

SB STAFF ANNUAL WORK SCHEDULE

Goals/Strategies are not inclusive of Annual Work.

Annual/ Required Work	General Timeline
Staff Reviews and Staff Contracts	June - August
Budget/Budget Book/TWFP	August - March
Annual Report	August - December
STM Prep (When applicable) with interim budget update or town-wide letter	July - October
Policy Subcommittee	Monthly
ATM Prep	November - April
Licensing	October - December, New Applicants as Received
Marathon	November - May
Appointments	April - June & as needed
Legal Matters	On Going
Board Member Weekly Meetings	On Going
Working with FMD on Building Related issues	On Going
Notary Services	On Going
Encroachments	On Going
Public Records	On Going
Union Negotiations	All Unions July – March (or later) Health MOA – 6/30/27 expires
Union Matters/Grievances	As Needed
Professional Contracts	Exec. Director 6/30/28 Police Chief 6/30/27 Fire Chief 6/30/ 27 Finance Director Open Assistant Fire Chief 6/30/28 Deputy Police Chief - Open
Professional Development/Training	When Available - Specific Holdings require annual credits
Project Reviews: PSI, TDRT, New Proposals	As Needed
Constituent Services	On Going
Inter-departmental assistance	On Going
Procurement	As Needed
MIIA - Insurance Matters	As Needed
WSHG	Monthly Steering Committee Meetings/ Full Board Meetings (5)
WSVD	Quarterly Meetings
Administration Grants/Gifts/ARPA	As Needed/On Going

WHDC	Monthly Meeting/Prep
SB Department Staff Meetings	Bi-Weekly
Dept. Head Meetings	Monthly
SB Meetings – FNM and Updates	Weekly
Mobility Committee	Bi-Monthly Meeting/Prep
Housing Task Force (?)	Monthly Meeting/Prep
Freedom Team	Quarterly/Meeting Prep
DEI Task Force	Meeting As Needed
PBC Meeting	Bi-Weekly/as needed per project As Needed
Advisory	Budget November through March
HR Board Meetings	Monthly
HR Director	At least weekly check in
Traffic Committee	Monthly Meeting/Prep
Fire Chief/Asst. Chief Meetings	Bi-Weekly
MWRTA	Monthly
Wellesley Business Alliance/Chamber	Monthly Meeting/Prep
Wellesley Square Merchants	Weekly
Civil Discourse	Weekly/ Meeting Prep
Town Counsel Meetings	Monthly + Legal Matters
Safety Committee	Monthly
Norfolk Managers Meeting	Monthly
Project Meetings (Fire Station Master Plan, SHP)	Bi-Weekly Check Ins