



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: May 19, 2022

RE: Appointment of Town Clerk/Treasurer and Deputy Town Clerk/Treasurer

We are excited to present Ms. Kathleen Schmitz to the Board of Trustees for appointment as the new Town Clerk/Treasurer for the Town of Foxfield. In addition, staff recommends that the Board appoint Ms. Randi Gallivan as the Deputy Town Clerk/Treasurer.

RECOMMENDED MOTION:

“I move to approve the appointment of Kathleen Schmitz as Town Clerk/Treasurer contingent upon successfully passing a background and reference check and appointing Randi Gallivan as the Deputy Town Clerk/Treasurer.”