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**TOWN OF HARRISON  
VILLAGE OF HARRISON**  
ALFRED F. SULLA, JR. MUNICIPAL BUILDING  
1 HEINEMAN PLACE  
HARRISON, NEW YORK 10528

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**DATE:** October 7, 2020

**TO:** Ron Belmont, Supervisor/Mayor  
Town Councilmen

**FROM:** Debra Scocchera, Personnel/Benefits Manager

**SUBJECT:** **Information Technology Consultant**

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Please accept this memorandum as a formal request to hire, William K. Houghton, as an IT Consultant within our Central Data Processing Department, at an annual rate of \$65,000, effective Monday, November 2, 2020.

In addition, kindly authorize the Supervisor to execute the contract with Mr. Houghton after it has been reviewed by the Law Department and is found to be in sufficient order.

I appreciate your consideration in this matter.

Thank you.