



MEMORANDUM

TO: ASHLEY FLYNN
CITY AND TOWN CLERK

FROM: BRIG SMITH, GENERAL COUNSEL

DATE: November 4, 2019

RE: **NOTICE OF CANCELLATION OF THE REGULAR MEETING OF THE
INSURANCE & CLAIMS COMMITTEE**

The Regular Meeting of the Insurance & Claims Committee scheduled to be held on Tuesday, November 5, 2019 at 7pm in Room 208 has been cancelled.