



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: September 8, 2021

RE: CHANGE to September Committee for Shared Services Meeting Date

Please be advised that the next meeting of the Committee for Shared Services scheduled for Monday, September 20, 2021, has been rescheduled to Tuesday, September 21, 2021, due to a schedule conflict. An Agenda for the meeting will be sent before the meeting date.

Please post and change your records accordingly. Thank you.