

## Select Board – FY24 Priorities

Overall Board Priorities (to be evaluated in six months/November):

**Operations:** Review senior management staff structure and needs.

**Finance & Administration:** Review budgetary strategy and communications regarding anticipated capacity resulting from full funding for pension liabilities and school consolidation.

**Economic Development:** Strengthen economic development, including communications with the business community, encouraging a thriving downtown, and gathering public feedback.

**Transportation:** Evaluate the addition of a transportation staff position.

**Housing:** Determine Select Board priorities for housing.

**Communications:** Enhance Select Board communications with the community.

### Select Board Departmental Work Plan

#### 1. Operations

- a. **Senior management:** Review the structure and composition of senior management staff under the Select Board (review job descriptions, fill open positions, review compensation)
  - i. Review and restructure Select Board office to fill vacancies (AED, clerk); integrate Interim HR Director; plan for retirement of Finance Director; add possible transportation/mobility manager.
  - ii. Work with HR Board to evaluate the HR function and structure in town government, including bringing the function under the executive office of the Town.
    1. Consideration of MOA with HR Board prior to STM
    2. Consideration of action at Special Town Meeting
    3. Consideration of Compensation Analysis
    4. Consideration of Job Classification Analysis
  - iii. Work with the Interim Fire Chief and consultants on departmental review and appointment of permanent Fire Chief.
    1. Develop benchmarks and track progress
    2. Quantify structural deficit within the department and identify long-term solutions
- b. **Policies:** Review by Policy Subcommittee of Select Board policies, draft recommended updates, developing tracking for periodic policy reviews.
- c. **Communications:** Strive to improve communications in all spheres (town and public; town and schools; inter-board; inter-departmental; business and property owners).
  - i. Consider expansion of Communications role/position

- ii. Consider creating an additional vehicle to communicate Select Board initiatives and activities
- iii. Consider need for website improvements and additional staff to manage function and content

## 2. Finance and Administration

- a. **Union contracts:** Finalize all outstanding union contracts for the Special Town Meeting (FY24)
- b. **STM/ATM:** Review any necessary supplemental appropriations for STM (FY24) and any action necessary on appropriations for Wellesley Media funding (ATM)
- c. **Budgetary planning:** Work with the CFO to determine strategies for utilization of capacity within the town budget once the Retirement Board funding goals are met and school consolidation is complete.
- d. **Budget communications:** Increase communications with TMMs on budget process and timeline for the FY25 Omnibus budget.
- e. **Town-Wide Financial Plan:** Review the Select Board's TWFP write up and presentation based on Town Meeting Member feedback.

## 3. Economic Development

- a. **Staffing:** Identify Select Board Office staff to oversee economic development.
- b. **Communications:** Enhance communications with the business community.
- c. **Commercial districts:** Consider short-term improvements for commercial districts.
- d. **Licensing:** Continue to bring licensing and policies online
- e. **Permitting:** Work with DPW/Health Department on streamlining permitting reviews

## 4. Transportation/Mobility

- a. **Sustainable Mobility Plan:** Continue implementation.
- b. **Safe Routes to School:** Work with School Department and Mobility Committee on Safe Routes to School Master Plan (ARPA Funded).
- c. **Staffing:** Work with DPW, Police, Planning, NRC to create a Transportation/Mobility Manager position. Position goals will include
  - i. Oversee implementation of the Sustainable Mobility Plan
  - ii. Engage and co-ordinate with regional transportation entities
  - iii. Prioritize and manage grant funding opportunities
  - iv. Enhance in house evaluation of local traffic concerns and identify potential mitigations
- d. **Accessibility:** Work with MBTA on ADA Accessibility at Commuter Rail Stations.
- e. **Wellesley Square:** Continue work on Wellesley Square Amenities Project (FY25 Capital Plan).

## 5. Housing

- a. **MBTA Communities compliance:** Finalize MBTA Communities compliance plan (also named under "State Mandates") and work with Planning on community education.
- b. **Housing plan:** Work with Housing Task Force to contemplate a new Housing Plan to look at affordable housing policy, future housing development, development of town land, transition zones, fair housing policy, and education on housing statutory provisions.
- c. **Staffing:** Work with Planning and CPC to consider Housing Coordinator position.

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- d. **Cedar/Barton Study:** Work with Planning and WHA on Cedar Street/Barton Road Area Study.
  - e. **Housing Development Corporation:**
    - i. Work with HDC and CAC on 156 Weston Road
    - ii. Coordinate with HDC on their proposal to convert to an Affordable Housing Trust.
  - f. **Private building projects:** Provide input on building projects, including
    - i. 8 Cliff Road
    - ii. 200 Pond Road
    - iii. Sisters of Charity
    - iv. 192-194 Worcester/150 Cedar Street
    - v. 10 Cedar Street (potential)
    - vi. 592 Washington Street (potential)
- 6. On-going FY23 and FY24 Projects**
- a. **Town Hall:** Continue to work with PBC on Town Hall Renovation and coordinate with Town Hall departments to move back to Town Hall in August/September 2024.
  - b. **Equity Audit:** Work with DEI Task Force to prepare and conduct the approved Equity Audit funded for FY24.
  - c. **Hazard Mitigation Plan:** Finalize and release the plan; consider resulting grant opportunities.
  - d. **Fire Station master plan:** Work with Fire Department on Fire Station Master Plan (funded through capital and Wellesley Office Park Development Agreement).
  - e. **Civil Discourse:** Continue to partner with the community on the Civil Discourse Initiative, including possible training for additional facilitators.
- 7. State Mandates**
- a. **MBTA Communities compliance:** Work with Planning to finalize MBTA Communities compliance and begin public engagement in September to modify zoning to comply with the MGL 40A Section 3A provisions at the 2024 Annual Town Meeting. (Deadline for compliance is December 2024.)
  - b. **North 40:** Finalize Conservation Restriction for the CPA Funded portion of the North 40 to comply with MGL Chapter 44B (Community Preservation Act).
  - c. **Cable licensing:** Complete Comcast Cable License Agreement (24 Months Out).
  - d. **ADA:** Complete ADA Self-Assessment (mandated with 5 year window to maintain Housing Choice Designation).
- 8. Federal and State Funded Projects**
- a. **Warren Building:** Finalize Warren Generator Project.
  - b. **Document digitization:** Continue Digitization Project – FY23 and FY24 Earmark.
  - c. **EV charging:** Work to finalize EV Charging Policy with DPW, MLP, Schools, CAC, Traffic and Parking, and Library.

## *Select Board - FY24 Assignments*

<b>Liaison Assignment</b>	<b>FY24</b>
Advisory Committee	Lise/Colette
Audit Committee	Colette
Board of Assessors/Tax Classification	Ann-Mara
Board of Health	Beth
Board of Public Works/MLP	Tom
Community Engagement (Celebrations Committee/Veteran Events)	Beth
Community Preservation Committee	Ann-Mara
Council on Aging	Beth
Cultural Council (New)	Beth
Fire and Police	Lise/Colette
Historical Commission	Colette
WHDC	Lise
Housing Authority	Ann-Mara
Human Resources Board	Lise
Library Trustees	Ann-Mara
MAPC/Metrowest Regional Collaborative	Colette
Mobility: MBTA Advisory Board, Mobility Committee, MWRTA, Uber-Lyft, Transportation Funds	Colette
Natural Resources Commission	Colette
Permanent Building Committee/Town Hall Interior	Tom
Planning Board	Lise/Colette
Recreation and PFTF (Voting Member)	Beth
School Committee	Lise/Colette
Climate Action Committee (Voting Member)	Lise
Wellesley Media Corporation	Tom
Youth Commission	Beth

*Select Board - FY24 Assignments*

<b>Other Assignments</b>	<b>FY24</b>
Potential Development Projects (NEW)	Tom
Policy Subcommittee (NEW)	Colette (Chair)/Tom
8 Cliff Road Project	Tom/Ann-Mara

<b>Staff Appointed Comm. SB Members Serve</b>	<b>FY24</b>
Diversity, Equity, Inclusion Task Force	Lise, Ann-Mara
Housing Task Force	Lise, Ann-Mara
Mobility Committee	Colette