

**MEMORANDUM**  
**DEPARTMENT OF PLANNING, CONSERVATION AND DEVELOPMENT**

**TO:** Town Clerk

**FROM:** William Warner, AICP, Director of Planning, Conservation and Development

**DATE:** August 19, 2010

**RE:** Budget Subcommittee meeting

Please be advised that the Budget Subcommittee of the Planning and Zoning Commission will be meeting on Wednesday, September 15, 2010 at 6:30 pm in the Council Chambers.

WW/eh