

November 20, 2018

To: Windham Town Council

From: Don Gerrish, Interim Town Manager

Re: Town Council Goal Session Workshop/Orientation

The Council at its November 13 meeting requested that we schedule a time for the Council to meet to discuss goals for 2018/19 and Council orientation. As I stated at the meeting, I believe that all Councilors need to be at the workshops. If a Saturday is not possible for all to attend, then I would suggest that we plan to hold the workshops on a week night starting as early as we can and plan to meet for 3 to 4 hours. It may be a combination of Saturdays and weeknights. I hope we can decide on some dates to hold the workshops on the 20th. Once the dates are agreed to we can then plan the agendas.

I have done a number of workshops throughout Maine on the Roles and Responsibilities of Elected Officials and Managers and workshops on how Elected Officials can work effectively with each other and with the Manager. I would like to offer to lead a discussion on these issues using 1 to 1.5 hours at the beginning of the first workshop.

I have also attached last year's Council goals for your information and to have you start you thinking about possible goals for 2019 and longer. I am sure all the goals on last year's list are important but I would suggest that the Council think about what the 4 to 6 most important goals/issues you would like to concentrate on and accomplish. We can then develop for each goal, who is responsible for the goal, what funds and staff resources are needed and what is the estimated time frame to achieve the goal.

I look forward to discussing these issues further with the Council at the workshop.