

TOWN OF SOUTH WINDSOR

STRATEGIC PLANNING COMMITTEE MINUTES

@3:28PM
[Signature]

Madden Room

Tuesday, June 28, 2022

TIME: 5:00pm

1. Call Meeting to Order

Chairperson Snyder called the meeting to order at 5:06 pm

2. Roll Call

Members Present: Janice Snyder, Chairperson
William Myers
Phillip Richards
Karen Wagner
Michael Maniscalco, Town Manager
Mindy Lewis
Lindsay Ruszczyk
Michele Lipe, Director of Planning
Marek Kozikowski (arrived at 5:12pm)
Tiernan Cabot (arrived at 5:12pm)
Miguel Proano (arrived at 5:25pm)

3. Approval of Minutes

Chairperson entertained a motion to approve the Strategic Planning meeting minutes of May 24, 2022, which was moved by Karen Wagner and seconded by William Myers. The motion passed by unanimous voice vote. **MOTION CARRIES.**

4. Discussion Items

A. Consultant Reviews (Michael Maniscalco)

Michael Maniscalco gave an update on the consultant reviews. Everyday Democracy decided that they are not interested in working with the Town. Mr. Maniscalco reached out to Nancy Wheeler, she has not responded to the email but Mr. Maniscalco will reach back out to her again. Mr. Maniscalco reached out to the Town Manager in Glastonbury as well. Glastonbury has not done a strategic plan but their Board of Education has. The Glastonbury Town Manager will forward the name of the consultant that they used to Mr. Maniscalco. Karen Wagner said that she has the name of a consultant from UCONN and will forward the name to Mr. Maniscalco. They may need to put together an RFP for this. The Commission discussed holding a public hearing to get input from citizens. Michele Lipe, Director of Planning said that there is information in her RFP that was done for the Plan of Conservation Development update and it could feed information for the Strategic Plan. Michele said that they also had an issue finding a consultant previously when trying to implement a strategic plan. A survey might be a good starting point.

B. Moving forward with Strategic Planning

Mr. Maniscalco said that the money has been allocated for a Strategic Plan Consultant. Mr. Kozikowski like the idea of using a consultant for the public outreach portion of the Strategic Plan but wanted the ideas to come from the committee. UCONN could do the survey for the Town. The Committee could come up with the policies and then bring it to the public through a public forum. Chairperson, Jan Snyder recommended going out to the community with survey questions through a mass mailing/social media and other forms for notification. It was also suggested to bring in boards and commissions for their input. Chairperson Snyder said that she could work with Michele Lipe to review the documents and pick some questions that they would like to use this time around. Michele will send the documents on a flash drive to Ms. Snyder. The consensus of the commission is to have a consultant prepare the survey questions. A meeting will be planned to review the questions selected before sending out to the residents. The feedback received could be used in creating the strategic plan. Ms. Snyder suggested scheduling four public meetings to start with.

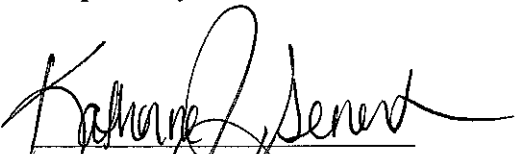
The plan is to gather questions in July and August. In September, the committee will talk with residents at various Community events. There need to be clarification if the Town is required to go to Public Hearing. Mr. Kozikowski will confirm this with the Town Council.

C. Open Discussion

5. Adjournment

There being no more business to come before the meeting, Phillip Richards made a motion to adjourn the Strategic Planning Committee meeting at 6:07 p.m., which was seconded by Miguel Proano and was approved by a unanimous voice vote. **MOTION CARRIES.**

Respectfully submitted & attested,


Katherine Senerth
Executive Assistant