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**MINUTES**  
**Strategic Planning Committee**  
**Wednesday, December 9 – 7 PM**  
**Via Zoom Teleconference**

**Members Present:** Kathie Vrlik, Don Smith (arrived 7:35 PM), Bob Findley, Stephan Behuniak and Rory Burke

**Members Absent:** None

**Others Present:** None

**1) Call meeting to order**

The meeting was called to order at 7 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 2021 meeting schedule**

A motion was made to approve the meeting schedule as presented.

**Motion:** Stephan Behuniak

**Second:** Bob Findley

**Vote:** 4-0

**5) Discussion: Board of Selectmen presentation**

Bob: I thought it went very well. You all presented well and Annmarie is on board and I've volunteered to work with her to execute it.

Kathie: I feel that if this was a normal year, we would have accomplished much more.

Stephan: I don't think it's realistic to completed everything, but we've laid the groundwork and we can track progress now, which is huge.

**6) Year-end task status**

Bob: The calendar has to be the end of the year, the last calendar day of the year. If you know some won't be done, you can close them out preemptively

Rory: We have the senior staff meeting Monday so we can get a final update and I can report back. I can update the dashboard accordingly and send it out.

Bob: Ideally, we should get them the plan for next year as early as possible.

Stephan: If we could meet with the senior staff at the beginning of the year, that would be ideal.

**7) Planning sprint 1: Strategic Plan onboarding**

Rory: So everything not accomplished would carry over, correct?

Stephan: They would be reassessed to ensure they can be accomplished in the given time frame.

Bob: Correct, we should size all our goals accordingly, in one-year increments.

Stephan: The priority number mostly does this.

Rory: If you want to attend the senior staff meeting, I'll forward the invitation to you.

Stephan: We need to provide the 10-year plan to the staff so they can familiarize themselves ahead of prioritization.

Bob: If they see something they think should be in there, they can add it as well.

Kathie: I have slide decks for the strategic planning process and Agile.

Rory: The senior staff is already making strategic decisions. We're just introducing them to our process and asking them to formalize their processes and write them down.

Bob: I can introduce them to how my company does it because it was very helpful for us this year with COVID. Where is the dashboard going to live?

Rory: We have a shared drive for the Selectman's Office, I'll move it there.

Bob: I recommend looking into a software solution like Microsoft Teams as well.

#### **8) Discussion and take possible action regarding non-union pay plan**

Rory reviewed the non-union pay plan with the Committee.

Kathie: Our task is just to determine whether this document meets the task set forth in the strategic plan, correct?

Bob: Correct, that was why it was referred here. And strategic plan tasks can be included in the evaluation process laid out in this plan.

Kathie: Going forward, we need to make sure the approval processes are laid out in the objectives in the plan.

Stephan: It shouldn't really be up to this Committee whether the objectives are completed. Ideally, the owner of the tasks is the one making the determination. The document provides the transparency. We cannot compel anyone to do anything, but I see our job as convincing people that this is the best way to do things as to bring about culture change.

Bob: You have to get wins. Once the staff, once the residents start seeing the wins, culture change becomes a lot easier.

#### **9) Discussion and take possible action regarding Economic Development Commission strategic plan**

Rory: There is some good information in this.

Bob: I struggle with the way some of these are written. They're not measurable.

Stephan: I don't think it should be us who refines them. We can make ourselves available if that's helpful to them.

Rory: I will reach out to the Chair.

#### **10) Open Discussion**

There was no further discussion.

#### **11) Public Comment**

There was no public comment.

#### **12) Adjournment**

A motion was made to adjourn the meeting at 8:41 PM.

**Motion:** Stephan Behuniak

**Second:** Rory Burke

Vote: 4-0

Submitted by,

A handwritten signature in black ink, appearing to read 'Rory Burke', is written over a horizontal line. The signature is stylized and cursive.

Rory Burke