OCTOBER 28th, 2026 - 6:00 PM
SPECIAL MEETING

1. **CALL TO ORDER -**Mayor Stephen Nothem called the Special Meeting of the Town of Gilcrest Board of Trustees to order at 6:00 p.m.
   A. Pledge of Allegiance
   B. Roll Call: Mayor Stephen Nothem – Present, Mayor Pro Tem Norman Martinez – Present, Trustee John Baker – Present, Trustee Fulton – Excused, Trustee Laura Meisner – Present, Trustee Linda Shutt – Present
   C. Staff Present: Town Administrator Saine and Town Attorney Choate
2. **APPROVAL OF THE AGENDA**
   A. Motion by ___ to approve the agenda. Second by _____.
      1. Voice Vote: All in favor; no dissention heard.
      2. Result: Agenda approved without amendment.
3. **OLD BUSINESS**
   A. Ordinance No. 2026-12 – Planning Commission Realignment Ordinance
   B. Motion by ____ to adopt Ordinance No. 2026-12 – Planning commission Realignment Ordinance.
   C. Open to Public comment. No public comment.
   D. Roll Call Vote: Trustee Baker – Yes; Mayor Pro-Tem Martinez – Yes; Trustee Meisner – Yes; Trustee Shutt - Yes
4. **ADJOURNMENT - 6:08 PM**

OCTOBER 28th, 2026 - 6:15 PM
WORKSESSION

1. **QUASI-JUDICIAL TRAINING FOR THE GILCREST BOARD OF TRUSTEES AND PLANNING COMMISSION**
   A. Town Attorney Bob Choate provided quasi-judicial training to the Board of Trustees and Planning Commission regarding their legal responsibilities when considering matters requiring impartial, evidence-based decisions.
   B. The training addressed the distinction between legislative and quasi-judicial proceedings, emphasizing the importance of due process, fairness, transparency, and adherence to established procedures.
   C. Topics included conflicts of interest, disclosure of potential biases, ex parte communications, public hearing procedures, consideration of testimony and evidence, and the requirement that decisions be based upon the applicable Town Code, adopted standards, and evidence presented during the hearing rather than personal opinions or outside influences.
   D. Choate also discussed the importance of ensuring that applicants and interested parties receive a fair opportunity to be heard.
   E. The training was intended to strengthen the Board's and Planning Commission's understanding of their responsibilities and reduce the Town's exposure to legal challenges arising from quasi-judicial decisions.

APPROVED: ATTEST:

_____ _____

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Steven Nothem, Mayor

Hana Ciembronowicz, Town Clerk

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