7	8	2	7	11	4	0	7	46
JEB BUSH	4	7	14	0	6	3	2	4	40
NO PREFERENCE	5	3	2	3	5	0	0	3	21
CARLY FIORINA	3	1	2	1	0	3	0	0	10
RAND PAUL	0	3	3	0	0	1	0	0	7
CHRIS CHRISTIE	3	2	1	0	1	0	0	0	7
GEORGE PATAKI	1	0	0	0	1	1	0	1	4
JIM GILMORE	1	0	0	0	0	0	0	0	1
MIKE HUCKABEE	0	0	0	0	0	0	0	1	1
RICK SANTORUM	0	0	0	0	0	0	0	0	0
WRITE-IN	1	1	1	0	2	2	0	1	8
TOTAL FOR OFFICE	501	491	701	497	434	339	187	480	3630
REPUBLICAN BALLOTS	501	491	701	498	434	339	187	480	3631
BLANKS	0	0	0	1	0	0	0	0	1
<b>STATE COMMITTEE MAN - Norfolk Bristol and Middlesex District</b>									
		<b>B</b>				<b>F</b>	<b>G</b>		<b>Total</b>
EARL H. SHOLLEY		83				37	19		<b>139</b>
<b>CARL G. NELSON</b>		<b>315</b>				<b>228</b>	<b>121</b>		<b>664</b>
WRITE-IN		3				1	0		<b>4</b>
TOTAL FOR OFFICE		401				266	140		
BALLOTS CAST		491				339	187		
BLANKS		90				73	47		210

<b>STATE COMMITTEE MAN Middlesex and Norfolk District</b>									
	<b>A</b>		<b>C</b>	<b>D</b>	<b>E</b>			<b>H</b>	<b>Total</b>
JOSHUA GARY NORMAN	27		41	26	29			12	<b>135</b>
TOM MOUNTAIN	46		66	50	41			40	<b>243</b>
CHARLES VINCENT GRILLO, JR.	140		140	134	104			159	<b>677</b>
<b>PETER SMITH LORENZ</b>	<b>129</b>		<b>202</b>	<b>122</b>	<b>97</b>			<b>126</b>	<b>676</b>
WRITE-IN	0		0	0	0			0	<b>0</b>
TOTAL FOR OFFICE	342		449	332	271			337	<b>1731</b>
BALLOTS CAST	501		701	498	434			480	<b>2614</b>
BLANKS	159		252	166	163			143	<b>883</b>
<b>STATE COMMITTEE WOMAN Norfolk Bristol and Middlesex District</b>									
		<b>B</b>				<b>F</b>	<b>G</b>		<b>Total</b>
<b>PATRICIA S. SAINT AUBIN</b>		<b>291</b>				<b>200</b>	<b>102</b>		<b>593</b>
WRITE-IN		9				5	0		<b>14</b>
TOTAL FOR OFFICE		300				205	102		
BALLOTS CAST		491				339	187		
BLANKS		191				134	85		<b>410</b>
<b>STATE COMMITTEE WOMAN Middlesex and Norfolk District</b>									
	<b>A</b>		<b>C</b>	<b>D</b>	<b>E</b>			<b>H</b>	<b>Total</b>
<b>LISA BARSTOW</b>	<b>300</b>		<b>394</b>	<b>273</b>	<b>248</b>			<b>264</b>	<b>1,479</b>
WRITE-IN	9		2	1	3			3	<b>18</b>



	309		396	274	251			267	
BALLOTS CAST	501		701	498	434			480	
blanks	192		305	224	183			213	
<b>TOWN COMMITTEE (Vote for 35)</b>									
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>Total</b>
GROUP	180	164	207	177	180	133	63	155	<b>1,259</b>
RICHARD F. MacINTOSH	191	185	222	187	189	136	67	168	<b>1,345</b>
KENNETH DEE GRAVES	191	181	223	186	189	153	65	169	<b>1,357</b>
JAMES JOHN HORGAN	197	188	222	184	191	138	72	167	<b>1,359</b>
BEVERLY K. WOOD	200	188	226	191	193	138	67	174	<b>1,377</b>
RICHARD E. CARLS	194	189	227	189	192	140	72	176	<b>1,379</b>
TONI S. CONNOLLY	195	191	237	191	191	138	66	174	<b>1,383</b>
CARL F. BERGSTROM, JR.	201	187	244	189	189	139	71	164	<b>1,384</b>
JOAN M. SCHUBERT	198	192	228	191	186	149	80	172	<b>1,396</b>
VIRGINIA A. GREIMAN	195	189	247	195	191	142	68	170	<b>1,397</b>
MICHAEL C. GILLERAN	199	201	234	192	193	145	67	175	<b>1,406</b>
S. PETER W. JONES	202	212	234	191	190	139	66	173	<b>1,407</b>
GEORGE P.D. PORTER	205	193	232	193	198	142	71	178	<b>1,412</b>
GILBERT S. STUBBS	223	196	231	191	194	141	70	169	<b>1,415</b>
ELIZABETH GILLERAN	199	204	237	197	194	145	70	177	<b>1,423</b>
JOHN ROSSI	198	195	237	196	194	151	70	186	<b>1,427</b>
RENEE BENNETT O'SULLIVAN	200	201	236	198	191	147	78	178	<b>1,429</b>
JAMES H. BISHOP	229	195	238	191	192	141	68	178	<b>1,432</b>
WALTON P. BUTTERWORTH	203	188	272	197	193	139	68	173	<b>1,433</b>
GEORGE P. FIELD	204	190	235	192	211	145	71	185	<b>1,433</b>
JANE H. KETTENDORF	201	196	235	196	196	146	82	183	<b>1,435</b>

RICHARD R. HARTLEY	225	190	249	196	198	145	69	173	<b>1,445</b>
JOANNE W. HARTLEY	217	197	247	196	198	145	69	178	<b>1,447</b>
JOHN J. SIVOLELLA	222	195	270	197	193	140	69	171	<b>1,457</b>
NANCY S. ANTHONY	196	188	293	202	192	143	70	175	<b>1,459</b>
THOMAS C. PICHER	204	196	260	193	198	146	68	197	<b>1,462</b>
SARA L. JOHNSON	206	199	252	210	201	145	69	184	<b>1,466</b>
MARK ANTONELLI	211	203	236	202	205	153	69	190	<b>1,469</b>
ROBERT W. ANTHONY	198	188	296	200	199	146	69	176	<b>1,472</b>
CARL G. NELSON	203	217	233	189	191	180	91	181	<b>1,485</b>
DAVID G. POWELL	208	194	287	207	204	147	76	181	<b>1,504</b>
ADELE M. BEGGS	206	199	297	198	206	151	75	180	<b>1,512</b>
ELIZABETH P. POWELL	216	203	321	223	212	151	79	189	<b>1,594</b>
ROYALL H. SWITZLER	260	281	337	261	246	169	91	230	<b>1,875</b>
PATRICIA TUCKER - WRITEIN	2	0	5	1	2	0	0	3	<b>13</b>
GWEN BAKER - WRITEIN	2	0	3	0	2	0	0	3	<b>10</b>
SCATTERED WRITE-INS	16	9	8	5	4	3	6	2	<b>53</b>
<b>DEMOCRATIC PRIMARY</b>									
<b>PRESIDENTIAL PREFERENCE</b>									
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>Total</b>
<b>HILLARY CLINTON -</b>	<b>570</b>	<b>648</b>	<b>400</b>	<b>674</b>	<b>505</b>	<b>369</b>	<b>360</b>	<b>506</b>	<b>4032</b>
BERNIE SANDERS -	248	332	169	254	233	126	176	277	<b>1815</b>
MARTIN O'MALLEY -	0	2	2	4	1	2	2	1	<b>14</b>
NO PREFERENCE -	3	2	2	2	2	1	1	0	<b>13</b>
ROQUE "ROCKY" DE LA FUENTE	0	0	0	0	0	0	0	0	<b>0</b>
WRITE-IN	2	1	1	1	0	0	1	1	<b>7</b>
TOTAL FOR OFFICE	823	985	574	935	741	498	540	785	
BALLOTS CAST	824	985	574	937	742	498	540	785	

blanks	1	0	0	2	1	0	0	0	4
<b>STATE COMMITTEE MAN Norfolk, Bristol and Middlesex District</b>									
		<b>B</b>				<b>F</b>	<b>G</b>		<b>Total</b>
<b>BILL BOWLES -</b>		<b>563</b>				<b>320</b>	<b>337</b>		<b>1,220</b>
WRITE-IN		1				1	2		4
TOTAL FOR OFFICE		564				321	339		
BALLOTS CAST		985				498	540		
BLANKS		421				177	201		<b>799</b>
<b>STATE COMMITTEE MAN Middlesex and Norfolk District</b>									
	<b>A</b>		<b>C</b>	<b>D</b>	<b>E</b>			<b>H</b>	<b>Total</b>
<b>THEODORE N. GROSS -</b>	<b>529</b>		<b>346</b>	<b>624</b>	<b>470</b>			<b>486</b>	<b>2,455</b>
WRITE-IN	7		2	4	3			4	<b>20</b>
TOTAL FOR OFFICE	536		348	628	473			490	<b>2,475</b>
BALLOTS CAST	824		574	937	742			785	<b>3,862</b>
BLANKS	288		226	309	269			295	<b>1,387</b>
<b>STATE COMMITTEE WOMAN Norfolk, Bristol and Middlesex District</b>									
		<b>B</b>				<b>F</b>	<b>G</b>		<b>Total</b>
<b>ELLEN L. PARKER -</b>		<b>582</b>				<b>326</b>	<b>351</b>		<b>1,259</b>
WRITE-IN		1				3	1		<b>5</b>

TOTAL FOR OFFICE		583				329	352		1,264
BALLOTS CAST		985				498	540		2,023
blanks		402				169	188		759
<b>STATE COMMITTEE WOMAN Middlesex and Norfolk District</b>									
	<b>A</b>		<b>C</b>	<b>D</b>	<b>E</b>			<b>H</b>	<b>Total</b>
<b>DEBORAH B. GOLDBERG</b>	<b>555</b>		<b>374</b>	<b>662</b>	<b>504</b>			<b>510</b>	<b>2,605</b>
WRITE-IN	6		1	6	1			4	18
TOTAL FOR OFFICE	561		375	668	505			514	2,623
BALLOTS CAST	824		574	937	742			785	3,862
blanks	263		199	269	237			271	1,239
<b>TOWN COMMITTEE (Vote for 35)</b>									
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>Total</b>
GROUP	340	336	215	377	322	223	232	274	2,319
DOUGLAS L. OWEN	351	357	226	389	340	226	235	301	2,425
ZACHARY M. AGUSH	352	355	233	402	340	227	238	291	2,438
FREDERIC W. RIPLEY	349	353	223	389	345	236	243	301	2,439
JEFFREY HOFFMAN	353	359	227	394	347	231	238	294	2,443
JAMES F. KLOCKE	350	353	223	392	342	229	238	317	2,444
LORRAINE C. HORN	352	363	229	391	349	228	239	298	2,449
MARIA VIJIL DAVIS	359	385	224	385	338	228	242	290	2,451
JOHN M. SULLIVAN	354	356	226	395	341	230	242	308	2,452
DAVID D. WRIGHT	355	357	226	399	344	232	242	321	2,476
VICKI SCHAUFFLER	353	359	228	421	348	228	243	298	2,478
JUDITH B. GERTLER	357	375	241	402	352	232	243	297	2,499
MARY C. SULLIVAN	367	366	228	396	350	239	246	310	2,502
AULI S. BATTS	352	366	226	397	348	250	257	307	2,503

CAROL LYNN ALMEDA-MORROW	362	369	231	399	349	249	245	299	<b>2,503</b>
RAJENDER SINGH	355	368	227	424	342	231	252	307	<b>2,506</b>
JOAN E. SULLIVAN	361	372	227	402	354	246	253	312	<b>2,527</b>
MARY C. DALTON	361	400	228	401	352	232	251	303	<b>2,528</b>
JACK H. MORGAN	357	366	244	419	377	233	249	310	<b>2,555</b>
KELLY C. FRIENDLY	387	419	231	399	348	232	246	294	<b>2,556</b>
MAUREEN H. FEBIGER	365	376	237	438	351	229	249	312	<b>2,557</b>
SUSAN G. ANDERSON	402	383	234	406	350	235	247	307	<b>2,564</b>
SHEILA B. BOYLE	367	381	236	418	360	240	261	306	<b>2,569</b>
PAUL L. CRISWELL	368	392	234	409	365	239	246	340	<b>2,593</b>
STEPHEN G. MURPHY	374	379	236	449	359	237	245	320	<b>2,599</b>
PAMELA L. KUBBINS	373	393	240	415	364	239	255	339	<b>2,618</b>
ELLEN F. GIBBS	413	399	242	417	357	242	247	318	<b>2,635</b>
AMY W. BENJAMIN	372	394	234	480	373	240	257	321	<b>2,671</b>
MICHAEL D'ORTENZIO, JR.	385	446	244	423	358	234	250	334	<b>2,674</b>
DIANE CAMPBELL	388	401	240	414	355	252	293	333	<b>2,676</b>
SUSAN E. RYAN	376	383	246	421	436	247	257	348	<b>2,714</b>
JOELLEN M. TOUSSAINT	395	416	249	482	363	243	268	330	<b>2,746</b>
GERALD G. MURPHY	403	412	250	442	385	246	256	353	<b>2,747</b>
JOSEPH C. AVELLONE	401	407	278	463	381	254	267	347	<b>2,798</b>
SANDRA N. AVELLONE	410	415	284	479	380	249	268	345	<b>2,830</b>
ALICE HANLON PEISCH	543	598	370	645	482	346	349	489	<b>3,822</b>
<b>GREEN -RAINBOW PARTY PRIMARY</b>									
<b>PRESIDENTIAL PREFERENCE</b>									
<b>Precinct</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>Total</b>
SEDINAM KINAMO CHRISTIN MOYOWASIFZA CURRY	0	0	0	0	0	0	0	0	<b>0</b>
WILLIAM P. KREML	0	0	0	0	0	0	0	0	<b>0</b>
KENT MESPLAY	0	0	0	0	0	0	0	0	<b>0</b>

DARRYL CHERNEY	0	0	0	0	0	0	0	0	0
NO PREFERENCE	0	0	0	0	0	0	0	0	0
JILL STEIN	0	0	0	1	0	0	0	0	1
WRITE-IN	0	0	0	0	0	0	0	0	0
<b>STATE COMMITTEE MAN (Vote for 1)</b>									
Precinct		B				F	G		Total
WRITE-IN		0				0	0		0
<b>STATE COMMITTEE MAN (Vote for 1)</b>									
Precinct	A		C	D	E			H	Total
WRITE-IN	0		0	0	0			0	0
<b>STATE COMMITTEE WOMAN (Vote for 1)</b>									
Precinct		B				F	G		Total
WRITE-IN		0				0	0		0
<b>STATE COMMITTEE WOMAN (Vote for 1)</b>									
Precinct	A		C	D	E			H	Total
WRITE-IN	0		0	0	0			0	0
<b>TOWN COMMITTEE (Vote for 1)</b>									
Precinct	A	B	C	D	E	F	G	H	Total
	0	0	0	0	0	0	0	0	0
<b>UNITED INDEPENDENT PARTY PRIMARY - NO BALLOTS CAST - No Candidates on ballot.</b>									
<b><u>PRESIDENTIAL PREFERENCE (Vote for 1)</u></b>									
<b><u>STATE COMMITTEE MAN (Vote for 1)</u></b>									

<b><u>STATE COMMITTEE MAN (Vote for 1)</u></b>
<b><u>STATE COMMITTEE WOMAN (Vote for 1)</u></b>
<b><u>STATE COMMITTEE WOMAN (Vote for 1)</u></b>
<b><u>TOWN COMMITTEE</u></b>

The ballots cast and the unused ballots in the several precincts were returned to the Town Clerk in sealed boxes. The voting lists used at the entrances and exits to the polling places, the tally sheets and the precinct records of election were also returned, all properly sealed in conformity with the laws governing elections.

Attest:

Kathleen F. Nagle

Town Clerk

TOWN CLERK'S RECORDS OF TOWN ELECTIONS HELD

March 15, 2016



Wellesley, MA

March 16, 2016

In pursuance of Warrant dated February 8, 2016, the inhabitants of the Town of Wellesley qualified to vote in elections met at the polling places designated for the several precincts in said Wellesley on March 15, 2016 at 7:00 A.M.

Polling places had been designated as follows:

The voters of Precinct A, in Katherine E. Bates School  
The voters of Precinct B, in Sprague School  
The voters of Precinct C, in Ernest F. Upham School  
The voters of Precinct D, in Otho L. Schofield School  
The voters of Precinct E, in Joseph E. Fiske School  
The voters of Precinct F, in Dana Hall/Shipley Center  
The voters of Precinct G, in Wellesley Free Library  
The voters of Precinct H, in Wellesley High School

The following served as Precinct Officers in the respective precincts by appointment either by the Selectmen or by the Town Clerk:

PRECINCT A (Bates School)  
Warden, John G. Schuler  
Clerk, Michael D'Ortenzio

William T. Magorty  
Sarah Sullivan  
Rob Ann Tomlinson .5  
Deborah Rempis

Gerda Plouffe .5  
Edwina W. Schuler .5  
Renate Olsen

PRECINCT B (Sprague School)  
Warden, Jayne Moore  
Clerk, Joann Jones



Johanna Perlmutter  
Timothy Flint .5  
Robert S. McCarthy

Irene C. Flint .5  
Judy Shannon  
Davida Fox-Melanson .5

PRECINCT C (Upham School)  
Warden, Phil Rolph  
Clerk, Helen Hamel

Al Novick  
Norma Black .5  
Frances Antonelli .5

Robert C. McCarthy  
Edwin T. Donahue  
Barbara Mastro .5

PRECINCT D (Schofield School)  
Warden, Robert White  
Clerk, Deborah Dolan

Myrna Macdonald .5  
Nancy Calderwood .5  
Melinda Rayburn Smith

Gerald Kelley  
Hector Macdonald  
Penny Macdonald .5

PRECINCT E (Fiske School)  
Warden, Joan Savitt  
Clerk, Maureen Selvidge

Jan Ohnemus .5  
Elliot Warren .5  
Joanne Kilsdonk  
Henry Petrilli

Sue Poulton  
Hugh Kelley .5  
Saranel McGuirk .5  
Mary Beth Grimm .5

PRECINCT F (Dana Hall/Shipleigh Center)  
Warden, Dennis Viechnicki  
Clerk, Adele Beggs

Carol Wills .5  
Helen Turner  
Elaine Pipes

Sumner Lavine  
Helen Stewart .5

PRECINCT G (Wellesley Free Library)  
Warden, Je'Lesia Jones  
Clerk, Russell Astley

Joan Gorman  
Grace Giuditta  
Cathleen Hardisty .5  
Dennis Noonan .5  
Elizabeth Hume .5

Tess Griffin .5  
Richard Carls  
Claire D. Wilson .5  
Gerald Hume .5

PRECINCT H (Wellesley High School)  
Warden, Diane Hemond  
Clerk, Roger Regnier

Jane Kett .5  
K.C. Kato .5  
Linda Perlmutter .5

Marc Schectman  
Dianne McCarthy .5  
Mary Liz Levy .5

Cindy Buser .5  
Dennis Hemond

Susan Adler  
Elizabeth Dugan  
FINAL TABULATING CENTER (Town Hall)

Terrance Connolly

Jean Leger

The Town Clerk, upon receipt of the returns from the several precincts, forthwith canvassed the same and announced the final results at 9:15 P.M.

The total number of ballots cast was as follows:

Precinct	A	B	C	D	E	F	G	H	TOTAL
<b>Registered Voters</b>	2,202	2,394	2,314	2,433	2,088	1,439	1,170	2,227	16,267
<b>BALLOTS</b>	699	764	625	744	669	434	353	719	5,007
<b>% Turnout</b>	32%	32%	27%	31%	32%	30%	30%	32%	31%
<b>MODERATOR</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>TOTAL</b>
<b>MARGARET ANN METZGER</b>	466	476	396	532	439	297	250	454	3,310
<b>Miscellaneous Writeins</b>	4	3	2	2	3	0	0	5	19
<b>BLANKS</b>	229	285	227	210	227	137	103	260	1,678
<b>BOARD OF SELECTMEN</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>TOTAL</b>
<b>ELLEN F. GIBBS</b>	440	454	372	503	396	276	224	425	3,090
<b>Miscellaneous Writeins</b>	3	2	2	1	1	1	0	3	13
<b>BLANKS</b>	256	308	251	240	272	157	129	291	1,904
<b>ASSESSORS</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>TOTAL</b>
<b>STEPHEN D. MAHONEY</b>	436	443	355	497	384	269	222	419	3,025
<b>Miscellaneous Writeins</b>	0	2	0	0	1	0	0	0	3
<b>BLANKS</b>	263	319	270	247	284	165	131	300	1,979
<b>BOARD OF HEALTH</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>TOTAL</b>
	430	442	366	483	408	271	218	428	3,046

LLOYD D. TARLIN JR									
Miscellaneous Writeins	1	2	2	1	0	0	0	0	6
BLANKS	268	320	257	260	261	163	135	291	1,955
LIBRARY	A	B	C	D	E	F	G	H	TOTAL
ANN M. HOWLEY	420	445	390	495	388	258	230	409	3,035
MARLA L. ROBINSON	422	446	349	473	397	257	223	411	2,978
Miscellaneous Writeins	3	3	1	5	5	5	3	2	27
BLANKS	553	634	510	515	548	348	250	616	3,974
NATURAL RESOURCES COMMISSION	A	B	C	D	E	F	G	H	TOTAL
RAINA C. MCMANUS	424	455	352	480	415	254	227	427	3,034
Miscellaneous Writeins	1	1	0	1	0	0	0	1	4
BLANKS	274	308	273	263	254	180	126	291	1,969
PLANNING BOARD	A	B	C	D	E	F	G	H	TOTAL
LARA M. PFADT	395	413	339	465	363	262	216	394	2,847
Miscellaneous Writeins	0	2	0	0	0	0	0	1	3
BLANKS	304	349	286	279	306	172	137	324	2,157
PUBLIC WORKS	A	B	C	D	E	F	G	H	TOTAL
PAUL L. CRISWELL	421	447	360	499	391	269	227	439	3,053
Miscellaneous Writeins	0	0	0	0	0	0	0	0	0
BLANKS	278	317	265	245	278	165	126	280	1,954
RECREATION	A	B	C	D	E	F	G	H	TOTAL
MATTHEW G. MCKAY	399	416	322	470	363	249	216	401	2,836
		395							

<b>BETTINA EIKEBOOM</b>	396	394	330	445	354	244	213	358	2,734
<b>Miscellaneous Writeins</b>	1	1	1	0	0	0	0	1	4
<b>BLANKS</b>	602	717	597	573	621	375	277	678	4440
<b>SCHOOL COMMITTEE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>TOTAL</b>
<b>MICHAEL D'ORTENZIO JR.</b>	419	464	334	478	381	257	220	410	2,963
<b>Miscellaneous Writeins</b>	4	2	2	0	0	0	0	3	11
<b>MARIA VIGIL DAVIS (WRITE-IN)</b>	6	4	5	2	6	3	5	5	36
<b>BLANK</b>	270	294	284	264	282	174	128	301	1,997
<b>HOUSING AUTHORITY</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>TOTAL</b>
<b>TANYA MOREL</b>	397	394	320	448	348	248	212	372	2,739
<b>Miscellaneous Writeins</b>	2	1	1	0	1	0	0	0	5
<b>BLANK</b>	300	369	304	296	320	186	141	347	2,263
<b>QUESTION 1 - TOWN MANAGER</b>									
<b>Precinct</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>TOTAL</b>
<b>YES</b>	230	269	316	341	301	211	172	291	2,131
<b>NO</b>	<b>465</b>	<b>492</b>	<b>302</b>	<b>398</b>	<b>354</b>	<b>220</b>	<b>180</b>	<b>423</b>	<b>2,834</b>
<b>BLANKS</b>	4	3	7	5	14	3	1	5	42

<b>TOWN MEETING PRECINCT A</b>			
<b>WILLIAM G. MORRIS</b>	234	3 YEAR TERM	
<b>SUSAN G. AHEARN</b>	291	3 YEAR TERM	
	314	3 YEAR TERM	

<b>PATRICIA P. O'SULLIVAN</b>		3 YEAR TERM	
<b>DUNCAN T. ANDREWS</b>	240		
<b>LAURENCE D. FITZMAURICE</b>	259	3 YEAR TERM	
<b>CHRISTOPHER J. BRADLEY</b>	206	Appointed to vacancy 3/23/16	
<b>DANIEL A. DIPIETRO</b>	226	3 YEAR TERM	
<b>CURTIS R. SMITH</b>	220	1 Year Term Term awarded post election	
<b>JAMES H. BISHOP</b>	278	3 YEAR TERM	
<b>MATTHEW EDWARD HORNUNG</b>	248	3 YEAR TERM	
<b>FRED DEFINIS</b>	251	3 YEAR TERM	
<b>SEAN F. LYNCH</b>	286	3 YEAR TERM	
<b>Miscellaneous Writeins</b>	20		
<b>TOWN MEETING PRECINCT B</b>			
<b>MAURA B. RENZELLA</b>	380	3 YEAR TERM	
<b>DAVID L. MURPHY</b>	328	3 YEAR TERM	
<b>KEVIN CLARK</b>	320	3 YEAR TERM	

<b>MELISSA A. MARTIN</b>	326	3 YEAR TERM	
<b>PAUL T. DELANEY</b>	379	3 YEAR TERM	
<b>CHARLES (CHAD) D. HARRIS</b>	297	1 YEAR TERM	
<b>TIMOTHY J. BARRETT</b>	300	1 YEAR TERM	
<b>MIGUEL E. LESSING</b>	333	3 YEAR TERM	
<b>MARY EATON CROWN</b>	317	3 YEAR TERM	
<b>MARIA VIJIL DAVIS</b>	360	3 YEAR TERM	
<b>KELLY C. FRIENDLY</b>	399	3 YEAR TERM	
<b>S. PETER W. JONES</b>	407	3 YEAR TERM	
<b>Miscellaneous Writeins</b>	17		
<b>TOWN MEETING PRECINCT C</b>			
<b>ANN M. HOWLEY</b>	274	3 YEAR TERM	
<b>LOIS C. SULLIVAN</b>	264	3 YEAR TERM	
<b>LUCY ROONEY KAPPLES</b>	253	3 YEAR TERM	
	190	3 YEAR TERM	

<b>ANNE RIPPY TURTLE</b>			
<b>MARCIA TESTA SIMONSON</b>	242	3 YEAR TERM	
<b>KATHY Y. EGAN</b>	220	3 YEAR TERM	
<b>THOMAS H. ULFELDER</b>	275	3 YEAR TERM	
<b>MARISA MASCARO</b>	188	NOT ELECTED	
<b>MICHAEL G. HLUCHYJ</b>	200	3 YEAR TERM	
<b>MARJORIE R. FREIMAN</b>	245	3 YEAR TERM	
<b>EMILY A. MAITIN</b>	179	NOT ELECTED	
<b>THEODORE F. PARKER</b>	230	3 YEAR TERM	
<b>Miscellaneous Writeins</b>	0		
<b>TOWN MEETING PRECINCT D</b>			
<b>WENDY HARRIS GARBER</b>	329	3 YEAR TERM	
<b>MICHAEL RODMAN</b>	287	3 YEAR TERM	
<b>THOMAS E. GOEMAAT</b>	328	3 YEAR TERM	
<b>DIANE E. HALL</b>	307	3 YEAR TERM	
<b>MASON SMITH</b>	356	3 YEAR TERM	

<b>ELIZABETH SULLIVAN WOODS</b>	390	3 YEAR TERM	
<b>ARTHUR JAY GOLDBERG</b>	339	3 YEAR TERM	
<b>JOHN W. HUSSEY JR</b>	305	3 YEAR TERM	
<b>SHEILA B. TUCKER</b>	286	NOT ELECTED	
<b>MAURA MURPHY</b>	393	3 YEAR TERM	
<b>MATTHEW KELLEY</b>	382	3 YEAR TERM	
<b>Miscellaneous Writeins</b>	13		
<b>TOWN MEETING PRECINCT E</b>			
<b>REGINA C. LAROCQUE</b>	241	3 YEAR TERM	
<b>JARED W. PARKER</b>	314	3 YEAR TERM	
<b>ERIC K. FICHTEL</b>	219	NOT ELECTED	
<b>WENDY A. HAERING-ENGELS</b>	264	3 YEAR TERM	
<b>JESSICA BETH GRAHAM</b>	282	3 YEAR TERM	
<b>MARLA L. ROBINSON</b>	286	3 YEAR TERM	
<b>MICHAEL J. SCHOLL</b>	258	3 YEAR TERM	
	282	3 YEAR TERM	



MARY GARD			
ANDREW WROBEL	235	2 YEAR TERM	
LAURA M. ROBERT-FRAGASSO	314	3 YEAR TERM	
RICHARD F. WOERNER	260	3 YEAR TERM	
ROSE MARY DONAHUE	250	3 YEAR TERM	
Miscellaneous Writeins	11		
TOWN MEETING PRECINCT F			
SUSAN KAGAN LANGE	275	3 YEAR TERM	
KEVIN F. HANRON	198	3 YEAR TERM	
STEVEN J. SIMONS	207	3 YEAR TERM	
CAROL LYNN ALMEDA-MORROW	205	3 YEAR TERM	
KEVIN E. AHONEN	233	3 YEAR TERM	
HELEN L. ROBERTSON	211	3 YEAR TERM	
MICHELE DRAGON LIVINGSTON	205	3 YEAR TERM	
AULI S. BATTS	213	3 YEAR TERM	
	209	3 YEAR TERM	

<b>CARL G. NELSON</b>			
<b>MARGARETTA N. EGGER</b>	195	2 YEAR TERM	
<b>STEPHEN L. SYKES</b>	204	3 YEAR TERM	
<b>Miscellaneous Writeins</b>	25		
<b>TOWN MEETING PRECINCT G</b>			
<b>LAURANCE N. STUNTZ</b>	172	3 YEAR TERM	
<b>TODD M. COOK</b>	168	3 YEAR TERM	
<b>MARTIN L. B. WALTER</b>	183	3 YEAR TERM	
<b>THADDEUS A. HEUER</b>	173	3 YEAR TERM	
<b>ALLAN L. PORT</b>	183	3 YEAR TERM	
<b>JOAN HACKETT CODY</b>	173	3 YEAR TERM	
<b>RUSSELL B. ASTLEY III</b>	185	3 YEAR TERM	
<b>HELEN SOLOMON</b>	193	3 YEAR TERM	
<b>Miscellaneous Writeins</b>	41		
<b>GEORGE COHEN WRITE-IN</b>	24	3 YEAR TERM	
<b>VITA MELIGNANO WRITE-IN</b>	24	3 YEAR TERM	
<b>EMILY MOSS WRITE-IN</b>	18	2 YEAR TERM	

<b>INGER NIELSON WRITE-IN</b>	17	1 YEAR TERM	
<b>TAMARA SIELECKI</b>	13	NOT ELECTED	
<b>TAD CONNELLY</b>	11	NOT ELECTED	
<b>TOWN MEETING PRECINCT H</b>			
<b>ALENA T. POIRIER</b>	300	1 YEAR TERM	
<b>ERIN HESTER</b>	306	3 YEAR TERM	
<b>ELLEN L. KORPI</b>	324	3 YEAR TERM	
<b>RICHARD E. CARLS</b>	321	3 YEAR TERM	
<b>MARY T. CONVERSE- SCHULZ</b>	312	3 YEAR TERM	
<b>DAVID D. WRIGHT</b>	309	3 YEAR TERM	
<b>JOHN G. CELI</b>	310	3 YEAR TERM	
<b>THOMAS C. PICHER</b>	312	3 YEAR TERM	
<b>MARTHA WHITE COLLINS</b>	331	3 YEAR TERM	
<b>CONCHITA JEANNE MAYELL</b>	332	3 YEAR TERM	
<b>SUSAN S. TROY</b>	318	3 YEAR TERM	
<b>Miscellaneous Writeins</b>	13		

The ballots cast and the unused ballots in the several precincts were returned to the Town Clerk in sealed boxes. The voting lists used at the entrances and exits to the polling places, the tally sheets and the precinct records of election were also returned, all properly sealed in conformity with the laws governing elections.

Attest:

Kathleen F. Nagle  
Town Clerk

# TOWN CLERK'S RECORDS OF SPECIAL ELECTION HELD

May 10, 2016



Wellesley, MA

May 11, 2016

In pursuance of Warrant dated April 25, 2016 the inhabitants of the Town of Wellesley qualified to vote in elections met at the polling places designated for the several precincts in said Wellesley on May 10, 2016 at 7:00 A.M.

Polling places had been designated as follows:

The voters of Precinct A, in Bates School  
The voters of Precinct B, in Sprague School  
The voters of Precinct C, in Ernest F. Upham School  
The voters of Precinct D, in Otho L. Schofield School  
The voters of Precinct E, in Joseph E. Fiske School  
The voters of Precinct F, in Dana Hall School  
The voters of Precinct G, in Wellesley High School

The following served as Precinct Officers in the respective precincts by appointment either by the Selectmen or by the Town Clerk:

PRECINCT A (Bates School)  
Warden, John G. Schuler  
Clerk, Svea Fraser

Gerda Plouffe .5  
Edwina W. Schuler .5  
Sarah Sullivan

Deborah Rempis  
Linda Pelletier

PRECINCT B (Sprague School)

Warden, Jayne M. Moore

Clerk, Joann Jones

Judith Shannon  
Johanna Perlmutter  
Timothy Flint (.5)

Robert S. McCarthy  
Irene C. Flint .5  
Davida Fox-Melanson .5

PRECINCT C (Upham School)

Warden, Helen Hamel

Clerk, Robert C. McCarthy

Edwin T. Donahue  
Carol Meirovitz  
Martha Cunningham

Norma Black  
Nancy A. Fraser .5

PRECINCT D (Schofield School)

Warden, Robert White

Clerk, Deborah Dolan

Gerald Kelley  
Hector Macdonald  
Penny Macdonald .5  
Melinda Rayburn Smith .5

Marc Shechtman  
Brian White .5  
Karen White .5

PRECINCT E (Fiske School)

Warden, Maureen Selvidge

Clerk, Joanne Kilsdonk

Henry J. Petrilli  
Marie C. Taylor .5  
Elliot Warren .5  
Saranel McGuirk .5

KC Kato .5  
Jan Ohnemus .5  
Mary Beth Grimm .5

PRECINCT F (Dana Hall School)

Warden, Dennis Viechnicki

Clerk, Adele Beggs

Sumner Lavine  
Helen Turner  
Elaine Pipes

Carol Wills .5  
Helen Stewart .5

PRECINCT G (Wellesley Free Library)

Warden, Je'Lesia Jones

Clerk, Russell Astley

Joan Gorman  
Tess Griffin  
Richard Carls  
Angela Birneal Jones .5

Philippa Biggers .5  
Claire D. Wilson .5  
Cathleen Hardisty .5

PRECINCT H (Wellesley High School)

Warden, Diane Hemond

Clerk, Diane Hall

Roger Regnier  
Dianne McCarthy .5  
Dennis Hemond

Susan Adler  
Mary Liz Levy  
Linda Perlmutter

FINAL TABULATION CENTER (Town Hall)

Terrance Connolly

Jean Leger

The Town Clerk, upon receipt of the returns from the several precincts, forthwith canvassed the same and announced the final results at 9:00 P.M.

The total number of votes cast was as follows:

PRECINCT	A	B	C	D	E	F	G	H	Total
Voters	506	624	494	607	468	347	300	598	3944
Total Registered	2171	2352	2269	2391	2011	1384	1160	2162	15900
Percentage	23%	27%	22%	25%	23%	25%	26%	28%	25%

The ballot question was:

Shall the Town of Wellesley be allowed to exempt from the provisions of Proposition two and one-half, so called, the amounts required to pay for the bonds issued in order to fund the plans and specifications, construction, equipping and furnishing of the Tolles Parsons Center building at 494-496 Washington Street?

	A	B	C	D	E	F	G	H	TOTAL
YES	295	336	224	378	248	200	201	339	2221
NO	211	287	270	229	220	147	99	259	1722
Totals	506	624	494	607	468	347	300	598	3943
Blanks	0	1	0	0	0	0	0	0	1

The ballots cast and the unused ballots in the several precincts were returned to the Town Clerk in sealed boxes. The voting lists used at the entrances to the polling places and at the ballot boxes with tally sheets and a copy of the precinct record of election were also returned, all properly sealed in conformity with the laws governing elections.

Attest:

Kathleen F. Nagle  
Town Clerk



## **TOWN CLERK'S RECORD**

**November 2, 2015 Special Town Meeting  
Wellesley Middle School  
50 Kingsbury Street  
Wellesley MA**

**November 3, 2015**

In pursuance of a Warrant dated September 29, 2015 the duly elected Town Meeting Members proceeded as follows:

The Moderator, Margaret Metzger, called the Special Town Meeting to order at 7:00 P.M. in the Wellesley Middle School Auditorium at 50 Kingsbury Street, Wellesley MA. The Moderator declared a quorum present.

The Town Clerk, Kathleen F. Nagle, announced the appointment and election of 10 new Town Meeting Members former members who resigned. The new members are: Precinct B David Murphy and Mary Crown; Precinct D John Hussey and Thomas Murphy; Precinct E Michael Scholl; Precinct F Auli Batts and Kevin Hanron; Precinct G Tad M Connelly and Precinct H C Jeanne Mayell. The terms for these Town Members will expire as of the 2016 Annual Town Election. The new members were sworn in.

The Town Clerk then read the Officer's Return of the Service of the Warrant.

The meeting was held under the provisions of Chapter 202 of the Acts of 1932 as amended. The checklist of Town Meeting Members showed there were 215 members present. Only 121 were needed for a quorum.

The duly elected Town Meeting Members were segregated from the other voters of the Town by occupying the front section of the auditorium, and were in the charge of a detail of police. Entrance to the enclosure was through one door, and each Town Meeting Member was checked from the official list of members before being admitted to the enclosure.

Several elected and appointed town officers and staff, and guests of Town Meeting were seated within this area by permission of the Moderator, but did not vote. Each such non-member was issued an identifying badge.

The following tellers were appointed by the Moderator to assist in counting a standing vote or a ballot vote: Head Tellers, Roberta Francis and Amie Smith, assisted by Susan Clapham, Maura Renzella, Penny Post, Bob White, Linda Grape, and Wendy Haering- Engels.

The Moderator expressed appreciation to the attendance checkers: Philip Rolph, John McDonald, Al Novick, and Bob McCarthy.

The Moderator explained the rules and regulations of the Town Meeting and the powers and duties of the Moderator in connection with the conduct of the meeting.

The Moderator informed the meeting that unless objections were raised, the meeting would dispense with the reading of the Warrant. No objections were raised and the meeting proceeded.

**ARTICLE 1.** To see if the Town will vote to choose a Moderator to preside over said meeting and to receive reports of town officers, boards and committees, including the Reports of the Advisory Committee and the Town Government Study Committee; or take any other action in relation thereto.

No motion offered. The report of the Advisory Committee and the Town Government Study Committee were submitted.

**ARTICLE 2.** To see if the Town will appropriate a sum of money to permanently retire bond anticipation notes originally issued on June 15, 2015 to pay costs of various capital projects, such funds to be derived from excess bond premium received by the Town on account of the issuance of bonds in fiscal year 2015, or take any other action in relation thereto.

David Murphy, Precinct B, Chair of the Board of Selectmen, offered the following motion which was

**VOTED, unanimously** that the Town appropriates the sum of \$1,469,000 (One Million Four Hundred Sixty-Nine Thousand Dollars) to pay costs of permanently retiring a like amount of bond anticipation notes originally issued on June 15, 2015 to pay costs of various capital projects, such funds to be derived from excess bond premium received by the Town on account of the issuance of bonds in fiscal year 2015.

**ARTICLE 10.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money, to be expended under the direction of the Permanent Building Committee, for the cost for engineering services, for preparation of plans and specifications and preparation of bid documents, for roofing and building envelope repairs, including but not limited to replacement of the roof, replacement of windows, replacing of exterior caulking, foundation waterproofing, and other building envelope elements at the Wellesley Police Station; or take any other action in relation thereto.

Barbara Searle, Precinct A, board of Selectmen, offered the following motion:

That the town transfers from free cash, certified as of June 30, 2015, the sum of \$165,000 (One Hundred Sixty –Five thousand Dollars) to the Permanent Building Committee, for the cost of design and engineering services, including the preparation of plans and specifications, and for the preparation and review of bid documents, related to roofing and building envelope repairs, including but not limited to replacement of the roof, replacement of windows , repair and replacement of exterior caulking and masonry, foundation waterproofing and other building envelope elements at the Wellesley Police Station.

Barbara Searle, BOS, Matt King, Chair of the Permanent Building Committee spoke in support of the motion.

Town Meeting members queried if there was any current recourse to claim for malfeasance in the design or construction of the roof of the Police Station or if there was any recovery through insurance of the Town to compensate for damages. It was stated no such recovery was currently available to the town.

After significant discussion it was noted that the appropriation amount in the motion was incorrect. The amount was corrected. A revised motion was offered by Mrs. Searle which was

**VOTED, unanimously**, that the town transfers from free cash, certified as of June 30, 2015, the sum of \$163,550 (*One Hundred Sixty –Three thousand Five Hundred Fifty Dollars*) to the Permanent Building Committee, for the cost of design and engineering services, including the preparation of plans



and specifications, and for the preparation and review of bid documents, related to roofing and building envelope repairs, including but not limited to replacement of the roof, replacement of windows , repair and replacement of exterior caulking and masonry, foundation waterproofing and other building envelope elements at the Wellesley Police Station.

**ARTICLE 3.** To see if the Town will vote:

A. To authorize the Board of Selectmen, on behalf of the Town, to petition the General Court for passage of a special law substantially as provided below. The Legislature may make clerical or editorial changes in form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the Legislature. The Board of Selectmen is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

**An Act Providing for a Selectmen – Town Manager Form of Government in the Town of Wellesley**

**Section 1. Board of Selectmen**

(A) The board of selectmen of the town of Wellesley shall consist of five registered voters of the town elected for a term of three years each, the terms of no more than two of which shall expire in any year.

(B) The executive powers of the town shall be vested in the board of selectmen, who shall have all of the powers and duties granted to boards of selectmen by the Constitution and General Laws of the Commonwealth of Massachusetts, and such additional powers and duties as may be provided by special law, by town bylaw, or by town meeting vote, except for those powers expressly granted thereby to the town manager.

(C) The town of Wellesley may, by bylaw, authorize the board of selectmen to appoint, by vote of a majority of its members, a town manager with the powers set forth in Section 3 of this act or an acting town manager with such powers as the board of selectmen may deem necessary or appropriate. The board shall appoint a town counsel, special police in accordance with Chapter 330 of the Acts of 1946 as amended and any other appointed board or committee member or official for whom no other method of selection has been provided pursuant to this act or by town bylaw.

(D) Notwithstanding the provisions of any general law to the contrary, the board of selectmen or its designee shall be the local licensing authority of the town and shall have the power to issue licenses, to make all necessary rules and regulations regarding the issuance of such licenses, to attach such conditions and restrictions thereto as it deems to be in the public interest, and to enforce the laws relating to all businesses for which it issues licenses. The board of selectmen shall be the local licensing authority for the issuance of all licenses pursuant to Chapter 138 of the General Laws; provided, however, that the board of selectmen or its designee may issue temporary licenses in accordance with Chapter 138, Section 14 of the General Laws.

**Section 2. Town Manager**

(A) The town manager of the town of Wellesley shall be appointed solely on the basis of executive and administrative qualifications. The town manager shall be a professionally qualified person of proven ability, especially fitted by education, training and previous experience. No person holding elective public office in the town with the exception of a town meeting member shall, within twelve months of holding the office, be eligible for appointment as town manager. The town may, by bylaw, establish such additional qualifications as it may deem necessary and appropriate; provided, however, that the board of selectmen may establish such further additional qualifications as it may deem necessary and appropriate.

(B) The terms of the town manager's employment may be the subject of a written contract entered into pursuant to Chapter 41, Section 108N of the General Laws. The town manager's compensation shall not exceed the amount annually appropriated for that purpose.

(C) The town manager may be appointed or re-appointed for successive terms of office, no term of which shall be for more than five years.

### **Section 3. Powers and Duties of Town Manager**

(A) Upon appointment, the town manager shall be the chief administrative officer of the town, shall be vested with the powers and duties set forth in Section 3(B), and shall be responsible to the board of selectmen for the proper administration of all town affairs placed in the town manager's charge by or in accordance with this act.

(B) The town manager's powers and duties shall include:

(1) Notwithstanding the provisions of Chapter 41, Sections 69E and 97A, the town manager may fix the compensation of all town officers and employees appointed by the town manager within the limits established by applicable appropriations and any compensation plan in effect at such time.

(2) Notwithstanding the provisions of Chapter 48, section 42 or 42A, if accepted at any time by the town, or any other general or special law to the contrary, the town manager may appoint and remove a police chief, a fire chief or chief fire engineer, a town clerk and all department heads, officers, subordinates and employees of the town, except for employees of the school committee, the municipal light board, appointments made by the commonwealth and those appointments for which another method of appointment is provided for in this act. Appointments of the police chief and fire chief or chief fire engineer shall not take effect unless approved by the board of selectmen. Any appointment of other department heads or chief staff employees of elected and appointed boards and committees shall take effect no sooner than (1) it is approved by such board or committee; or (2) 15 calendar days after notice of the appointment has been provided to such board or committee without any action thereon; whichever occurs first. The town manager shall provide notice to the affected board or committee before such removal if practicable, but in no case later than the end of the third business day following the removal of a department head or chief staff employee.

(3) The town manager shall manage and supervise all town departments except for the school department and the municipal light department.

(4) The town manager may, except as otherwise prohibited by law, re-organize, consolidate, abolish or create town departments in whole or in part, and transfer the duties, powers and appropriations incidental to the reorganization of one town department to another as follows:

(i) For town departments under the supervision of the board of selectmen, with the approval of the board of selectmen; and

(ii) For all other town departments, after consultation with the affected board, and with the approval of the affected board or Town Meeting.

(5) The town manager shall direct the operational and strategic planning for the town.

(6) The town manager shall provide for the execution and enforcement of the provisions of law that require enforcement by town officers and employees subject to the town manager's direction and supervision.

(7) The town manager shall keep the board of selectmen fully informed as to the financial condition and needs of the town and to make such recommendations to the board of selectmen as the town manager may deem necessary or appropriate.

(8) The town manager shall ensure that a full and complete record of the financial and administrative activities of the Town is kept, and render a report of such activities to the board of selectmen at the end of each fiscal year and at such other times as may be required by the board of selectmen.

(9) The town manager shall negotiate collective bargaining agreements for execution by the board of selectmen.

(10) The town manager shall attend all regular and special meetings of the board of selectmen except when excused.

(11) The town manager shall attend all sessions of town meeting in order to be available to answer all questions directed to the town manager that are related to the town manager's office or to matters within the town manager's authority.

(12) The town manager shall prepare and submit a proposed town-wide annual operating budget, financial plan and the long-range capital budget program.

(13) The town manager shall have the authority to approve any warrants for the payment of town funds prepared by the finance director; provided, however, that the approval of any such warrant by the town manager shall be sufficient to authorize payment by the treasurer, and provided further that the board of selectmen or its designee shall have the authority to approve such warrants in the event of a vacancy in the office of town manager or in the town manager's absence.

(14) The town manager shall serve as the Executive Officer of the town for the purposes of Chapter 258 of the General Laws.

(15) The town manager shall devote full-time to the office and except as expressly authorized by the board of selectmen, shall not engage in any other business or occupation during the term of office. Except as expressly provided in this act, the town manager shall not hold any other public elective or appointive office in the town; provided, however, that, with the approval of the board of selectmen, the town manager may serve as the town's representative to regional boards, commissions, and the like, but the town manager may not receive additional compensation for such services.

(16) The town manager shall perform any other duties required by town bylaw, town meeting vote or the board of selectmen not inconsistent with this act.

#### **Section 4. Removal Procedures**

The board of selectmen may remove the town manager from office as follows:

(A) By affirmative vote of a majority of its members, the board of selectmen may adopt a preliminary resolution of removal setting forth in reasonable detail the reason or reasons for the proposed removal. The preliminary resolution may suspend the town manager for a period not to exceed forty-five days. A copy of the resolution shall be delivered to the town manager forthwith following its adoption.

(B) Within five days after the delivery of a preliminary resolution of removal, the town manager may request a public hearing on the reasons cited for removal by filing a written request therefor with the board of selectmen. The hearing shall be convened by the board of selectmen not less than twenty, nor more than thirty days after such request is submitted. Not less than five days prior to such hearing, written notice thereof shall be given to the town manager at the town manager's last known address. The time limitations set forth herein may be waived in writing by the town manager. Not less than forty-eight hours prior to the time set for the commencement of the public hearing, the town manager may file a written statement with the board of selectmen responding to the reasons cited for the proposed removal. The town manager may be represented by counsel at the public hearing, and shall be entitled to present evidence, call witnesses and, personally or through counsel, question any witnesses appearing at the hearing.

(C) The board of selectmen may, by a vote of a majority of its members, adopt a final resolution of removal, which shall be effective upon its adoption or such later date as may be designated therein; provided, however, that such resolution shall not be adopted until:

- i. Ten days after the date of delivery to the town manager of the preliminary resolution of removal; or
- ii. If the town manager has made a timely request for a public hearing, five days after completion of the public hearing or forty-five days after the adoption of the preliminary resolution, whichever occurs later.

(D) Failure to adopt a final resolution of removal within the time limitations provided in this section shall be deemed to nullify the preliminary resolution of removal. The action of the board of selectmen in suspending or removing the town manager shall be final, it being the intention of this provision to vest all authority and fix all responsibility for such suspension or removal in the board of selectmen. The town manager shall continue to receive the town manager's compensation until a final resolution of removal has become effective.

**Section 5.** The term of office of any Town Clerk holding office on the effective date of this section shall continue until it shall have expired and a successor Town Clerk is appointed and qualified, or until the position otherwise becomes vacant.

**Section 6.** Section 3 of Chapter 555 of the Acts of 1978, as amended by Section 1 of Chapter 247 of the Acts of 1995 and Section 1 of Chapter 164 of the Acts of 2005, is hereby further amended by striking the first and second paragraphs in their entirety and inserting, in place thereof, the following –

Notwithstanding any general or special law to the contrary, the town of Wellesley is hereby authorized to establish by town bylaw a finance department. Any such bylaw shall provide that the department shall be responsible to the town manager. The department's duties and responsibilities may include coordination and administration of town financial services and activities, including the town's financial planning; investment of town funds; maintenance of town accounting records and financial statements; payment of all town obligations after securing required approvals; assisting in the development of budgets and reviewing all budgets for format, completeness, and accuracy before submission to the advisory committee; monitoring of all expenditures of town funds; timely reporting to the town manager and to appropriate boards and officers of actual or foreseeable obligations of expenditures of funds in excess of budgeted appropriations; maintenance of payroll and other financial records relating to all town personnel; preparing and supervising town purchasing and inventory control procedures; administering the disposal of town property; and assisting the town manager in the supervision of all data processing and the development and enforcement of internal controls.

The finance department shall be under the supervision and management of the finance director, who shall be appointed by the town manager, subject to the approval of the board of selectmen, for a term of up to three years. The finance director shall be the chief financial officer of the town and shall serve as the town comptroller and town accountant. Subject to the approval of the town manager, the finance director shall appoint, for up to a three-year term, a town treasurer and collector of taxes, who shall be under the supervision and management of the finance director and shall have, except as otherwise expressly provided by this act, the powers and duties vested by law in town treasurers and collectors of taxes.

**Section 7.** Chapter 555 of the Acts of 1978 is hereby amended by striking out Section 4 in its entirety and inserting, in place thereof, the following –

Section 4. Notwithstanding any contrary provisions of the General Laws, the town is authorized to establish by bylaw a natural resources commission consisting of five members elected for a term of three years, which shall have the powers and duties of conservation commissions and forest committees under the General Laws and the powers and duties

(currently vested in the board of public works of the town) of park commissioners, tree wardens, moth superintendents and superintendents of insect pest control under the General Laws, and which shall appoint a wetlands protection committee to which shall be delegated the power and authority to administer and enforce the provisions of section 40 of chapter 131 of the General Laws, a landscape advisory committee and a long-range planning committee. The town manager shall appoint a director of natural resources and such staff as the town manager deems necessary. Any such commission shall have overall authority and responsibility with respect to: the use, acquisition, management, preservation, and protection of conservation land, park land and such other land as may be transferred to or acquired by the commission, forest and tree nursery management, insect pest and moth control, and administration of the conservation fund under sections 5(51) and 8C of chapter 40 of the General Laws. In addition, it shall study and make recommendations regarding the use, maintenance, management, preservation, and protection of the natural resources of the town which are under the jurisdiction of other boards, establish general policies to be implemented by the department of public works for the carrying out of work affecting natural resources, propose for acquisition by the town those natural resources that the commission deems useful or important to the town, and carry out such other related responsibilities as the town may assign to it or as may be permitted or required by law.

**Section 8.** Chapter 555 of the Acts of 1978 is hereby amended by striking out Section 9 in its entirety and inserting, in place thereof, the following -

Section 9. Notwithstanding any contrary provisions of Section 69E of Chapter 41 of the General Laws, the superintendent of public works appointed by the town manager shall have the title "Director of Public Works."

**Section 9.** Sections 5 through 8, inclusive, take effect, and the position of executive director of general government services, created by Section 1 of Chapter 247 of the Acts of 1995, shall be abolished upon the initial appointment of a town manager pursuant to Section 1(C) or the thirtieth day of November, two thousand sixteen, whichever is later.

**Section 10.** All laws, bylaws, votes, rules and regulations, whether enacted by authority of the town or any other authority, that are in force in the town of Wellesley on the effective date of this Act, or any portion or portions thereof, not inconsistent with the provisions of this Act, shall continue in full force and effect until modified in accordance with applicable law.

**Section 11.** Nothing in this Act shall be construed to abridge, alter, or amend the powers and duties of the municipal light board or manager of the municipal light plant as set forth in Chapter 164 of the General Laws.

**Section 12.** This act shall be submitted for acceptance to the qualified voters of the town of Wellesley at the next regular or special town election following its enactment in the form of the following question, which shall be placed upon the official ballot to be used for the election of town officers at said election: -- "Shall an act passed by the General Court in the year two thousand sixteen entitled 'An Act providing for a selectmen-town manager form of government in the town of Wellesley', be adopted?" If a majority of the votes cast in answer to the question is in the affirmative, this act shall take effect in the town, but not otherwise.

B. To amend Article 19, Board of Selectmen, of the General Bylaws, as authorized by such Special Act. The proposed revisions to Article 19 replace references to the Executive Director of General Government Services with references to the Town Manager; update provisions related to appointments and licensing in accordance with such Special Act; delete sections that are to be moved to Article 20, Town Manager, of the General Bylaws, as further proposed under this Warrant Article, and to a new Article 6A, Budget Provisions, of the General Bylaws, as proposed in Warrant Article 4; and add new provisions setting forth the procedure and responsibilities for a Town-wide strategic plan. A copy of the

proposed language for Article 19 of the General Bylaws is on file and available for viewing at the office of the Town Clerk and at the Wellesley Free Library.

C. To amend the General Bylaws by deleting Article 20, Telecommunications Advisory Committee, thereof in its entirety and inserting, in place thereof, a new Article 20, as authorized by such Special Act. The proposed Article 20 establishes the position of Town Manager in accordance with the Special Act, assigns powers and duties to the Town Manager, establishes basic qualifications for the Town Manager, recodifies and updates sections related to the Department of Financial Services to reflect the Town Manager's supervisory role over the Department, and adds new provisions for temporary and acting Town Managers. A copy of the proposed language for Article 20 of the General Bylaws is on file and available for viewing at the office of the Town Clerk and at the Wellesley Free Library.

Moderator Margaret Metzger introduced the discussion of Article 3 Motion 1 and following motions related to the Town Government Study Report and recommendations to Town Meeting. She described the process to be followed in presenting the main motions and possible amendments to proceed in an orderly fashion to address the issues involved in this proposal. The Special Act will be offered as a first matter and discussion on the general merits of a Town Manager will be entertained. Subsequently all motions to amend the Special Act will be considered.

The moderator declared a short break at 8:45 pm. The Meeting resumed at 9:00 pm.

David Murphy, Chair of the Board of Selectmen, offered the following motion which was

**VOTED unanimously**, that when this town meeting adjourns, it does so until November 3, 2015, 7:00 pm in this same hall.

The motion was displayed on the screen,

Katherine L Babson Jr., Precinct E, Chairman of the Town Government Study Committee offered the motion entitled **An Act Providing for a Selectmen – Town Manager Form of Government in the Town of Wellesley** for discussion in substantially the form printed above.

Ms. Babson, David Murphy, BOS spoke in support of the general concept of a Board of Selectmen-Town Manager form of government for the Town of Wellesley. Thomas Frisardi offered the views of the Advisory Committee.

The moderator noticed the time of 10:43 pm and entertained a motion to adjourn. The meeting adjourned to November 3, 2015.

CERTIFICATE OF NOTICE  
OF ADJOURNED SPECIAL TOWN MEETING



NOVEMBER 3, 2015  
Wellesley, MA

I hereby certify that notice that the Town Meeting would adjourn from November 2, 2015 to November 3, 2015 at 7:00 p.m. at the Wellesley Middle School was posted on the screen in the Hall during the recess of the meeting on November 2, 2015 and was voted unanimously by the Town Meeting. That said adjournment was announced by the Moderator at the close of the meeting of November 2, 2015 and a notice was posted on the town website ([www.wellesleyma.gov](http://www.wellesleyma.gov)) and in the Town Hall at the office of the Town Clerk on November 3, 2015

Attest:

Kathleen F. Nagle  
Town Clerk



## **TOWN CLERK'S RECORD**

**February 1, 2016 Special Town Meeting  
Wellesley Middle School  
50 Kingsbury Street  
Wellesley MA**

**February 5, 2016**

In pursuance of a Warrant dated January 14, 2016 the duly elected Town Meeting Members proceeded as follows:

The Moderator, Margaret Metzger, called the Special Town Meeting to order at 7:00 P.M. in the Wellesley Middle School Auditorium at 50 Kingsbury Street, Wellesley MA. The Moderator declared a quorum present.

The Town Clerk read the Officer's Return of the Service of the Warrant.

The meeting was held under the provisions of Chapter 202 of the Acts of 1932 as amended. The checklist of Town Meeting Members showed there were 173 members present. Only 121 were needed for a quorum.

The duly elected Town Meeting Members were segregated from the other voters of the Town by occupying the front section of the auditorium, and were in the charge of a detail of police. Entrance to the enclosure was through one door, and each Town Meeting Member was checked from the official list of members before being admitted to the enclosure.

Several elected and appointed town officers and staff, and guests of Town Meeting were seated within this area by permission of the Moderator, but did not vote. Each such non-member was issued an identifying badge.

The following tellers were appointed by the Moderator to assist in counting a standing vote or a ballot vote: Head Tellers, Roberta Francis, assisted by Susan Clapham, Russ Astley, Ilissa Povich, Judy Donnelly, Linda Grape, and Wendy Haering- Engels.

The Moderator explained the rules and regulations of the Town Meeting and the powers and duties of the Moderator in connection with the conduct of the meeting.

The Moderator informed the meeting that unless objections were raised, the meeting would dispense with the reading of the Warrant. No objections were raised and the meeting proceeded.

**ARTICLE 1.** To see if the Town will vote to choose a Moderator to preside over said meeting and to receive reports of town officers, boards and committees, including the Report of

the Advisory Committee; or take any other action in relation thereto.

No motion offered. The report of the Advisory Committee was submitted.

**ARTICLE 2.** To see if the Town will vote:

A. To amend the General Bylaws by adding a new Article 6A entitled "Budget Provisions." The proposed Article 6A consolidates general budget provisions from existing bylaws into a single article, amends the bylaws to reflect the Town Manager's role in the budget process as authorized by the Special Act voted under motion 3A of the warrant for the November 2, 2015 Special Town Meeting and establishes a timeline for the budget process. This Warrant Article also amends other sections throughout the General Bylaws to conform to Special Act and the proposed Town Manager and Budget bylaws. A copy of the proposed language for Article 6A and the other proposed amendments to the General Bylaws is on file and available for viewing at the office of the Town Clerk and, at the Wellesley Free Library.

B. To amend certain appointment provisions throughout the General Bylaws to provide for appointments by the Town Manager, as authorized by the Special Act, voted under motion 3A of the warrant for the November 2, 2015 Special Town Meeting. A copy of the proposed amendments to the General Bylaws is on file and available for viewing at the office of the Town Clerk and at the Wellesley Free Library.

C. To amend Articles 30, Human Resources Board, and 31, Classification and Salary Plans, of the General Bylaws to establish the roles of the Town Manager. Human Relations Board and Human Relations Director in the administration of personnel policies, the Classification and Salary Plan and collective bargaining agreements. A copy of the proposed language for Articles 30 and 31 of the General Bylaws is on file and available for viewing at the office of the Town Clerk and at the Wellesley Free Library.

D. To amend certain provisions throughout the General Bylaws, as voted under motion 3A of the warrant for the November 2, 2015 Special Town Meeting, to require that the Board of Selectmen fix the date for Annual Town Meeting by November 15 of the preceding year, and to make other miscellaneous changes to Town Government in accordance with such Special Act. A copy of the proposed amendments to the General Bylaws is on file and available for viewing at the office of the Town Clerk and at the Wellesley Free Library. or take any other action in relation thereto.

**MOTION 2A**

David Murphy, Precinct B, Chair of the Board of Selectmen, offered the following motion.

Provided that the Town Clerk shall assign appropriate alphanumeric references to any provisions of the Town Bylaws necessitated by this amendment and, in each case, the assignment of such references shall be identified by a footnote or other convention, that the Town vote to amend the Town Bylaws to establish a new budget process by:

1. Adding a new Article 6A, Financial Planning and Budget Provisions, as follows:

**ARTICLE 6A. FINANCIAL PLANNING AND BUDGET PROVISIONS**

**6A.1. Scope and Definition.**

- a. **Scope.** The provisions of this Article apply to all boards, officers and departments unless a specific provision of law otherwise provides.



b. **“Submitting Party” Defined.** As used in this Article, the term “Submitting Party” shall mean any board or its designee; an officer, including an officer acting with the authorization of a board, if required; or the Town Clerk who:

- i. Submits a capital request for inclusion in the Town-wide Five-year Capital Budget Program pursuant to Section 6A.4;
- ii. Requests an annual appropriation as part of the Town-wide annual operating budget pursuant to Section 6A.5; or
- iii. Requests an appropriation pursuant to Section 11.13.

**6A.2. Responsibilities.** The responsibilities for the Town-wide Financial Plan, the Town-wide Five-year Capital Budget Program and Town-wide annual operating budget are as follows:

- a. The Board of Selectmen shall oversee the financial planning and budget processes.
- b. The Town Manager shall be responsible for, and shall annually prepare and submit, a Town-wide Financial Plan, a Town-wide Five-year Capital Budget Program, and a Town-wide annual operating budget with a Budget Message in accordance with Section 6A.6.a, to the Board of Selectmen and the Advisory Committee and, except as provided in Section 6A.2.c, shall present these submissions, as they may have been modified from time to time, at the Annual Town Meeting. The Town Manager shall establish the procedure and format for budget requests, pursuant to Section 6A.5.a and in accordance with the timeline set forth in Section 6A.7.
- c. The School Superintendent shall submit an annual operating budget request for the School Department with a Budget Message to the Town Manager in accordance with Sections 6A.5.a and 6A.6.b, and shall present these submissions, as they may have been modified from time to time, at the Annual Town Meeting.
- d. All Town boards and officers and the Town Clerk as a Town official shall actively participate in preparing and maintaining the Town-wide Financial Plan, the Town-wide Five-year Capital Budget Program, and the Town-wide annual operating budget, as they relate to their areas of responsibility in accordance with the timeline set forth in Section 6A.7.

### **6A.3. Town-wide Financial Plan.**

**6A.3.1. Definitions.** For the purposes of this article, a “Town-wide Financial Plan” shall mean a sequenced combination of forecasts of the Town’s operating budget (i) for the current fiscal year, (ii) for the next following fiscal year and (iii) for one or more fiscal years beyond the next following fiscal year. Forecasts shall be in the format commonly called “sources and uses of funds.” The term “sequenced combination” is intended to require that the three component parts of the Town-wide Financial Plan build upon one another in an orderly, reasonable manner. A “deficit balance” in a forecast shall mean that the total uses of funds in the forecast exceed the total sources of funds in the forecast.

**6A.3.2. Report of Town-wide Financial Plan.** The Town Manager shall annually prepare, subject to the approval of the Board of Selectmen, and shall manage the Town-wide Financial Plan as follows:

- a. The Town Manager shall compile for presentation to the Annual Town Meeting a Town-wide Financial Plan for the Town. In this Plan, the forecast for the next following fiscal year shall be consistent with the Town-wide annual operating budget prepared pursuant to Section 6A.5.b and the capital portion of the Plan shall be consistent with the Town-wide Five-year Capital Budget Program prepared pursuant to Section 6A.4.2. In developing the forecast for the fiscal years beyond the next following fiscal year, the Town Manager will seek input from all Town boards and officers.

- b. For any future fiscal year in a Town-wide Financial Plan, the Town Manager shall estimate the property tax rate that would generate real estate property taxes equal to the sum of (i) the real estate property taxes assumed as a source of funds in the forecast for the fiscal year and (ii) any deficit balance in the forecast for that fiscal year. In so doing, the Town Manager may use reasonable assumptions as to growth in the valuation of properties in the Town.
- c. The Town Manager shall prepare, subject to the approval of the Board of Selectmen, the Town-wide Financial Plan sufficiently in advance of the Annual Town Meeting to permit its publication, together with any comments of the Advisory Committee, in the Reports to the Annual Town Meeting, pursuant to Section 11.8.
- d. The Town Manager shall annually make an oral and written presentation of the Town-wide Financial Plan to the Advisory Committee, together with such recommendations or comments as the Town Manager deems appropriate. As part of this presentation, the Town Manager shall explain how specific elements of the Town-wide Financial Plan support the strategies articulated in any Town-wide strategic plan. A copy of such presentation shall be posted promptly on the Town website. The Town Manager may subsequently update or amend the Plan before it is published in the Reports to the Annual Town Meeting or presented at the Annual Town Meeting.
- e. Before any appropriation article is considered at an Annual Town Meeting, or any material appropriation article is considered at a Special Town Meeting, the Town Manager shall report to the Town Meeting on the substance of the Town-wide Financial Plan, including any recommendations or comments as the Town Manager deems appropriate, followed by any comments from the Advisory Committee. All boards, officers and officials may then provide a report at the Town Meeting on aspects of the Plan that relate to their areas of responsibility. Following such reports on the Plan, there shall be an opportunity for comments from Town Meeting Members.

#### **6A.4. Capital Budget.**

**6A.4.1. “Capital Project” Defined.** As used in this section, the term "Capital Project" shall mean:

- a. A public construction or public works project, estimated to cost in excess of \$100,000, including projects for the construction, reconstruction, replacement, major repair or renovation, extension or other improvement of a public building, highway, sidewalk, storm drain, sewerage installation, incinerator, bridge, playground, park or other public works; or
- b. A purchase of land, equipment, buildings or structures, estimated to cost in excess of \$100,000; or
- c. The preparation of plans, specifications or working drawings (estimated to cost in excess of \$10,000) for any project or purchase described in subsections a or b.

**6A.4.2. Town-wide Five-year Capital Budget Program.** The Town Manager shall annually prepare and submit a Town-wide Five-year Capital Budget Program as follows:

- a. Any Submitting Party making a capital request seeking to have a Capital Project, or “cash capital” item (pay-as-you-go capital item) placed on the Town-wide Five-year Capital Budget Program shall submit a request to the Town Manager endorsed by vote of such Submitting Party, or if the Town Clerk is the Submitting Party, endorsed by the Town Clerk, which shall include the estimated cost and recommended sequencing and timing for each such request. An explanatory statement shall accompany each request, together with a reconciliation of the requests to the amounts shown in the Town-wide Five-year Capital Budget Program adopted in the previous year and such additional information as may be required by the Town Manager. All

capital requests shall be submitted in accordance with the procedures established pursuant to Section 6A.7 and those for the first year shall constitute the submitting parties' request for appropriations to be made at Annual Town Meeting.

- b. On the basis of the information submitted by each board or officer pursuant to the provisions of Section 6A.4.2.a, the Town Manager shall prepare, subject to the approval of the Board of Selectmen following a public hearing thereon, a Town-wide Five-year Capital Budget Program identifying proposed and anticipated capital requests and their timing, taking into account the relative need for and cost of each project, the probable effect of each expenditure on the financial position of the Town, and available alternative methods of funding; the anticipated use of borrowing or other means of funding for each project; any anticipated so-called Proposition 2½ debt exclusion votes in connection with any such borrowing; the impact of such borrowing on the Town's outstanding debt service and real estate property tax rates in upcoming years; and an explanation for any proposed changes to capital requests submitted pursuant to Section 6A.7 that have not been subsequently agreed to by the Submitting Party.
- c. The Town Manager shall prepare, subject to the approval of the Board of Selectmen, the Town-wide Five-year Capital Budget Program sufficiently in advance of the Annual Town Meeting to permit its publication, together with any comments of the Advisory Committee, in the Reports to the Annual Town Meeting, pursuant to Section 11.8.
- d. The Town Manager shall annually make an oral and written presentation of the Town-wide Five-year Capital Budget Program to the Advisory Committee, together with any recommendations or comments as the Town Manager deems appropriate, and including an explanation for any proposed changes to capital requests submitted pursuant to Section 6A.7 that have not been subsequently agreed to by the Submitting Party. A copy of such presentation shall be posted promptly on the Town's website. The Town Manager may subsequently update or amend the Town-wide Five-year Capital Budget Program before it is published in the Reports to the Annual Town Meeting or presented at the Annual Town Meeting.
- e. The Town Manager shall present the Town-wide Five-year Capital Budget Program, as approved by the Board of Selectmen, to the Annual Town Meeting. Following the Town Manager's report on the Town-wide Five-year Capital Budget Program, there shall be an opportunity for comments from the Advisory Committee and from Town Meeting Members. All boards, officers and officials may provide a report at Town Meeting on aspects of proposed or anticipated capital requests that relate to their areas of responsibility.
- f. Before an appropriation for a capital request is considered at a Town Meeting, the Town Manager shall review or explain the capital request in the context of the Town-wide Five-year Capital Budget Program. The Town Manager shall recommend to Town Meeting a method of funding for each capital requests proposed to be submitted for approval at such Town Meeting. The Town Manager's recommendation shall state, for each proposed capital request, any proposed use of borrowing for such projects, any anticipated so-called Proposition 2½ debt exclusion votes in connection with any such borrowing, and the impact of such borrowing on the Town's outstanding debt service and real estate property tax rates in upcoming years. All boards, officers and officials may provide a report at Town Meeting on aspects of proposed or anticipated capital request that relate to their areas of responsibility.

#### **6A.5. Annual Operating Budget**

- a. **Budget Requests.** Any Submitting Party requesting an annual appropriation as part of the Town-wide annual operating budget shall furnish to the Town Manager a budget request endorsed by vote of such Submitting Party, or if submitted by the Town Clerk, endorsed by the Town Clerk, with detailed estimates and appropriate explanations, of the amounts necessary for

the proper administration of the office or department for which amounts are being requested, and an estimate of all income expected to be received in connection with the administration of such departments or offices in accordance with the procedures established pursuant to Section 6A.7.

**b. Budget Preparation.** The Town Manager shall prepare, subject to the approval of the Board of Selectmen, a Town-wide annual operating budget for the next following fiscal year, taking into account

- (i) the Strategic Plan of the Town, if any, created pursuant to Sections 19.12 and 20.3.e.;
- (ii) the Town-wide Financial Plan prepared pursuant to Section 6A.3.2;
- (iii) the Town-wide Five-year Capital Budget Program prepared pursuant to Section 6A.4.2;
- (iv) the budget requests submitted pursuant to Section 6A.5.a;
- (v) the Town's ability to generate the real estate property taxes assumed in the budget and to fund any deficit balance therein;
- (vi) projected sources of funds other than real estate taxes including, but not limited to, projected state funding and projected income to be received by the General Fund in connection with the administration of Town departments and offices;
- (vii) the Town's need for and level of the various expenditures proposed to be made by the Town; and
- (viii) alternatives to any of the various sources and uses of funds in the budget.

The Town-wide annual operating budget shall include the amounts proposed to be appropriated to each Town board, office or department, the amounts proposed to be appropriated for other purposes, and any proposed allocation of such amounts.

**6A.6. Budget Message.** The Town-wide annual operating budget shall be accompanied by the Budget Messages of the Town Manager and School Superintendent:

**a. Town Manager.** The Town Manager's Budget Message shall:

- (i) outline proposed financial policies of the Town for the ensuing fiscal year;
- (ii) provide an explanation of the proposed budget for all Town boards, offices and departments, both in fiscal terms and in terms of work programs;
- (iii) provide an explanation for any proposed changes to budget requests submitted pursuant to Section 6A.7.a that have not been subsequently agreed to by the Submitting Party and an explanation of proposed variations from the budget request submitted pursuant to Section 6A.5.a;
- (iv) describe important features of the budget and how the proposed budget advances the goals and objectives of any Town-wide strategic plan then in effect;
- (v) indicate any major variations from the budget for the current year in financial policies, expenditures and revenues, together with the reasons for such changes;
- (vi) summarize the Town's debt position;
- (vii) summarize the status of the funding of the Town's pension and other post-employment benefits obligations; and
- (viii) include such other material as the Town Manager deems desirable.

**b. School Superintendent.** The School Superintendent's Budget Message shall describe important features of the School budget both in fiscal terms and in terms of programs; indicate any major variations from the School budget for the current year and the reasons for such changes; ~~provide enrollment figures for the current school year and the following two years;~~

provide current and projected enrollment data for the next three years and include such other material as the School Superintendent deems desirable.

**6A.7. Timeline, Guidelines and Process.** The Town Manager shall establish a timeline, format and procedures for the submission of capital requests pursuant to Section 6A.4.2.a and budget requests pursuant to Section 6A.5.a for the upcoming fiscal year in a timely fashion in order to allow for review by all interested parties. Subject to approval by the Board of Selectmen and prior to September 30 whenever practicable, the Town Manager shall also develop substantive guidelines for individual department requests and shall present the guidelines to the Advisory Committee. The guidelines shall also be posted promptly on the Town website. The Town Manager shall convene one or more meetings, inviting all board chairs, officers and officials at an early stage of the budgeting process to consider the parameters of the Town-wide annual operating budget and the Town-wide Five-Year Capital Budget Program for the upcoming fiscal year, including anticipated state or other revenues, expected adjustments to the Town's levy limit, and the relative demands for services anticipated by each Town board and department. The timeline shall include the following:

- a. Not less than 90 days before the start of the Annual Town Meeting, all non-school annual operating budget requests and capital requests shall be submitted to the Town Manager, with copies to the Advisory Committee; and the School Superintendent shall submit a preliminary annual operating budget request, along with supporting material and preliminary school capital requests to the School Committee, with copies to the Town Manager and Advisory Committee. Representatives of elected boards and associated departments may additionally make an oral presentation of their budget request to the Town Manager. To the extent that such budget requests exceed the guidelines set by the Town Manager, the Submitting Party shall provide an analysis of the reasons for the difference.

Not less than 70 days before the start of the Annual Town Meeting, the School Committee, after public hearing and vote, shall submit an annual operating budget request for the School Department with a Budget Message, together with any capital request, to the Town Manager, with copies to the Advisory Committee. To the extent such requests exceed the guidelines set by the Town Manager, the Submitting Party shall provide an analysis of the reasons for the difference.

- b. All budget requests made pursuant to Section 6A.7.a or 6A.7.b shall be subject to review by the Finance Department in the manner described in Section 20.6.c.
- c. If any Submitting Party's budget request or capital request is inconsistent with the guidelines established pursuant to Section 6A.7, or if the Town Manager otherwise determines that it is necessary or appropriate, the Town Manager may propose changes to any request, which shall include the total dollar amount of the proposed change and the Town Manager's rationale therefor, and give submitting parties an opportunity to submit modifications thereto. The Town Manager shall, upon request, meet with the affected Submitting Party to discuss the reasons for such proposed changes.
- e. Not less than 60 days before the start of the Annual Town Meeting, the Town Manager shall submit the Town Manager's preliminary proposed Town-wide annual operating budget and Town-wide Five-Year Capital Budget Program, including the Town Manager's and School Superintendent's Budget Messages, to the Board of Selectmen, the Advisory Committee and all other Town boards, officers and officials, for review and comment, and copies of such submissions shall be posted promptly on the Town's website. All such comments shall be provided to the Town Manager and the Advisory Committee. If, in the Town Manager's preliminary proposed Town-wide annual operating budget or Town-wide Five-year Capital Budget Program, the Town Manager proposes any changes from any budget request that the

Submitting Party has not subsequently agreed to, the Town Manager shall furnish to that Submitting Party a written explanation of such revisions, with copies to the Board of Selectmen and the Advisory Committee.

- f. Not less than 45 days before the start of the Annual Town Meeting, the Town Manager shall submit the Town Manager's proposed Town-wide annual operating and Town-wide Five-Year Capital Budget Program, including any proposed revisions thereto, and including the Town Manager's and School Superintendent's Budget Messages to the Advisory Committee, with copies to all other Town boards, officers, and officials. Copies of such submissions shall be posted promptly on the Town's website. The Town Manager shall also make an oral presentation of the Town Manager's proposed Town-wide annual operating budget and Town-wide Five-year Capital Budget Program to the Board of Selectmen and the Advisory Committee. If, in the Town Manager's proposed Town-wide annual operating or Town-wide Five-year Capital Budget Program, the Town Manager proposes any budget revisions that the Submitting Party has not agreed to, the Town Manager shall furnish to Submitting Party a written explanation of such revisions, with copies to the Board of Selectmen and the Advisory Committee.
  - g. If at any time during the preparation of the annual operating and capital budgets the Town Manager concludes that the proposed budgets will require ~~material~~ substantial revisions to the requests received from any Submitting Party that are unacceptable to that Submitting Party, the Town Manager shall convene a meeting with the chairs of the Advisory Committee, Board of Selectmen and any other affected board, officer, or official to discuss the budget status and alternative budget approaches.
  - h. Any board, officer or official may appear before the Advisory Committee at a duly convened meeting thereof for which such appearance has been placed on the agenda, and to speak in support of any budget request made pursuant to Section 6A.4.2.a or 6A.5.a.
  - i. Whenever practicable, the Advisory Committee shall vote on the Town-wide annual operating Budget pursuant to the procedures set forth in Sections 11.7 and 11.8, not less than fourteen days prior to Town Meeting.
  - j. Any Town Meeting vote on the Town-wide annual operating budget shall specify the amounts appropriated to each Town board, office or department, the amounts appropriated for other purposes, and any specified allocation of such amounts. Any Town Meeting vote appropriating funds for a capital request shall specify any board or officer having supervisory authority over the expenditure of such funds.
2. Amend the Town Bylaws by deleting Sections 6.15 and 6.16 and inserting in place thereof the following sections:

**6.15. Requests for Appropriations.** Each Submitting Party shall submit requests for annual operating appropriations in accordance with the provisions of Article 6A.

**6.16. Capital budgets.** Each Submitting Party shall submit requests for capital budget appropriations in accordance with the provisions of Article 6A.

3. Amend the Town Bylaws by deleting the first sentence in Section 11.8, deleting Sections 11.10, 11.11, 11.12, 11.13 and 11.14 (Advisory Committee) and inserting the following new first sentence into Section 11.8, and inserting new Sections 11.12 and 11.13 as follows:

**11.8. Report.** Whenever practicable, a copy of the report of the Committee shall be mailed or delivered to each Town Meeting Member and Town Department at least ten days before the commencement of any Town Meeting.

**11.12. Notice of Request for Capital Projects.** The information required to be submitted to the Permanent Building Committee in accordance with Section 14.6 shall be submitted at the same time to the Town Manager and to the Advisory Committee.

**11.13. Notice of Request for Other Appropriations.** For any appropriation other than those involving collective bargaining or covered by Sections 6A.4 and 6A.5, the Submitting Party shall file written notice thereof, including the amount to be requested and its purpose, with the Town Manager, with a copy to the Advisory Committee and the Board of Selectmen at least 14 days before the session of the Town Meeting at which such appropriation will be acted upon. The Town Manager shall review such request and shall consult with the Board of Selectmen. If the Town Manager deems the request to be appropriate, the Town Manager may modify the proposed Town-wide annual operating or capital budget accordingly. The Town Manager shall present the Town Manager's recommendation on the request to the Advisory Committee and the requesting party may also present relevant information to the Advisory Committee. In the event of emergency requiring immediate consideration, the 14-day notice provision may be waived by Town Meeting but only upon the advice of the Advisory Committee that it has duly considered the request.

4. Amend the Town Bylaws by deleting Section 12.6 (**Sustainable Energy Committee**) and inserting in place thereof the following:

**12.6. Budget.** The Committee shall prepare and submit an annual budget request in accordance with the procedures established under Article 6A, which will be subject to approval by the Town Manager.

5. Amend the Town Bylaws by deleting Section 14.6 (**Permanent Building Committee**) and inserting in place thereof the following:

**14.6. Financial Requirements and Notification.** Any board which intends to propose a project to Town Meeting shall provide information regarding the project goals and the financial requirements of the project to the Committee at least 90 days in advance of the Town Meeting at which funding of any kind for the project will be requested, and to the Town Manager and Advisory Committee in accordance with Section 11.12. The Committee shall review the information provided to determine whether the sums requested are reasonable with respect to the financial requirements of the project and shall report to Town Meeting thereon.

6. Amend the Town Bylaws by deleting Section 16.4 (**Celebrations Committee**) and inserting in place thereof the following:

**16.4. Budget.** The Committee shall prepare and submit an annual budget request in accordance with the procedures established under Article 6A, which will be subject to approval by the Town Manager.

7. Amend the Town Bylaws by deleting Section 17.4 (**Historical Commission**) and inserting in place thereof the following:

**17.4. Budget.** The Commission shall prepare and submit an annual budget request in accordance with the procedures established under Article 6A, which will be subject to approval by the Town Manager.

8. Amend the Town Bylaws by deleting Section 24.4 (**Facilities Maintenance Department**) and inserting in place thereof the following:

**24.4. Budget.** The Facilities Maintenance Director shall prepare and submit an annual budget request in accordance with the procedures established under Article 6A, which will be subject to approval by the Town Manager.

9. Amend the Town Bylaws by deleting Section 29.7 (**Board of Public Works**) and inserting in place thereof the following:

**29.7. Budget.** The Board shall prepare and submit an annual budget request in accordance with the procedures established under Article 6A, including separate requests for the several divisions under its control, which will be subject to approval by the Town Manager.

10. Amend the Town Bylaws by deleting Section 33.5 (**Council on Aging**) and inserting in place thereof the following:

**33.5. Budget.** The Council shall prepare and submit an annual budget request in accordance with the procedures established under Article 6A, which will be subject to approval by the Town Manager.

11. Amend the Town Bylaws by deleting Section 39.6 (**Department of Veterans' Services**) and inserting in place thereof the following:

**39.6. Budget.** The Department shall prepare and submit an annual budget request in accordance with the procedures established under Article 6A, which will be subject to approval by the Town Manager.

12. Amend the Town Bylaws by deleting Section **40.5 (Youth Commission)** and inserting in place thereof the following:

**40.5. Budget.** The Commission shall prepare and submit an annual budget request in accordance with the procedures established under Article 6A, which will be subject to approval by the Town Manager.

He noted that two amendments to the motions had been made since the motion was previously distributed to the Town Meeting Members.

1. 6A.6.b School Superintendent Budget message now requires "provide current and projected enrollment data for the next three years"
2. 6A.7.g the word "material" is changed to "substantial".

The revised language was shown on the screen. The Moderator waived the reading of the entire motion.

**AMENDMENT #1** Marla Robinson, Precinct E and member of the Board of Library Trustees offered the following amendment to Motion 2A.

That Section 6A.7 of the Town bylaws, as proposed by the Board of Selectmen, be amended by inserting after subsection 6A.7.d the following subsection 6A.7.E and by renumbering subsequent subsections accordingly:

- e. Notwithstanding any provisions of this Article to the contrary, the Board of Library Trustees, in the exercise of its authority under Section 11 of chapter 78 of the General Laws, shall have discretion over how the total amount of its budget request is to be allocated.

The amendment **FAILED** by declared voice vote.

The moderator declared a short break at 8:55 pm. The Meeting resumed at 9:10 pm

David Murphy, Chair of the Board of Selectmen, offered the following motion which was

**VOTED unanimously**, that when this town meeting adjourns, it does so until February 3, 2016, 7:00 pm in this same hall.



The motion was displayed on the screen.

Town Meeting resumed discussion of the original Motion 2A above, which was

**VOTED, by declared voice vote.**

Provided that the Town Clerk shall assign appropriate alphanumeric references to any provisions of the Town Bylaws necessitated by this amendment and, in each case, the assignment of such references shall be identified by a footnote or other convention, that the Town vote to amend the Town Bylaws to establish a new budget process by:

1. Adding a new Article 6A, Financial Planning and Budget Provisions, as follows:

## **ARTICLE 6A. FINANCIAL PLANNING AND BUDGET PROVISIONS**

### **6A.1. Scope and Definition.**

a. **Scope.** The provisions of this Article apply to all boards, officers and departments unless a specific provision of law otherwise provides.

b. **“Submitting Party” Defined.** As used in this Article, the term “Submitting Party” shall mean any board or its designee; an officer, including an officer acting with the authorization of a board, if required; or the Town Clerk who:

- i. Submits a capital request for inclusion in the Town-wide Five-year Capital Budget Program pursuant to Section 6A.4;
- ii. Requests an annual appropriation as part of the Town-wide annual operating budget pursuant to Section 6A.5; or
- iii. Requests an appropriation pursuant to Section 11.13.

**6A.2. Responsibilities.** The responsibilities for the Town-wide Financial Plan, the Town-wide Five-year Capital Budget Program and Town-wide annual operating budget are as follows:

- a. The Board of Selectmen shall oversee the financial planning and budget processes.
- b. The Town Manager shall be responsible for, and shall annually prepare and submit, a Town-wide Financial Plan, a Town-wide Five-year Capital Budget Program, and a Town-wide annual operating budget with a Budget Message in accordance with Section 6A.6.a, to the Board of Selectmen and the Advisory Committee and, except as provided in Section 6A.2.c, shall present these submissions, as they may have been modified from time to time, at the Annual Town Meeting. The Town Manager shall establish the procedure and format for budget requests, pursuant to Section 6A.5.a and in accordance with the timeline set forth in Section 6A.7.
- c. The School Superintendent shall submit an annual operating budget request for the School Department with a Budget Message to the Town Manager in accordance with Sections 6A.5.a and 6A.6.b, and shall present these submissions, as they may have been modified from time to time, at the Annual Town Meeting.
- d. All Town boards and officers and the Town Clerk as a Town official shall actively participate in preparing and maintaining the Town-wide Financial Plan, the Town-wide Five-year Capital Budget Program, and the Town-wide annual operating budget, as they relate to their areas of responsibility in accordance with the timeline set forth in Section 6A.7.

### **6A.3. Town-wide Financial Plan.**

**6A.3.1. Definitions.** For the purposes of this article, a “Town-wide Financial Plan” shall mean a sequenced combination of forecasts of the Town’s operating budget (i) for the current fiscal year, (ii) for

the next following fiscal year and (iii) for one or more fiscal years beyond the next following fiscal year. Forecasts shall be in the format commonly called “sources and uses of funds.” The term “sequenced combination” is intended to require that the three component parts of the Town-wide Financial Plan build upon one another in an orderly, reasonable manner. A “deficit balance” in a forecast shall mean that the total uses of funds in the forecast exceed the total sources of funds in the forecast.

**6A.3.2. Report of Town-wide Financial Plan.** The Town Manager shall annually prepare, subject to the approval of the Board of Selectmen, and shall manage the Town-wide Financial Plan as follows:

- a. The Town Manager shall compile for presentation to the Annual Town Meeting a Town-wide Financial Plan for the Town. In this Plan, the forecast for the next following fiscal year shall be consistent with the Town-wide annual operating budget prepared pursuant to Section 6A.5.b and the capital portion of the Plan shall be consistent with the Town-wide Five-year Capital Budget Program prepared pursuant to Section 6A.4.2. In developing the forecast for the fiscal years beyond the next following fiscal year, the Town Manager will seek input from all Town boards and officers.
- b. For any future fiscal year in a Town-wide Financial Plan, the Town Manager shall estimate the property tax rate that would generate real estate property taxes equal to the sum of (i) the real estate property taxes assumed as a source of funds in the forecast for the fiscal year and (ii) any deficit balance in the forecast for that fiscal year. In so doing, the Town Manager may use reasonable assumptions as to growth in the valuation of properties in the Town.
- c. The Town Manager shall prepare, subject to the approval of the Board of Selectmen, the Town-wide Financial Plan sufficiently in advance of the Annual Town Meeting to permit its publication, together with any comments of the Advisory Committee, in the Reports to the Annual Town Meeting, pursuant to Section 11.8.
- d. The Town Manager shall annually make an oral and written presentation of the Town-wide Financial Plan to the Advisory Committee, together with such recommendations or comments as the Town Manager deems appropriate. As part of this presentation, the Town Manager shall explain how specific elements of the Town-wide Financial Plan support the strategies articulated in any Town-wide strategic plan. A copy of such presentation shall be posted promptly on the Town website. The Town Manager may subsequently update or amend the Plan before it is published in the Reports to the Annual Town Meeting or presented at the Annual Town Meeting.
- e. Before any appropriation article is considered at an Annual Town Meeting, or any material appropriation article is considered at a Special Town Meeting, the Town Manager shall report to the Town Meeting on the substance of the Town-wide Financial Plan, including any recommendations or comments as the Town Manager deems appropriate, followed by any comments from the Advisory Committee. All boards, officers and officials may then provide a report at the Town Meeting on aspects of the Plan that relate to their areas of responsibility. Following such reports on the Plan, there shall be an opportunity for comments from Town Meeting Members.

#### **6A.4. Capital Budget.**

**6A.4.1. “Capital Project” Defined.** As used in this section, the term “Capital Project” shall mean:

- a. A public construction or public works project, estimated to cost in excess of \$100,000, including projects for the construction, reconstruction, replacement, major repair or renovation, extension or other improvement of a public building, highway, sidewalk, storm drain, sewerage installation, incinerator, bridge, playground, park or other public works; or

- d. A purchase of land, equipment, buildings or structures, estimated to cost in excess of \$100,000; or
- e. The preparation of plans, specifications or working drawings (estimated to cost in excess of \$10,000) for any project or purchase described in subsections a or b.

**6A.4.2. Town-wide Five-year Capital Budget Program.** The Town Manager shall annually prepare and submit a Town-wide Five-year Capital Budget Program as follows:

- a. Any Submitting Party making a capital request seeking to have a Capital Project, or “cash capital” item (pay-as-you-go capital item) placed on the Town-wide Five-year Capital Budget Program shall submit a request to the Town Manager endorsed by vote of such Submitting Party, or if the Town Clerk is the Submitting Party, endorsed by the Town Clerk, which shall include the estimated cost and recommended sequencing and timing for each such request. An explanatory statement shall accompany each request, together with a reconciliation of the requests to the amounts shown in the Town-wide Five-year Capital Budget Program adopted in the previous year and such additional information as may be required by the Town Manager. All capital requests shall be submitted in accordance with the procedures established pursuant to Section 6A.7 and those for the first year shall constitute the submitting parties’ request for appropriations to be made at Annual Town Meeting.
- b. On the basis of the information submitted by each board or officer pursuant to the provisions of Section 6A.4.2.a, the Town Manager shall prepare, subject to the approval of the Board of Selectmen following a public hearing thereon, a Town-wide Five-year Capital Budget Program identifying proposed and anticipated capital requests and their timing, taking into account the relative need for and cost of each project, the probable effect of each expenditure on the financial position of the Town, and available alternative methods of funding; the anticipated use of borrowing or other means of funding for each project; any anticipated so-called Proposition 2½ debt exclusion votes in connection with any such borrowing; the impact of such borrowing on the Town’s outstanding debt service and real estate property tax rates in upcoming years; and an explanation for any proposed changes to capital requests submitted pursuant to Section 6A.7 that have not been subsequently agreed to by the Submitting Party.
- c. The Town Manager shall prepare, subject to the approval of the Board of Selectmen, the Town-wide Five-year Capital Budget Program sufficiently in advance of the Annual Town Meeting to permit its publication, together with any comments of the Advisory Committee, in the Reports to the Annual Town Meeting, pursuant to Section 11.8.
- d. The Town Manager shall annually make an oral and written presentation of the Town-wide Five-year Capital Budget Program to the Advisory Committee, together with any recommendations or comments as the Town Manager deems appropriate, and including an explanation for any proposed changes to capital requests submitted pursuant to Section 6A.7 that have not been subsequently agreed to by the Submitting Party. A copy of such presentation shall be posted promptly on the Town’s website. The Town Manager may subsequently update or amend the Town-wide Five-year Capital Budget Program before it is published in the Reports to the Annual Town Meeting or presented at the Annual Town Meeting.
- e. The Town Manager shall present the Town-wide Five-year Capital Budget Program, as approved by the Board of Selectmen, to the Annual Town Meeting. Following the Town Manager’s report on the Town-wide Five-year Capital Budget Program, there shall be an opportunity for comments from the Advisory Committee and from Town Meeting Members. All boards, officers and officials may provide a report at Town Meeting on aspects of proposed or anticipated capital requests that relate to their areas of responsibility.

- f. Before an appropriation for a capital request is considered at a Town Meeting, the Town Manager shall review or explain the capital request in the context of the Town-wide Five-year Capital Budget Program. The Town Manager shall recommend to Town Meeting a method of funding for each capital requests proposed to be submitted for approval at such Town Meeting. The Town Manager's recommendation shall state, for each proposed capital request, any proposed use of borrowing for such projects, any anticipated so-called Proposition 2½ debt exclusion votes in connection with any such borrowing, and the impact of such borrowing on the Town's outstanding debt service and real estate property tax rates in upcoming years. All boards, officers and officials may provide a report at Town Meeting on aspects of proposed or anticipated capital request that relate to their areas of responsibility.

#### **6A.5. Annual Operating Budget**

- a. **Budget Requests.** Any Submitting Party requesting an annual appropriation as part of the Town-wide annual operating budget shall furnish to the Town Manager a budget request endorsed by vote of such Submitting Party, or if submitted by the Town Clerk, endorsed by the Town Clerk, with detailed estimates and appropriate explanations, of the amounts necessary for the proper administration of the office or department for which amounts are being requested, and an estimate of all income expected to be received in connection with the administration of such departments or offices in accordance with the procedures established pursuant to Section 6A.7.
- b. **Budget Preparation.** The Town Manager shall prepare, subject to the approval of the Board of Selectmen, a Town-wide annual operating budget for the next following fiscal year, taking into account
  - (i) the Strategic Plan of the Town, if any, created pursuant to Sections 19.12 and 20.3.e.;
  - (ii) the Town-wide Financial Plan prepared pursuant to Section 6A.3.2;
  - (iii) the Town-wide Five-year Capital Budget Program prepared pursuant to Section 6A.4.2;
  - (iv) the budget requests submitted pursuant to Section 6A.5.a;
  - (v) the Town's ability to generate the real estate property taxes assumed in the budget and to fund any deficit balance therein;
  - (vi) projected sources of funds other than real estate taxes including, but not limited to, projected state funding and projected income to be received by the General Fund in connection with the administration of Town departments and offices;
  - (vii) the Town's need for and level of the various expenditures proposed to be made by the Town; and
  - (viii) alternatives to any of the various sources and uses of funds in the budget.

The Town-wide annual operating budget shall include the amounts proposed to be appropriated to each Town board, office or department, the amounts proposed to be appropriated for other purposes, and any proposed allocation of such amounts.

**6A.6. Budget Message.** The Town-wide annual operating budget shall be accompanied by the Budget Messages of the Town Manager and School Superintendent:

- a. **Town Manager.** The Town Manager's Budget Message shall:
  - (i) outline proposed financial policies of the Town for the ensuing fiscal year;
  - (ii) provide an explanation of the proposed budget for all Town boards, offices and departments, both in fiscal terms and in terms of work programs;
  - (iii) provide an explanation for any proposed changes to budget requests submitted pursuant to Section 6A.7.a that have not been subsequently

- agreed to by the Submitting Party and an explanation of proposed variations from the budget request submitting pursuant to Section 6A.5.a;
- (iv) describe important features of the budget and how the proposed budget advances the goals and objectives of any Town-wide strategic plan then in effect;
- (v) indicate any major variations from the budget for the current year in financial policies, expenditures and revenues, together with the reasons for such changes;
- (vi) summarize the Town's debt position;
- (vii) summarize the status of the funding of the Town's pension and other post-employment benefits obligations; and
- (viii) include such other material as the Town Manager deems desirable.

- b. **School Superintendent.** The School Superintendent's Budget Message shall describe important features of the School budget both in fiscal terms and in terms of programs; indicate any major variations from the School budget for the current year and the reasons for such changes; provide current and projected enrollment data for the next three years; and include such other material as the School Superintendent deems desirable.

**6A.7. Timeline, Guidelines and Process.** The Town Manager shall establish a timeline, format and procedures for the submission of capital requests pursuant to Section 6A.4.2.a and budget requests pursuant to Section 6A.5.a for the upcoming fiscal year in a timely fashion in order to allow for review by all interested parties. Subject to approval by the Board of Selectmen and prior to September 30 whenever practicable, the Town Manager shall also develop substantive guidelines for individual department requests and shall present the guidelines to the Advisory Committee. The guidelines shall also be posted promptly on the Town website. The Town Manager shall convene one or more meetings, inviting all board chairs, officers and officials at an early stage of the budgeting process to consider the parameters of the Town-wide annual operating budget and the Town-wide Five-Year Capital Budget Program for the upcoming fiscal year, including anticipated state or other revenues, expected adjustments to the Town's levy limit, and the relative demands for services anticipated by each Town board and department. The timeline shall include the following:

- a. Not less than 90 days before the start of the Annual Town Meeting, all non-school annual operating budget requests and capital requests shall be submitted to the Town Manager, with copies to the Advisory Committee; and the School Superintendent shall submit a preliminary annual operating budget request, along with supporting material and preliminary school capital requests to the School Committee, with copies to the Town Manager and Advisory Committee. Representatives of elected boards and associated departments may additionally make an oral presentation of their budget request to the Town Manager. To the extent that such budget requests exceed the guidelines set by the Town Manager, the Submitting Party shall provide an analysis of the reasons for the difference.
- b. Not less than 70 days before the start of the Annual Town Meeting, the School Committee, after public hearing and vote, shall submit an annual operating budget request for the School Department with a Budget Message, together with any capital request, to the Town Manager, with copies to the Advisory Committee. To the extent such requests exceed the guidelines set by the Town Manager, the Submitting Party shall provide an analysis of the reasons for the difference.
- c. All budget requests made pursuant to Section 6A.7.a or 6A.7.b shall be subject to review by the Finance Department in the manner described in Section 20.6.c.

- d. If any Submitting Party's budget request or capital request is inconsistent with the guidelines established pursuant to Section 6A.7, or if the Town Manager otherwise determines that it is necessary or appropriate, the Town Manager may propose changes to any request, which shall include the total dollar amount of the proposed change and the Town Manager's rationale therefor, and give submitting parties an opportunity to submit modifications thereto. The Town Manager shall, upon request, meet with the affected Submitting Party to discuss the reasons for such proposed changes.
- e. Not less than 60 days before the start of the Annual Town Meeting, the Town Manager shall submit the Town Manager's preliminary proposed Town-wide annual operating budget and Town-wide Five-Year Capital Budget Program, including the Town Manager's and School Superintendent's Budget Messages, to the Board of Selectmen, the Advisory Committee and all other Town boards, officers and officials, for review and comment, and copies of such submissions shall be posted promptly on the Town's website. All such comments shall be provided to the Town Manager and the Advisory Committee. If, in the Town Manager's preliminary proposed Town-wide annual operating budget or Town-wide Five-year Capital Budget Program, the Town Manager proposes any changes from any budget request that the Submitting Party has not subsequently agreed to, the Town Manager shall furnish to that Submitting Party a written explanation of such revisions, with copies to the Board of Selectmen and the Advisory Committee.
- f. Not less than 45 days before the start of the Annual Town Meeting, the Town Manager shall submit the Town Manager's proposed Town-wide annual operating and Town-wide Five-Year Capital Budget Program, including any proposed revisions thereto, and including the Town Manager's and School Superintendent's Budget Messages to the Advisory Committee, with copies to all other Town boards, officers, and officials. Copies of such submissions shall be posted promptly on the Town's website. The Town Manager shall also make an oral presentation of the Town Manager's proposed Town-wide annual operating budget and Town-wide Five-year Capital Budget Program to the Board of Selectmen and the Advisory Committee. If, in the Town Manager's proposed Town-wide annual operating or Town-wide Five-year Capital Budget Program, the Town Manager proposes any budget revisions that the Submitting Party has not agreed to, the Town Manager shall furnish to Submitting Party a written explanation of such revisions, with copies to the Board of Selectmen and the Advisory Committee.
- g. If at any time during the preparation of the annual operating and capital budgets the Town Manager concludes that the proposed budgets will require substantial revisions to the requests received from any Submitting Party that are unacceptable to that Submitting Party, the Town Manager shall convene a meeting with the chairs of the Advisory Committee, Board of Selectmen and any other affected board, officer, or official to discuss the budget status and alternative budget approaches.
- h. Any board, officer or official may appear before the Advisory Committee at a duly convened meeting thereof for which such appearance has been placed on the agenda, and to speak in support of any budget request made pursuant to Section 6A.4.2.a or 6A.5.a.
- i. Whenever practicable, the Advisory Committee shall vote on the Town-wide annual operating Budget pursuant to the procedures set forth in Sections 11.7 and 11.8, not less than fourteen days prior to Town Meeting.
- j. Any Town Meeting vote on the Town-wide annual operating budget shall specify the amounts appropriated to each Town board, office or department, the amounts appropriated for other purposes, and any specified allocation of such amounts. Any Town Meeting vote appropriating funds for a capital request shall specify any board or officer having supervisory authority over the expenditure of such funds.

2. Amend the Town Bylaws by deleting Sections 6.15 and 6.16 and inserting in place thereof the following sections:

**6.15. Requests for Appropriations.** Each Submitting Party shall submit requests for annual operating appropriations in accordance with the provisions of Article 6A.

**6.16. Capital budgets.** Each Submitting Party shall submit requests for capital budget appropriations in accordance with the provisions of Article 6A.

3. Amend the Town Bylaws by deleting the first sentence in Section 11.8, deleting Sections 11.10, 11.11, 11.12, 11.13 and 11.14 (Advisory Committee) and inserting the following new first sentence into Section 11.8, and inserting new Sections 11.12 and 11.13 as follows:

**11.8. Report.** Whenever practicable, a copy of the report of the Committee shall be mailed or delivered to each Town Meeting Member and Town Department at least ten days before the commencement of any Town Meeting.

**11.12. Notice of Request for Capital Projects.** The information required to be submitted to the Permanent Building Committee in accordance with Section 14.6 shall be submitted at the same time to the Town Manager and to the Advisory Committee.

**11.13. Notice of Request for Other Appropriations.** For any appropriation other than those involving collective bargaining or covered by Sections 6A.4 and 6A.5, the Submitting Party shall file written notice thereof, including the amount to be requested and its purpose, with the Town Manager, with a copy to the Advisory Committee and the Board of Selectmen at least 14 days before the session of the Town Meeting at which such appropriation will be acted upon. The Town Manager shall review such request and shall consult with the Board of Selectmen. If the Town Manager deems the request to be appropriate, the Town Manager may modify the proposed Town-wide annual operating or capital budget accordingly. The Town Manager shall present the Town Manager's recommendation on the request to the Advisory Committee and the requesting party may also present relevant information to the Advisory Committee. In the event of emergency requiring immediate consideration, the 14-day notice provision may be waived by Town Meeting but only upon the advice of the Advisory Committee that it has duly considered the request.

4. Amend the Town Bylaws by deleting Section 12.6 (**Sustainable Energy Committee**) and inserting in place thereof the following:

**12.6. Budget.** The Committee shall prepare and submit an annual budget request in accordance with the procedures established under Article 6A, which will be subject to approval by the Town Manager.

5. Amend the Town Bylaws by deleting Section 14.6 (**Permanent Building Committee**) and inserting in place thereof the following:

**14.6. Financial Requirements and Notification.** Any board which intends to propose a project to Town Meeting shall provide information regarding the project goals and the financial requirements of the project to the Committee at least 90 days in advance of the Town Meeting at which funding of any kind for the project will be requested, and to the Town Manager and Advisory Committee in accordance with Section 11.12. The Committee shall review the information provided to determine whether the sums requested are reasonable with respect to the financial requirements of the project and shall report to Town Meeting thereon.

6. Amend the Town Bylaws by deleting Section 16.4 (**Celebrations Committee**) and inserting in place thereof the following:

**16.4. Budget.** The Committee shall prepare and submit an annual budget request in accordance with the procedures established under Article 6A, which will be subject to approval by the Town Manager.

7. Amend the Town Bylaws by deleting Section 17.4 (**Historical Commission**) and inserting in place thereof the following:

**17.4. Budget.** The Commission shall prepare and submit an annual budget request in accordance with the procedures established under Article 6A, which will be subject to approval by the Town Manager.

8. Amend the Town Bylaws by deleting Section 24.4 (**Facilities Maintenance Department**) and inserting in place thereof the following:

**24.4. Budget.** The Facilities Maintenance Director shall prepare and submit an annual budget request in accordance with the procedures established under Article 6A, which will be subject to approval by the Town Manager.

9. Amend the Town Bylaws by deleting Section 29.7 (**Board of Public Works**) and inserting in place thereof the following:

**29.7. Budget.** The Board shall prepare and submit an annual budget request in accordance with the procedures established under Article 6A, including separate requests for the several divisions under its control, which will be subject to approval by the Town Manager.

10. Amend the Town Bylaws by deleting Section 33.5 (**Council on Aging**) and inserting in place thereof the following:

**33.5. Budget.** The Council shall prepare and submit an annual budget request in accordance with the procedures established under Article 6A, which will be subject to approval by the Town Manager.

11. Amend the Town Bylaws by deleting Section 39.6 (**Department of Veterans' Services**) and inserting in place thereof the following:

**39.6. Budget.** The Department shall prepare and submit an annual budget request in accordance with the procedures established under Article 6A, which will be subject to approval by the Town Manager.

12. Amend the Town Bylaws by deleting Section **40.5 (Youth Commission)** and inserting in place thereof the following:

**40.5. Budget.** The Commission shall prepare and submit an annual budget request in accordance with the procedures established under Article 6A, which will be subject to approval by the Town Manager.

## **MOTION 2B.**

Marjorie Freiman, Precinct C, Board of Selectmen, offered the following motion.

Provided that the Town Clerk shall assign appropriate alphanumeric references to any provisions of the Town Bylaws necessitated by this amendment and, in each case, the assignment of such references shall be identified by a footnote or other convention, that the Town vote to amend the Town Bylaws related to appointments by:

1. Amending the Town Bylaws by deleting Section 11.5 and inserting in place thereof the following:

**11.5. (Advisory Committee) Staff.** In accordance with the provisions of Section 20.3.b, the appointment of any staff for whom funding has been provided shall be made by the Town Manager.

2. Amending the Town Bylaws by deleting Section 12.4 and inserting in place thereof the following:



**12.4. (Sustainable Energy) Staff.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a sustainable energy coordinator and the appointment of any other staff for whom funding has been provided shall be made by the coordinator.

3. Amending the Town Bylaws by deleting Sections 21.2 and 21.3 and inserting in place thereof the following sections:

**21.2. (Police Department) Responsibilities of the Town Manager.** The Town Manager may in accordance with the provisions of Section 20.3.b, appoint a Chief of Police. The Town Manager may appoint or promote such additional police officers and Police Department employees other than Special Police for whom funding has been provided; provided, however, that the Town Manager shall not appoint or promote any police officer or Police Department employee unless such officer or employee has been recommended for appointment or promotion by the Chief of Police. The Town Manager shall not discipline or terminate a police officer unless such police officer has been recommended for discipline or termination by the Chief of Police, who shall be responsible for the initiation of action to discipline or terminate said police officers; provided, however, that the Town Manager may initiate and take action to discipline or terminate police officers without such a recommendation with the approval of the Board of Selectmen.

**21.3. Responsibilities of Chief of Police.** The Chief of Police shall provide to the Town appropriate police and related services as determined by the Board of Selectmen and Town Manager, make recommendations to the Town Manager for the appointment or promotion of police officers and Police Department employees other than Special Police, supervise all police officers, and be responsible for all Town property used by the Department.

4. Amending the Town Bylaws by deleting Sections 22.2 and 22.3 and inserting in place thereof the following sections:

**22.2. (Fire Department) Responsibilities of the Town Manager.** The Town Manager may, in accordance with the provisions of Section 20.3.b, appoint the Fire Chief or Chief Fire Engineer and, based on the recommendation of said Fire Chief or Chief Fire Engineer, appoint or promote such other Fire Engineers, firefighters and other Fire Department employees for whom funding has been provided; provided, however, that the Town Manager shall not appoint or promote any Fire Engineer, firefighter or other Fire Department employee unless such Fire Engineer, firefighter or other Fire Department employee has been recommended for appointment or promotion by the Fire Chief or Chief Fire Engineer.

**22.3. Responsibilities of Fire Chief or Chief Fire Engineer.** The Fire Chief or Chief Fire Engineer shall provide to the Town appropriate fire-fighting and other services as determined by the Board of Selectmen and the Town Manager, make recommendations to the Town Manager for the appointment or promotion of fire engineers, firefighters and other Fire Department employees, supervise all Fire Engineers, firefighters and other Fire Department employees, and be responsible for all property and apparatus used by the Department.

5. Amending the Town Bylaws by deleting Section 23.1 and inserting in place thereof the following:

**23.1. (Inspectors) Appointment.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint the:

- a. Inspector of Wires;
- b. Inspector of Gas;
- c. Inspector of Buildings;
- d. Sealer of Weights and Measures; and
- e. Inspector of Plumbing (who may, but need not, be the Inspector of Gas).

6. Amending the Town Bylaws by deleting Section 24.3 and inserting in place thereof the following:

**24.3. (Facilities Maintenance Department) Director of Facilities Maintenance.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint the Director of Facilities Maintenance, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

7. Amending the Town Bylaws by deleting Sections 29.4 and 29.6 and inserting in place thereof the following sections:

**29.4. (Department of Public Works) Director of Public Works.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Director of Public Works, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

**29.6. Town Engineer.** In accordance with the provisions of Section 20.3.b, any appointment of the Town Engineer shall be made by the Director of the Department of Public Works. The Town Engineer shall be in charge of the engineering work provided by the Department, subject to the direction and control of the Director.

8. Amending the Town Bylaws by deleting Section 33.4 and inserting in place thereof the following:

**33.4. (Council on Aging) Director of Senior Services.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Director of Senior Services, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

9. Amending the Town Bylaws by deleting Section 34.4 and inserting in place thereof the following:

**34.4. (Board of Health) Director.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Director of Public Health, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

10. Amending the Town Bylaws by deleting Sections 36.3 and 36.4 and inserting in place thereof the following sections:

**36.3. (Library Trustees) General Duties.** Except as otherwise provided by Special Act, the Board shall have the powers and duties of boards of library trustees under Chapter 78 of the General Laws. These include having the custody and management of the library and of all the property owned by the Town relating thereto.

**36.4 Director.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Library Director, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

11. Amending the Town Bylaws by deleting Section 37.4 and inserting in place thereof the following:

**37.4. (Department of Recreation) Director of Recreation.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Director of Recreation, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

12. Amending the Town Bylaws by deleting Section 40.4 and inserting in place thereof the following:

**40.4. (Youth Commission) Director of Youth Services.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Director of Youth Services, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

13. Amending the Town Bylaws by deleting Section 42.4 and inserting in place thereof the following:

**42.4. (Assessors) Chief Assessor.** In accordance with the provisions of Section 20.b.3, the Town Manager may appoint a Chief Assessor, who shall:

- a. be professionally qualified and experienced in the assessment and apportionment of taxes and the valuation of property for the purpose of taxation;
- b. assess and apportion taxes in the Town, subject to the approval of the Board of Assessors;
- c. value property in the Town, both real and personal, for the purpose of taxation, subject to the approval of the Board of Assessors;
- d. perform such other duties as the Assessors may require including acting as a hearing officer in the application for abatements and exemptions, and otherwise assisting the Assessors in the performance of their duties.

Appointment of any other staff for whom funding has been provided shall be made by the Chief Assessor.

14. Amending the Town Bylaws by deleting Section 43.6 and inserting in place thereof the following:

**43.6. (Natural Resources Commission) Director of Natural Resources.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Director of Natural Resources, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

15. Amending the Town Bylaws by deleting Section 45.4 and inserting in place thereof the following:

**45.4. (Planning Department) Planning Director.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Planning Director, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

16. Amending the Town Bylaws by deleting Sections 47.2.a and 47.4 and inserting in place thereof the following sections:

**47.2. (Animal Control Regulations) Definitions.** As used herein, the following words and terms shall have and include the following respective meanings:

- a. Dog Officer: An officer appointed annually by the Town Manager, who shall have all powers and duties conferred upon animal control officers by Sections 136A through 174E, inclusive, of Chapter 140 of the General Laws, by the Town Bylaws, and by the Board of Selectmen.

**47.4. Dog Officer.** In accordance with the provisions of Section 20.3.b, and based on the recommendation of the Chief of Police, the Town Manager may annually appoint one or more Dog Officers, to be charged with the enforcement of this Article.

**AMENDMENT #2** Heather Sawitsky, Precinct H, offered the following amendment which was

**VOTED, by declared voice vote,** that Motion 2B be amended by striking paragraph 1 in its entirety, so that the Town Bylaws, Section 11.5 will not be amended and will continue to read as follows:

11.5 Staff. The[Advisory] Committee shall appoint such staff as it deems necessary.

The Town Meeting resumed discussion of the main motion as amended and

**VOTED, unanimously, (as amended)**

Provided that the Town Clerk shall assign appropriate alphanumeric references to any provisions of the Town Bylaws necessitated by this amendment and, in each case, the assignment of such references

shall be identified by a footnote or other convention, that the Town vote to amend the Town Bylaws related to appointments by:

1. ~~Amending the Town Bylaws by deleting Section 11.5 and inserting in place thereof the following:~~

~~**11.5. (Advisory Committee) Staff.** In accordance with the provisions of Section 20.3.b, the appointment of any staff for whom funding has been provided shall be made by the Town Manager.~~

2. Amending the Town Bylaws by deleting Section 12.4 and inserting in place thereof the following:

**12.4. (Sustainable Energy) Staff.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a sustainable energy coordinator and the appointment of any other staff for whom funding has been provided shall be made by the coordinator.

3. Amending the Town Bylaws by deleting Sections 21.2 and 21.3 and inserting in place thereof the following sections:

**21.2. (Police Department) Responsibilities of the Town Manager.** The Town Manager may in accordance with the provisions of Section 20.3.b, appoint a Chief of Police. The Town Manager may appoint or promote such additional police officers and Police Department employees other than Special Police for whom funding has been provided; provided, however, that the Town Manager shall not appoint or promote any police officer or Police Department employee unless such officer or employee has been recommended for appointment or promotion by the Chief of Police. The Town Manager shall not discipline or terminate a police officer unless such police officer has been recommended for discipline or termination by the Chief of Police, who shall be responsible for the initiation of action to discipline or terminate said police officers; provided, however, that the Town Manager may initiate and take action to discipline or terminate police officers without such a recommendation with the approval of the Board of Selectmen.

**21.3. Responsibilities of Chief of Police.** The Chief of Police shall provide to the Town appropriate police and related services as determined by the Board of Selectmen and Town Manager, make recommendations to the Town Manager for the appointment or promotion of police officers and Police Department employees other than Special Police, supervise all police officers, and be responsible for all Town property used by the Department.

4. Amending the Town Bylaws by deleting Sections 22.2 and 22.3 and inserting in place thereof the following sections:

**22.2. (Fire Department) Responsibilities of the Town Manager.** The Town Manager may, in accordance with the provisions of Section 20.3.b, appoint the Fire Chief or Chief Fire Engineer and, based on the recommendation of said Fire Chief or Chief Fire Engineer, appoint or promote such other Fire Engineers, firefighters and other Fire Department employees for whom funding has been provided; provided, however, that the Town Manager shall not appoint or promote any Fire Engineer, firefighter or other Fire Department employee unless such Fire Engineer, firefighter or other Fire Department employee has been recommended for appointment or promotion by the Fire Chief or Chief Fire Engineer.

**22.3. Responsibilities of Fire Chief or Chief Fire Engineer.** The Fire Chief or Chief Fire Engineer shall provide to the Town appropriate fire-fighting and other services as determined by the Board of Selectmen and the Town Manager, make recommendations to the Town Manager for the appointment or promotion of fire engineers, firefighters and other Fire Department employees, supervise all Fire Engineers, firefighters and other Fire Department employees, and be responsible for all property and apparatus used by the Department.

5. Amending the Town Bylaws by deleting Section 23.1 and inserting in place thereof the following:

**23.1. (Inspectors) Appointment.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint the:

- f. Inspector of Wires;
- g. Inspector of Gas;
- h. Inspector of Buildings;
- i. Sealer of Weights and Measures; and
- j. Inspector of Plumbing (who may, but need not, be the Inspector of Gas).

6. Amending the Town Bylaws by deleting Section 24.3 and inserting in place thereof the following:

**24.3. (Facilities Maintenance Department) Director of Facilities Maintenance.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint the Director of Facilities Maintenance, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

7. Amending the Town Bylaws by deleting Sections 29.4 and 29.6 and inserting in place thereof the following sections:

**29.4. (Department of Public Works) Director of Public Works.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Director of Public Works, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

**29.6. Town Engineer.** In accordance with the provisions of Section 20.3.b, any appointment of the Town Engineer shall be made by the Director of the Department of Public Works. The Town Engineer shall be in charge of the engineering work provided by the Department, subject to the direction and control of the Director.

8. Amending the Town Bylaws by deleting Section 33.4 and inserting in place thereof the following:

**33.4. (Council on Aging) Director of Senior Services.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Director of Senior Services, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

9. Amending the Town Bylaws by deleting Section 34.4 and inserting in place thereof the following:

**34.4. (Board of Health) Director.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Director of Public Health, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

10. Amending the Town Bylaws by deleting Sections 36.3 and 36.4 and inserting in place thereof the following sections:

**36.3. (Library Trustees) General Duties.** Except as otherwise provided by Special Act, the Board shall have the powers and duties of boards of library trustees under Chapter 78 of the General Laws. These include having the custody and management of the library and of all the property owned by the Town relating thereto.

**36.4 Director.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Library Director, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

11. Amending the Town Bylaws by deleting Section 37.4 and inserting in place thereof the following:

**37.4. (Department of Recreation) Director of Recreation.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Director of Recreation, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

12. Amending the Town Bylaws by deleting Section 40.4 and inserting in place thereof the following:

**40.4. (Youth Commission) Director of Youth Services.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Director of Youth Services, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

13. Amending the Town Bylaws by deleting Section 42.4 and inserting in place thereof the following:

**42.4. (Assessors) Chief Assessor.** In accordance with the provisions of Section 20.b.3, the Town Manager may appoint a Chief Assessor, who shall:

- e. be professionally qualified and experienced in the assessment and apportionment of taxes and the valuation of property for the purpose of taxation;
- f. assess and apportion taxes in the Town, subject to the approval of the Board of Assessors;
- g. value property in the Town, both real and personal, for the purpose of taxation, subject to the approval of the Board of Assessors;
- h. perform such other duties as the Assessors may require including acting as a hearing officer in the application for abatements and exemptions, and otherwise assisting the Assessors in the performance of their duties.

Appointment of any other staff for whom funding has been provided shall be made by the Chief Assessor.

14. Amending the Town Bylaws by deleting Section 43.6 and inserting in place thereof the following:

**43.6. (Natural Resources Commission) Director of Natural Resources.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Director of Natural Resources, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

15. Amending the Town Bylaws by deleting Section 45.4 and inserting in place thereof the following:

**45.4. (Planning Department) Planning Director.** In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Planning Director, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

16. Amending the Town Bylaws by deleting Sections 47.2.a and 47.4 and inserting in place thereof the following sections:

**47.2. (Animal Control Regulations) Definitions.** As used herein, the following words and terms shall have and include the following respective meanings:

a. Dog Officer: An officer appointed annually by the Town Manager, who shall have all powers and duties conferred upon animal control officers by Sections 136A through 174E, inclusive, of Chapter 140 of the General Laws, by the Town Bylaws, and by the Board of Selectmen.

**47.4. Dog Officer.** In accordance with the provisions of Section 20.3.b, and based on the recommendation of the Chief of Police, the Town Manager may annually appoint one or more Dog Officers, to be charged with the enforcement of this Article.

## **MOTION 2C**

Marjorie Freiman, Precinct D, Board of Selectmen, offered the following motion which was

**VOTED, by declared voice vote,** that the Town amend the Town Bylaws by deleting Articles 30, Human Resources, and 31, Classification and Salary Plans, and inserting in place thereof new Articles 30 and 31 as provided below; provided, however, that the Town Clerk shall assign appropriate alphanumeric references to any provisions of the Town Bylaws necessitated by this amendment and, in each case, the assignment of such references shall be identified by a footnote or other convention.

### ARTICLE 30. HUMAN RESOURCES

30.1. Human Resources Board Membership. The Town shall have a [Human Resources Board](#) consisting of five residents appointed by the Moderator. No member shall be a member of another board, or an officer, or paid employee of the Town; provided, however, that a Town Meeting Member may be a member of the Board. At least two members shall have either education or experience in personnel management or labor relations.

30.2. Term. The term of office of a Human Resources Board member shall three years commencing on July 1.

30.3. Human Resources Director. In accordance with the provisions of Section 20.3.b, the Town Manager may appoint a Human Resources Director, and the appointment of any other staff for whom funding has been provided shall be made by the Director.

30.4. Administer Plans. The Director shall administer the Classification and Salary Plans approved pursuant to Article 31, and applicable collective bargaining agreements. The Director shall establish such procedures, consistent with those Plans, as the Director deems necessary for the administration of the Plans.

30.5. Review Work. The Director shall, as necessary and appropriate and consistent with commonly-accepted human resources practices, review the work of all employee positions subject to the Classification Plan. Such reviews may be undertaken to respond to requests by department heads or upon the Director's initiative when the Director becomes aware of circumstances that indicate that a review is appropriate. As a result of such review, the Director may recommend and the Board may approve, pursuant to Section 31.2, the addition of a new position to the Classification Plan or reclassification of an existing position within the Classification Plan.

30.6. Review Salary Plan. The Director shall, from time to time, review the Salary Plan. The Director shall keep informed as to pay rates and policies of other employers comparable to the Town. The Director shall recommend to the Board and the Board may approve any changes to the Salary Plan that are deemed desirable to maintain fair and equitable pay levels.

30.7. Variations from Salary Plan. Upon the recommendation of the Director, supported by written evidence satisfactory to the Board of special reasons or exceptional circumstances, the Board may authorize an entrance pay rate higher than the mid-point established for a position in the Salary Plan,

and such other variations from the Salary Plan as it may deem necessary for the proper functioning of the Town.

30.8. Recruitment. The Director shall recruit applicants for positions in the Classification Plan.

30.9. Records. The Director shall maintain such records and file such reports as are necessary to comply with fair employment practice laws and the rules of appropriate regulatory agencies, and maintain personnel records of all employees in the Classification Plan, including therein such information as the Director deems desirable.

30.10. Personnel Policies. The Director shall recommend and the Board may approve, following a public hearing with not less than seven days' notice to the department heads and boards to whom the amendment applies, personnel policies and amendments thereto applicable to all boards, officers and employees of the Town except employees of the School Committee and the Municipal Light Board. The Director shall administer procedures and policies for all Town employees.

30.11. Compliance Advice. The Director shall advise all boards, officers, and officials as to compliance with applicable fair employment practice laws and other applicable state and federal laws and regulations.

30.12. Civil Service Law. Nothing in this article, or in the Salary Plan, shall be construed to conflict with Chapter 31 of the General Laws.

30.13. Requests for Information. All boards, officers, officials and employees thereof shall furnish such information to the Director as the Director shall reasonably request in the performance of the Director's duties.

30.14. General Provisions. The Board shall also be governed by Articles 2 through 7 of these bylaws and other provisions of these bylaws applicable generally to all boards, except as it is specifically directed by law or a provision of these bylaws to act otherwise.

#### ARTICLE 31. CLASSIFICATION AND SALARY PLANS

31.1. Classification Plan. The positions of all officers and employees in the service of the Town (whether full-time, part-time, seasonal, casual, special, Civil Service or others) other than those positions under the direction and control of the School Committee or Municipal Light Board, shall be classified by titles in groups set forth in a Classification Plan as approved and, from time to time, amended by the Human Resources Board.

31.2. New or Changed Positions. Whenever a new position that is required to be classified by Section 31.1 is established or the duties of an existing classified position are significantly changed, the Human Resources Board shall, upon presentation by the Director of Human Resources of satisfactory substantiating data, assign or reclassify such new or changed position to its appropriate group in the Classification Plan; provided, however, that the assignment or reclassification of new or changed positions included in collective bargaining units shall be subject to the negotiation requirements of Chapter 150E of the Massachusetts General Laws.

31.3. Titles of Positions. No person shall be appointed, employed or paid as an employee in any position that has been classified pursuant to Section 31.1 except under a title set forth in the Classification Plan the duties of which are actually being performed. The job title in the Plan shall be the official title for all purposes having to do with the position and shall be used to designate the position in all payrolls, budget estimates and official reports, and in every other connection involving personnel and fiscal processes.



31.4. Reclassification of Employees. No employee may be reclassified to a position in the Classification and Salary Plan unless the Board determines that such reclassification will be consistent with the parameters of the Classification and Salary Plans. There shall be only one reclassification in any 12-month period for any employee unless the Board determines that unusual circumstances justify an additional reclassification.

31.5. Job Descriptions. The Director shall maintain written job descriptions of the positions in the Classification Plan, describing the essential characteristics, requirements and general duties of the jobs. The descriptions shall not be construed as an employment contract and shall not be interpreted as complete or limiting definitions of any job. Nothing contained in any job description shall be construed as limiting employees' duty to perform any tasks assigned by department heads, supervisors, or other administrative authority.

31.6. Salary Plan. A Salary Plan shall be established and, from time to time, amended by the Human Resources Board to provide minimum and maximum salaries, or single rate salaries, for the groups and positions in the Classification Plan. The salary range, or rate, of a group shall be the salary range, or rate, for all positions classified in the group.

31.7. Amendment of Plans. The Classification Plan and the Salary Plan may be amended by the Board upon the recommendation of the Director. The procedures for amending the Classification and Salary Plans shall be as follows:

- a. For the Classification Plan, upon the Board's receipt of a recommendation from the Director, the Director shall give the department heads and boards to whom the amendment applies at least seven days' notice, and may then consider the proposed amendment.
- b. For the Salary Plan, upon the Board's receipt of a recommendation from the Director, the Director shall give the department heads and boards to whom the amendment applies at least seven days' notice and shall provide for public notice in a manner determined by the Board. The Board shall then hold a hearing to consider the proposed amendment.

## **MOTION 2D**

David Murphy, Precinct B, Board of Selectmen offered the following motion, which was

**VOTED, unanimously,** provided that the Town Clerk shall assign appropriate alphanumeric references to any provisions of the Town Bylaws necessitated by this amendment and, in each case, the assignment of such references shall be identified by a footnote or other convention, that the Town vote to amend the Town Bylaws by:

1. Amending the Town Bylaws by deleting Section 1.2 and inserting in place thereof the following:

**1.2. Definitions.** For the purposes of these bylaws:

- a. "Board" means a multiple-member board, commission, committee or sub-committee, however created, elected, appointed or otherwise constituted.
- b. "Officer" means the senior appointed staff employee of a Town department; provided, however, that a person employed primarily for clerical duties is not an "officer;" and provided further that the Treasurer and Collector of Taxes, Town Counsel, the Inspectors named in Article 23 and the Sealer of Weights and Measures are also officers.
- c. "Official" means the Moderator and the Town Clerk.

- d. "Resident" means a person who occupies an established place of abode in the Town as his or her principal residence with no present intention of definite and early removal.

2. Amending the Town Bylaws by deleting Sections 6.3 and Section 6.4 and inserting in place thereof the following:

**6.4. Engineering.** Unless expressly authorized by statute, a vote of Town Meeting, or by the Town Manager, no board, officer, or official (except the Permanent Building Committee) shall incur any expense for engineering services of the kind provided by the Department of Public Works.

3. Amending the Town Bylaws by deleting Section 8.6 and inserting in place thereof the following:

**8.6. Date for Annual Town Meeting.** The Annual Town Meeting shall commence no earlier than the last Monday in March and no later than the last day of May. The Board of Selectmen shall fix the time and place for the Meeting no later than November 15 prior thereto.

4. Amending the Town Bylaws by deleting Section 13.5 and inserting in place thereof the following:

**13.5. Audit Reports.** The Audit Committee shall receive all reports of the auditors and, upon receipt of the final report, shall provide a copy of the final report to the Town Manager, the Board of Selectmen, and the Advisory Committee, and shall also provide a copy to the Town Clerk for filing. The Town Manager shall also provide to any board, officer or official a copy of any portion of an audit report relating to that board, officer or official, or relating to any department or employee providing support to that board, officer or official.

5. Amending the Town Bylaws by deleting Section 24.5 and inserting in place thereof the following:

**24.5. Annual Building Report.** The Director of Facilities Maintenance shall report annually to the Town Manager on the status of each Town-owned building under the Director's supervision, including any work performed during the year, recommendations for future action, and the expected costs to maintain the buildings to the appropriate standard. Upon receipt, the Town Manager shall provide copies of the annual building report to the Board of Selectmen, the Advisory Committee, and each board or officer having care, custody, management or control of a building or who occupy a building included in the report.

6. Amending the Town Bylaws by inserting the following new section numbered 26.4 and renumbering subsequent sections accordingly:

**26.4 Reports and Salary.** The Town Clerk shall, upon request, provide to the Town Manager a report containing such information about the performance of the Clerk's duties as is requested by the Town Manager. The Town Manager shall recommend the Clerk's salary to Annual Town Meeting for approval.

**ARTICLE 3.** To see if the Town will vote to authorize the Board of Selectmen to take any action they deem necessary or appropriate to implement the Special Act and Bylaw amendments approved under Warrant Article 2; or take any other action in relation thereto.

No motion offered.

The Moderator thanked the Advisory Committee, Board of Selectmen, Town Government Study Committee, Town Counsel and other Town Meeting Members and Boards who worked to improve the bylaw amendments considered tonight.

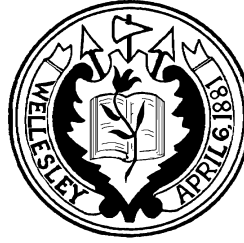
The moderator noticed the time of 10:15 pm and entertained a motion to dissolve.

David Murphy, Precinct B, Chair, Board of Selectmen offered a motion to dissolve which was **VOTED, UNANIMOUSLY**, that this Special Town Meeting be and hereby is dissolved.

The meeting dissolved at 10:20 pm.

Attest:

Kathleen F Nagle Town Clerk



**TOWN CLERK'S RECORD ADJOURNED SESSION OF**

**November 2, 2015 Special Town Meeting  
Wellesley Middle School  
50 Kingsbury Street  
Wellesley MA  
November 3, 2015 Session II**

**November 4, 2015**

In pursuance of a Warrant dated September 29, 2015 the duly elected Town Meeting Members proceeded as follows:

The Moderator, Margaret Metzger, called the second session of the Special Town Meeting to order at 7:00 P.M. in the Wellesley Middle School Auditorium at 50 Kingsbury Street, Wellesley MA. The Moderator declared a quorum present.

The meeting was held under the provisions of Chapter 202 of the Acts of 1932 as amended. The checklist of Town Meeting Members showed there were 206 members present. Only 121 were needed for a quorum.

The duly elected Town Meeting Members were segregated from the other voters of the Town by occupying the front section of the auditorium, and were in the charge of a detail of police. Entrance to the enclosure was through one door, and each Town Meeting Member was checked from the official list of members before being admitted to the enclosure.

Several elected and appointed town officers and staff, and guests of Town Meeting were seated within this area by permission of the Moderator, but did not vote. Each such non-member was issued an identifying badge.

The following tellers were appointed by the Moderator to assist in counting a standing vote or a ballot vote: Head Tellers, Roberta Francis and Amie Smith, assisted by Susan Clapham, Maura Renzella, Penny Post, Bob White, Linda Grape, and Wendy Haering- Engels.

**ARTICLE 3, MOTION 1 An Act Providing for a Selectmen – Town Manager Form of Government in the Town of Wellesley** remains on the table for discussion.

The moderator declared a short break at 8:45 pm. The Meeting resumed at 9:00 pm.

David Murphy, Chair of the Board of Selectmen, offered the following motion which was

**VOTED unanimously**, that when this town meeting adjourns, it does so until November 10, 2015, 7:00 pm in this same hall.

The motion was displayed on the screen,

Town Meeting Members engaged in lengthy discussion of the proposed Town Manager form of government.

The moderator noticed the time of 10:30 pm and entertained a motion to adjourn. The meeting adjourned to November 10, 2015.

Attest:

Kathleen F Nagle  
Town Clerk

CERTIFICATE OF NOTICE  
OF ADJOURNED SPECIAL TOWN MEETING



NOVEMBER 4, 2015

Wellesley, MA

I hereby certify that notice that the Town Meeting would adjourn from November 3, 2015 to November 10, 2015 at 7:00 p.m. at the Wellesley Middle School was posted on the screen in the Hall during the recess of the meeting on November 3, 2015 and was voted unanimously by the Town Meeting. That said adjournment was announced by the Moderator at the close of the meeting of November 3, 2015 and a notice was posted on the town website ([www.wellesleyma.gov](http://www.wellesleyma.gov)) and in the Town Hall at the office of the Town Clerk on November 4, 2015

Attest:

Kathleen F. Nagle  
Town Clerk



## **TOWN CLERK'S RECORD ADJOURNED SESSION OF**

**November 2, 2015 Special Town Meeting**

**Wellesley Middle School**

**50 Kingsbury Street**

**Wellesley MA**

**November 10, 2015 Session III**

**November 12, 2015**

In pursuance of a Warrant dated September 29, 2015 the duly elected Town Meeting Members proceeded as follows:

The Moderator, Margaret Metzger, called the third session of the Special Town Meeting to order at 7:00 P.M. in the Wellesley Middle School Auditorium at 50 Kingsbury Street, Wellesley MA. The Moderator declared a quorum present.

The meeting was held under the provisions of Chapter 202 of the Acts of 1932 as amended. The checklist of Town Meeting Members showed there were 196 members present. Only 121 were needed for a quorum.

The duly elected Town Meeting Members were segregated from the other voters of the Town by occupying the front section of the auditorium, and were in the charge of a detail of police. Entrance to the enclosure was through one door, and each Town Meeting Member was checked from the official list of members before being admitted to the enclosure.

Several elected and appointed town officers and staff, and guests of Town Meeting were seated within this area by permission of the Moderator, but did not vote. Each such non-member was issued an identifying badge.

The following tellers were appointed by the Moderator to assist in counting a standing vote or a ballot vote: Head Teller, Roberta Francis, assisted by Susan Clapham, Penny Post, Bob White, Judi Donnelly, Linda Grape, and Wendy Haering- Engels.

**ARTICLE 3, MOTION 1 An Act Providing for a Selectmen – Town Manager Form of Government in the Town of Wellesley** remains on the table for discussion.

Katherine L. Babson Jr. offered the following motion and explained the detailed provisions.

**MOTION 1.** That the Town vote to authorize the Board of Selectmen, on behalf of the Town, to petition the General Court for passage of a special law substantially as provided below. The Legislature may make clerical or editorial changes in form only to the bill, unless the Board of Selectmen approves

amendments to the bill before enactment by the Legislature. The Board of Selectmen is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

## **An Act Providing for a Selectman – Town Manager Form of Government in the Town of Wellesley**

### **Section 1. Board of Selectmen**

(A) The board of selectmen of the town of Wellesley shall consist of five registered voters of the town elected for a term of three years each, the terms of no more than two of which shall expire in any year.

(B) The executive powers of the town shall be vested in the board of selectmen, who shall have all of the powers and duties granted to boards of selectmen by the Constitution and General Laws of the Commonwealth of Massachusetts, and such additional powers and duties as may be provided by special law, by town bylaw, or by town meeting vote, except for those powers expressly granted thereby to the town manager.

(C) The town of Wellesley may, by bylaw, authorize the board of selectmen to appoint, by vote of a majority of its members, a town manager with the powers set forth in Section 3 of this act or an acting town manager with such powers as the board of selectmen may deem necessary or appropriate. The board shall appoint a town counsel, special police in accordance with Chapter 330 of the Acts of 1946 as amended and any other appointed board or committee member or official for whom no other method of selection has been provided pursuant to this act or by town bylaw.

(D) Notwithstanding the provisions of any general law to the contrary, the board of selectmen or its designee shall be the local licensing authority of the town and shall have the power to issue licenses, to make all necessary rules and regulations regarding the issuance of such licenses, to attach such conditions and restrictions thereto as it deems to be in the public interest, and to enforce the laws relating to all businesses for which it issues licenses. The board of selectmen shall be the local licensing authority for the issuance of all licenses pursuant to Chapter 138 of the General Laws; provided, however, that the board of selectmen or its designee may issue temporary licenses in accordance with Chapter 138, Section 14 of the General Laws.

### **Section 2. Town Manager**

(A) The town manager of the town of Wellesley shall be appointed solely on the basis of executive and administrative qualifications. The town manager shall be a professionally qualified person of proven ability, especially fitted by education, training and previous experience. No person holding elective public office in the town with the exception of a town meeting member shall, within twelve months of holding the office, be eligible for appointment as town manager. The town may, by bylaw, establish such additional qualifications as it may deem necessary and appropriate; provided, however, that the board of selectmen may establish such further additional qualifications as it may deem necessary and appropriate.

(B) The terms of the town manager's employment may be the subject of a written contract entered into pursuant to Chapter 41, Section 108N of the General Laws. The town manager's compensation shall not exceed the amount annually appropriated for that purpose.

(C) The town manager may be appointed or re-appointed for successive terms of office, no term of which shall be for more than five years.

### **Section 3. Powers and Duties of Town Manager**

(A) Upon appointment, the town manager shall be the chief administrative officer of the town, shall be vested with the powers and duties set forth in Section 3(B), and shall be responsible to the board of selectmen for the proper administration of all town affairs placed in the town manager's charge by or in accordance with this act.

(B) The town manager's powers and duties shall include:

(1) Notwithstanding the provisions of Chapter 41, Sections 69E and 97A, the town manager may fix the compensation of all town officers and employees appointed by the town manager within the limits established by applicable appropriations and any compensation plan in effect at such time.

(2) Notwithstanding the provisions of Chapter 48, section 42 or 42A, if accepted at any time by the town, or any other general or special law to the contrary, the town manager may appoint a police chief, a fire chief or chief fire engineer, a town clerk and all other department heads and officers. Notwithstanding the provisions of any general or special law to the contrary, appointment of subordinates and all other employees shall be made by the town manager, or the department head or chief staff employee of the affected department if so designated by the town manager. Appointments of the police chief and fire chief or chief fire engineer shall not take effect unless approved by the board of selectmen. Any appointment of other department heads or chief staff employees of elected and appointed boards and committees shall be made only after consultation with such board or committee regarding applicable duties and qualifications; and an opportunity for such board or committee to interview one or more final candidates submitted by the town manager or through a process under the direction of the town manager. Such appointment shall take effect no sooner than (1) it is approved by such board or committee; or (2) 15 calendar days after notice of the appointment has been provided to such board or committee without any action thereon; whichever occurs first. The town manager may remove any employee. The town manager shall provide notice to the affected board or committee before such removal if practicable, but in no case later than the end of the third business day following the removal of a department head or chief staff employee. This subsection shall not apply to employees of the school committee, the municipal light board, appointments made by the commonwealth or appointments for which another method of appointment is provided in this act.

(3) The town manager shall manage and supervise all town departments except for the school department and the municipal light department.

(4) The town manager may, except as otherwise prohibited by law, re-organize, consolidate, abolish or create town departments in whole or in part, and transfer the duties, powers and appropriations incidental to the reorganization of one town department to another as follows:

(i) For town departments under the supervision of the board of selectmen, with the approval of the board of selectmen; and

(ii) For all other town departments, after consultation with the affected board, and with the approval of the affected board or Town Meeting.

(5) The town manager shall direct the operational and strategic planning for the town.

(6) The town manager shall provide for the execution and enforcement of the provisions of law that require enforcement by town officers and employees subject to the town manager's direction and supervision.

(7) The town manager shall keep the board of selectmen fully informed as to the financial condition and needs of the town and to make such recommendations to the board of selectmen as the town manager may deem necessary or appropriate.

(8) The town manager shall ensure that a full and complete record of the financial and administrative activities of the Town is kept, and render a report of such activities to the board of selectmen at the end of each fiscal year and at such other times as may be required by the board of selectmen.

(9) The town manager shall negotiate collective bargaining agreements for execution by the board of selectmen.

(10) The town manager shall attend all regular and special meetings of the board of selectmen except when excused.

(11) The town manager shall attend all sessions of town meeting in order to be available to answer all questions directed to the town manager that are related to the town manager's office or to matters within the town manager's authority.

(12) The town manager shall prepare and submit a proposed town-wide annual operating budget, financial plan and the long-range capital budget program.

(13) The town manager shall have the authority to approve any warrants for the payment of town funds prepared by the finance director; provided, however, that the approval of any such warrant by the town manager shall be sufficient to authorize payment by the treasurer, and provided further that the board of selectmen or its designee shall have the authority to approve such warrants in the event of a vacancy in the office of town manager or in the town manager's absence.

(14) The town manager shall serve as the Executive Officer of the town for the purposes of Chapter 258 of the General Laws.

(15) The town manager shall devote full-time to the office and except as expressly authorized by the board of selectmen, shall not engage in any other business or occupation during the term of office. Except as expressly provided in this act, the town manager shall not hold any other public elective or appointive office in the town; provided, however, that, with the approval of the board of selectmen, the town manager may serve as the town's representative to regional boards, commissions, and the like, but the town manager may not receive additional compensation for such services.

(16) The town manager shall perform any other duties required by town bylaw, town meeting vote or the board of selectmen not inconsistent with this act.

#### **Section 4. Removal Procedures**

The board of selectmen may remove the town manager from office as follows:

(A) By affirmative vote of a majority of its members, the board of selectmen may adopt a preliminary resolution of removal setting forth in reasonable detail the reason or reasons for the proposed removal. The preliminary resolution may suspend the town manager for a period not to exceed forty-five days. A copy of the resolution shall be delivered to the town manager forthwith following its adoption.

(B) Within five days after the delivery of a preliminary resolution of removal, the town manager may request a public hearing on the reasons cited for removal by filing a written request therefor with the board of selectmen. The hearing shall be convened by the board of selectmen not less than twenty, nor more than thirty days after such request is submitted. Not less than five days prior to such hearing, written notice thereof shall be given to the town manager at the town manager's last known address. The time limitations set forth herein may be waived in writing by the town manager. Not less than forty-eight hours prior to the time set for the commencement of the public hearing, the town manager may file a written statement with the board of selectmen responding to the reasons cited for the proposed removal. The town manager may be represented by counsel at the public hearing, and shall be entitled



to present evidence, call witnesses and, personally or through counsel, question any witnesses appearing at the hearing.

(C) The board of selectmen may, by a vote of a majority of its members, adopt a final resolution of removal, which shall be effective upon its adoption or such later date as may be designated therein; provided, however, that such resolution shall not be adopted until:

- i. Ten days after the date of delivery to the town manager of the preliminary resolution of removal; or
- ii. If the town manager has made a timely request for a public hearing, five days after completion of the public hearing or forty-five days after the adoption of the preliminary resolution, whichever occurs later.

(D) Failure to adopt a final resolution of removal within the time limitations provided in this section shall be deemed to nullify the preliminary resolution of removal. The action of the board of selectmen in suspending or removing the town manager shall be final, it being the intention of this provision to vest all authority and fix all responsibility for such suspension or removal in the board of selectmen. The town manager shall continue to receive the town manager's compensation until a final resolution of removal has become effective.

**Section 5.** The term of office of any Town Clerk holding office on the effective date of this section shall continue until it shall have expired and a successor Town Clerk is appointed and qualified, or until the position otherwise becomes vacant.

**Section 6.** Section 3 of Chapter 555 of the Acts of 1978, as amended by Section 1 of Chapter 247 of the Acts of 1995 and Section 1 of Chapter 164 of the Acts of 2005, is hereby further amended by striking the first and second paragraphs in their entirety and inserting, in place thereof, the following –

Notwithstanding any general or special law to the contrary, the town of Wellesley is hereby authorized to establish by town bylaw a finance department. Any such bylaw shall provide that the department shall be responsible to the town manager. The department's duties and responsibilities may include coordination and administration of town financial services and activities, including the town's financial planning; investment of town funds; maintenance of town accounting records and financial statements; payment of all town obligations after securing required approvals; assisting in the development of budgets and reviewing all budgets for format, completeness, and accuracy before submission to the advisory committee; monitoring of all expenditures of town funds; timely reporting to the town manager and to appropriate boards and officers of actual or foreseeable obligations of expenditures of funds in excess of budgeted appropriations; maintenance of payroll and other financial records relating to all town personnel; preparing and supervising town purchasing and inventory control procedures; administering the disposal of town property; and assisting the town manager in the supervision of all data processing and the development and enforcement of internal controls.

The finance department shall be under the supervision and management of the finance director, who shall be appointed by the town manager, subject to the approval of the board of selectmen, for a term of up to three years. The finance director shall be the chief financial officer of the town and shall serve as the town comptroller and town accountant. Subject to the approval of the town manager, the finance director shall appoint, for up to a three-year term, a town treasurer and collector of taxes, who shall be under the supervision and management of the finance director and shall have, except as otherwise expressly provided by this act, the powers and duties vested by law in town treasurers and collectors of taxes.

**Section 7.** Chapter 555 of the Acts of 1978 is hereby amended by striking out Section 4 in its entirety and inserting, in place thereof, the following –

Section 4. Notwithstanding any contrary provisions of the General Laws, the town is authorized to establish by bylaw a natural resources commission consisting of five members elected for a term of three years, which shall have the powers and duties of conservation commissions and forest committees under the General Laws and the powers and duties (currently vested in the board of public works of the town) of park commissioners, tree wardens, moth superintendents and superintendents of insect pest control under the General Laws, and which shall appoint a wetlands protection committee to which shall be delegated the power and authority to administer and enforce the provisions of section 40 of chapter 131 of the General Laws, a landscape advisory committee and a long-range planning committee. The town manager shall appoint a director of natural resources and may appoint, or delegate to the director the authority to appoint, such other staff for whom funding has been provided. Any such commission shall have overall authority and responsibility with respect to: the use, acquisition, management, preservation, and protection of conservation land, park land and such other land as may be transferred to or acquired by the commission, forest and tree nursery management, insect pest and moth control, and administration of the conservation fund under sections 5(51) and 8C of chapter 40 of the General Laws. In addition, it shall study and make recommendations regarding the use, maintenance, management, preservation, and protection of the natural resources of the town which are under the jurisdiction of other boards, establish general policies to be implemented by the department of public works for the carrying out of work affecting natural resources, propose for acquisition by the town those natural resources that the commission deems useful or important to the town, and carry out such other related responsibilities as the town may assign to it or as may be permitted or required by law.

**Section 8.** Chapter 555 of the Acts of 1978 is hereby amended by striking out Section 9 in its entirety and inserting, in place thereof, the following -

Section 9. Notwithstanding any contrary provisions of Section 69E of Chapter 41 of the General Laws, the superintendent of public works appointed by the town manager shall have the title "Director of Public Works."

**Section 9.** Sections 5 through 8, inclusive, take effect, and the position of executive director of general government services, created by Section 1 of Chapter 247 of the Acts of 1995, shall be abolished upon the initial appointment of a town manager pursuant to Section 1(C) or the thirtieth day of November, two thousand sixteen, whichever is later.

**Section 10.** All laws, bylaws, votes, rules and regulations, whether enacted by authority of the town or any other authority, that are in force in the town of Wellesley on the effective date of this Act, or any portion or portions thereof, not inconsistent with the provisions of this Act, shall continue in full force and effect until modified in accordance with applicable law.

**Section 11.** Nothing in this Act shall be construed to abridge, alter, or amend the powers and duties of the municipal light board or manager of the municipal light plant as set forth in Chapter 164 of the General Laws.

**Section 12.** This act shall be submitted for acceptance to the qualified voters of the town of Wellesley at the next regular or special town election following its enactment in the form of the following question, which shall be placed upon the official ballot to be used at said election: -- "Shall an act passed by the General Court in the year two thousand sixteen entitled 'An Act providing for a selectmen-town manager form of government in the town of Wellesley', be adopted?"

If a majority of the votes cast in answer to the question is in the affirmative, this act shall take effect in the town, but not otherwise.

Town Meeting members asked additional questions for clarification of the sections of the Special Act.

The moderator declared a short break at 8:45 pm. The Meeting resumed at 9:00 pm.

David Murphy, Chair of the Board of Selectmen, offered the following motion which was

**VOTED unanimously**, that when this town meeting adjourns, it does so until November 12, 2015, 7:00 pm in this same hall.

The motion was displayed on the screen,

#### **AMENDMENT #1**

David Himmelberger, Precinct B, offered the following amendment to Article 3 Motion 1 which **FAILED by declared voice vote**:

That Section 1(C) of the Special Act authorized pursuant to Warrant Article 3(A), as proposed by the Town Government Study Committee, be amended by adding the words “at least” after the words “by vote of”, the words “two-thirds” before the word “majority,” the words “then holding office” after the word “members,” and the words “by a majority of its members” followed by a comma, before the words “an acting town manager,” so that Section 1(C) would read as follows:

(C) The town of Wellesley may, by bylaw, authorize the board of selectmen to appoint, by vote of **at least a two-thirds** majority of its members **then holding office**, a town manager with the powers set forth in Section 3 of this act or, **by a majority of its members**, an acting town manager with such powers as the board of selectmen may deem necessary or appropriate. The board shall appoint a town counsel, special police in accordance with Chapter 330 of the Acts of 1946 as amended and any other appointed board or committee member or official for whom no other method of selection has been provided pursuant to this act or by town bylaw.

#### **AMENDMENT #2**

David Himmelberger, Precinct B, offered the following amendment to Article 3 Motion 1 which **was VOTED by declared voice vote**:

That Section 1(D) of the Special Act authorized pursuant to Warrant Article 3(A), as proposed by the Town Government Study Committee, be amended by adding the words “The board of selectmen shall be the local licensing authority for the issuance and amendment of all common victualler licenses pursuant to Chapter 140 of the General Laws; provided, however, that the board may delegate the authority to issue renewals and amendments involving no substantial expansion or alteration.” before the final sentence so that Section 1(D) would read as follows:

(D) Notwithstanding the provisions of any general law to the contrary, the board of selectmen or its designee shall be the local licensing authority of the town and shall have the power to issue licenses, to make all necessary rules and regulations regarding the issuance of such licenses, to attach such conditions and restrictions thereto as it deems to be in the public interest, and to enforce the laws relating to all businesses for which it issues licenses. **The board of selectmen shall be the local licensing authority for the issuance and amendment of all common victualler licenses pursuant to Chapter 140 of the General Laws; provided, however, that the board may delegate the authority to issue renewals and amendments involving no substantial expansion or alteration.** The board of selectmen shall be the local licensing authority for the issuance of all licenses pursuant to Chapter 138 of

the General Laws; provided, however, that the board of selectmen or its designee may issue temporary licenses in accordance with Chapter 138, Section 14 of the General Laws.

### AMENDMENT #3

Marla Robinson, Precinct C, offered the following amendment to Article 3 Motion 1 which **was VOTED by declared voice vote**:

That Section 2(C) of the Special Act authorized pursuant to Warrant Article 3(A), as proposed by the Town Government Study Committee, be amended by: deleting the word "The" and adding the words "After an initial term of no more than three years, the" before the words "town manager"; deleting the words "appointed or"; and by deleting the word "successive" and inserting in place thereof the word "subsequent" so that Section 2(C) would read as follows:

- (C) **After an initial term of no more than three years, the** town manager may be re-appointed for **subsequent** terms of office, no term of which shall be for more than five years.

The moderator noticed the time of 10:30 pm and entertained a motion to adjourn. The meeting adjourned to November 12, 2015.

Attest:

Kathleen F Nagle  
Town Clerk

### CERTIFICATE OF NOTICE OF ADJOURNED SPECIAL TOWN MEETING



NOVEMBER 12, 2015

Wellesley, MA

I hereby certify that notice that the Town Meeting would adjourn from November 10, 2015 to November 12, 2015 at 7:00 p.m. at the Wellesley Middle School was posted on the screen in the Hall during the recess of the meeting on November 10, 2015 and was voted unanimously by the Town Meeting. That said adjournment was announced by the Moderator at the close of the meeting of November 10, 2015 and a notice was posted on the town website ([www.wellesleyma.gov](http://www.wellesleyma.gov)) and in the Town Hall at the office of the Town Clerk on November 12, 2015

Attest:

Kathleen F. Nagle  
Town Clerk



**TOWN CLERK'S RECORD ADJOURNED SESSION OF  
November 2, 2015 Special Town Meeting**

**Wellesley Middle School  
50 Kingsbury Street  
Wellesley MA  
November 12, 2015 Session IV**

**November 13, 2015**

In pursuance of a Warrant dated September 29, 2015 the duly elected Town Meeting Members proceeded as follows:

The Moderator, Margaret Metzger, called the fourth session of the Special Town Meeting to order at 7:05 P.M. in the Wellesley Middle School Auditorium at 50 Kingsbury Street, Wellesley MA. The Moderator declared a quorum present.

The meeting was held under the provisions of Chapter 202 of the Acts of 1932 as amended. The checklist of Town Meeting Members showed there were 179 members present. Only 121 were needed for a quorum.

The duly elected Town Meeting Members were segregated from the other voters of the Town by occupying the front section of the auditorium, and were in the charge of a detail of police. Entrance to the enclosure was through one door, and each Town Meeting Member was checked from the official list of members before being admitted to the enclosure.

Several elected and appointed town officers and staff, and guests of Town Meeting were seated within this area by permission of the Moderator, but did not vote. Each such non-member was issued an identifying badge.

The following tellers were appointed by the Moderator to assist in counting a standing vote or a ballot vote: Head Teller, Roberta Francis, assisted by Susan Clapham, Penny Post, Judi Donnelly, Maura Renzella, Linda Grape, and Wendy Haering- Engels.

**ARTICLE 3, MOTION 1 An Act Providing for a Selectmen – Town Manager Form of Government in the Town of Wellesley AS AMENDED November 10, 2015** remains on the table for discussion.

The Moderator offered Town Meeting the opportunities to engage in additional questions and discussion about the general powers and duties of the proposed Town Manager.

The moderator declared a short break at 8:45 pm. The Meeting resumed at 9:00 pm.

David Murphy, Chair of the Board of Selectmen, offered the following motion which was

**VOTED unanimously**, that when this town meeting adjourns, it does so until November 16, 2015, 7:00 pm in this same hall.

The motion was displayed on the screen,

#### **AMENDMENT #4**

**Arthur Priver, Precinct B Town Meeting Member**, offered the following amendment to Article 3 Motion 1 on behalf of the Board of Health. Lloyd Tarlin of the Board of Health spoke in support of the amendment.

That Sections 3(B)(2) and 3(B)(3) of the Special Act, as proposed by the Town Government Study Committee, be amended as set forth below and that corresponding changes be made in Sections 1.2.b, 20.3.b, 20.3.c and 34.4 of the General Bylaws:

(1) in Section 3(B)(2), by inserting, after the words "municipal light board," the words "the board of health," so that Section 3(B)(2) would read as follows:

(2) Notwithstanding the provisions of Chapter 48, section 42 or 42A, if accepted at any time by the town, or any other general or special law to the contrary, the town manager may appoint a police chief, a fire chief or chief fire engineer, a town clerk and all other department heads and officers. Notwithstanding the provisions of any general or special law to the contrary, appointment of subordinates and all other employees shall be made by the town manager, or the department head or chief staff employee if so designated by the town manager. Appointments of the police chief and fire chief or chief fire engineer shall not take effect unless approved by the board of selectmen. Any appointment of other department heads or chief staff employees of elected and appointed boards and committees shall be made only after consultation with such board or committee regarding applicable duties and qualifications; and an opportunity for such board or committee to interview one or more final candidates submitted by the Town Manager or through a process under the direction of the Town Manager. Such appointment shall take effect no sooner than (1) it is approved by such board or committee; or (2) 15 calendar days after notice of the appointment has been provided to such board or committee without any action thereon; whichever occurs first. The town manager may remove any employee. The town manager shall provide notice to the affected board or committee before such removal if practicable, but in no case later than the end of the third business day following the removal of a department head or chief staff employee. This subsection shall not apply to employees of the school committee, the municipal light board, **the board of health and the health department**, appointments made by the commonwealth or appointments for which another method of appointment is provided for in this act.

(2) in Section 3(B)(3), by deleting the word "and" and inserting a comma after the words "the school department," and inserting, after the words "the municipal light department," a comma and the words "and the health department," so that Section 3(B)(3) would read as follows:

(3) The town manager shall manage and supervise all town departments except for the school department, **and** the municipal light department, **and the health department**.

After extended debate on the motion to amend Robert Sechrest, Precinct H, rose to request a ballot vote on the amendment. More than 20 other town meeting members supported his request. A standing ballot vote was conducted by the Chief Teller and assistant tellers.

**The Motion to Amend #4 FAILED by ballot vote; 76 yes to 97 no.**

A record of the Ballot vote is on file with the Town Clerk.

The moderator noticed the time of 10:41 pm and entertained a motion to adjourn. The meeting adjourned to November 16, 2015.

Attest:

Kathleen F Nagle  
Town Clerk

CERTIFICATE OF NOTICE  
OF ADJOURNED SPECIAL TOWN MEETING



NOVEMBER 13, 2015

Wellesley, MA

I hereby certify that notice that the Town Meeting would adjourn from November 12, 2015 to November 16, 2015 at 7:00 p.m. at the Wellesley Middle School was posted on the screen in the Hall during the recess of the meeting on November 12, 2015 and was voted unanimously by the Town Meeting. That said adjournment was announced by the Moderator at the close of the meeting of November 12, 2015 and a notice was posted on the town website ([www.wellesleyma.gov](http://www.wellesleyma.gov)) and in the Town Hall at the office of the Town Clerk on November 13, 2015

Attest:

Kathleen F. Nagle  
Town Clerk



**TOWN CLERK'S RECORD ADJOURNED SESSION OF  
November 2, 2015 Special Town Meeting**

**Wellesley Middle School  
50 Kingsbury Street  
Wellesley MA**

**November 16, 2015 Session V**

**November 17, 2015**

In pursuance of a Warrant dated September 29, 2015 the duly elected Town Meeting Members proceeded as follows:

The Moderator, Margaret Metzger, called the fifth session of the Special Town Meeting to order at 7:05 P.M. in the Wellesley Middle School Auditorium at 50 Kingsbury Street, Wellesley MA. The Moderator declared a quorum present.

The meeting was held under the provisions of Chapter 202 of the Acts of 1932 as amended. The checklist of Town Meeting Members showed there were 207 members present. Only 121 were needed for a quorum.

The duly elected Town Meeting Members were segregated from the other voters of the Town by occupying the front section of the auditorium, and were in the charge of a detail of police. Entrance to the enclosure was through one door, and each Town Meeting Member was checked from the official list of members before being admitted to the enclosure.

Several elected and appointed town officers and staff, and guests of Town Meeting were seated within this area by permission of the Moderator, but did not vote. Each such non-member was issued an identifying badge.

The following tellers were appointed by the Moderator to assist in counting a standing vote or a ballot vote: Head Tellers, Roberta Francis and Amie Smith, assisted by Susan Clapham, Maura Renzella, Judi Donnelly, Ilissa Povich, Linda Grape, and Wendy Haering- Engels.



**ARTICLE 3, MOTION 1 An Act Providing for a Selectmen – Town Manager Form of Government in the Town of Wellesley AS AMENDED November 10, 2015** remains on the table for discussion.

**AMENDMENT #5**

Elizabeth Sullivan Woods, Precinct D, Chair of Library Trustees offered the following amendment:

That the Special Act authorized pursuant to Warrant Article 3(A), as proposed by the Town Government Study Committee, be amended as set forth below and that corresponding changes be made in Sections 1.2.b, 20.3.b, 20.3.c, 36.3 and 36.4 of the General Bylaws:

(1) in Section 3(B)(2), by inserting, after the words “municipal light board,” the words “the board of trustees of the Wellesley free library,” so that Section 3(B)(2) would read as follows:

(2) Notwithstanding the provisions of Chapter 48, section 42 or 42A, if accepted at any time by the town, or any other general or special law to the contrary, the town manager may appoint a police chief, a fire chief or chief fire engineer, a town clerk and all other department heads and officers. Notwithstanding the provisions of any general or special law to the contrary, appointment of subordinates and all other employees shall be made by the town manager, or the department head or chief staff employee if so designated by the town manager. Appointments of the police chief and fire chief or chief fire engineer shall not take effect unless approved by the board of selectmen. Any appointment of other department heads or chief staff employees of elected and appointed boards and committees shall be made only after consultation with such board or committee regarding applicable duties and qualifications; and an opportunity for such board or committee to interview one or more final candidates submitted by the Town Manager or through a process under the direction of the Town Manager. Such appointment shall take effect no sooner than (1) it is approved by such board or committee; or (2) 15 calendar days after notice of the appointment has been provided to such board or committee without any action thereon; whichever occurs first. The town manager may remove any employee. The town manager shall provide notice to the affected board or committee before such removal if practicable, but in no case later than the end of the third business day following the removal of a department head or chief staff employee. This subsection shall not apply to employees of the school committee, the municipal light board, **the board of trustees of the Wellesley free library**, appointments made by the commonwealth or appointments for which another method of appointment is provided in this act.

(2) in Section 3(B)(3), by deleting the word “and” and inserting a comma after the words “the school department,” and inserting, after the words “the municipal light department,” a comma and the words “and the Wellesley free library,” so that Section 3(B)(3) would read as follows:

(3) The town manager shall manage and supervise all town departments except for the school department, ~~and~~ the municipal light department, **and the Wellesley free library**.

(3) by renumbering the proposed Section 12 as “Section 13” and adding a new Section 12 as follows:

**Section 12. Nothing in this Act shall be construed to abridge, alter, or amend the powers and duties of the board of trustees of the Wellesley free library as set forth in Chapter 78 of the General Laws.**

After extended debate on the motion to amend Rich Woerner, Precinct D, rose to request a ballot vote on the amendment. More than 20 other town meeting members supported his request. A standing ballot vote was conducted by the Chief Teller and assistant tellers.

**The Motion to Amend #5 FAILED by ballot vote: 83 yes to 123 no.**

A record of the Ballot vote is on file with the Town Clerk.

The moderator declared a short break at 9:10pm. The Meeting resumed at 9:25 pm.

David Murphy, Chair of the Board of Selectmen, offered the following motion which was

**VOTED unanimously**, that when this town meeting adjourns, it does so until November 17, 2015, 7:00 pm in this same hall.

The motion was displayed on the screen,

**AMENDMENT #6**

Lise Olney, Precinct E, Natural Resources Commissioner, offered the following amendment:

That Sections 3(B)(2), 3(B)(3) and 7 of the Special Act, as proposed by the Town Government Study Committee, be amended as set forth below and that corresponding changes be made in Sections 1.2.b, 20.3.b, 20.3.c and 43.6 of the General Bylaws:

(1) in Section 3(B)(2), by inserting, after the words “municipal light board,” the words “the natural resources commission and its wetlands protection committee,” so that Section 3(B)(2) would read as follows:

(2) Notwithstanding the provisions of Chapter 48, section 42 or 42A, if accepted at any time by the town, or any other general or special law to the contrary, the town manager may appoint a police chief, a fire chief or chief fire engineer, a town clerk and all other department heads and officers. Notwithstanding the provisions of any general or special law to the contrary, appointment of subordinates and all other employees shall be made by the town manager, or the department head or chief staff employee if so designated by the town manager. Appointments of the police chief and fire chief or chief fire engineer shall not take effect unless approved by the board of selectmen. Any appointment of other department heads or chief staff employees of elected and appointed boards and committees shall be made only after consultation with such board or committee regarding applicable duties and qualifications; and an opportunity for such board or committee to interview one or more final candidates submitted by the Town Manager or through a process under the direction of the Town Manager. Such appointment shall take effect no sooner than (1) it is approved by such board or committee; or (2) 15 calendar days after notice of the appointment has been provided to such board or committee without any action thereon; whichever occurs first. The town manager may remove any employee. The town manager shall provide notice to the affected board or committee before such removal if practicable, but in no case later than the end of the third business day following the removal of a department head or chief staff employee. This subsection shall not apply to employees of the school committee, the municipal light board, **the natural resources commission and its wetlands protection committee**, appointments made by the commonwealth or appointments for which another method of appointment is provided for in this act.

(2) in Section 3(B)(3), by deleting the word “and” and inserting a comma after the words “the school department,” and inserting, after the words “the municipal light department,” a comma and the words “and the natural resources commission and its wetlands protection committee” so that Section 3(B)(3) would read as follows:

(3) The town manager shall manage and supervise all town departments except for the school department, **and** the municipal light department, **and the natural resources commission and its wetlands protection committee.**

(3) by deleting Section 7 in its entirety, renumbering Sections 8 through 12 accordingly, and making corresponding changes to section references in Section 9.

After extended debate on the motion to amend Rich Woerner, Precinct D, rose to request a ballot vote on the amendment. More than 20 other town meeting members supported his request. A standing ballot vote was conducted by the Chief Teller and assistant tellers.

**The Motion to Amend #6 FAILED by ballot vote: 62 yes to 139 no.**

A record of the Ballot vote is on file with the Town Clerk

The moderator noticed the time of 10:41 pm and entertained a motion to adjourn. The meeting adjourned to November 17, 2015.

Attest:

Kathleen F Nagle  
Town Clerk

CERTIFICATE OF NOTICE  
OF ADJOURNED SPECIAL TOWN MEETING



NOVEMBER 17, 2015

Wellesley, MA

I hereby certify that notice that the Town Meeting would adjourn from November 16, 2015 to November 17, 2015 at 7:00 p.m. at the Wellesley Middle School was posted on the screen in the Hall during the recess of the meeting on November 16, 2015 and was voted unanimously by the Town Meeting. That said adjournment was announced by the Moderator at the close of the meeting of November 16, 2015 and a notice was posted on the town website ([www.wellesleyma.gov](http://www.wellesleyma.gov)) and in the Town Hall at the office of the Town Clerk on November 17, 2015

Attest:

Kathleen F. Nagle  
Town Clerk



**TOWN CLERK'S RECORD ADJOURNED SESSION OF**

**November 2, 2015 Special Town Meeting**

**Wellesley Middle School**

**50 Kingsbury Street**

**Wellesley MA**

**November 17, 2015 Session VI**

**November 18, 2015**

In pursuance of a Warrant dated September 29, 2015 the duly elected Town Meeting Members proceeded as follows:

The Moderator, Margaret Metzger, called the sixth session of the Special Town Meeting to order at 7:05 P.M. in the Wellesley Middle School Auditorium at 50 Kingsbury Street, Wellesley MA. The Moderator declared a quorum present.

The meeting was held under the provisions of Chapter 202 of the Acts of 1932 as amended. The checklist of Town Meeting Members showed there were 203 members present. Only 121 were needed for a quorum.

The duly elected Town Meeting Members were segregated from the other voters of the Town by occupying the front section of the auditorium, and were in the charge of a detail of police. Entrance to the enclosure was through one door, and each Town Meeting Member was checked from the official list of members before being admitted to the enclosure.

Several elected and appointed town officers and staff, and guests of Town Meeting were seated within this area by permission of the Moderator, but did not vote. Each such non-member was issued an identifying badge.

The following tellers were appointed by the Moderator to assist in counting a standing vote or a ballot vote: Head Teller, Roberta Francis and assisted by Susan Clapham, Maura Renzella, Judi Donnelly, Ilissa Povich, Amie Smith, and Wendy Haering- Engels.

**ARTICLE 3, MOTION 1 An Act Providing for a Selectmen – Town Manager Form of Government in the Town of Wellesley AS AMENDED November 10, 2015** remains on the table for discussion.

**AMENDMENT #7**

Michael D'Ortenzio, Precinct B, offered the following amendment.

Pamela Kubbins, Precinct H, requested a ballot vote, which was not supported by sufficient Town Meeting members. A voice vote was taken.

**VOTED, by declared voice vote**, that Sections 3(B)(2) and 5 of the Special Act authorized pursuant to Warrant Article 3(A), as proposed by the Town Government Study Committee, be amended as set forth below and that corresponding changes be made in Sections 1.2.b, 20.3.b, and 26.1 of the General Bylaws:

(1) Deleting the words “a town clerk” so that Section 3(B)(2) would read as follows:

(2) Notwithstanding the provisions of Chapter 48, section 42 or 42A, if accepted at any time by the town, or any other general or special law to the contrary, the town manager may appoint a police chief, a fire chief or chief fire engineer, ~~a town clerk~~ and all other department heads and officers. Notwithstanding the provisions of any general or special law to the contrary, appointment of subordinates and all other employees shall be made by the town manager, or the department head or chief staff employee of the affected department if so designated by the town manager. Appointments of the police chief and fire chief or chief fire engineer shall not take effect unless approved by the board of selectmen. Any appointment of other department heads or chief staff employees of elected and appointed boards and committees shall be made only after consultation with such board or committee regarding applicable duties and qualifications; and an opportunity for such board or committee to interview one or more final candidates submitted by the town manager or through a process under the direction of the town manager. Such appointment shall take effect no sooner than (1) it is approved by such board or committee; or (2) 15 calendar days after notice of the appointment has been provided to such board or committee without any action thereon; whichever occurs first. The town manager may remove any employee. The town manager shall provide notice to the affected board or committee before such removal if practicable, but in no case later than the end of the third business day following the removal of a department head or chief staff employee. This subsection shall not apply to employees of the school committee, the municipal light board, appointments made by the commonwealth or appointments for which another method of appointment is provided in this act.

(2) Deleting Section 5 in its entirety and renumbering the Special Act as appropriate.

## **AMENDMENT #8**

Andrew Wrobel, Precinct E, offered the following amendment which

**FAILED by declared voice vote**, that Section 3(B)(3) the Special Act authorized pursuant to Warrant Article 3(A), as proposed by the Town Government Study Committee, be amended by adding a comma and the words “with the concurrence of any affected board or committee” after the words “The town manager shall” so that Section 3(B)(3) would read as set forth below, and that corresponding changes be made in Section 20.3.c of the General Bylaws:

(3) The town manager shall, **with the concurrence of any affected board or committee**, manage and supervise all town departments except for the school department and the municipal light department.

The moderator declared a short break at 9:05 pm. The Meeting resumed at 9:20 pm.

David Murphy, Chair of the Board of Selectmen, offered the following motion which was

**VOTED unanimously**, that when this town meeting adjourns, it does so until December 1, 2015, 7:00 pm in this same hall.

The motion was displayed on the screen,

#### **AMENDMENT #9**

Laura Fragasso, Precinct E, offered the following amendment which

**FAILED by declared voice vote**, that Sections 3(B)(2) and 3(B)(3) of the Special Act authorized pursuant to Warrant Article 3(A), as proposed by the Town Government Study Committee, be amended by substituting new Sections 3(B)(2) and 3(B)(3) as set forth below and that corresponding changes be made to the General Bylaws as necessary:

(2) Notwithstanding the provisions of Chapter 48, section 42 or 42A, if accepted at any time by the town, or any other general or special law to the contrary, the town manager may appoint a police chief, a fire chief or chief fire engineer, a town clerk and all other department heads and officers; provided, however, that:

(i) Appointments of the police chief and fire chief or chief fire engineer shall not take effect unless approved by the board of selectmen.

(ii) Except as otherwise provided by this section, all employees shall be appointed and may be removed by the town manager, or the department head or chief staff employee of the affected department if so designated by the town manager; provided, however, that elected boards and committees shall:

(A) Be jointly responsible with the town manager for the identification and interviewing of candidates for appointment as a department head or chief staff employee;

(B) In consultation with the town manager, appoint the department head or chief staff employee providing support for such board or committee in accordance with applicable procedures established by the town;

(C) In consultation with and the concurrence of the town manager, remove such department head or chief staff employee in accordance with applicable procedures established by the town.

(iii) All other employees providing support to an elected board or committee shall be appointed by the department head or chief staff employee of such board or department in consultation with the town manager and in accordance with applicable procedures established by the town. Such employees may be removed by the department head or chief staff employee of such board or department only in consultation with and the concurrence of the town manager and in accordance with applicable procedures established by the town.

- (iv) An elected board or committee may, with the concurrence of the board of selectmen, delegate to the town manager all or a portion of the interviewing, appointment or removal authority conferred by this subsection.
- (v) This subsection shall not apply to employees of the school committee, the municipal light board, appointments made by the commonwealth, or appointments for which another method of appointment is provided in this act.
- (3) Except as otherwise provided by this section, the town manager shall supervise all town departments and employees of the town; provided, however, that:
  - (i) The town manager may delegate such supervisory responsibility in accordance with applicable procedures established by the town, and may transfer personnel providing support to an elected board or committee with the concurrence of such board or committee and the board of selectmen.
  - (ii) Elected boards and committees shall directly supervise the department head providing support to such board or committee or, in the absence of such a department head, the chief staff employee providing such support provided, however, that performance evaluations shall be conducted in consultation with the town manager and in accordance with applicable town policies. All other employees providing support to an elected board or committee shall be supervised by the department head or chief staff employee of the affected board in consultation with the town manager or a designee thereof and in accordance with all applicable policies of the town.
  - (iii) An elected board or committee may, with the concurrence of the board of selectmen, delegate to the town manager all or a portion of the supervisory authority conferred by this subsection.
  - (iv) This subsection shall not apply to employees of the school committee, the municipal light board, appointments made by the commonwealth, or appointments for which another method of appointment is provided in this act.

## AMENDMENT #10

Donald McCauley, Precinct A, offered the following amendment which was

**VOTED by declared voice vote**, that Section 3(B)(5) of the Special Act authorized pursuant to Warrant Article 3(A), as proposed by the Town Government Study Committee, be amended by striking the words “and strategic,” therefrom, and inserting the words “and implement the strategic planning” before the words “for the town” so that Section 3(B)(5) would read as set forth below and that corresponding changes be made to Section 20.3.e of the General Bylaws:

(5) The town manager shall direct the operational ~~and strategic~~ planning **and implement the strategic planning** for the town.

The moderator noticed the time of 10:20 pm and entertained a motion to adjourn. The meeting adjourned to December 1, 2015.

Attest:

Kathleen F Nagle  
Town Clerk

CERTIFICATE OF NOTICE  
OF ADJOURNED SPECIAL TOWN MEETING



NOVEMBER 18, 2015

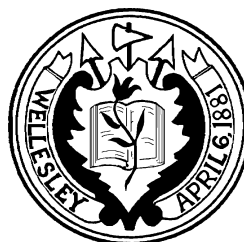
Wellesley, MA

I hereby certify that notice that the Town Meeting would adjourn from November 17, 2015 to December 1, 2015 at 7:00 p.m. at the Wellesley Middle School was posted on the screen in the Hall during the recess of the meeting on November 17, 2015 and was voted unanimously by the Town Meeting. That said adjournment was announced by the Moderator at the close of the meeting of November 17, 2015 and a notice was posted on the town website ([www.wellesleyma.gov](http://www.wellesleyma.gov)) and in the Town Hall at the office of the Town Clerk on November 18, 2015

Attest:

Kathleen F. Nagle

Town Clerk



**TOWN CLERK'S RECORD ADJOURNED SESSION OF**

**November 2, 2015 Special Town Meeting**

**Wellesley Middle School**

**50 Kingsbury Street**

**Wellesley MA**

**December 1, 2015 Session VII**

**December 2, 2015**

In pursuance of a Warrant dated September 29, 2015 the duly elected Town Meeting Members proceeded as follows:

The Moderator, Margaret Metzger, called the seventh session of the Special Town Meeting to order at 7:05 P.M. in the Wellesley Middle School Auditorium at 50 Kingsbury Street, Wellesley MA. The Moderator declared a quorum present.



The meeting was held under the provisions of Chapter 202 of the Acts of 1932 as amended. The checklist of Town Meeting Members showed there were 199 members present. Only 121 were needed for a quorum.

The duly elected Town Meeting Members were segregated from the other voters of the Town by occupying the front section of the auditorium, and were in the charge of a detail of police. Entrance to the enclosure was through one door, and each Town Meeting Member was checked from the official list of members before being admitted to the enclosure.

Several elected and appointed town officers and staff, and guests of Town Meeting were seated within this area by permission of the Moderator, but did not vote. Each such non-member was issued an identifying badge.

The following tellers were appointed by the Moderator to assist in counting a standing vote or a ballot vote: Head Tellers, Roberta Francis and Amie Smith; assisted by Susan Clapham, Maura Renzella, Judi Donnelly, Ilissa Povich, Bob White, Linda Grape, and Wendy Haering- Engels.

David Murphy, Precinct B, Chair of the Board of Selectmen offered the following resolution:

**Resolution regarding Police Chief Terrence M. Cunningham  
Special Town Meeting - December 1, 2015**

**WHEREAS:** Terrence M. Cunningham was appointed as a Police Patrolman in the Town of Wellesley on April 25, 1983, rose through the ranks to become the Chief of Police on November 16, 1999, and has served with honor and distinction throughout his career.

**WHEREAS:** Chief Cunningham is highly regarded in law enforcement circles beyond the Town of Wellesley and has previously served as President of the Massachusetts Chiefs of Police Association, and was a founder and past president of the Metropolitan Law Enforcement Council, which makes regional police resources available to the Town of Wellesley.

**WHEREAS:** On October 27, 2015, Chief Cunningham was appointed President of the International Association of Chiefs of Police and will serve in that capacity for a term of one year. The IACP has more than 25,000 members in 121 countries and their mission is to advance professional police services; promote enhanced administrative, technical, and operational police practices; and foster cooperation and the exchange of information among police leaders and police organizations throughout the world. The IACP pursues its mission through a comprehensive, international array of project initiatives encompassing ground-breaking research, training, legislative advocacy and other professional services.

**WHEREAS:** Chief Cunningham's appointment to this important position reflects favorably on the Town of Wellesley, its Police Department and Police officers, and will provide the Town with greater insight into best policing practices and access to additional policing resources, for the benefit of all Wellesley residents.

**NOW THEREFORE BE IT RESOLVED:** That this Town Meeting, acting on behalf of all of the residents of the Town of Wellesley and its municipal employees expresses its congratulations to Chief Terrence M. Cunningham on his appointment as President of the International Association of Chiefs of Police.

The Town Meeting rose in honor of Chief Cunningham.

The Moderator reviewed the status of motions before this Special Town Meeting.

David Murphy, Precinct B, Chair of the Board of Selectmen, explained that Article 3 Motion 1 as previously amended has been further revised by amendments accepted by the Board of Selectmen and the Town Government Study Committee and incorporated in the amended and revised motion without action by Town Meeting. (See italicized language in the motion below)

1. Language that authorizes Department heads to appoint and manage subordinate employees
2. Authorizing Board of Selectmen to appoint members of the Historical Commission and the Youth Commission
3. Requiring prior notice to affect board/committee of intent to terminate a department head

Katherine L. Babson Jr., Precinct E, Chair Town Government Study Committee offered the following Article 3 Motion 1 as previously amended and with revisions accepted by the proponent without vote of Town Meeting:

**ARTICLE 3, MOTION 1 An Act Providing for a Selectmen – Town Manager Form of Government in the Town of Wellesley AS AMENDED through November 17, 2015 and with accepted revisions and technical language changes incorporated without vote of Town Meeting:**

**Section 1. Board of Selectmen**

(A) The board of selectmen of the town of Wellesley shall consist of five registered voters of the town elected for a term of three years each, the terms of no more than two of which shall expire in any year.

(B) The executive powers of the town shall be vested in the board of selectmen, who shall have all of the powers and duties granted to boards of selectmen by the Constitution and General Laws of the Commonwealth of Massachusetts, and such additional powers and duties as may be provided by special law, by town bylaw, or by town meeting vote, except for those powers expressly granted thereby to the town manager.

(C) The town of Wellesley may, by bylaw, authorize the board of selectmen to appoint, by vote of a majority of its members, a town manager with the powers set forth in Section 3 of this act or an acting town manager with such powers as the board of selectmen may deem necessary or appropriate. The board shall appoint a town counsel, special police in accordance with Chapter 330 of the Acts of 1946 as amended and any other appointed board or committee member or official for whom no other method of selection has been provided pursuant to this act or by town bylaw.

~~(D) Notwithstanding the provisions of any general law to the contrary, the board of selectmen or its designee shall be the local licensing authority of the town and shall have the power to issue licenses, to make all necessary rules and regulations regarding the issuance of such licenses, to attach such conditions and restrictions thereto as it deems to be in the public interest, and to enforce the laws relating to all businesses for which it issues licenses. The board of selectmen shall be the local licensing authority for the issuance of all licenses pursuant to Chapter 138 of the General Laws; provided, however, that the board of selectmen or its designee may issue temporary licenses in accordance with Chapter 138, Section 14 of the General Laws.~~

(D) Notwithstanding the provisions of any general law to the contrary, the board of selectmen or its designee shall be the local licensing authority of the town and shall have the power to issue licenses, to make all necessary rules and regulations regarding the issuance of such licenses, to attach such conditions and restrictions thereto as it deems to be in the public interest, and to enforce the laws relating to all businesses for which it issues licenses. **The board of selectmen shall be the local licensing authority for the issuance and amendment of all common victualler licenses pursuant**

**to Chapter 140 of the General Laws; provided, however, that the board may delegate the authority to issue renewals and amendments involving no substantial expansion or alteration.** The board of selectmen shall be the local licensing authority for the issuance of all licenses pursuant to Chapter 138 of the General Laws; provided, however, that the board of selectmen or its designee may issue temporary licenses in accordance with Chapter 138, Section 14 of the General Laws. (As Amended- Amendment #2 11/10/15)

## **Section 2. Town Manager**

(A) The town manager of the town of Wellesley shall be appointed solely on the basis of executive and administrative qualifications. The town manager shall be a professionally qualified person of proven ability, especially fitted by education, training and previous experience. No person holding elective public office in the town with the exception of a town meeting member shall, within twelve months of holding the office, be eligible for appointment as town manager. The town may, by bylaw, establish such additional qualifications as it may deem necessary and appropriate; provided, however, that the board of selectmen may establish such further additional qualifications as it may deem necessary and appropriate.

(B) The terms of the town manager's employment may be the subject of a written contract entered into pursuant to Chapter 41, Section 108N of the General Laws. The town manager's compensation shall not exceed the amount annually appropriated for that purpose.

~~(C) The town manager may be appointed or re-appointed for successive terms of office, no term of which shall be for more than five years.~~

(C) **After an initial term of no more than three years**, the town manager may be re-appointed for **subsequent** terms of office, no term of which shall be for more than five years. (As Amended Amendment #3 11/10/15)

## **Section 3. Powers and Duties of Town Manager**

(A) Upon appointment, the town manager shall be the chief administrative officer of the town, shall be vested with the powers and duties set forth in Section 3(B), and shall be responsible to the board of selectmen for the proper administration of all town affairs placed in the town manager's charge by or in accordance with this act.

(B) The town manager's powers and duties shall include:

(1) Notwithstanding the provisions of Chapter 41, Sections 69E and 97A, the town manager may fix the compensation of all town officers and employees appointed by the town manager within the limits established by applicable appropriations and any compensation plan in effect at such time.

(2) Notwithstanding the provisions of Chapter 48, section 42 or 42A, if accepted at any time by the town, or any other general or special law to the contrary, the town manager may appoint and remove a police chief, a fire chief or chief fire engineer, ~~a town clerk~~ (Amendment #7 11/12/15) and all department heads and officers; ~~subordinates and employees of the town~~, provided, however that appointment of subordinates and all other employees other than police department employees and fire department employees shall be made by the department head or chief staff employee of the affected department; and provided further that notwithstanding the provisions of chapter 40 sections 8D and 8E of the General Laws, the Board of Selectmen shall appoint the members of the Historical Commission and the Youth Commission. (accepted without town Meeting vote) Appointments of the police chief and

fire chief or chief fire engineer shall not take effect unless approved by the board of selectmen. Any appointment of other department heads or chief staff employees of elected and appointed boards and committees shall take effect no sooner than (1) it is approved by such board or committee; or (2) 15 calendar days after notice of the appointment has been provided to such board or committee without any action thereon; whichever occurs first. The town manager shall provide notice to the affected board or committee before such removal if practicable, but in no case later than the end of the third business day following the removal of a department head or chief staff employee.

(3) The town manager shall manage and supervise all town departments except for the school department and the municipal light department.

(4) The town manager may, except as otherwise prohibited by law, re-organize, consolidate, abolish or create town departments in whole or in part, and transfer the duties, powers and appropriations incidental to the reorganization of one town department to another as follows:

(i) For town departments under the supervision of the board of selectmen, with the approval of the board of selectmen; and

(ii) For all other town departments, after consultation with the affected board, and with the approval of the affected board or Town Meeting.

~~(5) The town manager shall direct the operational and strategic planning for the town.~~

(5) The town manager shall direct the operational **and strategic** planning **and implement the strategic planning** for the town. (As Amended, Amendment # 10, 11/17/15)

(6) The town manager shall provide for the execution and enforcement of the provisions of law that require enforcement by town officers and employees subject to the town manager's direction and supervision.

(7) The town manager shall keep the board of selectmen fully informed as to the financial condition and needs of the town and to make such recommendations to the board of selectmen as the town manager may deem necessary or appropriate.

(8) The town manager shall ensure that a full and complete record of the financial and administrative activities of the Town is kept, and render a report of such activities to the board of selectmen at the end of each fiscal year and at such other times as may be required by the board of selectmen.

(9) The town manager shall negotiate collective bargaining agreements for execution by the board of selectmen.

(10) The town manager shall attend all regular and special meetings of the board of selectmen except when excused.

(11) The town manager shall attend all sessions of town meeting in order to be available to answer all questions directed to the town manager that are related to the town manager's office or to matters within the town manager's authority.

(12) The town manager shall prepare and submit a proposed town-wide annual operating budget, financial plan and the long-range capital budget program.

(13) The town manager shall have the authority to approve any warrants for the payment of town funds prepared by the finance director; provided, however, that the approval of any such warrant by the town manager shall be sufficient to authorize payment by the treasurer, and provided further that the board of selectmen or its designee shall have the authority to approve such warrants in the event of a vacancy in the office of town manager or in the town manager's absence.

(14) The town manager shall serve as the Executive Officer of the town for the purposes of Chapter 258 of the General Laws.

(15) The town manager shall devote full-time to the office and except as expressly authorized by the board of selectmen, shall not engage in any other business or occupation during the term of office. Except as expressly provided in this act, the town manager shall not hold any other public elective or appointive office in the town; provided, however, that, with the approval of the board of selectmen, the town manager may serve as the town's representative to regional boards, commissions, and the like, but the town manager may not receive additional compensation for such services.

(16) The town manager shall perform any other duties required by town bylaw, town meeting vote or the board of selectmen not inconsistent with this act.

#### **Section 4. Removal Procedures**

The board of selectmen may remove the town manager from office as follows:

(A) By affirmative vote of a majority of its members, the board of selectmen may adopt a preliminary resolution of removal setting forth in reasonable detail the reason or reasons for the proposed removal. The preliminary resolution may suspend the town manager for a period not to exceed forty-five days. A copy of the resolution shall be delivered to the town manager forthwith following its adoption.

(B) Within five days after the delivery of a preliminary resolution of removal, the town manager may request a public hearing on the reasons cited for removal by filing a written request therefor with the board of selectmen. The hearing shall be convened by the board of selectmen not less than twenty, nor more than thirty days after such request is submitted. Not less than five days prior to such hearing, written notice thereof shall be given to the town manager at the town manager's last known address. The time limitations set forth herein may be waived in writing by the town manager. Not less than forty-eight hours prior to the time set for the commencement of the public hearing, the town manager may file a written statement with the board of selectmen responding to the reasons cited for the proposed removal. The town manager may be represented by counsel at the public hearing, and shall be entitled to present evidence, call witnesses and, personally or through counsel, question any witnesses appearing at the hearing.

(C) The board of selectmen may, by a vote of a majority of its members, adopt a final resolution of removal, which shall be effective upon its adoption or such later date as may be designated therein; provided, however, that such resolution shall not be adopted until:

- i. Ten days after the date of delivery to the town manager of the preliminary resolution of removal; or
- ii. If the town manager has made a timely request for a public hearing, five days after completion of the public hearing or forty-five days after the adoption of the preliminary resolution, whichever occurs later.

(D) Failure to adopt a final resolution of removal within the time limitations provided in this section shall be deemed to nullify the preliminary resolution of removal. The action of the board of selectmen in suspending or removing the town manager shall be final, it being the intention of this provision to vest all authority and fix all responsibility for such suspension or removal in the board of selectmen. The

town manager shall continue to receive the town manager's compensation until a final resolution of removal has become effective.

~~**Section 5.** The term of office of any Town Clerk holding office on the effective date of this section shall continue until it shall have expired and a successor Town Clerk is appointed and qualified, or until the position otherwise becomes vacant. (Amendment #7 11/12/15)~~

**Section 5.** Section 3 of Chapter 555 of the Acts of 1978, as amended by Section 1 of Chapter 247 of the Acts of 1995 and Section 1 of Chapter 164 of the Acts of 2005, is hereby further amended by striking the first and second paragraphs in their entirety and inserting, in place thereof, the following –

Notwithstanding any general or special law to the contrary, the town of Wellesley is hereby authorized to establish by town bylaw a finance department. Any such bylaw shall provide that the department shall be responsible to the town manager. The department's duties and responsibilities may include coordination and administration of town financial services and activities, including the town's financial planning; investment of town funds; maintenance of town accounting records and financial statements; payment of all town obligations after securing required approvals; assisting in the development of budgets and reviewing all budgets for format, completeness, and accuracy before submission to the advisory committee; monitoring of all expenditures of town funds; timely reporting to the town manager and to appropriate boards and officers of actual or foreseeable obligations of expenditures of funds in excess of budgeted appropriations; maintenance of payroll and other financial records relating to all town personnel; preparing and supervising town purchasing and inventory control procedures; administering the disposal of town property; and assisting the town manager in the supervision of all data processing and the development and enforcement of internal controls.

The finance department shall be under the supervision and management of the finance director, who shall be appointed by the town manager, subject to the approval of the board of selectmen, for a term of up to three years. The finance director shall be the chief financial officer of the town and shall serve as the town comptroller and town accountant. Subject to the approval of the town manager, the finance director shall appoint, for up to a three-year term, a town treasurer and collector of taxes, who shall be under the supervision and management of the finance director and shall have, except as otherwise expressly provided by this act, the powers and duties vested by law in town treasurers and collectors of taxes.

**Section 6.** Chapter 555 of the Acts of 1978 is hereby amended by striking out Section 4 in its entirety and inserting, in place thereof, the following -

Section 4. Notwithstanding any contrary provisions of the General Laws, the town is authorized to establish by bylaw a natural resources commission consisting of five members elected for a term of three years, which shall have the powers and duties of conservation commissions and forest committees under the General Laws and the powers and duties (currently vested in the board of public works of the town) of park commissioners, tree wardens, moth superintendents and superintendents of insect pest control under the General Laws, and which shall appoint a wetlands protection committee to which shall be delegated the power and authority to administer and enforce the provisions of section 40 of chapter 131 of the General Laws, a landscape advisory committee and a long-range planning committee. The town manager shall appoint a Director of Natural Resources *and the Director shall appoint such other staff for whom funding has been provided.* (Technical correction accepted without vote of Town Meeting) Any such commission shall have overall authority and responsibility with respect to: the use, acquisition, management, preservation, and protection of conservation land, park land and such other land as may be transferred to or acquired by the commission, forest and tree nursery management, insect pest and moth control, and administration of the conservation fund

under sections 5(51) and 8C of chapter 40 of the General Laws. In addition, it shall study and make recommendations regarding the use, maintenance, management, preservation, and protection of the natural resources of the town which are under the jurisdiction of other boards, establish general policies to be implemented by the department of public works for the carrying out of work affecting natural resources, propose for acquisition by the town those natural resources that the commission deems useful or important to the town, and carry out such other related responsibilities as the town may assign to it or as may be permitted or required by law.

**Section 7.** Chapter 555 of the Acts of 1978 is hereby amended by striking out Section 9 in its entirety and inserting, in place thereof, the following -

Section 9. Notwithstanding any contrary provisions of Section 69E of Chapter 41 of the General Laws, the superintendent of public works appointed by the town manager shall have the title "Director of Public Works."

**Section 8.** Sections 5 through 8, inclusive, take effect, and the position of executive director of general government services, created by Section 1 of Chapter 247 of the Acts of 1995, shall be abolished upon the initial appointment of a town manager pursuant to Section 1(C) or the thirtieth day of November, two thousand sixteen, whichever is later.

**Section 9.** All laws, bylaws, votes, rules and regulations, whether enacted by authority of the town or any other authority, that are in force in the town of Wellesley on the effective date of this Act, or any portion or portions thereof, not inconsistent with the provisions of this Act, shall continue in full force and effect until modified in accordance with applicable law.

**Section 10.** Nothing in this Act shall be construed to abridge, alter, or amend the powers and duties of the municipal light board or manager of the municipal light plant as set forth in Chapter 164 of the General Laws.

**Section 11.** This act shall be submitted for acceptance to the qualified voters of the town of Wellesley at the next regular or special town election following its enactment in the form of the following question, which shall be placed upon the official ballot to be used for the election of town officers at said election: -- "Shall an act passed by the General Court in the year two thousand sixteen entitled 'An Act providing for a selectmen-town manager form of government in the town of Wellesley', be adopted?"

If a majority of the votes cast in answer to the question is in the affirmative, this act shall take effect in the town, but not otherwise.

#### **AMENDMENT #11**

Marla Robinson, Precinct E, offered the following amendment.

**VOTED, by declared voice vote,** that Section 4 of the Special Act authorized pursuant to Warrant Article 3(A), as proposed by the Town Government Study Committee, be deleted in its entirety, a new Section 4 be inserted in place thereof as set forth below, the language deleted from Article 3(A) be moved to a new Section 20.4 of the General Bylaws, successive sections of the General Bylaws be renumbered accordingly, and that corresponding changes be made in Section 20.2.c of the general bylaws:

**Section 4. Removal Procedures.** The Board of Selectmen may terminate the town manager in accordance with applicable procedures established by the town.

#### **AMENDMENT #12**

Marla Robinson, Precinct E, offered the following amendment.

**Which FAILED by declared voice vote**, that section 2(A) of the Special Act authorized pursuant to Warrant Article 3(A), as proposed by the Town Government Study Committee, be amended by adding a comma and the words “*or any person serving as a member of an appointed town board or committee, or any consultant paid by the town*” after the words “no person holding elective public office in the town” and adding the words “*or being employed by the town*” after the words “within twelve months of hold the office so that Section 2(A) would read as follows:

- (A) The town manager of the town of Wellesley shall be appointed solely on the basis of executive and administrative qualifications. The town manager shall be a professionally qualified person of proven ability, especially fitted by education, training and previous experience. No person holding elective public office in the town with the exception of a town meeting member, *or any person serving as a member of an appointed town board or committee in the town, or any consultant paid by the town* shall, within twelve months of holding the office *or being employed by the town*, be eligible for appointment as town manager. The town may, by bylaw, establish such additional qualifications as it may deem necessary and appropriate; provided, however, that the board of selectmen may establish such further additional qualifications as it may deem necessary and appropriate.

Heather Sawitsky, Precinct H rose to note that language intended to be adopted without vote of the town meeting as stated by Mr. Murphy relative to notice to board upon termination of a department head was not shown in the motion on the floor. Language in section 3(B)(2) was accepted and incorporated into the main motion without debate to wit, (italicized language)

(2) Notwithstanding the provisions of Chapter 48, section 42 or 42A, if accepted at any time by the town, or any other general or special law to the contrary, the town manager may appoint a police chief, a fire chief or chief fire engineer and all other department heads and officers; provided, however, that appointment of subordinates and all other employees shall be made by the department head or chief staff employee of the affected department, except for police officers, police department employees, fire engineers, firefighters and other fire department employees, who shall be appointed by the town manager in accordance with applicable procedures established by the town; and provided further that, notwithstanding the provisions of chapter 40, sections 8D and 8E of the General Laws, the Board of Selectmen shall appoint the members of the Historical Commission and Youth Commission. Appointments of the police chief and fire chief or chief fire engineer shall not take effect unless approved by the board of selectmen. Any appointment of other department heads or chief staff employees of elected and appointed boards and committees shall be made only after consultation with such board or committee regarding applicable duties and qualifications; and an opportunity for such board or committee to interview one or more final candidates submitted by the town manager or through a process under the direction of the town manager. Such appointment shall take effect no sooner than (1) it is approved by such board or committee; or (2) 15 calendar days after notice of the appointment has been provided to such board or committee without any action thereon; whichever occurs first. *The town manager may remove any employee. The Town Manager shall provide notice to the affected board or committee before any removal of a department head or chief staff employee of such board or committee.* This subsection shall not apply to employees of the school committee, the municipal light board, appointments made by the commonwealth or appointments for which another method of appointment is provided in this act.

The moderator declared a short break at 8:45 pm. The Meeting resumed at 9:05 pm.

David Murphy, Chair of the Board of Selectmen, offered the following motion which was

**VOTED unanimously**, that when this town meeting adjourns, it does so until December 3, 2015, 7:00 pm in this same hall.



The motion was displayed on the screen,

### **AMENDMENT #13**

Paul Merry offered a further amendment to Section 3(B)(2) required the notice of termination to be at least five days. The Board of Selectmen, Town Government Study Committee and Advisory Committee accepted the motion without objection. The Section as amended now reads:

(2) Notwithstanding the provisions of Chapter 48, section 42 or 42A, if accepted at any time by the town, or any other general or special law to the contrary, the town manager may appoint a police chief, a fire chief or chief fire engineer and all other department heads and officers; provided, however, that appointment of subordinates and all other employees shall be made by the department head or chief staff employee of the affected department, except for police officers, police department employees, fire engineers, firefighters and other fire department employees, who shall be appointed by the town manager in accordance with applicable procedures established by the town; and provided further that, notwithstanding the provisions of chapter 40, sections 8D and 8E of the General Laws, the Board of Selectmen shall appoint the members of the Historical Commission and Youth Commission. Appointments of the police chief and fire chief or chief fire engineer shall not take effect unless approved by the board of selectmen. Any appointment of other department heads or chief staff employees of elected and appointed boards and committees shall be made only after consultation with such board or committee regarding applicable duties and qualifications; and an opportunity for such board or committee to interview one or more final candidates submitted by the town manager or through a process under the direction of the town manager. Such appointment shall take effect no sooner than (1) it is approved by such board or committee; or (2) 15 calendar days after notice of the appointment has been provided to such board or committee without any action thereon; whichever occurs first. *The town manager may remove any employee. The Town Manager shall provide notice to the affected board or committee at least five days before any removal of a department head or chief staff employee of such board or committee.* This subsection shall not apply to employees of the school committee, the municipal light board, appointments made by the commonwealth or appointments for which another method of appointment is provided in this act.

There being no further amendments offered, the Moderator entertained Town Meeting debate on the Article 3 Motion 1 as amended.

The Board of Selectmen and Town Government Study Committee gave notice of an intent to request a ballot vote. More than 20 Town Meeting members rose in support of the request for a ballot vote.

After extended debate the motion was:

**VOTED BY BALLOT VOTE 120 yes and 79 no, simple majority required:**

That the Town vote to authorize the Board of Selectmen, on behalf of the Town, to petition the General Court for passage of a special law substantially as provided below. The Legislature may make clerical or editorial changes in form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the Legislature. The Board of Selectmen is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

### **An Act Providing for a Selectmen – Town Manager Form of Government in the Town of Wellesley**

#### **Section 1. Board of Selectmen**

(A) The board of selectmen of the town of Wellesley shall consist of five registered voters of the town elected for a term of three years each, the terms of no more than two of which shall expire in any year.

(B) The executive powers of the town shall be vested in the board of selectmen, who shall have all of the powers and duties granted to boards of selectmen by the Constitution and General Laws of the Commonwealth of Massachusetts, and such additional powers and duties as may be provided by special law, by town bylaw, or by town meeting vote, except for those powers expressly granted thereby to the town manager.

(C) The town of Wellesley may, by bylaw, authorize the board of selectmen to appoint, by vote of a majority of its members, a town manager with the powers set forth in Section 3 of this act or an acting town manager with such powers as the board of selectmen may deem necessary or appropriate. The board shall appoint a town counsel, special police in accordance with Chapter 330 of the Acts of 1946 as amended and any other appointed board or committee member or official for whom no other method of selection has been provided pursuant to this act or by town bylaw.

(D) Notwithstanding the provisions of any general law to the contrary, the board of selectmen or its designee shall be the local licensing authority of the town and shall have the power to issue licenses, to make all necessary rules and regulations regarding the issuance of such licenses, to attach such conditions and restrictions thereto as it deems to be in the public interest, and to enforce the laws relating to all businesses for which it issues licenses. The board of selectmen shall be the local licensing authority for the issuance and amendment of all common victualler licenses pursuant to Chapter 140 of the General Laws; provided, however, that the board may delegate the authority to issue renewals and amendments involving no substantial expansion or alteration. The board of selectmen shall be the local licensing authority for the issuance of all licenses pursuant to Chapter 138 of the General Laws; provided, however, that the board of selectmen or its designee may issue temporary licenses in accordance with Chapter 138, Section 14 of the General Laws.

## **Section 2. Town Manager**

(A) The town manager of the town of Wellesley shall be appointed solely on the basis of executive and administrative qualifications. The town manager shall be a professionally qualified person of proven ability, especially fitted by education, training and previous experience. No person holding elective public office in the town with the exception of a town meeting member shall, within twelve months of holding the office, be eligible for appointment as town manager. The town may, by bylaw, establish such additional qualifications as it may deem necessary and appropriate; provided, however, that the board of selectmen may establish such further additional qualifications as it may deem necessary and appropriate.

(B) The terms of the town manager's employment may be the subject of a written contract entered into pursuant to Chapter 41, Section 108N of the General Laws. The town manager's compensation shall not exceed the amount annually appropriated for that purpose.

(C) After an initial term of no more than three years, the town manager may be re-appointed for subsequent terms of office, no term of which shall be for more than five years.

## **Section 3. Powers and Duties of Town Manager**

(A) Upon appointment, the town manager shall be the chief administrative officer of the town, shall be vested with the powers and duties set forth in Section 3(B), and shall be responsible to the board of selectmen for the proper administration of all town affairs placed in the town manager's charge by or in accordance with this act.

(B) The town manager's powers and duties shall include:

(1) Notwithstanding the provisions of Chapter 41, Sections 69E and 97A, the town manager may fix the compensation of all town officers and employees appointed by the town manager within the limits established by applicable appropriations and any compensation plan in effect at such time.

(2) Notwithstanding the provisions of Chapter 48, section 42 or 42A, if accepted at any time by the town, or any other general or special law to the contrary, the town manager may appoint a police chief, a fire chief or chief fire engineer and all other department heads and officers; provided, however, that appointment of subordinates and all other employees shall be made by the department head or chief staff employee of the affected department, except for police officers, police department employees, fire engineers, firefighters and other fire department employees, who shall be appointed by the town manager in accordance with applicable procedures established by the town; and provided further that, notwithstanding the provisions of chapter 40, sections 8D and 8E of the General Laws, the Board of Selectmen shall appoint the members of the Historical Commission and Youth Commission. Appointments of the police chief and fire chief or chief fire engineer shall not take effect unless approved by the board of selectmen. Any appointment of other department heads or chief staff employees of elected and appointed boards and committees shall be made only after consultation with such board or committee regarding applicable duties and qualifications; and an opportunity for such board or committee to interview one or more final candidates submitted by the town manager or through a process under the direction of the town manager. Such appointment shall take effect no sooner than (1) it is approved by such board or committee; or (2) 15 calendar days after notice of the appointment has been provided to such board or committee without any action thereon; whichever occurs first. The town manager may remove any employee. The Town Manager shall provide notice to the affected board or committee at least five days before any removal of a department head or chief staff employee of such board or committee. This subsection shall not apply to employees of the school committee, the municipal light board, appointments made by the commonwealth or appointments for which another method of appointment is provided in this act.

(3) The town manager shall manage and supervise all town departments except for the school department and the municipal light department.

(4) The town manager may, except as otherwise prohibited by law, re-organize, consolidate, abolish or create town departments in whole or in part, and transfer the duties, powers and appropriations incidental to the reorganization of one town department to another as follows:

(i) For town departments under the supervision of the board of selectmen, with the approval of the board of selectmen; and

(ii) For all other town departments, after consultation with the affected board, and with the approval of the affected board or Town Meeting.

(5) The town manager shall direct the operational planning and implement the strategic planning for the town.

(6) The town manager shall provide for the execution and enforcement of the provisions of law that require enforcement by town officers and employees subject to the town manager's direction and supervision.

(7) The town manager shall keep the board of selectmen fully informed as to the financial condition and needs of the town and to make such recommendations to the board of selectmen as the town manager may deem necessary or appropriate.

(8) The town manager shall ensure that a full and complete record of the financial and administrative activities of the Town is kept, and render a report of such activities to the board of selectmen at the end of each fiscal year and at such other times as may be required by the board of selectmen.

(9) The town manager shall negotiate collective bargaining agreements for execution by the board of selectmen.

(10) The town manager shall attend all regular and special meetings of the board of selectmen except when excused.

(11) The town manager shall attend all sessions of town meeting in order to be available to answer all questions directed to the town manager that are related to the town manager's office or to matters within the town manager's authority.

(12) The town manager shall prepare and submit a proposed town-wide annual operating budget, financial plan and the long-range capital budget program.

(13) The town manager shall have the authority to approve any warrants for the payment of town funds prepared by the finance director; provided, however, that the approval of any such warrant by the town manager shall be sufficient to authorize payment by the treasurer, and provided further that the board of selectmen or its designee shall have the authority to approve such warrants in the event of a vacancy in the office of town manager or in the town manager's absence.

(14) The town manager shall serve as the Executive Officer of the town for the purposes of Chapter 258 of the General Laws.

(15) The town manager shall devote full-time to the office and except as expressly authorized by the board of selectmen, shall not engage in any other business or occupation during the term of office. Except as expressly provided in this act, the town manager shall not hold any other public elective or appointive office in the town; provided, however, that, with the approval of the board of selectmen, the town manager may serve as the town's representative to regional boards, commissions, and the like, but the town manager may not receive additional compensation for such services.

(16) The town manager shall perform any other duties required by town bylaw, town meeting vote or the board of selectmen not inconsistent with this act.

**Section 4. Removal Procedures.** The board of selectmen may terminate the town manager in accordance with applicable procedures established by the town.

**Section 5.** Section 3 of Chapter 555 of the Acts of 1978, as amended by Section 1 of Chapter 247 of the Acts of 1995 and Section 1 of Chapter 164 of the Acts of 2005, is hereby further amended by striking the first and second paragraphs in their entirety and inserting, in place thereof, the following –

Notwithstanding any general or special law to the contrary, the town of Wellesley is hereby authorized to establish by town bylaw a finance department. Any such bylaw shall provide that the department shall be responsible to the town manager. The department's duties and responsibilities may include coordination and administration of town financial services and activities, including the town's financial planning; investment of town funds; maintenance of town accounting records and financial statements; payment of all town obligations after securing required approvals; assisting in the development of budgets and reviewing all budgets for format, completeness, and accuracy before submission to the advisory committee; monitoring of all expenditures of town funds; timely reporting to the town manager and to appropriate boards and officers of actual or foreseeable obligations of expenditures of funds in excess of budgeted appropriations; maintenance of payroll and other financial records relating to all town personnel; preparing and supervising town purchasing and inventory control procedures; administering the disposal of town property; and assisting the town manager in the supervision of all data processing and the development and enforcement of internal controls.

The finance department shall be under the supervision and management of the finance director, who shall be appointed by the town manager, subject to the approval of the board of selectmen, for a term of up to three years. The finance director shall be the chief financial officer of the town and shall serve as the town comptroller and town accountant. Subject to the approval of the town manager, the finance director shall appoint, for up to a three-year term, a town treasurer and collector of taxes, who shall be under the supervision and management of the finance director and shall have, except as otherwise expressly provided by this act, the powers and duties vested by law in town treasurers and collectors of taxes.

**Section 6.** Chapter 555 of the Acts of 1978 is hereby amended by striking out Section 4 in its entirety and inserting, in place thereof, the following –

Section 4. Notwithstanding any contrary provisions of the General Laws, the town is authorized to establish by bylaw a natural resources commission consisting of five members elected for a term of three years, which shall have the powers and duties of conservation commissions and forest committees under the General Laws and the powers and duties (currently vested in the board of public works of the town) of park commissioners, tree wardens, moth superintendents and superintendents of insect pest control under the General Laws, and which shall appoint a wetlands protection committee to which shall be delegated the power and authority to administer and enforce the provisions of section 40 of chapter 131 of the General Laws, a landscape advisory committee and a long-range planning committee. The town manager shall appoint a director of natural resources and the director shall appoint such other staff for whom funding has been provided. Any such commission shall have overall authority and responsibility with respect to: the use, acquisition, management, preservation, and protection of conservation land, park land and such other land as may be transferred to or acquired by the commission, forest and tree nursery management, insect pest and moth control, and administration of the conservation fund under sections 5(51) and 8C of chapter 40 of the General Laws. In addition, it shall study and make recommendations regarding the use, maintenance, management, preservation, and protection of the natural resources of the town which are under the jurisdiction of other boards, establish general policies to be implemented by the department of public works for the carrying out of work affecting natural resources, propose for acquisition by the town those natural resources that the commission deems useful or important to the town, and carry out such other related responsibilities as the town may assign to it or as may be permitted or required by law.

**Section 7.** Chapter 555 of the Acts of 1978 is hereby amended by striking out Section 9 in its entirety and inserting, in place thereof, the following -

Section 9. Notwithstanding any contrary provisions of Section 69E of Chapter 41 of the General Laws, the superintendent of public works appointed by the town manager shall have the title "Director of Public Works."

**Section 8.** Sections 5 through 7, inclusive, take effect, and the position of executive director of general government services, created by Section 1 of Chapter 247 of the Acts of 1995, shall be abolished upon the initial appointment of a town manager pursuant to Section 1(C) or the thirtieth day of November, two thousand sixteen, whichever is later.

**Section 9.** All laws, bylaws, votes, rules and regulations, whether enacted by authority of the town or any other authority, that are in force in the town of Wellesley on the effective date of this Act, or any portion or portions thereof, not inconsistent with the provisions of this Act, shall continue in full force and effect until modified in accordance with applicable law.

**Section 10.** Nothing in this Act shall be construed to abridge, alter, or amend the powers and duties of the municipal light board or manager of the municipal light plant as set forth in Chapter 164 of the General Laws.

**Section 11.** This act shall be submitted for acceptance to the qualified voters of the town of Wellesley at the next regular or special town election following its enactment in the form of the following question, which shall be placed upon the official ballot to be used at said election: -- "Shall an act passed by the General Court in the year two thousand sixteen entitled 'An Act providing for a selectmen-town manager form of government in the town of Wellesley', be adopted?"

If a majority of the votes cast in answer to the question is in the affirmative, this act shall take effect in the town, but not otherwise.

The moderator noticed the time of 10:50 pm and entertained a motion to adjourn. The meeting adjourned to December 3, 2015.

Attest:

Kathleen F Nagle  
Town Clerk

CERTIFICATE OF NOTICE  
OF ADJOURNED SPECIAL TOWN MEETING



December 2, 2015

Wellesley, MA

I hereby certify that notice that the Town Meeting would adjourn from December 1, 2015 to December 3, 2015 at 7:00 p.m. at the Wellesley Middle School was posted on the screen in the Hall during the recess of the meeting on December 1, 2015 and was voted unanimously by the Town Meeting. That said adjournment was announced by the Moderator at the close of the meeting of December 1, 2015, and a notice was posted on the town website ([www.wellesleyma.gov](http://www.wellesleyma.gov)) and in the Town Hall at the office of the Town Clerk on December 2, 2015

Attest:

Kathleen F. Nagle  
Town Clerk



**TOWN CLERK'S RECORD ADJOURNED SESSION OF  
November 2, 2015 Special Town Meeting**

**Wellesley Middle School  
50 Kingsbury Street  
Wellesley MA  
December 3, 2015 Session VIII**

**December 4, 2015**

In pursuance of a Warrant dated September 29, 2015 the duly elected Town Meeting Members proceeded as follows:

The Moderator, Margaret Metzger, called the eighth session of the Special Town Meeting to order at 7:10 P.M. in the Wellesley Middle School Auditorium at 50 Kingsbury Street, Wellesley MA. The Moderator declared a quorum present.

The meeting was held under the provisions of Chapter 202 of the Acts of 1932 as amended. The checklist of Town Meeting Members showed there were 170 members present. Only 121 were needed for a quorum.

The duly elected Town Meeting Members were segregated from the other voters of the Town by occupying the front section of the auditorium, and were in the charge of a detail of police. Entrance to the enclosure was through one door, and each Town Meeting Member was checked from the official list of members before being admitted to the enclosure.

Several elected and appointed town officers and staff, and guests of Town Meeting were seated within this area by permission of the Moderator, but did not vote. Each such non-member was issued an identifying badge.

The following tellers were appointed by the Moderator to assist in counting a standing vote or a ballot vote: Head Tellers, Roberta Francis and Amie Smith; assisted by Susan Clapham, Ilissa Povich, Judi Donnelly, Bob White, Russ Astley and Wendy Haering- Engels.

David Murphy, Precinct B, Chair of the Board of Selectmen described the agenda for this session of the Special Town Meeting. He stated that the goal is to finish motions under Article 3 (Motion 2 – Amend Town Bylaw Article 19 Board of Selectmen and Motion 3 – Amend Town Bylaw New Article 20 Town Manager) and Article 8 (Appropriation to Board of Selectmen for Executive Search consultant). Town Government Study Committee will make no motion under Article 4 and 6. It is anticipated that a Special town Meeting will be called in February to take action on remaining town bylaw amendments.

## ARTICLE 3, MOTION 2

Katherine L. Babson Jr., Precinct E, Chair Town Government Study Committee offered the following Article 3 Motion 2 (aka 3B). Ms. Babson, and Marjorie Freiman, Board of Selectmen, spoke in support of the motion, which was

### **VOTED, unanimously by voice vote:**

That the Town vote to amend Article 19, Board of Selectmen, of the General Bylaws, by deleting Article 19 in its entirety and inserting in place thereof a new Article 19, Board of Selectmen, as provided below; provided, however, that the Town Clerk shall assign appropriate alphanumeric references to any provisions of the General Bylaws necessitated by this amendment and, in each case, the assignment of such references shall be identified by a footnote or other convention.

## **ARTICLE 19. BOARD OF SELECTMEN**

### **PART I. GENERAL PROVISIONS**

**19.1. Membership.** The Town shall have an elected Board of Selectmen consisting of five registered voters of the Town.

**19.2. Term.** The term of office shall be three years.

### **PART II. GENERAL DUTIES**

**19.3. Powers.** The Board of Selectmen shall be the chief executive board of the Town and shall oversee all matters affecting the interest and welfare of the Town. The Board shall exercise the power and authority vested in the Town not specifically delegated by law to any other board or office.

**19.4. War Memorial Scholarship Fund Trustees.** The Board of Selectmen shall be *ex officio* the War Memorial Scholarship Fund Trustees, who shall manage said fund in accordance with the provisions of Chapter 229 of the Acts of 1951, as amended and as the same may be amended from time to time hereafter. The Town Treasurer shall be the custodian of all funds and securities thereof. The Board of Selectmen shall include in the Annual Report a financial report of said fund, showing the total amount thereof, investments, receipts and their sources and disbursements and their purposes.

**19.5. Investment of Town Funds.** The Board of Selectmen, after consultation with the Town Manager, shall set guidelines and criteria for the Finance Department for the investment of any and all types of Town funds, including trust funds, and shall establish adequate procedures for the reporting of investments of Town funds.

**19.6. General Duties.** The Board of Selectmen shall have all of the powers and duties of boards of selectmen under the General Laws.

**19.7. Appointments.** The Board of Selectmen shall appoint qualified persons to those positions which by law the board fills by appointment. Those positions include but are not limited to:

- |   |   |
|---|---|
| 1. Town Manager   | 8. Constable                              |
| 2. Town Counsel   | 9. Council on Aging                       |
| 3. Zoning Board of Appeals<br>(including associate members) | 10. Youth Commission                      |
| 4. Historical Commission                                    | 11. Special Police                        |
| 5. Celebrations Committee                                   | 12. Historic District Commission          |
| 6. Registrars of Voters (3 of 4)                            | 13. Wellesley Media Corp. (three members) |
| 7. Election Officers  | 14. Municipal Light Board (two members)   |



**19.8. Communication and Cooperation.** The Board of Selectmen shall encourage and facilitate close communication and cooperation among all boards, officers and officials.

**19.9. Investigations.** The Board of Selectmen shall exercise the authority granted by Chapter 41, Section 23B of the General Laws to investigate the conduct and operation of any Town department and publish a report upon completion of such investigation.

**19.10. Appearance Before Other Bodies.** The Board of Selectmen may appear personally, by counsel or by a designee before any committee of the General Court or before any other person or body to protect the interests of the Town. The Board is not authorized by this section to commit the Town to any course of action.

**19.11. Legal Actions and Settlements.** The Board of Selectmen shall have full authority as agents of the Town, acting upon the advice of counsel, to institute, prosecute, defend and compromise any and all claims, actions, and proceedings on behalf of or against the Town and in which the interests of the Town are or may be involved. However, this authority shall not restrict the Collector of Taxes in the exercise of the powers for the collection of taxes and accounts due the Town conferred upon the Collector of Taxes by the General Laws. No settlement shall be made by a payment of more than \$5000 without authority from the Town.

**19.12. Town-wide Strategic Plan.** The Board of Selectmen shall be responsible for preparation of a Town-wide Strategic Plan. The Strategic Plan shall form a holistic, integrated agenda for the Town that reflects the goals, objectives and strategies that may be adopted from time to time by Town boards. The Board of Selectmen shall publish an updated Strategic Plan at least every five years; provided, however, that the Town Manager shall be responsible for implementing, monitoring and assessing progress on the Strategic Plan, and for presenting to the Annual Town Meeting an update.

a. The Strategic Plan shall include:

- (i) an articulated long-range vision for the Town;
- (ii) a mission statement of Wellesley Town government, including a statement of purpose(s) describing the functions of the municipal government and for whom it provides those functions;
- (iii) a specification of broad community goals and priorities;
- (iv) a statement of objectives: identification of deliverables, both products and services to be provided;
- (v) strategies by which objectives and goals will be achieved and by whom, as well as a timeline for action;
- (vi) recommended action items for coordinating and integrating board or departmental objectives within a Town-wide context;
- (vii) existing or anticipated financial constraints on the ability of the Town to pursue the objectives of the Strategic Plan and how those constraints will be addressed;
- (viii) specific and measurable metrics for assessing progress at agreed-upon time intervals; and
- (ix) such other matters as are deemed appropriate by the Board of Selectmen.

- b. In preparing the Strategic Plan, the Board of Selectmen shall consult with Town boards and department staff, as well as residents and other constituencies and stakeholders. All Town boards, officers, and staff are expected to cooperate and participate in the preparation of the Strategic Plan.

**19.13. System for Citizen Inquiries.** The Board of Selectmen shall establish a system to be administered by the Town Manager to take effective and efficient action on citizen complaints and requests for service.

**19.14. Licensing Board.**

- a. Except as otherwise provided in Section 19.14.b, the Board of Selectmen or its designee shall serve as the local licensing authority for the Town. The Board shall adopt rules and regulations regarding the issuance of such licenses.
- b.
- c. The Board of Selectmen shall be the local licensing authority for the issuance of all licenses pursuant to Chapter 138 of the General Laws; provided, however, that the Board or its designee may issue temporary licenses in accordance with Chapter 138, Section 14 of the General Laws.
- d. In granting of licenses for the sale of wines and malt beverages not to be drunk on the premises as authorized by Chapter 14 of the Acts of 2014, the Board of Selectmen shall limit such licenses to food stores and specialty food stores, said terms to be defined in regulations adopted by the Board after a public hearing.
- e. The Board of Selectmen shall be the local licensing authority for the issuance of all common victualler licenses and amendments; provided, however, that the Board may delegate the authority to issue renewals and amendments of common victualler licenses involving no substantial expansion or alteration.

**19.15. Municipal Charges Lien.** No municipal charges lien to secure reimbursement to the Town for its expenses incurred, properly chargeable to the property owner, in correcting any particular encroachment onto town-owned land, authorized by Chapter 40, Section 58 of the General Laws shall be imposed without the Selectmen's approval following the giving of due notice to the person to be charged and an opportunity to be heard. *(New section ATM 2012)*

**19.16. General Provisions.** The Board shall also be governed by Articles 2 through 7 of these bylaws and other provisions of these bylaws applicable generally to all boards, except as it is specifically directed by law or a provision of these bylaws to act otherwise.

**PART III. TOWN MEETING DUTIES**

**19.17. Town Meeting.** The Board of Selectmen is responsible for calling all Town Meetings and shall take such actions as are required by law or by Article 8 of these bylaws relative to such Town Meetings.

**19.18. Closing of Warrant.** The Board of Selectmen shall, by notice to each board and by notice in a newspaper generally circulated in the Town, specify the date when the warrant for any Town Meeting shall close.

**19.19. Copies of Warrant.** The Board of Selectmen, after drawing a warrant for a Town Meeting, shall promptly transmit a copy of the warrant to each member of the Advisory Committee and to each Town Meeting Member.

**19.20. Copies of Motions.** The Board of Selectmen shall distribute copies of all draft motions received by them to the Town Manager, Moderator, Advisory Committee and Town Counsel, as well as to any board that, in its opinion, is likely to have an interest in the motion, so that they may communicate with

the author of the motion as far in advance of the meeting as possible. Copies of such drafts shall also be available for public inspection at the Board's office and at the Wellesley Free Library.

### **ARTICLE 3 MOTION 3**

Katherine L. Babson Jr., Precinct E, Chair Town Government Study Committee offered the following Article 3 Motion 3 (aka 3C). Ms. Babson and Marjorie Freiman, Board of Selectmen spoke in support of the motion.

#### **The motion as offered by Ms. Babson is:**

That the Town vote to amend Article 20, Telecommunications Advisory Committee, of the General Bylaws, by deleting Article 20 in its entirety and inserting in place thereof a new Article 20, Town Manager, as provided below; provided, however, that the Town Clerk shall assign appropriate alphanumeric references to any provisions of the General Bylaws necessitated by this amendment and, in each case, the assignment of such references shall be identified by a footnote or other convention.

### **ARTICLE 20. TOWN MANAGER**

#### **PART I. GENERAL PROVISIONS**

**20.1. Town Manager.** The Town shall have a Town Manager who shall be responsible to the Board of Selectmen for the proper administration of all town affairs placed in the Town Manager's charge by or in accordance with the provisions of any applicable Special Act.

#### **20.2. Appointment of the Town Manager.**

a. The Board of Selectmen may elect to enter into a written contract with the Town Manager pursuant to Chapter 41, Section 108N of the General Laws; provided however, that such contract shall be a public document and shall be made available for inspection by the public during regular business hours at the office of the Town Clerk. After an initial term of no more than three years, the Town Manager may be re-appointed for subsequent terms of office, no term of which shall be for more than five years.

b. Prior to initiating any effort to recruit any candidate to serve as Town Manager, the Board of Selectmen shall establish minimum educational, municipal administration, leadership and supervisory qualifications for the office. In addition to the qualifications required by any applicable Special Act, the Town Manager shall have comprehensive knowledge of the functions of municipal government and the management of municipal finance, as well as demonstrated skills in managing the interests of multiple stakeholders. In appointing a Town Manager, the Board may waive any such minimum qualifications only upon a finding that specific substitute requirements can be adopted that will result in substantial protection of the public interest and the rights of persons affected by the waiver.

#### **PART II. GENERAL POWERS AND DUTIES**

**20.3. Powers and Duties.** The Town Manager shall be the chief administrative officer of the Town, whose powers and duties shall include:

- a. Notwithstanding the provisions of Chapter 41, Sections 69E and 97A, the Town Manager may fix the compensation of all Town officers and employees appointed by the Town Manager within the limits established by applicable appropriations and any compensation plan in effect at such time.
- b. Notwithstanding the provisions of Chapter 48, section 42 or 42A, if accepted at any time by the Town, or any other general or special law to the contrary, the Town Manager may, in accordance with the Personnel Policies approved pursuant to Section 30.10, appoint a Police Chief, a Fire Chief or Chief Fire Engineer and all other department heads and chief

staff employees; provided, however, that appointment of subordinates and all other employees other than police officers, police department employees, fire engineers, firefighters and other fire department employees shall be made in accordance with the Personnel Policies approved pursuant to section 30.10, by the department head or chief staff employee of the affected department. The provisions of Section 20.3.b shall not apply to employees of the School Committee, the Municipal Light Board, appointments made by the Commonwealth or appointments for which another method of appointment is provided in any applicable Special Act.

- (i) Appointments of the Police Chief and Fire Chief or Chief Fire Engineer shall not take effect unless approved by the Board of Selectmen.
  - (ii) Any appointment of other department heads or chief staff employees of elected and appointed boards shall be made only after consultation with such board regarding applicable duties and qualifications; review of applications and interviews of candidates by a screening committee or through another practice that the Human Resources Board may adopt that includes at least one member of such board or committee; recommendations to the town manager by the screening committee or other practice that the Human Resources Board may adopt regarding such candidates; and an opportunity for such board to interview one or more final candidates submitted by the Town Manager or through a process under the direction of the Town Manager. Such appointment shall take effect no sooner than (a) it is approved by such board; or (b) 15 calendar days after written notice of the appointment has been provided to such board without any action thereon; whichever occurs first.
  - (iii) In accordance with the Personnel Policies approved pursuant to Section 30.10, and after consultation with affected boards, department heads and officers, the Town Manager shall establish annual goals for and conduct annual evaluations of all department heads and officers subject to appointment by the Town Manager.
  - (iv) The Town Manager may remove any employee in accordance with the Personnel Policies approved pursuant to Section 30.10.
  - (v) The Town Manager shall provide notice to the affected board or committee at least five days before any removal of a department head or chief staff employee of such board or committee.
- c. The Town Manager shall manage and supervise all Town departments except for the School Department and the Municipal Light Department.
- d. The Town Manager may, except as otherwise prohibited by law, re-organize, consolidate, abolish or create Town departments in whole or in part, and transfer the duties, powers and appropriations incidental to the reorganization of one Town department to another as follows:
  - (i) For Town departments under the supervision of the Board of Selectmen, with the approval of the Board of Selectmen; and
  - (ii) For all other Town departments, after consultation with the affected board, and with the approval of the affected board or Town Meeting.

- e. The Town Manager shall direct the operational planning and implement the strategic planning for the town and shall support the Board of Selectmen in the preparation of a Town-wide Strategic Plan pursuant to section 19.12.
- f. The Town Manager shall provide for the execution and enforcement of the provisions of law that require enforcement by Town officers and employees subject to the Town Manager's direction and supervision.
- g. The Town Manager shall keep the Board of Selectmen fully informed as to the financial condition and needs of the Town and to make such recommendations to the Board of Selectmen as the Town Manager may deem necessary or appropriate.
- h. The Town Manager shall ensure that a full and complete record of the financial and administrative activities of the Town is kept, and render a report of such activities to the Board of Selectmen at the end of each fiscal year and at such other times as may be required by the Board of Selectmen.
- i. The Town Manager shall prepare and submit a proposed Town-wide annual operating budget, financial plan and the five-year capital budget program. ~~in accordance with Article 6A.~~*(Language deleted as friendly amendment)*
- j. Except as otherwise provided by law, the Town Manager shall act as the collective bargaining agent for the Town. In consultation with the human resources director and affected boards, the Town Manager shall negotiate collective bargaining agreements for execution by the Board of Selectmen; provided, however, that nothing contained herein shall be construed to limit the authority of the Town Manager to participate and vote as a member of the School Committee for the purpose of representing the Town pursuant to Chapter 150E of the Massachusetts General Laws. Affected boards shall be given the opportunity to review and comment on proposed contract terms prior to the ~~execution of reaching or entering into~~ any tentative agreement.*(Italicized friendly language change agreed by proponent prior to this session)*
- k. The Town Manager shall attend all regular and special meetings of the Board of Selectmen except when excused.
- l. The Town Manager shall attend all sessions of Town Meetings in order to be available to answer all questions directed to the Town Manager that are related to the Town Manager's office or to matters within the Town Manager's authority.
- m. The Town Manager shall oversee the implementation of the actions of Town Meeting.
- n. The Town Manager shall have the authority to approve any warrants for the payment of Town funds prepared by the Finance Director; provided, however, that the approval of any such warrant by the Town Manager shall be sufficient to authorize payment by the Treasurer, and provided further that the Board of Selectmen or its designee shall have the authority to approve such warrants in the event of a vacancy in the office of Town Manager or in the Town Manager's absence.
- o. The Town Manager shall be the Town's Chief Procurement Officer, who may delegate the powers and duties of such position as provided by law.

- p. The Town Manager shall have full responsibility for the rental and use of all Town buildings, except those under the care, custody, management and control of the School Committee, the Board of Library Trustees, the Municipal Light Board or other boards as specified by bylaw or Town Meeting vote. The Town Manager or the Town Manager's designee shall be responsible for the maintenance and repair of all property except for property under the care, custody and control of the Municipal Light Board.
- q. The Town Manager, under the direction of the Board of Selectmen pursuant to Section 19.11, shall prosecute or defend all litigation to which the Town is party in consultation with counsel unless otherwise directed by the Board of Selectmen, shall act as primary liaison with all legal counsels on matters relevant to the Town, shall assist Town Counsel with preparation of litigation proceedings and materials and shall employ special counsel with the approval of the Board to assist Town Counsel whenever the Town Manager considers it necessary.
- r. The Town Manager shall periodically review the bylaws and the structure and functioning of Town government and make appropriate recommendations to the Board of Selectmen.
- s. The Town Manager shall serve as the Executive Officer of the Town for the purposes of Chapter 258 of the General Laws.
- t. The Town Manager shall perform any other duties required by state law, Town bylaw, Town Meeting vote or the Board of Selectmen.

### PART III REMOVAL OF TOWN MANAGER

#### **20.4** The board of selectmen may remove the town manager from office as follows:

- a. By affirmative vote of a majority of its members, the board of selectmen may adopt a preliminary resolution of removal setting forth in reasonable detail the reason or reasons for the proposed removal. The preliminary resolution may suspend the town manager for a period not to exceed forty-five days. A copy of the resolution shall be delivered to the town manager forthwith following its adoption.
- b. Within five days after the delivery of a preliminary resolution of removal, the town manager may request a public hearing on the reasons cited for removal by filing a written request therefor with the board of selectmen. The hearing shall be convened by the board of selectmen not less than twenty, nor more than thirty days after such request is submitted. Not less than five days prior to such hearing, written notice thereof shall be given to the town manager at the town manager's last known address. The time limitations set forth herein may be waived in writing by the town manager. Not less than forty-eight hours prior to the time set for the commencement of the public hearing, the town manager may file a written statement with the board of selectmen responding to the reasons cited for the proposed removal. The town manager may be represented by counsel at the public hearing, and shall be entitled to present evidence, call witnesses and, personally or through counsel, question any witnesses appearing at the hearing.
- c. The board of selectmen may, by a vote of a majority of its members, adopt a final resolution of removal, which shall be effective upon its adoption or such later date as may be designated therein; provided, however, that such resolution shall not be adopted until:
  - i. Ten days after the date of delivery to the town manager of the preliminary resolution of removal; or

- ii. If the town manager has made a timely request for a public hearing, five days after completion of the public hearing or forty-five days after the adoption of the preliminary resolution, whichever occurs later.
- d. Failure to adopt a final resolution of removal within the time limitations provided in this section shall be deemed to nullify the preliminary resolution of removal. The action of the board of selectmen in suspending or removing the town manager shall be final, it being the intention of this provision to vest all authority and fix all responsibility for such suspension or removal in the board of selectmen. The town manager shall continue to receive the town manager's compensation until a final resolution of removal has become effective.

#### PART IV. FINANCE DEPARTMENT

**20.5. Department.** The Town shall have a Finance Department headed by the Finance Director who shall be the Town's Chief Financial Officer.

**20.6. Finance Director.** The Town Manager may elect to enter into a contract with the Finance Director pursuant to G. L. c. 41, § 108 N, subject to the Board of Selectmen's approval. The Finance Director shall be the Town Accountant and shall have, except as expressly provided by these bylaws, the powers and duties vested by law in comptrollers and town accountants. Among the duties and responsibilities of the Finance Director shall be the following:

- a. Coordinating and administering Town financial services and activities, including providing support as needed to the Advisory Committee and other Town boards and committees.
- b. Serving as a member of the Retirement Board ex officio.
- c. Assisting in the development of budgets and reviewing all budgets for format, completeness, and accuracy before submission to the Advisory Committee.
- d. Assisting the Town Manager in preparing and supervising purchasing and inventory control procedures.
- e. Administering the disposal of Town property.
- f. Maintaining Town accounting records and financial statements and cooperating in the performance of annual audits.
- g. Paying all Town obligations, after securing required approvals.
- h. Monitoring all expenditures of Town funds.
- i. Timely reporting to the Board of Selectmen and to other appropriate boards of actual or foreseeable incurring of obligations or expenditures of funds in excess of budgeted appropriations.
- j. Maintaining payroll and other financial records relating to all Town personnel.
- k. Sending to each board, at regular intervals, a statement of the funds expended during the preceding month and a statement of the balances remaining under appropriated budgets.

**20.7. Treasurer and Collector of Taxes.** The Town shall have a Town Treasurer and Collector of Taxes ("Treasurer/Collector"), who shall be appointed by the Finance Director, for a three year term commencing on July 1, subject to the approval of the Town Manager. The Treasurer/Collector shall have, except as otherwise expressly provided by these bylaws, the powers and duties vested by law in Town treasurers and collectors of taxes. Among the duties and responsibilities of the Treasurer/Collector shall be the following:

- a. Collection of taxes and other funds due the Town, including the receipt of payments made on utility bills prepared and sent by the Department of Public Works;
- b. Initiation, with the assistance of the Town Manager and with the approval of the Board of Selectmen, of legal action to collect overdue funds payable to the Town;
- c. Delivery of copies of any notice required by General Laws, Chapter 60, of intent to take land for the Town for nonpayment of taxes and of subsequent action relating to such taking and copies of any court order of judgment with respect to the validity or invalidity of the title in any parcel of land so taken, to the Board of Selectmen, Planning Board, Board of Public Works, Natural Resources Commission, Housing Authority, Recreation Commission, School Committee and any other board that may request such notice, or their successors; and
- d. Investment of Town funds in accordance with the guidelines and criteria set by the Board of Selectmen for the investment of any and all types of Town funds as provided in Article 19.5. Investment of Town Funds.
- e. Inform all licensing authorities and assist in the collection of unpaid taxes, fees, assessments, betterments, and other municipal charges in accordance with the following procedure:
  - (I) The Tax Collector shall annually furnish to each department, board, commission or division, hereinafter referred to as the Licensing Authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as The Party, that has neglected or refused to pay any local taxes, fees, assessments, betterments, or other municipal charges for not less than a twelve month period, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.
  - (II) The Licensing Authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the Licensing Authority from the Tax Collector; provided, however, that written notice is given to the party and the Tax Collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The Tax Collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the Licensing Authority with respect to such license denial, revocation or suspension shall be made only for the purpose of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or



renewed until the Licensing Authority receives a certificate issued by the Tax Collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges, payable to the Town as the date of issuance of said certificate.

(III) Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the Licensing Authority to issue a certificate indicating said limitations to the license or permit and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.

(IV) The Board of Selectmen, may waive such denial, suspension or revocation if it finds there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his immediate family, as defined in Section one of Chapter two hundred and sixty-eight in the business or activity conducted in or on said property.

This section shall not apply to the following licenses and permits: (The references hereinafter set forth being to the General Laws): Open Burning (Section thirteen of Chapter forty-eight); Bicycle Permits (Section eleven A of Chapter eighty-five); Sales of Articles for Charitable Purposes (Section thirty-three of Chapter one hundred and one); Children Work Permits (Section sixty-nine of Chapter one hundred and forty-nine); Clubs and Associations Dispensing Food or Beverage Licenses (Section twenty-one E of Chapter one hundred and forty); Dog Licenses (Section one hundred and thirty-seven of Chapter one hundred and forty); Fishing, Hunting, Trapping License (Section twelve of Chapter one hundred and thirty-one); Marriage Licenses (Section twenty-eight of Chapter two hundred and seven) and Theatrical Events, Public Exhibition Permits (Section one hundred and eighty-one of Chapter one hundred and forty).

**20.8. Purchasing Guidelines.** The Town Manager, in cooperation with the Superintendent of Schools, the Director of Public Works and any other Town Officers selected by the Town Manager, shall adopt policies and procedures governing the process by which each board or department of the Town purchases or leases any item or service. The policies and procedures shall, among other things:

- a. Implement the several General Laws governing procurements by all Town departments, by providing internal procedures and guidelines for all Town procurements including, without limitation, those procurements governed by General Laws, Chapter 30B, the Uniform Procurement Act, and such other governing authority, when deemed by the Town Manager to be helpful to the procuring departments and to the Finance Department;
- b. Ensure compliance with the 3-year limitation in procurement contracts governed by the Uniform Procurement Act, except to the extent a longer term has been authorized by Town Meeting pursuant to General Laws, Chapter 30B, Section 12 (B), in the following respects:

TYPE OF CONTRACT	LIMIT ON DURATION
1. Communication, (Equipment and/or servicing thereof)	5 Years
2. Trash removal from municipal buildings	5 Years
3. Transportation of school children	5 Years

- c. Facilitate cooperation among all Town boards and departments to ensure that, to the extent possible, all Town boards and departments jointly purchase materials and supplies used by more than one board and department;
- d. Encourage bidding for serial purchasing of major items, as defined by the Town Manager, by requiring that each board or department prepare annually a schedule of the anticipated quantity of major items to be purchased and the anticipated timing for writing specifications, advertising for bid, awarding contracts, and receiving the merchandise.

**20.9. Inventory Records and Controls.** The Town Manager shall adopt policies and procedures by which all boards and departments maintain inventory records of all Town supplies, materials, and equipment and the procedures to be used for maintaining inventory controls.

**20.10. Payment of Town Funds.** The Town Manager shall adopt policies and procedures governing the disbursement of Town funds. These policies and procedures shall, among other things, require that payment for purchases shall be processed in the following manner:

- a. No money shall be paid from the treasury of the Town without a warrant or order prepared by the Town Accountant and signed by the Town Manager.
- b. The Town Accountant shall have custody of all vouchers which have been entered on warrants for payment and approved by the Town Manager. These vouchers shall be available for inspection during regular business hours.
- c. Whenever the account of any appropriation, other than an appropriation for a special purpose (such as a construction contract), for which the work has not been completed shows an unexpended balance at the end of the fiscal year, such balance (except in the case of the Municipal Light Plant) shall revert to the treasury of the Town as unappropriated funds; and
- d. No work, the payment for which is in any part to be contributed voluntarily by private individuals, firms or corporations shall be performed by the officer, official, department, or board of the Town having charge thereof, until a sufficient sum has been deposited with the Town Treasurer to cover such voluntary contributions.

**20.11. Disposal of Town Property.** The Town Manager shall adopt policies and procedures governing the disposal of surplus and obsolete Town property. "Disposal" includes any method by which the officer, official, board, or department responsible for the property terminates or substantially reduces its right to control the property. The policies and procedures shall, among other things:

- a. Implement the General Laws governing the disposal to a third party of a tangible supply no longer useful to the Town but having re-sale or salvage value (General Laws, Chapter 30B, Section 15) and the rental, conveyance or other disposition of real property (General Laws, Chapter 30B, Section 16).
- b. Establish internal procedures to ensure that no tangible or real property of the Town shall be disposed of to a third party without first ascertaining that it is not in the Town's interest to retain and/or transfer the property to another Town department.

- c. Provide that no property belonging to the Municipal Light Plant having a value in excess of \$30,000, no other tangible Town property having a value in excess of \$10,000, and no real property shall be disposed of without Town Meeting approval.
- d. Provide that each board, officer, official, and department shall annually view its property for obsolescence and report thereon to the Town Manager and shall promptly take steps for all surplus and obsolete property.

**20.12. Evasion.** No action shall be taken to increase or decrease, by combination or division or in any other way, the value of any item, service, or piece of property so as to avoid the effects of policies and procedures adopted by the Town Manager under Sections 20.7. and 20.10.

**20.13. Annual Report.** In addition to the requirements of Article 4, the Town Manager's annual report shall satisfy the requirements of Chapter 41, Section 61 of the General Laws and shall include financial statements showing the financial condition of the Town at the close of the last completed fiscal year, the results of operations in the fiscal year last completed (in the usual accounting format but of limited length and complexity), and a summary statement of (i) all investments made by the Town during the last completed fiscal year, including the rates of return, (ii) all borrowings, including amounts, rates of interest, and names of lenders from whom the money was borrowed and (iii) a list of insurance policies showing the property covered, the amount of each policy, the premiums, the names of the insurers, and the agents through whom the policies were purchased. The Town Manager's report need not repeat information contained in the annual report of the Audit Committee.

#### PART V: Temporary Town Manager and Acting Town Manager

##### **20.14. Temporary Town Manager and Acting Town Manager.**

- a. The Town Manager may appoint a Temporary Town Manager, to whom the Town Manager may delegate all or some of the powers and duties of the Town Manager during a short-term absence; provided however, that the Town Manager shall post a notice in the office of the Town clerk of any such appointment lasting more than three days.
- b. The Board of Selectmen may appoint an Acting Town Manager, to whom the Board of Selectmen may delegate all or some of the powers and duties of a Town Manager on an interim basis. The appointment of an Acting Town Manager shall terminate the authority of a Temporary Town Manager, if any.

#### PART VI. House Numbers

**20.15. Street Numbers.** The Town Manager may at any time in the Town Manager's discretion, and shall within ten days from the receipt of a request from the owner of any building, designate the numbers to be affixed to or painted on the building. The owner of each building so designated shall comply within ten days after receiving notice thereof.

Freiman noted a language change agreed to by the board of Selectmen prior to the session this evening in Section 20.3.j (noted in italics above)

#### **ARTICLE 3, Motion 3, Amendment #1**

Marla Robinson, Precinct E offered the following Amendment #1 to Motion 3.3 (aka 3C) which was

**VOTED by STANDING COUNTED VOTE (Moderator could not determine the voice vote) 94 yes-70 no**, that Section 20.2.a of the General Bylaws as proposed by the Town Government Study Committee, be amended by adding the words "and on the town's website" after the words "available for

inspection by the public during regular business hours at the office of the Town Clerk;" so that section 20.2.a would read as follows:

- a. The Board of Selectmen may elect to enter into a written contract with the Town Manager pursuant to Chapter 41, Section 108N of the General Laws; provided however , that such contract shall be a public document and shall be made available for inspection by the public during regular business hours at the office of the Town Clerk *and on the town's website*. After an initial term of no more than three years, the Town Manager may be re-appointed for subsequent terms of office, no term of which shall be for more than five years.

Ms. Babson accepted as a friendly amendment in Section 20.3.i deletion of the words following "program" see below:

20.30.i The Town Manager shall prepare and submit a proposed Town-Wide annual operating budget, financial plan and the five-year capital budget program. ~~, in accordance with Article 6A.~~

**The Amended language (20.30.i) was accepted without the vote of Town Meeting.**

The moderator declared a short break at 8:45 pm. The Meeting resumed at 9:05 pm.

### **ARTICLE 3 Motion 3, Amendment #2**

Andy Wrobel, Precinct E, offered the following amendment #2 to Motion 3.3 (aka 3C) which was **accepted without the vote of Town Meeting**.

That Section 20.3.b.(iii) of the General Bylaws, a proposed by the Town Government Study Committee, be amended by inserting, at the end of the Section , a new sentence, as follows:

Such Annual goals shall, as appropriate, include goals in support of Town Wide initiatives and objectives, and goals in support of initiatives and objectives of the affected boards.

### **ARTICLE 3 Motion 3, Amendment #3**

David Himmelberger, Precinct H, offered the following amendment #3 to Motion 3.3 (aka 3C) which was **accepted without the vote of Town Meeting**.

That Section 20.3.b of the General Bylaws, a proposed by the Town Government Study Committee and amended by Town Meeting, be amended by adding after subsection (ii) a new subsection (iii) as set forth below and that subsequent subsections be renumbered accordingly:

(iii) The Town Manager may appoint or promote such police officers and Police Department employees for whom funding has been provided; provided, however, that the Town Manager shall not appoint or promote any police officer or Police Department employee unless such officer or employee has been recommended for appointment or promotion by the Chief of Police. The Town Manager may appoint or promote such other Fire engineers, firefighters, and other Fire Department employees for whom funding has been provided; provided, however, that the Town Manager shall not appoint or promote any Fire Engineer, firefighter, or Fire Department employee unless such Fire Engineer, firefighter, or Fire Department employee has been recommended for appointment or promotion by the Fire Chief or chief Fire Engineer.

### **ARTICLE 3 Motion 3, as amended**

The moderator entertained further discussion of Motion 3 as amended and called for the vote on Article 3 Motion 3 as amended, which was

**VOTED by declared voice vote**, that the Town vote to amend Article 20, Telecommunications Advisory Committee, of the General Bylaws, by deleting Article 20 in its entirety and inserting in place thereof a new Article 20, Town Manager, as provided below; provided, however, that the Town Clerk shall assign appropriate alphanumeric references to any provisions of the General Bylaws necessitated by this amendment and, in each case, the assignment of such references shall be identified by a footnote or other convention.

### **ARTICLE 20. TOWN MANAGER**

#### **PART I. GENERAL PROVISIONS**

**20.1. Town Manager.** The Town shall have a Town Manager who shall be responsible to the Board of Selectmen for the proper administration of all town affairs placed in the Town Manager's charge by or in accordance with the provisions of any applicable Special Act.

#### **20.2. Appointment of the Town Manager.**

- a. The Board of Selectmen may elect to enter into a written contract with the Town Manager pursuant to Chapter 41, Section 108N of the General Laws; provided, however, that such contract shall be a public document and shall be made available for inspection by the public during regular business hours at the office of the Town Clerk *and on the Town's website*. (*Amendment #1*) After an initial term of no more than three years, the Town Manager may be re-appointed for subsequent terms of office, no term of which shall be for more than five years.
- b. Prior to initiating any effort to recruit any candidate to serve as Town Manager, the Board of Selectmen shall establish minimum educational, municipal administration, leadership and supervisory qualifications for the office. In addition to the qualifications required by any applicable Special Act, the Town Manager shall have comprehensive knowledge of the functions of municipal government and the management of municipal finance, as well as demonstrated skills in managing the interests of multiple stakeholders. In appointing a Town Manager, the Board may waive any such minimum qualifications only upon a finding that specific substitute requirements can be adopted that will result in substantial protection of the public interest and the rights of persons affected by the waiver.

#### **PART II. GENERAL POWERS AND DUTIES**

**20.3. Powers and Duties.** The Town Manager shall be the chief administrative officer of the Town, whose powers and duties shall include:

- a. Notwithstanding the provisions of Chapter 41, Sections 69E and 97A, the Town Manager may fix the compensation of all Town officers and employees appointed by the Town Manager within the limits established by applicable appropriations and any compensation plan in effect at such time.
- b. Notwithstanding the provisions of Chapter 48, Section 42 or 42A, if accepted at any time by the Town, or any other general or special law to the contrary, the Town Manager may, in accordance with the Personnel Policies approved pursuant to Section 30.10, appoint a Police Chief, a Fire Chief or Chief Fire Engineer and all other department heads and chief staff employees; provided, however, that appointment of subordinates and all other employees other than police officers, police department employees, fire engineers,

firefighters and other fire department employees shall be made in accordance with the Personnel Policies approved pursuant to Section 30.10, by the department head or chief staff employee of the affected department. The provisions of Section 20.3.b shall not apply to employees of the School Committee, the Municipal Light Board, appointments made by the Commonwealth or appointments for which another method of appointment is provided in any applicable Special Act.

- (i) Appointments of the Police Chief and Fire Chief or Chief Fire Engineer shall not take effect unless approved by the Board of Selectmen.
- (ii) Any appointment of other department heads or chief staff employees of elected and appointed boards shall be made only after consultation with such board regarding applicable duties and qualifications; review of applications and interviews of candidates by a screening committee or through another practice that the Human Resources Board may adopt that includes at least one member of such board or committee; recommendations to the Town Manager by the screening committee or other practice that the Human Resources Board may adopt regarding such candidates; and an opportunity for such board to interview one or more final candidates submitted by the Town Manager or through a process under the direction of the Town Manager. Such appointment shall take effect no sooner than (a) it is approved by such board; or (b) 15 calendar days after written notice of the appointment has been provided to such board without any action thereon; whichever occurs first.
- (iii) *The Town Manager may appoint or promote such police officers and Police Department employees for whom funding has been provided; provided, however, that the Town Manager shall not appoint or promote any police officer or Police Department employee unless such officer or employee has been recommended for appointment or promotion by the Chief of Police. The Town Manager may appoint or promote such other Fire Engineers, firefighters, and other Fire Department employees for whom funding has been provided; provided, however, that the Town Manager shall not appoint or promote any Fire Engineer, firefighter, or other Fire Department employee unless such Fire Engineer, firefighter, or other Fire Department employee has been recommended for appointment or promotion by the Fire Chief or Chief Fire Engineer. (Amendment #3)*
- (iv) In accordance with the Personnel Policies approved pursuant to Section 30.10, and with input from affected boards, department heads and officers, the Town Manager shall establish annual goals for and conduct annual evaluations of all department heads and officers subject to appointment by the Town Manager. *Such annual goals shall, as appropriate, include goals in support of Town-wide initiatives and objectives and goals in support of initiatives and objectives of the affected boards. (Amendment #2)*
- (v) The Town Manager may remove any employee in accordance with the Personnel Policies approved pursuant to Section 30.10.
- (vi) The Town Manager shall provide notice to the affected board or committee at least five days before any removal of a department head or chief staff employee of such board or committee.

- c. The Town Manager shall manage and supervise all Town departments except for the School Department and the Municipal Light Department.
- d. The Town Manager may, except as otherwise prohibited by law, re-organize, consolidate, abolish or create Town departments in whole or in part, and transfer the duties, powers and appropriations incidental to the reorganization of one Town department to another as follows:
  - (i) For Town departments under the supervision of the Board of Selectmen, with the approval of the Board of Selectmen; and
  - (ii) For all other Town departments, after consultation with the affected board, and with the approval of the affected board or Town Meeting.
- e. The Town Manager shall direct the operational planning and implement the strategic planning for the town and shall support the Board of Selectmen in the preparation of a Town-wide Strategic Plan pursuant to section 19.12.
- f. The Town Manager shall provide for the execution and enforcement of the provisions of law that require enforcement by Town officers and employees subject to the Town Manager's direction and supervision.
- g. The Town Manager shall keep the Board of Selectmen fully informed as to the financial condition and needs of the Town and to make such recommendations to the Board of Selectmen as the Town Manager may deem necessary or appropriate.
- h. The Town Manager shall ensure that a full and complete record of the financial and administrative activities of the Town is kept, and render a report of such activities to the Board of Selectmen at the end of each fiscal year and at such other times as may be required by the Board of Selectmen.
- i. The Town Manager shall prepare and submit a proposed Town-wide annual operating budget, financial plan and the five-year capital budget program.
- j. Except as otherwise provided by law, the Town Manager shall act as the collective bargaining agent for the Town. In consultation with the human resources director and affected boards, the Town Manager shall negotiate collective bargaining agreements for execution by the Board of Selectmen; provided, however, that nothing contained herein shall be construed to limit the authority of the Town Manager to participate and vote as a member of the School Committee for the purpose of representing the Town pursuant to Chapter 150E of the Massachusetts General Laws. Affected boards shall be given the opportunity to review and comment on proposed contract terms prior to reaching or entering into any tentative agreement.
- k. The Town Manager shall attend all regular and special meetings of the Board of Selectmen except when excused.
- l. The Town Manager shall attend all sessions of Town Meetings in order to be available to answer all questions directed to the Town Manager that are related to the Town Manager's office or to matters within the Town Manager's authority.

- m. The Town Manager shall oversee the implementation of the actions of Town Meeting.
- n. The Town Manager shall have the authority to approve any warrants for the payment of Town funds prepared by the Finance Director; provided, however, that the approval of any such warrant by the Town Manager shall be sufficient to authorize payment by the Treasurer, and provided further that the Board of Selectmen or its designee shall have the authority to approve such warrants in the event of a vacancy in the office of Town Manager or in the Town Manager's absence.
- o. The Town Manager shall be the Town's Chief Procurement Officer, who may delegate the powers and duties of such position as provided by law.
- p. The Town Manager shall have full responsibility for the rental and use of all Town buildings, except those under the care, custody, management and control of the School Committee, the Board of Library Trustees, the Municipal Light Board or other boards as specified by bylaw or Town Meeting vote. The Town Manager or the Town Manager's designee shall be responsible for the maintenance and repair of all property except for property under the care, custody and control of the Municipal Light Board.
- q. The Town Manager, under the direction of the Board of Selectmen pursuant to Section 19.11, shall prosecute or defend all litigation to which the Town is party in consultation with counsel unless otherwise directed by the Board of Selectmen, shall act as primary liaison with all legal counsels on matters relevant to the Town, shall assist Town Counsel with preparation of litigation proceedings and materials and shall employ special counsel with the approval of the Board to assist Town Counsel whenever the Town Manager considers it necessary.
- r. The Town Manager shall periodically review the bylaws and the structure and functioning of Town government and make appropriate recommendations to the Board of Selectmen.
- s. The Town Manager shall serve as the Executive Officer of the Town for the purposes of Chapter 258 of the General Laws.
- t. The Town Manager shall perform any other duties required by state law, Town bylaw, Town Meeting vote or the Board of Selectmen.

### PART III REMOVAL OF TOWN MANAGER

#### **20.4** The Board of Selectmen may remove the Town Manager from office as follows:

- a. By affirmative vote of a majority of its members, the Board of Selectmen may adopt a preliminary resolution of removal setting forth in reasonable detail the reason or reasons for the proposed removal. The preliminary resolution may suspend the Town Manager for a period not to exceed forty-five days. A copy of the resolution shall be delivered to the Town Manager forthwith following its adoption.
- b. Within five days after the delivery of a preliminary resolution of removal, the Town Manager may request a public hearing on the reasons cited for removal by filing a written request therefor with the Board of Selectmen. The hearing shall be convened by the Board of Selectmen not less than twenty, nor more than thirty days after such request is submitted. Not less than five days prior to such hearing, written notice thereof shall be given to the Town Manager at the Town Manager's last known address. The time limitations set forth herein may be waived in writing by the Town Manager. Not less than forty-eight hours prior to the time set for the commencement of the public hearing, the Town Manager may file a written statement with the Board of Selectmen responding to the reasons cited for the proposed removal. The Town Manager may



be represented by counsel at the public hearing, and shall be entitled to present evidence, call witnesses and, personally or through counsel, question any witnesses appearing at the hearing.

- c. The Board of Selectmen may, by a vote of a majority of its members, adopt a final resolution of removal, which shall be effective upon its adoption or such later date as may be designated therein; provided, however, that such resolution shall not be adopted until:
  - i. Ten days after the date of delivery to the Town Manager of the preliminary resolution of removal; or
  - ii. If the Town Manager has made a timely request for a public hearing, five days after completion of the public hearing or forty-five days after the adoption of the preliminary resolution, whichever occurs later.
- d. Failure to adopt a final resolution of removal within the time limitations provided in this section shall be deemed to nullify the preliminary resolution of removal. The action of the Board of Selectmen in suspending or removing the Town Manager shall be final, it being the intention of this provision to vest all authority and fix all responsibility for such suspension or removal in the Board of Selectmen. The Town Manager shall continue to receive the Town Manager's compensation until a final resolution of removal has become effective.

#### PART IV. FINANCE DEPARTMENT

**20.5. Department.** The Town shall have a Finance Department headed by the Finance Director who shall be the Town's Chief Financial Officer.

**20.6. Finance Director.** The Town Manager may elect to enter into a contract with the Finance Director pursuant to G. L. c. 41, §108 N, subject to the Board of Selectmen's approval. The Finance Director shall be the Town Accountant and shall have, except as expressly provided by these bylaws, the powers and duties vested by law in comptrollers and town accountants. Among the duties and responsibilities of the Finance Director shall be the following:

- a. Coordinating and administering Town financial services and activities, including providing support as needed to the Advisory Committee and other Town boards and committees.
- b. Serving as a member of the Retirement Board ex officio.
- c. Assisting in the development of budgets and reviewing all budgets for format, completeness, and accuracy before submission to the Advisory Committee.
- d. Assisting the Town Manager in preparing and supervising purchasing and inventory control procedures.
- e. Administering the disposal of Town property.
- f. Maintaining Town accounting records and financial statements and cooperating in the performance of annual audits.
- g. Paying all Town obligations, after securing required approvals.
- h. Monitoring all expenditures of Town funds.

- i. Timely reporting to the Board of Selectmen and to other appropriate boards of actual or foreseeable incurring of obligations or expenditures of funds in excess of budgeted appropriations.
- j. Maintaining payroll and other financial records relating to all Town personnel.
- k. Sending to each board, at regular intervals, a statement of the funds expended during the preceding month and a statement of the balances remaining under appropriated budgets.

**20.7. Treasurer and Collector of Taxes.** The Town shall have a Town Treasurer and Collector of Taxes ("Treasurer/Collector"), who shall be appointed by the Finance Director, for a three year term commencing on July 1, subject to the approval of the Town Manager. The Treasurer/Collector shall have, except as otherwise expressly provided by these bylaws, the powers and duties vested by law in Town treasurers and collectors of taxes. Among the duties and responsibilities of the Treasurer/Collector shall be the following:

- a. Collection of taxes and other funds due the Town, including the receipt of payments made on utility bills prepared and sent by the Department of Public Works;
- b. Initiation, with the assistance of the Town Manager and with the approval of the Board of Selectmen, of legal action to collect overdue funds payable to the Town;
- c. Delivery of copies of any notice required by General Laws, Chapter 60, of intent to take land for the Town for nonpayment of taxes and of subsequent action relating to such taking and copies of any court order of judgment with respect to the validity or invalidity of the title in any parcel of land so taken, to the Board of Selectmen, Planning Board, Board of Public Works, Natural Resources Commission, Housing Authority, Recreation Commission, School Committee and any other board that may request such notice, or their successors; and
- d. Investment of Town funds in accordance with the guidelines and criteria set by the Board of Selectmen for the investment of any and all types of Town funds as provided in Article 19.5. Investment of Town Funds.
- e. Inform all licensing authorities and assist in the collection of unpaid taxes, fees, assessments, betterments, and other municipal charges in accordance with the following procedure:

(I) The Tax Collector shall annually furnish to each department, board, commission or division, hereinafter referred to as the Licensing Authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as The Party, that has neglected or refused to pay any local taxes, fees, assessments, betterments, or other municipal charges for not less than a twelve month period, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.

(II) The Licensing Authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the Licensing Authority from the Tax Collector; provided, however, that written notice is given to the party and the Tax Collector, as required by applicable provisions of law, and the party is given a hearing, to be held not

earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The Tax Collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the Licensing Authority with respect to such license denial, revocation or suspension shall be made only for the purpose of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the Licensing Authority receives a certificate issued by the Tax Collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges, payable to the Town as the date of issuance of said certificate.

(III) Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the Licensing Authority to issue a certificate indicating said limitations to the license or permit and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.

(IV) The Board of Selectmen, may waive such denial, suspension or revocation if it finds there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his immediate family, as defined in Section one of Chapter two hundred and sixty-eight in the business or activity conducted in or on said property.

This section shall not apply to the following licenses and permits: (The references hereinafter set forth being to the General Laws): Open Burning (Section thirteen of Chapter forty-eight); Bicycle Permits (Section eleven A of Chapter eighty-five); Sales of Articles for Charitable Purposes (Section thirty-three of Chapter one hundred and one); Children Work Permits (Section sixty-nine of Chapter one hundred and forty-nine); Clubs and Associations Dispensing Food or Beverage Licenses (Section twenty-one E of Chapter one hundred and forty); Dog Licenses (Section one hundred and thirty-seven of Chapter one hundred and forty); Fishing, Hunting, Trapping License (Section twelve of Chapter one hundred and thirty-one); Marriage Licenses (Section twenty-eight of Chapter two hundred and seven) and Theatrical Events, Public Exhibition Permits (Section one hundred and eighty-one of Chapter one hundred and forty).

**20.8. Purchasing Guidelines.** The Town Manager, in cooperation with the Superintendent of Schools, the Director of Public Works and any other Town Officers selected by the Town Manager, shall adopt policies and procedures governing the process by which each board or department of the Town purchases or leases any item or service. The policies and procedures shall, among other things:

- a. Implement the several General Laws governing procurements by all Town departments, by providing internal procedures and guidelines for all Town procurements including, without limitation, those procurements governed by General Laws, Chapter 30B, the Uniform Procurement Act, and such other governing authority, when deemed by the Town Manager to be helpful to the procuring departments and to the Finance Department;

- b. Ensure compliance with the 3-year limitation in procurement contracts governed by the Uniform Procurement Act, except to the extent a longer term has been authorized by Town Meeting pursuant to General Laws, Chapter 30B, Section 12 (B), in the following respects:

TYPE OF CONTRACT	LIMIT ON DURATION
1. Communication, (Equipment and/or servicing thereof)	5 Years
2. Trash removal from municipal buildings	5 Years
3. Transportation of school children	5 Years
4. Food services beverages	5 years ( <i>New ATM 2002</i> )

- c. Facilitate cooperation among all Town boards and departments to ensure that, to the extent possible, all Town boards and departments jointly purchase materials and supplies used by more than one board and department;
- d. Encourage bidding for serial purchasing of major items, as defined by the Town Manager, by requiring that each board or department prepare annually a schedule of the anticipated quantity of major items to be purchased and the anticipated timing for writing specifications, advertising for bid, awarding contracts, and receiving the merchandise.

**20.9. Inventory Records and Controls.** The Town Manager shall adopt policies and procedures by which all boards and departments maintain inventory records of all Town supplies, materials, and equipment and the procedures to be used for maintaining inventory controls.

**20.10. Payment of Town Funds.** The Town Manager shall adopt policies and procedures governing the disbursement of Town funds. These policies and procedures shall, among other things, require that payment for purchases shall be processed in the following manner:

- a. No money shall be paid from the treasury of the Town without a warrant or order prepared by the Town Accountant and signed by the Town Manager.
- b. The Town Accountant shall have custody of all vouchers which have been entered on warrants for payment and approved by the Town Manager. These vouchers shall be available for inspection during regular business hours.
- c. Whenever the account of any appropriation, other than an appropriation for a special purpose (such as a construction contract), for which the work has not been completed shows an unexpended balance at the end of the fiscal year, such balance (except in the case of the Municipal Light Plant) shall revert to the treasury of the Town as unappropriated funds; and
- d. No work, the payment for which is in any part to be contributed voluntarily by private individuals, firms or corporations shall be performed by the officer, official, department, or board of the Town having charge thereof, until a sufficient sum has been deposited with the Town Treasurer to cover such voluntary contributions.

**20.11. Disposal of Town Property.** The Town Manager shall adopt policies and procedures governing the disposal of surplus and obsolete Town property. "Disposal" includes any method by which the officer, official, board, or department responsible for the property terminates or substantially reduces its right to control the property. The policies and procedures shall, among other things:

- a. Implement the General Laws governing the disposal to a third party of a tangible supply no longer useful to the Town but having re-sale or salvage value (General Laws, Chapter 30B, Section 15) and the rental, conveyance or other disposition of real property (General Laws, Chapter 30B, Section 16).
- b. Establish internal procedures to ensure that no tangible or real property of the Town shall be disposed of to a third party without first ascertaining that it is not in the Town's interest to retain and/or transfer the property to another Town department.
- c. Provide that no property belonging to the Municipal Light Plant having a value in excess of \$30,000, no other tangible Town property having a value in excess of \$10,000, and no real property shall be disposed of without Town Meeting approval.
- d. Provide that each board, officer, official, and department shall annually view its property for obsolescence and report thereon to the Town Manager and shall promptly take steps for all surplus and obsolete property.

**20.12. Evasion.** No action shall be taken to increase or decrease, by combination or division or in any other way, the value of any item, service, or piece of property so as to avoid the effects of policies and procedures adopted by the Town Manager under Sections 20.7. and 20.10.

**20.13. Annual Report.** In addition to the requirements of Article 4, the Town Manager's annual report shall satisfy the requirements of Chapter 41, Section 61 of the General Laws and shall include financial statements showing the financial condition of the Town at the close of the last completed fiscal year, the results of operations in the fiscal year last completed (in the usual accounting format but of limited length and complexity), and a summary statement of (i) all investments made by the Town during the last completed fiscal year, including the rates of return, (ii) all borrowings, including amounts, rates of interest, and names of lenders from whom the money was borrowed and (iii) a list of insurance policies showing the property covered, the amount of each policy, the premiums, the names of the insurers, and the agents through whom the policies were purchased. The Town Manager's report need not repeat information contained in the annual report of the Audit Committee.

#### PART V: Temporary Town Manager and Acting Town Manager

##### **20.14. Temporary Town Manager and Acting Town Manager.**

- a. The Town Manager may appoint a Temporary Town Manager, to whom the Town Manager may delegate all or some of the powers and duties of the Town Manager during a short-term absence; provided however, that the Town Manager shall post a notice in the office of the Town Clerk of any such appointment lasting more than three days.
- b. The Board of Selectmen may appoint an Acting Town Manager, to whom the Board of Selectmen may delegate all or some of the powers and duties of a Town Manager on an interim basis. The appointment of an Acting Town Manager shall terminate the authority of a Temporary Town Manager, if any.

#### PART VI. House Numbers

**20.15. Street Numbers.** The Town Manager may at any time in the Town Manager's discretion, and shall within ten days from the receipt of a request from the owner of any building, designate the numbers to be affixed to or painted on the building. The owner of each building so designated shall comply within ten days after receiving notice thereof.

**ARTICLE 4** To see if the Town will vote:

A. To amend the General Bylaws by adding a new Article 6A entitled "Budget Provisions." The proposed Article 6A consolidates general budget provisions from existing bylaws into a single article, amends the bylaws to reflect the Town Manager's role in the budget process as authorized by the Special Act to be requested pursuant to Warrant Article 3, and establishes a timeline for the budget process. This Warrant Article also amends other sections throughout the General Bylaws to conform to Special Act and the proposed Town Manager and Budget bylaws. A copy of the proposed language for Article 6A and the other proposed amendments to the General Bylaws is on file and available for viewing at the office of the Town Clerk and at the Wellesley Free Library.

B. To amend certain appointment provisions throughout the General Bylaws to provide for appointments by the Town Manager, as authorized by the Special Act to be requested pursuant to Warrant Article 3. A copy of the proposed amendments to the General Bylaws is on file and available for viewing at the office of the Town Clerk and at the Wellesley Free Library.

C. To amend Articles 30, Human Resources Board, and 31, Classification and Salary Plans, of the General Bylaws to establish the roles of the Town Manager. Human Relations Board and Human Relations Director in the administration of personnel policies, the Classification and Salary Plan and collective bargaining agreements. A copy of the proposed language for Articles 30 and 31 of the General Bylaws is on file and available for viewing at the office of the Town Clerk and at the Wellesley Free Library.

D. To amend certain provisions throughout the General Bylaws to provide for appointment of the Town Clerk pursuant to the Special Act to be requested pursuant to Warrant Article 3, to require that the Board of Selectmen fix the date for Annual Town Meeting by November 15 of the preceding year, and to make other miscellaneous changes to Town Government in accordance with such Special Act. A copy of the proposed amendments to the General Bylaws is on file and available for viewing at the office of the Town Clerk and at the Wellesley Free Library.  
or take any other action in relation thereto.

No motion offered under any of the sections of this article.

**ARTICLE 5** To see if the Town will vote to authorize the Board of Selectmen to take any action they deem necessary or appropriate to implement the Special Act and Bylaw amendments approved under Warrant Articles 4 and 5; or take any other action in relation thereto.

No motion offered.

**ARTICLE 6** To see if the Town will vote to authorize the Board of Selectmen to create a new administrative division known as the "Planning and Land Management Division" and to appoint a Deputy Town Manager or Deputy Director of General Government Services to serve as the Director of said Division. The Division shall include the following boards and related staff: the Building Department, Planning Board, Zoning Board of Appeals, Natural Resources Commission, Wetlands Protection Committee, Design Review Board, Historical Commission, Historic District Commission, and Neighborhood Conservation Districts. The Director of the Division shall be responsible for developing and managing the Division budget, administering all personnel functions, developing a strategic plan for the Division, coordinating the Division's daily operations, and developing communications and archive protocols; or take any other action in relation thereto.

No motion offered.

**ARTICLE 7** To see if the Town will vote to establish a five-member committee to be appointed by the Moderator to be known as the “BPW Study Committee”; to direct the Committee to review and make findings and recommendations on:

- The ongoing functions of the Department of Public Works and the ongoing role and composition of the Board of Public Works;
- Whether the Board of Public Works should be elected, appointed or eliminated altogether;
- If the recommendation is that the Board of Public Works should be appointed, the composition and appointing authority of such Board recommended to be appointed;
- If the recommendation is that the Board of Public Works should be eliminated, whether the Board of Selectmen or the Town Manager should be responsible for the supervision of the Department of Public Works;
- The composition and appointing authority of the Municipal Light Board; and
- Whether the responsibility for water, stormwater, sewer, electric services should be consolidated into a new Public Utilities Department or otherwise transferred;

to direct the Committee to hold public hearings and to make a report to the 2017 Annual Town Meeting; and to see what sum of money the Town will raise and appropriate, transfer from available funds or otherwise provide for such Committee; or take any other action in relation thereto.

No motion offered.

**ARTICLE 8** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money, to be expended under the direction of the Board of Selectmen, for the cost of conducting a search for a Town Manager or Executive Director of General Government Services; or take any other action in relation thereto.

Ellen Gibbs, Precinct A, Board of Selectmen offered the following motion which was

**VOTED by declared voice vote**, that the Town vote to transfer the sum of \$35,000 (Thirty-Five Thousand Dollars) to the Board of Selectmen from Free Cash, as certified as of June 30, 2015, for the search for a new Town Manager/Executive Director.

**ARTICLE 9** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money, to be expended under the direction of the Permanent Building Committee, for construction, reconstruction, remodeling, rehabilitation or modernization of School District buildings, structures and land area including any necessary site work, and for any other services in connection therewith, to enhance security throughout the Wellesley Public School District; or to take any other action in relation thereto.

No motion offered.

**Heather Sawitsky, Precinct H, rose to a point of order.** She requested that the Board of Selectmen schedule any Special Town Meeting to take up the remainder of the Town Bylaw Amendments prior to any referendum on the Special Act is to take place.

The Moderator acknowledged the work of the Town Government Study Committee (TGSC): Katherine Babson , Chair, Stanley Brooks, Rose Mary Donahue, Arthur Goldberg, Ann Marie Gross, Richard Page, Linda Perlmutter, Anna Sereiko, and Thomas Ulfelder. She also acknowledged the work of the Board of Selectmen, and staff in preparing for this Special Town Meeting and preparing materials for each session of the meeting. She acknowledge the extraordinary efforts of the Advisory Committee led by Thomas Frisardi, Chairman, with Mason Smith and Frank Pinto, Vice chairs; and Sara Raveret

Secretary. The moderator also acknowledged the work of the other members of Advisory – Mary Crown, John Hartnett, Scott Tarbox, Chad Harris, Michael Matrianni, Kathleen Woodward, Tom fitzgibbons, Mike Hluchyj, Mark Kaplan, Alena Poirer, and Ria Stolle.

David Murphy rose to acknowledge the skill of the Moderator Peg Metzger in leading this meeting and the work of town counsel Raymond Miyares in drafting of the documents to accomplish the purposes of this Special Town Meeting.

David Murphy, Precinct B, Chair, Board of Selectmen offered a motion to dissolve which was

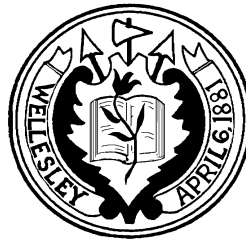
**VOTED, UNANIMOUSLY**, that this Special Town Meeting be and hereby is dissolved.

The meeting dissolved at 10:20 pm.

Attest:

Kathleen Nagle  
Town Clerk





TOWN CLERK'S RECORD  
OF THE 136<sup>th</sup> ANNUAL TOWN MEETING

March 28, 2016  
Wellesley Middle School

March 29, 2016

In pursuance of a Warrant dated February 5, 2016, the duly elected Town Meeting Members proceeded as follows:

The Moderator, Margaret Ann Metzger, called the 136<sup>th</sup> Annual Town Meeting to order at 7:05 P.M. The Moderator declared a quorum present.

Rabbi Joel Sisenwine, Senior Rabbi for Temple Beth Elohim, Wellesley, offered the invocation.

Representatives of the Wellesley Veterans' Council and the Wellesley Fire Department Honor Guard presented the colors to the meeting.

The Middle School Jazz Band, under the direction of Mr. Henry Platt, played the "Star Spangled Banner".

David Murphy, Chairman of the Board of Selectmen, led the meeting in a salute to the flag.

The Moderator informed the Town Meeting Members that the General Laws require that all members be sworn to the faithful performance of their duties. Kathleen F. Nagle, Town Clerk, administered the oath to those Town Meeting Members elected at the March 15, 2016 Annual Town Election.

The Town Clerk, Kathleen F. Nagle, read the Officer's Return of the Service of the Warrant.

The meeting was held under the provisions of Chapter 202 of the Acts of 1932 as amended. The checklist of Town Meeting Members showed there were 210 members present. Only 121 were needed for a quorum.

The duly elected Town Meeting Members were segregated from the other voters of the Town by occupying the front section of the auditorium, and were in the charge of a detail of police. Entrance to the enclosure was through one door, and each Town Meeting Member was checked from the official list of members before being admitted to the enclosure.

Several elected and appointed town officers and staff, and guests of Town Meeting were seated within this area by permission of the Moderator, but did not vote. Each such non-member was issued an identifying badge.

The following tellers were appointed by the Moderator to assist in counting a standing vote or a ballot vote: Head Teller Roberta Francis assisted by assisted by Russ Astley, Susan Clapham, Wendy Haering Engels, KC Kato, Ilissa Povich, and Arthur Priver.

The Moderator expressed appreciation to the attendance checkers for the Annual Town Meeting: Philip Rolph, Bob McCarthy and Al Novick and Marietta Novick.

The Wellesley High School Key Club will offer refreshments for Monday sessions.

The Moderator explained the rules and regulations of the Town Meeting and the power and duties of the Moderator in connection with the conduct of the meeting.

The Moderator stated that to her knowledge no motions would be offered under Articles 1, 18, 25, 29-32, 35, 37, 39-42.

The Moderator announced the dates for additional sessions of Town Meeting: March 29, April 4, 5, 11 and 12, as needed.

The Moderator informed the meeting that unless objections were raised, the meeting would dispense with the reading of the Warrant. No objections were raised and the meeting proceeded.

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

Moderator Margaret Metzger, elected at the March 15, 2016 Annual Town Election presided over the meeting.

The following Committee Reports were filed with the Town Clerk: Advisory Committee Report, Report of the Community Preservation Committee; Report of the Fuller Brook Park Committee; Report of the Planning Board; Report of the Sustainable Energy Committee; Natural Resources Commission on Single-use Plastic Check-out Bag Bylaw; Board of Selectmen and Council on Aging on Tolles Parsons Center; School Committee and Board of Selectmen on Hardy Hunnewell and Upham Facilities Project.

Elizabeth Powell, Precinct C, offered the following resolution which was voted unanimously:

#### **RESOLUTION IN MEMORY OF WILLIAM (BILL) CRUICKSHANK, Jr.**

WHEREAS: With the death of William (Bill) Cruickshank, Jr. on February 7, 2015, the Town of Wellesley lost an esteemed fellow citizen and civic leader who made many contributions to the Town of Wellesley and its residents.

WHEREAS: William (Bill) Cruickshank, Jr.'s efforts on the behalf of the Town included 31 years as a Town Meeting member from Precinct E (1957-1988), and member of the Housing Authority for 10 years (1969-1979).

WHEREAS: William (Bill) Cruickshank, Jr. served with distinction in World War II as part of the 10<sup>th</sup> Mountain Division. He climbed and attacked the Germans in the Italian Apennine Mountains in 1945. His esprit de corps inspired all. For his valor, he was awarded the Purple Heart with Oak Leaf Cluster and Bronze Star.

WHEREAS: William (Bill) Cruickshank, Jr. went to Babson College on the GI bill; he and his wife, Dorinda, rented the third floor in David L. Babson home on Clovelly Road and welcomed their first of four children there. David Babson was so impressed with Bill's talents that he hired him at David L Babson & Co. Inc. He worked his entire 32 year professional career there, retiring as Senior Vice President.

WHEREAS: William (Bill) Cruickshank, Jr. became his Babson Class of 1949 leader, served as the Alumni Association Board for many years and finally as President 1981-1983. He was a Babson Trustee 1978-84; he joined the College staff as Alumni Associate in 1984 and was appointed Director of Planned Giving. He was an avid class agent with his proudest achievement being the establishment of an endowed scholarship through the collective support of his Class of 1949. Bill also served as a Babson College Overseer and lifetime President Society member.

WHEREAS: William (Bill) Cruickshank, Jr. has been a tireless worker for good causes. He displayed his community spirit and good humor in all activities and even managed to overcome his vocal handicap later in life with good cheer. The Boy Scouts, New England Home for Little Wanderers, American Field Services, Vestry of St. Andrew's Church, and the New England Ski Museum benefitted from his generous support.

WHEREAS: Babson College had the privilege of naming the Cruickshank Alumni Leadership Award in Bill's honor in 1988; present him with the Babson Medal-Babson's highest recognition-in 1990; award him with an Honorary Doctorate of Laws degree in 1999; and name the Babson Alumni Welcome Center and Offices the Cruickshank Alumni Hall in 2008.

NOW THEREFORE BE IT RESOLVED that this Town Meeting, acting on behalf of all the residents of the town of Wellesley and its municipal employees, expresses its deep sorrow at the passing of William Cruickshank, Jr. and publicly acknowledges its appreciation for his energetic and long time dedicated service and significant contributions to the welfare of the Town, our community and our nation, and further that the Town Clerk shall record this Resolution in the minutes of this meeting and, further, transmit a true copy of this Resolution to Mr. Cruickshank's family.

Suzanne Littlefield, Precinct A, offered the following resolution

### **RESOLUTION IN MEMORY OF SAMUEL BARBIN COCO**

WHEREAS: With the death of Samuel Barbin Coco on March 20, 2016, the Town of Wellesley lost a distinguished citizen at age 88.

WHEREAS: Sam served the Town of Wellesley on the Advisory Committee for three years and as the Chair, in his final year, 1998-1999. During his years on Advisory, Sam was noted for his kindness, intelligence, easy sense of humor, quiet leadership, and articulate presentations to Town Meeting.

WHEREAS: Sam served the Town of Wellesley as a one of the founders of The Wellesley Community Center, a keystone supporter of the Generations Fundraising Campaign, and as its President in 1995 and 1996. Sam cared very deeply about The Community Center, gave it his sage advice and worked very hard to fulfill the center's mission.

WHEREAS: Sam served the Greater Boston area in a variety of distinguished roles with prominent civic organizations including Spaulding Rehabilitation Hospital, Mass College of Pharmacy, Partners Healthcare, and Newton-Wellesley Hospital.

WHEREAS: Sam was a Captain of Industry, whose modesty belied his position and influence. He was always a gentleman in every sense of the word, especially Southern, and truly recognized the traditional values

of community. Sam was a dedicated civic volunteer who loved his Town, never had an unkind word to say about anyone and will be sorely missed by all.

WHEREAS: Sam was a devoted husband of the late Hannalou John Coco, loving father of Harvey and Caroline and adored grandfather of five.

NOW THEREFORE BE IT RESOLVED that this Town Meeting acting on behalf of all the residents of the Town of Wellesley and its municipal employees expresses its deep sorrow in the passing of Samuel Barbin Coco and publically acknowledges its appreciation to this wonderful man for a long and dedicated life and contributions to the welfare of our Town, and, further, that the Town Clerk shall record this Resolution in the minutes of this meeting and transmit copies to Mr. Coco's family.

The Town Meeting accepted the resolutions and paused for a moment of silence.

**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.

David Murphy, Precinct B and Chair of the Board of Selectmen, offered the following motion.

Mr. Murphy stated that due to the failure of the ballot question on Town Manager at the recent Annual Town election, it is the opinion of Town Counsel that all bylaw amendments passed at the November 2015 and February 2016 Special Town Meetings are now deemed to be void. Therefore there are no changes to the Town Bylaw based on those Special Town Meetings.

Hans Larsen, Executive Director of General Government, presented the Town Wide Financial Plan and the 5 year Capital Budget Program.

Thomas Frisardi, Precinct E, Chair of the Advisory Committee, offered the comments of the Advisory Committee on the general financial condition of the Town.

After some question and debate the Town Meeting

**VOTED, UNANIMOUSLY,** That this Town Meeting hereby acknowledges presentation of the Town-Wide Financial Plan and the Five Year Capital Budget Program pursuant to Section 19.16.2 and 19.5.2, respectively, of the Town Bylaws.

**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.

David Murphy, Precinct B, Chair Board of Selectmen offered the following motion for the consent of Town Meeting.

Items to be included on the Consent Agenda must meet the following criteria

- Unanimous support of Advisory Committee
- Subject to a majority vote only
- Deemed noncontroversial in nature and routine

Any Town Meeting Member may request that an item be removed from the consent agenda.

**VOTED, UNANIMOUSLY,** That the motions on file with the Moderator under the following articles be approved by a single vote pursuant to a consent agenda under this article:

- Article 4: Amend Job Classification Plan
- Article 11: Reauthorize Revolving Funds
- Article 14: Water Program
- Article 15: Sewer Program
- Article 43: Appoint Fire Engineers

The Advisory Committee having recommended favorable action unanimously on all such motions and each such motion requiring approval by a majority vote.

**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.

**Voted under the consent agenda under Article 3.**

That the Classification Plan established at the 1950 Annual Town Meeting as amended, be further amended as recommended by the Human Resources Board by striking Schedule A, "Job Classification by Groups" and inserting a new Schedule A as follows:

**New Classifications**

<u>Classification</u>	<u>Department</u>	<u>Job Group</u>
Senior Project Manager	FMD	61
Assistant Director of Senior Services	COA	54
Department Assistant	FMD	42

**Reclassifications**

<u>Classification</u>	<u>Department</u>	<u>From Job Group</u> <u>To Job Group</u>
Assistant Town Clerk	TC	51/52
Assistant Town Engineer	DPW	59/60
Accounting Specialist	DFS	51/53

**Title Changes**

<u>From Title</u>	<u>To Title</u>	<u>Department</u>	<u>Job Group</u>
Program Administrator	Associate Director	REC	55
Assistant Director	Deputy Director	REC	57
Maintenance/Operations Manager	Maintenance Manager	FMD	58

**Reclassifications and Title Change**

<u>From Title and Job Group</u>	<u>Department</u>	<u>To Title and Job Group</u>
Energy Manager – JG 58	FMD	Operations Manager –JG 59

**SCHEDULE A**  
**JOB CLASSIFICATIONS BY GROUPS**

Part I – Positions not covered by collective bargaining agreements

GROUP 69	
Executive Director of General Government Services	SEL
GROUP 66	
DPW Director	DPW
Finance Director	DFS
GROUP 65	
Director of Facilities	FMD
GROUP 63	
Chief of Police	POL
Treasurer/Collector	TRS
GROUP 62	
Fire Chief	FIR
Human Resources Director	HR
Library Director	LIB
Programs Manager/Assistant Director	DPW
Superintendent, Park & Highway	DPW
Town Engineer	DPW
GROUP 61	
Assistant Director of General Government Services	SEL
Deputy Chief of Police	POL
IT Director	IT
Senior Project Manager	FMD
Superintendent, RDF	DPW
Superintendent, Water and Sewer Division	DPW
GROUP 60	
Assistant Fire Chief	FIR
Assistant Town Engineer	DPW
Chief Assessor	ASR
Deputy Chief of Fire Protection	FIR
Deputy Director	SEL
Director of Public Health	HLTH
Director of Recreation	REC
Planning Director	PLN
Project Manager	FMD
Senior Deputy Director	SEL
GROUP 59	
Assistant Director for Library Services	LIB
Assistant Superintendent, Water and Sewer Division	DPW
Inspector of Buildings	BLDG

Operations Manager	FMD
GROUP 58	
Assistant Finance Director	DFS
Assistant IT Director	IT
Assistant Superintendent, Highway Division	DPW
Assistant Superintendent, Park and Tree Division	DPW
Custodial Services Manger	FMD
Deputy Director	SEL
Director of Senior Services	COA
Information Technology Director	LIB
Maintenance Manager	FMD
Senior Civil Engineer	DPW
Senior Management Analyst	DPW
GROUP 57	
Deputy Director	REC
Assistant Director/Health	HLTH
Assistant Planning Director	PLAN
Deputy Assistant Director, General Government Services	SEL
Director of Natural Resources	NRC
GIS Manager	IT
Network Manager/Webmaster	IT
Technical Operations Manager	IT
Water and Sewer Systems Engineer	DPW
Youth Director	YC
GROUP 56	
Applications and Database Manager	DPW
Civil Engineer	DPW
Finance and Budget Analyst	DFS
Financial Analyst	FMD
Landscape Planner	DPW
Management Analyst	DPW
GROUP 55	
Director of Special Projects	NRC
Environmental Health Specialist	HLTH
GIS Administrator	IT
Local Building Inspector	BLDG
Associate Director	REC
Projects Administrator	PBC
Senior Engineer	DPW
Senior Human Resources Generalist	HR
GROUP 54	
Assistant Director of Senior Services	COA
Assistant NRC Director	NRC
Assistant Treasurer/Collector	TRS
Director of Veterans' Services	VET
Human Resources Generalist	HR

Inspector of Wires	BLDG
Plumbing and Gas Inspector	BLDG
Public Health Nurse Supervisor	HLTH
Planner	PLAN
Staff Engineer	DPW

GROUP 53

Analyst/Programmer	IT
Accounting Specialist	DFS
Community Health Coordinator	HLTH
Environmental Education Coordinator	NRC
Financial Assistant	FMD
Health and Social Services Administrator	COA
Public Health Nurse	HLTH
Safety Coordinator	DPW
Wetlands Administrator	NRC

GROUP 52

Assistant Administrator	ASR
Assistant Town Clerk	TC
Parking Clerk	SEL
RDF Business Manager	DPW

GROUP 51

Administrative Assistant	FAC
Deputy Director of Veterans' Services	VET
Executive Assistant to the Executive Director	BOS
Executive Secretary, Director, DPW	DPW
Executive Secretary, Zoning Board of Appeals	ZBA
Sealer of Weights and Measures	SEL

GROUP 49

Accountant B	DFS
Administrative Secretary	SEL
Animal Control Officer	POL
Assessor Technician	ASR
Elections and Registration Administrator	TC
Office Administrator	HLTH
Office Administrator, Water and Sewer Division	DPW
Projects Assistant	PBC

GROUP 48

Head Maintenance Custodian, Town Hall	FAC
Office Administrator	LIB
Office Assistant, Building	BLDG
Personnel Administrative Assistant	HR
Senior Accounting Assistant	DPW
Senior Customer Service Representative	MLP
Senior Office Assistant	DPW

GROUP 47



Accounting Clerk, Treasurer/Collector	TRS
Administrative Assistant	FIR
Administrative/Accounting Assistant	POL
Office Assistant	ASR
Office Assistant, Engineering Division	DPW
Office Assistant, Management Division	DPW
Office Assistant, Park and Highway Divisions	DPW
Office Assistant, RDF	DPW
Office Assistant, Water and Sewer Division	DPW
Program and Office Assistant	COA
Secretary, Recreation	REC
Senior Secretary, Selectmen	SEL
Voter Registration Clerk	TC
GROUP 46	
Office Assistant	SEL
Office Assistant/Records Clerk	POL
GROUP 45	
Secretary, Director's Office	DPW
Secretary, NRC	NRC
Secretary/Technical Assistant	PLAN
GROUP 44	
Clerk	TC
Communications Clerk/Receptionist	MLP
Custodian	FAC
Secretary, Building	BLDG
Secretary II	REC
Seniors Activities Coordinator	COA
GROUP 43	
Administrative Records Clerk	MLP
GROUP 42	
Department Assistant	FMD
Office Clerk	HLTH
GROUP 41	
Night Watchman, Highway Division	DPW
GROUP T19	
Automotive Mechanic	FIR
Carpenter/Painter	FAC
Electrician	FAC
Maintenance Craftsman	FMD
Mechanical Technician	FMD

Part II – Positions covered by collective bargaining agreements

GROUP S55	
Fleet Maintenance Supervisor	DPW
GROUP S54	
Customer Services Supervisor	MLP
General Foreman, All Divisions	DPW
Overhead Line Foreman	MLP
Supervisor of Accounting	MLP
Supervisor, RDF	DPW
Underground Line Foreman	MLP
GROUP S53	
Coordinator, MLP	MLP
Signal Alarm Foreman	MLP
GROUP S50	
Collections Representative	MLP
GROUP 22	
Crew Leader	MLP
GROUP 21	
Electrician A	MLP
Lead Cablesplicer	MLP
Lead Lineman	MLP
GROUP 20	
Automotive Mechanic Foreman A	DPW
Cablesplicer, 1st Class	MLP
Chief Substation Operator, Municipal Light Plant	MLP
Construction Craftsman, Highway Division	DPW
Construction Foreman/MLP	MLP
Foreman A - All Divisions	DPW
Foreman A - Athletic Fields	DPW
Foreman A – Automotive Mechanic	DPW
Foreman A - Highway	DPW
Foreman A – Park Construction	DPW
Foreman A – Recycling	DPW
Foreman A – Tree Care	DPW
Horticultural Technician	DPW
Lineman, 1st Class	MLP
Senior Welder	DPW
GROUP 19	
Lead Tree Climber, Park and Tree Division	DPW
Meter and Sign Repair Person, Highway Division	DPW
Meter/Backflow Prevention Device Coordinator	DPW
GROUP 18	

Engineering Technician	MLP
Fleet Maintenance Mechanic	DPW
Foreman B - All Divisions	DPW
Groundskeeping Foreman, Park and Tree Division	DPW
Highway Craftsman	DPW
Lead Baler	DPW
Park Construction Craftsman	DPW
Primary Water Treatment Plant Operator	DPW
Welder	DPW

#### GROUP 17

Apprentice Lineworker/Stockkeeper	MLP
Cablesplicer, 2nd Class	MLP
Construction Equipment Operator	DPW
Lineman, 2nd Class	MLP
Meter/Backflow Prevention Device Technician	DPW
Park Facilities Technician	DPW
Park Technical Services Craftsman	DPW
Power Shovel Operator, Water and Sewer Division	DPW
Stockkeeper, Automotive, Highway Division	DPW
Stockkeeper, Water and Sewer	DPW
Substation Operator, Municipal Light Plant	MLP
Tractor Trailer Operator	DPW
Tree Climber, Park and Tree Division	DPW

#### GROUP 16

Engineering Technician II	MLP
Fleet Maintenance Shop Assistant	DPW
General Mechanic A, Water and Sewer Division	DPW
Groundskeeper, Park and Tree Division	DPW
Head Custodian	DPW
Heavy Equipment Operator, Highway Division	DPW
Lead Meter Reader	MLP
Secondary Water Treatment Plant Operator	DPW
Stockkeeper, Municipal Light Plant	MLP
Transfer Haul Equip. Operator, RDF	DPW

#### GROUP 15

Industrial Equipment Operator, RDF	DPW
Medium Equipment Operator, Highway Division	DPW
<b>Medium Equipment Operator, Park and Tree Division</b>	DPW
Truck Driver A/Laborer, Water and Sewer Division	DPW

#### GROUP 14

Building Maintenance Person, Highway Division	DPW
Cablesplicer Helper, Municipal Light Plant	MLP
Custodian	DPW
<b>Groundman, Municipal Light Plant</b>	MLP

#### GROUP 13

Park Maintenance Worker	DPW
Permit Verifier/Trash Collector, RDF	DPW

GROUP 12 Light Equipment Operator, Park and Highway Divisions	DPW
GROUP 11 Laborer - All Divisions	DPW
GROUP K23 HVAC Technician	FMD
Plumber	FMD
Electrician	FMD
GROUP K22 Facility Supervisor	FMD
GROUP K21 Middle School Head Custodian	FMD
GROUP K18 Maintenance Mechanic	FMD
GROUP K17 Custodian Night Supervisor	FMD
Elementary Head Custodian	FMD
GROUP K15 Custodian	FMD
GROUP D47 Dispatcher	POL

**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.

**Motion 1.** Meryl Fink, Precinct F, Human Resources Board Member offered the flowing motion. John Roslansky, Chair of the Human Resources Board spoke in support of the motion.

**VOTED, by declared voice vote**

That the Salary Plan as established at the 1950 Annual Town Meeting as amended, be further amended effective July 1, 2016, as recommended by the Human Resources Board, by striking the existing pay schedule for the non-bargaining unit, non-management personnel (Job Groups 40-49) and inserting the new schedule as follows:

SCHEDULE B  
SALARY PLAN – PAY SCHEDULES

**Rates effective as indicated as of July 1, 2016**

*Hourly rates – reflects 2.5% increase over FY16*

Job Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
49	23.84	24.91	26.04	27.21	28.45	29.71
48	22.92	23.92	24.99	26.11	27.31	28.53
47	21.97	22.96	23.97	25.08	26.19	27.37
46	21.04	22.00	22.99	24.04	25.12	26.24
45	20.07	20.97	21.92	22.92	23.92	24.99
44	19.14	20.00	20.90	21.85	22.81	23.84
43	18.17	19.00	19.85	20.76	21.68	22.66
42	17.24	18.02	18.82	19.69	20.56	21.49
41	16.46	17.22	18.00	18.79	19.64	20.50

*Hourly rates – reflects 2.5% over FY 16*

Trade positions – non-union

Job Group	Step 1	Step 2	Step 3 4	Step 5	Step 6	
T19	27.36	28.71	30.17	31.65	33.24	34.90

**MOTION 2.** Meryl Fink, Precinct F, Human Resources Board Member offered the flowing motion. John Roslansky, Chair of the Human Resources Board spoke in support of the motion.

**VOTED, by declared voice vote,**

That the Salary Plan as established at the 1950 Annual Town Meeting as amended, be further amended effective July 1, 2016, as recommended by the Human Resources Board, by striking the existing pay schedule for the Merit Pay Plan (Job Groups 50-69) and inserting the new schedule as follows:

SCHEDULE B  
SALARY PLAN – PAY SCHEDULES

Salary rates effective as indicated as of July 1, 2016  
*Reflects 2.25% increase over FY 16 ranges at midpoint*

Job Group	Minimum	Midpoint	Maximum
69	129,200	164,600	200,000
68	119,800	152,600	185,400
67	111,000	141,400	171,800
66	102,800	130,900	159,000
65	95,200	121,300	147,400
64	88,900	113,200	137,500
63	83,200	105,700	128,200

62	78,000	99,100	120,200
61	72,900	92,600	112,300
60	68,400	86,600	104,800
59	63,700	80,600	97,500
58	59,900	75,800	91,700
57	56,200	70,700	85,200
56	52,500	66,000	79,500
55	49,100	61,800	74,500
54	46,900	58,800	70,700
53	44,700	56,100	67,500
52	42,400	53,200	64,000
51	40,600	50,700	60,800
50	38,700	48,400	58,100

#### Information Technology

Job Group	Minimum	Midpoint	Maximum
61	82,400	104,600	126,800
60	77,400	98,000	118,500
59	72,300	91,600	110,800
58	67,300	85,200	103,100
57	62,900	79,700	96,000
56	59,000	74,600	90,000
55	56,800	71,000	85,500
54	53,900	67,600	81,300
53	51,400	64,400	77,500
52	48,900	61,400	73,700
51	46,800	58,500	70,200

**MOTION 3.** Meryl Fink, Precinct F, Human Resources Board Member offered the flowing motion. John Roslansky, Chair of the Human Resources Board spoke in support of the motion.

**VOTED, UNANIMOUSLY,** to appropriate the sum of \$165,000 to the Human Resources Board for the purpose of granting salary increases to employees in Job Groups 50 and above in the classification plan.

The Moderator declared a short break at 8:45, the meeting resumed at 9:02.

David Murphy, Precinct B, Board of Selectmen offered the following motion:

**VOTED UNANIMOUSLY**, that when this Town Meeting adjourns, it does so until March 29, 2016 7:00 pm in this same hall.

The motion was displayed on the screen.

**MOTION 4.** David Murphy, Precinct B, Board of Selectmen offered the following motion. Scott Szczbeck, Human Resources Director, explained the details of the contract.

That the Salary Plan as established at the 1950 Annual Town Meeting as amended, be further amended as recommended by the Human Resources Board by striking the existing Pay Schedules for the Wellesley Police Superior Officers' Association and inserting the new Pay Schedules as follows:

<u>July 1, 2016</u>	
P40 Lieutenant	1715.48
P50 Sergeant	1438.00

After discussion Mr. Murphy withdrew the motion until more information can be provided to Town Meeting Members as requested.

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

David Murphy, Precinct B, Board of Selectmen, offered the following motion:

**VOTED, by declared voice vote**, that the annual (52 weeks) salary of the Town Clerk be fixed at the amount of \$87,874 (Eighty-Seven Thousand Eight Hundred Seventy-Four Dollars) effective July 1, 2016.

**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 2016 Annual Town Meeting, or to take any other action in relation thereto.

**MOTION 1.** David Murphy, Precinct B, Board of Selectmen, offered the following motion:

**VOTED, UNANIMOUSLY**, to appropriate \$250,000 (two hundred fifty thousand dollars) for snow and ice removal costs, said sum to be taken from Free Cash, as certified as of July 1, 2015, 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 2015 Annual Town Meeting.

**MOTION 2.** David Murphy Precinct B, Board of Selectmen, offered the following motion:

**VOTED, UNANIMOUSLY**, to appropriate \$118,880 (one hundred eighteen thousand eight hundred eighty dollars) to replenish the Reserve Fund, said sum to be taken from Free Cash, as certified as of July 1, 2015, and added to the amount appropriated to the Advisory Committee – 132 Reserve Fund under Motion 2 of Article 8 of the Warrant for the 2015 Annual Town Meeting.

**MOTION 3.** David Murphy, Precinct B, Board of Selectmen, offered the following motion:

**VOTED, UNANIMOUSLY**, to reduce the FY2016 Sewer budget, as voted under Article 13.1 ATM2015, by \$370,398 under the MWRA expense account; as recommended by the Massachusetts Department of Revenue during the tax rate setting process.

**MOTION 4.** David Murphy, Precinct B, Board of Selectmen, offered the following motion:

**VOTED, UNANIMOUSLY**, to appropriate \$75,000 (Seventy Five Thousand Dollars) for legal expenses, said sum to be taken from Free Cash, as certified as of July 1, 2015, and added to the amount appropriated to the Board of Selectmen – TGSC under Motion 1 of Article 25 of the Warrant for the 2015 Annual Town Meeting.

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

1) The operation and expenses of the several 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 2017 Tax Rate, or to take any other action in relation thereto.

**MOTION 1.** David Murphy, Precinct B, Board of Selectmen, offered the following motion:

**VOTED, UNANIMOUSLY**, 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, 2016.

The Moderator noticed the hour and adjourned the meeting at 10:20 pm.

Attest:

Kathleen F. Nagle  
Town Clerk

CERTIFICATE OF NOTICE  
OF ADJOURNED ANNUAL TOWN MEETING



March 29, 2016  
Wellesley, MA

I hereby certify that notice that the Town Meeting would adjourn from March 28, 2016 to March 29, 2016 at 7:00 p.m. at the Wellesley Middle School was posted on the screen in the Hall during the recess of the meeting on March 28, 2016 and was voted unanimously by the Town Meeting. That said adjournment was announced by the Moderator at the close of the meeting of March 28, 2016 and a notice was posted on the town website ([www.wellesleyma.gov](http://www.wellesleyma.gov)) and in the Town Hall at the office of the Town Clerk on March 29, 2016.

Attest:

Kathleen F. Nagle  
Town Clerk



TOWN CLERK'S RECORD  
OF ADJOURNED SESSION OF 2016 ANNUAL TOWN MEETING



March 29, 2016  
Wellesley Middle School Auditorium

March 30, 2016

In pursuance of a Warrant dated February 5, 2016, the duly elected Town Meeting Members proceeded as follows:

The Moderator, Margaret Ann Metzger, called the second session of the 136<sup>th</sup> Annual Town Meeting to order at 7:02 P.M. The Moderator declared a quorum present.

The meeting was held under the provisions of Chapter 202 of the Acts of 1932 as amended. The checklist of Town Meeting Members showed there were 206 members present. Only 121 were needed for a quorum.

The duly elected Town Meeting Members were segregated from the other voters of the Town by occupying the front section of the auditorium, and were in the charge of a detail of police. Entrance to the enclosure was through one door, and each Town Meeting Member was checked from the official list of members before being admitted to the enclosure.

Several elected and appointed town officers and staff, and guests of Town Meeting were seated within this area by permission of the Moderator, but did not vote. Each such non-member was issued an identifying badge.

The following tellers were appointed by the Moderator to assist in counting a standing vote or a ballot vote: Head Teller Roberta Francis assisted by Russ Astley, Susan Clapham, Wendy Haering Engels, KC Kato, Ilissa Povich, and Arthur Priver.

The Wellesley High School Sophomore Class provided snacks for all Tuesday night sessions.

**Article 8, Motion 2**

David Murphy, Precinct B, Chair Board of Selectmen offered the following Motion:

# 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
<b>GENERAL GOVERNMENT</b>				
To the Board of Selectmen for General Government; \$2,065,199 for Personal Services and \$1,887,732 for Expenses. And it is recommended that the sums be allocated as follows:				
<b><i>Board of Selectmen - Administration</i></b>				
122	Executive Director's Office	437,648	26,500	464,148
126	Sustainable Energy	18,500	1,500	20,000
199	Central Administrative Services	0	28,500	28,500
133	Finance Department	412,960	8,700	421,660
155	Information Technology	453,719	271,544	725,263
145	Treasurer & Collector	289,400	115,050	404,450
195	Town Report	0	4,000	4,000
<b><i>Board of Selectmen - Human Services</i></b>				
541	Council on Aging	321,518	170,222	491,740
183	Fair Housing Committee	0	200	200
543	Veterans' Services	0	71,559	71,559
542	Youth Commission	79,412	17,090	96,502
<b><i>Board of Selectmen - Other Services</i></b>				
180	Housing Development Corporation	0	6,000	6,000
691	Historical Commission	0	750	750
690	Historical District Commission	0	250	250
693	Memorial Day	0	2,500	2,500
692	Celebrations Committee	0	4,700	4,700
176	Zoning Board of Appeals	52,042	6,940	58,982
<b><i>Board of Selectmen - Shared Services</i></b>				
151	Law	0	325,000	325,000
945	Risk Management	0	521,651	521,651
135	Audit Committee	0	58,200	58,200
458	Street Lighting	0	246,876	246,876
<b>Subtotal - Board of Selectmen - General Government</b>		<b>2,065,199</b>	<b>1,887,732</b>	<b>3,952,931</b>
<b><i>Other General Government</i></b>				
To the following Town boards and officials:				
161	Town Clerk/Election & Registration	279,814	40,915	320,729
141	Board of Assessors	262,928	81,500	344,428
175	Planning Board	234,607	46,750	281,357
185	Permanent Building Committee	217,713	7,300	225,013
152	Human Resources Board	282,960	38,300	321,260
131	Advisory Committee	7,000	25,000	32,000
132	Advisory Committee - Reserve Fund	0	175,000	175,000
<b>Subtotal - Other General Government</b>		<b>1,285,022</b>	<b>414,765</b>	<b>1,699,787</b>
<b>GENERAL GOVERNMENT TOTAL</b>		<b>3,350,221</b>	<b>2,302,497</b>	<b>5,652,718</b>

Funding Item		Personal Services	Expenses	Total Operations
<b><u>FACILITIES MAINTENANCE - BOARD OF SELECTMEN</u></b>				
To the Board of Selectmen for Facilities Maintenance, \$4,027,275 for Personal Services and \$3,319,266 for Expenses. And it is recommended that the sums be allocated as follows:				
192	Facilities Maintenance	3,951,660	3,107,680	7,059,340
Trf	Transfer from DPW	75,615	211,586	287,201
<b>FACILITIES MAINTENANCE TOTAL - BOARD OF SELECTMEN</b>		<b>4,027,275</b>	<b>3,319,266</b>	<b>7,346,541</b>
<b><u>PUBLIC SAFETY - BOARD OF SELECTMEN</u></b>				
To the Board of Selectmen for Public Safety, \$10,682,011 for Personal Services and \$942,153 for Expenses. And it is recommended that the sums be allocated as follows:				
210	Police Department	5,181,695	643,925	5,825,620
299	Special School Police	104,672	3,029	107,701
220	Fire Department	4,907,350	266,249	5,173,599
241	Building Department	472,574	26,150	498,724
244	Sealer of Weights & Measures	15,720	2,800	18,520
<b>PUBLIC SAFETY TOTAL - BOARD OF SELECTMEN</b>		<b>10,682,011</b>	<b>942,153</b>	<b>11,624,164</b>
<b><u>PUBLIC WORKS</u></b>				
To the Board of Public Works, \$4,176,909 for Personal Services and \$2,512,514 for Expenses. And it is recommended that the sums be allocated as follows:				
410	Engineering	501,315	64,139	565,454
420	Highway	1,019,145	439,150	1,458,295
454	Fleet Maintenance	143,105	43,462	186,567
430	Park	1,117,181	338,345	1,455,526
440	Recycling & Disposal	1,048,716	1,254,747	2,303,463
450	Management	347,447	23,968	371,415
456	Winter Maintenance	0	348,703	348,703
<b>PUBLIC WORKS TOTAL</b>		<b>4,176,909</b>	<b>2,512,514</b>	<b>6,689,423</b>

#### **WELLESLEY FREE LIBRARY**

To the Trustees of the Wellesley Free Library:

610	Library Trustees	1,806,708	521,046	2,327,754
<b>LIBRARY TOTAL</b>		<b>1,806,708</b>	<b>521,046</b>	<b>2,327,754</b>

#### **RECREATION**

To the Recreation Commission:

630	Recreation Commission	324,876	20,000	344,876
<b>RECREATION TOTAL</b>		<b>324,876</b>	<b>20,000</b>	<b>344,876</b>

#### **HEALTH**

To the Board of Health:

510	Board of Health	404,735	78,503	483,238
523	Mental Health Services	0	255,691	255,691
<b>HEALTH TOTAL</b>		<b>404,735</b>	<b>334,194</b>	<b>738,929</b>

Funding Item		Personal Services	Expenses	Total Operations
<b><u>NATURAL RESOURCES</u></b>				
To the Natural Resources Commission:				
171	Natural Resources Commission	196,567	21,900	218,467
172	Morses Pond	0	139,394	139,394
<b>NATURAL RESOURCES TOTAL</b>		<b>196,567</b>	<b>161,294</b>	<b>357,861</b>
<b>NON-SCHOOL TOTAL</b>		<b>24,969,302</b>	<b>10,112,964</b>	<b>35,082,266</b>
<b><u>WELLESLEY PUBLIC SCHOOLS</u></b>				
To the School Committee, \$61,371,111 in the aggregate for Personal Services and \$8,153,523 for Expenses. And it is recommended that the sum be allocated as follows:				
320	Instruction	44,601,229	2,310,902	46,912,131
330	Administration	954,255	156,235	1,110,490
340	Operations	952,845	624,976	1,577,821
360	Special Tuition/Transportation/Inclusion	14,862,782	5,061,410	19,924,192
	Subtotal	61,371,111	8,153,523	69,524,634
<b>SCHOOL TOTAL</b>		<b>61,371,111</b>	<b>8,153,523</b>	<b>69,524,634</b>
<b><u>EMPLOYEE BENEFITS</u></b>				
To the Board of Selectmen for the purposes indicated:				
914	Group Insurance	0	16,138,304	16,138,304
912	Worker's Compensation	0	517,860	517,860
919	Other Post Empl. Benefits Liability Fund	0	3,000,000	3,000,000
910	Retirement Contribution	0	6,390,114	6,390,114
913	Unemployment Compensation	0	150,000	150,000
950	Compensated Absences	0	90,000	90,000
911	Non-Contributory Pensions	0	18,660	18,660
<b>EMPLOYEE BENEFITS TOTAL</b>		<b>0</b>	<b>26,304,938</b>	<b>26,304,938</b>
And further, that the balance on hand in the Workers' Compensation fund on June 30, 2016 and any interest earnings of the program, are appropriated for expenses related to the Workers' Compensation Program of the Town for Fiscal Year 2017.				
<b>ALL PERSONAL SERVICES &amp; EXPENSES</b>		<b>86,340,413</b>	<b>44,571,425</b>	<b>130,911,838</b>

Funding Item		Personal Services	Expenses	Total Operations
<b><u>CAPITAL &amp; DEBT</u></b>				
To the following Town boards and officials for the purposes indicated:				
<b><i>Departmental Cash Capital</i></b>				
400	Board of Public Works - Capital	0	1,954,000	1,954,000
300	School Committee - Capital	0	784,920	784,920
122	Board of Selectmen - Capital	0	349,913	349,913
161	Town Clerk - Capital	0	16,385	16,385
175	Planning Board	0	80,000	80,000
192	Facilities Maintenance - Capital	0	1,750,000	1,750,000
510	Health Department	0	8,561	8,561
610	Library Trustees - Capital	0	131,300	131,300
171	Natural Resources Commission - Capital	0	77,000	77,000
<b>Subtotal - Cash Capital</b>		<b>0</b>	<b>5,152,079</b>	<b>5,152,079</b>
To the Town Treasurer and Collector for:				
700	Current Inside Levy Debt Service - Issued	0	3,434,938	3,434,938
700	New Debt Service - Inside Levy	0	164,344	164,344
700	Current Outside Levy Debt Service -Issued/Unissued	0	12,923,671	12,923,671
<b>Subtotal - Maturing Debt &amp; Interest</b>		<b>0</b>	<b>16,522,953</b>	<b>16,522,953</b>
<b>CAPITAL &amp; DEBT TOTAL</b>		<b>0</b>	<b>21,675,032</b>	<b>21,675,032</b>
<b><u>RECEIPTS RESERVED FOR APPROPRIATION</u></b>				
To the Board of Selectmen, to be taken from the Parking Meter Receipts Account:				
293	Traffic & Parking Operations	241,254	621,670	862,924
<b>RECEIPTS RESERVED TOTAL</b>		<b>241,254</b>	<b>621,670</b>	<b>862,924</b>
<b>TOTAL APPROPRIATIONS - ARTICLE 8, MOTION 2</b>				<b>\$ 153,449,794</b>

To meet said appropriations, transfer \$150,000 from the Police Detail Account, \$43,950 from Parking Meter Receipts, and \$548,944 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).

Elizabeth Sullivan Woods, Precinct D, Chair of Library Trustees, spoke in support of the Library Budget; David Donohue, Chair of the Board of Public Works, spoke in support of the Public Works portion of the budget; Matt Kelly, Precinct C, Chair of the School Committee introduced Dr. David Lussier, Superintendant of the Wellesley Public Schools who spoke in support of the School Budget.

The Moderator declared a short break at 8:45, the meeting resumed at 9:00 pm.

David Murphy, Precinct B, Board of Selectmen offered the following motion:

**VOTED UNANIMOUSLY**, that when this Town Meeting adjourns, it does so until April 4, 2016 7:00 pm in this same hall.

The motion was displayed on the screen.

The meeting resumed discussion of Article 8 Motion 2.

Thomas Frisardi, Precinct E, Chair of the Advisory Committee, offered the comments of the Advisory Committee on the School section of the budget.

The Moderator recognized Hans Larson, Executive Director of General Government to speak to those portions of the budget not otherwise presented prior to this time including General Government, Shared Costs, Employee Benefits, Debt Service and capital requests.

The Moderator noticed the hour and adjourned the meeting at 10:15 pm.

Attest:

Kathleen F. Nagle  
Town Clerk

CERTIFICATE OF NOTICE  
OF ADJOURNED ANNUAL TOWN MEETING



March 30, 2016  
Wellesley, MA

I hereby certify that notice that the Town Meeting would adjourn from March 29, 2016 to April 4, 2016 at 7:00 p.m. at the Wellesley Middle School was posted on the screen in the Hall during the recess of the meeting on March 29, 2016 and was voted unanimously by the Town Meeting. That said adjournment was announced by the Moderator at the close of the meeting of March 30, 2016 and a notice was posted on the town website ([www.wellesleyma.gov](http://www.wellesleyma.gov)) and in the Town Hall at the office of the Town Clerk on March 30, 2016.

Attest:

Kathleen F. Nagle  
Town Clerk

TOWN CLERK'S RECORD  
OF ADJOURNED SESSION OF 2016 ANNUAL TOWN MEETING



April 4, 2016  
Wellesley Middle School Auditorium

April 5, 2016

In pursuance of a Warrant dated February 5, 2016, the duly elected Town Meeting Members proceeded as follows:

The Moderator, Margaret Ann Metzger, called the third session of the 136<sup>th</sup> Annual Town Meeting to order at 7:05 P.M. The Moderator declared a quorum present.

The meeting was held under the provisions of Chapter 202 of the Acts of 1932 as amended. The checklist of Town Meeting Members showed there were 183 members present. Only 121 were needed for a quorum.

The duly elected Town Meeting Members were segregated from the other voters of the Town by occupying the front section of the auditorium, and were in the charge of a detail of police. Entrance to the enclosure was through one door, and each Town Meeting Member was checked from the official list of members before being admitted to the enclosure.

Several elected and appointed town officers and staff, and guests of Town Meeting were seated within this area by permission of the Moderator, but did not vote. Each such non-member was issued an identifying badge.

The following tellers were appointed by the Moderator to assist in counting a standing vote or a ballot vote: Head Teller Roberta Francis assisted by Russ Astley, Susan Clapham, Linda Grape, Ilissa Povich, Arthur Priver, and Bob White.

**Article 8, Motion 2 remains on the table for discussion.**

Thomas Frisardi, Precinct E, Chair of the Advisory Committee offered the Advisory Committee comments on the general budget.

Town Meeting asked questions and discussed the budget.

Royall Switzler requested a ballot vote on Article 8 Motion 2. He was not supported by 20 town meeting members.

The Moderator called for a voice vote and it was  
**VOTED, by declared voice vote,**

# 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
<b>GENERAL GOVERNMENT</b>				
To the Board of Selectmen for General Government; \$2,065,199 for Personal Services and \$1,887,732 for Expenses. And it is recommended that the sums be allocated as follows:				
<b>Board of Selectmen - Administration</b>				
122	Executive Director's Office	437,648	26,500	464,148
126	Sustainable Energy	18,500	1,500	20,000
199	Central Administrative Services	0	28,500	28,500
133	Finance Department	412,960	8,700	421,660
155	Information Technology	453,719	271,544	725,263
145	Treasurer & Collector	289,400	115,050	404,450
195	Town Report	0	4,000	4,000
<b>Board of Selectmen - Human Services</b>				
541	Council on Aging	321,518	170,222	491,740
183	Fair Housing Committee	0	200	200
543	Veterans' Services	0	71,559	71,559
542	Youth Commission	79,412	17,090	96,502
<b>Board of Selectmen - Other Services</b>				
180	Housing Development Corporation	0	6,000	6,000
691	Historical Commission	0	750	750
690	Historical District Commission	0	250	250
693	Memorial Day	0	2,500	2,500
692	Celebrations Committee	0	4,700	4,700
176	Zoning Board of Appeals	52,042	6,940	58,982
<b>Board of Selectmen - Shared Services</b>				
151	Law	0	325,000	325,000
945	Risk Management	0	521,651	521,651
135	Audit Committee	0	58,200	58,200
458	Street Lighting	0	246,876	246,876
<b>Subtotal - Board of Selectmen - General Government</b>		<b>2,065,199</b>	<b>1,887,732</b>	<b>3,952,931</b>
<b>Other General Government</b>				
To the following Town boards and officials:				
161	Town Clerk/Election & Registration	279,814	40,915	320,729
141	Board of Assessors	262,928	81,500	344,428
175	Planning Board	234,607	46,750	281,357
185	Permanent Building Committee	217,713	7,300	225,013
152	Human Resources Board	282,960	38,300	321,260
131	Advisory Committee	7,000	25,000	32,000
132	Advisory Committee - Reserve Fund	0	175,000	175,000
<b>Subtotal - Other General Government</b>		<b>1,285,022</b>	<b>414,765</b>	<b>1,699,787</b>
<b>GENERAL GOVERNMENT TOTAL</b>		<b>3,350,221</b>	<b>2,302,497</b>	<b>5,652,718</b>



Funding Item		Personal Services	Expenses	Total Operations
<b>FACILITIES MAINTENANCE - BOARD OF SELECTMEN</b>				
To the Board of Selectmen for Facilities Maintenance, \$4,027,275 for Personal Services and \$3,319,266 for Expenses. And it is recommended that the sums be allocated as follows:				
192	Facilities Maintenance	3,951,660	3,107,680	7,059,340
Trf	Transfer from DPW	75,615	211,586	287,201
<b>FACILITIES MAINTENANCE TOTAL - BOARD OF SELECTMEN</b>		<b>4,027,275</b>	<b>3,319,266</b>	<b>7,346,541</b>
<b>PUBLIC SAFETY - BOARD OF SELECTMEN</b>				
To the Board of Selectmen for Public Safety, \$10,682,011 for Personal Services and \$942,153 for Expenses. And it is recommended that the sums be allocated as follows:				
210	Police Department	5,181,695	643,925	5,825,620
299	Special School Police	104,672	3,029	107,701
220	Fire Department	4,907,350	266,249	5,173,599
241	Building Department	472,574	26,150	498,724
244	Sealer of Weights & Measures	15,720	2,800	18,520
<b>PUBLIC SAFETY TOTAL - BOARD OF SELECTMEN</b>		<b>10,682,011</b>	<b>942,153</b>	<b>11,624,164</b>
<b>PUBLIC WORKS</b>				
To the Board of Public Works, \$4,176,909 for Personal Services and \$2,512,514 for Expenses. And it is recommended that the sums be allocated as follows:				
410	Engineering	501,315	64,139	565,454
420	Highway	1,019,145	439,150	1,458,295
454	Fleet Maintenance	143,105	43,462	186,567
430	Park	1,117,181	338,345	1,455,526
440	Recycling & Disposal	1,048,716	1,254,747	2,303,463
450	Management	347,447	23,968	371,415
456	Winter Maintenance	0	348,703	348,703
<b>PUBLIC WORKS TOTAL</b>		<b>4,176,909</b>	<b>2,512,514</b>	<b>6,689,423</b>
<b>WELLESLEY FREE LIBRARY</b>				
To the Trustees of the Wellesley Free Library:				
610	Library Trustees	1,806,708	521,046	2,327,754
<b>LIBRARY TOTAL</b>		<b>1,806,708</b>	<b>521,046</b>	<b>2,327,754</b>
<b>RECREATION</b>				
To the Recreation Commission:				
630	Recreation Commission	324,876	20,000	344,876
<b>RECREATION TOTAL</b>		<b>324,876</b>	<b>20,000</b>	<b>344,876</b>
<b>HEALTH</b>				
To the Board of Health:				
510	Board of Health	404,735	78,503	483,238
523	Mental Health Services	0	255,691	255,691
<b>HEALTH TOTAL</b>		<b>404,735</b>	<b>334,194</b>	<b>738,929</b>

Funding Item		Personal Services	Expenses	Total Operations
<b><u>NATURAL RESOURCES</u></b>				
To the Natural Resources Commission:				
171	Natural Resources Commission	196,567	21,900	218,467
172	Morses Pond	0	139,394	139,394
<b>NATURAL RESOURCES TOTAL</b>		<b>196,567</b>	<b>161,294</b>	<b>357,861</b>
<b>NON-SCHOOL TOTAL</b>		<b>24,969,302</b>	<b>10,112,964</b>	<b>35,082,266</b>
<b><u>WELLESLEY PUBLIC SCHOOLS</u></b>				
To the School Committee, \$61,371,111 in the aggregate for Personal Services and \$8,153,523 for Expenses. And it is recommended that the sum be allocated as follows:				
320	Instruction	44,601,229	2,310,902	46,912,131
330	Administration	954,255	156,235	1,110,490
340	Operations	952,845	624,976	1,577,821
360	Special Tuition/Transportation/Inclusion	14,862,782	5,061,410	19,924,192
	Subtotal	61,371,111	8,153,523	69,524,634
<b>SCHOOL TOTAL</b>		<b>61,371,111</b>	<b>8,153,523</b>	<b>69,524,634</b>
<b><u>EMPLOYEE BENEFITS</u></b>				
To the Board of Selectmen for the purposes indicated:				
914	Group Insurance	0	16,138,304	16,138,304
912	Worker's Compensation	0	517,860	517,860
919	Other Post Empl. Benefits Liability Fund	0	3,000,000	3,000,000
910	Retirement Contribution	0	6,390,114	6,390,114
913	Unemployment Compensation	0	150,000	150,000
950	Compensated Absences	0	90,000	90,000
911	Non-Contributory Pensions	0	18,660	18,660
<b>EMPLOYEE BENEFITS TOTAL</b>		<b>0</b>	<b>26,304,938</b>	<b>26,304,938</b>
And further, that the balance on hand in the Workers' Compensation fund on June 30, 2016 and any interest earnings of the program, are appropriated for expenses related to the Workers' Compensation Program of the Town for Fiscal Year 2017.				
<b>ALL PERSONAL SERVICES &amp; EXPENSES</b>		<b>86,340,413</b>	<b>44,571,425</b>	<b>130,911,838</b>

Funding Item		Personal Services	Expenses	Total Operations
<b><u>CAPITAL &amp; DEBT</u></b>				
To the following Town boards and officials for the purposes indicated:				
<b><i>Departmental Cash Capital</i></b>				
400	Board of Public Works - Capital	0	1,954,000	1,954,000
300	School Committee - Capital	0	784,920	784,920
122	Board of Selectmen - Capital	0	349,913	349,913
161	Town Clerk - Capital	0	16,385	16,385
175	Planning Board	0	80,000	80,000
192	Facilities Maintenance - Capital	0	1,750,000	1,750,000
510	Health Department	0	8,561	8,561
610	Library Trustees - Capital	0	131,300	131,300
171	Natural Resources Commission - Capital	0	77,000	77,000
<b>Subtotal - Cash Capital</b>		<b>0</b>	<b>5,152,079</b>	<b>5,152,079</b>
To the Town Treasurer and Collector for:				
700	Current Inside Levy Debt Service - Issued	0	3,434,938	3,434,938
700	New Debt Service - Inside Levy	0	164,344	164,344
700	Current Outside Levy Debt Service -Issued/Unissued	0	12,923,671	12,923,671
<b>Subtotal - Maturing Debt &amp; Interest</b>		<b>0</b>	<b>16,522,953</b>	<b>16,522,953</b>
<b>CAPITAL &amp; DEBT TOTAL</b>		<b>0</b>	<b>21,675,032</b>	<b>21,675,032</b>
<b><u>RECEIPTS RESERVED FOR APPROPRIATION</u></b>				
To the Board of Selectmen, to be taken from the Parking Meter Receipts Account:				
293	Traffic & Parking Operations	241,254	621,670	862,924
<b>RECEIPTS RESERVED TOTAL</b>		<b>241,254</b>	<b>621,670</b>	<b>862,924</b>
<b>TOTAL APPROPRIATIONS - ARTICLE 8, MOTION 2</b>				<b>\$ 153,449,794</b>

To meet said appropriations, transfer \$150,000 from the Police Detail Account, \$43,950 from Parking Meter Receipts, and \$548,944 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).

### **Article 8, motion 3.**

David Murphy, Precinct B, Chair of the Board of Selectmen, offered the following motion which was

**VOTED, by declared voice vote,** to transfer the sum of \$2,489,757 (Two Million, Four Hundred Eighty-nine Thousand, Seven Hundred Fifty Seven dollars) from Free Cash, as certified on July 1, 2015, to reduce the tax rate.

**ARTICLE 9.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the special purpose municipal stabilization fund for unanticipated future claims for personal injury and medical and other expenses incurred by on-duty members of the Police and Fire Departments established by Motion 1 of Article 5 of the December 9, 2013 Special Town Meeting, in accordance with the provisions of Section 5B of Chapter 40 of the General Laws, or to take any other action in relation thereto.

Marjorie Freiman, Precinct C, Board of Selectmen, offered the following motion which was

**VOTED, unanimously, 2/3 required,** to appropriate \$91,950 (Ninety one thousand nine hundred fifty dollars) from Free Cash, as certified as of June 30, 2015, to the Special Purpose Stabilization fund for unanticipated future claims for personal injury and medical and other expenses incurred by on-duty members of the Police and Fire Departments, established by Motion 1 of Article 5 of the December 9, 2013 Special Town Meeting, in accordance with the provisions of Section 5B of Chapter 40 of the General Laws, providing a reserve against the insurance deductible on the Police and Fire injured on duty policy.

**ARTICLE 10.** To see if the Town will vote to create a special purpose municipal stabilization fund establishing a reserve for replacement of the RDF Baler, Compactors and other RDF equipment in accordance with Section 5B of Chapter 40 of the General Laws; and to raise and appropriate, transfer, or otherwise provide, a sum of money into such stabilization fund; or take any other action in relation thereto.

Marjorie Freiman, Precinct C, Board of Selectmen, offered the following motion which was

**VOTED, unanimously, 2/3 required,** to establish a Special Purpose Municipal Stabilization fund as authorized under M.G.L. Chapter 40, Section 5B, to provide a reserve for replacement of the RDF Baler, Compactors and other RDF equipment; to appropriate the sum of \$732,000 to said fund; that to meet said appropriation, the sum of \$732,000 shall be transferred from amounts previously reserved in general fund encumbrances (01-321300) for this purpose.

**ARTICLE 11.** To see if the Town will vote to reauthorize one or more revolving funds for the purpose of funding the activities of certain departments of the Town, in accordance with Section 53E1/2 of Chapter 44 of the General Laws, or to take any other action in relation thereto.

### **Voted under the consent agenda under Article 3.**

That the Town renew and/or establish revolving funds, pursuant to Section 53E ½ of Chapter 44 of the General Laws, as amended, for the following purposes:

Street Opening Maintenance, said funds to be expended under the direction of the Department of Public Works, annual expenditures not to exceed \$225,000 (Two Hundred Twenty-Five Thousand Dollars);

DPW Field Use, said funds to be expended under the direction of the Department of Public Works, annual expenditures not to exceed \$200,000 (Two Hundred Thousand Dollars);

Turf Field Fund, said funds to be expended under the direction of the Department of Public Works, annual expenditures not to exceed \$25,000 (Twenty-five Thousand Dollars);

Tree Bank, said funds to be expended under the direction of the Department of Public Works, annual expenditures not to exceed \$75,000 (Seventy-five Thousand Dollars);

Council on Aging Social and Cultural Programs, said funds to be expended under the direction of the Council on Aging Department, annual expenditures not to exceed \$70,000 (Seventy Thousand Dollars);

Building Department Document Fees, said funds to be expended under the direction of the Building Department, annual expenditures not to exceed \$50,000 (Fifty Thousand Dollars);

Teen Center Program Revenues, said funds to be expended under the direction of the Recreation Department, annual expenditures not to exceed \$40,000 (Forty Thousand Dollars);

Recreation Summertime Revenues, said funds to be expended under the direction of the Recreation Department, annual expenditures not to exceed \$30,000 (Thirty Thousand Dollars);

Recreation Scholarship Revenues, said funds to be expended under the direction of the Recreation Department, annual expenditures not to exceed \$15,000 (Fifteen Thousand Dollars);

Library room rental, said funds to be expended under the direction of the Library Department, annual expenditures not to exceed \$25,000 (Twenty-five Thousand Dollars);

Branch Library Maintenance, said funds to be expended under the direction of the Library Department, annual expenditures not to exceed \$8,000 (Eight Thousand Dollars);

Lost/Damaged Library Materials Replacement Fund, said funds to be expended under the direction of the Board of Library Trustees, annual expenditures not to exceed \$15,000 (Fifteen Thousand Dollars).

Brookside Community Gardens, said funds to be expended under the direction of the Natural Resources Department, annual expenditures not to exceed \$5,000 (Five Thousand Dollars).

The Moderator declared a short break at 8:30, the meeting resumed at 8:50 pm.

David Murphy, Precinct B, Board of Selectmen offered the following motion:

**VOTED UNANIMOUSLY**, that when this Town Meeting adjourns, it does so until April 5, 2016 7:00 pm in this same hall.

The motion was displayed on the screen.

**ARTICLE 12.** To see if the Town will vote to authorize one or more new revolving funds for the purpose of funding the activities of certain departments of the Town, in accordance with Section 53E1/2 of Chapter 44 of the General Laws, or to take any other action in relation thereto.

Ellen Gibbs, Precinct A, Board of Selectmen offered the following motion which was

**VOTED, unanimously,** that the Town establish revolving funds, pursuant to Section 53E ½ of Chapter 44 of the General Laws, as amended, for the following purposes:

Weston Road Gardens, said funds to be expended under the direction of the Department of Natural Resources, annual expenditures not to exceed \$8,000 ( Eight Thousand Dollars)

Baler, Compacters, and other RDF Equipment Repair Fund, said funds to come from RDF Metal Sales revenue (01044000-423540) be expended under the direction of the Department of Public Works, annual expenditures not to exceed \$20,000 (Twenty Thousand Dollars).

**ARTICLE 13.** 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 Municipal Light Board for purposes of operating and managing the Municipal Light Plant, or to take any other action in relation thereto

Owen Dugan, Precinct B, Chair Municipal Light Committee, offered the following motion which was

**VOTED, unanimously,**

To appropriate the following sums of money to the Municipal Light Plant to be expended as follows:

**Operating Budget:\***

Operating Salaries	\$1,076,673
Materials and Services	776,529
Health Insurance	335,190
FICA - Medicare	12,754
Contribution to Employee Retirement	218,947
Purchase Power	22,073,625
Transmission	4,909,300
<b>Sub Total</b>	<b>29,403,018</b>

**Capital Outlays:**

Salaries	503,603
Services/Materials	1,288,443
Vehicles	258,000
Health Insurance	271,037
FICA - Medicare	5,965
Contribution to Employee Retirement	188,464
<b>Sub Total</b>	<b>2,515,512</b>

**Payments That Benefit The Town:\*\***

Payment in Lieu of Taxes	1,000,000
Holiday Lights, Banners and Civic Events	40,000
Fiber Optic Network for Town	56,000

**Total Benefits to Town** **1,096,000**

**Emergency Contingencies****750,000****Total Fiscal Year 2017 Budget Request****\$33,764,530**

To be paid for by electric revenues and retained earnings.

Excludes depreciation expense in the amount of

\* \$3,500,000.

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

Municipal buildings (\$128,900); Streetlights (\$93,600) and Information Technology Support fees (\$143,300).

**ARTICLE 14.** 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 Public Works for the purposes of operating and managing the Water Program, or to take any other action in relation thereto.

**Voted under the consent agenda under Article 3.**

To appropriate the sum of \$12,316,240 to the Water Enterprise Fund, to be expended as follows:

Salaries	\$1,792,575
Expenses (incl. interest, and all non-op exp) 3,554,604	
OPEB (Other Post-Employment Benefits)	110,307
Depreciation	875,000
Capital Outlay	4,940,000
Debt	487,889
Emergency Reserve	<u>555,865</u>
Total Authorized Use of Funds	\$12,316,240

And that \$12,316,240 be raised as follows:

Department Receipts	\$10,415,439
Depreciation	875,000
Retained Earnings	<u>1,025,801</u>
Total Sources of Funds	\$12,316,240

**ARTICLE 15.** 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 Public Works for the purposes of operating and managing the Sewer Program, or to take any other action in relation thereto.

**Voted under the consent agenda under Article 3.**

To appropriate the sum of \$9,132,149 for the Sewer Enterprise Fund, to be expended as follows:

Salaries	\$ 809,404
Expenses (incl. interest, and all non-op exp)	6,272,139
OPEB (Other Post-Employment Benefits)	47,275
Depreciation	427,000
Capital Outlay	840,000
Debt	265,023
Emergency Reserve	<u>471,308</u>

Total Authorized Use of Funds

\$9,132,149

And that \$9,132,149 be raised as follows:

Department Receipts	\$8,122,417
Depreciation	427,000
Retained Earnings	<u>582,732</u>
Total Sources of Funds	\$9,132,149

**ARTICLE 16.** 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 Public Works for water and/or sewer line rehabilitation; and for any equipment or services connected therewith; or take any other action in relation thereto.

Paul Criswell, Precinct H, Board of Public Works offered the following motion which was

**VOTED, unanimously, 2/3 required,** to appropriate \$279,079 for the purpose of financing the construction and reconstruction of sewers and sewerage systems for inflow/infiltration purposes; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$279,079 and issue bonds or notes therefor under Chapter 44 of the General Laws; that the Treasurer with the approval of the Board of Selectmen is authorized to borrow all or a portion of such amount from the Massachusetts Water Resources Authority and in connection therewith to enter into a loan agreement and financial assistance agreement with the Authority; and that the Board of Public Works is authorized to expend all funds available for the project and to take any other action necessary to carry out the project.

**ARTICLE 17.** 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 Public Works, for the cost for water system improvements including construction, engineering, procurement, permitting, inspection and contract administration for the replacement or retrofitting of water meters; for any other equipment or services connected therewith; or take any other action in relation thereto.

Paul Criswell, Precinct H, Board of Public Works offered the following motion which was

**VOTED, unanimously, 2/3 required,** to appropriate \$4,100,000 for the purpose of financing the replacement or retrofitting of water meters and related equipment; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$4,100,000 and issue bonds or notes therefor under Chapter 44 of the General Laws; that the Treasurer with the approval of the Board of Selectmen is authorized to borrow all or a portion of such amount from the Massachusetts Water Resources Authority and in connection therewith to enter into a loan agreement and financial assistance agreement with the Authority; and that the Board of Public Works is authorized to expend all funds available for the project and to take any other action necessary to carry out the project

**ARTICLE 18.** 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 Public Works, for the cost for engineering services, for preparation of plans and specifications, for construction, reconstruction, remodeling, rehabilitation and/or modernization of the Hunnewell Field Maintenance/Restroom Facility; or take any other action in relation thereto.

**No motion offered.**



**ARTICLE 19.** To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2017 Community Preservation Budget, to appropriate or reserve for future appropriation, from FY 2017 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, 2016, to make debt service payments, and to undertake community preservation projects as recommended by the Community Preservation Committee, or to take any other action in relation thereto.

Barbara McMahon, Precinct H, Chair CPC, introduced the Community Preservation motions:

**Motion 1 VOTED by declared voice vote,**

I. To appropriate \$65,000 (Sixty Five Thousand Dollars) to the Community Preservation Committee to be expended for any permissible administrative purpose under the Community Preservation Act, said appropriation to be funded entirely from unreserved balances on hand in the Community Preservation Fund;

And

II. That the following amounts from the Community Preservation Fund revenues received for fiscal year 2016 be reserved for the following community preservation categories:

- |                      |            |
|----------------------|------------|
| • Historic Resources | \$ 155,000 |
| • Community Housing  | \$ 155,000 |

and in the case of each specified reserve, such reserved amounts shall be made available to fund Historic Resources, and Community Housing appropriations by this Town Meeting, and further that the debt service appropriated under article 8.2 satisfies the Open Space reserve requirement

**Motion 2 VOTED, unanimously,** to appropriate \$20,400 (Twenty Thousand Four Hundred Dollars) to the Wellesley Historical Society for the processing and preservation of Individual and Family Archival Collections, such appropriation to be funded entirely from the balance on hand in the Community Preservation Historical Resources Reserve as of June 30, 2016.

**Motion 3 VOTED, unanimously,** to appropriate \$20,000 (Twenty Thousand Dollars) to the Wellesley Planning Board to develop a set of Local Historic District Guidelines, such appropriation to be funded entirely from the balance on hand in the Community Preservation Historical Resources Reserve as of June 30, 2016.

**Motion 4 VOTED, unanimously,** to appropriate \$60,000 (Sixty Thousand Dollars) to the Wellesley Planning Board and the Board of Selectmen to develop a Unified Plan for the Town of Wellesley, such appropriation to be funded entirely from the balance on hand in the Community Preservation Fund undesignated fund as of June 30, 2016.

**ARTICLE 20.** To see if the Town will vote to raise and appropriate, transfer from available funds, including Community Preservation Funds, or borrow a sum of money, to be expended under the direction of the Board of Public Works (a) for the preservation, construction, reconstruction and/or rehabilitation of the track and field, (b) for appurtenant structures and site enhancements, and (c) for professional or other services in connection therewith; or take any other action in relation thereto.

Patti Quigley, Precinct F, made the following motion. Tripp Sheehan, Chair of the Playing Fields Task Force spoke in support of the motion which was

**VOTED, unanimously, 2/3 required,** to appropriate \$3,057,600 (Three Million Fifty Seven Thousand Six Hundred Dollars) to be expended under the direction of the Board of Public Works (a) for the preservation, construction, reconstruction and/or rehabilitation of the track and field, (b) for appurtenant structures and site enhancements, and (c) for professional or other services in connection therewith to pay costs of engineering services, including the payment of all costs incidental and related thereto, and that to meet this appropriation, \$1,000,000 (One Million Dollars) shall be transferred from Community Preservation Fund undesignated funds, and the Treasurer, with the approval of the Selectmen, is authorized to borrow \$1,057,600 (One Million Fifty Seven Thousand Six Hundred Dollars) for this purpose under and pursuant to Chapter 44, Section 7(25) and Chapter 44B of the General Laws, or pursuant to any other enabling authority, and to issue bonds and notes of the Town therefor; in addition, the Selectmen shall transfer to the Board of Public Works \$1,000,000 from the Wellesley Field Fund Gift for the above described purpose; and that said total sum shall be available upon this motion becoming final following dissolution of this Town Meeting; provided, however, that any such funds that are not expended after completion of the work described in this motion shall be allocated as follows: 1) one-third shall be returned to the Community Preservation Fund undesignated funds; 2) one third shall be used to reduce the amount of borrowing authorized herein; and 3) one-third shall be returned to the Wellesley Field Fund.

The Moderator noticed the hour and adjourned the meeting at 10:05 pm.

Attest:

Kathleen F. Nagle  
Town Clerk

CERTIFICATE OF NOTICE  
OF ADJOURNED ANNUAL TOWN MEETING



April 5, 2016  
Wellesley, MA

I hereby certify that notice that the Town Meeting would adjourn from April 4, 2016 to April 5, 2016 at 7:00 p.m. at the Wellesley Middle School was posted on the screen in the Hall during the recess of the meeting on April 4, 2016 and was voted unanimously by the Town Meeting. That said adjournment was announced by the Moderator at the close of the meeting of April 4, 2016 and a notice was posted on the town website ([www.wellesleyma.gov](http://www.wellesleyma.gov)) and in the Town Hall at the office of the Town Clerk on April 5, 2016.

Attest:

Kathleen F. Nagle  
Town Clerk

TOWN CLERK'S RECORD  
OF ADJOURNED SESSION OF 2016 ANNUAL TOWN MEETING



April 5, 2016  
Wellesley Middle School Auditorium

April 6, 2016

In pursuance of a Warrant dated February 5, 2016, the duly elected Town Meeting Members proceeded as follows:

The Moderator, Margaret Ann Metzger, called the fourth session of the 136<sup>th</sup> Annual Town Meeting to order at 7:05 P.M. The Moderator declared a quorum present.

The meeting was held under the provisions of Chapter 202 of the Acts of 1932 as amended. The checklist of Town Meeting Members showed there were 202 members present. Only 121 were needed for a quorum.

The duly elected Town Meeting Members were segregated from the other voters of the Town by occupying the front section of the auditorium, and were in the charge of a detail of police. Entrance to the enclosure was through one door, and each Town Meeting Member was checked from the official list of members before being admitted to the enclosure.

Several elected and appointed town officers and staff, and guests of Town Meeting were seated within this area by permission of the Moderator, but did not vote. Each such non-member was issued an identifying badge.

The following tellers were appointed by the Moderator to assist in counting a standing vote or a ballot vote: Head Teller Roberta Francis assisted by Susan Clapham, Linda Grape, Arthur Priver, Ilissa Povich, Russ Astley, and Bob White.

**ARTICLE 24.** 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 Permanent Building Committee, for construction of the Tolles Parsons Center (senior center) to be located at 496 Washington Street; or take any other action in relation thereto.

Barbara Searle, Precinct A, Board of Selectmen offered the following motion. Gayle Thieme, Director of Senior Services and Matt King, Chair of the Permanent Building Committee spoke in support of the motion.

The Moderator declared a short break at 8:50, the meeting resumed at 9:05 pm.

David Murphy, Precinct B, Board of Selectmen offered the following motion:

**VOTED UNANIMOUSLY**, that when this Town Meeting adjourns, it does so until April 11, 2016 7:00 pm in this same hall.

The motion was displayed on the screen.

Discussion on the motion continued.

The Moderator announced that she had a request for a ballot vote on the motion. More than 20 members rose in support of the ballot vote.

**VOTED, by ballot vote, 2/3 required, 157-42-0 (79% in favor).** to appropriate \$7,297,000 (Seven Million Two Hundred Ninety Seven Thousand Dollars) to be expended under the direction of the Permanent Building Committee, for construction of the Tolles Parsons Center (senior center) to be located at 494- 496 Washington Street, including the payment of all costs incidental and related thereto, and that to meet this appropriation, \$815,000 (Eight Hundred Fifteen Thousand Dollars) shall be transferred from the Mary Esther ("Billie") Tolles Charitable Foundation Gift, \$1,000,000 (One Million Dollars) be transferred from amounts borrowed to fund the construction of Wellesley High School but not needed, and the Treasurer, with the approval of the Selectmen, is authorized to borrow \$5,482,000 (Five Million Four Hundred Eighty Two Thousand Dollars) under and pursuant to Chapter 44, Section 7(3) of the General Laws, or pursuant to any other enabling authority, and to issue bonds and notes of the Town therefor. No funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude from the limitations on total property taxes set forth in Chapter 59, Section 21C of the General Laws (Proposition 2 1/2), the amounts required to repay any borrowing authorized by this vote.

Meeting Adjourned at 10:55 pm

Attest:

Kathleen Nagle  
Town Clerk

CERTIFICATE OF NOTICE  
OF ADJOURNED ANNUAL TOWN MEETING



April 6, 2016  
Wellesley, MA

I hereby certify that notice that the Town Meeting would adjourn from April 5, 2016 to April 11, 2016 at 7:00 p.m. at the Wellesley Middle School was posted on the screen in the Hall during the recess of the meeting on April 5, 2016 and was voted unanimously by the Town Meeting. That said adjournment was announced by the Moderator at the close of the meeting of April 5, 2016 and a notice was posted on the town website ([www.wellesleyma.gov](http://www.wellesleyma.gov)) and in the Town Hall at the office of the Town Clerk on April 6, 2016.

Attest:

Kathleen F. Nagle  
Town Clerk

TOWN CLERK'S RECORD  
OF ADJOURNED SESSION OF 2016 ANNUAL TOWN MEETING



April 11, 2016  
Wellesley Middle School Auditorium

April 12, 2016

In pursuance of a Warrant dated February 5, 2016, the duly elected Town Meeting Members proceeded as follows:

The Moderator, Margaret Ann Metzger, called the fifth session of the 136<sup>th</sup> Annual Town Meeting to order at 7:02 P.M. The Moderator declared a quorum present.

The meeting was held under the provisions of Chapter 202 of the Acts of 1932 as amended. The checklist of Town Meeting Members showed there were 199 members present. Only 121 were needed for a quorum.

The duly elected Town Meeting Members were segregated from the other voters of the Town by occupying the front section of the auditorium, and were in the charge of a detail of police. Entrance to the enclosure was through one door, and each Town Meeting Member was checked from the official list of members before being admitted to the enclosure.

Several elected and appointed town officers and staff, and guests of Town Meeting were seated within this area by permission of the Moderator, but did not vote. Each such non-member was issued an identifying badge.

The following tellers were appointed by the Moderator to assist in counting a standing vote or a ballot vote: Head Teller Roberta Francis assisted by Russ Astley, Susan Clapham, Linda Grape, Arthur Priver, Wendy Haering Engels, and Bob White.

The Moderator announces no motion is expected under Article 36.

**ARTICLE 5 MOTION 4** David Murphy, Precinct B, Board of Selectmen, offered Motion 4. Hans Larsen, Executive Director of General Government Services explained the terms of the contract settlement.

**VOTED, by declared voice vote,** That the Salary Plan as established at the 1950 Annual Town Meeting as amended, be further amended effective July 1, 2016, as recommended by the Human Resources Board, by striking the existing Pay Schedules for the Wellesley Police Superior Officers' Association and inserting the new Pay Schedules as follows:

Weekly rates of pay

	<u>July 1, 2016</u>
P40 Lieutenant	\$1,715.48
P30 Sergeant	\$1,438.00

and further, that the sum of \$29,721 be appropriated and added to the amounts appropriated under Motion 2 of Article 8 of the Warrant for the 2016 Annual Town Meeting to the Board of Selectmen for Public Safety; said sum to be raised by a transfer from Free Cash as certified as of June 30, 2015 and allocated as follows:

210	Police Department	
210-01	Personal Services	\$29,721

**ARTICLE 5 MOTION 5** David Murphy, Precinct B, Board of Selectmen, offered Motion 5. Hans Larsen, Executive Director of General Government Services explained the terms of the contract settlement.

**VOTED, by declared voice vote,** That the Salary Plan as established at the 1950 Annual Town Meeting as amended, be further amended effective July 1, 2016, as recommended by the Human Resources Board, by striking the existing Pay Schedules for the Wellesley Police Patrolmen's Association and inserting the new Pay Schedules as follows:

P10 Police Officer - Weekly rates of pay

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Effective July 1, 2016	\$993.70	\$1,052.07	\$1,110.70	\$1,169.24

and further, that the sum of \$99,013 be appropriated and added to the amounts appropriated under Motion 2 of Article 8 of the Warrant for the 2016 Annual Town Meeting to the Board of Selectmen for Public Safety; said sum to be raised by a transfer from Free Cash as certified as of June 30, 2015 and allocated as follows:

210	Police Department	
210-01	Personal Services	\$99,013

**ARTICLE 5 MOTION 6** David Murphy, Precinct B, Board of Selectmen, offered Motion 6. Hans Larsen, Executive Director of General Government Services explained the terms of the contract settlement.

**VOTED, by declared voice vote,** That the Salary Plan as established at the 1950 Annual Town Meeting as amended, be further amended effective July 1, 2016, as recommended by the Human Resources Board, by striking the existing Pay Schedules for the Wellesley Free Library Staff Association and inserting the new Pay Schedules as follows: (partially blank page)

## Schedule effective July 1, 2016

Job Title	GROUP	1	2	3	4	5	6	7	8
Public Services Coordinator	L-17S	30.60	31.83	33.08	34.41	35.77	37.22	38.70	
Reference Services Supervisor Children's Services Supervisor	L-16S	30.27	31.48	32.73	34.06	35.41	36.82	38.31	
Technical Services Supervisor	L-16	28.32	29.43	30.62	31.85	33.10	34.43	35.79	
Branch Libraries Supervisor Interlibrary Loan Supervisor Technical & Online Resources Supervisor	L-15	26.40	27.45	28.54	29.69	30.86	32.09	33.38	
Reference Librarian	L-14	25.67	26.70	27.77	28.88	30.03	31.24	32.48	
	L-13								
	L-12								
Circulation Supervisor	L-11	25.45	26.46	27.52	28.62	29.76	30.93	32.16	
	L-10								
Facilities Supervisor Assistant Circulation Supervisor	L-9	24.77	25.76	26.81	27.88	28.99	30.17	31.37	
	L-8	23.52	24.48	25.46	26.48	27.54	28.64	29.78	
Cataloging Specialist Acquisitions Specialist	L-6	18.98	19.73	20.53	21.35	22.20	23.08	24.01	24.98
	L-5								
Circulation Assistant Technology Assistant	L-4	17.61	18.31	19.04	19.80	20.59	21.41	22.29	23.18
Library Assistant Preservation Specialist	L-3	17.61	18.31	19.04	19.80	20.59	21.41	22.29	23.18
	L-2								
Custodian	C-4	19.50	20.27	21.08	21.92				

and further, that the sum of \$45,210 be appropriated and added to the amounts appropriated under Motion 2 of Article 8 of the Warrant for the 2016 Annual Town Meeting to the Trustees of the Wellesley Free Library; said sum to be raised by a transfer from Free Cash as certified as of June 30, 2015 and allocated as follows:

610 Wellesley Free Library	
610-01 Personal Services	\$37,091
610-02 Expenses	<u>\$ 8,119</u>
	\$45,210

and further, that the sum of \$3,749 be appropriated and added to the amounts appropriated under Motion 2 of Article 8 of the Warrant for the 2016 Annual Town Meeting to the Board of Selectmen for Facilities Maintenance; said sum to be raised by a transfer from Free Cash as certified as of June 30, 2015 and allocated as follows:

192	Facilities Maintenance	
192-01	Personal Services	\$ 3,749

**ARTICLE 26.** To see if the Town will vote to authorize the Board of Selectmen to enter into an agreement with Massachusetts Department of Transportation (MassDOT) for the reconstruction of the Worcester Street at Kingsbury Street intersection; 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 said reconstruction, or take any other action in relation thereto.

Ellen Gibbs, Precinct A, Board of Selectmen, offered the following motion, which was

**VOTED, unanimously, 2/3 required,** to authorize the Board of Selectmen to enter into a Non-Participating Agreement with the Massachusetts Department of Transportation in connection with the reconfiguration and reconstruction of Worcester Street (Route 9) at the Kingsbury Street intersection,

and to appropriate \$600,000 to the Board of Selectmen to meet the Town's financial obligations under the terms of the agreement; and that to meet this appropriation, \$34,985 (Thirty Four Thousand Nine Hundred Eighty Five Dollars) shall be transferred from amounts borrowed to fund the Wales Street Bridge Project (Motion 1 under Article 15 at the 2013 Annual Town Meeting) but not expended, and the Treasurer, with the approval of the Selectmen, is authorized to borrow \$565,015 (Five Hundred Sixty-Five Thousand Fifteen Dollars) under and pursuant to Chapter 44, Section 7(6) of the General Laws, or pursuant to any other enabling authority, and to issue bonds and notes of the Town therefor;

and further, to affirm the Board of Selectmen's commitment to consult with the residents of those roads that abut this project, to continue to study the traffic, parking and pedestrian impacts on those residents, and to implement appropriate mitigation measures.

The Moderator declared a short break at 9:05, the meeting resumed at 9:20 pm.

David Murphy, Precinct B, Board of Selectmen offered the following motion:

**VOTED UNANIMOUSLY,** that when this Town Meeting adjourns, it does so until April 12, 2016 7:00 pm in this same hall.

The motion was displayed on the screen.

**ARTICLE 21.** 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 Permanent Building Committee, for the construction, reconstruction, remodeling, rehabilitation and/or modernization of the roof of the Department of Public Works Park/Highway Garage; or take any other action in relation thereto.

Owen Dugan, Precinct B, Board of Public Works, offered the following motion. David Donohue of the Board of Public Works spoke in support of the motion. Matt King, Chair Permanent Building Committee explained the details and budget for the project.

**VOTED, unanimously, 2/3 required,** to appropriate \$629,500 to be expended under the direction of the Permanent Building Committee, for the construction, reconstruction, remodeling, rehabilitation



and/or modernization of the roof of the Department of Public Works Park/Highway Garage, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(3A) of the General Laws, or pursuant to any other enabling authority, and to issue bonds and notes of the Town therefor;

that said sum shall be available upon this motion becoming final following dissolution of the Town Meeting; and that the Permanent Building Committee is authorized to take all action necessary to carry out this project.

**ARTICLE 22.** 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 School Committee and Board of Selectmen, for a planning and feasibility study of the renovation, reconstruction, addition, consolidation or replacement of the Hunnewell Elementary School, located at 28 Cameron Street, the Upham Elementary School, located at 35 Wynnewood Road, and the John D. Hardy Elementary School, located at 293 Weston Road, all in Wellesley; or take any other action in relation thereto.

Matt Kelly, Precinct E, Chairman of the School Committee offered the following motion.

**VOTED, by declared voice vote,** To appropriate \$200,000 (Two Hundred Thousand Dollars) to the School Committee and Board of Selectmen, for architectural, engineering and/or other services required to further study possible reconstruction, remodeling, rehabilitation, modernization, replacement, additions and/or consolidation to the Hardy, Hunnewell, and Upham Elementary Schools, to accommodate the classroom, administrative and other educational needs of the Town; that to meet said appropriation, the sum of \$200,000 (Two Hundred Thousand Dollars) shall be transferred from Free Cash, as certified as of June 30, 2015.

The Meeting adjourned at 10:55 pm.

Attest:

Kathleen Nagle  
Town Clerk

CERTIFICATE OF NOTICE  
OF ADJOURNED ANNUAL TOWN MEETING



April 12, 2016  
Wellesley, MA

I hereby certify that notice that the Town Meeting would adjourn from April 11, 2016 to April 12, 2016 at 7:00 p.m. at the Wellesley Middle School was posted on the screen in the Hall during the recess of the meeting on April 11, 2016 and was voted unanimously by the Town Meeting. That said adjournment was announced by the Moderator at the close of the meeting of April 11, 2016 and a notice was posted on the town website ([www.wellesleyma.gov](http://www.wellesleyma.gov)) and in the Town Hall at the office of the Town Clerk on April 12, 2016.

Attest:

Kathleen F. Nagle  
Town Clerk

TOWN CLERK'S RECORD  
OF ADJOURNED SESSION OF 2016 ANNUAL TOWN MEETING



April 12, 2016  
Wellesley Middle School Auditorium

April 13, 2016

In pursuance of a Warrant dated February 5, 2016, the duly elected Town Meeting Members proceeded as follows:

The Moderator, Margaret Ann Metzger, called the sixth session of the 136<sup>th</sup> Annual Town Meeting to order at 7:02 P.M. The Moderator declared a quorum present.

The meeting was held under the provisions of Chapter 202 of the Acts of 1932 as amended. The checklist of Town Meeting Members showed there were 181 members present. Only 121 were needed for a quorum.

The duly elected Town Meeting Members were segregated from the other voters of the Town by occupying the front section of the auditorium, and were in the charge of a detail of police. Entrance to the enclosure was through one door, and each Town Meeting Member was checked from the official list of members before being admitted to the enclosure.

Several elected and appointed town officers and staff, and guests of Town Meeting were seated within this area by permission of the Moderator, but did not vote. Each such non-member was issued an identifying badge.

The following tellers were appointed by the Moderator to assist in counting a standing vote or a ballot vote: Head Teller Roberta Francis assisted by Susan Clapham, Linda Grape, Arthur Priver, Wendy Haering Engels, Russ Astley, and Bob White.

**ARTICLE 23.** 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 Permanent Building Committee, for the cost for construction, reconstruction, remodeling, rehabilitation or modernization of the Wellesley Police Station; or take any other action in relation thereto.

Barbara Searle, Precinct A, Board of Selectmen, offered the following motion. Matt King, Permanent Building Committee, explained the details of the project and the budget.

**VOTED, unanimously, 2/3 required,** to appropriate \$1,845,000 (One million eight hundred forty-five thousand dollars) to be expended under the direction of the Permanent Building Committee, for the cost for construction, reconstruction, remodeling, rehabilitation or modernization of the Wellesley Police Station, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(3A) of the General Laws, or pursuant to any other enabling authority, and to issue bonds and notes of the Town therefor.

**ARTICLE 25.** 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 Permanent Building Committee, for construction, reconstruction, remodeling, rehabilitation or modernization of School District buildings, structures and land area including any necessary site work, and for any other services in connection therewith, to enhance security throughout the Wellesley Public School District; or to take any other action in relation thereto.

No motion offered.

**ARTICLE 26.** To see if the Town will vote to authorize the Board of Selectmen to enter into an agreement with Massachusetts Department of Transportation (MassDOT) for the reconstruction of the Worcester Street at Kingsbury Street intersection; 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 said reconstruction, or take any other action in relation thereto.

No motion offered.

**ARTICLE 27.** To see if the Town will vote to grant, accept and/or abandon one or more easements, including but not limited to utility and drainage easements, at one or more locations in the Town; the proposed list being available for inspection in the Town Clerk's office; or take any other action in relation thereto.

Jack Morgan, Precinct C, Board of Selectmen, offered the following motion.

**VOTED, unanimously, 2/3 required,** to release and extinguish an easement granted to the Town in 1956 for drainage purposes for the ways and lands of the Town at the former so-called Albion Road School site, said easement being located at 65 Bristol Road, more particularly described in the Deed recorded at the Norfolk Registry of Deeds at Book 3458, Page 303 and the Grant of Drainage Easement filed at the Norfolk County Land Court as Document No. 1809825.

**ARTICLE 28.** To see if the Town will vote to amend the Zoning Map and Zoning Bylaws of the Town of Wellesley, Massachusetts by rezoning the following properties, as specified:

- a. To rezone the parcel located at 515 Washington Street and commonly known as Morton Park (Assessors' Parcel ID # 111-10) from the Single Residence District and Ten Thousand Square Foot Area Regulation District to the Conservation District;
- b. To rezone the parcel located along Cartwright Road and Kenilworth Road and commonly known as Beebe Meadow (Assessors' Parcel ID # 102-36) from the Single Residence District and Twenty Thousand Square Foot Area Regulation District to the Conservation District;
- c. To rezone the parcel located along Washington Street, Wellesley Avenue, and Brook Street and commonly known as Simons Park (Assessors' Parcel ID # 111-26) from the Single Residence District and Ten Thousand Square Foot Area Regulation District to the Conservation District;
- d. To rezone the parcel located at 291 Washington Street and commonly known as Elm and/or Clock Tower Park (Assessors' Parcel ID # 74-58) from the Single Residence District and Ten Thousand Square Foot Area Regulation District to the Conservation District;
- e. To rezone three (3) parcels located between Cedar Brook Road and Woodside Avenue, and Woodside Avenue and Mayo Road, and commonly known as Reeds Pond and Bogle Brook (Assessors' Parcel ID # 199-27, 190-108, and 190-109) from the Single Residence District and Ten Thousand Square Foot Area Regulation District to the Conservation District;

- f. To rezone two (2) parcels located along Elmwood Road and commonly known as Kelly Memorial Park (Assessors' Parcel ID # 170-84 and 169-72) from the Single Residence District and the Ten Thousand Square Foot Area Regulation District and Fifteen Thousand Square Foot Area Regulation District, to the Conservation District;
- g. To rezone two (2) parcels located between Hundreds Circle and Cliff Road and commonly known as Rockridge Pond (Assessors' Parcel ID # 83-13 and 95-33) from the Single Residence District and the Twenty Thousand Square Foot Area Regulation District, as applicable, to the Conservation District;
- h. To rezone nine (9) parcels located between Dover Road and Cottage Street, Cottage Street and Grove Street, Grove Street and Cameron Street, Cameron Street and Brook Street, and Brook Street and Wellesley Avenue, and along Wellesley Avenue and Great Plain Avenue, and commonly known as Fuller Brook Park (Assessors' Parcel ID # 113-37, 112-40, 112-39, 112-38, 99-111, 87-21, 88-33, 88-61, and 77-38) from the Educational District, the Single Residence District, and the Ten Thousand Square Foot Area Regulation District and Twenty Thousand Square Foot Area Regulation District, to the Conservation District;
- i. To rezone the parcel located along Washington Street and commonly known as Hunnewell Field and Reidy Field (Assessors' Parcel ID # 98-1) from the Single Residence District and Ten Thousand Square Foot Area Regulation District to the Conservation District;
- j. To rezone seven (7) parcels located between Seaver Street and Forest Street, Forest Street and Caroline Street, Caroline Street and Abbott Road, Abbott Road and Seaward Road, and Seaward Road and Maugus Avenue, and commonly known as the Parkway, Caroline Brook, and Phillips Park (Assessors' Parcel ID # 76-75, 76-16, 65-61, 65-62, 65-63, 64-70, and 64-5) from the Single Residence District, and both the Ten Thousand Square Foot Area Regulation District and Twenty Thousand Square Foot Area Regulation District, as applicable, to the Conservation District; the proposed amendments to be available for inspection in the Town Clerk's office;

or take any other action in relation thereto.

Steven Murphy, Precinct D, Chair of Natural Resources Commission, offered the following motion:

That the Zoning Map be amended by removing the following parcels, or portions thereof as applicable, from the Single Residence District, Educational District, 10,000 Square Foot Area Regulation District, and 20,000 Square Foot Area Regulation District, as applicable, and establishing the parcels within the Conservation District, as shown on the attached Exhibits 1-B, 2-B, 3-B, 4-B, 5-B, 6-B, 7-B, 8-B, 9-B, and 10-B:

- a. A parcel located at 515 Washington Street and commonly known as Morton Park (Assessor's Parcel ID # 111-10), totaling approximately 2.1 acres, the boundaries of which are shown on the attached Exhibit 1-A;
- b. A parcel located along Cartwright Road and Kenilworth Road and commonly known as Beebe Meadow (Assessor's Parcel ID # 102-36), totaling approximately 6.82 acres, the boundaries of which are shown on the attached Exhibit 2-A;
- c. A parcel located along Washington Street, Wellesley Avenue, and Brook Street and commonly known as Simons Park (Assessor's Parcel ID # 111-26), totaling approximately 3.7 acres, the boundaries of which are shown on the attached Exhibit 3-A;

- d. A parcel located at 291 Washington Street and commonly known as Elm and/or Clock Tower Park (Assessor's Parcel ID # 74-58), totaling approximately 1.35 acres, the boundaries of which are shown on the attached Exhibit 4-A;
- e. Three (3) parcels located between Cedar Brook Road and Woodside Avenue, and Woodside Avenue and Mayo Road, and commonly known as Reeds Pond and Bogle Brook (Assessor's Parcel ID # 199-27, 190-108, and 190-109), the parcels totaling approximately 10.8 acres, the boundaries of which are shown on the attached Exhibit 5-A;
- f. Two (2) parcels located along Elmwood Road and commonly known as Kelly Memorial Park (Assessor's Parcel ID # 170-84 and 169-72), the parcels totaling approximately 19.76 acres, the boundaries of which are shown on the attached Exhibit 6-A;
- g. Two (2) parcels located between Hundreds Circle and Cliff Road and commonly known as Rockridge Pond (Assessor's Parcel ID # 83-13 and 95-33), the parcels totaling approximately 5.11 acres, the boundaries of which are shown on the attached Exhibit 7-A;
- h. Eight (8) parcels located between Dover Road and Cottage Street, Cottage Street and Grove Street, Grove Street and Cameron Street, Cameron Street and Brook Street, and Brook Street and Wellesley Avenue, and along Wellesley Avenue and Great Plain Avenue (Assessor's Parcel ID # 113-37, 112-40, 112-39, 112-38, 99-111, 88-33, 88-61, and 77-38), and two (2) portions of a parcel between Wellesley Avenue and State Street/Smith Street (Assessor's Parcel ID # 87-21, Part 1 and Part 2 only as identified on Exhibit 8-A), and commonly known as Fuller Brook Park, the parcels totaling approximately 30.09 acres, the boundaries of which are shown on the attached Exhibit 8-A;
- i. A parcel located along Washington Street and commonly known as Hunnewell Field and Reidy Field (Assessor's Parcel ID # 98-1), totaling approximately 18.78 acres, the boundaries of which are shown on the attached Exhibit 9-A; and
- j. Seven (7) parcels located between Seaver Street and Forest Street, Forest Street and Caroline Street, Caroline Street and Abbott Road, Abbott Road and Seaward Road, and Seaward Road and Maugus Avenue, and commonly known as the Parkway, Caroline Brook, and Phillips Park (Assessor's Parcel ID # 76-75, 76-16, 65-61, 65-62, 65-63, 64-70, and 64-5), the parcels totaling approximately 11.36 acres, the boundaries of which are shown on the attached Exhibit 10-A.

All exhibits are dated February 23, 2016 and prepared by the Wellesley Planning Department; copies are on file at the Office of the Town Clerk.

**AMENDMENT #1** Don McCauley, Precinct A, offered the following amendment which

**FAILED, by declared voice vote:** I move to amend the motion on the floor by striking exhibits 1B and 3B and subparagraphs a and c.

Debate resumed on the main motion which was

**VOTED, unanimously, 2/3 required,** That the Zoning Map be amended by removing the following parcels, or portions thereof as applicable, from the Single Residence District, Educational District, 10,000 Square Foot Area Regulation District, and 20,000 Square Foot Area Regulation District, as applicable, and establishing the parcels within the Conservation District, as shown on the attached Exhibits 1-B, 2-B, 3-B, 4-B, 5-B, 6-B, 7-B, 8-B, 9-B, and 10-B:

- a. A parcel located at 515 Washington Street and commonly known as Morton Park (Assessor's Parcel ID # 111-10), totaling approximately 2.1 acres, the boundaries of which are shown on the attached Exhibit 1-A;
- b. A parcel located along Cartwright Road and Kenilworth Road and commonly known as Beebe Meadow (Assessor's Parcel ID # 102-36), totaling approximately 6.82 acres, the boundaries of which are shown on the attached Exhibit 2-A;
- c. A parcel located along Washington Street, Wellesley Avenue, and Brook Street and commonly known as Simons Park (Assessor's Parcel ID # 111-26), totaling approximately 3.7 acres, the boundaries of which are shown on the attached Exhibit 3-A;
- d. A parcel located at 291 Washington Street and commonly known as Elm and/or Clock Tower Park (Assessor's Parcel ID # 74-58), totaling approximately 1.35 acres, the boundaries of which are shown on the attached Exhibit 4-A;
- e. Three (3) parcels located between Cedar Brook Road and Woodside Avenue, and Woodside Avenue and Mayo Road, and commonly known as Reeds Pond and Bogle Brook (Assessor's Parcel ID # 199-27, 190-108, and 190-109), the parcels totaling approximately 10.8 acres, the boundaries of which are shown on the attached Exhibit 5-A;
- f. Two (2) parcels located along Elmwood Road and commonly known as Kelly Memorial Park (Assessor's Parcel ID # 170-84 and 169-72), the parcels totaling approximately 19.76 acres, the boundaries of which are shown on the attached Exhibit 6-A;
- g. Two (2) parcels located between Hundreds Circle and Cliff Road and commonly known as Rockridge Pond (Assessor's Parcel ID # 83-13 and 95-33), the parcels totaling approximately 5.11 acres, the boundaries of which are shown on the attached Exhibit 7-A;
- h. Eight (8) parcels located between Dover Road and Cottage Street, Cottage Street and Grove Street, Grove Street and Cameron Street, Cameron Street and Brook Street, and Brook Street and Wellesley Avenue, and along Wellesley Avenue and Great Plain Avenue (Assessor's Parcel ID # 113-37, 112-40, 112-39, 112-38, 99-111, 88-33, 88-61, and 77-38), and two (2) portions of a parcel between Wellesley Avenue and State Street/Smith Street (Assessor's Parcel ID # 87-21, Part 1 and Part 2 only as identified on Exhibit 8-A), and commonly known as Fuller Brook Park, the parcels totaling approximately 30.09 acres, the boundaries of which are shown on the attached Exhibit 8-A;
- i. A parcel located along Washington Street and commonly known as Hunnewell Field and Reidy Field (Assessor's Parcel ID # 98-1), totaling approximately 18.78 acres, the boundaries of which are shown on the attached Exhibit 9-A; and
- j. Seven (7) parcels located between Seaver Street and Forest Street, Forest Street and Caroline Street, Caroline Street and Abbott Road, Abbott Road and Seaward Road, and Seaward Road and Maugus Avenue, and commonly known as the Parkway, Caroline Brook, and Phillips Park (Assessor's Parcel ID # 76-75, 76-16, 65-61, 65-62, 65-63, 64-70, and 64-5), the parcels totaling approximately 11.36 acres, the boundaries of which are shown on the attached Exhibit 10-A.

All exhibits are dated February 23, 2016 and prepared by the Wellesley Planning Department; copies are on file at the Office of the Town Clerk.

**ARTICLE 29.** To see if the Town will vote to re-adopt the Zoning Map of the Town of Wellesley, Massachusetts as amended by Town Meeting's approval of motions under preceding Articles, the

proposed Zoning Map to be available for inspection in the Town Clerk's office; or take any other action in relation thereto.

No motion offered.

**ARTICLE 30.** To see if the Town will vote to further amend the Town Bylaws as necessary in light of the passage of the special act voted under Article 3, Motion 3A, of the Warrant for the November 2, 2015 Special Town Meeting; or take any other action in relation thereto.

No motion offered.

**ARTICLE 31.** To see if the Town will vote to approve further action as necessary in light of the passage of the special act and related bylaws voted under Article 2, of the Warrant for the February 1, 2016 Special Town Meeting; or take any other action in relation thereto.

No motion offered.

**ARTICLE 32.** To see if the Town will vote to amend the Town Bylaws, Article 49 Police Regulations, Section 49.19. Possession and Use of Alcoholic Beverages, so as to permit alcoholic beverages to be served within Town buildings subject to permission and licensing as determined by the Board of Selectmen; the proposed bylaw amendments to be available for inspection in the Town Clerk's office; or take any other action in relation thereto.

No motion offered.

**ARTICLE 34.** To see if the Town will vote to amend the Town Bylaws **Article 14 Permanent Building Committee**, the proposed bylaw amendments to be available for inspection in the Town Clerk's office; or take any other action in relation thereto.

Suzanne Littlefield, Precinct A, Permanent Building Committee, offered the following motion. Steve Langer, member Permanent Building Committee spoke in support of the motion.

**VOTED, by declared voice vote,** That the Town Bylaws Article 14. Permanent Building Committee be amended by:

(1) amending 14.6. Financial Requirements and Notifications, by changing the notification to the Committee from at least 90 days to 120 days so the section as amended reads:

14.6. Financial Requirements and Notification. Any board which intends to propose a project to Town Meeting shall provide information regarding the project goals and the financial requirements of the project to the Committee at least 120 days in advance of the Town Meeting at which funding of any kind for the project will be requested. This information shall be simultaneously submitted to the Advisory Committee in accordance with Section 11.12. The Committee shall review the information provided to determine whether the sums requested are reasonable with respect to the financial requirements of the project and shall report to Town Meeting thereon.

(2) and by amending 14.11. Design Review Board, by striking the words "a board submits a project" and by adding "design funds have been appropriated" so the section as amended reads:

14.11. Design Review Board. Whenever design funds have been appropriated to the Committee, the Committee shall notify the Design Review Board of the project and the project shall not proceed except in compliance with Section 46.3.

**ARTICLE 35.** To see if the Town will vote to establish and designate a new Neighborhood Conservation District by amending the Town Bylaws by inserting a new **Article 46C, Standish Road Neighborhood Conservation District**; or take any other action in relation thereto.

No motion offered.

**ARTICLE 36.** To see if the Town will vote to amend **Article 17 Historical Commission**, to codify the authority of the Historical Commission to conduct inventories and surveys for the purpose of identifying and designating historic buildings, structures, and properties located within the Town; the proposed bylaw amendments to be available for inspection in the Town Clerk's office; or take any other action in relation thereto.

No motion offered.

**ARTICLE 37.** To reauthorize the surcharge of 1 percent previously approved under section 3 of chapter 44B of the General Laws (the Community Preservation Act) and authorize appropriation to the Community Preservation Fund of additional municipal revenues pursuant to section 3(b1/2) of chapter 44B up to 2 percent of the taxed assessed annually on real property, effective for fiscal years beginning on or after July 1, 2016, or take any other action in relation thereto.

No motion offered.

The Moderator declared a short break at 8:45, the meeting resumed at 9:00 pm.

David Murphy, Precinct B, Board of Selectmen offered the following motion:

**VOTED UNANIMOUSLY**, that when this Town Meeting adjourns, it does so until April 25, 2016 7:00 pm in this same hall.

The motion was displayed on the screen.

**ARTICLE 38.** To see if the Town will vote to rescind any authorized and unissued loans, including those identified in the list available for inspection at the office of the Town Clerk, to authorize the transfer of unused proceeds from previously issued loans to one or more eligible appropriations, or to take any other action in relation thereto.

David Murphy, Precinct B, Board of Selectmen offered two motions:

**MOTION 1. VOTED, unanimously**, To rescind \$50,700 in unused borrowing authorization approved as follows:

<u>Authorized</u>	<u>Article</u>	<u>Authorized</u>	<u>Purpose</u>
\$960,700	14	ATM 2013	Park HVAC

To rescind \$16,000 in unused borrowing authorization approved as follows:

<u>Authorized</u>	<u>Article</u>	<u>Authorized</u>	<u>Purpose</u>
\$411,000	17.2	ATM 2013	School VOIP

To rescind \$268,826 in unused borrowing authorization approved as follows:

<u>Authorized</u>	<u>Article</u>	<u>Authorized</u>	<u>Purpose</u>
\$2,668,826	16	ATM 2014	



To rescind \$13,976 in unused borrowing authorization approved  
as  
follows:

<u>Authorized</u>	<u>Article</u>	<u>Authorized</u>	<u>Purpose</u>
\$363,976	16	ATM 2014	WMS Aud Seating

To rescind \$36,694 in unused borrowing authorization approved  
as  
follows:

<u>Authorized</u>	<u>Article</u>	<u>Authorized</u>	<u>Purpose</u>
\$5,036,694	9.1	STM 10/2014	900 Worcester

To rescind \$881,000 in unused borrowing authorization approved  
as  
follows:

<u>Authorized</u>	<u>Article</u>	<u>Authorized</u>	<u>Purpose</u>
\$4,909,300	4	STM 10/2014	MS Windows

To rescind \$174,029 in unused borrowing authorization approved  
as  
follows:

<u>Authorized</u>	<u>Article</u>	<u>Authorized</u>	<u>Purpose</u>
\$4,909,300	4	STM 10/2014	MS Windows

To rescind \$301,164.46 in unused borrowing authorization  
approved as  
follows:

<u>Authorized</u>	<u>Article</u>	<u>Authorized</u>	<u>Purpose</u>
\$970,205	15	ATM 2014	Fuller Brook

such amounts being no longer needed to complete the projects for  
which they were initially authorized and which sums were  
never borrowed.

**MOTION 2, VOTED unanimously,** To transfer \$249,583.28  
borrowed to design the Schofield/Fiske renovation project,  
but not needed, approved as follows;

<u>Authorized</u>	<u>Article</u>	<u>Authorized</u>	<u>Purpose</u>
\$2,432,000	7.1	STM 2013	Design –Schofield/Fiske

To the Schofield /Fiske renovation project, approved as follows:

<u>Authorized</u>	<u>Article</u>	<u>Authorized</u>	<u>Purpose</u>
\$19,634,824	6	STM 2014	Schofield/Fiske Renovation

And to rescind \$249,583.28 of the authorized borrowing on the  
renovation project; such amounts being no longer needed  
to complete the projects for which they were initially  
authorized and which sums were never borrowed.

**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,  
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.

No motion offered.

**ARTICLE 40.** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for expenses incurred by Town Departments prior to July 1, 2015, or to take any other action in relation thereto.

No motion offered.

**ARTICLE 41.** 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.

No motion offered.

**ARTICLE 42.** 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, on such terms as it may deem advisable, or to take any other action in relation thereto.

No motion offered.

**ARTICLE 43.** 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.

**Voted under the consent agenda under Article 3. (March 28, 2016)**

That the Town authorize the Selectmen to appoint one or more of their number as fire engineers.

**ARTICLE 33.** To see if the Town will vote to amend the Town Bylaws **Article 34 Board of Health**, to regulate the use of plastic bags; or take any other action in relation thereto.

Lise Olney offered the following motion which was

**VOTED, by declared voice vote,**

That the Town vote to amend the Town bylaws by inserting a new Section 34.5C, Single-Use Plastic Check-Out Bag Reduction, as follows:

34.5C. Single-Use Plastic Check-Out Bag Reduction.

**Section I Findings and Purpose**

Plastic check-out bags have a significant impact on the marine and terrestrial environment, including but not limited to: 1) harming marine and terrestrial animals through ingestion and entanglement; 2)

polluting and degrading the terrestrial and marine environments; 3) clogging storm drainage systems; 4) creating a burden for solid waste disposal and recycling facilities; 5) requiring the use of non-renewable fossil-fuel in their composition. Studies have shown that even alternative “compostable” or “biodegradable” bags require very specific and controlled conditions in order to biodegrade, and have potentially negative environmental effects similar to conventional plastic bags. Such bags should therefore be subject to the same restrictions as conventional plastic check-out bags.

The purpose of this Bylaw is to protect the Town’s unique natural beauty and irreplaceable natural resources by reducing the number of single-use plastic check-out bags that are distributed in the Town of Wellesley and to promote the use of reusable bags.

## Section II Definitions

The following words shall, unless the context clearly requires otherwise, have the following meanings:

- a. “Check-out bag” shall mean a bag provided by a store to a customer at the point of sale. Check-out bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or check out area of the store.
- b. “Department” shall mean the Wellesley Health Department.
- c. “Health Agent” shall mean the Health Agent for the Wellesley Board of Health or his/her designee.
- d. “Recyclable paper bag” shall mean a paper bag that is 100% recyclable and contains at least 40% post-consumer recycled content, and displays in a visible manner on the outside of the bag (1) the word “recyclable” or a symbol identifying the bag as recyclable and (2) a label identifying the bag as being made from post-consumer recycled content and the percentage of post-consumer recycled content in the bag.
- e. “Reusable Check-out bag” shall mean a sewn bag with stitched handles that is specifically designed for multiple reuse and that (1) can carry 25 pounds over a distance of 300 feet; (2) is machine washable; and, (3) is either (a) made of natural fibers (such as cotton or linen); or (b) made of durable, non-toxic plastic other than polyethylene or polyvinyl chloride that is generally considered a food-grade material that is more than 4 mils thick.
- f. “Retail Establishment” shall mean any business facility that sells goods directly to the consumer whether for or not for profit, including, but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, seasonal and temporary businesses.
- g. “Thin-Film, Single-Use Plastic Check-Out Bags” shall mean those bags typically with handles, constructed of high-density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET), or polypropylene (other than woven and non-woven polypropylene fabric), if said film is less than 4.0 mils in thickness.

## Section III Regulated Conduct

- a. No Retail Establishment in the Town of Wellesley shall provide Thin-Film, Single-Use Plastic Check-Out Bags to customers.
- b. If a Retail Establishment provides or sells Check-Out Bags to customers, the bags must be one of the following:
  - 1. Recyclable paper bag; or
  - 2. Reusable Check-Out bag.

Section IV Exemption: Thin-film plastic bags typically without handles which are used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items, and other similar merchandise are not prohibited under this bylaw.

## Section V Enforcement

- a. The Board of Health and its Health Agent shall have the authority to administer and enforce this bylaw.
- b. For the first violation, the enforcing authority, upon a determination that a violation has occurred, shall issue a written warning notice to the establishment specifying the violation.
- c. The following penalties shall apply:
  1. A fine of \$50 shall apply for the first violation following the issuance of a written warning notice.
  2. A fine of \$100 shall apply for the second violation and each additional violation of this bylaw after the issuance of a written warning notice.
- d. Fines shall be cumulative and each day on which a violation occurs shall constitute a separate offense.

## Section VI Effective Date

- a. This bylaw shall take effect six (6) months following approval of the bylaw by the Attorney General or on January 1, 2017, whichever is later for Retail Establishments with a floor area equal to or exceeding 3,500 square feet or with at least two (2) locations under the same name within the Town of Wellesley that total 3,500 square feet or more. This ordinance shall take effect one (1) year after passage for Retail Establishments less than 3,500 square feet. The Director may exempt a Retail Establishment from the requirements of this section for a period of up to six (6) months upon a finding by the Director that (1) the requirements of this section would cause undue hardship; or (2) a Retail Establishment requires additional time in order to draw down an existing inventory of thin-film, single-use check-out plastic bags.

## Section VII Regulations

- a. The Board of Health may adopt and amend rules and regulations to effectuate the purposes of this bylaw.

## Section VIII Severability

- a. If any provision of this bylaw is declared invalid or unenforceable the other provisions shall not be affected thereby.

The Moderator announced that there were no further motions on any articles.

Moderator Metzger offered appreciation to Tom Frisardi, Chair of the Advisory Committee, and Mason Smith and Frank Pinto, Vice Chairs. Special appreciation to Sara Raveret, Secretary of the Advisory Committee, for taking responsibility for all of the Advisory Reports and for organizing and keeping track of all of the Advisory Committee's operations. The moderator further acknowledged and applauded the contributions of all members of the Advisory Committee:

- Mary Crown, Scott Tarbox and John Hartnett (3d year);
- Chad Harris, Michael Mastrianni, Kathleen Woodward (2d year)
- Tom Fitzgibbons, Mike Hluchyj, Mark Kaplan, Alena Porier and Ria Stolle (1<sup>st</sup> year)

Ms. Metzger thanked the entire advisory committee for herculean efforts over the past year supporting Town Meeting through 15 sessions over the past six months.

Ms. Metzger acknowledged and thanked the work of elected and appointed board members and town staff who work countless hours to prepare motions and presentations for the Town Meeting; Kathy

Nagle, Town Clerk, and Tom Harrington who support the moderator during the course of the meeting; also Shani Defina and Christine Mizzi who prepare the name badges; the efforts of the Wellesley Middle School Auditorium staff and custodians, and the Wellesley Cable channel technicians who cable cast the proceedings. And finally she offered her appreciation to town meeting for the critical role it plays as the town's legislature and to the many town meeting members who prepare, attend and participate thoughtfully and respectfully.

David Murphy offered a motion to dissolve this town meeting which was voted unanimously and the meeting dissolved at 10:16 pm.

Attest

Kathleen Nagle  
Town Clerk.

## **REPORT OF THE CONTRIBUTORY RETIREMENT BOARD**

This report covers the activities of this Board for the twelve-month period ending June 30, 2016. The financial records of the System are on a calendar year basis, so that all statements in this report are as of December 31, 2015.

Public Employee Retirement Administration Commission (PERAC) is the state agency commissioned with oversight of the state's 104 retirement systems. PERAC's report on investment performance issued as of December 31, 2015, shows that the Wellesley System had an annualized rate of return of 1.22% for 2015, 7.63% for 5-year period, 5.58% for 10-year period, and 9.92% for 31-year period.

The Wellesley Retirement System received an Independent Auditor's Report for the years ended December 31, 2015 and 2014 from Powers & Sullivan, LLC. The report found the financial position of the Wellesley Contributory Retirement System as of December 31, 2015 and 2014, presented fairly, in all material respects on the basis of the financial reporting provisions of PERAC.

Shown below is the unfunded actuarial liability of the Plan as of 1/1/2015, 1/1/2013, and 1/1/2012 based on actuarial reports prepared by Segal Consulting. The next valuation will be as of January 1, 2017.

		<b>1/1/2015</b>	<b>1/1/2013</b>	<b>1/1/2012</b>
<b>A.</b>	<b>Accrued Actuarial Liability</b>			
	- Active Members	\$101,684,411	\$91,615,394	\$82,832,589
	- Retired & Inactive Members	<u>106,243,826</u>	<u>94,620,256</u>	<u>82,575,642</u>
	Accrued Actuarial Liability	<b>\$207,928,237</b>	<b>\$186,235,650</b>	<b>\$165,408,231</b>
<b>B.</b>	<b>Assets</b>			
	Actuarial Value Assets	<b>\$152,955,923</b>	<b>\$125,714,763</b>	<b>\$125,424,614</b>
<b>C.</b>	<b>Funded Status</b>			
	Unfunded Actuarial Liability	<b>\$54,972,314</b>	<b>\$60,520,887</b>	<b>\$39,983,617</b>
<b>D.</b>	<b>Normal Cost</b>			
	- Total Normal Cost	\$5,629,329	\$4,896,616	\$4,706,129
	- Assumed Expenses	250,000	250,000	250,000
	- Employee Contributions	<u>(3,410,805)</u>	<u>(3,192,423)</u>	<u>(3,147,569)</u>
	Employer Normal Cost	<b>\$2,468,524</b>	<b>\$1,954,193</b>	<b>\$1,808,560</b>
<b>E.</b>	<b>Assumptions</b>			
	Investment Return	6.75%	7.00%	7.75%
	Salary Increases - Grp 1 & 2 (Service Related)	7.0% down to 3.5% after 10 years	7.0% down to 3.5% after 10 years	8.0% down to 4.5% after 19 years
	Salary Increases - Group 4 (Service Related)	8.0% to 4.0% after 10 years of service	8.0% to 4.0% after 10 years of service	10.0% to 5.0% after 19 years of service
	Inflation Rate	3.00%	3.00%	3.00%

### **Membership Information**

	<b><u>1/1/2016</u></b>	<b><u>1/1/2015</u></b>	<b><u>1/1/2014</u></b>
Active members	692	690	675
Inactive members	221	215	205
Retired members	310	313	311
Disabled members	34	33	36
Beneficiaries	59	59	61
<b>Total Membership</b>	<b>1,316</b>	<b>1,310</b>	<b>1,288</b>

The Board recorded the following member deaths during the year 2015:

Neil E. Cane	Brenda Hoye (Active)
Gregory Carr (Active)	Marguerite Jendrock
Mildred Chabot	Paul Joubert
Charles J. Cononi	Peter Keenan
Marjorie Curran	Joan Leblanc
Mary Dicecco	Barbara McCartney
Clarine Fry	Agnes Moore (Surv)
Mary Garron (Surv)	Barbara O'Brien
Frances Goodman	Rita Porter (Surv)
Ellen Gordon	Daniel Ralph (Active)
Joseph Grieco, Sr,	Charles Wiles
Robert Hooker	

The following members commenced benefits during the year 2015:

Marc Attias - DPW	Doris Pennie - School
Thomas D'Orazio - IT	Rosemarie Penta - School
Elizabeth Devasher - School	Joan Powell - School
Janet Hartke-Bowser - NRC	Ryan Ralph (Surv.) -RDF
William Hoye (Surv)- School	Stefan Sojoka (Surv) - School
Philip Juliani - MLP	Elizabeth Stravinski - School
Janice Kaseta - Rec	Amy Szep (Surv) - DPW
John Kendall -MLP	Robert Toli - Fire

#### **Rates of Interest Credited on Members' Accounts**

As required by the statutes governing Retirement Systems (MGL Ch.32), interest on accumulated deductions arising from compensation on or after January 1, 1946 is based on the average rate paid by savings banks. The interest rate for calendar years 2014 and 2015 was 0.1%.

#### **Administration of the Non-Contributory System**

The Board continues to administer benefits under the Non-Contributory Retirement System applicable to certain employees who were employed on July 1, 1937 by the Town, and to certain veterans. As of June 30, 2016, one beneficiary was receiving an allowance at an aggregate yearly rate of \$18,038. This allowance is paid from a separate appropriation voted each year by the Town.

#### **Retiree Healthcare Trust**

Article 25 – 2003 Annual Town Meeting established a Group Insurance Liability Trust Fund under the supervision and management of the Retirement Board. The Town voted to appropriate funds in Fiscal 2007 and voted an Other Post Employment Benefits (OPEB) exclusion beginning in Fiscal 2008. On January 1, 2015, the OPEB assets were invested in the State Retirees Benefits Trust Fund (SRBTF) which invests in the Massachusetts Pension Reserves Investment Trust (PRIT). As of June 30, 2016, the market value of the aggregate Town of Wellesley OPEB funds was \$44.2 million. The PRIT Fund earned an annualized rate of return of 2.3% for the period July 1, 2015 through June 30, 2016.

Respectfully submitted,

RETIREMENT BOARD

David N. Kornwitz, Chairman  
Timothy Barros, Vice Chairman  
Charles Cahill  
Michael Leach  
Sheryl Strother

**WELLESLEY RETIREMENT SYSTEM**  
**Table 1 (a)**  
**Income and Disbursements for the year ending**  
**December 31, 2015**  
**(with comparative amounts for 2014)**

**Income**

	<b><u>2015</u></b>	<b><u>2014</u></b>
Contributions from Members	\$4,004,625	\$4,012,132
Appropriation by Town (including Housing Authority)		
Funding Appropriation	7,285,897	7,040,036
Expense Fund		
Pension Reimbursement from:		
Other Systems	343,260	307,225
Comm of Mass for Cost of Living Payment	116,067	104,514
Other		
Grants & Other Accounts	18,935	30,431
Miscellaneous Income	2,763	25,917
Interest on Investments	3,983,848	4,151,767
Interest Not Refunded	1,676	1,498
Profit on Sale of Investments	5,577,125	6,575,967
Increase in Market Value of Equities	<u>7,909,577</u>	<u>9,463,198</u>
<b><u>TOTAL INCOME</u></b>	<b>\$29,243,773</b>	<b>\$31,712,685</b>

**Disbursements**

Payments on account of:		
Superannuation Allowance	\$6,851,333	\$6,679,997
Disability Allowance	1,187,046	1,208,589
Survivor Benefits	736,984	751,800
Annuity Payments	<u>1,809,793</u>	<u>1,709,695</u>
<b>SUBTOTAL</b>	<b>\$10,585,156</b>	<b>\$10,350,081</b>
Pension Reimbursements to Other Systems	244,217	230,173
Refunds on Account of Member		
Withdrawing or Transferring	1,261,226	795,345
Administrative Expenses	1,035,229	1,007,248
Loss on Sale of Investments	71,278	
Decrease in Market Value of Equities	<u>15,466,494</u>	<u>8,712,336</u>
<b>TOTAL DISBURSEMENTS</b>	<b>\$28,663,600</b>	<b>\$21,095,183</b>

**Assets**

Income Less Disbursements	\$580,173	\$10,617,502
Assets Beginning of Period	<u>152,955,923</u>	<u>142,338,421</u>
<b>ASSETS END OF PERIOD</b>	<b>\$153,536,096</b>	<b>\$152,955,923</b>



**WELLESLEY RETIREMENT SYSTEM**  
**Table 1 (b)**  
**Assets & Liabilities as of December 31, 2015**  
**(with comparative amounts for 2014)**

**Assets/Liabilities**

	<u><b>2015</b></u>	<u><b>2014</b></u>	
Market Value of Equities	\$0	\$0	
Fixed Income Securities	0	0	
Cash	806,213	308,852	
Interest Due & Accrued	0	0	
Short Term Investments	0	0	
Alternative Investments	0	0	
PRIT Cash Fund	114	250,066	
PRIT Core Fund	152,484,113	152,253,229	
Accounts Receivable	519,632	402,044	
Accounts Payable	<u>(273,976)</u>	<u>(258,268)</u>	
<b>TOTAL ASSETS/LIABILITIES</b>	<b>\$153,536,096</b>	<b>\$152,955,923</b>	

**Fund Balances**

	<u><b>2015</b></u>	<u><b>2014</b></u>
Annuity Savings Fund	\$35,690,215	\$34,081,775
Annuity Reserve Fund	6,509,713	6,939,576
Pension Fund	11,367,539	11,449,866
Pension Reserve Fund	99,965,726	100,481,396
Special Fund for Military Service Credit	2,903	3,310
Expense Fund	<u>0</u>	<u>0</u>
<b>TOTAL FUND BALANCE</b>	<b>\$153,536,096</b>	<b>\$152,955,923</b>

**Annuity Savings Fund** consists of the accumulated contributions of present active and inactive members.

**Annuity Reserve Fund** is the fund out of which that portion of benefits paid to retirees is paid, based on their contributions.

**Pension Fund** is the fund out of which the balance of benefits is paid to retirees.

**Pension Reserve Fund** is the fund that is credited with funds to cover future pension costs.

**The Town of Wellesley's FY2016**  
**Financial Reports**

The Town of Wellesley prepares a Comprehensive Annual Financial Report (CAFR) annually, which includes the independent audit report, audited financial statements, and supplementary and statistical information. It also includes town management's discussion and analysis of the town's financial results and presents financial trends. That document is available in hard copy or on the Town's **website** under Finance Department/Financial documents.

The information presented here is one of several valuable financial information sources (others include the "CAFR" described above, the Advisory Committee's annual town meeting warrant report, the Town's Official Debt Statement, and the Department of Revenue's Schedule A). This document contains several detailed schedules that may be of interest to the citizens, including:

• General Fund Balance Sheet.....	307
• 2016 Revenue vs. Budget (General Fund).....	308
• 2016 Expenditures by Department vs. Budget (General Fund).....	309
• Special Revenue Funds Combined Balance Sheets.....	316
• Capital Projects Balance Sheets.....	317
• Enterprise Fund Balance Sheets.....	318
• Debt Service Schedule.....	319
• Trust Fund Activity.....	323
• Employee Earnings Information.....	340
• Payments to vendors over \$5,000.....	392
• Gifts Reported (Bylaw 5.6, section e).....	406