

MEMORANDUM

Business Item B

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of the project proposal submitted by Bassett Mechanical for the replacement and installation of new heating lines at the Town Hall at a cost of \$6,445.

Bassett has been working with Administrator Wisnefske to resolve the heating/cooling issues the Town Hall has been experiencing. The included proposal is what Bassett recommends to address creating more uniform heating/cooling throughout the meeting room and office areas. Administrator Wisnefske will be available for any questions the Board may have.

SUGGESTED MOTION(S):

Motion to approve moving forward with the project proposal as submitted by Bassett Mechanical at a cost not to exceed \$6,445.

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

Respectfully submitted,
Kelsey