



TOWN COUNCIL SPECIAL MEETING

21 Main Street

Tuesday, December 30, 2025 at 6:30 PM

AGENDA

Possible additions to the agenda and related materials are not set forth herein.

Times set forth are approximate and may be adjusted as necessary.

I. WORKSESSION - 6:30PM

- A. Closed Session
- B. Discussion and possible action regarding the appointment of the Town Attorney and approval of an engagement agreement, with direction to the Mayor and Staff to proceed with implementation
- C. ADJOURNMENT.**



Motion for Convening a Closed Session

Council Meeting Date: December 30th, 2025.

Closed Session #1

I move that the Council convene in closed session to discuss the following:

- As permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving:
 - Discussion, consideration or interviews of prospective candidates for employment or appointment; OR
 - assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with **The review and interview of potential Interim Town Managers, The Discussion of appointment of the Town Attorney, The review of Town Attorney Proposals and engagement agreements.**
- As permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving:
 - discussion or consideration of the acquisition of real property for a public purpose; OR
 - disposition of publicly held real property
 specifically involving _____ [*Give location of property*], because discussion in an open meeting would adversely affect the City's bargaining position or negotiating strategy.
- As permitted by Virginia Code § 2.2-3711 (A)(4), a matter requiring the protection of the privacy of individuals in personal matters not involving the public business.
- As permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to:
 - the pending case **the matter of** _____ where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the City.
- As permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to _____.
- As permitted by Virginia Code § 2.2-3711 (A)(29), discussion of the award of a public contract for _____ [*Give nature of the contract*] involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City Council.
- As permitted by Virginia Code § _____, a matter involving: _____.

[IDENTIFY THE APPLICABLE PARAGRAPH OF § 2.2-3711(A) OR OTHER LAW AND GIVE THE SUBJECT MATTER AND PURPOSE FOR THE CLOSED SESSION.]

Votes:

Ayes:

Nays:

Absent from Vote: None

CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:
(requires a recorded roll call vote)

I move that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.

Votes:

Ayes:

Nays:

Absent from Vote: None

For Information:

Town Clerk

Effective date:

Stephen Clough, Town Recorder



Office of the Town Manager
Frank Cassidy

Item B.

STAFF REPORT

Warrenton Town Council
Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2 Vice Mayor
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	December 30 th , 2025.
Agenda Title:	Discussion and possible action regarding the appointment of the Town Attorney and approval of an engagement agreement, with direction to the Mayor and Staff to proceed with implementation.
Requested Action:	Hold the Special Meeting.
Department / Agency Lead:	Town Council
Staff Lead:	Carter Nevill, Mayor.

EXECUTIVE SUMMARY

The Mayor has called a Special meeting for December 30th, 2025, at 6:30 Pm. The meeting is planned to have two items.

- 1. Closed Session to discuss the Appointment of the Town Attorney, review the proposed agreement, review other agreements or firms if necessary, and Review Candidate information for Interim Town Manager with the potential to interview candidates.**

Draft Closed Session Motion-

As permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving: Discussion, consideration or interviews of prospective candidates for employment or appointment; OR assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with The review and interview of potential Interim Town Managers, The Discussion of appointment of the Town Attorney. The review of Town Attorney Proposals and engagement agreements.

- 2. Discussion and possible action regarding the appointment of the Town Attorney and approval of an engagement agreement, with direction to the Mayor and Staff to proceed with implementation.**

BACKGROUND

Town Code Sec. 2-39. - Special meetings.

The mayor, the town manager or any four (4) members of the council may call special meetings of the council at any time, after twelve (12) hours' written notice to each member served personally or left at his usual place of business or residence. Such notice shall contain a statement of the specific item or items of business to be transacted. Such meeting may be held at any time without notice, if all members of the council attend such meeting or waive notice thereof.

(Code 1981, § 2-12)

Charter reference— *Special meetings, § 4-2; reconsideration, etc., of vote at special meeting, § 4-5.*

State Law reference— *Giving notice of time and place of meetings, Code of Virginia, § 2.1-343.*

STAFF RECOMMENDATION

Hold the Special Meeting called by the Mayor.

Service Level/Collaborative Impact

The Town Attorney and Town Manager impact all levels of service.

Policy Direction/Warrenton Plan 2040

A policy analysis has not been completed for this item.

Fiscal Impact

Fiscal analysis has not been completed for this item.

Legal Impact

Legal impact has not been completed for this item.

ATTACHMENTS

- 1.
- 2.
- 3.