



# TOWN OF WELLESLEY 2022 ELECTION CANDIDATE HANDBOOK

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The League of Women Voters is a nonpartisan political organization encouraging informed and active participation in government. Special thanks to town officials and KC Kato, Town Clerk, for assistance in preparing the content of this Handbook.

## CANDIDATE HANDBOOK: HOW TO RUN FOR WELLESLEY ELECTED OFFICE - 2022

1. You must be a resident of Wellesley to run for an elected Town office. Some offices require candidate to be a registered voter. Please see the Town Bylaws for requirements.
2. Nomination papers will be available ***by appointment only*** beginning on December 1, 2021 at noon. For an appointment, please email [Elections@wellesleyma.gov](mailto:Elections@wellesleyma.gov) or call 781-431-1019, ext. 2258 or 2252.
  - For Town Meeting Member, 10 signatures from registered voters in the precinct are required, although it is recommended that more be obtained in the event that any of the signatures cannot be certified.
  - For other elected Town offices, signatures of fifty voters registered in the Town are required (any precinct) although it is recommended that more be obtained.
  - No nomination papers are required for incumbent-Town Meeting Members running for re-election. They need only complete and return the notice of intent to run by 42 days before Election Day.
  - Candidates will supply name, address, contact phone number and email. This is a public record.
3. For Town-wide offices - Nomination papers must be submitted to the Town Clerk's office for certification no later than 49 days prior to Election Day to ensure placement on the printed ballot.
4. For Town Meeting Members - Nomination papers must be submitted to the Town Clerk's office for certification no later than 35 days prior to Election Day to ensure placement on the printed ballot. Residency required. Does not need to be a registered voter.

### WELLESLEY TOWN ELECTION CALENDAR 2022

Nomination Papers Available from Town Clerk <b><i>By appointment only</i></b>	December 1, 2021 at Noon
Last day to obtain Nomination Papers for town-wide offices	January 7, 2022 at 5 pm
Last day to return Nomination papers for town-wide offices (50 Signatures)	January 11, 2022 at 5 pm
Last day for incumbent TMM to file notice of candidacy with Town Clerk	January 18, 2022 at 5 pm
Last day to obtain Nomination papers for new TMM candidates	January 21, 2022 at 5 pm
Last day to return Nomination papers for new TMM candidates (10 signatures in precinct)	January 25, 2022 at 5 pm
<b>Drawing for position on the ballot - REVISED</b>	<b>January 26, 2022 at 1 PM</b>
Last day to register to vote for March 1, 2022 Annual Town Election (8 am to 8 pm)	February 9, 2022
LWV Candidates Night	February 10, 2022, 7 pm
Annual Town Election	March 1, 2022
Annual Town Meeting begins	March 28, 2022 at 7 pm

## ON THE 2022 BALLOT

The meetings, agendas and minutes for all boards are posted on the Town website. Candidates are encouraged to attend or review recent meetings to become aware of recent activity of each board. Many meetings are recorded and available for viewing at [Wellesleymedia.org](http://Wellesleymedia.org).

Candidates are also encouraged to contact the chair or current board members to understand the scope of authority of the board and the time commitment required for each position. Town Bylaws articles are referenced in brackets. In 2022, no elected positions are open for Town Clerk and Housing Authority.

### **MODERATOR: ONE WILL BE ELECTED FOR A ONE-YEAR TERM.**

*Description of Office:* The Moderator must be a resident and registered voter of Wellesley, elected for a one-year term. The Moderator conducts Town Meeting and is the final authority on the scope of the debate on the articles on the warrant, the propriety of motions, the order of speakers and the call of the vote of Town Meeting on each motion. The Moderator appoints the members of the following committees: Advisory Committee; Permanent Building Committee; Human Resources Board; Audit Committee; four general appointments to the Community Preservation Committee and other committees as authorized by Town Meeting. [[Article 9](#)]

### **SELECT BOARD: ONE SELECT BOARD MEMBER WILL BE ELECTED FOR A THREE-YEAR TERM.**

*Description of Office:* Five members are elected for three-year staggered terms and must be registered voters of Wellesley.

As the Chief Elected and Executive Officers of the Town, the Select Board (Board) oversees all matters affecting the interest and welfare of the community. The Board derives its authority and responsibilities from the statutes of the Commonwealth of Massachusetts and the Town Bylaws including all municipal authority not specifically retained by Town Meeting, the Town's legislative body, or allocated to another elected board by state statute or town bylaw. The Board appoints an Executive Director who is responsible for the daily management of the Town departments under the authority of the Select Board.

The Board issues the warrants for Town Meetings and makes recommendations on the warrant articles, brings a balanced budget to Annual Town Meeting for approval, initiates legislative policy by inserting articles in Town Meeting Warrants and subsequently implements the actions approved at Town Meeting. The Board adopts town administrative policies; reviews and sets fiscal guidelines for the departments, and develops the [Town-Wide Financial Plan](#) and [five-year capital projects plan](#). The Board also sets the dates for local elections and town-wide votes on referenda and funding proposals.

The Board appoints members of some boards and commissions as well as those department heads under the authority of the Board (including but not limited to Financial Services, Information Technology, Fire Chief, Police Chief, Town Counsel, Building Department

inspectors; Zoning Board of Appeals, Historical Commission, Council on Aging, Youth Commission, Historic District Commission, Election Officers, Veterans Services Director, two members of the Municipal Light Board and four members of the Climate Action Committee, formerly known as the Sustainable Energy Committee.) The Board also holds public hearings on important town issues and periodic conferences with agencies under their jurisdiction and with community groups; represents the Town before the General Court and in all regional and metropolitan affairs; and enforces Town Bylaws and regulations. The Board serves as the local [licensing board](#) responsible for issuing and renewing licenses including common victualler, food vendor, hawkers and peddlers, liquor, lodging house, inflammables, special events and entertainment.

The Select Board meets weekly on Monday evening, unless otherwise posted. The meetings are broadcast live on the Wellesley Cable Channels and recorded for later viewing at [wellesleymedia.org](http://wellesleymedia.org). [[Article 19](#)]

**BOARD OF ASSESSORS: ONE ASSESSOR WILL BE ELECTED FOR A THREE-YEAR TERM.**

*Description of Office:* Three residents, who must be registered voters, are elected for three-year staggered terms. The Assessors appoint a professional chief assessor and are responsible for the fair and accurate valuation of all taxable properties in the town, both residential and commercial, real and personal. The Board establishes the annual tax rate. The Board acts on all applications for abatements and exemptions.

The Board of Assessors functions as part of the Town governmental system but is regulated by the Massachusetts Department of Revenue (DOR). Any assessor, elected or appointed, must meet certain minimum qualification standards established by the Commissioner of Revenue and is required by the DOR to successfully complete courses and training. [[Article 42](#)]

The Board meets monthly and at other times as required.

**BOARD OF PUBLIC WORKS: ONE MEMBER WILL BE ELECTED FOR A THREE-YEAR TERM**

*Description of Office:* Three residents are elected to three-year staggered terms. The Board of Public Works (BPW) has oversight authority to manage the Department of Public Works (DPW), also having the duties and powers of Road Commissioners, Water Commissioners, and Sewer Commissioners. The BPW also serves as members of the board for the Municipal Light Plant along with two members appointed by the Board of Selectmen. The BPW appoints the Director of Public Works and Town Engineer.

The DPW maintains the physical assets of the town (excluding buildings), provides water and sewer services, and maintains natural resources in accordance with general policies established by the Natural Resources Commission. The Municipal Light Plant is the provider of electrical service for the town. The DPW also manages the Recycling and Disposal Facility (RDF).

The Board of Public Works and the Municipal Light Plant Board each meet monthly and at other times as required. [BPW [Article 29](#); MLP [Article 28](#)]. Members also participate in other Boards, Committees and Working Groups as representatives of these Boards such as the Climate Action Committee, the 3R Working Group and the Playing Fields Task Force.

**BOARD OF HEALTH: ONE MEMBER WILL BE ELECTED FOR A THREE-YEAR TERM**

*Description of Office:* Three residents, who must be registered voters, are elected to three-year staggered terms. Under Massachusetts General Laws, state and local regulations, Boards of Health (BOH) have local jurisdictional authority in coordination with several state agencies including Health and Human Services, Public Health, Environmental Health, and Mental Health. BOH members provide oversight, guidance, and technical assistance to Health Department personnel who provide services to residents and local businesses in the areas of sanitation, environmental health, public health nursing, community health education and information, social work, mental health, and public health emergency preparedness. Collaboration and partnering with all Town Boards, Committees, and Departments are critical to the successful execution of BOH responsibilities. [[Article 34](#)].

The Board of Health meets monthly and at other times as required.

**BOARD OF TRUSTEES OF THE WELLESLEY FREE LIBRARY: TWO TRUSTEES WILL BE ELECTED FOR A THREE-YEAR TERM; ONE TRUSTEE WILL BE ELECTED FOR A ONE-YEAR TERM.**

*Description of Office:* Six residents are elected to three-year staggered terms to represent the interests of the Wellesley community in matters concerning library policy and operations. The Board has both management and fiduciary responsibilities. Trustees hire, supervise and evaluate the Library Director. They work with the Director to develop and review policies and priorities of the library as well as create a [five-year Strategic Plan](#) and annual Action Plans. The Trustees approve the annual library operating and capital budgets and advocate for them at Advisory Committee and Town Meeting. The Board has custody and management of the three library buildings - the Main library and the branches at Hills and Fells - and may propose capital improvements (e.g., renovations, systems upgrades) to them at Town Meeting. Trustees interact with other town boards and departments (e.g. Facilities Management Department, HR Department, Department of Public Works) to represent library patrons' interests as needed. [[Article 36](#)].

The Board meets monthly and at other times as required.

**RECREATION COMMISSION: TWO COMMISSIONERS WILL BE ELECTED FOR A THREE-YEAR TERM.**

*Description of Office:* Five residents are elected to three-year staggered terms. The Commission appoints a Superintendent of Recreation to manage the daily affairs of the department. The Commission is charged with promoting the recreation, play, sport, physical education and other programs to meet the leisure needs of the community; maintaining communication with other interested boards, such as the Youth Commission, Council on Aging, Natural Resources Commission and the School Committee, and insofar as is possible, facilitating programs and events as requested by them. The Commission also makes long-

range recommendations to the town for recreational facilities and playgrounds and manages Morses Pond Beach. [\[Article 37\]](#).

The Commission meets monthly and at other times as required.

**SCHOOL COMMITTEE: ONE SCHOOL COMMITTEE MEMBER WILL BE ELECTED FOR A THREE-YEAR TERM.**

*Description of Office:* Five residents who must be registered voters are elected to three-year staggered terms. In addition to supporting the core values, vision and mission of the Wellesley Public Schools, consistent with the requirements of law and state-wide standards, the Committee's responsibilities are to: develop and manage school policies; support the allocation of resources by overseeing budget and facilities; hire and review the superintendent of schools; and advocate for the school district. [\[Article 38\]](#).

The School Committee meets two to four times per month. Each member also serves as a liaison to other boards and commissions.

**NATURAL RESOURCES COMMISSION: ONE COMMISSION MEMBER WILL BE ELECTED FOR A THREE-YEAR TERM.**

*Description of Office:* Five residents are elected to three-year staggered terms. The Wellesley Natural Resources Commission (NRC) oversees the use, preservation, and protection of the town's parks and conservation areas, and is responsible for the Town's public shade trees and tree-planting program. The Commission sets policies for insect control and pesticide use, and helps protect the town watershed areas. The NRC is supported by a staff of four, including the Director of Natural Resources. The Wetlands Protection Committee and Trails Committee are appointed by the NRC. [\[Article 43\]](#).

The NRC meets twice monthly and at other times as required.

**PLANNING BOARD: ONE MEMBER WILL BE ELECTED FOR A FIVE-YEAR TERM.**

*Description of Office:* Five residents are elected to five-year staggered terms with authority to control divisions of land, maintain and update Zoning Bylaws and Zoning Map, make studies of the developmental needs of the Town and create a comprehensive plan for development, and review large-scale projects with town-wide impact. The Planning Board appoints a Planning Director who manages the daily operations of the department. The Board also appoints the Design Review Board.

Planning Board is a substantial and time-consuming responsibility. Board members are expected to familiarize themselves with relevant Bylaws and the permitting process and review extensive written materials prior to each meeting. Each Board member liaises to several other Boards, involving additional meetings and materials review, and is expected to undertake special projects and present proposals to Town Meeting. [\[Article 45\]](#).

The Board meets twice monthly and at other times as required.

**TOWN MEETING MEMBER: A MINIMUM OF TEN TOWN MEETING MEMBERS WILL BE ELECTED IN EACH PRECINCT FOR THREE-YEAR TERMS. ADDITIONALLY, DUE TO CENSUS 2020 REDISTRICTING EFFORTS, ALL THIRTY TOWN MEETING MEMBERS IN EACH OF PRECINCTS B, C, D AND G WILL BE ELECTED TO EITHER A ONE, TWO OR THREE YEAR TERM AS DETERMINED BY VOTE COUNTS.**

*Description of Office:* Town Meeting is Wellesley's Legislative arm of government. It consists of 240 Town Meeting Members elected by precinct. The members are elected for three-year staggered terms so that ten members are elected from each precinct each year in the March annual town election. Depending on vacancies, some precincts will have more members to be elected to fill the unexpired seats.

Town Meeting is responsible for passing a balanced annual town budget, and enacts all town by-laws. Annual Town Meeting is held in March/April to enact the following year's budget, plus whatever other matters are placed on the Town Meeting Warrant. The Annual Town Meeting begins the last Monday of March and continues on Monday and Tuesday nights until the business is completed. Special Town Meeting may be held as needed for issues that cannot be delayed until the Annual Town Meeting. [[Article 8](#)].

**Some Campaign Tips – please observe social distancing guidelines!** Familiarize yourself with the board’s current and past projects, goals, and the board’s day-to-day work. Review the Town web pages of the board and the department, agenda, minutes, and meetings on Wellesley Media. Attend meetings virtually.

Get a voter list from the Town Clerk’s office.

Concentrate on frequent voters (voted as least three times in the past five years).

Identify voters who will commit to you.

All identified voters need to be contacted and assured that their vote is needed.

Know how many votes the person(s) who recently won that office garnered and target an additional 20%.

Perfect your message.

Social media and email can be effective. Introduce yourself virtually through social media, livestream on Instagram, recorded and live videos on YouTube or Vimeo, word of mouth, and the press. Please keep voters safe!

“Dear Friend” cards can be effective.

Lawn signs keep your name in view and should show the date of the election. After the election, please recycle campaign signs at the RDF’s designated area.

Signs and sign holders at the polls show support and give visibility.

After the election, thank the voters and the people who helped you.

## **Appendices**

### **A. Resources**

**ELECTION GUIDE:** The League of Women Voters of Wellesley publishes a nonpartisan Election Guide for the Annual Town Election each spring. The 2022 Election Guide can be accessed electronically through [Vote411.org](http://Vote411.org). The Election Guide provides an opportunity for candidates for town-wide office and for Town Meeting Member to present information about themselves and their views on key public issues to the voters. All candidates are contacted by the League to provide information for publication in the Election Guide. If you are a candidate for office in Wellesley, be sure your information is included in the Election Guide. For more information about the Election Guide, contact the League at [lwwellesley2@gmail.com](mailto:lwwellesley2@gmail.com).



**List of Active Registered Voters:** Candidates for Town office may obtain a list of active registered voters upon request from the Town Clerk's Office, free of charge. This list is provided as a .txt file electronically that can be downloaded into an Excel or other spreadsheet. Paper lists are no longer available.

**Mailing Labels of Active Registered Voters or Head of Households of Voters:** Candidates for Town office may obtain mailing labels upon request from the Town Clerk's Office for a nominal fee.

**Town of Wellesley Website:** <http://www.wellesleyma.gov>

- Annual Report: summarizes activities of Town Departments and actions taken at Town Meeting; identifies elected and appointed officials.
- Town-Wide Financial Plan
- Meeting Calendar: agendas and meeting minutes of Town boards, commissions and committees
- Town Clerk: Voting and Elections, archived results of prior elections.

8229  
**The Commonwealth of Massachusetts**  
**TOWN NOMINATION PAPER**

DATE and TIME received by  
Board of Registrars

TOWN \_\_\_\_\_

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**ATTENTION REGISTRARS:** Before certifying signatures, see Instruction to Registrars on reverse side of this paper.

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**INSTRUCTION TO CANDIDATES**

Fill in all the required candidate information prior to circulating nomination papers. Call the Town Clerk about campaign finance reporting requirements.

**DO NOT ALTER THIS NOMINATION PAPER IN ANY WAY. ADDITIONAL MARKINGS ON THIS PAPER MAY DISQUALIFY ANY SIGNATURES ON THIS PAPER.**

**DEADLINES**

Nomination papers must be submitted to the Board of Registrars of Voters for certification of names by 5 p.m.

\_\_\_\_\_ day \_\_\_\_\_ date

Nomination papers must be filed with the Town Clerk by 5 p.m.

\_\_\_\_\_ day \_\_\_\_\_ date

On at least ONE of the nomination papers, have the Registrars complete and sign the Certificate of Voter Registration which is printed on the other side of this paper.

**TYPE OR PRINT:**

NAME OF CANDIDATE \_\_\_\_\_

RESIDENCE \_\_\_\_\_  
street & number town zip code

OFFICE \_\_\_\_\_  
exact title of office

TERM \_\_\_\_\_ CANDIDATE FOR RE-ELECTION \_\_\_\_\_  
years yes no

POLITICAL DESIGNATION (if any) \_\_\_\_\_  
not more than three words

I ACCEPT THE NOMINATION \_\_\_\_\_  
written signature

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**INSTRUCTIONS TO SIGNERS**

For your signature to be valid, you must be a registered voter in the town named above and your signature should be written substantially as registered.

If you are prevented by physical disability from writing, you may authorize some person to write your name and residence in your presence.

**SIGNERS' STATEMENT**

We are qualified voters of this town, and in accordance with the provisions of law, nominate the candidate named above for town office.

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	CHECK	I SIGNATURES to be made in person with name substantially as registered (except in case of physical disability as stated above)	II NOW REGISTERED AT (street, number and apartment number, if any) (town will be the same as stated above)	PRECEDENT
1				
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16				

SAMPLE ONLY

### C. Campaign Finance Information

These instructions are meant to be an introductory guide to the campaign finance law and its filing requirements for candidates to elected municipal office and the treasurers of their political committees, not a substitute for it. It is the responsibility of all those participating in political campaign financing in Massachusetts to become knowledgeable with the provisions of the campaign finance law (Chapter 55) and its regulations. For additional information please contact:

Office of Campaign and Political Finance  
One Ashburton Place, Room 411  
Boston, MA 02108

(617)979-8300 / (800) 462-OCPF  
FAX: (617) 727-6549

Website: [www.ocpf.us](http://www.ocpf.us)

E-mail: <mailto:ocpf@cpf.state.ma.us>

OR

Office of the Town Clerk  
525 Washington St  
Wellesley Ma 02481

781-431-1019 ext. 2252

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

## **ORGANIZATION AND DISCLOSURE FORMS - TOWN WIDE OFFICES ONLY**

### **Form CPF M 101 – Organization of a Candidate Committee**

Although state law does not require a candidate to have a political committee organized on his or her behalf, many candidates have one. Candidates must form a committee if they intend to solicit financial contributions.

The CPF M 101 should be filed with the Town Clerk as soon as the committee is organized. A political committee may not accept any contributions, make any expenditures or incur any liabilities until the Treasurer qualifies for the office by completing, signing and filing CPF M 101. Any change in Treasurer should be immediately submitted to the Town Clerk by completing and filing a Form M T 101.

### **Form CPF M 102 – Campaign Finance Form – Municipal**

Every town candidate for Town Wide offices OR their political committee, if any, is required to file a Form CPF M 102 with the Town Clerk on or before each required reporting date. This report must be signed by the candidate and treasurer, if any, under the penalties of perjury. Candidates are responsible for the legality, validity, completeness and accuracy of each of their reports. The following information should be filed with or on Form CPF M 102:

*Schedule A – Receipts:* An alphabetical list of all contributions in excess of \$50 received within the reporting period, including the amount and date received, the name and the residential address of the contributor. This information must also be reported for receipts of \$50 or less if the total contributions from the individual have exceeded \$50 in a calendar year. Otherwise, receipts of \$50 or less may be added together on one line and included in total receipts. If the contribution is \$200 or more, the occupation and employer of the contributor must be disclosed.

*Schedule B – Expenditures:* An alphabetical listing of all disbursements in excess of \$50, including the amount and the date of payment, the name and address of the payee and the purpose of the expenditure. Those expenditures of \$50 or less may be added together on one line and included in the total expenditures. However, complete information concerning all expenditure, including date, payee, address, amount and purpose, must be maintained by the candidate or committee regardless of the amount.

*Schedule C – In-Kind Contributions:* An alphabetical listing of all in-kind contributions of anything of value other than money with a value in excess of \$50 in a calendar year. This listing includes the date, the name and residential address of each contributor and a description of the contribution. The occupation and employer of any

contributor of \$200 or more of in-kind goods or services, or a combination of money and goods or services, is also required. In-kind contributions do not include volunteers' personal services or the exercise of ordinary hospitality.

*Schedule D-Liabilities:* An alphabetical listing of all outstanding, unpaid obligations as of the last day of the reporting period, regardless of when the liability was incurred. Included is the amount, the date the liability was incurred, the name and address to whom it is due and the purpose of the liability. Liabilities are carried over from each report to the successive report until such time as they are satisfied.

Totals from all the above categories are summarized in a schedule on the front page of Form CPF M 102. Detailed instructions for completing Form CPF M 102 are available from the Office of Campaign and Political Finance or from the Office of the Town Clerk.

### **Form CPF M 102-0 – Campaign Finance Report (Affidavit) - Municipal**

This statement may be filed in lieu of Form CPF M 102 only by town-wide candidates who have not received any contributions, spent any money or incurred any debts and do not have a political committee organized on their behalf. **Form CPF M 102-0** is available in the Office of the Town Clerk.

### ***REPORTING PERIODS***

#### **Pre-Election Reports**

Form CPF M 102 is due on or before the 8th day preceding the Annual Town Election, complete from the day following the ending date of the last report filed through 10 days before the due date.

#### **Post-Election Reports**

Form CPF M 102 is due on or before the 30th day following the Annual Town Election, complete from the day following the ending date of the last report filed through 10 days before the due date.

#### **Year-End Reports**

Form CPF M 102 is due on or before January 20 in the following year, complete from the day following the ending date of the last report filed December 31.

### **POST Election reporting**

All incumbents must file annual reports showing either no balance, no activity or the M102 showing any receipts or disbursements. Candidate committees with \$0 balances should

file a M102 and mark it “dissolution”.