



# TOWN OF WELLESLEY 2018 ELECTION CANDIDATES' HANDBOOK

## Table of Contents

Candidates' Checklist.....	2
Election Calendar 2018.....	2
Offices on the 2018 Ballot.....	3
Campaign Tips.....	8

## Appendices

Resources.....	8
Town Nominating Paper (Sample) .....	10
Campaign Finance Information.....	11
Organization and Disclosure Forms.....	11

The League of Women Voters is a nonpartisan political organization encouraging informed and active participation in government. Special thanks to Kathy Nagle, Town Clerk, for her assistance with the content of this Handbook, and to the LWV of Brookline for generous permission to adapt its How To Run for Office Handbook.

## **Candidates' Checklist**

1. Only residents of Wellesley are eligible to run for an elected Town office. Some offices require the candidate to be a registered voter. US citizenship is not required of Town Meeting Members.
2. Candidates must obtain Nomination papers in person from the Town Clerk's office.
3. Candidates must supply name, address, contact phone number and email. This is a public record.

**New Town Meeting Member:** 10 signatures from registered voters residing in candidate's precinct are required (at least 15 signatures are recommended.)

**Incumbent Town Meeting Member:** Nomination papers are not required of an incumbent Town Meeting Member (TMM) running for re-election. The TMM candidate must provide the Town Clerk with a written notice of candidacy no later than 56 days before Election Day.

**Other elected Town offices:** 50 signatures must be obtained from registered Wellesley voters town-wide (at least 75 signatures are recommended.)

For **Town-wide office:** 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.

For **Town Meeting Member:** 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.

## **Election Calendar 2018**

Nomination Papers Available from Town Clerk	December 6, 2017
Last day for incumbent TMM to file notice of candidacy with Town Clerk	January 9, 2018, 5 pm
Last day to obtain Nomination Papers for town-wide offices	January 12, 2018, 5 pm
Last day to return Nomination papers for town-wide offices (50 Signatures)	January 16, 2018, 5 pm
Last day to obtain Nomination papers for new TMM candidates	January 26, 2018, 5 pm
Last day to return Nomination papers for new TMM candidates (10 signatures in precinct)	January 30, 2018, 5 pm
Drawing for position on the ballot	January 31, 2018 10 am
Ballot transmitted to printer	January 31, 2018
Last day to register to vote for March 6 Annual Town Election (8 am to 8 pm)	February 14, 2018
Last day for Selectmen to post Warrant	February 20, 2018
Annual Town Election	March 6, 2018
Annual Town Meeting begins	March 26, 2018

## ON THE 2018 BALLOT

The meetings, agendas and minutes for all boards are posted on the Town website. Candidates are encouraged to attend or review meetings to become aware of recent activity of each board. Many meetings are recorded and available for viewing at 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.

### **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 one-year term. The Moderator presides at and manages Town Meeting and decides all questions of order. The Moderator also has appointing authority for Advisory Committee (15 members); Permanent Building Committee (5 members); Human Resources Board (5 members); Audit Committee (5 members); and some appointments to the Community Preservation Committee (4 members).

### **SELECTMEN: TWO SELECTMEN 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 Board of Selectmen (Board) oversees all matters affecting the interest and welfare of the Town. 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 Board of Selectmen.

The Board issues the warrants for Town Meetings and makes recommendations on the warrant articles; 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 appoints members of some boards and commissions as well as those department heads under the authority of the Board (Including 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, and two members of the Municipal Light Board) 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 Board of Selectmen 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).

**TOWN CLERK: ONE TOWN CLERK FOR A THREE-YEAR TERM**

Description of Office: The Town Clerk is a full-time paid employee of the town and shall be a resident and registered voter. The duties of the office include serving as the chief election officer of the town conducting all local, state and federal elections, managing voter registration and assigning staff for assistance at elections. The Clerk is also the official record keeper of Town Meeting minutes and assists the Moderator in the management of Town Meeting. The office of the Town Clerk maintains vital records, manages animal licensing, and conducts the annual town census. Other duties are mandated by state law.

**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 3-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 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 3-year staggered terms with authority to manage the Department of Public Works, also having the duties and powers of Road Commissioners, Water Commissioners, and Sewer Commissioners. The BPW also serve 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) and provides water and sewer services. 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 meets monthly as BPW and also meets as MLP and at other times as required.

**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 3-year staggered terms. The Board is charged with protecting and preserving the health and well-being of the public. The board appoints a Director of Public Health. The Board makes regulations related to Public Health concerns such as sanitation, food safety in establishments, camp safety, clean air and smoking.

The Board meets monthly and at other times as required.

**HOUSING AUTHORITY: ONE MEMBER WILL BE ELECTED FOR A FIVE-YEAR TERM**

*Description of Office:* Five residents: four are elected by the Town and one is appointed by the Mass Department of Community Affairs. The Authority is charged with planning, constructing, operating and maintaining housing for families, veterans and elderly of low income. The Authority hires an executive director who manages the day-to-day operations of the properties (Barton Road, Waldo Court, River Street, Weston Road and Morton Circle).

The budget for the Housing Authority is appropriated by the State.

The Board 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.**

*Description of Office:* Six residents are elected as Wellesley Free Library Trustees to represent the interests of the Wellesley community in matters concerning library policy and operation. 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, including strategic plans as well as approving and advocating for the yearly budget. The Board has custody and management of library buildings. Trustees interact with other town boards and departments (e.g. the Advisory Committee and Town Meeting) to represent library patrons' interests as needed.

The Board meets monthly and at other times as required.

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

*Description of Office:* Five residents are elected as Recreation Commissioners for staggered three-year 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. The Commission also makes long range recommendations to the town for recreational facilities and playgrounds. The Commission manages Morse's Pond Beach.

The Commission meets monthly and at other times as required.

**SCHOOL COMMITTEE: TWO SCHOOL COMMITTEE MEMBERS WILL BE ELECTED FOR A THREE-YEAR TERM.**

*Description of Office:* Five residents who must be registered voters are elected to 3-year staggered terms with authority to select, supervise and terminate the Superintendent; review and approve budgets for public education; and establish educational goals and policies for the public schools consistent with the requirements of law and state-wide goals and standards established by the state Board of Elementary and Secondary Education.

The School Committee meets an average of once per week. Each member also serves as a liaison to other boards and commissions.

**NATURAL RESOURCES COMMISSION: TWO COMMISSION MEMBERS WILL BE ELECTED FOR A THREE-YEAR TERM.**

*Description of Office:* Five residents are elected to 3-year staggered terms. The Wellesley Natural Resources Commission (NRC) oversees the use, preservation, and protection of the town's parks and conservation areas. The NRC is also 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.

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

**PLANNING BOARD: ONE MEMBER WILL BE ELECTED TO A FIVE-YEAR TERM; ONE MEMBER WILL BE ELECTED TO A THREE-YEAR TERM.**

*Description of Office:* Five residents are elected to 5-year staggered terms with authority to control divisions of land, maintain and update the 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 Board appoints a Planning Director who manages the daily operations of the department. The Board also appoints the Design Review Board

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.**

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 staggered, 3-year terms so that 10 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.

## Some Campaign Tips

- Attend local events – meet people, build a base for election or reelection, and get to know the concerns of people.
- Get a voter list from the Town Clerk's office.
- Concentrate on frequent voters (those who have 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/people who won that office recently received and add 20%.
- Knock on doors weekend afternoons and/or early evening.
- Perfect your message.
- Leave literature with a personal note about why you are running.
- "Dear Friend" cards are effective.
- Lawn signs keep you name in view. Signs should also show the date of the election.
- Signs and poll workers show support and give visibility.
- Emails are good for reminders but are not the optimum way to solicit support.
- 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 Election' Guide provides an opportunity for candidates for town-wide office and Town Meeting to present information about themselves and their views on key public issues. This publication is available online at [Vote411.org](http://Vote411.org), and is distributed as a supplement in the Wellesley Townsman in the week prior to the election. The electronic guide can be accessed through the League's website. Hard copies are also available at the Wellesley Free Library. After submitting nomination papers, all candidates are contacted by the League in to provide information for publication in the Guide. If you are a candidate for office in Wellesley, be sure your information is included. For more information about the Election Guide, contact the League at [lwvwellesley2@gmail.com](mailto:lwvwellesley2@gmail.com).

Useful information about Wellesley's town government, prepared by the Town Clerk and a former Town Moderator, is posted on the LWV of Wellesley's website: <https://my.lwv.org/massachusetts/wellesley/article/useful-information-wellesley-town-meeting>

**List of Active Registered Voters:** Upon request by a candidate for Town Office, a list of active registered voters may be obtained from the Town Clerk's Office, free of charge. This list is provided on CD or memory stick (provided by the candidate) that can be downloaded into an Excel or other spreadsheet. Paper lists are no longer available.

**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 - Meetings of Town boards, commissions and committees – agendas and minutes
- Under Town Clerk, see "Elections archive" for results of prior elections.

# The Commonwealth of Massachusetts TOWN NOMINATION PAPER

DATE and TIME received by  
Board of Registrars

TOWN \_\_\_\_\_

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

CANDIDATE INFORMATION

### 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.

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

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

SIGNER INFORMATION

### 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.

	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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14				
15				
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: [knagle@wellesleyma.gov](mailto:knagle@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 his or her 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 Type of Report: dissolution.