

**From:** Scott Larsen [REDACTED]@chilmarkma.gov  
**Sent:** Monday, June 04, 2018 7:49 PM  
**To:** townadministrator@chilmarkma.gov  
**Subject:** Re: Are you seeking Reappointment to a volunteer town board, committee or commission?

Hello,

I would like to request my reappointment on the shellfish advisory committee. I look forward to continuing my involvement in setting shellfish catch limits, deciding opening and closure dates, helping to keep our town's shellfish resources sustainable, and more. Thank you for your consideration.

-Scott Larsen

On Wed, May 30, 2018 at 11:16 <townadministrator@chilmarkma.gov> wrote:

Good morning:

I am writing to thank you for your dedicated & time-consuming volunteer service on a town committee, and inform you that your term of office has expired. At the beginning of the month your staff was requested to inform you, and seek your written request to be reappointed.

We are looking for a short note that says you are seeking reappointment and mentions something that you think is important about your service. It could be something that you are proud that the group achieved during your service, something that you want the group to work towards in your next term, or something that highlights your special contributions to the work of your chosen group.

Could please send your note to me at your earliest convenience? I will schedule it on the Selectmen's agenda for their next meeting. The deadline for June 5<sup>th</sup> is June 1<sup>st</sup> at 12 noon.

Thank you again for the time you have dedicated our community!

Tim

PS. If we don't hear from you by June 14<sup>th</sup> at noon, we will assume that you wish to retire from your volunteer appointment(s) and we will actively solicit new community members to serve.