

CITY OF PORTLAND, MAINE  
M E M O R A N D U M

TO: Dan Brown, Customer Service Coordinator  
FROM: Lynne A. Benoit, Legal Secretary *LAB*  
DATE: November 16, 1995  
RE: Insurance Binder Issued to Stephen Mardigan

Attached, for your files, is the insurance binder which has been issued on behalf of Stephen Mardigan.

This binder has been issued for a 30 day period pending receipt of the endorsement. When the endorsement has been issued, the Holden Agency will send the insurance certificate to my attention. I will forward the certificate to you and also send a copy to Sam Hoffses for recording on microfiche.

I told Diane Turner about the two different addresses listed on the binder, 648 Baxter Boulevard and 684 Baxter Boulevard, she said that she would confirm Mr. Mardigan's address and correct whichever address was wrong.

I will follow up on this in December.

/lab

Attachment

pc: P. Samuel Hoffses, Chief of Inspection Services (memo only)

*684 Baxter Boulevard*