

MEMORANDUM

**Business Item B**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of the Planned Maintenance Agreement submitted by Cummins Sales & Service for maintenance on the Town Hall / Fire Station Generator in the amount of \$5,112.11.

Included is a copy of the proposed agreement. This is the generator that services the Town Hall & Fire Station. The proposed agreement is for 3 years.

**SUGGESTED MOTION(S):**

*Motion to approve the Maintenance Agreement submitted by Cummins and authorize the Administrator to execute said agreement.*

If you have any questions about this information, please feel free to call or e-mail me.

Respectfully Submitted  
Kelsey