

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  
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BLYTHE C. ROBINSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

### SELECTMEN'S MEETING

#### *TENTATIVE AGENDA*

Wellesley Town Hall – Juliani Room

**6:30 P.M. Tuesday, October 10, 2017**

1. 6:30 Sustainable Energy Committee - Review Green Communities Application
2. 7:00 Citizen Speak
3. 7:05 Executive Director's Update
  - Approval of Minutes
  - Approve Wellesley Hills Junior Women's Club use of Town Parking Lot
  - Discuss Resolution in support of Massachusetts House Bill #2683 Senate Bill #1845 regarding gas leaks
4. 7:15 Andy Wrobel – Discuss Phase II High School Improvements Proposal
5. 7:45 Review Plan Modification for Delanson Circle 40B Project
6. 8:00 Discuss Selectmen's FY19 Capital Budget
7. 8:30 Revise IMA Agreement to include Town of Needham for the Water Management Act Litigation
8. 8:45 New Business/Correspondence

Next Meeting Dates: Monday, October 16, 2017 7:00 p.m.  
Monday, October 23, 2017 7:00 p.m.  
Monday, October 30, 2017 7:00 p.m.



### **MOTIONS- OCTOBER 10, 2017:**

3. **MOVE** to approve the regular session minutes of September 18, 2017.
  
3. **MOVE** to approve the use of the Tailby Commuter Lot for by the Wellesley Hills Junior Women's Club for parking on November 11, 2017 to support their Wellesley Marketplace boutique craft fair.
  
3. **MOVE** to approve a resolution in support of Massachusetts House Bill #2683 Senate Bill #1845 regarding gas leaks.
  
4. **MOVE** to support the proposed project to implement Phase II improvements at the High School field which include construction of a team room building and restroom facilities.
  
7. **MOVE** to approve the revised version of the inter-municipal agreement with the Towns of Hamilton and Needham for the purposes of litigation to defend the Town's water management act registration.
  
7. **MOVE** to execute the revised waiver form regarding joint representation.





10/6/2017

Black regular agenda items

***Board of Selectmen Calendar – FY17***

<b><i>Date</i></b>	<b><i>Selectmen Meeting Items</i></b>	<b><i>Other Meeting Items</i></b>
<b><i>10/16</i></b> <b><i>Monday</i></b>	<b>Meeting</b> Delanson Modified Plan Review Fire Chief & Assistant Fire Chief Contracts Marijuana Bylaw Update Animal Control Bylaw Update Sweet Greens - CV Babson One Day License Gift - Bench from Parks Discuss BOS Liaison to Town Hall Interior Project	<b><i>Sunday 10/22/17- Grand Opening of Tolles Parsons Center</i></b>
<b><i>10/23</i></b> <b><i>Monday</i></b>	<b>Meeting</b> Joe McDonough - Middle School Projects Whole Foods- Retail Sale License NRC - update on gas leaks - vernal pools North 40 Review Model Designer Selection Document	
<b><i>10/30</i></b> <b><i>Monday</i></b>	<b>Meeting If needed</b> 135 Great Plain Avenue 40B Issue Boston Marathon Parade Permit	
<b><i>11/6</i></b> <b><i>Monday</i></b>	<b>Wellesley Club</b>	
<b><i>11/7</i></b> <b><i>Tuesday</i></b>	<b>Meeting</b> Whole Foods - Retail Sale License 135 Great Plain - if needed Joe McDonough - Town Hall and Library	
<b><i>11/13</i></b> <b><i>Monday</i></b>	<b>Meeting</b> Joe - FMD Capital Presentation	
<b><i>11/20</i></b> <b><i>Monday</i></b>	<b>NO Meeting</b>	
<b><i>11/27</i></b> <b><i>Monday</i></b>	<b>Meeting</b> Tax Classification - 5 Year Review	
<b><i>12/4</i></b> <b><i>Monday</i></b>	<b>Meeting</b>	
<b><i>12/9</i></b> <b><i>Saturday</i></b>	<b>BUDGET Meeting</b>	
<b><i>12/11</i></b> <b><i>Monday</i></b>	<b>Meeting</b>	
<b><i>12/18</i></b> <b><i>Monday</i></b>	<b>Meeting</b>	
<b><i>12/25</i></b> <b><i>Monday</i></b>	<b>TOWN HALL CLOSED</b>	
<b><i>1/1/18</i></b> <b><i>Monday</i></b>	<b>TOWN HALL CLOSED</b>	

10/6/2017

Black regular agenda items

<b><i>Date</i></b>	<b><i>Selectmen Meeting Items</i></b>	<b><i>Other Meeting Items</i></b>
<i>1/8 Monday</i>	<b>Meeting</b>	
<i>1/15 Monday</i>	<b>Town Hall Closed – MLK</b>	
<i>1/16 Tuesday</i>	<b>Meeting</b>	
<i>1/22 Monday</i>	<b>Meeting</b>	
<i>1/29 Monday</i>	<b>Possible STM Date</b>	
<i>1/30 Tuesday</i>	<b>Possible STM Date</b>	
<i>2/5 Monday</i>	<b>Possible STM Date</b>	
<i>2/6 Tuesday</i>	<b>Possible STM Date</b>	
<i>2/12 Monday</i>	<b>Meeting</b>	
<i>2/19 Monday</i>	<b>Town Hall Closed – President’s Day</b>	
<i>2/20 Tuesday</i>	<b>Meeting</b>	
<i>2/26 Monday</i>	<b>Meeting</b>	
<i>3/5 Monday</i>	<b>Meeting</b>	
<i>3/12 Monday</i>	<b>Meeting</b>	
<i>3/19 Monday</i>	<b>Meeting</b>	
<i>3/26 Monday</i>	<b>ATM Starts</b>	
<i>3/27 Tuesday</i>	<b>ATM</b>	
<i>4/2 Monday</i>	<b>ATM</b>	
<i>4/3 Tuesday</i>	<b>ATM</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*

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Our regularly scheduled meeting **begins on Tuesday at 6:30 PM** in the Great Hall. We will be joining the School Committee to discuss the Green Communities Application, and then moving down to the Juliani Room to continue the balance of our meeting.

### 1. **Sustainable Energy Committee - Review Green Communities Application**

Marybeth Martello and the Sustainable Energy Committee will be at the meeting to review with both the Board and the School Committee two components of the Green Communities Program application. Of the five items required to become a green community (energy reduction plan, fuel efficient vehicle policy, adopting the stretch energy code, identify as of right siting for solar energy, and develop an expedited permitting process for as of right energy facilities) the first two items remain on the list to be finalized. Included in your packet are a number of documents related to the proposed energy reduction and fuel efficient vehicle policy. The SEC plans to go over these two elements and answer any questions you may have.

The SEC would prefer to wait until the October 16<sup>th</sup> or 23<sup>rd</sup> meeting for Board approval of these items.

**NO MOTION**



Make	Model	Year	Purchase Year/ Drive	>8,50 Exen MPG	Function	Owner	Plate
<b><u>NON-EXEMPT VEHICLES</u></b>							
Ford	Crown Victoria	2008	2008	RWD	N N	18 Administration	Electric M79069
Toyota	Prius	2008	2008	FWD	N N	47 Meter Reading	Electric M54906
Ford	Explorer	2009	2009	4WD	N N	15 Operations	Electric M78319
Ford	Explorer	2009	2009	4WD	N N	15 Operations	Electric M77234
Chevrolet	Colorado	2012	2012	4WD	N N	20 Operations	Electric M70736
Ford	Fusion	2016	2016	2WD	N N	26 Operations	Electric M83601
Ford	Explorer	2013	2013	4WD	N N	19 Operations	Electric M88529
Ford	Fusion	2014	2014	2WD	N N	26 Operations	Electric M91490
Ford	Explorer	2016	2016	4WD	N N	19 Operations	Electric M68843
Ford	Escape	2011	2010/11	AWD	N N	22 Survey & Inspector	DPW - Engineerin; M50
Toyota	Prius	2014	2015/12	FWD	N N	45 Engineering	DPW - Engineerin; M90406
Ford	Freestar	2006	2005/12	FWD	N N	15 Engineering	DPW - Engineerin; M73999
Toyota	Prius	2010	2010/03	FWD	N N	45 Engineering	DPW - Engineerin; M82963
Ford	Escape	2011	2010/11	AWD	N N	22 Engineering	DPW - Engineerin; M84293
Ford	Escape	2012	2012/11	AWD	N N	22 Engineering	DPW - Engineerin; M88479
Ford	Explorer	2012	2011/12	AWD	N N	19 Asst. Chief	Fire 986EDC
Ford	Expedition	2016	2015/12	AWD	N N	17 Command Vehicle	Fire MFB673
Ford	Expedition	2008	2007/12	AWD	N N	14 Command Vehicle	Fire MF7917
Chevrolet	Tahoe	2004	2004/06	AWD	N N	16 Command Vehicle	Fire MFA167
Ford	Explorer	2017	2016/09	AWD	N N	23 Chief	Fire 966EDC
Ford	Explorer	2010	2011/01	AWD	N N	15 Fire Inspector	Fire MFB406
Dodge	Charger	2010	2010/10	2WD	N N	21 Fleet Maintenance	DPW - Fleet
Ford	Escape	2016	2016/03	AWD	N N	22 Highway	DPW -Highway M93769
Chevrolet	Colorado	2006	2006/07	AWD	N N	15 Highway	DPW -Highway M73915
Ford	Escape	2014	2016/02	AWD	N N	22 Highway	DPW -Highway M94774
Chevrolet	Silverado	2008	2008/09	AWD	N N	8 Park & Tree	DPW - Parks M77656
Ford	Escape	2011	2010/11	AWD	N N	22 Park & Tree	DPW - Parks M84294
Toyota	Prius	2010	2010/03	FWD	N N	45 Recycling & Dispos	DPW - Refuse M82965
Ford	Transit	2014	2014/09	FWD	N N	25 Water & Sewer	DPW - Water M91476
Ford	Explorer	2016	2015/12	AWD	N N	25 Water & Sewer	DPW - Water M93770

Ford	F150	2009	2009/03	4WD	N	N	12	Water & Sewer	DPW - Water	M77240
Ford	F150	2009	2009/03	4WD	N	N	12	Water & Sewer	DPW - Water	M77239
Toyota	Prius	2010	2010/03	FWD	N	N	45	Water & Sewer	DPW - Water	M82964
Toyota	Prius	2010	2010/03	FWD	N	N	45	Water & Sewer	DPW - Water	M82962
Toyota	Prius	2015	2015/01	FWD	N	N	45	Water & Sewer	DPW - Water	M92113

**EXEMPT VEHICLES BUT COMMITMENT TO PURCHASE WHEN FUEL-EFFICIENT BECOME COMMERCIALY AVAILABLE - VANS, POLICE C**

Ford	E250 Van	2014	2014/07	2WD	N	Y	10	Senior Transport	COA	M90869
Chevrolet	Cargo Van	2005	2005	RWD	N	Y	18	Operations	Electric	M73700
Ford	E350	2009	2009/10	RWD	N	Y	10	Electrician	Facilities	M82415
Dodge	Promaster	2016	2016/10	FWD	N	Y	17	Electrician	Facilities	M96012
Ford	Tracon Van	2013	2013/07	FWD	N	Y	23	HVAC Tech	Facilities	M89926
Ford	Ecovan	2011		RWD	N	Y	14	HVAC Tech	Facilities	M85657
Ford	Tracon Van	2013	2013/07	FWD	N	Y	23	Plumber	Facilities	M89930
Dodge	Promaster	2016	2015/12	FWD	N	Y	17	Plumber	Facilities	M94951
Ford	F450 Van	2015	2014/11	RWD	N	Y	6.5	Supply Deliveries	Facilities	M91432
Ford	Transit	2011	2011/11	FWD	N	Y	25	Fleet Maintenance	DPW - Fleet	
Ford	E-350	2011	2011/12	2WD	N	Y	13	Book/Furniture Tra	Library	M62616
Ford	Ecovan	2006	2006	2WD	N	Y	19	Prisoner Transport	Police	M89173
Ford	Taurus	2013	2012/03	AWD	N	Y	N/A	Cruiser	Police	MP1408
Ford	Explorer	2013	2012/03	AWD	N	Y	N/A	Cruiser	Police	MP1406
Ford	Explorer	2013	2013	AWD	N	Y	N/A	Cruiser	Police	MP1417
Ford	Taurus	2013	2012	AWD	N	Y	N/A	Cruiser	Police	MP1410
Ford	Explorer	2013	2013	AWD	N	Y	N/A	Cruiser	Police	MP1407
Ford	Explorer	2013	2013	AWD	N	Y	N/A	Cruiser	Police	MP141
Ford	Explorer	2013	2013	AWD	N	Y	N/A	Cruiser	Police	MP50
Ford	Taurus	2014	2014	AWD	N	Y	21	Cruiser	Police	MP1415
Ford	Taurus	2014	2013/06	AWD	N	Y	21	Cruiser	Police	MP1412
Ford	Taurus	2015	2014	AWD	N	Y	21	Cruiser	Police	MP1412
Ford	Explorer	2015		AWD	N	Y	19	Cruiser	Police	MP1404
Ford	Taurus	2016	2016	AWD	N	Y	N/A	Cruiser	Police	MP1405
Ford	Edge	N/A	2013		N	Y	N/A	Cruiser Unmarked	Police	N/A
Toyota	4Runner	N/A	2014		N	Y	N/A	Cruiser Unmarked	Police	N/A
Toyota	Camry	N/A	2011		N	Y	N/A	Cruiser Unmarked	Police	N/A

## TOWN OF WELLESLEY VEHICLE INVENTORY

SEPTEMBER 2017

GREEN COMMUNITIES - CRITERION 4

Ford	Crown Victoria	2011	2010	2WD	N	Y	20 Cruiser	Police	369VVK
Ford	Taurus	2013		AWD	N	Y	Cruiser	Police	45TSHT
Ford	Explorer	2013		AWD	N	Y	Cruiser	Police	946CJS
Ford	Explorer	2014		AWD	N	Y	20 Cruiser	Police	
Chevrolet	Tahoe	2015		AWD	N	Y	19 Cruiser Unmarked	Police	122VWX
Ford	F350 Pickup	2010	2013	AWD	N	Y	13 SSU cruiser	Police	645FHM
Ford	Crown Victoria	2011	2010	2WD	N	Y	20 Cruiser	Police	369VVK
Ford	E250	2008	2008/09	2WD	N	Y	13 Backup Van 12	School	47898
Ford	E350 Cutaway Va	2016	2016/01	2WD	N	Y	8 Lunch Truck	School	M95955
Ford	E350	2003	2003/03	2WD	N	Y	14 Materials Delivery	School	M84529
Ford	E250	2011	2011/07	2WD	N	Y	13 SPED Van 1	School	21433
Ford	E250	2014	2014/01	2WD	N	Y	13 SPED Van 10	School	21430
Ford	E250	2012	2012/08	2WD	N	Y	13 SPED Van 11	School	14801
Ford	Transit 150	2016	2016/08	2WD	N	Y	15 SPED Van 14	School	21431
Ford	E250	2014	2014/08	2WD	N	Y	13 SPED Van 2	School	103085
Ford	E250	2010	2010/08	2WD	N	Y	13 SPED Van 3	School	10438
Ford	E250	2012	2012/08	2WD	N	Y	13 SPED Van 4, Courie	School	21427
Ford	E250	2011	2011, July	2WD	N	Y	13 SPED Van 5	School	21432
Ford	E250	2012	2012, August	2WD	N	Y	13 SPED Van 6	School	21429
Ford	Transit 350	2015	2016, August	2WD	N	Y	15 SPED Van 7	School	41362
Ford	E250	2014	2014, August	2WD	N	Y	13 SPED Van 8	School	103084
Ford	E250	2011	2011/07	2WD	N	Y	13 SPED Van 9	School	14857

**FULLY EXEMPT VEHICLES**

International	4300	2002	2002		N/A	Y	Operations	Electric	M67578
International	4300	2004	2004		N/A	Y	Operations	Electric	M71043
	Bucket Truck	2005	2005		Y	Y	Operations	Electric	M71801
International	Truck	2010	2010		Y	Y	Operations	Electric	M81869
International	Truck	2010	2010		Y	Y	Operations	Electric	M84205
International	Utility Truck	2013	2013		Y	Y	Operations	Electric	M85529
International	Truck	2014	2014		Y	Y	Operations	Electric	M87265
Ford	Cutvan	2015	2015	RWD	Y	Y	Operations	Electric	M54842
Chevrolet	Silverado	2012	2012	4WD	N	N	Operations	Electric	M37220

Chevrolet	Cargo Van	2005	2005	RWD	Y	Y	Operations	Electric	M73700
Chevrolet	Silverado	2017	2017		Y	Y	Operations	Electric	M33345
Derrick	Digger	2017	2017, March		Y	Y	Operations	Electric	M97357
	Bucket Truck	2016	2016		Y	Y	Operations	Electric	M97093
Ford	F350 Pickup	2007	2006, September	FWD	Y	Y	Craftsman	Facilities	M75119
Seagrave	Fire Pumper	2009	2006, September	A	Y	Y	Engine 1	Fire	MF241A
E One	Typhoon	2015	2015, February	A	Y	Y	Engine 2	Fire	MFB437
Pierce Lance	Fire Truck	1991	2013, May	A	Y	Y	Engine 4	Fire	MFA186
Federal	Hurricane	1989	2012, August	A	Y	Y	Engine 5	Fire	MFA114
American	General	1989	2013, February	A	Y	Y	ERU	Fire	MFA799
Seagrave	Marauder Fire Ap	2005	2005, June	A	N/A	Y	Quint 3	Fire	MF9333
E One	Cyclone	2012	2012, December	A	Y	Y	Tower 2	Fire	MFA359
Ford	F350	1990	1990, July	AWD	Y	Y	8 Fleet Maintenance	DPW - Fleet	M44476
Ford	F350	2000	2000, June	AWD	Y	Y	8 Fleet Maintenance	DPW - Fleet	M90368
International	7400SFA	2012	2015, October	RWD	Y	Y	5 Highway	DPW -Highway	M88489
International	7400SFA	2012	2012, June	RWD	Y	Y	5 Highway	DPW -Highway	M88499
International	7400SFA	2012	2012, June	RWD	Y	Y	5 Highway	DPW -Highway	M88490
Mack	700SER	2015	2014, June	RWD	Y	Y	4 Highway	DPW -Highway	M90874
Elgin	Pelican	2016	2015, December	FWD	Y	Y	1 Highway	DPW -Highway	M93760
Volvo	WG42	1994	1994, June	RWD	Y	Y	5 Highway	DPW -Highway	M90207
Volvo	WG42	1994	1993, December	RWD	Y	Y	5 Highway	DPW -Highway	M91414
Volvo	WG42	1995	1994, October	RWD	Y	Y	5 Highway	DPW -Highway	M87568
Volvo	WG64	1996	1995, September	RWD	Y	Y	4 Highway	DPW -Highway	M75992
Volvo	WG42	2000	2000, February	RWD	Y	Y	5 Highway	DPW -Highway	M91481
John Deere	624H	2002	2002, July	AWD	Y	Y	1 Highway	DPW -Highway	M68847
John Deere	Loader	2003	2003, August	AWD	Y	Y	1 Highway	DPW -Highway	M70273
John Deere	410G	2004	2004, July	AWD	Y	Y	1 Highway	DPW -Highway	M72992
John Deere	410G	2006	2004, July	AWD	Y	Y	1 Highway	DPW -Highway	M90753
Elgin	Pelican	2010	2010, November	FWD	Y	Y	1 Highway	DPW -Highway	M83615
Ford	F550 Dump Trucl	2012	2013, January	AWD	Y	Y	8 Highway	DPW -Highway	M86495
Ford	F550 Dump Trucl	2012	2013, January	AWD	Y	Y	8 Highway	DPW -Highway	M86496
Ford	F550 Dump Trucl	2012	2013, January	AWD	Y	Y	8 Highway	DPW -Highway	M86838
Caterpillar	D7	1971	2016, September	N/A	Y	Y	N/A Highway	DPW -Highway	None
Volvo	L90H	2016	2016, May	AWD	Y	Y	1 Highway	DPW -Highway	M97092



## TOWN OF WELLESLEY VEHICLE INVENTORY

SEPTEMBER 2017

GREEN COMMUNITIES - CRITERION 4

John Deere	110	1999	2006, August	N/A	Y	Y	N/A Highway	DPW -Highway	None
Komatsu	PC45MR-5	2016	2016, September	AWD	Y	Y	1 Highway	DPW -Highway	None
SuperPac	320	1990	1990, May	N/A	Y	Y	N/A Highway	DPW -Highway	None
Wacker	RT82-SC	2005	2009, November	N/A	Y	Y	1 Highway	DPW -Highway	None
ROSCO		1995	1995, January	N/A	Y	Y	1 Highway	DPW -Highway	None
Volvo	WG42	1995	1994, October	RWD	Y	Y	5 Highway	DPW -Highway	M90766
Ford	F550	2012	2013, March	AWD	Y	Y	8 Highway	DPW -Highway	M86843
Volvo	WG42	1996	1997, March	RWD	Y	Y	5 Highway	DPW -Highway	M31442
Oshkosh	P252	1967	2006, January	AWD	Y	Y	1 Highway	DPW -Highway	M73994
Mack	Dump Truck	2016	2015, November	RWD	Y	Y	5 Highway	DPW -Highway	M93763
Mack	Dump Truck	2016	2015, November	RWD	Y	Y	5 Highway	DPW -Highway	M93764
Mack	Dump	1965	1965, June	RWD	Y	Y	5 Highway	DPW -Highway	M32768
Trackless	MT5T	2008	2008, February	AWD	Y	Y	1 Highway	DPW -Highway	M80720
Bobcat	T-140	2007	2007, October	AWD	Y	Y	1 Highway	DPW -Highway	M77169
Bobcat	T190	2009	2010, January	AWD	Y	Y	1 Highway	DPW -Highway	M81854
Trackless	Tractor	2015	2014, December	AWD	Y	Y	1 Highway	DPW -Highway	M92125
Ford	F350	2012	2012, December	AWD	Y	Y	8 Park & Tree	DPW - Parks	M86491
Ford	F550 Dump Truck	2011	2013, March	AWD	Y	Y	8 Park & Tree	DPW - Parks	M86490
Ford	F350 Pickup	2014	2014, January	AWD	Y	Y	8 Park & Tree	DPW - Parks	M90415
Mack	GU712	2016	2015, October	RWD	Y	Y	5 Park & Tree	DPW - Parks	M94954
Mack	R611T	1981	1980, November	RWD	Y	Y	5 Park & Tree	DPW - Parks	M50319
Ford	F550	2005	2004, July	AWD	Y	Y	8 Park & Tree	DPW - Parks	M73547
AQSYS	Weed Harvester	2007	2007, May	N/A	N/A	Y	N/A Park & Tree	DPW - Parks	M78323
Ford	F550	2011	2011, April	AWD	Y	Y	8 Park & Tree	DPW - Parks	M87691
Ford	F550 Dump Truck	2012	2013, January	AWD	Y	Y	8 Park & Tree	DPW - Parks	M86839
Chevrolet	Silverado	2007	2007/07	AWD	Y	Y	8 Park & Tree	DPW - Parks	M79470
Chevrolet	Silverado	2007	2006/12	AWD	Y	Y	8 Highway	DPW -Highway	M92245
Volvo	WG42	1997	1996, August	RWD	Y	Y	5 Park & Tree	DPW - Parks	M86766
International	700SER Dump	2006	2006, February	RWD	Y	y	5 Park & Tree	DPW - Parks	M73978
International	700SER Dump	2011	2010, December	RWD	Y	Y	5 Park & Tree	DPW - Parks	M84217
AMGeneral	M923	1984	2006, October	AWD	Y	Y	4 Park & Tree	DPW - Parks	M74289
Kubota	L5740HSTC	2007	2008, August	AWD	N	Y	1 Park & Tree	DPW - Parks	M77651
Trackless	MT5T	2008	2008, July	AWD	Y	Y	1 Park & Tree	DPW - Parks	M77155
Kubota	M7060HDC1	2013	2013, November	AWD	N	Y	1 Park & Tree	DPW - Parks	M89168

Trackless	MT6	2014	2013, November	AWD	N	Y	1 Park & Tree	DPW - Parks	M89153
Kubota	Tractor	2009	2010, September	AWD	N	Y	1 Park & Tree	DPW - Parks	M83613
Trackless	MT5T	1997	1997, November	AWD	Y	Y	1 Park & Tree	DPW - Parks	M45441
Volvo	EC220DL	2013	2016, March	N/A	Y	Y	N/A Recycling & Dispos	DPW - Refuse	
Volvo	ACL64B	2000	2006, November	RWD	Y	Y	4 Recycling & Dispos	DPW - Refuse	M69777
Ford	F350	2001	2002, January	AWD	Y	Y	8 Recycling & Dispos	DPW - Refuse	M91667
Volvo	VHD84B	2002	2002, February	RWD	Y	Y	4 Recycling & Dispos	DPW - Refuse	M64931
Ford	F350	2004	2003, December	AWD	Y	Y	8 Recycling & Dispos	DPW - Refuse	M71839
John Deere	624J	2005	2004, October	AWD	Y	Y	1 Recycling & Dispos	DPW - Refuse	M73330
Volvo	VHD84F	2008	2008, April	RWD	Y	Y	4 Recycling & Dispos	DPW - Refuse	M79061
Caterpillar	906H	2010	2010, August	AWD	Y	Y	1 Recycling & Dispos	DPW - Refuse	M82981
International	7600SER	2014	2014, March	RWD	Y	Y	4 Recycling & Dispos	DPW - Refuse	M90759
International	4300SBA	2009	2008, October	RWD	Y	Y	5 Recycling & Dispos	DPW - Refuse	M89175
Komatsu	WA320-8	2017	2017, March	AWD	Y	Y	1 Recycling & Dispos	DPW - Refuse	M98306
Kenworth	Truck	1989	2016, November	RWD	Y	Y	4 Recycling & Dispos	DPW - Refuse	M87345
Trommel	Screeener	2006	2006, September	N/A	Y	Y	1 Recycling & Dispos	DPW - Refuse	M75040
Toyota	Forklift	2016	2016, October	N/A	N	N	1 Recycling & Dispos	DPW - Refuse	none
Bobcat	Skid Steer Loader	2013	2014, January	AWD	N	Y	1 Recycling & Dispos	DPW - Refuse	M88313
Ford	F550 Dump Truck	2012	2012, July	AWD	Y	Y	8 Water & Sewer	DPW - Water	M87156
Ford	F450 Dump Truck	2014	2014, July	AWD	Y	Y	8 Water & Sewer	DPW - Water	M91477
International	4300SBA	2015	2016, January	RWD	Y	Y	5 Water & Sewer	DPW - Water	M95884
Volvo	VHD42B	2002	2002, May	RWD	Y	Y	5 Water & Sewer	DPW - Water	M68832
Ford	F350	2002	2003, April	AWD	Y	Y	8 Water & Sewer	DPW - Water	M87564
Ford	F350	2004	2003, December	AWD	Y	Y	8 Water & Sewer	DPW - Water	M71840
John Deere	310SG	2004	2004, October	AWD	Y	Y	1 Water & Sewer	DPW - Water	M72993
Caterpillar	430E	2008	2008, January	AWD	Y	Y	1 Water & Sewer	DPW - Water	M77167
Ford	F350	2008	2008, May	AWD	Y	Y	8 Water & Sewer	DPW - Water	M77168
International	7400SFA	2012	2012, July	RWD	Y	Y	5 Water & Sewer	DPW - Water	M87188
Ford	F350 Pickup	2012	2013, August	AWD	Y	Y	8 Water & Sewer	DPW - Water	M89938
Ford	F550	2017	2017, March	AWD	Y	Y	8 Water & Sewer	DPW - Water	M98141
Ford	F550	2016	2016, July	AWD	Y	Y	8 Water & Sewer	DPW - Water	M95603
Volvo	Truck	2004	2003, May	RWD	Y	Y	5 Water & Sewer	DPW - Water	M69471
Ford	F350	2009	2009, February	AWD	Y	Y	8 Water & Sewer	DPW - Water	M77227
Sicar	Cab Chassis	1972	1979, November	AWD	Y	Y	1 Winter	DPW - Winter	M48252

## TOWN OF WELLESLEY VEHICLE INVENTORY

SEPTEMBER 2017

GREEN COMMUNITIES - CRITERION 4

Sicard	Snow Blower	1983	1983, July	AWD	Y	Y	1	Winter	DPW - Winter	M45445
Ford	F700	1991	1991, May	RWD	Y	Y	5	Winter	DPW - Winter	M73909
International	Dump	2009	2008, Decembe	RWD	Y	Y	5	Winter	DPW - Winter	M82960
Trackless	MTS	1998	1997, Novembe	AWD	Y	Y		Winter	DPW - Winter	M75957
Trackless	MTS	2003	2002, Decembe	AWD	Y	Y		Winter	DPW - Winter	M65138
Trackless	Truck	2004	2004, January	AWD	Y	Y		Winter	DPW - Winter	M71828
Trackless	Tractor	2013	2012, Novembe	AWD	Y	Y		Winter	DPW - Winter	M87658
Trackless	Tractor	2013	2012, Novembe	AWD	Y	Y		Winter	DPW - Winter	M86757
Ford	F250	2002	2002/07	AWD	Y	Y	8	Highway	DPW -Highway	M68842
Chevrolet	Silverado	2006	2007/08	AWD	Y	Y	8	Highway	DPW -Highway	M79072
Ford	Transit	2016	2016/09	FWD	Y	Y	25	Highway	DPW -Highway	M97140
Chevrolet	Silverado	2007	2007/07	AWD	Y	Y	6	Park & Tree	DPW - Parks	M90858
Ford	F250 Pickup	2012	2013/01	AWD	Y	Y	8	Park & Tree	DPW - Parks	M86775

10/5/17



## **Appendix A: Proposed Energy Conservation Measures and Supporting Documentation**

Appendix A describes Wellesley's proposed energy conservation measures (ECMs) and provides documentation for their projected energy savings. ECMs include:

- Interior LED retrofits;
- Metasys and heating, ventilation and air conditioning (HVAC) recommissioning;
- Middle School windows;
- Streetlights and streetlight controls;
- Audit and upgrades for water and wastewater equipment and operations;
- Occupant behavior audit and energy reduction programs; and
- Vehicle Fleet Management.

### **Interior LED Retrofits**

As part of its ERP, Wellesley will replace interior fluorescent lights with light emitting diode (LED) lights in thirteen buildings. The estimate of expected energy and cost savings from the LED retrofit is based on a detailed analysis of lighting at Sprague Elementary School. The Sprague model is an excellent basis from which to extrapolate the quantity, type, and wattage of lights in the other 14 buildings. Table A-1 shows original lighting at Sprague. Table A-2 outlines the proposed LED lighting at Sprague. There are 39 different lighting fixture types at Sprague. Overall, there are 1,050 incandescent, fluorescent, and high intensity discharge (HID) lights. The total loads are 67 kW and 250,983 kWh/year. The total lumen output is 5,520,640 lumens. Before replacing LEDs, the Facilities Management Department (FMD) prepares a photometric layout of the new LEDs to be sure that they calculate the exact uniform lumen output per given area. Lumen data then allows calculation of the required number of LEDs by fixture type. For example, if there are eight existing FC1 fluorescent fixtures that produce 47,200 lumens, FMD installs 13 equivalent LED fixtures to produce the same 47,200 lumen output. The quantity of LEDs allows for the calculation of kW and kWh values at Sprague. The fluorescent/LED ratio at Sprague and building square footage ratios are used to extrapolate the LEDs and their associated savings at the 13 buildings. Table A-3 shows the area (in square feet) for all fourteen buildings along with the fluorescent and proposed LED lighting details. Expected annual energy savings from the interior LED retrofit is 1,610,280 kWh.

Table A-1: Sprague - Original Interior Lighting																	
#	Existing (Incandescent, Fluorescent, and HID)																
	Type			FLO	HID	LED	Lamps				Fixtures				Total Lumens	kW	Hrs./Yr.
	Legend	Description	Manufacturer/##				Qty.	Type	Lm/Ea.	W/Ea.	E2.1	E2.2	E2.3	Total			
1	FC1	4' Strip	Columbia #CS4-232-EB8	X			2	FO32/T8/835	2,950	32	1	-	7	8	47,200	0.5	3,744
2	FC2	8' Strip	Columbia #CS8-232-EB8	X			4	FO32/T8/835	2,950	32	3	12	6	21	247,800	2.7	3,744
3	FC3	Bowl	Shaper #493-22-CF3/26-MW	X			3	CF260D/835	1,710	26	2	4	4	6	30,780	0.5	3,744
4	FC5	4' Strip	Columbia #CH4-132-EB8	X			1	FO32/T8/835	2,950	32	1	1	1	3	8,850	0.1	3,744
5	FC6	4' Cabinet	Aliko #Q213-R5W-L	X			1	CF15EL/835/MED	850	15	10	21	2	33	28,050	0.5	3,744
6	FC7	4' Cabinet	Pass & Seymour #272	X			1	CF15EL/835/MED	850	15				17	14,450	0.3	3,744
7	FR1	1'x4'	Columbia #WC8-232-EB8	X			2	FO32/T8/835	2,950	32	64	38	25	127	749,300	8.1	3,744
8	FR2	Can	Prescolite #CFR826UEB-ST492A	X			2	CF260D/835	1,710	26	117	68	120	305	1,043,100	15.9	3,744
9	FR2A	Can	Prescolite #CFR826UEB-ST492A-SCAB	X			2	CF260D/835	1,710	26	6			6	20,520	0.3	3,744
10	FR2B	Can	Prescolite #CFR826UEB-ST492A-SCAB-WW	X			2	CF260D/835	1,710	26	3		2	5	17,100	0.3	3,744
11	FR4	Can	Columbia #PW84-232G-LOK-EB8	X			1	FO32/T8/835	2,950	32	36	36	4	76	224,200	2.4	3,744
12	FR7	Can	Prescolite #CFR826UEB-ST492A-SCAB	X			1	CF260D/835	1,710	26			14	14	23,940	0.4	3,744
13	FS1	12' Indirect	Illumination Concepts #SLX-3223-3-12FT-EB-120V	X			6	FO32/T8/835	2,950	32	26	22	6	54	955,800	10.4	3,744
14	FS1A	8' Indirect	Illumination Concepts #SLX-3223-3-8FT-EB-120V	X			4	FO32/T8/835	2,950	32	2	4	12	18	212,400	2.3	3,744
15	FS1B	20' Indirect	Illumination Concepts #SLX-3223-3-20FT-EB-120V	X			10	FO32/T8/835	2,950	32	5	2		7	206,500	2.2	3,744
16	FS1C	16' Indirect	Illumination Concepts #SLX-3223-3-16FT-EB-120V	X			8	FO32/T8/835	2,950	32		4		4	94,400	1.0	3,744
17	FS1D	28' Indirect	Illumination Concepts #SLX-3223-3-28FT-EB-120V	X			14	FO32/T8/835	2,950	32			2	2	82,600	0.9	3,744
18	FS2	Bowl	Shaper #494-34-CF4/26-MW	X			3	CF260D/835	1,710	26	8	9		17	87,210	1.3	3,744
19	FS4	8' Strip	Columbia #CS8-232-EB8	X			2	FO32/T8/835	2,950	32	2	1		3	17,700	0.2	3,744
20	FS5	Decorative	Shaper #494-40-CF4/39-MW	X			3	CF260D/835	2,950	26			4	4	35,400	0.3	3,744
21	FS6	4' Strip	Columbia #CS8-232-EB8	X			2	FO32/T8/835	2,950	32	1	3		4	23,600	0.3	3,744
22	FW1	4' Indirect	Illumination Concepts #WMR-132-A-120V-UP/DM-CBA	X			1	FO32/T8/835	2,950	32	9	3	2	14	41,300	0.4	3,744
23	FW1A	8' Indirect	Illumination Concepts #WMR-154-A-120V-UP/DM-CBA	X			2	FO32/T8/835	2,950	32	6	12	6	24	141,600	1.5	3,744
24	FW2	8' Indirect	Illumination Concepts #ORN-2923/3-8-WALL	X			2	FO32/T8/835	2,950	32	26	26		52	306,800	3.3	3,744
25	FW2A	4' Indirect	Illumination Concepts #ORN-2923/3-4-WALL	X			1	FO32/T8/835	2,950	32	6	6		12	35,400	0.4	3,744
26	FW5	Decorative	Shaper #642-CF2/26-120-MW	X			2	CF42DT/E/835	3,200	42	4	2		6	38,400	0.5	3,744
27	FW6	Jar	GE #H7X15F3WDD	X			1	CF260D/835	2,950	26	1	1	6	8	23,600	0.2	3,744
28	MS1	Bowl	LAM #LX24E-S-250MH-120-CBA-XXX-GLR-WG		X		1	MS250/C/U/MED	22,000	250		18		18	396,000	4.5	3,744
29	MS2	Bowl	LAM #LX24E-S-250MH-120-CBA-XXX-GLR-WG-SL		X		1	MS250/C/U/MED	22,000	250		6		6	132,000	1.5	3,744
30	MS3	Decorative	Holophane #BL2B-700MH-MT-A-4-CBA		X		1	MS70/C/U/MED	4,700	70		13	4	17	79,900	1.2	3,744
31	MS4	Decorative	Holophane #BL2B-175DMH-MT-A-4-CBA		X		1	MS175/C/U/MED	14,400	175		10		10	144,000	1.8	3,744
32	T1	Track	Prescolite #Versa TV-104				1	150W R40 PAR-38	1,790	150		5		5	8,950	0.8	3,744
33	T1A	Track	Prescolite #Versa TV-104				1	150W R40 PAR-38	1,790	150		1		1	1,790	0.2	3,744
34	EC1	Exit	Dualite #LXURW			X	NA	NA	NA	-	7	1	4	12	-	-	-
35	EC2	Exit	Dualite #LXURW			X	NA	NA	NA	-	1			1	-	-	-
36	EW1	Exit	Dualite #LXURW			X	NA	NA	NA	-	18	5	4	27	-	-	-
37	EW2	Exit	Dualite #LXURW			X	NA	NA	NA	-		2		2	-	-	-
38	CE1	Emergency	NA				NA	NA	NA	-	35	22	18	75	-	-	-
39	WE1	Emergency	NA				NA	NA	NA	-	19	6	1	26	-	-	-
Total											419	364	267	1,050	5,520,640	67.0	250,983
GSF														72,700	72,700		72,700
kWh/Yr./GSF														0.01	75.94	0.00092	3.45

Table A-2: Sprague - Proposed Interior Lighting																				
#	Existing (Incandescent, Fluorescent, and HID)										New (LEDs)									
	Type				Fixtures				Total Lumens	kW	Hrs./Yr.	kWh/Yr.	Type	Lm/Ea.	W/Ea.	Total	Total Lumens	kW	Hrs./Yr.	kWh/Yr.
	Legend	Description	Manufacturer/#		E2.1	E2.2	E2.3	Total												
1	FC1	4' Strip	Columbia #CS4-232-EB8	1	-	7	8	47,200	0.5	3,744	1,917	Lithonia RTLED 40L-LP840 Series 1 x 4	3,771	41	13	47,200	0.51	3,744	1,906	
2	FC2	8' Strip	Columbia #CS8-232-EB8	3	12	6	21	247,800	2.7	3,744	10,064	Lithonia RTLED 40L-LP840 Series 1 x 4	7,542	81	33	247,800	2.67	3,744	10,008	
3	FC3	Bowl	Shaper #493-22-CF3/26-MW	2	4		6	30,780	0.5	3,744	1,752	Lithonia RTLED 33L-LP840 Series 2 x 2	3,736	35	8	30,780	0.29	3,744	1,093	
4	FC5	4' Strip	Columbia #CH4-132-EB8	1	1	1	3	8,850	0.1	3,744	359	Lithonia RTLED 40L-LP840 Series 1 x 4	3,771	41	2	8,850	0.10	3,744	357	
5	FC6	4' Cabinet	Alkco #Q213-RSW-L	10	21	2	33	28,050	0.5	3,744	1,853	Lithonia RTLED 40L-LP840 Series 1 x 4	3,771	41	7	28,050	0.30	3,744	1,133	
6	FC7	4' Cabinet	Pass & Seymore #272			17	17	14,450	0.3	3,744	955	Lithonia RTLED 40L-LP840 Series 1 x 4	3,771	41	4	14,450	0.16	3,744	584	
7	FR1	1'x4'	Columbia #WC8-232-EB8	64	38	25	127	749,300	8.1	3,744	30,431	Lithonia RTLED 40L-LP840 Series 1 x 4	3,771	41	199	749,300	8.08	3,744	30,263	
8	FR2	Can	Prescolite #CFR826UEB-ST492A	117	68	120	305	1,043,100	15.9	3,744	59,380	Sylvania A19 Series LED Lamps (100W)	1,500	11	695	1,043,100	7.33	3,744	27,442	
9	FR2A	Can	Prescolite #CFR826UEB-ST492A-SCAB	6			6	20,520	0.3	3,744	1,168	Sylvania A19 Series LED Lamps (100W)	1,500	11	14	20,520	0.14	3,744	540	
10	FR2B	Can	Prescolite #CFR826UEB-ST492A-SCAB-WW	3		2	5	17,100	0.3	3,744	973	Sylvania A19 Series LED Lamps (100W)	1,500	11	11	17,100	0.12	3,744	450	
11	FR4	Can	Columbia #PW84-232G-LOK-EB8	36	36	4	76	224,200	2.4	3,744	9,105	Sylvania A19 Series LED Lamps (100W)	1,500	11	149	224,200	1.58	3,744	5,898	
12	FR7	Can	Prescolite #CFR826UEB-ST492A-SCA8			14	14	23,940	0.4	3,744	1,363	Sylvania A19 Series LED Lamps (100W)	1,500	11	16	23,940	0.17	3,744	630	
13	FS1	12' Indirect	Illumination Concepts #SLX-3223-3-12FT-EB-120V	26	22	6	54	955,800	10.4	3,744	38,818	Lithonia RTLED 40L-LP840 Series 1 x 4	11,313	122	21	238,950	2.58	3,744	9,651	
14	FS1A	8' Indirect	Illumination Concepts #SLX-3223-3-8FT-EB-120V	2	4	12	18	212,400	2.3	3,744	8,626	Lithonia RTLED 40L-LP840 Series 1 x 4	7,542	81	7	53,100	0.57	3,744	2,145	
15	FS1B	20' Indirect	Illumination Concepts #SLX-3223-3-20FT-EB-120V	5	2		7	206,500	2.2	3,744	8,387	Lithonia RTLED 40L-LP840 Series 1 x 4	18,855	203	3	51,625	0.56	3,744	2,085	
16	FS1C	16' Indirect	Illumination Concepts #SLX-3223-3-16FT-EB-120V		4		4	94,400	1.0	3,744	3,834	Lithonia RTLED 40L-LP840 Series 1 x 4	15,084	163	2	23,600	0.25	3,744	953	
17	FS1D	28' Indirect	Illumination Concepts #SLX-3223-3-28FT-EB-120V			2	2	82,600	0.9	3,744	3,355	Lithonia RTLED 40L-LP840 Series 1 x 4	26,397	285	1	20,650	0.22	3,744	834	
18	FS2	Bowl	Shaper # 494-34-CF4/26-MW	8	9		17	87,210	1.3	3,744	4,965	Lithonia RTLED 33L-LP840 Series 2 x 2	3,736	35	23	87,210	0.83	3,744	3,097	
19	FS4	8' Strip	Columbia #CS8-232-EB8	2	1		3	17,700	0.2	3,744	719	Lithonia RTLED 40L-LP840 Series 1 x 4	7,542	81	2	17,700	0.19	3,744	715	
20	FS5	Decorative	Shaper # 494-40-CF4/39-MW			4	4	35,400	0.3	3,744	1,168	Lithonia RTLED 33L-LP840 Series 2 x 2	3,736	35	9	35,400	0.34	3,744	1,257	
21	FS6	4' Strip	Columbia #CS8-232-EB8	1	3		4	23,600	0.3	3,744	958	Lithonia RTLED 40L-LP840 Series 1 x 4	3,771	41	6	23,600	0.25	3,744	953	
22	FW1	4' Indirect	Illumination Concepts #WMR-132-A-120V-UP/DM-CBA	9	3	2	14	41,300	0.4	3,744	1,677	Lithonia RTLED 40L-LP840 Series 1 x 4	3,771	41	3	10,325	0.11	3,744	417	
23	FW1A	8' Indirect	Illumination Concepts #WMR-154-A-120V-UP/DM-CBA	6	12	6	24	141,600	1.5	3,744	5,751	Lithonia RTLED 40L-LP840 Series 1 x 4	7,542	81	5	35,400	0.38	3,744	1,430	
24	FW2	8' Indirect	Illumination Concepts #ORN-2923/3-8-WALL	26	26		52	306,800	3.3	3,744	12,460	Lithonia RTLED 40L-LP840 Series 1 x 4	7,542	81	10	76,700	0.83	3,744	3,098	
25	FW2A	4' Indirect	Illumination Concepts #ORN-2923/3-4-WALL	6	6		12	35,400	0.4	3,744	1,438	Lithonia RTLED 40L-LP840 Series 1 x 4	3,771	41	2	8,850	0.10	3,744	357	
26	FW5	Decorative	Shaper # 642-CF2/26-120-MW	4	2		6	38,400	0.5	3,744	1,887	Lithonia RTLED 33L-LP840 Series 2 x 2	3,736	35	10	38,400	0.36	3,744	1,364	
27	FW6	Jar	GE #H7X15F3WDD	1	1	6	8	23,600	0.2	3,744	779	Sylvania A19 Series LED Lamps (100W)	1,500	14	16	23,600	0.22	3,744	825	
28	MS1	Bowl	LAM #LX24E-S-250MH-120-CBA-XXX-GLR-WG		18		18	396,000	4.5	3,744	16,848	GE HID Series LED Lamps (250W)	11,800	80	34	396,000	2.68	3,744	10,052	
29	MS2	Bowl	LAM #LX24E-S-250MH-120-CBA-XXX-GLR-WG-SL		6		6	132,000	1.5	3,744	5,616	GE HID Series LED Lamps (250W)	11,800	80	11	132,000	0.89	3,744	3,351	
30	MS3	Decorative	Holophane #BL2B-70DMH-MT-A-4-CBA		13	4	17	79,900	1.2	3,744	4,455	GE HID Series LED Lamps (175W)	8,800	60	9	79,900	0.54	3,744	2,040	
31	MS4	Decorative	Holophane #BL2B-175DMH-MT-A-4-CBA		10		10	144,000	1.8	3,744	6,552	GE HID Series LED Lamps (175W)	8,800	60	16	144,000	0.98	3,744	3,676	
32	T1	Track	Prescolite #Versa TV-104		5		5	8,950	0.8	3,744	2,808	GE HID Series LED Lamps (175W)	8,800	60	1	8,950	0.06	3,744	228	
33	T1A	Track	Prescolite #Versa TV-104		1		1	1,790	0.2	3,744	562	GE HID Series LED Lamps (175W)	8,800	60	0	1,790	0.01	3,744	46	
34	EC1	Exit	Dualite #LXURW	7	1	4	12	-	-	-	-	NA	-	-	12	-	-	-	-	
35	EC2	Exit	Dualite #LXURW	1			1	-	-	-	-	NA	-	-	1	-	-	-	-	
36	EW1	Exit	Dualite #LXURW	18	5	4	27	-	-	-	-	NA	-	-	27	-	-	-	-	
37	EW2	Exit	Dualite #LXURW		2		2	-	-	-	-	NA	-	-	2	-	-	-	-	
38	CE1	Emergency	NA	35	22	18	75	-	-	-	-	NA	-	-	75	-	-	-	-	
39	WE1	Emergency	NA	19	6	1	26	-	-	-	-	NA	-	-	26	-	-	-	-	
Total				419	364	267	1,050	5,520,640	67.0		250,983					1,487	3,963,040	34.4		128,877
GSF							72,700	72,700	72,700		72,700					72,700	72,700	72,700		72,700
kWh/Yr./GSF							0.01	75.94	0.00092		3.45					0.02	54.51	0.00047		1.77

Table A-3: LED Electricity Reduction Estimate									
Building	Existing Fluorescent Quantity	Hrs./Year Lights Operate	Current Wattage	Current kWh	New LED Quantity	LED Wattage	LED kWh	Total Reduction	Total Reduction
								[kWh]	[\$]
Bates	762	3,744	49	182,109	1,079	25	93,512	88,598	\$11,872
Fiske	1,021	3,744	65	244,078	1,446	33	125,332	118,746	\$15,912
FS - Central	90	3,744	6	21,577	128	3	11,080	10,497	\$1,407
FS - Main	322	3,744	21	76,986	456	11	39,532	37,455	\$5,019
High School	4,045	3,744	258	966,960	5,728	133	496,526	470,435	\$63,038
Library - Fells	27	3,744	2	6,463	38	1	3,319	3,144	\$421
Library - Hills	101	3,744	6	24,166	143	3	12,409	11,757	\$1,575
Library - Main	1,216	3,744	78	290,736	1,722	40	149,290	141,446	\$18,954
Middle School	3,303	3,744	211	789,543	4,677	108	405,423	384,119	\$51,472
PAWS	131	3,744	8	31,319	186	4	16,082	15,237	\$2,042
Police	306	3,744	20	73,189	434	10	37,582	35,607	\$4,771
Schofield	628	3,744	40	150,175	890	21	77,114	73,062	\$9,790
Sprague	1,050	3,744	67	250,983	1,487	34	128,877	122,105	\$16,362
Town Hall	466	3,744	30	111,302	659	15	57,153	54,150	\$7,256
Warren	378	3,744	24	90,281	535	12	46,359	43,923	\$5,886
Total	13,847		884	3,309,869	19,608	454	1,699,589	1,610,280	\$215,778



**Heating Ventilation and Air Conditioning (HVAC) Recommissioning and Metasys**

In July 2017, Wellesley's FMD completed a large recommissioning project involving HVAC systems at the following buildings: Central Street Fire Station, Fire Station Headquarters, High School, Main Library, Police Station, Town Hall, and Warren Building. The goals of this effort were to reduce energy use, improve indoor air quality, and improve equipment reliability and system performance. Wellesley contracted Energy Management and Control Services, Inc. (EMC) to carry out the work. EMC specializes in building control, energy management, and integrated facility management systems. The scope of EMC's work included the inspection, repair, and calibration of HVAC equipment and direct digital controls (DDC)/pneumatic controls. Typical actions during the project included the repair and upgrade of:

- Inoperable or leaking hot water/steam valves;
- Stuck outside air dampers;
- Thermostats stuck around 70-75 degrees Fahrenheit day and night;
- HVAC and control equipment in need of cleaning and lubrication; and
- Thermostats, controls, radiators, boilers, ultraviolet lights, air handling units, fans and night setbacks.

Studies show that HVAC recommissioning can save between 5% and 25% in energy use (McMillan, 2017). The Building Efficiency Initiatives cites 15% energy savings as an energy reduction estimate for general, retro-commissioning projects. Actual energy savings will, of course, depend on the age of the building and its systems, the extent of the upgrades, etc.

During FY16 and FY17, FMD installed Metasys in fourteen buildings. Metasys allows for energy use reduction via wireless control of energy systems and other equipment throughout the twenty buildings that FMD manages.

Based on analysis of empirical data, Wellesley conservatively estimates that HVAC recommissioning and Metasys each reduces natural gas use per building by about 10%, compared to FY15 use values. This estimate is based on preliminary analysis of nine school buildings that underwent recommissioning, like that described above, between November 2013 and May 2014 and had Metasys installations during FY16 and FY17. It is still too early to know the full effect of the Metasys and to have enough data to run regression analyses on the energy savings from both recommissioning and Metasys. Table A-4 shows percentage savings in weather-normalized electricity and natural gas use in FY16 and FY17 as compared to FY15.

Table A-4: Electricity and Natural Gas Savings from HVAC Recommissioning						
Building	METERED (FY13 to FY17 Metered ELE Use Variation from FY12) (kWh)	NORMALIZED (FY13 to FY17 Normalized ELE Use Variation from FY12) (kWh)			% Change	% Change
	FY12 (Base)	FY15	FY16	FY17	FY16 vs. FY15	FY17 vs. FY15
Bates	275,040	281,507	276,945	272,947	-2	-3
Fiske	270,200	283,101	274,001	266,025	-3	-6
Hardy	184,080	191,319	186,213	181,737	-3	-5
Hunnewell	156,307	160,634	157,582	154,907	-2	-4
Middle School	1,359,360	1,374,564	1,363,839	1,354,439	-1	-1
PAWS	59,800	59,673	59,763	59,841	0	0
Schofield	388,640	406,648	393,945	382,812	-3	-6
Sprague	750,080	718,219	740,693	760,392	3	6
Upham	186,120	192,804	188,089	183,957	-2	-5
Total [kWh]	3,629,627	3,668,469	3,641,070	3,617,057	-1	-1
CDD	1,008	767	937	1,086	170	319
Total [MMBtu]	12,384	12,517	12,423	12,341	-1	-1

Building	METERED (FY13 to FY17 Metered NGS Use Variation from FY12) (therm)	NORMALIZED (FY13 to FY17 Normalized NGS Use Variation from FY12) (therm)			% Change	% Change
	FY12 (Base)	FY15	FY16	FY17	FY16-FY15	FY17-FY15
Bates	36,252	49,661	39,484	43,671	-20	-12
Fiske	34,366	48,007	37,891	41,913	-21	-13
Hardy	28,587	39,916	31,318	34,855	-22	-13
Hills Library	1,923	2,615	2,092	2,293	-20	-12
Hunnewell	34,098	47,232	37,263	41,365	-21	-12
Middle School	132,258	178,977	143,518	158,107	-20	-12
PAWS	2,913	4,272	3,342	3,700	-22	-13
Schofield	26,535	36,970	29,050	32,309	-21	-13
Sprague	42,447	58,340	46,278	51,241	-21	-12
Upham	16,778	23,206	18,327	20,335	-21	-12
Total [therm]	356,157	489,196	388,563	429,789		
HDD	4,415	6,029	4,804	5,308	-20	-12
Total [MMBtu]	35,616	48,920	38,856	42,979	-21	-12

### Middle School Windows

During FY17, FMD replaced windows and doors throughout the Middle School. Replacement windows for the building met the following specifications:

#### Window System

- Manufacturer: EFCO Corporation
- Contractor: Paul J. Rogan Company
- EFCO – Series 325X, 325G Thermal

#### Window Components

- Window Type: EFCO – Series 325X, 325G Thermal
- Air and Vapor Barrier: Carlisle – CCW 705
- Wood Blocking: Pressure Treated
- Snap Trim: EFCO Corporation
- Sealant: Pecora 864
- Backer: Rod Mile High Foam

There is limited guidance for estimating energy savings from replacement windows in large school buildings. Replacement windows in the average 2000 square foot home are expected to reduce energy use by 10-20% (DOE, 2017). Replacing single-hung with double-hung Energy Star windows in a 2000 square foot home in the Boston, MA area can save a homeowner approximately 23 MMBtu/year. Table A-5 presents a very rough idea of potential window-related savings at the Middle School, based on similar estimates for a 2000 square-foot Boston home. According to these calculations, the replacement windows could reduce Middle School energy use by 2630 MMBtu/yr. or 16%.

<b>Table A-5: Potential Energy Savings from New WMS Windows</b>	
FY15 natural gas use at WMS (therms)	16,588
Floor area of WMS in (square feet)	228,700
Energy savings in a 2000 sq. ft. house (MMBtu/yr.)	23
Potential energy savings at WMS (MMBtu)	2,630
Potential energy savings at WMS compared to FY15	16

However, ECM Table 9, in the body of the main ERP, presents a much more conservative estimate of 865 MMBtu or about 5%. This 5% value was based on analysis carried out using the United States Department of Energy's eQuest energy modeling software program. Andelman & Lelek (Reddy Tupakula) used the High School eQUEST energy model to determine additional energy use if the high-efficiency windows were replaced with low-efficiency windows. A&L determined that natural gas use would increase by about 5% with the lower efficiency windows. Energy savings projections in Table 9 of the main report are based on this more conservative assumption.

### **Streetlights and Streetlight Controls**

The Town of Wellesley will retrofit 3,111 cobra head high-pressure sodium (HPS) streetlights with LED lights before July 2018. Tables A-6 and A-7 outline the cost and financing for the LED lights and their installation. MLP labor plus vehicles, audit, fixtures, materials, and police details for this project will total \$898,700. The funding for the retrofit comes from three sources: a DOER grant of \$281,000, Municipal Light Board contributions of \$512,700, and Board of Selectmen (BOS) funds of \$105,000. The BOS funds came from a National Grid energy efficiency rebate program when the Town installed energy efficiency measures at the High School.

<b>Table A-6: LED Retrofit Costs</b>	
MLP Labor	210,800
Vehicles	31,000
Audit	27,900
Fixtures/material	589,000
Police Details	40,000
<b>Total</b>	<b>\$898,700</b>

<b>Table A-7: LED Funding Sources</b>	
DOER Grant	281,000
BOS	105,000
MLB	512,700
<b>Total</b>	<b>\$898,700</b>

As detailed in Table A-8, the Town currently owns seven different types of HPS lights and they operate 4,200 hours per year at 13.5 cents/kWh. Wellesley expects to replace these HPS lights with LED lights of three different wattage values. A smaller variety of LED wattages will simplify and lower the cost of the replacement inventory that the MLP keeps on hand in case of fixture damage or malfunction. Table A-8 also presents energy and cost savings for the HPS and LED fixtures based on their usage hours and wattage. The Town stands to save 1,073,276 kWh and \$144,892 annually from the LED streetlight retrofit.

**Table A-8: Annual Cost and Energy Savings from LED Streetlight Retrofit**

	Fixture Quantity	Usage Hours	13.5 cents Per/KWh	HPS Type	HPS Wattage	Annual HPS KWh	Annual HPS Cost	Retrofit Wattage	Annual Retrofit KWh	Retrofit Annual Cost
1	1,940	4,200	\$0.135	HPS50	66	537,768	\$72,599	31	252,588	\$34,099
2	172	4,200	\$0.135	HPS70	105	75,852	\$10,240	31	22,394	\$3,023
3	116	4,200	\$0.135	HPS100	146	71,131	\$9,603	31	15,103	\$2,039
4	374	4,200	\$0.135	HPS150	188	295,310	\$39,867	52	81,682	\$11,027
5	401	4,200	\$0.135	HPS200	246	414,313	\$55,932	52	87,578	\$11,823
6	48	4,200	\$0.135	HPS250	295	59,472	\$8,029	93	18,749	\$2,531
7	60	4,200	\$0.135	HPS400	480	120,960	\$16,330	93	23,436	\$3,164
Total	3,111					1,574,807	\$212,599		501,530	\$67,707
Energy savings from HPS and LED estimates:					1,073,276	kWh				
Cost savings from HPS and LED estimates:					\$144,892					

Each of the new 3,111 LED streetlights will be “control ready,” meaning that each fixture will have a seven-pin receptacle ready for the installation of controller equipment. Generally, controls are wireless and make it possible to schedule and dim the lights via computer and/or motion sensors. Wireless controls for streetlights save energy and maintenance costs and extend the life of light fixtures. Wellesley plans to install wireless controls on streetlights before the end of FY20. Energy and cost savings depend on the dimming policy that a town implements. Often that policy is based on traffic studies, safety considerations, etc. In estimating cost and energy savings from wireless controls for the purpose of the ERP, Wellesley relied on dimming scenarios outlined in “Incentivizing Wireless Controls in

the LED Streetlight Rapid Retrofit Program,” a document published by the Metropolitan Area Planning Council (MAPC). Wellesley analyzed six dimming scenarios. As summarized in Table A-9, each scenario assumes four hours of overnight dimming with dimming levels ranging from 30% to 100% for seven different quantity/wattage combinations. The maximum savings with a four-hour dimming scheme are 174,342 kWh and \$23,536. Table 9 in the main ERP report lists 122,039 KWh/year as the estimated energy savings from wireless controls.

<b>Table A-9: Summary of Energy and Cost Savings from Wire Control Dimming Scenarios</b>			
Hours	Dim	kWh's	\$
Dimmed	Percent	Eliminated	Savings
4.0	30%	52,302	\$7,061
4.0	40%	69,737	\$9,414
4.0	50%	87,171	\$11,768
4.0	60%	104,605	\$14,122
4.0	70%	122,039	\$16,475
4.0	100%	174,342	\$23,536

Table A-10 shows detailed calculations for each dimming scenario.

**Table A-10: Five Dimming Scenarios for Streetlight Controls**

<b>Dimming by 30%: Energy and Cost Savings</b>						
Hours Dimmed	No. of Days	Total Hours	kWhs Dimmed	Dim Percent	kWhs Eliminated	\$ Savings
4.0	365	1,460	87,804	30%	26,341	\$3,556
4.0	365	1,460	7,785	30%	2,335	\$315
4.0	365	1,460	5,250	30%	1,575	\$213
4.0	365	1,460	28,394	30%	8,518	\$1,150
4.0	365	1,460	30,444	30%	9,133	\$1,233
4.0	365	1,460	6,517	30%	1,955	\$264
4.0	365	1,460	8,147	30%	2,444	\$330
			<b>174,342</b>		<b>52,302</b>	<b>\$7,061</b>
<b>Dimming by 40%: Energy and Cost Savings</b>						
Hours Dimmed	No. of Days	Total Hours	kWhs Dimmed	Dim Percent	kWhs Eliminated	\$ Savings
4.0	365	1,460	87,804	40%	35,122	\$4,741
4.0	365	1,460	7,785	40%	3,114	\$420
4.0	365	1,460	5,250	40%	2,100	\$284
4.0	365	1,460	28,394	40%	11,358	\$1,533

4.0	365	1,460	30,444	40%	12,178	\$1,644
4.0	365	1,460	6,517	40%	2,607	\$352
4.0	365	1,460	8,147	40%	3,259	\$440
			<b>174,342</b>		<b>69,737</b>	<b>\$9,414</b>

<b>Dimming by 50%: Energy and Cost Savings</b>						
Hours Dimmed	No. of Days	Total Hours	kWhs Dimmed	Dim Percent	kWhs Eliminated	\$ Savings
4.0	365	1,460	87,804	50%	43,902	\$5,927
4.0	365	1,460	7,785	50%	3,892	\$525
4.0	365	1,460	5,250	50%	2,625	\$354
4.0	365	1,460	28,394	50%	14,197	\$1,917
4.0	365	1,460	30,444	50%	15,222	\$2,055
4.0	365	1,460	6,517	50%	3,259	\$440
4.0	365	1,460	8,147	50%	4,073	\$550
			<b>174,342</b>		<b>87,171</b>	<b>\$11,768</b>

<b>Dimming by 50%: Energy and Cost Savings</b>						
Hours Dimmed	No. of Days	Total Hours	kWhs Dimmed	Dim Percent	kWhs Eliminated	\$ Savings
4.0	365	1,460	87,804	60%	52,683	\$7,112
4.0	365	1,460	7,785	60%	4,671	\$631
4.0	365	1,460	5,250	60%	3,150	\$425
4.0	365	1,460	28,394	60%	17,036	\$2,300
4.0	365	1,460	30,444	60%	18,266	\$2,466
4.0	365	1,460	6,517	60%	3,910	\$528
4.0	365	1,460	8,147	60%	4,888	\$660
			<b>174,342</b>		<b>104,605</b>	<b>\$14,122</b>

<b>Dimming by 70%: Energy and Cost Savings</b>						
Hours Dimmed	No. of Days	Total Hours	kWhs Dimmed	Dim Percent	kWhs Eliminated	\$ Savings
4.0	365	1,460	87,804	70%	61,463	\$8,298
4.0	365	1,460	7,785	70%	5,449	\$736
4.0	365	1,460	5,250	70%	3,675	\$496
4.0	365	1,460	28,394	70%	19,876	\$2,683
4.0	365	1,460	30,444	70%	21,311	\$2,877
4.0	365	1,460	6,517	70%	4,562	\$616
4.0	365	1,460	8,147	70%	5,703	\$770
			<b>174,342</b>		<b>122,039</b>	<b>\$16,475</b>

<b>Dimming by 100%: Energy and Cost Savings</b>						
Hours Dimmed	No. of Days	Total Hours	kWhs Dimmed	Dim Percent	kWhs Eliminated	\$ Savings
4.0	365	1,460	87,804	100%	87,804	\$11,854
4.0	365	1,460	7,785	100%	7,785	\$1,051
4.0	365	1,460	5,250	100%	5,250	\$709
4.0	365	1,460	28,394	100%	28,394	\$3,833
4.0	365	1,460	30,444	100%	30,444	\$4,110
4.0	365	1,460	6,517	100%	6,517	\$880
4.0	365	1,460	8,147	100%	8,147	\$1,100
			<b>174,342</b>		<b>174,342</b>	<b>\$23,536</b>

## Audit and Upgrades for Water and Wastewater Equipment and Operations

Water and wastewater facilities often contribute a significant fraction of a local government's energy use because water and wastewater pumps, motors, and other equipment generally operate 24 hours per day and seven days per week (USEPA, 2013). Energy required for Wellesley's drinking water treatment and delivery and wastewater delivery constitute about 6% of the municipality's annual energy use. Wellesley's equipment for treatment and delivery includes several pumps, pump stations, boosters, and ejectors as listed in Table A-11. Drinking water equipment uses about 5% of the Town's annual energy budget in the form of electricity, while wastewater equipment uses just .5 to 1% of the annual energy budget.

<b>Table A-11</b>	
<b>Wellesley Water and Wastewater Treatment and Delivery Equipment</b>	
<b>Water Treatment Plants, Pumps, and Boosters</b>	
Duxbury Road Meter-Water	
Cedar Street Pump	
Cedar Street Pump	
Rosemary Pump Station	
Longfellow Water Treatment	
Wellesley Avenue Water Treatment	
Sterling Road Booster	
Morses Pond Water Treatment	
<b>Sewer Ejectors</b>	
Cartwright Road Ejector	
Pickerel Road Ejector	
Stonecleve Road Ejector	
Lake Road Ejector	
Fisher Avenue Ejector	
Bacon Street Ejector	
Sabrina Farm Road Ejector	
William St Ejector	
Colburn Road Ejector	
Greylock Road Ejector	
Shore Road Ejector	
College Road Ejector	
Colgate Road Ejector	
DPW Highway (Municipal Way) Ejector	
DPW Recycling and Disposal Facility (Great Plain Avenue) Ejector	
Eisenhower Circle Ejector	
<b>Sewer Pump Stations</b>	
Dale Street	
Boulevard Road	



Ways to reduce energy use in water and wastewater facilities include:

- Improve the energy efficiency of water and wastewater equipment and facility operations;
- Promote the efficient use of water;
- Capture the energy in wastewater to generate electricity and heat;
- Conserve water;
- Prevent water loss;
- Reduce stormwater; and
- Repair sewer systems to prevent ground water infiltration.

For designing, implementing, and sustaining energy efficiency improvements in water and wastewater facilities, Wellesley will follow a program similar to that outlined in USEPA's *Energy Efficiency in Water and Wastewater Facilities: A Guide to Developing and Implementing Greenhouse Gas Reduction Programs* (2013). In particular, Wellesley will conduct an audit of water and wastewater treatment facilities to:

- Identify activities, operations, and equipment that consume the most energy or are inefficient;
- Prioritize and make a plan for energy-related improvements;
- Implement improvements;
- Monitor and measure results; and
- Maintain the energy improvement program.

Pumps generally present excellent opportunities to reduce energy use. Variable frequency drives (VFDs) reduce pump speed, required horsepower and, in turn, energy use (Gmitro, 2009).

For pumps,

$$KW = Hp * [1 / \text{System efficiency}]$$

Where:

KW = Kilowatts

Hp = horsepower

Table A-12 shows estimates for energy savings with VFDs, assuming 95% efficiency and pump operation 12 hours/day 360 days per year. By upgrading just a handful of Wellesley's pumps, the Town stands to save 1-2%, or more, in municipality-wide energy use. Table 9, in the main ERP report lists 1,000,000 KWh as the estimated energy savings which corresponds to about five VFDs.

<b>Table A-12: Examples of Potential Energy Savings from Variable Frequency Drives</b>					
<b>HorsePower</b>	<b>Fixed KWh/year</b>	<b>VFD Volume (%)</b>	<b>VFD KWh/Year</b>	<b>KWh/Year Savings</b>	<b>Approx.% of total MMBtu Saved</b>
100	339234	51%	173009	166225	0.43
100	339234	22%	74631	264602	0.68
100	339234	6%	20354	318880	0.82
60	203540	51%	103806	99735	0.26
60	203540	22%	44779	158761	0.41
60	203540	6%	12212	191328	0.49
20	67847	51%	34602	33245	0.09
20	67847	22%	14926	52920	0.14
20	67847	6%	4071	63776	0.16

### **Occupant Behavior Audit and Energy Reduction Programs**

Buildings account for approximately 70% of the municipality's energy use. While FMD has done a tremendous job of reducing energy use for heating, cooling and lighting, there are opportunities for the Town to identify energy-saving changes in occupant behavior and to launch programs aimed at encouraging such changes. Some of our schools, for example, maintain an average indoor temperature of 70 degrees Fahrenheit year round. Lowering this temperature in the winter and raising it in the summer could save considerable energy. Decreasing the use of exterior lighting overnight is another way to reduce energy use. Below is a general list of measures that could lower energy use through changes in occupant behavior. It will be important to ensure that energy conservation measures align with the needs of particular Town departments.

- Identify computers that do not need to run all the time, and set up automatic standby/hibernate options so that the monitor, hard disk, and the system will be put into standby or hibernate mode at a set time;
- Encourage employees to have available warmer clothes so that the heating can be set at a lower level;
- Set cooling to the highest comfortable temperature;
- Establish guidelines for open-window air exchange;
- Audit and address unnecessary interior and exterior building lighting;
- Evaluate/implement energy efficient cooling strategies for IT computer rooms;
- Turn off equipment not in use during evenings and summers at school buildings;

- Seek creative ways to incentivize energy reduction at schools and find ways to make energy conservation part of the school curriculum.

A four percent reduction in building electricity use coupled with a four percent reduction in building natural gas use would yield an overall 2% reduction in Town-wide energy use.

### **Vehicle Fleet Management**

Gasoline and diesel fuel use in vehicles comprise approximately 18% of total municipal energy use. Whereas building energy use in Wellesley has declined 8% since 2012, vehicle fuel use rose by 1% (diesel fuel) and 3% (unleaded gasoline) between 2007 and 2016. Managing Wellesley's vehicle fleet, therefore, provides an excellent opportunity for energy reduction. Preliminary projections suggest that Wellesley can reduce total municipal energy use by 19% by adopting the fleet management initiatives outlined in Table A-13 below. The data presented in this table were informed by energy reduction programs in Green Communities: Gill, Framingham, Stoughton, Upton, and by the "Fuel Economy" government website. Strategies include improved fleet maintenance with special attention to the maintenance of optimal tire pressure, a Town-wide no-idling policy with the exception of police and certain construction vehicles, installation of FuelMaster in suitable vehicles. FuelMaster is a fuel economizer that reduces pollution and saves fuel. The magnetic, hydrodynamic technology improves the combustion of hydrocarbon fuels. Implementation of the Fuel Efficient Vehicle Policy included in Wellesley's Green Communities application will further decrease Town-wide vehicle fuel use.

<b>Table A-13: Energy Use Reductions Related to Vehicles</b>		
<b>Energy Use Reduction Strategy for Municipal Fleet</b>	<b>Description</b>	<b>Estimated Reduction as Percentage of total Vehicle Fuel Consumption</b>
<b>Fleet Maintenance</b>	Carry out preventative maintenance on vehicles, carefully monitor tire pressures and replace old tires with tires that enhance vehicle fuel efficiency Maintaining appropriate tire pressure can decrease vehicle fuel consumption by up to 4% (Energy and Environmental Analysis, 2001)	3%
<b>Town-wide No-Idling Policy for Municipal Vehicles</b>  <b>FuelMaster</b>	Idling increases pollution and fleet maintenance costs, and wastes fuel (University of Wisconsin, 2010) Use FuelMaster to manage and monitor fuel usage for the municipal fleet. FuelMaster improves efficiency and reduces emissions (FuelMaster, 2012).	7%
<b>IdleRight</b>	The installation of IdleRight technology in police cruisers will decrease fuel use and emissions as described below	7% (see below)
<b>Estimated reduction in total vehicle fuel use</b>		17%

### ***Anti-Idling Technology***

The Havis IdleRight Fuel Management System is an idle reduction system designed to allow emergency vehicles to be parked with warning lights flashing continuously while minimizing engine idle time and decreasing fuel consumption. IdleRight technology senses battery condition and turns vehicles on to idle only when necessary. While idling at an emergency or construction scene, a typical police cruiser uses about .9 gallons of gasoline per hour. That same vehicle, equipped with the IdleRight system uses only about .1 gallons of gasoline per hour.

Table A-14 shows the projected savings associated with installing IdleRight in all 25 police cruisers (<http://idleright.havis.com/>).

<b>Table A-14: IdleRight Fuel Savings</b>	
<b>Per Police Cruiser</b>	
Hours per day idling	1.5
Days per week on Duty	7
Hours per year idling	548
Gallons saved per hour	1
Gallons saved per vehicle per year	548
<b>Total for All Cruisers</b>	
Number of police cruisers	25
Total gallons saved per year	13688
MMBtus saved per year	1697



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# The Town of Wellesley Energy Reduction Plan

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**Prepared by the Wellesley Sustainable Energy Committee**

**with support from the:**

**Facilities Management Department, Municipal Light Plant,  
Department of Public Works,  
Board of Selectmen, and School Committee**



**In fulfillment of the  
Massachusetts Green Communities Designation and Grant Program  
Criterion 3  
October 2017**

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Streetlights and Traffic Lights

##### **Summary of Energy Use Baseline and Plans for Reductions**

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#### **Appendix A: Methodologies and Calculations for Energy Reduction Projections**

#### **Appendix B: MMBtu Unit Conversion Chart**

#### **Appendix C: References**

#### **Appendix D: Authorizations and Endorsements of Wellesley's Energy Reduction Plan**



## Purpose and Acknowledgments

The Town of Wellesley has completed and adopted this Energy Reduction Plan (ERP) for submission to the Massachusetts Department of Energy Resources (DOER) in fulfillment of Criteria 3 of the requirements for Green Community designation.

This ERP identifies opportunities for energy reduction and sets a timeline for implementing energy conservation projects that will enable the municipality to reduce total energy use by 20% over a five-year period. Energy conservation has been a priority for the Town of Wellesley for over a decade and this Energy Reduction Plan is part of an ongoing series of initiatives aimed at reducing the Town's carbon footprint and promoting sustainability, more generally. Town Departments, especially the Facilities Management Department (FMD), Municipal Light Plant (MLP), and Department of Public Works (DPW) have a long history of energy conservation and their contributions to the ERP attest to their continued commitment to reducing greenhouse gas emissions (GHG), protecting the environment, safeguarding human health, and conserving financial resources.

Appendix D contains letters from Wellesley's Board of Selectmen and School Committee confirming their endorsement of the Plan.

The ERP benefitted from the collaborative efforts of many individuals and groups including:

- Board of Selectmen
- Dave Cohen, DPW Assistant Director
- Trevor Criswell, MLP Energy Services and Planning Manager
- Richard DeLorie, Fire Department Chief
- Katy Gibson, Member, Sustainable Energy Committee and Municipal Light Board
- Tim Gover, Wellesley Police Department Officer
- Allen Hebert, FMD Operations Manager
- Debra Healy, MLP Assistant Director
- Matthew Hornung, Sustainable Energy Committee Intern
- Meghan Jop, Town Deputy Executive Director
- Dick Joyce, MLP Director
- Ellen Korpi, Sustainable Energy Committee Vice Chair
- Regina LaRocque, Natural Resources Commissioner
- Suzanne Littlefield, Permanent Building Committee
- Marybeth Martello, Sustainable Energy Administrator
- Joe McDonough, FMD Director
- Deane McGoldrick, Wellesley Public Schools Transportation Coordinator
- Raina McManus, Natural Resources Commissioner
- Suzanne Newark, MLP Office Manager
- Laura Olton, Sustainable Energy Committee Chair
- Jeffrey Peterson, Fire Department Assistant Chief
- Chief Jack Pilecki, Chief of Police
- Mike Pakstis, DPW Director
- Blythe Robinson, Town Executive Director

- School Committee
- Douglas Stewart, Assistant Town Engineer
- Lieutenant Scott Whittemore, Police Department

The Town of Wellesley would also like to thank our Department of Energy Resources Regional Coordinators, Joanne Bissetta (now Deputy Director of the Green Communities Division) and Neal Duffy, for their guidance regarding the ERP and Wellesley's Green Communities application process, in general. The Town is similarly grateful to Sam Gechter and John Snell for their technical support regarding MassEnergyInsight software.

## Executive Summary

### About the Town of Wellesley

Wellesley is a town in Norfolk County, Massachusetts. The Town was incorporated in 1881 and covers an area of 10.35 square miles. According to the Federal Census, Wellesley's population as of January 1, 2010, was 27,982. Wellesley is the home to Wellesley College, Babson College, Massachusetts Bay Community College, and a number of retail establishments and other businesses. Town government includes a Board of Selectman and is run by Town Meeting. The Wellesley MLP is responsible for the distribution of electricity to the municipality and to residences and businesses in the wider Wellesley community. The FMD manages most of the Town's buildings. The DPW oversees the Town's drinking water, wastewater, and recycling and disposal facilities and operations, in addition to managing the Town's parks, roads, and other, engineering-related matters.

### Wellesley and its Long-standing Commitment to Sustainable Energy Use

Recognizing the importance of developing and adopting locally-sustainable practices to reduce energy use and the impacts of GHG emissions, the 2008 Town Meeting commissioned the Green Ribbon Study Committee to develop a Sustainable Energy Plan for the Town that identifies policies and actions that will increase energy conservation and efficiency, reduce reliance on fossil fuels, and reduce GHG emissions, at both the public and private levels. Based on the Committee's preliminary work the 2009 Town Meeting set a goal to reduce emissions to 10 percent below 2007 levels by 2013. Town Meeting established the Sustainable Energy Committee (SEC) in 2010 and an SEC Coordinator staff position (now the Sustainable Energy Administrator), to lead efforts to accomplish the goal adopted at the 2009 Annual Town Meeting, to monitor and report progress toward that goal, and to propose further goals for emissions reductions to Town Meeting. The 2014 Annual Town Meeting adopted the SEC proposal to establish a new goal to reduce Town-wide emissions 25 percent below 2007 by 2020. Table 1 shows town-wide (*municipal and community*) progress toward reducing greenhouse gas emissions in metric tons for FY16, FY15, and FY07. Between 2007 and 2016, building-related Town-wide, non-normalized<sup>1</sup> emissions decreased by 19% and Town-wide non-normalized, total emissions decreased by about 13%.

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<sup>1</sup> "Normalized" energy use correlates metered energy use to heating degree and cooling degree days. Metered energy use is simply the energy use (kWh or therms) as reported by the meters.

**Table 1: Wellesley Town-wide Greenhouse Gas Emissions (metric tons)**

Greenhouse Gas Emissions (eCO <sub>2</sub> ) in metric tons						
				2015 - 2016		2007 - 2016
	Share of Total	2016	2015	Percent	2007	Percent
Electricity/Natural	2016 Emissions	Emissions	Emissions	Change	Emissions	Change
Gas/Fuel Oil						
Residential	29.7%	105,879	112,341	-5.8%	132,862	-20.3%
Commercial	13.3%	47,406	48,457	-2.2%	57,922	-18.2%
Colleges	10.9%	38,970	39,250	-0.7%	45,886	-15.1%
Municipal	2.0%	6,994	7,816	-10.5%	9,287	-24.7%
<b>Building Subtotal</b>	<b>56.0%</b>	<b>199,248</b>	<b>207,863</b>	<b>-4.1%</b>	<b>245,957</b>	<b>-19.0%</b>
Waste	0.5%	1,853	1,756	5.5%	2,027	-8.6%
Gas/Diesel	43.5%	155,001	153,502	-0.3%	160,468	-3.4%
<b>Total Emissions</b>	<b>100.0%</b>	<b>356,102</b>	<b>365,121</b>	<b>-2.5%</b>	<b>408,452</b>	<b>-12.8%</b>

Municipal energy use contributes approximately 3% (2% from municipal buildings and 1% from waste and the municipal vehicle fleet) to the combined municipal and community-wide total energy use. The FMD, MLP, SEC, Natural Resources Commission (NRC), and 3R (Reduce, Reuse, Recycle) Working Group are Town department and government entities that have carried out energy and GHG reduction efforts. Over the past 7 to eleven years they have launched a number of initiatives aimed at reducing the Town's energy consumption and increasing reliance on renewable forms of energy.

#### ***Facilities Management Department and Energy Conservation***

As of July 1, 2016, the Facilities Management Department manages all Town buildings except for water/sewer buildings and those belonging to the MLP. The FMD has been reducing building energy use since the Department's establishment in 2012 and with the hire of a full-time energy manager. Between FY2012 and FY2016, FMD reduced total, weather-normalized energy use by 8% (based on a 4% reduction in electricity use and an 8% reduction in natural gas use). This reduction corresponds to an annual cost avoidance of \$108,000. FMD energy conservation projects have included: installation of light emitting diode (LED) lights, recommissioning of heating ventilation and air conditioning (HVAC) systems, Town wide installation of direct digital controls for HVAC (Metasys), mechanical engineering studies, and equipment audits (see Table 9).

FMD's management practices support energy efficiency, as the Department tracks and analyzes building-specific electricity and natural gas use. Weather-normalized data allows the identification of energy use anomalies and the development of cost-effective solutions where these anomalies indicate the need for equipment repair or replacement. FMD uses Metasys, a building automation system, which allows monitoring and control of HVAC, lighting, and alarm systems. A commitment to preventive maintenance further supports FMD's effort to conserve energy. FMD manages approximately 5,000 pieces of HVAC equipment and 50,000 Metasys data points. Preventative maintenance (managed via cloud-based operations management software), allows FMD to optimize the efficiency of its equipment, extend equipment life, and reduce operating costs.

### ***Municipal Light Plant and Energy Conservation***

Our MLP has been a leader in energy conservation since 2007, supporting the creation of the SEC and providing half the funding for the SEC Administrator. The MLP and SEC have worked together on campaigns to promote participation in a program in which residents voluntarily purchase renewable energy (achieving the participation of 11 percent of households); to conduct home energy audits; and to install residential solar. The MLP offers free energy audits for homes heated with fuel oil and rebates on energy efficient appliance purchases. In addition to providing financial incentives during the solar campaign, the MLP provides generous help during the installation process and a net metering policy that credits the homeowner at the residential rate for energy returned to the grid. The MLP has funded energy efficiency initiatives for other Town departments and the retrofit of Town streetlights to LED. The bulk of the streetlight conversions will occur in FY2017, with support from a DOER grant. The MLP has also partnered with the FMD on a number of energy conservation measure projects, including LED lighting and Metasys upgrades, under the Green Communities Act (MGL 25A, Section 14). Since 2007 the MLP has reduced carbon emissions from its Wellesley buildings and substations by 59% and from the Town's streetlight by 33%. The MLP is a 100% participant in the voluntary renewable energy program. Table 2 describes many MLP initiatives.

<b>Table 2: MLP Energy Conservation Measures 2006-2017</b>	
2006-7	Installed compact fluorescent lighting retrofits at Hardy School, Town Hall, Hunnewell School, and Fire Station Headquarters
2007	Retained energy efficiency expert Alan Mulak to conduct two seminars for municipal and commercial customers
	Replaced RDF motors and infra-red heaters. Installed retrofit incandescent and metal halide lighting
	Offered demand side management to ten municipal buildings/facilities; three participated
2008	Sponsored/participated in "Power of One" presentation on conservation methods; extended invitation to all municipal depts.
	Replaced the inverter to re-activate High School solar panels and provide real-time data
	Approved funding for energy efficiency modeling at WHS, occupant sensors at the Police Station, and retrofit of the Main Library parking garage lights
	On the recommendation of the Green Ribbon Study Committee, altered municipal utility bill to promote conservation by providing 13 months of usage on the bill
2009	Established "Grounded Power" program at the Town Hall, Main Library, and Middle School
	Initiated "Power Down" event at Town Hall – all electricity (except elevator) shut off, then turned on in sequence to identify high consumption uses
	Replaced all mercury vapor and metal halide streetlights with high pressure sodium
	Replaced Central Street ornamental streetlights with LED fixtures
2010	Committed to funding one half of the Sustainable Energy Administrator position
	Retrofitted 105 ornamental streetlights with LED fixtures
	Removed old High School solar panels and installed as a ground-mounted array at the MLP
	Awarded 50kW solar installation on the MLP garage
	MLP, BOS, NRC, and Library sponsored "Sustainable Energy Day" for municipal and commercial accounts to communicate 10% reduction goal
	Funded commercial grade energy audit of Town Hall and Middle School
2011	Retained solar consultant, Richard Chase, to provide guidance to municipal departments and non-profits
	Funded analysis to justify conversion of Middle School from oil to natural gas
	Sponsored "Wellesley Green Classroom" certification program

	Performed LED retrofit of 403 remaining ornamental streetlights
	Agreed to fund 40kW High School solar installation
	Initiated “Summer Cooling” campaign with the Sustainable Energy Committee and Sustainable Wellesley
2012	Funded Energy Miser installation at the Warren Building
	Achieved 10% enrollment in Power to Choose voluntary renewable program and participation at 5% for all municipal electricity accounts,, earning a Green Power Community designation
	Enrolled WMLP in voluntary renewable program at 100%
2013	Partnered with FMD to retrofit parking lot lights at Bates and Sprague Schools
	Adopted and promoted “LESS” (lights, equipment, supplies, and seasonal) conservation Program to all Town Departments
	Supported Power to Save home energy audit program
2014	Authorized LED conversion of 125 Route 9 streetlights
	Provided incentive for residential solar installations through More Power to Choose program
2015	Agreed to fund one half of the Sustainable Energy Administrator position
2015/16	Provided fiber connectivity to FMD and other Town buildings to monitor and control energy usage
	Developed legal framework to facilitate the installation of solar on non-profits.
2016	Established preliminary Wellesley College and municipal load shedding program with Tangent
2016/17	Made preparations and secured/approved funding for LED retrofit for 3,111 streetlights

### ***The SEC, NRC, 3R Working Group and Energy Conservation***

SEC programs have focused on energy use reduction in both the municipality and the community at large. The SEC works with Town departments, committees, and boards; Wellesley Public Schools; activist organizations such as Sustainable Wellesley and Wellesley Green Schools; and state and federal government agencies. SEC initiatives include:

- Initiation and achievement of the Town’s Stretch Building Code;
- Power to Choose initiative, with the MLP, which increased participation in the voluntary renewable energy program to more than 10 percent;
- Power to Save Program with the MLP, which achieved 450 home energy audits;
- More Power to Choose program with MLP;
- Participated in MLP initiative to develop legal framework for installation of solar systems for non-profits;
- WasteWise Wellesley (in partnership with the 3R Working Group) to promote sustainable materials management;
- Work toward Sustainable Development Guidelines that, in part, promote new buildings, additions, and renovations with high energy efficiency; and
- Initiations and coordination of the Green Communities process and preparation of the Green Communities application.

The NRC has done important work toward identifying and addressing the more than 200 gas leaks in Wellesley. The NRC has also researched and communicated with Town departments and boards on the topic of exterior lighting and its implications for energy consumption, and human and environmental health. On September 26, 2017 the NRC hosted lighting expert Bob Parks who delivered talks to Town departments and the Wellesley community.

### **Summary of Municipal Energy Uses**

***Buildings***

For energy accounting purposes, Wellesley had 27 buildings in FY2015. These buildings include a Town Hall, ten schools (one preschool, seven elementary, one middle, and one high school), an FMD field house, three libraries, a recreation building, two fire stations, a police building, and facilities for the Municipal Light Plant (MLP), Department of Public Works (DPW), Recycling/Disposal, and Morses Pond.

In FY15, Natural gas provided heating to all buildings except for the MLP Headquarters, the Fells Library, the Morses Pond Bath House, and the Recycling and Disposal Facility (RDF). The Fells Library was converted from oil to natural gas heat in in FY16. The MLP derives heat from electricity and from a wood stove. Condemned Town trees provide the wood for MLP's wood stove, which uses about 3 cords per year. Since the Morses Pond Bath House operates during summer months, it uses only electricity. The RDF has electric heat. The High School has a geothermal system that provides energy to some of the school's administrative offices.

The MLP and High School also have solar photovoltaic arrays that supply a portion of their electricity. The High School has a roof-mounted solar array. The MLP has one ground-mounted and one roof-mounted solar array.

The Sprague Field House, although a single structure, is considered two distinct buildings for energy accounting purposes. These buildings appear in Table 6 and 7 as "Sprague Field House – Large" and "Sprague FH – Park & Tree." The field house contains several garage bays. All but one of these bays belong to the Facilities Management Department (FMD). The remaining bay (Park & Tree) belongs to the Department of Public Works (DPW).

The building listed as "900 Worcester" refers to the site of the now former St. James Church and Rectory. Two electric accounts were active for this property from November 14 through mid-August 2015 during site analysis and building demolition. Wellesley has since leased this property to a private developer who will build and operate a sports facility on the site.

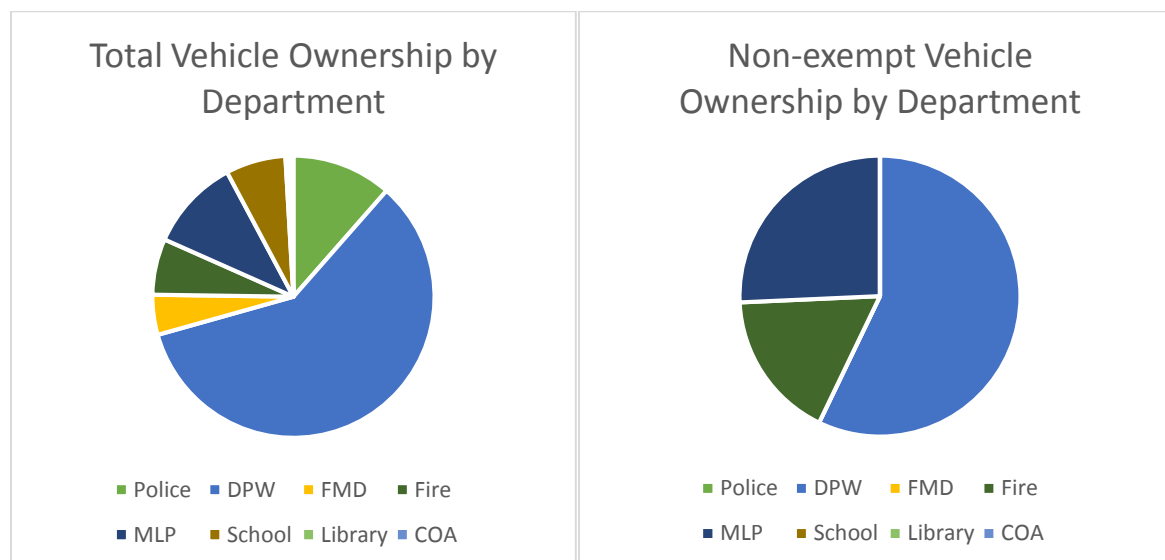
The Town just recently (Fall 2017) opened the Tolles-Parsons Center, a building that serves Wellesley's Council on Aging and the community's seniors. Tolles-Parsons constitutes a building stock change in the FY16-FY20 ERP time period.

***Vehicles***

The Town of Wellesley owns 218 vehicles. Vehicle ownership, by department, appears in Table 3 and Graphs 1 and 2. The DPW owns the largest number of vehicles (129), with the remaining vehicles belonging to the MLP, Police Department, Fire Department, FMD, Schools, Library, and Council on Aging (COA). Non-exempt vehicles are subject to the Fuel Efficient Vehicle Policy that Wellesley is submitting to fulfill the Criterion 4 requirement of its Green Communities application. As of September 30, 2017, Wellesley owned 35 non-exempt vehicles and 183 exempt vehicles. Most of the non-exempt vehicles belong to DPW (20 vehicles), followed by the MLP (9 vehicles), and Fire Department (6 vehicles). Of the

current non-exempt vehicles, seven are hybrid vehicles (Prius cars), one owned by the MLP and the other six owned by the DPW. The MLP has plans to buy the Town's first plug-in vehicle.

Table 3: Vehicle Inventory as of Sept. 30, 2017					
Sector	Number of Vehicles	Percentage of Total Vehicles per Department	Exempt Vehicles	Non-Exempt Vehicles	Percentage of Non-exempt Vehicles per Department
Police	25	11	25	0	0.0
DPW	129	59	109	20	57
FMD	10	4.6	10	0	0.0
Fire	14	6.4	8	6	17
MLP	23	11	14	9	26
School	15	6.9	15	0	0.0
Library	1	0	1	0	0.0
COA	1	0	1	0	0.0
<b>Total</b>	<b>218</b>	<b>100</b>	<b>183</b>	<b>35</b>	<b>100</b>



### ***Water and Wastewater***

The Department of Public Works manages Wellesley's water and wastewater systems. Drinking water comes primarily from Town wells; equipment includes three drinking water treatment plants, one meter, one pump station, two pumps, and one booster. Wellesley has two wastewater pump stations, and 16 ejectors.

### ***Streetlights and Traffic Lights***

Wellesley's streetlights total 3,744. There are 19 traffic lights, and 20 "other lights" including athletic field, tennis court, and speed control lights.

Table 4 provides a summary of the abovementioned municipal energy users.

**Table 4: Summary of Municipal Energy Users**

	Number	Ownership
<b>Buildings</b>		
Oil Heat	1	Municipality
Natural Gas Heat	22	Municipality
Biomass Heat	1	Municipality
Electric Heat	3	Municipality
<b>Vehicles</b>		
Non-Exempt	35	Municipality
Exempt	183	Municipality
<b>Street Lights</b>	3,744	Municipality
<b>Traffic Lights</b>	19	Municipality
<b>Other Lights</b>	20	Municipality
<b>Substations</b>	3	Municipality
<b>Water and Sewer</b>		
Drinking Water Treatment Plants	3	Municipality
Wastewater Treatment Plants	0	Municipality
Pumping Stations	3	Municipality
<b>Buildings Eliminated before FY2020: 900 Worcester Street*</b>	1	Municipality
<b>New Buildings Planned before FY2020: Tolles- Parsons Senior Center</b>	1	Municipality

\*The 900 Worcester Street site had two active electric accounts from November 2014 through August 2015.

## **Energy Use Baseline Inventory**

### **Inventory Tool Used**

Wellesley is using MassEnergyInsight as its Green Communities inventory tool. Wellesley uses ICLEI-Local Governments for Sustainability software, ClearPath, to record municipal and community energy use and greenhouse gas emissions. Greenhouse gas emissions data dates back to 2007.

### **Baseline Year**

Wellesley has selected FY2015 as its baseline year. Given that Wellesley is submitting its Green Communities application in October 2017, FY2015 is the earliest year that Wellesley is permitted to use as a baseline. Going back further in time would enable Wellesley to more easily show a 20% reduction over a five year period. For many communities the ERP offers a chance to identify and take action on

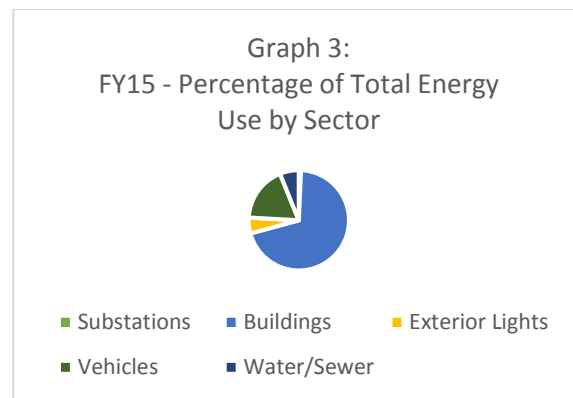


the “low-hanging fruit” of energy conservation measures (ECMs). In Wellesley, however, the Town has already picked much of this low-hanging fruit. As discussed above, our Town departments and government have been highly proactive in seeking out and realizing opportunities for reducing the Town’s energy use. Choosing FY15 as the baseline year, however, does allow Wellesley to include important ECMs implemented in FY16 and FY17.

### Municipal Energy Consumption for the Baseline Year

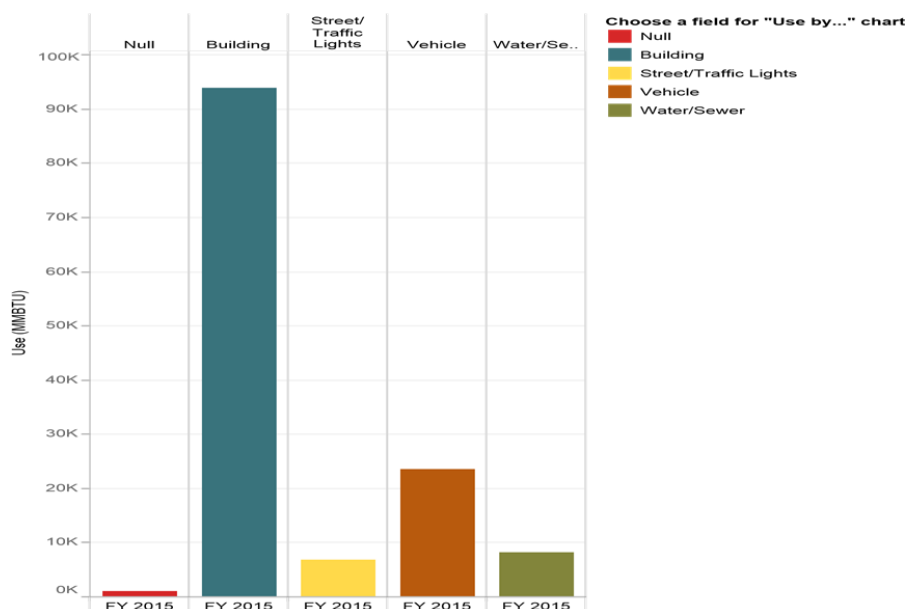
An overview of FY15 energy use by sector appears in Table 5 and Graphs 3 and 4. Buildings are the largest municipal users of energy, representing about 70% of total energy consumption followed by vehicles (18%); pumps, pumping stations, boosters, ejectors and water treatment plants (6.1%); street, traffic, field, and other lights (5.1%); and substations (0.80%). Municipal energy use in FY15 totaled 133,877 MMBtus.

Sector	FY15 Energy Use by Sector	FY15 Percentage of Total Energy Use
Substations	954	0.80
Buildings	94199	70
Exterior Lights	6878	5.1
Vehicles	23644	18
Water/Sewer	8202	6.1
Total	133877	100



**Graph 4: Energy Use by Facility**

Note: “Null” refers to substations



Tables 6 and 7 show the Town's energy use during its baseline year of FY2015 in native units and MMBtus, respectively. The five-year timeframe for the 20% energy reduction is FY2016-FY2020.

		Electric (kWh)	Gas (therms)	Gasoline (gallons)	2015 Diesel (gals)	Propane (gallons)	Solar Electric (kWh)	Wood* (cords) Geo (MMBtu)
Substations	#1 Municipal Way - Old Subst..	3,691	1,807					
	#8 Muni Way Station 41 - MLP..	124,280						
	Weston Road Substation-2500	98,571						
	<b>Total</b>	<b>226,542</b>	<b>1,807</b>					
Building	Fire Station - Central St.	37,982	4,993					
	Wellesley MS	1,253,880	165,884					
	Hunnewell Elementary	153,467	49,115					
	Fiske Elementary	253,960	38,962					
	Hills Branch Library	12,685	3,023					
	Wellesley Town Hall	273,720	13,102					
	Wellesley Free Library	905,760	18,951					
	Bates Elementary	309,480	47,341					
	Hardy Elementary	185,280	32,979					
	Fire Station HQ	177,000	18,240					
	Upham Elementary	187,240	24,785					
	#30 Municipal Way Highway	593,800	25,476					
	Schofield Elementary	372,800	30,477					
	MLP/DPW Administration	3,040	1,716					
	PAWS Preschool	56,080	4,326					
	Warren Recreation Bldg.	277,200	12,159					
	Recycling and Disposal Facility	264,880						
	Fells Branch Library	9,333						
	Sprague Elementary	612,000	36,882					
	Police Station	401,440	6,738					
	Wellesley WHS	2,320,000	71,693				37,589	387
	Sprague Field House – Large	21,094	4,761					
	Sprague FH - Park & Tree	774	2,176					
	#20 Municipal Way Water Buil..	12,810	14,184					
	#4 Municipal Way - New MLP ..	295,280					31,340	3
	900 Worcester Street establis..	2,687						
	Morses Pond Bath House	9,870						
	<b>Total</b>	<b>9,003,542</b>	<b>627,963</b>				<b>68,929</b>	
Street/Traffic Lights	Street Lights	1,879,505						
	Traffic Lights	69,711						
	Other Lights	66,736						
	<b>Total</b>	<b>2,015,952</b>						
Vehicle	Diesel				63,835			
	Unleaded Gasoline			119,119				
	<b>Total</b>			<b>119,119</b>	<b>63,835</b>			
Water/Sewer	Morses WTP	863,040				2,846		
	Longfellow WTP (104..	303,120				2,571		
	Wellesley Avenue WTP (1040..	612,000				3,259		
	Water Pumps and Booster	214,767						
	Sewer Ejectors	179,417						
	<b>Total</b>	<b>2,172,344</b>				<b>8,676</b>		

<b>Grand Total</b>	<b>13,418,380</b>	<b>629,770</b>	<b>119,119</b>	<b>63,835</b>	<b>8,676</b>	<b>68,929</b>	<b>3 cords/ 387 MMBtu</b>
<ul style="list-style-type: none"><li>The last column lists wood for the MLP in units of cords and geothermal energy use for WHS in units of MMBtu</li></ul>							

**Table 7: ERP Guidance - Municipal Energy Consumption for 2015 (MMBtu)**

		2015							
		Diesel	Electric	Gas	Gasoline	Propane	Solar Electric	Wood/ Geo	Total
Substations	#1 Municipal Way - Old Subst..		13	181					193
	#8 Mun Way Station 41 - MLP..		424						424
	Weston Road Substation-2500		336						336
	Total		773	181					954
Building	Fire Station - Central St.		130	499					629
	Wellesley MS		4,278	16,588					20,867
	Hunnewell Elementary		524	4,912					5,435
	Fiske Elementary		867	3,896					4,763
	Hills Branch Library		43	302					346
	Wellesley Town Hall		934	1,310					2,244
	Wellesley Free Library		3,090	1,895					4,986
	Bates Elementary		1,056	4,734					5,790
	Hardy Elementary		632	3,298					3,930
	Fire Station HQ		604	1,824					2,428
	Upham Elementary		639	2,479					3,117
	#30 Municipal Way Highway		2,026	2,548					4,574
	Schofield Elementary		1,272	3,048					4,320
	MLP/DPW Administration		10	172					182
	PAWS Preschool		191	433					624
	Warren Recreation Bldg.		946	1,216					2,162
	Recycling and Disposal Facility		904						904
	Fells Branch Library		32						32
	Sprague Elementary		2,088	3,688					5,776
	Police Station		1,370	674					2,044
	Wellesley WHS		7,916	7,169			128	387	15,600
	Sprague Field House – Large		72	476					548
	Sprague FH - Park & Tree		3	218					220
	#20 Municipal Way Water Buil..		44	1,418					1,462
	#4 Municipal Way - New MLP ..		1,007				107	60	1,174
	900 Worcester Street establis..		9						9
	Morses Pond Bath House		34						34
	Total		30,720	62,796			235	447	94,199
Street/Traffic Lights	Street Lights		6,413						6,413
	Traffic Lights		238						238
	Other Lights		228						228
	Total		6,878						6,878
Vehicle	Diesel	8,873							8,873
	Unleaded Gasoline				14,771				14,771
	Total	8,873			14,771				23,644
Water/Sewer	Morses WTP		2,945			259			3,204
	Longfellow WTP (104..		1,034			234			1,268
	Wellesley Avenue WTP (1040..		2,088			297			2,385

		2015							Total
		Diesel	Electric	Gas	Gasoline	Propane	Solar	Wood/Geo	
Water/Sewer	Water Pumps and Booster		733						<b>733</b>
	Sewer Ejectors		612						<b>612</b>
	Total		<b>7,412</b>			<b>790</b>			<b>8,202</b>
Grand Total		<b>8,873</b>	<b>45,783</b>	<b>62,977</b>	<b>14,771</b>	<b>790</b>	<b>235</b>	<b>447</b>	<b>133,877</b>

\*The Wood/Geo column lists wood for the MLP and geothermal energy use for the WHS in units of MMBtu

## Energy Reduction Plan

### Narrative Summary

The ECMs presented in this plan are part of on-going efforts to reduce the Town of Wellesley's municipal energy use. The ECMs described below and documented in Appendix A focus on buildings, streetlights, vehicles, and water pumps, with the last two years building nicely on the work planned for years one through three.

### Overview of Goals for Years 1-3

- Recommission the heating, ventilation and air conditions systems at Central Street Fire Station, Fire Station Headquarters, High School, Main Library, the Police Station, Town Hall, and the Warren Building.
- Replace windows and doors at the Middle School.
- Replace interior fluorescent lights with LED lights in Bates School, Fiske School, Central Street Fire Station, Fire Station Headquarters, Main Library, Preschool at Wellesley Schools (PAWS), Wellesley High School, Schofield School, Sprague School, Town Hall and the Warren Building.
- Retrofit 3,111 high pressure sodium street lights with LED lights.
- Purchase one piece of IdleRight equipment for a Police Department pilot study.
- Pilot FuelMaster at the DPW to test its efficacy.
- Develop a plan to increase the number of electric vehicles in the Town's fleet.

### Overview of Goals for Years 4-5

- Replace additional fluorescent lights in Bates School, Central Street Fire Station, Fire Station Headquarters, Fells Library, High School, Hill Library, Main Library, Middle School, Police Station, Sprague, and the Warren Building.
- Utilize MassEnergyInsight to support the ongoing work to identify and improve least energy efficient buildings.
- Add wireless controls to street lights and implement a dimming scenario that saves energy and money.
- Install IdleRight in 25 police cruisers, if the Police Department deems this advantageous based on the pilot in years 1-3.
- Establish a municipal anti-idling policy for all departments outside of the Police Department.
- Utilize FuelMaster in a large number of municipal vehicles if the pilot proves successful.

- Implement the Fuel Efficient Vehicle Policy and increase the number of electric vehicles in the Town's fleet.
- Audit water and wastewater treatment operations and equipment, and develop a plan to reduce energy use.
- Assess occupant behavior in municipal buildings. Use assessment results to develop and implement a plan to reduce energy use in municipal buildings by encouraging changes in occupant behavior.

A summary of the energy use baseline and planned reductions by sector appear in Table 8.

**Table 8: Summary of Energy Use Baseline and Plans for Reduction**

<b>BASELINE YEAR FY2015</b>	<b>MMBtu Used in Baseline Year</b>	<b>% of Total MMBtu Baseline Energy Consumption</b>	<b>Projected Planned MMBtu Savings</b>	<b>Savings as % of Total MMBtu Baseline Energy Consumption</b>
<b>Buildings</b>	94,199	70	15,371	11%
<b>Vehicles</b>	23,644	18	4,061	3%
<b>Street/Traffic Lights</b>	6,878	5	4,078	3%
<b>Water/Sewer/Pumping</b>	8,202	6	3,412	3%
<b>Substations</b>	954	1		
<b>Total</b>	133,877	100%	<b>26,922</b>	<b>20%</b>

### ***Areas of Least Efficiency/Greatest Waste***

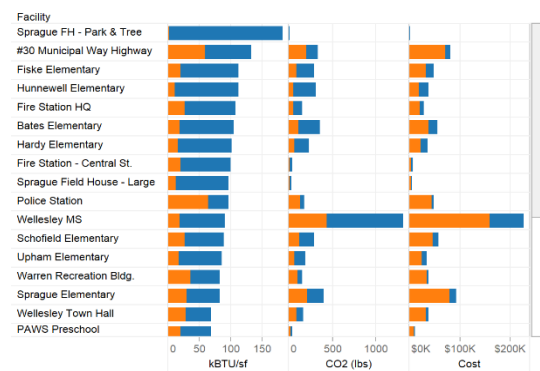
**Buildings** – The set of illustrations labeled Graph 5, rank buildings by their energy use per square foot. The Police Station and Fire Station Headquarters appear as the least and fourth least energy efficient buildings, respectively. Both of these buildings have benefitted from FMD's Heating, Ventilation and air conditioning (HVAC) upgrades and Metasys installations (see discussion below). However, the higher energy consumption per square foot in these buildings is likely due to the fact that they operate twenty-four hours a day and consume more energy than the buildings that close down over night. The Highway Building similarly involves energy intensive processes and equipment. The DPW will analyze the Park and Tree Field House and the Highway Building and explore options for reducing their energy use. Overall, the Town will continue to use MEI to examine and improve the relative energy efficiency of its various buildings.

**Graph 5: Buildings to Target****Buildings to Target**

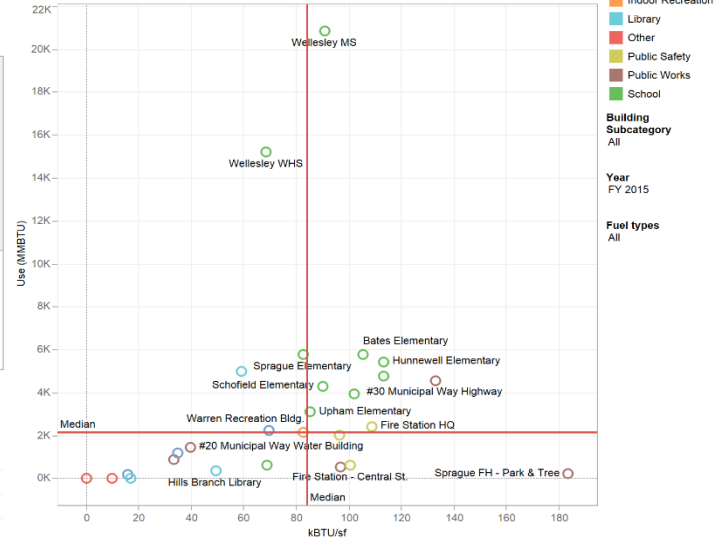
This dashboard compares buildings to one other on an energy use per area metric, measured as kBtu/square foot. In the quadrant chart on the right, buildings with the highest energy use and worst efficiency (as compared to other buildings in your portfolio) are in the upper right hand quadrant. Facilities of the types Open Space, Water/Sewer, Street/Traffic Lights, and Vehicles are not displayed. Diesel and Gasoline records attached to a building are not included in the kBtu/SF calculation.

**Building Efficiency, Emissions and Cost**

Emissions factors updated 1/4/2012 using Massachusetts-specific greenhouse gas emissions factors.



Select a building name above to see how efficient it is compared to your other buildings. Lower numbers indicate greater efficiency.

**Efficiency and Use**

**Lights** – The MLP and FMD have pro-actively sought out opportunities to reduce energy use with new lighting technology. LED retrofits, for both interior and exterior lighting, are an important part of our planned energy conservation measures (ECMs).

**Vehicles** – The size, composition, and energy use of Wellesley's vehicle fleet are probably comparable to those in similar communities. Whereas, energy use in Wellesley's buildings has decreased significantly since 2012, unleaded gasoline use increased by 3% between 2007 and 2016 and diesel increased by 1% during that same period. Increases to the energy efficiency of these vehicles wherever possible (including increased reliance on electric vehicles), elimination of unnecessary driving, reductions in idling and other measures will, hopefully, reduce the sizeable amount of energy that vehicle use contributes to the Town's overall energy

**Getting to 20% Energy Use Reduction in Five Years**

Table 9 shows expected energy savings for each ECM. Calculations to support projected energy savings from each ECM appear in Appendix A. For ECMs such as LEDs, Metasys/HVAC, streetlight controls, variable frequency drives, and IdleRight, estimates coupled, in some cases, with empirical data provide fairly robust projections of what the Town stands to save in energy use. Energy savings from changes to occupant behavior, vehicle maintenance, an anti-idling policy, and FuelMaster, are harder to definitely quantify.

Table 9: ECMs  FY16 to 20FY	Measure			Status		Energy Data				Financial Data					Reference	
	Category/ Building	ECM	ECM Type	Status	Date Complete or Planned	Projected Annual Savings				Projected Annual Cost Savings [\$]	Total Installed Cost [\$]	Green Community Grant [\$]	Utility Incentives [\$]	Net Cost [\$]	Funding Source(s) for Net Costs	Source for Projected Savings
						ELE [kWH]	NGS [therm]	Propane [Gal.]	Gasoline [Gal.]							
	ates	LEDs	Interior	Planned	FY17, 19, &	88,598	-	-	-	\$ 9,638	\$ 352,000	\$ -	\$ -	\$ 352,000	TOW	See lighting analysis in Appendix A
	ates	Metasys	HVAC	Completed	17-Feb	-	4,770	-	-	\$ 6,044	\$ 86,961	\$ -	\$ -	\$ 86,961	TOW	See HVAC/Metasys analysis in Appendix A
	iske	LEDs	Interior	Completed	Aug-15	118,746	-	-	-	\$ 6,545	\$ 363,711	\$ -	\$ -	\$ 363,711	TOW	See lighting analysis in Appendix A
	iske	Metasys	HVAC	Completed	Aug-15	-	3,918	-	-	\$ 4,964	\$ 42,781	\$ -	\$ -	\$ 42,781	TOW	See HVAC/Metasys analysis in Appendix A
	FS - Central	LEDs	Interior	Planned	FY17 & 19	10,497	-	-	-	\$ 1,173	\$ 19,000	\$ -	\$ -	\$ 19,000	TOW	See lighting analysis in Appendix A
	FS - Central	Metasys	HVAC	Completed	Jun-16	-	502	-	-	\$ 636	\$ 34,131	\$ -	\$ -	\$ 34,131	TOW	See HVAC/Metasys analysis in Appendix A
	FS - Central	ReCx	HVAC	Completed	Jun-16	-	502	-	-	\$ 636	\$ 2,408	\$ -	\$ -	\$ 2,408	TOW	See HVAC/Metasys analysis in Appendix A
	FS - Main	LEDs	Interior	Planned	FY17, 19, &	37,455	-	-	-	\$ 5,719	\$ 70,000	\$ -	\$ -	\$ 70,000	TOW	See lghting analysis in Appendix A
	FS - Main	Metasys	HVAC	Completed	Feb-16	-	1,801	-	-	\$ 2,281	\$ 18,581	\$ -	\$ -	\$ 18,581	TOW	See lighting analysis in Appendix A
	FS - Main	ReCx	HVAC	Completed	Jul-17	-	1,801	-	-	\$ 2,281	\$ 8,643	\$ -	\$ -	\$ 8,643	TOW	See HVAC/Metasys analysis in Appendix A
	High School	LEDs	Interior	Planned	FY20	470,435	-	-	-							See lighting analysis in Appendix A
	High School	Metasys	HVAC	Completed	Apr-16	-	7,344	-	-	\$ 9,304	\$ 32,431	\$ -	\$ -	\$ 32,431	TOW	See HVAC/Metasys analysis in Appendix A
	High School	ReCx	HVAC	Completed	Dec-16	-	7,344	-	-	\$ 9,304	\$ 35,249	\$ -	\$ -	\$ 35,249	TOW	See HVAC/Metasys analysis in Appendix A
	Library - Fells	LEDs	Interior	Planned	FY19	3,144	-	-	-	\$ 283	\$ 10,000	\$ -	\$ -	\$ 10,000	TOW	See lighting analysis in Appendix A
	Library - Fells	Metasys	HVAC	Completed	Apr-16	-	81	-	-	\$ 103	\$ 19,431	\$ -	\$ -	\$ 19,431	TOW	See HVAC/Metasys analysis in Appendix A
	Library - Hills	LEDs	Interior	Planned	FY19	11,757	-	-	-	\$ 413	\$ 20,000	\$ -	\$ -	\$ 20,000	TOW	See lighting analysis in Appendix A
	Library - Hills	Metasys	HVAC	Completed	Apr-16	-	303	-	-	\$ 383	\$ 22,431	\$ -	\$ -	\$ 22,431	TOW	See HVAC/Metasys analysis in Appendix A
	Library -	LEDs	Interior	Planned	FY17, 18, &	141,446	-	-	-	\$ 27,767	\$ 420,000	\$ -	\$ -	\$ 420,000	TOW	See lighting analysis in Appendix A
	Library -	Metasys	HVAC	Completed	Apr-16	-	1,910	-	-	\$ 2,420	\$ 27,431	\$ -	\$ -	\$ 27,431	TOW	See HVAC/Metasys analysis in Appendix A
	Library -	ReCx	HVAC	Completed	Oct-16	-	1,910	-	-	\$ 2,420	\$ 9,168	\$ -	\$ -	\$ 9,168	TOW	See HVAC/Metasys analysis in Appendix A
	Middle	LEDs	Interior	Planned	FY18 & 19	384,119	-	-	-	\$ 39,659	\$ 1,270,000	\$ -	\$ -	\$ 1,270,000	TOW	See lghting analysis in Appendix A
	Middle	Metasys	HVAC	Completed	Apr-16	-	17,295	-	-	\$ 21,913	\$ 37,431	\$ -	\$ -	\$ 37,431	TOW	See HVAC/Metasys analysis in Appendix A
	Middle	Windows/Do	Weatherizati	Completed	Aug-16	-	8,648	-	-	\$ 10,956	\$ 3,828,000	\$ -	\$ -	\$ 3,828,000	TOW/MSBA	eQUEST Energy Model and DOE (2005, 2017)
	PAWS	LEDs	Interior	Planned	FY17	15,237	-	-	-	\$ 880	\$ 45,000	\$ -	\$ -	\$ 45,000	TOW	See lighting analysis in Appendix A
	PAWS	Metasys	HVAC	Completed	Apr-16	-	435	-	-	\$ 551	\$ 22,431	\$ -	\$ -	\$ 22,431	TOW	See HVAC/Metasys analysis in Appendix A
	Police	LEDs	Interior	Planned	FY20	35,607	-	-	-	\$ 3,162	\$ 125,000	\$ -	\$ -	\$ 125,000	TOW	See lighting analysis in Appendix A
	Police	Metasys	HVAC	Completed	Feb-16	-	800	-	-	\$ 1,013	\$ 18,031	\$ -	\$ -	\$ 18,031	TOW	See HVAC/Metasys analysis in Appendix A
	Police	ReCx	HVAC	Completed	Jul-17	-	800	-	-	\$ 1,013	\$ 3,839	\$ -	\$ -	\$ 3,839	TOW	See HVAC/Metasys analysis in Appendix A
	Schofield	LEDs	Interior	Completed	Aug-15	73,062	-	-	-	\$ 10,706	\$ 223,783	\$ -	\$ -	\$ 223,783	TOW	See lighting analysis in Appendix A
	Schofield	Metasys	HVAC	Completed	Aug-15	-	3,080	-	-	\$ 3,902	\$ 29,181	\$ -	\$ -	\$ 29,181	TOW	See HVAC/Metasys analysis in Appendix A
	Sprague	LEDs	Interior	Planned	FY17 & FY19	122,105	-	-	-	\$ 19,170	\$ 374,000	\$ -	\$ -	\$ 374,000	TOW	See lighting analysis in Appendix A
	Sprague	Metasys	HVAC	Completed	May-16	-	3,710	-	-	\$ 4,701	\$ 34,431	\$ -	\$ -	\$ 34,431	TOW	See HVAC/Metasys analysis in Appendix A
	Town Hall	LEDs	Interior	Planned	FY17	54,150	-	-	-	\$ 4,272	\$ 22,000	\$ -	\$ -	\$ 22,000	TOW	See lighting analysis in Appendix A
	Town Hall	ReCx	HVAC	Completed	Jul-16	-	1,318	-	-	\$ 1,670	\$ 6,325	\$ -	\$ -	\$ 6,325	TOW	See HVAC/Metasys analysis in Appendix A
	Warren	LEDs	Interior	Planned	FY17 & FY20	43,923	-	-	-	\$ 8,650	\$ 165,000	\$ -	\$ -	\$ 165,000	TOW	See lighting analysis in Appendix A
	Warren	Metasys	HVAC	Completed	Feb-17	-	1,221	-	-	\$ 1,547	\$ 69,093	\$ -	\$ -	\$ 69,093	TOW	See HVAC/Metasys analysis in Appendix A
	Warren	ReCx	HVAC	Completed	Mar-17	-	1,221	-	-	\$ 1,547	\$ 5,860	\$ -	\$ -	\$ 5,860	TOW	See HVAC/Metasys analysis in Appendix A
	Occupant	General E	HVAC/Lights	Planned	Q4 2020	270,223	18,839			\$ 39,518	-			-	TOW	See occupant behavior analysis in Appendix A
	Building Sub-total					1,880,503	89,553			\$ 267,144	\$ 7,873,762			\$ 7,873,762		
	Street Lights	LEDs	Exterior	Planned	Q2 FY18	1,073,276	-	-	-	\$ 144,892	\$ 898,700	\$ -	\$ -	\$ 898,700	DOER grant	See Appendix A for street light analysis.
	Street Lights	WirelessCont	Exterior	Planned	Q2 2020	122,039	-	-	-			\$ -	\$ -		TOW	See Appendix A for wireless control analysis.
	Ext. Light					1,195,315					\$ 898,700			\$ 898,700		
	DPW	Water/WW	5 VFDs	Planned	Q2 2020	1,000,000				\$135,000	\$ 200,000	\$ -	\$ -	\$ 200,000	TOW	
	Water Sub-					1,000,000				\$ 135,000	\$ 200,000			\$ 200,000	TOW	
	IdleRight	Vehicles	25 Police	Planned	Q2 2020				13688		\$ 4,000			\$ 4,000	TOW	See Appendix A for IdleRight calcs and refs.
	Vehicle Maint	Vehicles	Fleet	Planned	Q2 2020				5720						TOW	See Appendix A for Vehicle Maintenance calcs
	Anti-Idle	Vehicles	Non-police &	Planned	Q4 2018				13346						TOW	See Appendix A for Anti-Idle Policy calcs and
	Vehicle Sub-								32754					\$ 4,000		
	Grand Total					4,075,818	89,553	-	32754			\$ -	\$ -	\$ 8,976,462		





In addition to the ECMs detailed in Table 9 and Appendix A, Wellesley will:

- Use MassEnergy Insight to identify least efficient buildings and improve their efficiency; and
- Implement the Fuel Efficient Vehicle Policy and encourage the purchase of electric vehicles wherever practical.

***Program Management Plan for Implementation, Monitoring, Oversight***

The implementation of the Energy Reduction Plan will be the ultimate responsibility of the Board of Selectmen and individual departments who put in place specific ECMs. The Sustainable Energy Committee will serve as a coordinating body and will work with relevant Town entities to:

- Develop and implement programs regarding occupant behavior and anti-idling;
- Monitor municipal energy use in MEI;
- Submit the Town's annual report to DOER;
- Work with Town departments to prepare and submit Green Communities grant applications. The SEC will work with BOS and Town departments to identify projects for inclusion in these grant applications (based on associated cost, payback, and energy savings).

**Monitoring** - Wellesley will use MassEnergyInsight, in conjunction with FMD analyses, to track ongoing energy use and report on changes in energy use. The SEC and Town departments will monitor ECMs after implementation to ensure that they are providing expected energy reductions.

**Oversight** - The SEC will track progress toward goals and the status of project implementation, and will report results to the BOS and School Committee. The SEC will disseminate annual reports on energy use and on activities and accomplishments relevant to the ERP, to stakeholders and will submit these documents to the Department of Energy Resources' Green Communities program.

**Energy Conservation Measures** - A summary of energy savings projected for specific ECMs appears in Table 10, below. The specific measures outlined in this ERP are subject to change, contingent on available funding, cost, technology, and the existence of alternative energy conservation measures.

Table 10: Summary of Energy Savings				
ECM	Projected Energy Savings (Native Units)		Projected Energy Savings (MMBtu)	Notes
Interior LEDs	1,610,280	KWh	5,494	Completed/Planned
Occupant Behavior	270,223	KWh	922	Planned
Occupant Behavior	18,839	therms	1,884	Planned
Metasys and HVAC	70,714	therms	7,071	Completed
LED Streetlights	1,073,276	KWh	3,662	Planned
Streetlight Controls	122,039	KWh	416	Planned, but dependent on analysis of appropriate dimming scenarios
Water and WW	1,000,000	KWh	3,412	Planned
IdleRight	13,688	gallons	1,697	Pilot planned. Full implementation dependent on pilot results.
Vehicle Maintenance and possible FuelMaster	5,720	gallons	709	Planned, but dependent on pilot results
Anti-Idle Policy	13,346	gallons	1,655	Planned
Total			26,922	
Percentage of Total Municipal Energy Use			20	

### Long-term Energy Reduction Goals: Beyond 5 Years

As Wellesley moves beyond the five-year ERP period, it will be in the Town's best financial, environmental, and human health interests to minimize energy use wherever possible.

- Integrate energy efficiency and energy use reduction strategies, where practical, into future purchasing, planning, practices, and policymaking.
- Establish sustainable development guidelines that recommend the lowest possible energy use per square foot of new and renovated buildings.
- Establish a culture in which those who utilize Town buildings, vehicles, and other equipment do so in a conservative and efficient manner.
- Continuously update the fuel efficient vehicle policy to encourage the purchase of highly efficient vehicles.
- Establish a vehicle use policy that minimizes driving and idling time.
- Encourage renewable energy use whenever practical.

**Appendix A:**  
**Methodologies and Calculations for Energy Reduction Projections**

(see separate document)

**Appendix B:  
MMBtu Conversion Chart**

***Fuel Energy Content of Common Fossil Fuels per DOE/EIA***

**BTU Content of Common Energy Units – (1 million Btu equals 1 MMBtu)**

- 1 kilowatt hour of electricity = 0.003412 MMBtu
- 1 therm = 0.1 MMBtu
- 1 ccf (100 cubic foot) of natural gas = 0.1028 MMBtu (based on U.S. consumption, 2007)
- 1 gallon of heating oil = 0.139 MMBtu
- 1 gallon of propane = 0.091 MMBtu
- 1 cord of wood = 20 MMBtu
- 1 ton of wood pellets = 16.5 MMBtu
- 1 gallon of gasoline = 0.124 MMBtu (based on U.S. consumption, 2007)
- 1 gallon of E100 ethanol = 0.084 MMBtu
- 1 gallon of E85 ethanol = 0.095 MMBtu
- 1 gallon of diesel fuel = 0.139 MMBtu
- 1 gallon of B100 biodiesel = 0.129 MMBtu
- 1 gallon of B20 biodiesel = 0.136 MMBtu<sup>2</sup>
- 1 gallon of B10 biodiesel = 0.137 MMBtu<sup>9</sup>
- 1 gallon of B5 biodiesel = 0.138 MMBtu<sup>9</sup>
- 1 barrel of residual fuel oil = 6.287 MMBtu

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<sup>2</sup> Calculated Values from those of diesel and B100 biodiesel

## Appendix C: References

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**Appendix D:**  
**Authorizations and Endorsements of Wellesley's Energy Reduction Plan**

Insert letters from Board of Selectmen and School Committee/Superintendent





# TOWN OF WELLESLEY

## FUEL EFFICIENT VEHICLE POLICY

<b>Board of Selectmen Approval Date:</b>	
<b>School Committee Approval Date:</b>	
<b>Effective Date:</b>	Upon approval

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

### POLICY STATEMENT

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

### PURPOSE

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

### APPLICABILITY

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

### DEFINITIONS

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

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

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

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

- 2WD = 2-Wheel Drive

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

## GUIDELINES

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

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

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

## Exemptions

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

## Inventory

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

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

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

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

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

### **QUESTIONS / ENFORCEMENT**

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

## From DOER guidance for Green Communities Criterion 3

### APPENDIX A – Sample Letters from Both General Government and School District Verifying Adoption of the ERP

**General Government** – The general government must provide a letter from the Chief Executive Officer of the city or town stating that it has adopted the Energy Reduction Plan. The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the Mayor in any other city, and the Board of Selectmen in any other town unless some other officer or body is designated to perform the functions of a Chief Executive Officer under the provisions of a local charter or laws having the force of a charter.

#### On Town/City Letterhead

MA Department of Energy Resources  
Green Communities Division  
100 Cambridge Street  
Boston, MA 02114

October....2017

To Whom It May Concern:

Please be advised that on ....the Town of Wellesley's Board of Selectmen met at a duly noticed and regularly scheduled meeting and voted to adopt<sup>1</sup> the Energy Reduction Plan for Criterion 3 of the Green Communities Application for Designation. Members of the Board of Selectmen were given copies of the Plan for review prior to the meeting.

The Board of Selectmen voted unanimously to adopt the plan and the minutes of that meeting reflect the vote.

Sincerely,

[signature]

Board of Selectmen Members and/or Chair, Mayor or Town Manager

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<sup>1</sup> The verbs "approve," "committed," or "adopt" are acceptable to indicate town/city and school board adoption of the ERP. The verbs "endorse" or "support" are NOT sufficient indications of town/city and school board adoption of the ERP.

**On School District Letterhead**

(The letter could come from School Committee or the Superintendent)

MA Department of Energy Resources  
Green Communities Division  
100 Cambridge Street  
Boston, MA 02114

October..., 2017

To Whom It May Concern:

Please be advised that the Wellesley Public School District adopts the Energy Reduction Plan as part of the town's Green Communities Application for Designation. The Wellesley School Committee voted to approve the plan at its regularly scheduled meeting on ....., and the meeting minutes reflect this vote. As Superintendent of Schools, I affirm my approval of the plan as well.

Sincerely,

[signature]  
School Superintendent



TOWN OF WELLESLEY



MASSACHUSETTS

## **SUSTAINABLE ENERGY COMMITTEE**

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

SEC Administrator: Marybeth Martello

[SEC@wellesleyma.gov](mailto:SEC@wellesleyma.gov)

Laura Olton, Chair

Ellen Korpi, Vice Chair

Scott Bender

Michael D'Ortenzio, Jr.

Katy Gibson

Steven Gusmini

Thomas Ulfelder

To: Board of Selectmen and School Committee

From: Sustainable Energy Committee (Laura Olton, SEC Chair; Marybeth Martello, SEC Administrator)

Date: October 5, 2017

Re: Green Communities Application – Request for Approval

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Attached please find Wellesley's Energy Reduction Plan (ERP) and Fuel Efficient Vehicle Policy (FEVP) for your review and approval. We will discuss the Plan and Policy and be available for any questions at your joint meeting on Tuesday, October 10.

As we discussed when the SEC presented to you back in June, the Massachusetts Department of Energy Resources (DOER) requires that a town meet five criteria in order to be designated a Green Community. With the ERP and FEVP, Wellesley aims to fulfill two of the five criteria. The Town has completed its work on the remaining three criteria.

The SEC has been working collaboratively for months with the DPW, FMD, MLP, Police Department, Fire Department, and other individuals and groups across Town. We established Wellesley's municipal energy use baseline (using FY15 data) and put together a comprehensive Energy Reduction Plan to reduce total municipal energy use by 20% below baseline between the period of FY16 to FY20. We have also met with the abovementioned departments to discuss their respective vehicle inventories and the FEVP requirements regarding the replacement of non-exempt, non-compliant vehicles, as needed, going forward. We are pleased with the support and excitement from so many throughout our Town.

We truly appreciate working with the Selectmen, School Committee and other Town officials as we prepare to submit the final application to the Department of Energy Resources by October 31, 2017.

# TOWN OF WELLESLEY

## FUEL EFFICIENT VEHICLE POLICY

<b>Board of Selectmen Approval Date:</b>	
<b>School Committee Approval Date:</b>	
<b>Effective Date:</b>	Upon approval

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

### POLICY STATEMENT

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

### PURPOSE

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

### APPLICABILITY

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

### DEFINITIONS

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

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

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

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



- 2WD = 2-Wheel Drive

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

## GUIDELINES

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

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

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

## Exemptions

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

## Inventory

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

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

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

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

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

## **QUESTIONS / ENFORCEMENT**

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

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

## MEMORANDUM

DATE: October 6, 2017  
TO: Board of Selectmen  
FROM: Blythe C. Robinson, Executive Director  
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.

- In approving the updates to the Town's general bylaws this year the Attorney General expressed concern that two of the recreation commission's revolving funds ought not to be categorized as such because the sources of funds were donations, not user fees. Finance and Recreation have conferred on this and we will put in place two separate donation accounts for them, so that other than a change in how we account for the funds, they will not see a big difference. We've also noted for them that donations under \$500 don't need to come before the board, however we'd appreciate a listing of such at regular intervals for the information. We'll work out a mutually agreeable timetable to approve larger donations, similar to what we do for the COA. At the next town meeting we'll amend the bylaw on revolving funds to reflect this change.
- I had a meeting with Larry Petzing, chair of the Audit Committee this week. He had requested to meet to ask my opinion as to whether or not the Committee should consider changing audit firms. I told him that I definitely think that the Town should do so. We've had the same firm for about 14 years which is quite a long time, and typically in the municipal world audit firms are changed after about six years. While we are quite satisfied with Powers & Sullivan and their fee, it is a best practice to have a fresh look at the Town's finances, especially after working with the same people over a

period of years. From the meeting I don't believe he is in agreement, but the Committee will be taking up this topic at their next meeting.

- Ellen and I had a meeting with Michael D'Ortenzio, Matt Kelley, David Lussier and Tom Harrington to discuss concerns the schools have had about legal matters provided by Tom's firm. It was a good discussion that clarified for everyone why concerns had arisen and we left the meeting with a better understanding of how to move forward in a more collaborative way. We committed to meeting again in a few months to see how things are going and if any further changes are needed.
- Ellen and I met with Chief Pilecki this week to discuss compensation for the vacant Deputy Chief position and the process to fill it. We came to consensus with what we proposed, and Ellen will be reaching out to you to ask that you speak individually with the Chief about the process he plans to use to go forward.
- Town Hall interior visioning – FMD is starting to gear up to compile and then disseminate an RFP to seek an architectural firm to begin the visioning and feasibility study of the interior of Town Hall. As you may recall, we delayed the start of this until early 2018, and we want to begin shortly to do so, now that FMD is fully staffed and ready to take this on. Joe McDonough is in the process of wanting to establish the team to review the RFP and retain a consultant, and would like to have a Selectman's liaison join the group. We will put this item on the October 16<sup>th</sup> agenda for discussion, as Joe will be joining us that night to also discuss FMD cash capital for FY19.
- Work to renovate the Building Department and nearby offices on the ground floor of Town Hall is going well. The work will be completed early the week of October 16<sup>th</sup>, and the department plans to close to the public on Friday the 20<sup>th</sup> so they can move back in an orderly fashion. We've already started putting up signs and we've updated the website to get the word out so as to minimize any inconveniences.
- Meghan, Heidi and I had a meeting with IT on Thursday to take a look at their work to develop a "SharePoint" site for our office. The purpose of the site is to have a singular location for staff and the Board to schedule meetings, identify topics on upcoming meetings, and possibly share documents. We have a little more work to do to refine it, and then will roll it out to you. We think this can replace the calendar in the FNM and give you better information about what is scheduled and what is being planned.
- Enclosed in your correspondence are copies of the two presentations that were made to Advisory by Sheryl and I on Wednesday night in case you'd like to review them. We covered capital, pension, OPEB and health insurance – all in less than 90 minutes!
- As you will note in the correspondence the 5<sup>th</sup> 40B proposal has officially come in for 148 Weston Road for which we've asked for a 30-day extension.
- I want to alert you to a perceived conflict of interest issue that I will be bringing to the Board for a determination at the October 16<sup>th</sup> meeting. I learned this week from HR that a nephew of Bonita Legassie, our Parking Clerk, was hired by the Town to work for her as an on call parking attendant. It came to my attention from HR because they believed he had started work before completing necessary paperwork. Through investigation I learned that he has actually been working for the town longer, he was hired as a seasonal employee in this general area several years ago, but assigned at DPW on meter maintenance during those summers. After conferring with HR, Terry Connolly and Town Counsel, I believe that the appropriate action is to bring to the

Board at its meeting on the 16<sup>th</sup> a State Ethics law disclosure form of the perceived conflict, and ask the Board to make a determination about whether you are comfortable with hiring this person or not. Please feel free to call me directly if you'd like to discuss this further one on one.



2. **Citizen Speak**

3. **Executive Director's Update**

Approval of Minutes - the minutes of the following meetings are included in your packet for approval. These include edits received from Marjorie during the week.

- September 18, 2017

**MOVE** to approve the regular session minutes of September 18, 2017.





1 **Board of Selectmen Meeting: September 18, 2017**

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

3 **Also Present: Robinson, Jop**

4 **Minutes Approved: October 10, 2017**

6 **Warrants approved: 2018-010 in the amount of \$4,234,010.95**

8 **Meeting Documents:**

- 9 1. Agenda
- 10 2. Agenda Background Memorandum
- 11 3. Weekly Report
- 12 4. BOS Calendar
- 13 5. Draft Minutes of August 22 and 29, 2017
- 14 6. Memo Requesting Babson Special Police Officer Appointment
- 15 7. Application for Grant of Location 29 Wynnewood Road
- 16 8. FY 19 Budget Guideline Scenarios Models
- 17 9. PowerPoint presentation- Overview of Chapter 40B
- 18 10. Memo of Revisions to the OPEB Trust Legislation
- 19 11. Proposed Engagement Letter for Special Counsel Attorney Kevin Feeley
- 20 12. Feeley & Brown, P.C. Biography
- 21 13. Veterans Service District August, 2017 Report
- 22 14. Budget Manual Feedback
  - 23 a. Board of Library Trustees Letter
  - 24 b. Board of Public Works- Email from Beth Sullivan Woods
  - 25 c. NRC- Email from Jack Morgan
- 26 15. Petition to the State Supervisor of Records Regarding Mr. Ron Alexander (2)
- 27 16. Email from Anne Marie Cronin – 6 Juniper Road
- 28 17. Board/Committee Liaison Assignments – FY18 updated
- 29 18. Selectmen's Office FY18 Work plan – September, 2017
- 30 19. Draft 16 Stearns Comments to Masshousing
- 31 20. 135 Great Plain Avenue Plans
- 32 21. Memo Regarding 25 Shaw Road Update

34 **1. Call to Order**

36 Ms. Gibbs, Chair, called the meeting to order at 7:00 p.m. It was announced that Jill Sheehan, who was  
37 working part-time in the Finance department for the Town of Wellesley, will replace James Ryan as the  
38 Finance & Budget Analyst. Ms. Sullivan arrived to the meeting at 7:14 pm.

40 **2. Citizen's Speak**

42 None.

44 **3. Executive Director's Update**

46 Ms. Robinson noted that the Tolles Parsons Center has received a Temporary Certificate of Occupancy on  
47 Friday, September 15, 2017 and the Council on Aging has started moving. Ms. Robinson provided an  
48 update on the sewer back up that happened on Thursday, September 14, 2017 in the Town Hall. She also  
49 provided a brief update on the Kingsbury/Route 9 work including discussion of the lights and timing.

52 Minutes

53  
54 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (4-0, Ms. Sullivan**  
55 **was absent from the vote) to approve the regular session minutes of August 22, 2017 and August 29,**  
56 **2017.**

57  
58 Babson Special Police Officer Appointment

59  
60 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (4-0, Ms. Sullivan**  
61 **was absent from the vote) to appoint Babson Police Officer Christine Verdolino as a Special Police**  
62 **Officer for the Town of Wellesley for a term to expire June 30, 2018.**

63  
64 Ms. Robinson reviewed the proposed agenda for the Inter-Board meeting that is scheduled for Thursday,  
65 September 28, 2017.

66  
67 **4. 29 Wynnewood Road – Grant of Location**

68  
69 Ms. Gibbs invited Ms. Barbara Kelleher from National Grid to join the Board. Ms. Jop gave a brief  
70 overview of the application for the grant of location for 29 Wynnewood Road noting that the Engineering  
71 Division had requested a condition for the road to be milled and overlaid with new paving.

72  
73 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (4-0, Ms. Sullivan**  
74 **was absent from the vote) to approve a grant of location to National Grid to install and maintain**  
75 **approximately 190 feet of 4-inch gas main on Wynnewood Road for the purpose of providing gas**  
76 **serviced to a house located at 29 Wynnewood Road, subject to the mill and overlay of the frontage**  
77 **of 29 Wynnewood to the existing paved surface width of the roadway.**

78  
79 **5. Preliminary Discussion FY19 Budget Guideline**

80  
81 Ms. Gibbs noted that this was a preliminary discussion of the FY19 Budget guidelines and that the  
82 approval of the guidelines would occur at the September 26, 2017 meeting. Ms. Robinson reviewed the  
83 four potential models of the FY19 budget that were prepared by her and Ms. Sheryl Strother, Finance  
84 Director. She discussed potential capital adjustments for the Board to consider. Ms. Robinson discussed  
85 efforts to reduce cash capital for the Facilities Management Department, and efforts to determine whether  
86 projects can be postponed to later years. There are large capital projects needed at the Middle School,  
87 Town Hall, and Library, and the Board will need to discuss whether a debt exclusion should be  
88 considered in FY20. Ms. Robinson discussed the health insurance projections that include a 7% increase.  
89 She noted that work is being done to try to reduce that increase; however, this expense is unpredictable.  
90 Ms. Robinson explained the options to balance the budget including working to reduce operation budget  
91 guidelines or considering a debt exclusion for some of the projects. Ms. Robinson indicated that she  
92 would like guidance on how the Board would like to proceed.

93  
94 Mr. Morgan was concerned the Town continues to do long term planning showing a \$2 million shortfall.  
95 At the present time, he is not in favor of seeking reductions in capital, but was willing to give caution to  
96 departments of the potential for reduction.

97  
98 Ms. Freiman noted that the Town does not have extra free cash this year and reserve levels are low. Ms.  
99 Freiman asked Ms. Robinson to update the projects in the levy graph to show future years added to the  
100 models. She noted that if the Town is looking at \$4 million of “inside the levy” debt service, the Board  
101 will need to determine sequencing of projects.

Ms. Sullivan Woods stated that it would be helpful to understand the alternative prices of health insurance plans that are being considered given that health insurance has such a significant impact on the budget. She noted that the Board needs to be thoughtful on what is put out to the employees in terms of affordability to the Town and value to the employees. Ms. Sullivan Woods asked about the comfort level of the numbers for OPEB. Ms. Robinson responded that those numbers are not scheduled to go up and therefore she was comfortable with them as presented. Mr. Morgan commented on the pension receiving a revised actuarial projection. It was discussed that the Retirement Board sets the rate on investments and that this is not within the Selectmen's purview.

Mr. Ulfelder commented that he is attracted to model number three, noting his concern of how realistic the cash capital reductions can be. He stated that it would be helpful to have firmer answers. He also suggested the Board needs to be willing to look at everything as moving parts, noting that the school building project impacts the request of an override from the taxpayers.

Ms. Gibbs suggested that before the Board entertain an override, the Town needs to do its best to bring capital and expenses down. Ms. Gibbs noted that she is an advocate of supporting planned overrides, but at this time there are too many unknowns in the budget.

Ms. Freiman noted that there are items in the work plan that are not even considered in the models such as North 40 and the Unified Plan, reinforcing the need to include more years and information in the graphs.

Ms. Gibbs concluded by noting that the schools are going to the Advisory Committee on September 27, 2017, to provide their annual overview.

## **6. Town Counsel Overview- 40B Legal Process**

Mr. Tom Harrington and Mr. Chris Heep, Town Counsel from Miyares & Harrington LLP, joined the meeting to provide the Board with an overview of the legal aspects of addressing affordable housing projects regulated by Chapter 40B. They discussed the process from the time a project has been determined to be eligible by a state agency to a comprehensive permit issuance by the Zoning Board of Appeals. It was noted that if a town has three or more pending projects where the total units add up to more than 300 or the Board approves a project that will increase the housing stock by 2%, the Town can hold on holding a hearing for a year. This applies only for new applications, not pending applications. Regarding density, it was noted there is not a hard and fast rule on what is too dense. It would be more helpful to look at impacts of density, for example parking, traffic concerns, and sewer capacity. Mr. Heep discussed how the applicants need to address each provision. A project can be considered uneconomic if the reasonable return for a sale is less than 15% and for a rental project the return drops below 4.5%.

Mr. Ulfelder noted the Town of Medfield case where the state decided that a smaller project was more appropriate. Mr. Heep responded that the Town can address issues, they just need a good reason to do so. The ZBA needs to articulate a strong enough local concern that does not make the project uneconomic. The applicant is not required to provide a pro forma until ZBA announces the waivers denied or any conditions proposed. If the developer says the conditions proposed or waivers are "uneconomic" then the developer must provide a pro forma to show that and prove their case to the ZBA. Every project is different; the ZBA will need to look at the impacts of each project. The abutters to a proposed project do have the ability to appeal; however, this will be stayed during the HAC appeal. The applicant's appeals go first in the process. Mr. Heep also noted during the presentation that units are added to the Subsidized Housing Inventory the moment the comprehensive permit is issued.

Ms. Jop informed the Board that the presentation of Town Counsel Overview of 40B legal process will be posted under the Planning Board current projects 40B link as well as a link to the 40B handbook.

Ms. Gibbs opened the meeting up to comments from the public.

Ms. Mary Jane Kubler, 95 Crest Road, came before the Board and stated that the Board structure and volunteer work was not established to take on the work needed for the 40B projects. The Town is now confronted with a potentially overwhelming workload for volunteer boards. Ms. Kubler asked two questions; 1) What options are you looking at for staff to support the ZBA? 2) Where is the Town in creating a plan for affordable housing? Ms. Kubler further stated that it is sad to be concerned about the 40B projects so that Town employees can afford to live in Town. She mentioned the Delanson Circle project and stated it is a perversion of what the law intended. She is concerned the community will not be able to respond in a thoughtful way, and is looking for creativity and leadership to look outside the box.

Ms. Gibbs discussed the Town's full assessment of investigating resources at every level. If there are some additional needs or concerns, the Town will make every effort to address those concerns.

Ms. Freiman stated that for the past 15 months the Town has been working on the Unified Plan. The draft just came in a few days ago. Selectmen, Planning Board, and Wellesley Housing Development Corporation are finalizing an RFP for a housing production plan. The Board understands that the Town needs to move in a number of directions at the same time.

Ms. Tamara Sielecki, 14 Waban Street, asked the Board if the ZBA takes into account the non-profit housing in Town in their calculation? She further asked specifically about properties such as Wellesley College housing. Ms. Jop noted that the non-profit housing properties are not included in the housing count, which is currently at 6.3%. There are specific criteria for counting on the Subsidized Housing Inventory. Mr. Heep further clarified that to be included in the housing inventory count for 40B, the properties must be restricted to a deed restriction on affordability.

Mr. Lewis Collins, 14 Summit Road, came before the Board to asked the Board to prioritize the comprehensive plan with regards to the 40B component with as much urgency as possible so the Town is not in reaction mode. He stated that he agrees with the comments from Ms. Kubler and noted that it is desired to create 40B in a thoughtful way. Mr. Collins asked how long the RFP process will take. Ms. Jop responded that the Town is looking at an aggressive six-month timeline for completion of the Housing Production Plan.

## **7. Approve OPEB Trust Legislation Modifications**

Ms. Gibbs invited Mr. Marc Waldman, Treasurer, and Mr. Tom Harrington, Town Counsel, to join the meeting to discuss the OPEB Trust legislation. Mr. Waldman noted that after speaking to the legislative committee in third read they agreed to consider special legislation with the Board's approval of a minor amendment.

Mr. Harrington informed the Board that he met with the Trustees of the Contributory Retirement Board. The Trustees were concerned over their role in the process and their liability. A simpler way was proposed that would have the Treasurer designated as Trustee of the Trust, with the Retirement Board serving as overseers.

Mr. Ulfelder raised a question regarding the Trustees of the Contributory Retirement Board and if they were authorized to stop funding if the fund reached a certain level. Mr. Waldman clarified that the Original Act is from 2004 which vested the Retirement Board with the oversight of the investments into the fund.

Ms. Freiman noted that the Trustees have some level of liability. If they no longer functioned as Trustee, their liability is reduced. She questioned how does the Trustees level of liability for oversight of investments change with the revisions. Mr. Waldman noted that the Town does not have these assets held in trust currently. The Town is trying to create the trust and Trustees to satisfy the Government Accounting Standards Board requirements. Mr. Waldman noted that OPEB does not have legislation that governs the liability, protections, etc. As Treasurer there are several provisions in state law that protect and bond him with the existing insurance policy. When looking to buy that protection separately for the Retirement Board, it was determined that it would be an easier and more affordable task to appoint the position to the Treasurer.

Mr. Harrington mentioned that errors and omission insurance is needed if any errors or omissions occur to make the beneficiary of the Trust whole. There is a statutory process for this; however, the Town is different because we have special legislation which makes quoting for insurance more difficult. In calculating cost of the insurance the companies also account for the unfunded liability of the Town. Under the statute the Town Treasurer as Trustee is a viable option.

Ms. Sullivan Woods asked how this fund is different than the special purpose funds such as injured on duty funds. Mr. Waldman responded that those funds are stabilization funds that are not held in a trust that has legislation to support them. Those funds would be subject to creditors during bankruptcy. He further noted that the Town does have trust funds, for example the Library has a number of trust funds.

Ms. Robinson noted that the Contributory Retirement Board is made up of two residents and the other members are employees of the Town. The issue is that the two residents are experienced with this type of work and the concern would be to lose those valuable members if they feel they can no longer serve. What is being proposed is a good compromise to shift the day to day responsibility to the person who is already doing it and leave the oversight of the investments to the members. Ms. Freiman noted that transferring these responsibilities to the Treasurer does not change the way funds are appropriated. Mr. Harrington clarified that by setting this up the funds would be protected. The Treasurer would be the Trustee, but the investment advice would come from the Contributory Retirement Board.

After discussion the Board was comfortable in the change.

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the revisions to the OPEB trust legislation as proposed.**

## **8. Approval to Retain Special Counsel – Health Insurance Negotiations**

The Board was joined by Mr. Kevin Feeley, Attorney from Feeley & Brown, Mr. Scott Szczebak, Human Resources Director, and Mr. Marc Waldman, Town Treasurer. Ms. Robinson noted that the current health insurance plans will be sunseting in June 2018. While going through negotiations the Board was asked to approve the retention of Special Counsel. Mr. Feeley was hired by the Town the last time these negotiations took place.

Mr. Waldman briefly reviewed the Informal Coalition Bargaining, noting that in prior negotiations the Town walked a fine line between the two provisions of state statute. He noted that Mr. Feeley worked with the Town three years ago on the process and was asking the Board to engage Mr. Feeley again. Mr. Szczebak endorsed Mr. Feeley to continue the negotiation process this year. Ms. Robinson noted she typically does not request special counsel, but that this case is a specialized instance where special counsel is needed.

Mr. Feeley noted that in the past he has assisted the Town with the health care issues as well as several retirement health insurance and benefit issues.

Ms. Freiman asked Mr. Feeley what about the differences in the negotiation atmosphere now versus three years ago. Mr. Feeley responded that it is hard to say without sitting down with the Wellesley employee groups to know about specifics for Wellesley. In general, since 1990 every two to three years there have been considerable changes in the municipal health care cycle. The goal is to do the best we can for the best rate for the Town and the taxpayer. He noted that many towns are moving toward wellness and increasing deductible issues to create better consumers. Ms. Freiman also questioned the process Mr. Feeley negotiated last time and whether it is a feasible approach this time. Mr. Feeley responded yes, however it is a negotiation so it will depend on what the parties say. He noted that he has done this type of work in 25 communities noting that in the past the negotiations went smoother in Wellesley versus other towns.

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to authorize the engagement of Attorney Kevin Feeley as Special Counsel to represent the Town in health insurance negotiations.**

**9. New Business/ Correspondence**

No new business was noted.

**10. Executive Session**

Ms. Gibbs declared the Board would enter into Executive Session.

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board was polled all aye (Mr. Ulfelder –Aye, Ms. Sullivan Woods – Aye, Ms. Freiman – Aye, Mr. Morgan – Aye, and Ms. Gibbs-Aye) that the Board vote to enter into Executive Session under M.G.L. c 30A, §21 exception # 3a to discuss strategy with regards to collective bargaining. Furthermore, that Attorney Kevin Feeley, Treasurer/Collector Marc Waldman, HR Director Scott Szczebak, Blythe Robinson and Meghan Jop be invited to participate in the meeting.**

See Executive Session Minutes.

**At 10:08 pm, the Executive Session was adjourned and the Board reconvened in open session.**

**The meeting was adjourned at 10:08 p.m.**

Approve Wellesley Hills Junior Women's Club use of Town Parking Lot -

As noted on the enclosed email, the Junior Women's Club will be holding their Wellesley Marketplace fundraiser on November 11<sup>th</sup> at the high school. They would like to utilize the Tailby lot on that day for parking and shuttle people from there to the event. As there is no charge for parking in the lot on a weekend, there is no financial impact to the traffic and parking fund.

**MOVE** to approve the use of the Tailby Commuter Lot for by the Wellesley Hills Junior Women's Club for parking on November 11, 2017 to support their Wellesley Marketplace boutique craft fair.





## Robinson, Blythe

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**From:** Connolly, Terry  
**Sent:** Thursday, October 05, 2017 11:16 AM  
**To:** Robinson, Blythe; Jop, Meghan  
**Subject:** FW: Request for use of Tailby Commuter Lot on November 11

**From:** Wellesley Marketplace [mailto:wellesleymarketplace@gmail.com]  
**Sent:** Tuesday, October 03, 2017 4:39 PM  
**To:** DL: Board of Selectmen <sel@wellesleyma.gov>  
**Cc:** Meryl Glassman <meryl.glassman@gmail.com>; Jen Bonniwell <jenbonniwell@gmail.com>; Sabreena Kropp <sabreenakropp@gmail.com>  
**Subject:** Request for use of Trilby Commuter Lot on November 11

Dear Terry and the Town of Wellesley Board of Selectmen,

I am part of the Wellesley Hills Juniors Women's Club, a 501(c)3 non-profit organization that distributes over \$100,000 annually in grants and scholarships to local students and organizations.

Our largest fundraiser is the Wellesley Marketplace, a boutique craft fair featuring 200+ vendors. This year, the Marketplace will be held on Saturday, November 11 (Veterans Day) at the Wellesley High School from 9 AM to 4 PM.

We would like to utilize the Tailby Commuter Parking Lot between 6 AM and 6 PM on Saturday November 11. Our vendors would park in the lot and we would provide shuttle bus transportation to and from the Wellesley High School. We are also working closely with Wellesley Public School Officials and Wellesley Police to make sure the Marketplace goes smoothly on November 11th.

We hope that you will consider our request and look forward to hearing from you as soon as possible. Please don't hesitate to call or email me with any questions.

Sincerely,

Meryl Glassman  
2017 Wellesley Marketplace Co-Chair  
[\(781\) 962-3825](tel:(781)962-3825)

Save the date: Wellesley Marketplace is Veterans Day, Saturday, November 11, 2017 -- one week earlier than previous years!

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Discuss Resolution in support of Massachusetts House Bill #2683 Senate Bill #1845 regarding gas leaks

The NRC has asked to join our meeting to ask for your support of the enclosed resolution regarding gas leaks. This resolution is a follow up action to one supported by the Board earlier this year that related to the environmentally damaging problem of gas leaks. The State took action to pass that legislation which requires “environmentally significant gas leaks to be fixed.

This legislation goes a step further by effectively limiting the amount of “lost” gas that consumers have to pay for. The thought behind this is that the utility companies would be incentivized to fix more leaks if they were not able to pass the cost of lost gas onto consumers. A fact sheet on this topic is also included in your agenda packet.

**MOVE** to approve a resolution in support of Massachusetts House Bill #2683/Senate Bill #1845 regarding gas leaks.



**BOARD OF SELECTMEN**

TOWN OF



WELLESLEY

**RESOLUTION IN SUPPORT**  
**MASSACHUSETTS HOUSE BILL 2683/SENATE BILL 1845**  
*An Act Relative to Protecting Consumers of Gas and Electricity from  
paying for Leaked and Unaccounted for Gas*

**Whereas**, Massachusetts House Bill 2683/Senate Bill 1845 is an "An Act Relative to Protecting Consumers of Gas and Electricity from paying for Leaked and Unaccounted for Gas (UFG)" that seeks to protect all gas and electricity customers, whether businesses, manufacturers, homeowners and municipalities or other gas users, from paying for UFG by prohibiting providers from including the cost of UFG, as well as the costs of reducing or remedying loss, in the rate base; and

**Whereas**, according to H. 2683/S.1845, "Unaccounted for gas or UFG is the difference between the total gas available from all sources that is acquired by a system type and the total gas accounted for as sales, net interchange or company use"; and

**Whereas**, H.2683/S.1845 covers leakage or loss by leakage or loss due to discrepancies from measuring or monitoring inaccuracies, variations of temperature or pressure, or both, and other circumstances; and

**Whereas**, H.2683/S.1845 will provide economic incentive to gas providers to develop improved technologies and practices for transportation, distribution and storage; and

**Whereas**, the cost of UFG is typically passed on from providers of natural gas to users or consumers of gas; and



**Whereas**, leaking gas in the ground is harmful to vegetation and can kill valuable shade trees by depriving roots of oxygen; and

**Whereas**, methane is a precursor to ozone formation that can decrease lung function and aggravate asthma.

**Now, therefore, be it resolved**, that the Board of Selectmen of the Town of Wellesley strongly supports House Bill 2683/Senate Bill 1845 and urges the Massachusetts Legislature to take action to support this measure to protect consumers and the environment, and,

**Be it further resolved** that the Board of Selectmen of the Town of Wellesley forward an engrossed copy of this resolution to the elected Town of Wellesley delegation in the House and the Senate as well as House Speaker Robert A. DeLeo and Senate president Stanley C. Rosenberg and to the Governor on behalf of the Board of Selectmen of the Town of Wellesley.

The Board of Selectmen of the Town of Wellesley, Massachusetts, in witness thereof, have hereunto set our hand at Wellesley, Massachusetts on this 10<sup>th</sup> day of October, 2017.

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Ellen F. Gibbs, Chair

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Beth Sullivan Woods

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Jack Morgan, Vice Chair

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Thomas H. Ulfelder

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Marjorie R. Freiman, Secretary



# WHY GAS LEAKS MATTER

**Natural gas is leaking near many of our homes, schools, & businesses in Massachusetts 24/7.**

- Some pipelines under our streets are over 100 years old and were laid down after the Civil War.

**Natural gas is 95% methane, a potent greenhouse gas.**

- Methane traps 86 times more heat than carbon dioxide for the first 20 years. (2013 IPCC report)

**Gas leaks erase all our progress to reduce greenhouse gas:**

- Gas leaks are equivalent to 10% of our emissions.  
(2015 PNAS Harvard/Boston University McKain study)
- Gas leaks are not counted in our state Greenhouse Gas Emissions Inventory.  
When they are, they wipe out all our efficiency & conservation efforts to date.

**You pay for gas leaks!**

- Utilities pass on the cost of this waste to us as ratepayers.
- We pay up to \$135 million every year in Massachusetts. (2013 Sen. Markey study)
- In the Boston area alone, the value of lost gas amounts to \$90 million, enough to heat 200,000 homes. (2015 PNAS Harvard/Boston University McKain study)

## **Support H.2683 / S.1845: The Consumer Cost Protection Bill**

*An Act Relative to Protecting Consumers of Gas and Electricity from Paying for Leaked and Unaccounted for Gas*

**Twelve other states have caps on how much customers pay for lost and leaking gas:**

- Connecticut, California, Pennsylvania, Texas, New York, Ohio, and West Virginia have statutes or regulations that explicitly discuss lost and unaccounted for (LAUF) gas.
- Arizona, Idaho, Kansas, Kentucky, Louisiana, and New Hampshire have incorporated restrictions on LAUF gas recovery into Purchased Gas Adjustment proceedings before state public utilities commissions (PUCs).
- Texas reduced its inventory of leak-prone services by an impressive 55% over the two years spanning 2011 to 2013 after passing legislation.

**Numbers, volume and explosive risk of gas leaks are underestimated in MA.**

## **MOTHERS OUT FRONT**

We are mothers, grandmothers, and others who can no longer be silent about the real danger that climate change poses to the future of our children and grandchildren. For more information, please visit our website at [www.mothersoutfront.org](http://www.mothersoutfront.org).

- A 2016 BU study found 7% of leaks are gushing 50% of the gas. Finding and fixing these leaks could solve half the problem. (*Environ. Poll, Hendrick et al.*)
- The same BU study also found 15% of leaks were misclassified as safe, but are potentially explosive. (*Environmental Pollution, Hendrick et al.*)
- A 2013 BU study found more than twice the number of gas leaks than were reported by utilities. (*Environmental Pollution, Phillips et al.*)
- A 2016 study found 1.7 times more leaks than reported by utilities. (*MAPC/HEET*)
- A 2015 Harvard study found methane levels 2-3 times worse than estimated by regulators. (*Proceedings of NAS, McKain et al.*)
- Utilities are working with Mothers Out Front and our allies to identify and fix “super-emitters”, the biggest & most environmentally damaging methane leaks.

**Natural gas is a bridge fuel to nowhere for Massachusetts:** More pipelines and fracked gas would bring extra burdens—all at our risk and cost as taxpayers, customers, and citizens.

**“...No additional pipeline gas capacity is needed to meet electric reliability needs”**

(2015 MA Attorney General Maura Healey's report)

“Under business-as-usual circumstances, the region can maintain electric reliability through 2030, even without additional new natural gas pipelines. Even under a “stressed system” scenario, there are cheaper, less carbon intensive ways to ensure electric reliability, like energy efficiency and demand response, that are less risky for ratepayers.”

**“Shrinking Need for Natural Gas”**

(2016 Synapse study)

“Our findings show that any savings created by the Access NE pipeline will be outweighed by its costs, which are more than twice what the proponents have generally reported. We have also determined that the need for natural gas in New England will decrease dramatically within a few years of Access NE’s construction, alleviating the capacity constraints cited to justify the pipeline.”

## WHAT YOU CAN DO

**We need to #FixBigGasLeaks and fast.**

- Call your local gas company
- Encourage your town’s DPW to go to [Fixourpipes.Org](http://Fixourpipes.Org) and learn how much money can be saved when towns coordinate road work with utility companies.
- **Call your State Senator** to support Senate Bill:  
Senate bill S.1845 – The gas leaks consumer cost protection bill filed by Sen. Eldridge, Acton.
- **Call your State Representative** to support House Bill H.2683 – The gas leaks consumer cost protection bill filed by Rep. Barber, Somerville.
- Get on the **MOTHERS OUT FRONT** email list

To see an interactive map of gas leaks, visit [www.squeakyleak.org](http://www.squeakyleak.org). The map is provided by Home Energy Efficiency Team (HEET) at [heetma.org](http://heetma.org).



#### **4. Andy Wrobel – Discuss Phase II High School Improvements Proposal**

Included in your packet is a PowerPoint presentation from Andy Wrobel regarding the improvements that are being proposed for the High School Field area. He is seeking support from the Board to take this proposal through the process for a vote at the annual town meeting.

The phase II improvements include the installation of 30 bathroom stalls at two different locations on the site adjacent to the field, and the construction of a modular building to house a “team room” for use by teams holding games. As indicated in the presentation, Andy has held meetings with the NRC, Schools and Advisory Committee, all of which he indicates have expressed support for the project. We anticipate that Andy would like to see this project go forward at the spring ATM.

The NRC has given conditional approval, as they will require a review of the final plan in order to complete their sign off. In speaking with Brandon Schmitt of NRC he indicates that the NRC has expressed concern over the increasing development of the site, but they recognize the active recreational needs of the town. There have been some activities on the site such as adding storage trailers without prior consultation, but they are working on improving communication and the approval process for this.

**MOVE** to support the proposed project to implement Phase II improvements at the High School field which include construction of a team room building and restroom facilities.



# WHS Master Site Plan from Phase 1



# WHS Field Phase 1 – a SUCCESS

## Create Highly Inclusive Committee

## Develop Master Site Plan

## Replace aging track and field facilities

Replace grass with turf

Increase playing surface size to support more sports

## Replace visitors seating and update State St screening

## Create new pathway & entrance to field

## Create Memorial Wall / donor wall / bricks

Funded 1/3, 1/3, 1/3 (Sprague model)

Completed over summer of 2016

# Goals for WHS Field phase 2

Add the structures identified in phase 1 Master Site Plan

Restrooms (state required 19 women & 10 Men & 1 ADA)

Multiple locations support athletes, fans, Fuller Brook Path users

Multiple building fit site better

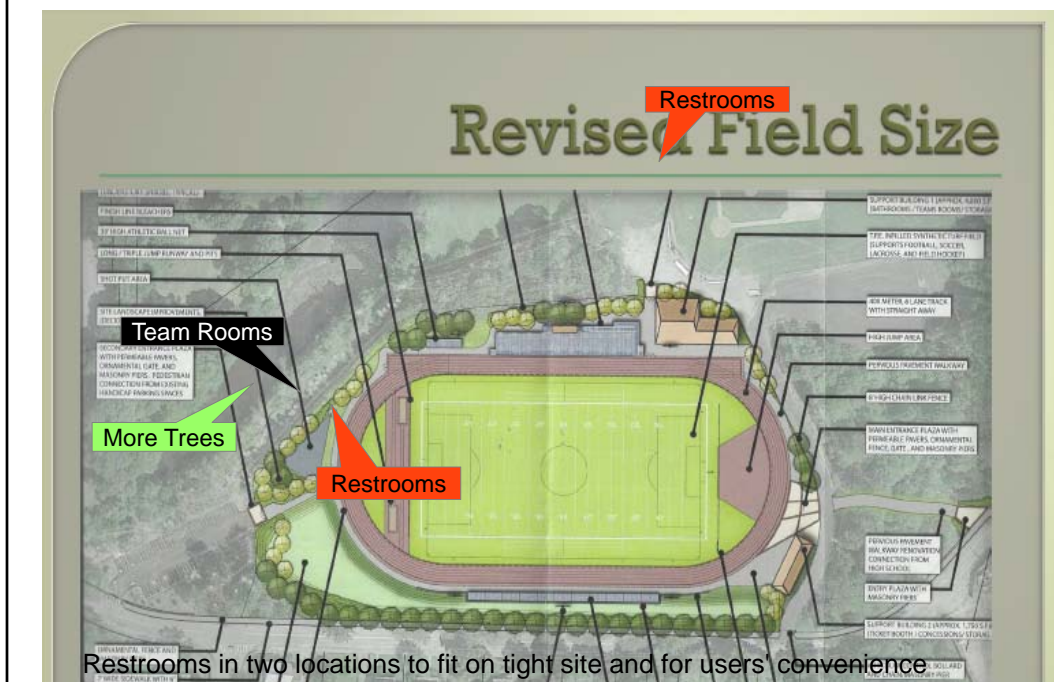
Multiple buildings less expensive to operate

Building with two team rooms with lockers

Reduce cost from \$1.5M estimate by using modular construction

Follow Sprague Funding Model 1/3, 1/3, 1/3

## Phase 2 - Team Rooms & Restrooms



# Progress to Date

Confirmed need for facilities – next slide

Found affordable option (pre-fab modular buildings)

Obtained broad support for concept: AD, NRC, Field Fund, CPC, SC

Reviewed with neighbors – minimal concerns - keep usage at current

Developed potential site layout options with DPW & Town Engineer

Researched procurement process with ED and TC

## Importance of these Facilities

### Restrooms

- Today: 2 plastic “portapotty”s near State St lot
  - Not handicap accessible, Insufficient on “event days”, “Embarrassing”
- State Law requires 58 total stalls (38 W, 20 M)-can appeal to reduce 50%

### Team Rooms

- Today: insufficient locker rooms exist in WHS

	Old HS (2006)	Planned HS (2011)	HS as Built (2016)
Locker Room size	~3,000 sf	~5,000 sf	1,037 sf
Athlete Lockers	~360	~600	160
Avg # of Athletes per season	~380	~450	545

- Team room lockers for sports w/ most equipment – freeing lockers for others
- Team rooms used by all (men/women) sports playing games on WHS field including football, lacrosse, soccer, field hockey, track

## “Affordable Option” can look Nice



- ModSpace built Foxboro DPW building - 1500 sf (similar size to teamroom)
- Our buildings will have peaked roofs and T1 siding – look like a “ranch house”
- Exact building to obtained through RFP process
- Restrooms and Team Room building to look the “same”

## Estimated cost for Phase 2

Example from Mod Space	Base Building	Mod Space Installation <sup>^</sup>	Extras <sup>^^</sup>	Utilities*	Total
Building w/ two Team Rooms	\$90,030	\$8,079	\$23,000	\$15,000	\$136,109
Restroom 12x32 (6W & 3M) - 2	135,958		12,000		147,958
Restroom 12x37 (7W & 4M)	79,992	6,479	7,000	25,000	118,471
<b>Total</b>	<b>305,980</b>	<b>14,558</b>	<b>42,000</b>	<b>40,000</b>	<b>402,538</b>

\* DPW estimated cost of compacted gravel surface (2500 psi) and connecting utilities

<sup>^</sup> Mod Space cost to setup, block on site, skirting, and anchors

<sup>^^</sup> Peaked roofs and wooden T-1 siding

Does not include contingency or plantings - total cost less than \$500k.

### Funding Plan:

1/3 Field Fund

1/3 CPC

1/3 Gen Rev (BoS)

Team Room

Restrooms to meet State Standard

Field Fund also to buy the lockers and benches for team rooms

## Process to Completion

Obtain BOS support	Today
Complete conceptual design for restrooms and team rooms	
Tighten cost estimates through RFP process	
Prepare for Public Meeting - NRC final vote	Dec
Obtain support from Advisory	
Field Fund Trust to “gift” funds for team rooms to Town	
CPC and BoS funds approved at ATM	April
DPW to manage procurement and installation	
All plans to go through usual ZBA, Wetlands, etc.	
Team rooms installed in spring	
Restrooms installed in time for fall season	

## Appendix

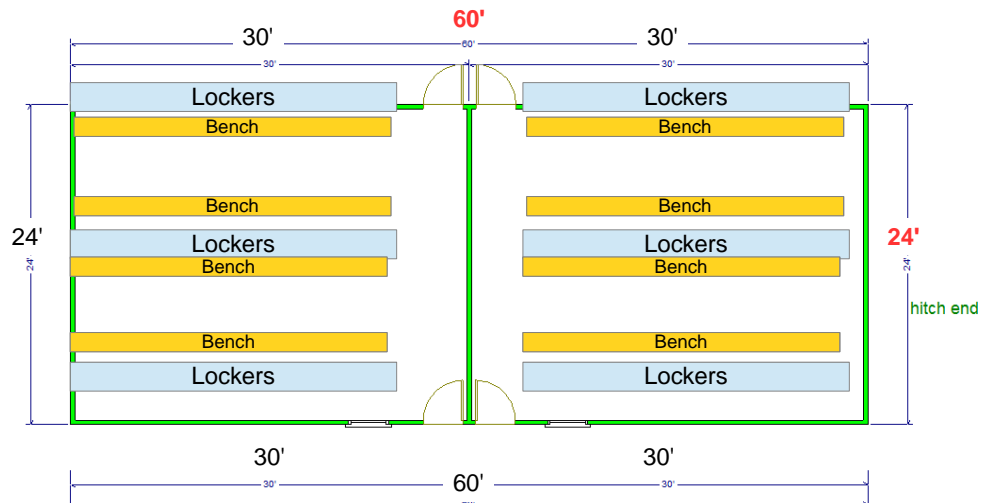
### Example of Building floor plan

- Team Room building
- Example of restroom building

### Detailed Site Layouts

- Team Rooms and restrooms near State St parking lot
- Restrooms near concession stands

## Potential Team Room Layout



30' x 24' similar size to current WHS locker rooms

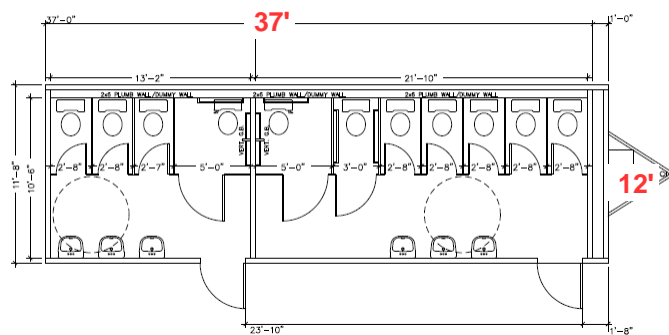
T1 wood exterior siding

Sliding windows above lockers

Heat and A/C (although the rooms will only be used seasonally)

Not used by private leagues or teams

## Restroom Structure – 7W & 4M



Example from MODSPACE – actual buildings to be bid thru RFP

Sinks with running water

Indoor lighting and ventilation

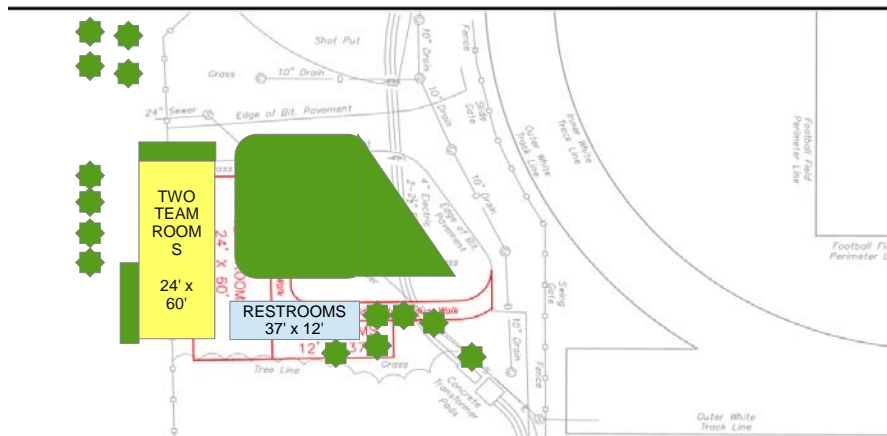
Seasonal use only (like Hunnewell Field restrooms)

Only one building accessible during non-event hours

Maintained by FMD

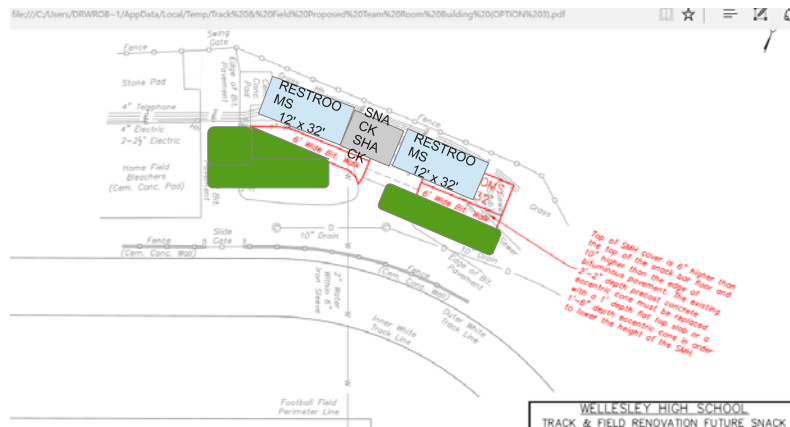


## Team Rooms Near State St Parking



Team Rooms require electricity only, restrooms require water and sewer too  
 Restrooms near team rooms, visitor stands, gate to Fuller Brook path  
 Restrooms accessible during non-winter seasons  
 Remove invasive species and dead trees and add screening

## Restrooms near Concessions



Located near "home stands"  
 Minimal site disruption necessary  
 Utilities currently located in this area  
 Only open for bigger events



**5. Review Plan Modification for Delanson Circle 40B Project**

The developer of this project has submitted a modification of their proposal for a 40B development at this location. As you know the Board expressed a number of concerns to the Mass Housing Partnership (MHP) as part of the project eligibility process this summer. MHP has reviewed the plan and suggested to the developer that they had concerns about the density, and that the developer ought to consider reducing the number of units to 66. Their response to that is what is enclosed, which is to reduce the number of units from 95 to 90. The Board now has the opportunity to respond to this modification and send back comments about it.

Staff recommends that the Board review the plan and proposed letter at this meeting, and then review neighborhood comments at the October 16<sup>th</sup> meeting. The deadline to respond to MHP is October 19, 2017.

**NO MOTION**



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

October 6, 2017

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

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

Dear Ms. Lacy:

On behalf of the Town of Wellesley Board of Selectmen and Planning Board, please find the following comments with respect to the Revised Comprehensive Permit Site Approval Application recently revised by Delanson Realty Partners, LLC for the reduction in the proposed development from a 95-unit to a 90- Unit residential housing development at 1-8 Delanson Circle within the Town of Wellesley.

The Town continues to find the proposed development is too intense for a site that is less than 1.5 acres in size. The revised plans are not responsive to the Town's initial comments, which are attached (Attachment B) and are all still relevant. Based upon email communication between Massachusetts Housing Partnership (MHP) and the developer, the Town is aware that MHP's peer reviewer, Steven A. Heikin, of Icon Architecture, findings agree with much of the Town's concerns including the following specific concerns detailed below (Attachment A). The proposed development has not been responsive in modifying the plans to address these concerns. Icon's recommendation was to reduce the number of units to 66. The revised proposal continues to be unacceptable concerning the level of density, site grading and design, pedestrian circulation, parking, access, stormwater design, building design, and transition to abutters.

### Vehicular Access and Parking

The parking ratio continues to be low for the project at 1.11 with a significant portion of the parking being usable with 46 stacker parking spaces that are also tandem parking spaces. The required level of parking management to verify continuously successful operation is extraordinary and the parking configuration continues to raise significant concerns that it is unworkable. To meet the parking demand, unit count must be decreased. At present there is also no traffic data to assess the impact the additional vehicle trips from the project would have on

Hollis Street or Linden Street. The Town's original comments and concerns concerning traffic, parking, and access all continue to be of significant concern.

#### Pedestrian Site Circulation

The Town disagrees with the assessment from Icon Architecture that the pedestrian circulation is "well thought out". The pedestrian access around the building on Hollis Street is lacking on a well-traveled pedestrian route to the Sprague School. The minimal 30-foot right of way, scale of the building and increase in vehicular volume precludes the ability to construct safe, buffered pedestrian access. The Town's initial comments on sidewalk construction and pedestrian activity remain.

#### Stormwater Management

Icon Architecture noted "the proponent should provide at least basic information on the proposed storm water management system for the project, which should be subject to independent peer review". There has been no additional information provided on stormwater for a project where the site is predominantly ledge and the usable area has been decreased to comply with concerns over the construction of a 30-foot retaining wall. With the removal of the 30-foot retaining wall, the amount of usable open space declines as well as the opportunity for any subsurface infiltration chambers. A reduction in density may allow for a better site design.

#### Building Design

The reduction in scale by five units **does not** decrease the significant impact the size, scale, and mass of the structure continues to have on the surrounding neighborhood which is described by Icon Architecture as "modestly-scaled single and two-family dwellings". Icon further agrees that abutting housing, "Those that remain, to the north and west, and across Hollis Street, will be significantly impacted by a development of this scale". Icon additionally reiterates the Town's concerns that the project "does not...achieve a comfortable or sensitive transition to its immediate abutters." Icon further agrees with the Town's findings with its comments that the "overall height and bulk of the building, and the near-leveling of the site...represent an uncomfortable and excessive intrusion on the adjacent properties."

Icon Architecture concluded that the major issues with the proposed project are the scale and height of the building, and the approach to site design. The Town agrees. A reduction in height, footprint, and density would assist with mitigating the significant impacts the currently project proposes.

#### Affordability

The project continues to raise concerns with the use of 50% of the median income, thus requiring only 20% of the units to be affordable in a project in a high-end market. If the goal of 40B is to increase affordable housing, particularly in a project that is aggressively increasing density incongruous to the neighborhood, the Town requests that MHP require 25% of the units be affordable at 80% of the median income. This would not preclude tenants making less than 80% from qualifying, and would decrease the gap between the market rate and affordable pricing.

The Town urges MHP to consider current and previous concerns (Attachment B) raised for this site and to consider the goals of the project relative to the intent of the 40B statute and MHP's mission. MHP's mission is to "to significantly expand the supply of affordable housing throughout the Commonwealth". The current proposal creates 18 affordable units, while allowing a developer to construct

72 units at market rate, at a considerable cost to the Town and direct abutters. A far less dense project at 25% affordability would far better serve those in need of affordable housing, and the Town of Wellesley.

Sincerely,

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Ellen F. Gibbs, Chair

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Jack Morgan, Vice Chair

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Marjorie F. Freidman

---

Beth Sullivan Woods

---

Thomas Ulfelder

DRAFT







101 SUMMER ST  
BOSTON MA  
02110

ICONARCH.COM  
617.451.3333

Laura F. Shufelt  
Community Assistance Manager  
Massachusetts Housing Partnership  
160 Federal Street  
Boston, MA 02110

August 3, 2017

**RE: Design Review/Proposed 40B Project Eligibility Application  
Wellesley Square Residences, 8 Delanson Circle, Wellesley, MA**

Dear Ms. Shufelt,

In accordance with our agreement to provide third-party professional design review assistance, this letter constitutes our review of the conceptual design of a proposed 40B project in Wellesley, MA, and our findings as to its appropriateness for the site on which it is proposed to be located.

The proponent, Delanson Realty Partners LLC, provided review materials including a Project Eligibility Letter (PEL) application and several attachments: a project narrative, and various locus maps. An updated Design Concept Package, dated June 22, 2017, was provided by EMBARC Architecture and Design; an Existing Conditions Plan, dated January 12, 2017, was provided by McKenzie Engineering Group. Additional updates, with revised site area and open space calculations, were provided on July 26 and August 2.

Our design review process included a site visit on Tuesday, June 20, which was attended by representatives of MHP, the development team, and the Town of Wellesley, including members of the Planning Board and Board of Selectmen, and several abutters. The development team was represented by Victor Sheen of Delanson Realty Partners, LLC, Geoff Engler of SEB LLC, and Dartagnan Brown of EMBARC.

**Existing Conditions**

The site is a rectangular 61,774 SF (1.42 ac) parcel fronting on Linden Street directly across from the Wellesley Square MBTA Commuter Rail Station, with additional frontage on Hollis Street to the east. The Linden Square shopping area is several

blocks to the east on Linden Street, and the shopping area of Wellesley Square is a short distance away via Linden Street and Crest Road across the MBTA commuter rail line.

The property is currently occupied by five one- and two-family residential structures on a private central cul-de-sac, Delanson Circle, entered from Linden Street. A number of large trees are set among the existing homes; others line the perimeter of the site along the north and west property lines.

Aside from the existing structures and mature trees, the most significant feature of the property is its significant grade change. It rises from east to west, diagonally across the site, from an elevation of 157 at the southeast corner, at the intersection of Linden and Hollis, to an elevation of approximately 200 at the northwest corner – a grade change of 43 feet. (The proponent’s narrative incorrectly describes this grade change as approximately 30 feet.)

The site is bounded on its north and west sides by residential properties which will be significantly impacted by a development of this scale, particularly due to the extensive excavation proposed. Three of the abutting residences to the north and west of the site are 20 feet or less from the property line.

### **The Proposed Project -- Overview**

The proposed development – Wellesley Square Residences – consists of 95 units in a six-story building comprised of 5 residential floors above an at-grade parking level which also includes the residential lobby and leasing offices. The construction is a podium-type building, with five wood-framed floors above a concrete base with a three-hour fire separation above the parking garage and lobby. The parking level and residential entry are set at elevation 160 – the existing grade at the midpoint of the site’s frontage along Linden Street. The parking is entered, however, from Hollis Street, with a short ramp down from elevation 163 at the entry point.

The upper floors of the building form a U-shaped enclosure around a central courtyard, which is set at one level above the garage and Linden Street, at el. 171. A portion of the Linden Street wing of the building, starting at elevation 171, extends beyond the garage and lobby area, as the existing grade of the site begins to rise in this area. An upper lobby and building amenity spaces, including a fitness room and community room, open onto the courtyard at this level, as do a number of residential units on this floor. The courtyard may be reached directly from Linden Street by a monumental set of open stairs, which are accessed under a two-story arched opening. Barrier-free access to the courtyard is available by an elevator

connecting the two lobby levels. The courtyard is also accessible from Hollis Street via a fire lane along the northern edge of the site; the elevation of the courtyard, at el. 171, is the same as the existing elevation along Hollis Street at the northeast corner of the site.

The project’s unit mix and average unit areas are as follows:

1 BR:	34 units (36%)	875 SF
2 BR:	44 units (46%)	1100 SF
3 BR:	17 units (18%)	1300 SF
Totals:	95 units (100%)	

The project thus exceeds the required 10% for three-bedroom units.

**Site Development**

**Site Grading:** This development is founded upon an extensive excavation of the sloping site, setting a base garage and entry level at the grade of Linden Street at elevation 160. This garage level occupies approximately 2/3 of the site. At the northwest corner of the garage, the existing grade is approximately 185, requiring the removal of approximately 20 feet or more of existing fill to get to the depth required for the structure’s footings.

The project’s central courtyard, which sits atop the garage slab at elevation 171, is created by additional excavation of the northwest and western portions of the property, with a series of five stepped retaining walls used to achieve the transition to the existing grade at the property line, as can be seen in the site plans and section. At the northwest corner of the site, its highest point, the existing grade is a bit more than el. 200 – nearly 30 feet above the proposed courtyard elevation.

**Vehicular Access and Parking:** The project proposes a single level of garage parking, entered from Hollis Street via a slight down-ramp. Although the survey indicates that Hollis Street, a public way, has a right-of-way dimension of 33 feet, the paved portion of the street appears to be only about 18-19 feet wide. There are no sidewalks at present on Hollis Street. The building is set back 15 feet from the property line, with approximately another 7-8 feet shown as sidewalk within the right-of-way on the site plan. This should provide for adequate visibility and allow for an adequate turning radius at the curb cut to facilitate access for cars entering and leaving the garage. However, a traffic study should confirm the viability of access from Hollis Street, as well as any issues related to cars turning from Hollis Street into the much busier Linden Street.

The updated plans indicate two parking options. The base plan provides 82 parking spaces, 15 of which are tandem. This provides an overall ratio of 0.86 spaces per unit. However, if the tandem spaces are intended to serve residents with two cars, then only 67 of the 95 units would have access to a parking space, a parking ratio of 0.7 spaces per unit.

An alternate parking plan provides for a total of 100 spaces, replacing the tandem parking spaces with a two-deep stacker system, which can be operated by the residents themselves to retrieve cars in the back row as well as the upper level. This makes any space available to a resident, with slightly more than 1 space per unit overall. How the parking is managed, and whether spaces are available to residents of the affordable units, and under what terms, should be evaluated further if the project proceeds.

Parking space and garage aisle dimensions, at 8.5x18 feet and 24 feet respectively, meet Wellesley's standards for the design of parking facilities. The garage plans also indicate storage space for what appears to be approximately 40 bicycles, although the space is labelled as holding 22.

The maximum parking ratio provided under the alternate plan, at 1.05 spaces/unit, is well below Wellesley's typical standard of 2.5 spaces per unit, or 2 spaces per unit in a Residential Incentive Overlay District. The site, however, is well-located as a transit-oriented development, across the street from the Wellesley Square commuter rail station, and within walking distance of two major shopping areas. The project narrative indicates that the site is a 4-minute walk from the #8 MWRTA bus on Central Street, which runs between Natick and the Woodland T Station on the Riverside Line. The proponent also proposes to work with Zipcar to provide on-site car-share service.

Notwithstanding these opportunities for a reduced parking ratio, this is still a 75% market-rate development in a middle-to upper-income suburban community with an excellent school system. The program includes a significant number of 2- and 3-bedroom units; it is likely that a fair number of units will be occupied by families with children. A parking ratio of 0.7 spaces per unit (assuming tandem spaces would be taken by families with two cars) or even 1 space per unit, if the stacker option is implemented, may not be enough to serve the residents of this development, suggesting that either a way of providing additional parking, or reducing the number of units be considered.

**Site Circulation – Pedestrian:** Pedestrian circulation around and within the site is well thought out. As noted above, the project plan shows a new sidewalk being

provided along Hollis Street. The building's main pedestrian entry is accessed from Linden Street, which leads to the lower level of a two-story lobby space, and which also provides direct access to the garage level. The upper level lobby, which opens onto the internal courtyard, provides for both internal and outside access to the adjacent fitness center and community room. A monumental covered staircase also connects the Linden Street entry to the courtyard. Yet another pedestrian route to the courtyard is available via the fire access lane along the northern edge of the site; this is a nearly level path, linking the courtyard, at el. 171, to Hollis Street at virtually the same elevation.

**Storm Water Management:** No information has been provided on storm water management. The portions of the site that are outside the perimeter of the garage, including the western portion of the courtyard and the fire access lane on the north side of the site, could provide locations for subsurface infiltration systems. Any such system would then presumably be connected to the Town's storm sewer system for overflow. The proponent should provide at least basic information on the proposed storm water management system for the project, which should be subject to independent peer review.

**Landscape Design:** The site plan provides only a preliminary concept for the landscape design of the site, including the central courtyard, which comprises the project's usable open space. An Open Space Diagram, dated July 26, 2017, indicates that the project's usable open space, including both green areas and paved walkways, totals 16,612 SF (0.38 ac), or 26.9% of the site area. This does not include the project's landscaped site frontage areas, the fire access lane, private terraces, or the stepped retaining wall area.

The project narrative suggests that the front, side, and rear yard setbacks will all be 25 feet. These areas will be at least partially landscaped; the site plan shows both street frontages lined with trees. However, the Hollis and Linden Street setbacks are both less than 25 feet. The setback on Hollis Street is 15 feet, with a proposed new sidewalk in the public right-of-way; the setback on Linden street ranges from about 18 to 20 feet, with an existing sidewalk in the public right-of-way.

The usable open space at the courtyard level includes a central circular path, partially shaded by trellises, with several benches around its perimeter. This area of the courtyard is bounded largely by common spaces, including the upper lobby, fitness center and community room. However, three units also face this area, with their own private terraces, which could create some privacy conflict with users of the common courtyard area.

The western portion of the courtyard contains several more public spaces, including a barbecue area and a private function area. These are more separated from nearby units. While the project narrative suggests that the courtyard “can accommodate public access as well as private space for resident use,” it is unlikely that this courtyard, while theoretically accessible to the public, would actually serve as a public space for non-residents unless it were specifically programmed as such from time to time.

The dominant feature of the courtyard is the 30-foot high set of retaining walls, which achieve the transition in grade from the courtyard elevation at 171 to the northwest corner of the site at 200. More detailed landscape plans and elevations, including a delineation of facing materials proposed for the wall itself, as well as plantings for the various terraces and an indication of how the plantings will be maintained, should be provided.

### **Building Design**

The overall building design presents a very urban character – and a well-designed one – on a transitional, transit-oriented suburban site. Linden Street is a major commercial corridor, with several three- and four-story commercial office structures within one block of the site, and the Linden Square mixed-use development just a few blocks to the east. However, this site is nestled into a neighborhood of modestly-scaled single- and two-family dwellings – such as those currently on the site itself. Those that remain, to the north and west, and across Hollis Street, will be significantly impacted by a development of this scale.

What this project does well is to articulate its very significant bulk into well-composed and lively elevations. The building’s 6-story height is organized with a clear 1-story base, 3-story middle, and 2-story top, identified by changes in materials. The top is further articulated by a penthouse level that is set back from the main façade by 6 feet. A series of projecting bays in the middle section, topped by balconies at the fifth floor, and recessed bays at the Linden and Hollis Street entries, provide additional articulation and logical opportunities to vary materials.

Windows are large, with an industrial character to their muntin pattern, but varied in size, and supplemented by similarly muntined doors that open to Juliet balconies at most units, maintaining a residential character.

Typical materials are not fully defined in the project narrative, nor are they called out on the elevations, but the narrative does indicate that the base garage level will be clad in light-toned masonry, while upper floors will use “varying cladding

textures” with a “complimentary (sic) color palette.” The color palette in the renderings looks attractive, but the materials should be better defined.

What this project does not do well is achieve a comfortable or sensitive transition to its immediate abutters. While it “solves” the problem of its sloping site in an efficient manner, concealing all parking below a landscaped deck, and providing decent setbacks from the adjacent streets, in other respects it is too aggressive in its reach for urban density. The overall height and bulk of the building, and the near-leveling of the site, creating a stepped 30 foot retaining wall at the rear property line, represent an uncomfortable and excessive intrusion on the adjacent properties. Suggestions to mitigate this are provided in the recommendations below.

At a finer grain, the building plans indicate storage areas (for residents?) at the inside corners, which is a good use of that space, since there is no additional tenant storage provided on the garage level, other than for bicycles. However, the plans do not indicate how trash and recycling are to be handled.

### **Unit Design**

Typical units are relatively spacious in overall area, with typical unit sizes listed in the narrative as follows: 1BR – 875 SF; 2BR – 1100 SF; 3 BR – 1300 SF. The project narrative indicates that affordable and market units will be the same size. However, the floor plans show that many 1 BR units are actually significantly less than 875 SF, including one at 781 SF, and a number at 845. The larger average is apparently due to a number of 1 BR+ units, which presumably include an office or den.

The typical unit plans provided reveal a number of concerns relative to the efficient use of space:

- The typical 1 BR unit illustrated includes an office, which is a windowless interior space, and has a floor area of approximately 1000 SF. This does not appear to be “typical” and illustrates a problem with the other “typical” unit plans.
- The “typical” 2 BR unit has an area of approximately 1134 SF; while this is spacious in the abstract and close to the average unit size, this unit has rather small bedrooms and a large interior space at the entry that provides little functional value or amenity.
- The “typical” 3 BR unit illustrated has an area of almost 1800 SF – 500 SF larger than the “average” 3BR unit, and it still has small bedrooms, no linen closet, and

windowless interior office. In addition, the master bedroom opens directly into the living room.

These “typical” unit plans, in fact, do not appear to be fully representative of the current project, as each of them has features not found in the building plans, such as a recessed balcony in the 1 BR unit, and overall configurations in the 2- and 3 BR units that do not match anything in the building plans.

## **Recommendations**

A number of issues with the site development approach and scale of the project and the “typical” unit design are identified above and in the attached checklists. These issues and recommendations for mitigation or further design effort are summarized here.

## **Overview and Key Findings**

This is an appropriate site for multifamily development. It is on a busy main street, close to various forms of public transportation and shopping. The building is generally well designed. But while it is an attractive design solution for a difficult site, it is a solution that lacks respect for its context.

## **Program, Parking, and Site Design**

This project would benefit functionally and contextually from a reduction in scale: either height, footprint, or both.

- Reducing the number of units while maintaining the current parking strategy would increase the parking ratio.
- Eliminating one typical story would reduce the unit count by 21.
- Reducing the wing of the building that parallels the north property line -- say by eliminating the two end units -- would reduce the unit count by 10 (or by eight if an entire floor were also eliminated).
- Making both of these changes would reduce the unit count by 29, to 66.
- With 66 units, the parking ratio without stackers would be approximately 1 per unit. With stackers, the ratio would be 1.5 per unit.

Reducing the length of the north wing, as well as reducing the height of the building by one story, would mitigate the impact on the abutter to the north. It would also allow a re-thinking of the design of the open space deck, ideally providing for a more gradual and attractive transition between the grade of the deck and the grade at the property line.



## **Site Development -- Storm Water Management, Snow and Trash Handling**

More information on all of these topics is needed.

## **Unit Design**

The “typical” unit plans presented do not appear to have come from the present building design. They are not “typical” of the average unit areas listed in the project narrative, and do not make efficient use of space. Bedrooms are small, and windowless interior “offices” do not provide much amenity.

## **Conclusion**

Following this letter are the two checklists, for Initial Project Review/Design Elements and Detailed Project Review.

As can be seen from the comments above and the summarized comments in the attached checklists, the major issues with this proposed project are the scale and height of the building, and the approach to the site design, particularly the carving out of the existing topography to create a level platform, while creating a three-story high retaining wall.

A reduction in height and/or footprint, ideally to a project size of about 66 units, would mitigate many of the impacts the project would generate in its current form, and improve the parking ratio per unit to a level that still recognizes access to transit, but is more commensurate with the project’s suburban location.

Please call if you have any questions or comments.

Sincerely,

**ICON Architecture, Inc.**

A handwritten signature in black ink, appearing to read "S. A. Heikin".

Steven A. Heikin FAIA  
Senior Principal

**Wellesley Square Residences, 8 Delanson Circle, Wellesley, MA**  
**Initial Project Review: Design Elements Checklist**  
**August 3, 2017**

**Factor**

**Findings**

	<b>40B Design Regulations</b>	<b>Integration with adjoining properties</b>
Proposed Use	Acceptable	The site is in a transitional location, with the mixed-use commercial development along Linden Street to the east, and single family uses to the north and west. It is across the street from the MBTA Wellesley Square commuter rail station. Development under 40B is an appropriate use of the site.
Conceptual Site Plan	Acceptable in concept but too dense	The site plan is acceptable in its basic concept, with the structure set back 15-20 feet from the property lines along its street frontage, and parking concealed within the site under the building and an open central plaza. However, the overall scale of the building, including its height, the wing which parallels the northern property line, and the amount of excavation required to develop the garage at the grade of Linden Street, contribute to an overly dense intrusion into its surrounding context.
Building Massing	Acceptable but too dense	The building is fairly well articulated both in overall massing and vertically, with some thought to establishing a base, middle, and top. Some reduction in height and/or footprint should be considered to achieve a better fit on the site.
Environmental Resources	Not Acceptable	No information on storm water management, or handling of trash and recycling is provided.
Topography	Not Acceptable	The proposed site development requires extensive excavation, to a depth of 20 feet or more over much of the site, which is largely ledge. The creation of a 30 foot high retaining wall along much of the site's northern and western boundaries – even though it is stepped – is an inappropriate way of addressing the natural topography of the site.

**Wellesley Square Residences, 8 Delanson Circle, Wellesley, MA**  
**Detailed Project Review: Design Review Checklist**  
**August 3, 2017**

<b>Factor</b>	<b>Finding: Integration with adjoining properties</b>
<b>Relation to Surrounding Structures and Public Spaces</b>	<b>Not Acceptable:</b> Creation of a 30-foot retaining wall at the adjacent residential property lines is an inappropriate response to the site's topography.
<b>Architectural and Site Details</b>	Architectural Details: <b>Acceptable.</b> Site Details: <b>Acceptable</b> in general concept but a reduced footprint that allows for a more naturalistic treatment of the site's topography should be considered. A landscape plan should be provided.
<b>Scale</b>	<b>Not Acceptable:</b> The building should be reduced in height by one story and/or reduced in footprint, both to mitigate its impact on the surrounding context, and also to reduce the program to achieve a better parking ratio.
<b>Building Height and Stepbacks/ Façade Design/Length and Articulation</b>	<b>Acceptable:</b> Projecting and recessed bays, Juliet balconies and decks, the stepback at the penthouse level, and varied window sizes all provide articulation within the street facades, which are otherwise quite lengthy at around 190 feet each. Articulation of base, middle, and top is achieved through changes in materials.
<b>Proportion</b>	<b>Acceptable.</b>
<b>Shape or Form</b>	<b>Acceptable:</b> but the building's relation to the site and context would be improved if the northern wing were reduced or eliminated, which would reduce the impact on the northern abutters and permit a more naturalistic treatment of the central open space and grade transition to the property lines.
<b>Streetscape and Landscape</b>	<b>Not Acceptable:</b> A narrative describes proposed site amenities but these are only conceptually portrayed on the site plan. Achieving a better transition to the higher grades surrounding the site is a major concern. The 30-foot stepped retaining wall is not acceptable.
<b>Design Treatments of the Edge</b>	<b>Not Acceptable:</b> In addition to issues with the retaining wall, the proposed treatment of the Linden and Hollis Street frontages is unclear. Site plans appear to show the creation of a sidewalk along Hollis, which would be necessary with this development, but there is no clear indication that it is part of the project





**Massachusetts  
Housing  
Partnership**

September 19, 2017

Via email: [sel@wellesleyma.gov](mailto:sel@wellesleyma.gov) and certified mail

Elaine F. Gibbs, Chair  
Wellesley Board of Selectmen  
Town of Wellesley  
525 Washington Street  
Wellesley, MA 02482

Re: Application for Determination of Project Eligibility (PEL)  
Wellesley Crossing (Project)  
Delanson Realty Partners LLC (Applicant)

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

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

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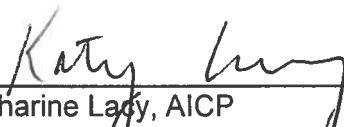
[www.mhp.net](http://www.mhp.net)

Dear Ms. Gibbs:

On September 18, 2017 the Applicant for the above referenced Project submitted revisions to the above referenced PEL application dated 5/15/201.

We would appreciate any comments that the Town would like to make as soon as possible and in any event within 30 days.

We look forward to receiving your comments,

  
Katharine Lady, AICP  
Senior Project Manager

cc via email: Blythe Robinson, Executive Director  
Meaghan C. Jopp, Assistant Executive Director  
Michael Zehner, Planning Director

**MHP**  
**Invitation to Apply for Project Eligibility Letter (“PEL”)**

To the Applicant:

MHP requires the PEL applicant to complete the attached PEL Information Form as the key part of its application. Please return this PEL Information Form with a cover letter on your letterhead that contains the language on the next page and is signed by an authorized representative of the applicant.

**WELLESLEY CROSSING**

Wellesley, MA

5/15/2017

Number of Units

90

**RENTAL PRO FORMA**

## Assumptions &amp; Formulas

Acquisition value	5100000
As-Is Appraised Value	5100000
Number of below ground parking spaces	100
Construction cost per parking space	\$25,000
Total GSF	106,474
Construction cost per GSF	\$195.00
Hard Cost contingency	5%
Soft Cost contingency	5%
Construction Period (in months)	24
Construction Loan interest = loan amount x 50% x interest rate x construction period	
Finance Fees (appli/constr/permanent )	1.10%
<b>Soft Costs</b>	
Builder's general conditions/OH & Fee	14%

excluding parking garage

**SOURCES & USES****USES - Development Budget****Development Costs**

Per Unit

Total

	<i>Per Unit</i>	<i>Total</i>
Acquisition	56,667	5,100,000

**Hard Costs**Site Work

earth work	444	40,000
utilities (on site/off site)	1,111	100,000
roads and walks	1,111	100,000
site improvement	444	40,000
lawns and planting/landscaping	444	40,000
geotechnical condition	667	60,000
environmental remediation	0	0
demolition	889	80,000
unusual site conditions	444	40,000
<b>Sub-Total Site Work</b>	<b>5,556</b>	<b>500,000</b>

Construction

Building structure/units	230,694	20,762,430
Underground parking/main building	27,778	2,500,000
Common spaces/amenities	0	0
Sub-total -Site & Building construction	264,027	23,762,430
General Conditions	15,842	1,425,746
Builder's Overhead	5,281	475,249
Builder's Profit	15,842	1,425,746
Sub-Total - Gen Cond/ Overhead/ Profit	36,964	3,326,740

Hard Cost contingency	15,044	1,354,000
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<b>Sub-Total Hard Costs</b>	<b>316,035</b>	<b>28,443,170</b>
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**Soft Costs**

Appraisal/Market Study	111	10,000
Marketing/Initial Rent-up	556	50,000
Taxes	444	40,000
Utility Usage	0	0
Insurance	222	20,000
Security	0	0
Inspecting Engineer	0	0
Construction Loan Interest	14,222	1,280,000
Fees - construction lender	1,097	98,748
Fees - Permanent lender	3,339	300,470
Architecture/Engineering	4,444	400,000
Survey, permits	667	60,000
Clerk of the Works	0	0
Construction Manager	1,111	100,000
Bond Premiums (P&P/Lien bond)	0	0
Environmental/Civil/Geo-tech Engineering	278	25,000
Legal	556	50,000
Legal - Lender	111	10,000
Title & Recording	222	20,000
Accounting & 40B Cost Certification Bond	500	45,000
Relocation	0	0
40B Site Approval Processing Fee	28	2,500
40B Mediation Fund Fee	40	3,580
40B Land Appraisal (as-is appraisal)	56	5,000
40B Final Approval Processing fee/Tech Assistance fee	0	0
40B Subsidizing Agency Cost Certification Fee	0	0
40B Monitoring Agent Fees	0	0
MIP	0	0
Credit Enhancement	0	0
Letter of Credit Fee	0	0
Other Financing Fees	0	0
Development consultant	1,111	100,000
Lottery consultant	162	14,600
ZBA peer review consultants	278	25,000
Other consultants	0	0
	0	0
Soft Cost Contingency	1,478	132,995
<b>Sub-Total Soft Costs</b>	<b>31,032</b>	<b>2,792,892</b>
Sub-Total Acquisition + Hard + Soft Costs	403,734	36,336,063
Developer Overhead/Fee	38,540	3,468,606
<b>TOTAL NET DEVELOPMENT COSTS</b>	<b>442,274</b>	<b>39,804,669</b>

**Capitalized Reserves**

Initial Rent-Up Reserves	0	0	
Operating Reserves	5,000	450,000	Provide in Letter of Credit
Sub-Total Capitalized Reserves	5,000	450,000	

<b>TOTAL DEVELOPMENT COSTS</b>	<b>447,274</b>	<b>40,254,669</b>
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**DEVELOPMENT SOURCES**

Permanent Loan	27,315,411	
Equity Required	12,939,258	32.14%
less Developer Overhead/Fee contributed	(3,468,606)	
Developer Cash Equity Required	9,470,652	
<b>TOTAL DEVELOPMENT SOURCES</b>	<b>40,254,669</b>	



**Calculation of Maximum Allowable 40B Developer Fee**

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A.			
	Appraised land value as-is i.	\$5,100,000	(estimated pre-40B value upon which developer fee is calculated)
	Carrying Costs ii.	\$0	

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<b>Allowable Acquisition Cost</b>	<b>\$5,100,000</b>
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B.	
Allowable Acquisition Cost *	
5%	\$255,000

C.			
	Hard Costs i.	\$28,443,170	
	Soft Costs ii.	\$2,692,892	
	Allowable Acquisition Cost iii.	\$0	
	<b>Adjusted TDC</b>	<b>\$31,136,063</b>	

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			Less \$100,000 deduction of development consulting fee MHC does not allow Acq
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**DHCD Maximum Allowable Developer Fee**

15% of 1st \$3,000,000 of Adjusted TDC	i.	\$450,000
12.5% of the next \$2,000,000 of Adjusted TDC	ii.	\$250,000
between Adjusted TDC and \$5,000,000	iii.	\$2,613,606

<b>DHCD Maximum Allowable Developer Fee</b>	<b>\$3,313,606</b>
Less Development Consultant Fee	-\$100,000
5% of Acquisition	\$255,000

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Less \$100,000 deduction of development consulting fee

<b>DHCD Maximum Allowable 40B Developer Fee</b>	<b>\$3,468,606</b>
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**WELLESLEY CROSSING**  
**Wellesley, MA**

Number of Units: **90**

	Units	Approx. Sq. Ft.	Maximum Rent @ 50%	Utility Allowance	Rent /Month
<b>RENTAL REVENUES</b>					
Affordable Studio	0	0	858	97	761
Affordable 1 BR	7	723	920	118	802
Affordable 2 BR	9	1,059	1,103	150	953
Affordable 3 BR	2	1,182	1,275	187	1,088
Market Studio	0	0			0
Market 1 BR	27	723			2,700
Market 2 BR	38	1,059			3,177
Market 3 BR	7	1,182			3,546
<b>Total Units</b>	<b>90</b>				

Gross Annual Rental Income	2,817,780
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Other Income - parking (excl Aff Parking)	72	100	86,400
Other Income - Misc			28,178
Commercial Income			0
Total "OTHER" Income			114,578

<b>TOTAL GROSS INCOME</b>	<b>2,932,358</b>
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OPERATING EXPENSES	Total	Per Unit
MANAGEMENT FEE	87,971	977
ADMINISTRATION	190,000	2,111
MAINTENANCE	190,000	2,111
UTILITIES	95,000	1,056
TAXES	285,000	3,167
RESIDENT SERVICES	19,000	211
MIP	34,144	379
INSURANCE	47,500	528
MONITORING FEE	0	0
REPLACEMENT RESERVES	28,500	317
<b>TOTAL OPERATING EXPENSES</b>	<b>977,115</b>	<b>10,857</b>

**OPERATING PRO-FORMA- initial yr - stabilized occupancy**

Gross Rental Income	2,817,780
Other Income (parking + miscellaneous)	114,578
(less) Vacancy and Bad Debt -afford units	-15,497
(less) Vacancy and Bad Debt -mrkt units	-131,069
(less) Vacancy on Other Income/Commercial Income	-2,254
<b>Effective Total Income</b>	<b>2,783,538</b>

(less) Annual Operating Expenses	-977,115
<b>NET OPERATING INCOME</b>	<b>1,806,423</b>

Debt Service Coverage Ratio	1.20	
Available for debt service	1,505,353	376,338
<b>Supportable Loan</b>	<b>27,315,411</b>	

Assumptions	
Vacancy & Bad Debt (Affordable Units)	5.00%
Vacancy & Bad Debt (Market Units)	5.00%
Vacancy & Bad Debt (Other Income)	8.00%
Management Fee (as a % gross income)	3.00%
#DIV/0!	
Number of Months	12
Loan	
Interest Rate	4.65%
Term	40
Debt Service Coverage Ratio	1.20

**WELLESLEY CROSSING**

Wellesley, MA

**Assumptions****Rate of Growth Income** 1.03 (income growth should be 1% less than operating expense growth)**Rate of Growth Expenses** 1.04**Rate of Growth -Taxes** 1.025

<b>ANNUAL RENTAL INCOME</b>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>	<i>Year 6</i>	<i>Year 7</i>	<i>Year 8</i>	<i>Year 9</i>	<i>Year 10</i>
Gross Rental Income	2,817,780	2,902,313	2,989,383	3,079,064	3,171,436	3,266,579	3,364,577	3,465,514	3,569,479	3,676,564
Other Income	114,578	118,015	121,556	125,202	128,958	132,827	136,812	140,916	145,144	149,498
<b>TOTAL GROSS INCOME</b>	<b>2,932,358</b>	<b>3,020,329</b>	<b>3,110,938</b>	<b>3,204,267</b>	<b>3,300,395</b>	<b>3,399,406</b>	<b>3,501,389</b>	<b>3,606,430</b>	<b>3,714,623</b>	<b>3,826,062</b>
(less) Vacancy and Bad Debt -afford units	(15,497)	(15,961)	(16,440)	(16,934)	(17,442)	(17,965)	(18,504)	(19,059)	(19,631)	(20,220)
(less) Vacancy and Bad Debt-mrkt units	(131,069)	(135,001)	(139,051)	(143,222)	(147,519)	(151,945)	(156,503)	(161,198)	(166,034)	(171,015)
(less) Vacancy and Bad Debt-other	(2,254)	(2,322)	(2,392)	(2,463)	(2,537)	(2,613)	(2,692)	(2,772)	(2,856)	(2,941)
<b>NET RENTAL INCOME</b>	<b>2,783,538</b>	<b>2,867,044</b>	<b>2,953,056</b>	<b>3,041,647</b>	<b>3,132,897</b>	<b>3,226,884</b>	<b>3,323,690</b>	<b>3,423,401</b>	<b>3,526,103</b>	<b>3,631,886</b>
<b>ANNUAL OPERATING EXPENSES</b>										
Management Fee	87,971	91,490	95,149	98,955	102,913	107,030	111,311	115,763	120,394	125,210
Administration	190,000	197,600	205,504	213,724	222,273	231,164	240,411	250,027	260,028	270,429
Maintenance	190,000	197,600	205,504	213,724	222,273	231,164	240,411	250,027	260,028	270,429
Utilities	95,000	98,800	102,752	106,862	111,137	115,582	120,205	125,014	130,014	135,215
Real Estate Taxes	285,000	292,125	299,428	306,914	314,587	322,451	330,513	338,775	347,245	355,926
Insurance	47,500	49,400	51,376	53,431	55,568	57,791	60,103	62,507	65,007	67,607
Tax Credit Monitoring Fee	0	0	0	0	0	0	0	0	0	0
Replacement Reserves	28,500	29,640	30,826	32,059	33,341	34,675	36,062	37,504	39,004	40,564
<b>SUB-TOTAL OPERATING EXPENSES</b>	<b>977,115</b>	<b>1,016,200</b>	<b>1,056,848</b>	<b>1,099,121</b>	<b>1,143,086</b>	<b>1,188,810</b>	<b>1,236,362</b>	<b>1,285,817</b>	<b>1,337,249</b>	<b>1,390,739</b>
<b>NET OPERATING INCOME</b>	<b>1,806,423</b>	<b>1,850,845</b>	<b>1,896,208</b>	<b>1,942,526</b>	<b>1,989,810</b>	<b>2,038,074</b>	<b>2,087,328</b>	<b>2,137,584</b>	<b>2,188,854</b>	<b>2,241,147</b>
Debt Service	(1,505,353)	(1,505,353)	(1,505,353)	(1,505,353)	(1,505,353)	(1,505,353)	(1,505,353)	(1,505,353)	(1,505,353)	(1,505,353)
<b>NET CASH FLOW</b>	<b>301,071</b>	<b>345,492</b>	<b>390,855</b>	<b>437,173</b>	<b>484,458</b>	<b>532,721</b>	<b>581,975</b>	<b>632,232</b>	<b>683,501</b>	<b>735,794</b>
Return on Equity (40B methodology)	2.3%	2.7%	3.0%	3.4%	3.7%	4.1%	4.5%	4.9%	5.3%	5.7%

# WELLESLEY CROSSING

## PROPOSED WAIVER LIST

### ZONING BYLAW

SECTION II	SINGLE FAMILY DISTRICTS (SR10)
REQUIRED:	One-Family Dwelling in SR10 (Single Residence Zoning District)
PROPOSED:	Multi-Family rental project consisting of 90 units (72 market rate and 18 affordable) under M.G.L. c. 40B with parking and appurtenances as shown in accompanying plans (the Multi-Family Project)
SECTION IV	GENERAL RESIDENCE DISTRICT (GR)
REQUIRED:	Two-Family Dwelling in GR (General Residence Zoning District)
PROPOSED:	Multi-Family rental project consisting of 90 units (72 market rate and 18 affordable) under M.G.L. c. 40B with parking and appurtenances as shown in accompanying plans (the Multi-Family Project)
SECTION XVI	RESTRICTIONS AFFECTING ALL DISTRICTS
REQUIRED:	Construction of other than single or two family buildings per section XVIA (Project Approval) and section XXV (Special permit).
PROPOSED:	Multi-family Project per M.G.L. c. 40B Comprehensive Permit process
SECTION XVIA	PROJECT APPROVAL FOR PROJECTS OF SIGNIFICANT IMPACT
REQUIRED:	Design review, Site Plan Review and Special Permit
PROPOSED:	ZBA review through M.G.L. c. 40B Comprehensive Permit process in accordance with state law and regulations
SECTION XVIB	INCLUSIONARY ZONING
REQUIRED:	Provide affordable housing or cash contribution for Projects of Significant Impact under Section SVIA (Project Approval)
PROPOSED:	Provide affordable units per Multi-family Project and Comprehensive Permit
SECTION XVIC	DRAINAGE REVIEW
REQUIRED:	Review by DPW and Planning Director of grading and drainage plans and other materials as may be required in accordance with local specifications
PROPOSED:	ZBA review through M.G.L. c. 40B Comprehensive Permit process in accordance with state law and regulations
SECTION XVII	TREE PROTECTION & PRESERVATION
REQUIRED:	Submission of Tree Protection & Mitigation Plan for review and approval by Building Commissioner and/or Planning Board in accordance with local specifications
PROPOSED:	ZBA review and approval of Landscaping Plan through M.G.L. c. 40B Comprehensive Permit process in accordance with state law and regulations

SECTION XVIII.B            AREA REGULATIONS/RATIO OF BUILDING TO LOT AREA  
REQUIRED:                9,266 S.F.  
PROPOSED:                24,775 S.F.

SECTION XIX                YARD REGULATIONS  
REQUIRED:                Front Yard 30 feet  
                                    Side Yard 20 feet  
                                    Rear Yard 20 feet  
PROPOSED:                Front Yard 20 feet on Linden Street; 15 feet on Hollis Street  
                                    Side Yard 13.7 feet  
                                    Rear Yard 24.2 feet

SECTION XX  
HEIGHT OF BUILDINGS  
REQUIRED:                45 feet or 3 stories  
PROPOSED:                56 feet based upon an average grade plane of 155.5 feet

SECTION XXI                OFF-STREET PARKING  
REQUIRED:                Parking Plan approved by the Building Commissioner and/or Planning Board  
                                    with local specifications for setbacks, quantity of spaces, design, construction,  
                                    landscaping, screening and administration including no tandem spaces  
PROPOSED:                ZBA review and approval of Site Plan through M.G.L. c. 40B Comprehensive  
                                    Permit process in accordance with state law and regulations, including 100  
                                    parking spaces

SECTION XXII                DESIGN REVIEW  
REQUIRED:                Signage and Project Approvals (Section XXIIA) reviewed by Design Review Board.  
PROPOSED:                ZBA review and approval of Site Plan and Signage plans through M.G.L. c. 40B  
                                    Comprehensive Permit process in accordance with state law and regulations

SECTION XXIIA                SIGNS  
REQUIRED:                Design Review Board, Building Commissioner and/or ZBA review of quantity,  
                                    location and design of signs per local specifications.  
PROPOSED:                ZBA review and approval of Site Plan and Signage plans through M.G.L. c. 40B  
                                    Comprehensive Permit process in accordance with state law and regulations

SECTION XXIID                RETAINING WALLS  
REQUIRED:                Special Permit and Design Review requirements and 10' setback from the  
                                    property line if retaining wall greater than 4' height  
PROPOSED:                ZBA review and approval of Site Plan including retaining wall specifications  
                                    through M.G.L. c. 40B Comprehensive Permit process in accordance with state  
                                    law and regulations Including a 5' setback from the easterly property line for up  
                                    to a 7' tall retaining wall

#### **RULES AND REGULATIONS FOR TREE PRESERVATION AND PROTECTION**

REQUIRED:                Tree Preservation, Protection, Replanting, Removal, Bond and Banking approved  
                                    by Building Commissioner or Planning Board in accordance with local  
                                    regulations

PROPOSED: ZBA review and approval Landscaping plans through M.G.L. c. 40B  
Comprehensive Permit process in accordance with state law and regulations

#### **DPW MINICIPAL STORMWATER DRAINAGE SYSTEM RULES AND REGULATIONS**

REQUIRED: Storm water management approved by DPW in accordance with local regulations

PROPOSED: ZBA review and approval of Storm water Management plans through M.G.L. c. 40B Comprehensive Permit process in accordance with state law and regulations

#### **DPW SEWER RULES AND REGULATIONS**

REQUIRED: Sewer connection, construction and fees pursuant to DPW Sewer Rules and Regulations

PROPOSED: Sewer connection, construction and fees reviewed and approved by ZBA through M.G.L. c. 40B Comprehensive Permit process in accordance with state law and regulations including fee waiver for affordable units

#### **BOARD OF HEALTH REGULATIONS FOR SUBSURFACE SEWAGE DISPOSAL SYSTEMS**

REQUIRED: Subsurface Sewage Disposal System construction and specifications pursuant to Board of Health Regulations for Subsurface Sewage Disposal System

PROPOSED: Subsurface Sewage Disposal System construction and specifications reviewed and approved By Board of Health in accordance with state law and regulations (Title 5)

#### **DPW WATER RULES AND REGULATIONS**

REQUIRED: Water connection, construction and fees pursuant to DPW Water Rules and Regulations.

PROPOSED: Water connection, construction and fees reviewed and approved by ZBA through M.G.L. c. 40B Comprehensive Permit process in accordance with state law and regulations Including fee waiver for affordable units

# WELLESLEY SQUARE RESIDENCES

8 DELANSON CIRCLE WELLESLEY, MA 02482

DELANSON REALTY PARTNERS

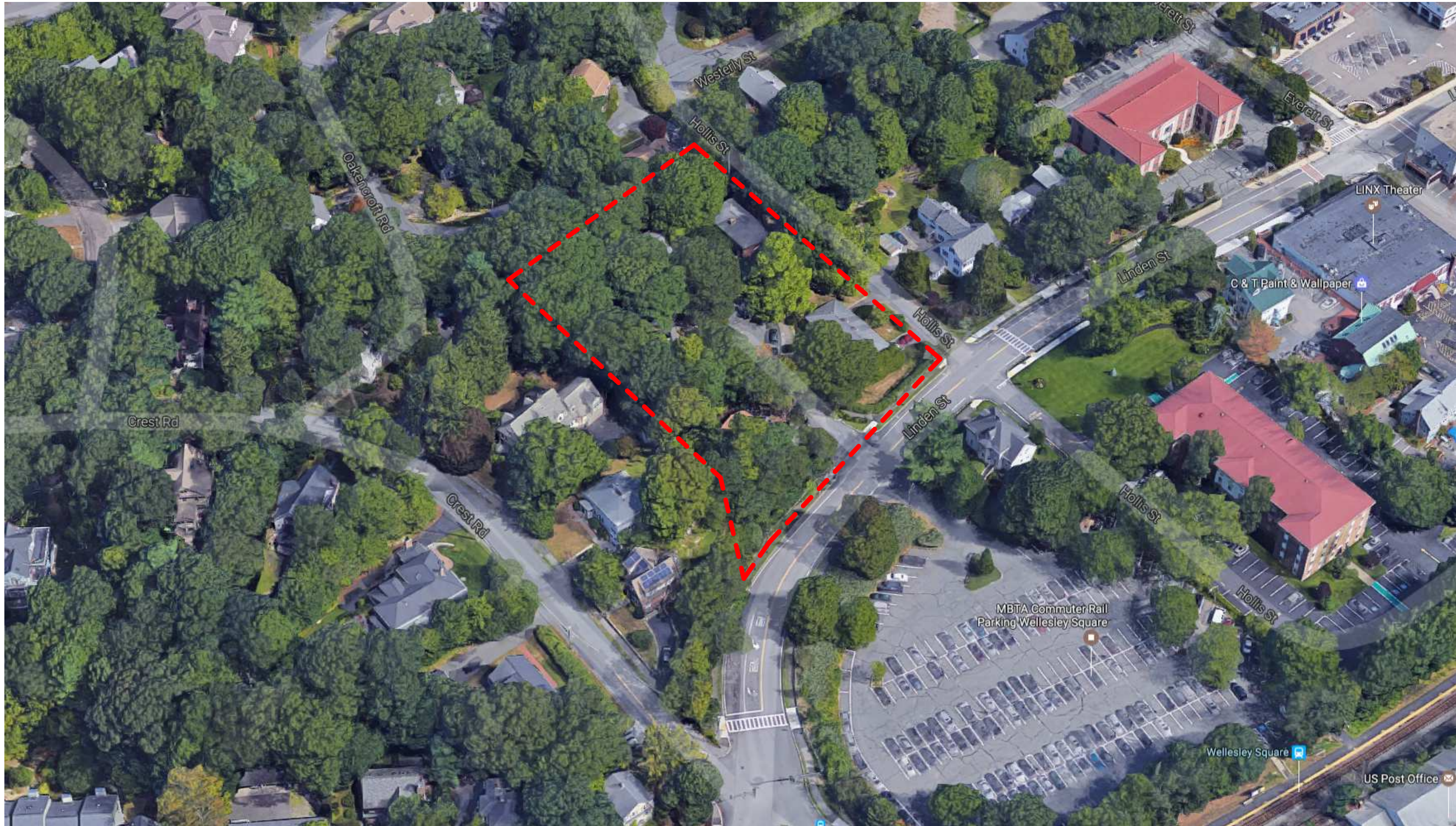
## CONCEPT PACKAGE

September 15, 2017

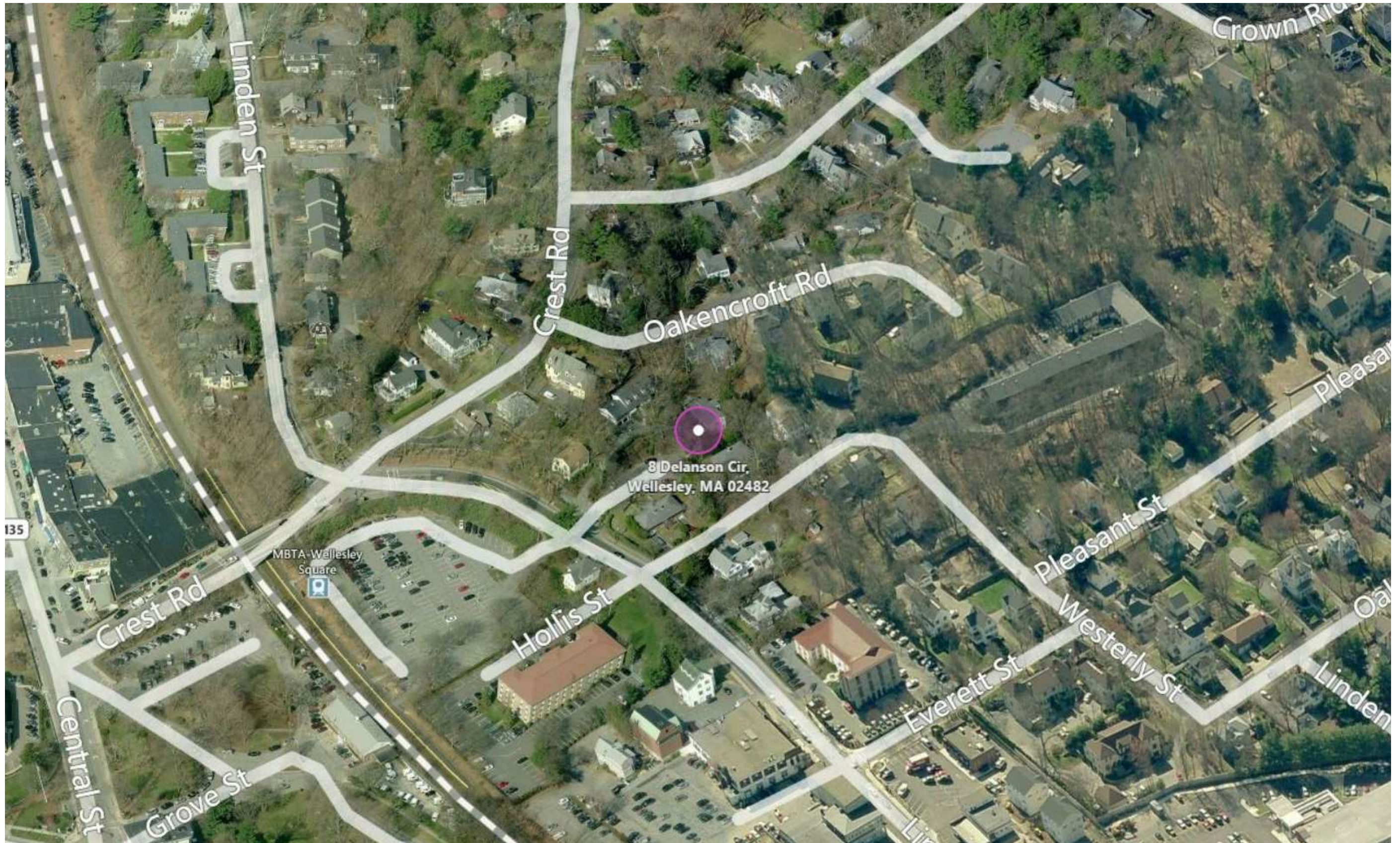


**EMBARC** STUDIO  
ARCHITECTURE + DESIGN

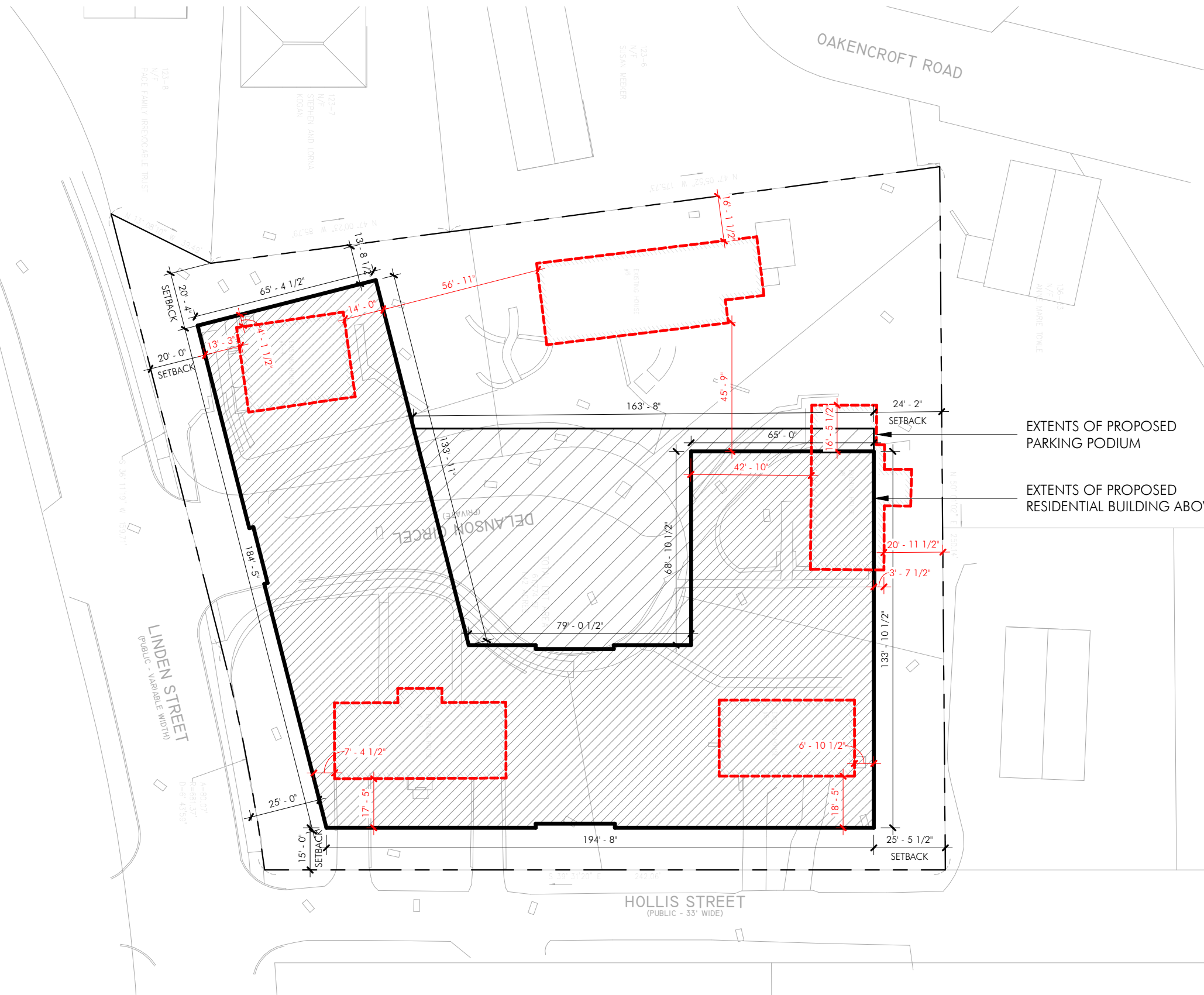












EXTENTS OF PROPOSED  
PARKING PODIUM

EXTENTS OF PROPOSED  
RESIDENTIAL BUILDING ABOVE



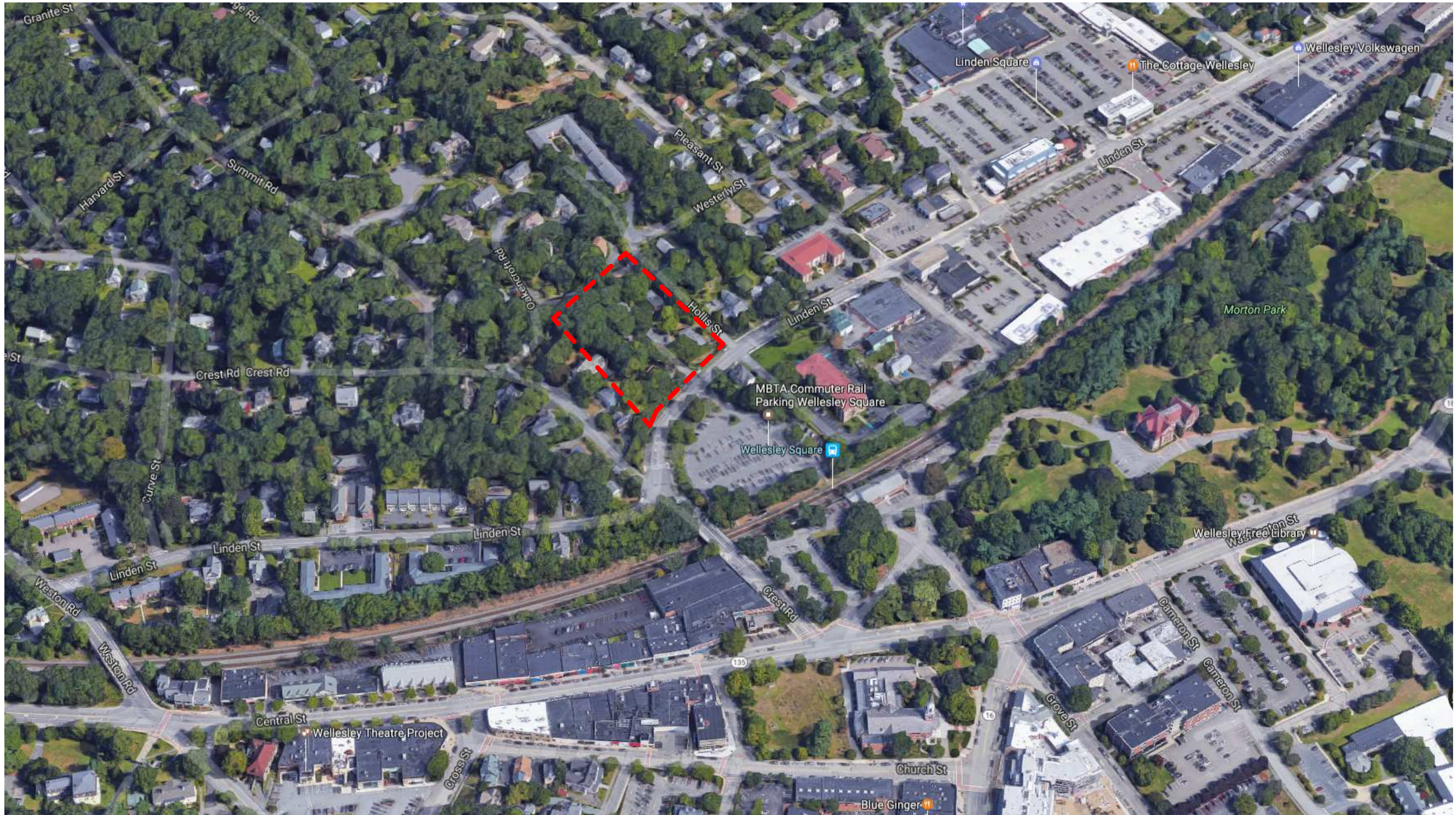
SCALE 1/32" = 1' - 0"



0 16' - 0" 32' - 0" 64' - 0"











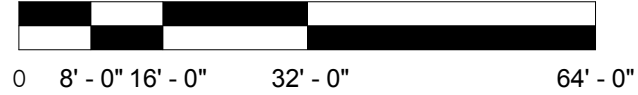








SCALE: 3/64" = 1' - 0"







1 EAST ELEVATION (HOLLIS)  
1/32" = 1' - 0"

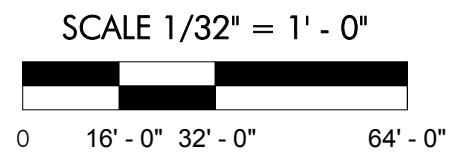


2 SOUTH ELEVATION (LINDEN)  
1/32" = 1' - 0"

SCALE 1/32" = 1' - 0"



0 16' - 0" 32' - 0" 64' - 0"















8 Delanson Circle

Unit Breakout  
14-Sep-17

GROSS SQUARE FEET (GSF)					
SELLABLE   RENTABLE			COMMON		
		GSF			GSF
PARKING LEVEL				LEASING	809
				LOBBY   TRASH   MAIL	1387
				BIKE	722
				MECH   STAIRS	1394
FLOOR SUBTOTAL		0		COMMON AREA GSF	4,312
GROUND	UNIT 001	983	2 BD	LOBBY   COMMON SPACE   STORAGE	3,024
	UNIT 002	1,086	2 BD	HALL   STAIRS   MECH   STORAGE	2,507
	UNIT 003	1,076	2 BD		
	UNIT 004	684	1 BD		
	UNIT 005	643	1 BD		
	UNIT 006	723	1 BD		
	UNIT 007	765	1 BD		
	UNIT 008	774	1 BD		
	UNIT 009	622	1 BD		
	UNIT 010	850	2 BD		
	UNIT 011	1,130	2 BD		
	UNIT 012	1,043	2 BD		
	UNIT 013	1,023	2 BD		
	UNIT 014	1,075	2 BD		
	UNIT 015	842	1 BD		
	UNIT 016	1,087	2 BD		
	UNIT 017	748	1 BD		
	UNIT 018	952	2 BD		
	UNIT 019	573	1 BD		
	UNIT 020	1,071	2 BD		
	UNIT 021	776	1 BD		
FLOOR SUBTOTAL		18,526		COMMON AREA GSF	5,531
TYP. FLOOR	UNIT X01	1,105	2 BD	STORAGE	846
	UNIT X02	1,216	3 BD	HALL   STAIRS   SHARED SPACE	2799
	UNIT X03	1,052	2 BD		
	UNIT X04	757	1 BD		
	UNIT X05	745	1 BD		
	UNIT X06	702	1 BD		
	UNIT X07	1,059	2 BD		
	UNIT X08	625	1 BD		
	UNIT X09	630	1 BD		
	UNIT X10	839	1 BD		
	UNIT X11	1,183	2 BD		
	UNIT X12	1,125	3 BD		
	UNIT X13	995	2 BD		
	UNIT X14	996	2 BD		
	UNIT X15	1,206	2 BD		
	UNIT X16	1,077	2 BD		
	UNIT X17	1,097	2 BD		
	UNIT X18	1,100	2 BD		
	UNIT X19	713	1 BD		
	UNIT X20	1,110	2 BD		
	UNIT X21	1,204	3 BD		
	UNIT X22	1,009	2 BD		
	UNIT X23	845	1 BD		
FLOOR SUBTOTAL		22,390			3,645
RESIDENTIAL SELLABLE GSF		85,696		COMMON AREA GSF	20,778

BUILDING GSF	
BASEMENT	4,312
GROUND FLOOR	24,057
SECOND FLOOR	26,035
THIRD FLOOR	26,035
FOURTH FLOOR	26,035
TOTAL BUILDING GSF	106,474

SITE	61,774
FAR	1.72

PARKING LEVEL	26,157
TOTAL SF	132,631

UNIT BREAKDOWN:		AVERAGE SIZE
1 BED	34	723
2 BED	47	1059
3 BD	9	1182
TOTAL UNITS	90	988

PARKING SPACES	100
PARKING/UNIT RATIO	1.11

GSF: measured to outside face of exterior walls, centerline of party walls and demising walls



## Jop, Meghan

---

**From:** Zehner, Michael  
**Sent:** Thursday, September 14, 2017 8:43 AM  
**To:** Jop, Meghan; Tom Harrington; Robinson, Blythe; Chris Heep  
**Subject:** FW: Wellesley Crossing Status

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

Town of Wellesley - Planning Department  
525 Washington Street, Wellesley, MA 02482  
Phone: 781.431.1019 x2234 - Email: [mzehner@wellesleyma.gov](mailto:mzehner@wellesleyma.gov)

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

---

**From:** Zehner, Michael  
**Sent:** Thursday, September 14, 2017 8:42 AM  
**To:** 'Katharine Lacy' <KLacy@mhp.net>  
**Subject:** RE: Wellesley Crossing Status

Katy,  
Thank you very much, this is helpful. How many units are in the preliminary revised plans, the recommended 66 as referenced and suggested by MHP?

Thanks,  
Michael

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

Town of Wellesley - Planning Department  
525 Washington Street, Wellesley, MA 02482  
Phone: 781.431.1019 x2234 - Email: [mzehner@wellesleyma.gov](mailto:mzehner@wellesleyma.gov)

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

---

**From:** Katharine Lacy [<mailto:KLacy@mhp.net>]  
**Sent:** Wednesday, September 13, 2017 6:21 PM  
**To:** Zehner, Michael <[mzehner@wellesleyma.gov](mailto:mzehner@wellesleyma.gov)>  
**Subject:** RE: Wellesley Crossing Status

Michael, in response to your request for a written description of the process going forward:

On the basis of preliminary revised plans received yesterday, MHP has asked the applicant to submit a complete, revised application package (including revised plans, financial info, rents, pro-forma, and completed application form) to MHP for further review, hopefully within the next week. As with the initial application, it will be sent concurrently to the Town at that time, and the Town can offer additional written comments. As a part of MHP's review, it will also be sent to our design review consultant, who will again review the plans and provide a written report. When that process is complete, MHP's internal review committee will make a final determination.

Regards, Katy



**Katharine Lacy, AICP**

Massachusetts Housing Partnership  
160 Federal Street, Boston, MA. 02110  
Work: 857-317-8514 Main: 617-330-9955  
Email: [klacy@mhp.net](mailto:klacy@mhp.net) Web: <http://www.mhp.net>

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**From:** Zehner, Michael [<mailto:mzehner@wellesleyma.gov>]  
**Sent:** Wednesday, September 13, 2017 3:27 PM  
**To:** Katharine Lacy <[KLacy@mhp.net](mailto:KLacy@mhp.net)>  
**Cc:** Jop, Meghan <[mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov)>; Tom Harrington <[tom@miyares-harrington.com](mailto:tom@miyares-harrington.com)>; Robinson, Blythe <[brobinson@wellesleyma.gov](mailto:brobinson@wellesleyma.gov)>; Chris Heep <[cheep@miyares-harrington.com](mailto:cheep@miyares-harrington.com)>; Laura Shufelt <[LShufelt@mhp.net](mailto:LShufelt@mhp.net)>; Philip Crean <[pcrean@mhp.net](mailto:pcrean@mhp.net)>  
**Subject:** RE: Wellesley Crossing Status

Thank you, Katy. Can you provide the email that was sent to the applicants? Unless I am mistaken, the CMR does not specify a timeline by which MHP is required to issue a determination following the 30-day comment period, correct?

I would agree that the CMR does not speak to modifications to a PEL application in process, pending a determination; whereas, 56.04(5) Substantial Changes, contemplates changes to a proposal after a determination on Project Eligibility. It does make me wonder if the CMR requires a reapplication "to change aspects of [the] proposal that would affect the project eligibility requirements..., after" a denial of the PEL based on the "not acceptable" findings.

Thanks,  
Michael

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

Town of Wellesley - Planning Department  
525 Washington Street, Wellesley, MA 02482



## **6. Discuss Selectmen's FY19 Capital Budget**

The budget manual for this year indicates that all capital budgets should be submitted by October 20<sup>th</sup>. In order to be on track with the other Boards, we need to review the capital requests of the Selectmen's departments, including Police, Fire, IT and COA and FMD.

Thus, included in your packet are the individual requests of all of the above departments with the exception of FMD (which we'll review on October 16<sup>th</sup>). To accommodate our schedule, we'll be focused on the FY19 requests, and the departments will be turning in their requests and plans for the out years by the 20<sup>th</sup>.

As an overview please note the following:

IT – Brian recommends that the overall request for next year be decreased to 75,000 as he is able to accomplish two projects ahead of time, and wants to adjust the third project.

Police – The enclosed memo from the Chief notes that their three priorities for FY19 remain, and are prioritized to replace the served and some mobile radios, followed by an upgrade/replacement of the AV equipment in the Kingsbury room. Depending on the status of the capital budget, the AV equipment would be the item they would shift to FY20.

Fire – Like the Police Department, the Fire Department has three priorities for next year that have not changed. Of the three, the alarm master box and Scott air bottles are their priority, and they can look closely at shifting the command vehicle out one year if need be. The master box is outdated and cannot communicate reliably with the technology at the three colleges, and the Scott air bottles which have a specific lifespan have now reached an end and must be replaced.

COA – I've included an email from Gayle that notes the COA can reduce its request for FY19 by \$6,500 by eliminating the need for a storage shed, some iPad purchases, and reducing the new equipment line item.

**NO MOTION**





## TOWN OF WELLESLEY

WELLESLEY, MA 02482  
Telephone 781-235-1212

## POLICE DEPARTMENT

JACK PILECKI  
Chief of Police

### MEMORANDUM

TO: BLYTHE ROBINSON  
EXECUTIVE DIRECTOR

FROM: JACK PILECKI  
CHIEF OF POLICE

SUBJECT: FY19 CAPITAL REQUEST

DATE: OCTOBER 5, 2017

---

The Wellesley Police Department is requesting capital funds for three (3) projects in FY19. All of these projects have previously been on the five (5) year capital plan and are listed below.

2019-1 – Server Replacement - The server will replace the photo storage server that hosts all of the departments digital evidence to include photographs taken by Patrol and BCI. With the higher end Nikon Cameras taking pictures at a much higher pixel concentration, we are in need of more storage to house those photographs.

In addition to digital evidence the new server will also replace the departments paging server that serves us as well as the Metropolitan Law Enforcement Council.

We have been working on streamlining our hardware requirements by retiring two servers for each new server we purchase. The two servers that will be retired are running on older Microsoft operating systems that are no longer supported by Microsoft.

2019-2 – Mobile/Portable Radio Replacement – The current mobile and portable radios are greater than ten (10) years old, have exceeded their useful life expectancy and are no longer supported by Motorola should they need to be repaired. Additionally, they are not P25 digital capable, which means we are unable to communicate via radio with many agencies that are currently utilizing digital frequencies. The ability to quickly communicate with other agencies via radio is vitally important when mutual aid is required and during large scale incidents. Currently all of the BAPERN (Boston Area Police Emergency Radio Network) tactical channels have transitioned to P25 technology. During the Boston Marathon in April, 2017 our Emergency Communications Center was unable to communicate directly on these tactical channels. In order for us to relay and receive information, it needed to be filtered through the Metropolitan Law Enforcement Council's Command Post, which is not an effective way of communicating during large scale incidents.

2019-3 – Kingsbury Room Audio Visual Equipment Upgrade – The Kingsbury Room is utilized frequently for training by the police department and is also utilized by many town boards and departments for meetings. Additionally, this space is available to the public for meetings and public forums. This equipment is greater than ten (10) years old and has passed its useful life expectancy. In recent years we have experienced audio failure issues related to the room controller. Additionally, we have experienced unclear projected images, such as double vision, which is a sign of age. The room does not support digital devices such as higher end laptops with HDMI connections nor does it support Macintosh laptops or tablets. Ideally we would like to take the room from analog to digital. Upgrading this equipment would not only benefit the police department, but all other town boards and departments that utilize the space.

I remain mindful of the fiscal challenges that town faces and as such would not be requesting funding for these projects if I did not feel it was warranted or if I felt we could extend the life of the equipment we currently have.

Thank you for your consideration of this request for funding to replace some of our aging equipment.

I remain available to discuss this further when you have an opportunity.

RESPECTFULLY SUBMITTED:

A handwritten signature in black ink, appearing to read "Chief Pilecki", written in a cursive style.

JACK PILECKI  
CHIEF OF POLICE



# Town of Wellesley

## FY2019-2023 BOS Departments Capital Schedule

Capital Project	FY18	FY19	FY20	FY21	FY22	FY23	FY19-23 Total
<b>Information Technology</b>							
Server Upgrade	-	-	25,000	25,000	-	-	50,000
Town Wide Phone System Upgrade (VoIP)	26,666	-	-	-	-	-	-
IT Security Upgrades	-	-	-	-	-	-	-
Website Redesign	-	-	-	-	-	-	-
Munis Server Replacement	30,000	-	-	-	-	-	-
Land Use (PLMD) Technology	50,000	-	-	-	-	-	-
10GB Network Switches	-	-	30,000	50,000	-	-	80,000
Server Virtualization	-	60,000	-	-	-	-	60,000
Town Hall Wireless Network	-	30,000	-	-	-	-	30,000
VoIP Maintenance Contract	-	-	35,000	-	-	-	35,000
Wide-Format Printer	-	8,000	-	-	-	-	8,000
Aerial Flyover & Orthophotography	-	-	-	-	20,000	-	20,000
Microsoft Office License Upgrades	-	-	-	-	50,000	-	50,000
Total Information Technology	106,666	98,000	90,000	75,000	70,000	-	333,000
<b>Police</b>							
<b>Electronic Control Devices</b>							
Booking Video Recording System	-	-	-	-	-	-	-
Morpho Trak Latent Expert Workstation	-	-	-	-	-	-	-
Digital Fingerprint Capturing Station	-	-	-	-	-	-	-
Kingsbury Room AV Equipment	18,550	31,825	-	-	-	-	31,825
Radio System Replacement Antennas	21,097	-	-	-	-	-	-
Digital Camera Replacement	5,602	-	-	-	-	-	-
Security Camera Replacement	47,594	-	-	-	-	-	-
Mobile Portable Radio Replacement	-	63,082	63,082	63,082	59,451	-	248,697
Forensic Crime Scope/Light Source	-	-	48,000	-	-	-	48,000
Server Replacement	-	12,882	-	12,882	-	-	25,764
Total Police	92,843	107,789	111,082	75,964	59,451	-	354,286
<b>Fire</b>							
Replace command vehicle(s)	-	48,000	-	49,000	-	-	97,000
Rescue Boat and Trailer	-	-	-	-	-	-	-
Air Lift Rescue Bags	-	-	-	-	-	-	-
Electric Cutters (Jaws Tool)	35,000	-	-	-	-	-	-
Fire Hose Equipment	14,000	-	-	-	20,000	-	20,000
Thermal Camera	30,000	-	-	-	-	-	-
Fire Turnout Gear	-	-	135,000	-	-	-	135,000
Scott Air Bottles	-	10,000	-	10,000	-	-	20,000
Fire Alarm Master Box Upgrade	-	55,000	-	-	-	-	55,000
Radio System/Portables	-	-	55,000	-	-	-	55,000
Pulse/Oxygen/CO Meter	-	-	10,000	-	-	-	10,000
Light Tower/Generator Trailer	-	-	10,000	-	-	-	10,000
Air Mask Fit Testing Unit	-	-	-	15,000	-	-	15,000
Total Fire	79,000	113,000	210,000	74,000	155,000	-	552,000

Capital Project		FY18	FY19	FY20	FY21	FY22	FY23	FY19-23 Total
<b>Selectmen</b>								
North 40 Environmental Remediation		75,000	-	-	-	-	-	-
LED Lighting Project (Other Sources)		898,700	-	-	-	-	-	-
Granite Street Acceptance		-	-	-	-	-	-	-
		973,700	-	-	-	-	-	-
<b>Council on Aging</b>								
Office Copier		-	-	-	-	-	-	-
MSC Transport Hardware/Software Module		-	-	-	-	-	-	-
Mini-Van Special Equipment		-	-	-	-	-	-	-
iPad with Portable Printer		-	-	-	-	-	-	-
25 iPads		5,000	5,000	-	-	10,000	-	15,000
Utiliti Closet		-	-	-	-	-	-	-
Storage Unit		-	-	-	-	-	-	-
2 Smartphones with Data Plan		-	-	-	-	-	-	-
Tent - Expandable and Collapsible		-	-	-	-	-	-	-
Desktop Hardware/Software		1,000	1,000	1,000	1,000	1,000	-	4,000
Replace Laptop hardware & software		1,000	1,000	1,000	1,000	1,000	-	4,000
MSC Touch Screen & Software Module		3,500	-	-	-	-	-	-
MSC Activities Hardware & Software Module		-	2,500	-	-	-	-	2,500
Storage Shed		-	2,000	-	-	-	-	2,000
TPC Additional Equipment		-	10,000	-	-	-	-	10,000
Music Ensemble Hardware & Software		-	-	10,000	-	-	-	10,000
Exercise Equipment		-	-	-	-	-	-	-
<b>Total Council on Aging</b>		10,500	21,500	12,000	12,000	12,000	-	57,500
<b>BOS Subtotal</b>		364,009	340,289	423,082	236,964	296,451	-	1,296,786
<b>Facilities Maintenance</b>								
		1,875,000	2,198,000	2,320,000	2,000,000	2,000,000	-	8,518,000
<b>Total Cash Capital</b>		2,239,009	2,538,289	2,743,082	2,236,964	2,296,451	-	9,814,786
Selectmen - Granite Street Acceptance		-	195,000	-	-	-	-	\$ 195,000
Fire - Replace Fire Engine Vehicle(s)		-	-	700,000	-	-	-	700,000
<b>Total Borrowed</b>		-	195,000	700,000	-	-	-	895,000
<b>Grand Total Selectmen</b>		2,239,009	2,733,289	3,443,082	2,236,964	2,296,451	-	10,709,786

**Town of Wellesley  
Fiscal Years 2018-2022  
Capital Budget Request**

Department	Information Technology	Project Title	Server Virtualization
Prepared by	Brian DuPont, IT Director	Project Reference #:	2019-1
Date		Project Cost	60,000

Previously Requested? No If so, What year?

FY2019 Priority # 1 out of 3 Requests

Project Type: Non-Recurring

**Capital Request Description and Justification**

**Replace Server Virtualization Platform**

ITD maintains close to 20 virtual servers in a physical environment that combines 3 servers, VMware software, and a 16TB Dell EqualLogic Storage Array Network (SAN). Virtual servers save the Town money by consolidating hardware, lowering energy needs, and reducing management/troubleshooting overhead. While our virtualization platform is still in good working condition, its standard 5-year warranty has already expired and it's important to replace this critical infrastructure *before* major problems occur. Upgrades may allow us to virtualize even more servers than before, and reduce or eliminate planned FY20 or FY21 investments in physical server upgrades.

**Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)**

**Impact on Annual Operating Budget**

Category						
	FY2018	FY2019	FY2020	FY2021	FY2022	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology		60,000				60,000
						-
						-
Totals	-	60,000	-	-	-	60,000

**Town of Wellesley  
Fiscal Years 2018-2022  
Capital Budget Request**

Department	Information Technology	Project Title	Town Hall Wireless Network
Prepared by	Brian DuPont, IT Director	Project Reference #:	2019-2
Date		Project Cost	30,000

Previously Requested? No If so, What year?

FY2019 Priority # 2 out of 3 Requests

Project Type: Non-Recurring

**Capital Request Description and Justification**

**Town Hall Wireless Network**  
 Though this project, the IT Department will work with a vendor to analyze the structural complexities in Town Hall that interfere with wireless computer networking technology. The goal is to optimize the placement of new wireless routers throughout the building to provide secure wireless access to the Town's network. Funds requested will pay for the building analysis, wireless routers and other appliances, cabling, and any necessary consulting services.

**Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)**

**Impact on Annual Operating Budget**

Category						
	FY2018	FY2019	FY2020	FY2021	FY2022	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology		30,000				30,000
						-
						-
Totals	-	30,000	-	-	-	30,000



**Town of Wellesley  
Fiscal Years 2018-2022  
Capital Budget Request**

Department	Information Technology	Project Title	Wide-Format Printer
Prepared by	Brian DuPont, IT Director	Project Reference #:	2019-3
Date		Project Cost	8,000

Previously Requested? No If so, What year?

FY2019 Priority # 3 out of 3 Requests

Project Type: Non-Recurring

**Capital Request Description and Justification**

**Wide-Format Printer**  
 This request will fund a scheduled replacement of the GIS Office's wide-format printer. This printer meets the wide-format printing needs of all Town Hall Departments and is also used to print copies of scanned Building Department plans.

**Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)**

**Impact on Annual Operating Budget**

Category						
	FY2018	FY2019	FY2020	FY2021	FY2022	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology		8,000				8,000
						-
						-
Totals	-	8,000	-	-	-	8,000

**Town of Wellesley  
Fiscal Years 2018-2022  
Capital Budget Request**

Department	Police	Project Title	Kingsbury Room AV Equipment
Prepared by	Marie Cleary	Project Reference #:	2019-2
Date	10/26/2016	Project Cost	31,825
Previously Requested? No			
FY2019 Priority # 2 out of 3 Requests			
Project Type:			

**Capital Request Description and Justification**

The current audio visual equipment in the Kingsbury training room is greater than 10 years old and has passed its useful life expectancy. The Kingsbury Room is frequently used by many town boards and departments as well as members of the public for meetings and public forums. The equipment that is currently being used in the Kingsbury Room is outdated and users often encounter compatibility issues with their presentations when they are using their own laptop computer or other equipment. Upgrading this equipment would not only benefit the police department, but all other town boards and departments that utilize the room.

**Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)**

**Impact on Annual Operating Budget**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology		31,825				31,825
Other:specify						-
Totals	-	31,825	-	-	-	31,825

**Town of Wellesley  
Fiscal Years 2018-2022  
Capital Budget Request**

Department	Police	Project Title	Mobile/Portable Radio Replacement	
Prepared by	Marie Cleary	Project Reference #:	2019-3	
Date	10/26/2016	Project Cost	63,082	
Previously Requested? No				
FY2019 Priority # 3 out of 3 Requests				
Project Type:				

**Capital Request Description and Justification**

The mobile and portable radios are items that are not replaced, yet are more frequently used and are the most vital link between the street officer and communications center. The useful life of radios is approximately 10 years; the current radios will be over 12 years old by FY19. The radios were last replaced beginning in FY07 and were replaced over a 5 year period and we anticipate doing the same beginning in FY19 replacing the oldest radios first until all mobile and portable radios have been replaced.

**Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)**

**Impact on Annual Operating Budget**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment		63,082	63,082	63,082	59,451	248,697
Infrastructure						-
Information technology						-
Other:specify						-
Totals	-	63,082	63,082	63,082	59,451	248,697

**Town of Wellesley  
Fiscal Years 2018-2022  
Capital Budget Request**

Department	Police	Project Title	Server Replacement	
		Project		
Prepared by	Marie Cleary	Reference #:	2019-1	
Date	10/26/2016	Project Cost	12,882	
		Previously Requested? No		
		FY2019 Priority # 1 out of 3 Requests		
Project Type:				

**Capital Request Description and Justification**

The purchase of this network server will replace current network servers. The servers will have been in service to the town for over 10 years. The new server will provide stability and redundancy in the police department's network by providing and assisting with some of the encore network and domain services that are needed to maintain the police department's system.

**Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)**

**Impact on Annual Operating Budget**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology		12,882		12,882		25,764
Other:specify						-
						-
Totals	-	12,882	-	12,882	-	25,764

**Town of Wellesley  
Fiscal Years 2018-2022  
Capital Budget Request**

Department	FIRE	Project Title	Command Vehicle	
Prepared by	Chief DeLorie	Project Reference #:	2019-3	
Date	10/20/2015	Project Cost	97,000	
Previously Requested? Yes If so, What year FY2019 Priority # <u>3</u> out of <u>4</u> Requests				
Project Type: Recurring				

**Capital Request Description and Justification**

2017 - Replaces 2008 command vehicle.

This vehicle comes equipped with emergency lighting, siren and radios.

2019 - Replaces 2010 command vehicle.

This vehicle comes equipped with emergency lighting, siren and radios.

2021 - Replaces 2013 command vehicle.

This vehicle comes equipped with emergency lighting, siren and radios.

The Fire Department has 5 command vehicles with estimated life of 9 years in public safety.

**Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)**

Cash

**Impact on Annual Operating Budget**

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
						-
rd Improvements						-
Vehicle(s)		48,000		49,000		97,000
Equipment						-
Infrastructure						-
iation technology						-
Other:specify						-
						-
Totals	-	48,000	-	49,000	-	97,000

**Town of Wellesley  
Fiscal Years 2018-2022  
Capital Budget Request**

Department	FIRE	Project Title	Scott Air Bottles	
Prepared by	Chief DeLorie	Project Reference #:	2019-2	
Date	10/20/2015	Project Cost	20,000	
Previously Requested? Yes If so, What year FY2019 Priority # <u>2</u> out of <u>4</u> Requests				
Project Type: Recurring				

Capital Request Description and Justification
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Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash) Cash
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Impact on Annual Operating Budget
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Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)						-
Equipment		10,000		10,000		20,000
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	10,000	-	10,000	-	20,000

**Town of Wellesley  
Fiscal Years 2018-2022  
Capital Budget Request**

Department	FIRE	Project Title	Fire Alarm Master Box Upgrade	
Prepared by	Chief DeLorie	Project Reference #	2019-4	
Date	10/20/2015	Project Cost	55,000	
Previously Requested? Yes If so, What year FY2019 Priority # <u>1</u> out of <u>4</u> Requests				
Project Type: Recurring				

**Capital Request Description and Justification**

A required system upgrade to the Digitize System which is the core of town wide fire alarm system. This system Interfaces with both Wellesley and Babson College fire alarm systems. The Wellesley Municipal system is comprised of three (CPU) systems: Town units at the dispatch center and one unit at the fire headquarters.

**Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)**  
Cash

**Impact on Annual Operating Budget**

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)						-
Equipment		55,000				55,000
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	55,000	-	-	-	55,000

**Town of Wellesley  
Fiscal Years 2018-2022  
Capital Budget Request**

Department	COA	Project Title	I-Pads for Class		
Prepared by	Gayle Thieme	Project Reference #:	2018-4		
Date		Project Cost	20,000		

Previously Requested? Yes If so, What year

FY2018 Priority #   4   out of   4   Requests

Project Type: Recurring   Yes  

**Capital Request Description and Justification**

FY18 5 I-Pads - lecture & classroom instructors are requiring participants to be interactive during presentations

FY19 5 I-Pads - lecture & classroom instructors are requiring participants to be interactive during presentations

FY 22 - Upgrades or replacements for Ipads purchased in FY 17, 18 and 19

Category						
	FY2018	FY2019	FY2020	FY2021	FY2022	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology	5,000	5,000			10,000	20,000
Other:specify						-
						-
Totals	5,000	5,000	-	-	10,000	20,000



**Town of Wellesley  
Fiscal Years 2018-2022  
Capital Budget Request**

Department	COA	Project Title	Replace/Upgrade laptop
Prepared by	Gayle Thieme	Project Reference #:	2018-2
Date		Project Cost	5,000

Previously Requested? Yes If so, What year  
FY2015 Priority #   2   out of   4   Requests

Project Type: Recurring

**Capital Request Description and Justification**  
 Replace/Upgrade laptop hardware & software

normal obsolescence from time & use

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Category						
	FY2018	FY2019	FY2020	FY2021	FY2022	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology	1,000	1,000	1,000	1,000	1,000	5,000
Other: Furniture						-
						-
Totals	1,000	1,000	1,000	1,000	1,000	5,000

**Town of Wellesley  
Fiscal Years 2018-2022  
Capital Budget Request**

Department	COA	Project Title	Replace/Upgrade desktop
Prepared by	Gayle Thieme	Project Reference #:	2018-1
Date		Project Cost	5,000

Previously Requested? Yes If so, What year

FY2018 Priority #   1   out of   4   Requests

Project Type: Recurring Yes

**Capital Request Description and Justification**

Replace/Upgrade desktop  
hardware & software  
normal obsolescence from time & use

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Category						
	FY2018	FY2019	FY2020	FY2021	FY2022	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology	1,000	1,000	1,000	1,000	1,000	5,000
Other:specify						-
						-
Totals	1,000	1,000	1,000	1,000	1,000	5,000

**Town of Wellesley  
Fiscal Years 2018-2022  
Capital Budget Request**

Department	COA	Project Title	MSC Activities Hardware & Software module
Prepared by	Gayle Thieme	Project Reference #:	2019-1
Date		Project Cost	2,500

Previously Requested? Yes If so, What year  
FY2019 Priority #   1   out of   4   Requests

Project Type: Recurring

**Capital Request Description and Justification**  
 MSC on-line registration & automated pass through funds flow control & record keeping

Category						
	FY2018	FY2019	FY2020	FY2021	FY2022	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology		2,500				2,500
Other: Furniture						-
						-
Totals	-	2,500	-	-	-	2,500

**Town of Wellesley  
Fiscal Years 2018-2022  
Capital Budget Request**

Department	COA	Project Title	Storage Shed	
Prepared by	Gayle Thieme	Project Reference #:	2019-2	
Date		Project Cost	2,000	

Previously Requested? Yes If so, What year

FY2019 Priority #   2   out of   4   Requests

Project Type: Recurring

**Capital Request Description and Justification**  
on site, secured outdoor storage for equipment

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Category						
	FY2018	FY2019	FY2020	FY2021	FY2022	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment		2,000				2,000
Infrastructure						-
Information technology						-
Other: Furniture						-
						-
Totals	-	2,000	-	-	-	2,000

**Town of Wellesley  
Fiscal Years 2018-2022  
Capital Budget Request**

Department	COA	Project Title	TPC Add'l Equipment	
Prepared by	Gayle Thieme	Project Reference #:	2019-3	
Date		Project Cost	10,000	

Previously Requested? Yes If so, What year

FY2019 Priority #   3   out of   4   Requests

Project Type: Recurring

**Capital Request Description and Justification**  
 Equipment required to fulfill COA's mission - missing from TPC Project

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Category						
	FY2018	FY2019	FY2020	FY2021	FY2022	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment		10,000				10,000
Infrastructure						-
Information technology						-
Other: Furniture						-
						-
Totals	-	10,000	-	-	-	10,000



# Town of *Wellesley*

## FY2019-2023 Budget Request

### Fire Department Capital Request

Department: Fire

Dept #: 220

Project Reference #: Project Description							
		FY2019	FY2020	FY2021	FY2022	FY2023	5 Year Total
2019-1	Fire Alarm Master Box Upgrade	55,000	-	-	-	-	55,000
2019-2	Scott Air Bottles	10,000	-	10,000	-	-	20,000
2019-3	Command Vehicle	48,000	-	49,000	-	50,000	147,000
2020-2*	Firefighter Turnout Gear*		150,000	-	150,000	-	300,000
2020-3	Pulse/Oxy/CO Meters	-	10,000	-	-	-	10,000
2020-4	Light Tower/Generator Trailer	-	10,000	-	-	-	10,000
2020-5	Town AED replacement		5,000	5,000	5,000	5,000	20,000
2021-1	Portables/Mobile Radios	-		-	-	-	-
2021-2	Mask Fit Testing Unit			15,000			
2021-3	Security Camera Upgrade			20,000			
2023-1	Office Rehab	-	-	-	-	25,000	25,000
	<b>Total Cash Capital</b>	<b>113,000</b>	<b>175,000</b>	<b>99,000</b>	<b>155,000</b>	<b>80,000</b>	<b>622,000</b>
2020-1	Fire Engine Replacement	-	700,000	-			700,000
	<b>Total Borrowed</b>	<b>-</b>	<b>700,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>700,000</b>

\* Potential Federal Grant Item

<b>Total Capital Requests</b>	<b>113,000</b>	<b>875,000</b>	<b>99,000</b>	<b>155,000</b>	<b>80,000</b>	<b>1,322,000</b>
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# Town of Wellesley, MA

## Information Technology Department

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**Brian C. DuPont, Director of Information Technology**

TO: Blythe Robinson, Executive Director

DATE: October 5, 2017

**SUBJECT: IT Capital Plan for FY19**

Blythe,

In the IT Department (ITD) Capital Plan submitted for the 2017 ATM, the following expenses were scheduled for FY19, totaling **\$98,000**:

- **\$60,000 for Server Virtualization** – This project would replace hardware (3 physical servers and one storage array) that currently supports more than 20 virtual servers. All of this equipment has reached “end-of-life” and all warranties have expired. By replacing this equipment, ITD can virtualize additional servers, reduce energy costs, increase uptime, and improve disaster recovery.
- **\$30,000 for Town Hall Wi-Fi** – ITD plans to replace “off the shelf” Wi-Fi routers with business-grade models to support public use and open meetings in Town Hall. New Wi-Fi routers would increase network visibility for ITD staff, and provide improved customer experience by offering a single network SSID throughout the building.
- **\$8,000 for a Wide-Format Printer** – ITD plans to replace its wide-format printer, used primarily to print GIS maps and building / site plans.

I am happy to report that ITD was able to “piggy-back” on a Wi-Fi implementation project at the new Tolles Parsons Center, and pay for new Wi-Fi equipment with FY17 operating funds at less than half of the originally estimated cost. The new equipment should be installed in Town Hall sometime in the next month. Also, after a “tune up” in FY17, we’ve decided that our current wide-format printer is still in good working condition, and there’s no compelling reason to replace it at this time. These projects will be removed from the ITD Capital Plan for FY19.

Costs for the virtualization project, however, are likely to rise depending on system configuration, still to be determined. Conservatively, I’d like to increase the request for that project by \$15,000, for a new total ITD FY19 capital request of **\$75,000**. This is subject to change between now and Town Meeting, and my staff is working to refine our estimate for this project. I’d be happy to discuss if you have any questions or concerns.

Sincerely,

Brian DuPont, IT Director





## Robinson, Blythe

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**From:** Thieme, Gayle  
**Sent:** Friday, October 06, 2017 6:26 AM  
**To:** Robinson, Blythe  
**Cc:** Clifford, Linda; \_Diane Campbell  
**Subject:** COA FY 19 capital

Blythe,  
The COA is able to reduce the FY 19 capital request by \$6,500.

Eliminate storage shed \$2,000  
Reduce Ipad to 2,500 (originally \$5,000)  
Reduce "Additional Equipment" to \$8,000 (originally \$10,000)

So we go from \$21,500 to \$15,000

Please let me know if you have questions.  
Gayle Thieme

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**7. Revise IMA Agreement to include Town of Needham for the Water Management Act Litigation**

Earlier this summer the Board authorized an Inter-Municipal Agreement with the Town of Hamilton so that our same Town Counsel could represent both Towns in litigation to defend our Water Management Act registrations. We have been alerted by Town Counsel that the Town of Needham has agreed to share the cost of legal services related to the defense of its *Water Management Act* registration with Hamilton and Wellesley, and would therefore like to join the Inter-Municipal Agreement that Wellesley and Hamilton executed earlier this year. Attached is a copy of the executed IMA and a proposed amendment that would add Needham as a party to the agreement. Under the terms of the proposed amendment, the costs of all shared services would be split evenly between the three Towns.

In addition, because Town Counsel would be representing another party in this matter, he has provided a new joint representation letter and waiver form. This letter explains the potential conflict of interests that are presented by the new joint representation and your rights related thereto.

Thus we are requesting your approval of the revised IMA and execution of that as well as the joint representation waiver form.

**MOVE** to approve the revised version of the inter-municipal agreement with the Towns of Hamilton and Needham for the purposes of litigation to defend the Town's water management act registration.

**MOVE** to execute the revised waiver form regarding joint representation.



Intermunicipal Agreement Between  
The Towns of Hamilton and Wellesley

Shared Attorney Services

This Intermunicipal Agreement (the "Agreement") is made by and between the Town of Hamilton and the Town of Wellesley (collectively, the "Towns"), pursuant to *M.G.L. c.40, §4A*, for the shared cost of legal services provided by Miyares and Harrington, LLP (the "Firm") in regards to each community's rights to withdraw water under the *Water Management Act* ("WMA"), *M.G.L. c.21G*.

WHEREAS, the Towns individually hold a Registration to withdraw water under the WMA that is set to expire on December 31, 2017;

WHEREAS, the WMA provides that "[u]pon the expiration of any...renewal registration statement..., the registrant shall be entitled, upon the filing of a renewal registration statement, to continue existing withdrawals specified in the registration statement for a period of ten years," (*M.G.L. c.21G, §5*) and that such request shall be "submitted on forms provided by the Department [of Environmental Protection] and received by the Department six months prior to the expiration date" (310 CMR 36.10(2));

WHEREAS, the Department has formally taken the position that the *Permit Extension Act* (Chapter 240, §173 of the Acts of 2010, extended by Chapter 238, §75 of the Acts of 2012) extends the expiration date of all WMA Registrations until December 31, 2021, and therefore has refused to issue renewal Registration forms;

WHEREAS, the Towns are independently considering the commencement of a legal action relative to the production of such forms;

WHEREAS, the Firm currently is appointed Town Counsel for each municipality;

WHEREAS, the Towns seek to engage the Firm to represent them independently in matters related to the renewal of their Registrations;

WHEREAS, the Towns recognize that although any legal challenge brought by one community would be independent and separate from any challenge brought by the other, similar legal questions may be present during the concurrent representation; and

WHEREAS, the Towns anticipate a public benefit to each town through savings on legal fees due to the Firm's work on shared legal issues;

NOW THEREFORE, the Towns, by and thorough their Boards of Selectmen, agree to the following:

## **I. Services.**

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

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

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

## **II. Term.**

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

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

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

## **III. Costs**

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

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

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

## **IV. Billing**

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

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

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

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

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

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

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

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

B. Either Town renews their Registration Statement.

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

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

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

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

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

#### **VIII. Notice**

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

Hamilton Board of Selectmen

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

Wellesley Board of Selectmen

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

Miyares and Harrington, LLP

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

Hamilton Board of Selectmen

*Michael L. Lohr*  
by Town Manager as authorized

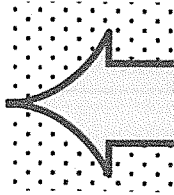
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Date: July 14, 2017

Wellesley Board of Selectmen

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

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





### Waiver of Conflict

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

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

Dated: July 14, 2017

Michael Lombardo

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

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

September 27, 2017

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

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

Dear Blythe:

Previously, the Town of Wellesley and the Town of Hamilton agreed that Miyares and Harrington LLP (the "Firm") would concurrently represent both communities in connection with the renewal of their *Water Management Act* registrations. In compliance with the Canons of Ethics governing attorneys licensed in Massachusetts, Wellesley was informed that although no conflict of interest existed that there was a potential for such conflict. Wellesley also signed a letter stating that such information had been shared with it.

The Town of Needham now seeks to engage the services of the Firm in connection with the renewal of its registration as well. In my opinion, no actual conflict exists at this time between Wellesley, Hamilton, and Needham.

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

Second, because Needham and Hamilton do not withdraw water from the same sub-basin, these communities have no interest in each other's registration. To the extent that Needham and Wellesley withdraw from the same sub-basin, a conflict does not currently exist because the WMA *requires* the Department to renew a community's registration *irrespective of any other withdrawals from the sub-basin*. The fact that Needham and Wellesley withdraw from the same sub-basin is

# Miyares and Harrington LLP

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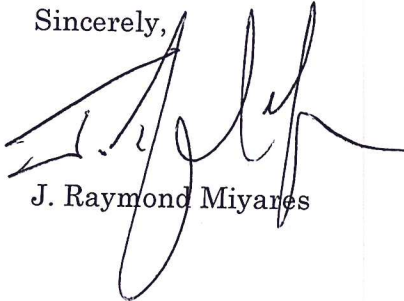
immaterial to the analysis. Based on this information, the Towns share a commonality of interest.

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

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

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

Sincerely,



J. Raymond Miyares

cc: T. Harrington

## Waiver of Conflict

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

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

**Wellesley Board of Selectmen**

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

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



Amendment to Intermunicipal Agreement Between  
The Towns of Hamilton and Wellesley

Shared Attorney Services

This Amendment (“Amendment”) provides for the addition of the Town of Needham to the Intermunicipal Agreement (the “Agreement”) by and between the Town of Hamilton and the Town of Wellesley (collectively, the “Towns”), pursuant to *M.G.L. c.40, §4A*, for the shared cost of legal services provided by Miyares and Harrington, LLP (the “Firm”) in regards to each community’s rights to withdraw water under the *Water Management Act* (“WMA”), *M.G.L. c.21G*.

WHEREAS, Hamilton, Wellesley, and Needham individually hold a Registration to withdraw water under the WMA that is set to expire on December 31, 2017;

WHEREAS, Hamilton and Wenham have executed the Agreement to permit shared attorney services and define the terms under which the Firm will provide such services; and

WHEREAS, the Firm is appointed outside counsel for Needham on water issues, including all matters pertaining to its registration statement;

WHEREAS, Needham desires to join in the Agreement, under the terms and conditions as provided therein;

NOW THEREFORE, the Towns of Needham, Hamilton, and Wellesley, by and thorough their Boards of Selectmen, agree to amend the Agreement as follows:

**I. Services.**

C. The costs for Firm services applicable equally to all three Towns in the pending Norfolk County Superior Court case shall be considered a shared service and split equally between all three Towns, as provided in Section III, notwithstanding that Needham may not then be a party in the litigation.

D. ~~When-If~~ Needham ~~elects to file in~~ a similar case in a court of law, it ~~may shall be permitted move~~ to consolidate the case with Wellesley and Hamilton’s consolidated pending action in the Norfolk County Superior Court. Costs for Firm services applicable equally to the consolidated case shall be considered a shared service and split equally between the Towns, as provided in Section III.

**II. Term.**

This Amendment shall become effective upon the date that the last signing Board of Selectmen executes it (“Effective Date”).

**III. Costs**

A. The Towns agree that the cost for the Firm's services that apply equally to all three towns will be shared equally (33.33%).

#### **IV. Billing**

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

1. The invoices shall clearly indicate which legal matters are shared between the three Towns.

#### **V. Termination**

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

B. A Town renews their Registration Statement.

#### **VIII. Notice**

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

Hamilton Board of Selectmen	577 Bay Road South Hamilton, MA 01982 Tel: 978-468-5573
Wellesley Board of Selectmen	525 Washington Street Third Floor Wellesley, MA 02482 Tel: 781-431-1019, x2201
Needham Board of Selectmen	1471 Highland Ave. Needham, MA 02492 Tel: 781-455-7500, x204
Miyares and Harrington, LLP	40 Grove Street Suite 190 Wellesley, MA 02482 Tel: 617-489-1600

#### **IX. Incorporation by Reference**

Any provision of the Agreement that is not set forth herein remains valid and effective as to all signatories hereto. For the convenience of the parties, a copy of the Agreement is attached to this Amendment.

**Needham Board of Selectmen**

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

**Hamilton Board of Selectmen**

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

**Wellesley Board of Selectmen**

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





## **8. 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:

- ❖ Veteran's District September Report
- ❖ PowerPoint Presentation to Advisory Committee – Debt & Capital
- ❖ PowerPoint Presentation to Advisory Committee – Pension, OPEB & Health Insurance
- ❖ 148 Weston Road Extension Request
- ❖ Email Re: 40B abutter to 135 Great Plains Ave.
- ❖ 135 Great Plains Ave Extension Request Approval
- ❖ Press Release RMV Inspections Program
- ❖ Town Notice Re: Proposed 40B Wellesley Park
- ❖ Letter from State Senator Regarding Sustainable Materials Recovery Program
- ❖ Wellesley Meet Up Flyer



**Report Date: 9-01-2017 through 9-30-2017**

### ENGAGE

- 26 Sept 2017: Attended Regis College Fresh Check Day. Regis College is seeing an influx of Post 9/11 Veterans that are using their GI Bill. They have decided to add an administrator to assist these Veterans. She reached out to me as she didn't know where to begin. I linked her with Mass Bay as they have a huge Veteran population. On Sept 26<sup>th</sup> Regis held a table day in their Quad and I went in support of "At Ease" which is what the Veterans program at Regis will be called. There I met and spoke to a few Veterans about benefits and suicide awareness and prevention. We are currently working on a pizza and beer night with the Needham VFW as a place where these Veterans can relax and vent. Being older in college with a military background is sometimes difficult especially when you hear the complaining of younger civilians.

### ADVOCATE

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

### SERVE

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

### CHALLENGES, CHANGES & OTHER

### METRICS WELLESLEY

Priority	Metric & Target	This Month	Δ	Last Year
Engagements	Total Constituent Contacts	23	-	N/A
Chapter 115 Financial Assistance	# Active Cases	2	-	N/A
	\$ Financial assistance provided (FY to Date)	\$ 2,807.00	-	N/A
	# New Applications	0	-	N/A
VA Assistance & Misc	Health Care Enrollment VA Pensions / Compensation / A&A (open cases) Housing Assistance (Assisted Living, Hospice, ETC)	1		

### METRICS NEEDHAM

Priority	Metric & Target	This Month	Δ	Last Year
Engagements	Total Constituent Contacts	27	-	N/A
Chapter 115 Financial Assistance	# Active Cases	4	-	N/A
	\$ Financial assistance provided (FY to Date)	\$ 5,233.31	-	N/A
	# New Applications	0	-	N/A

VA Assistance & Misc	Health Care Enrollment VA Pensions / Compensation / A&A (open cases) Housing Assistance (Assisted Living, Hospice, ETC)	2
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### METRICS WAYLAND

Priority	Metric & Target	This Month	Δ	Last Year
Engagements	Total Constituent Contacts	12	-	N/A
Chapter 115 Financial Assistance	# Active Cases	1	-	N/A
	\$ Financial assistance provided (FY to Date)	\$ 1278.60	-	N/A
	# New Applications	0	-	N/A
VA Assistance & Misc	Health Care Enrollment VA Pensions / Compensation / A&A (open cases) Housing Assistance (Assisted Living, Hospice, ETC)			

### METRICS WESTON

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

### UPCOMING EVENTS & ANNOUNCEMENTS

Oct 12 <sup>th</sup> 2017	All male Veterans Panel at Wellesley Library to discuss their time in service and adjustment to civilian life. 1830-2100
Oct 19 <sup>th</sup> 2017	All female Veterans Panel at Wellesley Library to discuss their time in service and adjustment to civilian life. 1830-2100
Oct 21 <sup>st</sup> 2017	2 <sup>nd</sup> Annual Veterans Fair in Needham Town Hall in conjunction with the Spooky Walk.

Oct 23 <sup>rd</sup> -26 <sup>th</sup>	Annual Veterans TRNG Conference in Leominster, MA
Nov 8 <sup>th</sup>	Tenacre Elementary will be hosting a musical performance for Veterans plus writing letters to Veterans in Wellesley to Thank them for their Service. 1000-1200
Nov 9 <sup>th</sup> 2017	St. Joseph's in Needham has asked that myself and another Veteran come speak to the kids about the military. Grades 1-5. The students will be writing letters to Veterans in the town of Needham to say Thank You for their service. The Veteran that will be speaking with me is a Needham resident and Needham Police Officer as well as a Post 9/11 Army Vet who also graduated St Joseph's. (How Perfect ☺ )
Nov 10 <sup>th</sup> 2017	Pinning Ceremony for Veterans at Avery Manor in Needham.
Nov 2 <sup>nd</sup> , 9 <sup>th</sup> , 16 <sup>th</sup>	Veterans Movie at Needham Center at the Heights.
Nov 1 <sup>st</sup> , 8 <sup>th</sup> , 15 <sup>th</sup> , 29 <sup>th</sup>	Veterans Movie Weston Council on Aging
Nov 8 <sup>th</sup> , 14 <sup>th</sup> , 21 <sup>st</sup> , 28 <sup>th</sup>	Veterans Movie Wayland Town Hall



# DEBT AND CAPITAL

Advisory 10-4-17

B Robinson

S Strother

# CAPITAL

Capital, for budget purposes only, is defined as follows:

- Traditional tangible assets: Land, buildings, major repairs, vehicles, streets, computers
- “One off” purchases: Studies or one time expenditures that are removed from the operating budgets to avoid increasing the “run rate” of the operating budget
- Just because an item is referred to as “capital” does not mean that it is “capitalized” on the external financial statements – these are separate processes



# FINANCING OF CAPITAL ITEMS

Capital items are paid for by the following methods:

FREE CASH (available, unencumbered receipts)

GIFTS, GRANTS, DONATIONS, COMMUNITY PRESERVATION (CPA) FUNDS

INSIDE THE LEVY DEBT

EXEMPT DEBT

# FREE CASH

Free cash is unreserved, unencumbered fund equity formally “certified” annually by the Department of Revenue (DOR)

Free cash has been accumulated over multiple years

Free Cash, one component of the Town’s financial reserves, is an important part of bond ratings agencies’ analysis of the Town’s fiscal health. Because of this, the Board of Selectmen have established a policy on financial reserves

# ITEMS FUNDED WITH FREE CASH

“One-off” studies or non recurring items ( e.g. Unified Plan, North 40 mitigation, etc)

Free cash funding should be considered for recurring programs with a consistent annual need, rather than incurring borrowing costs

Very short-lived assets ( such as school computers, small vehicles, etc)

# INSIDE THE LEVY DEBT

The debt service costs on Inside the Levy Debt are part of the annual budget appropriation and financed with the same revenue sources as the rest of the operating costs: Taxes, State, and Local Receipts, and an application of free cash , if available. In this way capital projects paid for using free cash or with debt “compete” against other operating budgets for the same limited resources.

# EXEMPT DEBT

Exempt (from Proposition 2 ½) debt is added to the Town's taxing authority for the life of a specific capital project by a favorable referendum vote of the Community. Sometimes there is no room in the budget for the debt service costs of a proposed project. A debt exclusion allows the municipality to add additional taxes to the levy for the period of time until the debt is paid off, so that the project can be accomplished.

# HOW IS THE FINANCING METHOD DETERMINED?

The Executive Director and Finance Director recommend affordable plans for financing capital needs projected by the boards for the next five years and these plans are discussed on an ongoing basis as projects are added, deleted, reprioritized, or as they otherwise evolve through the budget approval process. Town meeting decides which projects are eventually approved.

Larger assets or projects with a long life may be good candidates for borrowing, but ultimately all capital requests “Inside the Levy” compete for the same resources.

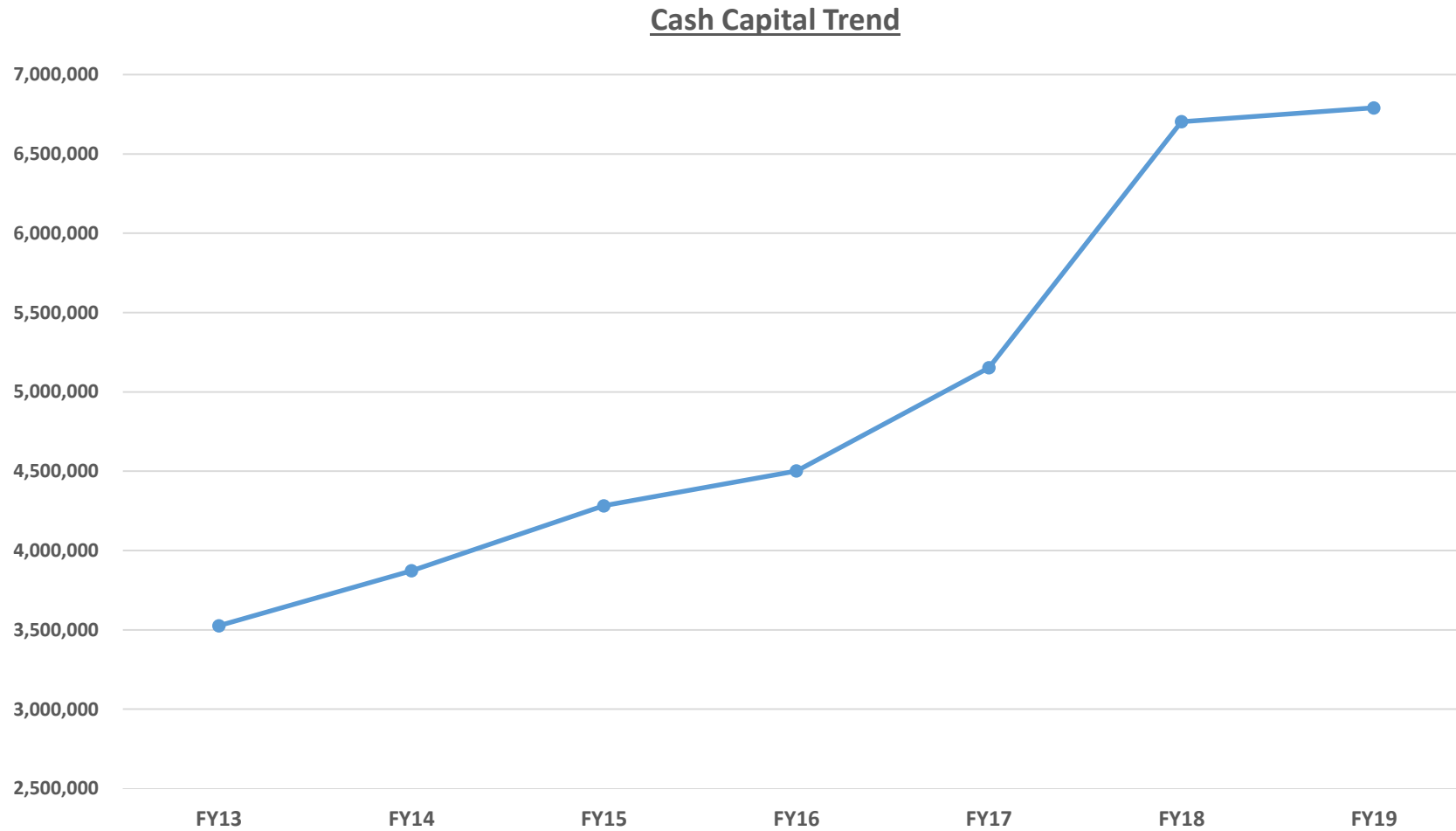
There are specific Massachusetts General Laws (MGL) governing asset life and the overall debt profile is evaluated by the bond rating agencies as part of each debt issuance.

The Board of Selectmen approve debt issuance

# CASH CAPITAL TREND

<u>Department</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>vs FY17</u>
Selectmen	231,936	206,457	262,238	334,486	349,913	364,009	340,289	-2.75%
Public Works	1,322,500	1,524,000	1,611,000	1,528,000	1,954,000	2,173,000	2,524,000	29.17%
Facilities	893,583	1,141,200	1,500,000	1,575,000	1,750,000	1,875,000	2,198,000	25.60%
Schools	962,554	803,134	791,030	856,066	784,920	2,009,253	1,331,735	69.67%
Library	40,500	43,000	46,000	115,700	131,300	100,612	171,800	30.85%
Natural Resources	75,000	75,000	65,500	55,500	77,000	141,500	174,000	125.97%
Morses Pond	-	-	-	-	-	40,000	51,000	over290% w NRC
<b>Grand Total</b>	<b>3,526,073</b>	<b>3,872,341</b>	<b>4,282,768</b>	<b>4,501,752</b>	<b>5,152,079</b>	<b>6,703,374</b>	<b>6,790,824</b>	<b>31.81%</b>

# CASH CAPITAL TREND

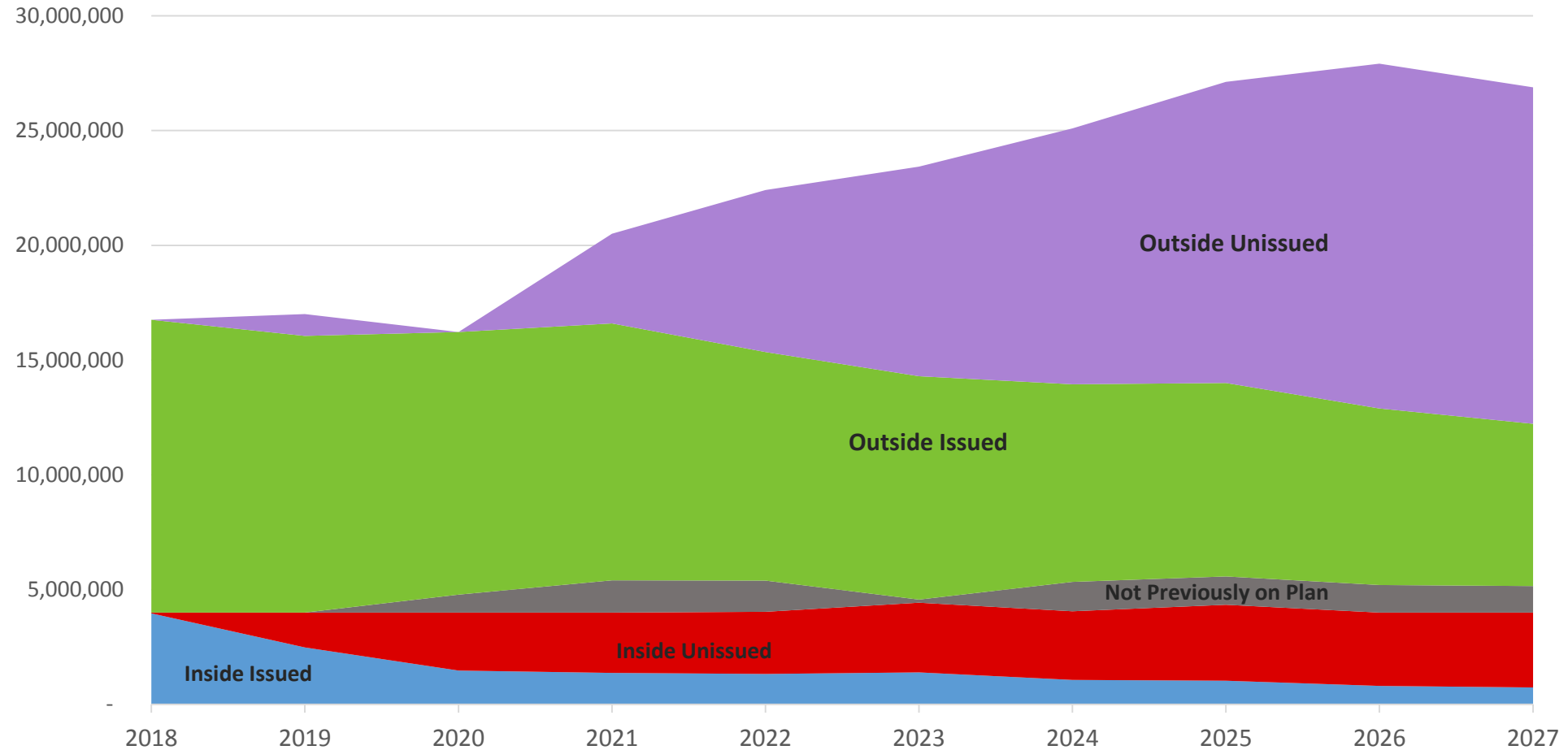




# DEBT SERVICE TREND

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Inside Issued	3,963,544	2,479,331	1,476,806	1,370,956	1,327,756	1,389,456	1,063,806	1,034,606	810,456	734,156
Inside Unissued	36,456	1,520,669	2,523,194	2,629,044	2,701,622	3,040,061	2,997,300	3,300,600	3,189,544	3,265,844
Not previously on plan	-	-	784,000	1,401,600	1,363,200	132,400	1,276,000	1,237,600	1,199,200	1,160,800
Outside Issued	12,756,325	12,052,089	11,440,452	11,191,579	9,959,837	9,739,023	8,609,385	8,425,696	7,694,215	7,067,162
Outside Unissued	-	950,000	-	3,919,000	7,052,444	9,128,000	11,153,555	13,129,111	15,026,666	14,652,222

# PROJECTED DEBT SERVICE



# AFFORDABILITY QUESTIONS

Inside the levy resources are limited

Need to prioritize spending while helping boards complete their strategic plans

Several large “High Priority” projects are on the horizon

Short term debt exclusions or overrides may limit the appetite for future exclusions

# PROCESS

We have met with the larger boards to see if they can voluntarily reduce their capital requests and smooth out their “requests”

There will be additional meetings with all of the departments to attempt to collaboratively prioritize capital needs throughout the organization

# PENSION, OPEB, AND HEALTH INSURANCE

10/04/17

Advisory

B Robinson

S Strother

# PENSION MANAGEMENT

Covers all full-time (scheduled over 1,000 hours per year) municipal employees, except Teachers. Employees aren't eligible for and don't pay into Social Security. Employees pay a portion of their salary into the system and the Town makes an annual contribution. The pension is managed by The Wellesley Contributory Retirement Board, which is independent from the Town. The Board includes a President, appointed by the Board of Selectmen, two elected members, the Finance Director ex-officio, and a fifth member elected by the other four. The Board makes investment decisions, and determines the annual appropriation based upon an actuarial study as approved by PERAC. Mass General Law highlights the independence of the Board by noting that the Town "shall" raise the amount determined by the Retirement Board.

# PENSION DETAILS

- Defined benefit plan
- 10 year vesting
- Teachers are included the State retirement System
- Legislation prohibits paying into social security benefits and corresponding benefits
- Pension reform in 2012 – raised the minimum age and years of service requirements
- Group 1 vs Group 4 (public safety) benefits (earlier benefits for Group 4)
- Limits on Cost of Living (COLA) increase and COLA base that it's calculated upon

# EMPLOYEE CONTRIBUTION RATES

Date of Hire	Contribution Rate	Active Participants
Prior to 1975	5%	2
1975-1978	7%	7
1979-1985	7% + (2% > \$30K)	9
1986-June 1996	8% + (2% > \$30K)	105
Most (over 82%) employees:		
July 1, 1996	9% + (2% > \$30K)	563



# TOWN PENSION VS FICA

	Wellesley Pension	FICA
Employee contribution %	9%+(2%>\$30K)	6.2%
Employer Normal Cost (ENC)		
ENC Wellesley excl OT, ENC FICA is on all pay capped at \$127,500	6.97%	6.2%
Maximum Annual Employee Contribution	No limit	\$7,886
Annual Employee Contribution examples		
\$60,000	\$6,000	\$3,720
\$127,200	\$13,392	\$7,886
Avg. Retirement allowance (excl disability)	\$27,916	\$16,322

# OPEB MANAGEMENT

The OPEB (Other Post-Employment Benefits) liability is, in Wellesley, primarily comprised of health insurance. All pension eligible employees with service in excess of ten years, including teachers, may have an OPEB liability. OPEB funds are invested by the Retirement Board, but the funds are in a Trust controlled by the Town Treasurer. Although the Town is not required (by law) to appropriate funding as recommended by the Retirement Board, the Town has demonstrated its longstanding commitment to addressing this liability through special legislation, a multiyear capital exclusion, and gradually moving the funding inside the levy on a level appropriation basis. The OPEB appropriation no longer presents a structural challenge to balancing the annual budget because the appropriation isn't increasing.

# OPEB DETAILS

- OPEB is mandated because the Town accepted the corresponding section of M.G.L. c. 32B
- Rising healthcare costs continue to negatively affect OPEB costs
- Healthcare costs higher for retirees under 65 (not Medicare eligible) and must stay on HMO plans until they reach that age
- Both the retired employee and their spouse receive coverage through their life
- Employee and Town both pay 50% of the cost

# PAST SERVICE LIABILITIES - DEFINITION

Pension and OPEB liabilities result from the service of current municipal employees, retired workers, those who have moved on to other employment, and beneficiaries or family members in some instances. These liabilities have a current year (pay as you go) cost and a (previously) unfunded past service component. The Annual Required Contribution (ARC) is an actuarial term and is comprised of (1) the pay as you go portion and (2) a contribution toward the past service liability so that the past service portion gets funded by a specified time. Before laws were passed requiring the funding of the full pension liability, many municipalities appropriated only the current cost; presenting a false sense of security in the fiscal health of these entities. Over time, investors, legislators, and other interested parties pushed for the recognition of these liabilities and development of a funding plan for the past service portion.

Wellesley has a long history of sound financial management, and the practice of funding past service liabilities contributes significantly to maintaining its Aaa bond rating

# PENSION LIABILITIES —GASB FOCUS

Pension liabilities were addressed by the legislature of the Commonwealth many years ago. Municipalities must obtain an actuarial schedule to be “fully funded” by 2040, but most are on track to achieve full funding by 2030. The Government Accounting Standards Board (GASB) now requires disclosure of the full pension liability on the face of the external financial statements, presenting a very unfavorable picture for those failing to adequately address the funding.

Wellesley achieved full funding almost 20 years ago and (the Town, not the employees) stopped contributing for 10 years - until after the market crash in 2008. The Town had to gradually reintroduce a pension appropriation back into the annual budget.

# OPEB LIABILITIES — GASB FOCUS

Similarly, the debt rating agencies have started to focus on OPEB liabilities, and GASB also requires this liability to be presented clearly on the financial statements. Similar to pensions, Towns need to commission an actuarial study, determine their ARC, and establish a funding plan.

Wellesley has been a leader in OPEB funding for the last ten years, with the implementation of a capital exclusion and the gradual moving of funding inside the levy. While many (now over 100) other municipalities have started funding plans, Wellesley will continue to show a strong financial position as a result of its significant funding progress compared with others. The Town is on schedule to fully fund the OPEB liability by 2037, with the MLP portion funded significantly sooner.

# CURRENT LIABILITIES

	Pension	OPEB
Valuation date ( pension update due)	1/01/15 *	6/30/16
Accrued Liability	\$207,928,237	\$120,156,976
Actuarial Value of Assets	\$152,955,923	\$ 44,229,773
Unfunded Liability	\$ 54,972,314	\$ 75,927,203
Funded Ratio	73.6%	36.8%
Funded by	2030	2037
FY 2018 General Fund cost	\$7,835,775	\$ 3,432,000
Assumed Investment Rate of Return	6.75%	6.75%

# HEALTH INSURANCE

Massachusetts G.L. c 32B requires that public employers offer health insurance to all benefit eligible municipal employees. This is defined as regularly working more than 20 hours/week on the Town-side, and at least a .5 FTE for schools. The Town of Wellesley provides this through a Joint Purchase Agreement (JPA) with the West Suburban Health District. Through that district the Town's current plan (negotiated with the unions in 2015) is a "rate saver" plan delivered through four health insurers (Fallon, Tufts, Harvard Pilgrim and Blue Cross).

Currently the Town enrolls 1,826 subscribers in 1,216 individual contracts, and 610 family contracts with a total budget of \$15.7M. The Town also offers employees the opportunity to receive a payment to "opt out" of coverage if they can obtain it elsewhere.



# FACTS ABOUT WELLESLEY'S PLANS

- Current plan expires by agreement on June 30, 2018 and must be renegotiated
- West Suburban plans for FY19 include both a low and high deductible plan
- Goal is to remain in the West Suburban Health Group but options include:
  - State Group Insurance Commission (GIC)
  - Another JPA such as MIIA
  - Directly purchase from various insurance companies
- Wellesley pays a higher percentage premium contribution for the Fallon Plan which is the least expensive. This strategy has helped contain costs in the last 3 years
- Town's premium contributions are competitive in the municipal marketplace

# VARIABLES TO CONSIDER

- GIC
  - Must make the decision to enter by December, though plan designs and rates not set until February
  - State now confines new subscribers to limited-network plans
  - State has the ability to change plan designs and costs at any point each year
- MIIA – larger JPA (123 towns) but only offers Blue Cross Blue Shield
- Direct purchase would require the town to hire an agent and go out to the marketplace

# FACTORS AFFECTING HEALTH CARE COSTS

- Prescription drug and medical trend have significantly impacted rates
- Number of employees with Town health insurance growing in recent years
- Affordable Care Act will impose the Cadillac Tax beginning in FY20 if not repealed or replaced

# HISTORICAL APPROPRIATIONS

Appropriation	2014	2015	2016	2017	2018	2019
Health Insurance	\$15,619,773	\$16,586,944	\$16,206,701	\$16,138,304	\$17,576,288	TBD
Pension	5,008,205	5,943,377	6,150,755	6,390,114	6,621,863	TBD
OPEB	3,000,000	3,000,000	3,000,000	3,000,000	3,432,000	TBD

## **Robinson, Blythe**

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**From:** Jop, Meghan  
**Sent:** Thursday, October 05, 2017 4:06 PM  
**To:** Katherine Miller; Gregory P.Watson  
**Cc:** Zehner, Michael; Tom Harrington; Chris Heep; Robinson, Blythe  
**Subject:** RE: Wellesley Park 40B Proposal - Town Notice

Dear Mr. Watson and Ms. Miller:

By letter dated October 5, 2017, MassHousing notified the Wellesley Board of Selectmen that Wellesley Park LLC had applied for a site approval letter from MassHousing for a project at 148 Weston Road. Wellesley Park LLC is proposing to construct 55 units on a 35,967 square foot parcel of land, which is 7,593 square feet short of an acre, within a single family residential area. As you are aware, this project is the fifth project currently proposed as a 40B within the Town of Wellesley. A sixth project likely will be submitted shortly for PEL to Masshousing at 136 Worcester Street, however to date the Town has not received notice from Masshousing or MHP. Pursuant to 760 CMR 56.04(3), receipt of notice from the Subsidizing Agency triggers a 30-day review period for the Town to provide written comments.

Given the multitude (Soon to be 6 under PEL) of 40B projects the Town is currently experiencing, and the timing of the submittal, the Town will have difficulty making the 30-day review period. The site walk for the 148 Weston Road project is scheduled for October 17, 2017, and the Planning Board will not meet again until November 8 to issue their comments to the Selectmen. The Board of Selectmen The Town believes that providing a comprehensive, detailed response within the presumptive 30-day comment window will be impossible. The Town believes that an additional **30 days** to provide its comments would be useful, and respectfully requests that MassHousing grant this additional window of time to provide its written comments pursuant to 760 CMR 56.04(3).

Thank you very much for your attention to this matter.

Meghan C. Jop, AICP  
Assistant Executive Director  
Town of Wellesley  
[mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov)  
(P) 781-431-1019 ext. 2205  
Direct dial 781-489-4300

Think Green... please don't print this e-mail unless it's absolutely necessary.  
When responding, please be advised, the Town of Wellesley and the Secretary of State have determined that email could be considered a public record.

**From:** Katherine Miller [mailto:KMiller@masshousing.com]  
**Sent:** Thursday, October 05, 2017 2:34 PM  
**To:** Jop, Meghan <mjop@wellesleyma.gov>  
**Subject:** Wellesley Park 40B Proposal - Town Notice

Good Afternoon Meghan,

Attached please find a copy of Masshousing's Town Notice regarding the 40B Proposal at 148 Weston Road in Wellesley.

It is addressed and is being delivered to Ellen F. Gibbs at the Board of Selectmen, and is copied to Executive Director Blythe Robinson, ZBA Chair Richard Seegel, and Town Planner Michael Zehner via USPS as well.

Please do not hesitate to contact me if you have any questions.

Thank you,  
Kat



One Beacon Street, Boston, MA 02108

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Newsletter](#)

**Katherine Miller**

40B Specialist

617-854-1116

[kmiller@masshousing.com](mailto:kmiller@masshousing.com)

**Jop, Meghan**

---

**From:** Victoria Ostler <victoria.ostler@gmail.com>  
**Sent:** Tuesday, October 03, 2017 4:42 PM  
**To:** DL: Board of Selectmen; Zehner, Michael  
**Cc:** Jop, Meghan; Schelling, Lynda  
**Subject:** Yesterday's Planning Board Discussion re: 135 Great Plain Avenue

Dear Members of the Planning Board and the Board of Selectmen,

I am a resident at 115 Great Plain Avenue, and a Town Meeting Member. Due to unforeseen circumstances I was in the emergency room last night, and unable to attend the Planning Board meeting. However, I watched the proceedings on Wellesley Media and wanted to reach out to you to share my grave concerns about the way this matter was handled last night.

I have been engaged with the issues related to this property's development throughout earlier discussions with Northland. While I know that they have shelved their former plans, I want to be up front in saying I was supportive of the earlier subdivision plan and am in no way trying to obstruct development on the site.

However, I have serious concerns about the density and configuration of proposed 40B and its impact on road safety. I seem to recall from meetings in 2016 (which I have re-watched) that you as a Planning Board also thought this was a unique parcel of land. If I could refresh your memory, you voiced concern regarding overdevelopment of the parcel of land; disturbance to natural resources and tree preservation; groundwater and drainage; ledge; and hoped for a creative housing option that maximized the natural land and kept its semi-rural feel.

I realize that it's a new day — and with a 40B application, many key decisions about the land that was meant to be the first showpiece of the NRPD bylaws now unfortunately lie outside of the Planning Board's jurisdiction. However, what I heard in last night's meeting appalled me. What I heard from many Planning Board members was a view to support this 40B because it was the least offensive of the 40Bs undergoing review, and that way it won't look like "we're not just saying no to everything". There was no meaningful discussion about what was proposed, or mention of engaging with the local community in coming to a conclusion. There was no call for comments from those in attendance.

Great Plain Avenue is not just the road to the RDF. It's residential community of people of varying ages and stages of life, who know each other, socialize with each other and contribute to our Town in many ways. We will be impacted, as well as the broader Wellesley community. From last night's discussion, it felt like we were a community that didn't matter. As our Planning Board representatives, I don't know how you reached the premature conclusion that this development was to be supported without engaging meaningfully with us. I can truly appreciate that being a member of the Planning Board is a difficult job right now, as you face the onslaught of 40B applications as well as new TLAG zoning bylaws being put to test for the first time. Like you, I similarly volunteer many hours a week and that is part of what makes Wellesley a great place. I thank you for doing this work as our representatives. However, I do hope you can give this application the full time and thoughtful discussion it merits before you make a decision.

I look forward for the opportunities to share my thoughts and concerns. I will be attending the October 12th site tour and perhaps we can speak then.

Respectfully,  
Victoria Ostler

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Victoria Ostler  
115 Great Plain Avenue, Wellesley, MA 02482  
Mobile: 781-400-9472  
[victoria.ostler@gmail.com](mailto:victoria.ostler@gmail.com)



## Jop, Meghan

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**From:** Michael Busby <MBusby@masshousing.com>  
**Sent:** Thursday, October 05, 2017 1:37 PM  
**To:** Jop, Meghan  
**Subject:** RE: 135 Great Plain Avenue

MassHousing agrees to the Town of Wellesley's request to extend the town comment period to November 15, 2017.

---

**From:** Jop, Meghan [mailto:mjop@wellesleyma.gov]  
**Sent:** Thursday, October 05, 2017 1:31 PM  
**To:** Michael Busby <MBusby@masshousing.com>; Gregory P. Watson <GWatson@masshousing.com>  
**Cc:** Zehner, Michael <mzehner@wellesleyma.gov>; Chris Heep <cheep@miyares-harrington.com>; Tom Harrington <tom@miyares-harrington.com>; Peter Crabtree <pcrabtree@northlandresidential.com>; Tamm, Peter <PTAMM@GOULSTONSTORRS.com>  
**Subject:** RE: 135 Great Plain Avenue

Dear Mr. Watson and Mr. Busby:

By letter dated September 18, 2017, MassHousing notified the Wellesley Board of Selectmen that Northland Residential had applied for a site approval letter from MassHousing for a project at 135 Great Plain Avenue. Through email on September 28, 2017, the Town and Masshousing agreed to a deadline for comments of October 30, 2017. Northland Residential is proposing to construct 44 units on a 12 acre parcel located at 135 Great Plain Avenue within a single family residential area. As you are aware, this project is the fourth project currently proposed as a 40B within the Town of Wellesley. A fifth project has been submitted for PEL to Masshousing at 148 Weston Road, however to date the Town has not received notice from Masshousing or MHP. Pursuant to 760 CMR 56.04(3), receipt of notice from the Subsidizing Agency triggers a 30-day review period for the Town to provide written comments.

Given the multitude (Soon to be 5 under PEL and 1 additional being proposed) of 40B projects the Town is currently experiencing, and the timing of the submittal, the Town will have difficulty making the 30-day review period. The site walk for the 135 Great Plain project is scheduled for October 12, 2017, and the Planning Board will not meet again until October 16, 2017 to issue their comments to the Selectmen. The Board of Selectmen find it critical to have the Planning Board's comments on this project. The Town is in budget preparation, and meetings with neighbors take considerable time. The Board of Selectmen is trying to schedule this item for their meetings of October 30<sup>th</sup> and November 7<sup>th</sup>. I have made the developer aware of our schedule, and they have been inclined to support an extension. The Town believes that providing a comprehensive, detailed response within the presumptive 30-day comment window will be impossible. The Town believes that an additional **15 days** to provide its comments would be useful, and respectfully requests that MassHousing grant this additional window of time to provide its written comments pursuant to 760 CMR 56.04(3).

Thank you very much for your attention to this matter.

Meghan C. Jop, AICP  
Assistant Executive Director

Town of Wellesley  
[mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov)  
(P) 781-431-1019 ext. 2205  
Direct dial 781-489-4300

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

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**From:** Michael Busby [<mailto:MBusby@masshousing.com>]  
**Sent:** Thursday, September 28, 2017 11:04 AM  
**To:** Jop, Meghan <[mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov)>  
**Subject:** RE: 135 Great Plain Avenue

OK, did you receive letter requesting comments? Please take 30 days from this date and sorry for confusion.

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**From:** Jop, Meghan [<mailto:mjop@wellesleyma.gov>]  
**Sent:** Thursday, September 28, 2017 11:00 AM  
**To:** Michael Busby <[MBusby@masshousing.com](mailto:MBusby@masshousing.com)>  
**Cc:** Gregory P. Watson <[GWatson@masshousing.com](mailto:GWatson@masshousing.com)>  
**Subject:** RE: 135 Great Plain Avenue

Did you also send it hard copy? Please send all materials to the Executive Director at [brobinson@wellesleyma.gov](mailto:brobinson@wellesleyma.gov). We have more coming. I have asked this repeatedly. The [sel@wellesleyma.gov](mailto:sel@wellesleyma.gov) is a general email for citizens inquiries. Thank you.

Meghan

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**From:** Michael Busby [<mailto:MBusby@masshousing.com>]  
**Sent:** Thursday, September 28, 2017 10:55 AM  
**To:** Jop, Meghan <[mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov)>  
**Subject:** RE: 135 Great Plain Avenue

I sent it to the BOS the day we spoke. I also sent via email this morning to the [sel@wellesleyma.gov](mailto:sel@wellesleyma.gov) site. I will send you a copy directly.

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**From:** Jop, Meghan [<mailto:mjop@wellesleyma.gov>]  
**Sent:** Thursday, September 28, 2017 10:53 AM  
**To:** Michael Busby <[MBusby@masshousing.com](mailto:MBusby@masshousing.com)>  
**Cc:** Zehner, Michael <[mzehner@wellesleyma.gov](mailto:mzehner@wellesleyma.gov)>; Robinson, Blythe <[brobinson@wellesleyma.gov](mailto:brobinson@wellesleyma.gov)>  
**Subject:** 135 Great Plain Avenue

Michael,  
Peter Crabtree has informed me the PEL letter for 135 Great Plain Avenue went out on September 18<sup>th</sup>. I had inquired with Masshousing on 9/18 whether the letter had been sent. Who did you send it to? Please send an electronic version, because we have not received an electronic or paper copy to date.

Thank you.

Meghan C. Jop, AICP  
Assistant Executive Director  
Town of Wellesley  
[mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov)  
(P) 781-431-1019 ext. 2205  
Direct dial 781-489-4300

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**For Immediate Release: October 2, 2017**

MassDOT Press Office: [857-368-8500](tel:857-368-8500)

## **RMV Launches Updated Motor Vehicle Inspection Program**

*Drivers will not be impacted as inspection items and requirements remain unchanged*

BOSTON – The Massachusetts Registry of Motor Vehicles (RMV) has announced that its new public motor vehicle inspection system is operational today across the Commonwealth and all service stations which completed their obligations for installing new equipment and participating in training for that equipment are now conducting public vehicle inspections using new state-of-the-art testing equipment that incorporates best inspection practices currently in place throughout the industry. The items checked on each vehicle as of October 1, are the same as the items checked per vehicle prior to October 1.

“The Registry of Motor Vehicles is pleased to implement key upgrades to the Auto Emissions and Safety Inspection Program,” said Registrar of Motor Vehicles Erin Deveney. “The purpose of the inspection program technology including the introduction of cameras is to further ensure that only safe, non-polluting vehicles are on Massachusetts roadways. Motorists will not be impacted by the changes to the inspection process, as the items on a personal vehicle checked now are the same items checked by inspectors prior to October 1.”

The requirements for motor vehicles to pass the annual state safety and combined safety/emissions inspection and the inspection process have not changed. Rather, the program has been enhanced by the use of still-photograph cameras, new wireless testing equipment, robust workstations that include two printers, new improved sticker technology to prevent fraud, tablets for RMV field staff to use for real-time reporting to ensure that each station and inspector are working in compliance with program requirements, and in several months will be enhanced with the use of video.

Effective now, service stations are using cameras to take still photographs of five things: the vehicle VIN number, vehicle odometer, vehicle front license plate, vehicle back license plate and of the staff member doing the inspection at the service station. The cameras will document the status of the vehicle being inspected to ensure the accuracy of the inspection and enable inspectors to initiate video conferencing during an inspection if they need technical support. The addition of video camera technology will be introduced in January 2018.

The Massachusetts RMV presented information about the enhanced inspections taking effect October 1 at public meetings and for the last year and has been in frequent contact with service station owners about the changes for inspectors. The licensed inspectors at each station were required by the RMV to participate in training sessions offered on the features of the new

program. Orientation sessions were also offered for those service station employees not yet licensed.

The cameras and other equipment for light duty workstations cost station owners \$5,810 per work station. The cost for station owners offering inspections for heavy duty vehicles is \$8,141.94 per work station.

As of October 1, the Commonwealth transitioned to a new system vendor, Applus Technologies. Applus was selected through an open solicitation, and received the Notice to Proceed for the contract on November 18, 2016. The contract was formerly managed by Parsons Technology.

The Massachusetts Vehicle Check Program is funded by the fee paid by vehicle owners at the time of inspection, which is \$35 per vehicle. For each vehicle inspection, the station owner keeps approximately \$23, while the remainder of revenue covers additional program costs, including the contract costs for the system vendor (Applus Technologies) and the oversight of the program done through the Registry of Motor Vehicles and the Department of Environmental Protection.

The Massachusetts Inspection and Maintenance Vehicle Check Program are jointly administered by the MassDOT RMV and the Massachusetts Department of Environmental Protection (MassDEP). The RMV has administrative oversight of the program including licensing, oversight and enforcement of inspection stations and program inspectors. MassDEP has environmental oversight of the program.

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Outreach to the inspection stations and to the industry in regarding to the new equipment:

The RMV actively works to engage the inspection station industry throughout all cycles of the inspection program. The industry engagement effort began in the fall of 2014 in anticipation of a new procurement effort due to the end of all available extensions of the contract with Parsons Technology on September 30, 2017. Several town meetings were held in the spring and fall of 2014 with participation from the industry trade association, the New England Service Station Association (NESSARA), which indicated support for upgraded technology and enhanced program features. This feedback was solicited before the RFI was posted for responses from the vendor community.

On June 24, 2016, Applus Technologies was named the apparent successful bidder for the inspection program and the MassDOT Board voted to approve the execution of the contract in October 2016.

In order to assist the inspection industry with the transition between inspection contractors, a website for inspection stations to register to participate in the program with Applus was available in February 2017. This website collected emails from inspectors and inspection stations so they

could receive a steady stream of emails about the program and important information they would need to know throughout the program transition.

In mid-spring, key members of the inspection industry were invited to the RMV to see the prototype of the new workstations being introduced in the program. Later in the spring, the inspection industry newsletter was sent out with additional detailed information about the October 1<sup>st</sup> program.

Throughout the course of this summer, the contact with the inspection industry increased.

Site visits to participating stations began on July 10<sup>th</sup> in order for Applus technicians to review and provide stations with a list of program requirements that the stations needed to complete to be ready for workstation delivery and installation. Registration for free inspector orientation training opened in July 2017. Orientation sessions started on August 14<sup>th</sup> with up to 6 sessions per day across 5-6 regions in the state. As of September 23<sup>rd</sup>, the results of this industry effort included ensuring that 85% of inspectors who actively have performed inspections completed orientation. Also, 95% of licensed inspection stations have at least 1 inspector who completed orientation.

Workstation delivery began on August 17. In recent weeks, Applus has been calling stations to confirm all program requirements had been met by the station and to arrange installation appointments.

###







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

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

October 5, 2017

Ellen F. Gibbs, Chair  
Board of Selectmen  
Town of Wellesley  
525 Washington Street, 3<sup>rd</sup> Floor  
Wellesley, MA 02428

**Re: Proposed 40B – Wellesley Park  
Wellesley, MA  
MH ID No. 954**

Dear Ms. Gibbs:

MassHousing is currently reviewing an application for Site Approval submitted by Wellesley Park, LLC (the Applicant). The proposed development will consist of 55 rental units of housing on approximately 1 acre of land located at 148 Weston Road in Wellesley, MA.

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

We have been informed by the Applicant that the Town has received a copy of the application and plans for Wellesley Park. Please inform us of any issues that have been raised or are anticipated in the Town's review of this application. We request that you submit your comments to this office by Monday, November 6, 2017, within 30 days of the date this letter is issued, so we may process this application in a timely manner.

During the course of its review, MassHousing will conduct a site visit, which Local Boards, as defined in 760 CMR 56.02, may attend. The site visit for Wellesley Park has been scheduled for Tuesday, October 17<sup>th</sup> at 9 a.m. Please notify me promptly if any representatives of your office or

if other Local Boards plan to attend the scheduled site visit.

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

If you have any questions, please do not hesitate to contact me at (617) 854-1116.

Thank you for your assistance.

Sincerely,



Katherine Miller  
40B Specialist  
Comprehensive Permit Program

cc: Blythe C. Robinson, Executive Director  
Richard L. Seegel, Chairman, Zoning Board of Appeals  
Michael Zehner, AICP, Town Planner



*The Commonwealth of Massachusetts*  
**MASSACHUSETTS SENATE**

**SENATOR RICHARD J. ROSS**

*Norfolk, Bristol and Middlesex District*

STATE HOUSE, ROOM 419  
BOSTON, MA 02133-1053

TEL. (617) 722-1555

FAX (617) 722-1054

[RICHARD.ROSS@MASENATE.GOV](mailto:RICHARD.ROSS@MASENATE.GOV)

[WWW.MASENATE.GOV](http://WWW.MASENATE.GOV)

Ellen F. Gibbs  
Board of Selectmen Chair, Wellesley  
525 Washington Street  
Wellesley, MA 02482

October 2, 2017

Dear Ms. Gibbs,

As you state senator, I would like to offer my congratulations on your receipt of the Sustainable Materials Recovery Program (SMRP) grants from the Massachusetts Department of Environmental Protection.

In order to preserve our planet each person needs to do their part. By organizing and promoting environmentally conscious projects at the local level, the Town of Wellesley is assisting its citizens in caring for its community.

I am proud of the progress that has been achieved and wish the best of luck to the Town of Wellesley in its continued efforts. If I can be of assistance in the future, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Richard J. Ross".

**RICHARD J. ROSS**

State Senator



Find out what's  
happening in  
Town!

**MAKING**  
**DEMOCRACY WORK®**

# Wellesley Meet-Up: Informal Discussions with Your Elected Town Officials

**Thursday October 12**

**7 – 8:30 pm**

**Hills Branch Library  
210 Washington Street**

Who makes the decisions for our community?  
What is PSI? HHU? SBC? HPP? 40B?  
How do I reserve a room at the Library?  
How do I dispose of my old computer?  
Is my addition subject to "Large House Review?"  
What school will my child attend?  
How do I get the Town to plant a tree in my yard?  
How do I run for Town Meeting?  
Where do I get a free flu shot?

Meet members of the Board of Selectmen, School Committee, Library Board of Trustees, Natural Resources Commission, Planning Board, Board of Public Works, Board of Health, Board of Assessors, Housing Authority, and Recreation Commission, plus the Town Moderator, and Town Clerk!

*Free and open to the public*

**LWV** LEAGUE OF WOMEN VOTERS®  
OF WELLESLEY

Contact Ann-Mara Lanza: [ann-mara@comcast.net](mailto:ann-mara@comcast.net), or visit [lwvWellesley.org](http://lwvWellesley.org)



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

Sustainable Energy Committee  
*presentation to*  
Board of Selectmen and School Committee  
October 10, 2017





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



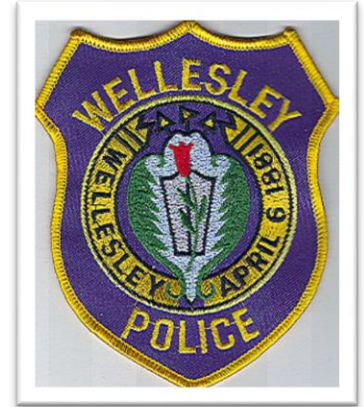
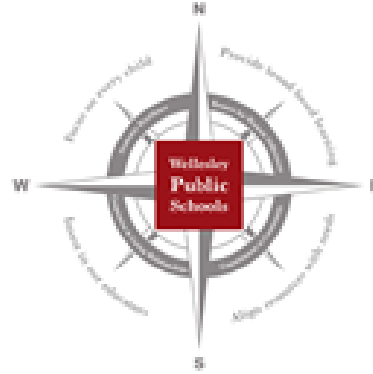


# Five Criteria

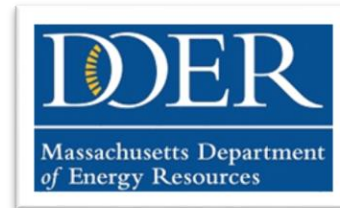
- ✓ 1) As-of-right Siting for Solar (unanimous vote at ATM)
- ✓ 2) Expedited Permitting
- ➡ 3) Energy Reduction Plan
- ➡ 4) Fuel-Efficient Vehicle Policy
- ✓ 5) Stretch Building Code



# Collaborative Effort



Town of Wellesley  
SUSTAINABLE ENERGY COMMITTEE



BOS  
FMD  
DPW  
4



# Energy Reduction Plan

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



# Wellesley's Commitment to Sustainable Energy

- GHG gas reduction goal and creation of SEC
- Normalized FMD building energy use down 8%
- Carbon emissions down 59% for MLP and 33% for streetlights



# Wellesley Municipal Energy Users (FY15)

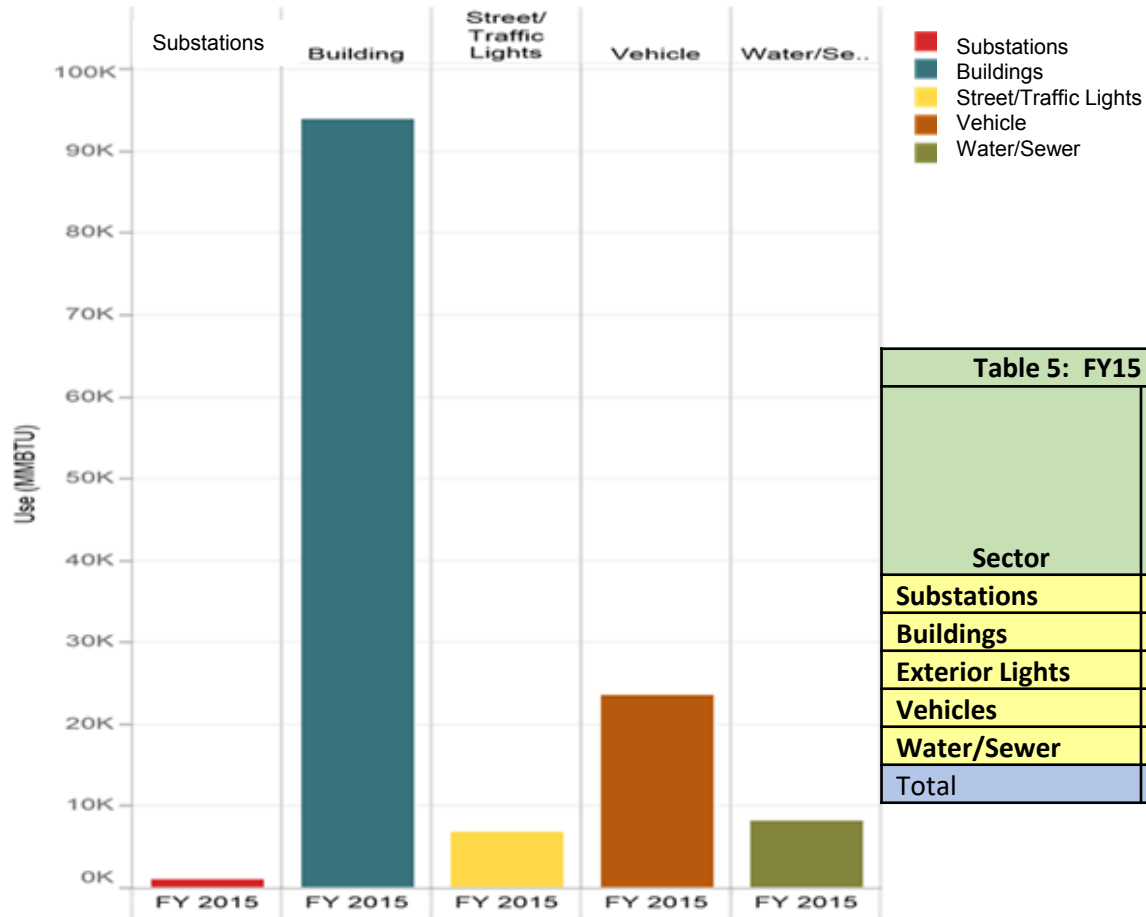
**Table 4: Summary of Municipal Energy Users in FY15**

	Number	Ownership
<b>Buildings</b>		
Oil Heat	1	Municipality
Natural Gas Heat	22	Municipality
Biomass Heat	1	Municipality
Electric Heat	3	Municipality
Geothermal Heat	1	Municipality
<b>Vehicles</b>		
Non-Exempt	35	Municipality
Exempt	183	Municipality
<b>Street Lights</b>	3,744	Municipality
<b>Traffic Lights</b>	19	Municipality
<b>Other Lights</b>	20	Municipality
<b>Substations</b>	3	Municipality
<b>Water and Sewer</b>		
Drinking Water Treatment Plants	3	Municipality
Wastewater Treatment Plants	0	Municipality
Pumping Stations	12	Municipality
Ejectors	9	
<b>Buildings Eliminated before FY2020: 900 Worcester Street*</b>	1	Municipality
<b>New Buildings Planned before FY2020: Tolles- Parsons Senior Center</b>	1	Municipality

\*The 900 Worcester Street site had two active electric accounts from November 2014 through August 2015.



# FY15 Municipal Energy Use by Sector





# Overview of ECM Goals: Years 1-3

- ReCx HVAC: Fire HQ, Central St. Fire, WHS, Main Lib., Police, TH, Warren – mostly complete ✓
- Metasys ✓
- WMS windows ✓
- Interior LEDs: Bates, Fiske, Fire HQ, Central Fire, Main Lib. PAWs, WHS, Schofield, Sprague, TH, and Warren
- R&D for occupant behavior program



# Overview of ECM Goals: Years 1-3



- Retrofit 3,111 high pressure sodium streetlights with LED lights.
- Audit water and wastewater equipment and practices
- Purchase one piece of IdleRight equipment for a Police Department pilot study
- Explore the potential for more municipal electric vehicles





# Overview of ECM Goals: Years 4-5

- Add LEDs at Bates, Central Fire, Fire HQ, Fells, WHS, Hills, Main Library, WMS, PD, Sprague, and Warren
- Utilize MEI - improve the least energy efficient bldgs.
- Add wireless controls to streetlights and implement dimming - dependent on cost, technology, and studies
- Implement occupant behavior program
- Implement results from water/wastewater audit
- Install IdleRight in police cruisers, if the PD pilot successful
- Establish municipal anti-idling policy<sup>11</sup> for non-PD depts.



# Overview of ECM Goals: Years 1-5

Table 10: Summary of Energy Savings						
	ECM	Projected Energy Savings (Native Units)		Projected Energy Savings (MMBtu)	% Energy Savings Com- pared to FY15 total	Notes
<b>Buildings</b>	Interior LEDs	1,610,280	KWh	5,494	4.1	Completed/Planned
	Occupant Behavior	270,223	KWh	922	0.7	Planned
	Occupant Behavior	18,839	therms	1,884	1.4	Planned
	Metasys and HVAC	70,714	therms	7,071	5.3	Completed
<b>Exterior Lighting</b>	LED Streetlights	1,073,276	KWh	3,662	2.7	Planned
	Streetlight Controls	122,039	KWh	416	0.3	Planned, but dependent on analysis of appropriate dimming scenarios
<b>Water/Sewer</b>	Water and Wastewater	1,000,000	KWh	3,412	2.5	Planned
<b>Vehicles</b>	IdleRight	13,688	gallons	1,697	1.3	Pilot planned. Full implementation dependent on pilot results.
	Vehicle Maintenance	5,720	gallons	709	0.5	Planned
	Anti-Idle Policy	13,346	gallons	1,655	1.2	Planned
	<b>Total</b>			<b>26,922</b>	<b>20.1</b>	



# ECM Cost and Cost Savings: Years 1-5

Projected ECM Cost and Cost Savings (Rough Estimate)					
<b>BASELINE YEAR FY2015</b>	<b>MMBtu Used in Baseline Year</b>	<b>Projected Planned MMBtu Savings</b>	<b>Savings as % of Total MMBtu Baseline Energy Consumption</b>	<b>Projected Annual Cost Savings (\$)</b>	<b>Projected Cost (\$)</b>
<b>Buildings</b>	94,199	15,371	11%	\$ 267,144	\$ 7,873,762
<b>Exterior Lighting</b>	6,878	4,078	3%	\$ 135,000	\$ 1,218,700
<b>Water/Sewer</b>	8,202	3,412	3%	\$ 81,885	\$200,000
<b>Vehicles</b>	23,644	4,061	3%	\$ 161,367	\$ 4,000
<b>Substations</b>	954				
<b>Total</b>	<b>133,877</b>	<b>26,922</b>	<b>20%</b>	<b>\$ 645,396</b>	<b>\$ 9,296,462</b>



# Proposed Tasks and Responsibilities

Task	Responsible Parties	Process
<b>Coordinate</b>	SEC	SEC will collaborate with departments to coordinate Green Communities participation.
<b>Monitor energy use</b>	SEC	SEC will track municipal energy use via MEI and consult with FMD and MLP on energy use
<b>Prepare annual report</b>	SEC	SEC will work with departments to prepare and submit annual report.
<b>Establish ECM criteria</b>	SEC w/Depts.	SEC and Depts. will establish criteria for selecting which ECMs to include in grant applications
<b>Propose ECMs for grants</b>	SEC/ Working Group	SEC, in collaboration with the FMD, MLP, DPW, Schools, PD, Fire, and other relevant departments, will prioritize and propose ECMs to BOS
<b>Approve ECMs for grants</b>	BOS	BOS will approve the selection of ECMs to be included in grant application
<b>Write grants</b>	SEC w/Depts.	SEC will lead grant writing while working closely with departments
<b>Project Management/ECM implementation</b>	Depts.	Departments will manage the implementation of ECMs which fall within their respective jurisdictions. SEC will take the lead on anti-idling programs and will work with FMD on occupant behavior initiatives.
<b>Provide electricity data to MEI</b>	MLP	MLP will provide municipal electricity data to MassEnergyInsight managers.

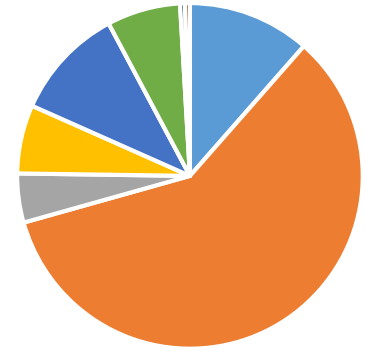


# Fuel-Efficient Vehicle Policy

- Replace non-exempt vehicles with fuel-efficient vehicles when commercially available and practicable
- Check GC guidance when purchasing vehicles
- DOER definitions of exempt and non-exempt can change

Sector	Number of Vehicles
DPW	129
Police	25
MLP	23
School	15
Fire	14
FMD	10
Library	1
COA	1
Total	218

Total Vehicle Ownership by Department



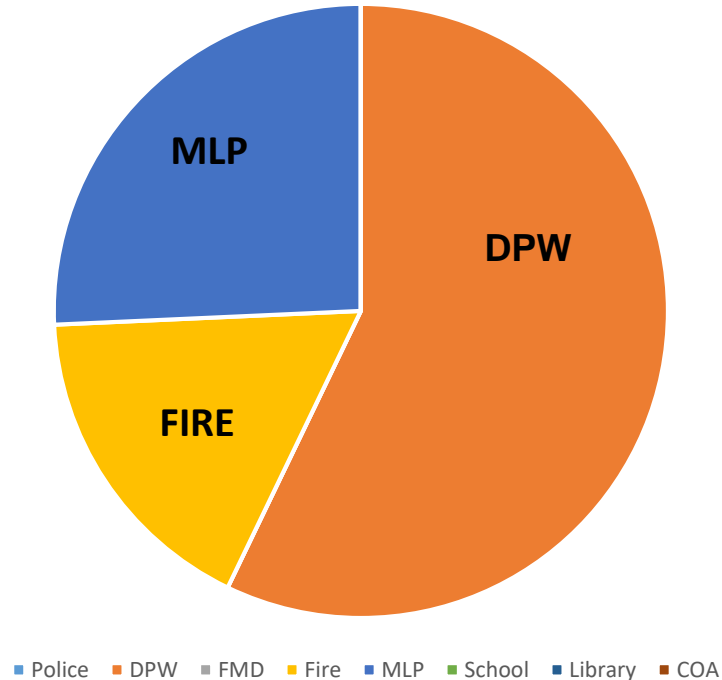
Police DPW FMD Fire  
MLP School Library COA



# Fuel-Efficient Vehicle Policy

- Exempt (183 vehicles):  
heavy-duty vehicles,  
police cruisers,  
passenger vans, and  
cargo vans
- Non-Exempt (35  
vehicles)

Non-Exempt Vehicle Ownership by Department



# FEVP: 2016 Vehicle Requirements

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



# Application Timeline – Next Steps

## June 2017

Presentation to  
BOS and SC on  
**ERP** and **FEVP**

## July 2017

ECM  
development,  
Data work in MEI

## August 2017

ECM  
development,  
Data work in MEI,  
Drafting **ERP** text,  
**FEVP** inventory

## Sept. 2017

SEC finalizes  
**ERP** and **FEVP**  
and shares draft  
with depts. and  
DOER.

## October 2017

BOS/SC approval,  
SEC submits GC  
application and  
consults BOS and  
depts. about initial  
grant priorities



## November 2017

SEC works with  
depts. to prepare  
initial grant  
application

## December 17/ January 2018

**GC Designation**  
SEC finalizes  
grant application

## February 2018

SEC submits  
initial grant  
application





# Thank You and Questions

Wellesley

