



DRAFT
Minutes of the Town Council Policy Committee Meeting
February 24, 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 January 27, 2026, Policy Committee Special Meeting Minute.**

MOTION: Motion by Council Member Badame to approve item number one. **Seconded** by Mayor Moore.

VOTE: Motion passed unanimously.

VERBAL COMMUNICATIONS

The following individual spoke during verbal communications:

1. Member of the Public

OTHER BUSINESS

- 2. Review and Provide Direction on the Current Practices for Meeting Minutes.**

Wendy Wood, Town Clerk, presented the staff report.

The following individuals spoke on this item:

1. Member of the Public

The committee discussed the item and asked questions.

MOTION: **Motion by Mayor Moore** to bring the policy to the Council with the recommendation to do “names only” [public comment] for everything [Verbal Communication and Agenda Items], and provide different options in the report.
 Seconded by Council Member Badame.

VOTE: Motion passed unanimously.

3. Review the Elected Official Travel and Expense Policy 2-03 and Provide Direction on Potential Updates.

Wendy Wood, Town Clerk, presented the staff report.

There was no public comment on this item.

The committee discussed the item and asked questions.

There was no action taken on this item.

ADJOURNMENT

The meeting adjourned at approximately 6:22 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the February 24, 2026, meeting as approved by the Town Council Policy Committee.

Wendy Wood, Town Clerk