



12 May 2026

Mayor Guy Titus
Board of Works and Public Safety
10 South State St.
Greenfield, IN 46140

Re: Request to seek replacement building windows

Mayor and Board Members,

The Water Utility Administration Building was constructed in 1996 and did not have a major update in that time. The existing windows are showing their age and need to be replaced. I am asking to seek quotes for the replacement of 10 windows including all labor and materials needed to make any repairs necessary to facilitate installation. This will be paid for in our Building Repairs Line item.

I welcome any questions the Board may have on this request.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill
Water Utility Manager

cc: Jane Webb, Utility Coordinator
Lori Elmore, Clerk-Treasurer