

**TOWN OF GLASTONBURY
MEMORANDUM**

**DEPARTMENT OF ADMINISTRATIVE SERVICES
Financial Administration**

TO: BOARD OF FINANCE
FROM: *JBT* Julie Twilley, Director of Finance
DATE: January 31, 2020
SUBJECT: **NOTICE OF SPECIAL MEETING**

A Special Meeting of the Board of Finance will be held on **Friday, February 14 at 8:00 am** at Town Hall in Meeting Room A. Business to be transacted includes a budget discussion and the preparation by the BOF of its proposed annual town budget for submission to the Town Council for consideration. In addition, the meeting will include discussion of the Board's normal monthly topics.