TOWN OF IRVINGTON, VIRGINIA

MINUTES
TOWN COUNCIL OPERATIONS COMMITTEE MEETING
TUESDAY, NOVEMBER 16, 2026
1:00 PM

The meeting was called to order by chair Fran Westbrook at 1:10 pm. Committee member Wayne Nunnally was present as well as Mayor Julie Harris. Chris Henley also attended.

Chris Henley of Mill Creek Geek updated the committee on his work related to de-commissioning the old website, archiving old Google users, and a quote on digitizing the Town's files.

Chris proposed an AI- Assisted records management approach for town records (document attached). Projected costs included a one-time Phase 1 Pilot cost of $6250, ongoing annual software license $1800, and ongoing monthly hardware rental $250. Potential future expansion cost would range from $8500 - $14,000.

Due to the complexity of the topic and the implementation cost, it was decided that Chris would make a presentation to the Town Council at its January or February regular meeting. He will reach out to Charles to confirm the date.

The committee also discussed the upcoming annual staff review. Last year's staff evaluation and their salary increase history was provided. It was decided that the same protocol used last year would be followed again this year, and that Fran will send to each town council member a *Town Staff Performance Evaluation Form* requesting it be completed and returned to the committee by November 23, 2026. Committee recommendations will be presented to the Town Council at its December meeting in a closed session.

The following meetings were set:
November 30 @ 1:00 pm Review evaluation forms and discuss staff review
December 07 @ 12:00 Conduct staff interviews with Justin and Charles

The meeting was adjourned at 2:14 pm.

Respectfully submitted,
Frances Westbrook, Chair
Town Council Operations Committee