



Memorandum

To: Susan Pawluk Town Clerk

From: Deputy Chief Jon Gottfried

Date: September 13, 2013

Subject: LEPC Meeting

Susan,

I understand from Andrea Boissevain that there might have been a scheduled meeting of the LEPC set for September 19, 2013 at 0900 hrs. at the Birdseye Complex.

As Emergency Management Director, I would like to officially cancel that meeting and reschedule the meeting for Monday October 21, 2013 at 0930 hrs. in the fire department basement training room Stratford Fire HQ 2750 Main Street. Parking is in the rear of the Fire Station and EMS HQ.