



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: January 6, 2022

RE: Appointment of Deputy Town Clerk/Treasurer

Ms. Randi Gallivan will remain as an employee of the Town of Foxfield to train Ms. Julie St-Pierre for a few months and potentially longer term on a limited basis as needed. Therefore, staff recommends the Board appointment Randi as the Deputy Town Clerk/Treasurer for the Town of Foxfield this evening, retroactive to December 9th, 2021.

RECOMMENDED MOTION:

"I move to approve the appointment of Randi Gallivan as Deputy Town Clerk/Treasurer retroactive to December 9th, 2021."