



## MEMORANDUM

### Town of Wellesley - Planning Department

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To: Unified Plan Steering Committee  
From: Michael D. Zehner, Planning Director, on behalf of the UP Project Management Group  
Date: September 29, 2016  
Subject: Modification of Charge to Steering Committee

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Please find attached an amended *Charge to the UP Steering Committee* (“Charge”). The Charge was originally approved by the Board of Selectmen and Planning Board at a joint meeting on August 16, 2016. The amendment involves a change to provision #6, as follows:

6. *The Committee will meet at a regularly scheduled time. The schedule for meetings will be established by the Committee and Consultant to suit the convenience of its members, consistent with its charge. ~~At an initial meeting (or at an early meeting) the Committee will elect its own Chair, Vice-Chair and Secretary.~~ All meetings of the Committee shall be conducted in accordance with the Open Meeting law.*

The above amendment was approved by the Board of Selectmen on September 27, 2016 and is pending approval at the Planning Board meeting on October 5, 2016. The amendment was based on the recommendation made by the members of the Unified Plan Project Management Group (“Project Management Group”) at the Steering Committee meeting on August 30, 2016. Essentially, the recommendation was based on the intent that all members of the Steering Committee be in a position to effectively advocate for their respective interests, that no members feel that representatives of other groups have any greater authority over the Unified Plan process, and that no members be obligated to manage the operations of the Committee or the Unified Plan process. Instead, the meetings of the Steering Committee and the process to develop the Unified Plan will largely be facilitated and managed by the consultant with the assistance of Meghan Jop, Deputy Executive Director, and Michael Zehner, Planning Director. Mrs. Jop and Mr. Zehner will rely on the insight and input of the Project Management Group, comprised of Marjorie Freiman and Ellen Gibbs from the Board of Selectmen and Deborah Carpenter and Harriet Warshaw from the Planning Board.

We welcome any questions or comments from the Steering Committee. No action is necessary on this matter.

## Charge to the UP Steering Committee

*As approved by the Joint Meeting of the Board of Selectmen and Planning Board on August 16, 2016 and amended by the BOS on 9/27/16 and Planning Board on xx/xx/16*

The Steering Committee (“the Committee”) will act as the steward through the development, finalization and endorsement of the Unified Plan (the “Plan”). The Committee will work with the Consultant(s) to gather community-wide input in order to identify a set of core values, create a shared vision for the future and produce the Plan. The Committee will ensure that the Consultant conducts broad public outreach to allow the entire community to be actively engaged in the process. Stakeholder interests and community consensus will be identified, considered and appropriately and creatively addressed. The Committee will ensure that the resulting Plan is visionary, ambitious yet realistic; that it builds on the inherent strengths of the Town and its culture, and that it is focused on specific and measurable outcomes.

In conducting its work, the Committee should recognize that a wide range of opinions, expertise, and objectives exists among the individual members of the Committee. The Committee members should respectfully consider one another’s views, and should combine their talents to represent the broader interests of the community at large, recognizing that the Plan will be a community-wide asset. All aspects of any issue should be fully considered before drawing conclusions and proposing recommendations.

1. The Committee will work with the Consultant at minimum to:
  - a. Establish a schedule of public involvement;
  - b. Provide outreach to the community;
  - c. Confirm milestones and due dates of deliverables;
  - d. Ensure work is proceeding on schedule;
  - e. Establish guidelines for composition and direction, and convene working groups to study and report on specific topics;
  - f. Identify obstacles and roadblocks to progress and help resolve as necessary; and
  - g. Provide guidance and input in the creation and review of data, findings, and draft documents.
  
2. The Committee will engage with and listen to input from stakeholders representing a broad cross section of demographic and interest groups such as, but certainly not limited to, all age groups, ethnicities, economic strata, family structures, religious and secular associations, business community, and advocacy organizations. The Committee through outreach shall:
  - a. Build interest, excitement, and awareness of the process and its value;
  - b. Solicit input and comment from other municipal boards and departments;
  - c. Actively facilitate communication and feedback between their constituents and the Committee;
  - d. Interface with stakeholders, other entities, and the public at large;

- e. Ensure public guidance retains a key role in the Plan documents; and
  - f. Build consensus.
3. The Committee must strive, at all times, to reach a consensus among its members. Voting should not be the default position for the Committee and should only be undertaken in rare cases.
  4. The Committee will meet regularly with the Consultants to monitor progress, review pertinent documents, provide feedback, make recommendations regarding the planning process and communication with the Town, and refine strategic elements within the established mission and core values of the Plan.
  5. The Committee will work with the Consultants to prepare and make a presentation of its progress at the 2017 Annual Town Meeting, and will perform its charge through the completion and adoption of the Plan or until such time as the Selectmen and Planning Board jointly choose to end its tenure.
  6. The Committee will meet at a regularly scheduled time. The schedule for meetings will be established by the Committee and Consultant to suit the convenience of its members, consistent with its charge. All meetings of the Committee shall be conducted in accordance with the Open Meeting law.
  7. The Committee will provide periodic updates to the Board of Selectmen and Planning Board.
  8. The Committee will ensure the timely and widespread availability of information about the process through website, social and news media and other means, to ensure a multitude of opportunities for communication with the public.