



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

<b>Council Meeting Date:</b>	December 9, 2025
<b>Agenda Title:</b>	Town Attorney & Town Manager Staffing Status
<b>Requested Action:</b>	Town Attorney & Town Manager Staffing Way Forward
<b>Department / Agency Lead:</b>	Human Capital & Risk
<b>Staff Lead:</b>	Kasey Braun, Director of Human Capital & Risk

## EXECUTIVE SUMMARY

This staff report provides an overview of the Town's current progress and next steps in the hiring processes for the Town Attorney and Town Manager positions.

## BACKGROUND

The previous Town Manager, Mr. Frank Cassidy, was separated from employment on October 14, 2025. Subsequently, Town Attorney Mr. Peterson submitted notice of his departure, effective December 31, 2025. These vacancies created an immediate need to fill both positions.

The first priority is to hire a Town Attorney by January 1, 2026, either on an interim or permanent basis. In regard to the Town Manager, the Town's Deputy Town Manager/Director of Finance Stephanie Miller was appointed Acting Town Manager while we search for an interim/permanent Town Manager. It is anticipated that an interim or permanent Town Manager will be in place no later than January 31, 2026.

In November, several staffing options for backfilling the Town Attorney and Town Manager positions were presented to Town Council. These include the following:

- > Cooperative Agreement
- > Request for Proposal (RFP), and
- > internal recruiting efforts.

Additionally, Town Council members were asked to submit firms or individual lawyers to Kasey Braun for direct outreach and consideration. The status of these submissions, along with any decisions made, is provided in the table.

Services	Vendor/Provider	Status
Legal TM	<b>Berkley Group</b>	Interested TA: Permanent Placement TM: Interim & Permanent Placement
Legal	<b>Briglia Hundley</b>	Pending Response
Legal	<b>Dunn Craig &amp; Francuzenko</b>	Interested
Legal	<b>Gentry Locke</b>	Respectfully Declined
Legal	<b>Harrison &amp; Johnston</b>	Not Available
Legal	<b>Litten &amp; Sipe</b>	Respectfully Declined
Legal	<b>Mark Dycio</b>	Interested
Legal	<b>Sands Anderson</b>	Respectfully Declined
Legal	<b>Spilman, Thomas, &amp; Battle</b>	Pending Response
Legal	<b>VF&amp;N</b>	No Response

The Vendors/Providers highlighted in green are those who are available and are interested, as of the date of this memo, in further discussing providing legal and/or TM services to the Town.

## STAFF RECOMMENDATION

Staff recommends that Town Council take the following actions:

1. Approve the Berkley Group as the vendor of record for the permanent Town Attorney search.
2. Approve the Berkley Group as the vendor of record for the Interim Town Manager engagement.
3. Approve the Berkley Group as the vendor of record for the permanent Town Manager search.

Should Town Council decide to proceed with this option, the following steps will be required:

- > Execute the contractual agreement with the Berkley Group to initiate services.
- > Begin the permanent placement process for both the Town Attorney and Town Manager. This includes defining needs and requirements, confirming salary expectations, reviewing and approving the recruitment brochure, posting the positions, conducting candidate interviews, and completing the hiring process. This effort may take up to six (6) months.
- > Initiate the interim Town Manager placement. The identified candidate, Christopher Martino, is available to begin immediately in January.

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### **Service Level/Collaborative Impact**

Establishing a clear plan for staffing the TA & TM ensures operational continuity, legal compliance, and stable leadership while supporting Council priorities and transparent governance.

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

Ability to meet the plan directives.

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### **Fiscal Impact**

1. **Town Attorney Transition & Hiring Costs.** These costs include interim legal coverage during the transition and headhunter
  - > Chap Petersen & Associates will continue to bill until the full transition is complete. Additionally, any ongoing cases being handled by Mr. Petersen or Mr. Corish will continue to incur costs until those matters conclude.
  - > Fees for the legal firms under consideration will be presented to Town Council once the analysis has been completed.
2. **Town Manager Transition & Hiring Costs.** These costs will represent a significant budget increase. They include:
  - > The severance package for Frank Cassidy
  - > Headhunter fees for the recruitment of permanent Town Manager
  - > Compensation for the interim Town Manager during the search period

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### **Legal Impact**

Unknown, but specifically not having a Town Attorney, the Town may be exposed to, but not limited to:

- > Legal noncompliance and litigation exposure
- > Slower and less informed decision-making
- > Weakened governance and policy integrity
- > Higher financial and reputational costs

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### **ATTACHMENTS**