

TOWN OF DURHAM



Office of the First Selectman

P. O. Box H

Durham, Connecticut 06422

January 4, 1982

Mrs. Marjorie C. Hatch, CMC
Town Clerk
Durham, CT 06422

Dear Mrs. Hatch:

At the new Board of Selectmen's "organizational Meeting" of December 30, 1981 (postponed from December 17, 1981) the board set the following procedures:

1. Selected Mrs. Maryann P. Boord to be the Acting First Selectman in the event of Dr. Mather's absence or disability;
2. Established a policy of 24 hour notification and the posting of an Agenda in the event that a Special Meeting is to be called;
3. Set the first and third Thursdays of each month as the meeting dates for the Board of Selectmen for 1982; said meetings to be held in the Public Meeting Room in the Town Hall at 7:30 P.M.

Sincerely,

Donna D. White
Secretary to the First
Selectman

