

**STRATEGIC PLAN COMMITTEE  
MEETING MINUTES  
January 04, 2005**

Chairperson Peter Gardow called the meeting to order at 7:03 PM at the Silas Deane Middle School. In attendance were Linda Avery, Claudio Capone, James Clynych, Ralph Karanian and Rae Ann Palmer, Assistant to the Town Manager.

Chairperson Gardow requested comments regarding [the minutes from the meeting of December 21, 2004](#). It was noted that Town Manager Therrien did a remarkable job of capturing the comments and participating with the group. The minutes were approved.

Correspondence discussed was an email from Committee Member William Donahue stating that he would be not present due to business travel.

Leigh Standish communicated that Town Planner/Economic Development Director Peter Gillespie has expressed an interest in meeting with the committee.

Linda Avery questioned what decision was made regarding communication with Wethersfield Life. Discussion ensued and it was agreed that the matter would be tabled until after the Saturday retreat.

The agenda prepared by committee member Claudio Capone for the January 8, 2005 session was distributed and discussion ensued. (Agenda attached). The Agenda was agreed to and discussion then ensued about the contents of the final document.

A discussion about the need for measurements, continuous review and updates, and continuity of the committee followed.

It was agreed that the new plan should include an appendix that documented the process completed by the Strategic Plan Committee.

Leigh Standish raised the question of new items for the plan and it was agreed that new items would be tabled until the meeting after the Saturday session.

Peter Gardow will prepare a first draft of the appendix, including lessons learned.

Ralph Karanian raised the question of revising the vision and mission, similar to the plan prepared by South Windsor; succinct and communicative.

A question of how to present negatives was raised. The discussion that followed concluded with the importance of preparing a document that is "specific and unemotional" and MEASURABLE. The possibility of including negative findings in the conclusion was discussed.

Follow up will ensue with Peter Gillespie to determine where the Tourism Commission is in their planning process. The involvement of the Board of Education and the Fire Department was brought up.

The meeting adjourned at 8:45 PM.