



**TOWN OF EASTON**  
**Park and Recreation Sub-Committee Meeting**  
**Strategic Planning and Development Sub-Committee**  
**Easton Public Library – Conference Room**  
**October 25, 2023 – 4:30 PM**

**Meeting called to Order at 4:32pm**

Minutes recorded by Kerry Caylor

**Present:** Kerry Caylor, Carolyn Oppenheim and Kacey Gormley

**Absentee(s):** Dave Gombos

**Guests:** none

**1. Discussed alternate committee positions**

- a. Added Rocky Sullivan and Chris Barcello to charter team as sub committee alternates
- b. Action - Does the sub committee need to maintain a balance between the 2 parties (Chris is registered independent)

**2. Discussed immediate deliverable / priority - project charter**

- a. Reviewed Google Share site & work rules, tools and possible note functions
- b. Went over problem statements (Opportunity)
  - 1. Members discussed draft and made edits; added single bullet regarding the opportunity to add and enhance services
  - 2. Added "Department" to opening line for purposes of clarification
- c. Discuss Scope
  - 1. Members discussed draft and importance of scope
  - 2. Added marketing to the scope of the project
  - 3. Excluding anything related to operations or HR
  - 4. Does not include active projects (Aspetuck playground, Keller tennis courts)
- d. Team
  - 1. Members agreed upon team roles and added names accordingly to the project charter
  - 2. Additions mentioned bullet 1.A.
- e. Clarifying the objective and project (function of the charter and sub committee)
  - 1. Member mentioned the purpose of the charter is to create a single document we can circulate to various stakeholders and groups within the community leading to structured discussions specific to the will of the community and remit or the department

2. Important first step followed by identifying stakeholders, creation of the survey
3. **Asset Mapping/ Strength and Needs Assessment**
  - a. **Possibility of Survey Development**

Members agreed that a survey of stakeholders is part of the process of creating a 5-year strategic plan; however, the project charter needs to be agreed upon and circulated before any survey questions could be drafted.
4. **Review draft at the next commission meeting**
5. **Public Comment - None**
6. **Adjournment**

Meeting adjourned at 5:53pm