

## **M E M O R A N D U M**

**To:** Tom Harmer, Town Manager  
**From:** Susan Phillips, Assistant to Town Manager  
**Report date:** June 24, 2021  
**Meeting date:** July 2, 2021  
**Subject:** Cancellation of September 13, 2021 Special Workshop Meeting (Budget)

### **Recommended Action**

Cancel September 13, 2021 Special Workshop Meeting (Budget).

### **Background**

The Town Commission held a Special Budget Workshop Meeting on June 21, 2021 at 9:00am. At this meeting, the Town Commission discussed the current year (FY21) Budget, and reviewed the FY22 Budget currently under development.

The Town Commission's adopted 2021 Meeting Schedule provided for a tentative Special Workshop Meeting on September 13, 2021 at 9:00am to discuss outstanding issues related to the FY22 Budget development. At the conclusion of the June 21, 2021 Special Workshop Meeting there was agreement that meeting is not needed as staff has clear direction to complete the FY22 Budget, without another Special Workshop Meeting.

This item is placed on the July 2, 2021 Regular Meeting Consent Agenda to formally cancel the September 13, 2021 Special Workshop Meeting.

### **Staff Recommendation**

Cancel September 13, 2021 Special Workshop Meeting (Budget).

**End of Agenda Item**