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MINUTES
10-Year Strategic Planning Committee
Wednesday, April 23, 2014 @ 7:00pm
Norma Drummer Room/Seymour Town Hall

Members Present: Jen Magri, Don Smith, Bruce Baker, Rory Burke Trish Danka, Jeff Dussetschleger, Kristen Harmeling

Members Absent: Rick Belden, Kathy Vrlik

1) Call meeting to order.

The Meeting was called to order at 7:07 PM.

2) Pledge of Allegiance.

All present recited the Pledge of Allegiance.

3) Introduce new member: Kristen Harmeling

Kristen introduced herself and her background – survey-based consumer research and insights, having worked at the GAO and Gates Foundation.

4) Human Resources discussion – Michele Wasikowski

The Committee discussed HR's involvements with quarterly reports. They suggested that goals be established by the CEO and that all departments' goals should be related to the overarching goals for the Town.. Michele stressed that this is a service-oriented organization and that the goals need to reflect this. Kristen suggested depersonalizing the goals and letting them build off their responses from previous quarterly reports. They discussed disseminating information regarding the strategic plan to the employees and decided it would be best to approach them after the department heads.

5) Questionnaire for department heads – Kristen Harmeling

The Committee looked over Kristen's revisions to the department head questionnaire. Minor revisions were made to reframe the questions in a more positive light. It was determined that the interviews would be conducted conversationally and that the questionnaire would not be distributed beforehand. Interviewers would be determined on the basis of availability, background and interest.

6) Committee's goals and deliverables

Trish reminded the Committee that a first draft is expected by year's end. As such, she asked that the Committee consider for the next meeting what type of schedule they would like to adhere to and to consider the nature of the final report.

7) Open Discussion

Bruce Baker stressed the need to establish an ultimate direction for the plan before we get too far. Rory asked that the Committee go through the list of departments and committees being considered for interviews and/or inclusion in the strategic plan. The Committee eliminated a few redundancies and entities over which the Town holds little control. Trish brought copies of a Standard & Poor's report regarding Seymour's recent ratings upgrade. The report specifically cited the work done by the Committee as one of the reasons for the upgrade.

8) Adjournment

Motion: Bruce Baker

Second: Jeff Dussetschleger

Motion passes 6-0

Meeting is adjourned at 9:50 PM

Submitted by,

A handwritten signature in black ink, appearing to read "Rory Burke". The signature is written in a cursive style with a long horizontal flourish at the end.

Rory Burke
Recording Secretary