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**STRATEGIC PLAN COMMITTEE  
MEETING MINUTES  
October 5, 2004**

Chairperson Peter Gardow called the meeting to order at 7:04 PM at the Silas Deane Middle School. In attendance were Linda Avery, William Donohue, Claudio Capone, James Clynch, and Rae Ann Palmer, Assistant to the Town Manager.

Chairperson Gardow requested the minutes from the meeting of September 28, 2004. They will be available at the next meeting.

Linda Avery raised the concern that no mailings were completed for the upcoming Public Hearing. A mailing to the stake holder organizations was discussed and it was agreed that if the Town Manager's Office had the resources (staff and mailing expenses), it would be a good idea to get a mailing out by the end of the week. Discussion ensued about the advisability and feasibility of sending a flyer home with all school children. No action was decided upon. It was agreed that the website and public access TV would advertise the Public Hearing.

Assistant to the Town Manager Palmer passed out copies of the updated information received from staff liaisons to the Boards and Commissions. Discussion followed about how to present the information at the Public Hearing. The format for the power point presentation was agreed upon. A draft agenda for the hearing was discussed and agreed upon.

The meeting adjourned at 8:55 PM.