

LEGAL MEMORANDUM

To: Gardnerville Town Board

From: David H. Rigdon, Esq., Town Counsel

Date: January 7, 2025

Re: Monthly Attorney Report – December 2024

This Memorandum provides a summary of legal services provided by Town Counsel during the month of December 2024. To preserve attorney/client confidentiality and the attorney work-product privilege, this memo contains only a general overview of the services provided.

During this month, the Town Attorney worked on the following items:

- 1) Review items submitted for the January 7, 2025, Board agenda, including supporting documentation, approve as to form and content, and provide suggested revisions, including:
 - a. Consent calendar, correspondence and claims, minutes of past regular and special meetings, Town Manager report, Main Street Gardnerville report, and Board Member liaison reports.
 - b. Town Manager land-use presentation;
 - c. Open meeting law presentation
 - d. Ethics training presentation;
 - e. Town Manager request to redeem unused leave;
 - f. National Radon Month proclamation;
 - g. Appointment of liaisons; and
 - h. Election of Chair and Vice-Chair.
- 2) Prepared open meeting law and ethics presentations for January board meeting.
- 3) Answered miscellaneous legal inquiries from Town Manager and staff.
- 4) Drafted Town Attorney report.