



Office of the Town Manager

Paul E. Cohen
Town Manager

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July 21, 2022

TO: Select Board
FROM: Paul Cohen, Town Manager
Re: List of Qualified Officers & Designated Backup Signatory

In accordance with the provisions of Section 4-6 of the Town Charter, I hereby submit for your approval the following list which is comprised of three qualified officers who may be designated to perform the duties of Town Manager during my temporary absence or disability:

- Assistant Town Manager Stephen Maffetone
- Finance Director John Sousa
- Department of Public Works Director Christine Clancy

Either Assistant Town Manager Stephen Maffetone or Public Works Director Christine Clancy can also serve as my temporary replacement to sign payroll and vendor warrants in those rare circumstances that I am absent from being able to perform this duty in a timely manner.