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TOWN OF VERNON

OFFICE OF THE
TOWN ADMINISTRATOR

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October 8, 2014

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**Chairman
Town of Vernon
Boards, Commissions and Committees
Vernon, Connecticut**

Dear Chairman:

Mayor Daniel A. Champagne cordially invites you to attend, along with members of your commission, a meeting concerning Standard Process and Policies for Boards, Commissions and Committees. The highlight of the meeting will be current Freedom of Information laws and how they are applied to municipal boards, commissions and committees. This meeting is being held on October 29, 2014 at 6:00 PM in the Town Council Chambers, Memorial Building, 14 Park Place, Vernon. In addition to Mayor Champagne, presenters will include, Mr. Thomas Hennick, Public Information Officer for the State of Connecticut FOI, John D. Ward Town Administrator and Town Attorney Harold Cummings. Light refreshments will be served.

All Board and Commission members are encouraged to attend. If you have any suggested topics, please forward your suggestions. A final agenda will be distributed before the meeting.

Please rsvp for your commission by calling Diane Wheelock 860-870-3601 or by email dwheelock@vernon-ct.gov:

Sincerely,

**John D. Ward
Town Administrator**