

Falmouth Town Council
Annual Retreat Agenda
Friday, July 18, 2014 8:00 AM
Falmouth Police Department – 2 Marshall Drive

Objectives

The two primary objectives of the retreat are to develop consensus on a work plan for the Council's upcoming year and make decisions about Comprehensive Plan Implementation.

Secondary objectives include conclusions about how we communicate with each other and the public, how the Council Liaison role is defined, and Council member workload.

Lastly, as a result of our quality time together and a few team building exercises thrown in, we expect Council members will know each other better, appreciate each other, and have a solid foundation for working together over the next year.

About the Retreat

So that all perspectives are fully considered, that our time together is highly efficient, and that our themes and conclusions are well-documented, the retreat will be professionally facilitated by Craig Freshley of Good Group Decisions. At the start, Craig will explain some simple ground rules to set the stage for a top-notch retreat.

The retreat will be somewhat informal and Craig will treat all members of the Council equally. Craig will reflect themes and conclusions to the group as we go along. Dress is casual. Lunch and other refreshments will be provided.

Agenda

8:30 **Opening**
 Welcome by the Council Chair
 Retreat Agenda and Ground Rules explained by Craig Freshley

8:40 **Warm Up**
 We will do a little warm up exercise that will help us get to know each other, bring some laughs, and help us improve our communications skills. It won't be the same as any exercise we have done before but promises to be every bit as educational and exciting as previous warm ups!

- 9:10 **Comprehensive Plan Implementation**
In advance of the meeting, Council members are asked to review the Comprehensive Plan and complete an assignment described in Appendix A. To start our discussion we will review the results of your advance assessments. Then we will discuss and make decisions as a group about each recommendation: its level or priority of and where the responsibility for its implementation lies.
- 10:15 **Break**
- 10:30 **Comprehensive Plan Implementation – continued.**
- 12:00 **Lunch**
- 12:30 **Wake Up**
We will do a quick out-of-our-chairs activity and might even learn some new things about each other and/or team building.
- 12:45 **2013 Work Plan Assessment**
Town Manager Nathan Poore will present his view of successes and challenges of the 2013 Annual Work Plan. We will celebrate what got achieved and discuss what didn't. Nathan will also provide an update on unassigned fund balance including: projected balances at year end; recent decisions to use the fund; and future considerations for the use of the fund.
- 1:15 **Annual Work Plan – Initial Ideas**
What should the Council focus on over the coming year? Using an interactive visual mapping technique, we will first brainstorm ideas, then categorize them, and then prioritize our ideas. We will work with a “blank slate” rather than off last year’s work plan, but we will have last year’s work plan in front of us as a reminder.
- 2:15 **Communications Review**
We will remind ourselves of the communications intentions that we decided at last year’s retreat and Craig will ask us, “Well, how did you do?” We will discuss how our behaviors aligned with our intentions, or not, and how to communicate even more effectively with each other and with the public going forward.
- 2:45 **Break**
- 3:00 **Role of Liaisons**

Is the liaison role working as intended? If not, how should the role be changed? We will discuss these and related questions and come to some conclusions.

- 3:15 **Council Rules**
Discussion about the need to review and amend Council Rules with particular attention to cutting off debate and reconsideration of a decision.
- 3:30 **Council Member Workload**
What is expected of Council Members in terms of participation on non-standing committees? We will discuss this and related questions and come to some conclusions.
- 3:45 **Annual Work Plan – Conclusions**
Based on the morning discussion, Craig will offer some conclusions about Annual Work Plan priorities. We will also consider our new thinking about the role of Council Liaisons and Council member workload. We will come to conclusions about the 2014 Annual Work Plan.
- 4:15 **Closing Comments**
This is a chance for each member of the Council to make a final comment, perhaps a reflection about the retreat or perhaps a particular hope or concern going forward.
- 4:30 **Adjourn**

Appendix A - Comprehensive Plan Implementation

(9:10 and 10:30 AM Agenda Items)

In advance of the meeting, Council members are asked to review the Comprehensive Plan (Volume I) and Implementation Worksheet (prepared by staff) and make an advance assessment. The goal of the discussion is to:

1. Arrive at a consensus for an annual oversight process to monitor and direct implementation of the Plan by the Council and effectively involve Town Boards and Committees in that effort;
2. Review the current implementation status of the plan, direct implementation actions for Year 1 (FY2014-15), and create a draft list of "placeholder" items for consideration in Year 2 and beyond; and
3. Review and arrive at a consensus on whom each task should be assigned. (Note – the spreadsheet offered to the Council by staff offers a suggestion for task assignment but in no way indicates this is the only committee or group that could manage the task.)

Advanced Assessment Assignment (prior to retreat)

- The Work Sheet contains all 71 recommended actions in the Comprehensive Plan. They have been preliminarily divided by staff into 3 "buckets."
- Bucket A contains actions that are already complete.
- Bucket B contains actions that are already in process and/or are ongoing. Many of these actions are also in the 2013-14 Town Council work plan (see citations in spreadsheet).
- Bucket C contains actions that have not been specifically authorized by the Council.

Council Advance Assignment:

1. Review and affirm (or not) the actions in Bucket B. Mark up any disagreements, questions, or comments.
2. Review the items in Bucket C and identify what year you think we should consider implementation of that item with the following choices: 2014-15; 2015-16 or future year. (Please fill in the cells in column E with your choice).
3. Identify the recommended committee/group to be responsible for any items in Bucket B and C. You can choose to leave the suggested committee or group in Bucket B or cross it out and offer your suggestion. Please fill in the cells in column F with your suggestions for tasks in Bucket C. There is no need to make recommendations for anything you choose to categorize as a future year or after 2015-16. It is okay to suggest the formation of an ad-hoc committee if you are not comfortable with assigning a task to a current committee.
4. Return the work sheet to Nathan by July 10. Staff will collate all feedback and will return your work sheet at the retreat along with summary results. These will be used in the discussion at the retreat.

Suggested Annual Implementation Oversight Process

July	At 2014 Retreat, develop Council consensus on Buckets A-C.
August	Incorporate top actions into Council's 2014-15 Work Plan. Council Liaisons to communicate Council Work Plan/Retreat Results to their respective Boards and Committees and direct them, as appropriate.
January	Request Board/Committee Reports (which address accomplishments in past year, proposed work for upcoming year, reference Comprehensive Plan actions as appropriate, submit budget requests)
February	Board/Committee Reports Deadline
March	Final Complete Board/Committee Report
April	Budget adopted by Council
June	Request Board/Committee Report updates on any progress related to an implementation task in the Comprehensive Plan which has been assigned to a respective Board or Committee.
July	At 2015 Retreat, Council reviews Board/Committee Reports to help inform next round of Buckets A-F and Council Work Plan.