

MEMORANDUM

TO: Linda Bettencourt, Town/City Clerk
FROM: Insurance & Claims Committee
DATE: November 28, 2016
RE: 2017 Meeting Schedule

Please be advised that the regular meetings of Insurance & Claims scheduled for 2017 will be held on the first Tuesday of each month at 7:00 p.m. in Conference Room 208.

The specific meeting dates are as follows:

January 3, 2017

February 7, 2017

March 7, 2017

April 4, 2017

May 2, 2017

June 6, 2017

July 5, 2017*

August 1, 2017

September 5, 2017

October 3, 2017

November 7, 2017

December 5, 2017

January 2, 2018

*Wednesday due to holiday

Cc: Marie Norwood, Common Council Clerk