



Office of the Town Manager  
Christopher E. Martino

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

# STAFF REPORT

<b>Council Meeting Date:</b>	May 12th, 2026.
<b>Agenda Title:</b>	Town Manager Interviews Announcement
<b>Requested Action:</b>	Announce the interviews under VA State Code § 2.2-3712 (B)
<b>Department / Agency Lead:</b>	Town Clerk
<b>Staff Lead:</b>	Stephen Clough, MMC,

## **EXECUTIVE SUMMARY**

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Interim Town Manager Christopher E. Martino has called a Special Meeting of the Warrenton Town Council. Pursuant to **Va. Code § 2.2-3712(B)**, the sole purpose of this meeting is to conduct interviews for the position of Town Manager (Chief Administrative Officer).

As required by statute, this announcement serves as the formal public notification that the Town Council will convene in a closed session for these interviews within the next 15 days.

## **BACKGROUND**

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The Town of Warrenton is currently seeking a permanent Town Manager. To facilitate an efficient and confidential hiring process, the Virginia Freedom of Information Act (VFOIA) provides a specific procedural path for interviews:

**§ 2.2-3712. Closed meetings procedures; certification of proceedings. B.** *The notice provisions of this chapter shall not apply to closed meetings of any public body held solely for the purpose of interviewing candidates for the position of chief administrative officer. Prior to any such closed meeting... the public body shall announce in an open meeting that such closed meeting shall be held at a disclosed or undisclosed location within 15 days thereafter.*

By making this announcement during an open meeting, the Council satisfies the legal requirement to proceed with candidate interviews privately.

### **The recruitment process was initiated this past Winter for a new Town Manager.**

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- January 13, 2026: Town Council approved engaging the Berkley Group to conduct the permanent Town Manager recruitment.
- January 15, 2026: Christopher Martino began his tenure as Interim Town Manager.

- February 13, 2026: Town Council held a Special Session with the Berkley Group to establish the ideal candidate profile and initiate the search process.
- March – April 2026: The Berkley Group advertised the position, received applications, and performed initial candidate vetting and preliminary interviews.
- April 30, 2026: In a Special Meeting, Town Council reviewed the vetted application materials and selected the final pool of candidates for formal interviews.
- Current Status: The Berkley Group is currently coordinating with the selected candidates to finalize the interview schedule.

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## **STAFF RECOMMENDATION**

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Staff recommends that the Town Council acknowledge the call for a Special Meeting and formally announce the intent to meet within the 15-day statutory window to interview Town Manager candidates.

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## **Service Level/Collaborative Impact**

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Selecting a permanent Town Manager is critical for the long-term stability of Town operations. This process ensures that the Council can collaborate effectively with the executive leadership to deliver services to the citizens of Warrenton.

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## **Policy Direction/Warrenton Plan 2040**

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This action aligns with the Plan 2040 goal of maintaining "High Quality Municipal Service" by ensuring the Town is led by a qualified professional capable of implementing the community's long-term vision.

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## **Fiscal Impact**

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There is no direct fiscal impact associated with the announcement itself. Costs related to the recruitment process (travel reimbursements for candidates or consultant fees) have been previously budgeted within the General Fund.

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## **Legal Impact**

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This procedure complies strictly with the Virginia Freedom of Information Act. Utilizing § 2.2-3712(B) protects the confidentiality of the applicants—which is standard professional practice—while maintaining the transparency required by law regarding the Council's schedule.

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## **ATTACHMENTS**

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1. FOIA Council Email