



## FRIDAY NIGHT MAIL INDEX JULY 28, 2017

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TOWN OF WELLESLEY



MASSACHUSETTS

**BOARD OF SELECTMEN**

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

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 BLYTHE C. ROBINSON  
 EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

**SELECTMEN'S MEETING*****TENTATIVE AGENDA***

Wellesley Town Hall – Juliani Room  
 7:00 P.M. Tuesday, August 15, 2017  
Revised

1. 7:00 Citizen Speak
2. 7:05 Executive Director's Update
  - Approval of Minutes
  - Review Mom's Day Out Parking Request
  - Historic District Committee Appointment
3. 7:10 Public Hearing – Amend Parking Regulations on Washington Street per Tolles Parsons PSI Special Permit
4. 7:20 Building Department Update – Michael Grant
5. 7:40 **Review Proposal to Modify Rules and Regulations Governing Alcoholic Beverages – Percent of Bar Seating**
6. 8:00 National Grid Grant of Location for #29 Wynnewood Road
7. 8:05 Aqueduct Lease Update
8. 8:20 **Update on School Building Committee and Approval of Request for Qualifications Packet**
9. 8:45 Review Budget Preparation Manual
10. 9:00 Selectmen's Appointment Policy – First Read
11. 9:15 New Business/Correspondence

Next Meeting Dates: Tuesday, August 22, 2017  
 Tuesday, August 29, 2017  
 Monday, September 11, 2017

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BLYTHE C. ROBINSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

Our regularly scheduled meeting **begins on Tuesday 7:00 PM** in the Juliani Room at Town Hall. This meeting and the following two this month will all be on Tuesday.

1. Citizen Speak

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BLYTHE C. ROBINSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

**MEMORANDUM**

DATE: August 11, 2017  
TO: Board of Selectmen  
FROM: Blythe C. Robinson, Executive Director *Bch*  
SUBJECT: Weekly Report

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Below are various activities of our office and various departments that I would like to bring to your attention. Even though it is early August, there is a lot to cover!

- Work continues on Route 9 on a number of fronts. National Grid has made good progress replacing most of their leak prone pipe (about 2,000') and should have that installed by the end of the month, with a few service tie ins that will need to be finished in September. The work by PJ Keating is going a little slower, and at this point they are about two weeks behind. The work will likely go into mid to late September. MassDOT and the contractor assured us that the new reverse direction lanes, curbing and guardrail associated with the new turn arounds will be in place prior to Aug 30th, the start of school, however the lane shift and some of the barriers will still be in place and the sidewalks will be some combination of temporary patch or binder pavement. There is slight shoulder winding, sidewalk and guardrail work that will not be in place before school starts. It is expected that the signals will be installed but not operational until early October, however the existing cross walk system will be preserved until the new system can function. PJ Keating is still expecting to grind and overlay Route 9 in mid to late September between Natick and the Kingsbury project, with the easterly limit still being debated.
- I hope you've had a chance to go to the new website this week and view the new platform. While it is a quiet time of year, the feedback we've gotten has been positive and we hope you agree.

- Diane Campbell called this week and asked me to attend the next COA board meeting on August 21<sup>st</sup> which I have put on my calendar. Diane is proceeding towards an annual town meeting article to reduce the size of the COA board from the 11 members at present, and has asked me to participate in the meeting to support her efforts to discuss this with the board.
- We held a combination of an assessment center and interview with our two finalists for the Executive Assistant position this week and have decided to offer the position to one of them pending reference checks and a mutually acceptable offer.
- Beth asked recently what opportunity there might be for streetscape improvements in the Wellesley Square area after an informal conversation with the merchants' association. Meghan tells me that as part of phase 3 of the DPWs resurfacing of Washington Street, the Square will be considered. We reached out to Randy Collins from BETA Engineering last year to get estimates, as he had developed the original "amenities package" in Wellesley Square. The cost of the study with public participation efforts was approximately \$60,000. We have had it on hold for a bit as we don't have a date for the 3<sup>rd</sup> phase roadwork. It might be time to re-examine it. There are several areas that require sidewalk improvements, replacement of tree grates, crosswalk updates, bollard design, removal of some of the signs, etc. The wayfinding effort was a first step into looking at the Square.
- Included in your correspondence is an update to the work plan spreadsheet for this month. There are a couple of items highlighted I'd like to point out. We moved the website refresh to the completed section and noted it in green! We highlighted the housing policy in yellow, which had been a future project, but with five 40B projects perhaps should be a higher priority. Finally, we added a new section to track projects not originally contemplated, and added the appointments policy that is on the agenda this week for a first read.
- Also included in your packet is a spreadsheet from Terry providing you with his analysis regarding the FY17 parking revenue and how it differs from past years.
- I received a call from Chief Pilecki making me aware that Babson College is considering having a fireworks display during their annual homecoming weekend September 15 – 17, which would be set off at 11 PM on Saturday night. We are both concerned about the timing of this event, especially after the fireworks this summer at Wellesley College around 10:30 at night. The Chief will be at a meeting on this topic with Chief DeLorie and will express our concern on this topic.
- He also let me know that a fix appears to be in the works for our 4 Ford 2017 SUV's affected by the same carbon monoxide poisoning that was discovered in Auburn. We are awaiting repair plans which we anticipate will be at a local dealer. The cars are still in service, and staff is taking care to ensure that no one's health or safety is affected.
- Ellen, Meghan and I participated in a meeting with a subcommittee of the Planning Board, WHDC and CPC to discuss development of a housing production plan. The Planning Board has pledged \$15K of its operating budget towards this effort, and there are opportunities for grant funds as well as CPC funds if requested at the special town meeting. There was general agreement that Planning should begin putting together an RFP to seek a consultant for this work. There was also discussion about possible strategies to work towards achieving the goal of 10% of our housing stock being

affordable units. As you know, there are several more 40B developments being proposed in Town.

- Meghan and I had a conference call with John Robertson at MMA this week regarding the public records law. John is MMA's legislative director. We brought him up to speed on the issues Wellesley has had this year so far, and that we are seeking clarification from the State on what exactly the legislation means regarding harassment since our requests for relief in this area have been denied, and failing that perhaps an amendment to the legislation at some point. We have forwarded him several requests and denials in the Alexander case, and noted our concern over what we have spent to defend the Town. He is also aware of our upcoming discussion with Rep. Peisch on August 21<sup>st</sup>. He will be inquiring of other towns to determine the extent of the concern amongst other communities and we can proceed from there.
- You may note that the agenda does not include an item regarding the CR and Chapter 61A release for 892 Washington Street. As mentioned at the last meeting the NRC was not willing to move forward on the CR due to two issues, the width of the path the Charles River was changed from 3' to 6' wide, and the document was also changed to allow pruning along the Charles for vista management, which was not allowed in what was previously executed. Tom Harrington is working on this, and our hunch is that the new owner still wants to be able to prune for vista management, and they overlooked the fact that the CR did not allow it. This matter needs to be worked out before we can proceed, to include the NRC. In the meantime, Tom has sent formal notice to the owner that the paperwork to convert the land from Chapter 61A cannot be properly taken up until the CR is finalized.
- Just a reminder there are two invitations you may want to take advantage of
  - A visit Norfolk Agricultural High School and meet with the Superintendent on August 23<sup>rd</sup>.
  - The MMA Selectmen's Association annual meeting on October 14<sup>th</sup> in Boylston.
- Work is underway to clean up the Great Hall. FMD continues to remove PBC equipment, and other departments are reviewing what they have remaining and how it can be stored. We're getting there!



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8/11/2017

Black regular agenda items

**Board of Selectmen Calendar – FY17**

<b>Date</b>	<b>Selectmen Meeting Items</b>	<b>Other Meeting Items</b>
8/22 Tuesday	<b>Meeting</b> FMD – 5 Year Review Review BOS Annual Report Draft BAA Funds Use Policy - First Read 892 Washington St CR & 61A Complete Streets Policy – 2 <sup>nd</sup> Read Approve MAPC contract for Line Painting Accept Gifts - COA	
8/29 Tuesday	<b>Meeting</b> Discussion on FY19 Budget Guideline	
9/4 Monday	<b>Labor Day – Town Hall Closed</b>	
9/11 Monday	<b>Meeting</b> Open Warrant for STM	
9/18 Monday	<b>Meeting</b>	
9/25 Monday	<b>Wellesley Club – NO MEETING</b>	
9/26 Tuesday	<b>Meeting</b>	
10/2 Monday	<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 Monday	<b>Meeting</b>	
11/6 Monday	<b>Wellesley Club</b>	
11/7 Tuesday	<b>STM</b>	
11/8 Wednesday	<b>STM</b>	
11/13 Monday	<b>STM IF NEEDED</b>	
11/14 Tuesday	<b>STM IF NEEDED</b>	

8/11/2017

Black regular agenda items

<i><b>Date</b></i>	<i><b>Selectmen Meeting Items</b></i>	<i><b>Other Meeting Items</b></i>
<i>11/20 Monday</i>	<b>NO Meeting</b>	
<i>11/27 Monday</i>	<b>Meeting</b>	
<i>12/4 Monday</i>	<b>Meeting</b>	
<i>12/9 Saturday</i>	<b>BUDGET Meeting</b>	
<i>12/11 Monday</i>	<b>Meeting</b>	
<i>12/18 Monday</i>	<b>Meeting</b>	
<i>12/25 Monday</i>	<b>TOWN HALL CLOSED</b>	
<i>1/1/18 Monday</i>	<b>TOWN HALL CLOSED</b>	
<i>1/8 Monday</i>	<b>Meeting</b>	

**Notes***Quarterly updates*

- *Traffic Committee (Deputy Chief Pilecki)*
- *Facilities Maintenance (Joe McDonough)*
- *Wellesley Club Dates 9/25/17, 11/6/17, 1/22/18, 3/5/18*

## **2. Executive Director's Update**

- Approval of Minutes - the minutes of the following meetings are included in your packet for approval.
  - June 26<sup>th</sup> – regular meeting
  - July 18<sup>th</sup> – regular meeting

**MOVE** to approve the regular session minutes of June 26 and July 18, 2017.

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1 Board of Selectmen Meeting: June 26, 2017

2 Present: Freiman, Gibbs, Morgan, Ulfelder, Sullivan Woods

3 Also Present: Robinson, Jop

4 Minutes Approved:

5  
6 **Warrants Approved:** #2017-052 in the amount of \$6,391,665.98, #2017-053 in the amount of  
7 \$1,721,188.58, #2017-054 in the amount of \$2,310,581.14, and #2018-001 in the amount of \$825,022.08  
8  
9

10 Meeting Documents:

- 11 1. Agenda
- 12 2. Agenda Background Memorandum
- 13 3. Weekly Report
- 14 4. BOS Calendar
- 15 5. Draft Charge to the School Building Committee
- 16 6. Memo from M. Jop on 40B Overview with Attachments
- 17 7. 8 Delanson 40B Proposal- Site Eligibility
- 18 8. 680 Worcester Street 40B Proposal – Site Eligibility
- 19 9. Facilities Maintenance Energy and Operations Update PowerPoint
- 20 10. Minutes of June 1 and June 12, 2017
- 21 11. Wellesley Fund Grant to IT Department
- 22 12. Fire Department Gifts
- 23 13. MOU between PBC and the FMD
- 24 14. Year End Transfer Requests
- 25 15. Notice to Quit Community Center
- 26 16. Inter-municipal Agreement between Hamilton, Ma and Wellesley
- 27 17. Selectmen FY17 Accomplishments
- 28 18. News release from GFOA
- 29 19. Notice of Demand for Arbitration
- 30 20. Notice From Comcast- channel and pricing change
- 31 21. Notice to Residents on Route 9 construction

32  
33  
34 1. **Call to Order**

35  
36 Ms. Freiman called the meeting to order at 6:00 p.m.  
37  
38

39 2. **Citizen's Speak**

40 Ms. Phyllis Theermann, 12 Aberdeen Road, member of Sustainable Wellesley, approached the Board.  
41 Ms. Theermann stated in light of the Federal Government's recent withdrawal from the Paris Climate  
42 Agreement, Wellesley residents were looking for a meaningful way to voice their concerns. Residents  
43 asked Sustainable Wellesley how they could express themselves to local government. After many  
44 discussions, a petition was developed with a conscious decision to relate this to Wellesley, and to  
45 demonstrate the public's commitment for a clean energy future.

46 Ms. Theermann stated she has worked side by side with Town departments on Power To Choose and on  
47 other campaigns, and have come to realize now is the time to rethink our renewable energy policy  
48 locally. She stated the Town needs to take more urgent and ambitious measures. This includes increasing  
49 our town commitment to renewable energy, as the state struggles to meet the clean energy goals of the  
50 Global Warming Solutions Act.

Ms. Theermann presented a petition to the Board noting that it was created after the Federal Government's withdrawal from the Paris Climate Agreement. She appreciated the conversations that have been occurring between the Board of the Municipal Light Plant and residents concerning the board's policies. She thanked the Board of Selectmen for co-sponsoring the Forum.

Ms. Lise Olney, Chair of the Natural Resources Commission and member of Sustainable Wellesley approached the Board noting she was speaking on behalf of Sustainable Wellesley. Ms. Olney stated that over 200 US Mayors advocated for a 100% renewable energy plan by 2035. Ms. Olney submitted an article to the Board from the Associated Press on the hundreds of US mayors endorsing renewable energy.

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

Mr. Michael D'Ortenzio, Jr, Mr. Matt Kelley, Ms. Melissa Martin, Ms. Sharon Gray, and Dr. Anthony Bent joined the Board along with Dr. David Lussier and Ms. Judy Belliveau.

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted 5-0 to convene a Joint meeting with the School Committee.**

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Selectmen and School Committee voted unanimously to elect Ms. Marjorie Freiman as chair of the joint meeting.**

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Selectmen and School Committee voted unanimously to elect Mr. Michael D'Ortenzio as secretary of the joint meeting.**

Ms. Gray stated that the School Committee met June 23, 2017 to discuss the charge and had reached consensus on the SBC charge being presented. She then walked through the charge, highlighting the adjustments that had occurred throughout since the last Joint Meeting.

The Board of Selectmen and the School Committee discussed the status of the charge. Ms. Gibbs and Mr. Ulfelder recommended amendments, including limiting the citizen participation to the currently 3 members. The suggested amendments were accepted by the Joint Meeting.

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Selectmen and School Committee voted unanimously to approve the charge to the School Building Committee (SBC) as presented with the two amendments.**

Ms. Gray then introduced the proposed membership of the SBC. Ms. Gray presented the proposed slate of members to the Selectmen.

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Selectmen and School Committee voted unanimously to appoint the following members to the SBC:**

- School Committee – Ms. Sharon Gray
- Superintendent of Schools – Dr. David Lussier
- Principals of the three HHU Schools (non-voting)
  - Hardy – Ms. Charlene Cook
  - Hunnewell – Ms. Ellen Quirk
  - Upham – Mr. Jeffrey Dees
- Board of Selectman – Mr. Jack Morgan
- Executive Director or Designee – Mr. Meghan Jop
- Permanent Building Committee – Mr. Matt King

- Facilities Maintenance Department Director or Designee – Mr. Steve Gagosian
- Advisory Committee – Ms. Jane Andrews
- Three Community Members
  - Mr. Ryan Hutchins
  - Mr. Joubin Hassanein
  - Mr. Jose Soliva

Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Selectmen and School Committee voted unanimously to dissolve the joint meeting.

**4. Executive Session under G.L. c. 30A, §21(A), exemption #9 to discuss potential litigation**

Ms. Freiman noted the Board would be convening an executive session to discuss potential litigation.

Upon a motion by Mr. Morgan, and seconded by Ms. Gibbs, the Selectmen was polled (Freiman-aye, Gibbs –aye, Ulfelder-aye, Sullivan Woods – aye, Morgan – aye) 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 Ms. Blythe Robinson, Attorney Tom Harrington, DPW Director Mr. Mike Pakstis and Ms. 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.

The Board entered Executive Session at 6:40 pm.

See Executive Session Minutes.

The Board adjourned Executive Session at 7:05 pm and returned to open session at 7:30 pm.

**5. Joint Meeting with the Planning Board to discuss the Site Eligibility Applications for Delanson Circle and 680 Worcester Street.**

Members of the Planning Board including Ms. Catherine Johnson, Ms. Harriett Warshaw, and Mr. Jim Roberti joined the Board along with Mr. Michael Zehner, Planning Director.

Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted 5-0 to convene a Joint meeting with the Planning Board.

Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Selectmen and Planning Board voted unanimously to elect Ms. Marjorie Freiman as chair of the joint meeting.

Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Selectmen and Planning Board voted unanimously to elect Ms. Catherine Johnson as secretary of the joint meeting.

Ms. Jop gave a brief overview on the prospective 40B projects currently seeking site eligibility letters from Mass Housing and Massachusetts Housing Partnership. Ms. Jop noted site eligibility is a preliminary step projects must complete prior to submitting a Comprehensive Permit Application with the Zoning Board of Appeals.

The first project introduced was the Delanson Circle Project. Ms. Jop noted the project consists of a proposal to construct 95 units within a 5-story structure. The proposed site for the project is comprised



of 5 parcels of land and a right of way totaling 61,774 square feet. The site has frontage on Linden Street and Hollis Street, which is an unaccepted way. Ms. Jop reviewed the draft letter to Massachusetts Housing Partnership noting the draft reflects comments from the land use departments including the Planning Department, NRC and Wetlands, the Fire Department, the Building Department, the DPW and Engineering. The letter outlines concern about site constraints, storm water management, project design, parking, water and sewer service, site access, traffic and pedestrian safety, density, and construction management. The Town has 30 days to send comments to the affordable housing subsidizing agency once notification of site eligibility has been received. Ms. Jop noted she has asked for an extension of 30 days to respond, but received a 14-day extension; the Town's letter must be submitted by July 23, 2017.

Ms. Johnson expressed the Planning Board's concerns with the project and noted she has several recommended edits that she has sent along to Ms. Jop.

After a brief review of the major concerns, Ms. Freiman asked if anyone present wished to speak on the Delanson Project.

Ms. Polly Conlon, 21 Westerly Road, noted that parking is a concern for the multifamily residential located at 21 Westerly. She was concerned that visitor parking on Hollis Street would be an issue.

Mr. Ray Nimmo, 21 Westerly Road, noted traffic backup from cars exiting Hollis Street onto Linden Street currently affects the access to 21 Westerly Road. He noted there is only one-way in or out of the site; if vehicles block the entrance, it is a real safety concern.

Mr. Joe Grignaffini, 148 Linden Street, noted that traffic at this particular location on Linden Street will be a significant issue. Mr. Grignaffini also noted that the storm water might greatly impact the existing culvert that runs under 151 Linden Street.

Mr. Guido Salvucci, 31 Curve Street, asked why the project could not be 50% affordable to assist with the meeting the Town's goal. Mr. Salvucci also asked for the definition of median income that is being used. Ms. Jop and Ms. Freiman noted that all of the units would count towards the Town's affordable housing goal. Ms. Jop explained the median income calculation.

Ms. Mary Jane Kubler, 95 Crest Road, noted the change in the College Heights area and was regretful that the discussion was reactive verses a positive planning exercise. She noted the influx of 95 units could cause redistricting at the Sprague School. She urged the Town to continue working to complete the Unified Plan. She also noted that the context of the project would not allow for the integration of the units into the neighborhood.

Ms. Minyue Zhai, 3 Granite Street, was concerned that the rental units would be rented to young families seeking a good school district. She noted the discussion about closing Hardy School and indicated this project would impact Sprague. Ms. Zhai noted her property had to seek a special permit and the neighbors could oppose her project. She did not find it fair that the neighbors could have no impact on this project.

Ms. Amay Kelly, 21 Westerly Street, noted the biggest concern is safety. She was concerned over adding a big population to this small area, particularly with regards to traffic entering and exiting from Hollis Street onto Linden Street.

Ms. Ann Marie Towle, 7 Oakencroft Road, is a direct abutter to the rear of the property. She questioned the grade and height of the structure. She noted the HVAC units would be located on the top of the structure and would be noisy. The property is built on the same ledge that the project would be blasting for the foundation and garage. She was concerned over the safety of the abutting properties. Ms. Towle also raised concerns over the height of the proposed retaining wall and the safety with abutting neighbors.

Ms. Jean McCorry, 134 Linden Street, was very concerned over safety. She was concerned that fire safety sprinklers in the project could fail and that the Town could face a catastrophic event due to the poor access for fire apparatus. She noted that traffic counts could not be done in the summer when school is not in session. Ms. McCorry noted the number of students and pedestrians that walk in the area, and noted the crosswalk is very dangerous now.

Mr. Emmett Lyne, 89 Crest Road, noted he abuts Waldo Court, which has 12 units and has no issues with that project. He noted that a 95 Unit development is totally out of character with the area. Mr. Lyne was concerned over the Town negotiating with the developer given the lack of dialogue the developer has had with the Town and the abutters to date. Mr. Lyne was also concerned over the traffic and carbon emissions that would be generated from the project.

Mr. John Hartnett, 22 Oakencroft Road, noted Oakencroft Road currently has water issues after any rainstorm. Mr. Hartnett noted it would be helpful for the developers to come forward with their plans to understand their past projects. He was very concerned over the density of the proposed plan on Linden Street given the existing traffic issues and high level of pedestrian traffic with Linden Square, High School, Middle School, and Sprague School pedestrians in addition to the highly popular Linx Program.

Mr. Paul Mortarelli, 136 Linden Street, noted the change in the neighborhood over time. He noted there is significant run off issues now from storm water and his property already has erosion from existing storm water conditions. He noted his driveway is located directly across from the proposed location and is concerned about the ability to exit/enter his site once the project is constructed.

Mr. William Ellis, 23 Oakencroft Road, noted he pursued purchasing a paper road that separates 23 and 26 Oakencroft. He questioned whether the paper road could be constructed. He further noted that he was concerned about the blasting and asked whether there is recourse from the blasting. Ms. Robinson described the blast protocols in terms of surveying the existing properties. Ms. Jop noted that, given the grade differences between 21 Westerly and 23 Oakencroft, she believed the road could not be constructed; she also noted that The Town does not own the rights to the right of way.

Mr. Richard Juliani, 11 Hollis Street, noted the road's current pavement width is 13-17 feet. He noted there is clearly a sidewalk area within the right of way that does not exist. If the road were paved to its full extent, it would have considerable impact to the abutters.

Ms. Susan Nimmo, 21 Westerly Street, noted there was a project in Medfield that was stopped. She noted the light installed at Everett Street and Linden Street has caused significant cut through traffic. She noted she was concerned that crime would come to the area with subsidized rental housing.

Ms. Eleanor Burke, 79 Linden Street, noted the existing traffic on Linden Street and could not imagine the impact 95 units would have on the area.

Mr. Guido Salvucci, 31 Curve Street, noted that the blasting could generate additional water springs, which have been known in the area.

Ms. Judy McGinnis, 71 Suffolk Road, asked about snow storage and shadow studies. She noted the vehicular access appears to be off Hollis Street and the pedestrian access is off Linden Street. She questioned whether the proposal is ADA compliant. She noted the project has over 180 bedrooms, which correlates to 60 3-bedroom homes.

Ms. Freiman thanked the abutters for attending and for their comments on the Delanson Project.

Ms. Jop gave a brief overview of the 680 Worcester Street Project noting the proposal is to construct 20 rental units on a parcel comprised of 20,000 square feet. Ms. Jop reviewed the draft letter to Mass Housing noting the draft reflects comments from the land use departments including the Planning

Department, NRC and Wetlands, the Fire Department, the Building Department, the DPW and Engineering. The letter outlines concern about site constraints, storm water management, design, parking, water and sewer service, site access, traffic and pedestrian safety, density, and construction management. The Town has 30 days to send comments to the affordable housing subsidizing agency once notification of site eligibility has been received. Ms. Jop noted she has asked for an extension of 30 days to respond, but received a 14-day extension; comments from the Town must be submitted by July 31, 2017.

The Board noted this project was reviewed last year and the Town offered similar comments. Ms. Freiman asked if anyone present wished to speak on the project.

Mr. Pete Buhler, 10 Stearns Road, came forward representing the neighborhood. Mr. Buhler reiterated the residents' concerns about design, density, safety including backing out onto Route 9, and integration with the neighborhood. Mr. Buhler also noted the impact of line of sight entering onto Route 9. He noted cars leaving the Alzheimer's Center currently create difficulties for residents fronting Worcester Street. Additional traffic will make it more difficult.

Mrs. Svea Fraser, 4 Stearns Road, noted how grateful the neighbors are to the Selectmen for their work. She noted the neighbors feel they are working together with the Town to find what is best for the community.

The Board discussed next steps. It was determined the Planning Board would review the draft submittal letters for each of the two projects at their meeting on July 10<sup>th</sup> and forward any comments to the Selectmen to consider at their next meeting of July 18<sup>th</sup>.

#### **6. Facilities Maintenance Energy Update**

Mr. Joe McDonough, FMD Director and Mr. Allen Hebert, Operations Manager joined the Board. Mr. Hebert gave a brief presentation on the energy savings across the Town buildings, the electricity and natural gas pricing, and the predicted energy use for FY16. Mr. Hebert further reviewed the capital, cash capital and operations projects. Mr. McDonough and Mr. Hebert discussed data collection and Mr. Hebert discussed the productivity of energy conservation measures achieved through routine and preventative maintenance.

The Board discussed opportunities to improve energy conservation town-wide, as well as the savings and potential savings from current and proposed projects.

Mr. McDonough noted he would be returning the Board in August to give a 5-year review of the Facilities Department.

#### **7. Executive Director's Report**

##### **Minutes**

Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted 5-0 to approve the regular session minutes of June 1 (evening), and June 12, 2017.

##### **Gifts**

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

317  
318 Execute MOU between the PBC and FMD

319 **Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted 5-0 to execute the**  
320 **Memorandum of Understanding between the Board and the Permanent Building Committee**  
321 **regarding the Facilities Maintenance Department.**

322  
323 Discuss Year End Transfers

324  
325 **Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted 5-0 to approve the**  
326 **transfers in the following amounts:**

- 327  
328 • **Treasurer Collector - \$10,000 from personal services to expense**  
329 • **Fire Department - \$30,000 from expense to personal services**  
330

331 COA Letter to Vacate Wellesley Community Center Lease

332  
333 Ms. Robinson noted the Tolles Parson Center is nearing completion and the Council on Aging must give  
334 notice to the Wellesley Community Center that they will not be continuing the lease. Ms. Robinson  
335 reviewed the draft letter providing formal notice of intent to vacate and terminate the lease.  
336

337 **Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted 5-0 that the Board**  
338 **vote to authorize the Executive Director to provide notice to the Wellesley Community Center to**  
339 **terminate the lease for the Council on Aging.**  
340

341 Discuss Inter-Municipal Agreement with Hamilton, MA

342  
343 Ms. Robinson noted Town Counsel has drafted an Agreement to work with Hamilton, MA on potential  
344 litigation regarding the Town's water registration. Ms. Robinson noted Town Counsel has also asked the  
345 Board to sign a waiver of potential conflict of interest. While it is Town Counsel's opinion that there is  
346 no conflict, rather a joint benefit to the communities both being represented by the firm, the Canons of  
347 Ethics for attorneys in the Commonwealth preclude an attorney from representing a client if another  
348 client's interests are averse to another.  
349

350 **Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted 5-0 that the Board**  
351 **vote to execute the inter-municipal agreement with the Town of Hamilton, subject to the agreement**  
352 **with Hamilton, and the Waiver of Conflict of Interest in order to jointly engage Miyares**  
353 **Harrington to represent the communities in potential litigation regarding the Town's water**  
354 **registration.**  
355

356 **8. Performance Review for Executive Director**  
357

358 Ms. Freiman reviewed the highlights of Ms. Robinson's performance for the past 6 months. Ms. Freiman  
359 reviewed Ms. Robinson's goals including replacing the Executive Assistant position in the Selectmen's  
360 Office, creating a communications plan, finalizing a new budget manual, completing the strategic plan  
361 element of the Unified Plan, as well as continuing support key initiatives with the Building Department,  
362 North 40, 900 Worcester Street, and 40B projects.  
363

364 The Board discussed a merit increase for Ms. Robinson.  
365

366 **Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted 5-0 that the Board**  
367 **vote to approve the performance evaluation for the Executive Director as proposed by the**  
368 **Chairman, and further to authorize an increase in compensation of \$3,800 for FY18:**  
369

370

371 9. Review of Selectmen FY17 Accomplishments

372

373 Ms. Gibbs reviewed the Board's accomplishments for the past fiscal year. Ms. Gibbs thanked Ms.  
374 Freiman for her efforts and leadership as Chair for the past year.

375

376 10. New Business/Correspondence

377

378 Ms. Robinson briefly discussed upcoming meeting items for the July 18, 2017 meeting.

379

380 The meeting adjourned at 10:12 pm.

381

382

383

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

1. Agenda
2. Agenda Background Memorandum
3. Weekly Report
4. BOS Calendar
5. Draft Budget Preparation Manual
6. Kenilworth Grant of Location Application – National Grid
7. PSI-17-02 PSI Application
8. Memo from Meghan Jop Re: PSI-17-02 Application
9. Beta Memo re: Wellesley College Temporary Trailer Review
10. Minutes of June 15, 2017
11. Gift Information from COA
12. Email from Diane Campbell Re: COA Board Appointment
13. Information on Special Municipal Employees
14. Draft 40B Letters for 680 Worcester Street and Delanson Circle
15. Email from Susan Meeker Re: Delanson 40B
16. FY18 Work Plan
17. Letter to DEP
18. Wellesley Dental Group – 20 Year Anniversary
19. Commendations from Chief Pilecki
20. Needham/Wellesley Add a Lane Project Update
21. Letter from Greenman-Pedersen- MassDOT Sign Replacements
22. Memo from DPW to Finance – End of Year Transfers
23. Building Dept. Activity January –June 2017

**1. Call to Order**

Ms. Gibbs, Chair, called the meeting to order at 7:00 p.m. She reminded residents the Town Hall summer hours are in effect, which are Monday, Wednesday, and Thursday 8 am to 5 pm, Tuesday 8 am to 6 pm, and Friday 8 am to 12 pm.

**2. Citizen's Speak**

None.

**3. Discuss Draft Budget Preparation Manual**

Ms. Sheryl Strother, Finance Director, joined the Board. Ms. Gibbs thanked Ms. Strother and Ms. Robinson for the first draft of the budget manual. Ms. Strother gave an overview of the existing budget process and the proposed Budget Manual noting the goal is to have this approved and in place for the FY19 budget process. She noted the objectives of the manual are to create transparency for department heads, staff, and residents. The timeline proposed for budget submittals is aggressive and is being discussed, but aligns with the Advisory Committee process. Ms. Strother reviewed the next steps including the expectation there will be a number of iterations of the manual after input from the boards and department heads.

The Board was supportive of the efforts. Mr. Morgan agreed with the mechanics of the budget, but noted additional dialogue was needed with the boards. Ms. Sullivan Woods agreed and noted she reached out to

her liaison boards and many had limited knowledge of the draft. Ms. Sullivan Woods recommended a workshop with other departments to work on the draft.

Ms. Freiman asked how the Budget Manual would align with the Unified Plan and Advisory Handbook. She further noted the timelines are very challenging given the start of Annual Town Meeting. She asked if the Board should consider starting Annual Town Meeting later.

Mr. Ulfelder noted some of the changes proposed, including the new forms are minor requests. He noted a revised submittal timeline has been discussed for many years with Advisory, the Town Government Study Committee, and Town Meeting. He noted Advisory has requested unifying the capital planning and operating budget requests for years, and the proposed deadlines assist with the total review.

Ms. Freiman noted there was broad consensus on the budget in the 2015 budget discussions.

Ms. Strother suggested another iteration of the draft Budget Manual prior to discussions with the other boards, noting she would incorporate the Board's suggestions.

#### **4. National Grid Grant of Location – Kenilworth Road**

Ms. Barbara Kelleher from National Grid joined the Board. Ms. Kelleher stated National Grid has submitted a petition for consent by the Board to install 120 feet of 4" gas main on this street in order to provide service to one new house to be located at #51 Kenilworth Road.

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted 5-0 to approve the grant of location for installation of 120 feet of 4" gas main in Kenilworth Road to serve a new house at #51 Kenilworth as requested by National Grid.**

#### **5. Performance Review for Police Chief Jack Pilecki**

Ms. Freiman reviewed the highlights of Chief Pilecki's performance for the past 6 month as Chief including the Boston Marathon organization as well as the recent car accident involving a child at the Sprague School. Ms. Freiman noted he has held coffee with a cop with residents, and has met with the Wellesley College President to discuss collaboration. Ms. Freiman noted the Chief communicates with the Board in a timely manner, is prepared for all meetings, and emphasizes training as a main goal for the police department. Ms. Freiman reviewed the Chief's new goals including hiring a new deputy chief, familiarizing himself with the duties as Chief.

The Board discussed a merit increase for Chief Pilecki.

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted 5-0 to approve the performance evaluation for the Police Chief as proposed by Ms. Freiman, and further to authorize an increase in compensation of \$3400 for FY18.**

#### **6. PSI-17-02 Traffic Review – Wellesley College Temporary Trailers**

Mr. Tim Singleton, representing Wellesley College joined the Board with Ms. Melissa Volpicelli from VBH, and Mr. Jason Mosca from VHB. Mr. Singleton gave a brief overview of the project indicating the Science Center will be renovated and a greenhouse will be added. To accommodate faculty and students during the renovation, 35,000 square feet of temporary trailers will be brought into the Gray Parking Lot. The trailers will include laboratory space, offices, and classrooms. The temporary structures will be located at the site for 3 to 4 years. Mr. Singleton noted there will be no change in the number of faculty and students. Ms. Volpicelli indicated the Fire Department can access all sides of the structures. She further noted that the installation of the trailers would displace 89 parking spaces, which will be relocated within campus. Ms. Volpicelli noted the remaining parking areas have 850 spaces and typically have

approximately 10-15 spaces available. If overflow parking is needed, the tennis courts will be used to accommodate an additional 50 cars.

Mr. Kien Ho, the Town's traffic consultant from Beta Engineering noted the project would only have internal impacts and would not impact intersections off campus. Mr. Ho noted the displaced parking spaces will also be accommodated on site.

Ms. Freiman asked if the parking lot would be restored following the use of the trailers. Mr. Singleton noted the parking lot would be restored.

Given the small scale of the project, the Board had no further questions.

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted 5-0 to adopt the draft recommendation to the Planning Board regarding traffic mitigation for the Wellesley College Temporary Trailer PSI-17-02.**

#### **7. Executive Director's Report**

Ms. Jop gave a brief update on the Route 9 and Kingsbury project noting the current traffic pattern will continue until the end of August. Ms. Jop noted several intersections with Route 9 in the work zone have limited sight lines and asked drivers to be cautious during this time.

#### **Minutes**

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted 5-0 to approve the regular session minutes of June 15, 2017.**

#### **Gifts**

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted 5-0 to accept the following gift to the Town in the following amount:**

- **\$1,124 from the Friends of the COA Wellesley for May lunch program**

#### **Appointment of COA Member**

The Board reviewed the request from the Council on Aging (COA) to appoint Mr. Frank Pinto to the COA to replace Mr. Tony Parker, who resigned from the COA to fundraise on behalf of the Tolles Parsons Center with the New Era Committee.

Ms. Sullivan Woods asked for clarification on the Board's appointment policy. She noted some boards with vacancies have advertised positions including the Planning Board, Historical Commission, and Historic District Commission. Ms. Sullivan Woods noted the new senior center offers a great opportunity for volunteerism and wanted to make sure residents were notified of the opportunity. Ms. Sullivan Woods also noted in the past, the Selectmen had discussed reducing the number of COA members, so she wanted to understand the vision for the COA.

Ms. Diane Campbell joined the Board. Ms. Campbell noted the COA is comprised of 11 full members and 4 associate members. There was discussion in the past on reducing the size of the COA, but at present, the Town Bylaw has 11 members. Ms. Campbell noted six vacancies were filled last year. For the current vacancy, an announcement was placed in the COA newsletter that is mailed to thousands of homes. The candidate before the Board tonight saw the notice and reached out to the COA for additional information before asking to be considered. The COA voted to recommend Mr. Pinto to the Selectmen at the last meeting.



Mr. Morgan noted the Board over the next several months should consider a policy on appointments, but noted he was inclined to support appointing the current candidate now. Mr. Ulfelder agreed and noted he was supportive of appointing Mr. Pinto given his financial background and recent service on the Advisory Committee.

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted 5-0 to appoint Mr. Frank Pinto as a member of the Council on Aging Board for a three-year period effective July 1, 2017.**

**Designate School Building Committee Members as Special Municipal Employees**

Ms. Jop gave a brief overview of the purpose of designating the School Building Committee (SBC) members as Special Municipal Employees. Ms. Jop noted the Conflict of Interest Law is applied less restrictively to "specials" and allows members to represent private parties before other boards, act as agent for private parties before other boards, and receive compensation in matters involving the town. The Special Municipal Designation allows members to do work or seek permits before the Planning Board (or other permitting boards) on behalf of their architectural and construction companies as long as it is not related to the SBC work. The "special" designation also allows members of the SBC to hold other positions like School Committee, Board of Selectmen, Advisory, etc.

**Upon a motion by Ms. Freiman and seconded by Mr. Ulfelder, the Board voted 4-0 (Mr. Morgan recused himself as a member of the SBC) to designate the members of the School Building Committee as special municipal employees.**

**8. 40B Letters for Delanson Circle and 680 Worcester**

Ms. Jop reviewed the revised the letters for the two Project Site Eligibility Letters for Delanson Circle and 680 Worcester Street projects. Ms. Jop noted the current drafts include comments from the Planning Board and incorporate several resident comments. The Board reviewed the language and made several additional revisions.

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted 5-0 to approve the proposed response from the Town to the Massachusetts Housing Partnership as proposed regarding the development at 1-8 Delanson Circle.**

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted 5-0 to approve the proposed response from the Town to MassHousing as proposed regarding the development at 680 Worcester Street.**

**10. New Business/Correspondence**

Ms. Jop briefly reviewed upcoming agenda items.

**The meeting adjourned at 9:10 pm.**

- Review Mom's Day Out Parking Request – Selectman Sullivan Woods requested that this item be added to the agenda to provide free parking in support of this event located in Wellesley Square. In years past this was a one-day event, but became a two-day event in 2016. Last year, the Town authorized free parking between the hours of 10 am to 6 pm for one day instead of the two days requested. As you will note from Terry Connolly's memo, would be \$1,180 for a typical Friday and an additional \$680 for Saturday, totaling \$1,860. We have scripted two motions depending on whether the Board would like to approve free parking for one day or both days of the event.

**MOVE** to approve the free meter parking in Wellesley Square for Mom's Day Out from 10am-6pm on Friday September 15, 2017.

**OR**

**MOVE** to approve the free meter parking in Wellesley Square for Mom's Day Out from 10am-6pm on Friday September 15, 2017 and Saturday September 16, 2017.

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TOWN OF WELLESLEY



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**BOARD OF SELECTMEN**

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 BLYTHE C. ROBINSON  
 EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

Date: August 10, 2017

To: Board of Selectmen

From: Terry Connolly

**RE: 2 Hour Free Parking Request – Mom's Day Out September 15 & 16**

The merchants have requested 2-hour free parking in Wellesley Square on Friday, September 15, 2017 and Saturday, September 16, 2017. This is in conjunction with Mom's Day Out which the town has offered at least one day of free 2-hour parking since 2014.

The 2-hour free parking area would include on-street parking at the following streets and parking lots (eligible spaces):

<u>On-Street Parking</u>		<u>Parking Lots</u>	
Central Street	(65)	Railroad	(55)
Church Street	(42)	Waban	(109)
Abbott Street	(15)	Cameron Street	(27)
Cross Street	(23)		
Washington Street	(51)		
Grove	(42)		
<b>Total</b>	<b>238</b>		<b>191</b>

Rather than assuming occupancy rates for these parking spaces, we used actual deposits from September 7, 2016 and September 8, 2016 to calculate daily income. This showed an average per day income from Wellesley Square on-street meters at \$680/day. The average daily income from parking lots town-wide was \$500. Total income loss would be \$1,180 on Friday and \$680 on Saturday. Total loss of income for both days \$1,860.

Free parking would not extend to any 10-hour parking meters or any all-day parking in Tailby commuter rail lot or all-day portion of the Cameron Lot. The parking attendants would enforce the handicapped parking rules, blocking a crosswalk or fire hydrant and other gross violations.

Although 2 days of free parking were requested in 2016, the Selectmen only approved 1 day of free parking.

Proposed Motion 1 Day Free Parking

**Move to approve the free parking in Wellesley Square for Mom's Day Out from 10am-6pm on Friday September 15, 2017.**

Proposed Motion 2 Days Free Parking

**Move to approve the free parking in Wellesley Square for Mom's Day Out from 10am-6pm on Friday September 15, 2017 and Saturday, September 16, 2017.**

- **Historic District Commission Appointment**

The Historic District Commission oversees the Cottage Street Historic District and the Single Building Historic Districts. The Committee has 7 members. At the close of the fiscal year, there were two vacancies. The Planning Board advertised to fill these vacancies and received a letter of interest from Amy Griffin. Ms. Griffin's resume is included in your packet. Ms. Griffin has met with the Historic District Commission, and they have recommended her appointment. Ms. Griffin has significant historic preservation experience and staff recommends appointment.

**MOVE** to appoint Amy Griffin to the Historic District Commission for a term to expire on June 30, 2020.

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**AMY H. GRIFFIN**

Wellesley Board of Selectmen  
525 Washington Street, Third Floor  
Wellesley, MA 02462

10 July 2017

Dear Members of the Board:

This letter supports my interest in an appointment to the vacant position on the Historic District Committee for the Town of Wellesley. I recently returned home after completing graduate school and am eager to support preservation in this special community.

Through my work in historic house museums, I gained a strong command of NPS criteria by assisting with NRHP applications and federal grants for architectural conservation. These practical experiences are reinforced by courses at both Virginia Commonwealth University and the University of Delaware, where I examined preservation law and assessed the integrity of local properties.

I have diverse academic experience: evaluating properties and articulating their cultural significance. Both of my grant-funded Master's theses identified character-defining features of buildings and situated them in the contexts of their creation. At VCU, this analysis shaped a self-guided tour of the area surrounding the National Building Museum. My Winterthur thesis examined Hyde Hall, a New York mansion of 1817-1835. I studied the effects of building phases on furniture purchases to discern the motives of its builder.

Most importantly, I could bring sincere passion to this Committee. In the last two decades, destructive development along Livingston and Winding River Roads has irrevocably changed the character of my neighborhood and its environment. Still, I recognize that preservation requires compromise and temper my convictions with professional judgment.

The enclosed resume further details my background in museums and historic preservation. I appreciate your consideration as well as your support of the Historic District program.

Kind Regards,



Amy Griffin

11 WINDING RIVER CIRCLE WELLESLEY, MA 02462

AGRIFFIN@OSV.ORG

(781) 330-9268



## AMY H. GRIFFIN

Decorative and Fine Arts Historian  
with advanced research, analytical, and project management skills

### EDUCATION

M.A. in American Material Culture • University of Delaware • 2016  
M.A. in Art History • Virginia Commonwealth University • 2011  
B.A. in Art History, cum laude • New York University • 2008

### EXPERIENCE

**2016-2017 • Curatorial Fellow • Old Sturbridge Village • Sturbridge, MA**

- Researched, planned, and installed solo and collaborative exhibitions
- Presented departmental projects to the Board of Trustees
- Oversaw loan agreements with local organizations for two exhibits
- Cultivated relationships with donors and handled gifts of glass objects

**2016 • Exhibit Coordinator • Winterthur Museum • Winterthur, DE**

- Managed exhibit budget in purchasing and fabricating supplementary materials
- Contributed original research on interior design at the Winterthur estate
- Identified historical materials on the grounds not yet accessioned into archives

**2013-2014 • Interpreter and Collections Intern • Maymont • Richmond, VA**

- Led public tours of house museum examining Gilded Age design and society
- Consulted on IMLS and NPS grant applications for conservation funding

**2013-2014 • Research Assistant • Virginia Museum of Fine Arts • Richmond, VA**

- Supported Curator of European Art by compiling dossiers of scholarship on cabinetmaker Jean-Henri Riesener (1734-1806), silver-mounted Japanese export ceramics, and the 1818 Hôtel Particulier of the Marquis de Lafayette

**2012 • Research Assistant • Wilton House Museum • Richmond, VA**

- Assisted collections manager to make seasonal changes in permanent exhibits

**2011-2012 • School Tour Guide • Virginia Historical Society • Richmond, VA**

- Adapted gallery narrative to target Standards of Learning history requirements

11 WINDING RIVER CIRCLE WILLESLEY, MA 02182

AGRIFFIN@OSV.ORG

(781) 330-9268

**EXPERIENCE Cont'd**

**2011-2012 • Bess T. Brownell Graduate Teaching Assistant • VCU • Richmond, VA**  
 o Facilitated undergraduate survey course in the History of Architecture

**2010 • Education Intern • Olana State Historic Site • Hudson, NY**  
 o Researched site reports and organized concepts for a brochure on archaeology

**2009 • Exhibitions Gallery Intern • Society of Arts & Crafts • Boston, MA**

**2006 • Field Excavator • Yeronisos Island Expedition • Peyia, Cyprus**  
 o Conducted Stage III archaeology at Hellenistic temple to Apollo  
 o Promoted the project at events for patrons and local culture ministers

**AWARDS & HONORS**

**2016 E. McClung Fleming Prize for Best Thesis**  
 Winterthur Program in American Material Culture

**2015 Research Fellowship**  
 Delaware Public Humanities Institute, University of Delaware

**PAPERS**

**2017 Colonial Williamsburg Antiques Forum**  
 "George Clarke's Hyde Hall, 1817-1835: Sources and Solutions"

**2016 Sewell C. Biggs Winterthur Furniture Forum**  
 "The Greek Revival, by Way of Cantor"

**PROFESSIONAL AFFILIATIONS**

New England Museum Association  
 Victorian Society in America  
 Society of Architectural Historians  
 Wellesley Historical Society

References Available upon Request

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### **3. Public Hearing – Amend Parking Regulations on Washington Street per Tolles Parsons PSI Special Permit**

The Tolles Parsons Center is nearing completion. As such, the OPM, Dick Thuma, is working to verify all the conditions from the PSI have been met. The PSI decision requires the Board to approve:

1. Crosswalk/signal upgrade;
2. Replacement of Washington Street sidewalk in front of property; and
3. Adjustment of parking spaces on Washington Street,

The Board approved 1 & 2 at their meeting on April 25, 2017.

The PSI and Site Plan Decisions reorganized the entrance and exit on the site and will close the existing entrance/exit. The relocation will impact the parking spaces on the street. In addition, the PSI decision requires space for the MWRTA Rt. 8 bus to park. In total there will be 5 spaces removed from Washington Street, and 1 space added at the prior entrance for a net decrease of 4 parking spaces. The Board will need to formally accept the modification to the traffic regulations to complete the PSI Condition.

The PSI also requires the Selectmen (or its designee) to verify that the completed work complies with its requirements. I have spoken to Dave Hickey, who has agreed, to be the Board's designee to verify the crosswalk, signal, sidewalk, and parking spaces when complete meet the Town standards. The sign off will be required for the Certificate of Occupancy. The Board, if amenable to Engineering signing off, should designate Dave Hickey as their designee.

#### **MOVE to:**

##### **DELETE from Schedule I – 2 Hour Parking**

LOCATION	SIDE	FROM	TO
Washington Street	Southeasterly	A point 16' northeast of St. Paul's Church crosswalk	A point 90' southeast of Morton Street

##### **ADD to Schedule I – 2 Hour Parking**

LOCATION	SIDE	FROM	TO
Washington Street	Southerly	A point 11' east of St. Paul crosswalk	east for 160' westerly edge of Tolles Parsons Center driveway
Washington Street	Southerly	Easterly edge of Tolles Parsons Center driveway	A point 90' west Morton Street

**ADD to Schedule I – No Parking**

<b>LOCATION</b>	<b>SIDE</b>	<b>FROM</b>	<b>TO</b>
Washington Street	Southerly	A point 171' east of St Paul Crosswalk	Easterly 120'

**MOVE** to designate David Hickey, Town Engineer, as the Selectmen's designee to verify the PSI Conditions have been completed to the Town standards.

TOWN OF WELLESLEY



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 BLYTHE C. ROBINSON  
 EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

Date: August 11, 2017  
 To: Board of Selectmen  
 From: Terry Connolly  
 RE: **Tolles Parsons Center Traffic Regulation Amendment  
 August 15, 2017 @ 7:10pm**

A public hearing to amend the Town's Traffic Regulations for parking changes on Washington Street required in the PSI special permit decision for the Tolles Parsons Center is scheduled for Tuesday, August 15<sup>th</sup> at 7:10 pm.

Section 6. b. of the special permit decision requires the removal of four (4) on-street parking spaces on Washington Street.

The modifications are accomplished by adopting the following traffic regulation amendments:

1. Delete current 2-hour parking segment from St. Paul Crosswalk to Morton Street from the Traffic Regulations.
2. Add 2-hour parking segments on both sides of the new Tolles Parson Center driveway from St. Paul Crosswalk to Morton Street (2 segments)
3. Add No Parking segment at the Tolles Parsons Center driveway.

Notification was mailed to abutters and advertised in the Wellesley Townsman. We have not received any response to these notifications yet. We will forward any that are submitted.

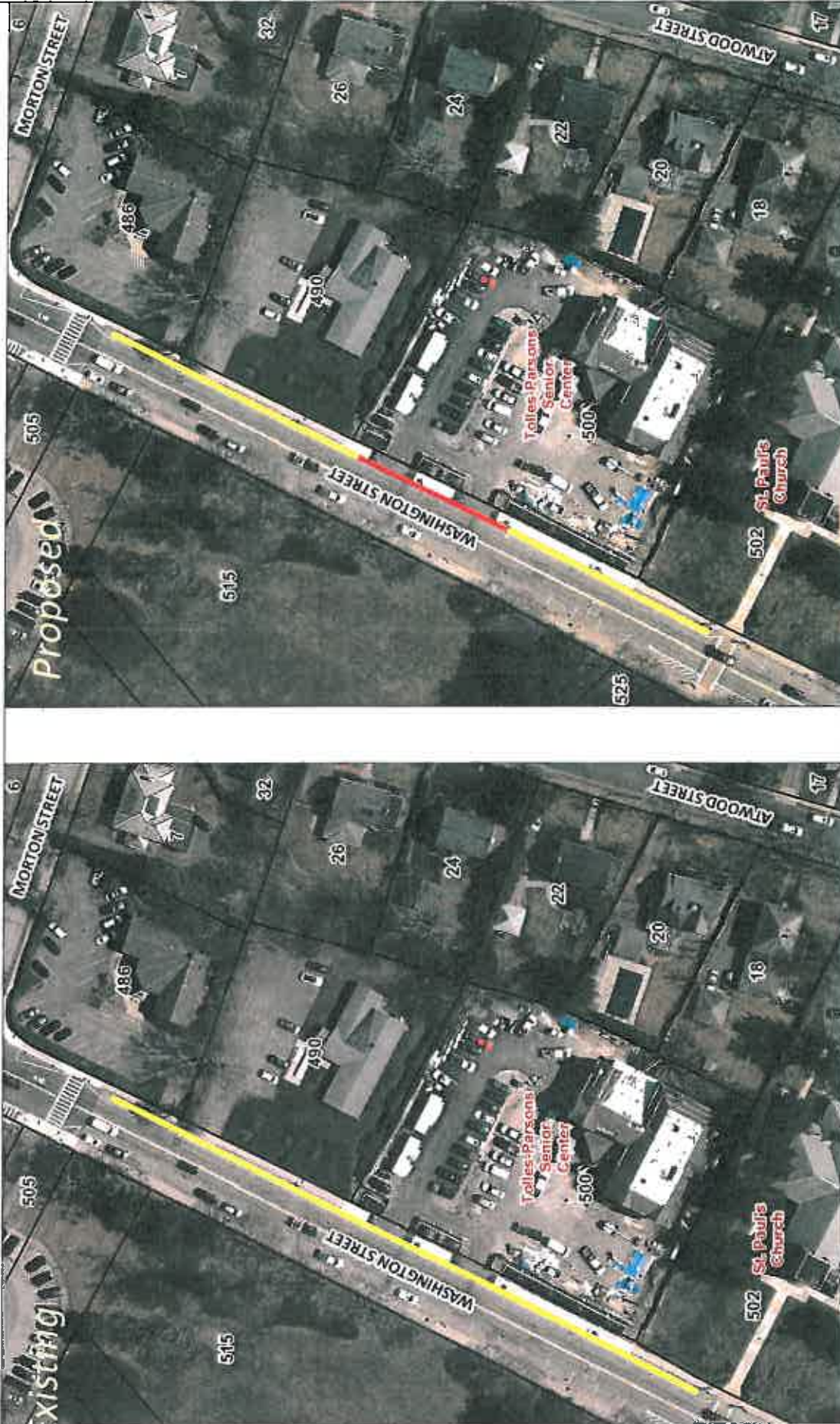
The following documents are attached:

1. A map of the current 2-hour parking regulation and the proposed regulations
2. Site plan
3. Legal ad in the August 10 edition of the Wellesley Townsman

Please let us know if you have any questions.

Thank you.

# Existing & Proposed Parking Regulations from 502 to 486 Washington St.



Map prepared  
by the IT GIS Office  
for the Selectman's Office  
8.2.2017



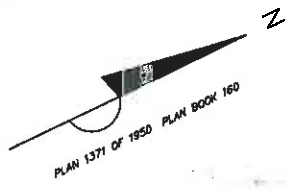
1 inch = 100 feet



All data is from the Town of Wellesley GIS Database.  
Aerial Imagery dated April, 2017.

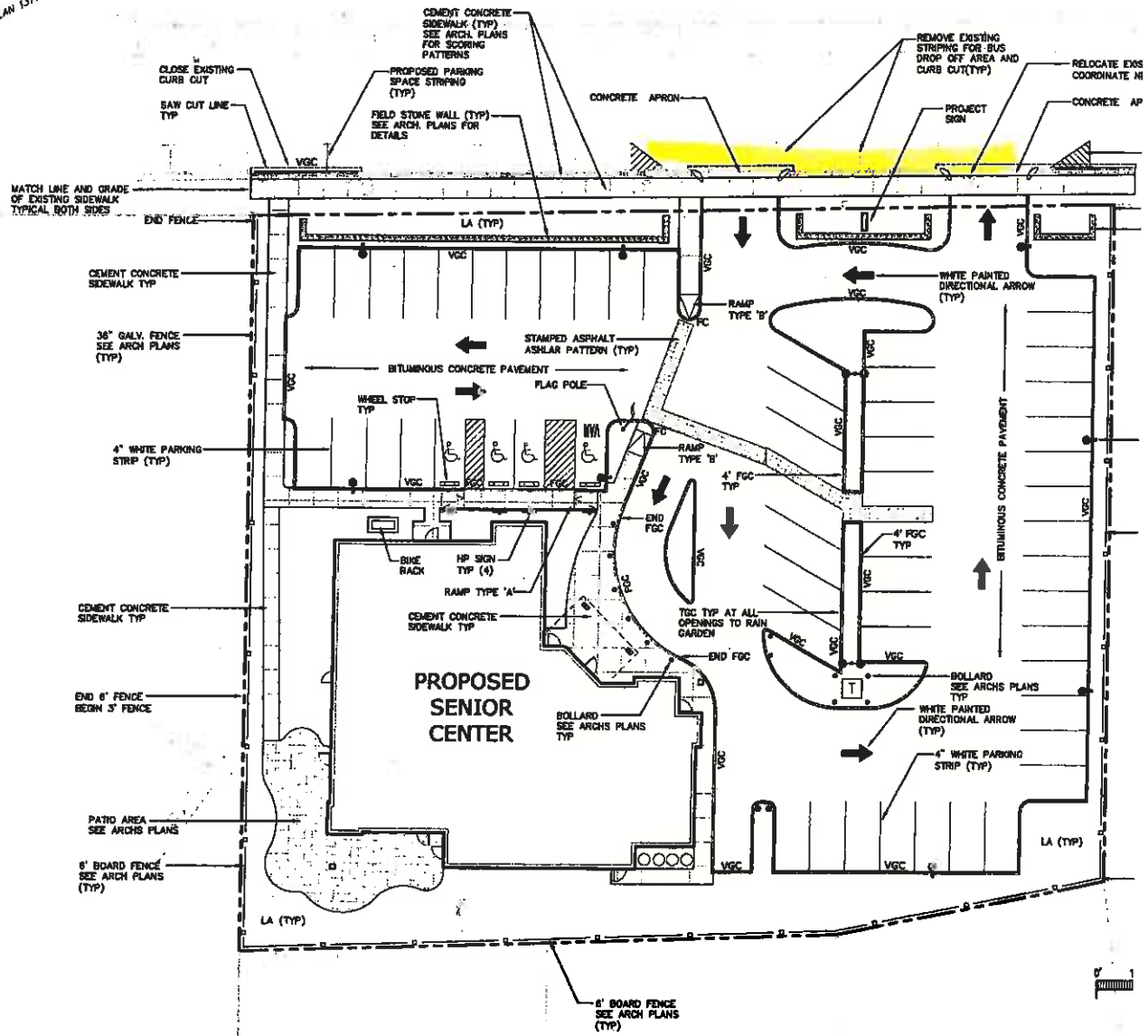
- 2 Hour Street Parking
- No Parking





# WASHINGTON STREET

(PUBLIC - VARIABLE WIDTH - ROUTE 16)





TOWN OF WELLESLEY



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 BLYTHE C. ROBINSON  
 EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

August 4, 2017

On August 15, 2017, the Board of Selectmen will be holding a public hearing to consider amending the Town's Traffic Regulations in the Juliani Room at Town Hall. The following amendments are being proposed:

**7:10 pm DELETE from Schedule I – 2 Hour Parking**

LOCATION	SIDE	FROM	TO
Washington Street	Southeasterly	A point 16' northeast of St. Paul's Church crosswalk	A point 90' southeast of Morton Street

**ADD to Schedule I – 2 Hour Parking**

LOCATION	SIDE	FROM	TO
Washington Street	Southerly	A point 11' east of St. Paul crosswalk	east for 160' westerly edge of Tolles Parsons Center driveway
Washington Street	Southerly	Easterly edge of Tolles Parsons Center driveway	A point 90' west of Morton Street

**ADD to Schedule I – No Parking**

LOCATION	SIDE	FROM	TO
Washington Street	Southerly	A point 171' east of St Paul Crosswalk	Easterly 120'

Public comment is invited. Written comment may be submitted to the Board of Selectmen, Town Hall, 525 Washington Street, Wellesley, MA 02482 or email [sel@wellesleyma.gov](mailto:sel@wellesleyma.gov)

**4. Building Department Update – Michael Grant**

Mike Grant will be joining our meeting to give you an update on the activities of the department, some of the challenges that we are managing, and how we are proceeding forward. A copy of the PowerPoint presentation he intends to make is included in your packet as background information.

**NO MOTION**

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# Building Department

## Presentation to the Board of Selectmen

AUGUST 15, 2017

Building Department



## Department Responsibilities

- Building permits – review plans, make inspections, issue certificates
- Enforce the zoning bylaws of the Town
- Inspect various types of structures annually
- Enforce various local and state laws and regulations

Building Department



## Permit requirements over 10 years

### 2007 REQUIREMENTS

- 7<sup>th</sup> edition of the MA State Bldg Code
- Wellesley Zoning Bylaws

### 2017 REQUIREMENTS

- 9<sup>th</sup> Edition of the MA Bldg Code
- Wellesley Zoning Bylaws
- TLAG & Revisions
- Sheet Metal Regulations
- Tree Bylaw
- Retaining Wall bylaw
- Demo Delay bylaw

Building Department



## Department Staffing

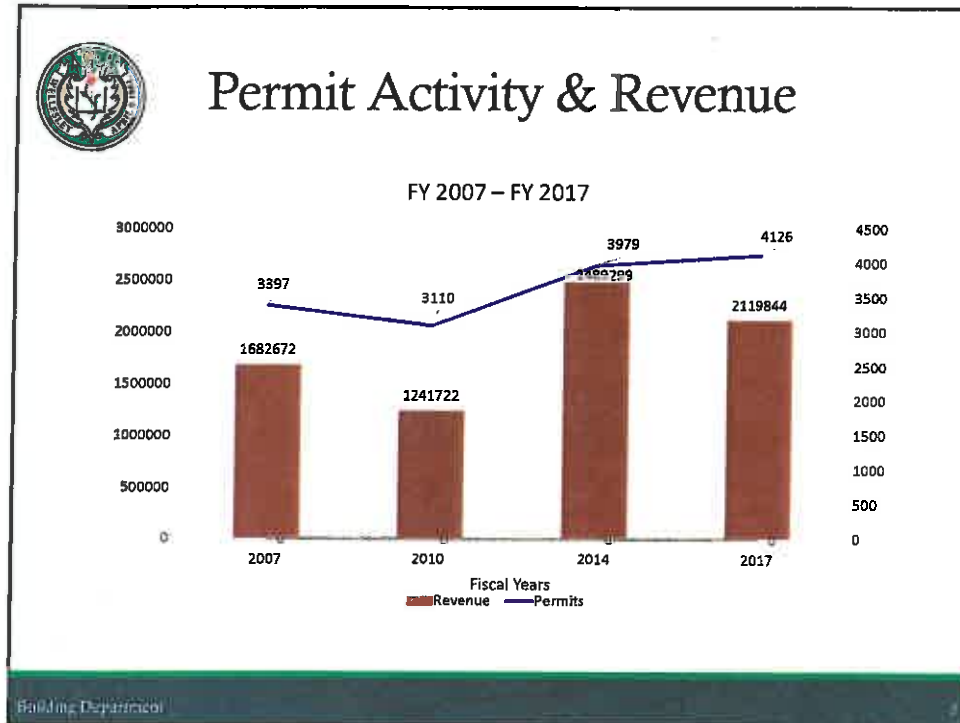
### 2007

- Building Official
- 2 local inspectors
- 1 electrical inspector
- 1 P/T plumbing insp.
- 2 administrative staff

### 2017

- Building Official
- 3 local inspectors
- 1 electrical inspector
- 1 F/T plumbing insp.
- 2 administrative staff

Building Department



**Review Time – New House**

2007 - MINUTES		2017 - MINUTES	
Building Code	20	Building Code	35
Zoning Bylaw	10	Zoning Bylaw	10
Large House Review		Large House Review	20
Tree Preservation		Tree Preservation	20
Sheet Metal		Sheet Metal	20
Demo Delay		Demo Delay (if appl)	??
<b>TOTAL</b>	<b>30</b>	<b>TOTAL</b>	<b>105</b>

Building Department



## Department Challenges

- All building inspectors have < 3 years experience
- Workload has increased significantly
  - Questions & interpretations of bylaws
  - Plan review that encompasses all bylaws/regulations
- Not offering electronic permitting yet
- 2 administrative staff earn 5 weeks vacation/year

Building Department



## Tasks Not Being Completed

- Zoning enforcement is inconsistent
- Tree preservation bylaw
- Minimal enforcement of sign bylaw
- Verifying compliance with ZBA, PSI & Site plan decisions
- Not inspecting annually residential bldgs w/more than three units & commercial bldgs with assembly spaces > 50 persons

Building Department



## Steps Towards Improvement

- Weekly training for all new inspectors
- Select and implement an electronic permitting system
- Complete office renovations to improve work flow
- Digitizing all building plans – underway
- Consider restructuring staff assignments to more efficiently address needs



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**5. Proposed Modification to Rules and Regulations Governing Alcoholic Beverages**

As you have heard, Smith & Wollensky restaurant has proposed to open a new location in the space on Washington Street vacated by Blue Ginger. Attorney David Himmelberger who is representing the restaurant will be attending the meeting Tuesday night to provide you with an overview of their plans for this restaurant, and let you know that they would like to come back to the board at a later date to make a formal request for a variance from the Town's regulations on alcoholic beverages to enable the restaurant to have more than the 10 seats in the bar area currently allowed. The request is anticipated to be for 23 seats, or not more than 10% of the total seats in the restaurant.

Included in your packet is information from Mr. Himmelberger on this topic your review.

**NO MOTION**

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**THE LAW OFFICE OF DAVID J. HIMMELBERGER**

Attorney at Law  
One Hollis Street, Suite 400  
Wellesley, Massachusetts 02482

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Telephone (781) 237-8180  
Fax (781) 235-8242

David J. Himmelberger

Admitted to practice in MA, RI & NY

August 8, 2017

Ellen F. Gibbs, Chair  
Wellesley Board of Selectmen  
Town Hall  
Wellesley, MA 02482

RE: Request for Consideration to Rules and Regulations Governing Alcoholic Beverages

Dear Ms. Gibbs:

I am writing to request that the Board consider amending its Rules and Regulations Governing Alcoholic Beverages to increase the limit of bar seats to up to 10% of the seating capacity of restaurants containing more than 200 seats.

By way of background, I represent Smith & Wollensky, a well-regarded restaurant that will be renting the space formerly occupied by the Blue Ginger Restaurant. As such, I will be coming before the Board to seek various permits including a Common Victualler's license, as well as an All Alcoholic Beverages Restaurant license. I recently met with the Smith & Wollensky team to discuss and review the Town's permitting and zoning regulations, and to review the proposed seating design for the restaurant space.

Smith & Wollensky will be fully renovating the former Blue Ginger space. It would like to be able to construct and install a bar seating 23 patrons. However, our current Rules and Regulations Governing Alcoholic Beverages limit a bar seats or stools to a maximum of ten percent of total seating, but not more than ten bar seats or stools. I have attached a sketch of the proposed layout of the restaurant seating that depicts a total of 251 seats, with 23 shown at the bar. (The plan also shows an area at the front of the restaurant described as bar/dining which comprises 30 seats in an array of tables situated to take advantage of the front windows.)

This request is being submitted in advance of the submittal of permitting requests, as the build out of the space, which is contemplated to take 3-5 months, is dependent upon the Board's decision on this issue.

- 2 -

### History of Wellesley's Rules and Regulations Governing Alcoholic Beverages

Wellesley's Rules and Regulations Governing Alcoholic Beverages contain a brief review of the history of the regulations. The ability to purchase an alcoholic beverage in Wellesley was first authorized in 1972, when the town voted to allow the service of alcohol in hotels having a dining room capacity of not less than fifty rooms. This was quickly followed in 1974 with a vote to allow the service of alcohol in restaurants and function rooms having a seating capacity of not less than 100 persons.

In 1983, licensing for Clubs, College Dining Halls, and Special Licenses was enacted. The rules remained unchanged until 2011 when the minimum seating capacity of a restaurant desiring to serve alcohol was reduced from 100 seats to 50 seats.

During 2013 and 2014, I was privileged to work together with the Board, on behalf of a few clients, to help provide input into new Rules and Regulations Governing the Sale of Wines and Malt Beverages in Food Stores and Specialty Food Stores for Off Premises Consumption.

Embedded within the Rules and Regulations Governing Alcoholic Beverages is a Policy Statement that describes the Town's approach to the service of alcoholic beverages.

The issuance of an All Alcoholic Beverages Restaurant License or a Wine and Malt Beverages Only License is an accommodating and incidental part of a Common Victualler's primary business endeavor of serving food to the public in a restaurant.

It is the intention of the Board of Selectmen that each license allow for the economic viability of a quality restaurant to succeed in creating an attractive environment for patrons to gather together in a socially responsible and hospitable setting to eat, converse, and exchange ideas. It is the further intention of the Board to enhance the dining experience of individuals patronizing Wellesley restaurants.

### The Proposed Amendment to the Rules and Regulations Governing Alcoholic Beverages

The Rules and Regulations Governing Alcoholic Beverages contain a list of definitions. A Bar is defined as:

A counter, window, or area other than a table, booth or sushi bar, where patrons sit to be served. Bars shall have stools where patrons may be served a meal, or where they may be served alcoholic beverages while waiting to be seated.

- 3 -

The Rules and Regulations Governing Alcoholic Beverages, Section III, Service to Patrons, provide that:

1. Licensees may serve alcoholic beverages only to customers who intend to dine on the licensed premise, and menus shall reflect the requirement that wine and malt beverage and all alcoholic beverages may only be ordered in conjunction with the consumption of a full meal ordered from the menu of the licensed premises. The licensing authority reserves the right to determine and further define what constitutes a full meal consistent with its policies.
2. Food service shall be available at all seats within the licensed premises, except in the case of private functions or in those designated areas where patrons assemble to await being seated.
3. In those designated areas where patrons assemble to await being seated, alcoholic beverages may be served and sold, provided that not more than two standard size drinks shall be served to any patron within a waiting area. As it is the intention of these regulations that the sale, service and consumption of alcoholic beverages shall be made to those patrons intending on dining, the manager shall take reasonable measures to ensure that patrons who are served intend to dine.
4. Licensees may, upon the approval of the licensing authority, provide a bar with stools or seats where patrons may be served a meal or be served alcoholic beverages while waiting to be seated. Managers shall take reasonable measures to ensure that patrons who are seated at a bar intend to dine, and that no patron is provided more than two standard size drinks while waiting to dine. **Bar seats or stools shall be limited to a maximum of ten percent of total seating, but not more than ten bar seats or stools.** Alcoholic beverages may be served at a counter built prior to April 1, 2006 that has more than ten stools affixed to the floor provided that no more than ten patrons are served alcohol at one time. (Emphasis added)

The proposed amendment being sought would partially eliminate the cap of ten bar seats or stools, and instead allow restaurants with a seating capacity of greater than 200 seats to be limited to a maximum number of bar seats or stools of ten percent of total seating. The proposed change would simply add a sentence to the end of the above Paragraph 4: Notwithstanding the foregoing, in restaurants with a seating capacity in excess of 200 seats, bar seats or stools shall be limited to a maximum of ten percent of total seating. (The proposed amendment, in attempting to create as little impact or change as possible, is proposed to be limited to restaurants containing at least 200 seats. However, the Board, should it believe this change is meritorious, may choose to apply it to all restaurants, which would then impact all restaurants with greater than 100 seats.)

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### Rationale for the Proposed Change

While there is no hard evidence to conclusively explain the original limitation on the number of bar seats, it is believed that it stemmed from Wellesley's commitment to the underlying policy that alcoholic beverages only be served to patrons with an intent to dine. This commitment or philosophy undergirds the Rules and Regulations Governing Alcoholic Beverages. There is no question that, historically, bar counters were associated not with dining, but rather only with the consumption of alcohol. Moreover, the notion of an individual utilizing a bar counter for dining purposes, or even of an individual going out to dine alone, was also historically a rather foreign concept.

However, in today's environment, single dining experiences, and even multi-party dining at a bar counter are an increasingly common experience, devoid of the historic social taboos formerly associated with these behaviors. I have attached three brief articles, all of which document and comment upon the significant increase in solo dining. While solo dining is on the rise, these articles also point to the fact that such solo diners prefer to do so in ways that do not call attention to their eating alone. A bar counter offers the opportunity to join a larger group so as not to appear as a single diner at a table.

While solo diners may comprise a significant portion of those who choose to eat at a bar counter, they are by no means the only diners who prefer a bar counter seating. Numerous other diners are also choosing to eat at bar counters rather than the traditional table or booth seating.

Given the requirement of an intent to dine, the distinction between dining at a bar counter versus dining at a table or booth seems increasingly unjustified. Moreover, as regards the consumption of alcohol while awaiting to dine, it should be noted that the above Paragraph 3 permits an unlimited size area in which patrons may assemble to await being seated. That there may be an unlimited number of seats in booths or tables in an area in which patrons await to be seated, but that a bar counter, at which some patrons may be waiting to dine, must be limited to ten seats seems somewhat incongruent.

Smith & Wollensky advises that its other restaurants, including its restaurant at the Armory on Arlington Street in the Back Bay, all employ bar counter areas at which the predominant activity is dining. Based upon the foregoing, it is hoped that the Board will agree that removal of an historic limitation on the number of seats at a bar counter is appropriate and that the antiquated limitation may be removed.

To allow an increase of seating at a bar counter in larger restaurants such as proposed by Smith & Wollensky is entirely consistent with the previously referenced Policy Statement. It would enhance the "economic viability of a quality restaurant to succeed in creating an attractive environment for patrons to gather together in a socially

- 5 -

responsible and hospitable setting to eat, converse, and exchange ideas, and it would also "enhance the dining experience of individuals patronizing Wellesley restaurants".

I look forward to the opportunity to discuss this with you and the Board on August 15, 2017.

Very truly yours,



David J. Himmelberger

Enclosures



# Smith & Wollensky

America's Steakhouse

Preliminary Design Proposal for

583 Washington Street, Wellesley, Massachusetts

Niemitz Design Group, Inc.

**Smith & Wollensky**  
Steakhouse

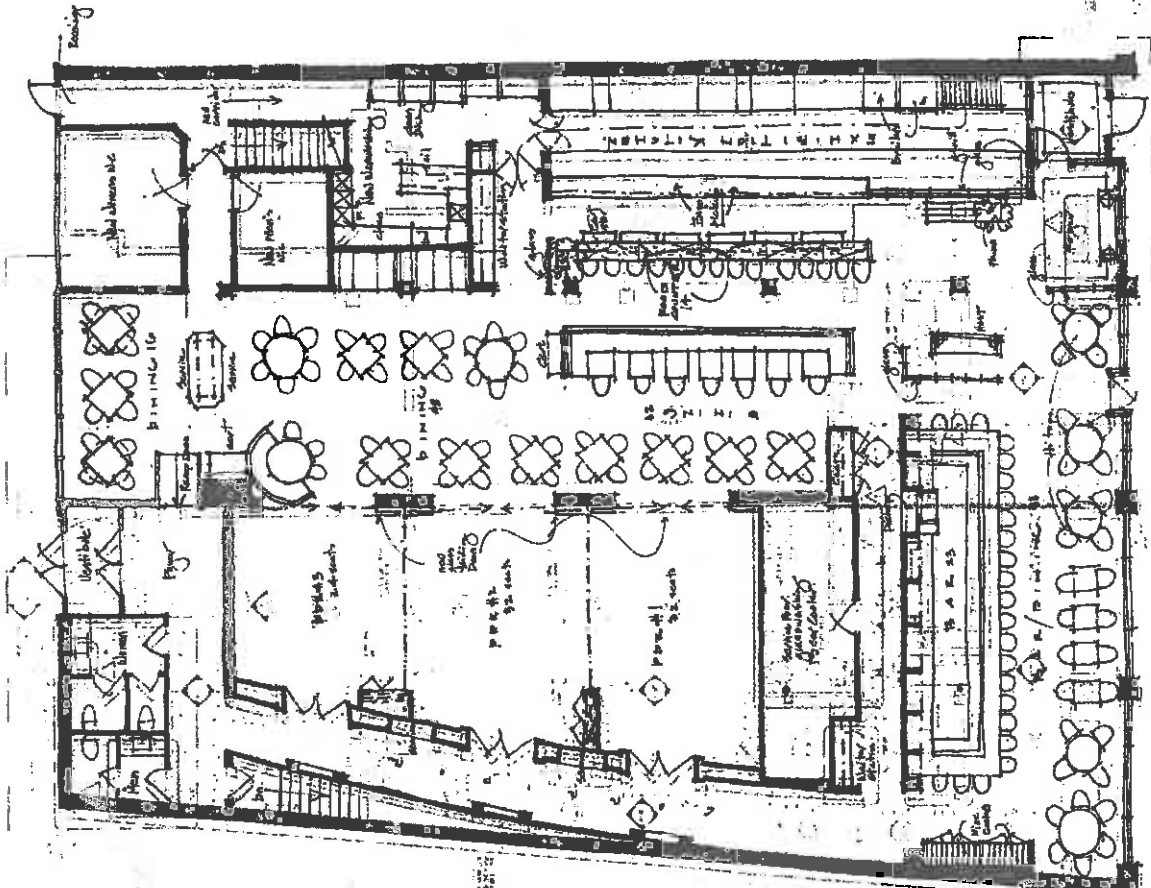
583 Washington Street  
Wellesley, Massachusetts

Proposed plan alterations.  
Not to scale.  
July 19, 2017.

Niemitz Design Group, Inc.

## Seating

Bar:	23
Bar Dining	34
Dining Room	110
POB #1	32
POB #2	32
POB #3	24
<b>Total</b>	<b>255</b>



# Eating alone? The new American diner flies solo

Katie Little | @KatieLittle

Saturday, 9 Aug 2014 | 7:00 AM ETCNBC.com

All by yourself at dinner? You're in good company. As lifestyles and demographics shift, Americans are emerging as a nation of diners who eat alone.

About 57 percent of eating and beverage occasions now occur when people are by themselves, according to a recent report from The NPD Group, a market research firm. The portion is highest for non-meal occasions (industry speak for snacking) followed by breakfast, lunch and then dinner.

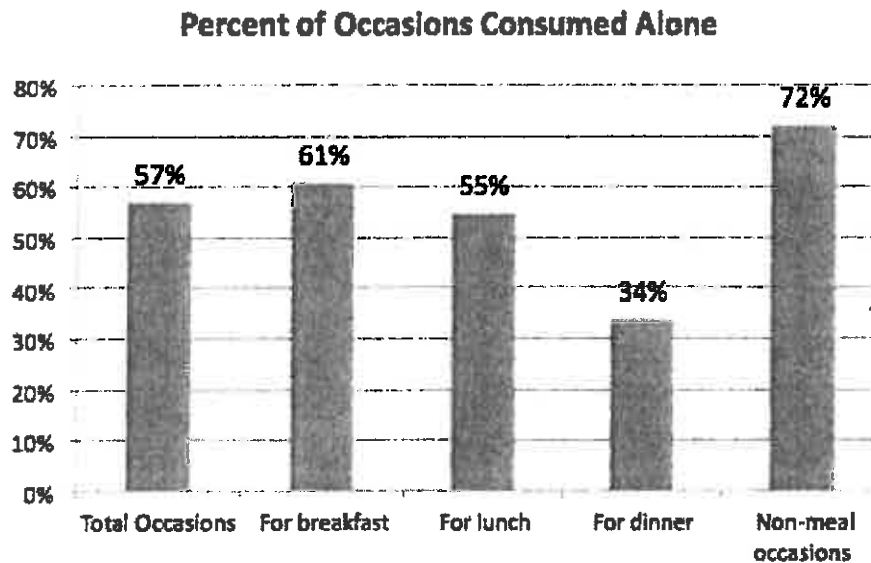


Hero Images | Getty Images

Time constraints, active lifestyles and a record percentage of one-person households are fueling the trend.

Stigma starting to shift

"In the past, there really has been a stigma around eating alone, and it's started to change over the years," said Aaron Allen, founder of a restaurant consulting firm, in a phone interview.



*Source: The NPD Group/National Eating Trends*

These diners have driven a "dramatic increase in home delivery and takeout," Allen noted. Chipotle, in particular, has seen an uptick in takeout orders, growing to about two-thirds of orders, up from half eight years ago, according to its latest earnings call.

Still, Allen thinks grocery stores have been faster to adapt with more single-serve options.

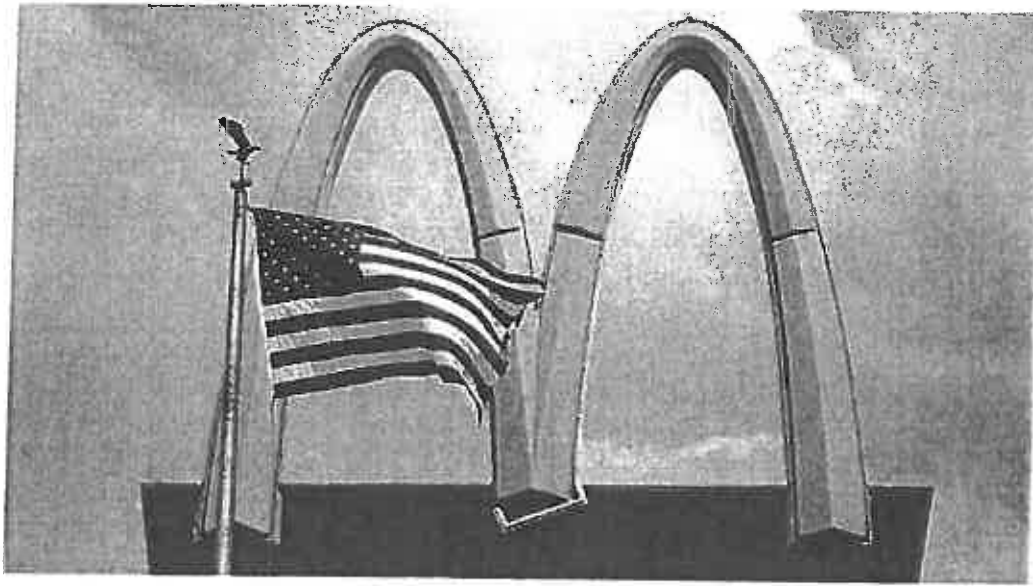
"Restaurant chains absolutely need to pay more attention to this as a segment, and the smart ones are and have already made changes to their menus' and restaurants' designs and training," he said.

[Read More](#) Spotting the next Chipotle: 10 restaurants to watch

Industry watchers say they're seeing a bigger emphasis on restaurants' bar sections, more two-person tables and communal tables, faster wait times and smaller menu items.

"On the menu development side, it is a trend toward faster," said John Gordon, principal at Pacific Management Consulting Group, in a phone interview. "Single diners aren't going to generally spend two hours. The turnover will be faster. Because the turnover is faster, the actual entree or food itself is either smaller, lower priced or more individualized."

America's top 10 restaurants ... of 2020



Luke Sharrett | Bloomberg | Getty Images

These party-of-one diners could help explain the drop in casual dining traffic, Gordon said.

Warren Solocheck, NPD's vice president of client development for its food service practice, said in a phone interview he thinks the report could explain some of the surge in fast-casual space.

He suspects some of these eaters have traded down to fast-casual restaurants, which sell premium items at fast-food speeds, after realizing they offer quality food at a lower price without a long wait

Catering to the customer

To make them feel at ease, restaurants are shifting their typical service for people eating alone. An extreme example launched in Amsterdam as a pop-up restaurant touted as the first one-person restaurant in the world. Another in Japan proposed a solution—dining with a stuffed animal if eating alone proves to be too lonely.

At New York City-based **Union Square Hospitality Group**, servers learn how to interact with diners who swing by the group's fine-dining restaurants while on business alone.

Read MoreMcDonald's: 1-minute guarantee or you get FREE food

These customers get a couple of table location choices along with reading materials if they want.

Sabato Sagaria, the group's chief restaurant officer, sees an increase in these solitary patrons.

"I think it's a growing trend in general," said Sagaria in a phone interview. "I think people are more comfortable dining by themselves. We always try to set up our restaurants so they can be campfires of conversation."



Hot new food trends Friday, 25 Jul 2014 | 2:00 PM ET | 02:48

At casual dining chain Texas Roadhouse, locations near hotels and natural gas centers also see a sizable proportion of guests flying solo.

The company's bar area, like in many restaurants, is designed with these people in mind and includes televisions, seating and music. This more intimate space makes diners "just feel less out of place than you would in a large booth," said Travis Dostner, a company spokesman.

At DineEquity's Applebee's, spokesperson Dan Smith said certain menu items are engineered for individual orders—though not necessarily for individuals who are alone.

The company's also in the midst of revamping its bar section with upgraded TVs, seats and a more polished look.

To avoid calling too much attention to people who dine alone, hosts at the Cheesecake Factory are told not to use the phrase "party of one" when alerting someone that a table is ready. Reading verbal and non-verbal cues is also stressed.

Are you embarrassed to eat alone in restaurants?

Top of Form

☐ Yes

☐ No

☐ Not sure

Bottom of Form



Vote to see results

Total Votes:

Not a Scientific Survey. Results may not total 100% due to rounding.

While locations are built to accommodate parties of one at the bar and at tables for two, president David Gordon said by phone the company hasn't seen a trend toward more single parties.

**TGI Fridays** bartenders are also trained to read customers who are alone to see whether they want to be on the chattier side or would prefer to be left alone.

The company, which originated as a singles bar in 1965, strives to create a "corner bar vibe" with servers and bartenders trained to introduce folks to other guests—especially at the bar, said Matt Durbin, the company's vice president of marketing, beverage and bar.

"While guests may come in not knowing anyone, they may leave with a couple new friends," Durbin added.

Or at the very least, they'll feel less out of place—the real goal behind the tweaks aimed at the lone diner.

—CNBC's Katie Little

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The Hartman Group Contributor

We cover consumers, food & beverage culture and trends

Opinions expressed by Forbes Contributors are their own.

FOOD & AGRICULTURE 5/25/2016 @ 3:19PM 6,036 views

## Table For One: Why We Are Increasingly Eating Alone



How we eat in America today is a reflection of the continued erosion of ritual, and nothing is more powerful proof of this than just how much of our collective eating occasions happen *alone*. We are eating more and more alone; we are prioritizing non-ritualized snacking over meals; and as household sizes are getting smaller, mealtime ritual is harder to sustain interest in. The numbers around eating alone are nothing short of revelatory. As you will see, they illustrate why we've been saying for quite some time now that alone eating is the new norm. You may recall our past references to the notion that our food and beverage culture is evolving from a traditional, status quo culture to one that is reimagined, consumer driven and experiential. The one standout example of this is the way in which many of us eat today, which is that nearly half of all adult eating occasions are completely alone (46 percent, according to The Hartman Group's Food & Beverage Occasions Compass 2014 data). Alone eating no longer connotes physical and social isolation. As consumers continue to redefine the concept of "meal," alone eating has become a normal part of modern life. In certain settings (such as the workplace), alone eating has become

## Table For One: Why We Are Increasingly Eating Alone

Page 2 of 4

so pervasive that many of us don't realize we're doing it — underscoring the ubiquitous behavior that solitary eating has become. The rise of alone eating has emerged from a number of trends:

- **Transitions within households post-World War II.** The decades after WWII saw the movement of mothers into the workforce, the rise of single-parent households and the rise of technology (e.g., television), all of which made inroads into traditional, social, sit-down "family meals."
- **A gradual loss of focus over the past fifty years on the importance of dining communally during specific meal occasions.** Consider the now nearly forgotten practice of workers and schoolchildren returning home midday for family lunches or the increasingly rare "family dinner."
- **A continual movement away from a focus on taking time to consume foods.** In modern culture, many meal occasions, especially those that are solitary, are now characterized by the mechanics of eating and not the celebration of food occasions. A common example is the now-pervasive practice of Americans eating alone at their desks while they work.
- **The snackification of meals.** America is now a snacking culture where eating any time of day is a personal right and satiety is often the goal. Consumers increasingly believe that eating smaller meals more frequently is healthier and that snacking bridges gaps between meals due to long work and commute times.
- **Shifts in shopping behavior.** Consumers today shop more channels and more stores to satisfy a number of needs, to explore and to get value. Thus they are assigning specific roles to stores that are well-positioned to meet "in-the-moment desires" (e.g., 'my P.M. snack spot,' 'grab-n-go dinner spot'). Overall, stock-up grocery shopping trips are declining as consumers try to "shop fresh."

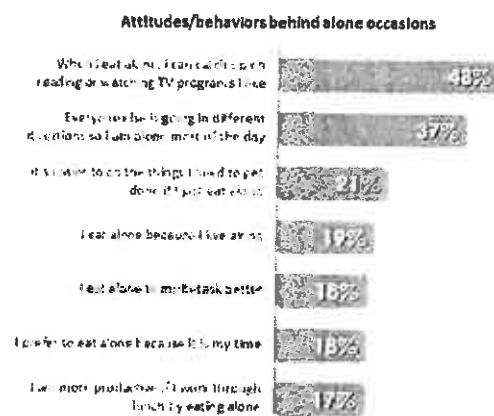
**Alone Eating: Connecting With More Than a Solitary Consumer** The reasons for alone eating are complex and diverse. Multi-tasking while eating, and enjoying some TV or reading are just a couple reasons behind why so many of us eat alone: Yet, aside for some "me-time", the shift to solitary dining habits are deeply rooted in



## Table For One: Why We Are Increasingly Eating Alone

Page 3 of 4

changes within the fabric of social and cultural norms, including an increasing fragmentation of daily life. Additionally, the pantry and kitchen serve as a sort of 24-hour commissary for all to access at will, save for the rare and special occasions during which all gather to eat collectively.



In the bygone era that represents traditional food culture, the proverbial frozen dinner was the primary solution for alone and semi-alone eating. Today's forward-leaning retailers are providing solutions for consumers with single-serve and customizable options with global freshness cues. CPG food manufacturers can connect with consumers relevantly by creating new forms of packaging and ingredients that encourage interactivity and a sense of personalization. Trader Joe's is often praised by consumers for its two-person meal solutions. Consumers are cooking for themselves on alone occasions. This is an opportunity for food retailers to provide the meal components they need to enjoy this occasion. Food retailers can connect with those shoppers looking for prepared, single-portion meals for one, prepared foods by constructing food service, ready-to-go hot and refrigerated stations (a la "Whole and Wegmans). This provides shoppers the flexibility to mix-and-match new tastes and cuisines. Culture is redefining what alone eating has to be. Alone eating today now includes reimagined ways of connecting with people, ourselves and food and beverage. Rather than marketing to family occasions and iconic meals of the past, new opportunity spaces exist to market to the vast number of adults who are increasingly eating alone.

RECOMMENDED BY FORBES

## Table For One: Why We Are Increasingly Eating Alone

Page 4 of 4

[The 10 Most Dangerous U.S. Cities](#)

[NFL To Colin Kaepernick: We're Cool With Crime,  
But Opinions Are Bad For Our...](#)

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## Restaurant Trends: Dining Solo On the Rise

We've all found ourselves in a similar situation: you're starving, everyone is busy, and you're not in the mood to cook. Next thing you know, you find yourself dining solo at a restaurant. It may sound awkward, but ironically, you are not alone.

In a recent analysis from **OpenTable**, the leading provider of online restaurant reservations, dining solo is on the rise by nearly 62%. The stigma that comes with dining solo is beginning to fade away as consumers are happy to enjoy different culinary experiences on their own. Major metropolitan areas including Dallas, Miami, New York, Denver, Philadelphia, Chicago, and Las Vegas, have experienced the highest amount of growth for parties of one.

### Why?

The amount of reservations being made for solo diners has grown immensely, and it may be due to the increase in single-person households. According to the U.S. **Census Bureau**, the amount of single-person households has increased 10% over the past forty years. Dining out is a national pastime, so diners will take every opportunity to visit a restaurant. The recent rise has restaurant owners and operators taking notice, and embracing the solo diner.

### Where Do Solo Diners Go?

In addition to the analysis, OpenTable also released the Top 25 Restaurants for Solo Diners in the U.S.

Top 25 US restaurants for solo diners	
Restaurant	Location
5Church	Charlotte, NC
Atlantic Fish	Boston
Aureole	New York
Blackbird	Chicago
Bimini Twist	Miami
Church & State	Los Angeles
Cinghiale	Baltimore
Founding Farmers	Washington, DC
Giada: The Cromwell	Las Vegas
Gordon Ramsay Steak; Paris Las Vegas	Las Vegas
Hugo's Frog Bar & Fish House	Chicago
Juniper & Ivy	San Diego
La Chaumiere	Washington, DC
Little Bird	Portland, Ore.
Lola: A Michael Symon Restaurant	Cleveland
Luke	New Orleans
Mama's Fish House	Pala, Hawaii
Mon Ami Gabi	Las Vegas
MUA	Oakland, Calif.
Parc	Philadelphia
Parkside Seafood House	Lafayette, Ind.
Rioja	Denver
SkyCity	Seattle
South City Kitchen (Midtown)	Atlanta
Wine 30	New York

Source: OpenTable

The top restaurants are based on which received the most reservations, the overall star ratings from verified users, and the restaurant recommendations of the company's experts.

### Accommodating the Solo Diner

The top restaurants for solo diners excel not only with their menu, but also in personalized, friendly service. No diner wants to enter a restaurant only to be awkwardly greeted by a host saying, "Oh, just you?" and being led to a dimly lit table in a corner. Solo diners want to be greeted and treated just like any other party, and restaurant owners and operators are taking notice. The better a guest is treated, the more likely they are to come back, tell their friends, or bring more people with them in the future.

Hosts are trained to pick up on cues of social diners, such as if they wish to be left alone or socialize, and allowing a diner to choose where to sit. Restaurant designers are also incorporating different seating that allows more options for solo diners, including smaller tables, window seats, and communal tables.

The U.S. is not the only place embracing the solo diner, as restaurants in Japan have made similar moves. The Moomin Café promotes "anti-loneliness," by having stuffed animals act as a solo diner's dining companion. Last year, PiaPia decided to ban all couples from the restaurant on Christmas Eve, so as to not remind solo diners of their loneliness.

You can expect to see a rise in restaurants accommodating more solo diners, and the best part is, you won't have to worry about splitting the check.

By **Sabrina Sanchez**|November 5th, 2015|Operations|Comments Off on Restaurant Trends: Dining Solo On the Rise

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**About the Author: Sabrina Sanchez**



Sabrina Sanchez is a contributor to RMagazine. Sabrina coordinates content and operates social media. She graduated from Cal State Fullerton with her Bachelor of Arts in Communications and Radio TV Film. She began working for the publication in July of 2015.

Comments are closed.

**6. National Grid Grant of Location for #29 Wynnewood Road**

National Grid has requested a grant of location to install 190' of four-inch gas main on this street for the purpose of serving this house. The gas main would extend from its present location at #22 Wynnewood Road to #29. Attached is the application and map from National Grid. The DPW has reviewed the request and has no concerns with this installation. Mr. Mike Gerling from Ngrid will be at the meeting to answer any questions the Board has about this request.

**MOVE** to approve a grant of location to National Grid to install 190' of four-inch gas main to provide gas service to 29 Wynnewood Road.

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TOWN OF WELLESLEY



MASSACHUSETTS

## BOARD OF SELECTMEN

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

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BLYTHE C. ROBINSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

August 8, 2017

Dear Resident:

RE: National Grid Petition Plan

You are hereby notified that a public hearing will be held in the Juliani Meeting Room – Town Hall at **8:00 p.m. on Tuesday, August 15, 2017** upon a petition dated July 20, 2017 by National Grid requesting consent to the locations of mains as hereinafter described for the transmission and distribution of gas in and under the following public street, lanes, highways and places of the Town of Wellesley and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company; and the digging up and opening the ground to lay or place same: :

***To install and maintain approximately 190 feet more or less of 4-inch gas main in Wynnewood Road. From the existing 4-inch gas main at house #22, westerly to house #29 to provide gas service to house #29 Wynnewood Road.***

If you have any questions in regard to this petition please contact Barbara Kelleher, National Grid, 40 Sylvan Road, Waltham MA 02451 [Barbara.Kelleher@nationalgrid.com](mailto:Barbara.Kelleher@nationalgrid.com)

The Wellesley Board of Selectmen

cc: Barbara Kelleher, National Grid  
Michael Pakstis, Director DPW  
Dick Joyce, Director MLP  
Dave Hickey, Town Engineer  
Gerry Bruno, C. E.



**PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS****Town of Wellesley / Board of Selectmen:**

The Nationalgrid hereby respectfully requests your consent to the locations of mains as hereinafter described for the transmission and distribution of gas in and under the following public streets, lanes, highways and places of the **Town of Wellesley** and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company; and the digging up and opening the ground to lay or place same:

**To install and maintain approximate 190 feet more or less of 4 inch gas main in Wynnewood Rd., Wellesley. From the existing 4 inch gas main at house #22 westerly to house # 29 to provide a gas service to house # 29 Wynnewood Rd.**

Date: July 20, 2017

By: Barbara H. Kelleher  
Barbara H. Kelleher  
Permit Representative

**Town of Wellesley / Board of Selectmen:**

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **Town of Wellesley** substantially as described in the petition date July 20, 2017 attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

The said Nationalgrid shall comply with all applicable provisions of law and ordinances of the **Town of Wellesley** applicable to the enjoyment of said locations and rights.

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

I hereby certify that the foregoing order was duly adopted by the \_\_\_\_\_ of the City of \_\_\_\_\_, MA on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

\_\_\_\_\_  
Title

**WO# 1165482**

**RETURN ORIGINAL TO THE PERMIT SECTION  
NATIONAL GRID  
40 SYLVAN RD, WALTHAM, MA 02451  
RETAIN DUPLICATE FOR YOUR RECORDS**



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## **7. Aqueduct Lease Update**

Included in your packet is a memo from Terry Connolly outlining the process we have undertaken to recommend a new lease agreement for one of the two the remaining parcels of land owned by the Town along the Cochituate aqueduct. Town Counsel has completed the deed research for this parcel and confirms the Town's ownership, allowing us to move forward on 346 – 358 Washington Street. Counsel further advises that we not move forward with the final parcel at 360-366 Washington Street until additional work is concluded. The result of the RFP process is that the Town will realize \$7,738 in revenue from both the payment of property taxes and rent.

**MOVE** to award a 5-year land lease for the parcel located at parcels (B, C, D) located at 346-358 Washington Street to Salvatore DeFazio III in accordance with the Request for Proposals dated, June 14, 2017 and their submittal dated July 21, 2017. Said lease to commence September 1, 2017. And to authorize staff to submit required notices and disclosure to the Central Register and DCAMM.

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TOWN OF WELLESLEY



MASSACHUSETTS

**BOARD OF SELECTMEN**

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

ELLEN F. GIBBS, CHAIR  
 JACK MORGAN, VICE CHAIR  
 MARJORIE R. FREIMAN, 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

Date: August 10, 2017

To: Board of Selectmen

From: Terry Connolly

**RE: Aqueduct Lease**

The Board of Selectmen is authorized by Town Meeting to lease certain portions of the Cochituate Aqueduct and one non-aqueduct parcel for parking. After awarding leases for parcels #2, #4, and #6 on July 31<sup>st</sup>, this memo recommends action on the Parcel #5.

#	Parcel Location	Lease End date	Size in sq. ft.	Lessee	Current Year Payment
1	Whole Foods	2055	30,894	Gravestar	\$92,680
2	5 State Street (Lot)	8/31/17	9,037	Captain Mardens	\$20,333
3	342 Washington	8/31/17	2,820	Bank of America	\$12,972
4	360-366 Washington	8/31/17	7,958	Haynes Management	\$19,895
5	346-358 Washington	8/31/17	5,282	ToryDefazio	\$10,564
6	956 Worcester (non aqueduct)	8/31/17	3,897.6	Jarvis Appliance	\$9,744

Current Leases and Outlook

The lease for parcel #5 expires on August 31, 2017. A new appraisal was prepared and the proposed annual rent was included in the Requests for Proposals distributed in June. Town Counsel has confirmed the town's ownership of parcel #5 and we are recommending awarding the lease of parcel #5.

Property Taxes

At the request of the Chief Assessor, pursuant to MGL c.59 §2B, the responsibility for payment of property tax by the lessee is included in the RFP for the first time. A table showing the proposed annual

rent for the first 5-year term, estimated property tax for FY18, and total year 1 payment is below. This assumes an estimated tax rate of \$12.00 per \$1,000 of assessed value, which was provided by Donna McCabe, Chief Assessor. Both the assessed value and tax rate are estimates.

#	Parcel Location	Current Annual Rent	Assessed Value (From appraisal)	FY18 Tax Bill (est.)	Proposed Annual Rent (Term 1)	Submitted Annual Rent (Term 1)	FY18 Total Payment (est.)	Total Increase
5	346-358 Washington (Lots B,C,D)	\$10,564	\$237,690	\$2,852	\$15,450	\$15,450	\$18,302	\$7,738

#### Proposed Escalation Details

The RFP included using Consumer Price Index (CPI) to determine the rent payment adjustment for the extension term (years 6-10). An example using the previous 5 years of Northeast urban CPI for an extension term starting January 2017, results with an increase of 5.75%. This escalation calculation was included in the RFP. This would be a one-time rent adjustment for the entire extension term.

#### Lease Process

The process for leasing town owned land per MGL Ch. 30B requires use of the Request for Proposal Process (RFP) process. We received a single proposal for parcel #5. The proposed annual rent was obtained from the Town's appraisal, completed in 2017. The proposal for 346-358 Washington Street (#5) agreed to proposed annual rent and acknowledged responsibility for the payment of property tax required in the RFP. We are recommending the Board award a 5-year lease with a potential 5-year extension term for the following parcel:

#5      346-358 Washington Street  
(Lots B,C,D)

As shown above, the new annual rent and the inclusion of property tax will increase payment to the Town by a total of \$ \$7,738 for parcel #5 in year 1.

#### Next Steps

There are no substantive changes to the lease being proposed in the submittal. We will return with final lease for the board to execute after the lease is signed by lessee.

Please let us know if you have any questions or would like additional information.

Thank you.

# Miyares and Harrington LLP

A private law firm in the public interest

J. Raymond Miyares  
Thomas J. Harrington  
Christopher H. Hoop  
Donna M. Brewer  
Jennie M. Merrill

Rebekah Lacey  
Ivria Glass Fried  
Eric Reusile  
Blake M. Mensing  
Katherine E. Stock

August 10, 2017

Blythe Robinson, Executive Director  
Town of Wellesley  
525 Washington Street  
Wellesley, MA 02482

Re: Cochituate Aqueduct Title

Dear Blythe:

I confirm that the Town acquired title to Lots A, B, C and D, as shown on a sketch plan entitled "Proposed Lease Extensions" (attached), of the Cochituate Aqueduct lands within the Town borders from a deed recorded March 38, 1963 in Book 4060, Page 135 (attached). The commonwealth granted "all its right, title and interest of whatever nature, kind or description in that portion of the Cochituate Aqueduct, so-called, situated within said Wellesley....and to any land or interest in land in said Wellesley acquired for use in connection with said Aqueduct." The plans showing Aqueduct lands are also attached.

The deed holds only one restriction for use in one section of the land: "The Town of Wellesley further covenants and agrees that it will use the portion of the land herein conveyed contiguous to land held by the grantor adjacent to the Charles River for municipal purposes, but in no way obnoxious or detrimental to the grantor's use of its adjoining land."

As for Lots A, B, C, D on Washington between Abbott Street and Prescott Street, the details of the title are as follows:

## Lots B, C, and D: 346-358 Washington Street

### Title:

(1994) Bk 10551 Pg 496 Estate of Marietta DeFazio to Salvatore and Mario DeFazio

(1920) Bk 1474 Pg 402 Isaac Sprague, Trustee of Maugus RE to Salvatore and Marietta DeFazio

(1920) Bk 1474 Pg 401 Isaac Sprague, Trustee of Wellesley Associates to Isaac Sprague, Trustee of Maugus RE



## Miyares and Harrington LLP

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Blythe Robinson, Executive Director

August 10, 2017

Page 2 of 3

2 deed refs:

(1902) Bk 936 Pg 561 John Palmer to Sprague, Trustee, Description of parcel: NW by Washington Street 138 ft, SE by Prescott Street 260.5 ft, SE by place on Prescott Street 137 ft, NE by land of Stanwood, 21.1 ft, NE by land of Stanwood and of Grantors 225 ft, excepting therefrom the land owned by the City of Boston through which the Cochituate Aqueduct runs.

(1900) Bk 878 Pg 389 Mary Austin to Sprague, Trustee, Description of parcel: NW by Washington Street 60 ft, NE by Lot 6 on plan belonging to Susan Stanwood, 6/15/1887 in Bk 608, Pg 366, 75 ft, NE by lot 4 on said plan 60 ft, SW by land of Sanderson 75 ft, containing 4500 sq. ft and being lot 8 on said plan. Said premises are conveyed subject to the rights and easements in favor of the City of Boston.

The assessor's map shows a portion of Lot C as being part of the parcel. This portion of Lot C is derived from the 1900 Mary Austin deed, in which the conveyance of the entirety of a square parcel is subject to an easement over the land, but not the land itself.

I confirm that the Town owns Lot B, a portion of Lot C, and Lot D.

In addition, the title reference for parcel 356R is Parcel 2 from 1977 Deed Bk 5383 Pg 185 and does not include any land from Lots B, C or D.

Lot A: 360-366 or 366-370 Washington Street

Title: Runs concurrently in recorded and registered land. Title references below for recorded only.

(2001) Bk 14712 Pg 594 Cliff Associates to 366 Washington Street LLC

(1984) Bk 6414 Pg 33 John Niles, Trustee to Cliff Associates

(1983) Bk 6241 Pg 628 New England Investment RT to John Niles, Trustee

(1981) Bk 5913 Pg 357 Lee Family Trust to New England Investment RT

(1974) Bk 5094 Pg 596 David Locke, Conservator of Lee to Lee Family Trust

All these deeds describe "rights of way over the land of the Commonwealth of Massachusetts." These rights stem from the 1898 deeds to Kingsbury and Anderson in Bk 819 Pg 72 and Bk 819 Pg 73.

Kingsbury's deed "gives the right to pass and repass for all usual purposes of a way

## Miyares and Harrington LLP

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Blythe Robinson, Executive Director  
August 10, 2017  
Page 3 of 3

over a strip of land belonging to the Commonwealth." Anderson's deed has the same language.

The Kingsbury and Anderson deeds are both subject to a taking from the Metropolitan Water Board in 1898 in Bk 805 Pg 121 that "hereby takes all property, right, title and interest in the City of Boston lands and waters, and all easements in said lands, in the Town of Wellesley."

I confirm that the Town owns Lot A.

Please let me know if you have any further questions.

Sincerely,



Thomas J. Harrington

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### **8. Approval of School Building Committee Request for Proposals**

The SBC met on Thursday, August 10<sup>th</sup> and approved the RFQ with three minor revisions. What is included in your packet is the RFQ front end, the balance of the document was still in production at press time (and is going to be approximately 72 pages long!). We will forward it to you electronically as soon as it is available. The School Committee is set to meet the morning of August 15<sup>th</sup> to approve this version, and it is before you to consider the same. With your approval the next step will be to formally advertise it on and obtain proposals from architectural firms by September 29, 2017.

**MOVE** to approve the Request for Qualifications prepared by the SBC for the selection of an architectural firm to begin the proof of concept and feasibility phases of the HHU project.

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**TOWN OF WELLESLEY  
SCHOOL BUILDING COMMITTEE (SBC)**

**REQUEST for QUALIFICATIONS (RFQ)  
HARDY, HUNNEWELL & UPHAM (HHU) SCHOOLS  
FEASIBILITY STUDY  
(M.G.L. c. 7C)**

***INVITATION FOR BID #WFMD-FY19-001***

**Project Briefing & Tours: 1:00 p.m., Wednesday, September 6, 2017**

**Submissions Due: 11:00 a.m., Friday, September 29, 2017**



**August 23, 2017**

**Wellesley School Committee  
Wellesley Board of Selectmen**

**WELLESLEY SCHOOL BUILDING COMMITTEE  
REQUEST FOR PROPOSALS #WFMD-RFQ-FY19-001  
HARDY, HUNNEWELL & UPHAM SCHOOLS (HHU) FEASIBILITY STUDY**

**RFP INFORMATION SUMMARY**

**AUTHORITY**

Town of Wellesley  
School Building Committee  
c/o Facilities Maintenance Department  
888 Worcester Street, Suite 370  
Wellesley, MA 02482

**PROJECT**

Perform a *Feasibility Study* at the Hardy, Hunnewell & Upham Elementary Schools for the purpose of evaluating replacement options.

**Requests for Qualifications (RFQ)**

Available August 23, 2017 at:  
Facilities Maintenance Department  
888 Worcester Street, Suite 370  
Wellesley, MA 02482, or online at:  
<http://www.wellesleyma.gov/Bids.aspx>

**Estimated Construction Costs**  
N/A

**Study Fee**

To be negotiated with not-to-exceed amount of \$2,200,000

**Briefing Session and Tours**

September 6, 2017 at Hunnewell Elementary School, at 28 Cameron Street, Wellesley, MA 02482 at 1:00 pm in the Media Center

**Time Period for Completed Work**  
See Project Schedule

**Specific Designer Services**  
Architectural/engineering study and design

**Scope of Work**

Perform limited "Proof of Concept" study on all three schools and full feasibility study on two of the three schools.

**Submissions**

Deadline:  
September 29, 2017 before 11:00 am

Location:  
Town of Wellesley  
Facilities Maintenance Department  
888 Worcester Street, Suite 370  
Wellesley, MA 02482

Clearly marked:

**"Qualifications for Hardy, Hunnewell & Upham Schools (HHU) Feasibility Study"**

**Contact Information**

Joe McDonough,  
Facilities Maintenance Director  
Telephone: (781) 489-4254  
Email: [jmcdonough@wellesleyma.gov](mailto:jmcdonough@wellesleyma.gov)  
Facsimile: (781) 489-4266

*Note: the Wellesley Public Schools requests that parties planning to attend the Sept. 6 tour send an RSVP to [lball@wellesleyma.gov](mailto:lball@wellesleyma.gov)*

**WELLESLEY SCHOOL BUILDING COMMITTEE  
REQUEST FOR PROPOSALS #WFMD-RFQ-FY19-001  
HARDY, HUNNEWELL & UPHAM SCHOOLS (HHU) FEASIBILITY STUDY**

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▪ Appendix B: Matrix of Sustainable Site Criteria	
▪ Appendix C: Standard non-DSB Form (Updated July 2016)	
▪ Appendix D: Sample Contract	



## SECTION I – INTRODUCTION

The Town of Wellesley, through its newly formed School Building Committee (SBC), is seeking qualifications from qualified registered architects to provide professional services for a feasibility study to replace three aging, inadequate elementary schools: Hardy School, 293 Weston Road; Hunnewell School, 28 Cameron Street; and Upham School, 35 Wynnewood Road. All of these schools, collectively referred to as “HHU,” consist of original buildings with subsequent additions. [See floor plans and site plans included as Appendix A.]

As of October 1, 2016, the Hardy School served 308 students, the Hunnewell School served 251 students, and the Upham School served 222 students.

## BACKGROUND

The need for extensive repairs, renovations, and/or replacement at the three schools has been well documented over the past decade. After extensive study through the work of multiple Town committees during the past five years, including the HHU Master Plan Committee (2016-17), the Wellesley School Committee has set parameters and provided direct guidance for this project via its HHU Position Statement, dated May 23, 2017, and [available online](#). Extensive background information on this project is available at on the [Town of Wellesley website](#).

On June 26, 2017, the School Committee and the Board of Selectmen jointly created a School Building Committee, in part to procure the services of a designer to conduct a feasibility study. Though the Town of Wellesley does not expect to receive funding from the Massachusetts School Building Authority (MSBA) for this project, the membership of the SBC is modeled after the MSBA guidelines.

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 MSBA, including the appropriate types and sizes of learning spaces. In particular, supplemental learning spaces to complement traditional classrooms are critical in the delivery of academic supports for students.
- The new or rebuilt schools should each contain 19 grade-level classrooms, with the intent to

accommodate three sections of students per grade (K-5) plus one additional classroom<sup>1</sup>.

- Given current trends in declining elementary enrollment within the Town, at this time, the School Committee has determined that two schools should be rebuilt. Those two schools will be Hunnewell and either Upham or Hardy, in an order to be determined after the first phase of the feasibility study – the so-called “proof of concept” portion of feasibility.

The complete Charge to the School Building Committee can be [viewed online](#).

The Town will continue to submit Statements of Interest for this project to the MSBA. But as it is assumed that no grant will be awarded, the School Committee and the Board of Selectmen have opted to move forward with a feasibility study as outlined below.

### PROJECT GOALS

The feasibility study shall include two phases. The first phase will be designed to provide all relevant analysis in order to help the School Committee determine the following: Which of the two schools, Hardy or Upham, should be one of the first two elementary schools to be rebuilt, along with Hunnewell; and how best to structure the final master plan for the project.

This first phase, otherwise known as the “proof of concept” phase, will include, but not be limited to: Investigation of site conditions, determination of programming needs, fit testing, analysis of swing space options, an environmental audit of all three sites, and an historic assessment of Hardy and Hunnewell.

Once the School Committee determines which two schools are to be rebuilt, the SBC will conduct the second phase of feasibility, in order to complete a full detailed study of the two preferred school sites and finalize a master plan. The completed study should:

- Support the educational program, with goals of providing a world-class education for all students, maintaining current School Committee class size guidelines, and supporting educators’ needs.
- Account for the need of swing space, with a goal of mitigating disruption to students and their families, staff, and surrounding neighborhoods.
- Assess the projected impact on traffic, pedestrian, and bicycle safety at major intersections and along school walking routes, both during construction and as part of the final plan.
- Assess the historic elements of the Hardy and Hunnewell schools and the potential for incorporating significant segments of the original structures, façades and/or architectural elements into the designs.
- Include comprehensive data and analysis on the environmental impact of the project, and provide the SBC with detail on the highest achievable opportunities for sustainability and conservation features and design within the “proof of concept” and final master plan.

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<sup>1</sup> The Wellesley School Committee class size guidelines are as follows: K-2, 18-22 students per classroom; 3-5, 22-24 students per classroom.

- Include comprehensive construction, design, and soft cost estimates for building at the two preferred school sites.

## **SECTION II – SCOPE OF SERVICES**

The Town of Wellesley is seeking qualifications from qualified registered architects to provide professional services, which may include but not be limited to:

### **PHASE 1 - PROOF OF CONCEPT, THREE SCHOOLS**

#### **Task 1- MEETINGS**

Meet with SBC bi-weekly and with other entities or individuals as required to complete Phase 1, Proof of Concept. The SBC anticipates a minimum of 8 meetings. Additionally, the designer should plan to assist with 1-2 focus groups during the “proof of concept” phase, to engage members of the public on issues of importance to the community. Provide hourly billing rates with proposals for all members of the consultant team, which the Town will use to assess costs of additional meetings.

#### **Task 2 – EXISTING SITE CONDITIONS INVESTIGATION**

The Town anticipates a complete site survey will be required for the two schools selected to move on to Phase 2: Feasibility. For Phase 1: Proof of Concept, the Town will provide all planimetric GIS data for the three schools. This data will include:

- **Planimetric CD** - Thematic data layers in ESRI shapefile format for parcels, infrastructure, hydrology, topography, conservation / recreation, and zoning. All information will be provided in the MA State Plane (mainland) coordinate system (NAD83, units = U.S. survey feet).
- **Orthophoto CD** - Color orthophotography of the Town in MrSID format, the result of a flyover conducted in April of 2010. April 2017 data is anticipated by the end of August, 2017, and will be sent out once received. Pixel resolution will be 1/4 foot (3 inches).

Each of the three sites is unique in its size, zoning, and site conditions. In Phase 1, the Architect shall review data and notify owner of any obvious discrepancies with existing conditions or site limitations for new construction. Utilities (water, sewer, electric, and gas) shall be assessed for sufficient capacity to accommodate a new school, and potentially operate two schools on the site pending swing space options.

#### **Hardy School, 293 Weston Road**

Lot size is 329,749 square feet or 7.57 acres. Site is located within the Single Residence District 10 Zoning District and Water Supply Protection District (Wellhead Zone II). The site fronts Weston Road to the west and Hardy Road to the south. The site is bound by residential properties on the north, south, and east.

Hunnewell School, 28 Cameron Street

Lot size is 242,451 square feet or 5.57 acres. Site is located within the Single Residence District 10. The site is within the Fuller Brook Flood Plain (Zone A) and 200-foot riverfront buffer area. The site fronts Cameron Street to the west. The site is bound by Fuller Brook Park (Conservation Zoning) to the south, the Wellesley Free Library and Simons Park (Conservation Zoning) to the north, and residential to the east; and includes a significant oak tree in the courtyard of the existing school.

Upham School, 35 Wynnewood Road

Lot size is 520,978 square feet or 11.96 acres. Site is located within the Single Residence District 20. The site has minimal frontage, but has access points from Lowell Road, Wynnewood Road, Dukes Road, and Tanglewood Road. The site is bound by residential properties to the north (Water Supply Protection District), south, east, and west. Large outcroppings of ledge are apparent to the north of the school.

**Task 3 – PROGRAMMING**

Plan for approximately three meetings with members of the School Building Committee; Superintendent; School Committee; school administration; and Town facilities staff as needed to develop an understanding of the buildings, sites, and classroom and educational needs, support services, and operations.

Assist with the determination of minimum square footage needs to deliver the educational programming, in order to proceed with proper fit testing of the individual sites. Further development of educational programming needs would follow in Phase 2.

**Task 4 – ENVIRONMENTAL AND HISTORIC ASSESSMENT**

- **Environmental:** Analyze sustainable opportunities at each site using Mass CHPS as a minimum standard. Investigate and analyze potential opportunities beyond these standards for committee's consideration (e.g., LEED Platinum, Zero Net Energy). Perform a high-level site selection comparison between Hardy and Upham using LEED and CHPS standards for evaluation, as detailed in the Matrix of Sustainable Site Criteria attached as Appendix B. Evaluate the highest level of sustainability that each site can accommodate, including cost/benefit analyses.
- **Historic:** Assess the structural integrity and building condition of the 1923-25 portions of the Hardy School and the 1938 portion of the Hunnewell School. Provide analysis of scenarios that would preserve the historic portions of both schools and assess challenges that may arise as a result. If challenges prevent or discourage the re-use of either historic building, investigate potential of salvaging elements of school and incorporating them into new construction.

**Task 5 – DEVELOP SWING SPACE OPTIONS**

This facilities project cannot be achieved without viable swing space. With that in mind, the SBC is working to develop swing space options and strategies for this project that may include: building on the back of the Hardy or Upham lots while the adjacent school continues to operate; use of external swing space sites; or the creative use of redistricting and/or modular classrooms on other school sites to

accommodate all students during construction. The HHU Master Plan Committee evaluated many of these options on a very preliminary basis, as described [in this January 2017 presentation](#).

In order for a master plan to be finalized, the SBC will need assistance from the architect to help determine the feasibility of swing space options developed by the SBC and supported by the School Committee. The architect should plan to attend, and assist in preparation for, a minimum of six meetings or focus groups related to swing space. It is recognized that some of the swing space evaluation must be performed by the Town.

Of the Town's preferred swing space options, each evaluation shall include the following:

- Existing conditions assessment
- Conceptual site plans, including modular placement, drives, parking, and playfields (if applicable)
- Conceptual construction management plans including access and circulation (if applicable)
- Conceptual floor plans
- Narrative for MEP and structural systems (if applicable)
- Traffic impact, including proposed drop-off pattern
- Site and environmental permitting impact
- Site utility and infrastructure impact
- Design and construction schedule
- Cost models

#### **Task 6 – DEVELOP PLANNING OPTIONS**

Develop planning options for a final master plan, corresponding to findings made in Task 4, Environmental and Historic Assessments, and Task 5, Swing Space Options. Each preferred option produced also shall include the following:

- Conceptual site plans, including building placement, drives, parking, and playfields (if applicable)
- Floor plan options, including parking structures, adjacencies, number of floors
- Construction and phasing Impact (if applicable)
- Traffic, pedestrian, and bicycle safety Impact and assessment
- Site and environmental permitting Impact
- Site utility and infrastructure impact and capacity analysis
- Design and construction schedule
- Potential adaptive reuse of original buildings at Hardy and Hunnewell sites, including challenges associated with preserving the historic portion of Hardy while building a new school on the rear of the Hardy site
- Total project cost models (construction, design, swing space, OPM and other soft costs)

#### **Task 7 – REPORT AND PRESENTATIONS**

- Present draft Phase 1 report for review and comment
- Present final Phase 1 report to SBC (20 copies plus digital file)

- Attend and assist the SBC in preparing for up to four presentations to the School Committee, the Board of Selectmen and other Town boards and committees
- Attend and assist the SBC and School Committee in preparing for up to four presentations to the community and neighbors
- Assist the School Committee in selecting the two schools for Phase 2 of the feasibility study. Analyze tradeoffs and include evaluation strategies and matrices

## **PHASE 2 – FEASIBILITY STUDY, TWO SCHOOLS**

### **Task 1 – MEETINGS**

Meet with the SBC and with other entities or individuals as required to complete Phase 2. The architect should assume attendance at 12 SBC meetings.

### **Task 2 – SITE INVESTIGATION AND ANALYSIS**

The Consultant shall perform the following investigation and analysis for the two selected sites:

- Perform additional detailed review as required using Phase I results for traffic, pedestrian, and bicycle analysis, in order to evaluate both permanent and construction phases
- Topographical survey
- Hydrant flow test
- Review of Town's existing information on hazardous materials, including AHERA reports
- Preliminary geotechnical investigation (assume 12 borings @ 60 feet per site)
- Phase I Environmental Site Assessment (MGL 21E)
- Filing of a Project Notification Form with the Massachusetts Historical Commission
- Site utility and infrastructure capacity and location analysis, including service providers

### **Task 3 – PROGRAMMING**

Building upon the findings in Phase 1, meet with school administration, teachers, and staff as outlined below to develop a more comprehensive understanding of educational programming needs, aligning with MSBA guidelines and School Committee requirements.

- Confirm design enrollments with the School Committee and School Department.
- Conduct educational visioning with school administration, teachers, principals, community, and town leadership.
- As part of that educational visioning, be prepared to contribute insight into modern design features that have been successfully incorporated into new or rebuilt schools in other communities.

Meet periodically with school administration and principals to develop educational program that meets MSBA guidelines, and provides some flexibility to accommodate future needs.

#### **Task 4 – FOCUS GROUPS**

Community outreach and focus groups shall be conducted to ascertain community design goals and expectations. Outreach shall include:

- “Green” or sustainability design charrette(s) to establish and/or confirm project goals
- Up to two focus groups on proposed architectural visioning (including the use of historic preservation)

#### **Task 5 – FEASIBLE SCHOOL DESIGNS**

Develop the following plans for the selected two sites.

- Minimum of three conceptual site plans, including building placement, circulation and drives, parking, and playfields
- Minimum of three floor plan options, including parking structures, adjacencies, number of floors
- Conceptual elevations and massing drawings for each option
- Narrative for MEP and structural systems for each option
- Construction and phasing impact for each option
- Traffic, pedestrian, and bicycle impact and assessment for each option, including permanent and construction phase
- Identification of site and environmental permitting impact for each option
- Identification of site utility and infrastructure permitting impact for each option
- Sustainable design achievement for each option
- Potential adaptive reuse of historic building portions or salvage/reuse elements of Hardy and Hunnewell
- Design and construction schedule for each option
- For on-site swing space, construction management plans (if applicable)
- Total project cost models for each option, including construction costs, prepared by a professional cost estimator, as well as design, OPM, swing space and other soft costs

#### **Task 6 – REPORT AND PRESENTATIONS**

- Present draft executive summary of Phases 1 and 2 for review and comment
- Present final executive summary of Phases 1 and 2 to SBC (20 copies plus digital file)
- Attend and assist the SBC in preparing for up to four presentations to the School Committee, the Board of Selectmen and other Town boards and committees
- Attend and assist the SBC and School Committee in preparing for up to four presentations to the community and neighbors
- Assist the School Committee in selecting the preferred master plan. Analyze tradeoffs and include evaluation strategies and matrices

### **FUTURE PHASES – FINAL DESIGN, BIDDING ASSISTANCE, AND CONSTRUCTION SERVICES**

The Town may, at its discretion, continue with the designer as the Architect of record in the preparation of Contract Documents in accordance with MGL Chapter 149 or Chapter 149A Public Bidding Laws and subsequently provide Bidding Assistance and Construction Administration Services to each construction project.

### **SECTION III – RFQ INSTRUCTIONS**

There will be a ***Mandatory pre-submission project briefing*** and site visit for this project on Wednesday, September 6, 2017 at 1 p.m., in the media center at the Hunnewell School, 28 Cameron Place; followed by visits to the Hardy School, 293 Weston Road; and the Upham School, 35 Wynnewood Road, Wellesley, Massachusetts. The tour will allow for 45 to 60 minutes for each school with 15 minutes' travel time between sites. Wellesley Public Schools will provide bus transportation from Hunnewell to the other schools and back to Hunnewell.

To be considered for selection, interested consultants must ensure that **twenty (20)** bound packets and **a flash drive** containing all the information specified in this *Request for Qualifications* are received by the **Wellesley Facilities Maintenance Department, 888 Worcester Street, Suite 370, Wellesley, MA 02482** **by 11:00 am, September 29, 2017.** All packets must clearly identify the contents as ***“Qualifications for the HHU Feasibility Study.”***

All questions pertaining to the general nature of this project, or to the specific requirements of this RFQ, must be received in writing and addressed to the Project Manager listed in the *Contact Information* on the front page of this RFQ.

### **SECTION IV – SUBMISSION REQUIREMENTS**

The following information shall be submitted by each firm in order to be considered for this project:

1. Completion of Standard Designer Application Form (updated July 2016). [Attached as Appendix C.]
2. Firm Background: A two-page narrative (maximum) of general, brief description of firm including history, size and staff make-up.
3. Resumes: Key staff and sub-consultants who will work on project, highlighting the proposed project manager and his/her experience on similar projects. All managers and lead designers to be registered architects or engineers. Sub-consultants shall include but not be limited to: Structural, MEP, Civil, Sustainability, Environmental, Historical, Traffic, and Cost. Any firm self-performing these tasks must submit resumes of key staff providing these services. Respondents are encouraged to include resumes of individuals with experience with the renovations of historic structures; analysis and achievement of sustainability considerations; and design of environmentally sensitive buildings on sites with topographical and other constraints.



4. References: The name, title, address, and telephone numbers of client contacts of projects outlined in related experience.
5. Approach: Proposal outlining how the firm would approach/provide the specified Scope of Services.
6. Preliminary schedule.
7. A certified statement to support the firm's financial stability.
8. Copies of current insurance certificates. Demonstrated ability to provide professional liability insurance for the study phase, as outlined in the draft contract attached as Appendix D.

***The Town of Wellesley encourages the participation of minority- and women-owned business enterprises.***

An applicant may correct or modify a submission by written notice received by the Town prior to the receipt deadline. Modifications must be submitted in a sealed envelope clearly labeled "**Modification to Qualifications for the HHU Feasibility Study.**" The name and address should also be documented on the envelope.

After the receipt deadline, an applicant may not change any provision of the submission. Minor informalities may be waived and/or the applicant may be allowed to correct them. If there is a mistake and the intent is clearly evident on the face of the document, the mistake will be corrected to reflect the intended correct submission, and the applicant will be notified in writing; the applicant may not withdraw the submission. An applicant may withdraw a submission if a mistake is clearly evident on the face of the document, but the intended correct submission is not similarly evident.

**Withdrawal of Submissions**

Submissions may be withdrawn prior to the time of receipt of submissions, only on written request to the Town. No applicant shall withdraw his or her submission within a period of sixty (60) days after the date set for the receipt of submissions.

**Unexpected Closures**

If at the time of the scheduled receipt deadline, the Wellesley Facilities Maintenance Department, 888 Worcester Street, Suite 370, Wellesley, MA 02482 is closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation, etc., the receipt of submissions will be postponed to the next normal business day at the time posted in the RFQ. Submissions will be accepted until that date and time.

**Licensing**

The selected designer shall possess and comply with all required and necessary licenses as may be specified by federal, state and/or local authorities, related to the delivery of services referred to in this RFQ.

**Acknowledgement of ADA and Section 504**

The Town acknowledges the existence of the Americans with Disabilities Act (ADA) of 1990, & Section 504 of the Rehabilitation Act of 1973. The rights guaranteed within these Acts shall apply to this contract.

#### **Rights to Submitted Material**

All submissions, response inquiries, or correspondence relating to or in reference to this RFQ, and all reports, charts, displays, schedules, exhibits and other documentation submitted by applicants shall become the property of the Town when received.

#### **SECTION V - SELECTION PROCEDURE**

The School Building Committee and/or its designees will review all proposals and select at least three finalist firms based on the information provided in the qualifications and the following criteria, as a minimum:

- 1 Prior similar experience;
- 2 Past performance on public sector projects;
- 3 Quality of work;
- 4 Financial stability;
- 5 Sufficient capacity to complete the project in a timely manner; and
- 6 Qualifications and registrations of personnel and sub consultants who will work on the project.

Once the submitted qualifications have been reviewed, the "Selection Committee," as determined by the SBC, will select a minimum of three finalist firms for interviews. The Selection Committee will then interview the finalists, at which time firms may be asked to detail their qualifications further, and provide additional information about their ideas and approach to the project. The Selection Committee will rank the interviewed finalists and make a recommendation to the School Building Committee.

A contract, in the form attached hereto, and fee will be negotiated with the selected firm. The maximum amount of the fee shall not exceed \$2,200,000. The awarding of the contract shall be contingent upon Town Meeting approval.

The Town reserves the right to select the firm it determines is most qualified based on the information submitted, to waive any formality, and to choose a consultant determined to be able to perform in the best interests of the Town. The Town may, at its discretion, continue with the designer as the Architect of Record in the preparation of Contract Documents for selected recommendations in accordance with MGL Chapter 7C, § 51(h) Public Bidding Laws and subsequently provide Bidding Assistance and Construction Administrative Services to each construction project.

**SECTION VI - PROJECT SCHEDULE**

The following time schedule is planned, but subject to change:

August 23, 2017	RFQ available
September 6, 2017	Project briefing and tour (1 p.m.; school ends at noon Wednesdays)
September 22, 2017	Last day for proposer questions by 4:00 pm
September 29, 2017	RFQ submissions due before 11:00 am
October 13, 2017	Finalists (Top 3 or 4) chosen by Selection Committee
Week of October 23, 2017	Finalists interviewed; SBC recommends award
November 10, 2017	Award letter issued
November 7, 8, 13, 14 2017	Special Town Meeting request for feasibility study funds
December 4, 2017	Contract executed and NTP
April 2018	Phase 1 complete
December 2018	Phase 2 complete
March/April 2019	Annual Town Meeting Request for design funds

**SECTION VII – CONTRACTUAL PROVISIONS**

In accordance with M.G.L. c.7C, §§44-58 the following requirements must be included in the design contract relating to non-collusion in the submission of applications, and to financial reports that the designer must file:

- Certification that the designer or construction manager has not given, offered, or agreed to give any person, corporation or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services;
- Certification that no consultant to or subcontractor for the designer or construction manager has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;
- Certification that no person, corporation or other entity, other than a bona fide full-time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and
- Certification with respect to contracts which exceed \$10,000 or which are for the design of a building for which the budgeted or estimated construction costs exceed \$100,000 that the designer has internal accounting controls as required by M.G.L. c.30, §39R(c) and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c.30, §39R(d).

Note also that any person contracting with a governmental body must certify in writing that he or she has complied with state tax laws, reporting of employees and contractors, and withholding and remitting of child support. [M.G.L. c.62C, §49A]

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## **TOWN OF WELLESLEY ADOPTED DESIGNER SELECTION PROCEDURES**

### **Hardy, Hunnewell, Upham Facilities Project**

**Adopted on August 10, 2017**

These procedures are required by M.G.L. Chapter 7C and shall apply to the selection of Engineers, Architects, and specialty consultants including Owner's Project Managers.

The Approving Body has the authority to conduct the designer selection process. The Approving Body may delegate any duties described herein to the extent such delegation is permissible by law. The Approving Body for these adopted procedures shall be The School Building Committee (SBC) created June 26, 2017. The Awarding Authority shall be The Wellesley Board of Selectmen (BOS) and the Wellesley School Committee (SC). The Awarding Authority and Approving Body may appoint at any time The Wellesley Facilities Maintenance Department to represent them in any phase of the Designer Selection Process.

The Approving Body shall designate the individual or group of individuals (hereinafter referred to as "the Committee") who will conduct the designer selection process. A designated member of the PBC may be named to any committee procuring Feasibility Study Services through the designer selection procedure. No member of the Committee shall participate in the selection of a designer for any project if the member, or any of the member's immediate family:

- Has a direct or indirect financial interest in the award of the design contract to any applicant;
- Is currently employed by, or is a consultant to or under contract to, any applicant;
- Is negotiating or has an arrangement concerning future employment or contracting with any applicant; or
- Has an ownership interest in, or is an officer or director of, any applicant.

One member of the committee shall be a staff member from the Facilities Maintenance Department. A Request for Qualifications (RFQ) for each contract subject to these procedures shall be advertised in a newspaper of general circulation in the locality of the building project, in the Central Register published by the Secretary of the Commonwealth, and in any other place required by the Awarding Authority, at least two weeks before the deadline for filing applications.

#### **The advertisement shall contain the following information:**

A description of the project, including the specific designer services sought, the time period within which the project is to be completed, and, if available, the estimated construction cost;

If there is a program for the building project, a statement of when and where the program will be available for inspection by applicants;

When and where a briefing session (if any) will be held;

The qualifications required of applicants;

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The categories of designers' consultants, if any, for which applicants must list names of consultants they may use;

Whether the fee has been set including not-to-exceed amounts or will be negotiated; if the fee has been set, the amount of the fee must be listed in the advertisement;

When and where the RFQ can be obtained and the applications must be delivered.

The RFQ shall include the current "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction." The Application Form may be amended by the Approving Body to include additional information on a project-specific basis.

**The Committee shall evaluate applicants based on the following criteria:**

Prior similar experience;

Past performance on public and private projects;

Financial stability;

Qualifications of proposed personnel, including project manager;

Identity and qualifications of the consultants who will work with the applicants on the project;

Project approach; and

Any other criteria that the Committee considers relevant to the project.

The Committee shall select at least three finalists. Finalists may be required to appear for an interview or provide additional information to the Committee, provided that all finalists are afforded an equal opportunity to do so.

The Committee shall rank the finalists in order of qualification and transmit the list of ranked finalists to the Approving Body. No person or firm, including applicants' listed consultants, debarred pursuant to M.G.L. c. 149, § 44C, shall be included as a finalist on the list.

The list must be accompanied by a written explanation of the reasons for selection including the recorded vote, if any. The written explanation and recorded vote, if any, shall be public records and shall be maintained in the contract file.

If the fee was set prior to the selection process, the Approving Body shall select a designer from the list of finalists. If the Approving Body selects a designer other than the one ranked first by the Committee, the Approving Body shall file a written justification for the selection with the Committee and Awarding Authority and maintain a copy in the contract file.

If the fee is to be negotiated with or without a not-to-exceed limit, the Approving Body shall review the list of finalists and may exclude any designer from the list if a written explanation of the exclusion is filed with the Committee and Awarding Authority and maintained in the contract file. The Awarding Authority through the Approving Body shall request a fee proposal from the first ranked designer remaining on the list and begin contract negotiations. If the Awarding Authority through the Approving

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Body is unable to negotiate a satisfactory fee with the first ranked designer, negotiations shall be terminated and undertaken with the remaining designers, one at a time, in the order in which they were ranked by the Committee until agreement is reached. In no event may a fee be negotiated which is higher than the maximum fee set by the Approving Body prior to selection of finalists.

If the Awarding Authority through the Approving Body is unable to negotiate a satisfactory fee with any of the finalists, the Awarding Authority through the Approving Body shall recommend that the Committee select additional finalists.

The Awarding Authority may allow a designer who conducted a feasibility study to continue with the design of a project. However, the Approving Body and Awarding Authority may commission, at their discretion, an independent review, by a knowledgeable and competent individual or business doing such work, of the feasibility of the designer's work to insure its reasonableness and its adequacy before allowing the designer to continue on the project, provided the Approving Body and awarding Authority otherwise complies with the statutory requirements for selecting a designer under Chapter 7C of the General Laws, including those set forth in M.G.L. c. 7C, § 54(a)(i).

**Every contract for design services shall include the following:**

Certification that the designer, construction manager, or owner's project manager has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services; M.G.L. c7, §38H(e)(i))

Certification that no consultant to, or subcontractor for, the designer, construction manager, or owner's project manager has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager; M.G.L. c7, §38H(e)(ii))

Certification that no person, corporation, or other entity, other than a bona fide full-time employee of the designer, construction manager, or owner's project manager has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; M.G.L. c7, §38H(e)(iii))

Certification that the designer has internal accounting controls as required by M.G.L. c. 30, § 39R(c), and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, § 39R(d). M.G.L. c7, §38H(e)(iv))

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All fees shall be stated in design contracts, and in any subsequent amendments thereto, as a total dollar amount including rate sheets for all employees and consultants. Contracts may provide for equitable adjustments in the event of changes in scope or services.

The Town shall not enter into a contract for design services unless the designer has obtained professional liability insurance covering negligent errors, omissions, and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of the contract. The total amount of such insurance shall at a minimum equal the lesser of one million dollars or ten percent of the project's estimated cost of construction, or such larger amounts as the Town may require, for the applicable period of limitations. A designer required by the Awarding Authority to obtain all or a portion of such insurance coverage at its own expense shall furnish a certificate or certificates of insurance coverage and copies of policies to the Awarding Authority prior to the award of the contract.

Every contract for design services shall include a provision that the designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of the design and bid documents, as reasonably determined by the individual or committee responsible for administering the design contract.

In the event of an emergency that precludes the normal use of these designer selection procedures, the Town may elect to authorize expedited procedures to address the emergency. The Town shall document in writing the reasons for the emergency declaration, the proposed scope of work, the estimated cost of construction, the established fee for the needed design services, and any other relevant information.

The Awarding Authority through The Approving Body may select three finalists from any standing list of designers who have applied for projects of a similar nature, or may otherwise select three designers to be considered as finalists for the project. The Awarding Authority through The Approving Body shall rank the finalists in order of qualification and select the designer for the emergency work.

The Awarding Authority shall publish the name of any designer awarded a contract in the Central Register.

**The following records shall be kept by the Awarding Authority:**

All information supplied by or obtained about each applicant;

All actions taken relating to the project; and

Any other records related to designer selection.

All records shall be available for inspection by the state Designer Selection Board and other authorized agencies.



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The Awarding Authority shall evaluate designers' performance on contracts using the Designer Selection Board evaluation form(s) in accordance with M.G.L. c. 7C, § 48(h), and file completed evaluations with the Board and any other agency named in M.G.L. c. 7C, § 48(h).

Nothing in these Procedures shall be interpreted to require the establishment of a board or waive or reduce the requirements of any other applicable law or regulation.

## **9. Review Budget Preparation Manual**

Included in your packet is a revised version of the budget manual discussed by the Board at the July 18<sup>th</sup> meeting. For the sections that have been changed, the headers are printed in blue. This version has been streamlined to focus just on the process to submit budgets by the end of this calendar year, and the timeline to do so has been extended to better align with the needs of the various boards, committees and departments. While the process to get to Town Meeting is no less important, perhaps a “second chapter” will be some instruction on the topics of warrant articles, motions, and meetings that achieve those steps.

Also included with this item is a spreadsheet comparing several budget schedules. The comparison shows the schedule in the manual with the dates identified from emails during the FY18 budget season and the dates included in the budget bylaw change that was developed during the Town Government Study Committee process. The goal of this item on the agenda is to understand any further changes you believe are important so that a final version can be disseminated to all departments, boards and committees for their input. With your input at the meeting, we would disseminate that version on Wednesday. Our schedule calls for distribution of the final manual in late September when the budget guideline is finalized, so boards and committees will have time to review this and send comments back.

**MOVE** to approve the budget preparation manual and distribute it to all town boards, committees and departments for comment.

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# **Town of Wellesley**

## **Fiscal Year 2019 Budget Preparation Manual**



**Finance Department**

**July 1, 2017**

## **Budget Preparation Overview**

### *Boards and Committees*

The Town of Wellesley strives to provide excellent services to its citizens via its numerous elected and volunteer boards and departmental managers. Each board/department has a mission statement and work plan which forms the basis for its annual operating and five-year capital request.

The Town has long valued its fiscal strength, stability, and financial leadership; as evidenced by its continually maintained Aaa bond rating, multi-year financial awards, formal reserve and investment policies, and commitment to funding its past service liabilities (Pension, OPEB). The Board of Selectmen is charged with bringing forth a balanced annual town-wide budget (in addition to articulating a longer term town-wide financial plan (TWFP)) that maintains this fiscal strength. Guidelines are an important method of allocating the resources available after providing for long term financial responsibilities.

The current method of allocating available resources begins with the Board of Selectmen's review and analysis of current revenues and revenue enhancement opportunities presented by the Finance Director. After factoring in fixed costs, such as issued debt and past service liabilities, the Selectmen develop budget guidelines to help allocate remaining available funds to all of the departments. Each Board is expected to develop a budget falling within guideline. New initiatives and costs beyond guideline will be discussed and further evaluated by Advisory and the Board of Selectmen during the budget cycle. Other funding mechanisms (such as on override or debt exclusion) may ultimately be proposed if a worthy initiative cannot be funded within the current year's resources.

Under the Town's bylaws, the Board of Selectmen are tasked with coordinating the annual budget submissions for all boards; coordinating the timing of capital requests and determining methods for financing capital needs; estimating available revenues; and developing the Town-Wide Financial Plan and Five Year Capital Budget Program. In order to accurately create (1) the "Sources and Uses" format required by Article 19.16.1, (2) the Town-Wide Financial Plan, and (3) the Five Year Capital Budget Program, the Finance Department, under the direction of the Board of Selectmen and Executive Director, has developed standard formats for receiving departmental requests. The format includes a departmental narrative outlining departmental responsibilities and current objectives with emphasis on current year needs, a revenue summary, and detailed operating budget requests showing a four-year history. The Finance Director, under Article 19.42 c of the bylaws assists "in the development of budgets and reviewing all budgets for format, completeness, and accuracy before submission to the Advisory Committee".

**The purpose of this manual is to describe how to apply Board of Selectmen budget guidelines to annual departmental operating requests, and to give instructions on how to communicate and prioritize capital needs. The Manual will include details on how to prepare the standard templates for both operating and capital requests, as well as providing the Selectmen's recommended budget submission schedule.**

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## **Application of Operating Budget Guidelines**

### **Introduction**

Operating budget guidelines are established by the Board of Selectmen in early Fall for the upcoming fiscal year. The Selectmen make this determination after evaluating the Town's financial position as prepared by the Finance Director, and with input from other boards and committees regarding their anticipated priorities. In recent years there has been a separate budget guideline for school and non-school departments, but this may not always be the case. Guidelines will also be provided for operating expenses and may or may not be the same as for personal services.

All departments must create budgets that meet the stated guidelines after all factors (contracts, steps, longevity, merit pay, etc.) are taken into consideration. Departmental initiatives that cause requests to exceed guideline should be quantified and vetted during the budget cycle discussions. The Board of Selectmen may or may not recommend an override for initiatives that cannot fit within the guidelines.

### **1.0 Personal Services**

#### **1.1 Overview**

There are four types of employees to consider when calculating wages increases for the upcoming year.

- 40-series employees who typically receive a set percentage increase, recommended by the HR Board, which is based upon analysis of market conditions.
- 50/60 series employees who are compensated through a merit pay plan which is administered and appropriated by the Human Resources Department.
- Unionized employees – there are 13 town and school unions which have agreements that specify the percentage Cost of Living Adjustment (COLA) received by these groups each year.
- Contract employees – Executive level positions whose compensation is set by their respective Board.

##### **1.1.1 Budget templates**

Locate the department's operating budget template. Each year, Finance updates the basic information on the templates and places them on the H-drive under the "FIN" folder. This allows department heads and their boards to spend more time budgeting for the fiscal year instead of changing formatting details and entering previous year actuals. From there, find the folder labeled "FY19 Operating Budgets" and locate the department's template under either the "Selectmen" or "Non-Selectmen" sub-folder. Please make a copy of that excel file and save it to your personal F or G drive. The template is made up of three tabs: Salaries, Personal Services & Expenses, and Summary. In these three tabs, the salary tabs links to the PS&E tab, which links to the summary tab. Updating the salaries on the salary tab and the expenses on the PS&E should be enough to link your items correctly. It is important to check the template to ensure all the items are linking correctly once you have finished working. Do not forget to periodically save the template while updating it. This will prevent any changes from being lost.

### 1.2 Pay Weeks

Please keep in mind that you must budget for a varying number of work weeks each year. In FY19, you will need to budget 52.0 weeks of pay in your operating budget. From year to year this number changes, so please ensure that your operating template reflects the correct number of weeks. To the right you will see the work weeks that will be used in the operating budgets for the next four years. In the operating templates that Finance updates initially, this calculation should already be completed. However, it is the responsibility of department heads to ensure that this is correct before submitting the budget. If you wish to check that the formula in your template is correct, you can view the work week multiplier in the total column on the salary tab of your operating budget document.

FY19	52.0
FY20	52.4
FY21	52.2
FY22	52.2

### 1.3 Employee Job Classes

As outlined in the overview, there are four main types of employees in the Town and each group has special budgeting requirements. The requirements are detailed below:

- 40-series employees are the hourly clerical “town” staff. The amount of increase for these employees is determined by the Human Resources Board and the percentage increase will be communicated to all departments by Finance once the guidelines are finalized. This salary increase amount remains in department operating budgets throughout the budget process and is never removed. These employees may be eligible for longevity increases as well. Please consult the (40 Series) longevity table to the right and add longevity increases to the budget where appropriate.
- 50/60-series employees are salaried “town” staff eligible for increased compensation through the merit pay plan, based upon the result of their annual performance review. The HR Board recommends a pool of funds for fiscal year merit bonuses, usually as a percentage increase in payroll costs. Because the results of performance evaluations are unknown at the time the budget is created, departments must factor into their calculations providing this increase for their eligible employees. After budgets are turned in, the Finance Department removes the funds from these budgets and appropriates a like amount in a separate article at Town Meeting. This process enables all relevant parties to see the estimated true cost of employee salaries.

Years of Service	Amount
30 or more	\$ 800.00
25-29 years	\$ 700.00
20-24 years	\$ 600.00
15-19 years	\$ 500.00
10-14 years	\$ 300.00
- Unionized employees receive their compensation based upon their respective union agreement with the Town and Schools. All COLA, steps, lanes, certifications, stipends, longevity and any other benefits associated with the contracts must be calculated in your operating budget submission. Some bargaining agreements also have mid-year steps that departments will have to budget for as well. These amounts also stay in the operating budget through the process and are not accounted for separately.
- Contracted employees There are four “town” employees under contract (Executive Director, Finance Director, Police Chief, and the Fire Chief) as well as a number of School department personnel. Raises for these positions must be built into the operating budget and the increase does not get removed prior to Town Meeting, unlike the merit pay plan employees. Departments must include monies for this purpose based either on the language of the employee’s contract, or what the Board estimates should be an increase in compensation for the ensuing year.

There are several other points to consider in budgeting for personal services:



- **Unsettled union contracts:** Union contracts are typically three years in length, and because they expire on a fiscal-year basis, it is very likely that they will not be settled and the COLA will not be determined prior to development of the next year's budget. To account for this, the department must estimate an increase to show the potential impact of a settled contract to that department's budget. Department staff must work with the Executive Director, Finance Director, and HR Director to determine what this estimated amount should be. That amount for all applicable employees must be calculated into the department's budget so they can fully assess whether they have met the budget guideline or exceeded it. Prior to Town Meeting that salary estimate will be then be removed and appropriated separately in another warrant article so as to not impact the Town's bargaining position with its unions. When the new fiscal year begins, Finance will then make the adjustment to add the needed funds to that department's operating budget. In an unsettled contract year, the guideline for COLA increases is zero. Only existing step progressions or longevity terms should be budgeted.
- For Fiscal 2019, all contracts except Police Patrolmen and Supervisors have been settled, so budgets will be developed using the contractual parameters and the paragraph above will not apply.

#### 1.4 Vacant Positions

Departments are encouraged to budget vacant positions at the mid-point of the salary range. If a department has a long-time employee who was at the top of the range in their job class that has recently retired, replacing the position with a less senior employee may generate a savings. As the salary tables are created by the Human Resources Department, and are based on comparable industry standards, this method of budgeting allows for fair compensation of employees while helping control the growth rate in a department's budget.

#### 1.5 Salary Tab

The salary tab of the operating budget is where all of the personal services calculations will be entered. Please list all employees by name and title. Then show each employee's current year weekly salary followed by his/her starting weekly salary amount in the budget request year. Itemize any additional stipends and add to a total weekly pay amount. For union or 40 series employees who have a mid-year step, then list their new weekly mid-year amount, followed by their stipends and add to a total weekly amount. For those who do not have mid-year steps, simply take the weekly amount and multiply that by the number of the pay weeks for that fiscal year. If there is a mid-year step, it will be necessary to calculate how many weeks the employee will be at the first weekly salary and how many weeks at the second weekly salary to come to a grand total for the fiscal year. The examples below show a regular 60-series employee with no stipends or steps followed by a union employee with an education stipend and a mid-year step increase. Please also keep in mind that 40-series employees and union employees are eligible for a step increase six months after they begin working for the town. This six-month anniversary then becomes the one-year anniversary for subsequent step increases.

Job Title Employee Name	FY18 Rate as of 6/30/2018	Group - Step	FY19 Starting Rate 7/1/2018	Ed. Stipend	Weekly	Group-Step	Step Rate	Ed. Stipend	New Weekly	Total
Municipal Zoo Director Don Duquette	\$ 2,200.00	62	\$ 2,244.00	N/A	N/A	N/A	N/A	N/A	N/A	\$ 116,688
Municipal Zoo Coordinator Anthony Tigre Date of hire 6-1-17	\$ 1,000.00	Z50-1 7-1-17	\$ 1,020.00	15.00	1,035	Z50-2 12-1-17	\$ 1,040.40	15.00	\$1,055.40	\$ 54,436

### **1.6 New Employees**

Requests to add new employees generate additional costs and therefore require additional steps. First, the Human Resources (HR) Board must approve any new position by December 1st. This process requires enough lead time for HR to evaluate the position, prepare job descriptions and go through its internal process. Second, the Advisory Committee must be provided sufficient time to review the new position request. Lastly, once the new position is approved, the position must be added to the operating budget with an extra \$20,000 to show the true cost of a full-time benefited employee. For employees less than full time, please provide a prorated benefits cost. The benefited amount, along with merit pay, will be removed prior to Town Meeting and budgeted with other like costs. However, operating budgets must be evaluated versus guideline with benefits included in the department total.

In order to assist departments with planning for a new position, a new form has been included (Appendix B) which should be used to project work space and tools needed by a new employee. Examples of this include: a new computer, phone, office supplies, and anything else relevant for that employee to complete his/her specific job. This form should be completed, signed by the department head or board chair, and submitted with the operating budget. It is pre-populated with typical items and average costs. The items listed on the new employee form should also appear in the operating budget in both the personal services and expense part of the budget request. This form can be found in the H-Drive under the "FIN" folder then "Forms" subfolder.

## **2.0 Expenses**

### **2.1 Overview**

The expense part of the budget can be found on the middle tab of the operating budget template titled "Personal Services & Expenses." On this tab, please add all the necessary items that are not related to salaries. This section includes office supplies, conferences, training and development, travel and anything else the department might need to fulfil its mission. The expense part of the operating budget has four parts in addition to the price for any line item: Munis Org, Munis Object, the account title, and the explanation. All of these pieces should be filled-in for each item in the expense budget. Please research costs by calling vendors and evaluating past expenditures to develop a defensible budget. Departments should also be prepared to answer questions from Advisory and provide calculations and backup for specific line items.

### **2.2 Categorizing Expenses**

Expenses should be placed with the corresponding account title and explanation. The account title relates to the Munis Org and Object. For most departments, generic expenses have been set up in Munis and many of the account titles will already be there. However, some departments may have more unique expenses that do not fit in with existing Munis codes. For example, a department may have to purchase paper bags for an initiative. Such an item would not appropriately go under office supplies or any other Munis code description. Therefore, it is recommended that departments work with Finance to determine when it is appropriate to have new accounts created. Finance will create new Munis codes if the situation merits it. Please see appendix "A" for a list of commonly used expense charge codes. When adding a new expense line, please refer to this list to see what is available. The Explanation part of the budget is more of a free-text field where details can be given about the specifics of a line item request. The Munis description "Conferences" can list specific conferences that the staff of a department is planning to attend

in the coming year. Please provide as much specificity as possible to better inform those who review the departmental budgets.

### 2.3 Centralized Expenses

Gas and Utility costs are centrally managed and budgeted by the Facilities Maintenance Department. Fuel costs are managed by the Department of Public Works. The Executive Director's office prepares centralized Legal, Liability Insurance, and Compensated Absences budgets. Each year, HR will disseminate the IRS per mile employee reimbursement rate to be used when estimating annual mileage. Employee benefit costs such as Health Insurance, Unemployment, Medicare, Pension, and OPEB are budgeted centrally.

### 2.4 Budgeting for IT Equipment and Services

The IT Department (ITD) has traditionally budgeted for enterprise software systems used by many/all departments (e.g. MUNIS, MS Office). Following conversion to a new VoIP telephone network in 2015, budgets for basic telephone service were also consolidated into the ITD operating budget. Starting as early as FY18, ITD intends to budget centrally for the preventative replacement of all PCs and printers connected to the Town's network. Other software and equipment that are specific to a department's mission should be budgeted by those departments in the account numbers listed below. ITD maintains an inventory of PCs and printers and will work with your department during the budget planning process to establish an appropriate equipment replacement schedule and discuss future needs. All new software and equipment purchases for non-School departments must be made through/by ITD to ensure compatibility with existing systems, and to establish a single point of contact with vendors for billing and technical support.

- **530800** (Computer Software Services), **534080** (Software Licenses), **542060** (Software) – Include licensing, subscription, and maintenance/support contracts for software used exclusively by your department (e.g. AutoCAD, RecTrac, MySeniorCenter, Quickbooks, etc.)
- **534020** (Telephone), **534050** (Telecommunications), **534055** (Cable and Internet) – Include monthly charges for internet or wire-line telephone service from Comcast, Verizon, or another provider. Any expenses related to wireless/cellular phone service.
- **543030** (Computers Maintenance), **543040** (Equipment Maintenance), **583030** (Technology Equipment) – Include new laptops, tablets, scanners, projectors, routers and other devices *not* connected to the Town's network, including accessories (e.g. docking stations, cables, etc.). Costs will vary greatly by use/configuration and ITD will work with you to obtain quotes for budgeting purposes.

### 2.5 Encumbrances

When updating the column on the expense tab that represents the most recently completed year, please update the encumbrance amount at the bottom of that column. The total encumbrance amount for the most recent completed year should be what was actually spent the following year, not the grand total that was encumbered. For example, for the FY19 budget request submission, the most recently completed year would be FY17. The total encumbrance to be updated in FY17 would then be what was actually spent in FY18, not the total amount that was originally encumbered. Therefore, if \$500 was originally encumbered from FY17 but only \$400 was spent, \$400 would be recorded in the FY17 column.

### **3.0 Narratives**

#### **3.1 Narrative Overview**

All departments must submit narratives to the Advisory Committee and the Finance Department with the budget requests. The narrative is a department's opportunity to discuss the mission of the Board or Department, past initiatives, current initiatives, future goals, benchmarking, relevant statistical data, and any other aspects that might be of interest to Advisory and the public. The department narrative is where a department should outline current challenges and demonstrate why funding above the guideline is necessary, if applicable. The narrative of each department should be formatted to include the following sections: Mission, department overview/organizational structure, highlights from the past year, coming year goals/initiatives, long term goals/initiatives, personal service budget summary, expense budget summary, revenue chart if applicable, and a section explaining why a department needs more resources or cannot comply with guidelines (if necessary).

#### **3.2 Mission Statement**

The Mission Statement section of the departmental narrative should describe the department's purpose, the services it provides, and manner in which services are to be delivered. Well-crafted Mission Statements can be communicated at a high level and don't necessarily need to be lengthy.

#### **3.3 Organizational Structure**

The department overview/organizational structure will describe the leadership and reporting structure of the department, responsibilities of the various positions, and will include the number of employees.

#### **3.4 Previous Accomplishments**

In this section, the department should discuss goals and initiatives completed during the past year and how those achievements have benefitted the Town. This space can be used to describe completed projects and their impact, successful studies that were completed, new programs that were rolled-out, and any other relevant statistics or items of interest.

#### **3.5 Department Goals**

The next section should describe what the department wishes to accomplish in the coming year. This should include new programs, projects, initiatives, and goals along with how these items will benefit the Town. Should any of your goals result in a financial impact to another board or department, please be specific about the operational and financial impact.

#### **3.6 Warrant Article Requests**

Please give consideration to other initiatives that are not typically included in an operating budgets or the capital budget for which you are considering making a request. These might either be cross-departmental projects, or isolated items for which funds are needed next year. Please include a list of the items and the project budget required so that they can be included as we determine the total amount of funds to be requested at Town Meeting and the ability to finance those.

#### **3.7 Operating Budget Summary**

The next two sections should be summaries of the personal service and expense budgets. Departments should describe any special situations that make up their personal service budget (contract employees, union agreements, mid-year steps, etc.) and go into detail about any new staffing requirements. The expense budget section is the opportunity to speak about initiatives that are driving costs and any other details that might raise questions from Advisory or the Board of Selectmen (conferences, mileage, new expense items, etc.). Additionally, departments should explain what is driving their expense budget if the expense budget is not within guideline.

### 3.8 Revenue Explanation

As part of departmental operations, some departments collect payments for various services or programs. All departments that take in revenue of any kind should create a section in their narratives devoted to an explanation of those activities and a revenue chart showing the total amount of money collected for the last three completed years, a year-to-date total for the current year, and an estimate for the coming year.

Existing departmental revolving funds should be listed and any newly requested funds should be highlighted. New revolving funds must be supported by new revenue sources, rather than redirecting existing resources.

### 3.9 Out of Guideline

The final section of the operating budget narrative provides the opportunity for the department to request more resources and explain in further detail why it cannot comply with guidelines, if that is necessary. In this section, departments will make their "sales pitch" to the Board of Selectmen and Advisory if they are requesting additional staff, unplanned capital, or increases in expense budgets that push their budgets over guidelines. The total financial impact of this 'over guideline' initiative should be clearly quantified. Much consideration should be given to this section so that the requests being made by the department are clear. All sections of the narratives should be written so that a person who has no familiarity with municipal government can understand what is being described. This reduces the number of questions that relevant parties might have and makes for a much less complicated request process.

### Capital Request Process

Boards submit a detailed five-year capital plan annually. Capital requests should support the department's strategic direction, and the financial and operational impact of each requested capital purchase should be quantified. Because financial resources are limited, Boards should consider prioritizing capital needs and should fully research the cost of each item.

There are currently no numeric capital "guidelines", but consideration should be given to smoothing the department's capital request impact over several years to facilitate affordability, particularly in departments requesting large amounts of cash capital. Thorough preparation will help the Department explain and advocate for its needs, both within the Town's Levy or as a separate referendum. The Board should work with the Finance Director and Executive Director to evaluate different funding strategies.

The capital request forms have been included. Please refer to the checklist and remember to prioritize. Quotes and pictures are extremely helpful.

### **Budget Submission Timeline**

- July 1, 2017 Fiscal Year begins
- Early August – Input by Departments, Advisory, and Finance on budget guidelines
- Mid-August – Capital templates are distributed by Finance with instructions
- Late August – Finance recommends budget guidelines to BOS
- September 8<sup>th</sup> – Advisory Committee announces work schedule
- September 25<sup>th</sup> – Operating Budget guideline finalized
- September 28<sup>th</sup> – Inter-board meeting to review guidelines/go over budget document
- September 29<sup>th</sup> – Operating budget manual & forms sent out
- September 30<sup>th</sup> - ATM draft warrant articles due from all Departments/Boards
- October 6<sup>th</sup> – HR Board provides guideline for 40/50/60 series
- October 13<sup>th</sup> – Capital budget requests submitted to Finance from all departments
- Late Oct/Early Nov – Special Town Meeting
- November 17<sup>th</sup> – Operating budgets due from Selectmen's departments
- November 20<sup>th</sup> – Finance begins budget compilation & tax classification hearing
- November 30<sup>th</sup> – Final day to submit warrant articles for ATM
- December 4<sup>th</sup> – Operating budgets due to Finance from non-school departments
- December 9<sup>th</sup> – Selectmen's budget workshop
- December 15<sup>th</sup> – School operating budget due
- December 18<sup>th</sup> – Determine budget gap & begin closing process



## Operating Budget Checklist

1	Review Guidelines
2	Obtain template from the H Drive under Finance
3	Save template to personal F or G drive
4	Save your template periodically as you work
5	Confirm that salaries are correct in the current year column on the salaries tab
6	Confirm that union employees and 40-series employees have the agreed to increases in the budget request year on the salaries tab
7	Confirm that the 50/60 series has the correct estimate for the merit pay increase in the budget request year on the salaries tab
8	Confirm that the "Total Salary Request" column on the salary tab is multiplying all employee salaries by the correct amount of pay weeks
9	Confirm that all employees who are eligible for longevity by July 1st of the current fiscal year have their longevity budgeted on the salary tab
10	Confirm that the actuals are correct in the previous fiscal years on the Personal Services and Expense tab (PSE)
11	Confirm that the current year budget column is correct on the PSE tab
12	Confirm that the formulas are correctly pulling the salaries from the salaries tab into the budget request column on the PSE tab
13	Confirm that the "Variance" columns are correct for personal services on the PSE tab
14	Confirm that the personal service subtotals are correct on the PSE tab
15	Enter expense requests in the budget request year column on the PSE tab
16	Confirm that the "Variance" columns are correct for Expenses on the PSE tab
17	Confirm that the Expense subtotals are correct on the PSE tab
18	Confirm that the encumbrance request amounts are correctly in the years they were spent in on the PSE tab
19	Confirm that the "Department Total" are correct on the PSE tab
20	Confirm that all totals on the "Summary Schedule" tab are correctly flowing from the PSE tab by the descriptions on the left side of the page
21	Confirm that the Subtotal for Personal Services and Expenses is correctly adding from the information above it on the Summary Schedule tab
22	Confirm the "Total" at the bottom of the Summary Schedule tab is correctly adding the two subtotals on that page
23	Confirm the Permanent Staffing totals at the bottom of the Summary Schedule tab

## Capital Budget Checklist

_____ 1	<b>Review Procedures</b>
_____ 2	Obtain template from the H Drive under Finance if template was not sent to you directly
_____ 3	Inform Finance if you need assistance adding additional project tabs to your template
_____ 4	Save template to personal F or G drive
_____ 5	Save your template periodically as you work
_____ 6	Confirm that projects and dollar amounts from the previous fiscal years are the same and change them where necessary on the individual project tabs
_____ 7	Confirm that all project reference numbers and descriptions on the Summary tab match the project reference numbers and project descriptions on the individual tabs of your template
_____ 8	Confirm that all descriptions of current projects are still relevant on all project tabs of your template
_____ 9	Create and fill in any new project tabs on your template
_____ 10	Check that all the fiscal year total columns on all your project tabs link to the summary page in the matching fiscal year
_____ 11	Confirm that the formulas in the Total Capital Requests row and the 5 Year Total column are adding correctly on the Summary tab



## **Appendix A**

### **Common Munis Expense Accounts**

<b>Object</b>	<b>Description</b>
521030	FUEL OIL
524010	BUILDING MAINTENANCE
524020	VEHICLE MAINTENANCE
524030	EQUIPMENT MAINTENANCE
524040	OFFICE EQUIPMENT MAINTENANCE
524045	COPIER MAINTENANCE
524050	COMPUTER EQUIPMENT MAINTENANCE
524060	COMMUNICATIONS MAINTENANCE
524090	OTHER CONTRACTUAL SERVICES
527010	BUILDING RENTAL/LEASE
527030	EQUIPMENT RENTAL/LEASE
527050	COPIER MACHINES RENTAL/LEASE
527090	OTHER RENTALS/LEASES
530100	LEGAL SERVICES
530500	TRAINING AND DEVELOPMENT
530600	APPRAISALS AND SURVEYS
530700	ARCHITECTS AND ENGINEERS
530750	PROJECT MANAGEMENT SERVICES
530800	COMPUTER SOFTWARE SERVICES
530900	OTHER PROFESSIONAL SERVICES
534010	POSTAGE
534020	TELEPHONE
534030	ADVERTISING - GENERAL
534035	ADVERTISING - EMPLOYMENT
534040	PRINTING AND MAILING EXPENSE
534050	TELECOMMUNICATIONS
534055	CABLE AND INTERNET
534060	PHOTOCOPYING
534080	SOFTWARE LICENCES
534090	OTHER COMMUNICATIONS SERVICES
538090	OTHER PURCHASED SERVICES
541010	GASOLINE
541020	DIESEL FUEL
542010	OFFICE SUPPLIES
542020	COPIER SUPPLIES
542060	SOFTWARE
542090	OTHER GENERAL SUPPLIES
542110	UNIFORMS
542130	WORK CLOTHING
543010	BUILDING MAINTENANCE/REPAIR SUPPLIES
543030	COMPUTERS MAINTENANCE/REPAIR SUPPLIES
543040	EQUIPMENT MAINTENANCE/REPAIR SUPPLIES
543060	CUSTODIAL MAINTENANCE/REPAIR SUPPLIES
543090	OTHER MAINT/REPAIR SUPPLIES
545000	CUSTODIAL SUPPLIES
549095	PROMOTIONAL MATERIALS
554200	OTHER PURCHASED PRODUCTS
555160	SUPPLIES
566010	SALES TAX
566020	FUEL TAX
566030	MEALS TAX
571010	TRAVEL - MILEAGE
571110	CONF/MTGS - ADMINISTRATORS
571120	CONF/MTGS - PROFESSIONAL STAFF
571130	CONF/MTGS - SUPPORT STAFF
571140	CONF/MTGS - COMM/BOARD MEMBERS
573090	DUES - OTHER
583030	TECHNOLOGY EQUIPMENT

## Appendix B

### New Position Form

This form to be used when a Department is requesting a new position. Positions must be approved by Human Resources by December 1st, so please allow adequate lead time (check with HR). Once this is done, use this form to calculate the true cost of a new position by entering all the information requested below. Have your Department Head or Board Chair Person sign off on the completed form and submit this form with your operating budget.

1. Employee Job Title	2. Employee Job Class	3. Hourly Rate	4. Hours Per Week	5. Pay Weeks	Personal Services
					\$ -

*New positions require \$20,000 standard benefit assessment*

n/a

**Subtotal Personal Services**

#VALUE!

	Y	N	Amount	
6. Work Space for new Employee?	<input type="checkbox"/>	<input type="checkbox"/>		Consult IT for wiring costs
7. New Computer for Employee?	<input type="checkbox"/>	<input type="checkbox"/>		
8. New Telephone for Employee?	<input type="checkbox"/>	<input type="checkbox"/>		
9. New Chair for Employee?	<input type="checkbox"/>	<input type="checkbox"/>		Enter cost manually
10. Conferences	<input type="checkbox"/>	<input type="checkbox"/>		Enter cost manually
11. Dues	<input type="checkbox"/>	<input type="checkbox"/>		Enter cost manually
12. Travel/Mileage	<input type="checkbox"/>	<input type="checkbox"/>		Enter cost manually
13. Misc Office Supplies for Employee?	<input type="checkbox"/>	<input type="checkbox"/>		Enter cost manually

**New Employee Grand Total**

#VALUE!

**BUDGET TIMELINE COMPARISON**

<b><u>Milestone</u></b>	<b><u>FY 18 Actual</u></b>	<b><u>FY 19 Proposed</u></b>	<b><u>TGSC Proposed*</u></b>
<b><u>BOS Capital</u></b>			
Email Sent	10/7/2016		
Submission Date	10/28/2016	10/13/2017	90 days before ATM
<b><u>Other Depts Capital</u></b>			
Email Sent	10/13/2016		
Non-School Depts	12/21/2016	10/13/2017	90 days before ATM
School Dept. date*			70 days before ATM
<b><u>BOS Operating</u></b>			
Email Sent	10/13/2016		
Submission Date	11/16/2016	11/17/2017	90 days before ATM
<b><u>Other Depts Operating</u></b>			
Email Sent	10/13/2016		
Non-school Dept.	12/21/2016	12/4/2017	90 days before ATM
School Dept. date		12/15/2017	70 days before ATM

\*The TGSC bylaw set two separate dates. All non-school departments would turn in budgets 90 days ahead of Town Meeting, whereas the School Department's due date would be 70 days prior to Town Meeting.

**10. Selectmen's Appointment Policy – First Read**

Chairman Gibbs had asked me to develop a draft policy for the Board to consider regarding the process it follows to make appointments to the boards and committees it has this responsibility. Attached is that draft for a first read by the Board at this meeting. The goal is to provide clarity on how the process will be managed, and the accompanying form would then be used by persons who would like to be considered for appointments. I anticipate that the form would be formatted as a fillable PDF that could be completed and submitted right from the website, or printed and sent to our office.

**NO MOTION**

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**Administrative Policy and Procedure** | **Board of Selectmen**  
**SELECTMEN'S APPOINTMENTS**  
**Approved \_\_\_\_\_, 2017**

**PURPOSE:**

To clarify the process to be followed for all appointments made by the Board of Selectmen to other Town boards and committees as specified in the Town's General Bylaws Article 19.7, other relevant sections of the Town's General Bylaws and ad hoc and special committees.

**POLICY:**

The Board of Selectmen's policy on appointments is to select those persons most qualified to be members to each committee in accordance with the Town's Bylaws and in a clear and transparent manner.

**APPLICABILITY**

The Board of Selectmen has the authority to appoint all committees and positions outlined under Article 19.7 of the General Bylaws, and jointly with the Planning Board under Article 45.1 the Associate Member. From time to time the Board may appoint persons to ad hoc or special committees, as the need arises.

**APPOINTMENT PROCEDURE:**

1. The Selectmen's Office will maintain a current list of all appointments made by the Board and any vacancies that may exist. The listing will include each committee or position, appointee names, term of appointment, and notes relevant to each committee or position.
2. Annually, prior to the Board taking up appointments for the ensuing fiscal year, the Selectmen's Office will contact persons whose appointments are expiring to confirm whether or not they would like to be reappointed. The listing will be updated for the Board as to whom is seeking reappointment, and what vacancies need to be filled. As the list of vacancies will be advertised, the Board will accept applications from other persons who may be interested in serving on a board or committee, and the Board may solicit applications if they so choose.
3. Should a vacancy arise that creates an unexpired term outside of the typical appointment process, a similar process will be followed to seek interested applicants to fill that vacancy until July 1<sup>st</sup> of the following year, or the completion of that term, at the Board of Selectmen's discretion.
4. A list of all vacancies will be advertised on the Town's website and other appropriate mediums giving notice of opportunities for residents to apply to fill such vacancies. The Committees where such vacancies exist will also be notified of such.
5. Persons seeking appointment to a committee will be required to complete a Town application for the position(s) they are seeking, and will be encouraged to provide a resume if available directly to the Selectmen's Office. Such application will be posted on the Town's website and be available in the Selectmen's Office.
6. The Selectmen's Office will provide copies of applications to the committee chairperson, if applicable and by doing so will seek that Committee's input on the qualifications of

Administrative  
Policy and  
Procedure

Board of Selectmen  
SELECTMEN'S APPOINTMENTS  
Approved \_\_\_\_\_, 2017

candidates to serve on a committee. That input will be considered by the Selectmen, but is not the sole determining factor in the Board of Selectmen's appointment.

- 7. The Board, in its sole discretion, may interview persons seeking appointments to committees.
- 8. The Board will endeavor to make appointments to committees and positions prior to July 1<sup>st</sup> of each year, or as vacancies occur during the year.
- 9. Once appointments are made, the Board's listing of appointments will be updated, and each appointee will be provided a letter of appointment. The Town Clerk will be provided with a listing of persons who are resigning their appointment, and those who have been appointed.

**DEFINITION**

None.

**REGULATORY / STATUTORY REFERENCES:**

This policy is subject to the requirements set forth in Town of Wellesley, Article 19.7, and Article 45.1.

**APPROVED BY:**

Board of Selectmen, Chair:	Ellen F. Gibbs	_____
Board of Selectmen:	Jack Morgan	_____
Board of Selectmen:	Marjorie R. Freiman	_____
Board of Selectmen:	Thomas H. Ulfelder	_____
Board of Selectmen:	Beth Sullivan Woods	_____

Original date: .....

Revised dates: .....

TOWN OF WELLESLEY



MASSACHUSETTS

**APPLICATION FOR VOLUNTEER SERVICES  
TO BOARDS/COMMITTEES**

Name

Date

Address

Email Address

Phone

What Board/Committee are you applying for?

How long have you lived in Wellesley?

Are you a registered voter?

Are you serving on any other Town Committees?

Why are you seeking appointment?

Please List any education, experience, knowledge, skills/training or special interests you may have that will assist this Board/Committee:

Applicant Signature:

**Please submit your application, with a resume if available, to the Selectmen's Office.**



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**11. New Business & Correspondence**

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

- ❖ Selectmen's Work Plan – updated for August, 2017
- ❖ Memo from Terry Connolly – analysis of FY17 parking revenue
- ❖ Various letters of commendation from Chief Pilecki
- ❖ Letter from Attorney Harrington – 892 Washington Street

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**TOWN OF WELLESLEY****POLICE DEPARTMENT**

WELLESLEY, MA 02482  
Telephone 781-235-1212

JACK PILECKI  
Chief of Police

**TO:** OFFICER MARK CARRASQUILLO  
OFFICER GAETANA DICENSO

**FROM:** CHIEF JACK PILECKI

**SUBJECT:** LETTER OF COMMENDATION

**DATE:** JULY 26, 2017

I was pleased to receive a note from Paul Epstein of Beverly Road about a recent medical emergency that you were involved in.

On July 9, 2017 at 8:45 PM a 9-1-1 call was received about a person driving erratically on Route 9 and the Weston Road area. Both of you responded and located the vehicle in question, along with the driver, on Beverly Road near Wingate. At first appearance, the driver, Paul Epstein, appeared intoxicated. However, both of you immediately realized that Mr. Epstein was not intoxicated, and was suffering from a hypoglycemic episode. You then requested the paramedics to the scene to treat Mr. Epstein.

While Mr. Epstein was being treated by the ambulance, you located his wife, explained the situation and subsequently escorted her both to the scene to see her husband, and then back her residence. Mr. Epstein described your behavior as polite and professional, while being very concerned about his health and his overall well-being.

As Chief of the Wellesley Police Department, I want to commend you for recognizing this incident immediately as a medical emergency, and then showing professionalism and empathy towards the victim and his wife as treatment ensued. Your work is indicative of the level of service that the department provides on a regular basis.

AUTHORIZED:

A handwritten signature in dark ink, appearing to read "Jack Pilecki", is written over a horizontal line.

JACK PILECKI  
CHIEF OF POLICE

cc: Board of Selectmen



**TOWN OF WELLESLEY**

WELLESLEY, MA 02482  
Telephone 781-235-1212

**POLICE DEPARTMENT**

JACK PILECKI  
Chief of Police

**MEMORANDUM**

**TO:** HONORABLE BOARD OF SELECTMEN  
**FROM:** JACK PILECKI  
CHIEF OF POLICE  
**SUBJECT:** APPOINTMENT OF CROSSING GUARD  
**DATE:** August 1, 2017

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Ladies and Gentlemen:

The purpose of this memo is to recommend Frances M. Lyons for appointment as a school crossing guard.

RESPECTFULLY SUBMITTED:

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

JACK PILECKI  
CHIEF OF POLICE

# Miyares and Harrington LLP

A private law firm in the public interest

J. Raymond Miyares  
Thomas J. Harrington  
Christopher H. Deep  
Donna M. Brewer  
Jennie M. Merrill

Rebekah Lacey  
Ivria Glass Fried  
Eric Reustle  
Blake M. Mensing  
Katherine E. Stock

August 4, 2017

James Sperling  
Rubin+Rudman  
50 Rowes Wharf Ste 300  
Boston, MA 02110-3328

*Re: 892 Washington Street, Wellesley*

Dear Jim,

The Town is in receipt of your request for a Waiver of the Town's right of first refusal under MGL c. 61A dated July 19, 2017 and received by the Town on July 24, 2017.

Pursuant to paragraph 5 of the HCA, the Board of Selectmen does not issue its waiver until it receives a fully executed conservation restriction. Because the parties are still working on the final language of the conservation restriction, the Board will table your request until the conservation restriction has been signed by all necessary parties.

Thank you.

Sincerely,



Thomas J. Harrington

cc: B. Robinson

# Traffic & Parking Revenue

	FY12	FY13	FY14	FY15	FY16	FY17
Total Revenue	\$784,000	\$882,000	\$835,000	\$832,000	\$905,000	\$881,000
		12.50%	-5.33%	-0.36%	8.77%	-2.65%

## Notes

FY12 Parking Meter Rate Increase (\$.25 to \$.50/hour) approved October 2011 phased in through spring 2012

FY13 First full year Increased Rate - \$.50/hour

FY16

Highest parking demand due to Mass Pike construction

Lack of available all-day parking led town to advertise parking in additional locations (Cameron, Easton Court)

FY17

**Biggest Changes from FY16 - FY17 (24,000)**

Annual Permits +7,800

CALE Credit Cards +\$6,000

Street Meters total including Passport - (\$31,173)

Parking Lots total including Passport (\$8,210)

## Merchant Input

Chico's closed November

Talbots moved from Central Street to Linden Street in January/February 2017

Total Sales down

Foot Traffic Down

Increased parking availability

Increased use of free parking in lots on weekends

### Selectmen's Office Work Plan - FY18 - August, 2017

Project	Issue or Current Status	Next Steps	Resources Required	BOS Liaison	Staff Assigned	Completion Date
<b>MAJOR PROJECTS</b>						
HHU - School Bldg Comm. Unified Plan	RFP Drafted, subcomm. Swing space est. Vision/Values, Working Groups Completed	RFP appr. By 8/15, then advertise Review Draft Plan this fall	\$\$ for Proof of Concept/Feasibility	Jack	SC & BOS	
900 Worcester	PSI Process complete, at ZBA for site plan	complete ZBA,	Review by Planning, MassDOT	Marjorie/Ellen	Meghan, Michael	ATM - 2018
North 40 Plan	Phase II Landfill closure testing underway	Set up a Planning Committee	\$75K approved for closure work	Tom	Meghan, Blythe	Fall, 2018
Town Hall Envelope Repair	PBC to Appr. Arch. Contract on 8/17/17	Project kickoff est. for 8/21/17	Request Const funding at ATM	Marjorie	Blythe, DPW	Dec. 2017
Wellesley Media	Expand Locations for filming public mtgs	TPC almost done, Juliani - late Sept.	Wellesley Media funding upgrades		Joe	March, 2018
Route 9/Kingsbury Upgrade	Install new traffic signal	Work underway, est. complete by 9/1		Tom		Aug. 2017
40B Housing Projects	3 projects pending, two new proposed	Meet w/Pl. Bd on developing an HPP	Funding for an HPP, staff time	Ellen	Meghan	Aug. 2017
				Marjorie/Ellen	Meghan, Michael	
<b>OTHER PROJECTS -</b>						
FMD 5 Year Review	Review progress, next five years	Joe to present at 8/22 BOS meeting			Joe	
Transportation Adv. Group	Form working group to outline a charge			Ellen, Deb	Meghan	
Town Hall Interior Visioning	Dev. process for vision, study space needs	Contract to begin Jan. 1, 2018	Budget approved	Marjorie	Blythe, Joe	
DPW Work for Others	Program not transparent, value??	Meeting set up for August ____	N/A	Tom	Blythe, DPW	
Inter-Board Meetings	Ellen, Jack, Blythe, Meghan to discuss	Schedule for October, Feb. and another				
<b>POLICIES/REGULATIONS:</b>						
Alcohol in Town Buildings	Explore regulations to allow this	Set up mini-interboard - fall, 2017	Info from Town Boards, T. Counsel	Jack/Beth		Fall, 2017
BOS Handbook/Manual	Update/expand current policy manual	Review draft prepared by Marjorie		Marjorie		
BYOB Regulations	Recommend a policy				Meghan	
Financial Policies/Proced.	Develop some policies, update existing	Review & then meet with Advisory			Sheryl, Blythe	
Health Insurance Policy	Town needs policy on ins. Eligibility	Draft policy for BOS & SC review			Blythe, Scott	
HR Manual/Handbook	Rough draft in process by HR Board				Scott	
PILOT Agreements	Develop policy for tax exempt properties	Data/info gathered, meet w/Ellen		Beth	Blythe	
Plowing of Private Ways	Town does not follow state law	Draft policy for BOS & DPW to discuss	1st mtg held in June w/DPW	Beth	Blythe, M. Pakstis	
<b>BYLAW UPDATES:</b>						
Animal Control	Existing bylaw does not meet State law	Counsel has drafted a replacement	Kickoff staff mtg - Aug. 21st		Blythe, Meghan	ATM- 2018
Budget Process	Review existing bylaw & update				Blythe, Sheryl	
Recreational Marijuana Bylaw	Establish bylaw for where to locate	State to complete regulations			Meghan, Michael	March, 2018
<b>STAFF MANAGED PROJECTS</b>						
Aqueduct Leases	3 approved, 2 pending for 8/15 meeting	Complete this on Aug. 15th			Terry	August, 2017
Budget Process Design	Budget Prep Manual - 2nd read 8/15 mtg	Dist. to all Boards&Advisory - comment	N/A		Blythe, Sheryl	July, 2017
Bldg Dept. Staffing	Monitor & coach re - admin. Staff				Blythe, Mike	
Community Compact	RFP - Digitizing public records drafted	Advertise RFP	\$15,000 in State funding		Blythe	
Communications Plan	Kick off Mtg held on Aug. 2nd w/State/staff	Waiting for plan outline from State	Hire a Comm. Mgr in BOS Office		Blythe, Brian	July, 2018



				BOS	Staff	Completion
Project	Issue or Current Status	Next Steps	Resources Required	Liaison	Assigned	Date
Electronic Permitting	Investigate options for Town	Work w/IT to ID vendors & applications	Kick off Mtg planned for 8/17		Blythe, Brian	
Health Ins. Plan Changes	Develop Plan Alternatives & Strategy	Kick off Mtg w/unions on Aug. 23rd	Possibly Legal Counsel		Marc, Scott, Blythe	Sept. 2017
Land Availability Inventory						
Union Negotiations	6 contracts settled - Police Patrol/Sup not	Meetings set up w/both unions	Town Meeting Appropriation		Scott, Meghan	Sept, 2017
<b>OTHER:</b>						
Bicycle Safety						
Great Hall Cleanup	Reduce # of offices, relocate files	Bldg dept plans removed, PBC by 7/30	Support from FMD to declutter		Blythe, Joe	6/30/2017
Town Counsel/Special Counsel	Discuss when outside counsel is needed					
PSI Follow Up Studies						

#### **FUTURE PROJECTS/PROJECTS WITH OTHERS**

SEC - Re-evaluate	Re-evaluate structure, charge	Possible Bylaw Update		Tom		
Town Parking Lot capacity	Discuss as part of HHU process					
War Memorial/Great Hall	Discuss with Town Hall Interior Vision					
Board Engagement						
Planning Board						
School Comm. Relations						
Revenue Gener. Opportunities	Table for now					
Community Dev. Department	Table for now					
Granite Street	Table for now					
Mass Bay	Table for now					
Housing Policy	Investigate Housing Production Plans	Obtain samples & circulate				
Tax Classification Review	Revisit keeping single tax rate				Donna	

#### **COMPLETED PROJECTS**

Hawkers & Peddlers	Revised version approved by BOS	Counsel has revised, BOS 2nd review			Blythe, Jack P.	6/5/2017
PBC/FMD Reorganization	MOU executed by BOS & PBC	Hiring for new positions underway	Funding in FMD budget	Marjorie	Blythe, Joe	6/26/2017
Veteran's District Reorg.	State Appr District Reord, Asst Dir Laidoff	Adjust work flow to remaining positions	N/A		Blythe, Sarada	6/30/2017
Website Redesign	Website went live on August 7th	Make ongoing refinements	Completed!		Brian	8/7/2017
<b>NEW PROJECTS/NOT ON ORIGINAL WORKPLAN</b>						
Appointments Policy	Policy to guide how BOS appts are made	1st Read at the 8/15/17 BOS Meeting		Ellen/Jack	Blythe	