

Agenda Item No.   /    
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** W. Lee Palmer, Interim Town Manager  
**DATE:** June 25, 2024  
**SUBJECT:** Authorization for Grants, Agreements and Contracts

**Summary of Agenda Item:**

Change the authorization from Aroscha Jayawickrema to W. Lee Palmer, Interim Town Manager effective July 29, 2024.

**Action Needed:**

Move to substitute W. Lee Palmer, Interim Town Manager as the authority to apply for grants, enter into grant agreements and to execute other specific contracts including signing checks on behalf of the Town of Berlin, said authority having previously been authorized to former Town Manager, Aroscha Jayawickrema effective July 29, 2024.

**Attachments:**

None

**Prepared By:** Kate Wall, Town Clerk

*LB for KTW*