Revised

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**MINUTES**
**10-Year Strategic Planning Committee**
**Wednesday, September 9, 2015 @ 7:30pm**
**Norma Drummer Room Seymour Town Hall**

**Item #1: Call meeting to order**
The meeting was called to order at 7:31 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 August 12th meeting
**Motion**: Jeff Dussetschleger **Second**: Rory Burke
**Vote**: 5-0

A motion was made to approve the minutes from the August 26th meeting
**Motion**: Kathie Vrlik **Second**: Rory Burke
**Vote**: 6-0

**Item #5: Outstanding interviews (Seymour Housing)**
Jeff and one other member will perform the interview. It falls on the High School's meet the teacher night so the second member will be determined depending on availability.

**Item #6: Interview recap: Director of Community Services**
There was obviously a lot of overlap with previous interviews. Her position oversees the Senior Center, Recreation and the Library. She acts a liaison and most of her time is occupied by facilities issues. She focuses primarily on Senior Center and Recreation due to limited staffing, particularly on communication. Right now, she's focusing on getting calendars, online registration and advertising up to speed. There are so many issues with the buildings that she has to spend a lot of time on that. She also works with the Boys & Girls Club and sets policy that has been lacking. She would like to see budgets combined, particularly when programming becomes multi-generational. The Town Attorney has investigated combining the oversight boards but it requires a Charter revision. They would like to use the Senior bus for other services, particularly for school-aged children. The Board of Ed's policy is kids must go to the same place 5 days a week. There are potential space issues with SONCCA. She would like to improve the summer playground program, particularly with a single location. She's reviewing existing programs to see if things can be brought in-house. She would like other entities to use the online registration system. She talked about needing more activities and was concerned that a lot of trips had fallen off. There are new trips that are already being offered. She anticipates manpower issues in the future and is feeling out the current structure to see if she thinks it's sustainable. She can foresee the Recreation Manager expanding to full time. She approached the school system about using the High School pool and was rebuffed. She believes the Community Center needs a dedicated custodian. She's focused on policies for now because she thinks it will make things easier in the future.

Her critical issue is communication with the public about offerings to attract participation. They also need a new phone system.

**Item #7: Communications subcommittee update**
The proposal is a video series. It includes topic-driven videos that deliver straightforward messages. They focus on specific initiatives, events, , etc. to communicate specific information. Spotlights will remind the viewer why Seymour is a great place to live, work and raise a family like school programs and will be equal part entertainment and informative. They are hoping for buy-in from the high school to get students trained in camera work, broadcasting and editing to provide a sustainable mechanism. The Committee will reach out to the High School principal and the subcommittee will begin scripting with a target date of shortly after Election Day.

**Item #8: Transferring interview templates to strategic plan**
Rory reviewed the procedure established at the last meeting with the members who were absent. The Committee agreed, in principle, but decided that it would be best to revisit the established pillars to better organize them and define the components therein to facilitate the later steps of the process. Committee members will review the first 6 templates in advance of the next meeting and be prepared to discuss them.

**Item #9: Community forums**
The Committee will discuss short survey questions, two different sets for residents and non-residents, to get some input in case the public forum isn't well attended. The Committee will discuss it at the next meeting.

**Item #10: Public comment**
There was no public comment.

**Item # 11: Open discussion**
Don: The informational sign did not get the Matthies grant.
Jen: In 2011, the High School received an Office of Civil Rights audit. Any issues had a 10-year period for remediation. I recommended forwarding these issues to the Permanent Building Committee but the Board of Education requested inclusion of a member of their board when discussing these issues.

**Item #12: Adjournment**
**Motion**: Rory Burke **Second**: Jeff Dussetschleger
**Vote**: 5-0

Submitted by,

Rory Burke
Recording Secretary