



Office of the Town Manager
Frank Cassidy

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.