

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")  
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This form has two sides. *Complete items 1 – 4 before closing the meeting.*

1. **Recorded vote to close the meeting:** Date: 7/28/25; Time: 6:38; Location: Chester town  
Motion to close meeting made by: Clara Rankin Seconded by Debbie Westerland  
Members in favor: all; Opposed: none;  
Abstaining: none; Absent: Bruce Riedel, Melissa Walters

2. **Statutory authority to close session (check all provisions that apply).**  
**This meeting will be closed under General Provisions Art. § 3-305(b) only:**

(1) ☒ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) ☒ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) ☐ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) ☐ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) ☐ "To consider the investment of public funds"; (6) ☐ "To consider the marketing of public securities"; (7) ☐ "To consult with counsel to obtain legal advice"; (8) ☐ "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) ☐ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) ☐ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) ☐ "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (12) ☐ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13) ☐ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14) ☐ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process." (15) ☐ "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

Continued →

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

| Citation<br>(insert #<br>from above)            | Topic                                  | Reason for closed-session discussion of topic |
|---|--|---|
| §3-305(b) <input checked="" type="checkbox"/> 1 | Executive<br>director annual<br>review | personnel matter                              |
| §3-305(b) <input checked="" type="checkbox"/> 2 | initial report                         |   |
| §3-305(b) <input type="checkbox"/>              |  |   |
| §3-305(b) <input type="checkbox"/>              |  |   |
| §3-305(b) <input type="checkbox"/>              |  |   |

4. This statement is made by , Presiding Officer.

Rachel M. Durso

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**WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUMMARY TO BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING. (See also template for summary.)**

- For a meeting closed under the statutory authority cited above:

Time of closed session: 6:30 - 7:00

Place: Chester town

Purpose(s): personnel

Members who voted to meet in closed session: all (see p. 1)

Persons attending closed session: Rachel Durso, John Murphy, Erin Cunningham, Clara Rankin

Authority under § 3-305 for the closed session: Deborah

Topics actually discussed: ED evaluation Deborah

Actions taken: none westernland

Each recorded vote: \_\_\_\_\_

- For a meeting recessed to perform an administrative function (§ 3-104): Time: \_\_\_\_\_

Place: \_\_\_\_\_

Persons present: \_\_\_\_\_

Subjects discussed: \_\_\_\_\_