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TOWN CLERK'S OFFICE

## MINUTES

10-Year Strategic Planning Committee  
Wednesday, March 13, 2019 @ 7:00pm  
Norma Drummer Room/Seymour Town Hall

**Members Present:** Kathie Vrlík, Trisha Danka, Don Smith, Stephan Behuniak & Rory Burke

**Members Absent:** None

**Others present:** Robert Findley

**1) Call meeting to order**

The meeting was called to order at 7:03 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 November and December minutes**

A motion was made to approve the November minutes.

**Motion:** Rory

**Second:** Trish

**Vote:** 5-0

A motion was made to approve the December minutes.

**Motion:** Rory

**Second:** Stephan – 5-0

**Vote:** 5-0

**5) Discussion of Board of Selectmen Presentation- January**

The Committee thought that it went well and wanted to defer to Selectmen Robert Findley to discuss his initial impressions.

**6) Best practices discussion with Rob Findley**

Bob said the primary issue is that no one in Town knows that the plan exists. He discussed the need for graphical representations of progress in the plan. It's good as a ten-year plan but there needs to be annual goals to demonstrate project. Additionally, every single goal needs to be fully measurable and have accountability. The plan needs to get buy in at all levels and progress needs to be worked on from the bottom up. There needs to be a rollout to the departments. It may be easiest to create 1-year priorities that can be reported on annually. The quarterly reporting, annual strategic plan and annual employee reviews/performance management should all be tied together in a feedback loop. The Committee will take a look at the quarterly reporting form to see how it can be implemented. Items that are not going to be reached, "stretches" can be put in a "parking lot." The motivation for the employees and department heads is that they will have a record of success to present to the Board of Finance and to use during contract negotiations.

**7) Discussion of 2019 Activities**

The committee will review the information presented and will begin the revamping process of the quarterly reporting process with finance.

8) Open discussion  
There was no further discussion

9) Public comment  
There was no public comment.

10) Adjournment  
A motion was made to adjourn the meeting at 8:17 PM.

**Motion:** Stephan Behuniak

**Second:** Trish Danka

**Vote:** 5-0

Submitted by,

A handwritten signature in black ink, appearing to read "Rory Burke". The signature is stylized and cursive.

Rory Burke