

**TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
PLANNING RETREAT
January 11, 2014**

<i>Time</i>	<i>Topic</i>	<i>Presenter/Leader</i>
8:30-8:45	Welcome and Introduction to Today's Session	Mayor Terry Bryan Gruesbeck, Mgr.
8:45-9:00	Overview of Retreat & Format	David Long, Facilitator
9:00-9:15	<i>State of the Town Report</i> Overview of Key Facts and Trends Affecting Pittsboro	Bryan
9:15-10:45	Department Head Reports¹	
10:45-11:00	Break	
11:00-12:15	Structured group brainstorming for Commission Focus Question: <i>'What are the most important issues, needs and opportunities facing the Town of Pittsboro over the next 3-5 years?'</i> ²	David
12:15-1:00	Lunch <ul style="list-style-type: none"> • <i>Continuation and closure of previous discussion as lunch is winding down</i> • <i>Comments by mayor and manager as appropriate</i> 	
1:00-2:30	Discussion of brainstorming results and identification of high-priority strategic directions³	David
2:30-2:45	Break	
2:45-4:00	Detailed action planning for very high priority strategies⁴	David
4:00-4:30	Wrap-Up/Adjournment	Mayor Terry Bryan

¹ Estimated seven department heads at no more than 10 minutes each with limited general Q&A

² End product: a prioritized list of specific ideas generated by the Board with numerical values

³ End product: a hierarchical set of about 5-7 broad strategic directions (e.g. quality growth, economic development, etc.) with a bulleted list of specific priorities under each

⁴ End product: detailed implementation plans for a handful of specific items deemed to be very high priority, listing the 'who, what, how, when, resources needed, etc.'