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Select Board

From: Kord Scott <kordscott@vermontel.net>
Sent: Thursday, June 28, 2018 6:16 PM
To: 'Maureen Bell'; kordscott@vermontel.com; 'The Kehoes'
Subject: RE: Agenda items for Monday

We also have the maintenance agreements for the generators to discuss - along with making a decision about a current repair recommendation.

Hi there,

1. We need to start clarifying our driveway culvert maintenance and replacement policy 2. We have the structures grant paperwork to process

I'll get back to you tomorrow again if anything else comes to mind.

Kord

-----Original Message-----

From: Maureen Bell <mbellselectboard@gmail.com>
Sent: Thursday, June 28, 2018 9:37 AM
To: kordscott@vermontel.com; The Kehoes <rkehoe@together.net>
Subject: Agenda items for Monday

Anything hot to talk about?

Haven't looked at my notes yet, but will definitely mention the upcoming employee reviews for Josh and Claudia - maybe we can set a date, at least for hers.

Will also mention the cancellation of the Green Lantern project.

If you could let me have your ideas by Friday I'd appreciate it. I have a full house of company coming for the weekend.

Thanks, M

Yankee Generator, Inc.

PO Box 21

Lunenburg, Vt. 05906

(802) 892-1348

Generator Sales and Service from Lunenburg and Thetford, Vermont

Preventative Maintenance Agreement

Town of Windham

This preventative maintenance agreement is entered into by Yankee Generator, Inc. and the above named generating set owner for the purpose of maintaining their emergency or standby generator set(s) and the associated equipment in the best possible operating condition. This will minimize the necessity of emergency attention, thus assuring efficient upkeep practices by trained personnel at a minimum cost.

Upon acceptance of this agreement, Yankee Generator, Inc. will render the maintenance items listed below on this equipment. It will be inspected during regular business hours TWICE each year that this agreement remains in effect. These inspections will include:

1. All spark plugs to be adjusted and cleaned, or replaced when necessary.
2. The entire equipment to be lubricated, and the oil changed when the technician deems necessary.
3. Check entire equipment for fuel, oil or water leaks.
4. Check condition of batteries, water level and voltage. Starting batteries will be replaced every three years at owners' expense.
5. Clean or replace air filter.
6. Check brushes on generator for proper setting and operation (when applicable).
7. Check automatic transfer switch for proper operation (when plausible).
8. Check all instruments for proper operation.
9. Instruct proper personnel on operating and upkeep procedures between regular calls by Yankee Generator, Inc. service personnel.
10. After all of the above, run generator set and conduct an operational test (under load where practical).
11. Submit report to the owner of this inspection, advising of any further work that may be required.

The purpose of this inspection is to properly maintain the equipment in good operating condition. Any repairs required to return the unit to proper operating condition will be done concurrent with the inspection when possible. Toward this purpose, any parts required, not specifically mentioned above, and any labor over three hours will be charged to the generator set owner at regular rates less 10%.

Emergency service between regular inspections will be provided during our regular business hours (Monday through Friday 8:00am to 4:00pm) at our regular rates for parts and labor less 10% plus the established traveling charge from servicing office to the location of the generator set. After normal business hours, rates will be charged at 150% our regular rate (minimum charge is 4 hours plus parts) less 10% plus the established traveling charge from the servicing location to the location of the generator service. It is understood that this agreement does not include any parts, labor or traveling expense other than those specifically mentioned above. It does not include expenses to repair damage caused by abuse, theft, accident, acts of a third person, forces of nature, or alteration the equipment. Yankee Generator, Inc. shall not be responsible for failure to render service for causes beyond its control. This agreement is not assignable without the consent of Yankee Generator, Inc. and will remain in force until cancelled by either party through written notice to the other.

GENERATOR	MODEL#	SERIAL#	LOCATION	ANNUAL RATE
Generac	QT04554AVSN	4930958	Windham, VT	\$970.00
Generac	air cooled			

Signed Owner: Windham Town
By: Maurice Ben - Selectboard
Address: 5976 Windham Hill Rd, Windham 05359
Phone: 802-874-4211

Yankee Generator, Inc.
Jacob M. Fournier, President
July 2018 through June 2019
May 25, 2018

TO INITIATE THIS AGREEMENT, PLEASE SIGN AND RETURN ONE COPY WITH FULL PAYMENT WITHIN 30 DAYS.