



July 16, 2020

Ms. Ellen Planer
Town Clerk
Town of Falmouth
271 Falmouth Road
Falmouth, ME 04105

Dear Ms. Planer:

Pursuant to the Town Charter effective July 1, 2020, I am submitting this letter for your file to name a designee in my absence. The language in **Section 303. Absence of Town Manager** states:

By letter filed with the Town Clerk the Town Manager shall designate, subject to approval by the Council, a qualified person to exercise the powers and perform the duties of the Town Manager during the Town Manager's temporary absence or disability. During such absence or disability, the Council may revoke such designation at any time and appoint another person to serve until the Town Manager shall return or the Town Manager's disability shall cease. In the event of failure of the Town Manager to make such designation, the Council may by resolve or order appoint a qualified person to perform the duties of the Town Manager until the Town Manager shall return or until the Town Manager's disability shall cease.

In my absence, Amy Lamontagne, Assistant Town Manager, will perform the duties of Town Manager. This letter is in effect until June 30, 2021. Thank you for your assistance with this matter and please contact me if you have any questions.

Sincerely,

Nathan A. Poore
Town Manager