

**TOWN OF GLASTONBURY
MEMORANDUM**

**DEPARTMENT OF ADMINISTRATIVE SERVICES
Financial Administration**

TO: INSURANCE ADVISORY COMMITTEE
FROM: Julie Twilley, Director of Finance & Administrative Services
DATE: May 26, 2020
SUBJECT: **NOTICE OF SPECIAL MEETING**

A Special Meeting of the Insurance Advisory Committee will be held on **Thursday, June 25 at 5:30pm** via Zoom Conference Call. Specific details for Zoom access will be filed with the meeting agenda.

Business to be transacted includes, but is not limited to, reviewing the Town's Schedule of Insurance and loss experience as well as taking action on a recommendation for the coming year's insurance renewal for liability, automobile, property and worker's compensation coverage.