

# MEMORANDUM

**To:** Linda Bettencourt, City and Town Clerk  
**From:** Joseph Samolis, Chief of Staff   
**Date:** 11/17/2016  
**RE :** Standardization and Specifications Committee

## 2017 CALENDAR YEAR

### STANDARDIZATION AND SPECIFICATIONS COMMITTEE

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The Standardization and Specifications Committee will meet on an as needed basis upon the request from departments.

RECEIVED  
16 NOV 18 PM 12:00  
TOWN CLERK  
MIDDLETOWN, CONN.