

**MINUTES**  
**10-Year Strategic Planning Committee Meeting**  
**Wednesday November 18, 2020@ 7:00pm**  
**Via Zoom (Remote Meeting Technology)**

COPY RECEIVED  
DATE: 11/25/20  
TIME: 10:20AM  
TOWN CLERK'S OFFICE

**Members Present:** Kathie Vrlik, Bob Findley, Stephan Behuniak & Rory Burke

**Members Absent:** Don Smith

**Others Present:** First Selectwoman Annmarie Drugonis

**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. Selectman's Office Update**

There was no update. COVID dominated the most recent staff meeting.

**5. Discussion: First Pass SP Dashboard with Status Updates**

Kathie Vrlik had sent the Committee members drafts of documents to review relating to the progress dashboard and presentations for the annual update for the Board of Selectmen. Bob Findley forwarded some edits, including filters for sorting the spreadsheet. Bob's edits also include a legend related to what the expected task completion timeline is. The dashboard allows Town officials to update constantly, dropping and adding tasks, changing deadlines, etc. Rory commented that this will allow the strategic plan to be tied into quarterly report updates from department heads and builds accountability into the system. Bob said this will allow the Town to transition to a shorter-term plan with more definitive goals eventually. Only the one-year plan goals were added but the filtering will allow for the whole plan to be added and navigated more easily.

**6. Discussion: First Pass Strategic Plan Next Steps Planning Outline**

Kathie presented an outline for next steps for the Committee. While not as much progress was made as we'd hoped, we can comment on what was gained through handling COVID. Bob reminded Rory that the Committee had offered assistance for introducing the staff to strategic planning. Kathie stressed that the staff should be reminded that data will be collected and assessed as the year progresses, at least quarterly. There needs to be follow through and structure in order to bring about a culture change. Kathie stated that anything that fell off the 2020 plan should be the starting point for 2021. From there, we should solicit input. Rory commented that we have a large reservoir of objectives to draw from in the form of the existing 10-year plan. We can define and refine those into achievable objectives until the staff can take the lead to develop their own. Additionally, staff and the management will be working on their own goals and priorities. Bob said that those items absolutely need to be added to the plan. Rory mentioned that internally, a master spreadsheet of projects is kept. They can be easily integrated and

give a better picture of what is occurring internally. He mentioned the Town has been poor at celebrating success. Bob said that's why the dashboard is crucial. It demonstrates concrete success and what their tax dollars are going to.

**7. Discussion: First Pass Strategic Plan Annual Review Deck**

Kathie also prepared a slide deck for the annual presentation to the Selectmen. She reviewed it with the Committee.

**8. Discussion: First Pass Town Hall Strategic Planning Orientation Deck**

Kathie reviewed the slide deck with the Committee.

**9. Open Discussion**

Rory presented the non-union pay plan to the Committee. The Board of Selectmen forwarded it to the Committee to review and approve before their next meeting. The Committee will review it in December. Rory presented the 2021 meeting dates. They will vote at the December meeting.

**10. Public Comment**

There was no public comment.

**11. Adjournment**

A motion was made to adjourn the meeting at 8:38 PM.

**Motion:** Stephan Behuniak

**Second:** Bob Findley

**Vote:** 3-0

Submitted by,



Rory Burke