



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

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To: Members of the Board of Selectmen

From: Adam W. Chapdelaine, Town Manager

RE: Request to Approve Professional Development Expenditure

Date: June 4, 2015

In accordance with section 6A of my employment agreement with the Board of Selectmen, I am writing to request approval of payment of tuition for a course that I am interested in taking that is not otherwise expressly authorized in said section. The course is offered through the Harvard School of Public Health and is titled Executive Education for Sustainability Leadership. I have attached the course brochure for the Board's review. As you will see, the course is offered over a four day period spanning from July 7 – 10. The standard tuition for this course is \$3,900, but via a scholarship for municipal employees offered by the program, I am able to attend for a tuition cost of \$2,500.

As the Board knows, I am both very interested and passionate about issues of sustainability and I feel that this course is a tremendous opportunity for me to grow professionally and enhance the skill set that I bring to table in my service to the Town of Arlington. There are adequate funds within the Human Resources Department's professional development budget should the Board approve this request.

I greatly appreciate the Board's consideration of this request and I would be happy to answer any questions that the Board may have.