



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 Wednesday, October 16th, 8 am to 11:30 am, at the Edward F. Havens Sr., South Windsor Annex located at 1530 Sullivan Ave, South Windsor. (Coffee and refreshments will be provided.)

The proposed agenda for the meeting is as follows:

8:00 Sign in

8:15 Welcome and Introductions

8:30-9:30 Open Discussion

9:30- 9:50 Coffee Break

9:50-11:30 Daikin Applied Presentation. Duane Rothstein, Vertical Marketing Manager Daikin Applied, and Steve LeClair Sales Representative from SWAN Associates

Please RSVP by email directly to Clayton.major@southwindsor.org if you and your team are planning to attend so we have an accurate head count for coffee break and room set up. We have limited seating for 30 guests so it will be first come first served.

Sincerely,

Clay Major
Facilities Manager