

Amherst Town Council Retreat

February 27, 2021

Public Meeting Room
Amherst County Administration Building

Agenda

9:00 a.m. Call to Order

Introductory Remarks

- Suggested goals for the retreat:
 - Work as a team and develop consensus
 - Identify priorities and develop a workplan for the next two years
 - Understand constraints to progress and identify means to overcome them

- Ground rules
 - Everyone participates
 - Engage
 - Be honest
 - Listen to each other
 - Respect different opinions
 - No idea is too outlandish
 - Seek to understand
 - Ask questions
 - Seek consensus (formal action at a future Council meeting)
 - Use the parking lot for issues that may evade consensus or require more background
 - Have fun
 - We will take breaks when it seems appropriate

Questions for Council:

- *Are the goals announced for this retreat consistent with your expectations for today? If not, how should they be modified?*

- *What has been accomplished since your last planning retreat in January 2019?*

- *Were there any missed opportunities?*
- *Where is the town now (challenges, threats, opportunities)?*
- *What does the future look like?*
- *What do you want it to look like?*

Identify Priorities, Assign Responsibilities and Timelines

- *What issues need immediate action?*
- *What three things would you like the Council and staff to accomplish over the next 18-24 months?*
- *What longer term projects would be beneficial and worth initiating?*
 - *It might require a multi-year commitment of resources.*
 - *The payoff might be further out.*
 - *The impact might be greater and longer lasting.*

12:00 p.m. Break for Lunch

12:30 p.m. Reconvene

Review the work accomplished before lunch and finish up

- *What is needed to accomplish the tasks?*
 - *What assets have you got presently that can be utilized?*
 - *What limitations are you facing, if any? (staff, finances, time, consensus, commitment, statute, policy, practice, etc.)*
 - *What can you do to overcome the limitations?*
- *What is Council's role in ensuring success? What does Council need from staff?*
- *What information would be useful to Council to provide accountability: periodic reports, financial reports, project progress reports?*

1:45 p.m. Wrap Up

- *Is there any unfinished work?*

- *What next steps do you want to take?*

Facilitator's responsibilities and comments

Final comments from the Mayor, Council members, and the Town Manager

2:00 p.m. Adjourn