



JOHN FENZ  
TOWN ATTORNEY  
jfenz@twsny.org

TOWN OF WEST SENECA

TOWN SUPERVISOR  
SHEILA M. MEEGAN  
TOWN COUNCIL  
EUGENE P. HART  
WILLIAM P. HANLEY, JR.

To: The Honorable Town Board

From: John J. Fenz, Esq.  
Town Attorney

Date: March 8, 2018

Re: e3communications  
Professional Services Agreement

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Kindly authorize the Supervisor to execute the necessary documents to enter into the above-referenced Agreement with e3communications.

Pursuant to the e3communications would provide professional public relations services to the Town including: media relations; development and administration of social media platforms; electronic communications; issues management and crisis communications; and, advocacy for Town initiatives.

The term of the Agreement would be from March 1, 2018 through December 31, 2018. The Town would be billed at a flat monthly fee of \$3,000.00.



February 26, 2018

Hon. Sheila M. Meegan  
Supervisor  
Town of West Seneca  
1250 Union Road  
West Seneca, NY 14224

**RE: Agreement for Public Relations**

Dear Supervisor Meegan:

Thank you for the opportunity to provide public relations services on behalf of the Town of West Seneca. Once the agreement is authorized, e3communications will develop a strategic public relations and communications plan that will comprise various services on behalf of the town, including: media relations, development and administration of social media platforms, electronic communications, issues management and crisis and communications, and advocacy for town initiatives.

All work conducted by e3communications on behalf of the Town of West Seneca will be billed at a flat monthly fee of \$3,000.

A description of the services will be provided in each invoice for the work conducted in that month. **All terms are 30 days payment.**

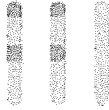
The terms outlined in this agreement shall remain in effect from March 1, 2018 until December 31, 2018.

e3communications pledges its confidentiality to the Town of West Seneca for all work e3communications performs on behalf of the Town for this assignment.

If you are in agreement with the terms and conditions outlined above please indicate by signing below.

Thank you again for the opportunity to work on behalf of the Town of West Seneca.

 e3communications



Sincerely,

Earl V. Wells III  
President

For the Town of West Seneca

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Sheila Meegan  
Supervisor

cc: Brian A. Gould, e3communications