



TWO SIDED DOCUMENT

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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

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BLYTHE C. ROBINSON

EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

SELECTMEN'S MEETING

TENTATIVE AGENDA

Wellesley Town Hall – Great Hall

7:00 P.M. Monday, June 12, 2017

1. 7:00 Call to Order
2. 7:01 Citizen Speak
3. 7:05 Bond Sale Approval – Finance Director
4. 7:15 Lion's Club New Chapter Update
5. 7:20 Review Revised Hawkers and Peddlers Policy
6. 7:30 Joint Meeting with School Committee to Discuss School Building Committee for Hardy, Hunnewell, and Upham
7. 8:15 Sustainable Energy Committee Update
8. 8:45 Executive Director's Report
 - Approval of Minutes
 - Consideration and Approval of FY18 Appointments
 - Review Draft 900 Worcester Street PSI Recommendation
 - Discuss Dates for Joint Meeting with Planning Board to Fill Open Position Until the Next Election
9. 9:15 Review Revised Playing Field Task Force Policies
10. 9:30 Execute Permanent Building Committee and Facilities Maintenance Department Memorandum of Understanding
11. 9:40 New Business/Correspondence

Next Meeting Dates: Monday, June 26, 2017
Tuesday, July 18, 2017
Monday, July 31, 2017

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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.

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BLYTHE C. ROBINSON
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

MEMORANDUM

DATE: June 9, 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.

- As I mentioned at the meeting on Monday night, the bond sale was successful, resulting in eight bids with a net interest rate of 1.29% for 10 year bonds. Your agenda packet includes background on this and the documents that will need to be executed Monday night to finalize the sale.
- Congratulations are due to the Police Department for being recommended for re-accreditation of the department! The department first received state accreditation three years ago, and were eligible to participate in a three-day assessment center that was recently held during which an assessment panel of several peers reviewed the policies and procedures of the department. As you will note from the memo included in the FNM from the Chief, the department performed well and will be awarded re-accreditation shortly.
- Morse's Pond opened this week. The fire department has been working with lifeguards on training, and will have two dive teams in this week to practice as well. The Health Department has conducted water quality testing, and the Recreation Department has redesigned the docking system that is improved from the perspectives of sight lines to the swimming area and water flow.
- The School Department will also be changing their work schedule over the summer. At our Department Head meeting on Thursday they reminded us that in the first week of July their schedule will be changed to Monday - Thursday 8 AM - 4 PM. They will transition back in August. Our schedule as you know will be to stay open until 6 PM on Tuesdays, and noon on Fridays, ending the week before Labor Day.
- I discussed with department heads a variation of the budget calendar to obtain their feedback as well this week. The immediate reactions were that departments need

until at least October 1st to turn in capital budget requests. The operating budget timeline was more in line with expectations, but likely needed to be adjusted somewhat. Staff will be discussing these with their boards over the next month, and we'll discuss it again at the July meeting. A copy of the draft version updated with dates based on those comments is included in your packet.

- Included in your FNM is an email from Chief DeLorie and draft legislation regarding ambulance fees. For a while now there exists a problem wherein some insurance companies will pay an ambulance bill by remitting that payment to the patient, rather than the provider. In many cases it is difficult to nearly impossible to get that patient to then pay the town or in our case the provider. Legislation has been proposed several times to cure this issue and while the House side of the legislature has been supportive, the Senate has wanted to tie this to limiting the ability of towns or providers to set their rates in favor of them being set by the state on a statewide basis. This is not preferred by Towns, because it would limit the ability to charge rates that cover costs, and costs of service vary across the State. The legislation in your packet is suggested as a compromise to this and supported by most fire/EMS departments. While Wellesley doesn't bill patients or receive funds, the downside for us is that if our provider cannot charge a reasonable amount or receive payment instead of patients, they may look to the Town to pay them a portion of their costs to provide the service where today we do not.
- Included in your FNM is the most recent information from the State on Housing Production Plans. I have not included a sample plan because the ones I looked at on line were in excess of 80 pages each. There are two recent ones for Towns near us - Weston and Sudbury, that might be good places to start.
- The HR Board will be scheduling a special meeting on June 22nd to take up the revised job description for the Executive Assistant position recently vacated by Tanya so that we can begin the hiring process shortly afterwards. I anticipate that with the changes the grade will go up at least by one level.
- Sandy returns from vacation next week so our office will be more completely staffed!

6/9/2017

Black regular agenda items

Board of Selectmen Calendar – FY17

Date	Selectmen Meeting Items	Other Meeting Items
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)\	Unified Plan Public Working Groups: Sustainable Systems Working Group Health Working Group
6/14 Wednesday		Unified Plan Public Workshops: Town Gov't Strategic Concepts
6/19 Monday	NO MEETING	Unified Plan Public Working Group: Town Gov't Strategic Concepts
6/26 Monday	FMD Updates – Joe McDonough/Alan Hebert Joint Meeting with SC to appoint SBC? Planning Board Joint Election Discuss with PB – Responses to two 40B Applications Veteran's Update Review Board Accomplishments for FY17 Staff Reviews – Chiefs, ED Year End Budget Transfers Public Records Guidelines/Policy	
7/3 Monday	NO MEETING	
7/4 Tuesday	July 4th Holiday - Town Hall Closed	
7/10 Monday	NO MEETING	
7/18 Tuesday	Meeting	
7/24 Monday	NO MEETING	
7/31 Monday	Meeting Building Dept. Update – Mike Grant	
8/7 Monday	NO MEETING	
8/15 Tuesday	Meeting Aqueduct Leases (5)	
8/22 Tuesday	Meeting	
8/29 Tuesday	Meeting	
9/4 Monday	Labor Day – Town Hall Closed	
9/11 Monday	Meeting	

6/9/2017

Black regular agenda items

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

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. Bond Sale Approval – Finance Director

As reported at this week's meeting, the Town held a bond sale on Monday, June 5th which resulted in obtaining eight bids, the lowest which was from Charles Schwab for a net interest rate of 1.29%. The total amount of the issue is \$6,252,000, however when the bond premium is factored in the net amount is \$5,860,000 for ten year bonds. Now that the sale is done, the board needs to approve the sale and execute the bond documents, which are included in your packet. Bond Counsel has asked that you take note of the Tax Certificate, specifically that "Prior to execution, each signatory should read this document carefully to confirm the facts stated therein are correct". Finance Director Sheryl Strother will be present to answer any questions that you may have.

Moved: that we hereby determine, in accordance with G.L. c.70B, that the amount of the cost of the Wellesley Middle School window project authorized by a vote of the Town passed on October 27, 2014 (Article 5) not being paid by the school facilities grant is \$2,942,983 and we hereby approve of the issuance of notes and bonds in such amount under said G.L. c.70B.

Further Moved: that the sale of the \$5,860,000 General Obligation Municipal Purpose Loan of 2017 Bonds of the Town dated June 22, 2017 (the "Bonds"), to Morgan Stanley & Co., LLC at the price of \$6,323,578.95 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on June 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2018	\$2,325,000	4.00%	2023	\$210,000	4.00%
2019	1,165,000	4.00	2024	210,000	4.00
2020	565,000	4.00	2025	205,000	4.00
2021	565,000	4.00	2026	205,000	4.00
2022	210,000	4.00	2027	200,000	4.00

Further Moved: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 30, 2017, and a final Official Statement dated June 5, 2017 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Moved: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds, for the benefit of the holders of the Bonds from time to time.

Further Moved: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

Further Moved: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

VOTE OF THE BOARD OF SELECTMEN

On June 5th, the Town received eight bids on a \$6,252,000 General Obligation Bond sale, issuing June 15th and maturing June 30, 2027. The winning bid, submitted by Morgan Stanley and Company, LLC, had a total interest cost of 1.295761%. The issue is being resized to \$5,860,000 with the application of the net premium that Morgan Stanley has included in the bid. It is requested that the Board of Selectmen approve the following motion at the June 12, 2017 meeting:

Moved: that we hereby determine, in accordance with G.L. c.70B, that the amount of the cost of the Wellesley Middle School window project authorized by a vote of the Town passed on October 27, 2014 (Article 5) not being paid by the school facilities grant is \$2,942,983 and we hereby approve of the issuance of notes and bonds in such amount under said G.L. c.70B.

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Further Moved: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in accordance with the Town's bylaws, at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

(Please Note: The following statements are an essential part of the permanent bond record. Read them carefully before signing this certificate. Advise Locke Lord LLP of any inaccuracy.)

TAX CERTIFICATE

This Tax Certificate is executed and delivered by the Town of Wellesley, Massachusetts (the "Issuer"), in connection with the issuance of \$5,860,000 aggregate stated principal amount of its General Obligation Municipal Purpose Loan of 2017 Bonds dated June 22, 2017 (the "Issue"). The Issue is being issued pursuant to votes duly adopted by the Issuer (the "Vote(s)") and the Massachusetts General Laws. Pursuant to Regulations §§1.141-2(d)(1) and 1.148-2(b)(2)(i), the Issuer certifies, covenants, warrants and represents as follows in connection with the issuance of the Issue:

ARTICLE I. IN GENERAL

1.1 Delivery of the Bonds of the Issue. On the Closing Date, in exchange for receipt of good funds, the Issuer is delivering the bonds of the Issue to Morgan Stanley & Co., LLC, as purchaser of such bonds (the "Purchaser"), for resale to the general public.

1.2 Purpose of Tax Certificate. The Issuer is delivering this Tax Certificate to Locke Lord LLP, as bond counsel ("Bond Counsel"), with the understanding that Bond Counsel will rely in part upon this Tax Certificate in rendering its opinion that interest on the Issue is excluded from gross income for federal income tax purposes under Section 103 of the Code and its opinion that the bonds of the Issue are "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code.

1.3 Definitions. Capitalized terms used and not otherwise defined herein shall have the respective meanings set forth in Appendix A hereto.

1.4 Purpose of Financing. The purpose of the Issue is to provide funds (i) to finance on a "new money" basis the capital costs of certain school, recreation and police station projects, including any Capitalized Interest on such projects and as such projects are more fully described in the Signature, No Litigation and Official Statement Certificate dated as of the Closing Date (collectively, the "Projects") and (ii) to pay Issuance Costs and other common costs of the Issue.

1.5 Single Issue. The bonds of the Issue were sold to the Purchaser on June 5, 2017 (the "Sale Date"). No other governmental obligations of the Issuer which are expected to be paid out of substantially the same source of funds as the Issue have been or will be sold within the 31-day period beginning 15 days before the Sale Date pursuant to the same plan of financing as the Issue.

1.6 Reliance. With respect to certain matters contained in this Tax Certificate, the Issuer specifically relies upon the certifications of the Purchaser set forth in Exhibit A, the certifications of FirstSouthwest, a Division of Hilltop Securities Inc., as financial advisor to the Issuer (the "Financial Advisor"), set forth in Exhibit B and upon the certifications set forth in the

other exhibits attached hereto or as otherwise described herein. The Issuer is not aware of any facts or circumstances that would cause it to question the accuracy or reasonableness of any representation made in this Tax Certificate including the exhibits hereto.

ARTICLE II. GENERAL TAX LIMITATIONS

2.1 Application of Sale Proceeds and Certain Other Moneys. On the Closing Date, the Sale Proceeds, \$6,330,777.15, less a Purchaser's discount in the amount of \$7,198.20, will be deposited to the General Fund and applied as follows:

Projects costs	\$6,252,000.00
Issuance Costs	63,728.00
Payment of interest on the Issue on December 15, 2017	<u>7,850.95</u>
TOTAL:	\$6,323,578.95

Investment Proceeds earned on the amounts in the General Fund will be commingled with substantial tax and other revenues of the Issuer, and are expected to be expended for operating or other expenses of the Issuer within six months after deposit of the Investment Proceeds therein. Pursuant to Regulations §1.148-6(d)(6), all such Investment Proceeds will be treated as expended when so commingled.

2.2 Expenditure of Gross Proceeds. For purposes of this Tax Certificate, Sale Proceeds and, to the extent not deemed expended as described in Section 2.1 hereof, Investment Proceeds will be treated as spent when they are used to pay or reimburse disbursements by the Issuer that are (i) capital expenditures, including Capitalized Interest, (ii) Issuance Costs, (iii) Funded Interest, (iv) initial operating expenses directly associated with the Projects (in aggregate amount not exceeding 5% of the Sale Proceeds), or (v) other miscellaneous expenditures described in Regulations §1.148-6(d)(3)(ii).

The Issuer hereby certifies that no disbursement to be paid or reimbursed from Gross Proceeds shall have been previously paid or reimbursed from the proceeds of any other obligation, whether issued by the Issuer or any other party.

To the extent that Proceeds will be applied to reimburse expenditures made by the Issuer prior to the Closing Date, the Issuer hereby certifies that such expenditures either (i) constitute capital expenditures incurred not earlier than 60 days prior to the applicable Vote, which Votes constitutes the Issuer's declarations of official intent to issue debt to finance the costs of the Projects, or (ii) constitute Preliminary Expenditures to the extent permitted by Massachusetts law.

The Issuer further certifies that any such reimbursement described in clause (i) of the preceding sentence shall be made no later than the later of 18 months after the date of the expenditure or the date on which the Projects component to which such expenditure relates is placed in service, but in no event later than three years after the date of such expenditure.

2.3 Governmental Bond Status. Absent an Opinion of Bond Counsel, the Issuer will not loan more than 5% of the Proceeds to one or more Nongovernmental Persons. Absent

an Opinion of Bond Counsel, the Issuer has not allowed and will not allow more than 10% of the Proceeds or the Projects to be used directly or indirectly by any Nongovernmental Person in any trade or business, other than as a member of the general public, and has not allowed and will not allow more than 5% of the Proceeds or the Projects to be so used to the extent such use is unrelated or disproportionate to the governmental uses thereof. Absent an Opinion of Bond Counsel, for purposes of this Section 2.3, a Nongovernmental Person will be treated as “using” Proceeds or the Projects to the extent the Nongovernmental Person:

- (i) borrows Proceeds,
- (ii) uses any portion of the Projects as owner, lessee, service provider, operator or manager,
- (iii) acquires the output of the Projects, or
- (iv) enters into any other arrangement that provides a special legal entitlement or special economic benefit to a Nongovernmental Person.

2.3.2 Allocation of Equity; Covenant regarding Private Business Use. The Issuer acknowledges that portions of various schools and athletic facilities being improved or constructed in part or in whole with Sale Proceeds are and will be used by Nongovernmental Persons pursuant to various short term rental arrangements and pursuant to a food service contract between the Issuer and Whitsons Culinary Group/Whitsons New England dated July 1, 2015, as amended by Amendment No. 1 dated May 18, 2016. The Issuer reasonably expects, however, that a portion of the cost of such projects will be paid with funds that are not derived from proceeds of a Tax-Advantaged Bond (“Qualified Equity”). In particular, the Issuer is applying \$3,667,974 of grants and other funds of the Issuer toward such projects. The Issuer intends that the undivided portion or portions of any of the Projects paid with Qualified Equity may be used for Private Business Use without restriction. Qualified Equity will be allocated to any Private Business Use of the Projects before any Proceeds are allocated to any such Private Business Use. To the extent that Private Business Use of the Projects exceeds the 10% limitation under the “private business tests” imposed pursuant to Section 141(b) of the Code, the Issuer hereby allocates Qualified Equity to the Projects. In addition, the Issuer reserves the right to allocate this Qualified Equity to the Projects if and as needed in the future. Other than with respect to arrangements already reviewed by Bond Counsel in connection with the Issue, the Issuer hereby covenants to consult with Bond Counsel before entering into any contract or other arrangement after the Closing Date for the use, operation or management of any component of the Projects by any party other than a Governmental Unit.

2.4 Change in Use. The Issuer reasonably expects to use all Proceeds and all facilities that are financed therewith as set forth in Section 2.3 of this Tax Certificate for the entire stated term to maturity of the Issue. Absent an Opinion of Bond Counsel, the Issuer in fact will use all Proceeds and each facility financed therewith as set forth in Section 2.3 of this Tax Certificate.

2.5 Registered Form. The bonds of the Issue are being issued in registered form.

2.6 Federal Guarantee. The Issuer will not directly or indirectly use or permit the use of any Proceeds or any other funds of the Issuer or any related party or take or omit to take any action that would cause the Issue to be obligations that are “federally guaranteed.” In furtherance of this covenant, the Issuer will not allow the payment of principal or interest with respect to the Issue to be guaranteed (directly or indirectly) in whole or in part by the United States or any agency or instrumentality thereof. Except as provided in the next sentence, the Issuer will not use 5% or more of the Proceeds to make or finance loans the payment of principal or interest with respect to which is guaranteed in whole or in part by the United States or any agency or instrumentality thereof, nor will it invest 5% or more of such Proceeds in federally insured deposits or accounts. The preceding sentence shall not apply to (i) investments in the portions of the General Fund described in Section 3.5 hereof during the temporary period described therein, (ii) investments in the Bona Fide Debt Service Fund, and (iii) investments in obligations issued by the United States Department of Treasury.

2.7 Information Reporting. The Issuer will cause a properly completed and executed IRS Form 8038-G to be filed with respect to the Issue no later than August 15, 2017.

2.8 No Refunding. Proceeds will not be used directly or indirectly to make principal, interest or premium payments with respect to any governmental obligation other than the Issue.

2.9 No Pooling. The Issuer will not use any Proceeds directly or indirectly to make or finance loans to two or more ultimate borrowers.

2.10 No Hedge Bonds. The Issuer reasonably expects that more than 85% of Net Sale Proceeds will be expended for the governmental purposes of the Issue within three years after the Closing Date. Not more than 50% of the Proceeds will be invested at a substantially guaranteed yield for four years or more.

2.11 Useful Life. The weighted average maturity of the Issue is 3.031 years, which does not exceed 120% of the average reasonably expected economic life of the assets comprising the Projects.

ARTICLE III. ARBITRAGE GENERAL

3.1 Reasonable Expectations. This Article III states the Issuer’s reasonable expectations with respect to the amounts and uses of the Proceeds and certain other moneys.

3.2 Offering Price. On the Closing Date, the Issuer is delivering the bonds of the Issue to the Purchaser in exchange for an aggregate payment of \$6,323,578.95 (which represents the total amount of Sale Proceeds, \$6,330,777.15, less an aggregate Purchaser’s discount of \$4,198.20). Based upon the advice of the Purchaser, as of the Sale Date, the prices paid for the bonds of the Issue represented the fair market value of such bonds, and the bonds of the Issue had been offered, or the Purchaser reasonably expected to offer such bonds, to the public (excluding any bond house, broker or other intermediary) at the prices set forth in Exhibit A. The initial offering prices were reasonable under customary standards in the applicable tax-exempt market as of the Sale Date and did not exceed the fair market value of the Issue.

3.3 Funds and Accounts. The Issuer will use certain portions of its General Fund (or accounts or subaccounts within the General Fund) to hold certain of the Proceeds, as more particularly described in this Article III. The Issuer does not expect that either it or any other person benefiting from the issuance of the Issue will use any moneys in any fund or account other than the Bona Fide Debt Service Fund to pay debt service on the Issue; nor is any other fund or account so pledged as security for the Issue that there is a reasonable assurance that amounts held in such other fund or account will be available if needed to pay debt service on the Issue.

3.4 Bona Fide Debt Service Fund.

3.4.1 Payment of the Issue. The bonds of the Issue are general obligations of the Issuer payable from revenues available therefor pursuant to the Massachusetts General Laws, from a portion of the Sale Proceeds and from Investment Proceeds.

3.4.2 Revenues. Except for the debt service to be paid from a portion of the Sale Proceeds and Investment Proceeds, payments of debt service on the Issue are expected to be derived from current revenues of the Issuer in each year, and current revenues are expected to equal or exceed such amount of debt service on the Issue during each payment period.

3.4.3 Match Between Revenues and Debt Service. The portions of the Issuer's General Fund that are reasonably expected to be used to pay debt service on the Issue (such portions of the Issuer's General Fund being referred to herein as the "Debt Service Fund") will be allocated to the payment of debt service on the Issue on a "first in, first out" (FiFo) basis. Accordingly, the Debt Service Fund will be used primarily to achieve a proper matching of revenues and debt service within each Bond Year. The Debt Service Fund will be depleted at least once a year except for a carryover amount not to exceed the greater of the earnings on such fund for the immediately preceding Bond Year or 1/12th of debt service in respect of the Issue for the immediately preceding Bond Year. Amounts contributed to such fund will be spent within thirteen months after the date of such contribution and any amounts received from the investment or reinvestment of monies held in such fund will be expended within one year after the date of accumulation thereof in any such fund. Amounts in the Debt Service Fund will be invested without regard to yield.

3.5 Three-Year Temporary Period. Sale Proceeds in the amount of \$6,315,728 will be deposited in the General Fund for the purpose of paying costs of the Projects and Issuance Costs. The Issuer's expenditure expectations with respect to Proceeds allocable to the Projects are attached as Exhibit C. The Issuer reasonably expects that at least 85% of the Net Sale Proceeds will be spent to pay costs of the Projects and Issuance Costs within three years from the Closing Date. The Issuer heretofore has incurred or within six months hereafter will incur a binding obligation to one or more unrelated parties involving an expenditure of not less than 5% of Net Sale Proceeds. Completion of the Projects and allocations of Net Sale Proceeds and Investment Proceeds to costs of the Projects and Issuance Costs will proceed with due diligence. Net Sale Proceeds held in the General Fund, and Investment Proceeds earned thereon, will be invested without regard to yield during the period ending on the third anniversary of the Closing Date.

3.6 No Overissuance. Taking into account anticipated Investment Proceeds, the Proceeds do not exceed the amount necessary to pay costs of the Projects, to pay a portion of the interest due on the Issue and to pay Issuance Costs and other common costs of the Issue.

3.7 No Other Replacement Proceeds. Neither the Issuer nor any related person will use any Gross Proceeds of the Issue directly or indirectly to replace funds of the Issuer or any related person, which funds are or will be used directly or indirectly to acquire Investment Property reasonably expected to produce a yield that is materially higher than the yield on the Issue.

3.8 No Expected Sale. It is not expected that the Projects or any part thereof financed in whole or in part by the Issue will be sold or otherwise disposed of before June 15, 2027, the last scheduled maturity date of the bonds of the Issue, except for minor portions due to normal wear or obsolescence.

ARTICLE IV. ARBITRAGE - YIELD AND YIELD RESTRICTION

4.1 Yield. Yield on the Issue or yield on Investment Property generally means that discount rate which, when used in computing the present value of all unconditionally payable payments representing principal, adjusted, as required, for any substantial discounts or premiums, interest and costs of qualified guarantees or qualified hedges produces an amount equal to the aggregate issue price of the Issue or the purchase price of Investment Property, as appropriate. The aggregate issue price of the Issue is \$6,330,777.15, which represents the aggregate price at which the bonds of the Issue were sold to the ultimate purchasers thereof as described in Exhibit A hereto. The aggregate yield on the Issue, adjusted as may be required for substantial original issue premiums or discounts, has been calculated by the Financial Advisor to be 1.2536457%, as reflected in Exhibit B.

4.2 No Qualified Hedges. No contract has been, and (absent an Opinion of Bond Counsel) no contract will be, entered into such that failure to take the contract into account would distort the yield on the Issue or otherwise would fail clearly to reflect the economic substance of the transaction.

4.3 Yield Restriction. Absent an Opinion of Bond Counsel, if the sum of (A) any Proceeds held in the General Fund for payment of costs of the Projects and Issuance Costs after the third anniversary of the Closing Date, plus (B) any amounts held in the Bona Fide Debt Service Fund and remaining unexpended after 13 months from the date of accumulation in such fund, at any time in the aggregate exceeds \$100,000, the excess will be invested as follows: (i) in Investment Property with a yield not exceeding the yield on the Issue, (ii) in assets that are not treated as Investment Property (e.g., Tax-Exempt Bonds) or (iii) in assets that satisfy the requirements for Yield Reduction Payments.

ARTICLE V. REBATE

5.1 Undertakings. The Issuer hereby covenants to comply with requirements of the Code pertaining to the Rebate Requirement. The Issuer acknowledges that the United States Department of the Treasury has issued regulations with respect to certain of these undertakings,

including the proper method for computing whether any rebate amount is due the federal government under Section 148(f) of the Code. (Regulations §§1.148-1 through 1.148-11A, 1.150-1 and 1.150-2.) The Issuer further acknowledges that the United States Department of the Treasury may yet issue additional regulations with respect to certain of these undertakings. The Issuer covenants that it will undertake to determine what is required with respect to the rebate provisions contained in Section 148(f) of the Code and said regulations from time to time and will comply with any requirements that may apply to the Issue.

5.2 Recordkeeping. The Issuer shall maintain or cause to be maintained detailed records with respect to each Nonpurpose Investment allocable to Gross Proceeds, including: (a) purchase date; (b) purchase price; (c) information establishing fair market value on the date such investment became a Nonpurpose Investment; (d) any accrued interest paid; (e) face amount; (f) coupon rate; (g) periodicity of interest payments; (h) disposition price; (i) any accrued interest received; and (j) disposition date. Such detailed recordkeeping is required to facilitate the calculation of the Rebate Requirement.

5.3 Exceptions to the Rebate Requirement.

5.3.1 Bona Fide Debt Service Fund Exception. Based on the representations set forth in Section 3.4.3 hereof and this Section 5.3.1, no rebate calculations may be made in respect of amounts in the Bona Fide Debt Service Fund to the extent the earnings thereon in any year are less than \$100,000.

5.3.2 Qualified Small Issuer Exception. Based on the certifications set forth in this Section 5.3.2, no rebate calculations will be required to be made with respect to the Issue. As of the Closing Date, the Issuer reasonably expects that the aggregate issue price of tax-exempt bonds (other than (i) current refunding bonds to the extent the amount thereof does not exceed the outstanding amount of the obligations to be refunded thereby and (ii) qualified private activity bonds) issued and to be issued by or on behalf of the Issuer during the current calendar year will not exceed \$5,000,000 except by the lesser of (i) \$10,000,000 or (ii) the aggregate face amount of bonds, in either case attributable to financing the construction of public school facilities, as provided in Section 148(f)(4)(D)(vii) of the Code. In addition, the Issuer certifies that it has the power to impose or to cause the imposition of taxes of general applicability which, when collected, may be used for the general purposes of the Issuer. The Issuer's power to impose or cause the imposition of such taxes is not contingent on approval by any other Governmental Unit. No entity has been or will be formed or availed of by the Issuer for the purpose of avoiding the volume limitation described above.

5.4 Rebate Requirement or Yield Reduction Payments with respect to the Issue. The Issuer covenants to, and will, pay any Rebate Requirement or Yield Reduction Payments due with respect to the Issue within 5 years from the issuance date of the Issue and at least every 5 years thereafter until the final maturity, and then within 60 days after the final maturity of the bonds of the Issue, as required by Section 148(f)(3) of the Code.

ARTICLE VI. OTHER MATTERS

6.1 Bank Qualification. We hereby certify that we are the officers of the Issuer charged by law with the responsibility for issuing the Issue. We certify that the Issuer, and all of its subordinate entities, if any, do not reasonably anticipate issuing tax-exempt bonds or other obligations (other than private activity bonds and current refunding bonds to the extent the amount thereof does not exceed the outstanding amount of the obligations to be refunded thereby), as shown in Exhibit D, during calendar year 2017, which, in the aggregate, will exceed \$10,000,000 (including all such obligations issued to date, the Issue and all such obligations expected to be issued during the balance of the current calendar year). We hereby designate the bonds of the Issue as “qualified tax-exempt obligations” for purposes of Code Section 265(b)(3). No entity has been formed by the Issuer or for the benefit of the Issuer in order to avoid the \$10,000,000 limitations in Sections 265(b)(3)(C) and (D) of the Code.

6.2 Expectations. The undersigned are authorized representatives of the Issuer acting for and on behalf of the Issuer in executing this Tax Certificate. To the best of the knowledge and belief of the undersigned, there are no other facts, estimates or circumstances that would materially change the expectations as set forth herein, and said expectations are reasonable.

6.3 Covenant to Comply. The Issuer hereby covenants that it will not take or permit to be taken on its behalf any action or actions that would adversely affect the exclusion from federal income taxation of interest on the Issue and will take or require to be taken such acts as may reasonably be within its ability and as may from time to time be required under applicable law to maintain the exclusion from federal income taxation of interest on the Issue.

6.4 Record Retention. In order to ensure that interest on the Issue continues to be excluded from gross income for federal tax law purposes, the Issuer acknowledges that records should be maintained to support the representations, certifications and expectations set forth in this Tax Certificate (including the exhibits hereto) at least until the date six (6) years after the later of (a) the date on which the Issue are retired, and (b) if any portion of the Issue are refunded with the proceeds of any other tax-exempt obligations (“Refunding Obligations”), the date on which the last of the Refunding Obligations is retired. In addition to the items described in Section 5.2 hereof, records to be retained include, but are not limited to:

- (i) basic records and documents relating to the Issue;
- (ii) documentation evidencing the expenditure of the Proceeds and the Qualified Equity;
- (iii) documentation evidencing the use of the Projects or any component thereof by public and private sources (i.e., copies of management contracts, research agreements, leases, etc.);
- (iv) documentation evidencing all sources of payment or security for the Issue;

(v) documentation evidencing compliance with the timing and allocation of expenditures of the Proceeds; and

(vi) records of all amounts paid to the United States in satisfaction of the Rebate Requirement for the Issue and IRS Forms 8038-T (or successor forms thereto) related to such payments or to Yield Reduction Payments.

6.5 Amendments. Notwithstanding any other provision of this Tax Certificate, the Issuer may amend this Tax Certificate and thereby alter any actions allowed or required by this Tax Certificate if such amendment is signed by an authorized officer and is supported by an Opinion of Bond Counsel.

[Remainder of page intentionally left blank; signature page follows.]

6.6 Survival of Payment or Defeasance. Notwithstanding any provision in this Tax Certificate or in any other agreement or instrument relating to the Issue to the contrary, the obligation to remit the Rebate Requirement, if any, to the United States Department of the Treasury and to comply with all other requirements contained in this Tax Certificate shall survive payment or defeasance of the Issue.

Dated: June 22, 2017

TOWN OF WELLESLEY, MASSACHUSETTS

By: _____
Treasurer

By: _____

Selectmen

APPENDIX A

For purposes of the Tax Certificate to which this Appendix A is attached, the following capitalized terms have the following meanings:

“Bona Fide Debt Service Fund” means the Debt Service Fund identified in Section 3.4.3 of the Tax Certificate.

“Bond Year” means the period beginning on the Closing Date and ending on June 22, 2018 (or on an earlier date selected by the Issuer in accordance with Regulations §1.148-1(b)), and each successive one-year period thereafter. The last Bond Year will end on the last day on which any bonds of the Issue will remain outstanding for federal tax purposes.

“Capitalized Interest” means interest on the Issue from the Closing Date to the placed in service date of the Projects component to which such expenditure relates that is properly capitalized in the cost of the Projects under general federal income tax principles.

“Closing Date” means the date of this Tax Certificate, June 22, 2017.

“Code” means the Internal Revenue Code of 1986, as amended.

“Funded Interest” means interest on the Issue, other than Capitalized Interest, through the later of three years after the Closing Date or one year after the Projects component to which such expenditure relates is placed in service.

“Guidelines” means Regulations §1.141-3(b)(4) and Revenue Procedure 2017-13 or any applicable predecessor or successor thereto.

“Governmental Unit” means any State, or political subdivision of a State, but excludes the United States and its agencies or instrumentalities.

“Gross Proceeds” generally means all proceeds derived from or relating to the Issue, including Proceeds and Replacement Proceeds.

“Investment Proceeds” means earnings received from investing and reinvesting Sale Proceeds and from investing and reinvesting such earnings.

“Investment Property” means any security or obligation, any annuity contract, or any other investment-type property, but does not include any Tax-Exempt Bond.

“Issuance Costs” means issuance costs as defined in Regulations §1.150-1(b).

“Minor Portion” means any amount of Gross Proceeds not greater than \$100,000 invested at an unrestricted yield pursuant to Code Section 148(e).

“Net Sale Proceeds” means the Sale Proceeds, less any amount invested in a reasonably required reserve or replacement fund pursuant to Section 148(d) of the Code or as part of the Minor Portion.

“Nongovernmental Person” means any person or entity other than a Governmental Unit.

“Nonpurpose Investment” means any Investment Property in which Gross Proceeds are invested that is not a purpose investment as defined in Regulations §1.148-1(b).

“Opinion of Bond Counsel” means a written opinion of nationally recognized bond counsel, delivered to the Issuer, to the effect that the exclusion from gross income for federal income tax purposes of interest on the Issue will not be adversely affected.

“Preliminary Expenditures” means architectural, engineering, surveying, soil testing, Issuance Costs and similar costs paid with respect to the Projects in an aggregate amount not exceeding 20% of the issue price of the Issue. However, Preliminary Expenditures do not include land acquisition, site preparation or similar costs incident to the commencement of construction.

“Private Business Use” means use (directly or indirectly) in a trade or business carried on by any Private Person other than use (i) as a member of, and on the same basis as, the general public or (ii) pursuant to the Guidelines or Research Guidelines. Any activity carried on by a Private Person (other than a natural person) shall be treated as a trade or business.

“Private Person” means any natural person or any artificial person, including a corporation, partnership, trust or other entity, other than a Governmental Unit. “Private Person” includes the United States and any agency or instrumentality of the United States.

“Proceeds” means Sale Proceeds and Investment Proceeds.

“Rebate Requirement” means the amount of rebatable arbitrage with respect to the Issue, computed as of the last day of any Bond Year pursuant to Regulations §1.148-3.

“Regulations” means the Treasury Regulations under the applicable section of the Code.

“Replacement Proceeds” means replacement proceeds as defined in Regulations §1.148-1(c).

“Research Guidelines” means Regulations §1.141-3(b)(6) and Revenue Procedure 2007-47 or any applicable successor thereto.

“Sale Proceeds” means the amount of \$6,330,777.15, comprising the aggregate stated principal amount of the Issue (\$5,860,000), plus original issue premium thereon in the amount of \$470,777.15.

“Tax Certificate” means the Tax Certificate to which this Appendix A is attached.

“Tax-Advantaged Bond” means a tax-advantaged bond as defined in Regulations §1.150-1(b).

“Tax-Exempt Bond” means any obligation the interest on which is excluded from gross income for federal income tax purposes pursuant to Section 103 of the Code, other than a

“specified private activity bond” within the meaning of Section 57(a)(5)(C) of the Code, as well as (i) stock in a “regulated investment company” (within the meaning of Section 852 of the Code) to the extent at least 95 percent of income to the stockholder is treated as interest on Tax-Exempt Bonds and (ii) any demand deposit obligation issued by the United States Department of the Treasury pursuant to Subpart C of 31 CFR Part 344.

“Yield Reduction Payment” means a “qualified yield reduction payment” to the United States Department of the Treasury that reduces the yield on Investment Property, as set forth in Regulations §1.148-5(c).

EXHIBIT A**CERTIFICATE OF THE PURCHASER**

On behalf of Morgan Stanley & Co., LLC (the "Purchaser"), as purchaser of \$5,860,000 aggregate stated principal amount of the General Obligation Municipal Purpose Loan of 2017 Bonds dated June 22, 2017 (the "Issue") being issued on the date hereof by the Town of Wellesley, Massachusetts (the "Issuer"), the undersigned hereby certifies and represents the following with respect to the bonds of the Issue:

A. Issue Price.

1. As of June 5, 2017 (the "Sale Date"), the Purchaser had offered or reasonably expected to offer all of the bonds of the Issue to the general public (excluding bond houses, brokers, or similar persons acting in the capacity of underwriters or wholesalers) in a bona fide public offering at the prices shown on Schedule I attached hereto.

2. The prices shown on Schedule I represent fair market prices of the bonds of the Issue as of the Sale Date.

3. As of the date of this certificate, all of the bonds of the Issue have been offered to the general public in a bona fide offering at the prices shown on Schedule I, and at least 10% of each maturity of such bonds actually has been sold to the general public at such prices.

B. Reliance.

The Issuer and Locke Lord LLP, Bond Counsel, may rely on the foregoing certifications for purposes of determining compliance with Section 148 of the Internal Revenue Code of 1986, as amended.

C. Receipt.

The Purchaser hereby acknowledges receipt from the Issuer of the bonds of the Issue and further acknowledges receipt of all certificates, opinions and other documents required to be delivered to the Purchaser, before or simultaneously with the delivery of such bonds, which certificates, opinions and other documents are satisfactory to the Purchaser.

Dated: June 22, 2017

MORGAN STANLEY & CO., LLC

By: _____
Title:

Schedule I

Town of Wellesley, Massachusetts
\$5,860,000 General Obligation Municipal Purpose Loan of 2017 Bonds
Dated June 22, 2017

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
06/15/2018	Serial Coupon	4.000%	0.790%	2,325,000.00	103.129%	2,397,749.25
06/15/2019	Serial Coupon	4.000%	0.820%	1,165,000.00	106.234%	1,237,626.10
06/15/2020	Serial Coupon	4.000%	0.910%	565,000.00	109.065%	616,217.25
06/15/2021	Serial Coupon	4.000%	1.060%	565,000.00	111.429%	629,573.85
06/15/2022	Serial Coupon	4.000%	1.200%	210,000.00	113.497%	238,343.70
06/15/2023	Serial Coupon	4.000%	1.310%	210,000.00	115.424%	242,390.40
06/15/2024	Serial Coupon	4.000%	1.440%	210,000.00	116.943%	245,580.30
06/15/2025	Serial Coupon	4.000%	1.590%	205,000.00	117.995%	241,889.75
06/15/2026	Serial Coupon	4.000%	1.760%	205,000.00	118.531%	242,988.55
06/15/2027	Serial Coupon	4.000%	1.860%	200,000.00	119.209%	238,418.00
Total	-	-	-	\$5,860,000.00	-	\$6,330,777.15

EXHIBIT B**CERTIFICATE OF THE FINANCIAL ADVISOR**

On behalf of FirstSouthwest, a Division of Hilltop Securities Inc., as financial advisor to the Town of Wellesley, Massachusetts (the "Issuer"), in connection with the Issuer's \$5,860,000 General Obligation Municipal Purpose Loan of 2017 Bonds dated June 22, 2017 (the "Issue"), the undersigned hereby certifies and represents as follows:

(1) As shown on the attached Schedule A, the yield on the Issue (meaning that discount rate which, when used in computing the present value of all payments of principal and interest to be paid on an obligation, produces an amount equal to the issue price of the Issue within the meaning of Treasury Regulations §1.148-1(b)) is 1.2536457%. The yield has been computed on an actuarial or present value method using a 360-day year and semiannual compounding, based on the issue price of the Issue certified to the Issuer on the date hereof by Morgan Stanley & Co., LLC, as the purchaser of the bonds of the Issue, and adjusted as may be required for substantial premiums or discounts.

(2) The Issuer and Locke Lord LLP, Bond Counsel, may rely on the foregoing certifications for purposes of determining compliance with Section 148 of the Internal Revenue Code of 1986, as amended.

Dated: June 22, 2017

FIRSTSOUTHWEST, A DIVISION OF
HILLTOP SECURITIES INC.

By: _____
Title:

Schedule A

Town of Wellesley, Massachusetts
\$5,860,000 General Obligation Municipal Purpose Loan of 2017 Bonds
Dated June 22, 2017

Proof Of Bond Yield @ 1.2536457%

Date	Cashflow	PV Factor	Present Value	Cumulative PV
06/22/2017	-	1.0000000x	-	-
12/15/2017	112,642.22	0.9940123x	111,967.76	111,967.76
06/15/2018	2,442,200.00	0.9878205x	2,412,455.11	2,524,422.87
12/15/2018	70,700.00	0.9816671x	69,403.87	2,593,826.73
06/15/2019	1,235,700.00	0.9755522x	1,205,489.80	3,799,316.53
12/15/2019	47,400.00	0.9694753x	45,953.13	3,845,269.66
06/15/2020	612,400.00	0.9634362x	590,008.34	4,435,278.00
12/15/2020	36,100.00	0.9574348x	34,563.40	4,469,841.40
06/15/2021	601,100.00	0.9514708x	571,929.08	5,041,770.47
12/15/2021	24,800.00	0.9455439x	23,449.49	5,065,219.96
06/15/2022	234,800.00	0.9396539x	220,630.74	5,285,850.70
12/15/2022	20,600.00	0.9338006x	19,236.29	5,305,087.00
06/15/2023	230,600.00	0.9279838x	213,993.07	5,519,080.07
12/15/2023	16,400.00	0.9222032x	15,124.13	5,534,204.20
06/15/2024	226,400.00	0.9164587x	207,486.24	5,741,690.44
12/15/2024	12,200.00	0.9107499x	11,111.15	5,752,801.59
06/15/2025	217,200.00	0.9050767x	196,582.65	5,949,384.24
12/15/2025	8,100.00	0.8994388x	7,285.45	5,956,669.70
06/15/2026	213,100.00	0.8938360x	190,476.45	6,147,146.15
12/15/2026	4,000.00	0.8882681x	3,553.07	6,150,699.22
06/15/2027	204,000.00	0.8827349x	180,077.93	6,330,777.15
Total	\$6,570,442.22	-	\$6,330,777.15	-

Derivation Of Target Amount

Par Amount of Bonds.....	\$5,860,000.00
Reoffering Premium or (Discount).....	470,777.15
Original Issue Proceeds.....	\$6,330,777.15

EXHIBIT C

SPENDING SCHEDULE

Purpose	This Issue	Date of First Expenditure*	Amount of First Advanced Expenditure*	Spent by Original Issue Date 6/22/2017	Spent by 7/22/2017	Spent By 6/22/2018
Schofield Lake School	1,485,000	7/1/2018	\$1,305,000	\$1,305,000	\$1,485,000	\$1,485,000
Middle School	387,000	7/1/2018	\$356,000	\$367,000	\$387,000	\$387,000
School Security Plan/Design	20,000	7/1/2018	\$30,000	\$30,000	\$30,000	\$30,000
Turf Field HS Stadium	1,057,000	7/1/2018	\$1,032,000	\$1,032,000	\$1,057,000	\$1,057,000
Police Station	1,612,000	7/1/2018	\$23,750	\$1,612,000	\$1,612,000	\$1,612,000
School Security Construction	1,700,000			\$0	\$1,000,000	\$1,700,000
Totals	6,252,000					

EXHIBIT D

Actual/ Expected Issue Date	Type (Bond Anticipation Issue, Bonds, Lease- Purchase Agreement, State Aid Anticipation Note, Revenue Anticipation Note, or other obligations)	Maturity	Total Par	Offering Premium to be Designated in the Current Calendar Year	Current Refunding not Amount to Limited or Otherwise to be Designated as Bank Qualified Obligations in the Current Calendar Year	Advance Refunding Amounts to be Designated as Bank Qualified Obligations in the Current Calendar Year	Amount Issued and to be Issued in the Current Calendar Year of Bank Qualified Obligations:	Amount Not Designated in Current Calendar Year as Bank Qualified Obligations:
06/22/2017	Bonds	06/15/2018-27	\$5,860,000	\$470,777.15	\$0.00	\$0.00	New Money New Money Amount to amount limited Current Refunding of Obligations (deemed designated)	New Money Refunding \$0.00 \$0.00

AM 66424019.2

Exhibit D-1

Bid Results

Wellesley (Town)
\$6,252,000 General Obligation Municipal Purpose Loan
of 2017 Bonds

The following bids were submitted using **PARITY®** and displayed ranked by lowest TIC.
 Click on the name of each bidder to see the respective bids.

Bid Award*	Bidder Name	TIC
<input type="checkbox"/>	Morgan Stanley & Co. LLC	1.295761
<input type="checkbox"/>	Janney Montgomery Scott LLC	1.318835
<input type="checkbox"/>	UBS Financial Services Inc.	1.319435
<input type="checkbox"/>	Raymond James & Associates, Inc.	1.335488
<input type="checkbox"/>	Robert W. Baird & Co., Inc.	1.372353
<input type="checkbox"/>	Citigroup Global Markets, Inc.	1.428984
<input type="checkbox"/>	FTN Financial Capital Markets	1.488597
<input type="checkbox"/>	SunTrust Robinson Humphrey	1.621117

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4. Lion's Club New Chapter Update

Several months ago I was visited by several persons who were in town to organize a new chapter of the Lion's Club for Wellesley. They indicated to me that 2017 is the 100th Anniversary of Lions Clubs, and their goal this year is to add 100 new chapters. Evidently Wellesley has had a chapter in the past, but at some point it merged with another.

Mr. Andy Porter, the District Governor and Ivette Mesmar, Branch Manager of Brookline Savings will be at the meeting to tell you about their activities since that initial meeting, which include signing up 22 new members, and their meetings in Town, and plans for a "Charter Night" in July. A copy of an email from Mr. Porter and their brochure about Lions Clubs is included in your packet as background.

NO MOTION

Robinson, Blythe

From: Andrew " Andy " Porter <totf@aol.com>
Sent: Monday, April 17, 2017 5:21 PM
To: Robinson, Blythe
Subject: Wellesey Centennial Lions Club

Dear Ms. Robinson,
Thank you for meeting with me last week

Great news, we have 22 members from the Wellesley business community and growing.

We have met with the Food Pantry and Chief Pilecki. Both were enthusiastic about working with the new club.

You had offered to have me appear in front of the Selectmen sometime in June. If that is still a possibility, I would love to share with them news about this new club and what we can do fro Wellesley.

Please let me know

Thank you again for your assistance and cooperation

Andrew "Andy" Porter
District Governor 2016-17
Lions District 33K

"100 More"



Member Benefits

There are many reasons to become a member. As a Lion, you'll:

- ☐ Help your community and gain valuable skills
- ☐ Make an impact on people's lives – locally and internationally
- ☐ Learn to be a leader – and lead a respected organization
- ☐ Network with business men and women in your community and Lions around the world
- ☐ Energize your life and have fun

You'll grow personally and professionally. And you'll know that what you do is worthwhile and appreciated.



How New Clubs are Formed

Lions clubs get started when members of the community are invited to join. Lions volunteers host several informational meetings to continue building membership and to discuss possible project ideas that are meaningful to the community.

Once the club has 20 members, or fewer if forming a club branch, club officer elections are held and the charter application is submitted to Lions Clubs International. Included with the application is a one-time charter fee of US\$30 per members. Annual international dues of US\$41 (2012-2013 fiscal year) and US\$43 thereafter, in addition to any district and club dues, are billed to the club bi-annually. Charter fee exemption and/or reduced international dues are available to qualifying family members, students, graduating Leos and young adults with proper certification.

After the charter application has been processed by Lions Clubs International, the club is covered by LCI's liability insurance and members may begin to implement their service projects.





Lions Clubs International

To learn more about Lions clubs, go to our Web site at www.lionsclubs.org or contact a Lion member in a club near you!

**Membership and
New Club Development Department**
Lions Clubs International
300 W 22nd St
Oak Brook IL 60523-8842 USA
www.lionsclubs.org
E-mail: newclubs@lionsclubs.org
Phone: 630.203.3845
Fax: 630.706.1691

Lions Clubs are Ready to Help
Right now, Lions clubs are making a difference around the world. That's because whenever Lions clubs gets together, problems get smaller and communities get better. Our 46,000 clubs and 1.35 million members in over 200 countries makes Lions Clubs International the world's largest service organization.

Lions Clubs Offer a New Opportunity

Lions clubs have offered people the opportunity to give back to their communities and help those in need since 1917. Soon, a Lions club will be established in your community, giving you the opportunity to become an active volunteer, a member of a respected international organization, a leader in your community and a friend to people in need.

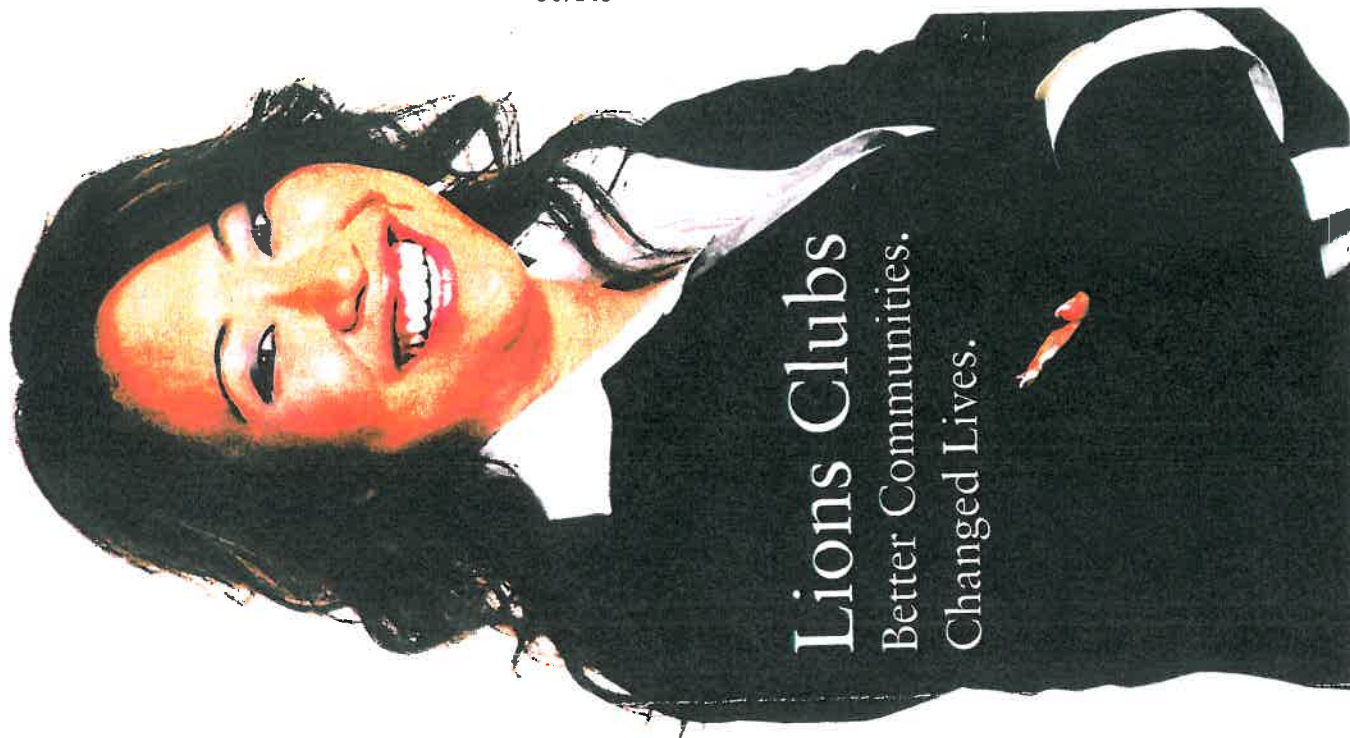
Lions Clubs are Unique

Lions clubs support sight programs, assist the disabled, feed the hungry and provide disaster relief assistance. And that's not all. Each Lions club chooses their own projects and activities to fit the lifestyles of its members and benefit their community the most.



Our Mission
To empower volunteers to service their communities, meeting humanitarian needs, encourage peace and promote international understanding through Lions clubs.

EX 511 EN 12/12



Lions Clubs
Better Communities.
Changed Lives.

5. Review Revised Hawkers and Peddlers Policy

At a meeting several weeks ago the Board reviewed a first draft of an updated set of regulations governing the issuance of licenses to those persons who wanted to solicit door to door in Wellesley. The Town has had regulations in place for a number of years, however it was brought to our attention that the restriction on hours' people could solicit was unconstitutional, and that our regulations were written so narrowly as to not allow solicitation of services, only goods or wares.

Town Counsel and the Chief have reviewed these further, and in concert with the general discussion at the last meeting, the newest version sets time limits of 8:30 AM to 8:30 PM. While we still believe that a strict interpretation of case law would mean there would be no limitations on when solicitations could occur, the hours proposed would be an expansion of what Wellesley has allowed over the years. The Board would be within its purview to continue to limit the hours, as long as it is understood that the Town does leave itself vulnerable to a challenge on this point.

A question had been asked in this process about the restrictions on commercial activities the Town. In general, the Police Regulations in the Town's General Bylaws call out time restrictions for the following (Article 49.2b & 49.34):

- Most Retail operations cannot be open from 11pm -6 am (there are special exception provisions)
- Certain Outdoor Commercial Activities involving construction and landscaping are M-F 7am-7pm and 8am -7pm on Saturday, Sunday Prohibited

We have made no changes to the language regarding whom may not be issued a license after conferring with Counsel, or to the length of time to issue a permit, or the two-year period that the license is valid. Both Town Counsel Tom Harrington and Lieutenant Whittemore will be present at the meeting to discuss this further with the Board.

MOVE to approve the revised regulations for the issuance of Hawkers and Peddler's Licenses as proposed.

These regulations governing for-profit transient vendors/businesses, hawkers and peddlers, and door-to-door solicitations are hereby enacted pursuant to the authority set forth in the Police Regulations of the Town of Wellesley, Bylaw Article 49.33. These regulations are intended to supplement, and not to replace or override, the Massachusetts General Law governing the foregoing activities, all as set forth in M.G.L. Chapter 101, §§ 1 through 34.

- I. Definitions. The following terms shall have the following meanings set forth in M.G.L. Chapter 101, §§ 1 et seq., and are summarized for the purposes of these regulations as follows:

1. "Soliciting" or "Solicitation" shall mean and include any one or more of the following door-to-door activities:

(a) selling, attempting to sell, or seeking to obtain orders for the purchase and future delivery of goods, wares, merchandise, or services.

212. "Transient Vendor", "Transient Business": A transient vendor is a person who conducts a transient business of profit. A transient business (also called a temporary business) is any exhibition and sale of goods, wares, ~~or~~ merchandise, or services which is carried on in any structure (such as a building, tent, or booth) unless such place is open for business during usual business hours for a period of at least 12 consecutive months.

2. "Hawker and Peddler": Any person, either principal or agent, who goes from place to place within the Town selling goods, wares, merchandise, or services, whether on foot or in a vehicle, for profit, is a hawker or peddler (these two terms are interchangeable).

3. "Person": For purposes of these regulations, the persons being regulated herein are those persons over the age of 16 who are engaging in the activities regulated herein for or on behalf of for-profit organizations. (See Section VI, Exemptions).

Commented [BM1]: I deleted the reference to M.G.L. c.101, §§1 et seq. because the "Soliciting" definition does not appear therein, I made a few changes to include services, and the "Hawker and Peddler" definition does not track the statute precisely.

Commented [BM2]: These terms are defined but only appear in the preamble to the regulations.

- II. Purpose. The purpose of these regulations is to ensure public safety by requiring persons conducting the foregoing activities, which historically have a high potential for fraud and abuse, to be licensed, either at the state level or local level, so that the Town's citizenry will know who is conducting these activities and that, to the degree set forth herein or in the applicable Massachusetts General Laws, they have identified themselves to the proper authorities, are bonded if required, and satisfy the minimum criteria.

III. Scope. These regulations shall apply to all persons conducting the foregoing activities within the Town.

IV. Compliance Requirements: Each person engaging in the foregoing activity shall, be subject to, responsible for, and fully in compliance at all times with the following requirements:

1. Registration requirements.

a. Persons not registered (licensed) by the state shall make application for a Wellesley registration card to the Chief of Police, on a form containing the following information: The applicant's name, signature, home address, the name and address of the owner or parties in whose interest the business is to be conducted, their business address and phone number, cellular telephone numbers for the applicant and business; a brief description of the business to be conducted within the Town; the applicant's social security number; the description and registration of any motor vehicles used by the applicant; and whether the applicant has ever been charged with a felony. The application shall be made under oath. The applicant shall be photographed for purpose of identification. The Chief of Police shall approve the application and issue a registration card within 48 hours of its filing unless he determines either that the application is incomplete, or that the applicant is a convicted felon, or is a fugitive from justice. The registration card shall be in the form of an identification card, containing the name, signature and photograph of the licensee. Such card shall be non-transferable, and valid only for the person identified therein and for the purpose as shown on the license. The card shall be valid for a period of two years from the date of issuance. Any such registration card shall be void upon its surrender or revocation, or upon the filing of a report of loss or theft with the Wellesley Police Department. The Chief of Police may revoke such registration card for good cause.

b. Persons registered (licensed) by the state shall not be subject to the foregoing paragraph, but are required to make themselves known to the Wellesley Police Department.

2. Registration card or license to be visibly displayed.

Such state or local registration card or license shall be displayed at all times while the business activity is being conducted, and shall be provided to any police officer upon request. The license shall also be affixed conspicuously on the outer garment of the licensee whenever he

or she shall be engaged in the activity, except in the case of a transient business when the license shall be displayed visibly within the structure where such business is being conducted. Such registration card or license, if issued locally, shall be the property of the Town of Wellesley and shall be surrendered to the Chief of Police upon its expiration.

3. Registration card (license) fee.

The filing of a copy of a state license as required shall not be subject to a fee; the fee for a local registration card shall be \$ \$62.00 or as otherwise specified by the Director of the Office of Consumer Affairs and Business Regulation under Chapter 101, §22 of the Massachusetts General Laws.

4. Restrictions on activity.

a. No activity governed by these regulations shall be conducted upon public or private premises that have been duly posted "No Solicitation" or words of similar meaning.

b. No solicitations will be made after ~~58:3000~~ pm or before 8:~~00-30~~ am.

c. No solicitations will be made on official holidays or Sundays.

~~dd.~~ No person may use any plan, scheme or ruse, or make any false statement of fact, regarding the true status or mission of the person making the solicitation.

~~ee.~~ The Chief of Police may further regulate the hours and conditions under which the licensee may engage in door-to-door ~~selling~~solicitation.

V. Violations and Penalties.

1. Any and all violations of these regulations may be enforced by any police officer, either by initiating criminal proceedings, or through the noncriminal disposition procedure set forth in Town Bylaw Article 52.1 et seq.

2. Any person violating any one or more of these regulations shall be subject to the following fines:

a. \$150 for the first offense.

b. \$300 for each subsequent offense, with each such subsequent offense constituting a separate offense.

3. Any person found committing a violation of these regulations may be arrested by a police officer without a warrant.

VI. Exemptions.

These regulations shall not apply to any person conducting sales of second hand articles as defined in Rules and Regulations Relating to Flea Markets, Garage Sales, and Estate Sales in the Town of Wellesley, nor to any person engaged in the foregoing activities for or on behalf of a not-for-profit organization incorporated under Chapter 180 of the Massachusetts General Laws.

Promulgated this ____ day of _____ 2017, effective upon the filing of a copy hereof with the Town Clerk.

WELLESLEY BOARD OF SELECTMEN

| _____
Marjorie R. Freiman, Chair

Ellen F. Gibbs, Vice Chair

Jack Morgan

Beth Sullivan Woods

| _____
Thomas H. Ulfelder

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6. **Joint Meeting with School Committee to Discuss School Building Committee for Hardy, Hunnewell, and Upham**

The School Committee is attending the meeting to further discuss with the Board the proposed makeup of the School Building Committee (SBC) for the school projects, as well as to discuss a draft of a charge to this group which is included in your packet for review.

It is anticipated that following this conversation, both boards would meet again on June 26th to appoint the SBC members and adopt the charge.

Move to convene a Joint meeting with the School Committee.

Move to elect Marjorie Freiman as chair of the joint meeting.

Move to elect Sharon Gray as secretary of the joint meeting.

Move to dissolve the joint meeting of the Board of Selectmen and School Committee.

Charge to the School Building Committee

June 12, 2017

Introduction

At its meeting on May 23, 2017, the School Committee voted unanimously to adopt a [position statement](#) on the Hardy, Hunnewell, and Upham Facilities Project. The statement summarizes the School Committee's position on the [excellent work recently completed by the HHU Master Plan Committee \(MPC\)](#) and also sketches out future steps, most particularly the creation of a School Building Committee (SBC) to continue work on the project. While school committees in Massachusetts have authority and responsibility under the General Laws for establishment and maintenance of school buildings ([MGL 71:68](#)), the Committee recognizes that the potential scale of the HHU project warrants a broad-based process, involving multiple town boards as well as interested residents, in an attempt to build consensus around the project. As the School Committee and the Board of Selectmen jointly established the HHU MPC, as well as the School Facilities Committee that preceded it, the School Committee and the Board of Selectmen are jointly creating the SBC and establishing this charge for its work.

Purpose

The purpose of the School Building Committee, which will work under the guidance of the School Committee, in collaboration with the Board of Selectmen, is to direct the building process through feasibility study, schematic design and design development, and construction.* This work will involve a significant commitment from SBC members, spanning multiple years.

Throughout all of its work, the SBC shall regularly engage with both the School Committee and the Board of Selectmen in order to report on its work as well as receive input on its process. The School Committee will retain the authority to make final and binding decisions on behalf of the Wellesley Public Schools with respect to the proposed building projects, although that authority will largely be exercised through the SBC. In particular, the decision to build at Hardy or Upham, and the scheduling and phasing of the final master plan, will be determined by the School Committee, in consultation with the Board of Selectmen, based on information and analysis provided by the SBC, as well as the work of previous committees.

The SBC shall be guided by all of the priorities and positions set forth in the School Committee HHU Position Statement, particularly including the following items:

- The foremost priority is for facilities that best serve the elementary students of Wellesley by meeting their educational programming needs in the most fiscally responsible manner.
- The Hardy, Hunnewell, and Upham school buildings do not meet modern standards for education, and simple renovations and upgrades to meet building code will not be sufficient to bring the schools up to those standards.
- Because of the challenge in meeting modern educational needs through renovations of the existing buildings, the buildings should be either new or, in the case of Hunnewell and Hardy, may instead be substantially rebuilt preserving the façades of the existing buildings.
- The new or substantially rebuilt buildings should meet state standards as set forth by the Massachusetts School Building Authority (MSBA), including the appropriate types and sizes of learning spaces. In particular, smaller learning spaces to complement traditional classrooms are critical in the delivery of academic supports for students.
- The new or rebuilt schools should contain 19 grade-level classrooms, the same size as Bates and Sprague are currently.

* Although the Town has repeatedly sought assistance from the Massachusetts School Building Authority (MSBA) for the HHU project, it has not been invited into the assistance program by the MSBA. Nonetheless, the School Committee intends to largely follow the MSBA model for a school building project. See <http://www.massschoolbuildings.org/building> for more information about the steps in MSBA projects and the creation and membership of school building committees.

- At this time, two schools should be rebuilt, including Hunnewell and either Upham or Hardy, in an order to be determined after further study. Per the School Committee's HHU Position Statement, in the event that elementary enrollment exceeds 2,350 on a trending basis, a new SBC charge would be developed to include plans for building the third school.

Charge

The SBC's first task will be to design and conduct a feasibility study on the HHU sites.

The feasibility study shall be structured so that all analysis relevant to the decision whether to build at Hardy or Upham is performed first. This initial "proof of concept" phase shall be performed at all three sites and, at a minimum, address:

- Documentation of the District's educational program and determination of facility features required to support the program.
- Development of conceptual site and floor plans for "fit testing."
- Consideration of all feasible swing space options, including building on the back of the Hardy or Upham lots, use of external swing space locations, or other solutions.
- An "environmental audit" of all three sites, in consultation with the Town's Sustainable Energy Committee (SEC), providing information on the environmental impacts of various potential scenarios.
- Consideration of the likelihood of successfully permitting any proposed project, both during construction and at completion.

With respect to the feasibility study, the SBC will be responsible for:

- Determining the full scope of the feasibility study and developing a proposed plan and estimated budget for it.
- Developing a Request for Proposals (RFP) for a designer to conduct the study.
- Gaining approval for the proposed plan, estimated budget, and RFP from the School Committee and Board of Selectmen.
- Selecting a designer.
- Supporting the School Committee and Board of Selectmen in seeking an appropriation to fund the study at a Fall 2017 Special Town Meeting.
- Conducting the "proof of concept" phase of the feasibility study on all three sites.
- Producing an interim report documenting the results of the "proof of concept" phase of the feasibility study and presenting it to the School Committee and the Board of Selectmen. The interim report shall document the building options that the SBC has determined to be feasible, including comparisons of relevant aspects of these options.
- Completing the feasibility study on the two selected sites.
- Producing a final report documenting the results of the feasibility study and presenting it to the School Committee and Board of Selectmen.

Although the formal feasibility study will include consideration of swing space options, the SBC shall have additional responsibility for independent analysis of potential swing space options, preceding and/or in parallel with the formal study. The goal of this independent analysis is, in part, to generate additional swing space options for consideration in the feasibility study, as well as to eliminate other options that may be determined to be infeasible or undesirable.

Once the feasibility process is complete, the SBC will work with the Permanent Building Committee in the execution of the design and construction of the two elementary school buildings.

Public Engagement

In order to provide a broad base of input and feedback from town residents during its work, the SBC is charged with organizing various advisory groups to represent different constituencies or interests, including but not limited to: environmental concerns (in consultation with the Sustainable Energy Committee), historical concerns (in consultation with the Wellesley Historical Commission), neighborhood/abutter concerns, and playing fields and other recreation concerns. The SBC shall design a process by which it can engage with these groups to solicit and respond to their input. In addition to working with these organized interest groups, the SBC is charged with conducting appropriate public outreach on topics that it considers may be of particular interest or concern to the community.

All meetings of the SBC, or any subcommittees of the SBC, shall be held in accordance with the Open Meeting Law ([MGL 30A:18-25](#)). The SBC shall, to the best of its ability, ensure that its meetings are recorded by [Wellesley Public Media](#) and broadcast live and/or made available for later viewing by the public.

Membership

Guided by the model used by the MSBA for school building committees ([963 CMR 2.10\(3\)](#)), the members of the SBC shall be:

- One member of the School Committee
- Superintendent of Schools
- Principals of the Hardy, Hunnewell, and Upham Schools (non-voting)
- One member of the Board of Selectmen
- Executive Director or designee
- One member of the Permanent Building Committee
- Facilities Maintenance Director or designee
- One member of the Advisory Committee (non-voting)
- Three community members with experience in construction, architecture, or engineering

Each of the boards or committees having membership shall select which of their members will serve on the SBC. Having continuity of service on the SBC is a priority, however, given that the expected duration of the SBC will likely cross over members' terms of office on their board or committee, replacement of members over time is expected.

7. Sustainable Energy Committee Update

The SEC has asked to be on the agenda to provide you with an update on their activities as they prepare to submit the Town's application to become a "Green Community" which is due this fall. There are two important components that must be completed in order to file an application which include the Board's approval of a fuel efficient vehicle replacement policy, and an energy reduction plan that outlines how the Town intends to reduce its use of fossil fuels by 20% over a five-year period.

Laura Olton, Michael D'Ortenzio and Marybeth Martello will be at the meeting to review a draft of both documents with you for a first read, and be prepared to answer your questions about both. It is their intent to come back to the Board in early September for approval of these so that the Town's application can be submitted after that.

The items included in your packet on these topics include:

- ❖ PowerPoint presentation
- ❖ Draft Fuel Efficient Vehicle Policy
- ❖ Draft Energy Reduction Plan

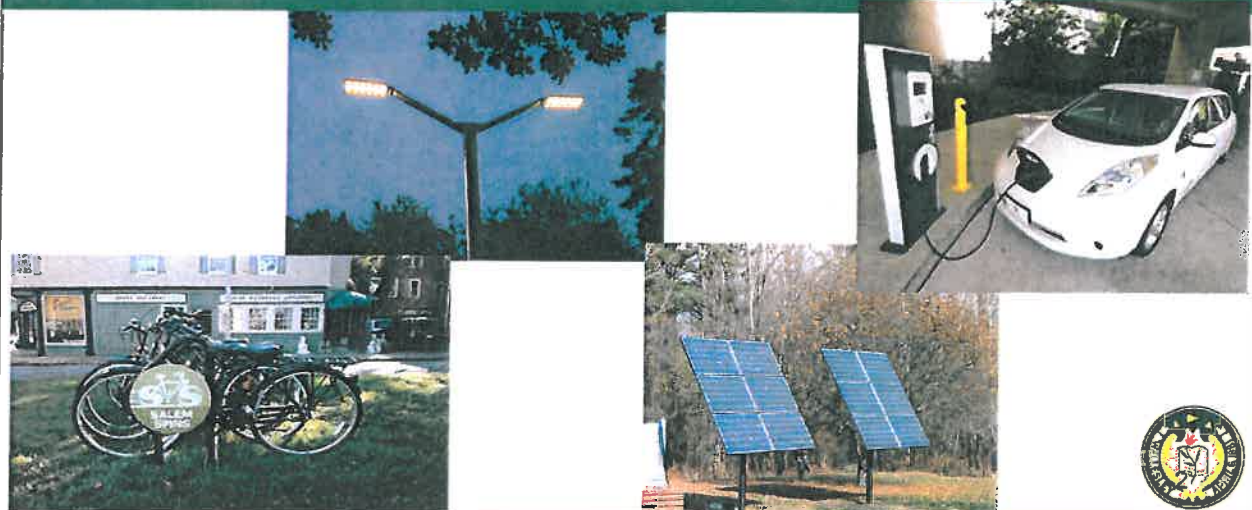
NO MOTION

Energy Reduction Plan & Fuel Efficient Vehicle Policy *for* Wellesley's Green Community Application

Sustainable Energy Committee
presentation to
Board of Selectmen and School Committee
June 12, 2017



Benefits: Between \$100,000 and \$250,000 annually
for
Energy Conservation-related Projects



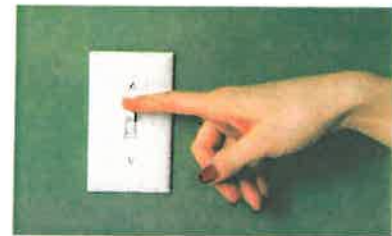
Five Criteria

- ✓ 1) As-of-right Siting for Solar (unanimous vote at ATM)
- ✓ 2) Expedited Permitting
- ➡ 3) **Energy Reduction Plan**
- ➡ 4) **Fuel-Efficient Vehicle Purchase Policy**
- ✓ 5) Stretch Building Code



Energy Reduction Plan

- Baseline: FY15
- 20% reduction in municipal energy use FY16-FY20
- Building stock changes treated separately



Energy Reduction Estimates: FY16-20

Category	Energy Conservation Measure	Town-wide E Use Reduction
Buildings	FMD Planned ECMs: LEDs, Metasys, Recommissioning	7.5%
	DPW Planned ECMs: Garage Heat Assessment and Highway Building Roof Replacement	.3%
	Occupant Behavior Programs	2%
Street/Traffic Lights	Street Light Retrofit, DPW's Solar Flash Beacon	3%
Vehicles	No Idling Policy, Fuel Efficient Vehicle Purchases	2%
Preliminary Total		14.8%



Fuel-Efficient Vehicle Policy

- Replace non-exempt vehicles with fuel-efficient vehicles when commercially available and practicable
- Check GC guidance when purchasing vehicles
- Exempt: heavy-duty vehicles (Wellesley has 108)
- Exempt: police cruisers, passenger vans, and cargo vans until fuel efficient versions are available (Wellesley has 41)



FEVP: 2016 Vehicle Requirements

Car	MPG
2 wheel drive car	29
4 wheel drive car	24
2 wheel drive minivan	20
4 wheel drive minivan	18
2 wheel drive pick-up truck	17
4 wheel drive pick-up truck	16
4 wheel drive sports utility vehicle	21
4 wheel drive sports utility vehicle	18



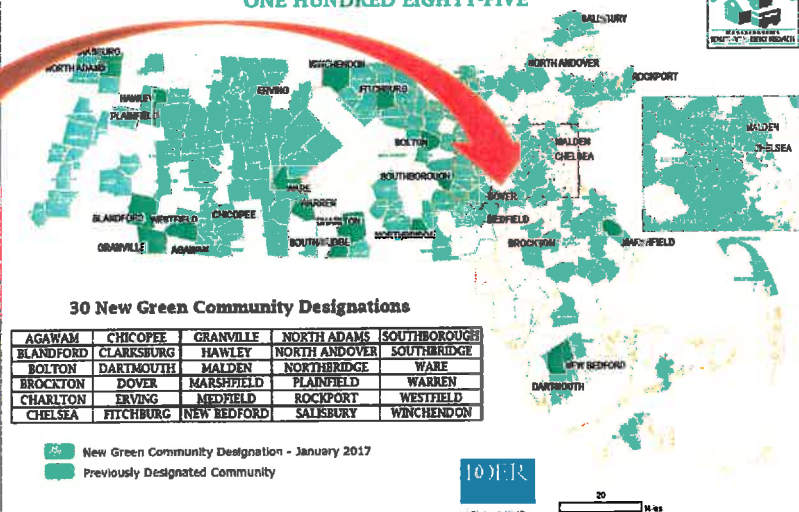
Application Timeline – Next Steps



Thank You and Questions

Wellesley

GREEN COMMUNITY DESIGNATIONS REACH ONE HUNDRED EIGHTY-FIVE



DRAFT – 6/6/17**TOWN OF WELLESLEY****FUEL EFFICIENT VEHICLE POLICY**

Board of Selectmen Approval Date:	
School Committee Approval Date:	
Effective Date:	Upon approval

The Wellesley Board of Selectmen and the Wellesley School Committee have approved the following Fuel Efficient Vehicle Policy ("Policy") to govern the replacement of all non-exempt municipal vehicles with fuel-efficient vehicles, as defined below.

POLICY STATEMENT

In an effort to reduce the Town of Wellesley's fuel consumption and energy costs, the Board of Selectmen and the School Committee hereby adopt a policy to purchase only fuel-efficient vehicles to meet this goal.

PURPOSE

To establish a requirement that the Town of Wellesley purchase only fuel efficient vehicles for municipal and local public school use whenever such vehicles are commercially available and practicable.

APPLICABILITY

This Policy applies to all divisions and departments of the Town of Wellesley.

DEFINITIONS

Combined city and highway MPG (EPA Combined fuel economy): Combined Fuel Economy means the fuel economy from driving a combination of 43 percent city and 57 Percent highway miles and is calculated as follows:

$$=1/((0.43/City\ MPG)+(0.57/Highway\ MPG))$$

Drive System: The manner in which mechanical power is directly transmitted from the drive shaft to the wheels. The following codes are used in the drive field:

- AWD = All Wheel Drive: 4 -wheel drive automatically controlled by the vehicle power train system
- 4WD = 4-Wheel Drive: driver selectable 4-wheel drive with 2-wheel drive option
- 2WD = 2-Wheel Drive

Heavy-duty vehicle: A vehicle with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds.

GUIDELINES

All departments/divisions shall purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

The Town of Wellesley will maintain an annual vehicle inventory for ALL vehicles and a plan for replacing any non-exempt vehicles with vehicles that meet, at a minimum, the fuel efficiency ratings contained in the most recent guidance for Criterion 4 published by the MA Department of Energy Resources' Green Communities Division.

It is the responsibility of the Town of Wellesley to check the Green Communities Division's Guidance for Criterion 4 for updates prior to ordering replacement vehicles.

Exemptions

- Heavy-duty vehicles: examples include fire-trucks, ambulances, and some public works trucks that meet the definition of heavy-duty vehicle
- Police cruisers, passenger vans and cargo vans are exempt from this criterion since fuel-efficient models are not currently available. However, we commit to purchasing fuel-efficient police cruisers, passenger vans and cargo vans when they become commercially available. Police and fire department administrative vehicles are NOT exempt and must meet fuel-efficient requirements.

Inventory

The following information will be included in the vehicle inventory list (Attachment A), which shall be updated on an annual basis and provided to the Green Communities Division.

NOTE: Departments/Divisions may use EPA combined MPG estimates or actual combined MPG.

Model	Make	Model Year	Year/month Purchased	Drive System: 2 WD, 4WD or AWD	> 8500 pounds? (Y or N)	Exempt or non-exempt	MPG Rating	Vehicle Function
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FUEL EFFICIENT VEHICLE REPLACEMENT PLAN

All non-exempt vehicles shall be replaced with fuel-efficient vehicles that adhere to the most recent Green Communities Criterion 4 Guidance. Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department to another unless the recycled replacement vehicle meets the fuel efficiency ratings outlined in the Policy. In addition, when replacing exempt vehicles, the function of the vehicle will be reviewed for potential replacement with a more fuel-efficient vehicle, including a fuel-efficient non-exempt vehicle.

The Town of Wellesley will review on an annual basis the Vehicle Inventory, along with the Green Communities Criterion 4 Guidance, to plan for new acquisitions as part of planning for the new fiscal year budget.

QUESTIONS / ENFORCEMENT

All other inquiries should be directed to the department/division responsible for fleet management and/or fleet procurement. This Policy shall be enforced by the Executive Director and/or her designee(s).

DRAFT Outline: Town of Wellesley's Energy Reduction Plan FY16-FY20

[cover page]

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1. Purpose
2. Letters of Approval from Board of Selectmen, Superintendent
3. Executive Summary
 - a. Narrative Summary of the Town of Wellesley
 - b. Summary of Municipal Energy Users
 - i. [Municipal Energy Use Summary – table]
 - c. Summary of Energy Use Baseline and Plans for Reduction
 - i. [Municipal Energy Use Baseline Summary – table]
 - ii. [Planned Municipal Energy Use Savings – table]
4. Energy Use Baseline Inventory
 - a. Identification of the Inventory Tool Used
 - b. Identification of the Baseline Year
 - c. Summary of Municipal Energy Consumption for the Baseline Year
 - i. [Itemized Municipal Energy Use Baseline – table]
5. Prior Energy Reduction Accomplishments
 - a. Municipal Buildings
 - b. Municipal Vehicle Fleet
 - c. Municipal Open Space
 - d. Street and Traffic Lighting
 - e. Water and Sewer Treatment Plants
6. Energy Reduction Plan
 - a. Narrative Summary
 - i. Goals and Strategy Overview: Years 1-3
 - ii. Goals and Strategy Overview: Years 4-5
 - iii. Energy Efficiency Progress Measurement Plan
 - b. [Itemized Energy Conservation Project Plan – table]
 - c. Energy Reduction Plan Oversight Responsibilities
7. Building Stock Changes and Additional Considerations
 - a. Summary of Anticipated Large-Scale Municipal Projects
 - b. Narrative Summary of Anticipated Objectives for Upcoming Projects
 - i. Hardy, Hunnewell, and Upham Elementary Schools
 - ii. 900 Worcester Street
 - iii. Town Hall
8. Beyond 5 Years: Long-Term Energy Use Reduction Goals
 - a. Municipal Buildings
 - b. Municipal Vehicle Fleet
 - c. Municipal Open Space
 - d. Street and Traffic Lighting
 - e. Water and Sewer Treatment Plants
9. Acknowledgments/Contributors

8. **Executive Director's Report**

- **Approval of Minutes** - the minutes of the following meetings are included in your packet for approval.
 - May 18th Board Retreat
 - May 22nd regular meeting
 - June 1st 2nd Board Retreat
 - June 5th regular meeting

MOVE to approve the regular session minutes of May 18, 22, June 1 (morning), and June 5, 2017.

Board of Selectmen Meeting: May 18, 2017**Present: Freiman, Gibbs, Morgan, Ulfelder, Sullivan Woods****Also Present: Robinson, Jop****Minutes Approved:****Meeting Documents:**

1. Agenda
2. Agenda Background Memorandum
3. Draft Work Plan
4. Draft Liaison Assignments
5. Draft Selectmen's Handbook and Policies

1. Call to Order

Ms. Freiman called the meeting to order at 9:45 am.

2. Citizen's Speak

None.

3. Review of Annual Town Meeting

The Board discussed the Annual Town Meeting (ATM) process and discussed potential improvements to the preparation and drafting of motions and the timing of the Warrant. The Board discussed having more descriptive and complete Warrant articles to assist residents in better understanding the proposal. The Board discussed having a form for the submittal of Warrant articles to outline key components of a proposal. The Board further discussed citizen's petitions and adjusting the deadlines for draft motions given citizens' petitions generally need additional assistance from the boards and staff.

The Board discussed establishing a better ATM calendar and considered the possibility of holding joint meetings with the Advisory Committee to expedite some of the financial reviews.

The Board discussed creating a Budget Book to assist departments with their budget submittals and considered the Budget Book's use by the Advisory Committee to assist with the budget components of the Advisory Book.

The Board noted they should discuss with the Moderator his view on electronic voting, and asked staff to see if there are grants available to assist with the purchase or set up of electronic voting.

4. Review of FY17 Work Plan Accomplishments

The Board briefly reviewed the list of accomplishments for the past year. The Board discussed ways to improve the efficiency of the Board and discussed meeting schedules, posting of Friday Night Mail, format of the meeting, and the potential of board members to hold office hours for the public.

Ms. Sullivan Woods suggested the Board consider a "two-read" policy, which would generally require the Board to review proposals at two public meetings before the adoption of policy changes. The Board was inclined to support the idea.

The noted that under "new business" on the agenda, they would work to look at upcoming meetings and inform staff of information that might be helpful for the board and the public in reviewing agenda items.

1
2 **5. Elect Officers**

3
4 **Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Board voted (4-0) to elect**
5 **Ellen Gibbs Chair of the Board of Selectmen effective July 1, 2017.**

6
7 **Upon a motion by Ms. Gibbs and seconded by Ms. Sullivan Woods, the Board voted (4-0) to elect**
8 **Jack Morgan as Vice Chair of the Board of Selectmen effective July 1, 2017.**

9
10 **Upon a motion by Jack Morgan and seconded by Ms. Sullivan Woods, the Board voted (4-0) to elect**
11 **Marjorie Freiman as Secretary of the Board of Selectmen effective July 1, 2017.**

12
13 **6. FY18 Work Plan**

14
15 The Board reviewed and made modifications to the proposed FY18 Work Plan. The Board reviewed and
16 assigned Liaison assignments.

17
18 **7. Discuss Draft of Selectmen's Procedures and Policies Handbook**

19
20 Ms. Freiman noted she had prepared a draft of a Selectmen's Procedures and Policies Handbook for the
21 Board to consider and review. Ms. Freiman asked the staff to collect comments on the draft.

22
23 **The Board of Selectmen meeting adjourned at 2:15 pm.**
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30

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 sub-sites 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 listserv 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 listserv such as monthly newsletters. Ms. Nagle noted the original intent of the listserv was to create a mechanism for the Town to communicate with Town Meeting Members to get information out in an immediate and costly manner.

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

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 listserv.

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 beginning 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.

211
212 Ms. Sullivan Woods noted the Recreation Commission has reorganized with Andy Wrobel as Chair and
213 Mark Wolfson as Vice Chair. Ms. Sullivan Woods noted that beach stickers are for sale and will end
214 shortly. At Morses Pond, the barrier for weed reduction and an updated dock system have been installed.

215
216 Ms. Gibbs updated the Board on SEC work including Green Communities designation, efforts with the
217 3R working group, reduction of the Town's carbon footprint implications with food waste and food
218 recovery programs, and the SEC is in preliminary discussions with the RDF on building materials and
219 waste disposal.

220
221 Ms. Gibbs noted the FMD/PBC are considering generating sustainable construction practices and recently
222 PBC and FMD led a tour of the sustainable elements of the high school project. SEC in coordination with
223 FMD will also be proposing an environmental analysis for the HHU project.

224
225 **10. Discuss Summer Meeting Schedule**

226
227 The Board reviewed potential dates for meetings during the months of July and August.

228
229 **11. New Business/Correspondence**

230
231 The Board noted new sustainable activities with the SEC and MLP on greenhouse gas goal. The MLP
232 Board will be planning an open forum on their sustainable goals and want to engage the Board and others
233 and enhance communication. The Board was asked to consider collaborating on a forum for June 8.

234
235 Ms. Robinson reviewed upcoming topics for meeting agendas.

236
237 **The Board of Selectmen meeting adjourned at 10:05 pm.**

238
239
240

Board of Selectmen Meeting: June 1, 2017**Present: Freiman, Gibbs, Morgan, Ulfelder, Sullivan Woods****Also Present: Robinson, Jop****Minutes Approved:****Meeting Documents:**

1. Agenda
2. Agenda Background Memorandum
3. Draft Work Plan
4. Draft Liaison Assignments
5. Draft Selectmen's Handbook and Policies
6. Staff Memo -900 Worcester Street PSI-17-01

1. Call to Order

Ms. Freiman called the meeting to order at 10:00 am.

2. Citizen's Speak

None.

3. Discuss PSI Process for 900 Worcester Street

Michael Zehner, Planning Director, joined the Board. Mr. Zehner and Ms. Jop reviewed the Project of Significant Impact permitting process and the zoning thresholds. Mr. Zehner and Ms. Jop reviewed the 900 Worcester project submittal concerning the review thresholds and triggers at both signalized and unsignalized intersections.

4. FY18 Work Plan and Liaison Assignments

The Board reviewed the liaison assignments and formalized assignments for the upcoming fiscal year.

The Board reviewed the FY18 Selectmen's Work Plan. The Board discussed opportunities to strengthen the Town-wide Financial Plan and discussed developing strategic budgeting practices. The Board noted once the Unified Plan is completed, the goals and policies under the Plan would inform budget planning.

The Board discussed the potential dates of a fall Special Town Meeting. Mr. Morgan noted the plans for the HHU project is to ask for funds to complete a Proof of Concept Phase and for funds to complete the feasibility studies for the two selected sites. The current plan would create various checkpoints for the School Building Committee with the School Committee and the Selection to determine whether to move forward.

The Board discussed other potential articles at a fall Special Town Meeting including placing Traffic and Parking Funds into a separate fund as required by the Municipal Modernization Act, police union contracts, potentially seeking planning money for the North 40, and additional funds for a PAWS feasibility study. The Board discussed asking Town Meeting Members to hold the first two weeks of November for a Special Town Meeting.

The Board reviewed specific work plan items including a five-year review of FMD, modifications to the Sustainable Energy Committee's Town Bylaw provisions, and adding a visioning step to the Town Hall interior renovations to consider what departments need to be in Town Hall.

1
2 The Board discussed policy updates to be considered in FY18 as part of the work plan and added Alcohol
3 in Town buildings to the list. It was determined that a forum would be held in the fall to receive public
4 comment on the matter.

5
6 The Board discussed the need to improve the Town's PILOT Policy. Ms. Robinson noted she would be
7 researching and reaching out to other communities working with PILOTs for assistance in drafting the
8 new PILOT policy.

9
10 The Board discussed the need to study Recreational Marijuana. The Board recommended a staff-led
11 working group be established to determine if a ban would be put on the ballot for the Town election in
12 March or the November State Election ballot.

13
14 **5. FY19 Budget and Town Meeting Schedule**

15
16 Ms. Robinson discussed a modified budget submittal calendar for departments leading up to the Annual
17 Town Meeting. The Board discussed modification to the calendar and asked to review the calendar further
18 at a later meeting.

19
20
21 **6. Discuss Draft of Selectmen's Procedures and Policies Handbook and Selectmen Town**
22 **Bylaws**

23
24 The Board continued to review the draft Selectmen's Procedures and Policies Handbook and had
25 substantial comments. Ms. Freiman suggested that a digital version be sent to the Board for comment.
26 Comments were to be sent directly to staff. The Board would consider the revised handbook at an
27 upcoming meeting.

28
29 **The Board of Selectmen meeting adjourned at 2:05 pm.**

Board of Selectmen Meeting: June 5, 2017**Present: Freiman, Gibbs, Morgan, Ulfelder, Sullivan Woods****Also Present: Robinson****Minutes Approved:****Meeting Documents:**

1. Agenda
2. Agenda Background Memorandum
3. Weekly Report
4. BOS Calendar
5. New Era Fund Request
6. Email from David Himmelberger – Naming Rooms
7. Policy Statement re: Naming of Public Assets
8. Wellesley Media Donation and Multi-Room Cost Quotation
9. Gifts from Friends of COA
10. Gift from Wellesley Hills Junior Women's Club
11. Listing of FY2018 COA Board Members
12. Memo from M. Jop re: Waterstone Rent Increase
13. 2016 40B Compliance Monitoring
14. Email from Rieko Hayashi re: rental rate increases
15. Minutes – May 22, 2017
16. Email from Cricket Vlass re: Donations
17. Email from Sheryl Strother – Recreation Revolving Fund
18. Certification for James Ryan Purchasing Officer for Goods & Services
19. Chapter 40B Overview Presentation – Miyares & Harrington
20. Letter from Brian Villa re: Building Department
21. Memo from Michael Zehner re: Planning Board Associate Member Candidates

1. Call to Order

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

Ms. Freiman congratulated James Ryan on obtaining his certification as a Municipal Public Procurement Official for services and supplies.

2. Citizen's Speak

None.

3. Board Reorganization

Ms. Freiman provided an overview of the Board's annual retreat activities which included a review of the work plan, priorities for the coming year, liaison assignments and reorganization of the Board. She noted that for the year beginning July 1st the board voted to elect Ellen Gibbs, Chair and Jack Morgan, Vice-Chair, and she would move into the position of Secretary as is typical for the outgoing Chair..

4. Discuss Tolles Parsons Center Room Naming Proposal

Tony Parker, David Himmelberger, Cynthia Sibold and Gayle Thieme (COA Director) came before the board to request approval to name several rooms in the new TPC Center. Mr. Parker told the Board that it is their intent to raise \$1.5 million to support the COA through the "New Era" fund they have established which is a IRS approved 501c3 entity. Within that they intend to raise \$500,000 to help defray some of

the construction costs, and then long-term to raise funds for center programs and operational costs. Similar to other projects in Town, they would like to recognize residents who have worked diligently over the years with the Council on Aging to make this building a reality naming rooms after them. Their current request is to name three rooms, but they indicated that there might also be the future requests. Mr. Parker further noted that the Foundation of Metrowest has been providing them with assistance on the fundraising process.

Ms. Freiman gave the board an overview of the Town's general bylaw (Article 5.5) on the naming of major assets, and the difference between a major asset and other types (such as this). She also clarified that the Selectmen have jurisdiction over the COA and thus this building, which is why the request has come to the Board. She indicated that the Board can review any requested conditions to determine whether they appropriate, but there are no conditions attached to this request. The Board asked Mr. Parker to announce the names that they recommend which were:

- John and Dwin Schuler – the Multipurpose Room
- Mary Bowers – the Café
- The Founder's Lobby to recognize people who were significant in helping bring the center to fruition.

Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted (5-0) 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

5. Acceptance of Large Gifts to the Council on Aging

Ms. Robinson provided the Board with an overview about the three gifts received by the Town on behalf of the Council on Aging. In particular, she pointed out the gift from Wellesley Media Corporation in which is intended to defray the cost of installing media equipment in the multipurpose Room to broadcast live and to tape various meetings and events.

Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted (5-0) 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.

6. Appointment of COA Members

The Board took no action on this item, and tabled it to their meeting on June 12th.

7. Tolles Parsons Center Grand Opening Planning

Ms. Thieme gave the Board an update on the timeline that the COA anticipates to move into the building and then become fully operational. The move will take place in mid-August and the staff will have a week or two to settle in, followed by tours of the building for various tours, and then programming will start up again after Labor Day. The COA has targeted Sunday, October 22nd as the date for a Grand Opening celebration. Mr. Ulfelder noted that Diane Campbell had reached out to him to ask if the Selectmen would like to be involved in the planning and he said they did. The Board confirmed the date of October 22nd, and offered their help in any way the COA felt would be valuable.

8. Review Waterstone at Wellesley Affordable Housing Compliance Report

Ms. Robinson gave the Board an overview of the annual process to approve the rents to be charged in this development. She noted that the proposed rents fell within the guidelines, and that the State was prepared to approve them once the Town had done so. Ms. Gibbs asked if this was the case last year and Ms. Robinson noted that it was. Mr. Morgan stated that the Town needed to continue to increase the number of affordable housing units and those for seniors in Town. Ms. Gibbs asked that staff provide the Board with a sample housing production plan and a primer on how those should be structured.

Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted (5-0) to approve the Waterstone at Wellesley Affordable Housing Compliance Report as submitted.

9. Executive Director's Report

Ms. Robinson made note of two items in her weekly report. First, she informed the Board that the bond sale earlier in the day was successful in that the Town received 8 bids and the net interest rate was 1.29%. Secondly, the state budget was now in conference committee and it is anticipated that there will be some reductions in revenue based on the state's tax revenues not meeting expectations. Ms. Robinson noted that there were minutes from May 22nd to be approved, as well as a donation for a bench to the DPW. Ms. Gibbs indicated that she had some edits to the minutes and preferred that they be tabled.

Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted (5-0) to accept the gift to the DPW of a bench for Fuller Brook Park for \$1290 from Waterstone at Wellesley.

10. Discuss Hardy, Hunnewell Upham School Building Committee Charge

Mr. Morgan indicated that he had received a draft of the charge prior to the meeting but it was not ready to be reviewed by the Board. Thus he suggested that this item be tabled, and that the School Committee be invited to the June 12th meeting and to take up the item then.

11. New Business/Correspondence

Ms. Robinson reviewed the summer schedule of Town Hall hours with the Board to clarify employee work schedules and the intent of the pilot program. She asked the Board to provide feedback at the end of the summer as to how the program was perceived by residents.

Ms. Robinson reviewed upcoming topics for meeting agendas.

12. Executive Session

156 Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board was polled (Gibbs-aye,
157 Morgan-aye, Ulfelder-aye, Sullivan Woods –aye, Freiman – aye) to enter into Executive Session
158 under M.G.L. c 30A, §21 exception #7 to review executive session minutes of the May 1, 2017
159 executive session and to review for release executive session minutes during the years 2011 – 2016.

160 The Board entered into Executive Session at 7:45 pm. See Executive Session Minutes.

161 The Board returned to open session at 7:50 pm.

162

163

164 The Board of Selectmen meeting adjourned at 7:55 pm.

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167

- Consideration and Approval of FY18 Appointments – June is typically the time of year when the Board reviews the appointments it is charged with making to various town boards, committees and staff positions. In the past the Board has received a list of the appointments just for the upcoming fiscal year. This year we have revised that process, and in your packet you will find a listing of all appointments. It is broken down by board or position, the listing of all members, the term of each member, and details about how many positions exist for any group, as well as any details relevant to that appointment.

The sheet has been color coded in an effort to clarify the process this year. Sandy Hobson has reached out to all relevant boards and departments to inquire whether incumbents want to be re-appointed, and where the vacancies exist. The color coding is as follows:

- Yellow/Blue – all currently serving board/committee members or staff who want to be reappointed or should due to the nature of their position
- Orange – all known vacancies for which we do not yet have any candidates
- Green – Openings on boards where we have identified persons who would like to be appointed

There are a couple of other points to make:

- Please note that it is within the board's purview to appoint or not any existing or new member as it sees fit.
- We do not yet have a complete listing of the proposed Celebrations Committee members
- An email and resume from Steven Gusmini is included – he would like to be appointed to the Sustainable Energy Committee
- The list of election workers is fairly long so that is a separate list in your packet provided by the Town Clerk.

MOVE to re-appoint all persons whose terms are expiring and are outlined as eligible for reappointment for FY18 as highlighted on the spreadsheet, and all new applicants for membership on committees as noted.

BOARD OF SELECTMEN APPOINTMENTS - FY17-18

<i>Appointee</i>	<i>Latest Appt .</i>	<i>Present Term Expires</i>	<i>Length of Term</i>	<i>New Term Expires</i>	<i>Notes</i>
BOARD OF FIRE ENGINEERS					
Richard DeLorie, Fire Chief	6/30/2016	6/30/2017	5 year	6/30/2020	
Marjorie R. Freiman	6/30/2016	6/30/2017	1 year	6/30/2018	
Ellen F. Gibbs	6/30/2016	6/30/2017	1 year	6/30/2018	
Jack H. Morgan	6/30/2016	6/30/2017	1 year	6/30/2018	
Elizabeth Sullivan Woods	3/1/2017	6/30/2017	1 year	6/30/2018	
Thomas H. Ulfelder	3/1/2017	6/30/2017	1 year	6/30/2018	

BUILDING DEPARTMENT					
Michael Grant	6/30/2016	6/30/2017	1 year	6/30/2018	Inspector of Buildings
Bernard Ashley	6/30/2016	6/30/2017	1 year	6/30/2018	Local Inspector
Socrates Sirafof	6/30/2016	6/30/2017	1 year	6/30/2018	Local Inspector
Kevin Saaristo	5/1/2017	6/30/2017	1 year	6/30/2018	Local Inspector
George Lessard	6/30/2017	6/30/2017	1 year	6/30/2018	Gas Inspector
Michael R. Sweeney	6/30/2016	6/30/2017	1 year	6/30/2018	Electrical Inspector/Insp. Of Wires
Nicholas Catizone	6/30/2016	6/30/2017	1 year	6/30/2018	On Call Electrical Inspector
Kenneth Brown	6/30/2016	6/30/2017	1 year	6/30/2018	On Call Electrical Inspector
CELEBRATIONS COMMITTEE					
Royall Switzler					Twelve Members, 2 shall be members of Veterans Council
Pete Jones					
Stanley Spear					
Tory DeFazio					

COUNCIL ON AGING					Eleven Member Board, three year terms
Diane Campbell	6/30/2015	6/30/2018	3 year		
Thomas Kealy	6/30/2015	6/30/2018	3 year		
Jacqueline Mahoney	6/30/2015	6/30/2018	3 year		
Barbara Offenhart	6/30/2015	6/30/2018	3 year		
Dianne Sullivan	6/30/2015	6/30/2018	3 year		
Miguel Lessing	6/30/2016	6/30/2019	3 year		
Ann Marie Gross	6/30/2016	6/30/2019	3 year		
Kathleen Vogel	6/30/2016	6/30/2019	3 year		
Lisa Heyison	6/30/2016	6/30/2017	3 year	6/30/2020	
Penelope Lawrence	6/30/2017		3 year	6/30/2020	Prior Associate Member
Anthony (Tony) Parker	6/30/2017	6/30/2017	3 year	6/30/2020	
CULTURAL COUNCIL					Minimum of 5 members maximum of 22. Terms of appt
Jennifer Sherwood Gaul	6/30/2014	6/30/2017	1st 3 year	6/30/2020	per Mass Cultural Council are 3 years, with possibility of
Woody Gaul	6/30/2015	6/30/2018	1 st 3 year	6/30/2021	a 2nd term not to exceed 6 years
Maura A. Murphy	6/30/2015	6/30/2018	1st 3 year	6/30/2021	
Vivian Baguer Holland	6/30/2015	6/30/2018	1st 3 year	6/30/2021	
Carole Hughes	6/30/2015	6/30/2018	1st 3 year	6/30/2021	
Michael Scholl	6/30/2025	6/30/2018	1st 3 year	6/30/2021	
Arlene Schultz	6/30/2015	6/30/2018	1st 3 year	6/30/2021	
Jean Wiecha	6/30/2015	6/30/2018	1st 3 year	6/30/2021	
Philip Rolph	6/30/2015	6/30/2018	1st 3 year	6/30/2021	
Terri Sevilla	6/30/2013	6/30/2019	2nd 3 year	final term	
Karen Girsword	6/30/2013	6/30/2019	2nd 3 year	final term	
Vita L. Weir	6/30/2016	6/30/2019	1st 3 year	6/30/2022	
DOG HEARING OFFICER					
Blythe C. Robinson	2017	6/30/2018	1 year		
ELECTION OFFICERS					
See attached list from Town Clerk					

EXECUTIVE DIRECTOR					
Blythe C. Robinson	1/1/2017	6/30/2020	3 year		
FINANCE DIRECTOR/TOWN ACCOUNTANT					
Sheryl Strother	6/30/2016	6/30/2019	3 year		
HANDICAPPED COORDINATOR/ ADA COORDINATOR					
Joseph Murray/Facilities Main. Dept	6/30/2016	6/30/2017	1 year	6/30/2018	
HISTORIC DISTRICT COMMISSION					
M. Edwina McCarthy	6/30/2016	6/30/2019	3 year		Seven Members for three year terms
David B. Smith	6/30/2015	6/30/2018	3 year		
Eric Cohen	6/30/2015	6/30/2018	3 year		
Lisa Abeles	6/30/2015	6/30/2018	3 year		
Emily Matin	6/30/2016	6/30/2019	3 year		
Vacant					
Vacant					

HISTORICAL COMMISSION					
Arvid von Taube	6/30/2015	6/30/2018	3 year		Seven Members for three year terms
Lawrence Mc Nally	6/30/2015	6/30/2018	3 year		
Rise Shepsle	6/30/2015	6/30/2018	3 year		
Grant Brown	6/30/2016	6/30/2019	3 year		
Peter Fergusson	6/30/2014	6/30/2017	3 year	6/30/2020	
Vacant					
Vacant					
Alternate Members					
Michael Rachette	6/30/2016	6/30/2017	1 year	6/30/2018	
Diogo Teixeira	6/30/2016	6/30/2017	1 year	6/30/2018	
Emily Maitin	6/30/2015	6/30/2017	2 year	6/30/2019	
Robert Carley	6/30/2015	6/30/2018	3 year		

KEPES PANEL COMMITTEE					
Robert H. Murphy	6/30/2016	6/30/2017	1 year	6/30/2018	
George Roman	6/30/2016	6/30/2017	1 year	6/30/2018	
Salvatore Defazio, III	6/30/2016	6/30/2017	1 year	6/30/2018	
Dante R. DeGruttola	6/30/2016	6/30/2017	1 year	6/30/2018	
Joel B. Slocum	6/30/2016	6/30/2017	1 year	6/30/2018	
Sylvia Hahn-Griffiths	6/30/2016	6/30/2017	1 year	6/30/2018	
LABOR COUNSEL					
Morgan, Brown and Joy, LLP	6/30/2016	6/30/2017	1 year	6/30/2018	Keith Muntyan, Esq. represents M B & J

MUNICIPAL LIGHT BOARD					
Katherine Gibson	6/30/2014	6/30/2017	3 year	6/30/2020	The MLP Board is comprised of 3 members of the DPW Board & 2 members appointed by the BOS
Jack Stewart	6/30/2016	6/30/2019	3 year		
MWRA ADVISORY COMMITTEE					
Vacant			indefinite		

PARKING METER ATTENDANTS					
Patrtick Ryan	6/30/2016	6/30/2017	1 year	6/30/2018	
William Schultz	6/30/2016	6/30/2017	1 year	6/30/2018	
Richard Swinimer	6/30/2016	6/30/2017	1 year	6/30/2018	
Larry Hunt	6/30/2016	6/30/2017	1 year	6/30/2018	
Daniel Casey	6/30/2016	6/30/2017	1 year	6/30/2018	
<i>POLICE DEPARTMENT APPOINTMENTS</i>					
<i>POLICE CHIEF</i>					
Jack Pilecki	2017	6/30/2020	3 year		<i>By virtue of his position the Chief is also the keeper of the lockup.</i>
<i>SCHOOL CROSSING GUARDS</i>					
Tine Abrams	6/30/2016	6/30/2017	1 year	6/30/2018	
Barbara Ardine	6/30/2016	6/30/2017	1 year	6/30/2018	
Amelia Bortolotti	6/30/2016	6/30/2017	1 year	6/30/2018	
Susan Cartwright	6/30/2016	6/30/2017	1 year	6/30/2018	

Judie Johnson	6/30/2016	6/30/2017	1 year	6/30/2018	
Brenda Schofield	6/30/2016	6/30/2017	1 year	6/30/2018	
Bruce Erne	6/30/2016	6/30/2017	1 year	6/30/2018	
Rene Spencer	6/30/2016	6/30/2017	1 year	6/30/2018	
Lisa Verner	6/30/2016	6/30/2017	1 year	6/30/2018	
Donna Tosti	6/30/2016	6/30/2017	1 year	6/30/2018	
Ken McDonald	6/30/2016	6/30/2017	1 year	6/30/2018	
SPECIAL POLICE OFFICERS					
Richard Weaver	6/30/2016	6/30/2017	1 year	6/30/2018	<i>Retired Wellesley Police Officers who volunteer their time at events as the Marathon and parade and fireworks. Also available to work private details as needed.</i>
Terrence O'Connor	6/30/2016	6/30/2017	1 year	6/30//2018	
PERMANENT SPECIAL POLICE OFFICERS					
Robert Yeagle	6/30/2016	6/30/2017	1 year	6/30/2018	<i>This category refers to volunteers to augment the PD. They work the marathon, parade, fireworks and private details when regular officers are unavailable.</i>
Louis Messina	6/30/2016	6/30/2017	1 year	6/30/2018	
Alex Lukinov	6/30/2016	6/30/2017	1 year	6/30/2018	
Charles Lawry	6/30/2016	6/30/2017	1 year	6/30/2018	
Jack London	6/30/2016	6/30/2017	1 year	6/30/2018	
Michael Burke	6/30/2016	6/30/2017	1 year	6/30/2018	
Mike MacDonald	6/30/2016	6/30/2017	1 year	6/30/2018	

CAMPUS SPECIAL POLICE OFFICERS					
Erin Carcia	6/30/2016	6/30/2017	1 year	6/30/2018	<i>This category incl. campus police depts (currently Babson), officers sworn in as specials. Officers have special state police powers. Assist WPD with MV accidents, alarms & the maraton. Are eligible to work private details.</i>
Kevin Carrigan	6/30/2016	6/30/2017	1 year	6/30/2018	
Robert Corazzini	6/30/2016	6/30/2017	1 year	6/30/2018	
Caitlin Elintsky	6/30/2016	6/30/2017	1 year	6/30/2018	
Robert Gilman	6/30/2016	6/30/2017	1 year	6/30/2018	
Jennifer Lazar	6/30/2016	6/30/2017	1 year	6/30/2018	
Wilson Mac	6/30/2016	6/30/2017	1 year	6/30/2018	
Anthony Marks	6/30/2016	6/30/2017	1 year	6/30/2018	
James McNiff	6/30/2016	6/30/2017	1 year	6/30/2018	
David O'Connor	6/30/2016	6/30/2017	1 year	6/30/2018	
Joseph O'Leary	6/30/2016	6/30/2017	1 year	6/30/2018	
James Pollard	6/30/2016	6/30/2017	1 year	6/30/2018	

David Pope	6/30/2016	6/30/2017	1 year	6/30/2018	
Steven Pope	6/30/2016	6/30/2017	1 year	6/30/2018	
Kevin Richardson	6/30/2016	6/30/2017	1 year	6/30/2018	
Phaed St. Fort	6/30/2016	6/30/2017	1 year	6/30/2018	
Mark E. Sullivan	6/30/2016	6/30/2017	1 year	6/30/2018	
Steven J. Sullivan	6/30/2016	6/30/2017	1 year	6/30/2018	
Javier Valdivieso	6/30/2016	6/30/2017	1 year	6/30/2018	
Andrew Walker	6/30/2016	6/30/2017	1 year	6/30/2018	
Frederick Wilson	6/30/2016	6/30/2017	1 year	6/30/2018	

PUBLIC WEIGHERS - POLICE					
Officer Christopher Cunningham	6/30/2016	6/30/2017	1 year	6/30/2018	Appt requested due to Officer Cunningham's assignment for commercial vehicle enforcement
PUBLIC WEIGHERS - DPW					
Jeff Azano-Brown	6/30/2016	6/30/2017	1 year	6/30/2018	Renew per DPW for one year. The Weighers are resp. to weights of all loads to/from the RDF. Information used to generate invoices to contractors dropping off material& vendors paying for RDF materials.
James Adamakis	6/30/2016	6/30/2017	1 year	6/30/2018	
Philip Barton	6/30/2016	6/30/2017	1 year	6/30/2018	
Christoper Brooks	6/30/2016	6/30/2017	1 year	6/30/2018	
Arthur Caferelli	6/30/2016	6/30/2017	1 year	6/30/2018	
Peter Maloon	6/30/2016	6/30/2017	1 year	6/30/2018	
Gordon Martin	6/30/2016	6/30/2017	1 year	6/30/2018	
Joseph Lazzaro	6/30/2016	6/30/2017	1 year	6/30/2018	
Kathy Roderick	6/30/2016	6/30/2017	1 year	6/30/2018	
Shawn Vann	6/30/2016	6/30/2017	1 year	6/30/2018	
William Young	6/30/2016	6/30/2017	1 year	6/30/2018	
Nicholas Wozniak	6/30/2016	6/30/2017	1 year	6/30/2018	
Tyler Greene	6/30/2016	6/30/2017	1 year	6/30/2018	
Daniel Terrasi	6/30/2016	6/30/2017	1 year	6/30/2018	
Morgan Orme	6/30/2016	6/30/2017	1 year	6/30/2018	

CHIEF ENGINEER OF THE FIRE DEPT.					
Richard DeLorie, Fire Chief	6/30/2016	6/30/2017	5 year	6/30/2020	Also appointed as Fire Warden & Director of Emergency Management

REGISTRAR OF VOTERS					
Jane Kettendorff (Republican)	4/30/2017	4/30/2017		4/30/2018	
George P D Porter (Republican)	4/30/2018	4/30/2018			
Vacant (Democrat)					Waiting for Town Committee recommendation
SEALER OF WEIGHTS & MEASURES					
Jack Walsh	6/30/2016	6/30/2017	1 year	6/30/2018	
SUSTAINABILITY ENERGY COMMITTEE					
Ellen Korpi	6/30/2016	6/30/2017	3 year	6/30/2020	Seven Members, Five Members appointed by BOS
Laura Olton	6/30/2014	6/30/2017	3 year	6/30/2020	
Scott Bender		6/30/2018			
Thomas Ulfelder	6/30/2017	6/30/2019	2 year	appoint	to replace Ellen Gibbs' un-expired term
Steven Gusmini		6/30/2017	1 year	6/30/2018	
TELECOMMUNICATIONS ADVISORY COMM.					
There have been no reappointments since 2004					
TOWN COUNSEL					
Thomas J. Harrington, Esq.	6/30/2016	6/30/2017	1 year	6/30/2018	Miyares and Harrington, LLP
TREASURER/COLLECTOR					
Marc V. Waldman	6/30/2015	6/30/2018	3 year		
VETERANS' GRAVES OFFICER					
Sarada Kalpee	6/30/2015	6/30/2018	3 year		
VETERANS' SERVICES DIRECTOR					
Sarada Kalpee	6/30/2016	6/30/2017	1 year	6/30/2018	
WELLESLEY CONSTABLES					
Philip M. Juliani	6/30/2016	6/30/2017	1 year	6/30/2018	5 Sylvester Terrace, Wellesley 02481
Kevin F. Flynn	6/30/2016	6/30/2017	1 year	6/30/2018	Interstate Investigation Agency, 6 Summer St, Natick MA

WELLESLEY HOUSING DEVELOPMENT CORP.					<i>Five Members for staggered three year terms.,</i>
Robert E. Kenney	6/30/2016	6/30/2017	1 year	6/30/2018	
Timothy J. Barrett	6/30/2014	6/30/2017	3 year	6/30/2020	
Robert A. Goldkamp	6/30/2016	6/30/2019	3 year		
Susan Troy	6/30/2016	6/30/2019	3 year		
Dona M. Kemp	6/30/2015	6/30/2018	3 year		

YOUTH COMMISSION					
Leslie Robertson	6/30/2016	6/30/2019	3 year		Seven Members
Beth Falk	6/30/2016	6/30/2019	3 year		
Chris Cavallerano	6/30/2015	6/30/2018	3 year		
Pam Cozza	6/30/2015	6/30/2018	3 year		
Vacant					
Vacant					
Officer Evan Rosenberg, Police Dept.	6/30/2016				Not a resident so can't be a member, supports Comm.
ZONING BOARD OF APPEALS					Three Members, three year tems
J. Randolph Becker		6/30/2018	3 year		
Richard Seegal		6/30/2017	3 year	6/30/2020	
David G. Sheffield		6/30/2018	3 year		
ZBA, ASSOCIATE MEMBERS					Same number of members as ZBA, 3 year terms
Walter B. Adams	6/30/2016	6/30/2019	3 year		
Robert W. Levy	6/30/2014	6/30/2017	3 year	6/30/2020	
Derek B. Redgate	6/30/2016	6/30/2019	3 year		

MEMORANDUM

To: Board of Selectmen

From: Kathleen F. Nagle

Re: Election Officer Appointments

Date: June 5, 2017 VIA EMAIL TO BOS

Appointment of Election Workers 2017-18

The general process to appoint election workers is three step process. Steps one (letter to town committees) and two (letter to state committees) were accomplished earlier this spring. Neither step resulted in any recommended workers to appoint.

I encourage BOS to recruit people who might be interested and ask them to contact me. There appears to be a long list of "on call" people, but experience shows that many of them are not available for most elections.

The final step is for the Board of Selectmen to appoint a list submitted by the Town Clerk, for a one year term to expire July 1, 2018.

There is only one election scheduled for this year – March 6, 2018 Annual Town Election.

The following list generally reappoints people who have been working for many years. There are some TBA slots that I will try to fill with the existing on call people. I have reached out to most of the workers to confirm their interest. Inevitably changes occur during the year. This is my best recommended list as of this time.

Warden A	John G.	Schuler
Warden B	Jayne M.	Moore
Warden C	Philip	Rolph
Warden D	Robert (Bob)	White
Warden E	Joan W.	Savitt
Warden F	Dennis	Viechnicki
Warden G	Je'Lesia	Jones
Warden H	Diane	Hemond
Clerk A	Svea	Fraser
Clerk B	Joann	Jones
Clerk C	Helen	Hamel
Clerk D	Deborah	Dolan
Clerk E	Maureen	Selvidge
Clerk F	Adele M.	Beggs
Clerk G	Russell	Astley
Clerk H	Diane	Hall
Inspector A	Sarah	Sullivan
Inspector A	Anne	Geene
Inspector A	Deborah	Rempis
Inspector A .5	Edwina	Schuler
Inspector A .5 am	Gerda	Plouffe
Inspector A	Renate	Olsen
Inspector A	Rob Ann	Tomlinson
Inspector B	Judith	Shannon
Inspector B	Robert S.	McCarthy
Inspector B	Johanna	Perlmutter
Inspector B .5	Timothy	Flint
Inspector B	Davida	Fox-Melanson
Inspector B .5	Irene C.	Flint
Inspector B	tba	
Inspector C	Robert C.	McCarthy

Inspector C	Edwin T. (Teddie)	Donahue
Inspector C .5 pm	Barbara	Mastro
Inspector C	Alfred W.	Novick
Inspector C .5 pm	Nancy	Fraser
Inspector C	Martha	Cunningham
Inspector D	Gerald	Kelley
Inspector D	Joseph	Nickerson
Inspector D	Lucy	Kapples
Inspector D	Myrna	Macdonald
Inspector D	tba	
Inspector D	Melinda	Smith
Inspector E	Henry	Petrilli
Inspector E	Elliot	Warren
Inspector E .5 am	Mary Beth	Grimm
Inspector E .5 pm	Jan	Ohnemus
Inspector E .5 pm	Marie	Taylor
Inspector E .5 pm	Margaret (Meg)	Hartnett
Inspector E	Joanne	Kilsdonk
Inspector E	Sara	Mcguirk
Inspector E .5 am	Hugh	Kelley
Inspector F	Elaine	Pipes
Inspector F	Helen W.	Turner
Inspector F	Sumner	Lavine
Inspector F .5 am	tba	
Inspector F	Linda	Pelletier
Inspector F	tba	
Inspector F .5 pm	Lynn	Pollino
Inspector G	Joan	Gorman
Inspector G .5 am	Cathleen	Hardisty
Inspector G .5 am	Phillipa	Biggers
Inspector G .5 pm	Angela	Jones
Inspector G .5 pm	Claire D.	Wilson
Inspector G	Kathleen	Trumbull (new)
Inspector G	Frances	Antonelli (new)
Inspector G	Dick	Carls
Inspector H	Roger	Regnier
Inspector H	Jane H.	Kett
Inspector H	Linda	Perlmutter

Inspector H	Mary Liz	Levy
Inspector H	Chris	Febiger
Inspector H	Maureen	Febiger
Inspector H .5 pm	Dianne	McCarthy
on call	Susan	Adler
on call	Katherine	Babson
on call	Marilyn	Beaver
on call	Norma	Black
on call	Cindy	Buser
on call	Nancy	Calderwood
on call	Diane	Campbell
on call	Liz	Curtin
on call	Eileen	Davis
on call	Brian	Dobday
on call	Marcia	Doiron
on call	Michael	D'Ortenzio, Jr.
on call	Elizabeth	Dugan
on call	Alice	Dunphy
on call	Jamie	Ebersol
on call	Terry Watts	Ebersole
on call	Cynthia	Edwards
on call	Ellie	Everts
on call	Elizabeth	Garvey
on call	Judith	Gertler
on call	Grace	Giuditta
on call	Althea S.	Glick
on call	Helen	Goins
on call	M. Tess	Griffin
on call	Karen	Griswold
on call	Joseph	Hanlon
on call	Dennis	Hemond
on call	Janet	Horelick
on call	Justine	Hsu
on call	Elizabeth	Hume
on call	Gerald	Hume
on call	Debbie	Innes
on call	Peter	Kelley
on call	Dona	Kemp
on call	Andrew	Knowland
on call	Gail	Lockberg

on call	John A.	Macdonald
on call	Richard	MacIntosh
on call	Elizabeth	Matera
on call	Saranel	McGuirk
on call	Carol	Meirovitz
on call	Brandon	Milling
on call	Judy	Nackoney
on call	Dennis	Noonan
on call	Alfred W.	Novick
on call	Patricia P.	O'Sullivan
on call	John F.	O'Sullivan (son)
on call	John U.	O'Sullivan, Jr.
on call	Linda	Pelletier
on call	Liz	Phillips
on call	Elaine	Putnam
on call	David	Russell
on call	Mary Beth	Sandman
on call	Vicki	Schauffler
on call	Marc	Shechtman
on call	Susan	Shephard
on call	Helen F.	Stewart
on call	Nancy	Tashjian
on call	Brad	Tomlinson
on call	MaryAnne	Ulian
on call	Roseda	Warren
on call	Karen	White
on call	Brian	White
on call	Carol	Wills
on call	Richard	Woerner
on call	Anthony	Woodworth
on call	Virginia	Woodworth
Teller	Addie	Doherty
Teller	Ann	Hile
Teller	Anna	Caruso
Teller	Barbara	McMahon
Teller	Barbara	Fay
Teller	Betsy	Kellogg
Teller	Carol	Civetti
Teller	Cheryl	Maloney

Teller	Deborah	Carpenter
Teller	Donna	McCabe
Teller	Elizabeth	Kelley
Teller	Gary J.	McCabe
Teller	Janet	Schwaner
Teller	Janet	Pattillo
Teller	Janice	Coduri
Teller	Jon	Bonsall
Teller	Juliana	Ivey
Teller	Kathleen	Bonsall
Teller	Kimberly	Fletcher
Teller	Lorraine A.	Cross
Teller	Louise	Burns
Teller	Margaret	Dutcher
Teller	Maureen	Jutras
Teller	Pam	Kubbins
Teller	Sandra	Avellone
Teller	Susanne	Dowdall
Teller	Vicky	Keiser

All Wardens, Clerks and Inspectors are appointed to a specific precinct, but can be moved to any other precinct based upon staffing needs.

Kathleen Nagle

Town Clerk

Robinson, Blythe

From: Gusmini, Steven <sgusmini@babson.edu>
Sent: Thursday, May 25, 2017 1:41 PM
To: Robinson, Blythe
Cc: Fishstein, Janet; Rose, Mary; _Ellen Korpi
Subject: Sustainable Energy Committee
Attachments: steven gusmini resume.docx

Hello Ms. Robinson,

I have enjoyed attending the Sustainable Energy Committee meetings this past year as a non-committee member. I would like to be considered for the Committee as the Babson College representative. I have attached a current resume to provide some information on my background.

This is approved by my manager, Janet Fishstein, Associate Vice President of Facilities Management and Construction, and Mary Rose, Vice President Campus and Community Affairs.

Please feel free to contact me with any questions.

Thank you for your consideration,

Steve

Steven Gusmini

Director, Deferred Maintenance &

Capital Renewal

Babson College

Facilities Management & Planning

231 Forest Street

Babson Park, MA 02457-0310

781-239-5697 (o)

sgusmini@babson.edu

STEVEN F. GUSMINI
36 Audubon Drive
Walpole, Massachusetts 02081
(781) 239-5697 (Office)
sgusmini@babson.edu

PROFESSIONAL WORK EXPERIENCE

Babson College (April 2016 – Present)

Director of Deferred Maintenance & Capital Renewal

Responsible for budgeting, planning, and managing construction projects that address Babson's deferred maintenance back log. Act as Facilities Department Sustainability lead on projects and services.

- Successfully completed design and construction of major capital projects such as: Ice Rink chiller replacement and new ice surface LED lighting, Replacement of gas absorber with a new highly efficient electric chiller within a residence building, construct new Information Technology data closets in multiple buildings, Classroom renovations including large vertical whiteboards.

Simmons College (July 2000 – April 2016)

Director of Buildings and Grounds (July 2009 to present)

Responsible for the management and operation of the physical plant, including capital improvements, utility infrastructure, deferred maintenance, asset protection, housekeeping, tenant services, preventive maintenance, environmental compliance, grounds maintenance, and snow removal.

- Responsible for \$9 million annual operating and \$23 million multi-year capital budgets.
- Manage real estate portfolio, including 18 buildings comprising approximately one million square feet, two underground garages, and approximately 4.5 acres of open green space.
- Manage 14 FTE's including a 10 member unionized maintenance crew and two part-time employees for environmental health and project management. Manage a major contract with outside vendor for housekeeping and grounds maintenance services to ensure highest level of service and value.
- Coordinate and oversee project managers, architects, engineers and contractors for all capital improvement projects.
- Responsible for department staffing, training, performance management, planning, goal setting, budget development, and contract management.
- Initiated and implemented cost savings and service improvements with a new work order system and energy efficiency projects.
- Increased college sustainability profile by implementing college wide single stream recycling and composting programs. Partnered with student sustainability club to champion their initiatives including a campus beehive.
- Successfully completed design and construction of major capital projects such as: Main Campus 13.8 KV electrical switch gear design and relocation, Main Campus boiler replacement, Residence Campus underground steam line distribution system replacement, Residence Campus life safety generator system design and installation, elevator modernization, energy efficiency projects (LED, HVAC replacements), multiple office suite renovations including design and life safety upgrades (Admissions, Advancement, Human Resources, Provost, Public Safety, Common Grounds Café, multiple residence hall improvements, classrooms), large roofs, and exterior envelope projects.
- Currently constructing a multi-sport athletic complex that includes synthetic turf fields and six tennis courts.

MEP Project Manager (October 2004 – June 2009)

Provided mechanical, electrical, and plumbing design and construction support for the day to day operations and capital projects. Managed the environmental compliance for the college

including hazardous waste, MWRA permits, EPA Air Source Reporting, Tier II, SPCC plan, OSHA, and photo lab permit.

- Provided design and construction administration support on multiple projects including a 120,000 sqft library building with classrooms and offices, main dining hall renovation and expansion, 70,500 sqft LEED Gold management building with 5 level below grade parking garage and new Quad landscaping, added new chiller to Chilled Water Plant.

Assistant Director of Facilities (July 2003 – March 2004) Simmons College

William A. Berry & Son, Danvers Massachusetts (July 2000 – June 2003)

On site contracted manager at Simmons College with responsibilities for the day to day facilities operations while assisting the Director with capital projects. After one year I moved into a Capital Planning role where I directly managed major capital projects including a \$3.5 million dollar copper roof and skylight replacement, a 33,000 sqft Residence Hall summer renovation, Main Data Center renovation including electrical and HVAC upgrades, a new 1,500 ton Chilled Water Plant and mechanical penthouse. I also assisted the Director with design and construction of a 60,000 sqft Academic building with an 88,000 sqft underground garage. I was hired directly by Simmons College in July 2003 when the W.A. Berry contract expired.

Building Technology Engineers (January 1997 – June 2000)

State Street Corporation, Quincy, Massachusetts

Master Crafts Lead Person

Responsibilities included planning, scheduling, and performing preventive maintenance and repairs as well as assuring proper operation of all building mechanical systems encompassing sixteen buildings and three Data Centers. Supervise and trained three licensed Refrigeration Technicians and four HVAC Mechanics to ensure quality workmanship and high work standards. Ensure completion of all preventive maintenance and record keeping duties created by Maximo CMMS.

Watch Engineer

Responsibilities included standing watch over two 800 ton centrifugal chillers, one 950 ton high temperature hot water absorber, two 40,000 MBTU/HR gas high temperature boilers, and four 1750 kW Caterpillar generators. Directed Mechanics and Electricians to investigate alarms created by the Energy Management System or security telephone calls.

Energy Management System Technician

Responsible for the day to day operation of State Street's 16,000 point Energy Management System. Troubleshoot software and mechanical problems associated with EMS. Supervised Electrical Contractors and Building Mechanics on the installation and repair of EMS equipment. Designed and implemented a preventive maintenance program for Siebe and Automated Logic network controllers. Engineered numerous equipment installations consisting of control software, wiring diagrams, contractor walk through, and training of coworkers.

Johnson Controls Inc. (June 1994 – January 1997)

Lynnfield, Massachusetts

Field Service Representative

Installed, commissioned, and troubleshot HVAC building automation systems. Supervised Electricians and Pipe Fitters on the correct installation of DDC controls. Designed and wrote control software for many HVAC applications including VAV systems, air handlers, chillers, boilers, and lighting systems. Trained customers on the operation and maintenance of their Energy Management Systems.

June 1994 to January 1997

Building Technology Engineers (August 1993 to June 1994)

Polaroid Corporation, Cambridge, Massachusetts

Maintenance Technician

Performed maintenance and preventive maintenance on building support systems including centrifugal chillers, cooling towers, air handlers, heat exchangers, plumbing, and electrical equipment. Performed tenant service calls regarding temperature and maintenance work orders.

Southworth Machinery Inc. (June 1987 through June 1989)

Milford, Massachusetts

Diesel Mechanic

Responsibilities included repair and preventive maintenance of Caterpillar earth moving equipment. Troubleshoot and rebuilt diesel engines, hydraulic system components, and under carriage track components.

EDUCATION

Facilities and Plant Engineering

Massachusetts Maritime Academy, Buzzards Bay, Massachusetts
Bachelor of Science Degree, June 1993

Electrical Engineering Technology

Franklin Institute of Boston, Boston, Massachusetts
Associate in Engineering Degree, June 1991

Automotive Technology

Franklin Institute of Boston, Boston, Massachusetts
Associate in Science Degree, June 1987

CERTIFICATES

BOMI Facilities Management Administrator Designation

Universal Refrigerant Certification

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- Review Draft 900 Worcester Street PSI Recommendation

Included in your packet is a draft recommendation of traffic related conditions that the staff and our consulting engineers at BETA Group recommend that the Board consider providing to the Planning Board as part of the PSI process for this project. Meghan will be prepared to go over these items with you at the meeting and she has incorporated recommended edits submitted thus far. The Board needs to finalize its recommendation at this meeting, or the June 26th meeting at the latest so that this can be provided to the Planning Board by their July 10th meeting when the public hearing continues.

MOVE that the Board vote to approve proposed list of recommendations regarding traffic conditions for the 900 Worcester Street project and submit that list to the Planning Board for their consideration in the PSI process.

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

BLYTHE ROBINSON
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

Date: June 12, 2017

To: Deborah Carpenter, Chair
Planning Board

From: Marjorie Freiman, Chair
Board of Selectmen

RE: 900 Worcester Street, PSI-17-01

At its meeting on June 12, 2017, the Board of Selectmen voted **unanimously (5-0)** to approve the Traffic Impact and Access Study (TIAS) by MDM Transportation Consultants Inc. dated April 2017 and revised May 2017, as being professionally prepared and providing sufficient evidence that the traffic conditions resulting from the proposed 129,716 square foot recreational facility (PSI-17-01) will meet the Town's Project of Significant Impact standards for traffic, pedestrian and bicycle safety with the inclusion of mitigation measures as outlined below. The Board had considered and discussed the TIAS on June 1st and June 5th, and also reviewed and discussed peer review input and suggestions from Kien Ho of Beta Group Inc.

The project meets the PSI threshold for a Roadway Impacted by Development as it will generate 20 or more vehicles at a signalized intersection (Overbrook and Route 9) related to the project in a single direction during any single hour and will increase in ADT by 5%. The threshold for unsignalized intersections have identified Weston Road at the on- and off- ramps and Route 9 at Lexington Road as having 50 or more vehicle trips from the project during the peak hour. To mitigate the impacts of these trips generated, and to improve the flow of traffic, the Board of Selectmen recommends the following mitigation:

- Mandatory installation of signalization at the site and Route 9, across from Lexington Road as presented in Figure 22 of the TIAS, May 2017. Should MassDOT deny the

request for the installation of the signal, the project shall be required to return to permitting.

- As recommended by Beta, installation of an Adaptive Signal System Operations is to be installed as part of the new signal to be integrated with the Route 9 signal at Overbrook Drive, Oak Street (in Natick) and McDonald's (in Natick) contingent upon the installation of the Adaptive Signal System by MassDOT or the Town of Natick at the Overbrook Drive, Oak Street and McDonald's signals. The project proponent shall deposit into escrow \$60,000 prior to the issuance of a Certificate of Occupancy to pay for the additional cost of the Adaptive Signal System Operation for the Site signal. Should MassDOT or the Town of Natick fail to initiate study of said system within two-years post occupancy of the facility, the funds shall be returned to the project proponent.
- Per Beta's recommendation, directional signage to the site shall be added to promote the use of the Cleveland Road on-ramp to Route 9 Westbound and to discourage northbound left turns across Weston Road.

The PSI standards for pedestrian and bicycle circulation require sidewalks within a walking distance of 600 feet of the Project to be provided. The project proponent has analyzed the sidewalks within 600 feet of the 900 Worcester Street site. Although the project proponent notes that MassDOT has a plan to work on sidewalks on Route 9, the likely reconstruction is 15-20 years out on MassDOT's work plan. The Selectmen recommend the following sidewalk mitigation:

- The existing sidewalk connections from the Cochituate Aqueduct to Russell Road shall be reconstructed, contingent upon MassDOT approval, on both the north and south sides of Route 9 to improve the site linkage to the Russell Road and Lexington Road neighborhoods and to provide safe passage for pedestrians and bicyclists traveling along the Cochituate Aqueduct north towards Natick.
- The project proponent shall work with the Wellesley Trails Committee on enhancing the access to the site from the Cochituate Aqueduct from the Sewer Pump house across Dale Street to the site, as well as informing pedestrians of the connection to the northern portion of the Cochituate Aqueduct with the use of the new signal at the site drive and Route 9.

In addition to the sidewalk mitigation, the Selectmen recommend the following condition to ensure alternative modes of transportation can easily access the site:

- Work with the Metrowest Regional Transit Authority to create safe bus stops either on the site or along Route 9, in both east and west directions.

The Selectmen have solicited the Chief of Police's recommendation and his primary concern is the Special Event Management Plan, which shall be reviewed as part of Site Plan Review. The Chief supports the installation of a signal at the site and Route 9.

As part of the Selectmen's review, Beta recommended additional traffic counts be conducted at the exit of 888-892 Worcester Street and the Kingsbury Street/Route 9 intersection. Baseline neighborhood counts were suggested for Beechwood Road, Overbrook Drive, Manor Drive, Russell Road, and Fells Road. The Selectmen recommend these counts be required prior to the issuance of a building permit, if they are not submitted prior to the close of the PSI special permit process. It is the Board of Selectmen's understanding the counts are underway.

To ensure the conservative approach to the study, the Selectmen recommend the Project Proponent perform a follow-up traffic study following completion of the project; the timing of such study shall be determined in collaboration with the Town, but should be conducted in the November to March timeframe to capture the peak hockey use of the facility during the first year of operation. Following the initial study, a secondary study shall be conducted no later than two (2) years following completion of the project during the same time period. Such study shall include, but not be limited to, the following:

- a. The total number of vehicles entering and exiting the site during the weekday PM peak period (4:00 to 6:00 PM) and Saturday Mid-Day peak (11:00AM to 2:00PM) to determine the 10% increase in trip generation.
- b. The study shall include capacity, queuing, and delay analysis of the critical locations listed below:
 - Route 9 / Site Drive intersection
 - Route 9/Overbrook Drive
 - Route 9 On and Off Ramps at Weston Road
 - Overall site circulation efficiency and safety
- c. The study shall include an analysis to evaluate the special event parking management plan that shall be approved as part of the Site Plan review.

Attachments: May 18, 2017 Beta Traffic Peer Review
May 26, 2017 MDM Response to Comments
May 30, 2017 Beta Review of MDM Response
June 5, 2017 Beta Adaptive Signal Cost Estimate

- Discuss Date for Joint Meeting with Planning Board to Fill Open Position Until the Next Election

Included in your packet is a memo from the Planning Director informing us that the Planning Board accepted the resignation of Lara Pfadt at their meeting on June 5th and giving us notice that a joint election needs to be held to fill the vacancy. Mr. Zehner has suggested that the Planning Board attend the Selectmen's meeting on June 26th to do so, as the Planning Board could have three members present who can vote on this item. The board also needs to have a joint appointment of an Associate Member.

NO MOTION

PLANNING BOARD

TOWN OF WELLESLEY

MASSACHUSETTS

L. Deborah Carpenter, Chair
Catherine Johnson, Vice Chair
Harriet Warshaw, Secretary
Lara Pfadt, AIA
Jim Roberti



Town Hall, 525 Washington Street
Wellesley, MA 02482
Tel. (781) 431-1019 ext. 2232, 2234, 2238
Fax (781) 237-6495

Michael Zehner, AICP
Planning Director

June 7, 2017

Mrs. Marjorie Freiman, Chair
Board of Selectmen
Town of Wellesley
525 Washington Street
Wellesley, Massachusetts 02482

Re: Notice of Planning Board Vacancy

Dear Mrs. Freiman,

I am writing on behalf of the Planning Board to notify the Board of Selectmen that Lara Pfadt has submitted her resignation from the Planning Board, effective June 30, 2017; therefore, after June 30, the Planning Board will have a vacancy. The Planning Board voted unanimously to issue this notice, after receiving Mrs. Pfadt's resignation, at their meeting on June 5, 2017.

Pursuant to M.G.L. Ch. 41, Sections 11 and 81A, the Planning Board wishes to participate in a joint meeting with the Board of Selectmen, ideally during the Selectmen's meeting on June 26, 2017, to vote to fill the vacancy. The Planning Board is recommending that Kathleen Woodward fill the vacancy until the next annual election. As a member of the Advisory Committee, Mrs. Woodward has been the liaison to the Planning Board for the last year and is very familiar with the Board's work and initiatives; further, Mrs. Woodward's experience with the Environmental Protection Agency as an attorney working on stormwater issues will benefit the Planning Board and the Town. Mrs. Woodward's recommendation by the Planning Board follows a request for interested candidates (initially to fill the vacant Associate Member position) and interviews with four candidates, including Mrs. Woodward.

The Board of Selectmen's consideration of this request to hold a joint meeting, as well as the recommendation of Mrs. Woodward, is appreciated. Please confirm an available meeting date for this joint meeting at your earliest convenience.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael D. Zehner", is written over the typed name.

Michael D. Zehner, AICP
Planning Director

cc: File Copy, Planning Board, Kathleen Nagle (Town Clerk), Blythe Robinson (Executive Director of General Government Services), Meghan Jop (Assistant Director of General Government Services)

9. **Review Revised Playing Field Task Force Policies**

The Playing Fields task force has been meeting diligently for some time to update its charter and the field use policy. Copies of both the marked up and clean versions of those documents are attached for your review. The task force has asked that each of the five boards provide their approval of these documents. They have gently requested that any changes proposed be of a substantive nature, as trying to circle back across so many groups for minor alterations would be onerous at this point. Beth has been attending their meetings and can provide more details to you at the meeting, and notes that all relevant boards/departments and youth sports groups have participated in this process and their input incorporated.

MOVE that the Board vote to approve the updated Playing Field Task Force Charter and Field Use Policy as proposed.

07-01-2017

PLAYING FIELDS TASK FORCE

Charter

Membership

The Playing Fields Task Force shall consist of:

- a representative each from the Recreation Commission and department staff,
- a representative each from the Natural Resources Commission and department staff,
- a representative each from the Board of Public Works and department staff,
- a representative each from the School Committee and department staff,
- a representative from the Wellesley United Soccer Club,
- a representative from the Wellesley Little League/Wellesley Girls Softball,
- a representative from the Wellesley Youth Lacrosse Club,
- a representative from the Wellesley Youth Hockey Association
- a representative from the Wellesley Scoops Field Hockey Club
- a representative from the Wellesley Men's Softball League; and
- a Wellesley citizen at large to be appointed by the Playing Fields Task Force.

Staff will be non-voting members except when acting with appropriate board member proxy power.

Other organizations may be invited to attend and participate in Task Force processes, but will not have voting representation.

Term

The term of office for board members shall be at the discretion of their respective board or commission. The term of the citizen at large shall be three years commencing on July 1, 2017.

Duties

The Task Force is established:

- to develop and maintain the master plan for the reconfiguration, use, maintenance, and improvement of active recreational playing fields throughout the Town of Wellesley for approval/action by the appropriate responsible boards, namely the: Recreation Commission, Natural Resources Commission, Board of Public Works, and the School Committee,
- to provide recommendations to the responsible boards for capital funding appropriations for playing field improvements, and to provide active support for those funding requests throughout the funding approval process,

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- to keep their departments and boards fully informed as to any PFTF-supported capital projects and to obtain their boards and departments timely approval for such projects,
- to recommend field use policy,
- to set field user fees for collection from users by the Recreation Department, those fees to be deposited in a DPW dedicated playing field account,
- to monitor playing fields status including condition, frequency and intensity of use,
- to rate field conditions and compare them to fields in other communities,
- to work with other boards to investigate the availability of privately-owned playing fields, and fields in other communities, and
- to act as a forum to resolve overlapping requirements among field users.

Committee Leadership

The committee shall elect a chairman and a vice-chairman whose terms will be one year commencing July 1 and ending June 30. The Recreation Department staff representative will record minutes of the meetings.

Annual Report

The Task Force shall submit an annual report to the responsible boards on or before the second Friday in December, and file a copy with the Town Clerk.

07-01-2017

Town of Wellesley

Playing Fields Policy

Purpose: This policy is intended to be the framework for managing the priority and usage of active playing fields in the Town of Wellesley. Excepting the Fee Structure contained herein, which is set by the Playing Fields Task Force (PFTF), this policy has been approved by the Board of Selectmen, Board of Public Works, Natural Resources Commission, School Committee, and the Recreation Commission. The policy is administered by the Recreation Department.

History: In 1997, the Natural Resources Commission established the PFTF. The PFTF consists of representatives from the major user groups (Public Schools, Little League/Softball, Youth Soccer, Youth Lacrosse, Youth Football, Youth Field Hockey, Youth Hockey, Adult Softball, the Recreation Commission, the Natural Resources Commission, the Board of Selectmen and the Board of Public Works). The purpose of this Task Force is to identify strategies for field maintenance (including methods for funding) and to work together to identify ways to meet field use demands while recognizing scarce resources. The PFTF generally meets monthly. In 2004, the Recreation Commission took over sponsorship of the PFTF. Voting privileges are limited to the elected officials from the five boards (Selectmen, Public Works, Natural Resources, School Committee and Recreation) and one representative each from Little League, Youth Soccer, Youth Lacrosse, Youth Football, Youth Field Hockey, Youth Hockey and the Adult Softball. Staff from the five boards may vote when acting with appropriate board member proxy power.

Playing Field and Track Permits:

Organized or regular use of the Town's track or playing fields by groups shall require a permit. Regular meetings of a group or individuals are considered organized use and similarly require a permit. If any such group does not have a permit and there are residents who want to use the High School track or any fields for recreational use, then the residents shall have priority to use the track or fields.

Use of the High School track or active playing fields requires a permit from the Recreation Department. Use of passive land and Town-wide special events require a permit from the Natural Resources Commission.

Requests for permits by the Youth Leagues (Soccer, Little League/Softball, Lacrosse, Football, Field Hockey) will be done on a seasonal basis and must be made by the following dates:

April 1 – Spring

June 1 – Summer

07-01-2017

August 1 – Fall

It is expected that the representatives from each league will meet with each other and coordinate with the School's Athletic Director, to agree on field use availability and needs prior to submitting permit requests to the Recreation Director. The Youth Leagues will work together to submit a master schedule to the Recreation Department. In the event that disputes cannot be resolved, the Recreation Director will be responsible for making a final decision. Blanket seasonal permits are issued to the Youth Leagues for both practice times and game times. Coaches are not assigned to specific practice times. Permits are not transferable and are only valid for the permit holder. A permit may not be sub-let to a different organization.

Jurisdictional boards (NRC, School Committee and the Selectmen) will be given field status updates by DPW and will be consulted in order to ensure that fields under their control are not adversely impacted by overuse. If any board determines that an overuse condition exists or any field is being used in a manner inconsistent with such boards' policies, that board reserves the right to restrict or further condition issuance of permits. Jurisdictional boards are those boards that are considered landowners of the various Town parcels.

User Groups / Priority of Use:

Permits are issued based on the following priorities:

- 1) **Town-Wide Special Events:** This includes events such as town days, memorial services, and fairs. NRC will issue permits for these events. NRC will coordinate with the Recreation Director and School Athletic Director to determine if these events will impact previously scheduled athletic or permitted events.
- 2) **School Use:** The Wellesley School Department has the next priority use of fields and the High School track over any other group, including the Youth Leagues. School Department use includes athletic games, practices and other special events.

Coaches Clinics: Wellesley School Department coaches who wish to run clinics must present a letter of support from the Athletic Director to the Recreation Director. Spring (April) vacation clinics must be booked by March 1. Coaches understand that spring clinics may be cancelled due to track or field conditions. Summer clinics must be booked by June 1. A fee will be charged.

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- 3) Wellesley Resident Youth Leagues: Youth Leagues will be allotted hours based on season and participant numbers. It is expected that these groups will work together to ensure equitable use of all fields, coordinate with any resident youth sport group utilizing the High School track and try to make accommodations for each other in the event of unforeseen scheduling changes during the season. Wellesley Youth Leagues may also run in-house clinics for their members. Clinic times are limited to the days and times listed on their permit or a new permit must be issued.
- 4) Wellesley Recreation Department Programs: Use of fields or the High School track for camps, clinics and programs, which are run by the Recreation Department, will not preempt the Youth Leagues. When these programs are run during youth sport seasons, all attempts will be made to limit them to using the field area at the Warren Recreation building. Recreation may use other fields during the summer, as long as the fields are not adversely impacted by overuse. The Recreation Department offers these programs in support of its general mission to provide affordable recreational activities.
- 5) Wellesley Resident Adult Groups: Adult leagues or clubs (e.g. soccer clubs, running clubs, etc.) must be organized with the primary intention of supporting Town residents. Leagues or clubs may compete with teams from other Towns, but one Wellesley team must be involved in the match. Leagues or clubs must give priority to Town residents when filling rosters. Wellesley teams or clubs must be able to prove that 75% of the memberships are Wellesley residents or are Town of Wellesley employees. Team rosters must be turned in to the Recreation Director prior to the start of the season.
- 6) Wellesley Resident – One-Time Use: The Town recognizes that residents may want to use fields or the High School track for one time uses such as birthday parties, neighborhood activities, etc. No fee is charged for children's birthday parties. A fee is required for other events.
- 7) Charitable Groups: If field space is available, as determined by the Recreation Director, groups who are hosting an event to raise money for charity will be given a permit for a field or the High School track for no fee.
- 8) Non-Resident Groups / Non Recreation Department Camps and Clinics: A non-resident group is defined as one whose membership is less than 75% Wellesley residents or Town of Wellesley employees. Use by non-residents will be limited to baseball, softball, soccer, field hockey, lacrosse and track. Use of fields or the High School track by non-resident groups will be dependent on conditions and availability. The Recreation Department may arrange for field use by outside camps during the summer months.

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Fee Structure:

Field and track use fees are collected by the Recreation Department and are then segregated into accounts that are then used by DPW for track and field maintenance. Seasonal fees are charged for each season of use (spring, summer, and fall). A portion of the Youth League activity fees will be directed to the turf field replacement account. Field maintenance fees may be expended by Board of Public Works after consultation with the Recreation Commission and NRC. Annual reports will be given to the PFTF on the uses of the field maintenance fees. The PFTF sets the following as the fees to be collected:

- 1) Town Wide Special Events: No fee,
- 2) School Use: No fee,
- 3) School Coach(es) Clinics: \$15 per participant,
- 4) Wellesley Resident Youth Leagues: \$30 per member per season per sport (\$15 to general fund/\$15 to turf replacement fund),
- 5) Wellesley Resident Youth League Clinics: \$15 per participant,
- 6) Wellesley Recreation Department Programs: No fee,
- 7) Organized Use of the High School Track: \$15 per member per season,
- 8) Multi-Purpose Field (at Hunnewell) for Adult Softball: \$40 per participant per season (\$15 to field account and \$25 to light account),
- 9) Wellesley Resident – One-Time Use: Grass field, including the Multi-Purpose Field (at Hunnewell): \$50, but \$75 if using lights (incremental \$25 to light account); Turf field: \$75,
- 10) Charitable Groups: No fee,
- 11) Non-Resident (Adults and Youth): Grass field and Sprague turf field: \$150; High School turf field: \$375 (fee is for field use only; utilization of scoreboard and sound system is not allowed), and
- 12) Non-Recreation Department Camps: Grass field: \$35 per participant; Turf fields: \$50 per participant. (Camps catering to participants over the age of 12 years will, whenever available, use the turf fields.)
- 13) All field rentals that are not charged per participant are figured in increments of 1.5 hours.

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General Field Use Rules

Hours of Operation: Fields may be used until dusk with the exception of the lighted Multi-Purpose Field (at Hunnewell). Lights may remain on until 9:30 pm, except for Reidy Field, where lights may remain on until 9:45 pm. No play before 8:00 am on Sunday at any field that abuts homeowners.

Prohibited Activities: Any prohibited activities posted on signage at the High School track or any fields, consumption/possession of drugs or alcoholic beverages; use of fields beyond permitted dates or times; use of grass fields during wet field conditions or before they are declared available for use; and any activity that may cause field damage. Users must show good judgment when using fields and must stop play if the field shows damage during activity. Any group who causes damage to any field will be responsible for repair costs.

Field Closures: Check [www\(insert address\)](#) or call 781(insert number) for the latest field closures. If a field is closed, no use is permitted at all. The field status webpage and the hotline are for informational purposes only; field signage and/or direct communication from the Wellesley DPW Park and Tree Division (DPW) take precedence. Whenever possible, DPW will email user groups and post signs when fields are closed.

Please note that grass fields can be closed even when the weather appears good at the time because of standing water, previous damage or other field condition issues. The DPW, in consultation with the PFTF, will recommend when fields should be closed in order to rest them to prevent significant damage from overuse or for maintenance reasons.

Weather: Because lightning can strike up to 10 miles from a storm, users should seek safe shelter as soon as they hear thunder or see lightning. They should wait for 30 minutes without hearing thunder or seeing lightning before returning to the field.

Maintenance of Baseball/Softball Infields: Baseball/softball players and coaches are expected to groom the infields after each game and practice. Equipment for grooming is supplied and coaches are responsible for knowing the storage box combinations.

Litter, Trash and Recycling: All users are responsible for picking up any trash or litter on the field at the completion of their practice or game session regardless of whether this trash was there when they first got on the field or not. **Pick up trash when you leave the field, even if it is not yours.** Consider naming team captains at each practice or game to oversee litter collection and recycling.

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Users are expected to use trash and recycling receptacles located on or near the fields or to take their waste home for disposal. If the group expects to generate excess trash, they must provide a means for removing trash themselves. Bring a trash bag with you to games and practices. Please pick up and recycle all plastic bottles. Inform coaches, players, players' families, and attendees at games and practices that there are water fountains at the majority of the active playing fields and that **participants are strongly encouraged to utilize reusable and refillable water bottles for all practices and games.**

The last group to use a field for the day is responsible for leaving a clean, litter free field.

If you consistently find trash when you arrive at the field please **notify (add recreation department contact)** who will attempt to identify the users who might be leaving the field in such condition.

Users are urged to support the preservation and sustainability of Wellesley's playing fields through responsible use of the fields and respect for those who neighbor the fields. It is the responsibility of all coaches, managers, referees and parents to lead by example by educating our children on the proper use of field space and emphasizing the importance of caring for our community assets and maintaining a clean environment.

Concerns related to the maintenance/condition of the High School track or any field should be addressed to the Assistant Superintendent/Deputy Tree Warden of the Park Division at dpw@wellesleyma.gov.

07-01-2017

PLAYING FIELDS TASK FORCE

Charter~~An Advisory Committee of the Recreation Commission~~

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Membership

The Playing Fields Task Force ~~advisory committee~~ shall consist of:

- a representative each from the Recreation Commission and department staff,
- a representative each from the Natural Resources Commission and department staff,
- a representative each from the Board of Public Works and department staff,
- a representative each from the School Committee and department staff,
- a representative from the Wellesley United Soccer [LeagueClub](#),
- a representative from the Wellesley Little League/Wellesley Girls Softball,
- [a representative from the Wellesley Youth Lacrosse LeagueClub](#),
- [a representative from the Wellesley Youth Hockey Association](#)
- [a representative from the Wellesley Scoops Field Hockey Club](#)
- [a representative from the Wellesley Men's Softball League](#); and
- a Wellesley citizen at large to be appointed by the ~~Recreation Commission~~ [Playing Fields Task Force](#).

Staff will be non-voting members except when acting with appropriate board member proxy power.

Other organizations may be invited to attend and participate in ~~committee~~ [Task Force](#) processes, but will not have voting representation.

Term

The term of office for board members shall be at the discretion of their respective board or commission. The term of the [member-citizen](#) at large shall be three years commencing on ~~June~~ [July 1, 2017](#)04.

Duties

The ~~Playing Fields~~ Task Force is established:

- to develop and maintain the master plan for the reconfiguration, use, maintenance, and improvement of active recreational playing fields throughout the Town of Wellesley for approval/action by the appropriate responsible boards, ~~namely the:~~ Recreation Commission, Natural Resources Commission, Board of Public Works, and the School Committee,

07-01-2017

- to provide recommendations to the responsible boards for capital funding appropriations for playing field improvements, and to provide active support for those funding requests throughout the funding approval process,
- to keep their departments and boards fully informed as to any PFTF-supported capital projects and to obtain their boards and departments timely approval for such projects,
- to recommend field use policy,
- to set field user fees for collection from users by the Recreation Department, those fees to be deposited in a DPW dedicated playing field account,
- to monitor playing fields status including condition, frequency and intensity of use,
- to rate field conditions and compare them to fields in other communities,
- to work with other boards to investigate the availability of privately-owned playing fields, and fields in other communities, and
- to act as a forum to resolve overlapping requirements among field users.

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Committee Leadership

The committee shall elect a chairman and a vice-chairman whose terms will be one year commencing July 1 and ending June 30. The Recreation ~~Commission-Department staff~~ representative will ~~hold the position of committee secretary~~ record minutes of the meetings.

Annual Report

The ~~committee~~ Task Force shall submit an annual report to the Recreation Commission ~~responsible boards~~ on or before the second Friday in December, and file a copy with ~~each of the participating board, the Board of Selectmen and~~ the Town Clerk.

07-01-2017

Town of Wellesley

Playing Fields Policy

6/13/2014 DRAFT UPDATE 5/30/2017

Purpose: This policy is intended to be the framework for managing the priority and usage of active playing fields in the Town of Wellesley. ~~Excepting the Fee Structure contained herein, which is set by the Playing Fields Task Force (PFTF),~~ This policy has been approved by the Board of Selectmen, Board of Public Works, Natural Resources Commission, School Committee, and the Recreation Commission. The policy is administered by the Recreation Department.

History: In 1997, the Natural Resources Commission established the ~~Playing Fields Task Force (PFTF)~~. The PFTF consists of representatives from the major user groups (Public Schools, Little League/Softball, Youth Soccer, Youth Lacrosse, Youth Football, Youth Field Hockey, Youth Hockey, Adult Leagues Softball), the Recreation Commission, the Natural Resources Commission, the Board of Selectmen and the Board of Public Works). The purpose of this Task Force is to identify strategies for field maintenance (including methods for funding) and to work together to identify ways to meet field use demands while recognizing scarce resources. The PFTF generally meets monthly. In 2004, the Recreation Commission took over sponsorship of the PFTF. Voting privileges are limited to the elected officials from the five boards (Selectmen, Public Works, Natural Resources, Public Schools School Committee and Recreation) and one representative each from Little League, Youth Soccer, Youth Lacrosse, Youth Football, Youth Field Hockey, Youth Hockey and the Adult Leagues Softball. ~~Staff from the five boards may vote when acting with appropriate board member proxy power.~~

Use of Playing Fields Field and Track Permits:

~~Jurisdictional boards (NRC, Schools and the Selectmen) will be given field status updates by DPW and will be consulted in order to ensure that fields under their control are not adversely impacted by overuse. If any board determines that an overuse condition exists, that board will reserve the right to restrict issuance of permits. Jurisdictional boards are those boards that are considered landowners of the various town parcels.~~

Permits: Organized or regular use of the Town's track or playing fields by groups shall require a permit. Regular meetings of a group or individuals are considered organized use and similarly require a permit. If any such group does not have a permit and there are residents who want to use the High School track or any fields for recreational use, then the residents shall have priority to use the track or fields.

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Requests for permits by the Youth Leagues (Soccer, Little League/Softball, Lacrosse, Football, Field Hockey) will be done on a seasonal basis and requests must be made by the following dates:

April 1 – Spring
June 1 – Summer
August 1 – Fall

It is expected that the representatives from each league will meet with each other and coordinate with the School's Athletic Director, to work out agree on field use availability and needs prior to submitting permit requests to the Recreation Director. The Youth Leagues (Soccer, Little League/Softball, Lacrosse, Football, Field Hockey) will work together to submit a master schedule to the Recreation Department. In the event that disputes cannot be resolved, the Recreation Director will be responsible for making a final decision. Blanket seasonal permits are issued to the Youth Leagues for both practice times and game times. Coaches are not assigned to specific practice times. Use of the fields during practice time is on a first come, first served basis. Permits are not transferable and are only valid for the permit holder. A permit may not be sub-let to a different organization.

Jurisdictional boards (NRC, School Committee and the Selectmen) will be given field status updates by DPW and will be consulted in order to ensure that fields under their control are not adversely impacted by overuse. If any board determines that an overuse condition exists or any field is being used in a manner inconsistent with such boards' policies, that board reserves the right to restrict or further condition issuance of permits. Jurisdictional boards are those boards that are considered landowners of the various Town parcels.

User Groups / Priority Usage of Use:

Permits are issued based on the following priorities:

- 1) Park Management Systems: Division of Park & Tree (DPW) professionals, with input from the PPTF, will determine appropriate field maintenance schedules. Additionally, they will determine when fields may be opened following adverse weather. The DPW will also recommend when fields will be closed in order to rest them. Whenever possible, DPW will email user groups and post signs when fields are closed. Users are expected to stay off fields during wet field conditions and to adhere to these guidelines. Users must show good judgment when using fields and must stop play if the field

07-01-2017

~~shows damage during activity. Any group who causes damage to any field will be responsible for repair costs.~~

- 1) Town-Wide Special Events: This includes events such as town days, memorial services, and fairs. NRC will issue permits for these events. NRC will ~~inform~~ coordinate with the Recreation Director and School Athletic Director to determine if these events ~~are to~~ will impact previously scheduled athletic or permitted events.
- 2) School Use: ~~The WWellesley schools School Department have has~~ the next priority use of fields and the High School track over any other group, including ~~youth sports Wellesley the Resident Youth Sports Leagues.~~ Wellesley School Department school use includes athletic games, practices and other special events.

Coaches Clinics: Wellesley School Department coaches who wish to run clinics must present a letter of support from the Athletic Director to the Recreation Director. Spring (April) vacation clinics must be booked by March 1. Coaches understand that spring clinics may be cancelled due to track or field conditions. Summer clinics must be booked by June 1. A fee will be charged.

- 3) Wellesley Resident Youth Sports Leagues: ~~Wellesley Youth Sports Leagues (Soccer, Little League, Girls' Softball, Lacrosse, Field Hockey and Football)~~ will be allotted hours based on season and membership participant numbers. It is expected that these groups will work together to generate equitable field use ensure equitable use of all fields, coordinate with any resident youth sport group utilizing the High School track and try to make accommodations for each other in the event of unforeseen scheduling changes during the season. Wellesley Youth ~~Sports Leagues~~ may also run in-house clinics for their members. Clinic times are limited to the days and times listed on their permit or a new permit must be issued.
- 4) Wellesley Recreation Department Programs: Use of fields or the High School track for camps, clinics and programs, which are run by the Recreation Department, will not preempt ~~youth the Youth Leagues sports~~. When these programs are run during youth sport seasons, all attempts will be made to limit them to using the field area at the Warren Recreation building. Recreation may use other fields during the summer, as long as the fields are not adversely impacted by overuse. The Recreation Department offers these programs in support of its general mission to provide affordable recreational activities.
- 5) Wellesley Resident Adult Groups: Adult groups leagues or clubs (e.g. soccer clubs, running clubs, etc.) must be organized with the primary intention of supporting Town residents. Leagues or clubs may play compete with teams from other Towns, but one Wellesley team must be involved in the match.

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Leagues or clubs must give priority to Town residents when filling team rosters. Wellesley teams or clubs must be able to prove that 75% of the memberships are Wellesley residents or are Town of Wellesley employees. Team rosters must be turned in to the Recreation Director prior to the start of the season.

- 6) Wellesley Resident – One-Time Use: The Town recognizes that residents will may want to use fields or the High School track for one time uses such as birthday parties, or neighborhood pickup games activities, etc. Permits are not issued for children's birthday parties; no fee is charged. No fee is charged for children's birthday parties. A permit and a fee are required for an adult event. A fee is required for other events.
- 7) Charitable Groups: If field space is available, as determined by the Recreation Department Director, groups who are hosting an event to raise money for charity will be given a field permit for a field or the High School track without incurring costs--for no fee.
- 8) Non-Resident Groups / Non Recreation Department Camps and Clinics: A non-resident group is defined as one whose membership is less than 75% Wellesley residents or Town of Wellesley employees. Use by non-residents will be limited to baseball, softball, soccer, field hockey, and lacrosse and track. Use of fields or the High School track by non-resident groups will be dependent on field conditions and availability. The Recreation Department may arrange for field use by outside camps during the summer months.

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Fee Structures:

Field and track use fees are collected by the Recreation Department and are then segregated into accounts that are then used by DPW for track and field maintenance. Seasonal fees are charged for each season of use (spring, summer, and fall). When turf fields are used, a portion of the fee is set aside in an account which will be used specifically for turf field maintenance. Additionally, a portion of the Youth League activity fees will be directed to the turf field replacement account. Field maintenance fees may be expended by Board of Public Works after consultation with the Recreation Commission and NRC. Quarterly Annual reports will be given to the PFTF on the uses of the field maintenance fees. The PFTF sets the following as the fees to be collected:

- 1) Town Wide Special Events: No fee
- 2) School Use: No fee
- 3) School Coach(es) Coaches Clinics: \$15 per participant,

07-01-2017

- 4) Wellesley Resident Youth ~~Sports Leagues~~: \$30 per member per season per sport (\$15 to general fund; \$15 to turf replacement fund).
- 5) Wellesley Resident Youth League - Clinics: \$15 per participant.
- 6) Wellesley Recreation Department Programs: ~~No~~ fee.
- 7) Organized Use of the High School Track: \$15 per member per season.
- 4) ~~Multi-Purpose~~ Multi-Purpose Field (at Hunnewell) for Adult Softball: \$40 per participant per season (\$15 to field account and \$25 to light account).
- 6) Wellesley Resident - ~~One-Time Use~~ ~~Use~~ of a grass field, including the Multi-Purpose Field (at Hunnewell): \$50, but \$75 if using lights (incremental \$25 to light account).
- 7) Wellesley Resident: one-time use of a Turf field: \$75.
- 8) Charitable Groups: ~~No~~ fee.
- 9) Non-Resident (~~Adults and Youth~~): ~~Grass fields: \$100; turf fields: \$275 and Sprague turf fields: \$150; High School turf field: \$375 (fee is for field use only; utilization of scoreboard and sound system is not allowed).~~
- 12) Non-Recreation Department Camps: ~~Grass fields: \$35 per participant; Turf fields: \$50 per participant.~~ (Camps catering to participants over the age of 12 years will, whenever available, use the turf fields).
- 10) All field rentals that are not charged per participant are figured in increments of 1.5 hours.

General Field Use Rules

Hours of Operation: Fields may be used until dusk with the exception of the lighted Multi-Purpose Field (at Hunnewell). Lights may remain on until 9:30 pm, except for Reidy Field, where lights may remain on until 9:45 pm. No play before 8:00 am on Sunday at any field that abuts homeowners.

07-01-2017

Prohibited Activities: Any prohibited activities posted on signage at the High School track or any fields, consumption/possession of drugs or alcoholic beverages; use of fields beyond permitted dates or times; use of grass fields during inclement weather wet field conditions or before they are declared ready available for use; and any activity that may cause field damage. Users must show good judgment when using fields and must stop play if the field shows damage during activity. Any group who causes damage to any field will be responsible for repair costs.

Field Closures: Check [www\(insert address\)](#) or call 781(insert number) for the latest field closures. If a field is closed, no use is permitted at all. The field status webpage and the hotline are for informational purposes only; field signage and/or direct communication from the Wellesley DPW Park and Tree Division (DPW) take precedence. Whenever possible, DPW will email user groups and post signs when fields are closed.

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Please note that grass fields can be closed even when the weather appears good at the time because of standing water, previous damage or other field condition issues. The DPW, in consultation with the PFTF, will recommend when fields should be closed in order to rest them to prevent significant damage from overuse or for maintenance reasons.

Weather: Because lightning can strike up to 10 miles from a storm, users should seek safe shelter as soon as they hear thunder or see lightning. They should wait for 30 minutes without hearing thunder or seeing lightning before returning to the field.

Maintenance of Baseball/Softball Infields: Baseball's/Softball players and coaches are expected to groom the infields after each game and practice. Equipment for grooming is supplied and coaches are responsible for knowing the storage box combinations.

Litter, Trash and Recycling: All users are responsible for picking up any trash or litter on the field at the completion of their practice or game session regardless of whether this trash was there when they first got on the field or not. **Pick up trash when you leave the field even if it is not yours.** Consider naming team captains at each practice or game to oversee litter collection and recycling.

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Users are expected to use trash and recycling receptacles located on or near the fields or to take their waste home for disposal. If the group expects to generate excess trash, they must provide a means for removing trash themselves. Bring a trash bag with you to games and practices. Please pick up and recycle all plastic bottles. Inform coaches, players, players' families, and attendees at games and practices that there are water fountains at the majority of the active playing fields and that participants are strongly encouraged to utilize reusable and refillable water bottles for all practices and games.

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07-01-2017

The last group to use a field for the day is responsible for leaving a clean, litter free field.

If you consistently find trash when you arrive at the field please notify *(add recreation department contact)* who will attempt to identify the users who might be leaving the field in such condition.

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Users are urged to support the preservation and sustainability of Wellesley's playing fields through responsible use of the fields and respect for those who neighbor the fields. It is the responsibility of all coaches, managers, referees and parents to lead by example by educating our children on the proper use of field space and emphasizing the importance of caring for our community assets and maintaining a clean environment.

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Care and Maintenance of Fields: Groups are expected to use trash receptacles and to police themselves during and following an event. If the group expects to generate excess trash, they must provide a means for removing trash themselves. The Town of Wellesley encourages groups to provide their own receptacles for recyclable materials such as water bottles and to carry out such items from the field.

Baseball/Softball players and coaches are expected to groom the infields after each game and practice. Equipment for grooming is supplied and coaches are responsible for knowing the storage box combinations.

Groups will not use any field posted as closed. Groups will not use fields when surface conditions are wet. Groups are expected to use good judgment regarding potential field damage should the weather deteriorate prior to or during play. Concerns related to the maintenance/condition of the High School track or any field should be addressed to the Assistant Superintendent/Deputy Tree Warden of the Park Division at dpw@wellesleyma.gov.

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10. Execute Permanent Building Committee and Facilities Maintenance Department Memorandum of Understanding

For several months following the decision to transfer the budget for the operations of the PBC to FMD in FY18, a working group made up of two PBC members, the BOS Chair, Joe McDonough and myself have been meeting to develop a memorandum of understanding. The version in your packet is the final result, which was approved by the PBC at their meeting on June 8th. They didn't have a clean version available to them that night, which is why a signed version is not included. Staff recommends that the Board approve this version at your meeting.

Following that, FMD has prepared to relocate to their offices on Worcester Street the Projects Administrator and her office equipment and files. They are also working with HR to advertise for the vacant Project Manager position so it can be filled as soon as possible. They have already begun providing support to the PBC and will continue to expand and improve on that as the new staff group begins to work together.

MOVE that the Board execute the Memorandum of Understanding between the Board and the Permanent Building Committee regarding the Facilities Maintenance Department.

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
BETH SULLIVAN WOODS
THOMAS H. ULFELDER

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

MEMORANDUM OF UNDERSTANDING

The purpose of this document is to clarify and consolidate in writing the roles and responsibilities of the Permanent Building Committee (PBC) and the Facilities Maintenance Department (FMD) with regard to staff support for the PBC beginning July 1, 2017.

This Memorandum of Understanding (hereinafter "MOU") dated June 8, 2017 between the Board of Selectmen and the Permanent Building Committee hereby provides as follows:

WHEREAS, the Town of Wellesley has a Permanent Building Committee established in 1959 for the purpose of erecting, altering, rehabilitating, remodeling, acquiring, demolishing and removing Town buildings; and

WHEREAS, the Permanent Building Committee is responsible under Article 14 of the Town's General Bylaws to develop financial estimates for all projects, oversee the design of every project, oversight of the construction for those projects which receive a town appropriation, and to work to achieve the project goals of the proposed board; and

WHEREAS, The Permanent Building Committee has historically performed all aspects of managing the Town's major capital projects with staff assigned to it directly; and

WHEREAS, the FY18 Town budget re-allocates funding for staff support from the Permanent Building Committee to the Facilities Maintenance Department and both the PBC and the FMD have formed a working group to delineate this new working relationship; and

WHEREAS, the Board of Selectmen and PBC are committed to providing the highest-quality staff support to PBC for the purpose of management of all capital projects

regarding the Town's major physical assets and managing the business aspects of these assets in the best manner possible under Article 14.

NOW THEREFORE, for the mutual promises set forth below, the Parties agree as follows:

Permanent Building Committee:

The PBC will continue to be responsible for the following matters:

1. Review and confirm the scope and budget for all projects within their purview under the Town's General Bylaw Article 14
 - a. Review feasibility studies and recommend budgets to various Town boards
 - b. Assign a liaison to projects
 - c. Review and approve/execute all contracts
 - d. Review consultant reports
2. Request project funding for all projects
 - a. Approve project budgets
 - b. Evaluate procurement models and approach
 - c. Determine whether the OPM role will be handled in-house or contracted out
 - d. Approve scope and budget for project commissioning and peer review services
 - e. Make presentations to Advisory Committee & Town Meeting
3. Oversee the hiring of the Owner's Project Manager
4. Oversee the design review process
 - a. Review project design at each stage of development
 - b. Approve design at each stage of development
5. Oversee the construction process through project completion
 - a. Retain Clerk of the Works for Projects as appropriate
 - b. Review project status during construction
 - c. Approve project at completion
6. Form working groups as necessary to participate in different aspects of projects, (i.e. FF&E)
7. Approve payment for all requisitions and invoices associated with projects
8. Communicate with the FMD Director any unmet expectations in overall service delivery and work with the Director to resolve

Facilities Maintenance Department:

The FMD will take on responsibility for the following matters:

1. Provide all staff support to PBC needed to carry out the PBC's obligations under Article 14 of the General Bylaws, including but not limited to:
 - a. Design & Construction Manager

- b. Project Manager
 - c. Projects Administrator, or other administrative support staff
- Although these staff are primarily assigned to support PBC projects, they will perform other tasks in the FMD provided those do not conflict with PBC responsibilities.
2. Manage the day-to-day work of the designer, Owner's Project Manager (OPM) and construction contractor. Typical project tasks include but are not limited to:
 - a. Develop and disseminate any RFPs required by the PBC
 - b. Develop and disseminate any Bids for projects, accept bids, analyze results
 - c. Staff review & recommendation to PBC on various stages of design and project implications of such
 - d. Negotiate all contracts for services or construction of projects
 - e. Maintain all project records and documents
 - f. Coordinate with relevant Town departments and permitting agencies for each project
 - g. Manage design and construction through the completion of each project, resolving day-to-day questions and concerns directly with designers, OPM and construction contractors. Refer all significant questions or issues to the PBC and recommend resolution on each. Significant items include but is not limited to:
 - i. Program and scope changes
 - ii. Changes in aesthetics, layout or design
 - iii. Changes to project budget or schedule
 - h. Review change order proposals and make recommendations for approval to the PBC. The PBC may delegate signature authority to FMD up to an agreed upon dollar limit for the purpose of addressing minor changes that would otherwise delay the progress of a project.
 - i. Review requisitions for payment and recommend approval to the PBC
 3. Prepare agendas for the PBC's meetings and provide staff support at all meetings
 - a. Develop agenda, coordinate with PBC Chair, post in accordance with open meeting law
 - b. Provide an executive staff summary for the PBC on all current projects and relevant supporting materials including construction budget status updates
 - c. Take minutes of all meetings and post when approved
 4. Develop and recommend project budgets for each project
 5. Manage all other administrative tasks of the PBC including but not limited to:
 - a. Maintain and track budgets for all projects
 - b. Pay all invoices approved by the PBC
 - c. Draft presentations that PBC will make to various boards & committees
 6. Act as the Town's Owner's Project Manager on projects approved by the PBC, and based on staff availability and other project requirements.
 7. Develop and maintain a database of standard contracts and procedures for use by the PBC on all projects.

8. Develop a policies and procedures manual to guide the future work of the PBC and FMD.
9. Communicate with the PBC through the Chairman any unforeseen issues or conditions that would affect the work of the Committee and work with the Committee to resolve.

The Facilities Director, Chair of the PBC and Chair of the BOS or their designees shall meet on a quarterly basis (more often if the parties deem necessary) to review the responsibilities and to resolve any issues that may have arisen in the previous quarter. All parties will communicate any immediate issues or concerns that are identified so that they can be addressed as soon as is reasonably possible. Should any changes be warranted in this agreement they shall bring them to the attention of the Executive Director for resolution and possible change to this MOU.

Executed this ____ day of _____, 2017.

Board of Selectmen:

Marjorie R. Freiman, Chair

Ellen F. Gibbs

Jack Morgan

Beth Sullivan Woods

Thomas H. Ulfelder

Permanent Building Committee:

Matthew L. King, Chairman

Thomas E. Goemaat

David L. Grissino

Suzanne G. Littlefield

Laurence D. Shind

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11. 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:

- ❖ Memo from Chief Pilecki – results of Police Re-Accreditation Process
- ❖ Letter of Commendation from Chief Pilecki regarding two Police Officers
- ❖ Notice from the Norfolk County Commissioners – petition of Discontinuance of a portion of Cedar Street – June 21, 2017
- ❖ Veteran's District Report – May, 2017
- ❖ Guidelines for Housing Production Plans
- ❖ Email from Chief DeLorie & Document – Ambulance Fees
- ❖ Draft FY19 Budget Calendar

**TOWN OF WELLESLEY POLICE DEPARTMENT****WELLESLEY, MA 02482
Telephone 781-235-1212****JACK PILECKI
Chief of Police****MEMORANDUM**

To: HONORABLE BOARD OF SELECTMEN
FROM: JACK PILECKI
CHIEF OF POLICE
CC: BLYTHE ROBINSON, EXECUTIVE DIRECTOR
SUBJECT: RE-ACCREDITATION
DATE: JUNE 7, 2017

Over the past three days, a team of assessors from the Massachusetts Police Accreditation Commission evaluated our department for re-accreditation. This was our first "re-accreditation" since we became an accredited department three years ago. I am delighted to report that the assessors are going to recommend to the MPAC that the Wellesley Police Department be re-accredited. In short, we passed! The commission will take a formal vote at their next meeting in the fall.

While speaking with the assessors, each one of them stated that this was the best re-accreditation they had ever done. There was only one minor "fix" made which, in their words, is unheard of. They were extremely impressed with the organization of our files, the cleanliness of the building, and all aspects of our department.

We would never have been able to complete this without the hard work of Sergeant Scott Showstead, our accreditation officer and Officer Janet Popovski, our assistant accreditation officer. Their hard work and dedication enable us to reach this point. Re-accreditation is an ongoing process throughout the years and it takes time, effort, and attention to detail. Both Sgt. Showstead and Officer Popovski were instrumental in us achieving our goal and they deserve a great deal of credit for their effort.

Please let me know if you have any questions.

RESPECTFULLY SUBMITTED,

A handwritten signature in cursive script, appearing to read "Jack Pilecki".

JACK PILECKI
CHIEF OF POLICE

**TOWN OF WELLESLEY**

WELLESLEY, MA 02482
Telephone 781-235-1212

POLICE DEPARTMENT

JACK PILECKI
Chief of Police

TO: OFFICER MARK D'INNOCENZO
OFFICER GAETANA DiCENSO

FROM: CHIEF JACK PILECKI

SUBJECT: LETTER OF COMMENDATION

DATE: JUNE 5, 2017

I was pleased to review the actions which both of you took during a motor vehicle pursuit and foot chase that occurred in the early morning hours of June 3, 2017.

Officer Mark D'Innocenzo was field training Officer DiCenso and on patrol in the Barnstable Road area at 1:40 AM Saturday morning. While on patrol, both of you noticed a Honda SUV that immediately drove away at a high rate of speed with no lights as you turned onto Barnstable Road. As you attempted to stop the vehicle by activating the emergency lights, the vehicle sped up and began making a random series of turns through the streets, while continuing to travel with no lights. You were both aware that this neighborhood in Wellesley had been targeted for car burglaries during the overnight hours.

As you pursued the vehicle onto Albion Road, the driver pulled off the road suddenly, and then fled from the vehicle, wearing a hoodie sweatshirt to conceal his identity as he ran. The suspect did not put the car into park, and the vehicle immediately rolled backwards, hitting Officer D'Innocenzo and knocking him down to the ground. The vehicle continued to roll backwards and then struck the Wellesley Police Department cruiser, causing significant damage. Despite this, Officer D'Innocenzo was able to continue to pursue the suspect on foot, and placed him into custody in a dark backyard of a house on Edmunds Road.

Meanwhile, Officer DiCenso controlled the two additional suspects that were still in the car in a professional manner by herself. Officer DiCenso then de-escalated the situation, and safely removed both suspects until additional officers arrived on the scene.

The suspect driver, a juvenile, was charged with multiple offenses as a result of this incident. The two involved passengers, also juveniles, were taken home to their parents.

I was very proud to see the way this incident was handled. Both of you maintained your composure, and remained calm professionals during a very dangerous situation. Once it became apparent that you were dealing with juveniles who made a series of bad decisions, you de-escalated the situation and acted accordingly. The professionalism and courage that you both demonstrated typifies the work of the men and woman of the Wellesley Police Department do a on a daily basis. .

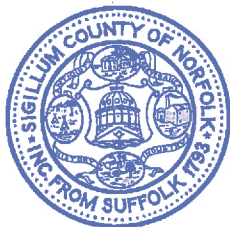
A copy of this commendation will be maintained in your personnel file.

AUTHORIZED:



JACK PILECKI
CHIEF OF POLICE

Cc: Bulletin Board
Board of Selectmen
Personnel File



COMMONWEALTH OF MASSACHUSETTS
COUNTY OF NORFOLK

The County of Presidents

FRANCIS W. O'BRIEN, DEDHAM, CHAIRMAN
PETER H. COLLINS, MILTON
JOSEPH P. SHEA, QUINCY

CLERK:
WALTER F. TIMILTY, MILTON

COUNTY DIRECTOR:
FRANCIS A. HEGARTY

ENGINEERING DEPARTMENT
REGISTRY OF DEEDS BUILDING
649 HIGH STREET
PO BOX 431
DEDHAM, MA 02026
(781) 461-6128

JOSEPH M. McNICHOLS, PLS
COUNTY SURVEYOR

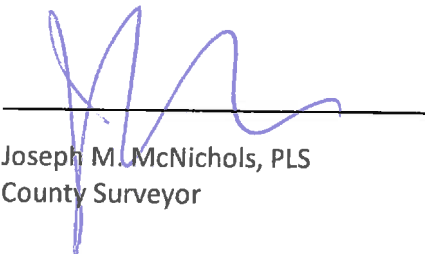
May 24, 2017

Town of Wellesley
Board of Selectmen
Marjorie Freiman, Chair
525 Washington Street
3rd Floor
Wellesley, MA 02482

The Norfolk County Commissioners will hold a hearing upon the petition for the discontinuance of a portion of Cedar Street as an existing highway in the Town of Wellesley at their Administrative Offices, 614 High Street in Dedham, on June 21, 2017 at 1:30 P.M.

Sincerely,

Norfolk County Commissioners


Joseph M. McNichols, PLS
County Surveyor



The County of Presidents

COMMONWEALTH OF MASSACHUSETTS
COUNTY OF NORFOLK
COUNTY COMMISSIONERS

FRANCIS W. O'BRIEN, CHAIRMAN, DEDHAM
PETER H. COLLINS, MILTON
JOSEPH P. SHEA, QUINCY



TRUSTEES OF
NORFOLK COUNTY AGRICULTURAL SCHOOL

COUNTY DIRECTOR:
FRANCIS A. HEGARTY

CLERK:
WALTER F. TIMILTY

May 24, 2017

Certified Mail # 7013 2630 0000 6783 4398

Town of Wellesley
Board of Selectmen
Marjorie Freiman, Chair
525 Washington Street
3rd Floor
Wellesley, MA 02482

In the matter of Petition for **Discontinuance** of a portion of Cedar Street, Wellesley in front of house numbers 100, 96, 96A Cedar Street and the Rosemary Town Forrest, as shown on a plan prepared by the Town of Wellesley Department of Public Works, Dated November 18, 2016, signed by William D Millett, PLS

NOTICE TO PROPERTY OWNERS

Notice is here by given that the County Commissioners will hold a hearing upon plans for the Discontinuance of said way at: County of Norfolk, Administrative Offices, 614 High Street in Dedham on **Wednesday June 21, 2017 at 1:30 PM.**

(Plans may be viewed at the County of Norfolk, Engineering Department, Registry of Deeds Building 649 High Street Dedham, MA 02026, weekdays between 8:30 AM and 3:30 PM. Plans will also be displayed one half hour in advance of the public meeting.)

By the Commissioners

Date: May 25, 2017

May K Hickey, First Dist Clerk

Report Date: 5-01-2017 through 5-31-2017

ENGAGE

- DAV Monthly meeting 7pm - 8: 30: Discussed benefits that are being changed for Woman Veterans. Hospice benefits VA Hospitals in Bedford and Brockton.
- Replacing flags at Woodlawn in preparation for Memorial Day: Flag Replacement Woodlawn Cemetery in Wellesley at 3:30 pm had a very good turnout of Girl Scouts, Boy Scouts and Wellesley Citizens
- Wellesley Wonderful Weekend / Parade
- Memorial Day Ceremony a Wellesley Middle School: 4 Wellesley Veterans Attended. We sat on stage and listened to 6 different presentations from students that attended DC memorial sites on April Vacation. Very meaningful.
- Memorial Day: All 4 towns attended at some part in the day. Each wonderfully done to include the Proclamation from GOV Baker read by a selected 8th grade student from the town.
- Wellesley Memorial Day Ceremony
- Pinning Ceremony for Veterans at Wingate in Needham: Presented 8 Veterans with a certificate to say Thank You for their service.

ADVOCATE

- All 4 towns will be working with the Veterans Dept to host Movie Dates 1 day a week for the entire month of November. Times of movie will differ each week to try and access different Veterans and their families.

SERVE

- Monthly articles will now be sent to all COA's to publish in their Newsletters as a "Veterans Corner". Information will come out of the "What Every Veteran Should Know"

CHALLENGES, CHANGES & OTHER

Challenges/Concerns

METRICS WELLESLEY

Priority	Metric & Target	This Month	Δ	Last Year
Engagements	Total Constituent Contacts	52	-	N/A
Chapter 115 Financial Assistance	# Active Cases	2	-	N/A
	\$ Financial assistance provided (FY to Date)	\$ 17,141.78	-	N/A
	# New Applications	0	-	N/A
VA Assistance & Misc	Health Care Enrollment	5		
	VA Pensions / Compensation / A&A (open cases) Housing Assistance (Assisted Living, Hospice, ETC)			

METRICS NEEDHAM

Priority	Metric & Target	This Month	Δ	Last Year
Engagements	Total Constituent Contacts	17	-	N/A
Chapter 115 Financial Assistance	# Active Cases	4	-	N/A
	\$ Financial assistance provided (FY to Date)	\$ 21,612.81	-	N/A
	# New Applications	0	-	N/A
VA Assistance & Misc	Health Care Enrollment VA Pensions / Compensation / A&A (open cases) Housing Assistance (Assisted Living, Hospice, ETC)	2		

METRICS WAYLAND

Priority	Metric & Target	This Month	Δ	Last Year
Engagements	Total Constituent Contacts	11	-	N/A
Chapter 115 Financial Assistance	# Active Cases	1	-	N/A
	\$ Financial assistance provided (FY to Date)	\$ 5,852.00	-	N/A
	# New Applications	0	-	N/A
VA Assistance & Misc	Health Care Enrollment VA Pensions / Compensation / A&A (open cases) Housing Assistance (Assisted Living, Hospice, ETC)	4		

METRICS WESTON

Priority	Metric & Target	This Month	Δ	Last Year
Engagements	Total Constituent Contacts	4	-	N/A
Chapter 115 Financial Assistance	# Active Cases		-	N/A
	\$ Financial assistance provided (FY to Date)	\$ 9,880.58	-	N/A
	# New Applications		-	N/A
VA Assistance & Misc	Health Care Enrollment VA Pensions / Compensation / A&A (open cases) Housing Assistance (Assisted Living, Hospice, ETC)			

UPCOMING EVENTS & ANNOUNCEMENTS

21 June 2017		Weston COA Veterans Breakfast
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Robinson, Blythe

From: DeLorie, Rick
Sent: Tuesday, June 06, 2017 3:32 PM
To: Robinson, Blythe
Subject: FW: Seeking Comments on Ambulance Fee Legislation
Attachments: Ambulance Billing Amendment.Redraft.17.05.17.doc

FYI

Richard A. DeLorie
Chief of Department
Wellesley Fire Rescue
457 Worcester Street
Wellesley, MA. 02482
Tel: 781-235-1300
Past-President, Fire Chiefs Association of Massachusetts
rdelorie@wellesleyma.gov

From: Waldman, Marc
Sent: Friday, May 19, 2017 10:08 AM
To: DeLorie, Rick <rdelorie@wellesleyma.gov>
Subject: FW: Seeking Comments on Ambulance Fee Legislation

Rick

I know we have privatized ambulance service, but I was wondering if you had any comments on this proposal that I can relay to the Mass. Municipal Association. I have a meeting in there on June 7th.

Marc V. Waldman
Treasurer/Collector
525 Washington Street
Wellesley, MA 02482

Ph. 781-489-7511
Fx. 781-237-5037
mwaldman@wellesleyma.gov

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

From: Nick Downing [<mailto:ndowning@mma.org>]
Sent: Friday, May 19, 2017 9:38 AM
Subject: Seeking Comments on Ambulance Fee Legislation

Good Morning Personnel and Labor Relations Policy Committee:

I'm writing this morning to ask for comments on an amendment being filed to the FY18 Senate budget.

The House FY18 budget included language that would prohibit the practice by some insurance companies of "paying the patient" for emergency medical services (ambulance services) and make clear that cities and towns have authority to set ambulance fees. The House has supported this language for several years at the request of a coalition that includes private ambulance companies, the firefighters union, fire chiefs and the MMA. You may have heard from your fire chief on this issue.

The Senate has not supported the provision and suggested that it would run counter to health care cost containment efforts. You may have seen the Globe editorial earlier this week opposing this plan.

The coalition has been working to draft language that the Senate would support, and the latest draft of that language is attached. This new draft imposes more structure on the setting of EMS fees, but doesn't go quite so far as previous proposals have with state-level fee-setting. We do see some potential issues with the language as written, particularly the sections that would require municipalities to rework the structure of local fee schedules to conform to CMMS coding (though this may not be an issue; we just don't aren't as familiar with this issue) and that the freezing of fees as of April 30, 2017 might limit future fee increases in municipalities where fees have been set too low.

Any and all comments you have on this would be very appreciated. We want to be able to be involved in discussions about this amendment as it is debated next week.

Thanks!

Nick

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“SECTION XX. Chapter 176D of the General Laws is hereby amended by inserting after section 3B the following section:-

Section 3C. (a) As used in this section, the following words shall, unless the context clearly requires otherwise, have the following meanings:-

“Ambulance service provider”, a person or entity licensed by the department of public health under section 6 of chapter 111C to establish or maintain an ambulance service **except non-profit corporations licensed to operate critical care ambulance services that perform both ground and air transports.**

“Emergency ambulance services”, emergency services that an ambulance service provider is authorized to render under its ambulance service license-when a condition or situation in which an individual has a need for immediate medical attention, or where the potential for such need is perceived by the individual, a bystander or an emergency medical services provider.

“Insurance policy” and “insurance contract”, a contract of insurance, motor vehicle insurance, indemnity, medical or hospital service, dental or optometric, suretyship or annuity issued, proposed for issuance or intended for issuance by any insurer.

“Insured”, an individual entitled to ambulance services benefits under an insurance policy or insurance contract.

“Insurer”, a person as defined in section 1 of chapter 176D; any health maintenance organization as defined in section 1 of chapter 176G; a non-profit hospital service corporation organized under chapter 176A; any organization as defined in section 1 of chapter 176I that participates in a preferred provider arrangement also as defined in said section 1 of said chapter 176I; any carrier offering a small group health insurance plan under chapter 176J; any company as defined in section 1 chapter 175; any employee benefit trust; any self-insurance plan, and any company certified under section 34A of chapter 90 and authorized to issue a policy of motor vehicle liability insurance under section 113A of chapter 175 that provides insurance for the expense of medical coverage.

“Municipally Established Ambulance Rates”, rates for emergency ambulance service established annually by a municipality for the current procedure codes and definitions for ambulance service published by the Centers for Medicare and Medicaid Services under Title XVIII of the Social Security Act.

(b) Notwithstanding any general or special provision of law to the contrary, in any instance in which an ambulance service provider provides an emergency ambulance service to an insured but is not an ambulance service provider under contract to the insurer maintaining or providing the insured’s insurance policy or insurance contract, the insurer maintaining or providing such insurance policy or insurance contract shall pay the ambulance service provider directly and promptly for the emergency ambulance service rendered to the insured. Such payment shall be made to the ambulance service provider notwithstanding that the insured’s insurance policy or insurance contract contains a prohibition against the insured assigning

benefits thereunder so long as the insured executes an assignment of benefits to the ambulance service provider and such payment shall be made to the ambulance service provider in the event an insured is either incapable or unable as a practical matter to execute an assignment of benefits under an insurance policy or insurance contract pursuant to which an assignment of benefits is not prohibited, or in connection with an insurance policy or insurance contract that contains a prohibition against any such assignment of benefits. An ambulance service provider shall not be considered to have been paid for an emergency ambulance service rendered to an insured if the insurer makes payment for the emergency ambulance service to the insured. An ambulance service provider shall have a right of action against an insurer that fails to make a payment to it under this subsection.

(c) Payment to an ambulance service provider under subsection (b) shall be at a rate equal to the rate established by the municipality from which the patient was transported.

(d) Municipalities shall report their municipally established ambulance rates to CHIA that were in effect as of April 30, 2017; and to CHIA annually on or before April 30 to be included in the CHIA Transparency Initiative.

(e) Municipalities shall not increase their municipally established ambulance rates by a percentage that exceeds the current Health Care Cost Growth Benchmark set by the Health Policy Commission unless approved by the secretary of health and human services.

(f) An ambulance service provider receiving payment for an ambulance service in accordance with subsections (b) and (c) shall be deemed to have been paid in full for the ambulance service provided to the insured, and shall have no further right or recourse to further bill the insured for said ambulance service with the exception of coinsurance, co-payments or deductibles for which the insured is responsible under the insured's insurance policy or insurance contract.

(g) No term or provision of this section 3C shall be construed as limiting or adversely affecting an insured's right to receive benefits under any insurance policy or insurance contract providing insurance coverage for ambulance services. No term or provision of this section 3C shall create an entitlement on behalf of an insured to coverage for ambulance services if the insured's insurance policy or insurance contract provides no coverage for ambulance services".

(h) A municipality may appeal to the secretary for a municipally established ambulance rate increase that is in excess of the current Health Care Cost Benchmark. There shall be an ambulance service advisory council to advise the secretary on such requests. The council shall be appointed by the secretary and consist of the following members or a designee: (i) the secretary of public safety and security; (ii) the commissioner of the group insurance commission; (iii) a representative of the Fire Chiefs Association of Massachusetts; (iv) the president of the Massachusetts Municipal Association; (v) the president of the Massachusetts Association of Health Plans, Inc.; (vi) the president of the Professional Fire Fighters of Massachusetts; (vii) a representative of the Massachusetts Ambulance Association, Incorporated; and (viii) the president of a commercial insurer. The council shall make recommendations for rate increases in excess of the current Health

Care Cost Benchmark that consider (A) cost differences associated with differences in geography that impact services; (B) differences in distances travelled for services; (C) the actual cost of providing services and readiness; and (D) quality of care.

GUIDELINES

Updated December 2014

Housing Production Plans (HPP)

Regulatory Authority: see 760 CMR 56.00



B. Housing Production Plans

1. Introduction

a. What Is the Plan?

A Housing Production Plan (HPP) in 760 CMR 56.03(4) is a proactive strategy for planning and developing affordable housing. It should be developed with opportunities for community residents to become informed of the planning process and the plan, and to provide input. The HPP will assist communities to plan for low and moderate income residents by providing a diverse housing supply. The community should:

- (1) Develop a strategy which will be used to meet its affordable housing needs in a manner consistent with the Chapter 40B statute and implementation regulations; and
- (2) Produce housing units in accordance with its HPP.

The HPP identifies the housing needs of a community and the strategies it will use to make progress in facilitating the development of affordable housing. The HPP must be consistent with the regulation and these Guidelines. HPPs approved by DHCD are posted at www.mass.gov/dhcd.

b. Why produce a Plan?

By taking a proactive approach in the adoption of a HPP, cities and towns are much more likely to achieve both their affordable housing and community planning goals. HPPs give communities that are under the 10% threshold of Chapter 40B, but are making steady progress in producing affordable housing on an annual basis, more control over comprehensive permit applications for a specified period of time.

2. Elements

a. Comprehensive Housing Needs Assessment

It is important to understand who currently lives in the community, demographic trends affecting future growth, existing housing stock and future housing needs. The HPP must establish a strategic plan for municipal action with regards to housing, based upon a comprehensive housing needs assessment that, at a minimum, examines:

- (1) The most recent available census data of the municipality's demographics and housing stock. Reviewing census data is the starting point for a community's analysis and information may be found at <http://www.census.gov/>. Regional Planning Agencies, realtors and the media are also sources of information that may be used in an HPP.
- (2) A projection of future population and housing needs, taking into account regional growth factors, that covers the entire period of the plan. The projections should address, specifically, the housing needs of the projected population at various income levels including: not more than 30% AMI, more than 30% but not more than 80% AMI, and more than 80% but not more than 120% AMI, taking into account the likely family composition of such households.
- (3) Development constraints and limitations on its current and future needs should be clearly articulated. Maps can be helpful in identifying steep slopes, watershed areas or brownfields.

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- (4) The municipality's plans to mitigate such constraints. Can any of the factors be mitigated to support development?
- (5) The capacity of the municipality's infrastructure to accommodate the current population and anticipated future growth, including plans for enlargement or expansion of existing infrastructure systems to ensure that both current and future needs are met. The infrastructure analysis should evaluate the capacity of water and sewer systems, roads, utilities, public transit, schools, and any other public facilities that will impact or be impacted by future housing development.

It may not be necessary for a community to create an entirely new plan to meet these requirements. Many communities have already adopted a plan or a series of plans that contain some or all of the required elements. Current master plans, consolidated plans, or other housing strategies may contain some or all of the elements of a HPP. Municipalities may contact DHCD's Office of Sustainable Communities for assistance in converting such plans to an HPP.

However, municipalities must ensure that the existing plans or data are up-to-date. DHCD will request that a community update its former Affordable Housing Plan/Planned Production Plan, consistent with the requirements of these Guidelines, if the affordable housing plan was approved five or more years ago.

b. Affordable Housing Goals

In addition to its needs assessment, when formulating its affordable housing goals, the community should also consider the types of housing most likely to be needed and, generally, its fair housing obligations. What is the projected population of: working age? new household formation? special needs? elderly? frail elderly? What percentage of these populations is projected to be at not more than 30% AMI? at more than 30% but not more than 80% AMI? At more than 80% but not more than 120% AMI? Does the existing housing supply match the needs of these populations? Does the community expect that there will be a range of housing types which will be affordable to each income group? Therefore, the HPP must address, at a minimum, the following matters:

- (1) A mix of types of housing, consistent with community and regional needs that:
 - (a) Is affordable to households at not more than 30% AMI, more than 30% but not more than 80% AMI, and more than 80% but not more than 120% AMI;
 - (b) Provides for a range of housing , including rental, homeownership, and other occupancy arrangements, if any, for families, individuals, persons with special needs, and the elderly; and,
 - (c) Is feasible within the housing market in which they will be situated.
- (2) A numerical goal for annual housing production, pursuant to which there is an increase in the municipality's number of SHI Eligible Housing units by at least 0.50% of its total units (as determined in accordance with 760 CMR 56.03(3)(a)) during every calendar year included in the HPP, until the overall percentage exceeds the Statutory Minimum set forth in 760 CMR 56.03(3)(a). There should be a direct link between the setting of these goals and the results of the needs assessment. The numerical goal should be based on the total year round number of housing units. The total year round housing units is the total number of units for the community in the latest U.S. Census including any changes due to demolition or new construction.

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c. Implementation Strategies

The HPP shall include an explanation of the specific strategies by which the municipality will achieve its housing production goals as well as a time frame/schedule for achieving the housing goals identified. Each goal should include several specific milestones to indicate progress, including all of the following strategies, to the extent applicable:

- (1) The identification of zoning districts or geographic areas in which the municipality proposes to modify current regulations for the purposes of creating SHI Eligible Housing developments to meet its housing production goal. Zoning indicates a community's interest in the types of uses to be encouraged. The zoning strategy should identify points where the zoning needs to be changed to accommodate additional dwelling units: Can density be increased? Can accessory apartments be accommodated? Are upper story residential units allowed in commercial districts? In identifying geographic areas, communities must ensure that any constraints can be overcome in a timely and cost effective manner. Additionally, communities should consider the Commonwealth's Sustainable Development Principles at: <http://www.mass.gov/hed/docs/dhcd/cd/smartgrowth/sdprinciples.pdf>.
- (2) The identification of specific sites for which the municipality will encourage the filing of Comprehensive Permit applications. Identification of specific sites should be consistent, to the greatest extent possible, with Sustainable Development Principles. Strategies should include any proposed zoning changes, advantages to construction on the site, an acknowledgement of site constraints, and the costs to overcome such constraints.
- (3) Characteristics of proposed residential or mixed-use developments that would be preferred by the municipality for example, infill development, cluster developments, adaptive re-use, transit-oriented housing, mixed-use development, and/or inclusionary zoning. Preferred characteristics should take into account the surrounding context of the built and natural environment. Characteristics placing special restrictions on the development of affordable housing, such as limiting size of affordable units, limiting diversity in types of housing, or applying other zoning constraints, will not be approved. In addition, affordable housing plans must be in compliance with all state and federal fair housing laws.
- (4) Identification of municipally owned parcels for which the municipality commits to issue requests for proposals (RFP) to develop SHI Eligible Housing, including information on appropriate use of the site, and a timeline for the issuance of an RFP. DHCD can provide some assistance in the development of such an RFP.
- (5) Participation in regional collaborations addressing housing development. Communities are encouraged to contact the Regional Planning Agencies for insight into establishing regional collaborations.

3. Review and Approval

Communities may submit a HPP developed in accordance with the regulation and these Guidelines to DHCD at any time.

a. Review Standards

HPPs are reviewed to see that they contain all the required elements, in accordance with the regulations and these Guidelines; and that the elements of the HPP are consistent with each other, such as whether the goals address stated needs. Reviewers pay special attention to the analysis of

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data, numerical goals, mix of housing proposed, production schedules, deed restrictions, and preferred sites for affordable housing development.

b. Review Process

The Department shall conduct an initial 30-day completeness review, and it will notify the municipality of any deficiency and offer an opportunity to remedy the deficiency. Within 90 days after the Department's finding that the HPP is complete, the Department shall approve the HPP if it meets the requirements specified herein; otherwise, it shall disapprove the HPP. The Department shall notify the municipality of its decision to either approve or disapprove a HPP in writing. If the Department disapproves a HPP, the notification shall include a statement of reasons for the disapproval. If the Department fails to mail notice of approval or disapproval of a HPP within 90 days after its receipt, it shall be deemed to be approved. A municipality that originally submitted a HPP that had been disapproved may submit a new or revised HPP to the Department at any time.

4. Amendments

A community may amend its HPP at any time to reflect changes in local circumstances. DHCD does not require that communities submit amendments when specific projects change, such as in size or location. However, communities are encouraged to submit amendments for DHCD approval, to document the change(s) if the overall goals or strategies are revised. If, in the discretion of DHCD, the amendment is considered to be a major change, such as the incorporation of new census data, the Department may require the full 90 day review process. Amendments shall not change the effective date of an HPP.

5. Term of a Plan; Renewal

The term of an HPP shall be five (5) years from the date of its approval by the Department. All HPPs shall be updated and renewed within five (5) years of the date of its approval by the Department, through the full 90-day review process set forth above, or as the Department may otherwise require. The Department may, at its sole discretion, elect to treat a major amendment as a renewed HPP.

6. Certification of Municipal Compliance with the HPP

- a. Requests for certification will be accepted by DHCD at any time during the calendar year in which the units are produced and up to January 10 of the following year. A community will be certified in compliance with an approved HPP if, during a single calendar year, it has increased its number of low- and moderate-income year round housing units (as counted on the SHI) in an amount equal to or greater than that enumerated in the approved HPP (0.5% or 1.0%). See Appendix II.3, "HPP Certification Thresholds by Municipality" for current certification thresholds.
- b. Units counted for certification must be produced after the effective date of a plan (i.e., the date DHCD approved the plan).
- c. SHI Eligible Housing units shall be counted for the purpose of certification when they are first eligible for inclusion in the SHI in accordance with the provisions set forth in 760 CMR 56.03(2).
- d. If a community issues a permit between December 20th and December 31st (inclusive), of a given year, the request may be submitted prior to the end of the 20-day appeal period.

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- e. The Department shall determine whether a municipality is in compliance within 30 days of receipt of the municipality's request and notify the Chief Executive Officer in writing of its decision.

7. Effective Date of a Plan

An HPP shall be effective as of the date that DHCD approved the plan. The effective date of an approved plan shall not change as a result of amendment to the plan.

8. Effective Date of Certification

Regardless of the date of the certification notice, the Certification shall be deemed effective as of the date that the municipality achieved its numerical target for the calendar year in question, in accordance with the rules for counting units on the SHI set forth in 760 CMR 56.03(2).

9. Term of Certification

So long as the units produced are SHI Eligible Housing units (see 760 CMR 56.03), a certification shall be in effect for a period of one year from its effective date if the community has increased its SHI Eligible Housing units 0.5% of the total year round housing units, or two years from its effective date if it has increased its number of SHI Eligible Housing units 1.0% of total year round housing units. If the units by which the municipality achieved its certification become ineligible for the SHI, then the certification shall lapse as of the date that the units became ineligible for the SHI. If such units become eligible for the SHI during the *remaining term of the certification period*, then the certification shall be re-instated for such remaining term.

For example, if a community's HPP is certified by DHCD on June 13, 2013, for affordable units that became eligible for the SHI on February 13, 2013 totaling 0.5% of housing units, the certification period begins on February 13, 2013, and ends on February 12, 2014. If the request was based on an increase of 1.0% of housing units, the certification period would end on February 12, 2015.

10. Relation to "Local Needs"

If a community is certified compliant, decisions made by the Board to deny a comprehensive permit will be deemed Consistent with Local Needs under the Act by the HAC, and the Board's denial of a comprehensive permit application will be upheld as a matter of law, provided that the Board complies with the requirements of 760 CMR 56.03(8).

11. Submission Requirements

a. HPPs

HPPs, amendments and updates must be accompanied by:

- (1) a letter signed by the Chief Executive Officer that states that the document:

- (a) Was adopted by the municipal planning board and select board or city council (the Chief Executive Officer, is the mayor in a city and the chair of the board of selectmen in a town,

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unless some other municipal office is designated to be the chief executive officer by the local charter);

(b) Constitutes the community's affordable housing plan (for the HPP), or is an amendment or an update; and

(c) Requests approval from DHCD.

(2) A cover letter that includes a municipal contact name, telephone number and email address. They may be submitted in either hard or electronic copy. Following the Department's approval, an electronic copy must be submitted for posting on the agency's website.

b. Requests for Certification

(1) Requests for certification must be accompanied by a letter signed by the Chief Executive Officer and contain any required documentation (e.g. comp permits and/or the "Requesting New Units Form for the Subsidized Housing Inventory"). These documents are evidence that the required number of housing units has been produced during a calendar year and:

(a) Have been newly produced pursuant to the approved HPP and in the same year for which certification is requested;

(b) Are, for the first time, eligible to be counted on the SHI (e.g., are not the subject of a modified or amended permit from a prior year); and

(c) Are produced pursuant to the affordable housing plan.

(2) The town manager or administrator may submit the certification request if given signatory authority by a local charter.

c. HPPs, amendments, updates and requests for certification should be sent to:

Chrystal Konegay, Undersecretary
Department of Housing & Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114
Attn: Phil DeMartino

Electronic copies can be submitted by e-mail or on disk to: phillip.demartino@state.ma.us

12. Technical Assistance

Department staff are available to answer questions on any matter related to HPPs. Please call 617-573-1357. The Department's website at www.mass.gov/dhcd also contains information that may be useful to municipalities in creating an HPP.

DRAFT BUDGET & TOWN MEETING SCHEDULE – FY19

<u>Task/Milestone</u>	<u>Date</u>
<i>JULY</i>	
Fiscal Year starts/year end closing begins	July 1 st
<i>AUGUST</i>	
BOS meets with Finance, Advisory & Depts. – input on budget (operating & capital) guidelines	August 1 - 15 th
Send out Capital Budget forms & instructions	August 15 th
Estimate of Free Cash Developed	August 21 st
Finance Dir. Recommends budget guidelines to BOS	August 22 nd
<i>SEPTEMBER</i>	
Advisory Committee announces work schedule	September 8 th
ATM <u>draft</u> warrant articles submitted – all boards & depts.	September 15 th
Finalize operating budget guideline	September 25 th
Inter-board meeting – announce budget guidelines	September 28 th
Review budget preparation manual	
Operating Budget manual & forms sent out	September 29 th
<i>OCTOBER</i>	
Capital budget requests submitted	October 13 th
Capital budget reviews begin - BOS & Advisory	October 16 th
Special Town Meeting	Late Oct/Early Nov.
<i>NOVEMBER</i>	
Operating Budgets Due (non-school)	November 17 th
Operating Budget Deliberations Begin	November 20 th
Tax Classification Hearing	November 20 th
<u>Final day</u> to submit warrant articles for ATM	November 30 th
<i>DECEMBER</i>	
Selectmen's Budget Workshop	December 8 th
School Operating Budget Due	December 12 th
Determine budget gap & begin closing process	December 15 th
<i>JANUARY</i>	
BOS begins review of draft ATM warrant	January 2 nd
Inter-board meeting to update boards on budget status	January 25 th
ATM Warrant is executed/signed by BOS	January 29 th

Motion assignments made by the BOS	January 29 th
Last Day to notify the Town Clerk of a question on the ballot	January 30 th

FEBRUARY

Motions due to Selectmen's Office (draft)	February 5 th
Balanced Budget Released	February 15 th
Completion of the Town-wide Financial Plan	February 26 th

MARCH

Annual Town Election	March 6 th
Advisory Public Hearing on the Warrant	March
Advisory Saturday Deliberation	March
Advisory Report Sent to the Printer	March
Advisory Committee Report Released	March
Motions sent to Town Meeting Members	March 16 th
Annual Town Meeting begins (1 st possible day)	March 26 th
Additional Town Meeting dates	March 27 th
	April 2 & 3
	April 9 & 10

General Bylaw Budget Requirements

Appropriations requests due to Advisory (90 days before ATM)	December 26 th
Last day by Article 6.16 to submit capital budget articles	December 26 th
Special Elections – notify Town Clerk 35 days before the date	