

Town of Brunswick, Maine

Town Council Retreat

Saturday, January 6, 2024

9:00 AM – 2:00 PM

Town Hall – Room 206

Agenda

Welcome from the Council Chair (King) 9:00-9:05

Icebreaker (King & Updegraph) 9:05-9:30

Protocols & Communication Expectations (King, Eldridge, Henze) 9:30-10:30

1. Council and Manager

- a. Questions/concerns re staff
- b. Questions/concerns from citizens

2. Council and Council

- a. Keep Council leadership informed
- b. How to propose items for agenda
- c. Avoid appearance of unlawful meetings

3. Council and Staff

- a. Questions re organization chart provided
- b. Keep Manager informed – cc Manager on any emails
- c. Request information, but avoid directing staff
- d. Staff role in committees
- e. Formality in public settings

4. Council and Attorney

- a. Attorney available for Executive Sessions, guidance
- b. Specific advice through Council leadership or Manager

5. Council and Public

- a. Link to voting district street list provided
- b. Protocol for responding to constituent emails
- c. Councilors are responsible for checking their mailbox and Town email.

Break 10:30-10:45

Project Updates 10:45- 11:30

- 1. Comprehensive Plan (Sesker & Updegraph)
- 2. 2024-25 Budget and 2025-29 CIP (Henze)
- 3. Re-assessment – public forums and next steps (Henze, Updegraph, Shed)
- 4. Hawthorne/Town Hall Third Floor (Eldridge)

Lunch

11:30-12:00

Council Goals and Initiatives

1. Current Project List (Astle)

12:00-12:15

- A. Review of staff priorities for 2024
- B. Councilor questions on specific projects
- C. How to propose projects

2. Setting Council Priorities (King)

12:15-1:45

- A. Council Round Robin (3 mins each to identify top 1-2 priorities for 2024)
- B. Analysis – which projects overlap? Where can projects be combined?
- C. Prioritization – each participant receives 3 stickers to place next to their top priorities on the collective list
- D. Next Steps Action Planning

3. Resources for 2024 –

1:45-2:00

What do Councilors need to have a successful 2024 year? (King & Updegraph)

- A. Facility tours & Staff introductions
- B. MMA trainings
- C. NIMS-G402 training – 2.5 hours with Chief Brilliant
- D. Future workshops & retreats