

BOARD OF ALDERMEN

ITEM NO. B(5)

AGENDA ITEM ABSTRACT
MEETING DATE: October 21, 2003

TITLE: Appointment of a Deputy Town Clerk

DEPARTMENT: n/a	PUBLIC HEARING: YES ___ NO <u>x</u>
ATTACHMENTS: A. Resolution	FOR INFORMATION CONTACT: Sarah Williamson, 918-7309

PURPOSE

The Mayor and Board of Aldermen are requested to adopt the attached resolution appointing Sharmin Mirman as Deputy Town Clerk

INFORMATION

Ms. Sharmin Mirman has recently taken the position of Assistant to the Mayor. She will be working 20 hours per week. In an effort to provide back up coverage for the Town Clerk, the Mayor and Board of Aldermen are being requested to appoint Ms. Mirman as Deputy Town Clerk. Richard White no longer provides back up coverage for the Town Clerk.

ADMINISTRATION'S RECOMMENDATION

The administration recommends that the Board adopt the attached resolution appointing Sharmin Mirman as the Town's Deputy Town Clerk.