

2019-2020 Council Work Plan (includes suggestions for new items for 2020-2021 plan)

Updated November 30, 2020

PRIORITY LEGEND: A = Council Priority, B = Council Secondary Priority, C = Staff to Monitor		REFERENCE: TC=Town Council (-letters=Councilor Initials), RR=Resident Request, S= Staff, CP=Comprehensive Plan, R100=Route 100 Plan, R1N=Route 1 North Plan, EDP=Economic Development Plan, BPP=Bike Pedestrian Plan, OSP=Open Space Plan, TMP=Tidewater Master Plan, GR=Great Resolution				
Title	Committee	Lead Staff	Reference	Action	Status Updates and Next Steps	Priority
2 Assess Committee Viability and Develop Mission Statements	Appointment Committee	EP	TC	Assess the viability of each committee and to develop 1-2 sentence mission statements for each committee	This item was discussed at the 6/23/20 Appointments Committee Meeting. At its 10/9/20 meeting, the Committee discussed asking the committees to add creating 100 words or less mission statements as an agenda item at their upcoming meetings or to ask members to work on as a homework assignment. The Appointments Committee could be responsible for reviewing the draft statements for clarity and consistency.	B
3 Public Comment Opportunities at Council, Committee, and Board Meetings	Appointment Committee	EP	RR	Review current public comment opportunities for Council, Boards and Committees and consider the need for any changes.	The Appointment Committee recognizes Boards have established rules for conduct at their meetings. The Appointment Committee is creating yearly training, including understanding and conducting public comment opportunities. There was consensus amongst the Committee at its 9/24/20 meeting to not recommend changes to the Council meeting public comment structure of having a public comment period agenda item at the second Council meeting of the month and public comment periods on agenda items where Council action is anticipated. The Committee did not recommend changing the public comment structure of the quasi-judicial boards. For the non-quasi-judicial advisory boards and committees, the Committee had consensus on a public comment period at the beginning of each meeting. The length of the public comment period and length of time that members of the public will be allowed to speak, between one and five minutes, will be based upon the board or committee chair's assessment of the number of members of the public who would like to speak and the number of items on the meeting agenda. Public comment periods should also be offered before votes to make recommendations to the Council.	A
4 Board and Committee Chair Orientation	Appointment Committee	EP	TC	Develop and offer orientation for board and committee chairs	At the 10/9/20 Council meeting, Councilor LaFond offered to draft guidelines for new committee/board members regarding expectations for membership.	A
5 Complaints re: Quasi-Judicial Boards	Appointment Committee	EP	TC	Consider role of council (consistent/formal process?) vis a vis planning board and bza when complaints come in (whether over substantive decisions, members' conduct, etc)	At 10/9/20 the Committee discussed directing complaints to be provided through the online form for emailing the Council. The Committee discussed whether there was a way to keep a record of complaints regarding specific committee members for use by the Appointments Committee. The Committee desired to provide an update on this item at a future Council meeting.	A
6 Conflict of Interest Policy for Board and Committee Members	Appointment Committee	EP	TC	Consider developing a conflict of interest policy for board and committee members.	The Council asked the Appointments Committee to consider a conflict of interest policy for board and committee members after concerns were raised about whether two individuals that the Committee recommended for Appointment had conflicts of interest with the boards and committees to which they were being recommended for appointment (ex. Land Trust membership and LMAC and realtors serving on the Planning Board)	