

## MEMORANDUM

**TO: ADC BOARD OF DIRECTORS**

**FROM: CARLTON N. BROCK, JR., CHAIRMAN**

**DATE: NOVEMBER 17, 2017**

**RE: NOTICE OF SPECIAL MEETING**

As Chairman of the Town of Amherst Development Corporation I hereby notify you of a Special Meeting of the Board of Directors of the Town of Amherst Development Corporation, to be held **Friday, December 8, 2017 at 8:00 am** at the Corporation offices.

The purpose of this meeting is to consider the refinancing request and application of The Summit Center, Inc. project and the adoption of resolutions for the project.

Please confirm your attendance with Laure at the Corporation offices via phone – 688-9000 or email, [laure@amherstida.com](mailto:laure@amherstida.com)