



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: March 13, 2023

RE: CHANGE to March Committee for Shared Services Meeting Date

Please be advised that the next meeting of the Committee for Shared Services scheduled for Monday, March 20, 2023, has been rescheduled to Monday, March 27, 2023, due to a schedule conflict. A Special Agenda for the meeting will be sent before the meeting date.

Please post and change your records accordingly. Thank you.