

April 7, 2023

Tim,

It's been almost 6 months and we are pleased with Anna's performance. I am in the process of doing a written performance review and will complete it soon.

When she was hired, we all agreed she would receive a grade increase once the board felt she'd taken enough classes to warrant it. The board agrees that she has reached that point.

In addition to partaking in other educational opportunities she's completed:

*ServeSafe Certificate Class

*Soil Evaluator Class -NEIWPC

*Wastewater and title 5 program in Massachusetts -Local Public Health Institute of Massachusetts

She also has other classes scheduled and is managing all of this with only a mild case of "mashed potato" brains. (Her terminology ☐)

I am asking for you to put your signature next to mine on her paperwork so we can fulfill that simple agreement made on September 29, 2022.

You know how to reach me if you have questions, but this impressive list of accomplishments should speak for itself.

Thank you.

Katie