

STRATEGIC PLAN COMMITTEE MINUTES

August 31, 2004

Chairperson Peter Gardow called the meeting to order at 7:04 pm at the Silas Deane Middle School. In attendance was Linda Avery, William Donohue, Claudio Capone, Leigh Standish, James Clynch, Ralph Karanian, Councilor Julie Montineri, Bonnie Therrien, Town Manager, and RaeAnn Palmer, Assistant to the Town Manager.

Chairperson Gardow had everyone introduce themselves. He said that the Committee would shoot for 8:30 pm to end the meeting. Linda Avery made a motion to accept [the minutes of August 24th](#); Ralph Karanian seconded the motion. Bill Donohue amended the minutes to say his name is spelt with an "o". It was unanimous to accept the minutes with the amendments.

Chairperson Gardow said that future agendas would list correspondence. The e-mail addresses were discussed and a press release will be issued to announce the opening of the e-mails. The tentative date for the Committee to be on Channel 14 - Wethersfield Live is the first Friday of October.

Leigh Standish thanked Bill Donohue for putting together such an excellent timeline. He feels October may be too early to go on to the TV. He went over all of his handouts and discussed the Civic Participation Project and the Stakeholders List. Bonnie will see if the Stakeholders list is on the computers, along with the actual strategic plan. If so, she will e-mail this to the Committee members. Linda Avery volunteered to update the Stakeholders list.

The Committee discussed the upcoming Metropatterns Forum and the report. Everyone thanked Linda for dropping copies off to their homes.

Committee members reviewed the process and timeline. Ralph Karanian asked what our deliverable is. He likes the present structure of the current plan. Claudio Capone said that with our present timeline for completion, we cannot reinvent the entire plan and start from scratch. That could take years. Chairperson Gardow said that the present plan is too big and in too much detail. The Committee should not go into that much detail. It is important the plan deal with issues that are not talked about in the present plan. The Committee decided it was important to develop a consensus on the deliverable.

Bill Donohue reviewed his timeline. The Committee discussed whether to have each member become a specialist in a certain area to expedite the process. It was agreed that the initial public hearing would be open for all comments.

Bill Donohue felt that one or two Committee members should meet with each Board and Commission to make sure we are on key as to where they are with each of their goals and objectives in the present Plan. Ralph Karanian said a letter could achieve the same thing. Bill Donohue also felt that each Board and Commission should have input as to what has and has not been completed in the current Plan. It was decided a letter would be better to do and that they would need the responses back by September 22, 2004.

Claudio Capone said it was important that the letter ask them to let the Committee know what they are working on now and what they plan on working on in the future.

It was decided to have the Public Hearing October 13, 2004 at 7 pm. Bonnie will find a room.

Claudio Capone said that it is important the Committee have a strong vision statement. The present one is not a good one. The Committee should work on a new vision statement soon. Bonnie will get to the Committee the Town Council/Board of Education's statement.

The Committee decided not to review the present plan until it can be obtained in an electronic version. Chairperson Gardow, once he receives it, will try to manipulate the chart for easier reading.

The next meeting will be Tuesday, September 7th, at 7 pm in the same room.

Ralph Karanian made a motion to adjourn at 8:31 pm; seconded by Leigh Standish. It was unanimous.