



GZA

Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: November 22, 2023
Re: Board of Engineers Recommendation, December 6 Council Meeting

NOV 22 2023

Handwritten notes or initials on the right margin.

Stephen Knapman has been promoted to the full-time position of Deputy Chief of Administration overseeing Safety, Training, & Health.

It is my recommendation to add D/C Knapman to the Board of Engineers filling the second Deputy position by virtue of his position.

Please forward to the Town Council for their consideration.

CONCURRED
[Signature]
STEVEN CONTENTE
Town Administrator

TOWN COUNCIL
DEC 06 2023
MEETING