



Town of South Windsor

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074
TELEPHONE (860) 644-2511

Dear Fellow Building Facilities Professionals:

The Town of South Windsor is holding a roundtable discussion regarding Building Facilities management experiences –Challenges and Opportunities. The general purpose of the meeting would be to discuss the opportunities for information exchange and networking. We welcome you to join us on Thursday May 31st, 8 am to 11:30 am, at the Edward F. Havens Sr., South Windsor Annex, 1530 Sullivan Avenue, South Windsor. (Coffee and refreshments to be provided).

The proposed agenda for the meeting is as follows:

- 8:00 Sign in
- 8:15 Welcome and Introductions
- 8:30-9:30 Roundtable Discussion: What are our Challenges?
- 9:30 -9:50 Coffee Break
- 9:50-11:00 Roundtable Discussion: Opportunities-How Can We Help Each Other?
- 11:00-11:30 Summary-Where do We Go from Here?

Please RSVP by email, if you and your team are planning on attending so we can have a head count for a coffee break and room setup. We have limited seating for 30 guests so it will be first come first serve RSVP.

Sincerely,

A handwritten signature in blue ink, appearing to read "Clay Major", written over a horizontal line.

Clay Major
Facilities Manager