Strategic Planning Committee Meeting Minutes  
Meeting Date: 06/10/2019

Committee Members Present:
Aisha Losche, Chair
Shawn George, Member
Matthew Rushton, Member

Committee Members Absent:
No committee members were absent.

Others in Attendance:
None

Call to Order: 6:41 p.m.

Approval of Minutes:
• April 1, 2019
  Minutes approved by unanimous consent.

Discussions:
• Town Manager Performance Evaluation Process
  This process will be handled by the new committee.
• Town Council Clerk Performance Evaluation Process
  Follow what is done with other town employees. Assistant Town Manager to provide outline to Council for review.

Measures Referred by Town Council:
  o Order O-FY19-021: Establish Town Manager Goals
    o Recommendation from Budget & Finance Committee: Add Section #5 of Budget Resolution to Town manager Goals.
    o The committee recommends focusing on #4 for remainder of year.
      1. Fire Station – Provide an update on this goal by October 31
      2. Memorial Building – process to be completed by December 31
      3. School District
        a. Regional School Agreement – process to be completed by November 30
        b. Mitchell School – Alternative Plans to a “no” vote to be completed ahead of a vote
      4. Broad Street and Elm Street
        a. Action items need dates to be added by Michael Dutton and Team – would like to see more action. Remove Jim Paskell’s name as it could be “any” developer

  o Create Communication Service Level Agreement (SLA)
    1. Town Council should be briefed about all incidents and emergencies in Town
       a. Town Manager and Team to create Service Level Agreements (SLAs) for communication on a scale from Emergency to FYIs
          i. For example – Emergency response at a school should be communicated to the council within 8 hours of the incident with as much detail that can be provided.
          ii. FYI – Town Manager attended conference and had the following learnings
TOWN OF BRIDGEWATER

- Add language from Budget & Finance committee to 2019 goals

Public Comment – None
Next meeting should be scheduled for July 9th.

Motion: A motion to adjourn was made by Mr. George. The motion was seconded by Mr. Rushton
A voice vote was taken and the motion passed 3-0.

The meeting adjourned at 7:42 p.m.