

Town of Windsor

Memorandum

January 10, 2017

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Planning & Zoning Administrator

As you know, Dennis Carney resigned his position with the Town of Windsor to take a job with the Town of Keysville as their new Town Manager. As such, I have advertised for a replacement Planning & Zoning Administrator.

The applications are due to me by January 12th. I will keep Council informed as to the progress of finding his replacement.

This is for Council's information.