

STRATEGIC PLAN COMMITTEE MEETING MINUTES September 7, 2004

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

Chairperson Gardow called for comments on [the minutes from the August 31, 2004 meeting](#). Linda Avery made a motion to accept the minutes as presented; Ralph Karanian seconded the motion and it was unanimous to accept the minutes.

The Committee discussed the draft letter to Boards and Commissions. Leigh Standish, Linda Avery and Peter Gardow commented that it was a good overall letter. Discussion ensued. Bill Donohue suggested the following change, "With your input this plan will be more representative of the community." The Committee concurred.

The Committee continued with a discussion about the draft press release. It was agreed that the press release was acceptable as drafted with one change. Leigh Standish suggested that a change be made to the reference regarding access to Strategic Planning information on the website from "site" to link. The change was noted and agreed to.

It was noted that the meetings are now posted and open to the public. Discussion ensued about adopting a public comment policy for future meetings. Leigh Standish proposed a public comment period at the beginning of each meeting with a five minute per person limit, to maintain the agreed upon 1.5 hour meeting time. Discussion followed concerning the small size of the room and how many people it will accommodate. Leigh Standish made a motion to have a Correspondence/Public comment period after the approval of the minutes. Ralph Karanian seconded; the motion passed unanimously.

Bill Donohue requested clarification about the protocol for sharing correspondence and/or e-mails with the group. Discussion followed and it was agreed that received communications would be brought to the meetings.

After discussion about the merits of individual vs. a group mailbox, it was agreed that Asst. to the Town Manager Palmer would research the Town's e-mail capabilities and report back to the Committee.

Linda Avery discussed her progress on updating the stakeholder's list. She reported that she is 99% complete and is working on capturing a contact person for each representative group such as civic organizations/churches, etc. Linda further reported that she was working with the Town's Data Services Manager to capture a business list. After discussion it was agreed that the list would be too large for utilization by the group and that contact would be made through organizations such as the Chamber of Commerce and other merchant/business groups

Chairperson Gardow presented the access database that he is putting together from the current strategic plan. He is entering the data to group objectives and strategies with the appropriate goals to allow the Committee to review and update the current plan. After discussion, it was agreed that he would finish entering the data from the current plan and then Claudio Capone would add fields for comments from the responsible parties and the Committee and then develop reports.

A question about approach was raised. Should the Committee focus on strategies or begin looking at goals and objectives. Claudio Capone passed out a strategic planning outline for the members review. After discussion, Chairman Gardow suggested that the Committee should get it's arms around where we are with the current plan, gather input from the public and then go back to the existing strategic plan and look at goals and objectives.

The Committee discussed how to update the current plan with information and comments from the Boards and Commissions. It was noted that an electronic copy could be provided to the Boards and Commissions. The Committee decided to attach a copy of the pertinent plan components to the letter going to Boards and Commissions to request

their input.

The following Agenda Items were tabled: Vision Statement and Review of Time Line.

It was agreed that either Town Manager Therrien or Asst to the Town Manager Palmer would advise the Economic Development and Improvement Commission of the Strategic Plan Committee's efforts and request for input.

Leigh Standish made a motion to adjourn; Ralph Karanian seconded, the motion passed and the meeting adjourned at 8:45 PM.