



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: May 11, 2022

RE: CHANGE to Committee for Shared Services May Meeting Date

Please be advised that the May meeting of the Committee for Shared Services scheduled for Monday, May 16, 2022, has been changed to Tuesday, May 24, 2022. The meeting will still take place virtually at 5:00 pm.

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