

VII. ADMINISTRATIVE ITEMS

A. Recruitment for Open Positions

Town Engineer Mercurio notified the Committee that the recruitment information has been posted on the TSAC page and the Volunteer page of the website.

B. Draft Response Letters

Town Engineer Mercurio handed out a draft boiler plate response letter to the residents for use when issues are brought to the attention of the staff or Committee. Minor modifications were requested which will be incorporated.

VIII. NEW BUSINESS

None.

IX. REPORTS FROM COMMITTEE MEMBERS AND LIAISONS

None.

X. COMMUNICATIONS

None.

XI. ADJOURNMENT

ACTION: It was M/S (Treat/Peterson) to adjourn. Vote: 4-0.

BY ORDER OF THE CHAIR, THE MEETING WAS ADJOURNED AT 6:11 p.m.

Respectfully submitted by:

Jill Mercurio, Town Engineer