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Minutes
Strategic Planning Committee
Wednesday, March 12, 2014 – 7:00 PM
Flaherty Room – Seymour Town Hall

Members Present: Trish Danka, Jen Magri, Don Smith, Jeff Dussetschleger, Kathy Vrlik, Bruce Baker

Members Absent: Preet Singh

Others Present: Rory Burke, Rick Belden

1) Call meeting to order

The Meeting was called to order at 7:09 PM

2) Pledge of Allegiance

Everyone stood and recited the pledge of allegiance.

3) Updates: ordinance, Conservation Commission

The ordinance passed and will go into effect on March 25th. Everyone will be reappointed at the next Board of Selectmen meeting. Don and Trish went to the Conservation Commission to tell them about our goal and to see what they needed. They were very receptive and want to inventory the Town's open spaces, increase access to them as well as the Housatonic River. Don also saw Bob Looker who will bring it up and the next Planning & Zoning meeting. Don also spoke to Jim Baldwin about the Building Department and he is on board as well and already bringing big changes.

4) Town of Seymour quarterly reports

The quarterly reports will have to be changed eventually, but we want them to tie back into the strategic plan and employee appraisals so we'll have to revisit this later. We should also compile them into a kind of quarterly management report that can be made publicly available.

5) Town of Seymour performance appraisals

We need to move away from a number system on the appraisals. The evaluations should focus more on expectations. Currently there are two levels above meet expectations and only one below. This will make supervisors err on the side of positivity. Meeting expectations should be the norm and anything that exceeds or doesn't meet them should have to be listed specifically so that it's an accurate reflection of performance. We must also ensure that the appraisals line up with individual job descriptions. Maybe the appraisals could be done in conjunction with HR to ensure accuracy.

6) Open discussion

Kathy – How are we going to sell it to the employees and committees? I think we should set up a kind of pamphlet that explains the benefits that it will have for everyone.

Trish - We should also consider recommending some Town-wide core competencies – e.g. customer service, teamwork, etc. Likewise, we should consider having municipality-wide goals if we are asking department heads to be setting goals. All goals set should be SMART (specific, measurable, assignable, realistic and time-related) goals.

7) Adjournment

Motion to adjourn was made by Don Smith and seconded by Bruce Baker.

The meeting was adjourned at 8:12 PM.

Submitted by,

Rory Burke

Recording Secretary