

COPY RECEIVED  
DATE: 7/10/14  
TIME: 3:28 PM  
TOWN CLERK'S OFFICE

**MINUTES**  
**10-Year Strategic Planning Committee**  
**Wednesday, July 9, 2014 at 7:30 PM**  
**Norma Drummer Room – Seymour Town Hall**

**Members Present:** Jeff Dussetschleger, Bruce Baker, Kathie Vrlik, Trish Danka, Don Smith, Rory Burke, Jen Magri (8:07) Kurt Miller (ex officio)

**Members Absent:** Kristen Harmeling

**1) Call meeting to order**

The meeting was called to order at 7:34 PM

**2) Pledge of Allegiance**

Everyone recited the Pledge of Allegiance

**3) Public comment**

There was no public comment

**4) Approval of minutes**

A motion was made to approve the minutes from the last regular meeting was made.

Motion: Bruce Baker Second: Kathie Vrlik

Discussion: Don notes that Jeff didn't sign the minutes submission

Vote: 5-0

**5) Discussion with First Selectman**

Kurt thanked the Committee members for serving and said he has not come to a meeting because he doesn't want the plan to become political.

He cites the bond rating plan as proof that the plan is already yielding results. Kurt asks the Committee to think about when they want the ordinance-required quarterly meetings with himself and the Directors of Operations and Finance.

The Town will have a \$100,000+ surplus, from controlling spending. \$300,000 was used from fund balance last year, mostly for the storms, but it is being replaced and the surplus is being added. We are currently at 8.6% fund balance. By reducing debt payments, our debt balance will be improved greater than expected. 2017-18 and 2020-21 were scheduled to be the big drops in debt service, but this has been expedited.

Kurt also showed a draft of the Town's road plan in order to address the state of roads in Town. All the Town's proactive road money will be spent this year and doesn't cover much but he is hoping to put a ballot initiative regarding spending additional funding on road work. Once the plan is finalized, it will be included in the Strategic Plan. The plan tries to be sensible and tie into larger projects. We need to look at chip sealing and crack

sealing as well as how we handle potholes. We are looking into a service to help us catch up with pothole maintenance in conjunction with other local towns. Downtown efforts should be finished by the end of the summer.

The sale of Maple Street School will be finalized soon. The proceeds from the sale will all go to Town buildings. He has also been working with a program to improve energy efficiency in Town buildings in conjunction with the Board of Education.

Bruce – Do we need to reevaluate the Building Use Plan?

Trish – In conjunction with that, how will our plan be used if we incorporate the plan into the strategic plan if it was mostly ignored?

Kurt – As you know, the Plan must be updated annually and you must report to the Board of Selectmen so it is less likely to be ignored. 98 Bank Street will have to remain as it is for the time being but in the long term it will obviously have to be resolved.

Bruce – We'll eventually have to use the 2<sup>nd</sup> floor of the Community Center as well.

Trish – We may not be able to put it in the first 5 years, but it is an evolving document

Kurt – You can also just pick and choose from that plan and incorporate it into the Strategic Plan.

Trish – The beauty of the Strategic Plan is that it is continuous. While you may not see a lot of difference in 10 years, in 20 or 30 years it will be very apparent.

Don – If we don't follow it we'll probably decline to where we were before the process began anyway

Trish – My only concern about the road plan is that it's cyclical, those roads will likely deteriorate at the same pace and in 10-15 years we'll be facing the same problem again.

Kurt – My projection is that in 8 years we'll have \$1,000,000 annually for roadwork. We can't predict how much that will get us but we can always update the Plan to change accordingly.

Don – The road plan addresses the worst roads but we need to plan on cheap road maintenance to extend the longevity of all the roads, including those currently in OK shape.

Kurt – We're also going to work with the local utilities to identify the work that they're doing in the next 5 years to work with them and reduce the cost of roadwork on both of our parts.

Don – Are they working at the street excavation ordinance? It's probably from the 50's.

Kurt – We've been approached a lot by people who would like to do more work in Seymour but are hindered by it. In terms of COGs, we're merging with COGCNV – 13 local towns. We're part of a consortium for economies of scale in purchasing. CROG has a pay-in program that would save us substantial money. It can be used for everything from road salt to IT programs to environmental services. We're also working with the Board of Education to join IT services with them. He is meeting with the Superintendent tomorrow to hopefully finalize it. In terms of electronic record keeping, we will be working with an attorney to create a plan.

Bruce – I also think we should get back to a 5-day work week.

Kurt – I would like for you all to recommend that all future hires must have certifications.

Trish – We have already included that in the efficient/effective local government plan.

Bruce – Should we be concerned with the compliance issues at the High School?

Kurt – I think ADA compliance should be addressed Town-wide.

Trish – We need to include the Building Needs Assessment, the Road Program, the Board of Education audit as addendums to their corresponding components within the strategic plan.

Kurt – What are things you need from me?

Trish – When is MuniCast being ordered?

Kurt – Doug Thomas is back in the office on Monday. I am waiting for him to be in to order.

Trish – We need the Board of Selectman to pass the Fund Balance Guideline and Debt Service Goal provided in the Financial Strategic Plan already presented to the Board of Selectman.

Kurt – Will include in our next Board of Selectmen meeting.

Trish – We need to talk with Fred about transitioning to an Economic Development Corporation. We also need to find a way to get public input into this. I would like to shoot for the early fall.

**6) Review of Efficient Effective Local Government Plan**

The Committee reviewed the plan presented at the previous meeting. They discussed the mechanics of the approval of the plan and the inclusion of the Building Needs Assessment Plan. The committee will work to assign deliverables and priorities for all aspects of the plan. The portion regarding the Library's needs will be eliminated. Kathie suggested that Communication be a separate goal. The Committee will work on having priorities and deliverables for the next meeting.

**7) Remaining calendar and activities**

Rory will check when Fred Messoro is available to meet, when Paul Wetowitz can meet during the day and will send a list of all employees that need to be interviewed. Once provided to the committee, committee members will inform Rory of their schedules to schedule and conduct interviews.

**8) Open discussion**

There was no open discussion.

**9) Adjournment**

Motion: Bruce Baker

Second: Don Smith

Respectfully submitted,



Rory Burke  
Recording Secretary