

## MEMORANDUM

**To:** Linda Bettencourt  
Town Clerk

**From:** Geen Thazhampallath  
Chair, Building Committee SFD

**Re:** Schedule of 2017 Meetings for the SFD Building Committee

**Date:** May 8, 2017

Please accept this correspondence as official notification of the SFD Building Committee's regular meeting schedule for calendar year 2017.

The committee will be meeting on the 2nd Monday of every month at **5:30 PM in the SFD Meeting Room** unless otherwise specified through formal notification to your office prior to a particular meeting. The meeting dates for 2017 are as follows:

- May 8, 2017
- June 12, 2017
- July 10, 2017
- August 14, 2017
- September 11, 2017
- October 10 , 2017\* Tuesday due to Columbus Day on Monday
- November 13, 2017
- December 11, 2017

Thank you in advance for your attention to this matter.