

Core Team Strategy Session

Team:	Core Team (CT)	Minutes Taker:	Penny Ciaburri, Group Recorders: Carol Commisso (1), Deanne Parker (2) and Cyndy Rockford (3)
Date/Time:	July 14, 2006 4:30 – 6:45pm	Facilitator(s):	Diane Reed, Penny Ciaburri / PLC Associates, Inc.
Location:	Town Hall		

Present:	Jason Shelton, John Francis, Meg Chaides, Sandra Ebberts, Kathleen Houser, Michael Donnelly, Carol Finch, Jonathan Friedlander, Betty Barry, Dianne Parks, Cyndy Rochford, Adele Sullivan, Mary Colyer, Zach Martin, Carol Commisso, Roberta Lockwood, Greg Wolfe, Marge Elder, Bruce Trojan, Pat Palomaki, Maura Steed, Babette Huber, Leslie Bamann.
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Agenda

Item	Discussion	Who	Time
1. Welcome/Overview Core Team will be welcomed. Pick up materials. <ul style="list-style-type: none"> - Strategic Planning Workbook (SPW) - Task Force Work Process 	The Session was called together. CT reviewed materials.	Penny	5
2. Public Commentary (As Needed) Members of the community will be invited to offer input/commentary.	No members of the public requested time.	Diane	15
3. Work Process - Force Field Analysis Activity (SPW pp25-26) Core Team to discuss Current/Desired State and Advocating/Restraining Forces	The CT reviewed the purpose and guidelines for conducting a Force Field Analysis and divided into three groups. A Spokesperson and Recorder were designated for each group. After the Current/Desired State was identified, Advocating/Restraining (what is helping/holding us back) Forces were discussed and rated according to their relative strength. The CT later engaged in discussion.	Penny/ Diane	30

<p>- Discuss Task Force Critical Issues (Reference: Task Force Work Process Document)</p> <p>- Begin Vision/Beliefs (SPW p10 and 14-16)</p>	<p>Of greatest concern was community communication, code and enforcement, traffic, affordable housing opportunities, lack of infrastructure (convenient roadways to support traffic flow) residential/business development which is planned, controlled and balanced, matching our Vision. <i>Reference: CT WIP Force Field Analysis 07/14/2006.</i></p> <p>Next, the Core Team, again in their groups, reviewed the Charge of each Task Force and brainstormed Critical Issues. These will be delivered to the Task Forces as they begin their work process. <i>Please Reference: CT WIP/Critical Issues 07/14/2006</i></p> <p>The Core Team decided to begin the Vision/Beliefs discussion at the next session and opted to for prework, prior to Session 2. <i>Please Reference: CT Action Item # 2 and 3</i></p>		<p>45</p> <p>30</p>
<p>4.Closure - Next Session July 20, 2006 4:30 – 6:45 - Review Assignments/Action Items - Quick Process Check</p>	<p>Assigned Action Items were reviewed. Penny indicated that CT members will be contacted prior to the next session. During the Process Check, members indicated they liked the organized, structured process. Many commented that discussion and collaboration was very dynamic with all viewpoints heard and respected.</p>	<p>Penny</p>	<p>10</p>

Action Items

- 1. All Core Team members to make sure they have a copy of the Strategic Planning Workbook (SPW) and Task Force Work Process. Both are available through the Supervisor's Office/Town Clerk.**
- 2. Respond to the Building Our Vision Key Questions, p.10.**
- 3. Circle (pp 14-15), the Beliefs you feel are most significant. Edit / add others.**
- 4. Review Critical Issues as developed by CT.**