

Fairfax Town Council Minutes  
Special Meeting to Conduct a Retreat  
Fairfax Women's Club, 46 Park Road, Fairfax, CA  
Friday, **April 15, 2022**

Mayor Hellman called the Regular meeting to order at 9:15 am.

Call to Order/Roll Call:

**COUNCILMEMBERS PRESENT:** Bruce Ackerman, Renee Goddard, Barbara Coler,  
Chance Cutrano, Stephanie Hellman

**STAFF MEMBERS PRESENT:** Heather Abrams, Town Manager  
Michele Gardner, Town Clerk  
Janet Coleson, Town Attorney  
Greg Larson, Facilitator (consulting)

Public Comment

Mayor Hellman noted there were no members of the public in attendance.

Approval of Agenda and Affidavit of Posting

M/S, Coler/Ackerman, Motion to approve the Agenda and Affidavit of Posting.

AYES: Ackerman, Coler, Cutrano, Goddard, Mayor Hellman

Mr. Greg Larson facilitated a discussion that included the following:

- Retreat overview
- Communication style exercise
- Roles and Relationships
- Municipal Best Practices
  - Staying focused on Council priorities
  - Committees, commissions, and Council appointments
- Public Meeting Management

The Town Council reached consensus on the items below.

Provide onboarding/training for new mayors, councilmembers, and new members of boards, committees, and commissions. Provide a Council Handbook.

Make better use of the "Future Agenda Items" discussion. Include the Agenda Forecast in the agenda packet, adding a watermark to make it clear that it is a working draft subject to change.

Transition to one Councilmember liaison per committee over the next year, and ensure liaisons are non-voting.

Change the regular meeting start time to 6:30 pm.

Consider implementing a policy on participation by a councilmember from abroad.

Adjournment

The meeting was adjourned at 2:00 pm.