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TOWN CLERK'S OFFICE

Minutes
10-Year Strategic Planning Committee
Wednesday, August 6, 2014 @ 7:30pm
Norma Drummer Room/Seymour Town Hall

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

Others Present: None

1) Call meeting to order

The meeting was called to order at 7:35 PM

2) Pledge of Allegiance

All present stood and recited the Pledge of Allegiance

3) Public comment

There was no public comment

4) Approval of minutes

Motion to approve the minutes

Motion: Bruce Baker

Second: Kathie Vrlik

Vote: 7-0

5) Review of Efficient Effective Local Government plan

Any priority one goal will be in the first 1-3 years, priority 2 will be 4-7 and priority 3 is 8-10. Trish assigned priorities for review.

Jeff: Why is Town Clerk's fund priority 3?

Trish: It seemed unessential if it was for digitization and other Towns have had problems with it.

Kristen: I would like to see it a 2.

Bruce: We can also add language to further define the fund and what it's used for.

Kristen: Do you think reviewing the plan on a quarterly basis is too frequent?

Bruce: Yeah, maybe down the road we could do it twice a year?

Trish: In the beginning we're going to meet with the Directors of Finance and Operations and the First Selectman on a quarterly basis.

Don: We're meeting with the Board of Selectmen once annually so I would think that would be when we would deliver the updates.

Trish: We'll also be letting them know how we're doing.

Kathie: In terms of "Continue with an elected local form of Town government" I think we need to consider not only outward communication but inward as well. We have to look at our communications methods and the metrics. We need to consider our audience. We have a tendency to rely solely on the web when in reality a large portion of our audience doesn't use it.

Kristen: Have we looked at a digital information board to spread the information? It could be placed on the community center and in two minutes you could get all the information.

Jen: Didn't we also discuss a phone system that you could call in?

Trish: We can add this as another goal.

Don: In terms of the joint purchasing and regional cooperation, isn't this redundant?

Trish: I think it's strengthening the argument for it and it is meant to overlap.

Jeff: Do we really want to wait 4-7 years to establish an infrastructure plan?

Jen: That needs to happen sooner.

Trish: I would just caution people about putting in too many priority ones to keep from overwhelming people or making it appear they were set up to fail.

Kristen: We can also look at bringing in outside people to help with things like inventories.

Jen: We should look into a database to match people who need community service with people who need help.

Jeff: That could maybe be the Livable Community Committee.

Trish: I will try to go to their meeting tomorrow night.

Don: Are buildings included in infrastructure? I think we should define it and what's included in it.

Bruce: Are we including the building report?

Trish: Yes, but I thought you were going to go through it and itemize it?

Bruce: Yes, but there are certain things we should be doing to prioritize them. I'll talk to Paul Wetowitz.

Jen: I don't think we can wait for an IT replacement program.

Trish: That's going to be expensive which is why I waited.

Jen: They can at least create the plan.

6) Remaining calendar and activities

Rory sent everyone a list of employees and boards that need to be interviewed.

7) Open discussion

Don sent everyone a message from the Conservation Commission.

Jen found a Board of Education strategic plan. It probably needs to be updated. She will distribute it.

8) Adjournment

There was a motion to adjourn

Motion: Bruce Baker Second: Jeff Dussetschleger

Vote: 7-0

The meeting was adjourned at 9:17 PM

Submitted by,



Rory Burke

Recording Secretary