



Town Council Workshop

Monday, December 16, 2024 at 7:00 pm

Workshop to follow Special Town Council Meeting beginning at 7:00 p.m.

In Person

Town Hall Jordan Conference Room

Town Council Members

Penelope A. Jordan, Chair
Stephanie P. Anderson
Caitlin J. Harriman
Jonathan T. Sahrbeck
Elizabeth K. Scifres
Andrew B. Swayze
Timothy L. Thompson

1. Opportunity for Public Comment on FOAA/Code of Ethics/Meeting Norms

Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

2. FOAA/Bias/Conflicts of Interest Training

Town Attorney Mary Costigan will present the annual FOAA training.

3. Review of Code of Ethics

The Town Council will review the Code of Ethics. When approved on December 9, the council mentioned including further discussion on Section 9. Enforcement.

Attachments:

- [Code of Ethics 2025](#)

4. Discussion of Meeting Norms

The Town Council will discuss agreeing to meeting norms.

Attachments:

- [2025 Town Council Meeting Norms Draft](#)

5. 2025 Town Council Goals

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

The Town Council will continue the discussion of the 2025 council goals from the workshop held on December 12.

Adjournment

Participation at Meetings and Conduct of Meetings

Workshop Meetings

The purpose of a workshop meeting is primarily for council dialogue involving reports and proposals from council members, committees and staff that may be considered at later Town Council meetings. The Town Council may give guidance to the chair and to staff at workshop meetings but no decisions may be made that require formal votes. Notwithstanding the prior sentence, the Town Council may vote on procedural motions at a workshop meeting to determine a conflict of interest, to enter into executive session and to adjourn. Prior to Town Council discussion on any item, members of the public may speak on each agenda item for not more than three minutes each and up to a total of 15 minutes. If there are more speakers than the time available, the chair may allocate the speaking time in order to balance the debate. The public participation portion shall conclude when the Town Council begins its discussions.

Decorum

Persons present at Council meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at Council meetings may only address the Town Council after being recognized by the chair.