

**TOWN OF CLAYTON
MEMORANDUM OF SHARED HIGHWAY SERVICES**

Town of: Clayton County of: Jefferson
From: Robert Boulton Town Highway Superintendent, Town of Clayton
To: _____ Highway Superintendent, Town of _____

The Town of Clayton acknowledges the similar authority of _____ to contract for the purpose of exchanging, leasing, renting or borrowing of machinery and equipment, with or without operators, and to borrow or lend materials and supplies with other municipalities for the purpose of aiding the highway department head in the performance of his/her duties and to avoid the necessity of purchasing certain needed highway machinery and equipment and the purchasing of, or storage of, a large inventory of certain extra materials and supplies, thereby saving the taxpayers money.

The municipalities agree to keep, during the period of each shared service, an itemized record of daily operations (the Shared Services Log) and to submit such form noting the cost of labor, machinery, tools and equipment to the lender of services within ten days of the agreed-upon end of the said shared service. It is understood that no payment will be made pursuant to this contract until said form is provided by the lending Superintendent. It is further understood that payment will only be made for those costs which are determined by both Superintendents to be within the intent and scope of this contract—as indicated by both signatures on the bottom of the Shared Services Log.

Each party shall carry liability insurance covering its own equipment, including the operator. Such insurance shall protect both the owner of the equipment and the Party receiving or accepting service from any liability in the event of any claim arising during any exchange pursuant to this Agreement. The parties shall each sign a Shared Highway Services Contract which shall, along with its terms, be incorporated, but not merged, into this Agreement.

To that effect, the Town of Clayton enters into this shared highway services agreement with the _____ pursuant to the shared highway services contract executed by both parties.

Town Highway Superintendent
Town of Clayton

Town Highway Superintendent

**SHARED HIGHWAY SERVICES
RECORD OF TRANSACTIONS**

Date	Name of Municipality	Type of Shared Service	Cost	Date Paid
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