

E-10

# 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



November 13, 2017

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

Re: Continuing Education

Dear Supervisor Belmont and Members of the Town Board:

Town Board authorization is requested for me to attend a continuing education seminar titled "Writing Successful Proposals and RFPs" on January 19, 2018 in White Plains at a cost not to exceed \$49.00.

Funding for this seminar is available in the Engineering Department Operating Budget Line – 001-1440-100-04-15.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Michael J. Amodeo", is written over the typed name.

Michael J. Amodeo, PE, CFM  
Town and Village Engineer

MJA/fmb