



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

December 13, 2021

TO: Mayor and Board of Commissioners

FROM: Debora P. Diaz, Town Manager

REF: Town Manager's Agenda

1. Proposed 2022 Board of Commissioners meeting schedule

The following schedule has been coordinated with the BOC. Changes to the schedule may be made at any time. Two open comment public forums are scheduled: the spring forum on April 27 and the autumn forum on October 10.

Early voting sessions for March 8 primary and November 8 general election alter our February and October schedule to only one meeting each month.

Our tentative meeting schedule for the calendar year 2022 would be as follows:

Monday, January 10

Wednesday, January 26

Monday, February 7

Monday, March 7

Monday, April 11

Wednesday, April 27 (public forum)

Monday, May 9

Wednesday, May 25

Monday, June 13

**Wednesday, June 22 – potential
scheduling conflict, for discussion**

Monday, July 11

Monday, August 8

Monday, September 12

Monday, October 10 (public forum)

Monday, November 14

Monday, December 12

Board guidance is requested and at the conclusion of discussion a motion will be in order to adopt the regular BOC meeting schedule for the upcoming calendar year.

2. Board of Commissioners Retreat

The BOC has indicated a desire to hold a half-day retreat for discussion of general topics in the meeting room at Town Hall. Mayor Sproul has indicated his availability on three Saturdays in January, the 8th, 15th, or 22nd. No facilitator will be utilized; however, once a date has been selected Staff will appreciate members of the BOC communicating any specific topics for discussion to management.