

Item # 4

Nicola Strong
PO Box 173
New Boston, NH 03070

December 14, 2015

Peter Flynn, Town Administrator and Board of Selectmen
Town of New Boston
PO Box 250
New Boston, NH 03070

Dear Peter, Dwight, Joe and Christine:

I am writing to formally give notice of my resignation from my position as Planning Coordinator in the Town of New Boston.

According to the Personnel Policy Manual, a notice period of at least two weeks is appreciated. As a Department Manager, however, and in light of both the upcoming holiday season and the ongoing projects in the Planning Department, I am giving five weeks notice and my final working day will therefore be January 15, 2016.

I will complete the Zoning Ordinance Amendment process for the 2016 ballot and prepare the information the Planning Board most recently requested for the Master Plan update and will assist where possible in the transition process.

I am proud to have worked for the Town of New Boston for 18 years and give my thanks to everyone who over the years provided their assistance and support.

Sincerely,



Nicola Strong

c.c. Peter Hogan, Chair, and New Boston Planning Board