

Fairfax Town Council Minutes  
Special Meeting for the Purpose of Conducting an Annual Goal-Setting **Retreat**  
Fairfax Women's Club  
Wednesday, **March 9, 2018**

Call to Order/Roll Call:

**COUNCILMEMBERS PRESENT:** Bruce Ackerman  
Barbara Coler, Vice Mayor  
Renee Goddard  
Peter Lacques, Mayor  
John Reed

**STAFF MEMBERS PRESENT:** Garrett Toy, Town Manager  
Michele Gardner, Town Clerk  
Janet Coleson, Town Attorney

Mayor Lacques called the special meeting to order at 10:15 a.m.

Approval of Agenda and Affidavit of Posting

M/S, Coler/Goddard, Motion to approve the agenda and Affidavit of Posting.  
AYES: Ackerman, Coler, Goddard, Reed, Mayor Lacques

The Council conducted the retreat, and discussed the following topics:

- Councilmember interactions/relationships
- Staff and Town Attorney interactions with the Council and expectations
- Council policies and protocols regarding the expectations/roles of councilmembers on commissions, committees, JPA's and as liaisons to different groups
- Agenda setting process, protocols, format, and other related issues (e.g., pledge of allegiance, add agenda recommendations)
- Town communication strategies, including website
- Fire prevention/inspection program
- Council meeting and administrative protocols, process, time management, and related issues
- Role of Town-appointed committees and commissions such as affordable housing committee and tree committee
- Town accomplishments of 2017
- Possible Town goals, priorities, budgetary/organizational issues, and projects/programs for 2018
- Need for special Council meetings/workshops (e.g., budget)
- Ordinance to amend Regular Meeting dates: add "as set by resolution from time to time" (to make January and July regular meetings for purposes of second readings).

The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Michele Gardner, Town Clerk