

**DRAFT**

**WORKING TOGETHER: PLANNING COMMISSION AND TOWN STAFF**

*March 10, 2021*

- Organization Chart
  - Roles and Responsibilities: Commission, Staff, Town Attorney, Town Manager.
- Communications Paths
  - Information Flow: We should be able to communicate directly with each other (being mindful of the “meeting rule”) without going through layers of management; management should be informed. Should we have a standard “cc” list for emails?
  - Availability: Because our schedule is tight and its success is important to Town Council and our citizens, we need to do our best to be responsive in a timely fashion. This means answering phone calls, emails and texts within a reasonable time (TBD); this also means not taking advantage of this to address non-time critical items after work hours or on weekends/holidays. Can we come up with “rules” for this? [Example: Recent Staff Report published at 4:50 pm on a Friday.]
- Project Plan and Significant Milestones
  - Alignment and Commission Expectations: Commission and Staff must agree to the work program. Commission expects Staff to provide responses timely and where needed, provide options/alternatives with Staff’s recommendation.
- Coordination between Commission and Staff
  - Maintain awareness of each other’s priorities, near-term schedules and availabilities (how best to do this?)
- Collaboration between Commission and Staff
  - This is the most important aspect of all; we should strive to be open and share our opinions, especially in advance of milestones/events and to avoid disconnects. [Example of failure: Recent Staff Report published at 4:50 pm on a Friday, with a Public Hearing set for the following Tuesday and little time for the Commission to work on this, general unavailability of Staff over the weekend, and no advance “warning” to the Commission and bringing up issues that had already been settled. We need to be more unified at Public Hearings unless there is a very good reason not to be.]