

Minutes
10-Year Strategic Planning Committee
Wednesday, May 13, 2015 – 7:30 PM
Norma Drummer Room – Seymour Town Hall

Members Present: Trish Danka, Jeff Dussetschleger (left 8:05), Bruce Baker (arrived 8:13), Don Smith, Kathie Vrlik and Rory Burke

Members Absent: Jen Magri and Kristen Harmeling

Others

Item #1: Call meeting to order

The meeting was called to order at 7:35 PM.

Item #2: Pledge of Allegiance

All present stood and recited the Pledge of Allegiance.

Item #3: Public Comment

There was no public comment.

A motion was made to go out of order to #6

Motion: Jeff Dussetschleger

Second: Kathie Vrlik

Vote: 4-0

Item #6: Quarterly Update

Goals are generally ongoing and will always be subject to change. They can be changed to reflect the needs of the future. Deliverables, because they are subject to achievement, can be moved to a separate appendix that shows the dates deliverables were set and achieved to demonstrate progress. An administrative policy section was recommended to set policies including putting the process on the calendar year rather than the fiscal year as well as how the annual report should be handled. The fund balance provision will continue as projected and will not be modified. The OPEB liability provision will be changed to be investigated on an annual basis until it's feasible. On a quarterly basis, the committee will compile a list of accomplishments and they will be compiled at year end into the annual report. There might need to be a preparatory meeting ahead of the quarterly updates as a special meeting due to the schedule.

A motion was made to go back to item #4.

Motion: Don Smith

Second: Kathie Vrlik

Vote: 4-0

Item #4: Approval of Minutes

The minutes were approved at the April 29th special meeting.

Item #5: Review of Inland Wetlands Enforcement Officer interview

The Inland Wetlands Officer has a very limited time available to do his work. His hours are set by the Inland Wetlands Commission. He hopes he'll be able to accomplish more with the implementation of additional technology and secretarial help that will result from the consolidation of the code enforcement departments. He wanted to follow up on a letter that was put forth regarding transferring the post-construction stormwater management inspections from the Inland Wetlands Commission to

the Planning & Zoning Commission.

Item #7: Need Update: other interviews to be transferred to strategic form

With the exception of the most recent three interviews (Fire Department, custodians and Inland Wetlands Enforcement) all interviews have been transferred to the template.

Item #8: Remaining town department meetings

There are only 6 remaining interviews. Rory will schedule 2 for Wednesday. The Committee then reviewed the outstanding board interviews and selected those which would be conducted. They agreed that they would draft a letter seeing if the boards were interested in contributing and requesting that they complete the template to guide the conversation.

Item #9: Public Comment

There was no public comment.

Item #10: Open Discussion

Don showed the Committee the VCF Community Indicators Report as a source of demographics and statistical data. They will be conducting phone interviews in conjunction with Griffin so they will have more data. This will be a useful resource and something to model the Committee's public outreach on.

Item #11: Adjournment

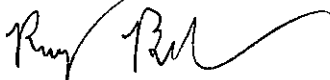
A motion was made to adjourn the meeting.

Motion: Don Smith

Second: Bruce Baker

Vote: 4-0

Respectfully submitted,

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

Rory Burke
Recording Secretary