



Office of the Town Manager
Frank Cassidy

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

Council Meeting Date:	November 12 th , 2025.
Agenda Title:	Appointment of Acting Town Manager
Requested Action:	Consider Appointment of the Acting Town Manager
Department / Agency Lead:	Human Capital
Staff Lead:	Ms. Kasey Braun, Human Capital Director.

EXECUTIVE SUMMARY

At the October 14th, 2025, Regular Town Council Meeting the Council voted to terminate the Contract with the Town Manager Mr. Francis "Frank" Cassidy. Mr. Cassidy's contract had a notice requirement and period which will expire on November 16th, 2025. Under the Town Charter and Town Code, a new Town Manager shall be appointed. Based on initial discussions, Council may choose to appoint an Acting Town Manager and provide direction for Staff.

BACKGROUND

Town Charter

Article VI. The Manager.

§ 6-1. Appointment.

There shall be a Town Manager who shall be the chief executive officer of the Town and shall be responsible to the Council for the proper administration of the Town government. He shall be chosen by the Council without regard to his political beliefs and solely on the basis of his executive and administrative qualifications. He shall be appointed for an indefinite period and shall hold office during the pleasure of the Council. (1964, c. 47)

§ 6-2. Employees.

The Town Manager shall appoint for an indefinite term the heads of all departments and all other officers and employees of the Town. The Manager shall have the power to remove any officer or employee appointed by him. (1964, c. 47)

§ 6-3. Duties and powers.

The Town Manager shall also have the following duties and powers:

- (a) To see that all laws and ordinances are enforced.*
- (b) To exercise supervision and control over all administrative departments and divisions.*
- (c) To attend all regular meetings of the Council, with the right to take part in the discussion, but having no vote.*

- (d) To recommend to the Council for adoption such measures as he may deem necessary or desirable.*
- (e) To execute all contracts on behalf of the Town.*
- (f) To prepare and submit to the Council the annual budget.*
- (g) To keep the Council advised as to the present and future needs of the Town and as to all operations of its government.*
- (h) To perform all such other duties as may be prescribed by the Charter, or be required of him by the Council. (1964, c. 47)*

Town Code

DIVISION 3. - TOWN MANAGER[8]

Footnotes:

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Charter reference— Town manager, Art. VI.

Cross reference— Responsibility for cemetery, § 5-2.

Sec. 2-126. - Appointment and term.

The town manager shall be appointed by the town council and shall hold office at the pleasure of the council.

(Code 1981, § 2-24)

Sec. 2-127. - Duties generally.

The town manager shall be the general administrative and executive head of the town and he shall exercise all functions and powers vested in him by the town council or conferred upon him by this Code or other ordinances of the town. He shall have supervision and control over all employees, agents or representatives of the town, except the town recorder and the town attorney, and of all agents, departments and branches of the municipal government. He shall exercise general supervision over the care, maintenance and operation of all town property. He shall be responsible to the town council and shall make such reports to it and at such times as the council shall deem proper.

(Code 1981, § 2-25)

STAFF RECOMMENDATION

Receive the information and consider appointment of an Acting Town Manager.

Service Level/Collaborative Impact

The Town Manger affects services of the Town at all levels.

Policy Direction/Warrenton Plan 2040

The Town Manger affects all policy directions of the Town.

Fiscal Impact

Fiscal Impact analysis has not yet been created.

Legal Impact

The Legal impact has not been analyzed.

ATTACHMENTS

- 1.
- 2.
- 3.