

MEMO

Date: April 29, 2015

To: Elected Officials, Town Departments Heads and Chairman of all Boards & Commissions

From: Denise Menard, First Selectman

Re: Annual General Meeting

Please be advised that we have scheduled the Charter mandated General Meeting for Thursday, May 28, 2015 at 6:00 p.m. at the Town Hall. It is recommended that all elected officials, town department heads and chairman of all boards and commissions attend. You can certainly mention this to your staff and members of your boards and commissions as they are welcome to attend. Economic Development Consultant Roger J. O'Brien will be discussing Town development opportunities and options for East Windsor's future. We look forward to productive discussions regarding future development in East Windsor. All suggestions or questions are welcome.

Please respond to the First Selectman's office of your attendance by Thursday, May 14th to insure that handout materials will be available for everyone. Light refreshments will be served. We look forward to seeing you at the meeting and hope that you will find the information valuable while serving the Town.

/jrb

Denise Menard - First Selectman - Town of East Windsor
860.623.8122 - dmenard@eastwindsorct.com

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