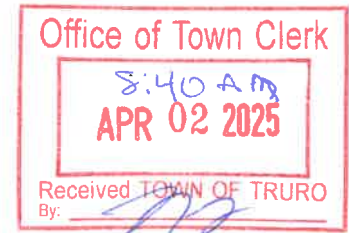


Ad Hoc Town Seal Committee  
Meeting Minutes  
February 28, 2025  
9am Zoom Meeting



Present: Holly Ballard-Gardner, *Chair*  
Peter Cook, *Vice-Chair*  
Chris Nagle, *Clerk*  
Sue Lichtenstein, *Member*  
Isadora Medley, *Member*  
Apryl Shenk, *Alternate*  
Stephanie Rein, *Select Board liaison*  
Nicole Tudor, *Town Hall liaison/support*  
Kelly Clark, *Asst. Town Manager*

Called to order at: 9:00 am

**Approval of Minutes**

None – first meeting.

**Activity Report**

All attendees introduced themselves and the attending Town employees explained their roles. Nicole is the new Town Clerk and will be the Committee's Town Hall liaison, Stephanie is the Select Board liaison. Kelly Clark introduced herself as the Asst. Town Manager.

The charge of the committee was reviewed: to develop a revised Town Seal as required by Massachusetts State Law, to be the seal that signifies official business of the Town. The process will entail reviewing the existing seal and considering its cultural and historical accuracy, while developing an appropriate new representation of the Town. Also discussed was: engaging stakeholders so the committee understands the interests and concerns, using professional design services, and identifying areas of use for the seal across Town departments. The Committee is expected to provide progress reports to the Select Board on a quarterly basis and develop a town meeting warrant article for voter approval of the new seal.

Committee members introduced themselves at more length.

The election of officers occurred: Chair, Vice Chair, and Clerk. By unanimous vote, Holly was elected Chair, Peter as Vice Chair, and Chris as Clerk. Chris agreed to assume this role for now, expecting to share the role with others. The Committee discussed holding twice-monthly, one-hour meetings – a mix of in-person and virtual meetings with the next meeting being in person at a time that a majority of members could attend, to be determined by a poll. The meetings will be open to the public.

Stephanie explained that the role of the "Alternate" is to participate in discussion but unable to vote. Staff mentioned that the Town would supply different staff support depending on each meeting's topics. Future meeting locations would be determined based on availability once the days and times are scheduled.

**Old Business**

None – first meeting.

**New Business**

Nicole is to send out a poll for scheduling meetings.

Peter will summarize *Provincetown Independent* articles regarding the current town seal for next meeting.

Apryl offered to bring historical information she has collected.

Holly will contact Katie Riconda about Yarmouth's seal update process and a potential presentation showing their process.

Nicole will scan historical information on the current seal.

Nicole and Katie Riconda will begin to compile a list of how and where the town seal is currently used.

All committee members will brainstorm potential stakeholders for the Committee to communicate with over the coming months and bring their ideas to the next meeting.

**Adjournment**

A motion to adjourn was made, seconded and voted on. Meeting was adjourned at 10am.

Respectfully submitted,

Chris Nagle



Chris Nagle, Clerk

