



## MEMO

**TO:** Mayor and Town Council

**FROM:** Peggy Piontek

**DATE:** December 14, 2010

**SUBJECT:** Adoption of 2011 meeting schedule

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The meeting schedule for 2011 must be adopted by Council. The changes this year are as follows:

- First meeting of the month time changes from 7:00 p.m. to 6:30 p.m.
- Second meeting of the month time changes from 6:00 p.m. to 6:30 p.m.
- Please note the first meeting in November has been changed from Tuesday November 8<sup>th</sup>, Election Day to Monday November 7<sup>th</sup>.