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**To** : Town Council  
**From** : Bob Burns, Town Manager  
**Date** : December 4, 2025  
**Re** : Decommissioning and Sunset Provisions for Council Appointed Committees

Dear Council,

We want to take a few minutes to discuss a few committee housekeeping measures.

The Branding and Wayfinding Committee was established in May of 2022. Members brainstormed ideas, created a survey to gather community feedback, created draft signage, determined wayfinding sign locations and presented this information to the Council May 28, 2024. Additional work was done with Council feedback on welcome signs was gathered and the committee presented an update again on August 20, 2024.

The sunset provision states that the committee shall automatically terminate upon its recommendation to the Town Council “unless the council extends the time of termination”. We wanted to be sure that the Council, though they all had mixed opinions on what was presented, is fine with closing the chapter on this committee’s work and removing it from the active committee list.

We would like to formally decommission the Smith Cemetery Committee, established in September of 2020, to explore access and expansion options for the cemetery. The expansion plan is now at the RFP stage with bids expected by December 11, 2025.

The Energy Advisory Committee performed energy inventories and audits and worked on the Town Energy Plan adopted in 2010. They also assisted the Town with a LED streetlight conversion project. The committee was very active initially but has been inactive since 2016. We would like to formally decommission this committee as well.

Committee members are a huge aid to the work we do, and we appreciate all their efforts.