

TOWN OF SOUTH WINDSOR

STRATEGIC PLANNING COMMITTEE MINUTES

Madden Room

Tuesday, May 24, 2022

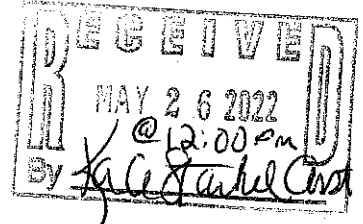
TIME: 5:00pm

1. Call Meeting to Order

Chairperson Snyder called the meeting to order at 5:03 pm

2. Roll Call

Members Present: Janice Snyder, Chairperson
William Myers
Phillip Richards
Karen Wagner
Councilor Marek Kozikowski
Michael Maniscalco, Town Manager
Mindy Lewis
Abigail Blanchfield
Michele Lipe, Director of Planning
Tiernan Cabot (Arrived after Roll Call)
Miguel Proano (Arrived after Roll Call)



3. Approval of Minutes

Chairperson entertained a motion to approve the Strategic Planning meeting minutes of March 29, 2022, which was moved by William Myers and seconded by Mindy Lewis. The motion passed by unanimous voice vote. **MOTION CARRIES.**

Chairperson entertained a motion to approve the Strategic Planning meeting minutes of April 26, 2022, which was moved by William Myers and seconded by Karen Wagner. The motion passed by unanimous voice vote. **MOTION CARRIES.**

4. Discussion Items

A. Consultant Reviews (Michael Maniscalco)

Town Manager, Michael Maniscalco updated members of the Strategic Planning Committee that the consultant period had proved itself to be a little challenging. Mr. Maniscalco explained that he had an opportunity to reach out to several different institutions of higher learning including UCONN and the University of Rhode Island. Mr. Maniscalco informed members that he did have an opportunity to speak with and had a meeting with Everyday Democracy and explained that their organization was more of community outreach. Mr. Maniscalco informed members of the Strategic Planning Committee that he had also reached out to the Connecticut Conference of Municipalities (CCM) and that he was still waiting on a

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response. Mr. Maniscalco noted that he did however hear back from the Capital Region of Governments (CROG) and explained that CROG had recommended Nancy Wheeler from Nancy Wheeler Associates. Mr. Maniscalco explained that Ms. Wheeler is local in Connecticut and that she has done strategic planning for the Town of Mansfield.

Town Manager, Michael Maniscalco notified members of the Strategic Planning Committee that he informed members of the Town Council that a request would be coming forward to take money out of the Town contingency fund in order to cover the expenses of the Strategic Planning Committee which were an estimated expense of roughly \$50,000.

Answering questions from the Committee, Michael Maniscalco noted that if the Town decided to pursue Nancy Wheeler as the strategic planning consultant that the process would be very similar to what it had been in the past allowing for the opportunity for the public to way in and focus groups be set up. Town Manager Michael Maniscalco also noted that given the cost of the consultant that the Town Charter requires unless waived that an RFP is done in order to allow for the competitive bidding process to play out.

Councilor Marek Kozikowski inquired about the process and specifically wondered what services the consultant would provide. Mr. Maniscalco noted that the goal would be to have the consultant help with some of the administrative duties of putting the plan together and there would also be a requirement for the consultant to do community outreach to get more groups involved in the process.

Michele Lipe noted that when she thinks of strategic planning we may have fallen short on some of the benchmarks. Ms. Lipe is hoping to be able to structure the plan a little more to align with the committee's goals to make the process successful.

Abigail Blanchfield inquired about how the strategic planning committee was planning on reaching a wider variety of residents to get their input on what the community would like to see. Ms. Blanchfield noted that the Town of South Windsor has nice diversity in town and that an effort should be made to reach all groups.

Mindy Lewis noted that the Strategic Planning Committee should specifically work with a consultant that could do community outreach to work with and receive input from a wide variety of members of the community. Ms. Lewis also expressed concern that the committee would need a consultant that could help steer the conversations in the right direction.

Councilor Marek Kozikowski asked what the goals of the Strategic Planning Committee were and that the committee should ensure that it is an inclusive process.

Karen Wagner mentioned that the most important goal of the Strategic Planning Committee should be that the group have a good reach to identify less vocal groups to get their input.

Janice Snyder noted that the strategic plan needed to focus on the major concerns of the Town and should plan for a ten-year period in order to plan for the future and cover projects such as new programs, public safety equipment, sidewalks, and roads. Ms. Snyder explained the importance of the need for a third-party strategic planner/ consultant.

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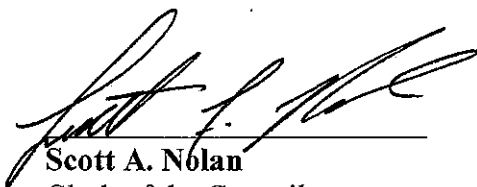
Town Manager, Michael Maniscalco posed a question to the committee and asked members if they felt that the consultant needed to be local to Connecticut. In discussion, many members felt that a local consultant would be the best fit for working with the Town of South Windsor to get the administrative work done, work with members of the community, and incorporate municipal department goals into the strategic plan. Town Manager, Michael Maniscalco noted that if possible he would arrange for consultants Nancy Wheeler and Everyday Democracy to be available at the next Strategic Planning Committee meeting.

Karen Wagner requested that at the next Strategic Planning Committee meeting that the outline of the strategic plan be added to the agenda so members can start reviewing what might be included. Ms. Wagner noted that it might be a good opportunity for members to review what should or should not be included in the upcoming strategic plan.

5. Adjournment

There being no more business to come before the meeting, Karen Wagner made a motion to adjourn the Strategic Planning Committee meeting at 6:06 p.m., which was seconded by Miguel Proano and was approved by a unanimous voice vote. **MOTION CARRIES.**

Respectfully submitted & attested,



Scott A. Nolan

Clerk of the Council

