



TOWN OF OXFORD
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The Long Range Plan Project

Report to the Selectmen for Qtr ending March, 2006

Dear Selectmen,

The 1st quarter of 2006 began with election of officers and a slight change to the Long Range Planning Committee (LRPC), reducing it to seven members, and making 1st Select Palmer and Select O'Doy ex-officio members. In place of a member who no longer served on the committee, Mr. James Hliva was appointed to replace that individual.

It is important to understand that the activity for this quarter began on a premise which surfaced towards the end of the prior quarter, which was that the Long Range Planning Committee (LRPC) came to the realization that it required expert help in order to develop a Long Range Plan for Oxford.

The following table recaps our agendas, and is followed by general comments concerning the committee's progress and highlights for the quarter.

Mtg # & Type	Date	Agenda
1 / Reg	Jan 12 th	<ul style="list-style-type: none">- Election of Officers- Discussion / Specifics concerning expected responsibilities and deliverables associated with contracting, or hiring, a resource to assist with development of a LRP.- Discussion / Funding sources available.- Discussion / Logistics of executing a search for available resource, selection process, and closure.
2 / Reg	Jan 26 th	<ul style="list-style-type: none">- (7:00 / 8:30) Interview/Discussion with Planimetrics concerning Oxford's LRP needs, and their proposal to assist us.- (8:30 / 9:00) Subsequent follow-up discussion on mtg with Planimetrics

3 / Reg	Feb 9 th	<ul style="list-style-type: none"> - Handout of LRPC Binders - Review LRPC letter to Town Departments, Boards, & Commissions. - Discussion on Interview form/questionnaire. - Discussion on Financial Model
4 / Reg	Feb 23 rd	<ul style="list-style-type: none"> - (7:00 – 8:15) Mtg/Disc with HMA (www.hmaplan.com) - (8:30 – 9:45) Mtg/Disc with Dr. Leslie DeNardis
5 / Reg	Mar 9 th	<ul style="list-style-type: none"> - Discuss Consultants interviewed to date <ul style="list-style-type: none"> • Pros & Cons - What do we truly require? <ul style="list-style-type: none"> • Facilitating & Outlining Schedule? • Attending Meetings? • Public presentations? • Wrap up activities / Preparation of Final Report? • ?????? - LRPC Role & Responsibilities? <ul style="list-style-type: none"> • Who would like to do what? • How to take advantage of our own skill sets? - Discussion concerning form to gather Information
6 / Reg	Mar 23 rd	<ul style="list-style-type: none"> - (6:30 – 7:45) Mtg/Disc with ELUA (Brian Miller) - (7:45 – 9:00) Disc concerning interviews held <ul style="list-style-type: none"> • Planimetrics • HMA • Dr. Leslie DeNardis • ELUA (Brian Miller)

The LRPC was able to quickly schedule consultant interviews due to previous research performed by Rose McKinnon during 2005, and our existing relationship with ELUA. In 2005, Rose had investigated efforts by other municipalities regarding long range planning. In speaking with various towns, the names of recommended consulting firms became available to her. This helped greatly towards reducing the time spent searching for qualified experts, and allowed the LRPC to quickly enter the interview mode.

Seven consultants (firms) were contacted, and four were chosen for the interview process. Those were Planimetrics (Avon, CT), HMA / Harrall-Michalowski Associates (Hamden, CT), ELUA (Cheshire, CT), and Dr. Leslie DeNardis of Hamden. All four were interviewed during the quarter, and our last meeting for the quarter ended with a discussion on all four candidates. This ended with the decision to invite Planimetrics and HMA back for a 2nd round of discussion.

At the outset of these interviews, Dr. Lisa Low was requested to investigate the possibility of using LOCIP grant money to cover the consulting cost. This effort led to a positive response from Sandra Huber of the CT Intergovernmental Policy Division who heads up the Local Capital Improvement Program.

The ability to quickly schedule and interview four consultants was the highlight of the quarter. In addition to this activity, other matters which received the LRPCs attention are listed below:

- Rose McKinnon prepared common indexed binders for each of the members to store their LRP documentation.
- A Letter from the LRPC to the Departments, Boards, and Commissions was drafted, and it is hoped that it will have full Selectmen endorsement. This letter serves to introduce the committee to these organizations, explains the mission of the Long Range Plan, and requests their cooperation in this effort.
- Roles and responsibilities of the individual LRPC members were discussed. A “Responsibility Matrix” was developed, and is in process.
- Attention was given to creation of a “Discussion Form” which would be used to drive future meetings and dialogue with the various departments, boards, and commissions.
- Agendas and Minutes were filed.

😊 That's all 😊

Respectfully,

Richard C. Burke
Chairman, LRPC