

**TOWN OF GLASTONBURY
MEMORANDUM**

**DEPARTMENT OF ADMINISTRATIVE SERVICES
Financial Administration**

TO: BOARD OF FINANCE
FROM: Keri Rowley, Director of Finance & Administrative Services
DATE: November 20, 2023
SUBJECT: **NOTICE OF SPECIAL MEETING**

A Special Meeting of the Board of Finance will be held on **Tuesday, November 28th at 9:00AM** at Town Hall in Council Chambers, with an option for Zoom Video Conferencing. Business to be transacted includes Board of Finance meeting minutes from November 15, 2023, discussion and possible action on a \$1,190,000 appropriation and transfer from the General Fund – Unassigned Fund Balance to Capital Projects Fund – HVAC and Indoor Air Quality Improvement to Public Schools, and the tentative FY 2024/2025 Board of Finance Budget Calendar.