

Town of Fairfield, Connecticut
Strategic Plan Committee

Committee Charge

A Steering Committee for the Town of Fairfield Strategic Plan shall be established by the Board of Selectmen. This is an important process for the future of the Town. It is crucial that all stakeholders participate and that the entire community is engaged.

The Steering Committee will form the core of the Strategic Plan Committee and additional members may be added from time to time. The Steering Committee will be made up of three to seven members. The Steering Committee may serve for the duration of the planning project.

The Steering Committee shall engage a Planning Consultant to support the development of the plan. The Committee shall coordinate with the Town's Purchasing Department to properly search for and hire this professional resource.

After a Planning Consultant is hired, the Committee shall develop a process for developing the plan. This may include several phases. Overall, this project may take one to two years. This is the Town's first attempt at this type of town-wide plan. It is more important to take the time needed to get it right than rush to meet an arbitrary deadline.

The Steering Committee shall update the Board of Selectmen on a quarterly basis. This should include updates at key milestones or deliverables such as the approach to developing the plan and the RFQ for the Planning Consultant. The Steering Committee may update other Town Boards as appropriate.

It is also expected that the Steering Committee will look to other municipalities to determine best practices that can be applied here in Fairfield.

Stakeholder involvement is crucial. It is expected that all possible approaches will be used to accomplish this objective including, but not limited to, interviews, surveys, and public hearings. It is expected that a webpage and various social media channels will be used to keep the community up to date.

There may also be a need to hold two or more educational sessions to help the community understand what is included in a Strategic Plan and also the importance of community involvement.

Approved by Board of Selectmen – April 5, 2017