

**SHARED SERVICES
BARKHAMSTED, COLEBROOK, HARTLAND, NORFOLK, REGIONAL #7
94 Battistoni Drive, Winsted, CT 06098-1879**

**Frank Samuelson
Interim Executive Director**

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MEMORANDUM

TO: Barkhamsted Town Clerk, Colebrook Town Clerk, Hartland Town Clerk, Norfolk Town Clerk, Committee Members

FROM: Frank Samuelson

DATE: December 12, 2014

RE: No December Committee Meeting

Please be advised that it has been determined that we will not hold the December meeting of the Committee for Shared Services on December 15, 2014. This meeting is only held if necessary so it will not be rescheduled. Our next scheduled meeting is January 26, 2015.

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