



# MEMORANDUM

TO: Town Council

FROM: Lorraine Sahlieh, Talent Acquisition Supervisor

SUBJECT: Finalists for Town Attorney position

## SUMMARY OF PROCESS

### Recruitment Process:

- Job posted from 08/01/2025 – 08/30/2025.
- The position was advertised through various job boards, professional associations, social media platforms and Town website to ensure broad outreach.
- Talent Acquisition Supervisor conducted passive sourcing through LinkedIn which resulted in two applications.
- 27 total applications were received.
- Town's current outside counsel participated with Recruitment and Town Management in terms of resume and application review. Outside counsel assessed the resumes to review knowledge, experience, skills and abilities met minimum requirements.
- 6 candidates were invited for rotating panel interviews with senior leadership and HR.
- Following the interview process, senior leadership debriefed and through a consensus three candidates were identified across the board as our finalists.

## FINALISTS

Finalists are listed in no particular order. The summaries provided below include only highlights from their panel interviews and is intended to support the final round of evaluation while helping to minimize bias.

- **Breena Meng** - Currently serving as a Senior Assistant City Attorney at City and County of Denver. Over 18 years of experience; she has conducted thorough research of the Town and plans published in multiple areas; she has vast experience in municipalities; demonstrated the ability to balance protecting organization from legal risk while still supporting innovation; articulate with communication.

- **Joshua Roberts** - Currently serving as a Senior Assistant City Attorney at City and County of Denver. Over 12 years of legal experience; demonstrated confidence and enthusiasm in his communication; demonstrated the ability to be innovative and create creative solutions while balancing the organization's needs; has a vast amount of experience from Denver.
- **Stefanie Boster** - Currently serving as Deputy City Attorney at City of Fort Collins. Over 21 years of legal experience; demonstrated strong experience in Planning and Development, ordinances, impact fees, procurement; transferable skills she could bring from Fort Collins and Cheyenne; thoughtful and strong communication skills.

## **SCHEDULE FOR TUESDAY, SEPTEMBER 30<sup>TH</sup>**

- 6:00 p.m. – Start meeting with study session format, no public comments taken.
- 6:00 p.m. – 6:30 p.m.: Breena Meng
- 6:30 p.m. – 6:40 p.m.: Break
- 6:40 p.m. – 7:10 p.m.: Josh Roberts
- 7:10 p.m. – 7:20 p.m.: Break
- 7:20 p.m. – 7:50 p.m.: Stefanie Boster
- 7:50 p.m. – 8:50 p.m.: Executive Session

## **NEXT STEPS**

- October: Based on Council direction and parameters, Town Manager Fleming and staff will negotiate the contract with the selected candidate.
- November 4<sup>th</sup> (Tentative) Council approves the appointment of the new Town Attorney and the contract (with the agreed upon start date).