

# **MEMORANDUM**

## **Administrative Services**

***Town Clerk            Risk Management            Human Resources***

**TO:**                 Robert Middaugh, Town Administrator

**FROM:**             Barbara McDaniel, CMC, Assistant Town Clerk

**THROUGH:**       Gail Reinfeld, MMC, Administrative Services Director

**DATE:**             June 1, 2000

**SUBJECT:**         Education, Research and Training Authority

Mayor Venis has advised that he is resigned from the Education, Research and Training Authority and has asked that this appointment be placed on the agenda. The appointment needs to be a citizen of the Town and should have an interest in promoting the education complex and the term will expire September 2000.