

**Natick 360**  
Honoring Our Past. Planning Our Future.



**Strategic Planning Oversight Committee**  
**Minutes \* December 18, 2007**

**Present**

Rosemary Driscoll, designated by School Committee  
Bill Mayhew, at-large alternate member  
David Parish Co-Chair, designated by the Board of Selectmen  
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  
John Heerwagen, at-large member  
George Richards, designated by the Planning Board

**Consultants Present**

Phillip Blackerby, Blackerby Associates (by telephone)

The meeting was called to order at 6:35 p.m. EDT by the Co-Chair, Mr. Ross, in the School Committee Training Room, 3<sup>rd</sup> Floor, Town Hall, Natick, MA 01760. A quorum was present.

***Item 1. Minutes***

The Committee considered the minutes of September 5, 2007. Mr. Parish moved to approve the minutes, Ms. Driscoll seconded the motion, and the Committee voted 5-0-1 to approve the motion.

The Committee considered the minutes of November 7, 2007. The committee corrected minor errors, to change “minutes” to “invoice” under item 2 on page 1, and to renumber item 7 to item 6 on page 3. Mr. Rochwerger moved to approve the minutes as amended, Ms. Strauss seconded the motion, and the Committee voted 6-0-0 to approve the motion.

***Item 2. Invoices***

The Committee considered invoice 07-025 submitted by Blackerby Associates, Inc. Ms. Driscoll moved to approve the invoice, Mr. Parish seconded the motion, and the Committee voted 6-0-0 to approve the motion.

***Item 3. Coordination with Sponsoring Boards and Committees***

*Board of Selectmen:* The Selectmen are waiting for the other four committees to review the goals document before taking it up.

*Conservation Commission:* The Commission did not take up the report on December 6, so the report is not yet ready for review by the Board of Selectmen or SPOC. The Commission expects to take it up Thursday, December 20.

*Action item (a):* Mr. Ross will speak with Mr. Gardner about any need to prepare Conservation Commission Members to address the strategic goals.

*Finance Committee:* No update.

*Planning Board:* No update.

*School Committee:* No update.

#### ***Item 4. Project Schedule and Next Steps***

All committees approve the goals by January 7. Then, SPOC can sponsor a facilitation process for boards and committees to develop their action plans. Planning Board has already given their action plan. Boards and commissions will need to develop their action plans by January 31. SPOC will then edit all the content into a final document in early February and submit it to all the boards and committees for approval in February.

*Action item (b):* Mr. Ross and Mr. Parish will draft some instructions to the Boards and Committees regarding the upcoming schedule and their roles in meeting strategic planning objectives. This email should go out before the end of the year.

Finance, Schools and Selectmen will be increasingly busy with the budget through March, and Town Meeting resumes in April.

The Committee discussed the format of the final report.

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

Mr. Rochwerger and Mr. Mayhew provided a written subcommittee report containing design specifications for an archival web site, and issues related to it. They also provided a listing of the documents that should be archived on the web site. The Committee discussed the reports.

*Action Item (c):* Mr. Ross will work with the Town's IT department regarding standards for Town web site materials. Mr. Ross will also speak with the proposed web site developer to identify constraints associated with the archive web site. Later, Mr. Ross will return with some sketches showing what the site's appearance might be.

#### ***Item 6. Other Business***

Town Administrator Martha White sent the Committee a paper regarding conflict of interest. Mr. Ross distributed copies to the Committee Members.

Ms. Strauss moved to adjourn, Ms. Driscoll seconded the motion, and the Committee voted 6-0-0 to approve the motion. The Committee adjourned at 8:17 p.m.

## Summary of Action Items

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*Action item (b):* Mr. Ross and Mr. Parish will draft some instructions to the Boards and Committees regarding the upcoming schedule and their roles in meeting strategic planning objectives. This email should go out before the end of the year.

*Action item (c):* Mr. Ross will work with the Town's IT department regarding standards for Town web site materials. Mr. Ross will also speak with the proposed web site developer to identify constraints associated with the archive web site. Later, Mr. Ross will return with some sketches showing what the site's appearance might be.