



Town of New Castle
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Memorandum

To: Mayor & Council
From: David Reynolds
Re: Agenda Item: Consider Letters of Interest for Vacant Town Council Seat
Date: 05/19/2026

Purpose:

The purpose of this agenda item is to consider Letters of Interest for a vacant Town Council seat. Following the appointment of Grady Hazelton to the Mayor's seat during the April 7th Town Council meeting, Council considered available options for filling the resulting vacant Council seat. After discussion, Council elected to use the following process:

- Advertise the open seat to the public through the Town's various communication channels
- Accept Letters of Interest through the close of business on May 13th
- Distribute all submitted Letters of Interest to Town Council by May 15th
- Conduct interviews of interested candidates during the May 19th Council meeting

Following the interview process on May 19, 2026, Town Council may choose to:

- Narrow the field of candidates down to three candidates that may qualify for a second interview to be held on June 2nd
- Engage in further discussion
- Continue the discussion at the June 2nd Town Council meeting
- Vote to fill the vacant Council seat from the current pool of candidates
- Explore additional options as provided for in the Town Charter.

Staff has received Letters of Interest from nine residents who meet the qualification standards as outlined in the Town Charter. Council may take as much time as needed to interview each candidate or may establish time limits for individual interviews. If time becomes a concern, Council may continue this item to a future Town Council meeting.

