

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

**Quentin H. Rueckert
Executive Director**

**Telephone: 860-379-8583
FAX: 860-379-3498**

MEMORANDUM

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

FROM: Quentin Rueckert

DATE: May 19, 2017

RE: CHANGE to Committee for Shared Services Meeting Date

Please be advised that at the May 15, 2017, meeting of the Committee for Shared Services it was decided to change the date of our June meeting so that all Committee members can attend from Monday, June 19, 2017, to TUESDAY, MAY 23, 2017, with a start time of 4:30. An Agenda for the meeting is attached.

Please post and change your records accordingly. If you have any questions, please contact us at the number indicated above.