



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: Shawn Fortune, DPW; India Adams-Jacobs, MPA, ICMA-CM, Town Manager

COPY: Mark Inboden, IES, Jamie Silves, IES, Operator

DATE: January 8, 2026

RE: Request for Approval – HVAC Repair at Wastewater Treatment Plant

BACKGROUND

This memo is to request Town Council approval for necessary HVAC repairs at the Wastewater Treatment Plant, with expenditures not to exceed \$25,000.

PROPOSAL DETAILS

The HVAC system at the Wastewater Treatment Plant requires immediate repair to maintain proper temperature control and air quality in the facility. This system is critical for maintaining correct operating conditions and ensuring the safety and comfort of staff working at the facility.

RECOMMENDATION

Staff recommends approval of HVAC repairs not to exceed \$25,000, covering parts, labor, and any necessary permits or inspections.

DRAFT MOTION

Authorization to proceed with the HVAC repair in an amount not to exceed \$25,000, funded from sewer repair and maintenance (520-500100-6007), and authorize the Town Manager to execute the agreement.