



## MEMO

**TO:** Mayor and Town Council

**FROM:** Joseph Fivas

**DATE:** June 28, 2011

**SUBJECT:** Board Appointment Procedures

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The following pages provide you with information on the applicants and the vacant seats available on both the Planning Board and Board of Adjustment. We encourage you to contact the applicants to discuss both your and their expectations of the appropriate Board to which they applied. We have also attached a copy of the revised questions asked in the past for your convenience.

At the meeting, you will need to interview each new applicant for the Planning Board and then nominate each applicant individually and vote on them at that time.