

**MEMORANDUM
PLANNING, CONSERVATION & DEVELOPMENT DEPARTMENT**

TO: Town Clerk and Members of the Zoning Board of Appeals

FROM: Bruce Driska, Deputy Director of Planning, Conservation & Development 

DATE: December 17, 2015

RE: Cancellation of January 7th Zoning Board of Appeals Meeting

Please be advised that the January 7, 2016 meeting of the Zoning Board of Appeals has been cancelled due to lack of new business. The next scheduled meeting will be held on February 4, 2016.

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PLANNING, CONSERVATION & DEVELOPMENT DEPARTMENT