



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 20, 2016
RE: Status Change for Emily Baker (Recreation Attendant PT)

Dear Honorable Town Board,

Kindly change the status of Emily Baker from part-time to part-time seasonal effective May 8, 2016 and ending September 3, 2016

Emily assists with our various different department programs and tasks.

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

Respectfully Submitted,


Lauren Masset
Youth Service Coordinator

