MEMORANDUM

Administrative Services

Town Clerk *Risk Management* *Human Resources*

TO: Mayor and Town Council

FROM: Barbara McDaniel, CMC, Assistant Town Clerk

THROUGH: Gail Reinfeld, MMC, Administrative Services Director

DATE: June 9, 2000

SUBJECT: Open Space Advisory Committee

The Town Clerk's Office has received electronic mail from Lisa Edmondson advising of her resignation from the abovementioned Committee. Ms. Edmondson's term expires July 2000 and Councilmember Clark will need to make an appointment to fill the vacancy.

The Parks and Recreation Department has also received a verbal resignation from Jean Mesler. Ms. Mesler's term expires July 2000 and Vice-Mayor Weiner will need to make an appointment to fill the vacancy.