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Minutes
10-Year Strategic Planning Committee
Wednesday, May 27, 2015 @ 7:30pm
Norma Drummer Room/Seymour Town Hall

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

Members Absent: Kristen Harmeling and Bruce Baker

1) Call meeting to order

The meeting was called to order at 7:30 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

A motion was made to approve the minutes from the May 13, 2015 regular meeting.

Motion: Jen Magri **Second:** Don Smith

Vote: 4-0-1 (Jen Magri abstains)

5) Review of Finance Department interview

Payroll should be changed from weekly to biweekly, automated and combined with BoE. Purchase orders are required by the Charter but it shouldn't be required for contractual services. He recommended several charter changes to avoid conflicting references and redundancy. He thinks we should also see if it's necessary to have a budget hearing and Town meeting since no one attends either. Doug provided priorities for template. HR should probably be managing insurance, currently it's with Finance. The First Selectman should be required to attend at least a meeting a quarter.

6) Review of Recreation interview

The interviewers think that many of the issues brought up by the Recreation Program Manager will probably be resolved by the new Community Services Director position. A lot of it is about a lack of mission, structure and management. Decentralized booking and space conflicts seem to be the primary issues. There is a perception problem with Recreation that the interviewers believe that metrics would help and the Commission should be requesting this. She believes she has too much work for part-time. Something also needs to be done about the collection of money and the associated fee structures. There are building security concerns with doors being left unlocked and far too many people having keys to the building. An electronic key fob system is currently being looked at. Calendars are currently being combined to resolve scheduling issues. Combining Parks & Recreation is something that's worth looking into. The Charter is unclear about hiring and the role of the Commission needs to be reinvestigated. There should be a reporting feature for all boards to the Board of Selectmen.

7) Need Update: other interviews to be transferred to strategic form

a. **Review Fire Department template**

The Committee reviewed the template and made minor structural and grammatical edits. Don pointed out a portion missing from the handout that existed in a previous version.

b. Review Custodian template

The Committee reviewed the template and made minor structural and grammatical edits.

8) Remaining town department meetings

a. Schedule for Wednesday evenings

The Police Chief and Director of Operations will be interviewed the following Wednesday.

b. Schedule for Rory/Bruce daytime

There are no daytime interviews scheduled.

c. Review letter to boards & commissions

The Committee reviewed the letter drafted by Rory. They recommended a shorter, bulleted version. Rory will redraft for review.

9) Update of Strategic Plan after quarterly review

Kurt did not finish his notes for the quarter.

10) Public comment

There was no public comment.

11) Open discussion

Kathie – We need to think about how we want to communicate to the public. We started using a new system using animated videos and it would be a great communication tool. It's called PowToons. Something less bureaucratic and more attention-grabbing would do a better job getting buy-in.

Jen – We could do a webcast with Valley Indy.

12) Adjournment

A motion was made to adjourn the meeting.

Motion: Jeff Dussetschleger

Second: Kathie Vrlik

Vote: 5-0

The meeting was adjourned at 9:48 PM.

Submitted by,



Rory Burke
Recording Secretary