

Town Manager's Office

Memorandum

To: The Honorable Town Council
From: Joseph Duarte, P.E., Acting Town Manager
Cc:
Date: March 28, 2019
Subject: Leigh Carney, Town Clerk/ Executive Assistant

As you are aware, Ms. Carney has been performing the duties of the Town Clerk and the Executive Assistant to the Town Manager since December 1, 2018. She has been successfully managing all the functions necessary to carrying out the dual roles. As such, Ms. Carney has indicated that she would like to continue in this capacity going forward.

Considering how well she has been performing in this new role, I am recommending that the Town Council approve the appointment of Leigh Carney to position of Town Clerk/ Executive Assistant.

Also, in addition to her Town Clerk salary, Ms. Carney has been receiving a weekly stipend in the amount of \$350 to carry out the functions of the Executive Assistant. As such, I recommend that the stipend be incorporated into her salary.