

## M E M O R A N D U M

**TO:** Town Commission  
**FROM:** Tom Harmer, Town Manager  
**REPORT DATE:** January 27, 2020  
**MEETING DATE:** February 3, 2020  
**SUBJECT:** Proposed Change for March 23, 2020 Regular Workshop Meeting to be Designated as March 23, 2020 Special Meeting

### **Recommended Action**

Approve change of March 23, 2020 Regular Workshop Meeting to March 23, 2020 Special Meeting.

### **Background**

The Town Manager is recommending that the March 23, 2020 Regular Workshop Meeting be designated as a Special Meeting, rather than the traditional Regular Workshop Meeting in order to provide an opportunity to take formal action on two time-sensitive issues.

Those two items are the appointment to a vacancy on the Planning & Zoning Board previously held by Commissioner-Elect B.J. Bishop; and Commissioner appointments to Committees and Outside Agencies which are open due to Commissioners leaving the Town Commission.

The time sensitive nature of these appointments is due to important Town-related considerations before those Boards, Committees and Outside Agencies.

Items typically scheduled for discussion at the Regular Workshop Meeting, such as the Utilities Undergrounding Update, will still be held as part of the Special Meeting.

The schedule time for the March 23, 2020 Special Meeting would remain at 1:00 PM.

### **Recommendations**

Approve change of March 23, 2020 Regular Workshop Meeting to March 23, 2020 Special Meeting.

**End of Agenda Item**