



Finance Department  
Brendan T. O'Connell  
Director

September 1, 2016

Norway Savings Bank  
Attn: Robert Harville, AVP  
446 Forest Avenue  
Portland, ME 04101

Re: 501-509 Warren Avenue / Shed Happens  
Reduction of Performance Guarantee to Defect Guarantee  
Letter of Credit No. 015-006

This is to inform you that I am authorizing the reduction in the above-named Performance Guarantee in the amount of \$14,679.00. The remaining balance of \$1,631.00 is now a Defect Guarantee.

If you require any further information, please let me know.

Sincerely,

Brendan T. O'Connell  
Finance Director

cc: Barbara Barhydt, Development Review Services Manager  
Philip DiPierro, Development Review Coordinator  
James Dealaman, Administrative Officer