



Office of the Town Manager
Frank Cassidy

STAFF REPORT

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

Council Meeting Date:	February 11 th , 2025
Agenda Title:	Committees and Additional Council Meeting discussion
Requested Action:	Receive the information
Department / Agency Lead:	Town Manager
Staff Lead:	Town Manager Frank Cassidy

At the 2025 Organization Meeting, the Town Council requested information on Town Committees and the possibility to change the work session from the morning of the Town Council Regular meeting to an evening session the week prior to the regular meeting.

The Town Council has acted as a committee of the whole over the past five years. Per Robert Rules of Order, a committee of the whole is a device that enables the full Council to give detailed consideration to a matter under conditions like those of a committee, thereby allowing a more open exchange of views without the urgency of a final vote.

This description mirrors how the Town Council has been operating within existing resource constraints, as items are brought forward for discussion and debate during Town Council work sessions, and prior to the Town Council taking action at a regular Town Council Legislative meeting. The Town Council has directed staff to ensure that larger items come before them for review at the Work session one meeting before required action.

BACKGROUND

Town staff also participate in additional committees and work groups of the region including the County, General Assembly, and other associated work groups, and to support their work for the Town of Warrenton.

In 2022, Interim Town Manager Christopher E. Martino presented an analysis of the costs of an additional meeting. The staff report has been included in this agenda item.

STAFF RECOMMENDATION

Receive the information and discuss.

Service Level/Collaborative Impact

Members of all departments participate in meetings, committees, and additional work groups.

Policy Direction/Warrenton Plan 2040

The current Town Operations relate to the entirety of Warrenton Plan 2040.

Fiscal Impact

To be determined.

Legal Impact

To be determined.

ATTACHMENTS

1. 2022 Staff Report- Boards, Committees, and Commissions.
 2. 2022 Meeting Cost Analysis
 3. 2025 Committees List
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