

## Joe Colangelo

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**From:** Joe Colangelo <jcolangelo@hinesburg.org>  
**Sent:** Wednesday, January 22, 2014 10:05 AM  
**To:** Allegra Miller (amiller@cssu.org); Jeffrey O'Hara (johara@cssu.org)  
**Cc:** 'Melissa Ross'; 'rmarshall@hinesburg.org'  
**Subject:** Hinesburg School & Town Meeting

Dear Jeff & Allegra –

We are all set to host the Town and School Meetings at CVU on March 3<sup>rd</sup>. As you can see, our set-up time will be somewhat rushed but we should be able to pull it off. I plan to be at CVU at 5pm sharp to help set-up the auditorium for the evening.

Bests,

-joe-

**From:** Susan Jipner [<mailto:sjipner@cvuhs.org>]  
**Sent:** Wednesday, January 22, 2014 10:10 AM  
**To:** Joe Colangelo; Kevin Riell; John Sherman; Jacob Safari; [rmarshall@hinesburg.org](mailto:rmarshall@hinesburg.org); Kurt Proulx  
**Subject:** Hinesburg School & Town Meeting

Joe,

Kevin Riell asked me to reply to your request regarding the Hinesburg School & Town Meeting being held at CVU on March 3.

The earliest the auditorium will be available that day is at 5 p.m. Rehearsals were scheduled before this request and they begin right after school. On this date, they will finish earlier than usual which will give you one hour to set up the auditorium. Because both meetings have been combined this year it has created this unfortunate overlap.

Jacob Safari, has committed to providing AV services for this event. His rate is \$55/hour plus taxes. Feel free to contact him by email at: [jsafari@cvuhs.org](mailto:jsafari@cvuhs.org) to discuss AV needs.

A reminder that the building is locked up at 11 p.m. If this meeting was to extend past that time, there would be a charge for a custodian to stay and secure the building.