



**DRAFT**  
**Minutes of the Town Council Policy Committee Special Meeting**  
**January 27, 2026**  
**5:00 P.M.**

The Town Council Policy Committee conducted a special meeting in person.

**MEETING CALLED TO ORDER AT 5:00 P.M.**

**ROLL CALL**

Committee Members Present: Mayor Rob Moore and Council Member Badame.

Staff Present: Chris Constantin, Town Manager; Gabrielle Whelan, Town Attorney; and Wendy Wood, Town Clerk.

**CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)**

**1. Approve the December 8, 2025, Policy Committee Special Meeting Minutes.**

**MOTION:** Motion by Mayor Moore to approve the consent calendar. **Seconded by Council Member Badame.**

**VOTE:** Motion passed unanimously.

**VERBAL COMMUNICATIONS**

Member of the Public

- Commented on various concerns.

**OTHER BUSINESS**

**2. Appoint a Chair and a Vice Chair**

Council Member Badame introduced the item.

**MOTION:** Motion by Council Member Badame to appoint Mayor Moore as the Chair. **Seconded by Mayor Moore.**

**VOTE:** Motion passed unanimously.

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**MOTION:** Motion by **Mayor Moore** to appoint Council Member Badame as the Vice Chair.  
**Seconded by Council Member Badame.**

**VOTE:** Motion passed unanimously.

**Member of the Public**

- Commented in support of the appointments.

The committee announced they would be discussing item four before item three.

**3. Discuss and Confirm the Council Policy Committee Meeting Schedule for 2026**

Wendy Wood, Town Clerk, presented the staff report.

The Committee discussed the proposed options for the meeting schedule.

**MOTION:** Motion by **Council Member Badame** to approve the [monthly] meeting scheduled with the cancellation of the November and December meetings.  
**Seconded by Mayor Moore.**

**VOTE:** Motion passed unanimously.

**4. Develop 2026 Work Plan for the Council Policy Committee**

Wendy Wood, Town Clerk, presented the staff report.

**Member of the Public**

- Commented on the publishing and recording of the minutes.

The Committee discussed the proposed work plan items and requested the following items be removed and added:

- Remove a review of the Social Media Policy
- Add develop a Disruption of Audio/Video Service Policy for Council Meeting
- Add a review of the Elected Officials Travel and Expense Policy
- Add a review of principles for an Artificial Intelligence (AI) Policy
- Add a review of the use of Town Plan documents
- Add a discussion on how Council policies are formulated

The committee also discussed prioritization of the items and requested the top five be as follows:

- Develop a Public Records Request Policy
- Develop Disruption of Audio/Video Service Policy for Council Meeting

SUBJECT: Draft Minutes of the Council Policy Committee Meeting of January 27, 2026

- Elected Officials Travel and Expense Policy
- Artificial Intelligence (AI) Policy
- Review of the current practices for minutes and records of meetings

**MOTION:** Motion by Council Member Badame to approve the modified workplan.  
**Seconded** by Mayor Moore.

**VOTE:** Motion passed unanimously.

### **ADJOURNMENT**

The meeting adjourned at approximately 6:10 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the January 27, 2026, meeting as approved by the Town Council Policy Committee.

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Wendy Wood, Town Clerk