

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

JACK MORGAN, CHAIR
MARJORIE R. FREIMAN, VICE CHAIR
ELLEN F. GIBBS, SECRETARY
ELIZABETH SULLIVAN WOODS
THOMAS H. ULFELDER

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BLYTHE C. ROBINSON
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

SELECTMEN'S MEETING
TENTATIVE AGENDA - REVISED
Town Hall – Juliani Room
6:15 P.M. Monday, December 10, 2018

1. 6:15 Call to Order – Open Session
2. 6:16 Executive Session under M.G.L. c. 30A, §21(A), exemption #6 to discuss the lease of real estate concerning the Tailby & Railroad Commuter Lots
3. 7:00 Citizen Speak
4. 7:05 Update – Town Hall Interior Visioning Project ~~Approve-- Annual~~
5. 7:20 Audit Committee
6. 8:00 Discussion of FY20 Selectmen's Budget
7. 8:45 Approve Annual License Renewals
 - Class I Auto
 - Class II Auto
 - Lodging House
 - Entertainment
 - Club
8. 9:00 Executive Director's Report
 - Approve Babson One Day Special Licenses
 - Acceptance of Gifts - COA
9. 9:05 New Business and Correspondence

[Please see the Board of Selectmen's Public Comment Policy](#)

Next Meeting Dates: Monday, December 17, 2018 6:30 pm – Juliani Room
Tuesday, January 8, 2019 7:00 pm – Juliani Room

Board of Selectmen Calendar – FY19

Date	Selectmen Meeting Items	Other Meeting Items
12/17 Monday	Meeting Meet with HR Board Joint Meeting with School Committee - SPED Stabilization Discuss FY20 Budgets Approve NYE Extensions & Holiday Beer & Wine Sales Approve CV application - Rice Burg Execute 2019 Election Warrant Adopt the Unified Plan Appoint Firefighters?	
12/20 Thursday	Joint Meeting with School Committee & SBC – 5:30pm Great Hall SMMA & Team’s presentation on options for Hunnewell	
12/24 Monday	No Meeting	
12/25 Tuesday	TOWN HALL CLOSED – Christmas Day	
12/28 Friday	Close ATM Warrant	
12/31 Monday	No Meeting	
1/1 Tuesday	TOWN HALL CLOSED – New Year’s Day	
1/7 Monday	No Meeting – Wellesley Club	
1/8 Tuesday	Meeting Discussion: Options for Hunnewell Proclamation for Girl Scout Troop (w NRC) – Jan = bring your own bag month	
1/11 Friday	Mid-year retreat?	
1/14 Monday	Review ATM Warrant Diversity Program w/WOW	
1/21 Monday	MLK – Town Hall Closed	
1/22 Tuesday	Review Town Hall Interior Feasibility Study Report Execute ATM Warrant	
1/28 Monday		
2/4 Monday		
2/11 Monday		
2/18 Monday	President’s Day – Town Hall Closed	

12/6/2018

<i>Date</i>	<i>Selectmen Meeting Items</i>	<i>Other Meeting Items</i>
<i>2/9 Tuesday</i>		
<i>2/25 Monday</i>		
<i>3/4 Monday</i>		
<i>3/11 Monday</i>		
<i>3/18 Monday</i>		
<i>3/25 Monday</i>	Start of ATM	

Notes

Quarterly updates

- *Traffic Committee (Deputy Chief Pilecki)*
- *Facilities Maintenance (Joe McDonough)*
- *Wellesley Club Dates 10/1/18, 11/5/18, 1/7/19, 3/4/19*

DECEMBER 10, 2018 MOTIONS

2. **MOVE** that the Board of Selectmen vote to enter into Executive Session under M.G.L. c 30A, §21A, Purpose #6 to discuss the lease of real estate concerning the Tailby & Railroad Commuter Lots. Furthermore, that Town Counsel Tom Harrington, Jennie Merrill and Executive Director Blythe Robinson be invited to participate in the meeting. And further, to convene in open session after exiting the executive session for the purpose of discussing the matters as posted on the agenda.

CHAIRMAN - I declare that an open meeting would have a detrimental effect on the negotiating position of the Town.

4. **MOVE** to approve the renewal of all licenses outlined on the December 10, 2018 spreadsheet for calendar year 2019 under the same terms and conditions as previously approved contingent upon receipt of all required documentation from licensees.
7. **MOVE** to approve the renewal of all licenses outlined on the December 10, 2018 spreadsheet for calendar year 2019 under the same terms and conditions as previously approved, and further that the Board approve the issuance of an entertainment licenses for the Cottage and Door #7 Restaurants for 2019.
8. **MOVE** that the Board approve the following one-day licenses at Babson College in Knight Auditorium:
 - The Needham History Center & Museum Fundraiser on February 9, 2019
 - The Black Affinity Conference on February 23, 2019
 - The St. Joseph's Auction on March 30, 2019
 - The Needham Steps Up event on April 23, 2019

8. **MOVE** that the Board accept the following gifts to the Council on Aging:
- \$700 from the Friends of the COA to purchase coffee and supplies for the Mary Bowers café
 - \$1,000 from Debra Breede towards general expenses of the COA
 - Assorted greeting cards and stationary sets from Julia Bell valued at \$932.44
8. **MOVE** to award invitational entries for the 2019 Boston Marathon to run for the War Memorial Scholarship to _____ and _____.

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Our meeting will begin on Monday at 6:15 in the Juliani Room for the purpose of holding an executive session.

1. Call to Order – Open Session

- Announcements

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MEMORANDUM

DATE: December 7, 2018
TO: Board of Selectmen
FROM: Blythe C. Robinson, Executive Director
SUBJECT: Weekly Report

Below are various activities of our office and various departments that I would like to bring to your attention.

- The State very quickly approved our tax rate this week as a result of the hearing on Monday, it is now officially \$11.57 for FY19.
- Laura Olton let us know this week that Wellesley was awarded a silver designation (the highest level being gold) as a SolSmart Community. We achieved that designation with 320 points which is a measure of the Town's commitment to making it easy to go solar. According to Laura, in order to gain the gold designation, we'd need to commit to approving permits for solar in 3 days or less. Maybe in the future with electronic permitting!
- At a meeting in January I would like to have an item on the agenda to do a debrief of the budget review process we've just gone through and have a discussion on how it can be improved for future years. The way we have gone through budgets hasn't changed in a while, though the membership of the board has, and we want to make sure that what we are presenting and how it is done meets your expectations. If you have any thoughts in the meantime, I'd like to spend some time with you on this.
- All of the charities that were selected to receive a bib were notified this week, as well as the two runners for the War Memorial. Prior to the meeting Monday night, we'll

conduct a random drawing to select two charities from the eight that indicated they could recruit more than one runner, and announce it at the meeting.

- In 2013 the owner of 81 Prospect Street approached the town about a large wall that had been erected by a former owner that extended their back yard. That wall allowed the yard to extend well on to the Town's property on the aqueduct. A letter went to the owner indicating that the Town expected them to take action to remove the encroachment in keeping with the encroachment policy. Nothing was done, and the owner has come back through Attorney Himmelberger asking again for relief from this situation. After consulting with both Town Counsel and the Town Engineer we will let the owner know that the Town's position has not changed in the past five years, and that they should submit a plan for the Town's approval, and remove the wall at their expense.
- Both KC Kato and Brian DuPont have been providing support to the committee investigating the use of electronic voting at Town Meeting. We anticipate a couple of outcomes to this work which include an amendment to the Town's bylaws to allow the use of the technology, as well as a funding request to lease the equipment. Initially, the Clerk submitted a cash capital budget of \$35,000 as a placeholder. We anticipate that will be removed and about \$15,000 included as part of the warrant article mentioned above.
- Included in your FNM are spreadsheets detailing how Town Counsel expenses have been spent for FY18 and FY19 through September. These are only invoices from Miyares & Harrington, the invoices for labor counsel are quite small. Hopefully this gives you some insight into why I had reduced the FY20 legal services budget.
- Also included is an updated draft of the 2019 ATM warrant list. Items highlighted in yellow are unclear as to whether they will proceed. There are also notes at the bottom that provide detail on general bylaw changes, and other topics such as how the additional funds for the Town Hall exterior will be handled.
- Our FMD staff took advantage of the annual MIIA Grant award program to apply for a thermal infra-red camera to assist them with maintenance work. That grant was approved and the value of the camera is about \$8,000!
- Just a reminder that we have our breakfast meeting with Wellesley College at 7:30 AM on December 17th. If there are any particular topics you would like to cover, please let Jack and I know.
- The background materials for the new 40B project proposed for the Cedar Place Apartments was delivered to our office this week. As Michael Zehner indicated in his email, it is proposed to be 16 rental apartments. We are awaiting the formal notice from the State, to which we plan to respond with a request for an extension as the 30-day window would be hard to meet with the holidays upon us.
- I need to be away from the office on Tuesday to take my husband to a medical appointment. However, I do plan to come back to Wellesley to attend the retirement party for Mike Pakstis at the Community Center that starts at 4:00 PM.

3. Citizen Speak

4. Update – Town Hall Interior Visioning Project

This item is on the agenda so that Marjorie can provide the Board with an update on the status of this project. The committee is wrapping up its work on the feasibility study, and the architect anticipates sending the final report to the Town later this month. We will schedule time on a January agenda to review it in depth, and discuss next steps which as you know include requesting cash capital funds at the 2019 ATM for feasibility of an annex building.

Enclosed with this item is an updated schedule outlining the timing of financing the major projects planned in the coming eight years. It has been modified since you received the last version to move the Town Hall interior project up by one year as recommended by the committee.

NO MOTION

5. Meeting with Audit Committee – Discuss Audit Results

The members of the Audit Committee will be attending the meeting to go over the enclosed PowerPoint presentation which provides you with an overview of the audit of the Towns finances for FY18. They will be accompanied by Jim Powers, Renee Davis and Kyle Warne the staff from Powers & Sullivan assigned to our account. Also enclosed for your information is the draft management letter. The full list of documents associated with the audit are extensive so we sent them electronically earlier today, and we'll provide you with bound copies at the meeting. As the Committee will have voted to accept the audit prior to this meeting there is no action the Board needs to take, so no motion has been crafted.

NO MOTION

Report to Board of Selectmen
from
Wellesley Audit Committee

December 10, 2018

Agenda

- Introductions of Audit Committee and Powers & Sullivan
- Recap of RFP for Town Auditors
- Highlights of FY18 Audit

Audit Committee

Name	Term Expires
Laura McDonnell, Chair	April 2020
Peter Cory, Secretary	April 2019
Phil Laughlin	April 2019
Steve St. Thomas	April 2020
Colette Aufranc	April 2022

Town Auditors Powers & Sullivan, Certified Public Accountants

Name	Role
Reneé Davis	Engagement Partner
Jim Powers	Concurring Partner
Kyle Warne	Manager

Audit Reports for FY18

1. Comprehensive Annual Financial Report (CAFR)
2. Compliance Report on Federal Award Programs
3. Wellesley Municipal Light Plant
4. Wellesley Contributory Retirement System – 12/31/17
5. Management Letter
6. School End-of-Year Financial Report
7. Compliance with Required Communication to Audit Committee

Powers & Sullivan renewed as Town Auditors

- RFP process in January 2018 – 3 firms invited to submit proposals
- Key criteria in selection process
 - "Fresh look" at controls and financial reporting process
 - High quality – knowledge and expertise
 - Outstanding service level
 - Impact to independent Town boards
- Powers & Sullivan presented compelling case to provide "fresh look" with new engagement team and proven commitment to town requirements

Significant Items of Interest

- Clean audit opinion issued on all statements and no material weaknesses in controls (School report will be issued in Jan/Feb)
- Adoption of GASB #75
 - Required full OPEB liability in financials, with additional notes and disclosure - \$63M net liability recorded in FY18
- Free cash balance improved \$2.5M to a total of \$14.6M
- Continue to monitor school business office – no significant findings
 - Agreed upon procedures report issued from Roselli & Clark on Student Activity Accounts

2018 Management Letter

New Comments

- **Formalizing cash handling policies and procedures** and recommend enhanced physical controls in the Treasurer/Collector's office

Previous Comments/Matters

- **Documentation of internal controls** in accordance with new uniform guidance as it relates to Federal awards
 - School business office in process of drafting manual
- **Timeliness of actuarial pension and OPEB information** for financial reporting and disclosure
 - Resolved actuarial reporting cycles to align with required reporting requirements

DRAFT

TOWN OF WELLESLEY, MASSACHUSETTS

MANAGEMENT LETTER

JUNE 30, 2018

To the Honorable Board of Selectmen
and the Audit Committee
Town of Wellesley, Massachusetts

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Wellesley, Massachusetts as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

However, during our audit we became aware of other matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various Town personnel, and will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

The Town of Wellesley's written responses to the comments identified in our audit have not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

This communication is intended solely for the information and use of management of the Town of Wellesley, Massachusetts, and is not intended to be and should not be used by anyone other than these specified parties.

October 23, 2018

TOWN OF WELLESLEY, MASSACHUSETTS

MANAGEMENT LETTER

JUNE 30, 2018

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***PRIOR PERIOD COMMENTS AND
RECOMMENDATIONS***

Timeliness of Actuarial Information for Pension and OPEB Financial Reporting and Disclosure

Prior Comment

Current GASB pronouncements require information that is provided through independent actuaries in order to meet the financial reporting and disclosure requirements for Pensions and Other Postemployment Benefits Other Than Pensions (OPEB). The actuaries base their reports on a significant amount of information provided by various Departments of the Town. Actuarial reports are required to be completed every two years for both Pension and OPEB reporting with updates required on each of the off years. So for all intents and purposes, the actuaries are reporting on this information every year.

The Town has established an annual closing process and an audit schedule that anticipates a completion date of approximately October 31, so that various Committee meetings can take place prior to the presentation of the annual financial statements to the Board of Selectmen in early December. This process has been hindered by the availability of the actuarial information in recent audits. We recommended that the closing process and the audit schedules be modified, as needed, in order to identify and verify that information requested by the actuaries is provided in a timely fashion to ensure that the overall audit timeline can be maintained.

Current Status

Resolved. For the fiscal year 2018 audit, management has worked with the Town's actuary to establish deliverable dates and set a schedule to ensure that actuarial data was available in time to meet the Town's reporting requirements.

Documentation of Internal Controls

Prior Comment

In December 2013, the U.S. Office of Management and Budget (OMB) issued Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) in an effort to (1) streamline guidance for federal awards while easing the administrative burden and (2) to strengthen oversight over the expenditure of federal funds and to reduce the risks of waste, fraud and abuse.

The Uniform Guidance supersedes and streamlines requirements from eight different federal grant circulars (including OMB Circular A-133) into one set of guidance. Local governments were required to implement the new administrative requirements and cost principles for all new federal awards and to additional funding to existing awards made after December 26, 2014 (fiscal year 2016).

In conformance with Uniform Guidance, the non-Federal entity must: Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.

These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States (the Green Book) and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

Management is responsible for internal controls and to see that the entity is doing what needs to be done to meet its objectives. Governments have limited resources and constraints on how much can be spent on designing, implementing, and conducting systems of internal control. The COSO Framework can help management

consider alternative approaches and decide what action it needs to take to meet its objectives. Depending on circumstances, these approaches and decisions can contribute to efficiencies in the design, implementation, and conduct of internal control. With the COSO Framework, management can more successfully diagnose issues and assert effectiveness regarding their internal controls and, for external financial reporting, help avoid material weaknesses or significant deficiencies.

The COSO internal control framework must incorporate the 5 major components of internal control, while addressing the 17 principles of internal control that support the COSO framework. Refer to www.coso.org for articles describing the 5 components and their 17 principles in detail.

Management should evaluate and assess the government's internal control system to determine whether: each of the five essential elements of a comprehensive framework of internal control is present throughout the organization; whether each element addresses all of the associated principles; and whether all five elements effectively function together.

Current Status

In Process. Management of the School Department is currently in the process of developing a draft manual using the COSO internal control framework that documents their internal control system over federal awards.

Management Response

Wellesley Public Schools will create an Internal Control Manual for Federal Grants based on the Massachusetts Association of School Business Officials (MASBO) template. Once completed, the district will train all school staff, who have grant responsibilities, on the various aspects of the Internal Control manual. As an interim step, the district will ask all Business Office employees to complete the Internal Control Self-Assessment to identify concerns and / or training opportunities.

Future Government Accounting Standards Board (GASB) Statements for OPEB

Prior Comment

GASB Statement #75 - The GASB has issued new pronouncements that will significantly affect the accounting and reporting requirements for Other Postemployment Benefits (OPEB) similar to the changes that were required for Pensions. This information has been communicated in previous Management Letters and management is preparing for this to occur in through fiscal year 2018.

Current Status

Resolved. Management has taken the proper steps to implement the required disclosures regarding other postemployment benefits.

***CURRENT PERIOD COMMENTS AND
RECOMMENDATIONS***

Formalize Cash Handling Policies and Procedures and Consider Enhanced Physical Controls in the Treasurer/Collector's Office

Current Comment

The Town currently has a decentralized cash collection process where receipts are collected at various Town departments, then turned over to the Treasurer/Collector's office for deposit. Town departments are informally instructed to turnover funds to the Treasurer/Collector's office on a weekly basis, at a minimum, or on a daily basis if larger sums of money are collected. While the majority of Town departments adhere to this directive, we note that the Town does not currently have a formal cash handling policy in place. A formal cash handling policy would provide guidance for departments and would give the Treasurer/Collector's office and Town management leverage in enforcing the requirement for the timely turnover of cash collections. A formal cash handling policy could have the added benefit of defining the level of documentation required to support the cash collections, and the use of standard turnover forms. This could improve efficiencies over processing turnovers.

The Town is currently in the design phase of a major construction project with the goal to completely renovate the interior of Town Hall. As management reviews the various interior layout and design options of Town departments, it would be beneficial to consider the physical security of the Treasurer/Collector's office; as this is where the most significant amount of cash is received and processed in the Town. For example, the office does not currently contain a physical vault or safe and there is no glass payment window as a physical barrier between the public and the office staff.

Recommendation

We recommend that the Town formalized a cash handling policy to include how cash should be handled and stored by departments, the timing for turning funds over to the Treasurer/Collector, and the detail of support that should accompany departmental turnovers.

We also recommend that as part of the design phase of the interior renovation of Town Hall, management consider including additional security features within the Treasurer/Collector department.

While the Treasurer/Collector's office has a cash handling process in place to regularly deposit funds into Town bank accounts, there are times when cash deposits are kept in the office overnight. It would be beneficial for the Town to install a locked safe to house deposits kept in the department overnight, as well as to consider installing security windows to protect those clerks collecting and handling Town funds.

Management Response

Cash handling policies will be reviewed, revised where necessary, documented, and re-communicated to all employees that handle cash.

Management agrees that small amounts of cash could be better secured while in the Treasurer's office. In this regard, the Town will purchase a safe for the Treasurer's Office and will continue to ensure that receipts are regularly turned over to the Treasurer's Office and are deposited as quickly as possible.

Office security will be evaluated as part of a proposed interior Town Hall renovation.

6. Discussion of FY20 Selectmen's Budget

This item is on the agenda so that the Board can continue discussions on the budget for next year. The overview spreadsheet of all budgets under the umbrella of the board is included in your packet, though there are no changes at this time. We are working on a number of adjustments brought up at the meeting such as fire department salaries, Graves Officer Stipend, etc. We would like to discuss with you the information reviewed at the recent budget meetings, what additional information would be helpful to your deliberations, and any adjustments you'd like to see made.

We will also include this item on the December 17th agenda, and specifically for that night we will have a detailed overview of the health insurance by Sheryl Strother, and a first look at the full budget picture. We received this week budgets from all other departments are currently reviewing those so that we can update you on the 17th.

NO MOTION

Town of Wellesley

FY2020 Summary Selectmen Request



Page #	Dept.	Funding Item	FY19 USE OF FUNDS (BUDGET)			FY20 USE OF FUNDS (REQUESTED)			CHANGE - FY19 to FY20			
			FY19 PERS SVCS	FY19 EXPENSES	FY19 TOTAL OPS	FY20 PERS SVCS	FY20 EXPENSES	FY20 TOTAL OPS	FY19 PERS SVCS	FY19 EXPENSES	FY19 TOTAL OPS	
GENERAL GOVERNMENT												
Administration												
1	122	Executive Director	466,023	33,225	499,248	513,952	60,800	574,752	47,929	27,575	75,504	15.12%
6	126	Sustainable Energy	33,980	5,425	39,405	35,409	10,725	46,134	1,429	5,300	6,729	17.08%
18	133	Finance Department	447,204	10,950	458,154	465,079	10,450	475,529	17,875	(500)	17,375	3.79%
22	145	Treasurer & Collector	314,307	129,750	444,057	347,897	107,200	455,097	33,590	(22,550)	11,040	2.49%
28	155	Information Technology	671,445	420,750	1,092,195	691,738	512,750	1,204,488	20,293	92,000	112,293	10.28%
36	195	Town Report	-	4,000	4,000	-	4,000	4,000	-	-	-	0.00%
37	199	Central Admin. Services	-	26,500	26,500	-	27,700	27,700	-	1,200	1,200	4.53%
		Subtotal - General & Financial Svcs.	\$ 1,932,959	\$ 630,600	\$ 2,563,559	\$ 2,054,075	\$ 733,625	\$ 2,787,700	\$ 121,116	\$ 103,025	\$ 224,141	8.74%
Facilities												
38	192	Facilities Management - Town	4,585,030	3,457,749	8,042,779	4,736,254	3,557,730	8,293,984	151,224	99,981	251,205	3.12%
		Subtotal - Facilities Management	\$ 4,585,030	\$ 3,457,749	\$ 8,042,779	\$ 4,736,254	\$ 3,557,730	\$ 8,293,984	\$ 151,224	\$ 99,981	\$ 251,205	3.12%
Human Services												
67	541	Council on Aging	373,713	63,446	437,159	388,891	59,176	448,067	15,178	(4,270)	10,908	2.50%
75	542	Youth Commission	84,498	17,090	101,588	86,791	17,090	103,881	2,293	-	2,293	2.26%
88	693	Memorial Day Flags	-	2,500	2,500	-	2,500	2,500	-	-	-	0.00%
78	543	West Suburban Veterans District	-	69,150	69,150	-	70,825	70,825	-	1,675	1,675	2.42%
		Subtotal - Human Svcs.	\$ 458,211	\$ 152,186	\$ 610,397	\$ 475,682	\$ 149,591	\$ 625,273	\$ 17,471	\$ (2,595)	\$ 14,876	2.44%
Selectmen Shared Services												
80	135	Audit Committee	-	58,200	58,200	-	58,850	58,850	-	650	650	1.12%
81	151	Law	-	375,000	375,000	-	350,000	350,000	-	(25,000)	(25,000)	-6.67%
82	458	Street Lighting	-	145,000	145,000	-	140,000	140,000	-	(5,000)	(5,000)	-3.45%
83	945	Risk Management	-	435,679	435,679	-	448,762	448,762	-	13,083	13,083	3.00%
83	911	Injured on Duty Insurance	-	100,000	100,000	-	100,000	100,000	-	-	-	0.00%
		Subtotal - Sel. Shared Services	\$ -	\$ 1,113,879	\$ 1,113,879	\$ -	\$ 1,097,612	\$ 1,097,612	\$ -	\$ (16,267)	\$ (16,267)	-1.46%
Selectmen Appointed Committees												
84	176	Zoning Board of Appeals	76,725	11,940	88,665	78,279	7,190	85,469	1,554	(4,750)	(3,196)	-3.60%
87	180	Housing Development Corp	-	6,500	6,500	-	6,500	6,500	-	-	-	0.00%
87	690	Historical District Commission	-	-	-	-	-	-	-	-	-	0.00%
88	691	Historical Commission	-	750	750	-	750	750	-	-	-	0.00%
88	692	Celebrations Committee	-	4,700	4,700	-	4,700	4,700	-	-	-	0.00%
		Subtotal - Sel. Appntd Comms.	\$ 76,725	\$ 23,890	\$ 100,615	\$ 78,279	\$ 19,140	\$ 97,419	\$ 1,554	\$ (4,750)	\$ (3,196)	-3.18%
		GENERAL GOVERNMENT SUBTOTAL	\$ 7,052,925	\$ 5,378,304	\$ 12,431,229	\$ 7,344,290	\$ 5,557,698	\$ 12,901,988	\$ 291,365	\$ 179,394	\$ 470,759	3.79%
Public Safety												
89	210	Police Department	5,693,471	648,585	6,342,056	5,888,463	684,810	6,573,273	194,992	36,225	231,217	3.65%
105	220	Fire Rescue	5,215,425	265,770	5,481,195	5,351,153	267,270	5,618,423	135,728	1,500	137,228	2.50%
113	241	Building Department	508,297	40,600	548,897	542,076	41,000	583,076	33,779	400	34,179	6.23%
120	244	Sealer of Weights & Measures	16,000	2,550	18,550	15,000	2,700	17,700	(1,000)	150	(850)	-4.58%
123	299	Special School Police	127,606	3,183	130,789	129,254	3,263	132,517	1,648	80	1,728	1.32%
		Subtotal - Public Safety	\$ 11,560,799	\$ 960,688	\$ 12,521,487	\$ 11,925,946	\$ 999,043	\$ 12,924,989	\$ 365,147	\$ 38,355	\$ 403,502	3.22%
		SELECTMEN OPERATING SUBTOTAL	\$ 18,613,724	\$ 6,338,992	\$ 24,952,716	\$ 19,270,236	\$ 6,556,741	\$ 25,826,977	\$ 656,512	\$ 217,749	\$ 874,261	3.50%

7. **Approve Annual License Renewals**

- a. **Class I Auto**
- b. **Class II Auto**
- c. **Lodging House**
- d. **Entertainment**
- e. **Club**

Included in your packet are spreadsheets from Cay for renewal of the license types listed above. The list of entertainment licenses is slightly longer than last year, as we determined that the Cottage was unaware in past years that they needed to have such a license to operate their sound system. They have fully complied with this for both the Cottage and their soon to be opened Door #7 location. Thus the motion below is to renew all other licenses, and approve these two new ones. Cay assures me that every business has complied with all requirements of these license and no other documentation is required by the Town for them to be issued.

MOVE to approve the renewal of all licenses outlined on the December 10, 2018 spreadsheet for calendar year 2019 under the same terms and conditions as previously approved, and further that the Board approve the issuance of an entertainment licenses for the Cottage and Door #7 Restaurants for 2019.

2019 Class I and Class II Auto Dealers License Renewals

Business Name	Street	Town	State	Zip Code	Expiration Date	License Type	BOS approved
Wellesley Car Company Volvo of Wellesley	962 Worcester St.	Wellesley	MA	02482	1/1/2019	Class I Auto	
Hometown Auto Wellesley Mazda	965 Worcester St.	Wellesley	MA	02482	1/1/2019	Class I Auto	
Nai Enterprises Toyota of Wellesley	216 Worcester St.	Wellesley	MA	02481	1/1/2019	Class I Auto	
Wellesley Volkswagen, Inc	231 Linden St.	Wellesley	MA	02482	1/1/2019	Class I Auto	
Leslie T. Haskins, Inc	467-469 Washington St.	Wellesley	MA	02481	1/1/2019	Class II Second Hand Auto Dealer	

2019 Lodging House License Renewals

Business Name	Street	Town	State	Zip Code	Expiration Date	License Type	Number of Locations	BOS approved
Wellesley College	300 Central St.	Wellesley	MA	02481	12/31/2018	Lodging House	29	
Babson College	Babson College	Babson Park	MA	02481	12/31/2018	Lodging House	26	
Dana Hall School	45 Dana Road	Wellesley	MA	02482	12/31/2018	Lodging House	7	
Erika C.M. Truscheit 199 Trust	18 Maugus Avenue	Wellesley	MA	02481	12/31/2018	Lodging House	1	

2019 Entertainment License Renewals

Business Name	Street	Town	State	Zip Code	Expiration Date	BOS approved
B. Good	102 Central Street	Wellesley	MA	02182	12/31/2018	
Smith & Wollensky of Wellesley	583-589 Washington St.	Wellesley	MA	02482	12/31/2018	
Bocado Tapas & Wine	45 Church Street	Wellesley	MA	02482	12/31/2018	
Wellesley College Club	727 Washington St.	Wellesley	MA	02482	12/31/2018	
Wellesley Country Club	300 Wellesley Ave	Wellesley	MA	02481	12/31/2018	
Italo American Education Club In.	73 Pleasant St.	Wellesley	MA	02480	12/31/2018	
The Cottage	190 Linden Street	Wellesley	MA	02482	New	
No. 7 West, LLC/Door No. 7	165 Linden Street	Wellesley	MA	02482	New	

2019 Club License Renewals

Business Name	Street	Town	State	Zip Code	Expiration Date	License Type	BOS approved
Italo American Education Club Inc.	75 Pleasant St.	Wellesley	MA	02482	12/31/2018	Club license	
Maugus Club	40 Abbott Road	Wellesley	MA	02481	12/31/2018	Club license	
Wellesley Country Club	300 Wellesley Ave	Wellesley	MA	02481	12/31/2018	Club license	
Wellesley College Club	Wellesley College 106 Central St	Wellesley	MA	02481	12/31/2018	Club license	
The Babson Club	Babson College 1 Woodland Hill Drive	Wellesley	MA	02481	12/31/2018	Club license	

8. Executive Director's Report

At last week's meeting the Board discussed the selection of charitable entries and selected 20 of the 22 that are provided to the Town. This past week all charities were notified of their status. The board further decided that of the charities that were selected for one bib AND had indicated that they could recruit more than one runner, there would be a random drawing for the remaining two bibs at this meeting. Thus, we have put the names of those eight charities on paper and draw names out of the bowl just prior to the meeting so that the final two can be announced by the Board in a motion at the end of the night.

a. Approve Babson One Day Special Licenses

Babson has submitted four licenses for events that will take place in Knight Auditorium in the spring of 2019. The submissions for all of these events are in compliance with the rules and regulations for such licenses.

MOVE that the Board approve the following one-day licenses at Babson College in Knight Auditorium:

- The Needham History Center & Museum Fundraiser on February 9, 2019
- The Black Affinity Conference on February 23, 2019
- The St. Joseph's Auction on March 30, 2019
- The Needham Steps Up event on April 23, 2019

ATTACHMENT 1

<u>Name of Event/Date</u>	<u>Location</u>	<u>Floor Plan Number</u>
1. Needham History Center & Museum	Knight Auditorium	1
2. Black Affinity Conference	Knight Auditorium	2
3. Needham Step Up	Knight Auditorium	3
4. St. Joseph's Auction	Knight Auditorium	4



TOWN OF WELLESLEY

Application for Special License(s)

Date of Application: 11/9/18

Date of Event: 2/9/19

A special License is a temporary license issued pursuant to Chapter 635 of the Acts of 1982 to the responsible manager of any nonprofit organization conducting any indoor or outdoor activity or enterprise for the sale of alcoholic beverages.

Application fee for one or more applications filed on the same date: **\$25.00**

Fee for each license issued: **\$50.00**

Make checks payable to: Town of Wellesley

The undersigned hereby applies for a Special License for:

All Alcoholic Beverages

Wine and Malt Beverages Only

APPLICANT INFORMATION

Name of Non-Profit Organization: Babson College

Address: 231 Forest Street, Babson Park, Wellesley, MA 02457-0310

Name of Event Manager: Molly Joyce Address: Babson College

Assistant Event Manager: Emily Brodeur Address: Babson College

EVENT INFORMATION

Event Name & Description (If multiple events; See Attachment1): Needham History Center & Museum - Fundraiser

Event Contact: Kristin Wood

Event Date: 2/9/19

Event Location: Knight Auditorium

Occupancy: 1370 Estimated Attendance: 200 Indoor Outdoor (circle one)

An 8X11" floor plan of the premises to be licensed must be submitted along with the application showing the exact location within the event area where alcoholic beverages will

Name of catering service responsible for service of alcoholic beverages:

Chartwells
Name

Babson College Campus
Address

Describe steps you have taken to ensure that the employees of the catering service or the individuals listed above have completed an alcoholic beverage server-training program or similar in-house training.

All servers must be TIPS trained and certified. Evidence of training must be provided prior to event.

Describe security precautions or police details if any:

Babson College Public Safety Officers are assigned to each event in accordance with the College's long-standing practice. The number of officers assigned to a particular event fluctuates based upon the number of anticipated attendees. Access to event location is controlled consistent with College policies based upon the type of event, the location and the number of anticipated attendees.

Babson College

Kristin Wood

Printed Name of Applicant

Its Event Coordinator

Kristin Wood

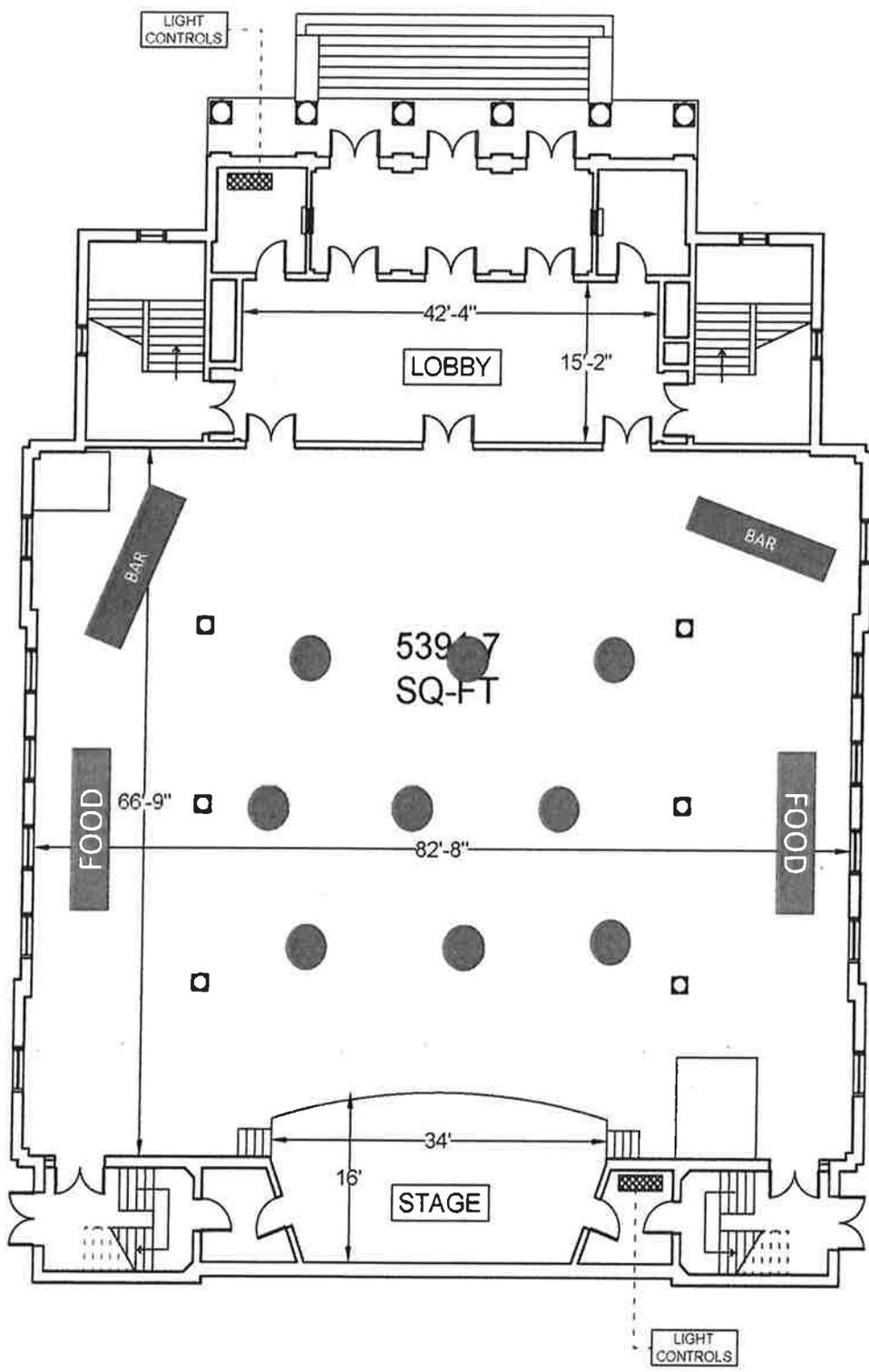
Applicant's Signature

11/9/18
Date

RETURN COMPLETED APPLICATION, FLOOR PLAN AND CHECK FOR FEES TO:

BOARD OF SELECTMEN
525 Washington Street
Wellesley, MA 02482
781-431-1019 ext 2204

#1



 BABSON Babson College Babson Park, MA 02457-0310	BUILDING: KNIGHT AUDITORIUM			
	PROJECT:			
	DRAWING TITLE: 1st FLOOR			
	SCALE: 1/16" = 1'	DRAWN BY: EF	DRAWING NO.:	DATE: 11/2011



TOWN OF WELLESLEY

Application for Special License(s)

Date of Application: 11/8/2018

Date of Event: 2/23/2019

A special License is a temporary license issued pursuant to Chapter 635 of the Acts of 1982 to the responsible manager of any nonprofit organization conducting any indoor or outdoor activity or enterprise for the sale of alcoholic beverages.

Application fee for one or more applications filed on the same date: **\$25.00**

Fee for each license issued: **\$50.00**

Make checks payable to: Town of Wellesley

The undersigned hereby applies for a Special License for:

All Alcoholic Beverages

Wine and Malt Beverages Only

APPLICANT INFORMATION

Name of Non-Profit Organization: Babson College

Address: 231 Forest Street, Babson Park, Wellesley, MA 02457-0310

Name of Event Manager: Molly Joyce Address: Babson College

Assistant Event Manager: Emily Brodeur Address: Babson College

EVENT INFORMATION

Event Name & Description (If multiple events; See Attachment 1): Black Affinity Conference – student led organization: Black Affinity Network holds this conference each year that includes a Gala on Saturday evening – this is where alcohol is served.

Event Contact: Lauren Shaffer

Event Date: 2/23/2019

Event Location: Knight Auditorium, Babson Wellesley Campus

Occupancy: 1370 Estimated Attendance: 125 Indoor Outdoor (circle one)

An 8X11" floor plan of the premises to be licensed must be submitted along with the

Name of catering service responsible for service of alcoholic beverages:

Chartwells

Name

Babson College Campus

Address

Describe steps you have taken to ensure that the employees of the catering service or the individuals listed above have completed an alcoholic beverage server-training program or similar in-house training.

All servers must be TIPS trained and certified. Evidence of training must be provided prior to event.

Describe security precautions or police details if any:

Babson College Public Safety Officers are assigned to each event in accordance with the College's long-standing practice. The number of officers assigned to a particular event fluctuates based upon the number of anticipated attendees. Access to event location is controlled consistent with College policies based upon the type of event, the location and the number of anticipated attendees.

Babson College

Lauren Shaffer

Printed Name of Applicant

Its Assistant Director, Events

Lauren Shaffer

Applicant's Signature

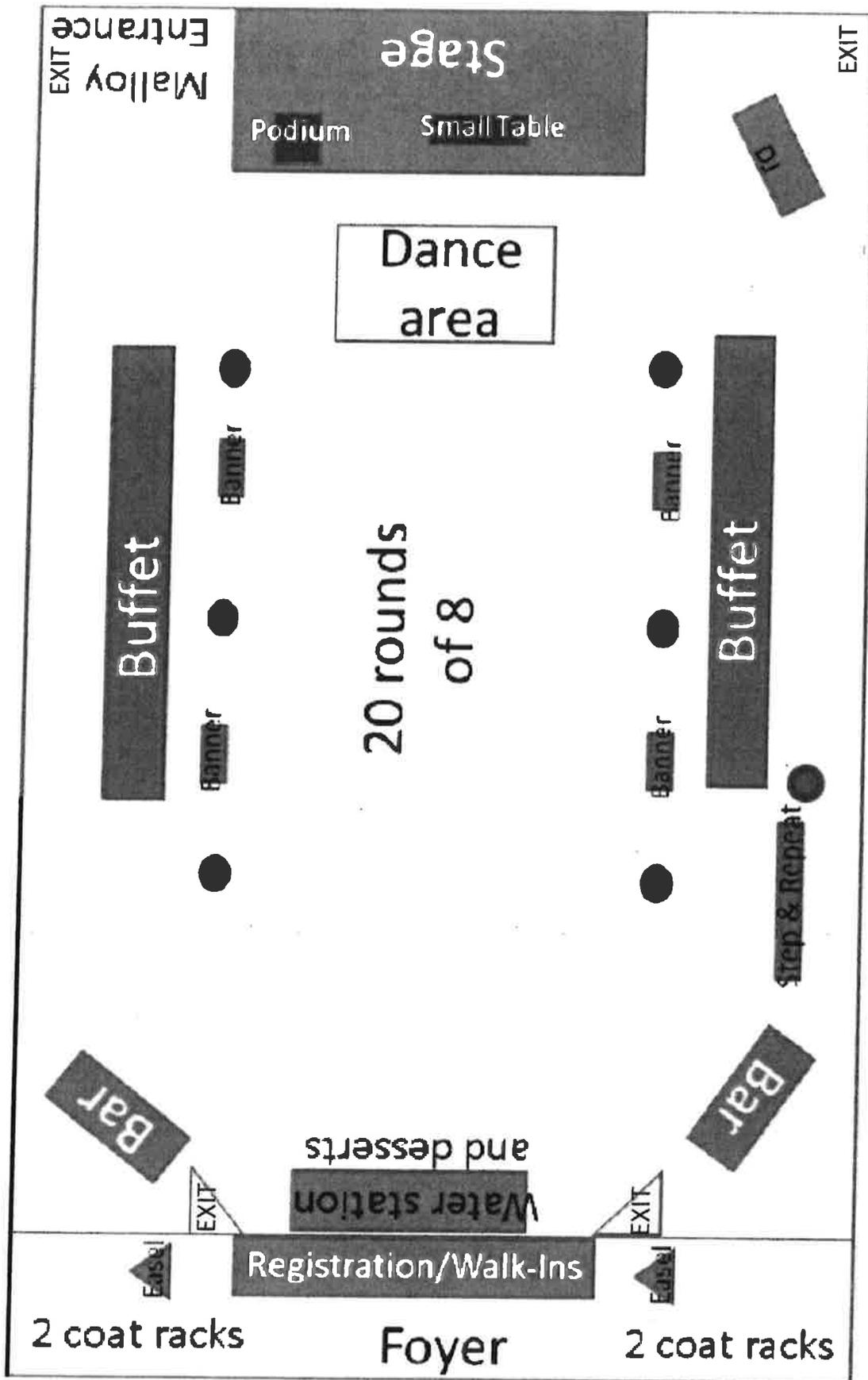
11/8/2018

Date

RETURN COMPLETED APPLICATION, FLOOR PLAN AND CHECK FOR FEES TO:

BOARD OF SELECTMEN
525 Washington Street
Wellesley, MA 02482
781-431-1019 ext 2204

#2





TOWN OF WELLESLEY

Application for Special License(s)

Date of Application: 11/12/18

Date of Event: 3/30/19

A special License is a temporary license issued pursuant to Chapter 635 of the Acts of 1982 to the responsible manager of any nonprofit organization conducting any indoor or outdoor activity or enterprise for the sale of alcoholic beverages.

Application fee for one or more applications filed on the same date: **\$25.00**

Fee for each license issued: **\$50.00**

Make checks payable to: Town of Wellesley

The undersigned hereby applies for a Special License for:

All Alcoholic Beverages

Wine and Malt Beverages Only

APPLICANT INFORMATION

Name of Non-Profit Organization: Babson College

Address: 231 Forest Street, Babson Park, Wellesley, MA 02457-0310

Name of Event Manager: Molly Joyce Address: Babson College

Assistant Event Manager: Emily Brodeur Address: Babson College

Event Name & Description (If multiple events; See Attachment1): St. Joseph's Auction

Event Contact: Kristin Wood

Event Date: 3/30/19

Event Location: Knight Auditorium

Occupancy: 1370 Estimated Attendance: 250 (Indoor) Outdoor (circle one)

An 8X11" floor plan of the premises to be licensed must be submitted along with the application showing the exact location within the event area where alcoholic beverages will be sold, served, and consumed, and indicating all entrances and exits.

EVENT INFORMATION

Name of catering service responsible for service of alcoholic beverages:

Chartwells
Name

Babson College Campus
Address

Describe steps you have taken to ensure that the employees of the catering service or the individuals listed above have completed an alcoholic beverage server-training program or similar in-house training.

All servers must be TIPS trained and certified. Evidence of training must be provided prior to event.

Describe security precautions or police details if any:

Babson College Public Safety Officers are assigned to each event in accordance with the College's long-standing practice. The number of officers assigned to a particular event fluctuates based upon the number of anticipated attendees. Access to event location is controlled consistent with College policies based upon the type of event, the location and the number of anticipated attendees.

Babson College

Kristin Wood
Printed Name of Applicant

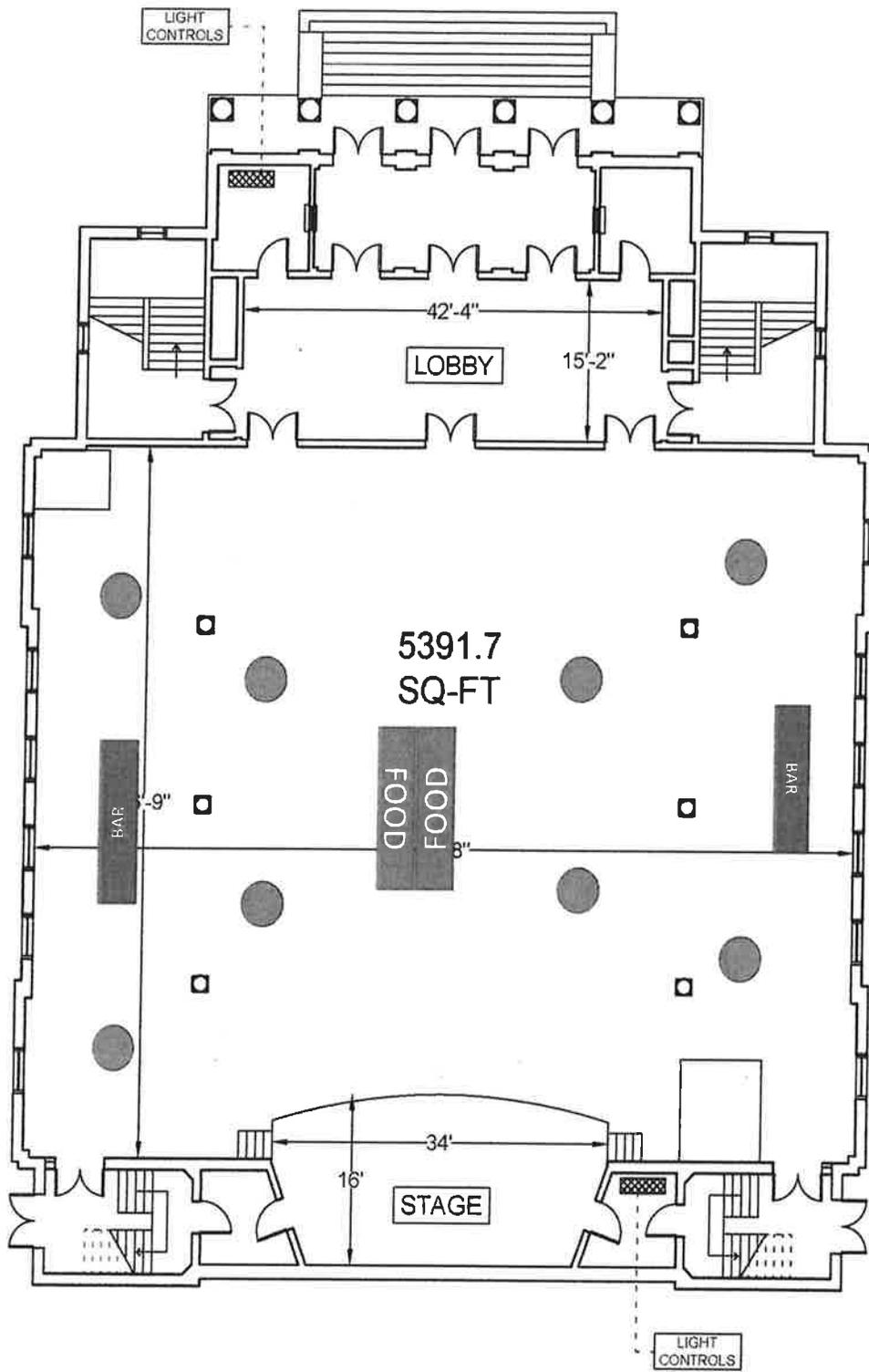
Its Event Coordinator

Kristin Wood
Applicant's Signature

11/12/18
Date

RETURN COMPLETED APPLICATION, FLOOR PLAN AND CHECK FOR FEES TO:

BOARD OF SELECTMEN
525 Washington Street
Wellesley, MA 02482
781-431-1019 ext 2204



 BABSON Babson College Babson Park, MA 02457-0310	BUILDING: KNIGHT AUDITORIUM			1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
	PROJECT:			
	DRAWING TITLE: 1st FLOOR			
	SCALE: 1/16" = 1'	DRAWN BY: EF	DRAWING NO.:	
		DATE: 11/2011		



TOWN OF WELLESLEY

Application for Special License(s)

Date of Application: 11/9/18

Date of Event: 4/23/19

A special License is a temporary license issued pursuant to Chapter 635 of the Acts of 1982 to the responsible manager of any nonprofit organization conducting any indoor or outdoor activity or enterprise for the sale of alcoholic beverages.

Application fee for one or more applications filed on the same date: **\$25.00**

Fee for each license issued: **\$50.00**

Make checks payable to: Town of Wellesley

The undersigned hereby applies for a Special License for:

All Alcoholic Beverages

Wine and Malt Beverages Only

APPLICANT INFORMATION

Name of Non-Profit Organization: Babson College

Address: 231 Forest Street, Babson Park, Wellesley, MA 02457-0310

Name of Event Manager: Molly Joyce Address: Babson College

Assistant Event Manager: Emily Brodeur Address: Babson College

EVENT INFORMATION

Event Name & Description (If multiple events; See Attachment1): Needham Steps Up

Event Contact: Kristin Wood

Event Date: 4/23/19

Event Location: Knight Auditorium

Occupancy: 1370 Estimated Attendance: 200 Indoor Outdoor (circle one)

An 8X11" floor plan of the premises to be licensed must be submitted along with the application showing the exact location within the event area where alcoholic beverages will

Name of catering service responsible for service of alcoholic beverages:

Chartwells
Name

Babson College Campus
Address

Describe steps you have taken to ensure that the employees of the catering service or the individuals listed above have completed an alcoholic beverage server-training program or similar in-house training.

All servers must be TIPS trained and certified. Evidence of training must be provided prior to event.

Describe security precautions or police details if any:

Babson College Public Safety Officers are assigned to each event in accordance with the College's long-standing practice. The number of officers assigned to a particular event fluctuates based upon the number of anticipated attendees. Access to event location is controlled consistent with College policies based upon the type of event, the location and the number of anticipated attendees.

Babson College

Kristin Wood

Printed Name of Applicant

Its Event Coordinator

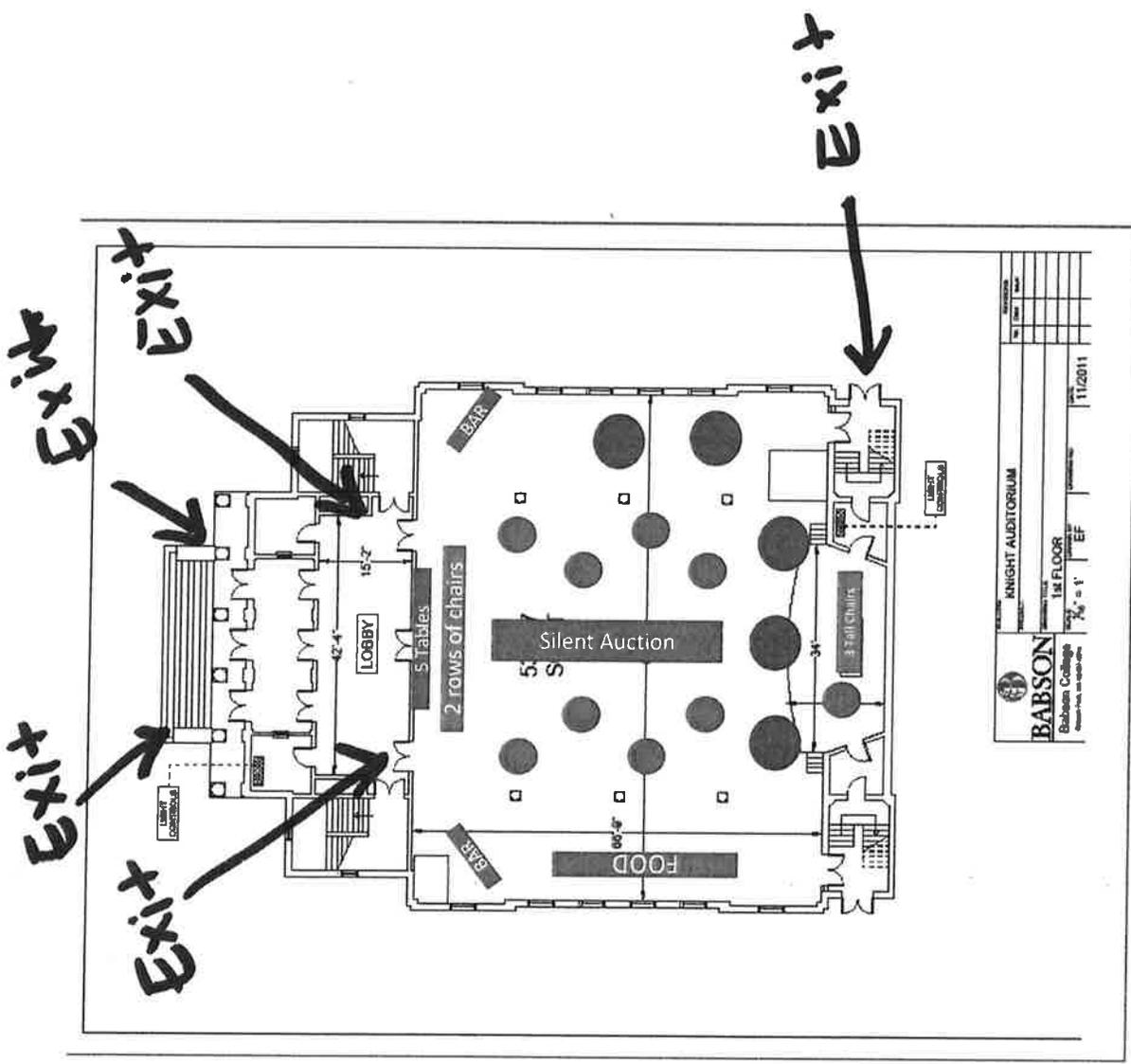
Kristin Wood
Applicant's Signature

11/9/18
Date

RETURN COMPLETED APPLICATION, FLOOR PLAN AND CHECK FOR FEES TO:

BOARD OF SELECTMEN
525 Washington Street
Wellesley, MA 02482
781-431-1019 ext 2204

#3



b. Acceptance of Gifts - COA

There are a number of gifts to the COA, both monetary and not, included in your packet. Of those, three exceed our \$500 threshold and require the Board to vote to accept them.

MOVE that the Board accept the following gifts to the Council on Aging:

- \$700 from the Friends of the COA to purchase coffee and supplies for the Mary Bowers café
- \$1,000 from Debra Breede towards general expenses of the COA
- Assorted greeting cards and stationary sets from Julia Bell valued at \$932.44

Meagher, Cathryn

From: Thieme, Gayle
Sent: Thursday, November 29, 2018 3:29 PM
To: Meagher, Cathryn
Cc: Bradley, Elizabeth
Subject: FW: Donations for acceptance by BOS
Attachments: BOS gift acceptance 6916_COA Bus November 29, 2018.docx; BOS gift acceptance 6816_COA CLIENT ASSISTANCE GIFT ACCOUNT November 29, 2018.docx; BOS gift acceptance 6816_COA Coffee Account November 29, 2018.docx; BOS gift acceptance 6816_GENERAL GIFT ACCOUNT COA November 29, 2018.docx; BOS gift acceptance 6816_non-monetary COA donations November 29 2018.docx

Hi Cay,
These are the most recent donations to the COA.
We used to send to Meghan Jop but now they go to you!

Thanks
Gayle Thieme

From: Bradley, Elizabeth
Sent: Thursday, November 29, 2018 11:57 AM
To: Thieme, Gayle <gthieme@wellesleyma.gov>
Subject: Donations for acceptance by BOS

Hi Gayle,

Attached please find 5 lists of donations for acceptance by BOS:

1. Donations to the COA Bus Gift Account
2. Donations to the COA Client Assistance Account
3. Donations to the COA Coffee Account
4. Donations to the General Gift Account
5. Non-monetary Donations

Thank you,
Elizabeth

The following gifts have been made to the Wellesley Council on Aging and must be accepted by the Board of Selectmen:

Account # 29054139-483000-COABU

Updated 11/29/18

These donations have been made to the Wellesley Council on Aging specifically for the COA bus service. When the COA bus is used for local day trips, participants are encouraged to make small donations to support the COA Transportation program.

Name of Donor:	Amount(s) / comments regarding gift
Sr. Joanne Kmiec	\$20.00 – Donation in appreciation of COA bus
Janice Rosnick	\$22.00 – Donation in appreciation of COA bus
Valerie Prior	\$10.00 – Donation in appreciation of COA bus
Pauline Lyng	\$26.00 – Donation in appreciation of COA bus
Edna Canning	\$60.00 – Donation in appreciation of COA bus
Ruth Andress	\$15.00 – Donation in appreciation of COA bus
Paul Patten	\$2.00 – Donation in appreciation of COA bus
Betty Forte	\$25.00 – Donation in appreciation of COA bus
Joan Simmons	\$10.00 – Donation in appreciation of COA bus
Marina Timasheff	\$20.00 – Donation in appreciation of COA bus
Estelle Slavin	\$10.00 – Donation in appreciation of COA bus
Sr. Jane Houlihan	\$3.00 – Donation in appreciation of COA bus to JFK House Tour on 10/25/18
Estelle Slavin	\$3.00 – Donation in appreciation of COA bus to JFK House Tour on 10/25/18
Sr. Marie Elena Dio	\$3.00 – Donation in appreciation of COA bus to JFK House Tour on 10/25/18
Francine Brown	\$3.00 – Donation in appreciation of COA bus to JFK House Tour on 10/25/18
Sidney Williams	\$25.00 – Donation in appreciation of COA Bus

Total Donations to COA BUS = \$257.00

The following gifts have been made to the Wellesley Council on Aging and must be accepted by the Board of Selectmen:

GIFTS TO THE COA CLIENT ASSISTANCE ACCOUNT (29054152-483000)

Updated 11/30/2018

Donation from:	Amount(s) / comments regarding gift
Patricia Bradley	\$200.00 – Donation Specific to Client Assistance Fund

Total Donations Listed for COA Client Assistance Account = \$200.00

The following donations were made to the Wellesley Council on Aging and must be accepted by the Board of Selectmen:

Account 29054150-483000-COACO

Updated 11/29/18

The Mary Bowers Café in the Tolles Parsons Center (TPC) serves daily coffee and tea on a voluntary donation basis. Donations are used to help maintain supplies, including the purchase of coffee, tea bags, filters, cups, napkins, milk, cream, and sugar sweeteners. (deposited to COA account 29054150-483000-COACO)

Donation from:	Amount(s) / comments regarding gift
COA Coffee Consumers	\$103.00 – Donations received in voluntary contribution box located in the Mary Bowers Café at TPC.
Friends of Wellesley COA	\$700.00 – Donation used to purchase coffee and supplies for the Mary Bowers Café

Total Donations for COACO Account = \$803.00

The following gifts have been made to the Wellesley Council on Aging and must be accepted by the Board of Selectmen:

GIFTS TO THE GENERAL COA GIFT ACCOUNT (29054150-483000)

Updated 11/30/2018

Donation from:	Amount(s) / comments regarding gift
First Light Home Care	\$10.00 – General COA Donation
Debra Breede	\$1,000.00 – General COA Donation

Total Donations Listed for General Gift Account = \$1,010.00

The following donations were made to the Wellesley Council on Aging and must be accepted by the Board of Selectmen:

Updated 11/29/18

The following non-monetary donations were made to the COA:

Name	Value of Donation	Description of Goods Donated
Beth Shedd	\$150.00	Professional Photo Editing and Digital Files of COA Photos
Puzzles to Remember	\$50.00	Puzzles
Julia Bell	\$932.44	Assorted Greeting Cards and Stationary Gift Sets
Anonymous	\$248.60	Wireless Printer for COA's Technology Assistance Program
Lisa Heyison	\$75.00	Restaurant Gift Card raffled at the COA's Evening & Weekend Lecture on 11/15/18

Total value of non-monetary goods donated to COA = \$1,456.04

9. **New Business and Correspondence** - Other Documents: The Board will find documents the staff are not seeking action on, but is for informational purposes only. Please find the following:

- ❖ Legal Expenses FY18-19
- ❖ 2019 Draft ATM Article List
- ❖ Animal Control Report October 2018

Town Counsel Expenses - FY18

Matters:	July	August	September	October	November	December	January	February	March	April	May	June	Total
General	\$ 9,031.00	\$ 6,524.00	\$ 7,289.00	\$ 7,402.50	\$ 3,847.50	\$ 10,578.90	\$ 13,316.50	\$ 10,336.10	\$ 14,833.00	\$ 13,919.00	\$ 14,818.00	\$ 12,108.43	\$ 124,003.93
40B Projects		\$ 444.00	2,479.00	481.00	851.00	11,541.00	3,754.50	3,573.50	4,431.50	407.00	2,072.00	2,331.00	32,365.50
DPW/Water/Sewer	92.50		323.00							1,202.50			1,618.00
892 Washington St		\$ 1,727.00	1,387.50			407.00		148.00					
900 Worcester	1,314.50				481.00			203.50	351.50	259.00	592.00	1,572.50	4,774.00
Eminent Domain										1,091.50			
HHU		592.00											
Litigation	37.00	906.50	610.50	148.00	18.50	92.50	37.00	148.00	203.50	758.50	2,109.00	518.00	5,587.00
North 40	148.00						962.00						1,110.00
Planning Board	629.00	518.00	92.50	74.00	607.50	270.00	1,221.00		518.00		129.50		4,059.50
PBC/FMD	1,205.50	55.50		37.00	55.50	1,942.50	5,624.00	1,332.00		37.00		518.00	10,807.00
Public Records	3,057.50	5,448.50	4,262.50	6,997.00	5,139.00	9,964.50	7,538.00	448.00	1,408.00	192.00	1,227.50	112.00	45,794.50
Registration Permit	1,371.50	994.50			2,588.00	581.09	289.50			330.82	965.32		7,120.73
School Dept.	1,716.00	1,083.50		111.00		129.50	388.50		2,684.22	244.00			6,356.72
Tax Titles	208.00		32.00				64.00					18.50	322.50
Toiles Parsons Ctr			55.50			333.00						37.00	444.00
Town Hall Project		129.50	259.00					296.00	388.50				
Wellesley Real Estate									314.50				
	\$ 18,810.50	\$ 18,423.00	\$ 16,790.50	\$ 15,250.50	\$ 13,107.00	\$ 36,320.99	\$ 33,195.00	\$ 16,485.10	\$ 25,132.72	\$ 18,459.82	\$ 21,913.32	\$ 17,215.43	\$ 244,363.38

2019 Annual Town Meeting Warrant Articles

	Description	Sponsor	Advisory Liaison	Present (Respond)	Motions
1	Choose Moderator & Receive Reports	BOS	(N/A)	Jack	
2	Town-Wide Financial Plan & Five Year Capital Budget Program	BOS		Jack	
Appropriations - Operating and Outlay					
3	Consent Agenda - Simple Majority vs 2/3	BOS		Jack	
4	Amend Job Classification Plan	HR			
5	Amend Salary Plan - Pay Schedule (including union contract settlements)	HR			
6	Set Salary of Elected Official	BOS			
7	FY19 Budget Supplemental Appropriations	BOS			
8	Omnibus Budget and Capital (FY20)	BOS			
9	Revise Revolving Funds, set amounts for the year, add Cultural Council funding	BOS			
10	Revise Injured on Duty Stabilization and increase funding	BOS			
11	Special Education Reserve Fund - Additional funding	BOS			
12	Water Program	BPW			
13	Sewer Program	BPW			
14	Electric Program	WMLP			
Appropriations - Special Capital Projects					
15	Community Preservation Fund Appropriations	CPC			
16	Softball Field Construction	CPC/BOS			
17	Sprague Turf Field	DPW			
18	Grove Street Design	DPW			
19	Middle School Steam Pipe Construction	PBC			
20	Middle School Building Systems Design	PBC			
21	Fire Engine Acquisition	BOS			
22	Library Interior Renovation Design	BLT			
Street Acceptance					
23	Polaris Circle	BOS			
Authorizations					
24	Authorize Expenditure of State Transp. Infrastructure Funds (Uber/Lyft)	BOS			
25	Authorize Lease Agreement - 254 Washington Street	BOS			
26					
Amend Zoning Bylaw					
27	Zoning Bylaw Renumbering	PB			
28	Zoning Bylaw Recodification (amend 7 sections to clarify/modernize bylaws)	PB			
29	Outdoor Lighting Bylaw	PB			
30	Off Street Parking Bylaw Amendments	PB			
31	Zoning Map Corrections -Phase 3	PB			
32	Rezone 999 Worcester Street to resolve a compliance Issue	PB			
33	Sisters of Charity Rezoning	PB			
34	Rezone - Delanson Circle	PB			
35	Rezone 148 Weston Road	PB			
Amend Town/General Bylaws					
36	Various General Bylaw Updates	BOS			
37	Electronic Permitting - bylaw change and funding				
Citizen Petitions					
38	Dexter Rd/Wellesley Ave Rezoning - General Residence to Single Family	Citizen			
39	Federal Realty - Amend agreement to replace gas station with another use	Citizen			
General					
40	Rescind or Transfer Debt; Appropriate Premiums	BOS			*
41	Settle Claims	BOS			NM
42	Disposal of Property	BOS			NM
43	Appoint Fire Engineers	BOS			*

* Consent Agenda

Special within the Annual Town Meeting

1	Accept MGL 40R - Transit Oriented Housing (Wellesley Office Park)	PB			
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Notes:

Town Hall exterior add'l funding to be handled under article 39
 Items in yellow may/may not remain on the warrant
 Bevedere historic district not likely to move forward according to Planning

General Bylaw Updates (separate motions):

Change location to post town warrants
 Update fees charged by the Town Clerk's Office
 Remove the personnel policies from Town Meeting approval

Wellesley Animal Control Monthly Report Oct. 2018

Oct.10 – I attended the Symposium: Animal shelter law presented by the American Bar Association in Denver, CO. a copy of the program is attached.

Oct.11 - 12 I attended the National Animal Control Officer Assoc training in Denver, Colorado. The certificate of attendance with the list of classes I attended is attached. I also did networking with other animal control officers and animal welfare persons. I gathered a lot of information to share and use to assist the pets and citizens in our community.

Oct. 17 ACOAM I participated in conference call meeting for the Animal Control Officers Association.

Oct. 19 I attended the ACOAM all day training in Marlborough MA. It was very informative and interactive program dealing with Cruelty cases and court procedures. Attached is flier about the program.

Oct. 25 I attended the CPR and AED training at Town Hall. A copy of the certificate is attached.

Oct. 29 I meet with 6th grade students at the Middle School. They were working on a school project and wanted to ask questions about my work.

Breakdown of enforcement

56 Warnings (47 unvaccinated, 5 unlicensed)
16 Citations (11 unvaccinated, 5 unlicensed)
10 Follow up letters unpaid fines
0 Request for Court hearings

After no response to follow up letters on unpaid fines I send the information to court to request hearings.

A volunteer continues to take photos for the pet of week in the *The Wellesley Townsman*. This helps to keep in mind that owners of lost pets should report them lost thus helping us get more returned to the owners. She also posts adoptable pets on petfinder.com and a student uploads video of each cat.

I update town animal control web site to alert citizens or current issues about pet and wildlife around town.

ON my own time

Oct. 19 I attended the evening for the ACOAM's Annual Meeting/Banquet and awards Dinner in Marlboro.

Oct. 23 as part of The World of Wellesley, I attended the Dawland movie at Mass Bay Community College- This was followed by questions answered by Upstarter representative.

I continue working with Linkup Education Network and their safepeoplesafepets program.

Month of: October 2018

29 Total incidents investigated

Off Duty calls 16
Police Responded

5 Loose/Uncontrolled
1 Bite
Bark
15 Wild
1 Cat
7 Other

8 Loose/Uncontrolled
2 Bite
Bark
5 Wild
1 Cat
Other

Report filed/Assistance given 8
Gone on arrival/Quiet 3

73 Total actions taken

56 Warning
4 Loose
5 Unlicensed
47 Unvaccinated

1 \$50.00 Loose
5 \$25.00 Unlicensed
4 \$50.00 unvaccinated

16 Total Animals Picked Up

Dog	Cat	Domestic	Wild
_____	_____	_____	_____
_____	_____	_____	<u>1</u>
_____	_____	_____	<u>1</u>
<u>1</u>	_____	_____	_____
_____	_____	_____	<u>13</u>
_____	_____	_____	_____
<u>1</u>	_____	_____	<u>1</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	<u>1</u>
_____	_____	_____	<u>13</u>
_____	_____	_____	_____
_____	_____	_____	_____

On Hand Beginning

Hospital

Truck

Station

Dead on arrival

Returned to owner/wildlife released

Adopted

Transferred to humane Shelter

Euthanized

Deceased-unclaimed

On hand end

Wellesley Animal Control Monthly Report

Number of calls received daily: Oct. 2018

1. _____	7. _____	13. _____	19. _____	25. <u>4</u>
2. _____	8. _____	14. _____	20. _____	26. <u>8</u>
3. _____	9. _____	15. _____	21. _____	27. _____
4. _____	10. _____	16. _____	22. <u>20</u>	28. _____
5. _____	11. _____	17. <u>66</u>	23. <u>6</u>	29. <u>6</u>
6. _____	12. _____	18. <u>1</u>	24. <u>9</u>	30. <u>9</u>
				31. <u>2</u>

Average calls per day: 13-14

Total Calls this year: 648

Type of Calls

- 7 Lost/Found Dogs
- 8 Lost/Found Cats
- 11 Cat nuisance
- 9 Cat rabies vaccination
- 14 Dog rabies vaccination
- 7 Licensing
- 27 Wildlife
- 6 Dead animal
- 3 Adoptions
- 29 Other

Anonymous 36

Violation calls

- 10 Loose/uncontrolled
- _____ Bite
- 1 Bark
- _____ Other

Total Violation calls this year: 51

SYMPOSIUM: ANIMAL SHELTER LAW



PRESENTED BY

The American Bar Association
Tort Trial & Insurance Practice
Section's Animal Law Committee

LOCATION

October 10, 2018
12:00 pm - 5:00pm
Crowne Plaza Denver Airport
Denver, CO 80239

PRICING

General Admission: \$50
Admission + CLE Credit: \$100

TOPICS TO BE DISCUSSED INCLUDE:

- Dangerous Dog Cases, Process, Procedure, and Best Results
- Shelter Law
- Shelter Animal Transport and the Law
- Animal Ownership Issues
- Equine Investigation and Coordination with Receiving Shelters

EXPERT PANELIST INCLUDE:

Bruce Wagman, Schiff Hardin, San Francisco, CA
Fran Ortiz, Professor of Law at South Texas College of Law Houston ("STCLH") and advisor to the STCLH Animal Law Clinic, Houston, TX
Julie Oelman, Esq. Past Intern Director Colorado Horse Rescue, Longmont, CO
Sarah Spensler, Animal Control Supervisor Boulder County Sheriff's Office, Boulder, CO
Rachel Corbman, Operations Manager, Colorado Horse Rescue, Longmont, CO

Scholarship are available for this program. For more information, please visit ambar.org/scholarshipfundtips

CLE INFORMATION

The ABA directly sponsors the and also only receives CLE credit for ABA programs in AK, AL, AR, AZ, CA, CO, CT, DE, GA, HI, IL, IN, IA, KS, KY, LA, ME, MN, MS, MO, MP, MT, NH, NJ, NM, NY, ND, OH, OK, OR, PA, RI, SC, TN, TX, UT, VT, WA, WI, WV, WY. There are some states that do not approve a program for credit before the program occurs. This course is expected to qualify for 4.00 credits (1.0 hour) in 50-minute states and 5.00 Total credit in 50-minute states. The total credit amount is approved for both newly admitted and experienced attorneys in NY. Attorneys may be eligible to receive CLE credit through reciprocity in attorney self-administration in other states. For more information about CLE accreditation in your state, visit www.americanbar.org/cle/national/cle.html or contact Constance Doherty at Constance.Doherty@americanbar.org or 312-987-6700.



TORT TRIAL
& INSURANCE
PRACTICE



REGISTER @ ambar.org/lips

Symposium: Animal Shelter Law Symposium
October 10, 2018
Program Outline

- 12:00 -- 12:05 Opening Remarks and Introductions (5 minutes, Jane McBride)
- 12:05 – 12:55 **Dangerous Dog Cases, Process, Procedure, and Best Results**
This session will look at many of the legal and practical considerations that arise when dealing with cases in which a dog's conduct triggers local or state "dangerous dog laws." Topics covered will include (1) investigations; (2) preparing for and representing clients at the administrative hearings; (3) due process considerations; (4) examples from a variety of ordinances; (5) appeals of the administrative hearings; and (6) the public policy considerations from both the governmental and the dog owners. Our presenter has defended dangerous dog cases across the country, but primarily in the western states.
- Speaker: Bruce Wagman, Schiff Hardin, San Francisco, CA
- 12:55 – 1:45 **Shelter Law**
This session will focus on the wide variety of legal issues facing shelters, humane societies, and societies for the prevention of cruelty to animals, including potential litigation both brought by these groups, and challenging their practices. The discussion will entail our presenter's experience working with shelters, including both suing shelters that are not doing their job and defending shelters that are being sued for doing their job. Our speaker will provide this presentation based on his 25 years practicing animal law, which has included a number of cases involving shelters.
- Speaker: Bruce Wagman, Schiff Hardin, San Francisco, CA
- 1:45 - 2:30 **Shelter Animal Transport and the Law**
The transport of shelter animals across the country to shelters in different cities and across state lines has become a prevalent aspect of shelter operations. Yet much of this transport is unregulated despite the many problems that may occur during transport. This session will review the current scheme regulating pet transporters and discuss potential imposition of regulatory and tort liability on both sending and receiving shelters and on the transporters themselves. Our speaker is one of the few lawyers in the country who has researched and compiled law relevant to this subject.



NATIONAL ANIMAL CARE & CONTROL ASSOCIATION

NATIONAL ANIMAL CARE & CONTROL ASSOC.
2018 ANNUAL TRAINING SUMMIT
OCTOBER 11-12, 2018
CROWNE PLAZA DENVER INTNL. AIRPORT
DENVER, COLORADO

Attendance Record

Name	Date	Event	Hours	Class
Sue Webb	October 11, 2018	1.5 Hr	Surviving Active Killers	NACA Conference 2018
		1.5 Hr	Dangerous Dog Investigations	
	1.5 Hr	Out of the Box Investigations		
	1.5 Hr	Dealing With Difficult Personality Types		
	1.5 Hr	Strategic Field Operations		
	1.5 Hr	From the Road Less Traveled		
October 12, 2018				

Total: 9.0 Hr 6 Classes



Mark Langan – Surviving Active Killers: Maximizing ACOs’ Chances

Are ACOs prepared to deal with the most stressful situation they will ever face? Retired Police Sergeant Mark Langan utilizes his training and expertise to teach ACOs how to survive an active killer by reacting to training they will receive in this dynamic seminar. Learning to identify dangerous individuals, verbally de-escalating angry people, and surviving deadly encounters will be stressed, with thought provoking videos and interactive conversation being part of the training.

This class is an update to one Mark taught at NACA in Phoenix in 2014. Since then, Mark has received multiple requests from ACOs across the country to provide an updated seminar emphasizing how the term “active shooter” has changed to “active killer.” Mark Langan retired from a large Midwestern Police Department, and is now Vice President of Field Operations for the Nebraska Humane Society. His agency responds to 40,000 animal control calls yearly. Mark is a national speaker on law enforcement and animal control topics. Mark is also the author of the best selling book, *Busting Bad Guys*.

Session 2 – Thursday, Oct. 11: 1:30 p.m. - 3 p.m.

Rob Leinberger – Dangerous Dog Investigations

Dangerous dog cases and investigations are a part of an animal control officer’s duties throughout the nation. A good investigation and outcome leads to a better, safer community.

This class will look at investigative techniques and tools, such as interviewing witnesses, taking pictures, and collecting evidence. The National Animal Care & Control Association’s guideline on Dangerous/Vicious Animals will be utilized. Case examples will be a part of this class.

Leigh Ann Garrard – Out of the Box Investigations

In this course we will discuss the common pitfalls investigators face and ways to overcome them. It will highlight social media as a source for intelligence as well as other internet searches that investigators should be utilizing.

Kelly Thyssen – Dealing with Difficult Personality Types: Field Survival Guide

Difficult exchanges with the public can often cause great amounts of stress to ACOs/Humane Investigators, affect job satisfaction, and even impact salaries through poor evaluations. This workshop will provide an overview of difficult personality types and how to navigate conflict with them. Understanding that most people are not deliberately toxic by nature, but rather have different motivations can help solve problems in field communications. Identifying the role of emotions (both the speaker and the listener) can impact the outcome of an interaction. Successful communication will improve community relationships and can even have a positive impact on animal welfare through improved field compliance.

Scott Giacoppo – Strategic Field Operations

We all feel as though we are running around putting out fires without truly being able to address the real issues we face in a proactive way. By using data to determine where the problems are most prevalent, and attacking them with proven outreach strategies, we can learn how to engage our communities in a way that solves problems before they become major issues.

Emily Davidsohn – From the Road Less Traveled to the New Road Ahead

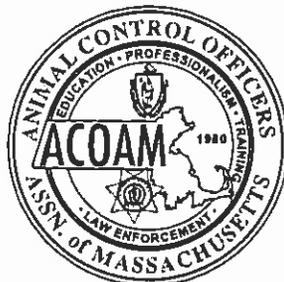
The Oregon Humane Society (OHS) has been investigating animal crimes and holding perpetrators accountable since 1892. The Investigations Department at OHS has come a long way since those humble beginnings. From D.S. Hutchins, the single animal cruelty officer in 1892, grew an entire law enforcement department with the authority and the training to uphold Oregon's notably stringent animal cruelty laws. Advancing the mission of defending the abused, the advent of the Animal Medical Learning Center at OHS in 2007 raised the bar for forensic veterinary evidence across the state.

The presentation will explore the history and development of the Investigations Department at OHS through the lens of case studies and testimony by the experts who facilitated these advances in authority, procedures, and forensics.

We will share the experience of investigating animal cruelty without the luxury of an on-site medical center and delve into the impact the medical center now has on criminal cases. We will present case studies in which veterinary forensics led to arrests and convictions in crimes against humans as well as complex case studies in which cause of death was determined in the face of a number of potentially fatal findings.

The presentation will conclude with a vision for the future of animal cruelty investigations in this country and the role of the much-anticipated regional veterinary forensic center conceptualized by OHS.

Training Opportunities



ACOAM presents a day of training

Open to ACO's, Police, Fire, Board of Health, Animal Welfare Professionals, and Officers of the Court.

Friday October 19, 2018 at the Courtyard Marriott- 75 Felton Street, Marlborough, MA

\$49.00 per person-**PRE-Registration** is required as seating is limited-**RSVP by October 5th**

8:00-9:00 AM Registration and Executive Continental Breakfast

8:45 AM Welcome

9:00-Noon: "Processing a Cruelty/ Hoarding Case" (Initial response, legal entry, report writing, evidence collecting, and photos) Presented by Kyle Held-**ASPCA Regional Director-Field investigations & Response ASPCA Animal Cruelty**: Kyle Held currently serves as a regional director of ASPCA Field Investigations and Response. In his current role, Held investigates and responds to situations involving animal victims of natural disasters and animal cruelty cases within the U.S. He works with law enforcement and local animal welfare agencies to rescue animals from life-threatening situations and provide them with the essential care they need. Held has investigated various animal cruelty cases involving companion and farm animals. Held frequently provides training for law enforcement and animal control officers on topics including animal fighting investigations, animal cruelty, animal handling and disaster response. He has completed over 500 hours of specialized animal cruelty trainings—ranging in topic from ritualistic killings to crime scene processing—and is a nationally certified equine cruelty investigator.

12:00 – 1:00 pm- lunch, on your own.

1:00 pm-4 pm: "Court and court cases"-(Magistrate Hearings, De Novo hearings, Mock trial) Presented by Tracey Cusick- **Norfolk County ADA**: Tracey Cusick has been an assistant district attorney at the Norfolk District Attorney's Office since 1999. Assigned primarily to the Appeals Unit, Tracey had written more than 100 briefs and argued more than 60 times before the Massachusetts Appeals and Supreme Judicial Courts. Tracey was the author of an amicus brief filed on behalf of nine district attorneys and the Attorney General in Commonwealth v. Duncan, 467 Mass. 746 (2014) in which the Supreme Judicial Court held that the emergency exception includes rendering emergency aid to animals. Tracey also handles G.L. c. 211, § 3 petitions before the Single Justice of the Supreme Judicial Court. In addition to her appellate caseload, Tracey is also assigned to trial court prosecutions from arraignment to disposition, and also serves as second seat in serious felony trials, including first-degree murders, sexual assaults, and cases where defendants claim lack of criminal responsibility. Tracey also handles sexually dangerous person cases, mental health commitments, narcotics asset forfeiture proceedings, and assists with search warrant issues. Since 2001, Tracey has prosecuted more than 60 animal cruelty cases to disposition, including more than a dozen she presented to grand juries and prosecuted in Superior Court. Among other issues, she has researched and litigated DNA in animal cruelty cases. An appointee to the Massachusetts Animal Cruelty and Protection Task Force (2016), Tracey has compiled and updated a handbook of Massachusetts cases and statutes pertaining to animals, and participates in training police, animal control officers, veterinary students and other members of law enforcement in the logistics of animal cruelty cases.

HEARTSAVER

**Heartsaver®
CPR AED**



**American
Heart
Association®**

Sue Webb

**has successfully completed the cognitive and skills
evaluations in accordance with the curriculum of the
American Heart Association Heartsaver® CPR AED Program.**

Optional modules completed:

Issue Date

10/25/2018

Recommended Renewal Date

10/2020

Training Center Name

American Professional Educational Services

Instructor Name

Paul Delaney

Training Center ID

CT03875

Instructor ID

03112375998

Training Center Address

1 American Way
Norwich CT 06360-5634 USA

eCard Code

186207856711

**Training Center Phone
Number**

(860) 383-1344

QR Code



To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/cpr/mycards.

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Can you save me?

Do you know
how to perform
CPR?



Can you use an
AED?

BECOME CERTIFIED IN THESE LIFE-SAVING TECHNIQUES!!

Lieutenant Paul Delaney from the Wellesley Fire Department will be conducting an interactive training session on how to perform CPR on adults. This is the American Heart Association Heart Saver CPR course and attendees will become certified in adult CPR upon completion of the training. The certification is good for two years. In addition, attendees will learn how to use an Automated External Defibrillator (AED). This training lasts approximately two hours. If you would like to attend, please contact Cheryl Daebritz at cdaebritz@wellesleyma.gov or at 781-431-1019, ext. 2246.

Program Summary Details:

Who:	YOU! ☺
What:	CPR/AED Certification
When:	October 25, 2018
Where:	Town Hall in the Great Hall
Time:	9:00 am - 11:00 am (or so)

2018 Graduating Class

Carrie Anderson
Janelle Caron
Michael Chailfoux
Ashley Christel
Mark Ciardi
Justin Dawkins
Hayes Demiele

Jaqueline Edmunds
Renée Falardeau
Brandon George
Jessica Gow
Patricia Grant
Edward Hart
Joshua Heal
Rachel Hoffman
Jordan Hookbrook
Laura Howe
Elizabeth Jeffaris
Karrina Kish
Jill Lively

Sarah Maccone
Shelley Avila-Martins
Brian Miranda
Paul Morrissey
David Parsons
Kate Parry-Burges
Timothy Puppolo
Daniel Proulx
Miguel Reyes
Elizabeth Rose
Justine Rule
Andrea Rose
Kristen Salerno
Arthur Samuelson
Katelyn Spencer
Lori Smith
Caesy Smith
Julia Thomas
Donald Tryon
Nichole Wheeler

Administrative

Fitchburg
Abol
Winchendon
Billerica/Tewksbury
Chelmsford
Lynn
Hamilton/Mandchester by the sea

Leominster/Fitchburg

Methuen
New Bedford
Falmouth
Oak Bluffs
Oxford
Stoughton
Weston
Easton
Whitman
Hopkinton
Spencer
Buckland
Beardman Animal Services
New Bedford
Lawrence
East Longmeadow
Needham
Fall River
Cambridge
Swampscott
Methuen
Cambridge
Northampton
Seekonk
Gardner
Rowe
Southbridge
Shrewsbury
Billerica/Tewksbury
Ayer
Goshen
Seekonk

Animal Control Officers Association of Massachusetts

ACOAM
Celebrating 38 years
"1980-2018"



Annual Meeting/ Banquet
And
Awards Dinner

October 19, 2018

Marriott Courtyard
Marlborough, MA

www.acoam.org

Stay Safe

microchip 9851120101 583425	date 9/19/19	age 6mo	breed Ret Ter	sex m	color yellow	location picked up Linden St	unwanted	dead on arrival	owner claimed 9/19/19	location held Truck
Euth per Owner	Euth per aco	method euth	Name vet euth		clinic name	Owner info Cynthia Sharris 19 Kingsburg St 02481			transfer to (date)	
microchip NO	date 9/19/19	age 2yr	breed Stafford typ	sex m	color Tan	location picked up A9	unwanted	dead on arrival	owner claimed	location held Nutrick An Claret 721 W Central 01760
Euth per Owner	Euth per aco	method euth	Name vet euth		clinic name	Owner info			transfer to (date)	location held SPIN Severbrook Terr 01760
microchip 9820040 9539198	date 10/24/18	age 3yr	breed DSIT	sex m	color orange Tabby	location picked up Atwood Martens St	unwanted	dead on arrival	owner claimed	location held Static
Euth per Owner	Euth per aco	method euth	Name vet euth		clinic name	Owner info Holly Smith 10 Cottonwood 02482			transfer to (date)	
microchip 093536084	date 10/30/18	age 12yr	breed Lab. Ret	sex m	color yellow	location picked up Woodfield Rd	unwanted	dead on arrival	owner claimed 10/30/18	location held Truck
Euth per Owner	Euth per aco	method euth	Name vet euth		clinic name	Owner info Beth Shedd 6 D-11 St 02482			transfer to (date)	