



## FRIDAY NIGHT MAIL INDEX JUNE 23, 2017

<b>06/26/17 Agenda.....</b>	<b>1</b>
<b>Motions .....</b>	<b>3</b>
<b>BOS Calendar.....</b>	<b>7</b>
<b># 2 - Executive Director's Weekly Report .....</b>	<b>9</b>

### **Agenda Items Monday, June 26, 2017**

<b># 3 Charge of the SBC for Joint Meeting SC .....</b>	<b>15</b>
<b># 4 Executive Session Materials .....</b>	<b>19</b>
<b># 5 40B Materials for Joint Meeting with PB .....</b>	<b>29</b>
<b># 6 FMD Energy Presentation .....</b>	<b>83</b>
<b># 7 Minutes 111</b>	
<b># 7 Gifts .....</b>	<b>121</b>
<b># 7 MOU with PBC .....</b>	<b>127</b>
<b># 7 Year End Transfers .....</b>	<b>1/41</b>
<b># 7 COA Lease Termination Letter .....</b>	<b>7/41</b>
<b># 7 Intermunicipal Agreement .....</b>	<b>11/41</b>
<b># 8 Executive Director's Review .....</b>	<b>21/41</b>
<b># 9 BOS Accomplishments .....</b>	<b>23/41</b>
<b># 10 New Business and Accomplishments .....</b>	<b>29/41</b>



TOWN OF WELLESLEY



MASSACHUSETTS

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BLYTHE C. ROBINSON

EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

### SELECTMEN'S MEETING

#### *TENTATIVE AGENDA*

Wellesley Town Hall – Juliani Room

**6:00 P.M. Monday, June 26, 2017**

1. 6:00 Citizen Speak
2. 6:05 Joint Meeting with School Committee to Discuss School Building Committee for Hardy, Hunnewell, and Upham Schools
3. 6:35 Executive Session under G.L. c. 30A, §21(A), exemption #3 to discuss potential litigation.
4. 7:05 Joint Meeting with Planning Board to discuss Site Eligibility Applications for Delanson Circle and 680 Worcester Street
5. 7:45 Facilities Maintenance Energy Update
6. 8:15 Executive Director's Report
  - Approval of Minutes
  - Accept Gifts
  - Execute MOU between the Permanent Building Committee and Facilities Maintenance Department
  - Discuss Year End Budget Transfers
  - COA Letter to Vacate Wellesley Community Center Lease
  - Discuss Inter-Municipal Agreement with Hamilton, MA
7. 8:40 Performance Review for Executive Director
8. 9:00 Review FY17 Board of Selectmen Accomplishments
9. 9:10 New Business/Correspondence

Next Meeting Dates: Tuesday, July 18, 2017  
Monday, July 31, 2017  
Tuesday, August 15, 2017





**MOTIONS- JUNE 26, 2017:**

3. **Move** to convene a Joint meeting with the School Committee.

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

**Move** to elect Michael D'Ortenzio as secretary of the joint meeting.

**Move** to approve the charge to the school building committee as presented in the packet.

**Move** to appoint the following members to the School Building Committee:

- School Committee – Sharon Gray
- Superintendent of Schools – David Lussier
- Principals of the three HHU schools (non-voting members)
- Board of Selectmen – Jack Morgan
- Executive Director or designee – Meghan Jop
- Member of PBC – to be determined
- FMD Director or designee – Steve Gagosian
- Member of Advisory Committee – to be determined
- Three Community Members – Ryan Hutchins, Jubin Hassening, Jose Felippa

**Move** to dissolve the joint meeting of the Board of Selectmen and School

4. **MOVE** that the Board vote to enter into Executive Session under M.G.L. c 30A, §21 exception # 3 to discuss potential litigation regarding the Town's Water Registration because the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Furthermore, that Blythe Robinson, Attorney Tom Harrington, DPW Director Mike Pakstis and Meghan Jop be invited to participate in the meeting. The Board of Selectmen will convene back into open session at the conclusion of the executive session. Committee.

**Move** to authorize Town Counsel to enter into litigation with the Town of Hamilton to seek a declaratory judgment regarding the Town's water registration.

5. **Move** to convene a Joint meeting with the Planning Board.

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

**Move** to elect Catherine Johnson as secretary of the joint meeting.

**MOVE** to approve the draft response from the Town to the Massachusetts Housing Partnership as proposed regarding the development at 1-8 Delanson Circle.

**MOVE** to approve the draft response from the Town to MassHousing as proposed regarding the development at 680 Worcester Street.

**Move** to dissolve the joint meeting of the Board of Selectmen and Planning Board.

7. **MOVE** to approve the regular session minutes of June 1 (evening), and June 12, 2017.

7. **MOVE** to accept the following gifts to the Town in the following amounts:

- \$2,032 from the Fund for Wellesley for IT Department for enhancements to the Town's website
- \$949.99 from Green's Hardware to the Fire Department for purchase of a gas grill
- 

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

7. **MOVE** that the Board vote to approve the transfers in the following amounts:

- Treasurer Collector - \$10,000 from personal services to expense
- Fire Department - \$40,000 from expense to personal services

7. **MOVE** that the Board vote to authorize the Executive Director to provide notice to the Wellesley Community Center to terminate the lease for the Council on Aging.
7. **MOVED** that the Board vote to execute the inter-municipal agreement with the Town of Hamilton and the Waiver of Conflict of Interest in order to jointly engage Miyares Harrington to represent the communities in potential litigation regarding the Town's water registration.
8. **MOVE** that the Board vote to approve the performance evaluation for the Executive Director as proposed by the Chairman, and further to authorize an increase in compensation of \_\_\_\_\_ for FY19.
9. **MOVE** to approve the list of accomplishments that have resulted from the Board's FY17 work plan.



6/23/2017

Black regular agenda items

**Board of Selectmen Calendar – FY17**

<b>Date</b>	<b>Selectmen Meeting Items</b>	<b>Other Meeting Items</b>
7/3 Monday	<b>NO MEETING</b>	
7/4 Tuesday	<b>July 4<sup>th</sup> Holiday - Town Hall Closed</b>	
7/10 Monday	<b>NO MEETING</b>	
7/18 Tuesday	PSI-17-02 Wellesley Country Club Traffic Review Follow up on 40B Projects Chief Pilecki Review	
7/24 Monday	<b>NO MEETING</b>	
7/31 Monday	<b>Meeting</b> Building Dept. Update – Mike Grant Chief Delorie Review Veteran's Services Update – Sarada Kelpee	
8/7 Monday	<b>NO MEETING</b>	
8/15 Tuesday	<b>Meeting</b> Aqueduct Leases (5)	
8/22 Tuesday	<b>Meeting</b>	
8/29 Tuesday	<b>Meeting</b>	
9/4 Monday	<b>Labor Day – Town Hall Closed</b>	
9/11 Monday	<b>Meeting</b>	
9/18 Monday	<b>Meeting</b>	
9/25 Monday	<b>Meeting</b>	
10/2 Monday	<b>Wellesley Club – NO MEETING</b>	
10/3 Tuesday	<b>Meeting</b>	
10/9 Monday	<b>Columbus Day – Town Hall Closed</b>	
10/10 Tuesday	<b>Meeting</b>	
10/16 Monday	<b>Meeting</b>	
10/23 Monday	<b>Meeting</b>	
10/30	<b>Meeting</b>	

6/23/2017

Black regular agenda items

<i>Date</i>	<i>Selectmen Meeting Items</i>	<i>Other Meeting Items</i>
<i>Monday</i>		

**Notes**Quarterly updates

- *Traffic Committee (Deputy Chief Pilecki)*
- *Facilities Maintenance (Joe McDonough)*
- *Wellesley Club Dates 10/2/17, 11/6/17, 1/22/18, 3/5/18*

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Our regularly scheduled meeting **begins at 6:00 PM** in the Juliani Room at Town Hall in order to accommodate an executive session and a meeting with the School Committee.

1. Call to Order

**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.

2. Citizen Speak





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EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

### MEMORANDUM

DATE: June 23, 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.

- We had a successful "spring cleaning" day on Monday in the office, sending out two full 90-gallon recycle bins with old reports, duplicate items and such. Sandy, Terry and Meghan tackled their offices and together all of us worked on the shared spaces and the outcome was good.
- Kathy Mullaney has officially turned in her notice to retire effective July 25<sup>th</sup>. The HR Department has circulated the advertisement for the Projects Assistant position that we had put in place for when this event occurred. The applications for this position and the Projects Manager are both due in early July. We do not anticipate relocating Kathy to the FMD offices prior to her department, but rather to work with her to become knowledgeable about her management of PBC business so FMD can hit the ground running.
- On Wednesday the Town Clerk received an approval letter from the Attorney General regarding our zoning changes enacted at the Special Town Meeting to enable the 900 Worcester Project. The SEC obtained approval from the Board of Health at their meeting last week for a food rescue program for "pre-consumer food" to be piloted at three schools. This is a great first step and they will be working over the summer towards expansion of such programs.
- Terry Connolly spent three days this week completing the cycle of training to be a certified municipal purchasing official.
- Marc Waldman, Scott Szczebak and I attended a I West Suburban Health District meeting on Tuesday to learn the new plan designs being offered by the district that will replace our current "rate saver" plan next June. We will need to begin negotiating this with all of our unions this summer.

- Brian DuPont and I had a conference call with the MassIT department on Tuesday to kick off our communications plan project. We discussed the Town's use of technology at this point (new website, limited social media), plans to implement electronic permitting, perceived communication gaps both internal and external, decentralized governmental structure. We agreed that they are going to review our website and social media accounts, develop a work plan for us to comment on, and layout a timeline for the project. They will also make some recommendations on developing the membership of the group so that we are inclusive of town boards and departments as we work on the plan. We anticipate receiving the draft work plan in a couple of weeks, and a kick off meeting with a larger group in mid-summer. From their experience, we may be able to complete the plan by the end of the calendar year.
- Several meetings have occurred this week regarding the two applications for new Chapter 40B projects. There was a site visit to Delanson Circle on Tuesday afternoon that included representatives of the developer, Mass Housing, and the Town. On Wednesday staff held an internal meeting to review the two plans so that we could prepare for the joint meeting with the Planning Board on Monday night with a draft recommendation for both boards to consider making to Mass Housing. We have also notified the abutters to both properties through a direct mailing about the meeting on Monday should they wish to attend.
- Next week will be a busy one for IT as training begins for the roll out of the new website. Staff from most departments will be back and forth to the DPW training room Tuesday – Thursday to attend sessions relevant to their work. The launch date for the website continues to be late July.
- If you are going to be away some weeks this summer where your packet of FNM would otherwise be left at your house and you would prefer that it not be, please let Meghan and I know. We can just send you an electronic version, or leave the book for you to pick up at the Police Station and we'd be happy to accommodate that.
- Dave Hickey and Meghan Jop attended the public hearing for the dissolution of a portion of Cedar Street on Wednesday which was approved.

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

There are two purposes to this joint meeting with the School Committee. First, is to further discuss the revised draft of a charge to this group which is included in your packet and if there is consensus, vote on the final version. Second, the School Committee would like to take a vote on the membership of the School Building Committee (SBC) so that this group can be seated and begin its work.

**Move** to convene a Joint meeting with the School Committee.

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

**Move** to elect Michael D'Ortenzio, Jr. as secretary of the joint meeting.

**Move** to approve the charge to the school building committee as presented in the packet.

**Move** to appoint the following members to the School Building Committee:

- School Committee – Sharon Gray
- Superintendent of Schools – David Lussier
- Principals of the three HHU schools (non-voting members)
- Board of Selectmen – Jack Morgan
- Executive Director or designee – Meghan Jop
- Member of PBC – to be determined
- FMD Director or designee – Steve Gagosian
- Member of Advisory Committee – to be determined
- Three Community Members – Ryan Hutchins, Jubin Hassening, Jose Felippa

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



## Charge to the School Building Committee

June 1226, 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 (HHU) 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.

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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 relevant analysis and comparisons of relevant various 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)
- ~~At least~~ **At least** 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.





## **5. Joint Meeting with the Planning Board**

The purpose of this meeting is to discuss 40B the site eligibility notices received by the Town for developments on Delanson Circle and 680 Worcester Street. The Town generally has 30 days to file comments, but filed for extensions in submitting comments and has been awarded two extra weeks for both projects. The deadline for comments on the site eligibility notice for **Delanson Circle is now July 23, 2017** and the deadline for **680 Worcester Street is now July 31, 2017**. The extensions would allow the Board, should it be needed, additional time to consider the projects at their July 18<sup>th</sup> meeting. In the memo prepared by Meghan, the site eligibility findings are outlined. The subsidizing agencies ONLY have the purview to review these items. The Town must focus on whether the conceptual design is appropriate and whether the particular site is appropriate for residential development. On the latter, the Town's approach is going to be whether the residential development on the site is appropriate due to density and location (The location is more relevant to 680 Worcester).

The Land Use Committee reviewed the proposals on Wednesday, June 21, 2017, and prepared two letters addressing the Town's primary concerns and objections (to some areas) to both projects for your consideration. Notice of the joint meeting was distributed by mail to abutters of the Delanson site, and via email to the neighbors living on Stearns/Francis Road. The 680 Worcester abutters organized after the first submittal of this project last summer and have remained in contact with the Selectmen's office.

The items included in your packet on these topics include:

- ❖ Memo from Meghan Jop on Site Eligibility and 40B
- ❖ Site Eligibility Notices from MassHousing and Massachusetts Housing Partnership (MHP)
- ❖ Project plans for Delanson Circle
- ❖ Project Plans for 680 Worcester Street
- ❖ Draft Letters to MassHousing and MHP

**Move** to convene a Joint meeting with the Planning Board.

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

**Move** to elect Catherine Johnson as secretary of the joint meeting.

**MOVE** to approve the draft response from the Town to the Massachusetts Housing Partnership as proposed regarding the development at 1-8 Delanson Circle.

**MOVE** to approve the draft response from the Town to MassHousing as proposed regarding the development at 680 Worcester Street.

**Move** to dissolve the joint meeting of the Board of Selectmen and Planning Board.



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BLYTHE ROBINSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

Date: June 20, 2017

To: Board of Selectmen

From: Meghan Jop

Re: 40B Overview

The Town has received two site eligibility letters for Comprehensive Permit Applications under Chapter 40B. The first application received is for Wellesley Crossing located at Delanson Circle. The second application is for the Wellesley 680 located at 680 Worcester Street. The Site Eligibility Letters are attached for your review.

**40B Overview**

Massachusetts enacted Chapter 40B Sections 20-23 in 1969 as a mechanism to create affordable housing statewide. The provisions allow for the override of all local regulations, which includes zoning, subdivision, and wetlands in efforts to construct affordable units. To meet the 40B guidelines, projects must make 20-25% of the units affordable. Communities are open to 40B projects if they have less than 10% affordable housing. Qualifying affordable housing units can be purchased or rented by a household making up to 80% of the median income of the area. For Wellesley, the area is defined as the Boston Metropolitan Statistical Area. Qualifying housing can be retained in perpetuity if conditioned by the community. For homeownership, only the actual affordable units count. In rental unit projects, all of the units (market and affordable) count.

What does "affordable" actually mean? The table below shows the household size and income limits to qualify for the units. The Delanson proposal is seeking to have 20% of the units affordable. To achieve this, the affordable median income threshold drops to 50%. Those numbers are highlighted in green. The 680 Project is seeking the standard 25% at less than 80% median income. The maximum threshold is identified in yellow below. These rents or sale price for the affordable units is based on 30% of the household's monthly gross income going to pay for rent or mortgage.

### 2017 Income & Price Limits

HH Size	30% AMI	40% AMI	50% AMI	60% AMI	65% AMI	70% AMI	75% AMI	80% AMI
1	\$21,700	\$28,950	\$36,200	\$43,450	\$47,050	\$50,700	\$54,300	\$57,900
2	\$24,800	\$33,100	\$41,400	\$49,650	\$53,800	\$57,950	\$62,050	\$66,200
3	\$27,900	\$37,250	\$46,550	\$55,850	\$60,500	\$65,200	\$69,800	\$74,450
4	\$31,000	\$41,350	\$51,700	\$62,050	\$67,200	\$72,400	\$77,550	\$82,700
5	\$33,500	\$44,700	\$55,850	\$67,050	\$72,600	\$78,200	\$83,800	\$89,350
6	\$36,000	\$48,000	\$60,000	\$72,000	\$78,000	\$84,000	\$90,000	\$95,950

#### Site Eligibility – Pre-permitting submittal

In order to apply for a Comprehensive Permit, an applicant must have a low or moderate income subsidy to accompany the application. In the two projects before you, Masshousing is the subsidizing agency. The two project proponents have submitted their proposals to Masshousing, which in turn has notified the Town and is seeking comments from the Town on the projects, prior to making their determination as to whether the site is an “eligible site” for construction. Masshousing must make the following findings:

- 1. The project appears eligible for a housing subsidy**  
If the project appears that it can meet the minimum thresholds of 40B, the agency must determine it is eligible.
- 2. The site appears appropriate for residential development**  
The sites are both zoned residential and currently have residential structures. The proposed densities for both of the proposed projects are a concern.
- 3. The conceptual project design is appropriate**  
The Town will prepare comments relative to the designs, particularly about the impacts to abutters and municipal infrastructure. A more holistic review will occur during the Comprehensive Permit Review.
- 4. The project appears financially feasible**  
The project at present certainly appears feasible.
- 5. The applicant is a qualifying entity (a non-profit, public agency, or a limited dividend organization)**  
The applicants both qualify under this provision. Delanson and 680 Worcester Street have both been established under limited dividend organizations.
- 6. The applicant controls the site**  
The applicants have proven they control the sites.

The applicants must receive a project eligibility letter from the subsidizing agency in order to apply to the Zoning Board of Appeals for the Comprehensive Permit. Once the Town receives notice that a site

eligibility letter has been filed, it has 30 days to respond. During those 30 days, the Town can ask for a time extension. As was done with the 680 application previously, the Town can submit comments on the proposed plan for Masshousing to consider. Comments must be focused on health and safety of occupants of the proposed building or residents of the Town, promotion of better site and building design in relation to surroundings, and the preservation of open space. The Town's comments should be directed on the focus of the findings listed above, and largely will be focused on the conceptual project design.

### **Comprehensive Permit Application**

Once the applicant has received the site eligibility letter from Masshousing, they are able to apply to the Zoning Board of Appeals for a Comprehensive Permit. Once submitted time deadlines are triggered. The ZBA must open a public hearing within 30 days of receiving an application. After the public hearing is opened, the ZBA has 180 days to close the hearing, unless an agreed upon extension is granted. The ZBA must then issue a decision within 40 days of the close of the public hearing.

Upon submittal, the ZBA will transmit the materials to the review departments for comments. The Town will look at the materials and determine what additional information is needed to make a decision. Additional materials can be architectural drawings, engineering information, etc. The Town also has the ability to require the applicant to hire outside consultants for peer review at their expense. It is during the full review period that the Town will review the infrastructure impacts and site design (essentially PSI and Site Plan Review) including water, sewer, drainage, fire, trash and refuse, traffic and pedestrian safety, design impacts on abutters, interior parking, building design (height, setbacks, placement on site, shadows, exterior materials). The Town will need the full application to fully vet and consider these items.

### **Next Steps**

Staff will be reviewing the applications on Wednesday, June 21, 2017, and will prepare a draft list of recommendations for the Selectmen and Planning Board to consider. We will send notice to the abutters, and have currently placed online the submitted plans to date for each project.

The plans can be found at:

[http://www.wellesleyma.gov/Pages/WellesleyMA\\_Planning/reviews/40BProjects/40BProjects\\_index](http://www.wellesleyma.gov/Pages/WellesleyMA_Planning/reviews/40BProjects/40BProjects_index)

### **Attachments:**

Wellesley Crossing (Delanson Circle) Site Eligibility Letter  
680 Worcester Street Site Eligibility Letter





**Massachusetts  
Housing  
Partnership**

June 6, 2017

VIA CERTIFIED MAIL

Marjorie Freiman, Chair  
Wellesley Board of Selectmen  
c/o Blythe C. Robinson, Executive Director  
Town of Wellesley  
525 Washington Street  
Wellesley, MA 02482

Re: Wellesley Crossing, Delanson Realty Partners LLC  
(the "Property"), Victor Sheen, Manager

160 Federal Street  
Boston, Massachusetts 02110  
Tel: 617-330-9955  
Fax: 617-330-1919

462 Main Street  
Amherst, Massachusetts 01002  
Tel: 413-253-7379  
Fax: 413-253-3002

[www.mhp.net](http://www.mhp.net)

Dear Ms. Freiman:

Please be advised that Massachusetts Housing Partnership ("MHP") has received a request for a determination of Project Eligibility from Delanson Realty Partners, LLC for the subject Property. As currently proposed, the development will consist of ninety five (95) residential rental units, of which 20% (19) units would be affordable to households at fifty (50%) of median income.

Delanson Realty Partners LLC has requested this determination of Project Eligibility as it relates to MHP's Treasury Risk Share Program, which provides for up to a 40-year fixed-rate first mortgage loan, and requires the owner of the development to execute an Affordable Housing Restriction, filed with the Norfolk Registry of Deeds, which would remain in effect for a minimum of 30 years. The affordability program proposed by the applicant would meet MHP's minimum affordability requirements. Other funders, or the town of Wellesley may require that the affordability requirements remain in effect after the initial 30-year term.

We would appreciate any comments that you may have with regard to this proposed development that would assist us as we consider the applicant's request. The comprehensive permit regulations require subsidizing agencies such as MHP to make the findings as set forth on the attachment to this letter in order to make a determination of Project Eligibility; any comments you can provide relevant to these matters would be especially helpful. Please direct any comments that you have, if possible within the next thirty (30) days, to my attention at the address listed above.

Furthermore, I would like to remind you that in the event an application is made to the Zoning Board of Appeals (ZBA) for a comprehensive permit, technical assistance is available to the ZBA to review the permit application. MHP's Chapter 40B Technical Assistance Program administers grants to municipalities for up to \$10,000 to engage qualified third-party consultants to work with the ZBA in reviewing the Chapter 40B proposal. For more information about MHP's technical assistance

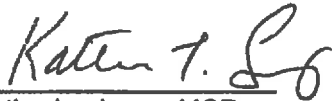
**Massachusetts  
Housing  
Partnership**

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grant visit MHP's website, [www.mhp.net](http://www.mhp.net) or contact Philip Crean at 857-317-8517, at [PCrean@mhp.net](mailto:PCrean@mhp.net) .

Thank you.

Sincerely,



Katharine Lacy, AICP  
Senior Project Manager



**760 CMR 56.04(4) Findings in Determination of Project Eligibility**

(a) that the proposed Project appears generally eligible under the requirements of the housing subsidy program, subject to final approval under 760 CMR 56.04(7);

(b) that the site of the proposed Project is generally appropriate for residential development, taking into consideration information provide by the municipality or other parties regarding municipal actions previously taken to meet affordable housing needs, such as inclusionary zoning, multifamily districts adopted under M.G.L. c.40A, and overlay districts adopted under M.G.L. c.40R, (such finding, with supporting reasoning, to be set forth in reasonable detail);

(c) that the conceptual project design is generally appropriate for the site on which it is located, taking into consideration factors that may include proposed use, conceptual site plan and building massing, topography, environmental resources, and integration into existing development patterns (such finding, with supporting reasoning, to be set forth in reasonable detail);

(d) that the proposed Project appears financially feasible within the housing market in which it will be situated (based on comparable rentals or sales figures);

(e) that an initial pro forma has been reviewed, including a land valuation determination consistent with the Department's guidelines, and the Project appears financially feasible and consistent with the Department's guidelines for Cost Examination and Limitations on Profits and Distributions (if applicable) on the basis of estimated development costs;

(f) that the Applicant is a public agency, a non profit organization, or a Limited Dividend Organization, and it meets the general eligibility standards of the housing program; and

(g) that the Applicant controls the site, based on evidence that the Applicant or a related entity owns the site, or holds an option or contract to acquire such interest in the site, or has such other interest in the site as is deemed by the Subsidizing Agency to be sufficient to control the site.





8 Delanson Circle  
Wellesley, MA 02482

## PROJECT NARRATIVE

Located in the heart of Wellesley at the intersection of Linden and Hollis Streets, directly across the street from the Wellesley Square MBTA Commuter Rail station and right down the block from the vibrant Wellesley and Linden Squares, the proposed building seeks to take advantage of an underutilized site and create a transit-oriented residential development with easy access to the heart of downtown Boston. The site consists of vacating dead-end Delanson Street and combining five single-family residential plots into a new property of approximately 61,774 SF. The new U-shaped building will be six-stories, with ground floor parking providing 84 spaces accessed off of Hollis Street and 95 residential units spread over five floors above. At the center of the project will be a publicly-accessible courtyard and Community Room on the second floor with direct access from Linden Street via an open-air staircase.

At 8 Delanson Circle, the ground floor (at grade with Linden Street) contains the lower residential lobby, leasing office, utilities and bike storage along with the parking for the building. A 20 foot wide stair directly adjacent to the residential lobby leads from Linden up into the courtyard. The second floor (at grade with the northeast corner on Hollis Street) is comprised of the upper residential lobby, fitness area for residents, and community room while the remaining building area will be dedicated to residential units. The courtyard is designed in a way to maximize functionality and can accommodate public access as well as private space for resident use. There will also be a fire lane off of Hollis Street with direct access to the courtyard in the case of an emergency.

The exterior of the building has been designed in a way to break down its scale, emphasizing a more horizontal nature through a series of horizontal datums, bays, setbacks and material changes. The ground floor will be light-toned masonry with punched storefront-style openings for the lobby and leasing offices, while the upper floors will contain materials more native to the surrounding neighborhood, using varying cladding textures but maintaining a complimentary color palette. Large windows on the upper floors will be broken down with muntins to give a more traditional feel while also providing plentiful natural light for the residents. The top floor will be set back 6 feet to further reduce the visual height of the building. Given the current steep grading across the site (the southeast corner of Linden and Hollis Streets is approximately 30' lower than the opposite corner to the northwest), the six-story building will be nestled into the landscape using a series of landscaped terraces at the rear to minimize any potential impact on neighboring properties. The cornice of the new building will be level with the top of some of the adjacent homes.

All units throughout the building will be designed to provide layouts that promote open kitchen/living/dining spaces, with comfortably sized bedrooms, bathrooms, laundry, storage areas, juliette balconies and terraces (where possible). Each unit will have individual washer/dryers along with individual heating and cooling systems. The design provides for a range of unit sizes and layouts, coupled with the affordable component that will provide much-needed quality housing that fits well within the immediate context and surrounding neighborhoods of Wellesley.





MBARC

**AERIAL**  
**WELLESLEY SQUARE RESIDENCES**  
8 Delanson Circle Wellesley, MA 02482

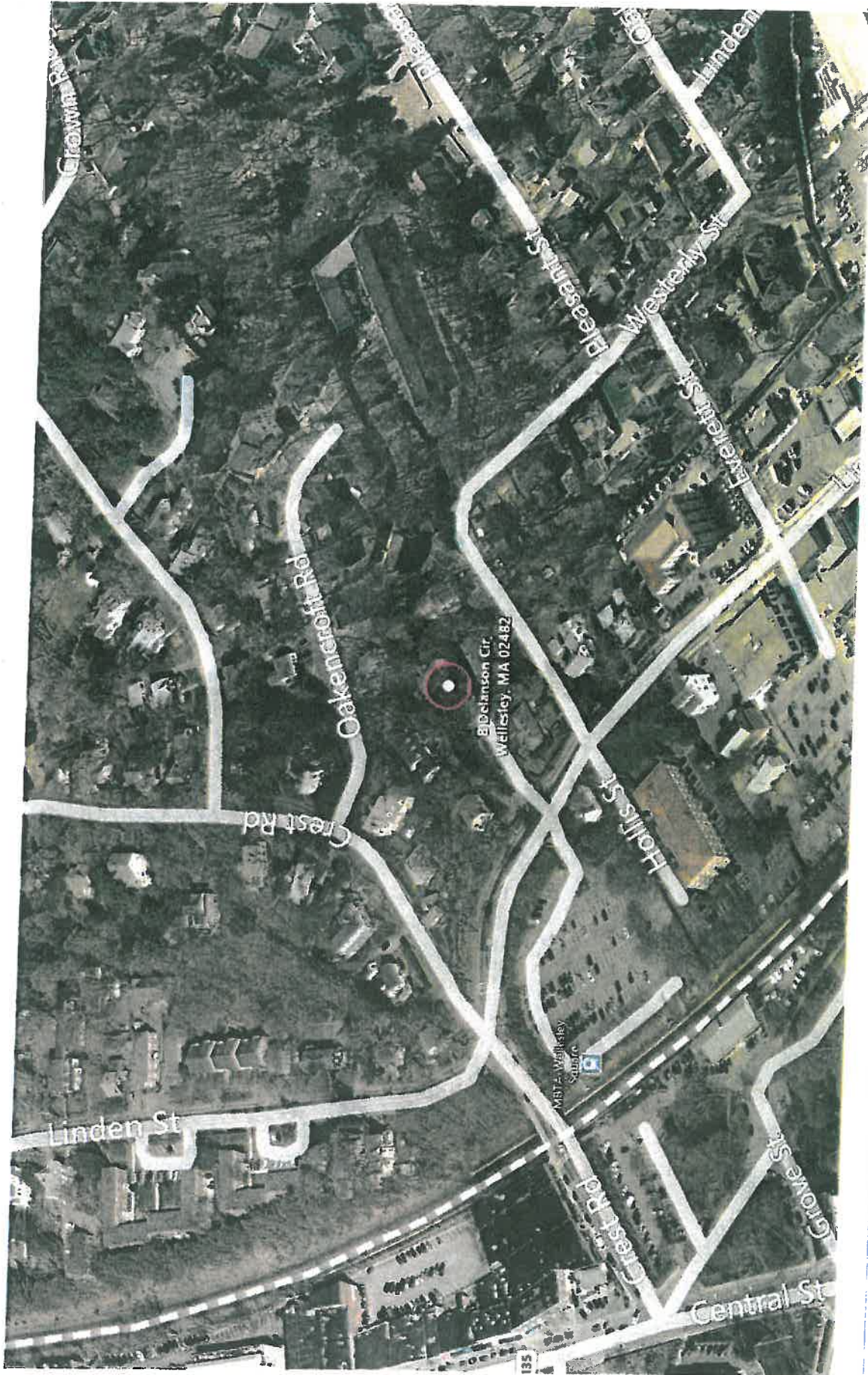
May 3, 2017 | EMBARC

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**MBARC**

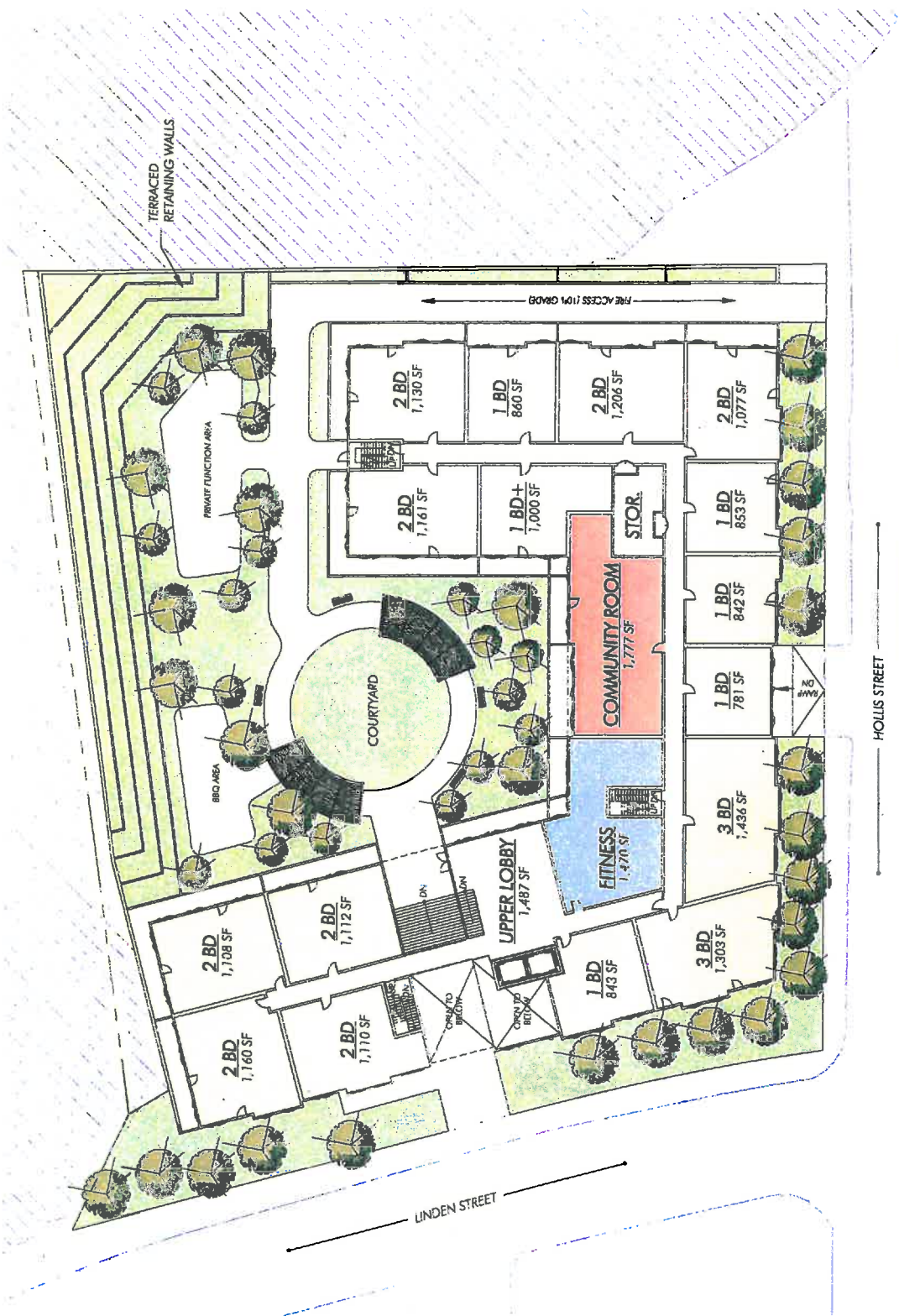
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**BIRD'S EYE VIEW**  
**WELLESLEY SQUARE RESIDENCES**  
8 Delanson Circle Wellesley, MA 02482

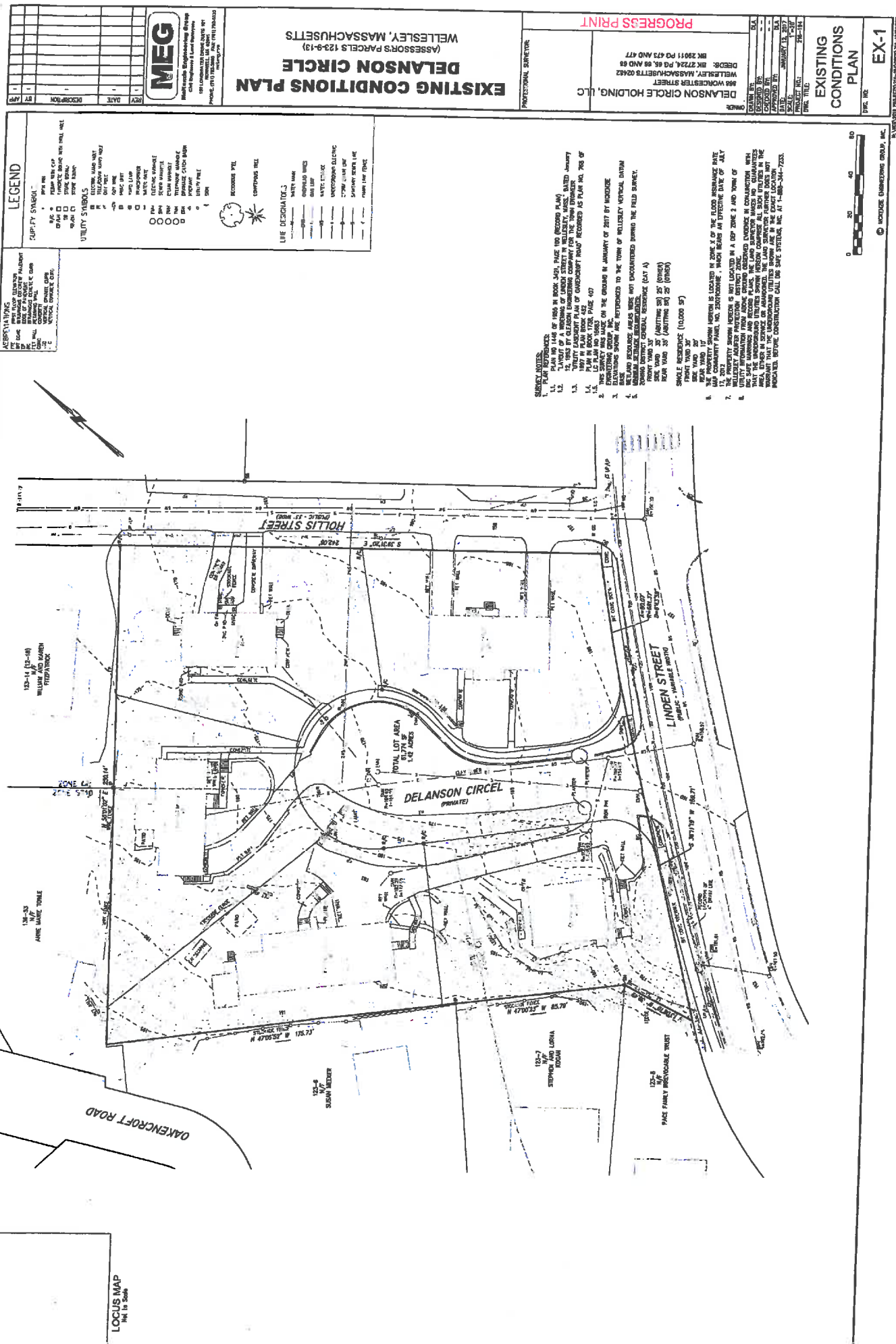
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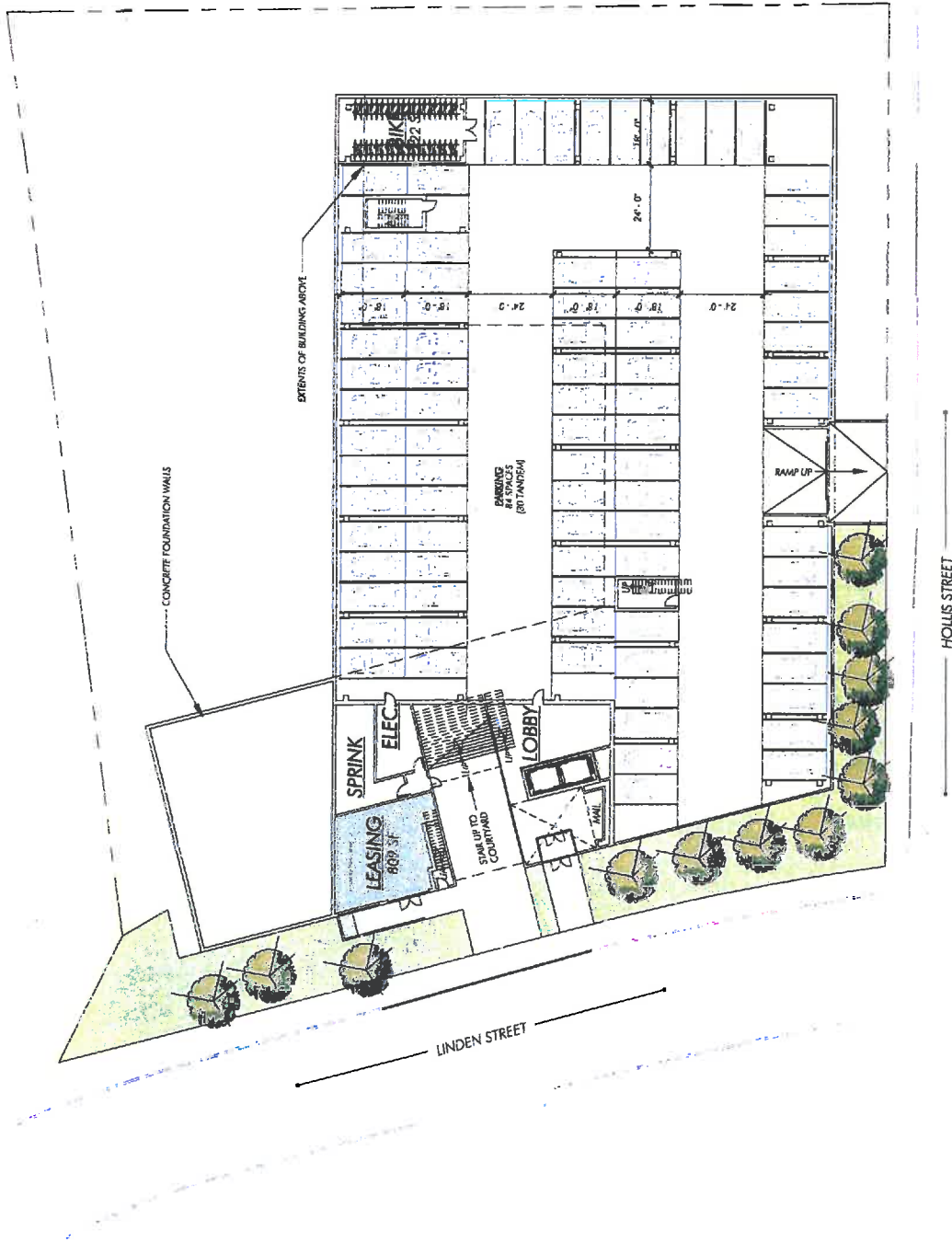
May 3, 2017  
Author

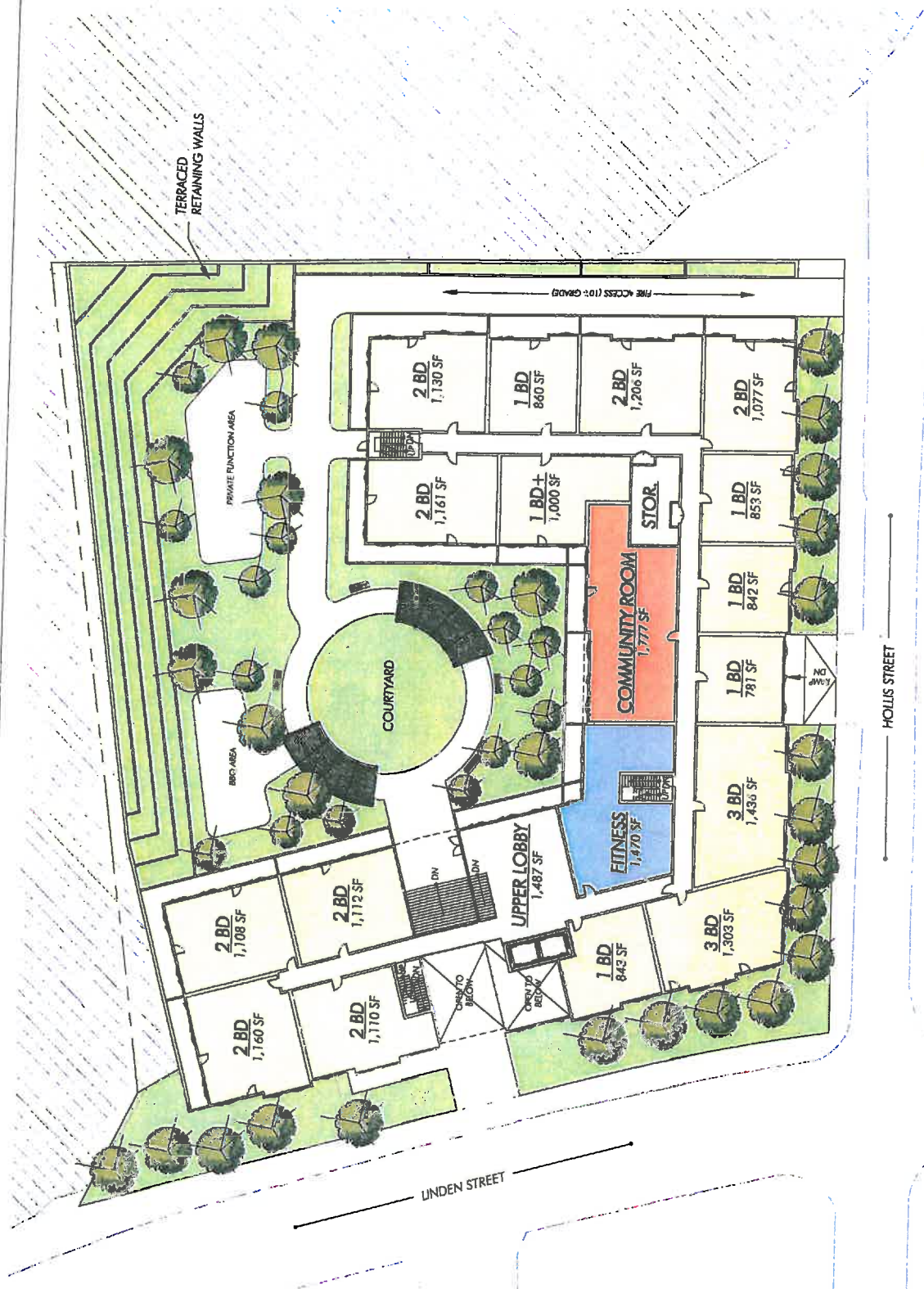








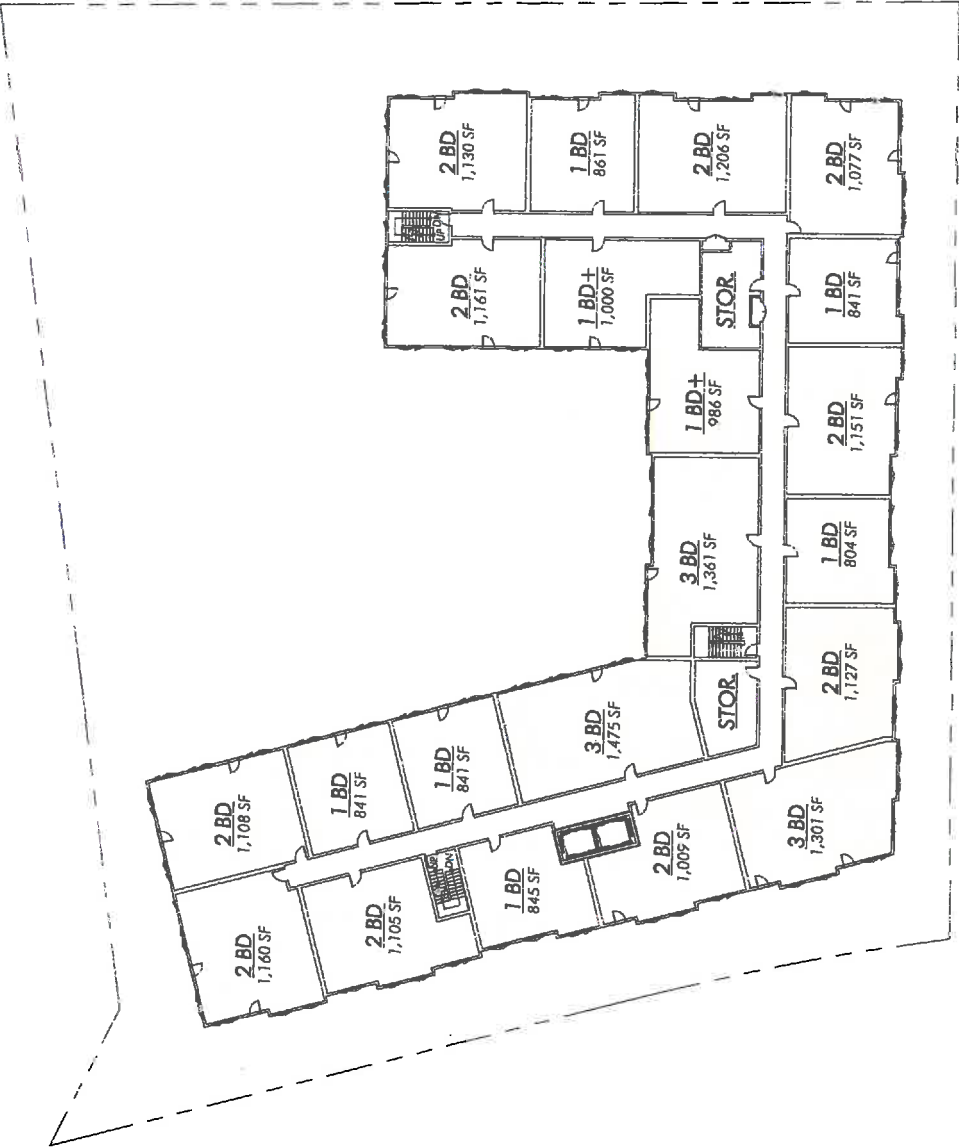


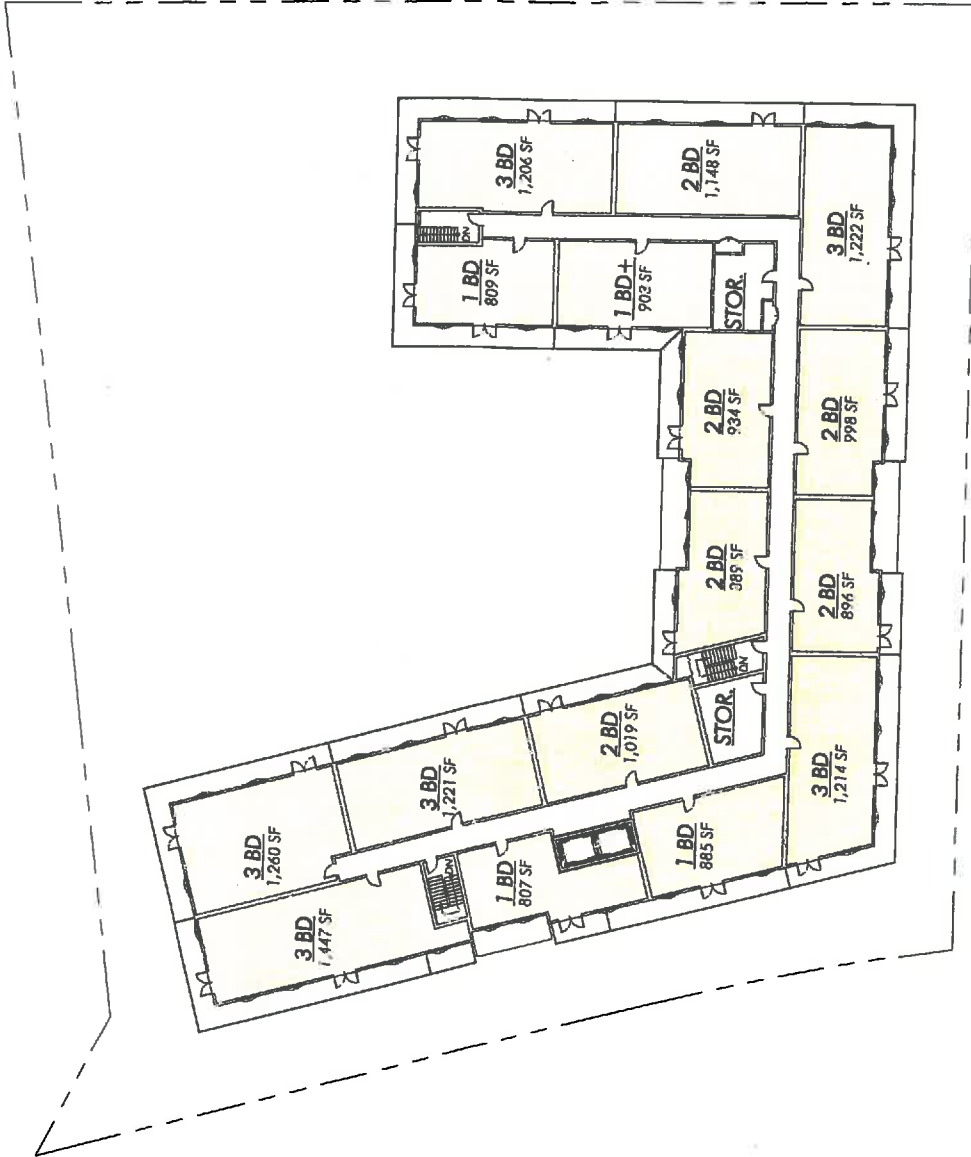


**FIRST FLOOR PLAN**  
**WELLESLEY SQUARE RESIDENCES**  
8 Delanson Circle Wellesley, MA 02482

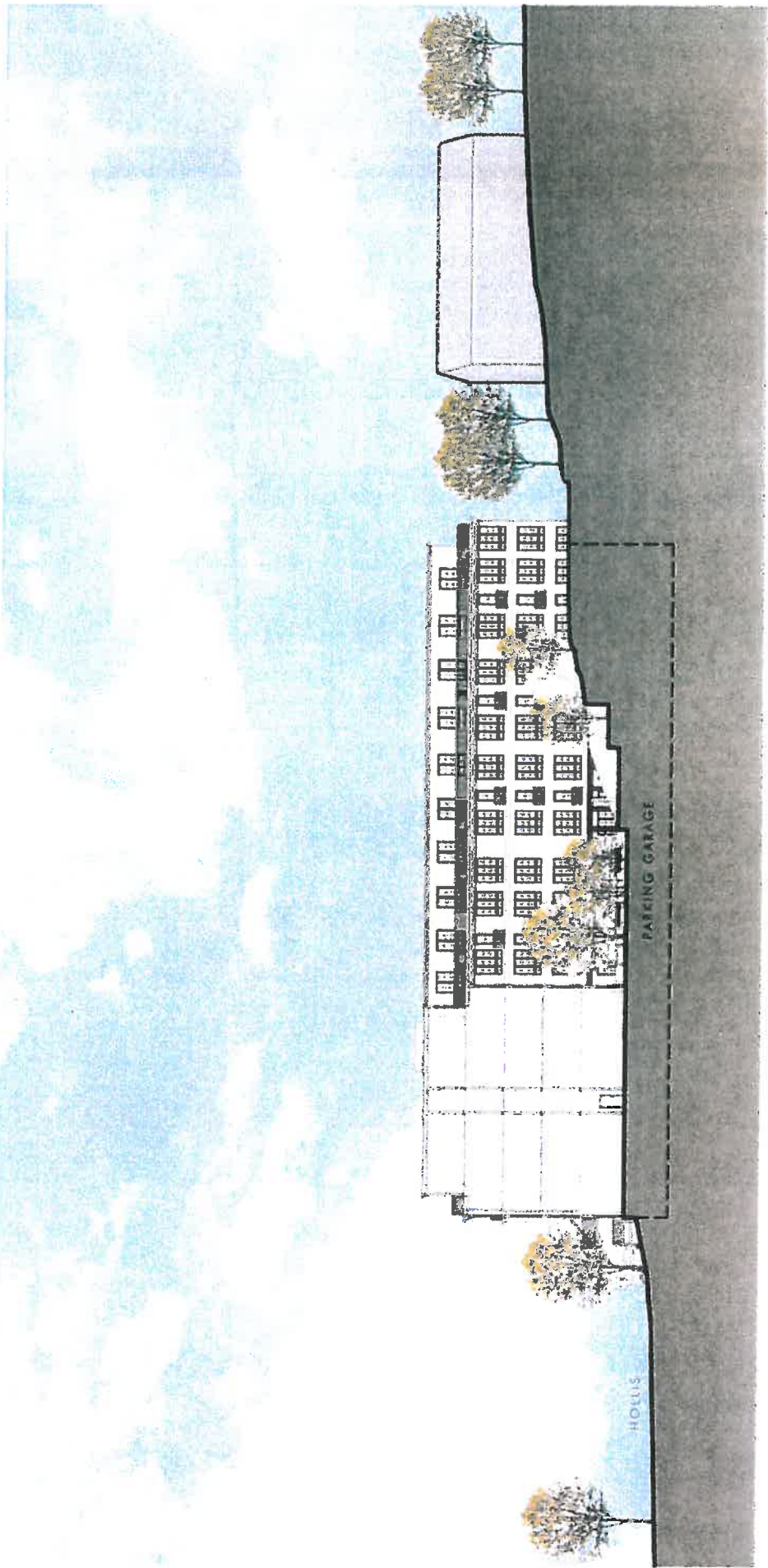
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CORPORATION

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VIEW FROM HOLLIS STREET  
WELLESLEY SQUARE RESIDENCES  
8 Delmarco Circle Wellesley, MA 02482

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May 15, 2017

Author





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ARCHITECTS

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VIEW FROM LINDEN STREET  
WELLESLEY SQUARE RESIDENCES  
8 Delmon Circle Wellesley, MA 02487

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May 15, 2017 | Author





MBARC

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VIEW FROM CORNER  
WELLESLEY SQUARE RESIDENCES  
8 Delemon Circle Wellesley, MA 02482

12

Author

May 15, 2017



TOWN OF WELLESLEY



MASSACHUSETTS

**BOARD OF SELECTMEN**

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

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

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

June 27, 2016

Katharine Lacy  
Massachusetts Housing Partnership  
160 Federal Street  
Boston, MA 02110

RE: 1-8 Delanson Circle, Wellesley, MA Site Eligibility Response

Dear Ms. Lacy:

On behalf of the Town of Wellesley Board of Selectmen and Planning Board, please find the following comments with respect to the Comprehensive Permit Site Approval Application recently submitted by Delanson Realty Partners, LLC for the construction of a 95-unit residential housing development at 1-8 Delanson Circle within the Town of Wellesley. While the Town finds the location of the proposed project to be an excellent site, the Town finds that the project's density and scale is incongruous to the neighborhood and will have a detrimental impact on abutters due to mass, scale, and traffic. We request that your office and the applicant consider our following concerns:

**Site Constraints**

The site has an area of 61,774 square feet. The proposed development has a gross floor area of approximately 125,000 square feet based upon the response that the proposed Floor Area Ratio is 2.0, and height greater than 66 feet. The application states the height is 50/60 feet. This may be based on average finished grade, but the maximum height is 66 feet. It is unclear how much open space will remain as the application does not indicate the proposed percentage. The site contains a steep grade with a difference in elevation of over 50 feet from the street to the rear of the property. The entire site sits on ledge.

**Proposed stormwater management concerns**

Given the dense development of the site, stormwater management is a concern to the Town. The underground garage and dense site configuration will limit the available locations for subsurface infiltration. On site mitigation must be considered, however, the Town will be opposed to the location of subsurface infiltration within the foundation of the proposed building. The rear of the site is proposed to consist of a series of retaining walls, which will impede available space for stormwater management. Properties on

Linden Street, in particular the 151 Linden Street building, have experienced flooding in years past due to poor stormwater management. The Linden Square Development corrected the issue, although the correction was based on the stormwater generated from their development. Unmanaged stormwater will exacerbate the problems associated with the McCracken Brook culvert.

#### **Proposed setbacks will cause unacceptable impacts to abutting properties**

The setbacks of the proposed project are inadequate and juxtapose a 66-foot-tall building 25 feet from the property line of a single residence home located at 7 Oakencroft Road to the north (total separation of buildings is approximately 47 feet) and to the two-family property located at 12-14 Hollis Street (total separation of buildings is approximately 38 feet). The proposed structure will be placed into the existing slope, so height will be somewhat mitigated, however the property at 12-14 Hollis will have a 55 foot structure 38 feet away. The minimal setbacks leave no room for an adequate buffer; particularly given the fire access road will be located within the rear 25 foot setback along Hollis Street. In addition, the proposal creates exterior balconies for the top floor that will oversee the abutting properties with minimal visual or sound mitigation.

#### **Parking Garage is poorly designed and will not function as proposed**

The parking for the site includes 84 parking spaces, not the 95 identified in the application, for .88 spaces per unit. Tandem parking has been used in the site for 30 of these spaces. The tight configuration and poor layout of the parking lot creates difficult maneuvering aisles to move tandem parked cars if needed. Jockeying of cars may result in parking of cars temporarily on Hollis Street, which is a private way with a limited right of way of 33 feet. The application is also incorrect in establishing Hollis Street as a public way. The applicant has provided no visitor parking. Their proposal may rely on public parking across the street at the Tailby Municipal Lot. This lot is filled with commuter parking throughout the day, and does not allow overnight parking. The Town's fear is cars will park illegally on Hollis Street or along the proposed fire access way, significantly impeding traffic along a narrow road with poor sight lines. The proposal does not indicate areas for parking of delivery trucks or workers to the facility. Parking for deliveries is limited and appropriate turning radii for delivery trucks has not been accounted for in the design. Trash is unaccounted for either on the exterior or interior of the building, and access to trash hauling will be difficult if located within the underground parking garage.

During the site walk, the proponents indicated that stacked parking might be considered to alleviate the tandem parking issues. The Town's concern would be on the efficiency and operation of the hydraulic lifts by all operators, as well as concern for potentially increasing the height of the structure to accommodate the lifts, or increasing potential water table and stormwater issues by pushing the parking structure further underground.

#### **Water and Sewer service**

The proponent has not indicated where they intend to access water or sewer from, whether Linden Street or Hollis Street. The sewer main through the Linden Street commercial area experiences heavy use and includes an inverted siphon beneath the

MBTA railroad tracks which will need to be carefully analyzed given the added potential contribution of 15-20,000 gpd.

**Site access exacerbates existing traffic and circulation problems**

The proposal includes direct ingress and egress from Hollis Street, an unaccepted way with a right of way width of 33 feet and a variable paved width from 13-19 feet. Hollis Street is a heavily traveled pedestrian route for access to the Sprague School heading north, and access to the commuter rails station and Linden Street area heading south. Access to Hollis Street can be achieved from Linden Street or Westerly Street, which is also 33 feet in right of way width with variable pavement of 16-20 feet. The access from Westerly Street connects into a broader street network, but the connection to Hollis Street from Westerly is a 90 degree turn with limited visibility. Additional volume on a narrow road with significant pedestrian traffic, and no sidewalk is a concern given the current width and access. The Town will recommend prohibition of additional traffic from the site onto Hollis Street without significant upgrades being made to the roadway.

The access from Linden Street is the Town's greatest concern. Hollis Street is located approximately 415 feet east from the signalized intersection of Crest Road and Linden Street, and 430 feet west from the signalized intersection of Linden Street and Everett Street. Traffic currently backs up from the light in front of the project site and nearly approaches Everett Street during multiple hours of the day including am and pm peak hours. Linden Street has a right of way width of 50 feet and has sidewalks on both sides. There is no space to allow a left turn lane to access Hollis Street, so turning vehicles will impede traffic flow, causing greater impacts at the intersection. The traffic impact would be substantially greater if the access was off Linden Street directly. Although the proximity to the Wellesley Square Station will alleviate some of the vehicle trips, the additional vehicle access will impede traffic flow during much of the day. The Town will recommend dedication of right of way from the site to allow for the installation of stacking and turning lanes.

**Pedestrian access to and from the site is limited**

It is unclear whether the applicant is proposing to improve the sidewalk along the Linden Street frontage, but given the location, it is essential. The Hollis Street access currently has no pedestrian amenities, but given the additional vehicle trips proposed on the unaccepted way, installation of a sidewalk is critical. To achieve the installation of an ADA sidewalk, it is proposed that the building be shifted to the west to accommodate a greater setback to allow for an improved right of way width. Should the access remain off Hollis Street, a right of way width of 50 feet would accommodate a sidewalk and allow for greater sight lines exiting the structure.

**Construction of the project will have significant impacts on adjacent properties and streets**

The Town has significant concerns with respect to the practicality of constructing this project. The size and location of this site makes it difficult to stage cranes or other construction equipment, or to stockpile materials on site for construction. Additionally, parking for all construction workers cannot be accommodated on site and therefore will significantly impact the adjacent neighborhoods or municipal lots as parking is not allowed on Linden Street. Deliveries will need to be expertly coordinated and offsite

parking of workers will be required. Parking, even of a temporary nature in the shoulder of Linden Street represents a significant safety concern to the Town and has the potential to significantly impede residents travel to adjoining neighborhoods. The developer has not stated in the site application how construction would be staged and coordinated.

**The density of the proposed developed is significantly inconsistent with adjoining development**

Ninety-five (95) residential units on a 61,774 square foot lot equates to a density of 67 units per acre. This project will be the densest project in Wellesley and the largest residential structure, if not largest structure in height. The density of the abutting residential neighborhood, not including the subject property, ranges from 2-8 units per acre. The single and two-family structures directly abutting the site will be significantly impacted due to the close proximity and potential shadow impacts from the development.

Based on the above, it is apparent that the proposed development is too intense for a site that is less than 1.5 acres in size. There is no doubt that more affordable housing opportunities are necessary in the Town of Wellesley, and that the proposed location is well suited for affordable construction, but such opportunities should be more respectful of existing neighborhoods and land uses, as well as the eventual residents of the development. This proposal is far out of character with the community. The Town would be inclined to support development on the site, but at a density far less than proposed.

Sincerely,

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Marjorie R. Freiman, Chair

---

Ellen F. Gibbs, Vice Chair

---

Jack Morgan

---

Beth Sullivan Woods

---

Thomas Ulfelder





Massachusetts Housing Finance Agency  
One Beacon Street, Boston, MA 02108

TEL: 617.854.1000 FAX: 617.854.1091  
VP: 866.758.1435 [www.masshousing.com](http://www.masshousing.com)

June 14, 2017

**VIA CERTIFIED MAIL**

Blythe C. Robinson  
Executive Director  
Board of Selectmen  
Town of Wellesley  
525 Washington Street, 3rd Floor  
Wellesley, MA 02482

Re: Proposed 40B Development  
680 Worcester Road—Wellesley, MA  
MH ID No. 855

Dear Ms. Robinson:

MassHousing is currently reviewing an application for Site Approval submitted by 680 Worcester Road, LLC (the "Applicant"). The proposed development will consist of 20 units of rental housing on an approximately 20,000 sq. ft. site located at 680 Worcester Street in Wellesley, MA. Of the 20 units, 5 will be made available to low to moderate-income residents.

The site approval process is offered to project sponsors who intend to apply for a comprehensive permit under Chapter 40B. MassHousing's review involves an evaluation of the site, the design concept, the financial feasibility of the proposal, and the appropriateness of the proposal in relation to local housing needs and strategies. As part of our review, we are soliciting comments from the local community and we would appreciate your input. You also may wish to include in your response, issues or concerns raised by other town boards, officials or other interested parties. Pursuant to the Massachusetts General Laws Chapter 40B regulations (760 CMR 56.00) your comments may include information regarding municipal actions previously taken to meet affordable housing needs such as inclusionary zoning, multifamily districts adopted under G.L. c.40A and overlay districts adopted under G.L. c.40R. Your comments will be considered as part of our review.

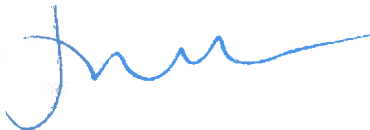
We have been informed by 680 Worcester Road, LLC that the Town has received a copy of the application and plans for 680 Worcester Road. Please inform us of any issues that have been raised or are anticipated in the Town's review of this application. We request that you submit your comments to this office within 30 days so we may process this application in a timely manner.

During the course of its review, MassHousing will conduct a site visit, which Local Boards, as defined in 760 CMR 56.02, may attend. The site visit for 680 Worcester Road has been scheduled for Wednesday, June 28<sup>th</sup> at 10 a.m. Please notify me promptly if any representatives of your office or if other Local Boards plan to attend the scheduled site visit.

Please note that if and when an application is submitted for a comprehensive permit, assistance is available to Wellesley Zoning Board of Appeals (ZBA) to review the permit application. The Massachusetts Housing Partnership's (MHP) *Ch. 40B Technical Assistance Program* administers grants to municipalities for up to \$15,000 to engage qualified third-party consultants to work with the town's ZBA in reviewing the Chapter 40B proposal. For more information about MHP's technical assistance grant visit MHP's web site, [www.mhp.net/40B](http://www.mhp.net/40B) or e-mail MHP at [pcrcan@mhp.net](mailto:pcrcan@mhp.net).

If you have any questions, please do not hesitate to call me at (617) 854-1201.

Thank you for your assistance.



Jessica L. Malcolm  
40B Specialist

cc: Michael Zehner, AICP, Wellesley Planning Department



# Index of Drawings

- C Cover Sheet with Index of Drawings
- C1 Survey
- C2 Existing Conditions
- C3 Layout Plan
- C4 Grading Plan
- C5 Utility Plan
- C6 Detail Sheet
- C7 Detail Sheet
- C8 Detail Sheet
- A1 Garage Level Plan
- A2 First Residential Floor Plan
- A3 Second Residential Floor Plan
- A4 Third Residential Floor Plan
- A5 North and East Elevations
- A6 South and West Elevations
- A7 Eye Level Sketch
- A8 Aerial Sketch

## 680 Worcester Road, LLC Wellesley, MA

### Developer

680 Worcester Road, LLC  
c/o J Derenzo Properties  
43 Charles Street  
Nedham, Ma 02494

### Architect

Grazado Velleco Architects, Inc  
Little Harbor  
Marblehead, MA

### Civil Engineer

Hayes Engineering, Inc  
306 Salem Street  
Wakefield, MA

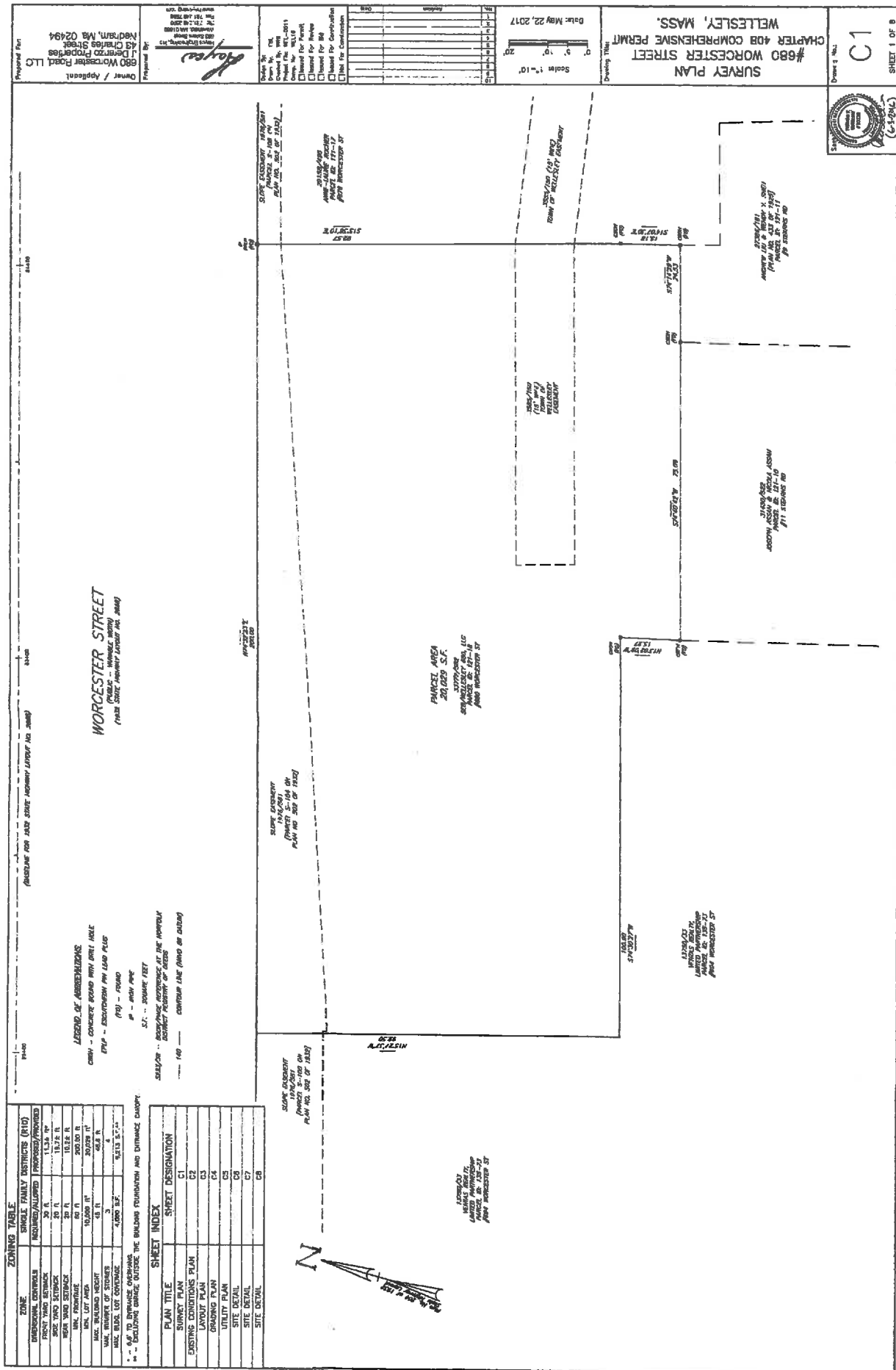
### Development Consultant

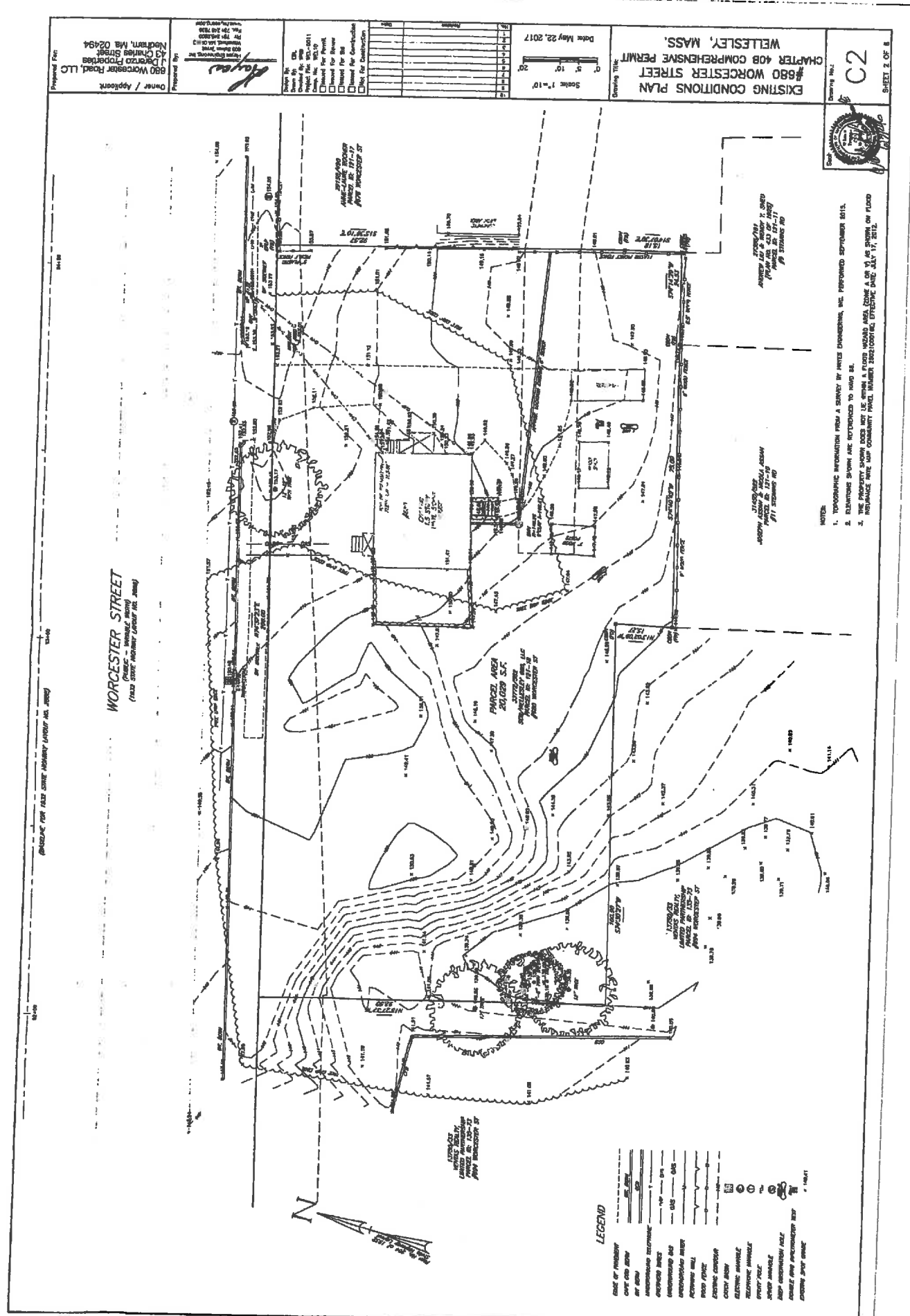
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Suite 2  
Brighton, MA

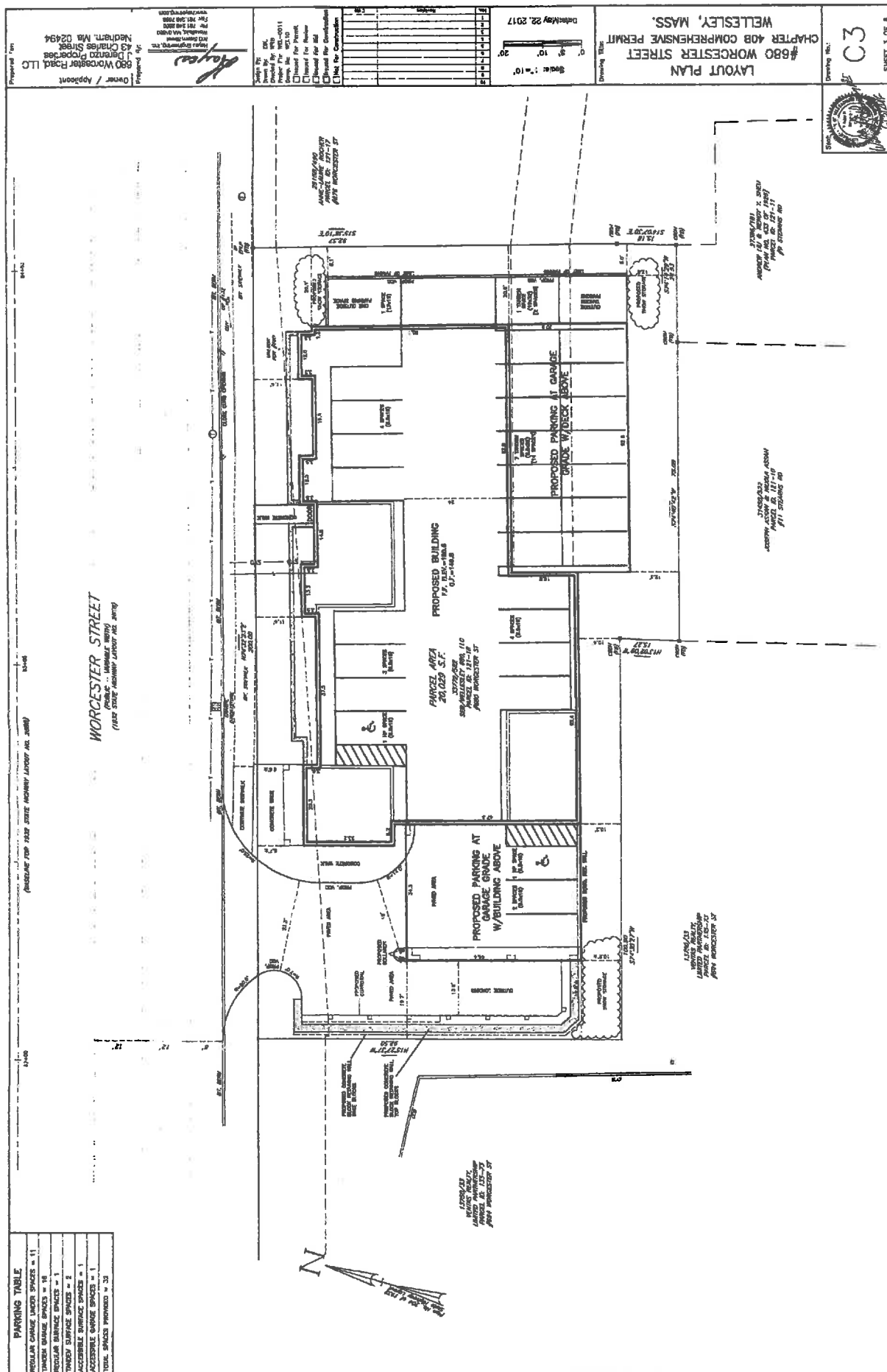


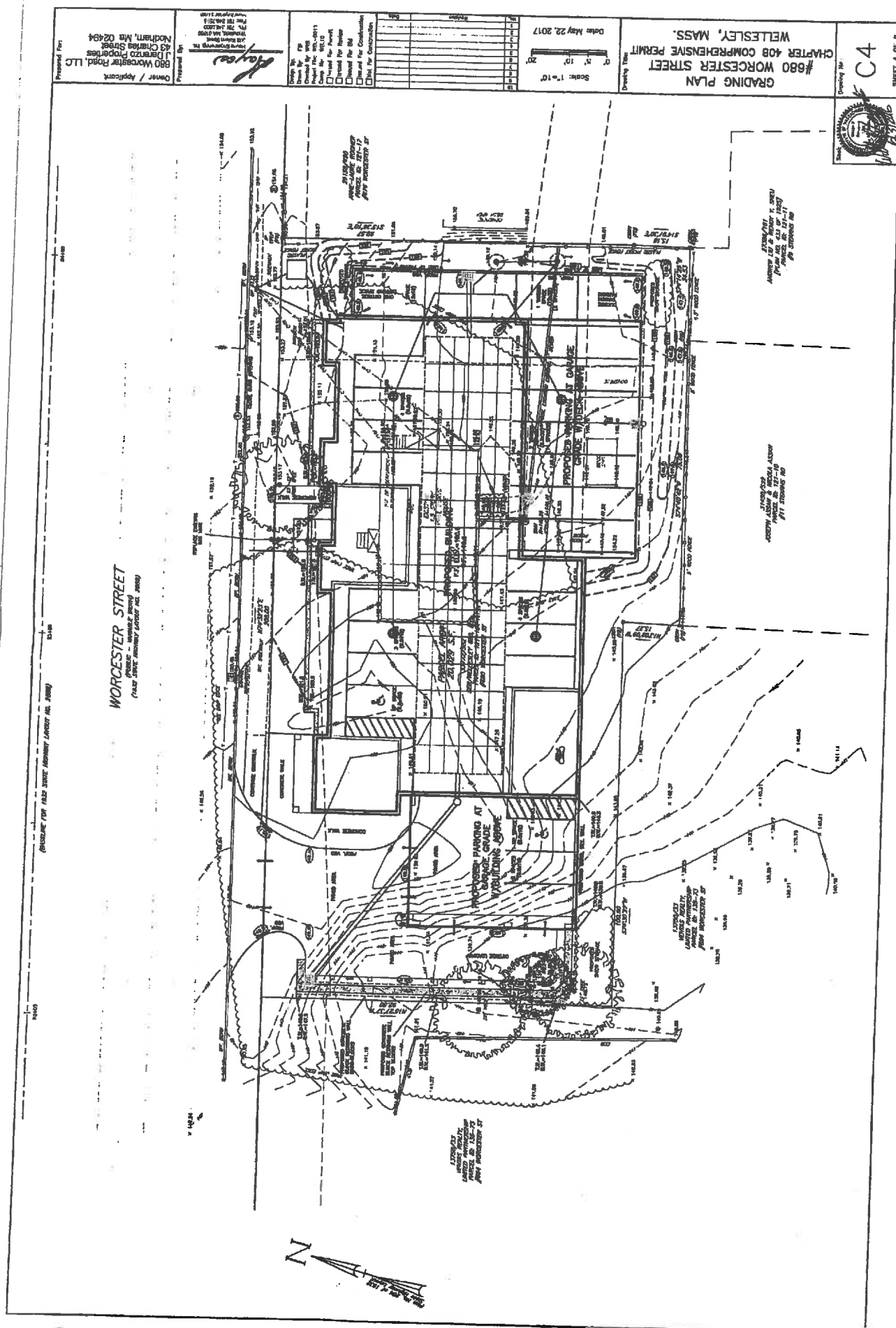
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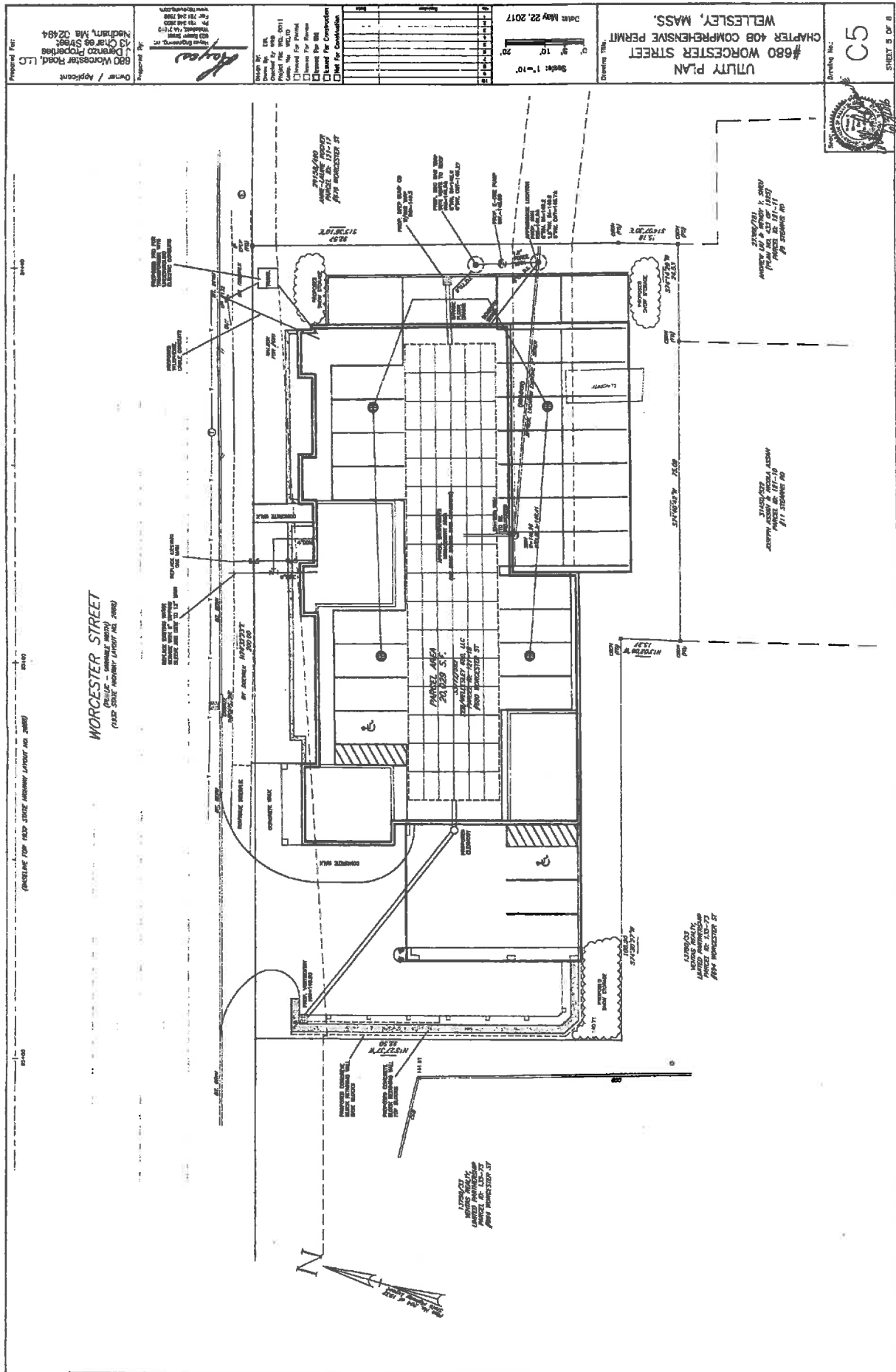
<p><b>Cover and Index of Drawings</b></p> <p>DATE: 5.22.17</p>		<p>680 Worcester Road, LLC Wellesley, MA</p>
<p>680 Worcester Road, LLC 43 Charles Street Nedham, Ma 02494</p>		<p>Grazado Velleco Architects Little Harbor Marblehead, MA 01945</p>









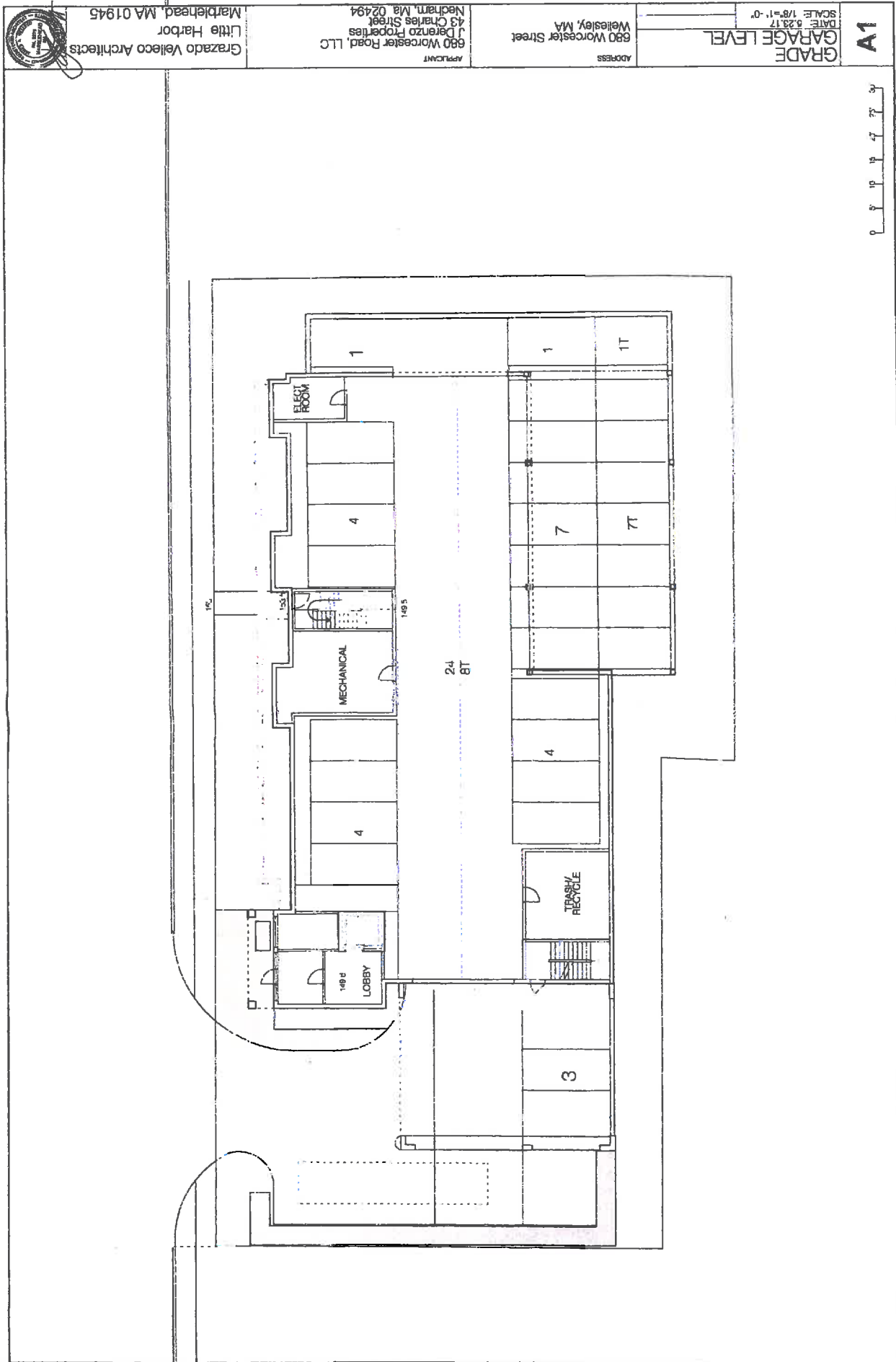


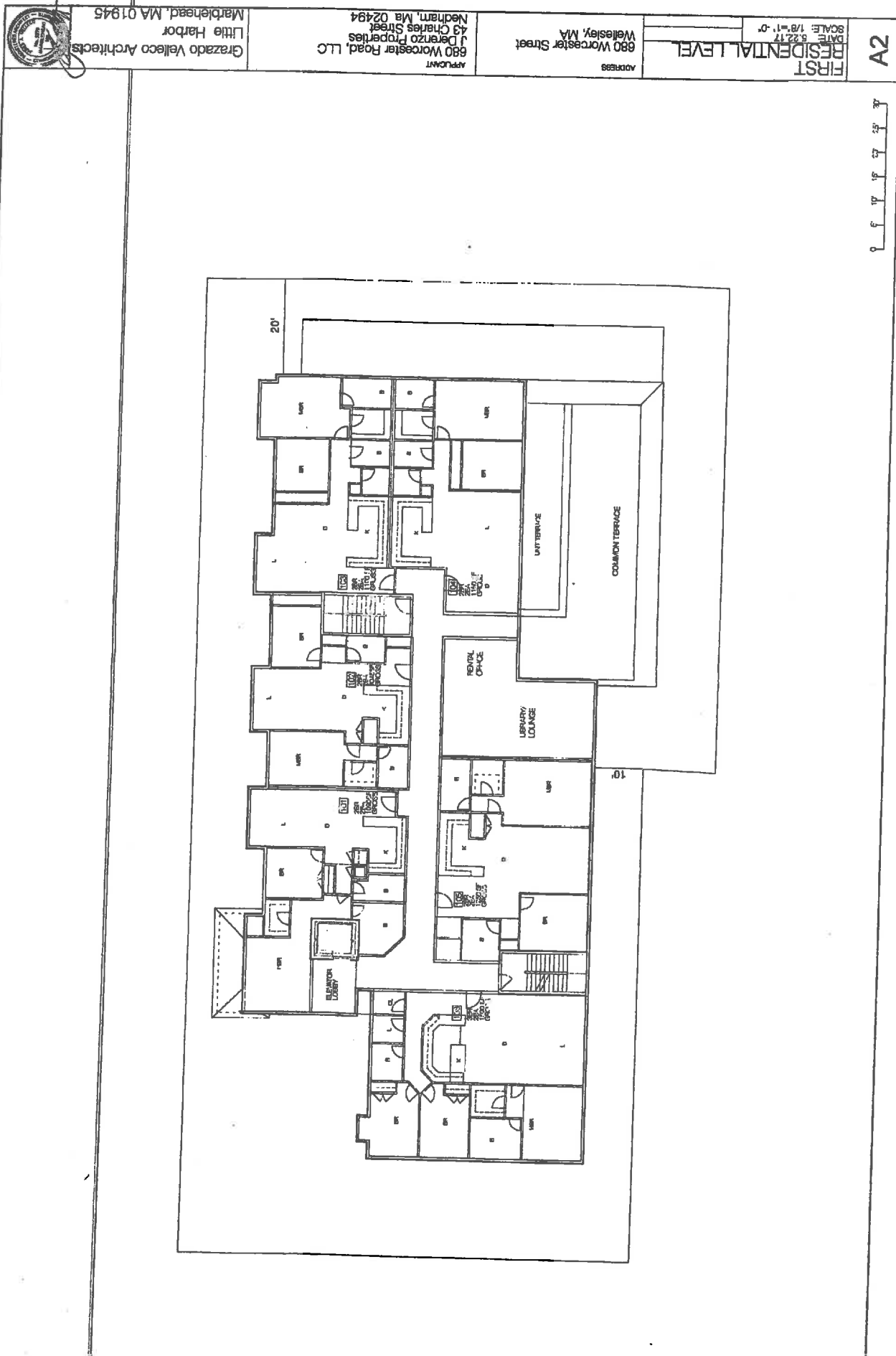
Drawing No. 90  
SHEET 5 OF 10

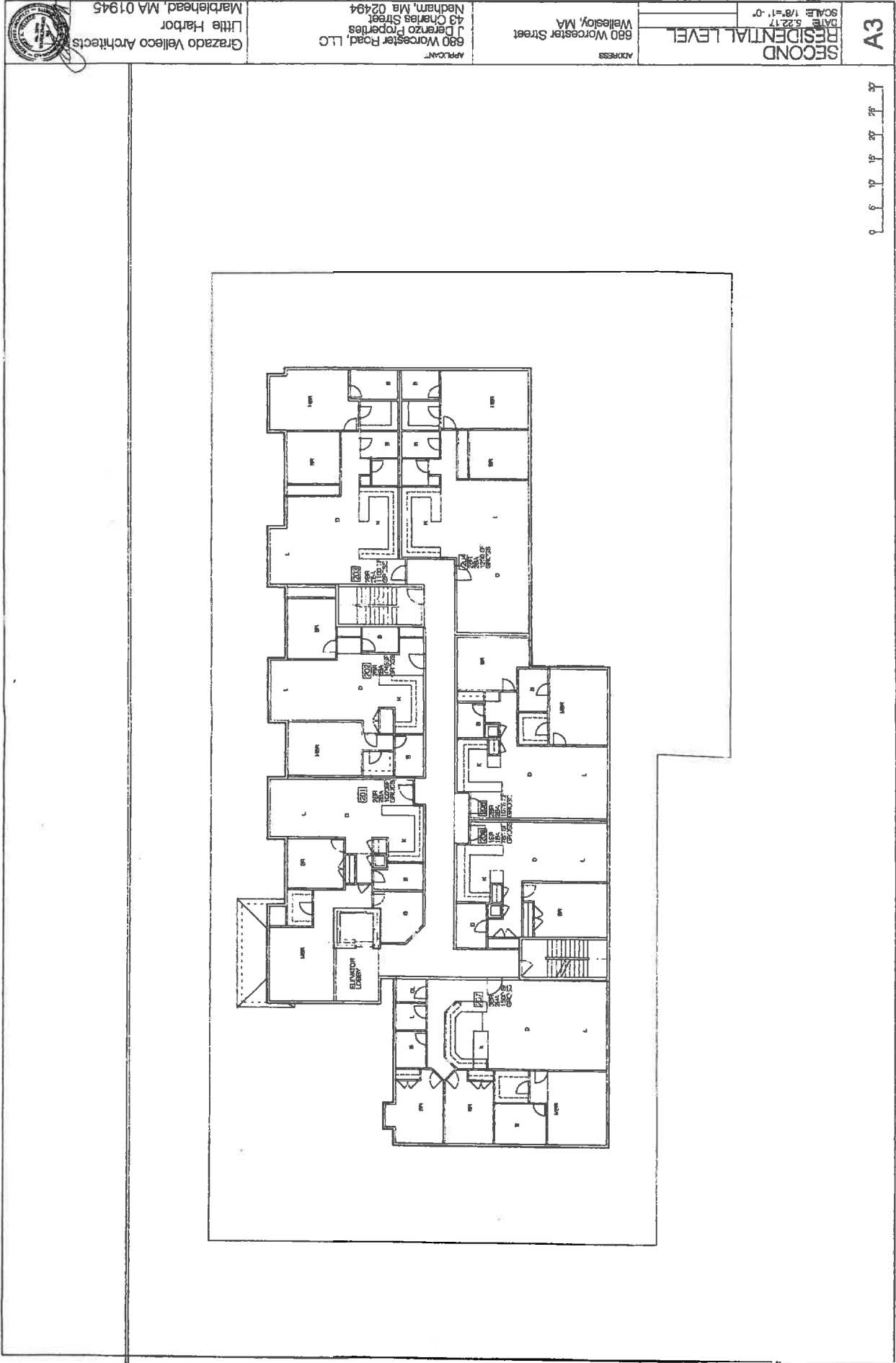
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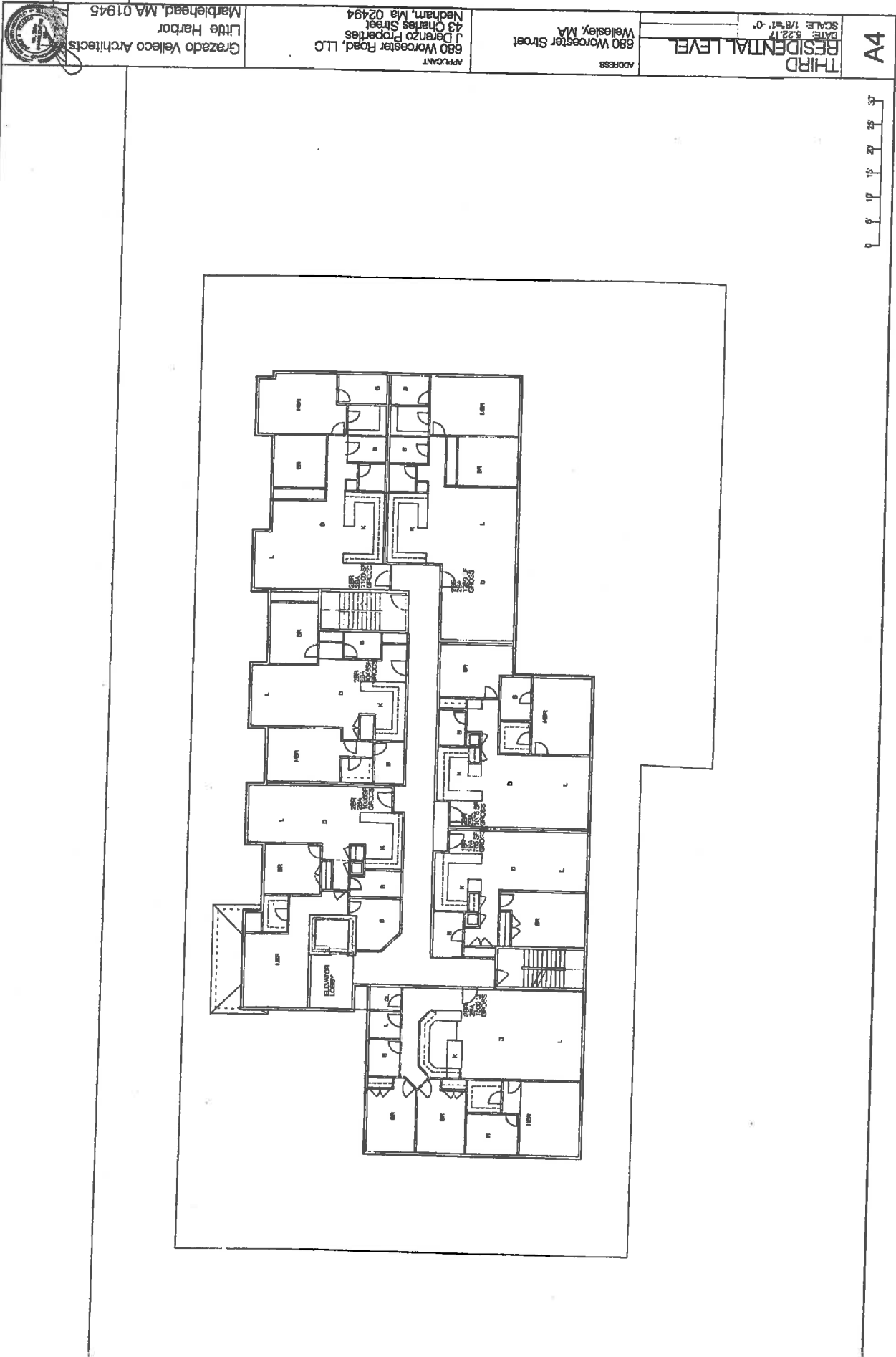


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TOWN OF WELLESLEY



MASSACHUSETTS

# BOARD OF SELECTMEN

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BLYTHE ROBINSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

June 27, 2016

Jessica Malcolm  
MassHousing  
One Beacon Street  
Boston, MA 02108

RE: 680 Worcester Street, Wellesley, MA Site Eligibility Response

Dear Ms. Malcolm:

On behalf of the Town of Wellesley Board of Selectmen and Planning Board, please find the following comments with respect to the Comprehensive Permit Site Approval Application recently submitted by 680 Worcester Road, LLC for the construction of a 20-unit residential housing development at 680 Worcester Street within the Town of Wellesley. While the Town supports the creation of affordable housing options, the Town finds that the project is poorly designed and, as designed, is inappropriate for this site. We request that your office and the applicant consider our following concerns:

## Site Constraints

The site has an area of 20,029 square feet. The proposed development has a gross floor area of 27,171 square feet, a Floor Area Ratio of 1.36, and height greater than 46 feet. The proposed project will occupy 68% of the site with impervious cover, and retains 32% of the site as "open space," which the applicant purports to be usable; however, given the location along Route 9, the installation of retaining walls, and the slope to the rear of the site, much of the open space is unusable to the tenants.

## Proposed stormwater management does not meet Best Practices

Given the dense development of the site, necessary stormwater management is proposed to be accomplished by placing the structures within the foundation of the proposed building. The Engineering Division has significant concerns over the subsurface infiltration systems location under the garage slab. Our Wellesley Town Engineer, a licensed professional with close to 30 years of experience, has never seen this done previously. Access for maintenance may cause significant disturbance to the site. The setbacks from the foundation appear to be insufficient. The applicant has not submitted soil testing; however, any soil testing should account for the compaction rate required for

the construction of the building as well as address the possible hydrologic impact of the infiltration system on the building foundation. For drainage purposes it should be noted that snow melt from open air areas will either drain into the subsurface system or be directed to the Town's sewer system and needs to account for suspended solids, filtration and volume.

#### **Wetlands determinations should be revisited**

Wetlands are located on the adjacent property to the rear of the site. In December 2015, the Town's Wetlands Protection Committee determined that the isolated wetland on the property is not jurisdictional and the Committee issued a negative Determination of Applicability. As this determination was based upon an inspection in the fall, the Town is of the opinion that an inspection for the presence of a vernal pool should be conducted in the spring, as well as evaluating the role of the wetlands in flood control. Filling of this isolated wetland will require additional permitting at the state level.

#### **Proposed setbacks will cause unacceptable impacts to abutting properties**

The setbacks of the proposed project are inadequate and juxtapose a 46-foot-tall building 8 feet from the property line of a single residence home to the east (total separation of buildings is approximately 22-24 feet) with the residential building having a height of approximately 28 feet. To the rear of the site two additional single family lots are present with only a 12-foot setback. The minimal setbacks leave no room for an adequate buffer. In addition, the proposal creates an elevated common terrace which will oversee the properties to the rear with minimal visual or sound mitigation.

#### **Parking is poorly designed and will not function as proposed**

The parking for the site includes 32 parking spaces or 1.6 spaces per unit. Tandem parking has been used in the site for 8 of these spaces. The tight configuration and poor layout of the parking lot creates difficult maneuvering aisles to move tandem parked cars if needed. Jockeying of cars may result in parking of cars temporarily on Route 9, which is prohibited. The applicant has provided no visitor parking whatsoever, and given the location and isolation of the site, visitors will likely park—illegally—on residential roads or in the abutting commercial property. Parking for deliveries is limited and appropriate turning radii for delivery trucks has not been accounted for in the design. The improper use of turning radii continues to be an issue for trash service, fire safety, and moving trucks, which if the development is constructed all such vehicles will be accessing the site located on Route 9. Backing out of the site onto Route 9 is not an option. Additional parking garage design concerns include the parking garage being only partially covered requiring snow removal in open air areas.

#### **Limited accommodations for snow removal and storage**

Snow storage is accounted for on the plans, yet in each instance is over a barrier including retaining walls and fencing. The minimal landscaped areas will be impacted by snow storage, further depleting available opportunities for screening. If snow removal is not done properly, snow banks will further reduce the size of parking spaces and maneuvering aisles making a precarious layout even more unsafe for drivers.

#### **Sewer service is undersized and the proposed building encroaches on the existing easement**

The existing sewer connection to the site runs from an easement in Francis Road. The proposed structure is located over the easement and the existing line while adequate to serve the four residential structures will not meet the municipal standard for a sewer main when the proposed units are added. The site also includes a slope easement which is held by the MassDOT, and a portion of the proposed building is located within the easement. The Building Inspector has noted the building cannot be located over any easements, and it should be further noted relocation of the sewer easement would require Town officials to sign off on the abandonment as well as Town Meeting approval.

**Moratorium on opening of Route 9 may impact water service**

An existing water line is present in Worcester Street. MassDOT will commence repaving Route 9 in the spring/fall of 2017 and the Town anticipates there will be a moratorium on cutting into the pavement.

**Site access by Fire Department staff and apparatus is inadequate**

The Fire Department has significant concerns regarding the ability for a Ladder Truck to access the site and notes the site cannot accommodate the prerequisite turning radius. The site is largely covered by the building with parking at grade. The ceiling height of the covered parking is 12 feet which does not meet the minimum clear height for the fire truck. The site must have a minimum of two access points for the Fire Department. An access point can be Worcester Street, a state highway. The secondary access must be from the parking lot given the remaining two sides of the building cannot be accessed by a fire truck.

**Site access exacerbates existing traffic and circulation problems**

The proposal includes direct ingress and egress from Route 9. Route 9, however, only allows for vehicles to access the site heading eastbound. Exiting the site, all vehicles must continue eastbound and make turnarounds at Kingsbury and Route 9 or access residential neighborhoods to alter course. Returning to the site from a westbound direction would require turnarounds at Oak Street or access via neighborhood roads north of 680 Worcester Street. The Town would encourage MassDOT to consider requiring the installation of a deceleration lane for vehicles accessing the site from Route 9 due to the 50 mph speed limit and limited driveway length.

**Pedestrian access to and from the site is limited**

The applicant is proposing to continue the sidewalk from Francis Road to the access driveway of the site. Pedestrian access will be critical to access open space, schools, and shopping located within walking distance of the isolated site. Sidewalks should be continued to School Street along Route 9 to accommodate pedestrian traffic should the project move forward. The applicant should also be responsible for plowing all stretches of sidewalk from the site to major roads as MassDOT does not plow sidewalks. Access from Francis Street to Town paths is only useful in good weather conditions as the Town does not plow paths.

**Accommodations for public access should be considered in the project design**

The MetroWest Regional Transit Authority does have the Route 1 commuter bus which travels along Route 9. The site should have bus accommodations on site for tenants



seeking public transportation. Commuter rail access is within walking distance if sidewalks are enhanced and plowed along Route 9.

**Construction of the project will have significant impacts on adjacent properties and streets**

The Town has significant concerns with respect to the practicality of constructing this project. The size of the site makes it impossible to stage cranes or other construction equipment, or to stockpile materials on site for construction. Additionally, parking for construction workers cannot be accommodated on site and therefore will significantly impact the adjacent neighborhoods as parking is not allowed on Route 9 and both sides of Stearns Road. Deliveries will need to be expertly coordinated and offsite parking of workers will be required. Parking, even of a temporary nature in the shoulder of Route 9 represents a significant safety concern to the Town and has the potential to significantly impede residents accessing the Francis and Stearns neighborhoods which has limited access from Route 9. The developer has not stated in the site application how construction would be staged and coordinated.

**The density of the proposed developed is significantly inconsistent with adjoining development and will result in destabilization of the larger single family neighborhood**

Twenty (20) residential units on a 20,000 square foot lot equates to a density of 43.47 units per acre. The density of the abutting residential neighborhood, not including the subject property, is 2.76 units per acre. The project will have a destabilizing effect on the current single family use of the abutting properties, likely making them unmarketable for continued single family owner occupancy, or for redevelopment as single family homes.

Based on the above, it is apparent that the proposed development is too intense for a site that is less than ½ acre in size. There is no doubt that more affordable housing opportunities are necessary in the Town of Wellesley, but such opportunities should be more respectful of existing neighborhoods and land uses, as well as the eventual residents of the development. This proposal effectively creates an island separate from the larger community, and is contrary to best practices for affordable housing.

Sincerely,

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Marjorie R. Freiman, Chair

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Ellen F. Gibbs, Vice Chair

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Jack Morgan

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Beth Sullivan Woods

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Thomas Ulfelder



**6. Facilities Maintenance Energy Update**

Joe McDonough and Alan Hebert will be at the meeting to provide you with an update on their activities to manage energy use across all of the Town's buildings. Included in your packet is a draft of the presentation Alan intends to give on Monday evening.

The items included in your packet on these topics include:

- ❖ PowerPoint presentation

**NO MOTION**





# FMD ENERGY and OPERATIONS UPDATE

Selectmen Presentation – 06/26/17



# Agenda

- Energy:
  - Quick Energy Facts
  - Electricity and NGS Prices for FY19-FY21
  - Predicted and Actual Energy Use for FY16
- Operations:
  - Quick Operations Facts
  - Capital, Cash Capital, and Operations Projects
  - Routine and Preventive Maintenance Programs



# Agenda

- Energy:
  - Quick Energy Facts
  - Electricity and NGS Prices for FY19-FY21
  - Predicted and Actual Energy Use for FY16
- Operations:
  - Quick Operations Facts
  - Capital, Cash Capital, and Operations Projects
  - Routine and Preventive Maintenance Programs



## Quick Energy Facts

- Twenty (20) Buildings/1,086,588 GSF
- Electricity Cost \$892,000
- Natural Gas Cost \$559,000
- Total Energy Cost \$1,451,000
- EUI 69 kBtu/GSF and \$1.21/GSF



# FY16 ELE Prices

Three- Year Rate Trend		
FY	Average \$/kWh	% Change Base
12	\$0.125	NA
13	\$0.125	0%
14	\$0.125	0%
15	\$0.125	0%
16	\$0.134	7%
17	\$0.134	7%

Rate Breakdown		
Charge	\$/kWh	% Total
Service	\$0.046	35%
Demand	\$0.038	28%
PPA/Conservation	\$0.050	37%
Total	\$0.134	100%



# FY16 NGS Prices

NGS Price Summary Worksheet												
Month	Estimated Use by FY and Month											
	14	15	16	17	18	19	20	21				
July	349	348	149	238	238	148	148	148				
August	325	323	155	241	241	151	151	151				
September	338	346	283	321	321	666	666	666				
October	299	516	2,663	2,761	2,761	3,644	3,644	3,644				
November	2,214	3,097	7,482	7,849	7,849	6,461	6,461	6,461				
December	3,604	8,849	9,557	9,783	9,783	9,866	9,866	9,866				
January	10,338	11,244	10,854	13,355	13,355	11,813	11,813	11,813				
February	11,913	11,543	12,539	14,150	14,150	10,185	10,185	10,185				
March	10,505	9,634	8,542	9,849	9,849	8,447	8,447	8,447				
April	4,599	8,508	4,504	4,135	4,135	4,659	4,659	4,659				
May	4,438	4,177	1,547	597	597	1,832	1,832	1,832				
June	595	743	237	299	299	367	367	367				
Total [therm]	48,717	59,328	58,512	63,576	63,576	58,239	58,239	58,239				
Spark (Actual)	\$ 0.686	\$ 0.767	\$ 0.728	\$ 0.710	\$ 0.710	\$ 0.597	\$ 0.597	\$ 0.597				
NGrid (Estimated)	\$ 0.480	\$ 0.480	\$ 0.480	\$ 0.490	\$ 0.490	\$ 0.490	\$ 0.490	\$ 0.490				
Total (\$/therm)	\$ 1.166	\$ 1.247	\$ 1.206	\$ 1.200	\$ 1.200	\$ 1.087	\$ 1.087	\$ 1.087				
Swing [%]	0%	0%	25%	100%	100%	100%	100%	100%				
Actual Use [therm]	57,724	59,425	48,023	TBD	TBD	TBD	TBD	TBD				
HDD	5,857	6,029	4,804	TBD	TBD	TBD	TBD	TBD				
CDD	871	767	937	TBD	TBD	TBD	TBD	TBD				
Notes												
Spark price for commodity + long-distance transmission. NGrid price for local distribution.												
Swings means ± use variation permitted without penalty. Calculated on a per-building basis.												



# FY16 Energy Use Units

Building Metrics		FY16 Energy Use						
Building	GSF	Energy Units Metrics					Actual (Metered)	kBtu/GSF
		Predicted (Normalized)			Actual (Metered)			
		ELE [kWh]	NGS [therm]	Total [kBtu]	ELE [kWh]	NGS [therm]	Total [kBtu]	
Library Fells	1,872	6,524	343	56,560	7,989	343	61,558	33
Morses Pond	3,377	8,073	-	27,546	9,735	-	33,216	10
FS Central	6,250	37,738	4,244	553,177	37,900	3,907	520,015	83
Library Hills	7,000	13,718	2,615	308,339	13,123	3,023	347,076	50
Police	21,200	502,724	27,378	4,453,058	459,147	10,161	2,582,710	122
FS Main	22,300	215,726	16,393	2,375,349	181,920	15,587	2,179,411	98
Warren	26,151	220,527	8,476	1,599,992	245,093	8,571	1,693,357	65
Town Hall	32,240	273,450	8,902	1,823,213	266,360	9,571	1,865,920	58
Library Main	84,215	883,452	14,798	4,494,125	905,040	15,676	4,555,596	55
Total Town	204,605	2,161,933	93,148	15,591,359	2,126,307	55,939	13,938,859	68
Fieldhouse	5,670	19,372	4,977	563,837	20,997	4,076	479,242	85
PAWS	9,072	57,318	3,932	588,763	53,867	3,983	582,094	64
Hunnewell	36,400	138,035	35,219	3,992,856	131,877	35,117	3,961,664	109
Upham	36,500	179,404	18,886	2,500,745	174,227	20,197	2,614,163	72
Schofield	43,500	396,874	20,464	3,400,563	363,840	16,890	2,930,422	67
Hardy	45,900	184,088	36,259	4,253,968	179,343	29,988	3,510,718	79
Bates	52,750	250,143	42,251	5,078,548	275,000	40,318	4,970,100	94
Fiske	70,700	303,865	33,984	4,435,220	272,587	27,585	3,688,567	52
Sprague	72,700	702,384	51,583	7,554,876	598,507	32,941	5,336,206	73
Middle School	228,700	1,334,354	150,753	19,628,144	1,217,200	140,030	18,156,086	79
High School	280,091	2,338,297	68,489	14,827,203	2,367,680	62,574	14,335,924	51
Total School	881,983	5,904,135	456,796	66,824,744	5,655,125	413,699	60,565,187	69
Total	1,086,588	8,066,068	549,947	82,516,103	7,781,432	480,538	74,504,046	69

Selectmen Presentation – 06/26/17



# FY16 Energy Use Units

Building	GSF	% Total	FY16 v. FY12		
			ELE	NGS	Total
Library Fells	1,872	0.2%	22.45%	0.00%	22.45%
Morses Pond	3,377	0.3%	20.58%	0.00%	20.58%
FS Central	6,250	0.6%	0.43%	-7.94%	-6.34%
Library Hills	7,000	0.6%	-4.34%	15.59%	12.65%
Police	21,200	2.0%	-8.67%	-62.89%	-39.72%
FS Main	22,300	2.1%	-15.67%	-4.92%	-7.80%
Warren	26,151	2.4%	11.14%	1.13%	5.27%
Town Hall	32,240	3.0%	-2.59%	7.52%	3.07%
Library Main	84,215	7.8%	2.44%	5.93%	3.74%
<b>Total Town</b>	<b>204,605</b>	<b>18.8%</b>	<b>-2.13%</b>	<b>-9.41%</b>	<b>-5.75%</b>
Fieldhouse	5,670	0.5%	8.39%	-18.11%	-15.41%
PAWS	9,072	0.6%	-6.02%	1.30%	-1.06%
Hunnewell	36,400	3.3%	-4.46%	-0.29%	-0.72%
Upham	36,500	3.4%	-2.89%	6.94%	4.77%
Schofield	43,500	4.0%	-8.32%	-17.47%	-14.97%
Hardy	45,900	4.2%	-2.58%	-17.29%	-15.23%
Bates	52,750	4.9%	9.94%	-4.57%	-2.22%
Fiske	70,700	6.5%	-10.29%	-18.83%	-17.40%
Sprague	72,700	6.7%	-14.79%	-36.14%	-29.82%
Middle School	228,700	21.0%	-8.78%	-7.11%	-7.46%
High School	280,091	25.8%	1.26%	-8.64%	-3.70%
<b>Total School</b>	<b>881,983</b>	<b>81.2%</b>	<b>-5.08%</b>	<b>-9.89%</b>	<b>-8.42%</b>
<b>Total</b>	<b>1,086,588</b>	<b>100.0%</b>	<b>-4.29%</b>	<b>-9.83%</b>	<b>-7.93%</b>

Selectmen Presentation – 06/26/17



# FY16 Energy Use Costs

Building Metrics		FY16 Energy Use						
Building	GSF	Energy Cost Metrics						
		Predicted (Budget)			Actual (Metered)			
		ELE [\$]	NGS [\$]	Total [\$]	ELE [\$]	NGS [\$]	Total [\$]	\$/GSF
Library Falls	1,872	\$ 2,565	\$ 394	\$ 2,959	\$ 2,414	\$ 335	\$ 2,749	\$ 1.47
Morses Pond	3,377	\$ 3,845	\$ 2,102	\$ 5,947	\$ 3,733	\$ 1,368	\$ 5,101	\$ 1.51
FS Central	6,250	\$ 7,308	\$ 7,984	\$ 15,292	\$ 5,655	\$ 5,188	\$ 10,844	\$ 1.73
Library Hills	7,000	\$ 9,592	\$ 1,474	\$ 11,066	\$ 9,025	\$ 1,254	\$ 10,279	\$ 1.47
Police	21,200	\$ 52,562	\$ 28,914	\$ 81,476	\$ 56,872	\$ 15,119	\$ 71,991	\$ 3.40
FS Main	22,300	\$ 26,076	\$ 28,485	\$ 54,561	\$ 20,179	\$ 18,512	\$ 38,690	\$ 1.73
Warren	26,151	\$ 29,773	\$ 16,278	\$ 46,051	\$ 28,908	\$ 10,591	\$ 39,499	\$ 1.51
Town Hall	32,240	\$ 34,307	\$ 19,299	\$ 53,606	\$ 34,568	\$ 19,060	\$ 53,628	\$ 1.66
Library Main	84,215	\$ 115,400	\$ 17,731	\$ 133,131	\$ 108,576	\$ 15,083	\$ 123,659	\$ 1.47
Total Town	204,605	\$ 281,426	\$ 122,661	\$ 404,089	\$ 269,929	\$ 85,510	\$ 355,439	\$ 1.77
Fieldhouse	5,670	\$ 3,180	\$ 7,687	\$ 10,867	\$ 2,916	\$ 5,375	\$ 8,291	\$ 1.46
PAWS	9,072	\$ 12,638	\$ 6,862	\$ 19,500	\$ 12,422	\$ 7,287	\$ 19,709	\$ 2.17
Hunnewell	36,400	\$ 25,240	\$ 59,063	\$ 84,303	\$ 19,233	\$ 37,950	\$ 57,182	\$ 1.57
Upham	36,500	\$ 28,247	\$ 32,066	\$ 60,313	\$ 25,497	\$ 23,716	\$ 49,213	\$ 1.35
Schofield	43,500	\$ 54,200	\$ 45,478	\$ 99,678	\$ 49,701	\$ 25,897	\$ 75,598	\$ 1.74
Hardy	45,900	\$ 31,647	\$ 46,562	\$ 78,209	\$ 23,501	\$ 34,962	\$ 58,463	\$ 1.27
Bates	52,750	\$ 39,089	\$ 51,207	\$ 90,296	\$ 41,431	\$ 51,719	\$ 93,150	\$ 1.77
Fiske	70,700	\$ 45,770	\$ 40,667	\$ 86,437	\$ 41,882	\$ 37,184	\$ 79,066	\$ 1.12
Sprague	72,700	\$ 90,370	\$ 54,672	\$ 145,042	\$ 81,011	\$ 41,516	\$ 122,527	\$ 1.69
Middle School	228,700	\$ 165,362	\$ 211,210	\$ 376,572	\$ 155,226	\$ 168,178	\$ 323,404	\$ 1.41
High School	280,091	\$ 324,905	\$ 105,941	\$ 430,846	\$ 307,238	\$ 76,397	\$ 383,636	\$ 1.37
Total School	881,983	\$ 820,648	\$ 661,415	\$ 1,482,063	\$ 760,058	\$ 510,180	\$ 1,270,238	\$ 1.54
Total	1,086,588	\$ 1,102,076	\$ 784,076	\$ 1,886,152	\$ 1,029,987	\$ 596,690	\$ 1,626,677	\$ 1.66

Selectmen Presentation – 06/26/17



## FY16 Energy Use Summary

- Normalized FY16 to FY12 (Base)
- Compared FY16 Normalized to FY16 Metered
- Had 9% More HDD than FY12
- Used 4% Less ELE and 10% Less NGS
- Used 8% Less Total Energy
- Total Cost Avoidance \$232k



# Agenda

- Energy:
  - Quick Energy Facts
  - Electricity and NGS Prices for FY19-FY21
  - Predicted and Actual Energy Use for FY16
- Operations:
  - Quick Operations Facts
  - Capital, Cash Capital, and Operations Projects
  - Routine and Preventive Maintenance Programs



# Quick Operations Facts

- OM, MM, and 8 Technicians/Electricians
- Manage \$850,000 Projects/Year
- Currently Issue ~ 1,500 Work Orders/Year



# Quick Operations Facts

- Operations Manager:
  - Enhance Routine Maintenance Program
  - Create Preventive Maintenance Program
  - Implement Energy Management Program
  - Optimize HVAC System Performance
  - Maximize LCC Value of MEP Equipment
  - Develop Strategic Equip. Replacement Plan



# Quick Operations Facts

- Maintenance Manager:
  - Joe Morin started 2/6/17
  - Oversee Day-to-Day Maintenance Work
  - Supervise Technicians/Electricians
  - Assign, Monitor, and Close WOs
  - Manage Outsourced Maintenance Work
  - Ensure Maintenance Needs are Met 24/7



# Quick Operations Facts

- Technicians/Electricians:
  - Complete Work Orders
  - Complete Capital Projects
  - Supervise Outsourced Work
  - Troubleshoot, Diagnose, and Resolve Problems
  - Respond to 24/7 Emergency Calls
  - Ensure Maintenance Needs are Met



# Capital Projects

- ReCx, Metasys, and LED Projects
- Total "Average" Budget \$250,000/Year

Capital Projects (ECMs) Summary					
Category	Completed	Pending		Planned *	Total
	FY12 - FY16	FY17	FY18	FY19 - FY22	
ReCx	\$ 704,000	\$ -	\$ -	\$ -	\$ 704,000
Metasys	\$ 449,000	\$ -	\$ -	\$ -	\$ 449,000
LEDs	\$ 292,000	\$ 300,000	\$ 425,000	\$ 4,381,000	\$ 5,398,000
Total	\$ 1,445,000	\$ 300,000	\$ 425,000	\$ 4,381,000	\$ 6,551,000
* Does not include our 3-5 year recurring ReCx work.					



## Capital Projects - ReCx (Completed)

- Total Budget \$704,000 over Two Phases
- Completed 18 Town and School Buildings
- “Tune-Up” for Buildings
- Improves Safety, Comfort, and Performance
- Recurs every 3 - 5 years
- Reduces Natural Gas Use by 15% - 20%



## Capital Projects - Metasys (Completed)

- Total Budget \$449,000 over Two Phases
- Completed 15 Town and School Buildings
- DPW likely in FY19
- 50,000 HVAC Points Networked Together
- Optimizes Performance/Minimizes Energy Use
- Reduces Natural Gas Use by 10% - 15%



## Capital Projects - LEDs (Completed, Pending, & Planned)

- Total Budget \$5,398,000 over Five Years
- Includes 15 Town and School Buildings
- Phasing Based on LCCA
- Exterior, Interior Common, Offices/Classrooms
- Lamp Life Increased by 2-1/2 to 5 Times
- Reduces Lighting Electricity Use by 40% - 50%



# Capital Projects - LED Plan

Building	GSF	Completed FY12 - FY16	Pending		Planned				Total
			FY17	FY18	FY19	FY20	FY21	FY22 & >	
FS - Central	6,250	\$ 2,000	\$ -	\$ -	\$ 19,000	\$ -	\$ -	\$ -	\$ 21,000
Police	21,200	\$ 5,000	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 130,000
FS - Main	22,300	\$ 10,000	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ 80,000
PAWS	9,072	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 57,000
Bates	52,750	\$ 80,000	\$ 99,000	\$ -	\$ 99,000	\$ 154,000	\$ -	\$ -	\$ 432,000
Sprague	72,700	\$ 34,000	\$ 99,000	\$ -	\$ -	\$ 99,000	\$ -	\$ -	\$ 232,000
Middle School	228,700	\$ 40,000	\$ -	\$ 425,000	\$ -	\$ 425,000	\$ 400,000	\$ -	\$ 1,250,000
Warren	26,151	\$ 55,000	\$ -	\$ -	\$ -	\$ 165,000	\$ -	\$ -	\$ 220,000
Library - Main	84,215	\$ -	\$ 60,000	\$ -	\$ 100,000	\$ 350,000	\$ -	\$ -	\$ 510,000
Library - Fells	1,872	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
Fieldhouse	5,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library - Hills	7,000	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 40,000
Morses Pond	3,377	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town Hall	32,240	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000
High School	280,091	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 1,800,000	\$ 2,300,000
Hunnewell	36,400	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Upham	36,500	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Schofield	43,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hardy	45,900	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000
Fiske	70,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>1,086,588</b>	<b>\$ 292,000</b>	<b>\$ 300,000</b>	<b>\$ 425,000</b>	<b>\$ 283,000</b>	<b>\$ 1,853,000</b>	<b>\$ 400,000</b>	<b>\$ 1,845,000</b>	<b>\$ 5,398,000</b>



# Cash Capital Projects

- Complete 10 - 15 Projects/Year with Staff
- Planning, Design, and Construction

## Sample of Current Projects

Cash Capital Projects									
#	Project #	Building	Description	ORG. #	OBJ. #	WQ#	Assigned	Budget	
1	FG018	Library Main	ECM: Lighting - Exterior	01192461	524010	6879	Dan	\$ 59,000	
2	FG021	Library Main	Replace Smoke Detectors	01192461	524010	6880	Dan	\$ 10,000	
3	FH006	Library Hills	ECM: Lighting - Interior	01192461	524010	6881	Dan	\$ 20,000	
4	FA020	Town Hall	ECM: Lighting - Juliani, Selectman, G. Hall	01192201	524010	6882	Dan	\$ 22,000	
5	FQ021	Bates	ECM: Lighting - Interior	01192411	524010	6883	Allen	\$ 99,000	
6	FQ024	Bates	Replace Emergency Light Batteries	01192411	524010	6884	Dave	\$ 9,000	
7	FS033	Hardy	Replace Steam Traps	01192413	524010	6885	Matt	\$ 8,000	
8	FT026	Hunnell	Replace Smoke Detectors	01192414	524010	6886	Dave	\$ 5,000	
9	FT027	Hunnell	Replace Steam Traps	01192414	524010	6887	Matt	\$ 8,000	
10	FU021	Sprague	ECM: Lighting - Interior	01192415	524010	6888	Allen	\$ 99,000	

~ \$250k/Year



# Operations Expense Projects

- Complete 10 - 15 Projects/Year with Staff
- Planning, Design, and Construction

## Sample of Current Projects

Operations Expense Projects									
#	Project #	Building	Description	ORG #	OBJ #	WO#	Assigned	Budget	
1	NA	Middle School	Cafeteria EHV#1 Steam Coil	01192221	524010	6867	Jeff	\$ 5,000	
2	NA	High School	Boilers - Investigate Operation Issues	01192231	524010	6817	Steve	\$ 1,000	
3	NA	Middle School	Cafeteria EHV#2 Repair	01192221	524010	6865	Jeff	\$ 3,000	
4	NA	Middle School	Gym B EHV#2 Repair	01192221	524010	6865	Jeff	\$ 5,000	
5	NA	Fiske	Replace Steam Traps	01192212	524010	6866	Matt	\$ 1,000	
6	NA	Middle School	Steam Isolation Valves	01192221	524010	6867	Matt	\$ 25,000	
7	NA	Middle School	Wood Shop Electric Service - ESI	01192221	524010	6868	Allen	\$ 10,000	
8	NA	Middle School	Wood Shop Electric Service - FMD	01192221	524010	6869	Dave	\$ 5,000	
9	NA	Middle School	Portable AC Unit Window Vents	01192221	524010	6870	Jeff	\$ 2,000	
10	NA	High School	Boilers - Rounds/EMC	01192231	524010	6873	Allen	\$ 1,000	

< \$100k/Year



## Routine Maintenance WOs

- Use “MaintenanceDirect” for RM WOs
- Issued ~ 1,200 RM WOs
- HVAC 60% + Other 40%
- Closed-Out 90% (Carried Forward 10%)
- Target “Open” to “Close” Time < 5 WDs
- Analyze Data to Further Improve Efficiency



# Preventive Maintenance WOs

- Use "PMDirect" for PM WOs
- PMDirect will Automatically Issue WOs
- Started to create PM Program
- Will Start Issuing 1,500 WOs/Year in FY17
- PM WOs will Eventually Reduce RM WOs
- Process same as RM WO Process





# Questions?

Email: [ahebert@wellesleyma.gov](mailto:ahebert@wellesleyma.gov)

Web: [http://www.wellesleyma.gov/Pages/WellesleyMA\\_Facilities/Presentations/](http://www.wellesleyma.gov/Pages/WellesleyMA_Facilities/Presentations/)





**7. Executive Director's Report**

- **Approval of Minutes** - the minutes of the following meetings are included in your packet for approval.
  - June 1<sup>st</sup> - regular meeting
  - June 12<sup>th</sup> regular meeting

**MOVE** to approve the regular session minutes of June 1 (evening), and June 12, 2017.





**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. Weekly Report
3. Agenda Background Memorandum
4. Associate Member Submittals from Planning Board
5. Brook Street Truck Exclusion abutters notice and list
6. Brook Street Truck Exclusion study
7. Brook/Amherst Concept Plan of the Intersection
8. Budget for Traffic and Parking Capital Expenditure
9. Memo on the history of the intersection project
10. Proposed Scope of Work for Great Plain Avenue Concept Study
11. Complete Streets Funding Program Guidance
12. Draft Complete Streets Policy
13. Draft MOU between PBC and FMD
14. 900 Worcester Street- MDM Response to Comments from Beta
15. Updated Traffic Impact and Access Study prepared by MDM Transportation Consultants
16. 900 Worcester Street Traffic – Beta Peer Review dated May 18, 2017.
17. Email to Meghan Jop from Timothy Barrett Re: 900 Worcester Street

**1. Call to Order**

Ms. Freiman called the meeting to order at 6:47 pm. Ms. Freiman noted that there would not be a joint meeting with the Planning Board this evening.

**2. Citizen's Speak**

None.

**3. Liaison Updates**

Ms. Freiman gave an update on her liaison assignments. She noted that she and Ms. Gibbs are meeting with the School Committee to discuss the joint appointment of the members of a School Building Committee and to find a date for a joint meeting with the School Committee to discuss the candidates and the charge of the proposed committee.

Ms. Freiman noted the Police and Fire Department had a strong administrative response to assist the officers who were at the scene of the Scofield School car accident.

Ms. Freiman noted Rob Evans of Human Relations Service joined the latest meeting of the Board of Health. One-third of the BOH budget goes towards helping mental illness including the Wellesley Middle School and Wellesley High School counselors. The Board of Health is working to develop a close relationship with the COA as the Tolles Parsons Center opens to provide a range of programs. Ms. Freiman also report the Board of Health will be reviewing their fees to determine whether increases are warranted.

Ms. Freiman noted that she and Ms. Gibbs have been meeting semi-monthly with Advisory and monthly with School Committee..

52  
53 **4. Executive Director's Update**  
54

55 Ms. Robinson gave a brief update noting a water line had broken at the Middle School. The cleanup costs  
56 were approximately \$10,000, which will not rise to the deductible amount, which is \$25,000. Ms.  
57 Robinson noted the Facilities Department had recently undergone training on a water pipe break, and their  
58 quick response reduced the cost of the damage. Ms. Robinson noted the Town is close to finalizing a  
59 contract for the scanning of the Building Department permit materials, and that the quote is less than  
60 expected at \$30,000. Ms. Robinson also noted the IT Department has received a grant for \$2,000 for  
61 software to be used by the vision-impaired and will translate the language to multiple languages for non-  
62 English speakers.

63  
64 **Minutes**  
65

66 Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted unanimously (5-0) to  
67 approve the regular session minutes of the two Board of Selectmen meetings of May 15, 2017 in the  
68 morning and evening.  
69

70 **Entertainment License**  
71

72 Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted unanimously (5-0) to  
73 approve the issuance of an Entertainment License to Bertucci's restaurant for live music to be  
74 played on their patio Monday – Saturday evenings from 6:00 PM to 10:00 PM for the remainder of  
75 calendar year 2017.  
76

77 The Board noted the approval did not include amplified music.  
78

79 **5. Quarterly Traffic Update**  
80

81 Police Chief Jack Pilecki; Terry Connolly, Deputy Director; Dave Hickey, Town Engineer; and Mike  
82 Regan, Town's Traffic Consultant from VHB, joined the Board.  
83

84 **Heavy Vehicle Exclusion on Brook Street**

85 Ms. Freiman opened the public hearing to modify the Traffic Regulations to include a Heavy Commercial  
86 Vehicle Exclusion on Brook Street.  
87

88 Chief Pilecki stated the Traffic Committee, having observed and studied Brook Street, recommended the  
89 Town submit to the State the application for the exclusion. MassDOT approved the exclusion, and the  
90 next step is for the Selectmen to approve and submit verification to MassDOT that the Brook Street  
91 exclusion from Great Plain Avenue to Wellesley Avenue is acceptable.  
92

93 Ms. Freiman asked if the signs would direct people to the new truck route. Mr. Regan stated there would  
94 be signage at Great Plain Avenue directing residents. There will also be signs located on Grove Street,  
95 Hamden Road, Amherst Road, and Benvenue Street.  
96

97 Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted unanimously (5-0) to  
98 amend the Town's Traffic Regulations by adding to  
99

100 **Schedule V (Section 7-19) Exclusion of Heavy and Commercial Vehicles**  
101

102 **Location                                      Between**  
103 **Brook Street                      Wellesley Avenue and Great Plain Avenue**  
104

105 **Brook Street/ Amherst Road Intersection Improvements**

Mr. Hickey gave a brief update on the progress of the design improvements to the Brook Street/Amherst Road intersection. Mr. Hickey described the improvements including geometry, pedestrian safety, and drainage. He noted the Town has done some survey and utility coordination work. He indicated construction is anticipated this fall or spring of 2018 pending finalization of the design. The cost of the project is currently \$187,000 including contingency.

The Board asked how long the construction would take to complete. Mr. Hickey indicated the project is estimated to be 6-8 weeks.

Phil Carens, Hobart Road, asked if the construction would affect the walking paths to school. Chief Pilecki and Mr. Hickey noted the project costs include funds for police details to assist with pedestrian crossings during construction.

Mr. Ulfelder asked if Amherst or Brook would be paved. Mr. Hickey stated there will be paving at the intersection, but that Amherst Road received a chip seal 5-6 years ago. Mr. Hickey noted Brook Street is on the DPW's resurface plan, but a trench patch would remain over the drainage work until repaving.

The Board was supportive of the plan and looked forward to the final approvals. Chief Pilecki stated it is the Traffic Committee's goal is to try to get this project done this year.

#### Great Plain Avenue

Chief Pilecki and Mr. Regan reviewed the proposal to study the design configuration of the Great Plain Avenue intersection with Wellesley Avenue due to the high volume of accidents. Their proposal was to consider the installation of a true rotary design. The scope of work includes the review of the right of way and traffic data collection including turning movements. Mr. Regan noted the scope also includes a number of meetings with various Town boards and departments as well as the neighbors.

Mr. Phil Caren, Hobart Road, discussed his concerns with the existing condition entering the intersection from Wellesley Avenue from solar glare.

Ms. Kathy Schleyer, Hobart Road, noted her concerns with the intersection, including the unclear signage at both Wellesley Avenue and Seaver Street.

The Board was supportive of the study.

#### Complete Streets

Mr. Regan reviewed the Complete Streets program noting new funding has been released by the State for the program. Mr. Regan noted a draft policy has been generated that looks at streets and considers all modes of transportation. Mr. Regan noted Complete Streets requires a prioritization of roadways.

The funding received by establishing the policy assists with the Town's prioritization efforts based on traffic, pedestrian and bike travel. The plan will help the Town with capital planning, and will give communities up to \$35,000. Once the Phase 2 plan is submitted, the Town would be eligible to apply for the competitive fund program where it could receive up to \$400,000 a year for project implementation. Mr. Regan noted the Phase 1 and Phase 2 processes could be completed in total in the next 4-6 months.

#### Route 9 Update

Mr. Hickey updated the Board on the Route 9 resurfacing project as well as the Route 9/Kingsbury Street Intersection reconstruction. MassDOT is coordinating with National Grid to complete the gas main updates. Mr. Hickey described the timing of the construction noting much of the work will be completed over the summer and fall, and the final top coat may have to wait until spring of 2018. It is anticipated



that the Kingsbury Intersection work will begin at the close of school and will be completed over the summer.

Ms. Gibbs noted the Town would like to hold a public forum on the Kingsbury Intersection and gas leaks issue and asked when a suggested time would be best. Mr. Hickey noted he would meet with MassDOT and National Grid and then report on a good time for a meeting.

Mr. Hickey briefly updated the Board on the Route 128 Add-a-Lane Project noting work this summer includes utilities, drainage, and Route 9 widening. The ramp work in both directions should be completed by September. The reports received indicate is on schedule and is about 65% completed.

**6. MOU between the Permanent Building Committee and Facilities Maintenance Department**

The Board reviewed the current draft of the Memorandum of Understanding between the Permanent Building Committee and the Facilities Maintenance Department. The Board in general was supportive of the draft.

**7. Traffic Review – 900 Worcester Street (PSI-17-01)**

The Board continued the review of the 900 Worcester Street Traffic and Pedestrian Safety plan.

Mr. Brian DeVellis, developer, and Dan Dumais, Traffic engineer, joined the Board. Mr. Dumais reviewed the revised proposal for signalization at the site driveway and Route 9, and noted the additional traffic counts conducted. Mr. Dumais noted the entire traffic study has been updated.

Mr. Kien Ho, the Town's traffic consultant from Beta Engineering, joined the Board. Mr. Ho described his proposal to add adaptive signalization to assist with the traffic volumes. Mr. Ho noted to be effective, the coordination should extend from the site to the McDonald's in Natick.

The Board discussed the implementation and required State approvals. Mr. Morgan suggested an amount be escrowed to fund the Wellesley component while the Town seeks cooperation from MassDOT and Natick.

Mr. Ulfelder inquired about the cost of the technology measured against the tax deferment for the project. Mr. Ulfelder asked if the Town could reach out to Natick and MassDOT to see if there would be interest on their part to install it.

The Board reviewed the proposed sidewalk construction. Mr. Ho noted he field-verified the results and agreed with staff's recommendation for reconstruction from the Cochituate Aqueduct to Russell Road.

Tim Barrett, resident of Shadow Lane, asked for clarification on the signal design. Mr. Ho and Mr. Dumais described the intersection components, noting that a cross connection to Lexington Road would not be allowed.

The Board noted the Planning Board would be opening the public hearing on the complete PSI application on Monday, June 5, 2017. The Board noted they would consider a recommendation on the project at their meeting of June 12, 2017.

The meeting was adjourned at 9:45 pm.

**Board of Selectmen Meeting: June 12, 2017****Present: Freiman, Gibbs, Morgan, Ulfelder, Sullivan Woods****Also Present: Robinson****Minutes Approved: May 18, 22, June 1 (AM), June 5, 2017****Meeting Documents:**

1. Agenda
2. Agenda Background Memorandum
3. Weekly Report
4. BOS Calendar
5. Bond Sale Documents
6. Lions Club New Chapter Update
7. Hawkers and Peddlers License Draft
8. Draft Charge to the School Building Committee
9. Sustainable Energy Committee PowerPoint Presentation
10. Draft Fuel Efficient Vehicle Policy
11. Draft Outline Energy Reduction Plan FY16-FY20
12. 2016 40B Compliance Monitoring
13. Executive Director's Report
14. Minutes May 18 Board Retreat
15. Minutes May 22 Regular Meeting
16. Minutes June 1 Second Board Retreat
17. Minutes June 5 Regular Meeting
18. FY18 Appointments List
19. Memo from Kathy Nagle Election Officer Appointments
20. Sustainable Energy Committee Appointment
21. Draft 900 Worcester Street PSI Recommendations
22. Draft Letter to Planning Board re 900 Worcester Street PSI-17-01 Recommendations
23. Discuss Dates to Fill PB Vacancy
24. Letter from Michael Zehner re Notice of Planning Board Vacancy

**1. Call to Order**

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

Ms. Freiman congratulated the Police Department for completing the re-accreditation process the Department will receive the designation this fall. She complimented the Department for the initiative to hold "Coffee with a Cop" at Starbucks recently. She also announced that the Selectmen are tentatively holding November 7, 8, 13 & 14 as dates for a Special Town Meeting this fall.

**2. Citizen's Speak**

None.

**3. Bond Sale Approval – Finance Director**

Ms. Freiman invited Sheryl Strother, Finance Director, to provide the Board with an overview of the bond sale held on June 5<sup>th</sup>. Ms. Strother noted the affirmation by Moody's Investor Service of the Town's strong bond rating, and that the short duration of the bonds contributed to the low interest rate of 1.295671%. Ms. Freiman asked Ms. Strother to review the uses of the funds. Ms. Strother explained that

some of the projects had been previously financed in part, and that this bond issue was the final piece to finance the completion of those projects (Police Station, etc.).

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

#### 4. Lion's Club New Chapter Update

Mr. Andrew Porter & Ms. Ivette Mesmar came before the Board to announce that a new Lion's Chapter has been formed in Wellesley that thus far has 22 members. Of note, Wellesley will be designated as a "Centennial Club" because the Lion's Club organization is celebrating its centennial this year. Mr. Porter said that every dollar raised by Lions goes to the activities for which they are fundraising, and this year they have expanded their mission to not only include helping the blind, but also to assist people with diabetes and pancreatic cancer. He gave the Board an overview of some of the events they hold, and



scholarships they provide. The Board took a particular interest in a program recently held in Needham in which banners were erected on streetlight poles for every country that residents were from as a means to recognize the diversity of the community.

# **5. Review Revised Hawkers and Peddlers Policy**

Town Counsel Tom Harrington and Lieutenant Whittemore were present to review with the Board modifications that had been made to this draft policy since the first read of it at an earlier meeting. Mr. Harrington noted the change in the schedule of hours and that while not iron-clad if it was challenged, he believed that the proposed hours would expand permittees' ability to solicit for more hours than previously. Ms. Freiman brought up her review of the legal cases on this point. Mr. Harrington agreed with her interpretation and that of the Mass. Fair Share case which they look to for guidance on this topic even though it focused on political speech, and this policy it about "commercial" speech. He reviewed a New Jersey case that imposes a four-prong test, and why he believes this proposed policy is reasonable. Ms. Sullivan Woods asked if a resident's right to feel comfortable in their home is relevant to what we allow, and for Mr. Harrington to explain the difference between goods, wares and merchandise. The Board discussed the hours further and decided on a recommendation from Mr. Ulfelder that the hours of solicitation be expanded to start at 8:00 AM and end at 8:30 PM.

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted (5-0) to approve the revised regulations for the issuance of Hawkers and Peddler's Licenses as proposed with an adjustment in the hours to 8:00 AM to 8:30 PM.**

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

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the boards voted (10-0) to elect Marjorie Freiman as Chair of the joint meeting.**

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the boards voted (10-0) to elect Sharon Gray as Vice Chair of the joint meeting.**

Ms. Gray began by providing both boards with an overview of the sections of the draft charge. Ms. Freiman asked for clarification on the wording that indicated decisions would be made by the SBC, but that the School Committee retained the right to do so as well. Ms. Gray replied that most decisions are in the realm of the SBC, but the School Committee retained the right to make decisions that were more political in nature. Various members of both boards spoke on this point, bringing up such issues as swing space, which body has the ultimate authority on these topics, and reviewing what the deliverables are. After lengthy debate Ms. Freiman suggested that the charge probably would require more work, and asked the members to send comments back to their respective boards to consider. Both boards could plan to meet again on June 26<sup>th</sup> to discuss this further.

Ms. Freiman then asked Ms. Gray if the School Committee was ready to announce the names of the persons they are considering for appointment to the SBC. Ms. Gray announced the following:

- School Committee – Sharon Gray
- Superintendent of Schools – David Lussier
- Principals of the three HHU schools (non-voting members)
- Board of Selectmen – Jack Morgan
- Executive Director or designee – Meghan Jop

- 148 • Member of PBC – to be determined
- 149 • FMD Director or designee – Steve Gagosian
- 150 • Member of Advisory Committee – to be determined
- 151 • Three Community Members – Ryan Hutchins, Jubin Hassening, Jose Felippa

152 **Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the boards voted (10-0) to dissolve the**  
 153 **joint meeting.**

154  
 155 **7. Sustainable Energy Committee Update**  
 156

157 SEC Chairman Laura Oulton and Marybeth Martello came before the board to give a presentation of the  
 158 SEC's work towards becoming a "green community". They reminded the Board that the Town has  
 159 already completed three of the five requirements for designation. The two remaining requirements are to  
 160 develop a plan to reduce energy usage by 20% over five years, and to adopt a policy for fuel-efficient  
 161 vehicles. They noted that they have been working closely with FMD to assess Town buildings and where  
 162 changes could be made to reach the 20% energy reduction plan. The plan is only in draft at this point,  
 163 and thus far they believe that the modifications would reduce usage by almost 15%. They reviewed with  
 164 the Board the draft fuel efficient vehicle policy for a first read, and would like to come back in September  
 165 to finalize the document. The Board thanked them for their hard work on this project and that they look  
 166 forward to meeting again in the fall so the grant application can be finalized and filed.

167  
 168  
 169 **8. Executive Director's Report**  
 170

171 Minutes  
 172

173 Ms. Robinson reviewed all of the items in the agenda packet requiring the board's action.  
 174

175 **Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted (5-0) to approve the**  
 176 **regular session minutes of May 18, 22, June 1 (morning and evening), and June 5, 2017.**  
 177

178 Appointments  
 179

180 Ms. Robinson reviewed the spreadsheet outlining all of the appointments that are the responsibility of the  
 181 Board. She noted that the listing had been expanded this year to show the status of all appointments, not  
 182 just those up for renewal, as well as the membership requirements of each. The listing had been color  
 183 coded to indicate who wanted or needed to be reappointed this year, those candidates who were new  
 184 appointments to boards, and where vacancies still remained. The Board asked Ms. Robinson to reach out  
 185 to the Historical Commission, Historic District Commission and Youth Commission for names of  
 186 nominees for those vacancies.  
 187

188 **Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted (5-0) to approve the**  
 189 **appointments of all existing and new employees and committee members as proposed, with the**  
 190 **exception of Tony Parker for the COA, and clarifying the names of five members of the**  
 191 **Celebrations Committee.**

192 900 Worcester Street PSI Recommendation  
 193

194 The board reviewed the draft recommendation prepared by Ms. Jop regarding traffic for this project. Mr.  
 195 Ulfelder indicated that he had discussed the document with Ms. Jop and wanted to ensure that the value  
 196 for a possible study regarding the coordination of traffic signal timing or contribution to an adaptive  
 197 signal system is included, which it was. Ms. Sullivan Woods suggested that the developer be required to

pay the cost of installing such a system at this light and the three to the west of it on Route 9. Other board members indicated they were not in favor of this approach.

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

**Joint Meeting with the Planning Board**

Ms. Freiman told the Board that she'd spoken to Deb Carpenter, Chair of the Planning Board and they had mutually agreed to take additional time to find suitable candidates for the open positions for the Planning Board. However, both boards did need to meet to discuss the two proposed M.G.L. Chapter 40B projects at Delanson Circle and 680 Worcester Street. The board agreed that this should be on the next agenda, and asked that staff prepare an overview of what the BOS may consider in this process, and to send that along with the prior recommendation on 680 Worcester Street to the Board for review. They also asked that the neighbors to these two possible developments be notified of the joint meeting.

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

Ms. Sullivan Woods provided the Board with an overview of the process that has brought forth a revised PFTF Charter since it was created 13 years ago, and an updated policy. Ms. Freiman noted that the Board of Selectmen was not referenced as a member in the Charter and suggested it should be. The other Board members indicated they agreed the Selectmen should be included. There was further discussion on the field policy which was considered to be a well-drafted document.

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted (5-0) to approve the updated Playing Field Task Force Charter and Field Use Policy with a modification that the Board of Selectmen be included in the charter.**

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

Ms. Freiman indicated that the PBC had taken up this item at their meeting on June 8<sup>th</sup>, but had not signed the version in the Board's packet. As the Board prefers to be the final signatory to any Town document, she recommended that this item be tabled until the June 26<sup>th</sup> meeting, which would allow for the PBC to execute it on June 22<sup>nd</sup>. The Board took no action on this item.

**11. New Business/Correspondence**

Ms. Sullivan Woods informed the Board that she attended the Amity Day Celebration in Needham the previous Sunday, and she gave the Board the framed proclamation she received. She also indicated that the celebration would be held next year in Wellesley on the second Sunday in June.

Ms. Robinson reviewed upcoming topics for meeting agendas.

The meeting adjourned at 10:10 PM.



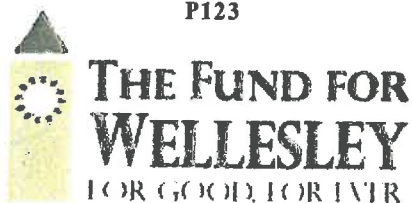


- Accept Gifts – Included in your packet is information containing two gifts that given their amount need to be approved by the Board for acceptance. The first is to accept a gift from the Fund for Wellesley in the amount of \$2,032 that will enable us to add a feature called Texthelp's Browsealoud to our new website. The second gift is from Greene's Hardware who has generously donated a new gas grill to the fire department, the value of which is \$949.99.

**MOVE** to accept the following gifts to the Town in the following amounts:

- \$2,032 from the Fund for Wellesley for IT Department for enhancements to the Town's website
- \$949.99 from Green's Hardware to the Fire Department for purchase of a gas grill





**Foundation for MetroWest  
GRANT ACKNOWLEDGEMENT FORM**

**Organization:** Town of Wellesley

**Grant Amount:** \$2,032

**Grant Date:** June 8, 2017

**Purpose:** To support adding Texthelp's Browsealoud service to the Town's website

I hereby acknowledge receipt from Foundation for MetroWest of the grant described above. Furthermore, I attest that no goods or services were provided as a result of this gift.

It is understood that any portion of this grant not needed for the designated purpose will be repaid to Foundation for MetroWest unless permission to do otherwise is expressly given by the Trustees.

As a condition of the grant, the Trustees request an evaluation report by **March 5, 2018**. The evaluation report will be available online through the same system used to apply for the grant. The report form will include a financial statement outlining how the grant funding was used compared to the project budget originally submitted; a description of the project results; any lessons learned during the project; results of your publicity of the grant and/or project; and any other pertinent information you would like to include.

Representatives from The Fund for Wellesley's Community Board or Foundation for MetroWest may contact you during the grant period to schedule a site visit.

To confirm your understanding of the terms and conditions of this grant we ask that **both the Executive Director and a member of the organization's Board of Directors sign and return the original to us as soon as possible**. Please sign and return the original of this acknowledgment form as soon as possible, and no later than 30 days after receipt. We ask that you save a copy for your records.

Accepted and Agreed:

**Executive Director Signature\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*if no Executive Director, Board President may sign.*

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Board Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**FOUNDATION FOR METROWEST**

3 ELIOT STREET  
NATICK, MA 01760-6085  
PH. (508) 647-2260

Middlesex Savings Bank  
NATICK, MA 01760

53-7122/2113

10798

**PAY** \* Two Thousand Thirty-Two and no/100 \*

**TO THE  
ORDER OF**

Town of Wellesley  
525 Washington Street  
3rd Floor  
Wellesley, MA 02482

**DATE**  
06/06/2017

**AMOUNT**  
\$\*\*\*\*\*2,032.00

⑈010798⑈ ⑆211371227⑆ 223537132⑈

**FOUNDATION FOR METROWEST**

10798

20170120 06/05/2017 2017 FFW to Town of Wellesley  
WELL, The Fund for Wellesley

2,032.00

2,032.00

7030 Town of Wellesley

06/06/2017 010798

**CHECK TOTAL:** \$\*\*\*\*\*2,032.00

*JP Salem*  
AUTHORIZED SIGNATURE



**Robinson, Blythe**

---

**From:** Peterson, Jeff  
**Sent:** Friday, June 16, 2017 1:40 PM  
**To:** Robinson, Blythe  
**Cc:** DeLorie, Rick  
**Subject:** Donation from Green's Hardware

Blythe,

Tom Greene from Greene's hardware has made a very generous offer to donate a new Weber grill for Fire Headquarters. The retail price of the grill is \$949.99. Could we put this request to accept the donation before the Selectmen at their next meeting?

Please let me know if you need any further info,

Thanks,

Jeff

*Jeffrey J. Peterson*  
**Assistant Fire Chief**  
**Wellesley Fire Rescue**  
457 Worcester Street  
Wellesley, MA. 02481  
Phone-781-235-1300  
Fax-781-283-5725  
E-mail: [jpeterson@wellesleyma.gov](mailto:jpeterson@wellesleyma.gov)



- Execute MOU between the Permanent Building Committee and Facilities Maintenance Department – at their meeting on June 15<sup>th</sup> the PBC voted to approve the MOU between them and the Selectmen regarding the future relationship between PBC and FMD. Thus the Board needs to do the same so that this is in place before the budget for PBC moves over to FMD on July 1<sup>st</sup>. Staff recommends approval and execution of the document.

**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](http://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:

6/15/17

\_\_\_\_\_  
Matthew L. King, Chairman

\_\_\_\_\_  
Thomas E. Goemaat

\_\_\_\_\_  
David L. Grissino

\_\_\_\_\_  
Suzanne G. Littlefield

\_\_\_\_\_  
Laurence D. Shind



- Discuss Year End Budget Transfers – in your packet you will find a request to make two transfers of funds between budgets for the remainder of this fiscal year. As you may know, State law allows for the transfer of funds in the last 60 days of a fiscal year (and the first 15 of the next) by a vote of both the Board of Selectmen and the Finance Committee, or in our case the Advisory Committee. Towns are not allowed by law to end a fiscal year with a deficit in an account, so transfers are recommended from line items that have surpluses at this point in the year.

The two requests are for the Treasurer/Collector's Office and the Fire Department. The Treasurer's Office has a shortfall in the account here postage and banking fees are paid, requiring a transfer from their personal services line item. The Fire department's request is related to a number of unforeseen employee injuries that have required them to pay other personnel to fill overtime shifts at higher cost. They have sufficient funds remaining in their expense budget and recommend the transfer be made from there.

**MOVE** that the Board vote to approve the transfers in the following amounts:

- Treasurer Collector - \$10,000 from personal services to expense
- Fire Department - \$40,000 from expense to personal services

Request for Inter-Departmental Transfer

To: Board of Selectmen

Date: 6/26/17

From: Treasurer/Collector

On June 26, 2017 the Board of Selectmen will be asked to vote to transfer the following sum in the manner indicated below:

Amount: \$10,000

To be transferred to: Treasurer/Collector Expenses 01145200

To be transferred from: Treasurer/Collector - Personal Services 01145100

The Treasurer/Collector pays all banking fees and centralized postage costs. Both of these costs have increased beyond the amounts originally budgeted.

\_\_\_\_\_  
Chairman, Board of Selectmen

Request is therefore made that the Advisory Committee concur with the above transfer in accordance with Chapter 44, Section 33B, of the Massachusetts General Laws, as amended (further amended by Municipal Modernization 11-7-16\*.

\* This amendment eliminates some caps and restrictions

Action of Advisory Committee

Date of Meeting 6-21-17

Number Present and Voting 9

Approved: 9-0  
Disapproved: \_\_\_\_\_

**INSTRUCTIONS:**

*Advisory Committee: Return  
original copy to Town Accountant*

  
\_\_\_\_\_  
Chairman, Advisory Committee

Request should be made and transfer voted before any expenditure in excess of appropriation is incurred.

**Strother, Sheryl**

---

**From:** Waldman, Marc  
**Sent:** Friday, June 09, 2017 3:17 PM  
**To:** Strother, Sheryl  
**Subject:** Budget Transfer

I calculate that I should end the year with a \$14 - \$15,000 surplus in my salary budget. I would like to move \$10,000 of that to my expense budget to make sure there is enough to cover all my banking and postage bills and to get extra money onto the postage account to give me a jump towards next year. I suspect my expense budget is going to be very lean in FY18 as well.

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

Ph. 781-489-7511  
Fx. 781-237-5037  
[mwaldman@wellesleyma.gov](mailto: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*

## Request for Inter-Departmental Transfer

To: Board of Selectmen

Date: June 21, 2018

From: Fire Department

On June \_\_\_\_, 2017 the Board of Selectmen voted to transfer the following sum in the manner indicated below:

Amount: \$30,000

To be transferred to: Fire Department – Personal Services Account/ 01220100

To be transferred from: Fire Department – Expense Account/ 01220200

This request is a result of an uncharacteristically high number of personnel out on long term illness or injury, beyond prior years' experiences. There is no systemic issue, all personnel involved have excellent work history.

\_\_\_\_\_  
Chairman, Board of Selectmen

Request is therefore made that the Advisory Committee concur with the above transfer in accordance with Chapter 44, Section 33B, of the Massachusetts General Laws, as amended (further amended by Municipal Modernization 11-7-16\*.

- The amendment eliminates some caps and restrictions

---

### Action of Advisory Committee

Date of Meeting 6-21-18

Number Present and Voting 9

Approved: 2-0  
Disapproved: \_\_\_\_\_

#### INSTRUCTIONS:

*Advisory Committee: Return  
original copy to Town Accountant*

  
\_\_\_\_\_  
Chairman, Advisory Committee

Request should be made and transfer voted before any expenditure in excess of appropriation is incurred.





## TOWN OF WELLESLEY

457 WORCESTER ST.  
WELLESLEY, MA 02481  
Fax 781-237-3161

## FIRE RESCUE

RICHARD A. DeLORIE  
FIRE CHIEF  
Telephone 781-235-1300

### Re: FY17 Request Fund Transfer of Fire Expense to Fire Personal Services

June 13, 2017

To: Advisory Board

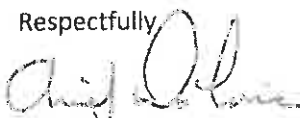
The Fire Department is requesting a transfer of \$40,000 from FY17 Fire Expense account to Fire Personal services account for unforeseen extraordinary absences due to illness and injuries. The FY17 Personal services budget has been impacted by an uncommonly high number of injuries and illnesses among our 53 firefighters and officers. There are no systemic issues and all personnel involved have an excellent work history. There are 9490 shifts at full staffing at 13 personnel per day shift /night shift throughout the year. For comparison purposes, FY16 had 142 shift injury/illnesses absences and FY17 had 434 shifts injuries/illness absences.

As of (6/12/17) firefighters/officers have 286 contractually earned shifts available you use and the injured /illness personnel absences that need to be covered with staffing. Depending on how many personal/sick shifts are saved into the employee's accumulated time and assuming no time is accumulated into their sick banks the following scenario plays out with \$114,697 remaining overtime funds:

• Potential balance needed	143,000
• Remaining overtime funds	<u>114,000</u>
Estimated Deficit	29,000

The transfer of 40,000 from FY17 Fire Expense account to Fire Personal services account will balance the budget for FY17. Any unused funds from both personal and expense accounts will be returned to the general fund.

Respectfully,

  
Chief DeLorie

- COA – Letter to Vacation Wellesley Community Center Lease

As you know, the completion of the Tolles Parson Center is anticipated in mid-summer, and the COA staff contemplates a move to its new home in mid-August. Part of the transition requires that we provide notice to the Wellesley Community Center that we are vacating our lease.

Apparently we do not have a signed version on the lease between the parties. We were able to locate a draft agreement between the town and WCC that does not require any particular notice and states that the tenancy is at will. The rent was paid annually. Therefore, M.G.L. c. 186, sec. 12 requires that we give three (3) months' notice to quit. Town Counsel has drafted the attached letter which he recommends that I execute with your approval. We don't need to do anything more than what I've put in the attached draft.

Gayle Thieme, COA Director indicates that the COA would like to terminate the lease on September 30<sup>th</sup>, which will give them time once they've moved, just in case it is needed.

**MOVE** that the Board vote to authorize the Executive Director to provide notice to the Wellesley Community Center to terminate the lease for the Council on Aging.



TOWN OF WELLESLEY



MASSACHUSETTS

**BOARD OF SELECTMEN**

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

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ELLEN F. GIBBS, VICE CHAIR  
JACK MORGAN, SECRETARY  
BETH SULLIVAN WOODS  
THOMAS H. ULFELDER

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

June 27, 2017

Mr. Steven Beach  
Wellesley Community Center  
219 Washington Street  
Wellesley, MA 02481

**Re: Notice to Quit 219 Washington St., Wellesley Hills**

Dear Mr. Beach,

Pursuant to G.L. c. 186, § 12, the Town of Wellesley hereby notifies you that it will be vacating the premises for the Council on Aging as of September 30, 2017. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Blythe C. Robinson  
Executive Director

Cc: Gayle Thieme, COA





- Discuss Inter-Municipal Agreement with Hamilton, MA

As discussed earlier in the meeting, the Board may want to enter into litigation regarding its Water Registration, and do so jointly with the Town of Hamilton. Miyares and Harrington represents Hamilton as well, and in such situations where it is the intent of the two communities to work jointly, there are two steps that must be taken.

First, the State has opined that in such cases, there needs to be an inter-municipal agreement between the communities as allowed for under M.G.L. c.40, §4A. An agreement has been drafted by Counsel and is included in your packet which specifies the reasons for the agreement, the services to be provided, terms, costs and billing as well as other sections relative to such a situation. The Boards of Selectmen of both towns must agree to approve this document.

Secondly, the Canons of Ethics for attorneys in the State preclude an attorney from representing a client if another client's interests are averse to another. While it is Attorney Harrington's opinion that there is no conflict, rather a joint benefit to the communities both being represented by the firm, it is necessary to vote to execute a waiver of potential conflict of interest. The waiver has also been drafted and is attached, and outlines the purpose of the dual representation and that the Town has been fully informed and had the opportunity to seek

**MOVED** that the Board vote to execute the inter-municipal agreement with the Town of Hamilton and the Waiver of Conflict of Interest in order to jointly engage Miyares Harrington to represent the communities in potential litigation regarding the Town's water registration.

## **I. Services.**

A. The Towns agree to share the cost for the Firm to provide services related to any similar legal issue that arises during the renewal of each Town's WMA Registration, as provided in Section III of this Agreement.

B. The Firm shall determine whether a legal issue is shared between the Towns.

C. If the Towns elect to file a challenge in a court of law, and such cases are consolidated, costs for Firm services applicable equally to both cases shall be considered a shared service and split equally between the Towns, as provided in Section III.

## **II. Term.**

A. This Agreement shall become effective upon signature by both of the Towns' Board of Selectmen ("Effective Date").

B. The Agreement shall expire within three years, unless sooner terminated pursuant to Section V.

C. The Towns may extend the Term of this Agreement in writing, provided that the maximum extended term shall not exceed twenty-five (25) years from the Effective Date.

## **III. Costs**

A. The Towns agree that the cost for the Firm's services that apply equally to both towns will be shared equally (50%).

B. Each Town bears no financial obligation to the Firm to pay the portion of the legal services apportioned to the other Town.

C. To the extent that the Firm can parse the services between the Towns so that each can be billed only for time and expenses incurred for that Town, the Town so served will be billed separately.

## **IV. Billing**

A. The Firm shall provide each Town with invoices for all shared and separate services within 60 days of performance of the service, in accordance with the following requirements:

1. The invoices shall clearly indicate which legal matters are shared between the two Towns;
2. The invoices shall include a notation that the work was performed under the authority of this Agreement;
3. The invoices shall identify the full cost for providing shared services; and

4. The invoices shall split the costs as provided in Section III, such that each Town is billed appropriately for its portion of the costs.

B. Each Town shall pay for its portion of the shared services directly to the Firm and in accordance with the terms of their legal services agreements with the Firm for General Counsel services.

C. The Towns shall direct the Firm to maintain detailed records of the services performed and to make those records available for review by the Towns upon request.

#### **V. Termination of Agreement.**

This Agreement shall terminate three years from the Effective Date, except that it may terminate sooner if:

A. Either Town provides 30 days written notice to the other Town and to the Firm indicating its intent to withdraw from the Agreement; or

B. Either Town renews their Registration Statement.

#### **VI. Resolution of Disputes.**

In the event that disputes arise among the Towns in the interpretation or performance of this Agreement, the dispute shall be submitted to an independent mediator agreed to by all parties, the costs of which shall be equally borne by all. If the dispute is limited to the amount, nature, and segregation of invoiced fees, the fee dispute will be submitted to the Massachusetts Bar Association Legal Fee Arbitration Board.

#### **VII. Amendments.**

A. This Agreement may only be modified by a writing executed by all parties.

B. The Agreement may be amended in writing to incorporate any additional Towns that would like to share the services of the Firm, provided that all current parties to the Agreement agree to add the additional Town.

#### **VIII. Notice**

Where notice is required under this Agreement, notice shall be made to the addresses specified below. All notices shall be made in writing.

Hamilton Board of Selectmen

577 Bay Road  
South Hamilton, MA 01982  
Tel: 978-468-5573



Wellesley Board of Selectmen

525 Washington Street  
Third Floor  
Wellesley, MA 02482  
Tel: 781-431-1019, x2201

Miyares and Harrington, LLP

40 Grove Street  
Suite 190  
Wellesley, MA 02482  
Tel: 617-489-1600

Hamilton Board of Selectmen

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Wellesley Board of Selectmen

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

June           , 2017

Blythe C. Robinson  
Executive Director  
525 Washington Street, 3rd Floor  
Wellesley, MA 02482

Re: Inter Municipal Agreement/Concurrent Representation  
Waiver of Potential Conflict of Interest

Dear Blythe,

This letter will confirm and is in follow-up to our recent conversation in which you requested that Miyares and Harrington, LLP, concurrently represent the Town of Wellesley and the Town of Hamilton in connection with the renewal of their *Water Management Act* registrations. The Canons of Ethics that govern attorneys licensed to practice law in Massachusetts preclude an attorney from representing a client if that client's interests are adverse to another client of the firm. In my opinion, no actual conflict exists at this time between Wellesley and Hamilton.

First, both Wellesley and Hamilton are seeking to protect their rights to withdraw water under their *Water Management Act* registrations. While these are separate and distinct factual matters, both communities recognize that similar legal questions may arise. Wellesley and Hamilton have entered into an Intermunicipal Agreement to share the cost of researching shared legal issues. Wellesley and Hamilton also recognize that each community is free to withdraw from the IMA at any time.

Second, because Wellesley and Hamilton do not withdraw water from the same sub-basin, the communities have no interest in each other's registration. The renewal of either Town's registration will have no impact the other's registration. Based on this information, the Towns share a commonality of interest but there is no actual conflict of interest.

In undertaking the concurrent representation, I cannot and will not advise either Town as to any matters upon which an actual conflict of interest develops. In the event than any conflict, dispute or disagreement arises between the Towns as to the Town's respective rights, I may decline to represent either or both towns in any manner in connection with that dispute or disagreement.

By executing this letter where indicated below, the Town of Wellesley confirms that it has been fully informed as to the nature of the potential conflicts that may arise as a result of my concurrent representation of Wellesley and Hamilton; that Wellesley has been provided a reasonable opportunity to seek the advice of independent counsel of its choice regarding these potential conflicts and waiver thereof; and that Wellesley understands that a conflict may arise in the future, which may require an additional disclosure and waiver by the Town or alternatively withdrawal by this firm of representation of one or both communities. Additionally, Wellesley confirms that it will take the opportunity to retain

independent counsel in the event that it has any reservations regarding the concurrent representation of its interest, the issues arising from that representation, and the waiver of the potential conflict of interest.

Assuming the foregoing accurately reflects Wellesley's understanding, please execute and return the waiver form appended hereto. Of course, if you have any questions, please feel free to give me a call.

Sincerely,

J. Raymond Miyares

cc: T. Harrington

**Waiver of Conflict**

The Wellesley Board of Selectmen hereby acknowledge that we have carefully read the foregoing letter, informing me that the Town's interests are not currently in conflict with those of the Town of Hamilton in connection with Miyares and Harrington, LLP's representation of Wellesley's interests and those of Hamilton with respect to renewing the Town's *Water Management Act* Registration, but that a conflict may arise in the future.

We expressly acknowledge that the concurrent representation by J. Raymond Miyares and Miyares and Harrington, LLP of Wellesley's interests and those of Hamilton constitutes the representation of future potentially conflicting interests between Wellesley and Hamilton. We nevertheless knowingly and voluntarily consent to such concurrent representation at this time. We further expressly acknowledge that the Town has been advised that it has the right to seek independent legal counsel in connection with the advisability of waiving said future potential conflict, and that it has had a reasonable opportunity to do so.

**Wellesley Board of Selectmen**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_





**8. Performance Review for Executive Director**

Annually at this time of year, the Town conducts its performance evaluations on all employees in the 50 & 60 series of the compensation plan. As the Board of Selectmen is the supervisor of the Executive Director, that performance evaluation must be conducted in a public meeting. The evaluation document and the narrative prepared by the Chairman will be handed out at the meeting.

Once the evaluation is complete, the Board ought to vote on that, and then make a determination as to the level of compensation for the next fiscal year. When the FY19 budget was developed, compensation was included in the budget for up to a 2.0% increase in keeping with what was approved for all of the town-side employees.

2% = \$3800

1.75% = \$3325

1.5% = \$2850

1.25% = \$2375

1.0% = \$1900

**MOVE** that the Board vote to approve the performance evaluation for the Executive Director as proposed by the Chairman, and further to authorize an increase in compensation of \_\_\_\_\_ for FY19.



9. **Review FY17 Board of Selectmen Accomplishments**

At the end of each fiscal year, the Board reviews the work plan it had adopted for that year and those outcomes. The purpose for this is to form the basis for the Board's report in the Town's annual report for the year. Utilizing the FY17 work plan we've drafted what we believe are the accomplishments for your review and consideration.

**MOVE** to approve the list of accomplishments that have resulted from the Board's FY17 work plan.





June 23, 2017

## Board of Selectmen – FY17 Accomplishments

### Major Projects

### Results

HHU Master Plan Committee	Committee completed work, issued a recommendation, and the BOS/SC dissolved Committee
Unified Plan	Vision & values completed, working groups began
900 Worcester	Ground Lease executed, ATM approval, started PSI
Executive Director Search & Transition	New Director started January 3rd
TWFP / FY17 budget	TWFP delivered at the ATM, plan and FY 18 budget approved
Town Hall Basement – Administrative Consolidation	No progress on this item
Executive Director Transition	Completed

### Policies / Regulations

Housing Policy	Hold until Unified Plan Complete
Regulation of BYOB	No Action taken
Sale of Town land	No Action taken
PILOT Policy	No Action taken
Budget Policies and Processes	Developed draft calendar for FY19, drafting a budget preparation manual
Alcohol in Public Buildings	No Action taken
Executive Session Policy	Updated the 2006 policy to reflect current law
Gift Policy	Updated the policy

### Other Issues

North 40	Working on Landfill closure, form committee in early 2018
Development projects	TBD
Town budget policies and processes	See above
Tolles Parsons construction	Construction largely complete, substantial completion due July, 2017
Community development	4 <sup>th</sup> Amendment to Linden Square completed at ATM, continued engagement with Wellesley Square
Public transportation	Ellen, Meghan, Terry
Bicycle Safety Committee	Ellen, Hans
COA Board reconstitution	No action taken

June 23, 2017

Rte 9 / Kingsbury Street intersection	Approved, construction summer of 2017
Traffic matters	Board approved intersection changes at Brook/Benvenue and Brook/Amherst
Redevelopment of VW property	Finalizing construction.
Branch Library issues	
Parking Meter replacement	Completed planned replacements, implemented pay by phone
PSI Follow Up studies	No action taken

June 23, 2017

## Recurring Matters

CV and Alcohol licensing	Meghan
Encroachments	Hans, Meghan, Terry
Tax Classification	Ellen
World of Wellesley	Marjorie
Media Corporation - Designation as PEG Access Provider	Dave, Hans
Quarterly traffic updates	Traffic Committee (Deputy Chief Pilecki)
Quarterly facilities updates	Joe McDonough
Quarterly investments updates	Marc Waldman







GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

06/08/2017

**For more information contact:**  
**Todd Buikema, Acting Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**E-mail: [tbuikema@gfoa.org](mailto:tbuikema@gfoa.org)**

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Wellesley** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

*Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.*



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Town of Wellesley  
Massachusetts**

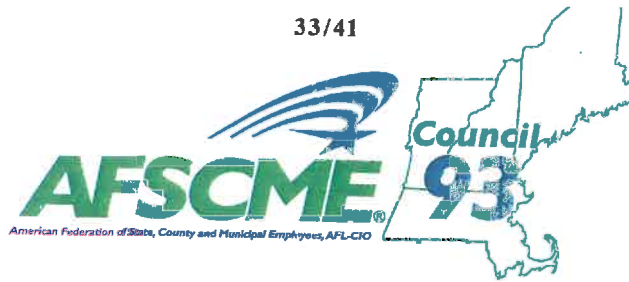
For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2016**

Executive Director/CEO

Jun 23, 2017

33/41



June 14, 2017

Frank Moroney  
Executive Director

Charles C. Owen, Jr.  
President

Kevin Hanley  
Vice President

Nancy Silva  
Recording Secretary

Gerry Mills  
Treasurer

Scott Kell  
Sgt. at Arms

Becky Bays  
Case Manager  
American Arbitration Association  
200 State Street 7<sup>th</sup> Floor  
Boston, MA 02109

RE: Town of Wellesley - Local 335  
GR: Francis Wellford- Termination  
AFSCME #2017-258-Metro-EM

Dear Case Manager Bays:

Enclosed please find AFSCME's Demand for Arbitration in the above-entitled case.

AFSCME files this request in order to preserve arbitrability on the basis of timely filing. AFSCME reserves its right to review merits and, in the event the grievance is not justified for arbitration after all, to withdraw it.

I hereby certify that I have on this date sent a copy to: Blythe Robinson, Executive Director, 525 Washington St., Wellesley, MA 02482.

Thank you.

Very truly yours,

Joseph L. DeLorey  
General Counsel

JD/jc

Enclosure

Cc: Metro Office (For Distribution)  
Paul Moreau, Local President 335  
Francis Wellford

**AMERICAN ARBITRATION ASSOCIATION**

MEDIATION: Please consult the AAA regarding mediation procedures. If you want the AAA to contact the other party and attempt to arrange mediation please check this box. ☐

**VOLUNTARY LABOR ARBITRATION RULES  
DEMAND FOR ARBITRATION**

DATE: June 14, 2017

TO:

Name of Employer: Town of WellesleyAddress: 325 Washington St.City and State: Wellesley, MAZip Code: 02482Telephone 781-431-1019 X 2201FaxName of Representative: Blythe Robinson Executive DirectorRepresentative Address: 525 Washington STCity and State: Wellesley, MAZip Code: 02482Telephone: 781-431-1019 x 2201Fax:

The named claimant, a party to an arbitration agreement contained in a written contract, dated \_\_\_\_\_ for arbitration under the Voluntary Labor Arbitration Rules, hereby demands arbitration thereunder.

(Attach the arbitration article or quote it hereunder).

**NATURE OF DISPUTE:** Terminated without just cause

**In violation of but not limited to:** Article 6(a), 21 (d)

**CLAIM OR RELIEF SOUGHT:** Reinstate employee in position and to make employee whole.

**HEARING LOCALE REQUESTED:** \_\_\_\_\_

You are hereby notified that copies of our arbitration agreement and of this demand are being filed with the American Arbitration Association at its Boston MA office, with the request that it commence the administration. Under the rules, you may file an answering statement after notice from the administration.





Signed

Name AFSCME Council 93, AFL-CIO,  
Address 8 Beacon Street

City and State Boston, MA Zip Code 02108

Telephone (617) 367-6035 Fax (617) 742-7666

Name of Representative Joseph DeLorey, General Counsel

Address 8 Beacon Street

City and State Boston, MA Zip Code 02108

Telephone (617) 367-6035 Fax (617) 742-7666

To institute proceedings, please send three copies of this demand with the administrative fee, as provided for in the rules, to the AAA. Send original demand to the respondent.



June 13, 2017

Board of Selectmen  
Town of Wellesley  
525 Washington Street  
Wellesley, MA 02481

**Re: Channel Line Up Information and  
S&H Price Change**

Dear Chairman and Members of the Board:

As part of our continuing effort to keep you informed, I wanted to share with you the following information:

On or around July 13, 2017, Olympics Channel HD will be available on ch 846 with our Digital Preferred tier. Universal HD on ch 846 & 1419 will be ceasing operations.

Starting August 1, 2017, due to increased business costs, the standard shipping charge for a Self-Installation Kit will increase from \$9.95 to \$15.00.

Beginning August 15, 2017, Sprout HD will be added to Expanded Basic and Family Tier ch 927. RLTV will no longer be available on ch 125 & ch 1498.

Customers are receiving this information, in advance, via bill message.

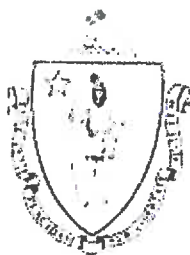
If you have any questions, please do not hesitate to contact me at 508-647-1418.

Sincerely,

*Greg Franks*

Greg Franks, Sr. Manager  
Government Affairs





MAURA HEALEY  
ATTORNEY GENERAL

THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL

CENTRAL MASSACHUSETTS DIVISION  
10 MECHANIC STREET, SUITE 301  
WORCESTER, MA 01608

(508) 792-7600  
(508) 795-1991 fax  
[www.mass.gov/ago](http://www.mass.gov/ago)

June 21, 2017

Kathleen Nagle, Town Clerk  
Town of Wellesley  
525 Washington Street  
Wellesley, MA 02482

Re: Wellesley Special Town Meeting of April 3, 2017 – Case # 8293  
Warrant Article # 2, Motions 3 and 4 (Zoning)

Dear Ms. Nagle:

**Article 2, Motions 3 and 4** - We approve Article 2, Motions 3 and 4, and the map pertaining to Motion 4, from the Wellesley April 3, 2017, Special Town Meeting. We will send the approved map to you by regular mail.

**Note:** Pursuant to G.L. c. 40, § 32, neither general nor zoning by-laws take effect unless the town has first satisfied the posting/publishing requirements of that statute. Once this statutory duty is fulfilled, (1) general by-laws and amendments take effect on the date that these posting and publishing requirements are satisfied unless a later effective date is prescribed in the by-law, and (2) zoning by-laws and amendments are deemed to have taken effect from the date they were voted by Town Meeting, unless a later effective date is prescribed in the by-law.

Very truly yours,  
MAURA HEALEY  
ATTORNEY GENERAL

*Kelli E. Gunagan*

by: Kelli E. Gunagan, Assistant Attorney General  
Municipal Law Unit  
Ten Mechanic Street, Suite 301  
Worcester, MA 01608  
(508) 792-7600 x 4406

cc: Town Counsel Thomas J. Harrington





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, SECRETARY  
BETH SULLIVAN WOODS  
THOMAS H. ULFELDER

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

June 16, 2017

Dear Resident:

The Town was recently informed that MassDOT's Route 9 project will be moving forward next week, June 19<sup>th</sup>. The initial efforts will be focused on the new Kingsbury Street intersection, where new traffic lights will be installed. Later in the summer the entire intersection and other stretches of Route 9 will get a new pavement surface.

Starting next week, a minor lane shift that creates the required work space in the median area will be installed. All of the current reverse direction and pedestrian patterns will be preserved during the work. The Kingsbury Street area improvements will continue through the summer months, mostly during day hours, but occasionally at night. It is expected that there will only be brief lane closures and that most of those will be schedule during night activities. We urge you to be mindful of the work, to use caution and reduce speed while work is underway, and to consider alternate routes as appropriate. It is our understanding that the new signal at Kingsbury will be completed by the start of school this fall, and the full project to repair/replace gas lines and repave Route 9 will continue to completion next summer.

We remind you that this project is managed by MassDOT. They intend to use electronic message boards to update and guide the travelling public. Residents can utilize their the State's 511 system by calling or logging into [www.mass511.com](http://www.mass511.com) or [twitter@massDOT](https://twitter.com/massDOT) to obtain general traffic announcements. We are providing you with the best information we have at this time, and plan to post regular announcements of any changes to our website. However, if you do have questions, you may reach Mr. David Hickey, Town Engineer at 781-235-7600.

While construction always brings temporary impacts, the team at MassDOT has been responsive to our community on this project, and, officials both at the State and in our Town look forward to completing this important safety improvement project in a timely manner.

Sincerely Yours,

A handwritten signature in black ink, reading "Blythe C. Robinson". The signature is fluid and cursive, with the first name "Blythe" being more prominent.

Blythe C. Robinson  
Executive Director

