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MINUTES
10-Year Strategic Planning Committee
Wednesday, October 8, 2014 @ 7:00pm
Norma Drummer Room/Seymour Town Hall

Members Present: Kathie Vrlik, Bruce Baker, Trish Danka, Don Smith and Rory Burke

Members Absent: Jeff Dussetschleger, Kristen Harmeling, Jen Magri and Rick Belden

Others Present: None

Item #1: Call meeting to order

The meeting was called to order at 7:02 PM.

Item #2: Pledge of Allegiance

All present stood and recited the Pledge of Allegiance

Item #3: Public comment

There was no public comment

Item #4: Approval of minutes

A motion was made to approve the minutes from the September 24th, 2014 regular meeting.

Motion: Bruce Baker

Second: Kathie Vrlik

Vote: 4-0

Item #5: Update – Library

Rory and Kathie met with the Head Librarian on Friday. Kathie provided a synopsis of the interview with the librarian. The biggest obstacle to better utilizing the library is the facility itself. The basement areas is currently closed because of water damage and potential mold issues. The damage is also present upstairs but doesn't have an effect on programming. The Librarian is adding new services including subscriptions to Ancestry.com and iConn. She recognizes the changing demands of libraries, decreased circulation and increased access from home. She wants to extend the scope of library programming to beyond the normal scope of what people would think a library offers. She mentioned wanting to extend hours beyond normal working hours and back to 6 days a week. She believes 2 part-time employees could facilitate this. She would also like to see dedicated children's and reference librarians, along with a reference desk. The Library currently has only 6 computers that are in need of upgrading and expansion.

Item #6: Update – Building Department

Rory and Don met with the Building Inspector before the October 7th Board of Selectmen meeting. His main concern was staffing. Both he and his assistant are part-time. He is currently doing the work that was once carried out by the inspector and assistant inspector. The money saved on salary was put towards improvements to the department. He doesn't have time for all the required plan review and his assistant hasn't had the time to do the data entry required to get their new, comprehensive permitting software fully operational. He would like the Department to be staffed full-time. Seymour is known for having odd hours that must be difficult if you're new to working in the area. He acknowledges it would cost more money but believes the

department is a serious revenue generator and should get some of that revenue reinvested. He would like to standardize driveway enforcement and begin doing life safety inspections on rental properties in Town to ensure they're safe and provide an additional revenue stream for the Town. He also mentioned that repercussions from the Dodd-Frank legislation are causing a lot of unforeseen work. In order to close on a property, the owner must demonstrate that all permits and inspections for work done on the property are in order. If not, they must do so retroactively and almost always on a deadline. He wants to establish a kind of penalty fee due to the workload and time constraints and a system for performing all the extra work. He would also like to look into consolidating the enforcement officers into a single department together with land use. He feels a unified front would be more efficient for enforcement purposes.

Item #7: Discussion – electronic informational board

Rory brought information from a company named CEIS that provides electronic informational board for municipalities at no cost. They are subsidized by advertising. They install a minimum of 2 boards per municipality and advertising is restricted (i.e. no adult-themed, tobacco or alcohol-related advertisements). Kathie volunteered to make contact with the company and do further research.

Item #8: Review:

a. Economic Development

Economic Development Director Fred Messore provided an updated template. Many of these are items that Planning & Zoning should address, but we can add notes that they're ED related.

b. Meeting outcome with Board of Selectmen

The Board of Selectmen didn't meet. The Committee will present instead at the next regular meeting on October 21st.

Item #8: Remaining town department meetings – scheduling/process

Bruce & Rory will meet during the weekdays and Kathie & Rory on Fridays when staff are available. Otherwise, we will establish the 1st & 3rd Wednesday of each month as fixed interview dates as Committee members and interviewees are available.

Item #9: Open discussion

Trish brought copies of the Recreation Facilities Subcommittee's final report to be added to the Town Buildings portion of the Strategic Plan. Don reminded Rory that each portion of the plan requires an approved by date & version number and that we need to change exhibit names to be sequential and add page numbers. The Livable Communities Committee is having some difficulties after the departure of their chairman. This Committee will wait for them to get things in order before meeting with them. As an update on the Muncast system, Doug is still working on the numbers because he just finished the CAFR and has been working on preparing the budget as that process begins.. We should see some movement next month because the proprietor has been plugging in budget data all along. In terms of adopting ordinances for the financial portion of the Strategic Plan, the Town attorney is still working on specific verbiage. Kurt wants to know when we'll have our first official quarterly update meeting. The Committee agreed that it could be tentatively scheduled in January for the last quarter of 2014. Rory provided the Committee with an update regarding a demo that the Town is considering for DocStar, a document indexing storage system. Rory believes it is promising and could be

extremely useful if properly implemented. Rory is also working with Town Counsel on board consolidation for boards whose objective has been reached but which have not been formally disbanded.

Item #10: Adjournment

A motion was made to adjourn the meeting.

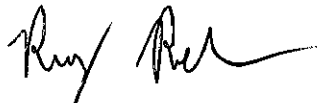
Motion: Bruce Baker

Second: Don Smith

Vote: 4-0

The meeting was adjourned at 9:43 PM.

Submitted by,

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

Rory Burke

Recording Secretary