



F A C S I M I L E

**TOWN OF
NEW HARTFORD**

Office of the Supervisor

Butler Memorial Hall
New Hartford, NY 13413-2397
Phone: (315) 733-7500 x 2321
Fax: (315) 724-8499

TO: Frank Basile, CPA's
FROM: Charles C. Reed, Supervisor

REGARDING:

FAX NUMBER: 724-5728

**NUMBER OF PAGES
FOLLOWING:**

DATE: 8/21/07

TIME:

MESSAGE:

SUPERVISOR
Earle C. Reed

COUNCILMEN
Robert A. Payne, III, 1st Ward
John C. Waszkiewicz III, 2nd Ward
David M. Reynolds, 3rd Ward
Richard B. Woodland, 4th Ward

TOWN of NEW HARTFORD

ONEIDA COUNTY
48 GENESEE STREET, NEW HARTFORD, NEW YORK 13413-2397
Telephone: 315-733-7500
Fax: 315-793-2036

SUPERINTENDENT OF HIGHWAYS
Roger A. Cleveland

RECEIVER OF TAXES
AND ASSESSMENTS
Hilarie C. Elefante

TOWN CLERK
Gail Wolanin Young, CMC

August 20, 2007

Frank Basile, CPA's
4305 Middle Settlement Road
New Hartford, New York 13413

Dear Mr. Basile:

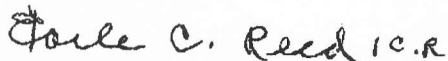
The Town has recognized a need for a Chief Financial Officer and is taking steps to fill that need. More specifically, the need can be defined as:

- 1) Assistance with the annual budget process.
- 2) Advise and guidance on financing and/or expensing various highway, planning and administrative expenses; and
- 3) Updating accounting and record-keeping procedures and bookkeeping systems.

It is our understanding that your office has experience in such business practices and for that reason I am writing to ask that you contact me immediately if you have any interest in serving the Town in such capacity.

Thank you for your prompt response to this request.

Very truly yours,



Earle C. Reed
Town Supervisor

ECR:cr

cc: Town Board
Highway Superintendent
Town Planner
Codes Enforcement Officer
Director/ Parks & Recreation
Chief of Police
Human Resource Officer