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TOWN CLERK'S OFFICE

**MINUTES**  
**10-Year Strategic Planning Committee**  
**Wednesday, August 27, 2014 @ 7:30pm**  
**Norma Drummer Room/Seymour Town Hall**

**Members Present:** Trish Danka, Kathie Vrlik, Trish Danka, Jen Magri and Rory Burke  
**Members Absent:** Don Smith, Bruce Baker and Kristen Harmeling  
**Others Present:** None

**1) Call meeting to order**

The meeting was called to order at 7:01 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: Jen Magri    Second: Kathie Vrlik  
Vote: 4-0

**5) Update – MuniCast, BoS meetings/actions, etc.**

MuniCast was purchased but Doug has been tied up with the auditors so he hasn't really worked too much with it. He's going to start working on getting the information to the company. Kurt is working with Town Counsel to try and find a way to formalize the existent portions of the plan while maintaining flexibility. The fund balance and debt portions will be adopted by ordinance, but the OPEB liability portion will be a long-term item. Right now, we budget annually and it would be approximately 1/3 of a mill to finance our obligations. The Towns that do this are better set financially than we are, but we are going to push it out. It may not even be looked at by year 10. It won't be priority given everything we need to accomplish. One change is that most items will be passed by resolution rather than ordinance when they are complete to show support for the plan while allowing us to maintain flexibility, financially and legally.

**6) Efficient Effective Local Government plan**

**a. Try to clean-up/finalize completed portions**

This was reviewed in the previous meeting and nothing substantive was changed.

**b. Town buildings section – Bruce and/or Don to help review with team**

Bruce was not here and has not had a chance to meet with Paul Wetowitz. However, he has reviewed the plan and many of the aspects of the plans including brick repointing and the purchasing of new boilers. We may want to rehire the architect to explore phasing for the plan since it's going to cost a lot of money.

The Committee discussed the Town Building plan and whether it was still feasible to implement portions of it. Now that the Boys & Girls Club is there, there probably wouldn't be sufficient space for all of Town Hall's employees.

**7) Remaining calendar and activities**

The committee discussed getting public input. Kathie is going to work on creating a brochure, Rory is going to work on creating a public input page on the website and Trish will talk to Kristen about creating some basic questions to gather information from the public.

**8) Open discussion**

The Committee discussed active committees and how they relate to one another. It was recommended that new committees have a stated goal and deliverable and that the current ones be reviewed every 2 years.

The Committee also discussed doing a review of the Charter and Code of Ordinances in order to remove extraneous and conflicting material. They discussed contracting a law firm that specializes in such projects or working with local law schools to have students review it.

Trish started working on a preface for the final report.

Kathie recommended we revisit adding metrics to the deliverables to ensure that progress is being made. Rory recommended that goals and deliverables tied to departments be added to department-specific quarterly reports.

Kathie discussed a video to reach out to the public with. She requests that we establish some basic points to be covered before we moved forward with that.

Kathie recommended using meetings as work sessions rather than the current method of working individually and combining notes.

**9) Adjournment**

Motion: Jen Magri Second: Jeff Dussetschleger

Vote: 4-0

Submitted by,



Rory Burke  
Recording Secretary