

Town of Fairfield

Strategic Plan Committee

Quarterly Update to Board of Selectmen
August 16, 2017

Topics

- Introduction
- Strategic Plan Committee - Background
- Strategic Plan Committee - Work Completed to Date
- Strategic Plan Committee - Planned Next Steps
- Questions and Suggestions

Strategic Plan Committee

Introduction

- BOS in consultation with other Town Boards determined that a Strategic Plan would benefit the longer term planning needs of the Town, and developed a Strategic Plan Committee (SPC) charge.
- BOS invited residents with an interest and capability to submit their application for consideration and evaluated candidates.
- SPC appointed at BOS meeting on May 17, 2017.
- SPC sworn in during early June, and meetings initiated June 13, 2017.

Strategic Plan Committee

Background

SP Charge:

- Engage a planning consultant with coordination of Town purchasing. Emphasis will be placed on ensuring community engagement.
- Develop a process for completing the plan, which may include several phases.
- Update BOS quarterly, and other Town Boards as appropriate.
- Leverage identified best practices from other municipalities.
- Utilize approaches to gather Stakeholder input and inform and educate residents as appropriate to ensure community awareness and involvement.
- As appropriate and necessary, add members or establish subcommittees to deepen specific necessary skills or perform analysis in order to ensure development of a comprehensive and thorough plan.

SP Committee Members:

Marlene Battista (Secretary)	Jaclyn Gailhard Picarillo
Jay R. Gross	Stephanie Schechter
Karen Guckert Kaiser	John M. Wynne (Chair)
Tom M. Montelli (Vice Chair) – R	

R – Resigned as of August 1, 2017 – Replacement TBD

Strategic Plan Committee

Work Completed to Date

- Elected officers to help manage Committee's activities.
- Established meeting schedule for remainder of 2017. Meetings are 2nd Tuesday of each month.
- Performed research to surface representative practices for Request for Proposals (RFPs) and Strategic Plan overall, and cataloged such information for ongoing use.
- Discussed RFP process the Town utilizes with Town Procurement.
- Conducted four meetings to date. Minutes summarized and available. Meetings have Public Comment segment and initial public comment received and likely will increase as meetings progress, and webpage is launched.
- Drafted RFP for Strategic plan providers.
- Outlined high level project plan as starting point for external provider.
- Drafted SP introductory materials for SP Webpage on Town web site.

Strategic Plan Committee

Planned Next Steps

- Continue Regular meeting schedule.
- Meet with Town Boards or other officials to provide update and briefings.
- Review and finalize RFP with procurement, and issue RFP.
- Finalize webpage introduction and launch webpage, include ability for public input. Summarize, analyze, and respond to public comments, as appropriate.
- Outline initial potential issues areas of strategic consideration.
- Complete procurement evaluation process and select provider.
- Launch project with external provider and begin community outreach.
- Evaluate and implement steps to begin public communication and interaction, while utilizing various means to solicit and gather public comment.
- Maintain communication with BOS through quarterly updates and other means as appropriate.
- Respond to BOS, Town Boards, Officials, or residents, as needed and requested.

Strategic Plan Committee

Questions and Suggestions

- Are there questions on the information provided regarding activities to date?
- Are there suggestions or observations for additional or different activities?
- Are there questions on the process planned going forward?