



## FRIDAY NIGHT MAIL INDEX JUNE 2, 2017

<i>06/05/17 Agenda.....</i>	1
<i>BOS Calendar.....</i>	7
<i>Executive Director's Weekly Report .....</i>	5
<b>#3 Board Reorganization .....</b>	<b>9</b>
<b>#4 Discuss Tolles Parsons Center Room Naming Proposal.....</b>	<b>11</b>
• New Era Fund Request.....	13
• Email from David Himmelberger re: Naming Rooms .....	21
• Policy Statement Re Naming of Public Assets.....	27
<b>#5 Acceptance of Large Gifts to Council on Aging .....</b>	<b>32</b>
• Wellesley Media Donation and Multi-Room Cost Quotation.....	32
• Gift from Friends of COA.....	35
• Gift from Wellesley Hills Junior Women's Club .....	36
<b>#6 Appointment of COA Members .....</b>	<b>38</b>
• FY2018 COA Board Members.....	40
<b>#7 Tolles Parsons Center Grand Opening Planning.....</b>	
<b>#8 Review of Waterstone at Wellesley Affordable Housing Compliance Report.....</b>	
• Memo from M. Jop re Waterstone Rent Increase .....	43
• 2016 40B Compliance Monitoring.....	45
• Email from Rieko Hayashi re rental rate increases .....	47
<b>#9 Executive Director's Report.....</b>	<b>49</b>
• Minutes May 22, 2017 .....	51
• Email from Cricket Vlass re Donations .....	57
<b>#10 Discuss HHU School Building Committee .....</b>	<b>59</b>
<b>#11 Executive Session for approval of Executive Session Minutes .....</b>	<b>1</b>
<b>#12 New Business and Other Correspondence .....</b>	<b>61</b>
• Email from Shreryl Strother re Recreation Revolving Fund.....	62
• Certification for James Ryan Purchasing Officer for Goods and Services.....	65
• Chapter 40B Overview Presentation by Miyares and Harrington .....	66
• Letter from Brian Villa re Building Department.....	90
• Memo from Michael Zehner re Planning Board Associate Member Candidates .....	92



TOWN OF WELLESLEY



MASSACHUSETTS

## BOARD OF SELECTMEN

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

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

FACSIMILE: (781) 239-1043  
 TELEPHONE: (781) 431-1019 x2201  
[WWW.WELLESLEYMA.GOV](http://WWW.WELLESLEYMA.GOV)  
 BLYTHE C. ROBINSON  
 EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

### SELECTMEN'S MEETING

#### *TENTATIVE AGENDA*

Wellesley Town Hall – Great Hall

**7:00 P.M. Monday, June 5, 2017**

*Revised*

1. 7:00 Call to Order
2. 7:01 Citizen Speak
3. **7:05** *Board Reorganization*
4. 7:10 Discuss Tolles Parsons Center Room Naming Proposal
5. 7:25 Acceptance of Large Gifts to the Council on Aging
6. **7:30** *Appointment of Council on Aging Members*
7. 7:35 Tolles Parsons Center Grand Opening Planning
8. 7:45 Review Waterstone Affordable Housing Compliance Report
9. 7:55 Executive Director's Report
  - Approval of Minutes
  - *Gifts*
10. **8:00** *Discuss Hardy, Hunnewell, and Upham School Building Committee Charge*
11. 8:20 Executive Session under M.G.L. c. 30A, §21(A), exemption #7 to comply with Open Meeting Law, M.G.L. c. 30A, §§ 18-25 for the approval of Executive Session Minutes – May 1, 2017 and review of Executive Session Minutes for release
12. 8:40 New Business/Correspondence

Next Meeting Dates: Monday, June 12, 2017  
 Monday, June 26, 2017  
 Tuesday, July 18, 2017



TOWN OF WELLESLEY



MASSACHUSETTS

## BOARD OF SELECTMEN

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

MARJORIE R. FREIMAN, CHAIRMAN  
ELLEN F. GIBBS, VICE CHAIRMAN  
JACK MORGAN  
THOMAS H. ULFELDER  
BETH SULLIVAN WOODS

FACSIMILE: (781) 239-1043  
TELEPHONE: (781) 431-1019 x2201  
[WELLESLEYMA.GOV](http://WELLESLEYMA.GOV)  
BLYTHE C. ROBINSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

Our regularly scheduled meeting begins at 7:00 PM in the Juliani Room at Town Hall.

1. Call to Order
2. Citizen Speak

Review Executive Director's Weekly Report – included in your packet is a copy of my weekly report. I will mention a couple of items at the meeting that may be of interest to those watching the meeting, and would be happy to answer any questions that you have.

O

(

O

TOWN OF WELLESLEY



MASSACHUSETTS

## BOARD OF SELECTMEN

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

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

FACSIMILE: (781) 239-1043  
TELEPHONE: (781) 431-1019 x2201  
[WELLESLEYMA.GOV](http://WELLESLEYMA.GOV)  
BLYTHE C. ROBINSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

## MEMORANDUM

DATE: June 2, 2017

TO: Board of Selectmen

FROM: Blythe C. Robinson, Executive Director *BCR*

SUBJECT: Weekly Report

---

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

- On Tuesday, Sheryl, Marc and I held a conference call with Moody's Investor Services to discuss the Town's bond rating ahead of the bond sale that will take place on June 5<sup>th</sup>. In order to carry out several of the town's capital projects we are financing \$5,954,000 of debt to pay for those projects which include but are not limited to School Security, police station repairs, middle school windows, etc. The call went well and the analyst anticipates that our AAA bond rating will be affirmed with a stable outlook for the future, as we expected. The official statement for the bond sale will be finalized this week and is an interesting and thorough overview of the town and its finances. If you would like a copy, do let me know.
- Gayle Thieme announced this week that the COA has filled the part-time Volunteer Coordinator position by hiring Sara Raveret for the role. As you know she has served on the Advisory Committee for the last three years but her term is coming to an end and she'll be moving into this role.
- I attended the HR Board meeting on Tuesday evening, which was the first time I've had a chance to do so. They did take up and approve the new financial assistant job description for FMD, as well as the title change for Steve Gagosian's position. They did not address a job description or salary change for that and I will continue to work with Joe on that. I also asked the Board to consider an extra meeting early in June to approve a revised job description for the Executive Assistant in our office so I can begin the recruitment process as soon as possible.
- Included in your packet under correspondence is an email from Sheryl Strother and a section of State law regarding revolving funds. I was asked a question about the type of fund that governs the finances of the Recreation Department, for which the

Town approved M.G.L. Chapter 53D. This type of fund does not need to be approved annually, and allows for all expenses related to running the activities of the recreation department. It does not allow a town to charge full-time wages and benefits to the fund, and in Wellesley those are carried in the general fund (about \$350,000). There is no limit to the amount of money that can be raised during a year, however, at the end of the year the fund must turn over all excess funds above \$10,000. I understand that questions have been raised in the past about how much Recreation turns back to the Town annually, however there is no requirement that they must. There are other versions of revolving funds that could be used for recreation, which could be discussed at some point if you wish. I do understand from Sheryl that this comes up every now and again.

- The State budget has now gone to conference committee and MMA has alerted all communities that given the fact state revenues have not met expectations, local aid including Chapter 70 school funds are at risk. It is strongly suggested that we reach out to our legislators to let them know we have already budgeted the amounts proposed by the Governor, and it would be difficult to adjust after the fact.
- I am out of the office on Friday, June 2<sup>nd</sup>, but both Terry and Meghan are available should you need anything and will be in charge of getting the FNM out. I will be back in the office on Monday morning.

6/2/2017

Black regular agenda items

**Board of Selectmen Calendar – FY17**

<b>Date</b>	<b>Selectmen Meeting Items</b>	<b>Other Meeting Items</b>
6/7 Wednesday		Unified Plan Steering Committee Meeting
6/8 Thursday		Forum
6/12 Monday	SEC – Green communities Updates (8:15 pm) Execute Bond Borrowing Appointment Renewals Lion's Club – New Chapter (7-7:15) Hawkers/Peddlers 900 Worcester Street Recommendation (first read) Set Date for Joint Meeting with Planning Board Sign MOU for PBC/FMD Joint Meeting with SC PFTF Policy (first Read)	<b>Unified Plan Public Working Groups:</b> Sustainable Systems Working Group Health Working Group
6/14 Wednesday		<b>Unified Plan Public Workshops:</b> Town Gov't Strategic Concepts
6/19 Monday	<b>NO MEETING</b>	
6/26 Monday	FMD Updates – Joe McDonough/Alan Hebert Review Board Accomplishments for FY17 Staff Reviews – Chiefs, ED Veteran's Update? Year End Budget Transfers Joint Meeting with SC to appoint SBC?	
7/3 Monday	<b>NO MEETING</b>	
7/4 Tuesday	<b>Town Hall Closed</b>	
7/10 Monday	<b>NO MEETING</b>	
7/18 Tuesday	<b>Meeting</b>	
7/24 Monday	<b>NO MEETING</b>	
7/31 Monday	<b>Meeting</b>	
8/7 Monday	<b>NO MEETING</b>	
8/15 Tuesday	<b>Meeting</b> Aqueduct Leases (2)	
8/22 Tuesday	<b>Meeting</b>	
8/29 Tuesday	<b>Meeting</b>	
9/4 Monday	<b>Labor Day – Town Hall Closed</b>	
9/11	<b>Meeting</b>	

6/2/2017

Black regular agenda items

<i>Date</i>	<i>Selectmen Meeting Items</i>	<i>Other Meeting Items</i>
<i>Monday</i>		
<i>9/18 Monday</i>	<b>Meeting</b>	
<i>9/25 Monday</i>	<b>Meeting</b>	
<i>10/2 Monday</i>	<b>Wellesley Club – NO MEETING</b>	
<i>10/3 Tuesday</i>	<b>Meeting</b>	
<i>10/9 Monday</i>	<b>Columbus Day – Town Hall Closed</b>	
<i>10/10 Tuesday</i>	<b>Meeting</b>	
<i>10/16 Monday</i>	<b>Meeting</b>	
<i>10/23 Monday</i>	<b>Meeting – STM?</b>	
<i>10/30 Monday</i>	<b>Meeting – STM?</b>	

**Notes***Quarterly updates*

- *Traffic Committee (Deputy Chief Pilecki)*
- *Facilities Maintenance (Joe McDonough)*
- *Wellesley Club Dates 10/2/17, 11/6/17, 1/22/18, 3/19/18*

**3. Board Reorganization**

The Board will announce their reorganization for FY18.



**4. Discuss Tolles Parsons Center Room Naming Proposal**

As the date approaches for completion of the Tolles Parson Center construction and move in, the Friends of the Wellesley COA has been working to raise funds privately to support the center. Currently the New Era Fund has received over \$100,000 in donations and is targeting \$100,000 in fundraising for both the Multipurpose Room and Café. The New Era Fund is seeking to name the Multipurpose Room after John and Dwin Schuler and the Café after Mary Bowers. The naming policy requires Board of Selectmen authorization. The COA voted to approve the recommended room naming proposal on May 15, 2017

Included in your packet are several documents on this topic including our policy and emails from the committee members about fundraising, and the membership in the New Era Fund Committee, etc. Members of the Committee (Barbara Searle, Diane Campbell, David Himmelberger) will be present at the meeting to discuss these efforts.

**Motion** to name three rooms in the TPC Center as recommended by the Council on Aging including:

- The Multipurpose Room after John and Dwin Schuler
- The Café after Mary Bowers
- Founders Lobby to recognize people who were significant in helping to bring the TPC center to fruition



# NEWERA | FUND

Friends of the Wellesley Council on Aging

## **Request by the New Era Fund to the Town of Wellesley Board of Selectmen for Permission to Name Two Rooms in the Tolles Parsons Center**

### **Background**

The New Era Fund was established in January 2017 by the *Friends of the Wellesley Council on Aging* (COA) to support the mission of the Council on Aging at the Tolles Parsons Center (TPC) through a public/private partnership with the Town of Wellesley.

### **New Era Fund Objectives**

- Raise \$1.5 million
- Provide funds to augment the furniture, fixtures and equipment (FF&E) in the building when opened. These FF&E items were not contemplated in the town's budget. For example:
  - Games and accessories
  - Piano
  - Art supplies and materials
  - Senior-friendly fitness equipment
- Provide funds for expanded programs and services as the COA grows into the TPC. This type of public/private partnership exists in town with other organizations such as the Wellesley Free Library.
- Build a long-term fund to help sustain and support the programs and services of the COA into the future. For example:
  - Expand the core Healthy Aging curriculum
  - Offer a wider variety of learning initiatives, including lectures, music and art programs, and guest speaker series.
  - Expand the current volunteer program, recruit and train new volunteers and supervise these new volunteers.
  - Provide a reserve fund for Wellesley seniors who will in the future have increasingly diverse interests which the COA must be prepared to identify and serve.

### **New Era Fund Administration**

The New Era Fund will be administered by the Foundation for MetroWest, a 501(C)(3) non-profit organization that manages philanthropic initiatives for non-profit organizations in western suburbs of Boston. Donations are tax-deductible to the extent allowed by law.

### **New Era Fund Leadership Group**

The following Wellesley residents are members of the New Era Fund leadership team:

#### **New Era Fund Committee**

##### **Chair**

David Himmelberger

##### **Co-Chairs**

Miguel Lessing, Tony Parker and Cynthia Sibold

##### **Committee Members**

Pete Godfrey, Tom Kealy, Fred Keuthen, Betty Szeto, Soheila Shafai, Fred Wright

#### **New Era Fund Advisory Board**

Mary Ann Cluggish

Tim Driver

Tom Fontaine

Susan Hurwitz

Susan Kagan Lange

Alice Peisch

Heather Sawitsky

Barbara Searle

Laurance Stuntz

Terri Tsgaris

Harriet Warshaw.

#### **Directors of the Friends of the Wellesley Council on Aging**

Peter Godfrey

Barbara Peacock-Cody

Joan Sullivan

Fred Keuthen

## **Naming of Rooms**

Pursuant to the Town of Wellesley By-Laws Article 5.5 "Naming of Public Assets" and the Policy Statement re Naming of Public Assets adopted by the Board of Selectmen on November 3, 2008 the New Era Fund is seeking permission from the Board to honor and recognize, through the naming of two (2) rooms, "Outstanding Individuals who have contributed in a significant way to the public life and well-being of the Town" in general and the Council on Aging specifically. (Art. 5.5 d.ii) Those individuals are (1) John and Dwin Schuler for the TPC Multi-Purpose Room and (2) Mary Bowers for the TPC Cafe. . The proposal for room naming was discussed and approved at a COA Board Meeting on May 15, 2017.

### **John and Dwin Schuler Multi-Purpose Room**

John and Dwin Schuler are recognized fixtures in Wellesley. John was born and raised in Town. He is known throughout Wellesley as the town historian having been active in countless activities and as a leader. From Boy Scouting to elected positions in town, John has done it all. Some notable accomplishments and commitments include:

- Elected Town Meeting member for 65 years
- Member of the Wellesley Housing Authority Board
- Director of Wellesley Kiwanis and advisor to the Key Club
- Historical Society
- Wellesley Council on Aging Board
- Teacher at Dana Hall

Dwin has been active as a community supporter and organizer. She coordinates the annual Red Kettle collection in Wellesley and does the same for the Wellesley Hills Congregational Church's Family Promise Metro West. She participates as a Council on Aging volunteer and works closely with John in most of his involvements. For decades they both have been invaluable in organizing and participating in many Town and COA events and activities simply too numerable to mention. They have been tireless advocates for the Council on Aging and for the Tolles Parsons Center with Town officials and throughout Wellesley.

Together they are widely recognized as a team and their names are synonymous with the Council on Aging and Wellesley community activities.

### **Mary Bowers Cafe**

Mary has been the prime mover, principal organizer, chief spokesperson, and cheerleader for Wellesley COA volunteer efforts for many years. Her volunteer roles have included the following:

- **Newsletter Mailing Coordinator** – She leads a group of more than 40 volunteers who come together six times a year to assemble the bi-monthly COA "Highlights" newsletter. She provides instruction for new volunteers, keeps volunteers "on task", reminds volunteers to sign in/out; and serves as liaison with staff regarding any newsletter related issues as they arise.
- **COA Ambassador** – She meets 1:1 with any newcomer to the COA to make introductions to others, helps that person feel welcome, and responds to general questions. She is an ambassador for the COA and its events and activities in the senior community where she resides and wherever she happens to be around Town on any particular day.
- **Sunshine Club (committee of one)** – She visits seniors in their homes, the hospital, in nursing home, etc. when they are ill or recovering from operation. Mary "provides sunshine" through her visits with these seniors. She always brings a handmade teddy bear from the Community Service Bears Group to remind these seniors that COA is thinking of them and to offer ongoing support.
- **Advocacy for Tolles Parsons Center** for more than a decade -- Mary has been involved in advocacy efforts since the beginning (circa 2006) when the Billie Tolles bequest became public. When the Senior Study committee was formed in 2007 by the Board of Selectmen Mary followed along and "talked up" the project with others on ongoing basis. She faithfully attended meetings related to the project and educated others and encouraged their support and participation in meetings. She became well known over the years for her efforts to "rally the troops" and ensure that there was a strong senior citizen presence when public meetings were held. Her encouragement, motivation, leadership and countless contributions made a significant impact at every stage.

- **COA Board Member (Public Relations Committee; Nominating and Membership Committee)** As a COA Board Member Mary was active on the above mentioned committees and helped organize, plan and promote special events such as the annual May event. She worked diligently on the Nominating and Membership Committee to find the right people to join the COA Board with a particular focus of moving the TPC project along. She provided the COA Board with firsthand information about the many events and activities which the COA sponsored.
- **Office projects** - Mary serves as the "go-to" person when the COA needs to get a mailing out quickly or complete some other time sensitive, important office project. She is always willing to lend a hand when the need arises.
- **Distribution of flyers to promote COA happenings** - Mary will "pound the pavement" visiting local businesses, houses of worship, etc. to request that flyers be posted which promote a COA event (such as May event or Evening/Weekend Lecture) with the hopes of generating interest and involvement from the community at large.
- **Connections/Collaborations with other organizations in Town** - Mary is a lifelong Wellesley resident and as such, she is known in Town. She has often provided introductions and connections that have allowed the COA to offer new programs (such as an oral health program led by Wellesley Dental). For several years she was instrumental in talking with the Roche Bros. Store Manager regarding annual donation of refreshments for the volunteer recognition event.

Mary is truly part of the COA family and has greatly contributed to our success to date in so many ways. She is outgoing and fun to be around, and genuinely wants the COA to be the very best that it can be. On top of all this, Mary is a very caring person, showing genuine interest in the lives of staff at work and outside of the COA.

Since the Multi-Purpose Room and the Café in the TPC are "interior spaces of buildings" and the Board of Selectmen maintains jurisdiction over the TPC, the By-Laws provide that the Board shall decide upon the naming of such assets in accordance with its November 3, 2008 Policy Statement mentioned above. That Policy Statement references a "compilation of other assets named" to provide the Board with some past examples of asset naming in Town. To that end the following Historical Precedent is provided.

### **Historical Precedent**

Specifically The New Era Fund has tried to follow the Library example in limiting naming opportunities but also providing for donation opportunities. This is the basis for creating a public-private partnership which helped the opening of the Library and today augments the Library's annual operating budget. The recent Hunnewell Field renovation and rehabilitation is an example of such a partnership. Naming of places and spaces goes back to the Town's founding with buildings, fields, schools and benches along the Brook Path. In recent years the Police Station, the Library (more than 10 named rooms and spaces), Reidy Field, and Juliani Room are some additional examples of this longstanding beneficial practice.

### **Room Naming Fundraising Targets**

Our fundraising target for the Multipurpose Room and Café is \$100,000 per room. As was done with the Wakelin Room at the library, we are targeting a limited number of donors to participate in the funding of these two rooms. Donors to these two rooms will be recognized on a wall plaque located in room.

Currently the New Era Fund has received over \$100,000 in donations and pledges. We believe that there will be significant positive response to the opportunity to honor those people for whom we are seeking the Selectmen's approval for "naming".

**Summary**

In conclusion the New Era Fund, along with the Friends of the Wellesley Council on Aging, request approval of the proposed naming of the John and Dwin Multi-Purpose Room and the Mary Bowers Café in the TPC.

Respectfully submitted:



Cynthia Sibold, Co-Chair, New Era Fund



Tony Parker, Co-Chair, New Era Fund



Miguel Lessing, Co-Chair, New Era Fund

**Robinson, Blythe**

**From:** David Himmelberger <David@himmelbergerlaw.com>  
**Sent:** Thursday, May 25, 2017 12:44 PM  
**To:** Robinson, Blythe  
**Cc:** \_Barbara Searle; \_Theodore F Parker; cynthia sibold  
**Subject:** RE: Naming Rooms within the Tolles Parsons Center  
**Attachments:** New ERA-20170525-11929.docx

Hi Blythe: Please see Tony's response to your inquiry, along with a copy of the list of the New Era Fund committee members and advisors:

Our target for each of the 3 areas in the TPC is \$100,000. (Total = \$300,000 minimum) As was done with the Library, we are targeting a limited number of donors for the Schuler room and open number of donors for the other spaces. Currently we have more than \$100,000 in donations and pledges to the New Era Fund. We believe that there will be significant positive response to the opportunity to honor those people for whom we are seeking the Selectmen's approval for "naming".

Please let me know if this is adequate or if more information is needed.

Thanks,  
Tony P.

P.S. I don't know if it would be helpful for the Board to be aware of the New Era Fund committee members and the Advisors who are working on this project. We would be happy to share that information. As you know, we have not gone fully public with our campaign awaiting the BOS approval.

David J. Himmelberger, Esq.  
Law Office of David J. Himmelberger  
One Hollis Street, Suite 400  
Wellesley, MA 02482  
781 237-8180  
fax 781 235-8242

**From:** Robinson, Blythe [mailto:[brobinson@wellesleyma.gov](mailto:brobinson@wellesleyma.gov)]  
**Sent:** Wednesday, May 24, 2017 3:39 PM  
**To:** David Himmelberger <David@himmelbergerlaw.com>  
**Cc:** \_Barbara Searle <BSearle@bostonprivate.com>; \_Theodore F Parker <tpark235@gmail.com>; cynthia sibold <cynthiasibold@yahoo.com>  
**Subject:** RE: Naming Rooms within the Tolles Parsons Center

David,

Thank you for forwarding this. Perhaps the group can help us with one other question – are there any target donation values that the Selectmen should be aware of?

Regards,  
Blythe

Blythe C. Robinson  
Executive Director- General Government  
Town of Wellesley

525 Washington Street  
Wellesley, MA 02482  
P – 781-431-1019, ext. 2200  
[brobinson@wellesleyma.gov](mailto:brobinson@wellesleyma.gov)

**From:** David Himmelberger [<mailto:David@himmelbergerlaw.com>]  
**Sent:** Tuesday, May 23, 2017 2:14 PM  
**To:** Robinson, Blythe <[brobinson@wellesleyma.gov](mailto:brobinson@wellesleyma.gov)>  
**Cc:** \_Barbara Searle <[BSearle@bostonprivate.com](mailto:BSearle@bostonprivate.com)>; \_Theodore F Parker <[tpark235@gmail.com](mailto:tpark235@gmail.com)>; cynthia sibold <[cynthiasibold@yahoo.com](mailto:cynthiasibold@yahoo.com)>  
**Subject:** FW: Naming Rooms within the Tolles Parsons Center

Greetings: Please see the below email response to the questions posed by various members of the Board of Selectmen, as forwarded by you to Barbara. While we are able to advise and confirm that donations to the New ERA fund are tax deductible, there seems to be some uncertainty regarding the question of whether donations directly to the Town or the COA are similarly tax deductible. As the answer to this question may be superfluous to our request for the naming of the rooms, I have not pursued this latter point further, and would refer final determination of it, if it is required, to Town Counsel.

Thanks for your help on this matter. Best regards, David

David J. Himmelberger, Esq.  
Law Office of David J. Himmelberger  
One Hollis Street, Suite 400  
Wellesley, MA 02482  
781 237-8180  
fax 781 235-8242

**From:** Theodore Parker [<mailto:tpark235@gmail.com>]  
**Sent:** Friday, May 19, 2017 11:17 AM  
**To:** Searle, Barbara <[bsearle@bostonprivate.com](mailto:bsearle@bostonprivate.com)>; David Himmelberger <[David@himmelbergerlaw.com](mailto:David@himmelbergerlaw.com)>; Harriet Warshaw <[harriet.warshaw@gmail.com](mailto:harriet.warshaw@gmail.com)>; cynthia sibold <[cynthiasibold@yahoo.com](mailto:cynthiasibold@yahoo.com)>  
**Subject:** Naming Rooms within the Tolles Parsons Center

To All,

This is to try to assist in responding to the questions from Blythe and the BOS regarding our seeking approval for "naming" three rooms in the TPC

Our intent in seeking to honor and recognize individuals who have given of themselves and their talents to the Town and the COA is similar to that which has been done over the years. Specifically we have tried to follow the Library in limiting naming opportunities but also providing donation opportunities. This is the basis for creating a public-private partnership which helped the opening of the Library and today augments the Library's annual operating budget. The recent Hunnewell Field renovation and rehabilitation was such a partnership. Naming of places and spaces goes back to the Town's founding with buildings, fields, schools, benches along the Brook Path. In recent years the Police Station, the Library (more than 10 named rooms and spaces), Reidy Field, Juliani Room and more.

Our intent is to name 3 spaces in the Tolles Parsons initially. One for John and Dwin Schuler. One for Mary Bowers and one for people who were significant in helping to bring the Center into being. (This latter space is the Lobby area and would be known as the "Founders Lobby".

Donations to the New Era Fund are tax deductible as the Friends of Wellesley COA is a 501 c3 organization as is the Foundation for MetroWest with whom we are partnered and who administers the New Era Fund..

Also, the New Era Fund is managed locally by the Friends. Gifts or grants made by the Friends to the COA follow all Town by-laws and procedures.

Thanks,  
Tony P.

I hope this helps. Please let me know what more is needed. We have tried to follow the naming procedures as set forth in the Town's by laws.



**POLICY STATEMENT RE NAMING OF PUBLIC ASSETS**  
(ref. Town Bylaws, Article 5.5)

Background.

Bylaw Article 5.5, adopted by the 2008 Annual Town Meeting (hereinafter "the Bylaw"), adopted a Town-wide policy governing the naming of public assets. Among many other things, the bylaw provides that no board shall name any public asset unless the board shall have adopted a naming policy. The Board of Selectmen (the Board) has thus adopted the following Policy Statement regarding the naming of Public Assets.

Policy statement

The Board of Selectmen's policy on naming a Town asset under its jurisdiction is (1) to follow the general policy of the Town as set forth in Town Bylaw 5.5; and (2) in each particular case, to implement said town-wide policy in a transparent manner, understanding that a name given to a Town asset may have a long lasting effect, perhaps spanning many future generations of Town residents, whose perceptions and values may ebb and flow with the times. It is thus the policy of the Board of Selectmen to reserve the naming or renaming of public assets under its jurisdiction for circumstances that will best serve the interests of the Town and ensure a worthy and enduring legacy for the Town's physical assets.

Receipt of naming proposals

Any resident may propose that a Town asset be named by the Board. Any proposal for the naming of a Town asset under the Board's jurisdiction shall be forwarded to the Executive Director, who shall review it and prepare the matter for review by the Board. When ready, the Executive Director shall move the matter to the Board, and recommend to approve, not to approve, or to study further. Any naming proposal by another board of a major asset under that board's jurisdiction, which the Bylaw requires shall be subject to Town Meeting approval, shall be reviewed summarily, and unless questions are presented the Board shall place the matter on a Warrant for a Town Meeting.

Review analysis compliant with the requirements of the Bylaw.

In addition to the steps authorized in the bylaw, the following protocol shall apply.

1. Before undertaking to consider any naming proposal, the Bylaw itself shall be reviewed. This policy statement is supplemental to the Town-wide policy, not in substitution of it.
2. The Board shall determine whether the asset proposed for naming is, in the Bylaw's words, "a major physical asset" or "other" asset. The Board of Selectmen's policy is to view "buildings, recreational facilities, parks, water bodies, and conservation land" as major, but reserves the right to decide whether any other physical asset is major. The Bylaw requires that the naming of a major asset be presented to and approved by Town Meeting.
3. In deciding the appropriateness of a naming proposal, the Board shall keep in mind the following categories: (1) historic events, people and places; (2) outstanding individual; and (3) major gifts. These categories are more fully described in the Bylaw.
4. In studying any proposal, the Board will consider whether a naming agreement, or other documentation is appropriate. This is particularly apt if the proposal is for a time certain, and not, for example, meant to apply indefinitely into the future; or, if the naming is in consideration of a particular gift being proffered, whether there are terms which should be memorialized. If a gift is other than a gift without any conditions, the Board's policy is to memorialize the conditions, understanding that any gift to the Town is not completed without being accepted by the Town, and any gift accepted with conditions must be utilized in accordance with any conditions attached. The Town has the right to decline a proposed gift.
5. If the proposal is to rename an asset already named, special consideration shall be given to any existing agreement or documentation regarding the current name, and then generally to the appropriateness (or not) of a new name, taking into consideration the historical

significance of the existing name, any public input on changing it, any costs associated with the renaming, and any other factors which the Board deems wise to consider.

6. In naming or renaming an asset, the Board shall give consideration to equitable treatment of similar assets for similar situations. Some of the Town's history on this point was recounted in Town Counsel's October 19, 2007 letter to the Chair of the School Building Committee.

7. Where apt, including a proposal by any other board or committee to name a major asset, the Board shall consider when, and how, the proposal shall be placed on a Warrant for Town Meeting's consideration.

8. To ensure that the Board is fully aware of the public's interest in a proposal, a hearing shall be held, and a period of time for due reflection let pass, before the proposal comes on the Board's agenda for its vote.

#### Additional Factors to be Considered

1. A compilation of other assets named, or currently being considered for naming, by the Board and all other boards may be a useful tool in placing any proposal in context. The Board cautions against over-naming things.

2. Whether conditions beyond those proposed by any donor would be in the Town's interest.

3. The extent to which voting a current proposal could establish, or contradict, existing Town policy.

4. Whether the naming should be specifically protected forever, or be restricted as to time. The Board's ability, even Town Meeting's ability, to bind future action should be considered.



A fully noticed public hearing on the adoption of this policy was held on November 3, 2008. After hearing comments made, and after discussion, the Board of Selectmen voted to adopt the within Policy Statement at its meeting held on November 3, 2008. The Board of Selectmen filed the within Policy with the Town Clerk, and posted it on the Town website on December 17, 2008.

Gregory B. Mills

Gregory B. Mills, Chair

Barbara D. Searle

Barbara D. Searle, Vice Chair

Owen H. Dugan

Owen H. Dugan, Secretary.

Harriet S. Warshaw

Katherine L. Babson Jr.

Katherine L. Babson, Jr.



## **5. Acceptance of Large Gifts to the Council on Aging**

There are several gifts to be accepted by the Town for the Council on Aging included in your packet. Those include:

- Gift from Wellesley Media Corporation – As you are aware, the first floor meeting room has been wired and prepared so that it can accommodate cameras and equipment that will enable Wellesley Media to film events and meetings from this space. The total cost of the project was originally estimated by WMC to cost \$110,000 to which they were willing to contribute up to \$20,000. They reached out to their vendor (HB Communications) who has been installing similar systems in our other buildings, and their proposal came in slightly lower than that. Thus Wellesley Media has already provided the Town with a check for \$18,252.00 to cover what they had promised, and the remaining \$90,000 will be paid from the TPC construction budget.
- The Friends of Wellesley COA have also donated \$628 to the April Lunch Program. The remaining items are under \$500 and have already been authorized.
- The Wellesley Hills Junior Women's Club has donated \$1800 for 2017-2018 Evening/Weekend Lecture Series.

### **MOVE to accept the following gifts to the Council on Aging**

- a gift of \$18,252.00 from Wellesley Media Corporation to be utilized to pay a portion of the cost to install media cameras and equipment in the Tolles Parsons Center
- A gift of \$628 from the Friends of the Wellesley Council on Aging for the April lunch program
- A gift of \$1800 for the 2017-2018 Evening/Weekend Lecture Series.



CASH ONLY IF ALL CHECKLOCK™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

**Wellesley Media Corporation**  
310 Washington Street, Suite 206  
Wellesley Hills, MA 02481  
(781) 239-1444  
[www.wellesleymedia.org](http://www.wellesleymedia.org)

Wellesley Bank  
29 Washington Street  
Wellesley, MA 02481  
50-7231/2113

1901

05/26/17

PAY TO THE  
ORDER OF

Town of Wellesley

\$ \*\*18,252.00

Eighteen Thousand Two Hundred Fifty-Two and 00/100\*\*\*\*\*  
\*\*DOLLARS

Town of Wellesley  
P.O. Box 9187  
Wellesley Hills, MA 02481-9187

MEMO

WMC Contribution to Tolles Parsons Media Ro



#001901# 0211372310# 23 503603#



Project # P-208826  
 Date: 5/24/2017  
 Ver# 3  
 Contract: OFF40

Quoted To:	Wellesley Media Corporation 310 Washington Street - Suite 206 Wellesley Hills, MA 02481 Mr. James Joyce
Quoted By:	William Mintzer

Installation Site:	Toiles Parsons Senior Center 486 Washington Street Wellesley, MA 02482 Mr. James Joyce
Project Name:	Toiles Parsons Senior Center - Multi-Use

Item	Qty	Manufacturer	Model	Description	MSRP	DISCOUNT	Unit	Total
<b>MULTI-USE ROOM:</b>								
4	Panasonic	AW-HE40SWPJ9	HD Integrated PTZ Camera - White		4,150.00	15.00%	3,528.00	14,112.00
4	Panasonic	FEC-40WMW	Heavy Duty Wall Mounts - White		209.00	15.00%	178.00	712.00
8	Shure	MXWB	Desktop Wireless Base Transceiver		600.00	20.00%	480.00	3,840.00
8	Shure	MX415/C	15" Shock-Mounted Gooseneck Microphone, Cardioid		315.00	20.00%	252.00	2,016.00
2	Shure	MXW2/SM58	Handheld Transmitter with SM58 Microphone		590.00	20.00%	472.00	944.00
2	Shure	MXWAPT8	8-Channel Access Point Transceiver		3,650.00	20.00%	2,920.00	5,840.00
2	Shure	MXWAN8	8-Channel Network Interface		1,290.00	20.00%	1,032.00	2,064.00
3	Shure	MXWNCS8	8-Channel Networked Charging Station		1,850.00	20.00%	1,480.00	4,440.00
2	Blamp	TestraFORTÉ AVB VI	Audio DSP Frame with VOIP Input (Requires Compatible VOIP System)		2,520.00	5.00%	2,394.00	4,788.00
1	OFE	OFE	* VOIP System - Must determine compatibility with DSP				OFE	OFE
1	Listen Tech	LS-53-21G	iDS Prime Level I Assisted Listening System RF (216 MHz)		1,799.00	20.00%	1,440.00	1,440.00
1	Motu	MOTU-AVB-SWITCH	Five-port AVB Ethernet Switch		415.00	5.00%	395.00	395.00
1	Crown	CT8150	8-Channel Audio Amplifier		1,995.00	25.00%	1,497.00	1,497.00
4	JBL	Control 5	Control 5 Audio Monitors		215.00	25.00%	162.00	648.00
2	Adaptive Tech	MM-016-BT	Speaker Wall Mounts for Above		50.00	5.00%	48.00	96.00
2	JBL	Control 2EC	6.5" Coax Ceiling Speaker		170.00	28.00%	128.00	256.00
1	Crestron	DMPS3-4K-150-C	DigitalMedia Switcher / Control System		4,000.00	25.00%	3,000.00	3,000.00
2	Crestron	DM-TX-200-C-2G-W-T	DigitalMedia 8G+ Xmit200, White Input Plate		1,125.00	25.00%	844.00	1,688.00
1	AJA	H5-Plus	3G-SDI to HDMI Mini-Converter		395.00	15.00%	336.00	336.00
1	AJA	HA5-Plus	HDMI to 3G-SDI Mini-Converter		395.00	15.00%	336.00	336.00
1	Crestron	TSW-760-W-S	7" Touch Screen, White		1,125.00	25.00%	844.00	844.00
1	Neigear	GS516TP	ProSAFE 16-Port Gigabit PoE/PD Smart Switch		725.00	15.00%	617.00	617.00
1	Sony	VPL-CH370	5000 Lumen WUXGA HD Projector		2,150.00	15.00%	1,828.00	1,828.00
1	OFE	OFE	Projection Screen, Ceiling Recessed, Motorized				OFE	OFE
1	Chief	CMS482C	Premier Rated Ceiling Mount Box - White		599.00	30.00%	420.00	420.00
1	Chief	RSAUW	Ceiling Mount Kit for Projector		195.00	30.00%	137.00	137.00
1	HB	Custom	Miscellaneous Mounting Hardware		150.00	20.00%	120.00	120.00
1	Crestron	DM-RMC-4K-100-C	DM Receiver for Projector		715.00	25.00%	537.00	537.00
1	Samsung	DC40E	40" HD LCD Monitor		719.00	15.00%	612.00	612.00
1	Chief	TS525TU	Large Monitor Tiling Swing Mount		599.00	30.00%	420.00	420.00
1	Blackmagic	BMD-CONVMSDIDA	SDI Distribution Amplifier		195.00	5.00%	186.00	186.00
1	Blackmagic	BMD-CONVMBSH	SDI to HDMI Mini-Converter		195.00	5.00%	186.00	186.00
1	Denon	DN-500BD	Blu-ray DVD Player with RS-232		399.00	15.00%	340.00	340.00
1	Middle Atlantic	ERK-3525	35 Space, 25" Deep Standalone Rack		700.00	35.00%	455.00	455.00
1	Middle Atlantic	CBS-ERK-25	Rack Cast Base		190.00	35.00%	124.00	124.00
1	Middle Atlantic	UPS-2200R	Rackmount 2200VA/1650W UPS		1,525.00	35.00%	992.00	992.00
1	Middle Atlantic	PDT-1620C-NS	Vertical Power Strip		180.00	35.00%	117.00	117.00
1	Middle Atlantic	PFD-35	Plexiglass Front Door		475.00	35.00%	309.00	309.00
1	Middle Atlantic	MISC	Rack Accessories and Hardware		465.00	35.00%	303.00	303.00
1	HB	Materials	Cables, Connectors, etc. Necessary for a Complete Working System		4,800.00	20.00%	3,920.00	3,920.00
<b>SUBTOTAL:</b>								60,915.00
<b>BROADCAST SYSTEM:</b>								
1	Panasonic	AW-RPS0N	Camera Remote Control Unit		2,199.00	15.00%	1,870.00	1,870.00
1	Datavideo	SE-2200	6-Input HD Switcher with HD-SDI and HDMI Inputs		3,000.00	3.00%	2,910.00	2,910.00
1	Datavideo	OFE	Character Generator				OFE	OFE
2	Samsung	S24E450D	24" LCD 1920x1080 Monitor with DVI		315.00	15.00%	268.00	536.00
1	Atomos	ATOMRON001	Digital File Recorder		1,295.00	5.00%	1,231.00	1,231.00
1	Middle Atlantic	U1	1RU Rack Shelf		59.00	35.00%	39.00	39.00
2	Sandisk	SDSSDXPS-480G-G25	480GB SSD Media Drive		275.00	5.00%	262.00	524.00
1	Shure	SCM810	8-Channel Rackmount Audio Mixer		1,575.00	20.00%	1,260.00	1,260.00
1	Blackmagic	BMD-HD1-AUDMON1RU	Rackmount SDI Audio Monitor		1,495.00	5.00%	1,421.00	1,421.00
1	OFE	OFE	Drake Encoder				OFE	OFE
1	Calzone	Custom	Rolling Shock Mount Rack Case with Table Legs		4,600.00	15.00%	3,910.00	3,910.00
1	HB	Custom	I/O Panel - Wall		400.00	10.00%	360.00	360.00
1	HB	Custom	I/O Panel - Rack Case		400.00	10.00%	360.00	360.00
1	HB	Materials	Cables, Connectors, etc. Necessary for a Complete Working System		1,225.00	20.00%	980.00	980.00
<b>SUBTOTAL:</b>								15,401.00
<b>TOTAL EQUIPMENT:</b>								
<b>\$76,316.00</b>								
<b>Technical Services - Multi-use</b>								
1	HB	Engineering	system design & engineering					2,700.00
2	HB	Drafting	drafting & documentation					780.00
3	HB	Pre-installation	shop assembly & testing					4,920.00
4	HB	Programming	system programming					2,880.00
5	HB	Installation	on site installation & testing					8,376.00
6	sub	Installation	sub-contract labor					NA
7	HB	UC Services	videoconference & unified communications					NA

8	HB	Project Management	project management & site coordination	1,300.00
9	HB	G&A	general administration	NA
10	HB	Freight	freight in/out	1,250.00
11	HB	Site Warranty	6-months, see terms	no charge

## TOTAL NON-EQUIPMENT:

22,206.00

1	HB	Engineering	Technical Services - Broadcast System system design & engineering	1,500.00
2	HB	Drafting	drafting & documentation	660.00
3	HB	Pre-Installation	shop assembly & testing	2,080.00
4	HB	Programming	system programming	NA
5	HB	Installation	on site installation & testing	3,865.00
6	sub	Installation	sub-contract labor	NA
7	HB	UC Services	videoconference & unified communications	NA
8	HB	Project Management	project management & site coordination	1,300.00
9	HB	G&A	general administration	NA
10	HB	Freight	freight in/out	325.00
11	HB	Site Warranty	6-months, see terms	no charge

## TOTAL NON-EQUIPMENT:

9,730.00

\* Prices shown are good for 30 days

## TOTAL PROJECT - excluding applicable taxes:

\$108,262.00

Sales tax

## TOTAL PROJECT INCLUDING TAX:

TE

\$108,262.00

**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 5/18/17

Donation from:	Amount(s) / comments regarding gift
Friends of Wellesley Council on Aging	\$628.00 – Donation Specific to April Lunch Program
Josepha Dermer	\$15.00 – Donation Specific to COA Casino Night Ticket, 5/19/17
Kathleen Vogel	\$30.00 – Donation Specific to COA Casino Night Tickets, 5/19/17
	<b>Total Gifts Received = \$673.00</b>

**Total Donations Listed for General Gift Account = \$673.00**

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

Updated 5/18/17

- \$1,800.00 from Wellesley Hills Junior Women's Club to support the 2017-2018 Evening/Weekend Lecture Series. (deposited to COA account 29054150-483000-COAJW)

<b>Donation From:</b>	<b>Amount(s) / Comments Regarding Gift</b>
Wellesley Hills Junior Women's Club	\$1,800.00 – Donation Specific for 2017-2018 Evening/Weekend Lecture Series

**Total Donations for COAJW Account = \$1,800.00**



## 6. Appointment of COA Members

The COA has put forward several names for appointment to the COA Board. It is unclear who will be present on June 5<sup>th</sup>, but likely Tony Parker. It is up to the Board if they would like to appoint individuals as they are able to appear before the Board or rather to hold off until the meeting on the 12<sup>th</sup>.

**MOVE** to appoint Theodore "Tony" Parker to the Council on Aging for a term to expire June 30, 2020.

O

(

( )

**FY2018 Wellesley COA Board Members**

Names	Term Expires	June 30th
Diane Campbell	2018	
Thomas Kealy	2018	
Jacqueline Mahoney	2018	
Barbara Offenhardt	2018	
Dianne Sullivan	2018	
Miguel Lessing	2019	
Ann Marie Gross	2019	
Kathleen Vogel	2019	
Lisa Heyison	*	2020
Tony Parker	*	2020
Penelope Lawrence	*	2020

\* Pending BOS Appointment

**2018 WCOA Associate Members:**

William Murphy  
Sheila Nugent  
Frederick Wright



## **7. Tolles Parsons Center Grand Opening Planning**

The Council on Aging anticipates a move into the new center in August, and to be ready to start programming in early September. They have targeted a date of October 22<sup>nd</sup> for an official grand opening to celebrate this significant milestone and welcome residents and visitors. Since several members will be present at our meeting that night to discuss room naming, this item is on the agenda so that the two boards can discuss the event and any aspects of it we should be thinking about now while there is time to plan.

**NO MOTION**



**8. Review Waterstone at Wellesley Affordable Housing Compliance Report**

On an annual basis, the Board must review and approve an affordable housing compliance report for the Waterstone at Wellesley development. The purpose of the report is to document that the rents being charged for the 22 independent living affordable units and 7 assisted living units in this development are no more than allowed by Federal Housing and Urban Development (HUD) guidelines. Included in your packet are two spreadsheets prepared by Waterstone at Wellesley, Epoch Living that document the rent calculations, and an email thread from Reiko Hayashi of DHCD that indicates that the State believes the rent increases are acceptable and are prepared to sign off on this information this year as long as the Town does as well, and a memo from Meghan detailing the process and the rents.

**Move** to approve the Waterstone at Wellesley Affordable Housing Compliance Report as submitted.



TOWN OF WELLESLEY



MASSACHUSETTS

## BOARD OF SELECTMEN

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

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

FACSIMILE: (781) 239-1043  
 TELEPHONE: (781) 431-1019 x2201  
[WWW.WELLESLEYMA.GOV](http://WWW.WELLESLEYMA.GOV)  
 BLYTHE ROBINSON  
 EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

Date: June 2, 2017  
 To: Board of Selectmen  
 From: Meghan Jop  
 RE: Waterstone Rent Increase

Waterstone's Regulatory Agreement with the Department of Housing and Community Development (DHCD) requires the project sponsor (Waterstone) to submit to the Town for approval a proposed schedule of maximum monthly rents on an annual basis for the affordable housing units as well as a compliance report. Attached herein are the proposed rents for 2017-2018 based on the HUD Adjusted Median Income (AMI). DHCD has indicated they approve of the rents, contingent further on Town approval.

	2016-2017 *	2017-2018 *	Increase
**Assisted Living Units (8 units)	\$3653.12	\$3909.38	6.6% (\$256.26)
Independent Units (2, 2-bedroom)	\$1643.73	\$1758.75	6.5% (\$115.02)
Independent Units (20, 1-bedroom)	\$1461.25	\$1563.75	6.6% (\$102.50)

\*Rates reflect the inclusion of utility costs (water, sewer, and electric)

The rents are generated by the Department of Housing and Urban Development (HUD) income limits. HUD adjusts the income on an annual basis. In March, HUD published their new incomes for the Boston-Cambridge-Quincy, MA-NH MSA. The rents above are calculated from the income lines based on the requirements in the regulatory agreement:

*"Monthly rents charged to tenants of the Low and Moderate Income Units shall not exceed an amount equal to thirty percent (30%) of the monthly adjusted income of a Family who gross income equals eighty percent (80%) of the median income for the Area as provided by HUD, adjusted for household size...."*

\*\*The Assisted Living Unit rents include 3 meals per day, weekly housekeeping, limited transportation, 60 minutes of daily personal care assistance, weekly linen service, and access to common areas.



2016  
**40B/40R/LIP/LAU COMPLIANCE MONITORING**

Date:	10-May-17
Development Name:	Waterstone at Wellesley
Total # Units (Affordable & Market):	82
Total # of Affordable Units:	22
Total # of Market Units:	60
Town:	Wellesley
MSA: <sup>*</sup>	Boston-Cambridge-Quincy
<sup>*</sup> Metropolitan Statistical area	
Management Agent:	Epoch
Contact Name/Title:	Beth Anderson
Email Address:	b.anderson@epochl.com
Telephone #:	781.610.1230

**Completion Instructions:** Complete for all households in affordable units based on information current as of 12/31 of the reporting year.

This Certificate is provided by WestStone at Wellesley (the "Owner") in connection with a Chapter 40B development known as WestStone at Wellesley (the "Development"), located in Wellesley, MA (the "Municipality"), for purposes of assisting the Department of Housing and Community Development ("Subsidizing Agency") in determining the Owner's compliance with the affordability requirements with respect to the Development pursuant to the provisions of the Commonwealth of Massachusetts Comprehensive permit process (M.G.L. Chapter 40B, 760 C.M.R. 56, and the Massachusetts Department of Housing and Community Development's Comprehensive Permit Guidelines) (collectively, the "Comprehensive Permit Process").

The undersigned hereby certifies to the Subsidizing Agency, DHCD and the Municipality, under pains and penalties of perjury, that the information provided above is, to the best of my knowledge, true and complete.

EXECUTED under seal under the pains and penalties of  
Owner: *Beth Anderson*  
Signature: *Beth Anderson*  
Title: *Manager*  
Hereunto Duly Authorized *Manager*.

2016  
40B/40R/LIP/LAU COMPLIANCE MONITORING

Date:	10-May-17
Development Name:	Waterstone at Wellesley Assisted Living
Total # Units (Affordable & Market):	52
Total # of Affordable Units:	7
Total # of Market Units:	45
Town:	Wellesley
MSA: <sup>*</sup>	Boston-Cambridge-Quincy
Metropolitan Statistical area	
Management Agent:	Epoch
Contact Name/Title:	Beth Anderson
Email Address:	bandersen@epochsl.com
Telephone #:	781.810.1230

**Completion Instructions:** Complete for all households in affordable units based on information current as of 12/31 of the reporting year.

This Certificate is provided by Wellesley at Wellesley (the "Owner") in connection with a Chapter 40B development known as Wellesley at Wellesley (the "Development"), located in Wellesley, MA (the "Municipality"), for purposes of assisting the Department of Housing and Community Development ("Subsidizing Agency") in determining the Owner's compliance with the affordability requirements with respect to the Development pursuant to the provisions of the Commonwealth of Massachusetts comprehensive permit process (M.G.L. Chapter 40B, 760 C.M.R. 58, and the Massachusetts Department of Housing and Community Development's Comprehensive Permit Guidelines) (collectively, the "Comprehensive Permit Rules").

The undersigned hereby certifies to the Subsidizing Agency, DHCD and the Municipality, under pains and penalties of perjury, that the information provided above is, to the best of my knowledge, true and complete.

EXECUTED under seal under the pains and penalties of perjury, this 11 day of January 2012

Owner: Y. U. UZTO Signature: Y. U. UZTO

Signature: *[Signature]*  
Title:

Mr.

**Robinson, Blythe**

---

**From:** Hayashi, Rieko (OCD) <[rieko.hayashi@state.ma.us](mailto:rieko.hayashi@state.ma.us)>  
**Sent:** Thursday, May 11, 2017 3:04 PM  
**To:** Anderson, Beth  
**Cc:** Jop, Meghan  
**Subject:** RE: Waterstone at Wellesley

Beth:

These rents do not exceed the current income limits so the developer is within their rights to request this but rent increases of \$102 and \$115 per month can be a hardship for some households especially since most household incomes are below the 80% of AMI.

DHCD will give final approval after the town weighs in.

Thanks,

Rieko

**From:** Anderson, Beth [mailto:[banderson@epochsl.com](mailto:banderson@epochsl.com)]  
**Sent:** Thursday, May 11, 2017 1:03 PM  
**To:** Hayashi, Rieko (OCD) <[rieko.hayashi@MassMail.State.MA.US](mailto:rieko.hayashi@MassMail.State.MA.US)>  
**Cc:** [mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov)  
**Subject:** RE: Waterstone at Wellesley

Hi Rieko,

None of the residents participating in the affordable program at Waterstone at Wellesley are responsible for paying utilities. The residents do not have separate agreements with the any utility company with the exception of phone and/or cable companies. The utilities are paid for by Waterstone at Wellesley.

Thank you,

Beth

**From:** Hayashi, Rieko (OCD) [mailto:[rieko.hayashi@state.ma.us](mailto:rieko.hayashi@state.ma.us)]  
**Sent:** Thursday, May 11, 2017 12:45 PM  
**To:** Anderson, Beth <[banderson@epochsl.com](mailto:banderson@epochsl.com)>  
**Cc:** [mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov)  
**Subject:** RE: Waterstone at Wellesley

Beth:

Can you send the utility allowance chart?

Thanks,

Rieko

**From:** Anderson, Beth [<mailto:banderson@epochsl.com>]  
**Sent:** Thursday, May 11, 2017 10:59 AM  
**To:** Hayashi, Rieko (OCD) <[rieko.hayashi@MassMail.State.MA.US](mailto:rieko.hayashi@MassMail.State.MA.US)>  
**Cc:** [mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov)  
**Subject:** Waterstone at Wellesley

Good morning Rieko,

Please find attached Waterstone at Wellesley's 2016 Compliance Report and request for rental rate increases in keeping with HUD's published rents.

Would you please let me know if this approved?

Thank you.

Best wishes,

Beth

Beth Anderson  
Epoch Senior Living, LLC  
51 Sawyer Road, Suite 500  
Waltham, MA 02453  
Direct Dial - 781.810.1230  
[www.epochsl.com](http://www.epochsl.com)

## 9. Executive Director's Report

- Approval of Minutes - the minutes of the two meetings on May 22<sup>nd</sup> are included in your packet for approval.
- Gifts – The DPW has received a gift in the amount of \$1290 for a bench in Fuller Brook Park from Waterstone.

**MOVE** to approve the regular session minutes of the two Board of Selectmen meeting of May 22, 2017.

**MOVE** to accept the gift to the DPW of a bench for Fuller Brook Park for \$1290 from Waterstone at Wellesley.



**Board of Selectmen Meeting: May 22, 2017****Present: Freiman, Gibbs, Morgan, Ulfelder, Sullivan Woods****Also Present: Robinson, Jop****Minutes Approved:****Meeting Documents:**

1. Agenda
2. Agenda Background Memorandum
3. Weekly Report
4. BOS Calendar
5. July Jubilation Flyer
6. Email from Kathy Nagle
7. Email from Fire Chief Rick DeLorie
8. Memo from Meghan Jop, Re: 900 Worcester Street PSI
9. Traffic Impact and Access Study, 900 Worcester Street prepared by MDM Transportation Consultants
10. Memo from Beta Group, Inc, Re:900 Worcester Street Peer Review
11. Email from George Saraceno Re: 900 Worcester Street
12. Email from Tim Barrett, Re: 900 Worcester Street
13. North 40 P&S Excerpt
14. Environmental Partners Scope of Service for North 40 Phase II/Phase III
15. Letter to Ms. Twigg- Donation to Fire Department
16. Marathon Entries Fundraising Results
17. 40B Delanson Circle Information

**1. Call to Order**

Ms. Freiman called the meeting to order at 7:00 p.m.

Ms. Freiman thanked the Celebrations Committee for all their work on the Wellesley Wonderful Weekend events and parade. Ms. Freiman also thanked the Police Department, Fire Department, and Department of Public Works for their open house events over the weekend.

**2. Citizen's Speak**

None.

**3. Executive Director's Update**

Ms. Robinson gave brief updates on the Senate Budget proposal concerning Chapter 70 funds, the charitable receipts of the Boston Marathon that exceeded \$154,000 and upcoming meetings with residents currently encroaching on Town land.

**Appoint Special Police Officers**

Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted (5-0) to appoint Kyle Kekic and Wilson Mac as Special Police Officers for the Town of Wellesley.

**Review July Jubilation Free Parking Request**

Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted (5-0) to approve the request by the Wellesley Square Merchant's Association for free parking at the meters in the

Wellesley Square area on Saturday, July 15 from 9:30 am to 4:30 pm to support the July Jubilation event.

#### 4. Website Update

Brian Dupont, IT Director joined the Board. Mr. Dupont gave a brief presentation on process to date in refreshing the Town's website. He noted a 35-member team comprised of staff from every town department was formed to review and select a vendor. Civic Plus was chosen as the vendor, for their work with over 2500 municipalities across the country. A smaller working group has been formed to work with the vendor to design the website, enhance navigation and content. Mr. Dupont noted a migration plan is being created as well.

Mr. Dupont reviewed the highlights of the revised website including meeting the values of the Unified Plan concerning transparency. The website will be ADA compliant and accessible to the blind and non-English speaking residents with browsealoud, a system supported by a grant from the Fund for Wellesley.

Mr. Dupont walked the Board through the revised design and capabilities of the website noting the site will be data driven with regards to what is on the homepage. Mr. Dupont highlighted new areas proposed including procurement, centralized minutes and agendas, and eventually online permitting. Custom subsites will be created for the Council on Aging and the Recreation Department from their main site pages.

The Board was encouraged by the progress and looked forward to the new design.

#### 5. Review Town List Service Use

Ms. Kathleen Nagle, Town Clerk, joined the Board to review the use of the Town Meeting Listserve. Ms. Nagle noted the Town with the assistance of the IT Department designed a listserve based on precinct, which can disseminate information to all town meeting members. Communication is open to the public, and the Town Clerk can view emails sent to Town Meeting Members. Ms. Nagle noted there has been strong advocacy from the public on current and upcoming town meetings. The Clerk's office has asked Town boards and departments to not send clutter to the listserve such as monthly newsletters. Ms. Nagle noted the original intent of the listserve was to create a mechanism for the Town to communicate with Town Meeting Members to get information out in an immediate and cost effective manner.

The Board and Ms. Nagle discussed the advocacy and lobbying impacts of the listserve.

Ms. Katherine Babson, Clovelly Road, stated she appreciated the attempt from the Town Clerk and the moderator to approach all the Town Meeting Members. She wondered if there is a way to separate out the emails from information and opinions. She asked the Board to consider sending a survey to TMM on their view of the listserv given the varying opinions on its use.

Ms. Sullivan Woods stated there is a tension with Town Meeting Members to provide communication without putting all of their emails out to the public, while allowing residents to contact them. Ms. Sullivan Woods was supportive of the listserve.

The Board asked Ms. Nagle to reach out to Town Meeting Members for feedback.

#### 6. Fire Department Quarterly Update

Fire Chief Rick DeLorie joined the Board.

Ms. Freiman noted the recent EMS and paramedic response to an accident on school property. She stated all of the feedback received was on the amazing, calm, professional work that was conducted. Ms.

Freiman and the Board praised the Fire Department and Cataldo Ambulance for their efforts during the accident.

Chief DeLorie reviewed the Fire Department activities for the last several months. He reviewed the efforts involved with the Boston Marathon planning and the comprehensive operation response, which looks at all potential threats and responses. Chief DeLorie described the participation with the multiple Town departments along with State and Federal agencies. During the race, the Town is split in half and Chief DeLorie detailed how the Fire Department maintains the residential responses.

Chief DeLorie reviewed recent and upcoming fire department training. He noted training is a critical issue to prepare Town staff for leadership positions and described ongoing efforts to provide promotional activities in spring and summer including managerial experience for lesser fire alarms, EMS calls and live fire training. Chief DeLorie noted three senior staff members will be retiring by the end of 2017.

The Chief discussed the Fire Department budget challenges due to 7 injuries causing overtime constraints on the budget.

Chief DeLorie stated the Fire Chief's Association swore in a new chief, ending his two-year term as Chief of the Chiefs. Chief DeLorie thanked the Board for allowing him to serve as the president for two consecutive years. He noted his new role in the Chief's Association would be the Fire Liaison to Secretary Bennett's Office (Department of Public Safety) and the Governor's Office.

#### 7. 900 Worcester Street, PSI-17-01 Traffic Review

Mr. Brian Devellis, Developer, and Bob Michaud, Traffic Engineer joined the Board. Mr. Michaud gave an overview of the project, site, and the sidewalk network and location. Mr. Michaud reviewed the impacted intersections of the project including the site drive, Lexington Road, Route 9 at Weston Road, and Route 9 at Overbrook Drive.

The proposed traffic mitigation was detailed including the proposed signal location and design. Pedestrian accessibility to access the site from the neighborhoods and Cochituate Aqueduct were described to alleviate pedestrians coming from the Weston Road interchange. Mr. Michaud reviewed the traffic generation projections and data. The proposed site signalization, based on their analysis, would mitigate traffic leaving the site as well as assist Weston Road. Mr. Michaud reviewed the proposed signal operation and impact on the signals west of the site along Route 9.

Kien Ho, the Town's Traffic Consultant from Beta Group, Inc. noted there are five key components he reviews including the adequacy of the study area, data, traffic analysis, the interpretation of the results, and mitigation. Based on the proposed signal design, Mr. Ho identified additional locations including Manor Ave., Beechwood Rd., Overbrook Dr., Russell Rd. and Fells Rd. for additional baseline study due to cut through traffic. Mr. Ho reviewed the traffic impacts with the installation of a signal at the site, and without the installation of the signal. Without the signal, long queues would be created and the Weston Road interchange would be impacted. Mr. Ho questioned the events parking, and noted he has generated a memorandum on questions and outstanding data.

Ms. Freiman asked if the signal meets the required warrants. Mr. Michaud 888 Worcester was included in the analysis, which increases the traffic demand. Mr. Michaud stated the benefits of the light including improved pedestrian crossing safety and the potential to encourage non-vehicle modes of transportation to the site.

Mr. Ulfelder noted his concerns with the potential to have four lights in a short distance on Route 9 without coordination.

Ms. Freiman noted the Board received an email from a resident concerned traffic will be impacted by cut through traffic and existing backups.

Mr. Morgan noted the Town has recently studied Weston Road and the interchange and noted the Town would share that information. Mr. Morgan noted the Town's ability to modify the Weston Road interchange is limited as that too is under MassDOT jurisdiction. Mr. Ho noted he has asked the proponent to conduct a warrant analysis on Weston Road to determine the need for additional signals.

Ms. Gibbs asked how likely the approval for the signal was from MassDOT. Mr. Michaud stated the Public benefit of the interchange is support for the signal. He noted if the Town is inclined to support the signal and it reasonably meet the warrants, the expectation is that it would be approved.

Ms. Sullivan Woods noted the study assumed percentages of east and west connections at varying rates. She asked how confident the developer was in the percentages that indicated that 40% of traffic is from the west and 45% of traffic is from east with the remaining from Weston Road. Mr. Michaud stated he has compared this to other studies and was confident in the analysis. Mr. Ho stated he was also comfortable with the percentages.

Ms. Beverly Rubin, resident at 9 Lexington Road asked if cars exiting the site could cross Route 9 and access Lexington Road. Mr. Michaud reviewed the signal intersection design and noted the current design would allow for the cross connection, although they believed the percentage would be low.

Ms. Mary Butler, Haynes Management Representative, stated at present she would venture the majority of their tenants are coming from the east to the west. She noted she has met with the developer and thought the traffic light would be closer to the 888-892 entrance to prevent cars from having to drive the site to get to the traffic light.

Mr. Tim Barrett, resident 21 Shadow Lane stated he was on the 900 Worcester St. Committee. Mr. Barrett stated he appreciate the Town looking at the expanded view of neighborhood impacts. He further noted special events planning would be important along with the coordination of lights. Mr. Barrett noted that for pedestrians it is a long distance crossing from CVS to Overbrook Drive. He was concerned a light stopping traffic for 20-30 seconds would still be difficult to cross. Mr. Barrett also noted on Lexington Road and Russell Road there are legitimate concerns that cut through traffic would persist. Concerning creating a connection with the Haynes site, Mr. Barrett noted it makes sense as an abutter to the back of the property that the cut be at the front of the property.

The Board noted they would continue this discussion at their June 1, 2017 meeting.

## **8. Discuss North 40 Process**

Ms. Freiman gave a brief overview of timing for the required remedial action plan study noting the environmental process for determining the required action will begin in July and a plan will be proposed to Town Meeting in the spring.

## **9. Liaison Updates**

Ms. Sullivan Woods gave updates on the DPW's benchmarking report that is anticipated to be complete in the next few months. She also noted Fuller Brook Park reconstruction is going smoothly and the seasonal elements will be done by the end of summer.

Ms. Sullivan Woods noted the Playing Fields Task Force would be sending a revised policy to the Board for approval on field use.

Ms. Sullivan Woods noted the Recreation Commission has reorganized with Andy Wrobel as Chair and Mark Wolfson as Vice Chair. Ms. Sullivan Woods noted that beach stickers are for sale and will end shortly. At Morses Pond, the barrier for weed reduction and an updated dock system have been installed.

Ms. Gibbs updated the Board on SEC work including Green Communities designation, efforts with the 3R working group, reduction of the Town's carbon footprint implications with food waste and food recovery programs, and the SEC is in preliminary discussions with the RDF on building materials and waste disposal.

Ms. Gibbs noted the FMD/PBC are considering generating sustainable construction practices and recently PBC and FMD led a tour of the sustainable elements of the high school project. SEC in coordination with FMD will also be proposing an environmental analysis for the HHU project.

**10. Discuss Summer Meeting Schedule**

The Board reviewed potential dates for meetings during the months of July and August.

**11. New Business/Correspondence**

The Board noted new sustainable activities with the SEC and MLP on greenhouse gas goal. The MLP Board will be planning an open forum on their sustainable goals and want to engage the Board and others and enhance communication. The Board was asked to consider collaborating on a forum for June 8.

Ms. Robinson reviewed upcoming topics for meeting agendas.

**The Board of Selectmen meeting adjourned at 10:05 pm.**



## **Connolly, Terry**

---

**From:** Vlass, Cricket  
**Sent:** Thursday, June 01, 2017 11:02 AM  
**To:** Connolly, Terry  
**Cc:** Quinn, Mike  
**Subject:** 5 Donations

Hi Terry,

We have had a flurry of donations listed below:

- The House and Garden Club of Wellesley has donated \$300.00 for Annual Flowers planted at Central Park on May 22, 2017.
- Kit Bowry donated \$250.00 for the shrub material planted at the new memorial at Town Hall Park for Dr. Murray.
- Carole Epstein has donated \$158.00 for Annual Flowers planted at the traffic island on Weston Rd at Cleveland. I believe this is her 18<sup>th</sup> year!
- The Wellesley Garden Study Group has donated \$200.00 for pollinator friendly perennials planted at the Simon's Park Garden.
- Waterstone at Wellesley has donated \$1,290.00 for a bench and plaque to be installed at Fuller Brook Park near Cameron St. This has been located in accordance with the NRC's plan.

Please let me know if you need additional information,

Cricket

Cricket Vlass, Landscape Planner  
Town of Wellesley  
Department of Public Works  
Park & Highway Division  
30 Municipal Way  
Wellesley Hills, MA 02481  
Tel: (781) 235-7600 X3332  
Fax: (781) 431-7569  
E-mail: [cvllass@wellesleyma.gov](mailto:cvllass@wellesleyma.gov)  
Town Website: <http://www.wellesleyma.gov/>

I am in the office on Mondays, Tuesdays and Thursdays.

When responding please be advised that the Town of Wellesley and the office of the Secretary of State has determined that email could be considered a public record.

1

O

(

O

**10. Discuss Hardy, Hunnewell, and Upham School Building Committee**

Members of the School Committee have been preparing a draft charge and SBC member list for both the School Committee and the Selectmen to consider. It is anticipated a draft would be sent via email prior to the meeting on Monday as a first read by the Board. It is currently anticipated that a second read would occur at a joint meeting with the School Committee on June 12<sup>th</sup>.



## **12. New Business & Correspondence**

Other Documents: The Board will find documents the staff is not seeking action on, but is for informational purposes only. Please find the following:

- ❖ Email from Sheryl Strother & Information from MGL 53D regarding the Town's Recreation Revolving Fund
- ❖ Certification from the State that James Ryan has completed the Certified Public Purchasing Officer designation for supplies & services
- ❖ Background on MGL Chapter 40B regarding affordable housing prepared by Miyares and Harrington
- ❖ Letter from Brian Villa on Building Department
- ❖ Memo from Michael Zehner on Planning Board Associate Member Candidates

**Robinson, Blythe**

---

**From:** Strother, Sheryl  
**Sent:** Thursday, June 01, 2017 9:37 AM  
**To:** Robinson, Blythe; Marjorie Freiman  
**Cc:** Lopes, Rachel  
**Subject:** Recreation revolving fund

FYI

The Recreation Fund is a 53D Fund ( adopted at ATM somewhere around 2007), which requires that all surplus over \$10,000 be returned to the General Fund at the end of each year. As you know, the salaries for the Administration and some minor expenses are charged to the General Fund as are the debt service for the Warren Building. The Recreation department office is not self-supporting.

Typically the programs ( in 53D) make money. I can run a P&L for every activity. The Pond and camp usually lose money, but the programs cover the ponds and the program overhead. My ongoing issue with the Recreation Commissioners has been in getting them to reliably predict and generate consistent income to be turned back to the Town. They have a lot of discretion over items that are charged to the fund ( and thus reduce turnback). The quarterly brochures cost about \$45,000 and I've not been able to convince them to put more of the information online rather than mailing out brochures. In the past, the Commissioners have given "Scholarships" for the camps, which also reduces the amount that can be turned back. From time to time there are also capital improvements which are outside of the normal capital request process and which come right out of the money that would otherwise be returned to the Town ( which partially offsets the cost of salaries and benefits for Matt and his staff).

Communication has improved with Matt taking over. He has been running capital projects by me in advance and has been submitting a budget for the overhead charged to the fund as part of the budgets loaded to the financial system .

Let me know if you need more information

Sheryl

*Sheryl Strother  
Finance Director/CFO - Town of Wellesley  
525 Washington Street  
Wellesley, MA 02482 781-431-1019 ext 2214*

## 44 § 53A

## MUNICIPAL FINANCE LAWS

Law 89-10).<sup>1</sup> After receipt of a written commitment from the federal government approving a grant for educational purposes and in anticipation of receipt of such funds from the federal government, the treasurer, upon the request of the school committee, shall pay from the General Fund of such municipality compensation for services rendered and goods supplied to such federal grant programs, such payments to be made no later than ten days after the rendition of such services or the supplying of such goods; provided, however, that the provisions of such federal grant would allow the treasurer to reimburse the General Fund for the amounts so advanced.

Added by St.1964, c. 99. Amended by St.1967, c. 46, § 8; St.1967, c. 388, § 1; St.1983, c. 331; St.1984, c. 74; St.1986, c. 203; St.1986, c. 651, § 3.

<sup>1</sup> 20 U.S.C.A. § 236 et seq.; See, also, 20 U.S.C.A. § 2701 et seq.

**§ 53A½. Gifts of tangible personal property; acceptance**

A city council, with the mayor's approval if the charter so provides, or a board of selectmen or town council may, in its sole discretion and authority, accept gifts of tangible personal property on behalf of the city or town from the federal government, a charitable foundation, private corporation, individual, or from the commonwealth or any political subdivision thereof, and may, in its sole discretion and authority, use said gifts, without specific appropriation thereof, for the purpose of such a gift or, if no restrictions are attached to the gift, for such other purposes as it deems advisable.

Added by St.2000, c. 274.

**§ 53B. Contributions by commonwealth; application to indebtedness**

Any sums allotted and paid by the commonwealth to a city, town or district as a contribution towards the cost of a useful public works project, the state's share of the cost of which project was financed from the proceeds of a loan issued by such city, town or district, shall be applied towards the payment of such indebtedness.

Added by St.1968, c. 598, § 3.

**§ 53C. Deposit and expenditure of compensation for off-duty or special detail work; appropriation for special fund; fee**

All money received by a city, town or district as compensation for work performed by one of its

employees on an off-duty work detail which is related to such employee's regular employment or for special detail work performed by persons where such detail is not related to regular employment shall be deposited in the treasury and shall be kept in a fund separate from all other monies of such city, town or district and, notwithstanding the provisions of section fifty-three, shall be expended without further appropriation in such manner and at such times as shall, in the discretion of the authority authorizing such off-duty work detail or special detail work, compensate the employee or person for such services; provided, however, that such compensation shall be paid to such employee or person no later than ten working days after receipt by the city, town or district of payment for such services.

When necessary, a city, town or district may appropriate funds to be placed in the special fund authorized by this section to be used for the purpose for which the fund was established. A city, town or district may establish a fee not to exceed ten per cent of the cost of services authorized under this section, which shall, except in the case of a city, town, district or the commonwealth, be paid by the persons requesting such private detail. Any such fee received shall be credited as general funds of the city, town or district and shall not be used again without further appropriation.

Districts shall include regional school districts.

Added by St.1970, c. 344. Amended by St.1973, c. 773; St.1976, c. 24; St.1980, c. 98; St.1982, c. 70.

**§ 53D. Recreation and park self-supporting service revolving funds; creation; authorized use of funds; annual report; revocation of provisions**

Notwithstanding the provisions of section fifty-three, any city or town which accepts the provisions of this section may establish in the city or town treasury a revolving fund which shall be kept separate and apart from all other monies by the treasurer and in which shall be deposited the receipts received in connection with the conduct of self-supporting recreation and park services of said city or town. The principal and interest thereon shall be expended at the direction of the authority, commission, board or official of such city or town with said responsibility without further appropriation, but only with the written approval of the mayor in cities, or city manager in Plan E cities, or the selectmen in towns, or in towns which have adopted the town manager form of government the

**MUNICIPAL FINANCE****44 § 53E $\frac{1}{2}$** 

town manager and only for the purpose of operating self-supporting recreation and park services. The city auditor or town accountant shall submit annually a report of said revolving fund to the mayor, city council, city manager, board of selectmen or town manager for their review and a copy of said report shall be submitted to the director of the bureau of accounts; provided, however, that funds in said revolving fund shall not be used for the purpose of paying any wages or salaries for full-time, as defined in the guidelines issued by the director of accounts, recreation and park employees; provided, further, that the unreserved fund balance shall not exceed ten thousand dollars at the close of each fiscal year and any such amount in excess of ten thousand dollars shall be paid into the city or town treasury as provided in section fifty-three.

A city or town which has accepted the provisions of this section may, in like manner, revoke its acceptance; provided, however, that any city or town may require by by-law or ordinance, that the provisions of this section may be subject to annual authorization by a vote of the annual town meeting or city council.

Added by St.1977, c. 665. Amended by St.1986, c. 63; St.1989, c. 223; St.1992, c. 42.

**§ 53E. Agencies, boards, etc.; annual operating costs; offset by estimated receipts of user fees**

Notwithstanding the provisions of section fifty-three, a city or town which accepts the provisions of this section may specify when making an appropriation for the annual ordinary operating costs of any agency, board, department or office of said city or town that such costs may be offset, in part or in the aggregate, by the estimated receipts from the fees charged to users of the services provided by such agency, board, department or office.

The use of such fees shall be limited to an amount not to exceed the actual amounts received during the previous fiscal year or such other estimated amount as may be approved, in advance of appropriation, by the commissioner of revenue or his designee, and which is based upon adequate documented material supporting such estimated amounts.

Receipts so allocated shall be deposited in a special account by the city or town treasurer or otherwise specifically identified and may be expended for the purpose allocated without further

appropriation. Any balance in such accounts at the end of the fiscal year shall be deposited into the general treasury of the city or town.

Any deficit resulting from any city or town acting under the provisions of this section shall be reported by the auditor, accountant or other officer having similar duties, or by the treasurer if there be no such officer, to the assessors, who shall include the amount so reported in the aggregate appropriations to be assessed in the next subsequent annual tax levy, unless the city or town has provided funds to eliminate such deficit. Any deficit so incurred must be raised by taxation and shall be subject to all applicable provisions of chapter fifty-nine.

Each agency, board, department or office shall prepare an annual report of the change in cash balances in such entity which shall detail the cash receipts and disbursements for the year and shall be submitted to the mayor, city council, city manager, board of selectmen or town manager for their review and a copy of said report shall be submitted to the director of the bureau of accounts. Such report shall be prepared and submitted within forty-five days after the close of the fiscal year.

All such sums, so allocated, shall be treated as amounts voted from available funds for the purpose of deduction in accordance with the provisions of section twenty-three of chapter fifty-nine. All amounts voted from available funds shall be itemized in a schedule, on a form approved by the commissioner of revenue, prepared by the city or town clerk and included with the submission for approval of the tax rate by the commissioner of revenue as provided in section twenty-three of chapter fifty-nine. The assessors shall further attest, on said schedule, that the receipts itemized therein have not been included in any other deduction from the gross amounts to be raised.

Added by St.1981, c. 339, § 1.

**§ 53E $\frac{1}{2}$ . Revolving funds**

Notwithstanding the provisions of section fifty-three, a city or town may annually authorize the use of one or more revolving funds by one or more municipal agency, board, department or office which shall be accounted for separately from all other monies in such city or town and to which shall be credited only the departmental receipts received in connection with the programs supported by such revolving fund. Expenditures may be made from such revolving fund without further appropriation, subject to the provisions of this sec-

The Commonwealth of Massachusetts



To all to whom these presents shall come, Greeting:

*Know Ye, that We, by Our Inspector General, confiding in the ability, discretion and integrity of James J. Ryan*

*do hereby, under the laws of the Commonwealth of Massachusetts as most recently amended and the terms and requirements of the*

*Massachusetts Certified  
Public Purchasing Official Program*

*designate the above-named individual to be duly qualified as*

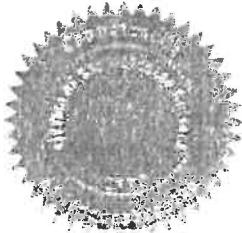
*Massachusetts Certified Public Purchasing Officer*

*for Supplies and Services Contracting  
to hold said designation subject to the requirements of said Massachusetts Certified Public Purchasing Official Program.*

*And we do Acknowledge and Enjoin the said*

*James J. Ryan*

*to faithful performance of Duties under the Laws of the Commonwealth, unless sooner removed therefrom so long as the said designee shall hold the same by virtue of these Presents.*



*Witness, our Inspector General and the Great Seal of the Commonwealth hereunto affixed, at Boston this thirty-first day of March in the year of Our Lord two thousand and seventeen and of the Independence of the United States of America, the two hundred and forty-first*

James J. Ryan  
Director, MCPPO Program

Glenn A. Curle  
Inspector General

# Overview of Chapter 40B

Miyares and Harrington LLP

July 2016

# Purpose

- M.G.L. c.40B §§ 20-23 authorizes the issuance of a single, or comprehensive, local permit covering all local regulations.
- The statute was enacted to:
  - Facilitate the construction of low- and moderate-income housing;
  - Avoid perceived long delays in developers' proposals to construct affordable housing;
  - Allow waiver of local zoning by-laws that are not "consistent with local needs."

# Step 1-Project Eligibility

- The first step is for the applicant to seek a project eligibility letter from its subsidizing agency.
- After receipt of application, the Subsidizing agency provides written notice to chief executive officer of municipality where project located, conduct a site visit, and accepts written comments from local boards and other interested parties. See 760 CMR 56.04(3).

# Project Eligibility Letter

- The subsidizing agency must make the following findings:
  - The project appears eligible for a housing subsidy program; the site appears appropriate for residential development; the conceptual project design is appropriate; the project appears financially feasible; initial *pro forma* has been reviewed; the applicant is a qualifying entity; and controls the site.
- A project eligibility letter from the Applicant's subsidizing agency establishes that the eligibility requirements of 760 CMR 56.04(1) have been satisfied, and that the Applicant may proceed to the Town's Zoning Board of Appeals.

## Step 2: Application for Comprehensive Permit

- Zoning Board of Appeals is the only board with jurisdiction to decide comprehensive permit applications.
- Zoning Board of Appeals possesses the authority to act for all “local boards,” which is broadly defined to include practically all relevant boards and officials. See 760 CMR 56.02.

## Step 2: Local Hearing

- The Applicant must file a complete application with the Zoning Board of Appeals.
- This application must contain the items listed in: 760 CMR 56.05(2)(a)-(h), including:
  - Preliminary site plans; site conditions report; architectural drawings; tabulation of proposed buildings by type, bedroom counts, and ground coverage; utilities plan; project eligibility letter; and list of requested waivers.

# Public Hearing- Important Milestones

- The filing of the application triggers the following deadlines:
  - 7 days: **The Board shall notify each local board** of application by sending notice of application and copy of list of waivers. The Board shall also invite participation of each local board as is deemed necessary or helpful in making decision.
  - 14 days: **Notice of public hearing** is provided pursuant to M.G.L. c.40A § 11.
  - 30 days: **Board shall open its public hearing.**
  - 180 days: **Close hearing** (absent extension agreement with the Applicant).
  - 40 days (after close of the hearing): The Board must file its written decision with the Town Clerk.

# Public Hearing: Early Action Items

- Review application materials for completeness.
- Establish process for hiring peer review consultants and funding of §53G account by the Applicant.
- Take comments from Town boards, departments and staff.

# General Legal Standard Applicable to 40B Applications

- Consistency with Local Needs = central issue
- Means either:
  - (a) one or more of the grounds set forth in 760 CMR 56.03(1) have been met, or
  - (b) Local Requirements are reasonable in view of the regional need for Low and Moderate Income Housing, considered with the number of Low Income Persons in the affected municipality and with Local Concerns, and if such Local Requirements and Regulations are applied as equally as possible to both subsidized and unsubsidized housing.

## **General grounds for denial of comprehensive permit**

- 760 CMR 56.03(1): A Board may deny a comprehensive permit within 15 after opening its public hearing if:
  1. Municipality has achieved Statutory Minima (10%) in accordance with 760 CMR 56.03(3).
  2. DHCD has certified municipality's compliance with its Housing Production Plan per 760 CMR 56.03(4).
  3. Municipality has made recent progress towards Statutory Minima per 760 CMR 56.03(5).
  4. Project is a large project per 760 CMR 56.03(6).
  5. A related application has previously been received per 760 CMR 56.03(7).

# Wellesley's Compliance with Statutory Minima

- Wellesley cannot currently deny application based on the regulatory criteria of 760 CMR 56.03(1) because:
  - Not attained 10% affordable housing.
  - No certified Housing Production Plan.
  - No recent progress towards statutory minima.
    - Number of SHI eligible housing units created in 12 months prior to receipt of application must be  $\geq$  2% of municipality's total housing units.
  - Proposal is not a "large project."
  - No related application previously received.

# Consistent with Local Needs

- Absent satisfaction of statutory minima enumerated in 760 CMR 56.03(1), local regulations will be deemed “consistent with local needs” if they are reasonable in light of:
    1. The regional need for low- and moderate-income housing / the number of low-income persons in town.
    2. The need:
      - a. To protect health and safety of occupants of proposed housing or of the residents of the city or town;
      - b. To promote better site and building design in relation to surroundings; and
      - c. To preserve open spaces
- If such regulations are applied as equally as possible to both subsidized and unsubsidized housing. M.G.L. c.40B § 20.

# Waivers from local requirements and regulations

- Pursuant to 40B, the Board may waive local requirements and regulations, including zoning by-laws, which are not “consistent with local needs.”
- See Jepson v. Ipswich Bd. of Appeals, 450 Mass. 81, 90 (2007) (stating 40B only permits the waiver of local requirements, not state laws).
- Zoning waivers required solely from “as-of-right” requirements of zoning district where project site located. 760 CMR 56.05(7).
- Special permit requirements are inapplicable to 40B projects.

# “Uneconomic”

- For a public agency or nonprofit organization:
  - Any condition that makes it impossible to proceed in building or operating a project.
- For a Limited Dividend Organization:
  - Any condition that makes it impossible to proceed “and still realize a reasonable return within the limits set by the Subsidizing Agency.”
- See 760 CMR 56.02.

# Waivers from local requirements and regulations

- When evaluating waiver requests, the Board will be working with bylaws and regulations typically within the jurisdiction of other “local boards.”
- The Board may invite the participation and comment of those other “local boards.”
- See M.G.L. c.40B, §21:
  - “The board shall request the appearance at said hearing of such representatives of said local boards as are deemed necessary or helpful in making its decision upon such application...[and] in making its decision on said application, shall take into consideration the recommendations of the local boards”).

# Board vote

- Pursuant to M.G.L. c. 40B § 21, a simple majority vote of the board will suffice for a decision.
- The Board must vote and file its written decision with the Town Clerk within forty days after the close of the public hearing.
- In approving application, board may impose conditions with respect to height, site plan, size or shape, or building materials as are consistent with the terms of § 21.

# Appeal of Decision

- The Applicant may appeal a decision directly to the HAC within 20 days after the Board files its decision.
  - 760 CMR 56.06(g).
- Other aggrieved parties, such as abutters, may appeal a denial to Land Court or Superior Court within 20 days after the decision has been filed with the Town Clerk.

## On Appeal to HAC: Denial of a Comprehensive Permit

- If an applicant appeals a denial of a comprehensive permit, it must first prove to HAC “that its proposal complies with federal or state statutes or regulations, or with generally recognized standards as to matters of health, safety, the environment, design, open space, or other matters of Local Concern.”

## On Appeal to HAC: Conditional Approval of a Comprehensive Permit

- If an applicant appeals a conditional approval of a comprehensive permit, it must first prove to HAC that the challenged conditions “make the building or operation of the Project Uneconomic.”

## On Appeal to HAC: Local Concern vs. Housing Need

- After the applicant has made either initial showing, it fails to the Town to demonstrate:
  - (1) that there is “a valid health, safety, environmental, design, open space, or other Local Concern” which supports the denial or condition(s); and
  - (2) that such Local Concern outweighs the Housing Need.
- BUT proof that a municipality has failed to satisfy one of the statutory minima in 760 CMR 56.03(1) creates a rebuttable presumption that “there is a substantial Housing Need which outweighs Local Concerns.” 760 CMR 56.07(3)(emphasis added).

# On Appeal to HAC

- The Housing Appeals Committee (HAC) almost invariably rejects boards of appeals' use of well-worn planning arguments to deny or approve comprehensive permits with conditions.
  - Examples: school crowding, traffic, sewers, environmental degradation, density, open space.
- Burden of proof: balance regional needs with local housing concerns.
  - Local concern: "means the need to protect the health or safety of the occupants of a proposed Project or of the residents of the municipality, to protect the natural environment, to promote better site and building design in relation to the surroundings and municipal and regional planning, or to preserve Open Spaces." 760 CMR 56.02.
- See O.I.B. Corp. v. Braintree Bd. of Appeals, Housing Appeals Comm. Dec. (March 27, 2006) (holding concern for emergency access to development outweighs regional need for affordable housing).
- See Wilson Street Trust v. Norwood Bd. of Appeals, Housing Appeals Comm. Dec. (Feb. 13, 1974) (holding increased traffic not local concern unless existing traffic is sufficiently near or past critical point so that additional traffic load raises traffic impact beyond safety point).

## Changes After Issuance of Comprehensive Permit

- If the Applicant proposes changes after issuance of a comprehensive permit, the Board must determine whether the changes are **substantial**.
- For any changes deemed to be **substantial**, the Board will conduct a new public hearing on the changes to the project.

## Affordable Units Authorized by Comprehensive Permit

- The affordable units in an ownership project and all units in a rental project are counted on the Town's SHI upon filing of the comprehensive permit with the Town Clerk, and will remain on the SHI provided:
  - The Applicant obtains building permits within 12 months; and
  - The Applicant obtains certificates of occupancy within 18 months after issuance of the building permits.

# Questions?

I would like to bring to the attention of the town officials a difficult complication caused by the various ordinances coming into effect.

I now have a demolition permit but my two interested buyers are worried that even if they submit building plans with the normal (not statutory) lead time of 10 days, they will not get building approval by 1 July. Mr. Grant has taken the very firm position, so two potential buyers have informed me, that no application submitted before July 1, will be considered after July 1, except under the new regulations. It would, I am told be possible to appeal such a decision by Mr. Grant but that might bring a number of burdensome and awkward appeals before the town. The question is whether the powers that be might set as a working policy that a building plan submitted with the normal lead time, will still be considered under the rules at the time of submission, if a permit has still not been granted by 1 July. This I believe would be the only fair. Obviously a last minute appeal ignoring the normal lead time for submission, deserve no consideration. What I am talking about are building plans submitted with the normal lead time, before the July 1 deadline.

I think that the foregoing would be a reasonable administrative resolution to avoid the possibility of numerous, onerous, and time consuming appeals.

The other issue that perhaps needs administrative resolution is the apparent rule that you cannot even apply for a building permit until after the existing structure has been completely demolished. Of course no building permit should be granted until that demolition has occurred, but to forbid even the anticipatory submission of building plans which could be held in suspense until demolition inspection has taken place, is to add burdens and delays without evident reason. Surely it should be possible to submit plans and hold them subject to final approval when the demolition inspection process is completed.

A handwritten signature in black ink, appearing to read "Brian V. Miller". The signature is fluid and cursive, with "Brian" on the left and "V. Miller" on the right.



## MEMORANDUM

### Town of Wellesley - Planning Department

---

To: Planning Board  
From: Michael D. Zehner, Planning Director  
Date: May 11, 2017  
Subject: Planning Board Associate Member Candidates

---

Five individuals have expressed an interest in the vacant Associate Member position on the Planning Board, as follows:

- Andrea Reed
- Jose Soliva
- Kathleen Woodward
- Thomas MacDonald
- David Stern

Letters of interest and/or resumes for each are attached. Please note, David Stern had previously expressed an interest in 2015; his materials from 2015 are attached.

Generally, the Board has selected several candidates to interview at the Annual Retreat or separate meeting.



**Zehner, Michael**

---

**From:** Andrea Reed <anna.reed19@gmail.com>  
**Sent:** Wednesday, March 29, 2017 10:19 AM  
**To:** Zehner, Michael  
**Cc:** Schelling, Lynda  
**Subject:** Re: Vacancies on Town Boards

Thanks, Michael. That all sounds good. Please let me know if you need any more info from me in the meantime.

Best,  
Andrea

On Tue, Mar 28, 2017 at 3:46 PM, Zehner, Michael <[mzehner@wellesleyma.gov](mailto:mzehner@wellesleyma.gov)> wrote:

Andrea,

Thank you very much for your interest. I expect that the Planning Board will consider your interest, along with others they may receive, in May. To your question, the Board regularly meets on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of every month, very rarely on weekends (usually only associated with a special project, once in 2016), and occasionally one or more members may choose/need to attend various other meetings held on other nights of the week (again, associated with a special project or issue). I hope this is helpful, please let me know if you need anything further.

Best,

Michael

**Michael D. Zehner, AICP, LEED Green Assoc.**

Planning Director

Town of Wellesley - Planning Department

525 Washington Street, Wellesley, MA 02482

Phone: 781.431.1019 x2234 - Email: [mzehner@wellesleyma.gov](mailto:mzehner@wellesleyma.gov)

Like us on [Facebook](#)! Follow us on [Twitter](#)!

When responding, please be advised, the Town of Wellesley and the Secretary of State have determined that email could be considered a public record.

**From:** Andrea Reed [mailto:[anna.reed19@gmail.com](mailto:anna.reed19@gmail.com)]  
**Sent:** Monday, March 27, 2017 12:55 PM  
**To:** Schelling, Lynda <[lschelling@wellesleyma.gov](mailto:lschelling@wellesleyma.gov)>; Zehner, Michael <[mzehner@wellesleyma.gov](mailto:mzehner@wellesleyma.gov)>  
**Subject:** Re: Vacancies on Town Boards

Lynda and Michael,

I may be interested in the Planning Board vacancy. My husband and I have lived in town for almost seven years and our oldest daughter will be starting kindergarten at Bates this fall. I've been wanting to get involved in the community for some time now, and a neighbor told me the Planning Board is a good place to start!

My professional resume is attached. Quick question for Michael: I am a full-time practicing lawyer. I assume Planning Board responsibilities will require occasional nights/weekends, but please let me know if more time commitment is expected.

Best regards,

Andrea Reed

On Wed, Mar 22, 2017 at 4:44 PM, News and Announcements <[wellesleyma\\_news@mm.windigicert.com](mailto:wellesleyma_news@mm.windigicert.com)> wrote:

**Attached is information regarding vacancies on the following Town Boards:**

**Planning Board (Associate Member)**

**Design Review Board (Alternate Member)**

**Historic District Commission (Two Members)**

**Denton Road Neighborhood Conservation District Commission (Member)**

Expressions of interest for any of the above positions, please submit a letter of interest and resume/CV to Lynda Schelling, Planning Department Secretary/Technical Administrator, lschelling@wellesleyma.gov

or by mail or delivery to the Planning Department.

Please contact Michael Zehner, Planning Director, for any questions regarding the responsibilities of any of these positions.

---

You are subscribed to the News and Announcements mailing list.

To unsubscribe from this list:  
<http://www.wellesleyma.gov/Subscriber>

**Andrea Leczynski Reed**  
28 Cavanaugh Road, Wellesley, MA 02481  
Cell: (603) 236-2605 • E-Mail: abeth.reed@gmail.com

## **PROFILE**

---

I am a Wellesley resident practicing law in one of the world's largest and most respected firms. My practice includes a mix of intellectual property litigation and transactional counseling. I have both jury trial and appellate experience, but my favorite contributions have been writing and speaking on current topics in patent law including for K&L Gates' annual publication on government policy.

Bar admissions include Massachusetts and U.S. Patent and Trademark Office.

## **LEGAL EXPERIENCE**

---

### **K&L Gates LLP (Boston, MA)**

*Senior Associate, Intellectual Property Litigation, 2008-Present*

*Summer Associate, IP Procurement and Portfolio Management, May-Aug. 2007*

- Intellectual property litigation experience includes patent, trademark, trade secret, unfair competition, false advertising, copyright, contract, and software license agreements. Experience includes oral argument, taking depositions, examining witnesses at trial, and counseling clients through mediation and settlement.
- Analyze, negotiate, and draft intellectual property license agreements and settlement agreements. Counsel clients on agreement enforceability, termination, breach, and business considerations regarding same.
- Represent nonprofit in contractual and indemnification matters concerning scientific field research and education, including analysis of contracts drafted by overseas counsel for compliance with Massachusetts state law.
- Advise nonprofits and universities on state of intellectual property law and implications for patent ownership, licensing practices, and risk of lawsuits and damages.
- Build and maintain relationships with all relevant parties outside of the law firm (clients, engineers, scientists, expert witnesses, and local, opposing, and joint defense counsel).

### **U.S. Court of Appeals for the Federal Circuit (Washington, DC)**

*Judicial Intern to the Honorable Arthur J. Gajarsa, Sept.-Dec. 2007*

- Supported Judge Gajarsa in the matter *Caraco Pharm. Labs., Ltd. v. Forest Labs., Inc.*, 527 F.3d 1278 (Fed. Cir. 2008), which concerned the provision of the Hatch-Waxman Act establishing civil actions for patent certainty.
- Drafted opinions and bench memorandums pertaining to a variety of legal issues including international trade, patents, federal personnel, and veterans' benefits.

## EDUCATION

---

**J.D., University of New Hampshire School of Law (2008) (*magna cum laude*)**

- American Bar Association Section of Intellectual Property Law & Bureau of National Affairs, Inc. Award for Excellence in the Study of Intellectual Property Law (2008)

**B.S., Plastics Engineering, University of Massachusetts Lowell (2005) (*summa cum laude*)**

- Dean's Gold Medal Award for Highest Achievement in Plastics Engineering (2005)
- Commonwealth Honors Program (2001-2005)

## RECENT PUBLICATIONS

---

Andrea Leczynski Reed, *U.S. Supreme Court Limits Liability for Patent Infringement Based on Extraterritorial Activity*, IP LITIGATION CLIENT ALERT (K&L Gates LLP 2017).

John J. Cotter & Andrea B. Reed, *It's 2:00 AM: Do You Know Where Your Trade Secrets Are?*, GLOBAL GOVERNMENT SOLUTIONS ANNUAL OUTLOOK (K&L Gates LLP 2016).

John J. Cotter & Andrea B. Reed, *Patent Licensing Today: Existing Flexibility with Post-Patent Expiration Royalties*, IP LITIGATION CLIENT ALERT (K&L Gates LLP 2015).

### SELECTED QUOTES FROM MY LAST THREE YEARLY REVIEWS

“Andrea is dedicated, fears nothing, self-starting, direct, and a smart strategic thinker.”	“She is intellectually rigorous in solving our client’s legal problems.”
“[W]illingness and ability to learn other areas like biotechnology.”	“Andrea is a ‘can-do’ lawyer who has an excellent ability to perform challenging work.”
“[W]orks well under pressure.”	“[S]he instills confidence.”
“She has a great presence – relaxed, informative and persuasive.”	“Andrea has an excellent rapport with clients, adversaries and court personnel.”
“Calm during crises (like trial).”	“Strong personality and strategic thinker.”
“Hard work, good writing, excellent analysis, client focus.”	“Andrea is adept at identifying key pressure points.”
“Andrea writes well. It is her strongest skill.”	“[V]aluable ‘go-to’ team member.”
“Clients, opposing counsel and the judge all liked Andrea.”	“Andrea’s legal analysis and judgment are strong.”
“[E]xcellent ‘get it done’ attitude.”	“[W]ell prepared, organized and persuasive.”
“Andrea is a very valuable and collegial lawyer.”	“Andrea is easy to work with because she takes ownership of projects.”
“I watched Andrea argue a few hearings and conduct a direct exam at trial in 2013, and one additional hearing during this review period. She has good poise, is calm in the courtroom, and thinks well on her feet.”	“[P]erformance is excellent, borderline extraordinary.”
“Andrea is a consummate professional.”	“We are lucky to have her on our team.”



**Jose Arias Soliva, AIA, LEED AP**  
214 Cedar Street  
Wellesley, MA 02481  
Tel. 781.237.6642  
Mobile: 617.548.5077  
Email: [Solivafamily@verizon.net](mailto:Solivafamily@verizon.net)

**Wellesley Planning Department**  
Town Hall, Lower Level (LL)  
525 Washington St.  
Wellesley, MA 02482

Attention: Lynda Schelling  
[Ischelling@wellesleyma.gov](mailto:Ischelling@wellesleyma.gov)

May 1, 2017

Dear Ms. Schelling:

I am writing to inquire about the Associate Member vacancy on the Wellesley Planning Board. I have attached my resume and selected works for your consideration. I have been a Wellesley resident since 2003 and would like to give back to the community by offering my services to the Planning Board.

As you can see from my resume and selected works, I have completed a multitude of projects of various sizes, complexities, and building types. During my twenty-three years as an architect, I gained extensive experience in all building project phases including programming, planning, designing, detailing, documenting, coordinating consultants, ensuring code compliance, and construction administration. In addition to being a LEED accredited professional and a registered architect, in 2016-17, I was appointed to serve on the HHU Masterplan Planning Committee.

I am certain that my strong design skills and experience would allow me to make a valuable contribution to the Planning Board. Please feel free to contact me if you have any questions.

Thank you for your time and consideration.

Sincerely,

Jose Arias Soliva, AIA, LEED AP

**JOSE ARIAS SOLIVA, AIA, LEED AP**

214 Cedar Street, Wellesley, MA 02481  
 Email: SolivaFamily@verizon.net

Home: (781) 237-6642  
 Mobile: (617) 548-5077

<b>PROFESSIONAL EXPERIENCE</b>	<b>ELKUS MANFREDI ARCHITECTS, Boston, Massachusetts</b> Project Architect, Project Manager, Construction Administrator, Involved in the overall project management and responsible for a variety of projects or teams, including client contact, scheduling and budgeting.	<b>2004 – 2009, 2013 to Present</b>
	<b>TAPPE ASSOCIATES INC, Boston, Massachusetts</b> Construction Administrator, Project Manager, Job Captain, Designer Responsible for directing, coordination, and production of construction documents, drawings and specifications for multiple projects	<b>2010 - 2013</b>
	<b>EPSTEIN JOSLIN ARCHITECTS, Cambridge, Massachusetts</b> Project Manager Responsible for design team and consultant engineer coordination in the production and review of project documents.	<b>2009 - 2010</b>
	<b>WILLIAM RAWN ASSOCIATES, Boston, Massachusetts</b> Project Architect, Project Manager, Job Captain, Designer Provided a design, technical focus and responsible for significant project activities. Involved in full range of project development and management from Pre-design/Programming to Construction Administration.	<b>1998 – 2004</b>
	<b>BENTZ/THOMPSON/RIETOW, INC. Minneapolis, Minnesota</b> Job Captain, Designer Involved in full range of project development and management from Pre-design/Programming to Construction Administration.	<b>1995 – 1998</b>
	<b>BOARMAN, KROSS, PFISTER, VOGEL, &amp; ASSOC., Minneapolis, Minnesota</b> Architectural Intern, Designer Production team member: prepare Design Development, and Construction Documents	<b>1995</b>
	<b>ELLERBE BECKETT, Minneapolis, Minnesota</b> Architectural Intern, Designer Project design team member: prepare Schematic Design & Design Development and presentation materials	<b>1994</b>
<b>SELECTED PROJECTS</b>	<p><b>ACADEMIC</b></p> <ul style="list-style-type: none"> <li>- Maynard High School, Maynard Massachusetts</li> <li>- Grinnell College East Campus, Residence Halls, Grinnell, Iowa.</li> <li>- Gordon College Phillips Music Center, Wenham, Massachusetts</li> <li>- Bowdoin College Studzinski Recital Hall, Brunswick, Maine</li> </ul> <p><b>PERFORMANCE</b></p> <ul style="list-style-type: none"> <li>- Strathmore Concert Hall, Bethesda, Maryland</li> <li>- Bowdoin College Studzinski Recital Hall, Brunswick, Maine</li> <li>- College of William &amp; Mary Lake Mataoka Amphitheatre, Williamsburg, Virginia</li> </ul> <p><b>PLANNING &amp; MIXED USE</b></p> <ul style="list-style-type: none"> <li>- Hudson Yards Redevelopment, New York, New York</li> <li>- Lionshead Redevelopment, Vail, Colorado</li> <li>- Crystal City Development, Beijing, China</li> </ul> <p><b>HISTORICAL REDEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>- Faneuil Hall Marketplace- Retail Redevelopment, Boston Massachusetts</li> <li>- Union Station- Retail Redevelopment, Washington D.C.</li> </ul> <p><b>RETAIL</b></p> <ul style="list-style-type: none"> <li>- Neiman Marcus at the Natick Collection, Natick, Massachusetts</li> </ul> <p><b>WORSHIP</b></p> <ul style="list-style-type: none"> <li>- Community of Jesus Complex, Orleans MA, Project Architect</li> <li>- Mt. Calvary Lutheran Church Addition, Excelsior, Minnesota,</li> </ul> <p><b>PUBLIC PARK &amp; RECREATION</b></p> <ul style="list-style-type: none"> <li>- Minnehaha Park Refectory Renovation, Minneapolis, Minnesota</li> </ul> <p><b>PRIVATE RESIDENCE</b></p> <ul style="list-style-type: none"> <li>- West House, Weston Massachusetts, Job Captain</li> </ul>	
<b>EDUCATION</b>	<b>CORNELL UNIVERSITY, College of Architecture, Arts &amp; Planning</b> Ithaca, New York Bachelor of Architecture	<b>1989 - 1994</b>
<b>REGISTRATION</b>	<b>State of Massachusetts # 31242 &amp; Minnesota # 40386:    NCARB Cert. No.* 66792: LEED Accredited Professional</b>	

**JOSE ARIAS SOLIVA, AIA, LEED AP**

214 Cedar Street, Wellesley, MA 02481  
Email: [jas\\_architect@verizon.net](mailto:jas_architect@verizon.net)

Home: (781) 237-6642  
Mobile: (617) 548-5077

**SELECTED  
PROJECTS****New Maynard High School, Maynard, Massachusetts**

121,500 GSF; \$36.5 million Construction Cost; 410 Enrollment

Project Architect/Manager – Led a project team which ranged from four to eight.

Responsibilities includes: project design, project manager, programming, client consultation, and presentation, budget review, consultant coordination, complete construction documents, , and construction administration.

This under-construction project creates a grade 8 - 12 High School for 410 students, integrated into the educational complex of three other Maynard School buildings. The new facility ensures that the public use spaces such as the cafe, auditorium, gym, administration are at the front of the school and the shared core spaces are embedded into defined academic areas. The co-location of visual arts, technology, and media resources reinforces collaboration, allowing cross pollination of ideas through multidisciplinary learning. The School has separate academic communities for Grades 8 and 9 and integrates grades 10 - 12. Each community has a break out space for individual or group learning and a teacher planning space which overlooks the student break out space.

*Schedule to be Completed Fall 2013*



**JOSE ARIAS SOLIVA, AIA, LEED AP**

214 Cedar Street, Wellesley, MA 02481

Email: [SolivaFamily@verizon.net](mailto:SolivaFamily@verizon.net)

Home: (781) 237-6642

Mobile: (617) 548-5077

**SELECTED  
PROJECTS****NEIMAN MARCUS AT THE NATICK COLLECTION, Natick MA***Completed 2007*

Core &amp; Shell, 100,000 SF retail store; Confidential Construction Cost

**Responsibilities includes: Project Architect, project design, project manager, client consultation, budget review, consultant coordination, complete construction documents, bidding, and construction administration.**

The concept of the façade is to evoke a silk dress or scarf from the Neiman Marcus couture line billowing in the coastal breeze of New England by creating the undulating patterned steel exterior of the store. The form and scale is driven by its location. The form creates large bellows for entry and signage and then condenses the folds along the main street to create a dramatic image.

To create the image of the fabric, we explored not only the form but color, texture, and pattern of the façade. The colors of metal are timeless bronze, champagne, and silver. The pattern follows the form and enhances moments within the building, such as entry and signage.



**JOSE ARIAS SOLIVA, AIA, LEED AP**

214 Cedar Street, Wellesley, MA 02481  
 Email: [Solivafamily@verizon.net](mailto:Solivafamily@verizon.net)

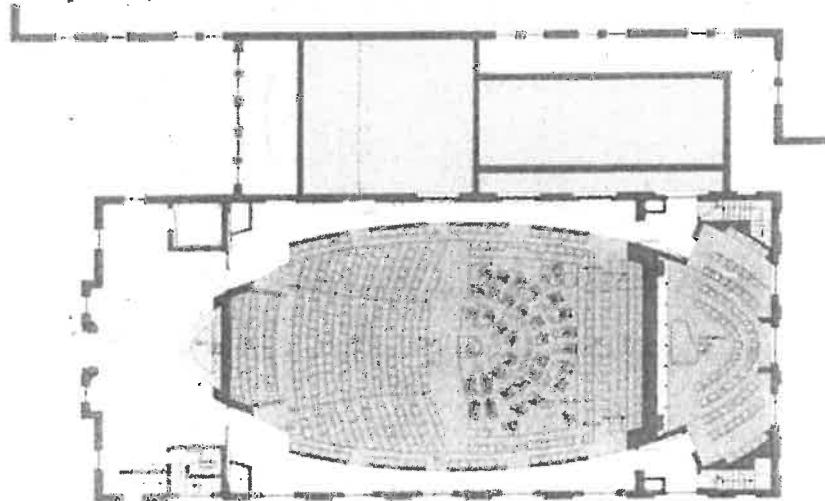
Home: (781) 237-6642  
 Mobile: (617) 548-5077

**SELECTED  
PROJECTS****BOWDION COLLEGE STUDZINKI RECITAL HALL, Brunswick, Maine***Completed 2007*

19,000 GSF; 285 seat recital hall;

**Project Architect** – *Led a project team with project manager ranging from three to six***Responsibilities includes:** *project design, project manager, consultant coordination, client presentation, and production of design development document for cost estimate analysis.*

This project involved the innovative reuse of McKim, Mead and White's historic Curtis Swimming Pool Building by inserting of a new 285-seat Recital Hall, with world class acoustics into the volume of the former pool. A large acoustical volume was carved out of the existing structure. Into that volume was placed a more intimate, oval-shaped "vessel for music". This bold, curved geometry provides an exciting contrast with the "shoe-box" shape of the existing building (which is ideal acoustically) and introduces a vocabulary of taut, minimalist surface and warm, natural materials.



McKim, Mead, and White swimming pool c. 1927



**JOSE ARIAS SOLIVA, AIA, LEED AP**

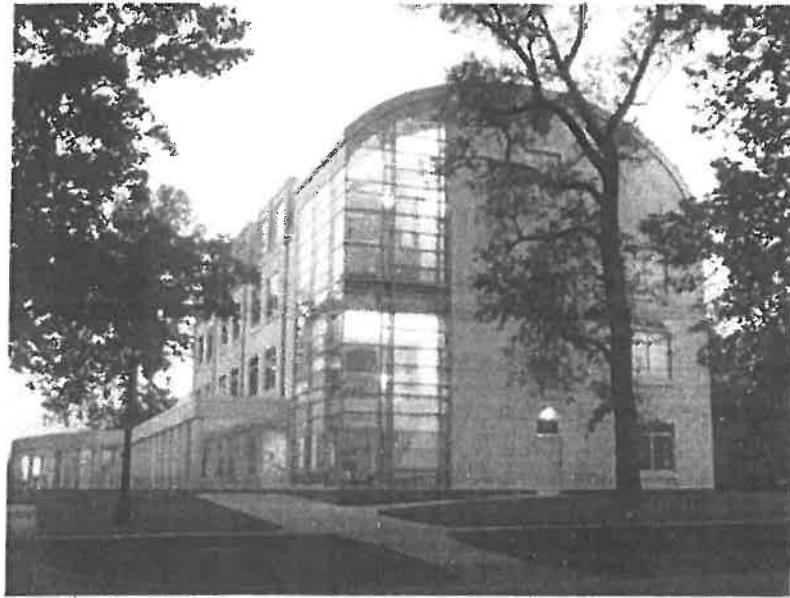
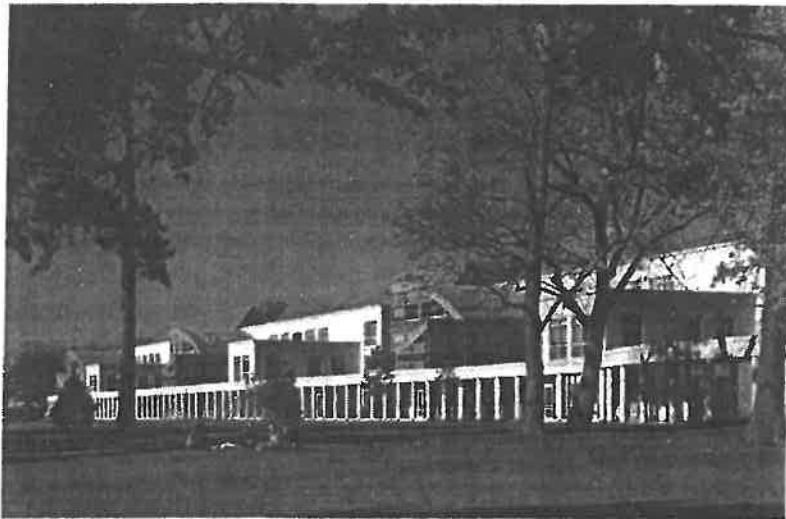
214 Cedar Street, Wellesley, MA 02481  
Email: [SolivaFamily@verizon.net](mailto:SolivaFamily@verizon.net)

Home: (781) 237-6642  
Mobile: (617) 548-5077

**SELECTED  
PROJECTS****GRINNELL COLLEGE EAST RESIDENCE HALLS, Grinnell, Iowa**  
107,500 GSF; \$22.75 million Construction Cost; 259 beds*Completed 2003*

Responsibilities includes: Project Architect, project design, project manager, programming, client consultation, budget review, consultant coordination, complete construction documents, bidding, and construction administration.

The new east campus residence halls at Grinnell College use contemporary forms to complete a previously under-defined edge of campus and utilize the campus' strong tradition of connecting important building with covered loggias. The strong "bar-like" quality of the new building is softened by a series of south facing courtyards which organize each building's main public spaces. This straight forward approach creates buildings that are in the context of Grinnell but do not resort to simple replication of existing buildings. Each building provides a two-story, south facing glass enclosed ground floor social lounge, linking to the loggia and to each building's respective south facing courtyard.



**JOSE ARIAS SOLIVA, AIA, LEED AP**

214 Cedar Street, Wellesley, MA 02481

Email: [SolivaFamily@verizon.net](mailto:SolivaFamily@verizon.net)

Home: (781) 237-6642

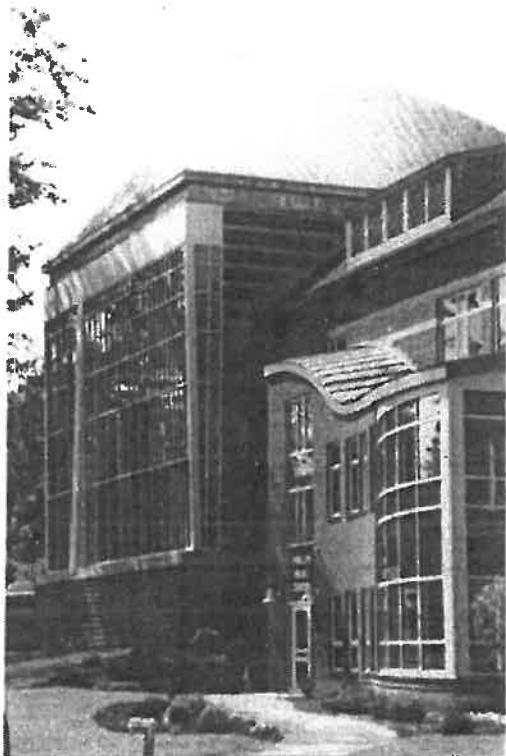
Mobile: (617) 548-5077

**SELECTED  
PROJECTS****GORDON COLLEGE PHILLIPS MUSIC CENTER, Weston Massachusetts***Completed 2000*

16,000 GSF; \$8 millions Construction Cost

Responsibilities includes: Project Architect, project design, project manager, programming, client consultation, budget review, consultant coordination, complete construction documents, bidding, and construction administration.

The Phillips Music Center is an educational music facility the serves the music department and students of Gordon College. The center includes classrooms, numerous student practice rooms, and faculty offices, which also serve as teaching studious. The 175 seat recital hall takes advantage of the pond views of the site, while serving as a focal point that anchors a corner of the main quadrangle of the campus.





50 Kirkland Circle  
Wellesley Hills, MA 02481  
April 26, 2017

Deborah Carpenter, Chair  
Planning Board  
Town Hall  
525 Washington St.  
Wellesley, MA 02482

Michael Zehner, Planning Director  
Town Hall  
525 Washington St.  
Wellesley, MA 02482

**Re: Associate Member Position, Planning Board**

Dear Deborah and Michael:

By this letter I wish to express my interest in serving as an Associate Member of the Planning Board. Serving as the Advisory Liaison to the Planning Board has sparked my desire to learn more about this dynamic area of municipal law and policy. I believe that my education, experience and dedication to public service, as reflected in my resume and participation in community service, has prepared me well to take on this new challenge.

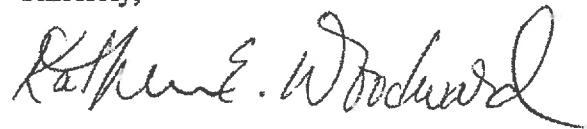
As my resume indicates, I have practiced environmental law, primarily in the public sector, since 1991. I believe that my extensive experience in the interpretation and application of statutes and regulations will enable me to ably analyze and apply statutes and bylaws in the planning context. Similarly, my substantial experience in the painstaking review of documentary evidence has likewise prepared me for the task of careful and thorough review of materials submitted to the Planning Board. Further, through my work I have gained considerable knowledge in the area of storm water management that I believe is highly transferable to the planning context. Finally, my many years of experience in communicating and negotiating with members of the regulated community would be extremely helpful to me in my interactions with the public as the Associate Member of the Planning Board.

In addition to the experience and expertise summarized above and reflected in my resume, my participation in community service and local government over many years demonstrates my commitment and strong interest in continued volunteer service to the Town and to the Planning Board, in particular. Prior to moving to Wellesley, I served on the Town of Winchester Conservation Commission. Since moving to Wellesley in 1998, I have been a Town Meeting member for 18 years. During that time, I was very involved in school budget issues at the grassroots level, serving as the liaison between Sprague School and Committee 21 (the Town-wide school advocacy organization). In 2013, I served on the Tolles-Pasons Center Review Committee appointed by the Moderator. I have served three years on the Advisory Committee. Currently, I am on the Weston Road Community Garden Resident Board, serving as Treasurer.

As a final note, I deeply believe that those representing the government in any capacity should always treat the public with respect and consideration. In my many years as a practicing attorney, I have always conducted myself in accordance with this belief and I would continue to do so were I chosen to serve as the Associate Member to the Planning Board.

Thank you very much for considering my application for the position of Associate Member of the Planning Board. Should you wish to reach me to further discuss my application, please call me at (617) 947-0203 or email me at kathleenewoodward@gmail.com.

Sincerely,

A handwritten signature in black ink that reads "Kathleen E. Woodward". The signature is fluid and cursive, with "Kathleen" on the top line and "E. Woodward" on the bottom line.

Kathleen E. Woodward, Esq.

KATHLEEN E. WOODWARD  
50 Kirkland Circle  
Wellesley Hills, Massachusetts 02481  
(617) 947-0203

**EXPERIENCE** United States Environmental Protection Agency  
*Senior Enforcement Counsel*

Boston, Massachusetts  
April 1991-Present

*Regulatory Law:* 1997-Present Develop and implement enforcement actions including preparation of complaints and settlement of the United States' claims in both administrative and judicial forums. Provide legal advice on a wide range of municipal and state agency storm water discharge issues. Handle cases in the areas of pollutant discharges to the waters of the U.S.; lead paint hazards; hazardous waste; under-ground storage tanks; and community right-to-know.

*Superfund:* 1991-1996 As senior attorney for the Raymark Industries, Inc. Sites, provided legal advice relating to the remediation and redevelopment of a 33-acre industrial facility and the cleanup of 73 residential, municipal, and commercial sites. As counsel to the Removal Program, provided legal and policy advice to legal and technical personnel on case-specific and programmatic matters; oversaw development and issuance of Unilateral Administrative Orders; and developed model legal documents.

**Goodwin Procter**  
*Environmental Associate*

Boston, Massachusetts  
October 1989 – March 1991

Advised client on implementation of Administrative Consent Order and recovery of response costs. Analyzed applicability of Federal and Massachusetts Clean Water Act regulations to energy co-generation facility. Provided compliance advice regarding hazardous waste and underground storage tank regulations.

**Massachusetts Appeals Court**  
*Judicial Clerk for the Honorable R. Ammi Cutter*  
Assisted in development of judicial opinions on a broad range of civil and criminal cases.

**EDUCATION** **BOSTON COLLEGE LAW SCHOOL** Newton, Massachusetts  
Juris Doctor, *Magna Cum Laude*, May 1988  
Grade Point Average: 3.56 (Top 5%)  
Activities: Conservation Research Group; Moot Court Competition

**BOSTON COLLEGE** Newton, Massachusetts  
Bachelor of Arts, Political Science, *Magna Cum Laude*, May 1983  
Grade Point Average: 3.65 (Top 6%)  
Activities: Resident Advisory Board; World Hunger Committee

**PUBLICATIONS**  
Contributed to three-volume treatise, *The Law of Hazardous Waste: Management, Cleanup, Liability and Litigation* (Matthew Bender & Co., Inc., 1987)  
Co-author, "Environmental Impairment Liability Insurance Coverage," Massachusetts Continuing Legal Education, Inc. (May 1990)  
"Low-Level Radioactive Waste: Southeast Progress Report," 11 *Environmental Practice News* 1, Marshall-Wythe School of Law, The College of William and Mary (1986)

**AWARDS**

James W. Craig National Honor Award for Pollution Prevention Leadership (2010)

Recognition by U.S. Attorney's Office of the District of Connecticut "In appreciation for Outstanding Service and Performance in U.S. v. Ameripride" Judicial case (2009)

Regional Administrator's Employee of the Month Award, U.S. E.P.A., Region 1 (2007)

Legal Excellence Award in Superfund presented by the Director of the Office of Environmental Stewardship, U.S. E.P.A., Region 1 (2002)

Bronze Medal for Commendable Service as a Member of the Raymark Team (the highest award given at the U.S. E.P.A. Regional level) (1997)

Team of the Year Award as member of the Chlorine Enforcement Team presented by the Director of the Office of Environmental Stewardship, U.S. E.P.A., Region 1 (1997)

Bronze Medal for Commendable Service as a Member of the Raymark Team in 1993 (the highest award given at the U.S. E.P.A. Regional level) (1993)

Special Act Award: Raymark Team, U.S. E.P.A., Region 1 (1994)

Removal Team of the Year, U.S. E.P.A., Region 1 (1993)

Regional Administrator's Employee of the Month Award, U.S. E.P.A., Region 1 (1991)

**Zehner, Michael**

---

**From:** Deborah Carpenter <ldcarpenter@gmail.com>  
**Sent:** Friday, May 05, 2017 11:13 AM  
**To:** Ann Rappaport  
**Cc:** Zehner, Michael  
**Subject:** Re: Recommendation for Kathleen Woodward to be next Associate Planning Board Member

Thank you for your thoughtful input, Ann. We will pass it along to the rest of the Board members.

On Thu, May 4, 2017 at 7:33 PM, Ann Rappaport <[ann@rappaport.us](mailto:ann@rappaport.us)> wrote:

Dear Deb and Michael,

I am writing to enthusiastically endorse Kathleen Woodward to become the next Associate Planning Board Member. Kathleen and I served on the Wellesley Advisory Committee in 2014-2015 (my third year on Advisory and her first). I found her to be an intelligent, thoughtful, and conscientious Advisory member with a strong work ethic, and always willing and able to ask penetrating questions of the boards and committees that presented to Advisory. Her legal background was invaluable in helping her craft well-researched, well-reasoned and well-written Advisory articles for the *Advisory Report*. Additionally, she was a generous, respectful and interesting colleague and I really enjoyed working with her!

I am certain that Kathleen's service as this year's Advisory Planning liaison has given her an appreciation of the technical and legal niceties of the field of Planning, which combined with her excellent analytic skills would make her a highly effective member of the Planning Board. I can readily imagine that her professional experience in stormwater management would be a valuable addition to the current Planning Board skillset.

I am very pleased that Kathleen has found a way to parlay her Advisory and professional experience into another significant volunteer role in Wellesley, which is one of the expectations of those who serve on Advisory. Kathleen will be a big loss to Advisory Committee as her term ends this year, and I hope her knowledge, insight and independent voice will continue to inform Wellesley government. We are very fortunate to have someone like Kathleen eager to give more time and energy to the town, and I encourage you to select her for this important role on the Planning Board.

Thank you for your consideration,

Ann Rappaport

Board of Library Trustees

Town Meeting member (2007-)

Advisory Committee 2012-2015, Vice Chair in 2014-15, *Advisory Report* Editor 2012-2015

O

( )

O



**THOMAS J. MACDONALD**  
ONE MULHERIN LANE  
WELLESLEY, MASSACHUSETTS 02481  
MCDONATB@BC.EDU  
508-577-1278

March 31, 2017

Dear Members of the Town of Wellesley Planning Board,

Please accept this application for the Associate Member position available for appointment to the Town of Wellesley Planning Board.

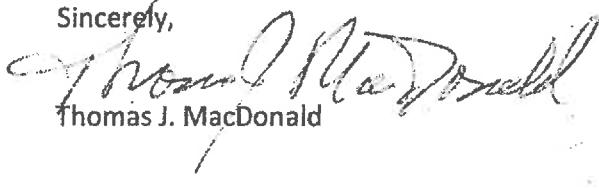
I feel that my knowledge and background would complement the existing expertise of the Board. I have a more than 30-year career in construction and building management and have worked a wide range of projects; residential, commercial, institutional, and recreational. I have a real interest in the workings of the Planning Board and how the decisions there shape the town today and in the future.

Beyond building, I have a clear understanding of infrastructure; permitting and utilities, roadway planning and traffic mitigation. With my background I can immediately add value on Planning Board projects such as the Route 9 Enhancement Study, the Babson College Athletic Center development, upcoming uses for 900 Worcester Street and the North 40 parcel, among others. I will also bring sustainability ideas and initiatives from my experience in facilities construction and management to the projects before the Board. I can be a keen eye in the review of development projects and large building initiatives as to how resources are being used and in what instances new sustainability systems and ideas can be instituted.

As my CV will show, I am currently the Operations Manager in Facilities Services at Boston College. I have oversight at any given time of more than 150 buildings and their infrastructure, more than 7 million square feet of physical plant. In addition, I have a solid understanding of the unique relationship between academic institutions and the communities in which they operate. The Planning Board can certainly benefit from my background and experience.

I thank you for your consideration. I have attached my CV for your review. I look forward to hearing from you in the near future.

Sincerely,

  
Thomas J. MacDonald

**THOMAS J. MACDONALD**  
**ONE MULHERIN LANE**  
**WELLESLEY, MASSACHUSETTS 02481**  
**MCDONATB@BC.EDU**  
**508-577-1278**

**SUMMARY**

- Thirty-plus years experience in quality assurance and cost control as it relates to residential, commercial, recreational, and institutional general construction and facility management.
- Well versed in infrastructure; permitting, utilities, planning of roadways.
- Proficient in the management of and communication with trades/crews; inspectors; architects, builders and developers.
- Ability to accurately interpret blueprints; drawings; project plans and specifications; estimate costs, and prioritize tasks to deliver project on-time and on-budget.
- In-depth knowledge of construction process from material selection, techniques, tools and equipment, as well as building codes and safety.
- Hold City of Boston Construction Supervisor License.
- Experience includes Senior Leadership Team member, Boston College Facilities Services and former Executive Board Member, SEIU 32BJ.

**PROFESSIONAL EXPERIENCE**

**BOSTON COLLEGE**

**Operations Manager**

**Chestnut Hill, MA**

Oversight of more than 150 buildings and their infrastructure, 338 acres of campus land, and 7 million square feet of physical plant. Management of 22 employees across 6 trades and all external facilities contractors to ensure the ongoing operation of all University buildings and infrastructure. Triage and immediate resolution of issues and emergencies that affect the campus. Liaison with staff to smoothly transition new technologies, construction, and facilities projects to in-house management.

**BOSTON COLLEGE**

**Roofing Specialist/Carpenter**

**Chestnut Hill, MA**

Specialized in maintenance and repair of University building roofs; troubleshooting the campus building envelope issues; solve issues in campus entryways, doors and windows to ensure safety and building security.

**MACDONALD HOME and OFFICE**

**Wellesley, MA**

**Independent Contractor**

Experience working with city and town building and conservation departments for construction permitting and easements; interpret architect blue prints for build outs; design and implement custom carpentry solutions in homes and offices.

**ON-LINE COMPUTER PRODUCTS**

**Norwood, MA**

**Office Equipment Coordinator**

Working knowledge of company's office equipment product line including IT storage and office furniture; proficient in new equipment installation and office moves/reconfigurations; functionally supervise installation staff.

**ADDITIONAL EXPERIENCE**

ES&CS: Bridgeport, CT - *Lead Field Technician*. LORING CONSTRUCTION: Wrentham, MA - *Supervisor of Foremen*. KAPLAN CORPORATION: Brookline, MA - *Foreman*.

**EDUCATION**

**BOSTON COLLEGE**  
**Chestnut Hill, Massachusetts**

*Bachelor of Arts Corporate Systems  
Master of Science Candidate*





July 29, 2015

**WELLESLEY  
PLANNING BOARD**

Town Hall  
525 Washington Street  
Wellesley, MA 02482

Mr. Michael D. Zehner  
Planning Director

Dear Mr. Zehner,

I am writing to express my interest in the open position for an Associate Member on the Wellesley Planning Board. As a practicing architect with 30 years of experience, I have been involved in many community review proceedings – working with neighborhood committees, historic commissions, zoning boards, and planning boards. I have a solid understanding and a deep appreciation for the role of planning. I have been a Wellesley resident for six years and have two children in the elementary school system.

Wellesley is a very special place. I believe there should be a shared obligation to preserve the character of our built and natural environment, and that conscientious development and progressive planning do not have to be mutually exclusive.

I consider myself a strong advocate of our community, and it would be an honor to serve the town in this capacity. I have attached a resume for your review; if further information is required please do not hesitate to contact me.

Sincerely,

David Stern

8 Dover Road  
Wellesley, MA 02482

## DAVID STERN

8 Dover Road Wellesley, MA 02482 w 617.338.1125 c 617.416.2720  
 david@sternmccafferty.com www.sternmccafferty.com

### SUMMARY

David Stern is a practicing architect with 30 years of experience designing and managing a wide range of projects – from public work for cities and towns, to private, institutional work, and custom homes and interiors. His work has been widely published and has received many awards.

### PROFESSIONAL EXPERIENCE

STERN McCAFFERTY ARCHITECTURE AND INTERIORS  
 Partner in Charge of Architecture  
*custom homes, residential interiors, institutional buildings, mixed-use buildings, and office interiors*  
 Boston, MA 1999 - present

SCHWARTZ/SILVER ARCHITECTS  
 Senior Project Architect  
*city and town libraries, senior centers, museums and institutional buildings, multi-family housing, custom homes, office and retail interiors*  
 Boston, MA 1987 - 1990,  
 1993 - 1998

MOSHE SAFDIE AND ASSOCIATES  
 Project Manager  
*institutional buildings, multi-family housing, and mixed-use buildings*  
 Somerville, MA Boston, MA 1991 - 1992 1986 - 1987

MACHADO AND SILVETTI ASSOCIATES  
 Project Designer  
*urban design, mixed use and residential buildings*

### EDUCATION

HARVARD UNIVERSITY | Graduate School of Design  
 Master of Architecture  
 Cambridge, MA 1985

UNIVERSITY OF PITTSBURGH  
 Bachelor of Arts in Architecture, Magna Cum Laude  
 Pittsburgh, PA 1981

THE INSTITUTE FOR ARCHITECTURE AND URBAN STUDIES  
 Undergraduate studies in design, history, and theory  
 New York, NY 1979 - 1980

UNIVERSITY OF GEORGIA | Studies Abroad Program  
 Graduate studies in art history and architecture  
 Cortona, Italy 1983

### PROFESSIONAL ACTIVITY

ADJUNCT PROFESSOR OF ARCHITECTURE  
 Northeastern University | School of Architecture  
 Boston, MA 2009 - 2014

AWARDS JUROR  
 Boston Society of Architects / New York AIA Housing Awards  
 New England Home 5 under 40  
 Boston Society of Architects Unbuilt Architecture Award

GUEST CRITIC IN ARCHITECTURE  
 Harvard University Graduate School of Design  
 Yale University School of Architecture  
 Rhode Island School of Design  
 Roger Williams College  
 Northeastern University  
 University of Cincinnati  
 University of Iowa

## DAVID STERN

<b>SELECT AWARDS</b>	Boston Society of Architects Small Firms Awards Boston Society of Architects Interiors Award International Interior Design Association Award Boston Society of Architects Young Architects Award AIA National Honor Award Housing Design Award, AIA New York/Boston Boston Magazine Home & Garden Modern Kitchen Award Boston Harbor Park Pavilion Design Competition
<b>SELECT PUBLICATIONS</b>	Stuff Magazine, "At Home", 2012 Houzz.com, 2011 Boston Home Magazine, "Double Take", 2011 HGTV Planet Green Network, "World's Greenest Homes", 2010 Boston Home Magazine, "Tailor-Made", 2010 Boston Sunday Globe Magazine, 2008 Dwell, "Off the Grid", 2008 Architectural Record Online, House of the Month, 2008 Boston Home Magazine, "Stepping Out", 2008 New England Home, 2008 Boston Home Magazine, "Moving on Up", 2008 The Chicago Tribune Home Design, "What the Pros Know", 2007 Metropolitan Home, "Bright City Whites", 2007 Boston Magazine Home & Garden, 2006 Sandra Fairbank in The Boston Globe, 2006 Architecture Boston, 2005 Wall Street Journal, 2002 Interior Design Magazine, "Poetic License", 2000 Robert Campbell in The Boston Globe, 1998
<b>REGISTRATION</b>	Commonwealth of Massachusetts