

January 5, 2016

Mr. Wayne Wink, Town Clerk  
Town of North Hempstead  
200 Plandome Road  
Manhasset, NY 11030

Dear Mr. Wink:

RE: Website Posting  
Carle Place Water District  
2016 Meeting Schedule

Would you kindly arrange to have the following information posted on the Town of North Hempstead's website for the Carle Place Water District:

“Regular meetings of the Board of Commissioners of the Carle Place Water District are held on the second and fourth Tuesday of each month at 7:00 PM. All meetings are held at the Carle Place Water District office, 578 Mineola Avenue, Carle Place, NY 11514, 516 333-0540.”

If there are any changes to the regular meeting schedule, or special meetings scheduled, i.e., public hearings, bid openings, budget hearing, etc., you will be contacted as soon as possible to post the information in a timely manner. Postings are also placed at the office site at both the front and rear entrances to the building.

If you have any questions, please do not hesitate to contact me.

Sincerely,

*Theresa Alexandro*

Theresa Alexandro  
District Clerk