



**STAFF REPORT**

Meeting Date: September 8, 2015

Agenda Item #: 12d

TO: Mayor and Town Council  
FROM: Department Head, Department  
THRU: Susan Parker, Town Administrator  
TITLE: **ABC Board Letter Concerning Travel Policy**  
ATTACH: Letter

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**Summary:** Attached is the annual letter authorizing the ABC Board to use the Town Travel Policy.

**Recommendation:** Motion to Forward the Letter Authorizing the ABC Board to Use the Town Travel Policy.