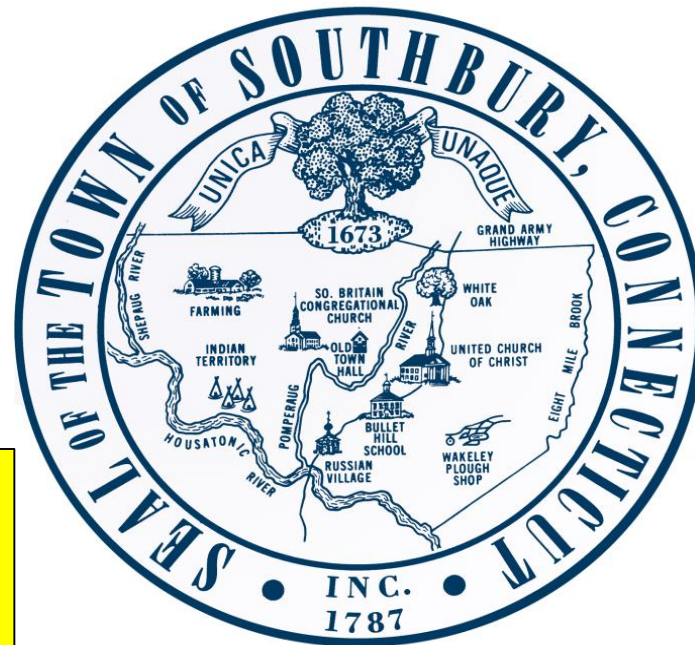


Strategic Plan Next Steps

December 6, 2018

Proposed Implementation of the Strategic Plan for Southbury Connecticut



**Draft was distributed to
the Board of Selectmen
via email on
November 20, 2018**

Southbury Strategic Plan - Next Steps

- **APPROVAL OF THE PLAN**
 - Review and Board Approval of the Task Force's Plan was accomplished on Nov 1, 2018
- **TRANSITION TEAM**
 - Formed in July at the completion of the plan content by the task force. The plan then moved to final formatting and review by the First Selectman.
 - Their role is to assure a smooth transition from the task force activities to strategic plan
- **IMPLEMENTATION OF THE PLAN**
 - Leadership / Management / Oversight
 - Creation of the Strategic Plan Commission (SPC) proposed on ~~Nov 15, 2018~~ Dec 6, 2018

Strategic Plan Commission (SPC) – Next Steps

- **Mission of the SPC**
 - ✓ Facilitate the implementation of the Strategic Plan approved by the Board of Selectmen on 11-01-2018 as written and revised over time.
- **Activities**
 - ✓ The SPC will work with existing and future Boards & Commissions, Department Heads, town employees and volunteers to facilitate the implementation process in the three areas of focus.
 - *Growing the Grand List (Economic Development)*
 - *Efficient Local Government*
 - *Quality of Life*

Strategic Plan Commission Implementation

- **TRANSITION TEAM** (Established in July)

- ✓ Worked with the task force leadership to assure a smooth transition from the task force planning activities to facilitation of the strategic plan implementation



Tom Barber



John Turk

- **TASK FORCE DISBANDED**

- ✓ upon formation of the SPC or alternate implementation methodology proposed by the Board of Selectmen

Strategic Plan Commission (SPC)

NEXT STEPS

Tom Barber will now outline the following:

- The goal of the SPC**
- How it proposes to achieve the goal**
- The responsibilities of the SPC**
- First order of business**
- Leadership / Management / Oversight**

Strategic Plan Commission (SPC) Goal

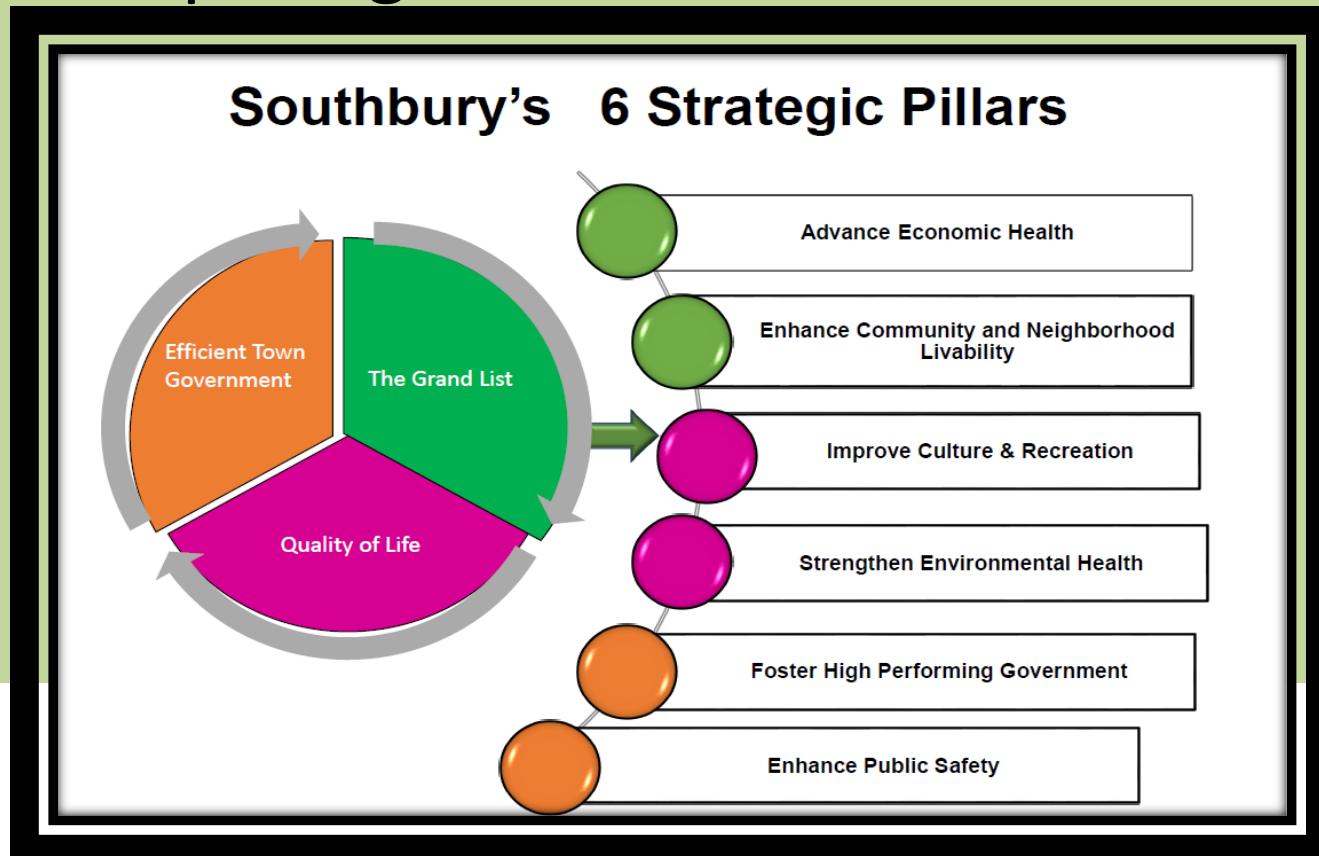
***Successfully Implement the Town's
Strategic Plan Approved by the
Board of Selectmen
on November 1, 2018***

Strategic Plan Commission Implementation

- **Create a Strategic Plan Commission (SPC)**
 - Recruit Experienced Strategic Plan Task Force (SPTF) Team Members
 - Recruit Experienced Leaders from the Community with Relevant Core Competencies

Strategic Plan Commission Implementation

- Create a Strategic Plan Commission (SPC)
 - Organize Team Members into Working Groups Aligned with the Six Pillars



Strategic Plan Commission Implementation

All strategic objectives and actions should trace back to each of the *Six Pillars* and ask:

- **What** is to be accomplished
- **Who** will do it
- **Why** is it necessary
- **How** will it be accomplished
- **When** will it be accomplished

This process will form the basis of Priorities

Strategic Plan Commission Implementation

- Further align the SPC Working Groups with the current Strategic Plan Objectives (29) and Strategic Plan Actions (104)
- Coordinate with the Enablers
 - Departments -- 23
 - Boards, Commissions, Officials, Authorities -- 33

Strategic Plan Commission Implementation

- Facilitate the generation of priorities within each of the Pillars
- Propose integrated Pillar Priorities to town leadership
- Support the alignment of Town Priorities with the Annual Budget

Strategic Plan Commission Implementation

Budget

Milestones



Strategic Plan

Milestones



Strategic Plan Commission Implementation

- **The SPC responsibilities will include:**
 - **Monitor** the Status of Actions, Goals and Recommendations Embodied in the Strategic Plan
 - **Measure** and **Communicate** Success
 - **Report** status to the Leadership
 - **Modify** the Strategic Plan, as required
 - **Plan** to always have a Quorum at SPC meetings

Strategic Plan Commission Implementation

- **First Order of Business**
 - Solidify the SPC Team
 - Draft a Notional Schedule
 - Communicate to:
 - **Boards, Commissions, Committees, Officials, Authorities**
 - Priority to the Board of Selectmen, the Board of Finance, the Planning Commission, the Charter Revision Commission and the Town Budget Process
 - **Town Department Heads**
 - **Community At Large**
 - Establish review schedule for the Board of Selectmen

Strategic Plan Commission Implementation

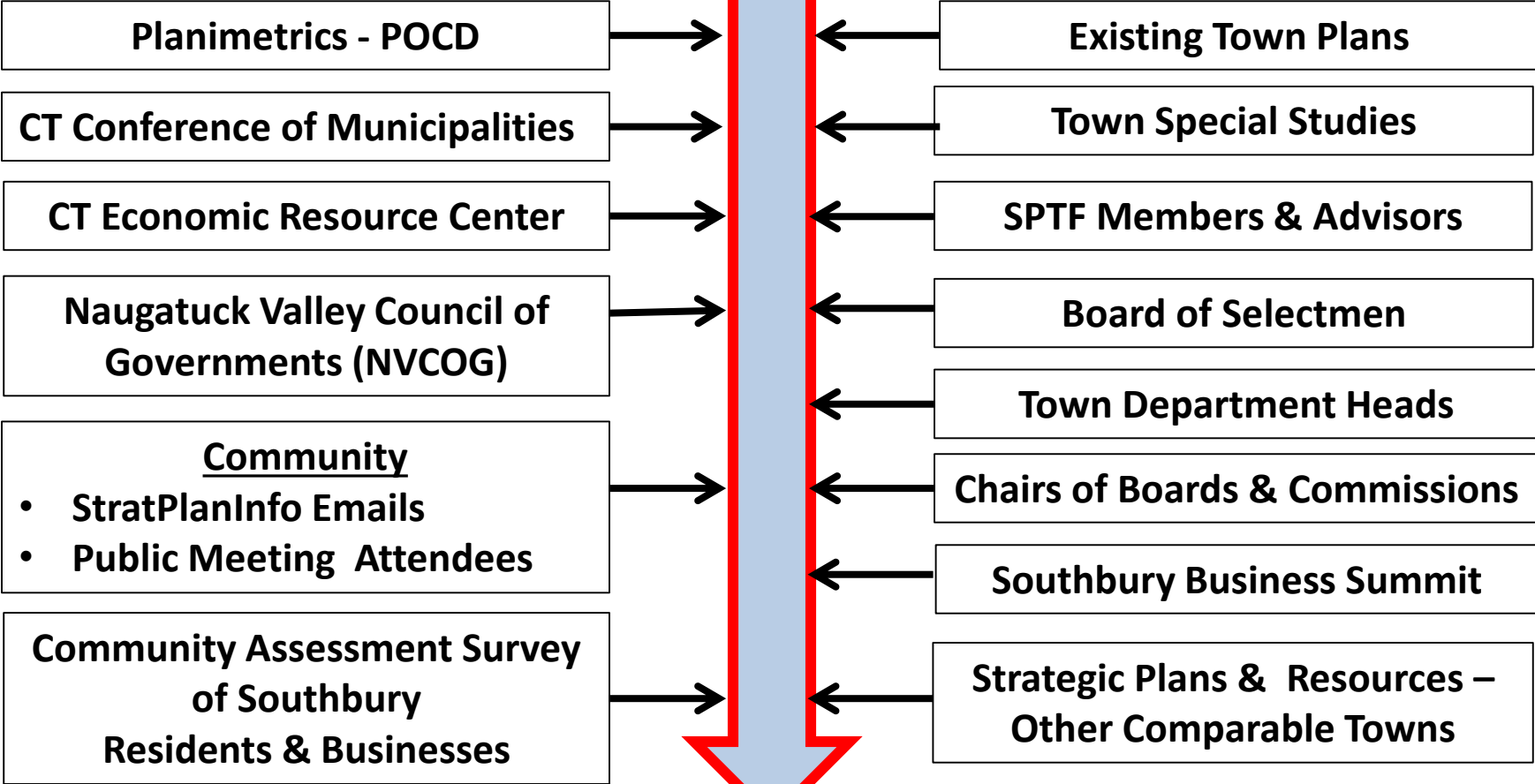
- **Leadership – *Elected Officials***
 - Commitment to Action
 - Provide the Required Resources
 - Address Barriers to Success
- **Management – *Department Heads/Chairs of Boards and Commissions***
 - Accomplish Actions Outlined in Each of the Six Pillars of the Strategic Plan

Strategic Plan Commission Implementation

- **Oversight – *Strategic Plan Commission***
 - Assist the Elected Officials, Town Employees, Boards & Commissions
 - To provide the building blocks and coordination to move from the written plan to implementation
 - Facilitate & monitor progress & update the plan
 - Report Status to the Board of Selectmen on a Periodic Basis

Southbury Strategic Plan

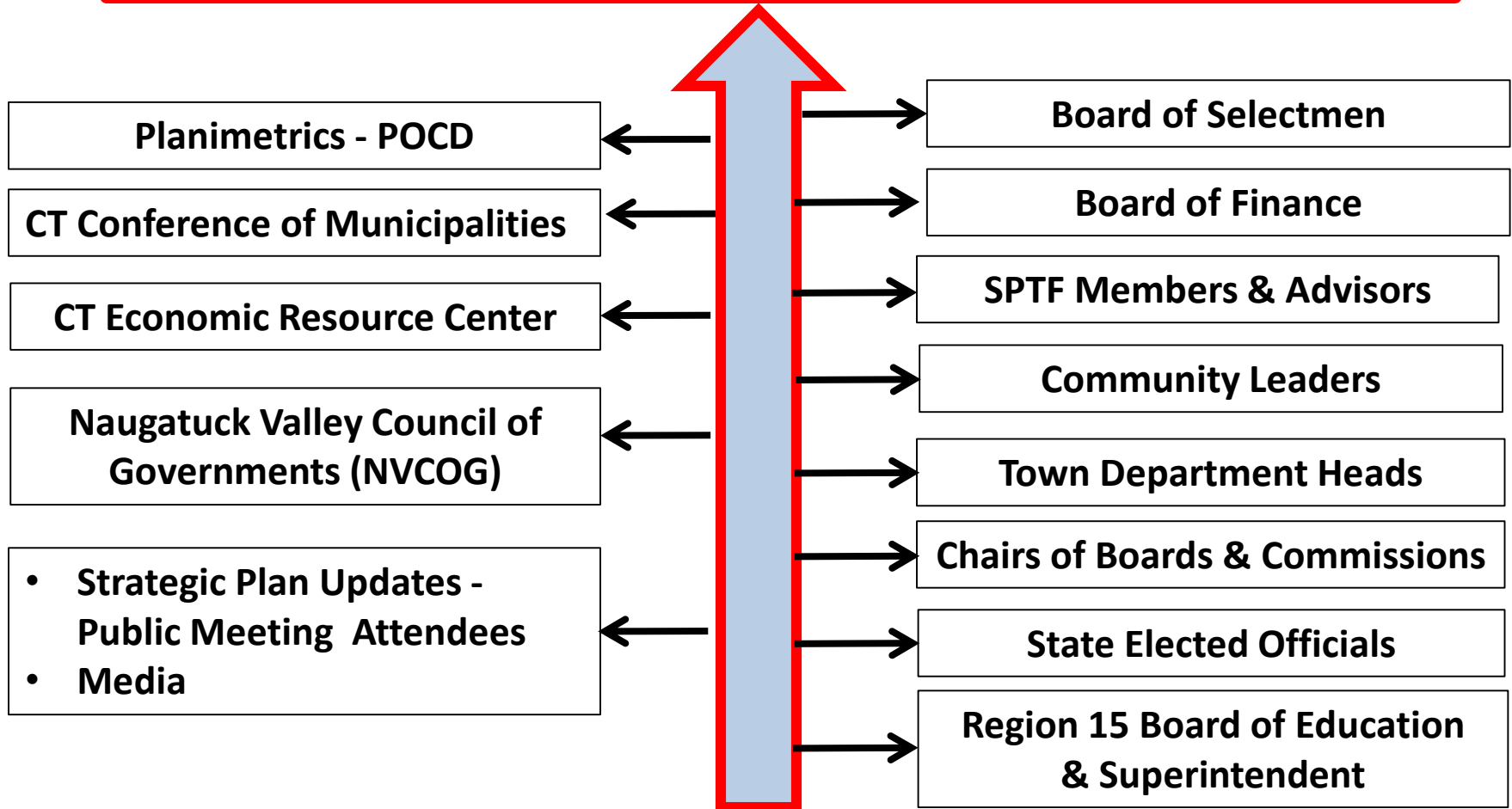
Input Sources



Strategic Plan - Body of Knowledge

Southbury Strategic Plan

Communication via Town Website & Printed Copies



Southbury Strategic Plan

Distribution

Need to Communicate the Strategic Plan to the Community

METHODOLOGY

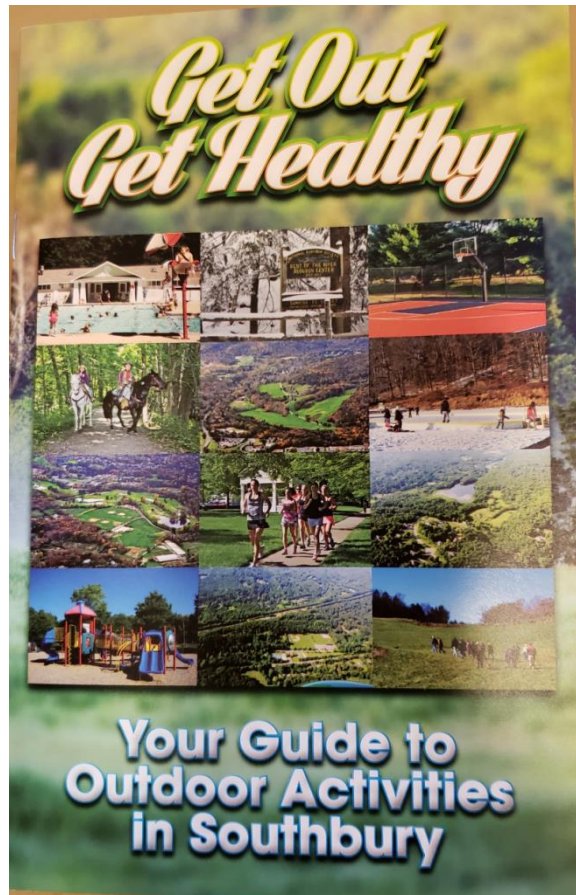
- *Place the plan in a prominent place on the Town Website*
- *Print a minimum of 200 copies of the plan and distribute them to the community and other stakeholders*

PURPOSE

- *Provide a written “roadmap” for future elected officials and members of Boards & Commissions*
- *Seek input to the plan from a wide and diverse population in order to secure their initial and on-going input for additions and revisions to the plan (living document)*

Need to Communicate to the Community (Past Examples)

- Plan of Conservation & Development (POCD)
- Town Charter
- Parks & Rec Brochure



Printing Costs

Color

✓ 2,600 Copies - \$6,500
June 2013*

✓ 2,600 Copies - \$8,000
November 2018**

* 32 pages - Southbury Printing Centre (SPC)

** Estimated 11-15-18 by SPC



Southbury, Connecticut 06488

STRATEGIC PLAN



Approved by the Board of Selectmen
November 1, 2018

Please check the Southbury Town Website for revisions to the Plan
www.southbury-ct.gov

Communication of the Strategic Plan

Distribution

200 Copies

<u>TOWN OF SOUTHBURY</u>	
• Board of Selectmen	6
• Board of Finance	9
• Chairs of all Boards & Committees	10
• Department Heads	6
• Office of the First Selectman	45
• Town Clerk	45
<u>REGION 15</u>	
• Board of Education	10
• District Superintendent	2
<u>KEY COMMUNITY LEADERS</u>	
• Top Grand List taxpayers	10
• Local Business Leaders	10
• Local Nonprofit Leaders	10
• Local Faith-based Leaders	12
• President of Heritage Village	2
• Pomperaug Health District	2
• Pomperaug River Water Coalition	2
<u>OTHER CENTERS OF INFLUENCE</u>	
• First Selectmen of five (5) surrounding towns	5
• Rick Dunne – Naugatuck Valley Council of Governments (NVCOG)	2
• Representative O’Neill	2
• Representative Labriola	2
• Senator Berthel	2
• Connecticut Conference of Municipalities (CCM)	2
• Connecticut Economic Resource Center (CERC)	2
• Media	2

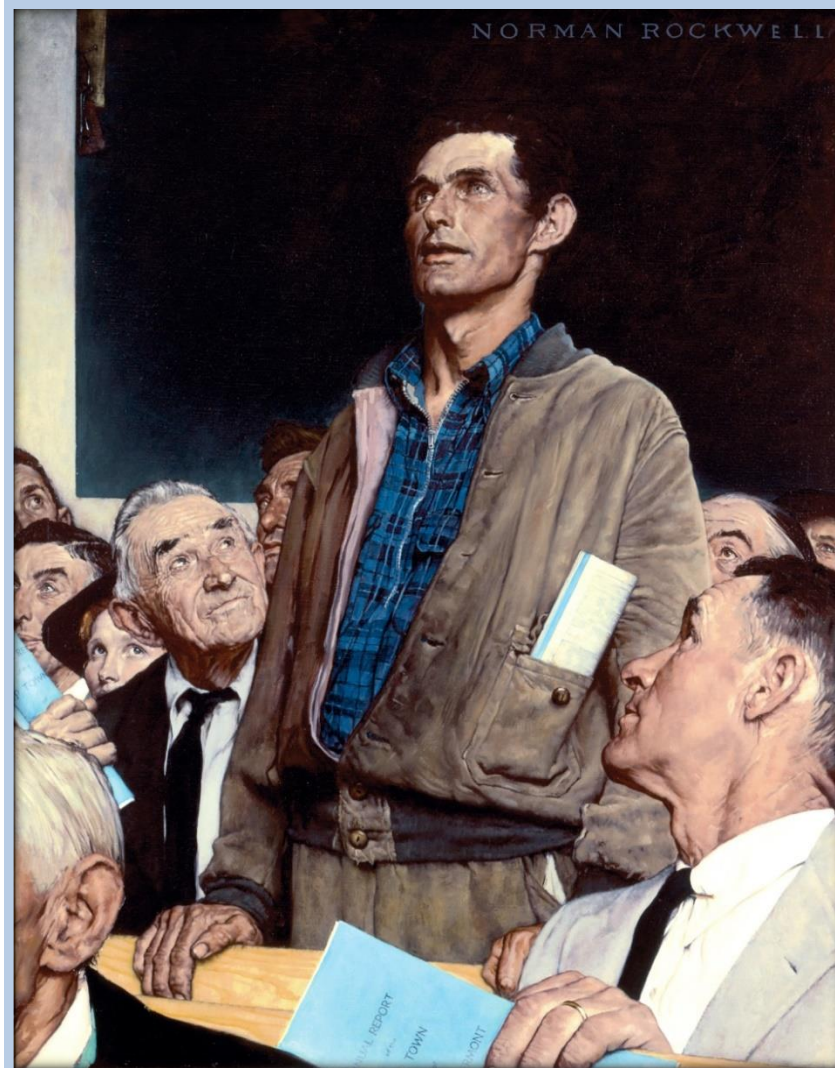
Communication of the Strategic Plan

Proposed Cost of Printing Copies for Distribution

Print 64 pages = 32 pages – 2 side Spiral Bound – 8 ½ x 11

	<u>Color</u>	<u>Black & White</u>
Southbury Printing Centre		
200 Copies	\$2,644	\$1,147
400 Copies	\$5,140	\$2,126
Universal Copy Center		
200 Copies	\$2,350	\$1,050
400 Copies	\$4,750	\$2,100

+ Postage - \$100



**We seek approval of the Strategic Plan Commission
and printing budget tonight**