

TOWN OF SOUTH WINDSOR

STRATEGIC PLANNING COMMITTEE MINUTES

Madden Room

Tuesday, October 25, 2022

TIME: 5:00pm

1. Call Meeting to Order

Chairperson Snyder called the meeting to order at 5:04 pm

2. Roll Call

Members Present: Tiernan Cabot
Janice Snyder, Chairperson
Steven King Jr., Deputy Mayor, Town Council
Marek Kozikowski, Town Council (arrived at 5:10pm)
William Myers
Phillip Richards
Karen Wagner
Michael Maniscalco, Town Manager
Mindy Lewis
Michele Lipe, Director of Planning

3. Approval of Minutes

Chairperson Jan Snyder entertained a motion to approve the Strategic Planning meeting minutes of September 27, 2022 which was moved by Miguel Proano and seconded by William Myers. The motion passed by unanimous voice vote. **MOTION CARRIES.**

4. New Business

None

5. Discussion Items:

A. Review of UCONN's MOU- Strategic Planning Services Agreement

The Committee reviewed the drafted Strategic Planning Services Agreement and made changes to the agreement.

Paragraph 1: The consultant will be required to attend monthly Strategic Planning Committee meetings and to provide progress updates.

Paragraph 3: Survey to be conducted of South Windsor residents. The goal is to receive 400 responses to the survey.

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Paragraph 7: Consultant will coordinate with the Town and SP Committee to conduct 5 focus groups (10-12 participants in each) targeting demographics not represented in the online survey results and/or groups identified by the SP Committee. Remove “with populations that might not have been included in the survey”.

Paragraph 8: Remove last sentence

Paragraph 10: The consultant and his team will deliver a final draft of the strategic plan by July 15, 2023.

Town Manager Michael Maniscalco will make changes to the agreement and add the exhibit dates into the contract and then send it to Dr. Alkadry to be reviewed and signed.

William Myer made a motion to approve and direct Town Manager Michael Maniscalco to provide the revised draft UCONN agreement and send the agreement to Dr. Alkadry to be reviewed and signed. Karen Wagner seconded the motion. The motion was approved by a unanimous voice vote. **MOTION CARRIES.**

6. Adjournment

There being no more business to come before the meeting, William Myers made a motion to adjourn the Strategic Planning Committee meeting at 5:52 pm., which was seconded by Miguel Proano and was approved by a unanimous voice vote. **MOTION CARRIES.**

Respectfully submitted & attested,

Katherine Senerth
Executive Assistant