

MEMO

TO: Honorable Town Board

From: Councilman Gene Hart

RE: Required Contracts

December 17, 2012

Please direct that in the Future:

- Signed contracts will be required from organizations not directly related or supervised by the towns Recreation Department who use town facilities, including groups or individuals using the Charles Burchfield Nature Center.
- That the Town Attorney prepares a standard contract for use in the Towns Recreation Department. The contract will outline the rights and responsibilities of the town and the contracting organization and will specify any fees charged to the contractor. Contracts that deviate from the standard contract will be prepared by the Town Attorney for each of those events.
- That all contracts are signed by the Director of Recreation or the Supervisor as necessary.
- That all contracts are reviewed and approved by the town attorney prior to town board approval.

From the Desk of Gene Hart
66 Maplewood Ave.
West Seneca, NY 14224
Phone: 716-235-6511
E Mail: gene7746@ymail.com

DEC 17 2012
31.