



Quentin H. Rueckert Executive Director

> Daniela Belanger Assistant Director

MEMORANDUM

TO: Barkhamsted Town Clerk, Colebrook Town Clerk, Hartland Town Clerk,

Norfolk Town Clerk

FROM: Quentin H. Rueckert

DATE: December 11, 2023

RE: Committee for Shared Services

Please be advised that it has been determined that we will not hold the December meeting of the Committee for Shared Services on December 18, 2023. This meeting is only held if necessary. Our next scheduled meeting is January 22, 2024.

If you have any questions, please contact us at the number indicated above.

Happy Holidays to you and your families!!