



TOWN OF WEST SENECA

TOWN SUPERVISOR  
SHEILA M. MEEGAN  
TOWN COUNCIL  
EUGENE P. HART  
WILLIAM P. HANLEY, JR.

**TO:** Honorable Town Board / Town of West Seneca  
**FROM:** Lauren Masset  
Youth Service Coordinator  
**DATE:** April 24, 2015  
**RE:** Status Change for Grace Reedy, Clerk Typist

Dear Honorable Town Board,

Kindly change the status of Clerk Typist, Grace Reedy, from part time to part time seasonal effective May 18, 2015 until September 28, 2015.

Please authorize the Supervisor to sign the necessary forms for Erie County Personal.

Thank you for your consideration in this matter.

Respectfully Submitted,

Lauren Masset  
Youth Service Coordinator

**MAY 11 2015**