



Collbran Board of Trustees
Special Meeting Agenda
Wednesday, May 14, 2025, 6:00 PM
Collbran Town Hall 1010 High Street
and Via Zoom
[Join the Meeting via Zoom](#)

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Changes or Deletions to Agenda
5. Persons not on the agenda
 - a. Please limit comments to three (3) minutes and address your comments directly to the Mayor.
 - b. Identify yourself by name and address when making comments.
 - c. Comments should be courteous, civil and constructive.
 - d. Town Board will make no decision nor take action, except to direct the Town Manager or Town Attorney.
6. Staffing Discussion
 - a. Town of Collbran Status Report
 - b. Administrative Assistant Job Description
 - c. Finance Director Job Description
 - d. Town Administrator Job Description
 - e. Administrative Assistant-Temp Employee
 - f. Staffing Evaluation, Advisement and Assistance
7. Consideration of Contract Appointment for Professional Services of Dustie Colella as Interim Town Clerk/Treasurer
8. Adjournment

Possible Board Work Session may Follow Regular Meetings

Work Sessions are for the purpose of Board members informally receiving reports and discussing town business.

No formal action shall occur at a work session. Any decisions proposed during a work session shall be approved at a subsequent board meeting in the appropriate manner.

NOTICE TO READERS: Town Board meeting packets are prepared several days prior to the meetings. Timely action and short discussion on agenda items does not reflect lack of thought or analysis on the Trustee's part as issues have been discussed by Trustees in workshop or committee meetings which are open to the public. **The Board of Trustees may take action on any of the agenda items as presented or modified prior to or during the meeting, and items necessary or convenient to effectuate the agenda items.**

PUBLIC INVITED TO ATTEND: The Public will be limited to three minutes each unless prior arrangements have been made with the Town Clerk or Administrator. Town Trustees may not respond to your comments on this evening, rather, they may take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up.