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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/Village Engineer



July 28, 2020

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

**Re: Professional Services Contract  
Millennium Strategies – Disaster Management Services**

Dear Supervisor Belmont and Members of the Town Board:

Town Board authorization is requested to hire Millennium Strategies for Disaster Management Services at a cost not to exceed \$20,000. A copy of the proposal is attached for your review.

Millennium Strategies proposes to assist the Town of Harrison, over a maximum 90 day period, with the initial organization and documentation of both its incurred and anticipated COVID-19 response costs to begin its COVID-19 FEMA Public Assistance Process. This will allow the Town to maximize compensation through the optimal utilization of available reimbursement sources. FEMA reimburses 100% of administrative support fees up to 5% of the total project cost.

Further authorization is requested for the Purchasing Department to issue a Purchase Order payable to Millennium Strategies at an amount not to exceed \$20,000.00.

It is also requested that the Law Department review Millennium Strategies contract.

Funding for this contract is proposed to be made available in Engineering Department Operating Special Service Budget Line – 001-1440-100-0407, subsequent to a budget transfer from the Town Contingency Fund. Once the Town receives reimbursement from FEMA, funds will be placed back into the Town Contingency Fund.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Mike Amodeo", is written over the "Respectfully submitted," line.

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

MJA/mep

Attachments

Cc: Purchasing Department  
Law Department

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