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HARRISON ENGINEERING DEPARTMENT

Town/Village of Harrison
Alfred F. Sulla, Jr. Municipal Building
1 Heineman Place
Harrison, New York 10528

Michael J. Amodeo, P.E., CFM
Town Engineer



January 25, 2016

Supervisor Ron Belmont and
Members of the Town Board
Town of Harrison
1 Heineman Place
Harrison, New York 10528

Re: Continuing Education Class

Dear Supervisor Belmont and Members of the Town Board:

Town Board authorization is requested for me to attend a Continuing Education Class titled "Technical Writing Workshop for Engineers" in White Plains, NY on March 7, 2016 at a cost not to exceed \$269.00.

Funding for this workshop is available in the Engineering Department Operating Budget.

Respectfully submitted

A handwritten signature in dark ink, appearing to read "Michael J. Amodeo".

Michael J. Amodeo, P.E., CFM
Town and Village Engineer

MJA/fmb