

**MEMORANDUM**  
**DEPARTMENT OF PLANNING, CONSERVATION AND DEVELOPMENT**

**TO:** Town Clerk and Members of the Design Review and Preservation Board

**FROM:** Joseph J. Samolis, Director of Planning, Conservation and Development

**DATE:** November 12, 2019

**RE:** DRPB Meeting Cancellation

Please be advised that the Design Review and Preservation Board meeting scheduled for Wednesday, November 13, 2019 has been cancelled.