

Agenda Item	Action	Packet Materials	Estimated start & end time
[1] Approval of the agenda	Chair will ask Board to add/remove/reorder agenda items	n/a	6:30 - 6:35 (5 minutes)
[2] Public comment	Public invited to speak to any item not on the agenda	n/a	6:35 - 6:40 (to completion)
[3] Check-ins / Introduction	Board members will be asked to share what they believe the Board and the Town does particularly well and what areas they would like to see improved		6:40 – 7:00 pm (20 minutes)
[3] Defining work product	Goal Setting? Operational Plan? Work Plan? Board members will be asked to name, define, and discuss the scope of a desired work product, both short-term and longer-term		7:00-7:40 (40 minutes)
BREAK			7:40-7:45 (5 minutes)
[6] Work session of town activities, committee activities, town plan and capital budget action items	Chair will “share screen” of Trello Board items for Board discussion on priorities. Trello is being used by Chair and Town Manager for the purposes of longer-term agenda setting.	Trello Board available for viewing at: <a href="https://tinyurl.com/norwichvermont">tinyurl.com/norwichvermont</a>	7:45-8:20 (35 minutes)
[8] Next Steps	Board will decide due date of decided work product and next steps		8:20-8:30 (10 minutes)
[9] Adjournment	Motion required		8:30