

Q: Is the size of the Steering Committee set at 40-45 members, or could that vary at all?

A: At present we anticipate the size of the Steering Committee to be set at 40-45 members to accommodate the numerous independent boards and interest groups within the Town; however, we would be open to alternatives that serve to meet necessary inclusiveness.

Q: Is the Town looking for official minutes, or meeting notes as requested in bullet 8 on page 10 of the RFP? Are these needed for every meeting between the Consultant Team and any in-person discussions we may have with the Steering Committee, boards, committees, staff members, etc.?

A: The Town is looking for meeting notes. The staff can then convert those to official minutes. The meetings of the Steering Committee, and likely smaller assigned working groups, would be subject to the Open Meeting Law

Q: Is the Town looking for a full inventory of existing conditions similar to that of a traditional Master Plan? Yes. The Unified Plan will also serve as the Town's Master Plan and the consultant would be expected to provide an inventory and assessment of existing conditions.

Q: In the Town's opinion, how much focus should be on the traditional master planning pieces, and how much on the strategic planning pieces?

A: The two should be integrated into one document. The final product will be a Unified Plan that will have the required materials for the Town's Master Plan and strategic plan. There will not be a direct percentage split as some elements may have more strategic planning initiatives versus Master Plan initiatives and vice versa. The thought process involved is that decisions regarding land use directly impact the demographics of the community, which directly affects decisions regarding service provision; likewise, given Wellesley's high-performing school system for instance, decisions regarding service provision directly impact land use and demographics.

Q: Does the Town anticipate any issues with the absence of an Executive Director after November? Will this scope change at all once a new Director is hired?

A; No, the Town anticipates having a new Executive Director in place prior to the current Executive Director's departure. Additionally, given the level of buy-in to this planning process by both the Board of Selectmen and the Planning Board, as well as most every other town board, there would need to be significant issues to result in a change in this process.

Q: How confident is the Town that the next fiscal appropriations will be secured for the full funding of the Plan?

A: The Plan has been funded in its entirety. The total funds appropriated were \$150,000.