

**MEMORANDUM**

To: Michelle Krampitz, Town Clerk  
From: Richard J. Johnson, Town Manager  
Date: May 17, 2021  
Re: **Special Meeting Notice**

The Town Council Rules of Procedure Subcommittee will meet at 8:30 a.m. on Tuesday, May 18, 2021. This meeting will be conducted through Zoom Video Conferencing.

The business to be transacted involves a report and recommendation on proposed changes to the Council Rules of Procedure concerning remote participation in meetings and other protocols.

Please post this Notice.

RJJ/sal