

**Lisa Tomyl**

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**From:** Janet K. Adachi [jkajeg@msn.com]  
**Sent:** Tuesday, June 24, 2014 12:41 PM  
**To:** Lisa Tomyl; Peter Berry (home)  
**Cc:** Steve Ledoux  
**Subject:** Fwd: Committee Reappointments 2014

Lisa, Peter,

The appointment slip for Corrina Roman-Kreuze as associate on ACHC apparently needs the BOS Clerk's signature. Was that completed last night? Still pending?

Lisa,

A heads-up: the BOS at its next regular meeting will have to do the appointment of Dan Buckley to the 2d associate position on ACHC. He wasn't even on the reappointment list because he was a voting member and his term wasn't expiring this month. Thanks. Janet

Janet K. Adachi  
[jkajeg@msn.com](mailto:jkajeg@msn.com)

Begin forwarded message:

**From:** Mary deAlderete <[mdealderete@acton-ma.gov](mailto:mdealderete@acton-ma.gov)>  
**Subject:** RE: Committee Reappointments 2014  
**Date:** June 24, 2014 12:24:43 PM EDT  
**To:** Janet Adachi <[jkajeg@msn.com](mailto:jkajeg@msn.com)>  
**Cc:** Eva Szkaradek <[eszkaradek@acton-ma.gov](mailto:eszkaradek@acton-ma.gov)>, Katelyn Huffman <[khuffman@acton-ma.gov](mailto:khuffman@acton-ma.gov)>, Nancy Tavernier <[ntavern@comcast.net](mailto:ntavern@comcast.net)>

Dear Janet,

Thanks for your note. We double-checked and Ms. Roman-Kreuze's appointment slip is awaiting the final signature from Mr. Berry to become "official".

While we understand that Mr. Buckley is supposed to be reappointed (as an associate member this term), we do not have an appointment slip for him – but would be glad to email him once we receive it.

Please let me know if we can be of further assistance.

Best regards,

**MARY DE ALDERETE**  
Asst. Town Clerk

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**From:** Janet K. Adachi [<mailto:jkajeg@msn.com>]  
**Sent:** Tuesday, June 24, 2014 12:14 PM  
**To:** Katelyn Huffman  
**Cc:** Eva Szkaradek; Mary deAlderete; Nancy Tavernier  
**Subject:** Re: Committee Reappointments 2014

All,

Some confusion here, due to the BOS's vote last night to change the allocation of positions on the ACHC, from 7 voting and -0- associates, to 5 voting and 2 associates. This reallocation accords with  
-the newly amended state law under which ACHC came into existence and that now specifically authorizes associates, and  
- the amended Town charter, which authorizes ACHC to have 5-7 voting and 2 associates

After approving that change, the BOS appointed Corrina Roman-Kreuze to one of the associate positions. Or that was our intention. Did that not happen?

One other thing: Dan Buckley, who also has been a voting member in the past year while the above-described amendments were pending, needs to be appointed to the 2d associate position for the coming year. He apparently wasn't on the reappointment list at all, presumably because his 3-yr term wasn't expiring this year. That was an oversight that the BOS will have to attend to at its next meeting. Thanks. Janet

Janet K. Adachi  
[jkajeg@msn.com](mailto:jkajeg@msn.com)

On Jun 24, 2014, at 11:46 AM, Katelyn Huffman wrote:

The Board of Selectmen has approved all committee reappointments as of Monday, June 23rd.

The following member(s) have been reappointed for the term starting July 1, 2014:

Nancy Tavernier  
Bernice Baran

All reappointed members **MUST** be sworn in for their new term of office *before* beginning their next meeting as a board member.

The Clerk's Office is open from Monday – Friday 8:00 AM to 5:00 PM to facilitate this. No appointment is necessary. Members unsure of their status should contact the Clerk's Office via return email or at 978-929-6620.

Board members should familiarize themselves with the attached Board and Committee Handbook and informative Open Meeting Law Checklists.

According to State guidelines, all Board and Committee Members must take the Ethics Online Course (and accompanying exam) every two years. Use the link below if necessary. **Read the instructions thoroughly** as they address common problems you may experience with web browsers and popup blockers. Please call the Clerk's Office in order to inquire whether we have a current certificate on file for a particular board member.

<http://www.mass.gov/ethics/new-online-programs-available-december2012.html>

Finally, please remember that all Boards/Committees MUST have the required number of members for quorum sworn in BEFORE posting the next meeting.

After the first meeting, please forward a list of those chosen for the positions of Chair, Vice-Chair, or Clerk. The Chair is responsible for compiling agendas and sending them to the Clerk's Office for posting.

We are here to assist you if you have any questions regarding the process.

Regards,

**Katelyn Huffman**

Administrative Clerk

Town Clerk's Office

Phone: 978-929-6620

Email: [Clerk@Acton-ma.gov](mailto:Clerk@Acton-ma.gov)