



## MEMORANDUM

---

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

**FROM:** BRIG SMITH, GENERAL COUNSEL

**DATE:** December 30, 2021

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

---

**The Regular Meeting of the Insurance & Claims Committee scheduled to be held on Tuesday, January 4th, 2022 at 6pm has been cancelled.**