



Memorandum

November 7, 2016

To: Personnel Committee

From: Tiffany Cummins, Town Clerk

Cc: Mayor & Town Council; Angela K. Clem, Town Manager; Mr. Albert T. Mitchell, Town Attorney; Administration; Media

Re: **Personnel Committee Meeting – 10 November 2016**

The purpose of this memorandum is to notify you of the following Council Committee meeting to be held on **Thursday, November 10, 2016, at 5:30 pm** in the Planning Commission Room of the Municipal Office:

- *Executive Session (State Code Section 2.2-3711.A.1): Town Manager Request*

If you have any additional questions after review of this memorandum, please feel free to contact me at the Municipal Office.