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**Date:** November 25, 2024  
**To:** Mayor and Town Council  
**From:** Sean O’Keefe, Town Manager  
**Re:** Discussion: **Upcoming Strategic Planning Workshop**

**Objective:**

To discuss preliminary preparation for the upcoming **Strategic Planning Workshop** scheduled for Tuesday, December 17, 2024, at 2:00 PM, facilitated by Councilor Arnold. This discussion aims to ensure council members and staff are aligned and prepared for meaningful engagement during the session.

**Summary:**

Councilor Arnold has offered to facilitate the Strategic Planning Workshop and has suggested using this (11/25) meeting to introduce discussion topics and preparatory questions to help focus the upcoming session. The workshop will provide an opportunity to collaboratively identify goals, priorities, and strategies for the Town’s growth and development.

Key points for discussion include:

1. **Purpose of the Workshop:** To align on the Town’s vision, set priorities, and establish actionable strategies for the coming year.
2. **Proposed Preparatory Questions:**
  - What are the key challenges and opportunities facing the Town in the next 1-5 years?
  - What specific goals or initiatives should be prioritized to address community needs?
  - How can resources be effectively allocated to support these goals?
3. **Engagement of Participants:** Council and staff will be asked to reflect on these questions and come prepared to share their perspectives during the workshop.
4. **Outcome of Discussion:** The discussion will help identify additional preparatory materials or topics to be addressed in the workshop agenda.

**Recommended Motions:**

*This is a discussion-only item.*

**Fiscal Impact:**

There is no fiscal impact.

**Staff Recommendation:**

Staff recommends that the Town Council engage in the discussion to finalize the focus and objectives of the upcoming Strategic Planning Workshop, ensuring productive and collaborative participation.