

**Falmouth Town Council Ad-Hoc Governance Committee (GC)**  
**Notes of Meeting on October 16, 2007**  
**Members: Cathy Breen (chair), Joe Wroblewski, Dave Libby (all present)**

We reviewed the Governance Committee items from the General Council 2007-08 Work Plan developed at our July, 2007 Retreat.

We decided to lump issues into several categories and address them in a sequence over the next several meetings:

- A. The Council itself (the whole and its committees)
- B. Volunteer Town Committees
- C. Other Bodies (School Board, Legislators, etc.)
- D. The general public (relates to all of the above)

Please see the attached table for more detail on the above.

Tasks between this meeting and our next on **Tuesday October 30, 2007 at 7:30 am at Town Hall:**

- Dave will research MMA options regarding email policies
- Cathy will contact Karen Hinchliffe (Retreat consultant) regarding her work with town committee chairs; ask Assistant Town Manager to draft templates for town committee reports and work plans; draft work plan for GC and agenda for 10/30 meeting; communicate with Town Clerk regarding Charter Commission recruitment (web-site posting and Forecaster ads)
- All members will review Council Rules and bring suggestions to 10/30 meeting

The meeting on 10/30 will focus on A. The Council itself (the whole and its committees)

For more information, contact Cathy Breen at 781-5558 or [cebreen@maine.rr.com](mailto:cebreen@maine.rr.com)

“Lump” of Ad-Hoc Governance Committee work	Tasks	Refer to this section of the General Work Plan 2007-08
A) The Council (the whole and its Committees)	<ul style="list-style-type: none"> <li>• Create an Adhoc Governance Committee, responsible for Council conduct and process</li> <li>• Review Council rules and update, with legal review of output</li> <li>• Shepherd the 2007-8 Council work plan - ensuring progress</li> <li>• Agree to email protocol as discussed 7/24: <ul style="list-style-type: none"> <li>• Restrict email to that of logistics or scheduling, coordination and information-sharing (not commenting about or deliberating nor volleying issues back and forth)</li> <li>• When Councilors receive email or cc-ed by public, they should refer issues to the Chair and encourage public to pick up the phone and call or attend Council meetings.</li> </ul> </li> <li>• Create an email footer message that helps Public to be aware of protocol for email.</li> <li>• Issue written policy</li> <li>• Make recommendation on Council’s Committee policy and write ordinance language</li> <li>• Consider CDC as potential Economic Development Committee that will be responsible for developing policies and plans. The Committee will also be involved with project proposals and initiatives</li> <li>• Consider clarifying definitions of Council Committees, and requiring work plans, agendas, minutes</li> </ul>	<p>A (1) a-d</p> <p>B (2) a-b</p> <p>C (3) CBI–D, p.17</p> <p>F (6) a</p> <p>Conversations at 10/16/07 GC meeting</p>

<p><b>B) Volunteer Town Committees</b></p>	<ul style="list-style-type: none"> <li>• Review what Committees have said about the liaison role and about their needs</li> <li>• Issue written policy on committee management (consistent formats for work planning; reporting (check-in); budget request process; etc.</li> <li>• Draft templates for work plan, contact lists, clear missions, Council liaison roles, procedures for accessing Town Staff, strategy for communicating committee work with public</li> <li>• Make recommendation on whether sunset clause and term limits for committees are appropriate. Develop periodic review process for committee work and discussion about future committee status.</li> <li>• Develop rules for how Council subcommittees and subcommittee chairs operate. Specifically, the Council needs to decide whether these subcommittees should have a standing delegation of authority to work on projects. If there is a standing delegation, then the Council should define the scope of that delegation. If there is no such delegated authority, then these subcommittees should only be working on projects which have been specifically assigned to them by the full Council. Currently, these subcommittees have no definition about what they may be working on beside what meaning is revealed in their title and any history of the subcommittee the Council can remember. This sometimes leaves the work plan of these subcommittees to the whim of the subcommittee, or the subcommittee chair.</li> </ul>	<p>C (3) a-b</p> <p>C (3) CBI-A, p.14</p> <p>C (3) CBI-B, p.15</p> <p>E (5) a</p>
<p><b>C. Other Legislative Bodies</b></p>	<ul style="list-style-type: none"> <li>• Work with School Board to assess prior successes and failures with regard to how well we work with each other. Build on the successes and learn from the failures.</li> <li>• Schedule a meeting with all Legislative representatives.</li> </ul>	<p>D (4) a-b</p>
<p><b>D. Public</b></p>	<ul style="list-style-type: none"> <li>• Ensure fairness and transparency in the process of land acquisition - determine processes for public disclosure of land acquisition</li> <li>• When Councilors receive email or cc-ed by public, they should refer issues to the Chair and encourage public to pick up the phone and call or attend Council meetings.</li> <li>• Create an email footer message that helps Public to be aware of protocol for email.</li> </ul>	<p>A (1) e</p> <p>B (2) a</p>

**Ad-Hoc Governance Committee  
Agenda  
October 30, 2007; 7:30 am Town Hall**

7:30 Review agenda and minutes/table from 10/16/07 meeting

7:40 Work on Section A of the GC Work Plan table (above)

Review Council Rules

Discuss email protocols

If time allows, work on Council Committee items

8:45 Assign next steps and set next meeting

9:00 Adjourn