



**TOWN OF EAST WINDSOR**  
**PLANNING & ZONING DEPARTMENT**  
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**MEMORANDUM**

**TO:** Joanne Slater, Town Clerk

**FROM:** Marlene Bauer, Planning & Development Department

**DATE:** November 23, 2015

**SUBJECT: Cancellation of Zoning Board of Appeals Meeting  
Scheduled for December 7, 2015**

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Please be advised that the Zoning Board of Appeals meeting scheduled for **Monday, December 7, 2015** has been cancelled as no new applications have been received.

The next regular meeting is scheduled for **Monday, January 4, 2016 at 7:00 p.m.**

cc: Robert Maynard, First Selectman  
Zoning Board of Appeals members