

MINUTES

10-Year Strategic Planning Committee
Wednesday, June 28, 2017 @ 7:00pm
Norma Drummer Room/Seymour Town Hall

Members Present: Trish Danka, Don Smith, Jeff Dussetschleger, Rory Burke, Kathie Vrlik, Corey Marchetti & Stephan Behuniak

Members Absent: None

Others Present: First Selectman W. Kurt Miller

Item #1: Call meeting to order

The meeting was called to order at 7:11 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: Annual Update – First Selectman Kurt Miller

Kurt –

- We'll be consolidating public messaging starting with consolidation of Parks & Recreation and bringing those calendars together. Then we can work on bringing the Town side in. This will be communicated in the semiannual schedule mailer as well as through the myrecware software. They are also sending out surveys for programming feedback and will start to do outreach.
- The Board of Education would need to change policy to facilitate increased usage of the schools in terms of bussing, security and programming. The lines of communication between Community Services and the schools is much improved. The monthly senior staff meetings are also very important for opening and maintaining the lines of communication between everyone.
- Bussing is much improved with increased services and we have even given them more vehicles so they don't need to use the bus to take one person to the doctor. There are usually waiting lists for the trips now so we're looking at new buses.
- The demand for activities has grown dramatically so we're expanding staffing this year and may look to expand it further next year if the trend continues.
- Wetlands regulations are being updated currently and then we'll look at Planning & Zoning. They have not been looked at in quite some time.
- CHANGE TOD VERBIAGE
- DROP PRIORTY LEVEL FOR OPEN SPACE
- Economic development is difficult when we don't own the property but we're working to make it as easy as possible.
- The Police Department is able to stay on top of equipment because they have the most proactive budgets. The Fire Department is different for many reasons but they have not always planned their budgets proactively, partially because the leadership is constantly rotating.
- REMOVE NIGHT PATROL LANGUAGE

CONFERENCE

- Cameras in parks will come after cameras are installed elsewhere.
- We've maintained a few firemen in the Police Department and Public Works to keep drivers local and the Fire Chiefs are looking at different policies as well but they believe the hybrid paid/volunteer model would be detrimental.
- Fire would be very resistant to regionalization but we're looking at a VEMS model for Seymour Ambulance. We're looking at regionalizing police with Oxford but the combination is very difficult.
- For periodic meetings we already have the Local Emergency Planning Committee and the Communications Commission. We're changing the Communications Commission to be representative of all the emergency services to improve communication. They also meet before each large public event.
- Fund balance locked in at 9% and unencumbered fund balance is over 10%.
- Debt service is below 8% then we trend downward for two years and remain level until 2021 when \$2 million comes off. This is all contingent on not bonding more but S&P wants us to continue investing in the infrastructure and keep the debt service level. The State just passed 30-year bonds where the infrastructure has a long life expectancy but we need to be careful with it. Our financial advisor has optimization software to gauge whether it makes financial sense for us.
- OPEB trust is established and we have some basic financing plans. Our ARC is going to change drastically when contributions begin and once we take into account union contract changes regarding new employees. This will be a fiscal year 2019 budget item.
- We're looking at hiring a full-time HR person and selling time to other municipalities to help defray costs. This will allow us to hire a qualified individual without costing us too much.
- The Economic Development Director has been looking into whether establishing and economic development corporation would be worthwhile. We visited Hamden to see the business incubator their EDC created. Our current ED Director was the Director of the West Haven EDC.
- TIGER grants tend to go to larger cities but we continue to apply every year.
- Phase II of the Greenway Trail is in the works and will either be River Street or the pedestrian bridge.
- We just ordered a web filter for the Town network.
- An audit of the hardware has been completed and a replacement policy is being developed.
- IT Director reviews all software purchases.
- Shared IT purchasing has begun, copier contracts.
- HRIS system is currently being implemented and we will reevaluate the functionality once the existing modules have been fully implemented.
- REMOVE CHALLENGE #1
- Most equipment is inventoried and most have replacement plans in place besides for Fire, which we're working on.
- Sustainability Committee is benchmarking buildings and Building Committee is keeping sustainability upgrades in mind. The Town is reviewing solar for Town buildings as a part of Solarize.
- We're well ahead of schedule with roadwork, over 30% of all roads will be completed by year end within the past 5 years.

- The floater position created binders for the Clerks, Assessor and Tax Office. She has been hired as the new Town Clerk so we will be modifying the job description to be an Administrative Assistant/Floater
- We constantly review the job descriptions and organizational chart with turnover and as needed.
- EVOGOV – FAQ
- The interns this summer will be working on welcome packets for boards, committees and commissions.
- The Charter review committee will work to change the ordinance process to make an overhaul more feasible.
- 5 HIGHLIGHTS OF PLAN FOR VIDEO

Item #5: Open discussion

There was no further discussion.

Item #6: Public comment

There was no public comment.

Item #7: Adjournment

A motion was made to adjourn the meeting.

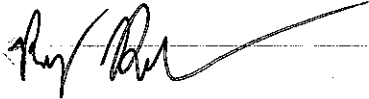
Motion: Jeff Dussetschleger

Second: Don Smith

Vote: 7-0

The meeting was adjourned at 9:22 PM.

Submitted by,



Rory Burke
Recording Secretary