

Falmouth Town Council
Annual Retreat Revised Agenda
Falmouth Central Fire Station – 8 Bucknam Road
Thursday, July 23, 2015 (8:00 AM – 4:15 PM)

Objectives

The primary objective of the retreat is to first confirm that the 2013 Comprehensive Plan will continue to be the foundation for the development of Council annual work plans. After this confirmation, the Council will develop a consensus on a work plan for the Council's upcoming year. This will include decisions about Comprehensive Plan implementation and other items that will be added to the work plan.

Secondary objectives include the following:

- A. Review options for and determine the need for a conflict of interest policy
(Agenda Revision July 22, 2015 - This item has been postponed to a date yet to be determined.)
- B. Confirm how communication is most effective between Councilors, the Town Manager, public and staff.
- C. Discuss Council workload, expectations, and determine whether there are methods to better manage the current and projected workload.
- D. Review status of additional funding from the State of Maine for education.
(Agenda Revision July 22, 2015 - This item has been added to the agenda due to timing issues.)

Lastly, there may be a few team building exercises developed by the meeting facilitator. The objective of any team building exercises will hopefully help Council members know each other better, develop a greater appreciation for each other, and form 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

8:00 **Opening** *(Agenda Revision July 22, 2015 – The earlier start time is to accommodate more time to discuss items that are on the agenda in the morning. The estimated start times for agenda items in the morning have also been adjusted to accommodate changes in the agenda.)*

Welcome by the Council Chair

Retreat Agenda and Ground Rules explained by Craig Freshley

8:10 **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!

8:40 **Expectations and Process (How to best achieve success for a robust plan)**

A heavy workload for Councilors has been getting heavier and sustaining high expectations, achievements and success will be a challenge. What can the Council do to ensure expectations are met but within an environment that is conducive to attracting people to serve in the future on the Council and in other volunteer positions? How can the workload be structured so that a wide spectrum of people at various points in their lives will consider a volunteer position with the town?

9:40 **Break**

10:00 **Unanticipated Funding (State Revenue) for Education**

The Town Council will discuss with School Department and School Board leadership the status of unanticipated state aid for education funding and how best to use this funding. An update on the Town's overall fund balance will also be offered during this discussion.

11:15 **2013 Comprehensive Plan = Foundation for 2014/15 Council Annual Work Plan. ?? = 2015/16 Council Annual Work Plan**

The Town Council will discuss and consider whether to continue using the 2013 Comprehensive Plan as the foundation for the Town Council's Annual Work Plan.

11:30 **Communications**

In prior years, the Town Council has reached an informal agreement with regard to communication protocols. In this agenda item, the Council will be asked to either confirm that the current practices are working effectively or discuss what could be changed to improve how they communicate with each other, staff and the general public.

Conflict of Interest (Discussion with Town Attorney)

(Agenda Revision July 22, 2015 - This item has been postponed to a date yet to be determined.)

11:45 **Lunch**

- 12:15 **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.
- 12:30 **2014/15 Work Plan Assessment (and suggestions by the Town Manager for items that could be included in the 2015/16 Work Plan)**
Town Manager Nathan Poore will present his view of successes and challenges of the 2014/15 Annual Work Plan. We will celebrate what got achieved and discuss what didn't. Unlike previous years, Nathan will also offer recommendations for consideration in the next Annual Work Plan based on his view and submissions for suggestions by staff, FEIC and LPAC. These suggestions have been initially offered and discussed with the Council Chair. Nathan will show how these suggestions fit into the next logical steps of implementing the Comprehensive Plan. Nathan's suggestions should not be considered complete – there will be some items that have not yet been suggested that will be important to the Council and there will be a need to prioritize based on available time and resources. This attempt to “put on the table” items for consideration is meant to develop a conversation about how the implementation tasks within the Comprehensive Plan is intertwined. Just because some items have not been suggested does not imply they are not important and should not be on the plan.
- 1:00 **Annual Work Plan – Development and Prioritization**
What should the Council focus on over the coming year? Using an interactive visual mapping technique, we will first review submitted suggestions received by staff and Council appointed committees and then we will brainstorm for other ideas. These items will then be categorize and prioritized. We will work with both items being offered, those that are “put on the table”, and a “blank slate” to make sure we have addressed all ideas.
- 2:30 **Break**
- 2:45 ***(Continued)* Annual Work Plan – Development and Prioritization**
- 3:30 **Annual Work Plan – Bring it Together**
Based on the previous discussion, Craig will offer some conclusions about Annual Work Plan priorities. We will also consider our earlier discussions about Council member workload, process, role of staff, and communications. We will come to conclusions about the 2015/16 Annual Work Plan.
- 4:00 **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.
- 4:15 **Adjourn**