TOWN BOARD SPECIAL MEETING

November 19, 2012 – Immediately following the work session

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided in the foyer of the Town Board Chambers. When you are recognized, step to the podium, state your name and address then speak to the Town Board.

Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes. Public comments are expected to be constructive. Written comments are welcome and should be given to the Town Clerk prior to the start of the meeting. Written materials will not be accepted during the meeting in the interest of time.

AGENDA

A. CALL TO ORDER

1. Roll Call

B. EXECUTIVE SESSION

An executive session pursuant to Section 24-6-402 (4) (f) (I) for the purpose of discussing personnel matters involving more than one employee, none of whom have requested an open meeting (Town Manager Annual Review; Town Attorney Annual Review) - Kelly Arnold, Ian McCargar & John Frey.

C. ADJOURN

TOWN OF WINDSOR
COLORADO

November 5, 2012

Patti Garcia, Town Clerk
Town of Windsor
301 Walnut Street
Windsor, CO 80550

Ms. Garcia:

Pursuant Town of Windsor Charter § 4.2 A, this letter serves as a formal request to schedule a Special Meeting of the Town Board for November 19, 2012 immediately following the Town Board work session. The agenda will include an executive session pursuant to § 24-6-402 (4) (f)(I) to discuss personnel matters where the employees who are the subject of the executive session have not both requested an open meeting. Town Manager annual review, Town Attorney annual review (K. Arnold, I. McCargar, and John Frey

Sincerely,

Kelly Arnold, Town Manager

cc: Mayor and Town Board Members
Ian McCargar, Town Attorney