



Memorandum

December 13, 2018

To: Finance Committee and Personnel Committee

From: Mandy Belyea, Town Clerk

Cc: *Mayor & Town Council, Town Manager, Deputy Town Manager, Town Attorney, Department Heads, Media*

Re: **Committee Meetings – December 18, 2018**

The purpose of this memorandum is to notify you of the Finance and Personnel Committee meetings to be held on **Tuesday, December 18, 2018 beginning at 5:30 pm** in the Planning Commission Room of the Municipal Office. The agenda items are as follows:

Meeting/Topic	<i>Date/Time</i>
Finance Committee Meeting: <ul style="list-style-type: none"> • <i>Presentation of the Fiscal Year 2018 Audit by Mr. James Kelley, Robinson, Farmer, Cox Associates</i> • <i>Closed session pursuant to Section 2.2-3711(A)(8), specifically, consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel</i> 	<i>18 December 2018 at 5:30 pm</i>
Personnel Committee Meeting: <ul style="list-style-type: none"> • <i>Closed session pursuant to Section 2.2-3711(A)(1), specifically, discussion, consideration, or interviews of prospective candidates for employment</i> 	<i>Immediately following the Finance Committee Meeting</i>

If you should have any questions or concerns, please contact me at the Municipal Office.