

COPY RECEIVED  
DATE: 4/2/14  
TIME: 1:25 PM  
TOWN CLERK'S OFFICE

**MINUTES**  
**10-Year Strategic Planning Committee**  
**Wednesday, March 26, 2014 @ 7:00pm**  
**Norma Drummer Room/Seymour Town Hall**

**Members Present:** Jen Magri, Don Smith, Bruce Baker, Jeff Dussetschlager, Kathy Vrlik, Rory Burke and Trish Danka

**Members Absent:** Rick Belden

**1) Call meeting to order.**

The Meeting was called to order at 7:06 PM.

**2) Pledge of Allegiance.**

All present recited the Pledge of Allegiance.

**3) Updates: Inland Wetlands meeting**

The Inland Wetlands Commission had no quorum at their last meeting so Trish and Don were unable to speak to them.

**4) Board of Selectmen Presentation**

The Committee members contributed various grammatical, stylistic and structural changes to the report but no substantive content changes were made. The final version will be presented to the Board of Selectmen on April 1 and will be available on the Town's website.

**5) Kathie Vrlik – marketing brochure update**

Kathie volunteered to produce a marketing brochure at the March 4<sup>th</sup> meeting to distribute to the staff to let them know about the Plan and what the Committee's intentions were. She brought a draft to which various stylistic and small content changes were made. The brochure will be distributed at the April 1 Board of Selectmen meeting and will be available on the Town's website. The brochure will be distributed to the Town staff.

**6) Open discussion**

The Committee members discussed basic strategy for conducting interviews with Town staff. They agreed to meet with the department heads and any of their subordinates that wish to speak to them. The format should be casual to put everyone at ease and demonstrate that the Committee intends only to solicit suggestions and ideas about what the department needs and what the Committee could recommend in order to make the department's job easier. One or two Committee members will be present for the interview depending on who is available. It must be stressed that these conversations are not performance appraisals and that the committee is not trying to cause problems for anyone. They want to make everyone's jobs easier by removing impediments and making sure everyone has the resources necessary to work efficiently.

**7) Adjournment**

Motion: Bruce Baker

Second: Don Smith

Motion passes 6-0

Meeting is adjourned at 8:34 PM

Submitted by,

A handwritten signature in black ink, appearing to read "Rory Burke", with a long, sweeping horizontal stroke extending to the right.

Rory Burke  
Recording Secretary