

MEMORANDUM

TO: Mayor and Town Council

FROM: [*Click here and type Name of Officer*] , [*Type Officer Title*]

SUBJECT: Recommendation for the [*Type Name of Board or Commission*] vacancy(s)

DATE: [*Click here and type Date of Board meeting*]

RECOMMENDATION: The [*Type Name of Board or Commission*] met on [*Day of Week*], [*Month*] [*Date*], [*Year*], and by a [*Unanimous, or (X to Y)*] vote have made the following recommendation(s) to the Town Council for consideration:

- [*Name of Applicant*], [*Reappointment or Appointment*], [*Seat Category*]
- [*Name of Applicant*], [*Reappointment or Appointment*], [*Seat Category*]

SPECIAL REQUEST(S):

[*Add any request for action by the Council other than the recommendation.*]
[*(i.e. leave some seats vacant, or No Comment)*]

BACKGROUND: [*Add details included in the consideration of the recommendation*]
[*or No Comment*]

Note: Communications and Public Affairs notes that the [*Type Name of Board or Commission*] reviewed the following applications: [*Enter all Names of Applicants provided*], . [*Name of Applicant*], withdrew his/her application on [*Date*], . [*No or NUMBER*], additional applications were received between [*Click here and type Date of Board meeting*] and the [*Date of Monday prior to Council Meeting*] for the [*Seat Category*] .