



## MEMORANDUM

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**TO:** ASHLEY FLYNN  
CITY AND TOWN CLERK

**FROM:** BRIG SMITH, GENERAL COUNSEL

**DATE:** December 29, 2022

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

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**The Regular Meeting of the Insurance & Claims Committee scheduled to be held on Tuesday, January 3th, 2023 at 6pm has been cancelled.**