

Natick 360
Honoring Our Past. Planning Our Future.



Strategic Planning Oversight Committee
Minutes * November 7, 2007

Present

Rosemary Driscoll, designated by School Committee
John Heerwagen, at-large member
Bill Mayhew, at-large alternate member
David Parish Co-Chair, designated by the Board of Selectmen
George Richards, designated by the Planning Board
Andres Rochwerger, at-large member
Craig Ross, Co-Chair, designated by the Finance Committee
Harlee Strauss, at-large member

Absent

Terri Evans, at-large member
Matthew Gardner, designated by the Conservation Commission

Consultants Present

Phillip Blackerby, Blackerby Associates (by telephone)

Members of the Public Present

One member of the public was present.

The meeting was called to order at 6:32 p.m. EDT by the Co-Chair, Mr. Ross, in the School Committee Meeting Room, 3rd Floor, Town Hall, Natick, MA 01760. A quorum was present.

Item 1. Minutes

The Committee considered the minutes of October 3, 2007. Mr. Parish moved to approve the minutes, Ms. Driscoll seconded the motion, and the Committee voted 6-0-1 to approve the motion.

The Committee considered the minutes of October 17, 2007. Ms. Driscoll moved to approve the minutes, Mr. Parish seconded the motion, and the Committee voted 3-0-5 to approve the motion.

Item 2. Invoices

The Committee considered invoice 07-024 submitted by Blackerby Associates, Inc. Mr. Richards moved to approve the invoice contingent on review of the budget and account balances by the Comptroller, Ms. Strauss seconded the motion, and the Committee voted 8-0-0 to approve the motion.

Item 3. Coordination with Sponsoring Boards and Committees

Board of Selectmen reviewed the draft document and provided comments. They await receiving comments from the other boards and committees.

Conservation Commission: Conversations with some Commissioners have indicated no problems with the current draft document. A sense of the full Commission has not yet emerged.

Finance Committee will consider the draft document after the end of Town Meeting.

Planning Board has not been able to devote sufficient time to this topic, so far. They will look to schedule a full meeting dedicated to this topic later tonight.

School Committee met Monday night, November 5, and Ms. Driscoll attended. They understand what the Committee is asking, and will funnel feedback through the Vice Chair to Ms. Driscoll by this weekend; will consider another draft November 19, if a new draft can be produced that quickly.

Item 4. Project Schedule and Next Steps

The Committee expects to gain agreement on the goals by Thanksgiving. Objectives will be developed in December. Writing a full plan will probably be accomplished in early January. If it is developed later, it will be subsumed under other issues.

Action item (a): Mr. Ross and Mr. Parish will work with Mr. Blackerby to identify the level of support that can be provided to the Committee through the remainder of the process.

Proposed schedule:

November 16: Revised consolidated goals distributed to boards and committees

November 19: Board of Selectmen and School Committee consider revised consolidated goals.

By November 21: All boards and committees have considered revised consolidated goals.

By December 14: Action plans received from each board and committee.

December 21: Holiday season starts. All boards and committees need a dedicated meeting to develop action plans by that date.

Early January, 2008: SPOC will integrate action plans into a strategic plan over the holidays.

January 7-11: Budget meetings; budget is due the second week of January.

January 9: SPOC will approve the draft strategic plan.

January 10: SPOC will submit the draft strategic plan to the boards and committees for feedback.

By January 31: Boards and committees approve the final plan.

Item 5. Website – Setting up public site for easy archival access, and Library Archives

The Committee discussed ways to archive documents on the Committee web site for historical access and easy navigation.

Action item (b): Mr. Rochwerger and Mr. Mayhew volunteered to serve on a subcommittee to consider how to structure an archive of documents on the web site. The Committee anticipates the web site would remain for at least five years, when the next strategic planning process would be engaged. The Committee would expect the archive to be hosted under the Town's web site.

The Committee considered how the web site may become a teaching tool to other communities that may want to learn how to implement a similar process.

Item 6. Other Business

Mr. Ross updated Town Meeting on Tuesday, October 30. The report was well-received, and accepted unanimously.

The next meeting will be scheduled for November 14, to develop the consolidated goals list.

A Committee dinner will also be scheduled. An email with suggested dates will be circulated.

Ms. Strauss moved to adjourn, Ms. Driscoll seconded the motion, and the Committee voted 8-0-0 to adjourn. The Committee adjourned at 7:32 p.m.

Summary of Action Items

Action item (a): Mr. Ross and Mr. Parish will work with Mr. Blackerby to identify the level of support that can be provided to the Committee through the remainder of the process.

Action item (b): Mr. Rochwerger and Mr. Mayhew volunteered to serve on a subcommittee to consider how to structure an archive of documents on the web site.