

Section 4

Part 1

**Town of Templeton
FY 2018 Budget
General Fund Department Expense Budget**

Fund	Dept Code	Name	FY18 Dept Request	FY18 Town Administrator Recommendation	Page
1000	120	Selectmen*	\$ 263,109	\$ 259,500	33
1000	130	Advisory Committee	\$ 50,650	\$ 35,520	40
1000	135	Town Accountant	\$ 138,725	\$ 138,500	43
1000	141	Assessor	\$ 88,110	\$ 87,600	47
1000	147	Treasurer/Collector	\$ 134,232	\$ 131,750	63
1000	155	IT - Information Technology	\$ 68,973	\$ 68,500	68
1000	161	Town Clerk	\$ 98,614	\$ 98,400	101
1000	200	Police & Dispatch	\$ 1,379,018	\$ 1,294,250	107
1000	220	Fire & EMS	\$ 655,263	\$ 567,501	121
1000	230	Emergency Management	\$ 1,000	\$ 1,000	130
1000	250	Development Services	\$ 154,310	\$ 153,500	132
1000	400	Highway	\$ 716,883	\$ 575,751	158
1000	410	Building & Grounds	\$ 517,746	\$ 268,250	175
1000	420	Snow & Ice	\$ 207,632	\$ 135,000	199
1000	500	Veterans Service	\$ 71,248	\$ 71,250	204
1000	600	Senior Services	\$ 294,028	\$ 201,250	206
1000	610	Library	\$ 74,013	\$ 72,875	218
1000	620	Recreation & Culture	\$ 14,744	\$ 14,744	225
1000	700	Debt Service	\$ 1,285,921	\$ 1,285,921	229
900		Insurance & Benefits	\$ 2,792,716	\$ 2,790,586	233
			\$ 9,006,936	\$ 8,251,648	

* Contains Reserve Transferrable by SelectBoard for Merit & Equity Raises for Non-Union Personnel

** Correct for Rounding Errors Before Finalization of Warrant

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FY 2018 BUDGET DETAIL

Prior Year Budget

DEPARTMENT: SELECT BOARD
 FUND: 1000
 ACCOUNT NUMBER: 120 5600
 ACCOUNT NAME: Intergovernmental

Expense Budget

FY 2018 Request FY 2018 Administrator Recommended

Quantity	Cost	Description	FY 2018 Request	FY 2018 Administrator Recommended
1	\$10,000.00	Reserve for Equity, Merit and/or COLA Raises	\$10,000	\$10,000
		(Transferrable by BoS to other Dept.'s as Needed	\$0	\$0
		Upon Request of TA)	\$0	\$0
		[Assumed \$425k Base & Market equity issue]	\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
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			\$0	\$0
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			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
LUMP SUM DISALLOWED				\$0
Totals			\$10,000	\$10,000

Prior Year Budget:

FY 2018 BUDGET DETAIL

DEPARTMENT: SELECT BOARD

FUND: 1000

ACCOUNT NUMBER: 120 5700

ACCOUNT NAME: Other

Expense Budget

FY 2018 Request

FY 2018 Administrator Recommended

Quantity	Cost	Description		
1	\$500.00	Postage	\$500	\$500
1	\$1,250.00	MA Municipal Association	\$1,250	\$1,250
20	\$75.00	Advertising	\$1,500	\$1,500
500	\$4.50	Annual Report	\$2,250	\$2,250
500	\$4.25	Supplemental Re-Issue Re: Financials	\$2,125	\$2,125
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
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			\$0	\$0
		LUMP SUM DISALLOWED		-\$125
Totals			\$7,625	\$7,500

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Comparison of TA Salaries

	Ayer	Ware	Athol	Ashburnham	Townsend	Lancaster	Dudley	Winchendon
Salary	FY '18 - \$121k; FY '19 - \$121k; FY '16 - \$93.5k Plus Annual COLAS	FY '17 \$114k Plus Annual COLAS	FY '17 \$122k Plus Annual COLAs+	\$105k Plus \$2k Deferred Com Plus Annual COLAs+	FY '17 \$122k Plus Annual COLAs+	FY '17 \$85k Advertised as \$85k to \$120k	FY '17 \$122k FY '18 \$127k+	FY '16 - \$120000 Plus COLAs and Merit
Rationalized FY '18 @ 2.5% COLAS (Excludes Merit) (Assumes Lancaster)	\$121,000	\$98,233	\$116,850	\$109,675	\$125,050	\$115,000	\$127,000	\$126,075
Arranged Hi/Lo	\$98,233	\$109,675	\$115,000	\$116,850	\$121,000	\$125,050	\$126,075	\$127,000

Average w/Out Hi/Lo \$118,941.67

Prepared 02/01/17

FY 2018 BUDGET DETAIL

DEPARTMENT: **Advisory Committee**

FUND: 1000

ACCOUNT NUMBER: 130 5110

ACCOUNT NAME: Employee Support

Expense Budget

FY 2018 Request

FY 2018 Administrator Recommended

Quantity	Cost	Description	FY 2018 Request	FY 2018 Administrator Recommended
3	\$45.00	Annual Meeting/conference ATFC	\$135	\$135
3	\$25.00	Regional meeting ATFC	\$75	\$75
1	\$180.00	ATFC annual dues	\$180	\$180
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
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			\$0	\$0
LUMP SUM DISALLOWED				\$0
Totals			\$390	\$390

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FY 2018 BUDGET DETAIL

DEPARTMENT: **Advisory Committee**
FUND: **1000**
ACCOUNT NUMBER: **130** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

**FY 2018
Request**

**FY 2018
Administrator
Recommended**

Quantity	Cost	Description		
3	\$65.00	STM Pre-town meeting notice in the Gardner News	\$195	\$65
1	\$65.00	ATM Pre-town meeting notice in the Gardner News	\$65	\$65
			\$0	\$0
			\$0	\$0
			\$0	\$0
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			\$0	\$0
			\$0	\$0
			\$0	\$0
LUMP SUM DISALLOWED				\$0
Totals			\$260	\$130

FY 2018 BUDGET DETAIL

DEPARTMENT: **Town Accountant**
 FUND: **1000**
 ACCOUNT NUMBER: **135 5100**
 ACCOUNT NAME: **Personnel**

Expense Budget

FY 2018 Request FY 2018 Administrator Recommended

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2018 Request	FY 2018 Administrator Recommended
Accountant	NA	\$34.49	Salary	38	52	\$68,152	\$68,152	\$68,141
Ass't Town Accountant		\$17.50	H	19.5	52	\$17,745	\$17,745	\$17,745
Ass't Town Accountant		\$17.50	H	20	2	\$700	\$700	\$700
						\$0	\$0	\$0
						\$0	\$0	\$0
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						\$0	\$0	\$0
						\$0	\$0	\$0
						\$0	\$0	\$0
						LUMP SUM DISALLOWED		-\$86
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	\$86,597	\$86,500

FY 2018 BUDGET DETAIL

DEPARTMENT: Town Accountant
 FUND: 1000
 ACCOUNT NUMBER: 135 5400
 ACCOUNT NAME: Supplies

Expense Budget

FY 2018 Request FY 2018 Administrator Recommended

Quantity	Cost	Description		
1	\$500.00	Supplies	\$500	\$500
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
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			\$0	\$0
LUMP SUM DISALLOWED				\$0
Totals			\$500	\$500

FY 2018 BUDGET DETAIL

DEPARTMENT: Assessor
 FUND: 1000
 ACCOUNT NUMBER: 141 5100
 ACCOUNT NAME: Personnel

Expense Budget

FY 2018 Request FY 2018 Administrator Recommended

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2018 Request	FY 2018 Administrator Recommended
Deputy Assessor		\$29.36	Salary	38	52	\$58,015	\$58,015	\$58,011
Administrative Assistant		\$14.15	Hourly	19.5	52	\$14,348	\$14,348	\$14,348
Administrative Assistant Floating Hours		\$14.15	Hourly	18.5	5	\$1,309	\$1,309	\$1,309
						\$0	\$0	\$0
						\$0	\$0	\$0
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						\$0	\$0	\$0
						\$0	\$0	\$0
						\$0	\$0	\$0
						\$0	\$0	\$0
						LUMP SUM DISALLOWED		-\$168
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	\$73,672	\$73,500

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Prior Year Budget

FY 2018 BUDGET DETAIL

DEPARTMENT: Assessor
FUND: 1000
ACCOUNT NUMBER: 141 5700
ACCOUNT NAME: Other

Expense Budget

FY 2018 Request

FY 2018 Administrator Recommended

Quantity	Cost	Description	FY 2018 Request	FY 2018 Administrator Recommended
1	\$600.00	Postage	\$600	\$600
13	\$2.00	Worcester Registry of Deeds/Plans	\$26	\$26
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
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			\$0	\$0
		LUMP SUM DISALLOWED		-\$26
			Totals	\$600
			\$626	\$600

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Budget Book

Templeton Board of Assessors
FY18 Budget Requests
MEMO
Revised 2/16/17

To: Carter Terenzini
From: Luanne Royer, Deputy Assessor
Re: Clarification on FY18 Budget Requests

Assessor Personnel Budget

An additional \$1,309 Floating hours have been put into FY18 to compensate the Administrative Assistant for additional hours she works when the Deputy Assessor is out of the office

Assessor Purchase of Services Budget

Advertising Expense: Yearly subscription to the Gardner News, \$190. The assessor's office gets this for Legal Ads but mainly for watching and documenting foreclosures notices in the paper on properties in town. These are recorded in our office, some instances I go out to the auctions, this is the best way to see what is going on with the vacant properties in town. Discussed with Carter and agreed that Assessor Office will be "the keeper" of the Gardner News. One subscription for town hall.

Vision Government Solutions Software: This program is the hub of our office, the Real Estate and Personal Property software for the whole town. The budget for FY18 has increased \$1,960.00. The reason for the increase is that Vision is now charging us for 2 users, in the past, due to cuts and loss of staff in the office; they were only charging us for one user. A necessary increase.

CAIGIS Mapping & Support: This budget hasn't increased for FY18 (\$4,400.00). CAIGIS is not only incorporated with my Vision software program it, it is up on our website for homeowners, appraisers, realtors, etc. to obtain important information all pertaining to properties in town. Plans and mapping changes are sent from our office once a year for to them to update our in-office maps and online maps. Maintenance to the website is done several times a year by me and in conjunction with CAIGIS.

Record Preservation: A small amount, \$52.50. This is submitted yearly for annual microfilm storage with Eastern Micro-graphics Inc (formerly known as New England Archives). Again no increase to the FY18 budget.

MAAO Massachusetts Assessing Association Organization
WCAA Worcester County Assessor Association

If you need any additional information in regards to our FY18 Budget, do not hesitate to contact me.

EX-102

October 31, 2016

Dear Vision Client:

It is the time of the year when many of you are preparing your budgets. In support of this, I am writing to share Vision's software maintenance pricing for the upcoming year.

I am pleased to announce that Vision is now incorporating the cost for the first Static Database within the annual software maintenance. As you may be aware, the fee for Static Database creation outpaced the cost for Vision to deliver them in recent years. However, we heard your concerns around our past pricing adjustment and have decided to include the first Static Database at no additional cost. Additional Static Databases created during the year will be invoiced at \$300 per occasion.

The following are our annual maintenance prices for Fiscal Year 2018 starting in July 2017.

Version 6 CAMA Software Maintenance:

	Fiscal Year 2018 Prices
Single User	\$3,820
2-5 Users	\$5,670 ←
6-10 Users	\$7,190
11-20 Users	\$8,250
Over 20 Users	depends on environment

*↑ 1,960 - was org 2016
GIS + 525 charge for 1 user
4,619.5 -*

All jurisdictions that have GIS will be billed an additional \$525 annually for GIS support. (cama)

CAMA Web Hosting:

Number of Parcels:	Standard Database	Data Correction or	PDF of PRC
	<u>AND GIS Map</u>	Additional Database	
		(For Internal Use)	
Less than 1,000	\$1,050	\$550	\$200
1,001 - 2,500	\$1,550	\$600	\$200
2,501 - 5,000	\$2,250	\$800	\$200
5,001 - 10,000	\$2,750	\$850	\$200
10,001 - 20,000	\$3,250	\$1,050	\$300
20,001 - 35,000	\$3,800	\$1,300	\$300
Over 35,000	individually priced	individually priced	individually priced

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New Service Offering

In addition to the above, I am excited to announce our most recent addition to our lineup of Vision Service Offerings, Backup as a Service (BaaS). BaaS is a single automated solution that will seamlessly and safely backup all of your CAMA database information, associated documents and photos in a secure cloud environment. Please see the attached document in this email for pricing and additional information on why this all-in-one automated solution will work for you.

Thank you for your continued support and feedback as we strive to continually improve and better meet your needs.

Please feel free to reach out to Pat Donovan in sales (x3644) or customer support (x6000) with any questions regarding the pricing above.

Sincerely,



Gary Fortier
CEO, Vision Government Solutions, Inc.

Backup as a Service (BaaS)

All-In-One Solution – A single, integrated solution for all of your CAMA backup, disaster recovery, and data retention needs.

Why VGSI BaaS? - You need to protect your data in the event of:

- User errors
- Software or hardware failures
- Security breaches or viruses
- Catastrophic events

Get a cost effective solution to replace tape and other legacy backup solutions while reducing IT workload.

What we do - We will install a backup agent on your CAMA server that will backup your database, images, and associated documents nightly to the cloud. In the event of data loss, we will quickly restore data to its original state. In the event of a server failure, we will re-install the database and restore all data that was lost during that server failure.

What is included - With VGSI's BaaS you get:

- Daily managed and monitored cloud backups
- Backup and recovery of selected files, folders, and complete databases
- AES-256 data encryption in transit and at rest
- 100 or 250 GB of backup storage space
- Complete VGSI support for data restorations and database reinstalls
- Industry standard data retention policy or specify a custom retention policy

BaaS Plan Rates:

\$1,200 annually includes up to 100 GB of storage space

\$1,500 annually includes up to 250 GB of storage space

A quote will be provided for jurisdictions with requirements greater than 250 GB.

If you are interested in learning more about this service, or subscribing, please contact **Customer Support** at **800-628-1013 ext. 6000**.

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2017 TAX MAP MAINTENANCE PROPOSAL FOR THE TOWN OF TEMPLETON, MA

For processing data recorded 1/1/2016 through 12/31/2016

April 22, 2016

Mapping

Cartographic Associates, Inc., a New Hampshire corporation doing business as CAI Technologies, with its office located at 11 Pleasant Street, in Littleton, N.H. 03561, hereinafter called CAI, proposes to the Town of Templeton, a municipal corporation located in Worcester County, MA, hereinafter called the TOWN, to provide professional mapping services according to the specifications, terms, and conditions below written:

SCOPE OF SERVICES

A. Compilation

1. CAI shall review and plot all subdivisions, boundary line adjustments and surveys and make any required property line, area, and/or frontage changes.
2. CAI shall review all title conveyance deeds and make any required changes. - N/A*
3. CAI shall calculate the area of any parcel that is changed as a result of the above Items 1 and 2, following professionally accepted roundoff rules.
4. If buildings are shown on tax maps, CAI shall add new buildings or delete old buildings based on data provided by the TOWN. This proposal does not include GPS location of new structures. GPS location of structures may be available under a separate proposal. Please contact CAI for more information.
5. CAI shall review information from the previous tax year, regarding problem areas and shall attempt to resolve any discrepancies or problems in a fair and equitable manner for tax assessment purposes.
6. As all the above referenced data are compiled throughout the year, CAI shall mark each document confirming the intent stated therein. If the intent is not a direct conveyance, CAI shall label the document appropriately with the new parcel number and area.

B. Drafting

1. CAI shall draft all necessary map changes in a format consistent with the data being maintained.
2. When the drafting is completed, all work shall be reviewed and checked for errors before printing new maps.

C. Computer Map Index Services - N/A*

1. All computer index services shall be done using Microsoft Access as the database manager.
2. All index changes shall be coded in the change field as follows:

M1 - Name/Book and Page	A - Add New Lot
M2 - Area	D - Delete Lot
M3 - Parcel Id Number (i.e. Map and/or Lot number)	
M4 - Multiple of M1, M2, M3	
M5 - Other (such as plan name or plan lot number)	
3. CAI shall provide computer index printouts to the TOWN sorted as follows:
 - a. Numerical by map and lot number
 - b. Alphabetical by owner's name
 - c. Change list by change code with secondary sorting by map and lot
 - d. Other index printouts will be available upon request, at current CAI prices

D. GIS

1. All digital files will be processed using ESRI's ARC/INFO GIS software.
2. All data will be checked for topology errors and corrected.
3. GIS data will be delivered in ESRI's shape file, geodatabase, or coverage format.

E. Responsibilities of the TOWN

1. The TOWN shall provide a copy of each deed, keyed to the correct map and lot. - N/A*
2. The TOWN shall provide a print of each subdivision plan, boundary adjustment plan, and map to be plotted, keyed to the correct map & lot.
3. If buildings are shown on tax maps, the TOWN shall provide information indicating the shape and location of any structures to be added or razed. This proposal does not include GPS location of new structures. GPS location of structures may be available under a separate proposal. Please contact CAI for more information.
4. The TOWN shall acquire as much information as possible about any questions and/or problems.

ADMINISTRATIVE**A. Documenting Progress**

1. An officer of CAI shall be responsible for monitoring and documenting the progress of the maintenance process.
2. Flow charts shall be maintained, monitoring the progress of the maintenance procedure; the purpose of which is to be able to inform the TOWN of exactly where the project stands at any given time. The charts shall include the following:

a. receipt date of data to be processed	e. completion date of second draft
b. completion date of compilation	f. date printed
c. completion date of first draft	g. date shipped
d. completion date of checking	

TIMING

CAI shall complete and deliver the work described within 30 days of the receipt of the final information to be incorporated as defined in this proposal.

COST \$ 1900.

DELIVERABLES

Deliverables shall include one (1) complete set full size and one (1) complete set reduced size prints, digital data.

PAYMENT

Payment shall be made to CAI within thirty (30) days of invoicing, per terms of the invoice. Said invoicing shall be done on a quarterly basis throughout the project cycle, unless other payment arrangements have been made.

GUARANTEE

CAI shall guarantee all data generated against any errors or omissions for one (1) full year from the date of delivery. This guarantee does not include any changes due to data not made available under the terms of this proposal or any new information that is made available subsequent to the delivery date.

**2017 TAX MAP MAINTENANCE CONTRACT
FOR THE TOWN OF TEMPLETON, MA**

For processing data recorded 1/1/2016 through 12/31/2016

This is a contract made this 22 day of April, 2016, between Cartographic Associates, Inc., a New Hampshire corporation doing business as CAI Technologies, with its office located at 11 Pleasant Street, Littleton, NH 03561, hereinafter called CAI, and the Town of Templeton, a municipal corporation located in Worcester County, MA, hereinafter called the TOWN, to provide professional mapping services according to the specifications, terms, and conditions below written.

Witnesseth, the above parties agree as follows:

1. All work shall be done according to the 2017 Tax Map Maintenance Proposal, dated April 22, 2016, hereto annexed. It is the intent of the parties that the above referenced proposal be considered a part of this contract, the same as if fully incorporated into this contract.
2. The TOWN shall pay \$1900 for the updating services under this contract to be paid as outlined in above referenced proposal.
3. CAI agrees that this contract shall not be assigned, transferred, conveyed, or otherwise disposed of without the previous express written consent of the TOWN and neither shall said CAI's right, title, interest, or power to execute such contract be assigned, transferred, conveyed or otherwise disposed of without written consent of the TOWN.
4. The Parties executing this contract agree that the above recitals constitute the entire agreement between the parties for the requested mapping services.

This contract shall be construed under the laws of the Commonwealth of Massachusetts. The parties hereto have executed this agreement by their duly authorized officers.

Town of Templeton, MA

CAI Technologies

BY: _____
TITLE: _____



Franco D. Rossi
President

BY: _____
TITLE: _____

BY: _____
TITLE: _____

BY: _____
TITLE: _____

*N/A=Not Applicable. If you have questions regarding any N/A services, please call us.

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**2017 TAX MAP MAINTENANCE CONTRACT
FOR THE TOWN OF TEMPLETON, MA**

For processing data recorded 1/1/2016 through 12/31/2016

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2. The TOWN shall pay \$1900 for the updating services under this contract to be paid as outlined in above referenced proposal.
3. CAI agrees that this contract shall not be assigned, transferred, conveyed, or otherwise disposed of without the previous express written consent of the TOWN and neither shall said CAI's right, title, interest, or power to execute such contract be assigned, transferred, conveyed or otherwise disposed of without written consent of the TOWN.
4. The Parties executing this contract agree that the above recitals constitute the entire agreement between the parties for the requested mapping services.

This contract shall be construed under the laws of the Commonwealth of Massachusetts. The parties hereto have executed this agreement by their duly authorized officers.

Town of Templeton, MA

CAI Technologies

BY: _____
TITLE: _____



Franco D. Rossi
President

BY: _____
TITLE: _____

BY: _____
TITLE: _____

BY: _____
TITLE: _____

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esri[®]

380 New York Street
Redlands, CA 92373
Phone: 909-793-28531533

Quotation

Mapping

date: 05/02/2016

Quotation Number: 25735935

Contract Number: 2012MPA6085

Town of Templeton
Assessors Office
P.O. Box 620
East Templeton MA 01438
Attn: Luanne Royer

Send Purchase Orders To:

Environmental Systems Research Institute, Inc.
380 New York Street
Redlands, CA 92373-8100
Attn: Shannon Robertson

Please include the following remittance address on your Purchase Order:

Environmental Systems Research Institute, Inc.
File #54630
Los Angeles, CA 90074-4630

Customer Number: 475419

For questions regarding this document, please contact Customer Service at 888-377-4575.

Item	Qty	Material#	Unit Price	Extended Price
10	1	97444 ArcGIS Engine Single Use without Extension Maintenance Start Date: 08/01/2016 End Date: 07/31/2017	100.00	100.00
			Item Subtotal	100.00
			Estimated Tax	0.00
			Total	\$ 100.00

UNNS/CEC: 06-313-4175 CAGE: 0AMS3

This quotation is good for 90 days.

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

Issued By: Shannon Robertson **Ext:** 1533

[CSBATCHDOM]

To expedite your order, please reference your customer number and this quotation number on your purchase order.

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esri[®]

380 New York Street
Redlands, CA 92373
Phone: 909-793-28531533

Quotation

Page 2

Date: 05/02/2016		Quotation No: 25735935	Customer No: 475419	Contract No: 2012MPA6085
Item	Qty	Material#	Unit Price	Extended Price

IF YOU WOULD LIKE TO RECEIVE AN INVOICE FOR THIS MAINTENANCE QUOTE YOU MAY DO ONE OF THE FOLLOWING:

- RESPOND TO THIS EMAIL WITH YOUR AUTHORIZATION TO INVOICE
- SIGN BELOW AND FAX TO 909-307-3083
- FAX YOUR PURCHASE ORDER TO 909-307-3083
- EMAIL YOUR PURCHASE ORDER TO Service@esri.com

REQUESTS VIA EMAIL OR SIGNED QUOTE INDICATE THAT YOU ARE AUTHORIZED TO OBLIGATE FUNDS FOR YOUR ORGANIZATION AND THAT YOUR ORGANIZATION DOES NOT REQUIRE A PURCHASE ORDER.

If there are any changes required to your quotation, please respond to this email and indicate any changes in your invoice authorization.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

This transaction is governed exclusively by the terms of your signed agreement with Esri, if any, or, where applicable, Esri's standard terms and conditions at www.esri.com/legal; such terms are incorporated in this quotation by reference. Acceptance is limited to the terms of this quotation. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. State of California government entities may purchase under the terms of <http://www.esri.com/~ /media/Files/Pdfs/legal/pdfs/addendums/california.pdf>, titled Addendum to State of California Purchases. Esri objects to and expressly rejects different or additional terms contained in any purchase order, offer or confirmation sent or to be sent by buyer.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy, GSA, BPA) on your ordering document.

By signing below, you are authorizing Esri to issue a software support invoice in the amount of \$_____ plus sales tax, if applicable.

Please check one of the following:

I agree to pay any applicable sales tax.

I am tax exempt. Please contact me if Esri does not have my current exempt information on file.

Signature of Authorized Representative

Date

Name (Please Print)

Title

[CSBATCHDOM]

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Esri Inc
380 New York Street
Redlands CA 92373

Subject: Renewal Quotation

Date: 05/02/2016
To: Luanne Royer
Organization: Town of Templeton
Assessors Office
Fax #: **Phone #:** 978-894-2760
From: Shannon Robertson
Fax #: **Phone #:** 909-793-2853 Ext. 1533
Email: srobertson@esri.com

Number of pages transmitted
(including this cover sheet): 3

Quotation #25735935
Document Date: 05/02/2016

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level
<http://www.esri.com/apps/products/maintenance/qualifying.cfm>

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit
<http://www.esri.com/legal/licensing/software-license.html>

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.

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FY 2018 BUDGET DETAIL

DEPARTMENT:

Treasurer/Collector

FUND:

1000

ACCOUNT NUMBER:

147 5100

ACCOUNT NAME:

Personnel

Expense Budget

FY 2018 Request

FY 2018 Administrator Recommended

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/Week/Yr	# Weeks per YR	Wages		
Treasurer/Collector		\$28.96	Salary	38	52	\$57,225	\$57,225	\$57,225
MTC Certification						\$1,000	\$1,000	\$1,000
Deputy T/C		\$22.01	Hourly	19.5	52	\$22,318	\$22,318	\$22,318
MTC Certification*						\$500	\$500	\$500
Administrative Assistant		\$15.00	Hourly	19.5	52	\$15,210	\$15,210	\$15,210
						\$0	\$0	\$0
*Cannot be paid until passage and acceptance of HB 1411 CY '17 legislative session.						\$0	\$0	\$0
						\$0	\$0	\$0
						\$0	\$0	\$0
						\$0	\$0	\$0
						\$0	\$0	\$0
						\$0	\$0	\$0
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						\$0	\$0	\$0
						\$0	\$0	\$0
						\$0	\$0	\$0
						\$0	\$0	\$0
							LUMP SUM DISALLOWED	-\$3
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	\$96,253	\$96,250

FY 2018 BUDGET DETAIL

Prior Year Budget

DEPARTMENT: **Treasurer/Collector**
 FUND: **1000**
 ACCOUNT NUMBER: **147** **5110**
 ACCOUNT NAME: **Employee Support**

Expense Budget

**FY 2018
Request**

**FY 2018
Administrator
Recommended**

Quantity	Cost	Description		
2	\$100.00	UMASS ~ Treasurer/Collector school	\$200	\$200
2	\$50.00	MCTA Membership	\$100	\$100
2	\$25.00	WCCTA Membership	\$50	\$50
300	\$0.58	Travel ~UMASS et al	\$174	\$174
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
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			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			LUMP SUM DISALLOWED	-\$24
			Totals	\$524
				\$500

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FY 2018 BUDGET DETAIL

DEPARTMENT: Treasurer/Collector
FUND: 1000
ACCOUNT NUMBER: 147 5200
ACCOUNT NAME: Purchase of Services

Expense Budget

FY 2018 Request
FY 2018 Administrator Recommended

Table with 5 columns: Quantity, Cost, Description, FY 2018 Request, FY 2018 Administrator Recommended. Rows include items like 'Annual Report to FirstSouthwest', 'Harpers~Payroll', and 'Billtrust ~ quarterly tax bills'. Totals are \$20,490 and \$18,250. Includes a note 'LUMP SUM DISALLOWED -50'.

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FY 2018 BUDGET DETAIL

DEPARTMENT: Information Technology
 FUND: 1000
 ACCOUNT NUMBER: 155 5200
 ACCOUNT NAME: Purchase of Services

Expense Budget

FY 2018 Request
 FY 2018 Administrator Recommended

Quantity	Cost	Description		
			\$0	\$0
6	\$1,680.00	Comcast (internet service-6 buildings)	\$10,080	\$10,080
100	\$50.00	Montalbano Computer Services (IT maintenanceTH)	\$5,000	\$5,000
45	\$20.00	Email account-addresses (Network Solutions)	\$900	\$900
1	\$2,500.00	Town Website Annual Fee	\$2,500	\$2,500
12	\$179.93	Selectmen's Office Copier/Scanner	\$2,159	\$2,159
12	\$179.93	Finance Office Copier/Scanner	\$2,159	\$2,159
12	\$19.93	Fax thru Copier-Finance Office	\$239	\$239
12	\$1,000.00	Phone & fax lines-Town Hall & COA	\$12,000	\$12,000
12	\$210.00	Cell phones (BldgInsp,BoH,EMD,Vets)	\$2,520	\$2,520
12	\$650.00	Land line phones (other offices)	\$7,800	\$7,800
12	\$25.00	Long distance (Verizon)	\$300	\$300
12	\$18.00	Hall copier service agreement	\$216	\$216
1	\$450.00	Domain Name	\$450	\$450
1	\$250.00	Nordic Backup-server backup	\$250	\$250
12	\$525.00	Monthly Cost-Xerox CBS Printer Maintenance/Ink	\$6,300	\$6,300
1	\$1,000.00	Town Hall Printer/copier paper	\$1,000	\$1,000
1	\$300.00	MS Office 360 Professional Subscription	\$300	\$300
1	\$5,800.00	Network Analysis and Server Configuration	\$5,800	\$5,800
8	\$1,000.00	PC Replace/Upgrade (42pcs/5yrLife)	\$8,000	\$8,000
			\$0	\$0
			\$0	\$0
			\$0	\$0
		LUMP SUM DISALLOWED		-\$473
Totals			\$67,973	\$67,500

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EQUIPMENT ACQUISITION AGREEMENT

The Customer (You, Your) agrees to acquire, under the plan initialed below, and Connecticut Business Systems, LLC (CBS, Us) agrees to sell, in accordance with the terms and conditions of this Agreement, the equipment, and/or goods listed below:

Quantity	P/C	Description	Unit Price	Total Amount
5		Xerox 6515dn		0.00
		*By signing this document, you agree to a 39 month		
		non-cancellable maintenance agreement for the CBS		
		Free Printer Program, with the option to own the printer		
		equipment at the end of the agreed upon term.*		

No Terms or Conditions, Expressed or Implied are Authorized Unless they Appear on "Original" of this Order Signed by the Customer and Connecticut Business Systems

Purchase Price (Excluding Applicable Taxes):
Installation and Freight Charges:

State and Local Taxes:

Total This Order

(exempt)
- \$0.00 -

EQUIPMENT ACQUISITION PLAN

Buyer's Initials

PURCHASE. _____ Terms: Net Ten (10) Days. Other

LEASE. _____ Lease Application for _____ n/a _____ is attached.
Name of Leasing Co.

CONNECTICUT BUSINESS SYSTEMS, LLC		CUSTOMER ACCEPTANCE	
CBS Representative Signature	Date 2/27/17	Customer Name Town of Templeton	
Printed Signature Name Shawn Salamack		By: Authorized Signature	Date
Branch Office Address 27B Midstate Drive, Suite 106		Printed Signature Name	Title
City Auburn State MA Zip 01501		Customer Address	
		City	State Zip

FOR CASH TRANSACTIONS ONLY

Title: Title will be passed on to You when Your cash transaction is paid in full. Until such time, to secure all of Your obligations to Us under this Agreement, You hereby grant Us a security interest in (a) the Equipment to the extent of Your interests in the equipment, (b) anything attached or added to the Equipment at any time, (c) any money or property from the sale of the Equipment, and (d) any money from an insurance claim if the Equipment is lost or damaged. You agree that the security interest will not be affected if this Agreement is changed in any way. You hereby appoint Us (or our agents) as Your true lawful attorney-in-fact to affix Your signature to UCC financing statements prepared and filed on Your behalf by Us (or our agent) with the same force and effect as if You had signed such financing statements. If CBS requests, You agree to sign financing statements in order for Us to publicly record our security interest. This Agreement or a copy of this Agreement shall be sufficient as a financing statement and may be filed as such.

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ACQUISITION AGREEMENT
Terms and Conditions
APPLICABLE TO ALL PRODUCTS

1. This Agreement is subject to acceptance by CBS through the local CBS Branch Manager.
 2. Delivery of goods to common carrier or licensed trucker shall constitute delivery to You, and all risk of loss or damage in transit shall be borne by You. All shipments are FOB our warehouse. Rigging expenses, if any, will be paid by You.
 3. CBS reserves the right to make delivery in installments. All such installments shall be separately invoiced and paid for when due, without regard to subsequent deliveries. Delay in delivery of any installment shall not relieve You of its obligation to accept remaining installments.
 4. CBS reserves the right at any time to revoke any credit extended to You because of Your failure to pay for any goods when due or for any other reason deemed sufficient by CBS.
 5. CBS shall not be liable for failure to deliver or delays in delivery occasioned by causes beyond CBS's control, including without limitation strikes, lockouts, fires, embargoes, war or other outbreak of hostilities, inability to obtain materials or shipping space, machinery breakdowns, delays of carrier, or suppliers, governmental acts and regulations, other causes beyond CBS's control and receipt of orders from all sources in excess of CBS's, or its suppliers, then scheduled production capacity.
 6. This order shall not be cancellable by You for delays in delivery or other cause until ten days after written notice of such intentions has actually been received by CBS and You shall be obligated to accept any portion of the goods shipped or delivered by CBS during such period.
 7. CBS WARRANTS THAT THE GOODS COVERED BY THIS AGREEMENT WHEN DELIVERED TO YOU IN A NEW CONDITION IN ORIGINAL CONTAINER WILL BE OF MERCHANTABLE QUALITY AND FREE FROM DEFECTS IN WORKMANSHIP AND MATERIAL FOR A PERIOD OF 90 DAYS FROM THE DATE OF DELIVERY BY CBS OR ITS AUTHORIZED DEALER UNDER NORMAL USE AND MAINTENANCE CONDITIONS. CBS'S OBLIGATION HEREUNDER IS EXPRESSLY LIMITED TO THE REPAIR OR REPLACEMENT (AT CBS'S ELECTION) OF SUCH DEFECTIVE PARTS THAT ARE CAUSING MALFUNCTION, WHICH ARE BROUGHT TO CBS OR ITS AUTHORIZED DEALER'S ATTENTION WITHIN THE WARRANTY PERIOD AND WHICH ARE PROVEN TO BE DEFECTIVE UPON INSPECTION BY CBS IF NOT REPAIRED OR REPLACED BY CBS. CBS'S LIABILITY SHALL BE LIMITED TO THE STATED SELLING PRICE OF SUCH PARTS RETURNED TO CBS WITHIN THE WARRANTY PERIOD AT ITS NEWINGTON OFFICE OR SUCH OTHER PLACE DESIGNATED BY CBS, FREIGHT PREPAID AND WHICH ARE PROVEN TO BE DEFECTIVE UPON INSPECTION BY CBS. THIS WARRANTY DOES NOT EXTEND TO ANY MACHINE WHICH HAS BEEN SUBJECT TO MISUSE, NEGLIGENCE OR ACCIDENT, NOR DOES IT EXTEND TO ANY MACHINE WHICH HAS BEEN REPAIRED OR ALTERED BY ANY ONE OTHER THAN CBS OR ITS AUTHORIZED DEALERS, NOR DOES IT EXTEND TO ANY MACHINE USING OTHER THAN CBS SUPPLIES IF SUCH SUPPLIES ARE DEFECTIVE OR NOT ACCEPTABLE FOR USE ON CBS MACHINES AND CAUSE ABNORMALLY FREQUENT SERVICE CALLS OR SERVICE PROBLEMS. IT IS NOT A CONDITION, HOWEVER, OF THIS WARRANTY THAT YOU USE ONLY CBS AUTHORIZED PAPER AND/OR SUPPLIES. OTHER REPAIRS NOT UNDER WARRANTY WILL BE AT SUCH COST AS CBS MAY FROM TIME TO TIME GENERALLY ESTABLISH. IN NO EVENT SHALL CBS BE LIABLE FOR SPECIAL, RESULTING OR CONSEQUENTIAL DAMAGES, OR LOSS OF PROFITS, OCCASIONED BY ANY BREACH OF WARRANTY.
- THERE ARE NO OTHER WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING FITNESS FOR A PARTICULAR PURPOSE OTHER THAN PHOTOCOPYING, ARE EXCLUDED
8. All claims for goods or delay in delivery shall be deemed waived unless made in writing and delivered to CBS within ten days after receipt of goods by You.
 9. Title to goods delivered under this Agreement does not pass to You until such goods are paid for in full. If invoices are unpaid or overdue, Customer agrees to pay CBS's cost and expenses of collection, including the maximum attorney's fee permitted by law, said fee not to exceed 25% of the amount due hereunder.
 10. All risk of theft, loss or damage to the goods covered by this agreement, no matter how occasioned, shall pass to You at time of shipment FOB CBS's warehouse or upon receipt of goods it shipped FOB destination.
 11. Customer agrees to pay CBS any applicable taxes which are levied on or payable by CBS as a result of the use, sale, possession or ownership of the goods covered hereunder.
 12. This contract shall be governed by and construed according to the laws of the State of Connecticut.
 13. This contract constitutes the entire agreement between the parties and may not be modified or terminated except in writing signed by an officer of CBS.
 14. The term "this Agreement" as used herein includes any further written amendments made in accordance hereunder.
 15. YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT, AND UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS AND FURTHER AGREE THAT IT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES, WHICH SUPERSEDES ALL PROPOSALS, ORAL OR WRITTEN, AND ALL OTHER COMMUNICATIONS BETWEEN THAT PARTIES RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT AND THE ADDITIONAL TERMS AND CONDITIONS ON THE REVERSE SIDE HEREOF ARE INCORPORATED IN AND MADE PART OF THIS AGREEMENT. NO CHANGE, ALTERATION OR AMENDMENT OF THE TERMS OR CONDITIONS OF THIS AGREEMENT ARE AUTHORIZED OR EFFECTIVE UNLESS THEY HAVE BEEN AGREED TO IN WRITING BY AN OFFICER OF CBS NO COURSE OF DEALING OR OTHER CONDUCT OR CUSTOM SHALL CONSTITUTE AN AMENDMENT TO THE TERMS HEREOF NOR ALTER OR VARY THE TERMS OF THIS AGREEMENT.
 16. The foregoing terms and conditions shall prevail notwithstanding any variance with the terms and conditions of any other submitted by You in respect to Connecticut Business Systems, LLC.



MAINTENANCE AGREEMENT

BILLING INFORMATION

EQUIPMENT LOCATION

Bill To Name: Town of Templeton
 Bill To Address: 160 Patriots Road
East
 City: Templeton State: MA Zip Code: 01438
 Billing Contact _____
 PO # _____
 Sales Rep: Adrien Duka
 Machine ID _____
 Serial # _____
 Make: See Amendment A
 Model _____

Ship To Name: See Amendment A
 Ship To Address: _____
 City: _____ State: _____ Zip Code: _____
 Meter Contact _____
 Meter Phone _____
 Meter Fax _____
 Meter Email Address _____

MHEC # MC14-F07

Maintenance and Supply Agreement

Copy minimum REQUIRED on all 45 ppm models and lower

Base Charge: \$519.00
 Base Billed By: CBS M A S Q M *
 B&W Copies Included: - B&W Prints Included: 6,100
 Color Copies Included: - Color Prints Included: 1,850
 Overages Billed: Q A S Q M * Per Copy/Rates: - - .015 .13
 Black Copies Color Prints Black Prints Color
 Billed By: CBS ** A print/copy is defined as standard 8.5" x 11".

Maintenance Only Agreement

Copy minimum REQUIRED on all 45 ppm models and lower

Base Charge: _____
 Base Billed By: _____ A S Q M *
 B&W Copies Included: _____ B&W Prints Included: _____
 Color Copies Included: _____ Color Prints Included: _____
 Overages Billed: _____ A S Q M * Per Copy/Rates: _____
 Black Copies Color Prints Black Prints Color
 Billed By: _____ ** A print/copy is defined as standard 8.5" x 11".

CONTRACT DATES: _____ TO _____

FOR THE FIXED CHARGES THAT ARE SUBJECT TO THE TERMS SET FORTH IN THIS AGREEMENT, CONNECTICUT BUSINESS SYSTEMS' FIELD SERVICE DEPARTMENT WILL PROVIDE TECHNICAL REPAIR SERVICE IN ORDER TO MAINTAIN THE ABOVE "EQUIPMENT" IN PROPER OPERATING CONDITION.

MAINTENANCE AND SUPPLY AGREEMENT COVERS CONSUMABLE ITEMS: BLACK AND COLOR TONER, WASTE TONER, DEVELOPER AND FUSER OIL. THIS EXCLUDES PAPER AND STAPLES. A PER MONTH PER MACHINE SUPPLY DELIVERY CHARGE APPLIES.

CUSTOMER ACKNOWLEDGES TO HAVE READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT WHICH ARE CONTAINED ON BOTH SIDES OF THIS DOCUMENT AND WHICH CONSTITUTES THE ENTIRE AGREEMENT BETWEEN BOTH PARTIES. THERE ARE NO ORAL UNDERSTANDINGS, TERMS OR CONDITIONS; AND THE PARTIES MAY NOT RELY UPON ANY REPRESENTATIONS, EXPRESSED OR IMPLIED, NOT CONTAINED IN THIS AGREEMENT. THIS AGREEMENT IS NOT VALID UNTIL ACCEPTED BY CONNECTICUT BUSINESS SYSTEMS, LLC.

ALL NETWORK EQUIPMENT PLACEMENTS WILL BE EQUIPPED WITH THE CBS 360 APP FOR METER COLLECTION AT NO CHARGE. IF THE CBS 360 APP IS NOT INSTALLED, YOU WILL AGREE TO AN ADDITIONAL FEE OF \$25 PER MONTH FOR METER COLLECTION.

Already Installed

Shipping Included MHEC (SAS)

OPT IN TO THE CBS 360 APP FOR METER COLLECTION. BY INITIATING THIS BOX YOU AGREE TO HAVE THE CBS 360 APP INSTALLED.

Seller: Connecticut Business Systems, LLC Customer Name: Town of Templeton
 Accepted By: _____ Accepted By: _____
 Title: _____ Title: _____
 Date: _____ Date: _____

* A = Annually S = Semi-annually Q = Quarterly M = Monthly

At this time, I decline Maintenance Agreement Coverage. Initials: _____

Rev. 10/8/2014

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TERMS AND CONDITIONS

1. SERVICES. Throughout this Agreement the words "We," "Our," and "Us" refer to Company. The words "You" and "Your" refer to the Customer indicated on the reverse. This Agreement covers both the labor and materials for adjustments, repairs, and replacement of parts necessitated by normal use of the Equipment listed on the face of this Agreement ("Services"). Services do not include the following: (a) repairs due to (i) misuse, neglect, or abuse (including, without limitation, improper voltage or use of supplies that do not conform to the manufacturers' specifications), (ii) use of options, accessories, products, supplies not provided by Company; (iii) non-Company alterations, relocation, or service; (iv) loss or damage resulting from accidents, fire, water, or theft; (b) maintenance requested outside Company's normal business hours or this Agreement, (c) relocation, (d) software or connected hardware, (e) hard drive replacement, (f) Thermal heads, process units, and fuser units for Facsimile Machines, (g) Thermal Heads and MICR Toner for Laser Printers, and parts and labor for all non-laser printers, and/or (h) parts for Scanners. Replacement parts may be new, reprocessed, or recovered. Supplies provided by Company are in accordance with the copy volumes set forth on the face of this Agreement and within the manufacturer's stated yields and do not include staples. Supplies are to be used exclusively for the Equipment and remain Company property until consumed. You will return, or allow Company to retrieve, any unused supplies at the termination/expiration of this Agreement. You are responsible for the cost of excess supplies. You authorize Equipment to be connected to automatic meter reading software and/or device or, if we otherwise request, you will provide us with accurate meter readings for each item of Equipment when and by such means as we request. If you do not permit the Company to use automatic meter reading software and/or devices, Company may charge a monthly fee for manually performing meter reads. If you do not provide meter reads as required, Company may estimate the reading and bill accordingly. You shall provide adequate space and electrical service for the operation of the Equipment in accordance with UL and/or manufacturer's specifications. Supplies will be via UPS Ground. All shipping methods, including, but not limited to, UPS Ground, Overnight, and/or Messenger Service, will be billed to the Customer. Additional fees may be charged for Services provided outside Company's normal business hours or for computer/network issues and will be at Company hourly rates in effect at the time of Service. If, at any time during the Term of this Agreement, Customer upgrades, modifies, or adds equipment, Customer shall promptly notify Company and provide Company right of first refusal to provide Services for added equipment. Company maintains the right to inspect any upgrades and modifications to Equipment and/or additional equipment and, in its sole discretion, determine whether equipment is eligible for Service. If approved, the Agreement will be amended to include such changes, including pricing modifications. Unless otherwise agreed to in writing, Customer remains solely responsible for any and all Customer data stored within the Equipment and the removal of such data upon removal of Equipment or termination of this Agreement.

2. TERM AND PAYMENT. Except as otherwise provided for herein, this Agreement in non-cancelable and will commence on the start date indicated on the face of this Agreement and remain in effect throughout the Term. In the event the fees herein are included in your lease payment, the Term shall begin on the start date and continue through the expiration/termination of the Lease Agreement. The meter count at installation or, in the case of owned printers, at assessment, will be used for overages calculations. Unless notified in writing sixty (60) days prior to its expiration, this Agreement shall automatically renew for additional one (1) year periods. You agree to pay Company the Minimum Monthly Payment and all other sums when due and payable. The Minimum Monthly Payment entitles you to Services for a specific number and type (ie. black & white, color, scan) of Prints/Copies as identified on the face of this Agreement and will be billed in advance. In addition, You agree to pay the Overage Rate for each Print/Copy that exceeds the applicable number and type of Prints/Copies provided in the Minimum Monthly Payment which amount shall be billed in arrears and is payable as indicated on the face of this Agreement. A Print/Copy is defined as standard 8.5"x11" copy (larger size copies may register two meter clicks). No credit will be applied towards unused copies/prints. Your obligation to pay all sums when due shall be absolute and unconditional and is not subject to any abatement, offset, defense or counterclaim. If any payment is not paid within 10 days of its due date, you will pay a late charge not to exceed 7% of each late payment (or such lesser rate as is the maximum allowable by law). Company has the right to withhold service and supplies, without recourse, for any non-payment. Unless otherwise stated on the face of this Agreement, Company may increase the Base Charge and/or the Overage Rates on an annual basis, in an amount not to exceed 15%. Company retains the right to have all or some of the amounts due hereunder billed and/or collected by third parties. If Customer requires any specialized billing procedure or invoicing, Company reserves the right to bill an administrative fee not to exceed \$100 per invoice.

3. TAXES. Payments are exclusive of all state and local sales, use, excise, privilege and similar taxes. You will pay when due, either directly or to Us upon demand, all taxes, fines and penalties relating to this Agreement that are now or in the future assessed or levied.

4. WARRANTY: You acknowledge that the Equipment covered by this Agreement was selected by You based upon your own judgment. COMPANY MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, ORAL OR WRITTEN, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF NON-INFRINGEMENT; IMPLIED WARRANTIES OF MERCHANTABILITY; OR, FITNESS FOR A PARTICULAR PURPOSE, ALL OF WHICH ARE SPECIFICALLY AND UNRESERVEDLY EXCLUDED. IN PARTICULAR, BUT WITHOUT LIMITATION, NO WARRANTY IS GIVEN THAT EQUIPMENT IS SUITABLE FOR PURPOSES INTENDED BY CUSTOMER.

5. LIMITATION OF LIABILITY. In no event, shall Company be liable for any indirect, special, incidental or consequential damages (including loss profits) whether based in contract, tort, or any other legal theory and irrespective of whether Company has notice of the possibility of such damages.

6. DEFAULT; REMEDIES: Any of the following events or conditions shall constitute an Event of Default under this Agreement: (a) failure to make payment when due of any indebtedness to Company or for the Equipment, whether or not arising under this Agreement, without notice or demand by Company; (b) breach by you of any obligation herein; or (c) if you cease doing business as a going concern. If you default, Company may: (1) require future Services, including supplies to be paid in advance, (2) require you to immediately pay the amount of the remaining unpaid balance of the Agreement, (3) terminate any and all agreements with you, and/or (4) pursue any other remedy permitted at law or in equity. In the Event of Default, remaining payment amounts due will be calculated using the average of the last six months' billing periods or the face value of the Agreement, whichever is greater, multiplied by the remaining months of the Agreement. You agree that any delay or failure of Company to enforce its rights under this Agreement does not prevent Company from enforcing any such right at a later time. All of Company's rights and remedies survive the termination of this Agreement. In the event of a dispute arising out of this Agreement or the Equipment listed herein, should it prevail, Company shall be entitled to collection of its reasonable costs and attorneys' fees incurred in defending or enforcing this Agreement, whether or not litigation is commenced.

7. ASSIGNMENT: You may not sell, transfer, or assign this Agreement without the prior written consent of Company. Company may sell, assign or transfer this Agreement.

8. NOTICES: All notices required or permitted under this Agreement shall be by registered mail to such party at the address set forth in this Agreement, or at such other address as such party may designate in writing from time to time. Any notice from Company to you shall be effective three days after it has been deposited in the mail, duly addressed. All such notices to Company from you shall be effective after it has been received via registered U.S. Mail.

9. INDEMNIFICATION. You are responsible for and agree to indemnify and hold Us harmless from, any and all (a) losses, damages, penalties, claims, suits and actions (collectively, "Claims"), whether based on a theory of contract, tort, strict liability of otherwise caused by or related to Your use or possession of the Equipment, and (b) all costs and attorneys' fees incurred by Us relating to such claim.

10. FAX EXECUTION. A faxed or electronically transmitted version of this Agreement may be considered the original and you will not have the right to challenge in court the authenticity or binding effect of any faxed or scanned copy or signature thereon. This Agreement may be signed in counterparts and all counterparts will be considered and constitute the same Agreement.

11. MISCELLANEOUS. (a) Choice of Law. This Agreement shall be governed by the laws of the state of _____ (without regard to the conflict of laws or principles of such states); (b) Jury Trial. YOU EXPRESSLY WAIVE TRIAL BY JURY AS TO ALL ISSUES ARISING OUT OF OR RELATED TO THIS AGREEMENT; (c) Entire Agreement. This Agreement constitutes the entire agreement between the parties with regards to the subject matter herein and supersedes all prior agreements, proposals or negotiations, whether oral or written; (d) Enforceability. If any provision of this Agreement is unenforceable, illegal or invalid, the remaining provisions will remain in full force and effect; (e) Amendments. This Agreement may not be amended or modified except by a writing signed by the parties; provided you agree that we are authorized, without notice to you, to supply missing information or correct obvious errors provided that such change does not materially alter your obligations; (f) Force Majeure. Company shall not be responsible for delays or inability to service caused directly or indirectly by strikes, accidents, climate conditions, parts availability, unsafe travel conditions, or other reasons beyond our control; (g) Company has the right to modify/correct any clerical errors.

Initial _____

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Town of Templeton 360 Assessment

Council on	Make	Model	Serial #	First Mono	First Color	Date	Second Mono	Second Color	Date	Recom mend	AMV Mono	AMV Color
Aging	HP	U 400 M	PHGD5F8125	4572	0	26-Oct	4657	0	5-Dec	Keep	64	-
	HP	CU M452dn	VNB3B12474	1158	1703	26-Oct	1365	1922	5-Dec	Keep	155	164
	HP	U 200 M276nw		1757	1564	26-Oct	1905	1748	5-Dec	Keep	111	138
	HP	CU M477fww	VNB81JDCQZ	236	343	26-Oct	251	476	5-Dec	Keep	11	100
	HP	U M426fdn	PHB816YFWQ			26-Oct	287		5-Dec	Keep	215	-
Fire	HP	Photosmart Plus	CN9AK320TG05CS		824	26-Oct		887	5-Dec	X 6515	-	47
	HP	OJ 5600	CN69KDF4DF04CY		9419	26-Oct		9715	5-Dec		-	222
	HP	U M375nw	CND8FBMBL6			26-Oct	4492	3761	5-Dec	Keep	140	118
	HP	OJ 8630	CN57GFK148	2789	3228	26-Oct	2953	3310	5-Dec	Remove	123	62
Highway	HP	U500 M551	CNBCD31403	29,207	27,252	26-Oct	29,214	27,286	5-Dec	Keep	5	26
Police	HP	U M401n		3905		26-Oct				Keep	121	
	HP	U CP3505	CNBC79C092	36477	56678	26-Oct	36,748	56,721	5-Dec	Keep	203	32
	HP	Photosmart	MYS7M122FY0496		1635	26-Oct		1646	5-Dec	X 6515	-	8
Town Hall	HP	Photosmart 2610	MY4C6H50XY0400			18-Oct				Remove	-	-
First print												
11/8/13	Epson	WF-7610	S9DY012993	3118	2877	18-Oct				Remove	-	-
	HP	U M225dn	CNB9G9W11R			18-Oct				Keep	483	-
	HP	OJ X576dw	CN5G4KJ03T	2622	1721	18-Oct	3786	2428	5-Dec	6515	900	447
	HP	U 600 M601	CNCGF501PV			18-Oct				Keep	-	-
	HP	M551	CNBCD2N0FB	50,042	16,047	18-Oct	50,956	16,848	5-Dec	Keep	565	495
	HP	P2055dn	EC9AV7434DE61			18-Oct				Keep	-	-
	HP	OJ Pro 8600	CN1B41R1FC05KD	4382	2307	18-Oct	4383	27-Apr	5-Dec	Remove	1	1
	HP	P2055dn	CNB1551713			18-Oct				Keep	420	-
	HP	P4014								Keep	1,963	-
	HP	M425dn	CND8FC8FR8			18-Oct				Keep	96	-
	HP	P2055dn	VNB3S32010				26,874		5-Dec	Keep	560	-

\$519 per month
 Includes 6100 mono
 1850 color
 6515

6,136 1,859

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Holly

From: Salamack, Shawn <ShawnSalamack@cbs-gisx.com>
Sent: Wednesday, March 1, 2017 4:37 PM
To: hyoung@templeton1.org
Cc: Duka, Adrien
Subject: Library Follow up

Holly,

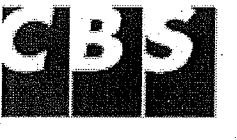
It looks like the library had a small HP printer. The Xerox 6515 will be more than sufficient to replace this device. Please reach out to me if you need any additional information. To confirm our conversation earlier we will replace this device bringing our refreshment recommendation up to 6 new Xerox 6515s for the town at no additional cost.

Thanks,

Shawn

Shawn Salamack

MPS Manager
Connecticut Business Systems
27B Midstate Drive
Suite 106
Auburn, MA 01501
Phone (413) 533-8140 x28168
Fax (413) 313-1536
Cell (860) 519-9744
Email: ssalamack@cbs-gisx.com
www.cbs-gisx.com



A Xerox Company



HARTFORD BUSINESS JOURNAL



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Town of Templeton
Information Technology Recommendation Plan

Continue moving offices to the VoIP phone system. Most (if not all) Town employees should be on the VoIP system for general communications. In certain departments there may be a need to retain a land line for alarm systems or emergency communication.

- Town Hall – VoIP (20)
- Police Station – VoIP (??) and land line and 911 lines
- Boynton Library – VoIP (2 or 3)
- Highway Department – VoIP (4) and maybe a land line
- Sewer Department – VoIP (3 or 4) and maybe a land line
- 2 School Street and Fire Station – VoIP (??) and maybe a land line
- Templeton Center Fire Station – Land line(s)
- Cert Building – Land line(s)
- Cemetery Garage – VoIP (1 if they have internet) or land line
- Senior Center – VoIP (7) and land lines (2) both connected to fire alarm but second line can also be used for emergency calling

For
Tomorrow
w/ Doug

The issues we have been experiencing with the VoIP system are in part due to the poor network infrastructure and design we have. Each building needs a high speed internet connection, a hardware firewall, and a router capable of supporting at least one VPN tunnel.

Continue upgrading PC to modern systems (Lenovo M73). In cases where a laptop can truly be justified a business class laptop (Lenovo T series) with a docking station should be deployed. It would be extremely rare that someone needs both a desktop and a laptop.

Purchase a .gov domain for example:

- TEMPLETONMA.GOV
- TEMPLETON-MA.GOV
- TEMPLETON.MA.US

All of these could be purchased and made to point to the same website. Here is a list of all town websites in Massachusetts: <http://www.mma.org/city-and-town-web-sites>

Develop a primary on premise server to provide Domain Control, Active Directory, and local file storage. All Town PC should be enrolled in the domain and authenticate to the primary server. To accomplish the authentication each building would need to have a router capable of creating a VPN tunnel to the Town Hall server. Each building should also have a hardware firewall. The need for servers and server software at multiple buildings for the most part is not necessary or cost effective. The exceptions might be the Police Department, Town Clerk, and Assessors office.

Everyone should be moved to Office365 some of the advantages to move are:

- Replace our Office 2007 software with the current Office 2013 version.
- A cloud based Exchange server for email and the advantages of an integrated calendar.
- The E5 Office365 license includes a Cloud based VoIP system which maybe more cost effective but would need to reviewed for functionality and reliability.
- OneDrive for Business which has folder security and could be replicated to the local server.
- Skype for Business allows for instant messaging, video conferencing, and presence that integrates with most VoIP systems.

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The establishment of a primary server, the interconnection of routers, and the move to Office365 are complex tasks and will require the use of an experienced solution provider.

. have a colleague at work whose son worked for the Franklin Country Tech School for several years, and currently works for the Easthampton School System and supports both the School System and the Town Government in Easthampton, MA. He has experience with government computing, network design, and Office 365. He does do freelance work and would be willing to talk with us. His contact information is Ashley Barstow, 39 Kately Hill Rd, Leyden, MA 01301, (413) 522-0745.

I have also put together the following list from the Microsoft Certified Solution Providers website <https://pinpoint.microsoft.com>

I do not have any experience with these companies or have any idea on their fees or services. The company I do have experience with is Atrion out of Providence. I don't know if they would take a job in Templeton or not. I will say they do excellent work but they are expensive.

Integrated IT Solutions
159 Overland Road
Waltham, MA 02451-1729
800-672-4968
<http://integratedit.com/>

Domitek
100 Grove St. Suite 101
Worcester, MA 01605
508-755-6503
<http://www.domitek.net/>

CompuCom Systems Inc
249 Vanderbilt Ave
Norwood, Massachusetts 02062
378-836-0980
<http://www.compucomproducts.com/>

Atrion
125 Metro Center Blvd
Warwick, RI 02886
401-736-6400
<http://www.atrion.net/>

Replace the Tech Closet PC at Town Hall with a M73, then install a UniFi wireless network. This will require running additional network cables from the Tech Closet to the access points. I would recommend starting with three access points in the hallway centered between the opposing office doors. If this doesn't provide sufficient coverage then add three additional access points and mount all six access points inside each office.

ALL printers should be network attached and NONE should be inkjet type printers. Printers should be lasers or a copy machine. Copy machines are the least cost printing devices, especially for color, and the technology changes pretty quickly. In my opinion copy machines should not be purchased, but leased for no more than 5 years, and I do think we could get a better price per machine by negotiating a master lease for all copy machines at once. Copy machines also give you the ability to scan which is very important if we ever want to move to digital document archiving. It is not efficient or cost effective to buy/use a standalone printer and a standalone scanner. Everyone does not need a printer and or scanner. The easier it is to print the more people print and threw it away. Everyone at town hall seems to have a trash bin, but there seems to be very few paper recycling bins. Is recycling mandatory at town hall? If not it should be.

I know that departments within a government prefer to act as independent businesses rather than one business. But again in my opinion this mentality breeds waste, encourages infighting, and builds needless bureaucracy. Centralizing technology (administration and purchasing) is a logical first step. If we want departments to be responsible for funding their own technology then General Ledger charge backs can be done.

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10 High Street
Andover, MA 01810
Main Phone: 978.642.1000
Main Fax: 978.657.0595
www.rutter-net.com

Active Directory – Design, Build and Installation

Prepared For:

Town of Templeton, MA
Commonwealth of Massachusetts

Prepared by:
Drew Koellmer
dkoellmer@rutter-net.com
978.642.1001
February 21, 2017

Between Rutter Networking Technologies (RNT), an ITC47 and ITS53 Commonwealth of MA vendor, and Town of Templeton, MA

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Executive Summary

The following document details the tasks necessary to perform the DC Build, Pilot and migration to Town of Templeton, MA as detailed in the following SOW. This proposal is provided to act as a guideline for the tasks that will be necessary to meet these initiatives.

Contact information:

Town of Templeton, MA
Robert Markel
townadministrator@templeton1.org

Rutter Networking Technologies, Inc.
10 High Street
Andover, MA 01810
www.rutter-net.com

Drew Koellmer
Telephone: 978.642.1001
Email: dkoellmer@rutter-net.com

Firm Profile

Rutter was born out of the idea that a customer can and should benefit from a team's knowledge and experience more than an individual's. By combining and teaming up experts from different backgrounds we can position the proper skill set against any of your potential IT challenges. We simplify engagements by having a single point of contact for you to interface with.

ABOUT US

We deliver support, technologies, services, and solutions needed to manage today's most demanding IT environments. Our support and solutions help your organization reduce operational costs, increase staff efficiencies, improve application availability and optimize service delivery. By doing this we reduce the impact to your business. Whether we are supporting or designing various aspects of your infrastructure, our goal is to satisfy the customer's needs and exceed their expectations.

Knowing your business is essential to building our partnerships around our core competencies:

{ Virtualization & Storage }

Rutter can assist you with all aspects of your virtualization and storage initiatives. Whether you are in the early stages of investigating virtualization or storage solutions or looking to expand your current infrastructure, we can help. We can work with you throughout your preliminary assessment stages and assist you as you advance your virtualization efforts into areas such as desktop virtualization, management and automation technologies, disaster recovery, business continuity, high availability, tuning or new application containment. In addition, our extensive storage expertise can provide enterprise SAN design, migrations, disaster recovery design, or optimization/tuning of existing storage platforms. Our team is considered an industry leader within the virtualization and storage community.

- Virtualization Assessment, Design, and Pilots
- Physical to Virtual (P2V) Migrations
- Virtual to Virtual (V2V) Migrations
- Disaster Recovery & High Availability
- Business Continuity
- Desktop Virtualization
- Backups & De-duplication
- Storage design, deployment & support
- SAN & Virtualization Optimization & Tuning
- Enterprise SAN/Virtualization Architecture & Designs
- Management & Automation

{ Security Solutions }

We consider security a core technology and a critical component of every project, service, or support we deliver. As the expanding capabilities of network infrastructures have changed the way companies do business it is now more important than ever to ensure your environment and related technologies have the security needed to protect your information, data, and resources. At RNT, we are committed to keeping your organization and information secure. We understand that security is a continuous process of defeating both new and anticipated threats. We will work

- Firewall & VPN Solutions
- SSL VPN and Cryptography
- Security Audits – Host & Network
- Policy Management & Compliance Solutions
- Industry Compliance Solutions
- IDS / IDP Solutions
- Vulnerability Assessments
- Firewall Reporting and Alerting Strategies
- Server Hardening
- Content Filtering & Blocking

with you to design, implement and support technologies that will allow you to uphold the security policies and practices you have defined as well as help you define, implement and update new security solutions.

- Multi-layer Anti-Virus Solutions
- Desktop Security
- Messaging Security

{ Directory, Messaging & Server Solutions }

Our Directory and Messaging support and services provide our customers with the necessary expertise to design, deploy and support directory & messaging systems successfully and within budget. Our team has vast experience and a proven approach to developing solutions that meet the emerging business requirements of today's corporate market place.

Our expertise with implementing and supporting enterprise server technologies provides our customers with the tools and knowledge necessary to manage critical server environments. In addition, we view server virtualization technology as a key concept toward the goal of managing abstract infrastructures that will provide our customers with greater flexibility and control of their IT environment. Our engineers are certified and trained at assessing server environments for consolidation and virtualization strategies to achieve this goal.

- * Consulting Services
- * Assessment and Planning
- * Directory & Messaging Designs & Migrations
 - Microsoft Active Directory
 - Microsoft Exchange
 - Scalix
 - Groupwise
 - Lotus Notes
- * Implementation and Support
- * AntiSpamming/AV
- * Archiving
- * Server Consolidation
- * Server Virtualization
- * Storage – NAS / SAN
- Group Policy Development and Enforcement

{ Monitoring and Management Solutions }

We offer services and solutions that enable organizations to exceed all performance commitments and service level agreements, both internal and external. Our solutions and services provide your organization with an automated, holistic view of your infrastructure's health and availability which will provide maximum value to your end users "experience". Our expertise, best practices and proven methodologies assist our customers with the design, implementation and support of multiple monitoring solutions. In addition, we work with our customers to identify and deploy enterprise management solutions for day-to-day operational administration of enterprise IT environments

- * Health and Availability Monitoring
 - Operating System
 - Applications
 - Response Time Monitoring
 - Networks
 - Web / Internet
- * SLA Reporting
- * Security Monitoring and Management
- * Risk/Compliance Monitoring and Reporting
- * Web Application Performance
- * Administration and Management
 - Active Directory / Group Policy
 - Security
 - Messaging
 - File Security
- * Content Filtering

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{ Infrastructure Solutions }

The network infrastructure is the foundation for all enterprise applications and services. In addition to the traditional “speeds and feeds” philosophy we also leverage a myriad of technologies to design, implement and support various network solutions with both security and quality of service in mind. As organizations constantly evolve it is critical that the foundation that all network services depend upon is both reliable and secure. Our engineering teams are cross certified in multiple infrastructure solutions and will assist with the design, implementation and support of those components required to uphold and maintain the stability of your core environment. Our Infrastructure services and solutions encompass all aspects of critical back-end IT environments.

- * LAN / WAN Design, Installation and Configuration
- * Wireless & Connectivity
- * Network Load Balancing
- * Bandwidth Management
- * Remote Data Center Management
- * Caching and Proxy Solutions
- * Consolidation Services
- * Virtualization Solutions
- * Remote Access Solutions
- * Network Audits
- * Network Base-lining
- * Business Continuity Planning
- * VPN Solutions

{ Support and Training Services }

Support Methodology

One of the biggest challenges facing companies today is reducing the amount of time between when a symptom occurs and when the problem is resolved and end users are back to, a productive workflow. Our support methodology divides problem solving into three key areas: Problem Notification, Problem Determination (which includes information gathering and multi-vendor management), and Problem Resolution. Reducing the time it takes to complete any of the above tasks reducing the time required to successfully resolve a problem. The objective of the methodology RNT has developed is to reduce unscheduled downtime by turning a reactive support methodology into a proactive strategy.

Table 1.1

Support Coverage		BRONZE	SILVER	GOLD
Documentation/Onboard Package	Full documentation package including: <ul style="list-style-type: none"> • Devices Covered • Technologies Covered • Visio/Diagrams • Engagement process 	✓	✓	✓
Remote Access	Remote access allows our engineering team to immediately troubleshoot & remediate issues effecting your environment.	✓	✓	✓
Technical Phone Support	Through multiple closely-knit relationships established with leading Vendors, our rapid response team will provide technical telephone support with a single point of contact for your support related issues. <ul style="list-style-type: none"> • Immediate to 20 Minute Response from Rutter Engineering Support team 	✓ 8AM - 5PM	✓ 8AM - 5PM	✓ 24/7
Support Portal Access	Access to Rutter web based Support Portal for online reporting & ticket creation.	✓	✓	✓
Emergency Onsite Support	Rutter engineers will respond onsite to a request for emergency assistance. This assistance can be used to remediate & troubleshoot mission critical issues affecting your environment.		✓ 8AM - 5PM	✓ 24/7
Assigned Support Engineering Team	Rutter will provide a dedicated technical support team assigned to your account. This team will consist of up to 3 solution engineers.		✓	✓
Configuration Assistance	This service provides customers with basic configuration assistance and recommendations on existing, supported infrastructure.		✓	✓
Technical Account Manager (TAM)	A Senior level technical resource that is familiar with all aspects of your supported environment will be dedicated to your account. Your TAM is an escalation point and overall issue owner for all support issues and will help lead future technical discussions impacting your environment.			✓

Optional Add-Ons			
<p>Onsite Proactive "Health Check"</p> <p>This service will provide you with proactive onsite visits on a pre-scheduled basis. Days will be scheduled during normal business hours between 8:00 AM – 5:00 PM M-F.</p> <ul style="list-style-type: none"> • Proactive Health and Availability checks • Enterprise review • Infrastructure review and analysis • Consulting Services 	<p>Block Consulting</p> <p>Our consulting team is comprised of senior level engineers and industry veterans that employ a proven methodology to match technologies that will meet your overall business objectives.</p>	<p>Co-Managed Services</p> <p>Rutters co-managed service provides ongoing engineering assistance throughout your IT infrastructure. This service eliminates the burden of routine IT management to allow your team to focus on business critical objectives.</p>	<p>Monitoring Services</p> <p>Rutters monitoring service in collaboration with our co-managed offering provides your organization with an automated, holistic view of your infrastructure's health and availability which will provide maximum value to your end user's experience.</p>

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Statement of Work – Task Outline

The following tasks will be performed as part of this engagement. These tasks are to provide a guideline for services and may be subject to change.

Forward

The Town of Templeton currently is operating within with standalone workstations. Without the existence of Active Directory, the town lacks:

- Common identity service for controlling identity and access to resources.
- Means to propagate common policies for use of workstation standardization, compliance and security safeguards.

The purpose of this engagement will be the introduction of a pristine Domain, and the onboarding of users and workstations.

Introduction of the Templetonma.gov Domain

Phase 1- 2016 Build Phase

Rutter Networking Technologies (RNT) will leverage an existing Windows Server 2012 to introduce the first Domain Controller for the new domain. This will include but not be limited to:

- Health inspection of the exiting Windows Server 2012 server. If the health and customization is in question, a Rutter engineer will reload the operating system with the proper windows updates and drivers.
- Provisioning of a new Domain & Forest (Templetonma.gov)
- Introduction of Active Directory DNS zone
- Define roles and administrators
- Verification of logon and client access
- Staging of user accounts and password for Town employees
 - Defining home directory file share on the new Domain Controller
- Staging of preliminary GPOs for:
 - Windows Updates
 - Windows Defender

Staffing

- RNT Engineer/ Consultant
- Templeton Admin

RNT Deliverables

- Introduction of the Templetonma.gov and verification of the new Domain Controller

Customer Deliverables

- Signoff

Phase Assumptions

- Templeton is responsible for all third party software and licenses relevant to this implementation.
- Customer is responsible for backup and archiving of all data covered by this project agreement. RNT agrees to make a reasonable effort to maintain data integrity while working on any device covered by this support agreement, however RNT does not make any assurance that customer will never experience data loss.
- It is assumed that Rutter will not be providing a build documents as part of this engagement.

Phase 2 -Pilot Phase

The second phase will consist of a pilot. Once the testing phase has completed and all anomalies and uncovered issues have been remediated or modified, a pilot migration will be executed against a pre-selected group of users. The following tasks will be executed during this phase:

- Select pilot group based on criteria defined by RNT and Templeton
- Hold Pilot meeting and/or send e-mail to pilot users to properly set expectations
- Develop Pilot migration strategy document
- Execute Pilot
- Perform pilot testing

Staffing

- RNT Engineer/ Consultant
- Templeton Admin

RNT Deliverables

- Validate of user workstations ability to join, and authenticate to the domain
- Validate the ability of pilot users to access their home directories

Customer Deliverables

- Signoff

Assumptions

- The pilot should be limited to no more than 5 users from Templeton.
- It assumed the pilot phase (2) will be scheduled and executed no later than 2 weeks after the start of the build phase (1).

Phase 3 -Onboarding Phase

Based on the outcome of the pilot migration and testing, a schedule will be devised onboard the remaining Templeton workstations to the new Domain. The following tasks will be executed during the process

- Joining Windows 7 Professional edition machines to the domain
 - Using a registry editor to map the previous profile to the new domain profile
- Joining Windows 10 Professional edition machines to the domain
 - Using a registry editor to map the previous profile to the new domain profile
- Support and verification for the application of the appropriate GPOs

Staffing

- RNT Engineer/ Consultant
- Templeton IT Staff

Phase Deliverables

- Joining of the Templeton workstations to the new domain.
- Templeton sign-off

Assumptions

- It is assumed that migration and decommission phase (3) will be scheduled and executed no later than August 1st, 2017.

General Assumptions & Additional Business Terms

"Customer" is defined as Town of Templeton, MA. The following considerations apply to this agreement:

- Customer will provide one qualified primary and one qualified secondary contact. These technical contacts will be available to assist RNT engineers with pertinent information gathering.
- If customer requests additional tasks beyond this SOW, an appropriate change order will be negotiated and customer may be responsible for additional costs. Time will be deducted from the Block of purchased time
- Customer is responsible for backup and archiving of all data covered by this project agreement. RNT agrees to make a reasonable effort to maintain data integrity while working on any device covered by this support agreement, however RNT does not make any assurance that customer will never experience data loss.
- All work is to be performed during regular business hours – 8:00 A.M. to 5:00 P.M. Monday through Friday.
- Design documentation provided as part of this engagement will not include design or future architecture.
- All documentation will be provided in Microsoft Office format.
- Services performed throughout this engagement will be via a combination of onsite and offsite.

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Approval & Acceptance

Rutter Networking Technologies, Inc. agrees to provide the Town of Templeton, MA with the services detailed in this document. The extent of the services for those options will be based on the descriptions and assumptions described throughout this document.

Total Project Services Pricing as Detailed Above..... \$ 5,800

Optional Annual Silver Support (8x5 – M-F)
Unlimited Technical Phone Support, Emergency Onsite.
Remote Access (Refer to table 1.1 above)..... \$ 4,900

If you have any questions or concerns regarding the information presented in this proposal, please contact Drew Koellmer at (978) 642-1001, or by email at dkoellmer@rutter-net.com.

Acceptance

Town of Templeton, MA

Name (Please print)

Signature

Title

Date

Rutter Networking Technologies, Inc.

Representative

Signature

Title

Date



10 High Street
Andover, MA 01810
Main Phone: 978.642.1000
Main Fax: 978.657.0595
www.rutter-net.com

Business Continuity, Disaster Recovery, and Security Findings for the Town of Templeton Massachusetts

Prepared by:
Rutter Networking Technologies, Inc.
10 High St.
Andover, MA 01810
978-642-1001

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Section 1 – BC/DR Assessment

Forward

Business Continuity and Disaster Recovery (BCDR or BC/DR) are closely related practices that describe an organization's preparation for unforeseen risks to continued operations. Organizations often have a plan in place (usually referred to as a "Disaster Recovery Plan", or "Business Continuity Plan") that outlines how a recovery will be accomplished. The key to successful disaster recovery is to have a plan (emergency plan, disaster recovery plan, and continuity plan) well before disaster ever strikes.

The focus of this engagement examines the BCDR practices currently employed at the Town of Templeton and to provide recommendations. Disaster contingencies should address scenarios including but not limited to:

- Power outages
- IT system crashes
- File corruption
- Hardware failures

Current Application RTO and RPO

Disaster Recovery and Business Continuity is a journey of stages, normally funding driven. The focus of the organization should not necessarily be perfection in any one area or application, but a constant revision of where funding can be the most impactful to advance the overall BCDR goals.

Many organizations focus first on backups since it is a safety net for all systems and provides the best value for the investment in terms of coverage and capability. After the organizations stabilize backups, advanced protection technologies designed to lower Recovery Time Objective -*RTO* and Recovery Point Objective - *RPO* are implemented for key applications and systems that have a defined operational, safety, or financial impact (to note a few driving factors). The incremental expansion to include Tier 2 applications generally follows, with more advanced testing and policy based BCDR discussions (who can authorize a failover, for example).

The formulation of the BC/DR plan begins with the business processes. The Town of Templeton's business processes were evaluated using objective measures including financial loss, legal and regulatory issues, and customer impact. Using this objective data, we were able to identify critical applications that support those processes.

The business impact analysis also enabled our team to determine quantifiable DR goals for each business process. To qualify these standards, the following terms were applied:

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- The Recovery Time Objective (RTO) is the duration of time and a service level within which a business process must be restored after a disaster in order to avoid unacceptable consequences associated with a break in continuity.
- Recovery Point Objective (RPO) describes the interval of time that might pass during a disruption before the quantity of data lost during that period exceeds the Business Continuity Plan's maximum allowable threshold or "tolerance."

RTO and RPO are mentioned independently because applications can have very different needs. For example, an application may tolerate no data loss, but can be offline for days. This would drive a low RPO but somewhat tolerant RTO requirement. Based on the onsite discovery, the following list of key applications and hardware were provided (as detailed in table 1 below).

Application	RTO
VADAR (tax) – cloud based	week
Vision – Assessors Office – cloud based	week
Document Management – Lazerfiche	week (stagnant file of scanned documents – copy kept on site)
Library – moving to C/WMars 90%	week
Network solutions Hosted (email)	Week
Millennium Payroll – vendor - Harper's payroll cloud based.	Week

Table 1 – RTO critical applications.

It should be noted:

- 1) There was no documentation delivered in advance to the assessment team concerning the site. Support documents for some of the sites were provided when we arrived.
- 2) There is no software or equipment inventory – that is current, since users can install software on any PC it is possible that there are other applications in the town that need to be addressed.
- 3) The support person for the town is one of the Selectmen – much of the support he provides is on a volunteer basis.
- 4) Essentially all of Templeton's applications identified are hosted by external 3rd parties. ***Because these applications live in other vendor's cloud, the key issue for Templeton would be to define a BC/DR strategy and the means in which users would connect to these applications.***
- 5) The exiting server on site "TEMP1" – running Windows 2012 - is used as a file server - but there is no folder redirection - so users also store files on the local workstations.
 - a. The server is backed up nightly and a report is received via eMail. The vendor is NordicBackup the SaaS is purchased month to month.
 - b. There is a UPS on the server – untested.
 - c. There is no emergency generator at the site.
 - d. The server is not currently configured for Windows updates.
 - e. The server is running no antivirus, malware or protection software.

- 6) There is no Active Directory or other user and device management system in place – all user’s workstations are logged into using local user accounts. All users are administrators for the local workstation. Workstations are setup individually – there is no device image software.
- 7) The eMail vendor is not providing any backup of the email.
- 8) At the time of the assessment, the Cert Building - “Emergency Operations Center (EOC), 1 Elm Street (Old Fire Station), Baldwinville, MA 01436” - is defined as the rally point for a true DR situation. The building has a generator and some PC’s which can be used to connect there is no certainty that applications needed are installed on the workstations. The site does have its own network connectivity.
- 9) There is no disaster relief document or central repository of service agreements and SLA’s. Therefore, the level of support for afterhours recovery is difficult to determine.
- 10) The library currently is using a manual system for tracking circulation. They are in the process of uploading their collection information to the Central Mass Regional Library System – data will be maintained off site.

BCDR Score

Basic planning (1/10)

<i>Accomplished</i>	<i>Task</i>
	Confirm participation, sponsorship from Town officials
	Ensure/BC/DR is sufficiently funded and included in the budget
	Succession team available for refinement and execution of BC/DR plan
	Contact information available for succession team (including vendors)
	Comprehensive BD/DR plan
	Decision hierarchy to prevent delays when a disaster takes place
7	Identity rally point for the execution of BD/DR plan
	Established application SLAs
	Keep BC/DR plan available in for accessibility in more than one location
	Evaluate current backup and recovery methodology

Table 2 – Basic planning

Templeton has yet to have funding for a BC/DR plan, but have the good fortune of having the bulk of their applications hosted by external vendors.

They have identified the Emergency Operations Center (EOC) as the rally site for emergency operations. There is some additional support equipment at the site but there has been no testing to confirm access to critical applications in the event of a disaster. However, there is not a BC/DR plan to define metrics such as a rally point, vendor contact information, succession team, etc. Additionally, there is uncertainty in their vendor’s ability to recover their data – since there is no regular testing of the recovery process.

Communications (0/5)

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<i>Accomplished</i>	<i>Task</i>
	Develop a crisis communication plan for internal and external communications
	Include website and social media pertinent to the City
	Create an internal list of key individuals who should be contacted in a crisis
	Ensure all parties are aware of the decision-making hierarchy
	Identify application stake holders per key applications

Table 3 - Communications

Once again there has not been a defined BC/DR plan for Templeton along with an established communication plan. They do have access to a CODE RED application on the town website which might be able to provide part of the communication in the event of a disaster.

Continuous Improvement (0/8)

<i>Accomplished</i>	<i>Task</i>
	Maintains a regular schedule for testing disaster/disruption scenarios
	Integrates testing with normal business operations
	Identify deficiencies in both planning and procedures
	Integrate learnings after each BC/DR test and audit
	Review and evolve the BC/DR plan and production changes
	Assessing the response capabilities of the recovery team to determine if additional resources and training are needed
	Keep BC/DR on the annual budget to guarantee on-going investment and support
	Add redundancies and backups as needed to support the contingency plan

Table 4 – Continuous Improvement

Once again, Templeton has never tested and documented and end to end response to a disaster.

Top Recommendations and Next Steps

Given the situation, it is recommended that the Town of Templeton leverage their existing vendors as the corner stone of the BC/DR plan. ***This would include examination of their existing support contract to determine the limitations of afterhours support (if any), SLAs, etc.*** The town should develop a plan to check the defined rally point – Emergency Operations Center (EOC) and ensure that the equipment, connectivity, and information is on site – including a disaster plan.

They need to also confirm access to the hosted applications using the equipment at the site. After this plan, has been established and documented, it could be stored in the “cloud” and made accessible to all key stake holders. Installing software which would allow hardware and software inventory and then documenting would mitigate the risk that a critical – but seldom used, or application only used by a single person, is missing from the disaster plan.

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Section 2 – Network and Security Assessment

Part 1 – Network Assessment

Forward

The network is the backbone of any organizations IT infrastructure. The focus of ensuring the network is stable and has the capacity for growth within any organization should be a top priority, allowing for any application to be deployed quickly and effectively without impacting other departments within an organization.

The critical components for an effective network infrastructure are redundancy and throughput. In reviewing any network design, redundancy is evaluated from Layer 1 (physical) to Layer 3 (network aka: routing). Being able to have redundant connections between network devices to being able to have a secondary path to reach the desired application or network target is key.

Evaluation criteria:

Layer 1 – Physical:

- Are the devices in use considered enterprise class?
- Are the devices in use under a manufacturers support contract in case of hardware failure?
- For each device interconnect, do they have dual connections between each other.

Layer 2 – Data Link:

- Are the devices considered 'managed' network devices?
- Is each device capable of using VLANs for network segmentation?

Layer 3 – Network:

- How routing is controlled within the environment
- Are there multiple paths and redundancy designed within the environment for access to business-critical applications and the internet?

Current state of the network infrastructure for the organization and recommendations:

Community Compact - Security Assessment	Rating Scale	1 - Not in place 2 - Fundamental functionality in place 3 - Industry standard functionality in place
<i>Network Check-Up Item</i>	<i>Rating</i>	<i>Notes</i>
Layer 1 - Physical		
Enterprise Class Hardware	2	Most locations have enterprise class hardware, but all locations could use a refresh
Support and Service Contracts	2	Contracts that are in place are not centralized and taking advantage of full options, including software updates
Device Interconnects	1	All locations are managed independently and should be redesigned

Layer 2 - Data link		
Managed Network Devices	2	Devices can be managed, but aren't
Vlans and Network segmentation	1	All locations are managed independently and should be redesigned
Layer 3 - Network		
IP Routing design	1	All locations are managed independently and should be redesigned
IP path redundancy	1	All locations are managed independently and should be redesigned
Low Score	7	
Median Score	14	
High Score	21	
Templeton Score	10	

Table 5 – Network Check Up

Part 2 – Security Assessment

Forward

From both security policies and technical controls, any organization can have visibility into their environment, control access to critical resources, be alerted to threats and respond accordingly to malicious behavior.

The critical components to a secure environment are access controls, visibility and response. This review has been performed to provide high-level insight into an organizations security posture evaluating fifteen areas that evaluate those three areas.

Evaluation Criteria:

Inventory of Authorized and Unauthorized devices:

Does the organization have an actionable inventory of devices on their network?

Does the organization have logging enabled for their DHCP services to provide knowledge of what devices were active on the network at any given time?

Does the organization have a Bring Your Own Device policy and how is it enforced?

Inventory of Authorized and Unauthorized software:

How is software updating performed?

Does the organization have support contracts for their software (allowing for upgrades and patches)?

Is there an actionable list of authorized software installed on each system?

Can the end user install software on their own workstation without approval?

Secure Configurations of workstations and servers:

Are workstations and servers deployed from images?

Are images updated regularly with software updates and patches?

How is patch deployment performed?

What are the procedures for remote administration of workstations and servers?

Vulnerability scanning:

Are there vulnerability scanning tools in place?

What is the remediation time for vulnerabilities found in systems?

Malware Defenses:

What antimalware tools are in use?

Is central management and reporting in place for the antimalware tools?

Are attachments for emails scanned prior to allowing them into the organization?

Wireless:

What method of authorization and encryption is used for internal wireless networks?

What is the method used to provide guest wireless access?

Skills Training:

How often is security awareness training performed for the users within an organization?

How often is technical security training provided for the IT staff within an organization?

Secure Configuration of network devices (switches/routers/firewalls):

What is the organizations firewall policy for permitting and denying traffic to and from the internet?

What method is used to authenticate to all network devices?

Limitation and control of network ports and services on each system:

Is a software firewall deployed on workstations and servers?

Is there a process in place for port scanning to determine if any new applications are deployed?

Are there hosted services within the organization that are visible from the internet and how are they secured?

Administrative privileges:

Are there separate accounts in place for administrator's day-to-day activities from their administrative tasks?

How is password complexity enforced?

Do the users have administrative rights to their own workstations?

Boundary devices:

Does the organization use a next generation firewall (NGFW)?

How often are the advanced features updated (such as IPS, Antimalware)?

Does the organization have remote access via VPN or other method configured?

Maintenance and monitoring of device logs:

Does the organization use a central logging server for all devices?

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What is the current log retention policy for all devices?
 Do the devices all have their times synchronized for the purpose of log timestamping?

Controlling access based off need to know:
 Do the organizations critical functions have limited access to only those that require access?
 Is there audit logging in place for these functions to know who accessed them, from where and for how long?

Account monitoring and control:
 Is there a process in place for account creation/modification/deletion?
 Are screen locks enabled on all systems?
 How often is a review conducted of all active accounts within the organization?
 What is the current lockout policy for incorrect logins?

Incident response planning:
 Is there a documented incident response plan in place?
 When was that plan last tested for accuracy?

Current state of the network infrastructure for the organization and recommendations:

Community Compact - Security Assessment	Rating Scale	1 - No control in place 2 - Rudimentary Control in Place 3 - Acceptable Controls in Place
<i>Security Check-Up Item</i>	<i>Rating</i>	<i>Notes</i>
Review of Authorized and Unauthorized Devices		
Inventory	2	A Financial inventory exists, but that's all
DHCP Logging	1	none
BYOD Policy	1	none
Review of Authorized and Unauthorized Software		
Software Updating	2	windows update only - not on Server
Software Contracts	2	only on town software
List of Authorized Software	1	none
Secure Configurations of Workstations and Servers		
Images for Workstations in Use	1	not in use
Images updated regularly	1	not in use
Patch Deployment	2	windows update only
Remote Administration Procedures	2	TeamViewer used in some locations

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Vulnerability Scanning		
Tools in place for Scanning	1	none
Scanning results review	1	none
Malware Defenses		
AntiMalware tools in place	2	MS AV is in place, but not centrally managed
Central Management and Monitoring	1	none
Attachment Scanning for email	1	none
Wireless Access Control		
Strong Authentication	2	WPA 2 in place
Guest Wireless Services	3	
Skills Assessments		
Security Awareness Training for Employees	1	none
Security Training for IT Staff	2	some training is done by the IT folks for seminars etc.
Secure Configuration of Network Devices		
Firewall Policy	2	Limited controls in place
Network hardware authentication methods	1	none
Limitation and Control of Network Services		
Client Firewall	3	
Port Scanning for Systems	1	none
Web Services	NA	Hosted
Administrative Privileges		
End User Administrative Privileges	1	users have administrative privileges
Use of Administrator accounts	1	all systems log in as local admin
Administrative Account Activity Logging	1	none
Password Complexity	1	no central account management
Boundary Defenses		
Next Generation Firewall	1	Not in place
VPN Access	1	Not in use
Logging	1	None
Maintenance and Monitoring of Device Logs		
Central Logging	1	None

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Log Retention	1	No central logging
Log Time Stamp	1	No NTP in use
Controlling Access Based on Need to Know		
Critical Functions	3	
Audit Logging in place	3	
Account Monitoring and Control		
Account Creation/Deletion Process	1	No formal process in place
Screen Savers	1	Not enforced
Account Review	1	No central accounts in use and no review is done
Account lockout	1	No central accounts in use
Incident Response		
Plan in place	1	None
Regular Review and Testing	1	None
Low Score	39	
Median Score	78	
High Score	117	
Templeton Score	58	

Table 6 – Current state Security Assessment.

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FY 2018 BUDGET DETAIL

DEPARTMENT: **Town Clerk**
 FUND: **1000**
 ACCOUNT NUMBER: **161** **5200**
 ACCOUNT NAME: **Purchase of Services**

Expense Budget

FY 2018 **FY 2018**
Request **Administrator**
 Recommended

Quantity	Cost	Description		
12	\$143.41	Ricoh copier/printer	\$1,721	\$1,721
1	\$1,500.00	LHS Associates-Ballots & Coding	\$1,500	\$1,500
1	\$600.00	LHS Associates Annual Maintenace Agreement	\$600	\$600
1	\$550.00	General Code - Laser Fiche	\$550	\$550
1	\$790.00	LL Data - Dog/Boards & Committee's Program	\$790	\$790
3	\$85.00	Gardner News Advertisments	\$255	\$255
1	\$890.00	Election Systems & Software-Automark-Coding	\$890	\$890
1	\$160.00	Food for Poll Workers	\$160	\$160
1	\$3,998.00	General Code - Codification*	\$3,998	\$3,998
1	\$100.00	Miscellaneous	\$100	\$100
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
*Note-Year 2 of a 3 year contract with an annual service fee of \$1,195.00				
			LUMP SUM DISALLOWED	-\$64
Totals			\$10,564	\$10,500

Holly

From: townadministrator <townadministrator@templeton1.org>
Sent: Monday, September 12, 2016 12:21 PM
To: 'Holly'
Subject: FW: codification of town by-laws

Print for FY 2018 budget file

Many Thanks

Carter Terenzini
Interim Town Administrator
Town of Templeton
160 Patriots Road
East Templeton, MA 01438
(978) 894-2753

From: Town Clerk [mailto:townclerk@templeton1.org]
Sent: Monday, September 12, 2016 10:56 AM
To: selectmen.caplis@templeton1.org; 'seldhaleybrooks templeton1.org' <seldhaleybrooks@templeton1.org>; SelJColumbus@templeton1.org; SelJRichard@templeton1.org; 'Doug Morrison' <seldmorrison@templeton1.org>; 'Townadministrator' <Townadministrator@templeton1.org>; 'Holly' <senioradmin@templeton1.org>
Subject: codification of town by-laws

Good Morning,

I was asked to get information on a breakdown of the payment schedule for having the town's by-laws codified.
Below is a sample.

Sample Calendar (perfect world scenario) with a signing date of September 1, 2016 (business days):

Deliverable	Delivery Date
Preliminary telephone conference	Within 30 days of contract signing Signing 9/1/2016 GC: September 2016 -- Invoiced: 10% - \$999.50
Submission of the Organizational Analysis	Within 80 days of contract signing and receipt of the materials; the Town has 30 days for review GC: mid-Dec 2016 Town: mid-Jan 2017 – Invoiced 20% - \$1999.00
Submission of the Manuscript and Editorial and Legal Analysis	Within 180 days of receipt of the responses to the Organizational Analysis; the Town has 100 days for review GC: early-August 2017 Town: mid-October 2017 – Invoiced 20% - \$1999.00

Submission of Draft	Within 145 days of receipt of responses to the Editorial and Legal Analysis; the Town has 45 days to review GC: mid-April 2018 Town: late-June 2018 –Invoiced 20% - \$1999.00
Submission of Final Draft	Within 60 days of receipt of responses to the Preliminary Draft; Town to adopt draft and submit to Attorney General for approval GC: mid- Sept 2018 Town: mid-Sept 2018 – Invoiced 10% - \$999.50
Delivery of Code	Within 40 days of approval by Attorney General and submission to General Code GC: mid – Nov 2018 – Invoiced balance - \$1999.00

Please let me know if you have any questions,
 Thank you,

Carol A. Harris

Templeton Town Clerk, CMMC
 160 Patriots Rd.
 P.O. Box 620
 E. Templeton, MA 01438
 (978) 894-2758 phone
 (978) 894-2766 fax

FY 2018 BUDGET DETAIL

DEPARTMENT: Police & Dispatch

FUND: 1000
 ACCOUNT NUMBER: 200 5100
 ACCOUNT NAME: Personnel

Expense Budget

FY 2018 Request FY 2018 Administrator Recommended

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/Week/Yr	# Weeks per YR	Wages	FY 2018 Request	FY 2018 Administrator Recommended
Chief of Police*		\$57.21	Salary	40	52	\$118,997	\$118,997	\$86,201
Chief Education Incentive Pay @ 10%								\$8,620
Sergeant	Step 7+15%	\$30.43	H	40	52	\$63,294	\$63,294	\$63,294
Sergeant	Step 7+15%	\$30.43	H	40	52	\$63,294	\$63,294	\$63,294
Officer	Step 7+4%	\$27.52	H	40	52	\$57,242	\$57,242	\$57,242
Officer	Step 7+2%	\$26.99	H	40	52	\$56,139	\$56,139	\$56,139
Officer	Step 7+2%	\$26.99	H	40	52	\$56,139	\$56,139	\$56,139
Officer	Step 6	\$25.67	H	40	52	\$53,394	\$53,394	\$53,394
Officer	Step 5	\$24.93	H	40	52	\$51,854	\$51,854	\$51,854
Officer	Step 4	\$24.21	H	40	52	\$50,357	\$50,357	\$50,357
Dispatcher	Max Step	\$19.55	H	40	52	\$40,664	\$40,664	\$40,664
Dispatcher	Max Step	\$19.55	H	40	52	\$40,664	\$40,664	\$40,664
Dispatcher	Max Step	\$19.55	H	40	52	\$40,664	\$40,664	\$40,664
Dispatcher	Max Step	\$19.55	H	40	52	\$40,664	\$40,664	\$40,664
Dispatcher	Step 2	\$16.70	H	40	52	\$34,736	\$34,736	\$34,736
Part-time Patrol Shifts		\$16.00	H	32	52	\$26,624	\$26,624	\$26,624
Part-time Dispatch Shifts		\$15.96	H	24	52	\$19,918	\$19,918	\$19,918
Police Shift Differential			H			\$19,248	\$19,248	\$19,248
Dispatch Shift Differential			H			\$8,206	\$8,206	\$8,206
Police Career Incentive						\$31,198	\$31,198	\$31,198
Holiday Pay Police/Dispatch						\$46,091	\$46,091	\$46,091
Court Overtime						\$12,000	\$12,000	\$12,000
Training Police/Dispatch						\$31,520	\$31,520	\$31,520
Vacation Back-fill Police/Dispatch						\$72,919	\$72,919	\$72,919
Sick Leave Back-fill Police/Dispatch						\$47,240	\$47,240	\$47,240
Personal Leave Back-fill PD/Disp						\$20,749	\$20,749	\$20,749
PT Test OT	Twice Annually					\$2,020	\$2,020	\$2,020
Compensatory Time Back-fill PD/Disp						\$35,539	\$35,539	\$35,539
Dispatch Open shifts (per CBA)						\$27,562	\$27,562	\$27,562
Unscheduled Overtime PD/Disp						\$20,000	\$20,000	\$20,000
						\$0	\$0	\$0
* Request was based upon Public Safety Director Model						\$0	\$0	\$0
						\$0	\$0	\$0
						\$0	\$0	\$0
						\$0	\$0	\$0
							LUMP SUM DISALLOWED	-\$4,760
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
Totals							\$1,188,936	\$1,160,000



TriTech's Perform Solutions
 313 Boston Post Rd., West, Suite 140
 Marlborough, MA 01752-4612

Invoice	56587
Date	7/1/2016
Page	1

Contact:
 Michele Maynard 978-215-2281
 michele.maynard@tritech.com

Bill To:

Templeton Police Department
 33 South Road
 Templeton MA 01468

Ship To:

Templeton Police Department
 33 South Road
 Templeton MA 01468

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Sales Order	Master No.
		MA290			Due on Doc. Date		43,477
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
1	1	0	P-DM.IMC SOFTWARE SUPPO	Perform Software Support 24x7 Emergency software support for Dispatch, Records and Mobile. Standard software support for all other licenses on the attached license listing. Term: 7/1/16-6/30/17.	\$0.00	\$12,106.25	\$12,106.25

Subtotal	\$12,106.25
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$12,106.25

By submitting payment for this invoice, the end user agrees to the Perform Software Support Agreement that can be downloaded from the TriTech Customer Service Center Portal by searching for "Perform Software Support Agreement".

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CODERED SERVICES AGREEMENT

This CodeRED® Services Agreement ("Agreement") is made and effective as of November 15, 2012 (the "Effective Date") by and between Emergency Communications Network, LLC, a Delaware Limited Liability Company ("Licensor") located at 9 Sunshine Boulevard, Ormond Beach, FL 32174 and Templeton Police Department, a body politic and corporate of the State of Massachusetts ("Licensee") located at 33 South Road, Templeton, MA 01468.

Licensor is the owner of a service identified as "CodeRED® Emergency Notification System" (the "Service"), which is designed to allow authorized licensed users to have access 24 hours a day, 7 days a week for the purpose of generating high-speed notifications to targeted groups via an Internet-hosted software application. Licensee desires to utilize the Service for the purpose of communicating matters of public interest and concern. The parties agree as follows:

1. **License:** Licensor grants Licensee a non-exclusive and non-transferable license (the "License") to use the Service for Licensee's own purpose, in accordance with the terms of this Agreement. Licensor reserves the right to either charge additional fees or terminate this Agreement if other parties not contemplated in this Agreement are granted access to the Service by Licensee. Licensee assumes full and complete responsibility for the use of the Service by anyone whom Licensee permits to use the Service or who otherwise uses the Service through Licensee's access codes.

Licensee may not assign, license, sublicense, rent, sell or transfer the License, the Service, those codes used to access the Service, or any rights under this Agreement. To access the Service, Licensor will provide Licensee with up to five (5) unique user name(s) and password(s). Additional users pass codes may be obtained at an additional annual fee as outlined in Exhibit A, attached hereto and incorporated by reference.

2. **Ownership:** Licensee also agrees that it shall not duplicate, translate, modify, copy, printout, disassemble, decompile or otherwise tamper with the Service or any software provided. The Licensee's License confers no title or ownership in the Service or its underlying technology.
3. **Functionality:** The Service provides the ability for Licensee to generate high-speed notifications to geographically selected calling areas and/or listed databases via an Internet-hosted software application. The Service utilizes an interactive voice response telephone service to record Licensee voice messages and initiate telephone call-out projects. Licensee's community database(s) shall be limited to containing contact data located within the geographic boundaries (determined by Lat/Lon coordinates) of the Town of Templeton, Massachusetts (the "Calling Area"). Licensee may only place calls via the system to telephone numbers assigned within the 48 contiguous United States of America. International call rates may be set by separate agreement. Any additional Service functions will be charged at the rates on Exhibit A.
4. **Term:** This Agreement, and the License extended herein, will continue for a period of three (3) years and two hundred twenty-eight (228) days (the "Initial Term") commencing on the Effective Date. Upon termination of this Agreement, whether by expiration of the Initial Term, any Renewal Term (as hereinafter defined) (the Initial Term and all Renewal Terms, collectively, the "Term") or as otherwise set forth herein, Licensee's access to the Service will be terminated and all System Minutes remaining on account shall transfer solely to Licensor.

5. **Costs for the Service:** During the Term of this Agreement, Licensee agrees to pay all costs and fees for utilizing the Service, as described in Exhibit A, and as set forth in this paragraph. Licensee understands and agrees that it will purchase prepaid minutes for the Service ("System Minutes"). Licensee further understands and agrees that whenever Licensee utilizes the Service, the actual calling minutes used by Licensee while utilizing the Service will be deducted from the balance of System Minutes remaining in Licensee's System Minutes account or bank. Licensee is responsible to maintain, at all times, a sufficient balance of System Minutes on account. Payment for the Service or System Minutes is due and payable upon receipt of invoice (ROI). Finance charges at a rate of 1% per month (12% per annum) will be charged on all balances outstanding beyond 60 days. All payments due under this Agreement shall be paid to: Emergency Communications Network, LLC at 9 Sunshine Blvd., Ormond Beach, FL 32174.

Licensee understands and agrees that the prices set forth on Exhibit A are not final until this Agreement has been fully executed, and that it is at the Licensor's discretion to honor such prices in the event this Agreement has not been returned to the Licensor within 90 days from the date this Agreement was drafted for the Licensee.

6. **Free Testing and Training Minute Blocks:** Licensee is allotted free time on the system which runs the Service for the purpose of testing and training. Licensee understands and agrees that the following conditions must be met in order for Licensee to utilize the free minute bank specified in Exhibit A:
- a) Minutes used for testing and training will be deducted from Licensee's minute bank at the time of using the Service;
 - b) Licensee must notify Licensor in writing within 60 days from the date the Service was used for testing or training, specifying qualified project(s) and minutes used, to request that such minutes be designated as free minutes and restored to the minutes that were deducted from Licensee's System Minute bank. Licensee understands and agrees that, if Licensee fails to notify Licensor within 60 days of the use of the Service, the minutes used will not be eligible for restoration as free minutes, and will remain deducted from Licensee's System Minute bank as described above;
 - c) Any unused minutes are not transferable, and shall only roll over by written agreement; and
 - d) Licensor will have the final right to deem all free calling minutes eligible or ineligible for reimbursement under this paragraph.
7. **Annual System Minute Bank Replenishment:** For the first two hundred twenty-eight (228) days of this Agreement, Licensee will have access to 7,027 System Minutes. Commencing on July 1, 2013 (the "Renewal Date"), Licensee will have access to 11,250 System Minutes. On each anniversary of the Renewal Date, for so long as this Agreement is in effect, the System Minute bank will be refilled to 11,250 System Minutes. System Minutes are not transferable and do not rollover from year to year, unless otherwise paid for and agreed in writing. If the entire bank of System Minutes is exhausted during the given year, Licensee will be required to repurchase System Minutes according to the System Minute bank refill provisions described herein.
8. **Discount Contract Extension:** Upon completion of the Initial Term or any Renewal Term (as hereinafter defined) the Term of this Agreement will automatically extend for an additional **three-year** period (each a "Renewal Term"), except as otherwise set forth herein. This contract extension provision will continue to extend the Agreement by three (3) additional years at the end of the Initial Term and each three-year Renewal Term. **Either party may cancel this renewal provision by submitting written notice to the other no less than 30 days prior to the end of the then current Initial Term or Renewal Term.**

In the event the Agreement is extended, such renewal shall trigger the following events:

- a) Licensee's System Minute bank will be replenished to the annual 11,250 minute balance;
 - b) Licensor will update its systems to extend the active software License and associated access codes for three additional years of use;
 - c) Licensor will invoice Licensee for additional year(s) of Service at the rate of sixteen thousand eight hundred thirty dollars (\$16,830) per three-year Renewal Term which may be paid in installments of five thousand six hundred ten dollars (\$5,610) per year; and
 - d) Licensee agrees to pay the contract extension fee set forth in this paragraph for all years in the Renewal Term upon receipt of invoice from the Licensor, subject to the terms as set forth in paragraph 5.
9. **Minute Bank Refill Feature:** The parties recognize that Licensee may utilize the Service in a manner that results in Licensee exceeding the amount of prepaid System Minutes in Licensee's System Minute bank. In the event that using the Service completely exhausts Licensee's remaining prepaid System

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Minute bank, Licensor will immediately refill Licensee's System Minute bank with a block of 1,125 System Minutes, and will invoice Licensee for this block of minutes at the Additional System Minute price as indicated in Exhibit A. Licensee shall pay Licensor for all Additional System Minute blocks upon receipt of invoice from Licensor, subject to the same terms as set forth in paragraph 5. Licensee understands and agrees that it is required to maintain a System Minutes balance in its System Minutes bank at all times, and agrees to purchase Additional System Minute blocks as needed in order to maintain a positive System Minute balance. The purpose of this refill feature is to ensure that calls being placed via the Service are not interrupted as the result of Licensee's depletion of its System Minutes.

10. **Termination:** Licensee or Licensor may terminate this Agreement at the completion of the Initial Term or the then-current Renewal Term by providing Licensor with no less than 30 days advance written notice prior to the end of the Term. Licensee understands and agrees that failure to provide notice as set forth herein shall result in automatic renewal. Upon termination of this Agreement, Licensee will return all Confidential Information (as hereinafter defined) and copies to Licensor. Licensor, in its sole discretion, may also terminate this Agreement: a) for any reason by providing no less than 30 days advance notice, and in such case, Licensor will refund to Licensee an amount equal to the lesser of the monthly-prorated balance of the annual fee based on the number of days left in the term of the Agreement or the value of the balance of System Minutes in Licensee's System Minute bank as calculated by multiplying the remaining System Minutes by the additional system minute price on Exhibit A; or b) immediately, and without further notice, as a result of Licensee's breach of this Agreement, and in such case, no fees paid hereunder shall be refunded. Upon termination, Licensee agrees to remove from Licensee's computer(s), and any computers within Licensee's control, any and all files and documents related to the Service.
11. **Copyright:** Licensee understands and agrees that United States copyright laws and international treaty provisions protect the Service. Except for the limited License provided for herein, Licensor reserves all rights in and to the Service and all underlying data, compilations, and information maintained by Licensor relating to the Service, including but not limited to, the source or object code. Licensee shall not make any ownership, copyright or other intellectual property claims related to the Service or data processed through the Service.
12. **Representations and Warranties:** Licensee acknowledges and agrees that: (a) the Service is run by software that is designed to be active 24 hours per day, 365 days per year; software in general is not error-free and the existence of any errors in Licensee's software used in conjunction with the Service shall not constitute a breach of this Agreement; (b) in the event that Licensee discovers a material error which substantially affects Licensee's use of the Service, and Licensee notifies Licensor of the error, Licensor shall use reasonable measures to restore access to the Service, provided that such error has not been caused by incorrect use, abuse or corruption of the Service or the Service's software or by use of the Service with other software or on equipment with which it is incompatible by Licensee or a third party accessing the Service through Licensee's passcodes; (c) Licensee is responsible for maintaining access to the Internet in order to use the Service; Licensor in no way warrants Licensee's access to the Internet via Licensee's Internet Service Provider(s); (d) Under certain rare instances not all technologies are compatible without manual intervention by both parties. Licensee agrees that its staff will cooperate with Licensor's staff to make necessary modifications to allow the Service to perform; and (e) the individual signing on behalf of Licensee is an authorized officer, employee, member, director or agent for Licensee and has full authority to cause Licensee to enter into and be bound by the terms of this Agreement and this Agreement fully complies with all laws, ordinances, rules, regulations, and governing documents by which Licensee may be bound.
13. **Security:** Licensor will use commercially reasonable practices and standards to secure and encrypt data transmissions. Licensee understands and acknowledges that Licensor is providing the Service on the World Wide Web through an "upstream" third party Internet Service Provider, utilizing public utility services which may not be secure. Licensee agrees that Licensor shall not be liable to Licensee in the event of any interruption of service or lack of presence on the Internet as a result of any disruption by the third party Internet Service Provider or public utility. Licensee agrees that Licensor cannot guarantee the integrity of any Licensee supplied or user supplied data. Any errors, duplications, or inaccuracies related to Licensee or user supplied data will be the responsibility of the Licensee.

Initials
Licensor _____
Licensee _____

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14. **Disclaimer:** In no event (even should circumstances cause any or all of the exclusive remedies to fail their essential purpose, and even if Licensor has been advised of the possibility of such damages) shall Licensor, its officers, directors, managers, members employees or agents, be liable for any indirect, punitive, special, incidental or consequential damages of any nature (regardless of whether such damages are alleged to arise in contract, tort or otherwise), including, but not limited to, loss of anticipated profits or other economic loss in connection with or ensuing from the existence, furnishing, function, or Licensee's use of any item or products or services provided for in this Agreement. Licensee understands that the cumulative liability of Licensor for any and all claims relating to the Service provided by Licensor shall not exceed that total amount paid by Licensee for the most recent payment made by Licensee to Licensor. The Service is provided as-is, and Licensor disclaims all warranties, express or implied, and does not warrant for merchantability or fitness of a particular purpose. Licensee recognizes that once email and text messages have been released from Licensor's equipment, the ultimate delivery of the messages depends on the message recipient's local network. As a result Licensor cannot guarantee the delivery of email and text messages to a recipient.
15. **Appropriate Use of The Service:** To access the Service, Licensor will provide Licensee with unique user name(s) and password(s). Licensee agrees to maintain such user name(s) and password(s) as private and confidential information. Licensee agrees to use the Service in a way that conforms with all applicable laws and regulations. Licensee agrees not to initiate a call, such that the same call is to be delivered to two (2) or more lines of a business. Licensee specifically agrees not to make any attempt to gain unauthorized access to any of Licensor's systems or networks. Licensee agrees that Licensor shall not be responsible or liable for the content of the message(s) created by Licensee, or by those who access the Service using Licensee's codes, or otherwise delivered by the Service on behalf of Licensee. Licensee agrees to defend, indemnify and hold harmless Licensor and its affiliates, employees, officers, directors, managers, members and agents from any and all liabilities, costs, and expenses, including reasonable attorneys' fees, whether brought by a third party, arising from any violation of this Agreement by Licensee; from the content, placement, or transmission of any messages or materials sent or maintained through Licensee's accounts, or use of the Service through Licensee's account. Licensee shall be responsible for compliance with all applicable laws regarding outbound telemarketing, which may include, but are not limited to the Federal Telephone Consumer Protection Act of 1991, The Telemarketing and Consumer Fraud and Abuse Prevention Act of 1999 and the rules and regulations promulgated thereunder, as well as State and Local telemarketing laws and requirements. Licensee will be solely responsible and liable for any such violations and shall defend, indemnify and hold Licensor harmless from all lawsuits, demands, liabilities, damages, claims, losses, costs or expenses, including attorneys' fees (whether by salary, retainer or otherwise), arising out of or resulting from, in whole or in part, a violation of such laws.
16. **Confidentiality:** Licensor acknowledges the confidential nature of Licensee and user supplied data and files that it is to prepare, process or maintain under this Agreement, and agrees to perform its duties in such a manner as to prevent the disclosure to the public or to any persons not employed by Licensor, any confidential data and files. Data collected by Licensor will remain secured on Licensor's equipment and will only be released upon mutual agreement by both parties or a court order of sufficient jurisdiction. Licensee understands and agrees that private citizens and other persons in the Calling Area may voluntarily contribute their contact information to be used in the Service, and that Licensor shall develop and maintain a database of such information, along with other information privately developed by Licensor (the "Data"). Licensee acknowledges and agrees that Licensor desires to maintain the privacy of the Data, and that Licensee shall take no steps to compromise the privacy of the Data. Licensee further acknowledges that Licensor shall disclose to Licensee certain confidential, proprietary trade secret information of Licensor (along with the Data, "Confidential Information"). Confidential Information may include, but is not limited to, the Service, computer programs, flowcharts, diagrams, manuals, schematics, development tools, specifications, design documents, marketing information, user data, Calling Area data, financial information or business plans. Licensee agrees that, at all times during and after the termination of this Agreement, Licensee will not, without the express prior written consent of Licensor, disclose any Confidential Information or any part thereof to any third party. Nothing in this Agreement will be deemed to require Licensor to disclose any Confidential Information to Licensee or to prohibit the disclosure of any information in response to a subpoena or other similar order by a court or agency. The Licensee will promptly notify the Licensor of the receipt of any subpoena or other similar order and of any request

Initials

Licensor _____

Licensee _____

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under the Public Information Act or any other similar law, and will assist Licensor in preventing the disclosure of the Confidential Information pursuant to same to the extent required by Licensor.

17. **Entire Agreement:** This Agreement supersedes all prior understandings or agreements, whether oral or written, on the subject matter hereof between the parties. Only a further writing that is duly executed by both parties may modify this Agreement. The terms and conditions of this Agreement will govern and supersede any additional terms provided by Licensee, including but not limited to additional terms contained in standard purchase order documents and third party application terms, unless mutually agreed to, via written signature, by Licensor.
18. **Notices:** All notices or requests, demands and other communications hereunder shall be in writing, and shall be deemed delivered to the appropriate party upon: (a) personal delivery, if delivered by hand during ordinary business hours; (b) the day of delivery if sent by U.S. Mail, postage pre-paid; (c) the day of signed receipt if sent by certified mail, postage pre-paid, or other nationally recognized carrier, return receipt or signature provided and in each case addressed to the parties as follows:

As to Licensor: Emergency Communications Network, LLC, 9 Sunshine Blvd. Ormond Beach, FL 32174

As to Licensee: Templeton Police Department, Attn: David A Whitaker/Police Chief, 33 South Road, Templeton, MA 01468

Either party may change the address provided herein by providing notice as set forth in this paragraph.

19. **Non-Appropriation:** This Agreement may be terminated, by providing thirty (30) days prior written notice, such that this Agreement terminates at the end of Licensee's then-current fiscal year (which commences on July 1), by the Licensee, provided that (1) funds for this Agreement are not appropriated by the Licensee for the Services covered by this Agreement or any similar or competing service or (2) funds for Services covered by this Agreement that are or were to be provided by grant or through an outside funding source are withheld, denied, or are otherwise not available to the Licensee. Licensee understands and agrees that Licensor will not refund any amounts prepaid by Licensee. Licensee agrees to pay in full for all access or utilization of the Service, whether occurring before or after the proposed termination date set forth in this paragraph. Licensee understands and agrees that it has been granted multiyear discounted pricing by Licensor, and that, in the event this Agreement is terminated in accordance with this paragraph, Licensee agrees to immediately pay, in full, to Licensor at the time of premature termination, the difference between any multiyear pricing discount provided to Licensee under this Agreement for any term of this Agreement less than three (3) years. The difference will be calculated by using the current "Service" market one year pricing tables minus the discounted offering. Licensee expressly agrees that it shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this Agreement, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.
20. **General:** Each party to this Agreement agrees that any dispute arising under this Agreement shall be submitted to binding arbitration according to the rules and regulations of, and administered by, the American Arbitration Association, and that any award granted pursuant to such arbitration may be rendered to final judgment. If any dispute arises hereunder, the prevailing party shall be entitled to all costs and attorney's fees from the losing party for enforcement of any right included in this Agreement, whether in Arbitration, a Court of first jurisdiction and all Courts of Appeal.
21. **Interpretation and Severability:** In the event any provision of this Agreement is determined by an arbitrator or court of competent jurisdiction to be void, the remaining provisions of this Agreement shall remain binding on the parties hereto with the same effect as though the void provision(s) had been limited or deleted, as applicable.
22. **Counterparts and Construction:** This Agreement may be executed in counterparts, each of which shall constitute an original, with all such counterparts constituting a single instrument. The headings contained in this agreement shall not affect the interpretation of this Agreement and are for convenience only. Licensee agrees that this Agreement shall not be construed against the Licensor as the drafter, and that

Initials

Licensor _____

Licensee _____

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Licensee has read and understands this Agreement, and had the opportunity to review this Agreement with legal counsel.

23. **Survival:** Certain obligations set forth herein represent independent covenants by which either party hereto may be bound and shall remain bound regardless of any breach of this Agreement and shall survive termination of this Agreement.

IN WITNESS WHEREOF, the parties execute this Agreement on the date(s) indicated below.

Licensee:

Templeton Police Department,
Massachusetts

By: *David H. Wentaker*

Printed Name: David H. Wentaker

Title: Chief of Police

Date: 11/19/12

Licensor:

Emergency Communications Network, LLC

By: _____

Printed Name: _____

Title: _____

Date: _____

Initials

Licensor _____

Licensee _____

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Invoice Number 9774778232 Account Number 386171728-00001 Date Due 11/29/16 Page 3 of 53

Overview of Shared Usage

Participating Lines as of 11/04/16	Lines Exceeding Allowance after Share	Shared Allowance	Shared Usage	Shared Billable	Cost
7	0	3,750	1,314	0	--

Talk - Nationwide for Business Share

Overview of Lines

Lines Charges	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Credits	Taxes, Governmental and Fees	Third-Party Charges (includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
978-230-1347 102 Sgt Steven Flis	4	\$155.99	--	--	\$0.00	\$1.00	--	\$156.99	179	640	4,262,464KB	--	--	--
978-230-2986 103 Del Eric Smith	12	\$49.99	--	--	\$0.00	\$1.00	--	\$50.99	55	112	1,017,896MB	--	--	--
978-230-3868 Pd Spare	15	\$33.99	--	--	\$0.00	\$1.00	--	\$34.99	--	--	--	--	--	--
978-751-5450 106 Daniel Donahue	16	\$49.99	--	--	\$0.00	\$1.00	--	\$50.99	12	108	1,976,382MB	--	--	--
978-833-0517 101 Sgt Derek Hall	17	\$49.99	--	--	\$0.00	\$1.00	--	\$50.99	404	908	3,680,573MB	--	--	--
978-833-0882 100 Chief Michael Bennet	28	\$54.98	--	--	\$0.00	\$1.00	--	\$55.98	89	220	2,548,096MB	--	--	--
978-833-1561 106-Brian Rosengren	31	\$113.14	--	\$126.23	\$0.00	\$1.00	--	\$240.37	725	2,724	1,650,305MB	--	--	--
978-833-2904 105 Ed Holden	41	\$33.99	--	--	\$0.00	\$1.00	--	\$34.99	77	997	1,892GB	--	--	--
978-894-3691 Cruiser 237	45	\$39.99	--	--	\$0.00	\$0.00	--	\$39.99	--	--	7,958GB	--	--	--
978-894-3692 Cruiser 11	46	\$39.99	\$0.02	--	\$0.00	\$0.00	--	\$40.01	--	1	66,199GB	--	--	--
978-894-3693 Cruiser 10	47	\$39.99	--	--	\$0.00	\$0.00	--	\$39.99	--	--	6,038GB	--	--	--
978-894-4246 107 Nick Malnati	48	\$49.99	--	--	\$0.00	\$1.00	--	\$50.99	1	1	5,324,080MB	--	--	--
978-894-4786 Cruiser 15	49	\$39.99	--	--	\$0.00	\$0.00	--	\$39.99	--	--	.812GB	--	--	--
978-894-4789 Cruiser C 10	50	\$39.99	--	--	\$0.00	\$0.00	--	\$39.99	--	--	30,930GB	--	--	--
978-894-4875 Del Laptop	51	\$39.99	--	--	\$0.00	\$0.00	--	\$39.99	--	--	--	--	--	--
978-894-5014 108 Joe Sarno	52	\$49.99	--	--	\$0.00	\$1.00	--	\$50.99	28	230	1,586,989MB	--	--	--
Total Current Charges		\$881.98	\$0.02	\$126.23	\$0.00	\$10.00	\$0.00	\$1,018.23						

\$1068.23

+ 99.99 Fox Disp

59 TO TOTAL

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	FY '16	FY '15	FY '14
Total Calls	17400	15195	11652
Phillipston	2618	2802	3132
Light Dept	122	94	116
Water Dept	144	151	132
Sewer Dept	123	145	127
Highway	49	117	87
All Other	14344	11886	8058

Prior Year Budget

FY 2018 BUDGET DETAIL

DEPARTMENT: Fire & EMS

FUND: 1000
ACCOUNT NUMBER: 220 5100
ACCOUNT NAME: Personnel

Expense Budget
FY 2018 Request
FY 2018 Administrator Recommended

Table with columns: Employee & Position, Class/Grade & Step, Rate, Salary or Hourly, Hours/Week/Yr, # Weeks per YR, Wages, FY 2018 Request, FY 2018 Administrator Recommended. Includes rows for various roles like Chief, Fire Fighter, EMT, and Administrative Assistant, ending with a Totals row showing \$421,413 and \$370,000.

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FY 2018 BUDGET DETAIL

DEPARTMENT: Fire & EMS
 FUND: 1000
 ACCOUNT NUMBER: 220 5110
 ACCOUNT NAME: Employee Support

Expense Budget

FY 2018
Request

FY 2018
Administrator
Recommended

Quantity	Cost	Description		
5	\$1,238.95	Bunker Coat, FF equipment (10 yr life)	\$6,195	\$6,195
5	\$1,128.95	Bunker Pants, FF equipment (10 yr life)	\$5,645	\$5,645
12	\$150.00	FF Boots, Structure	\$1,800	\$1,800
8	\$345.00	FF Helmets, Structure	\$2,760	\$2,760
12	\$35.00	Fire Hoods	\$420	\$420
12	\$87.00	FF gloves, Structure	\$1,044	\$1,044
12	\$32.95	FF gloves, Brush	\$395	\$395
12	\$18.00	FF wool mittens	\$216	\$216
6	\$153.50	Brush fire pants (-10 yr life)	\$921	\$921
6	\$201.45	Brush fire coats (-10 yr life)	\$1,209	\$1,209
6	\$53.95	Brush fire helmets	\$324	\$324
10	\$230.00	EMS Safety reflective yellow Coats, Jackets	\$2,300	\$2,300
5	\$56.00	EMS Badges	\$280	\$280
5	\$56.00	FF Badges	\$280	\$280
1	\$150.00	Chief association of mass 1 year	\$150	\$150
4	\$85.00	Class -B duty shirts Short sleeve	\$340	\$340
4	\$85.00	Class -B duty shirts Long sleeve	\$340	\$340
4	\$85.00	Class -B EMS pants	\$340	\$340
18	\$150.00	EMS license renewals	\$2,700	\$2,700
25	\$25.00	CPR. First Responder renewals	\$625	\$625
10	\$310.00	Employee Physicals (Fire Fighter)	\$3,100	\$3,100
1	\$3,000.00	Fire Training & Supplies	\$3,000	\$3,000
1	\$2,500.00	Extraordinary Professional Development	\$0	\$2,500
1	\$1,250.00	Chief's Clothing Allowance	\$0	\$1,250
1	\$750.00	Chief's Annual Conference	\$750	\$750
1	\$3,000.00	EMS Training & Supplies	\$3,000	\$3,000
		LUMP SUM DISALLOWED		-\$1,883
		Totals	\$38,133	\$40,000

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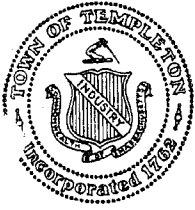
FY 2018 BUDGET DETAIL

DEPARTMENT: Fire & EMS
FUND: 1000
ACCOUNT NUMBER: 220 5200
ACCOUNT NAME: Purchase of Services

Expense Budget

FY 2018 Request **FY 2018 Administrator Recommended**

Quantity	Cost	Description		
1	\$5,248.00	Ambu-pro ambulance software license (min 4 users)	\$5,248	\$5,248
12	\$141.00	E-pro scheduler software	\$1,692	\$1,692
1	\$650.00	I am responding software	\$650	\$650
1	\$1,548.00	E-dispatch software	\$1,548	\$1,548
12	\$28.95	EarthLink web E-mail TFD	\$347	\$347
1	\$4,150.00	Ambulance License Fees	\$4,150	\$4,150
4	\$355.00	Ambulance services L.O.F.	\$1,420	\$1,420
1	\$1,200.00	Ladder 1 service	\$1,200	\$1,200
3	\$700.00	Engine/Pumper service	\$2,100	\$2,100
2	\$140.00	Brush truck service 4x4	\$280	\$280
3	\$600.00	Brush truck service 6x6	\$1,800	\$1,800
1	\$600.00	Tanker service	\$600	\$600
1	\$6,000.00	Misc. Apparatus repair, Testing, Inspections	\$6,000	\$6,000
2	\$1,000.00	Brakes on Ambulance	\$2,000	\$2,000
1	\$3,300.00	Equipment service, Saws, Jaws, Power tools	\$3,300	\$3,300
30	\$55.00	N.F.P.A. S.C.B.A units testing	\$1,650	\$1,650
25	\$40.00	N.F.P.A. S.C.B.A. mask testing	\$1,000	\$1,000
1	\$730.00	N.F.P.A. ladder testing (Ground ladders)	\$730	\$730
1	\$1,955.00	N.F.P.A. Hose testing 8500'(1/16 quote)	\$1,955	\$1,955
12	\$1,200.00	Coastal Medical Billing	\$14,400	\$14,400
1	\$4,430.03	A.E.D. Service Contract (10 Units)	\$4,430	\$4,430
1	\$1,500.00	N.F.P.A. Subscription (1 Year)	\$1,500	\$0
1	\$1,000.00	emergency overhead door repair (11)	\$1,000	\$1,000
		LUMP SUM DISALLOWED		\$0
		Totals	\$59,000	\$57,500



Templeton Fire Department

Chief Denis J. Hamel
2 School Street Baldwinville, MA 01436



Ph. 978.939.2222 Fax: 978.939.5671

S.C.B.A (Self contained breathing apparatus)

Currently we have 56 SCBA tanks that expire in less than 2 years. Life expectancy is 10 years.

We requested a replacement plan that would have purchased 10 a year for 5 years. The first 3 years nothing was purchased because of town budget short falls. Last year, July, 2016, the town managed to replace 20, leaving us with 36 tanks needing replacement. This is not an issue at this time, 18 tanks expire Dec, 2018, but the remaining tanks (34) will all expire March 2019. Keeping up with the yearly purchases of 10 units per year and buying 5 units a year out of the fire dept budget, for the next 2 years should bring us back to N.F.P.A. standards. Also this will offset the replacement 10 years from now having the replacement spread out over a 5 year period.

Structural Fire Fighter Gear

The structure gear Coat, pants, hoods and gloves for the department was all replaced using a grant approximately 8 years ago. Over time we have replaced some of the Gear because of normal wear and damage. The gear has a 10 year life span. We have 34 sets in service at this time of which approximately half will need some or all replaced. In the past few years' budget, a request for five sets every year has given us the advantage of not having to replace all of them at once. If we continue this approach we shouldn't have any outdated gear.

Software

Ambu-pro; ambulance software is our report and billing software for the ambulance.

E-pro Scheduler; software is an online program for personal to pick up open shifts and we can track the personal's time worked. We use this information to track eligibility to work weekend shifts.

I am Responding; this software reports on line and at the dispatch center and both stations, who is on duty, who is responding on a call, and shows what apparatus is in or out of service.

E-dispatch; this is a back up program that sends out the calls to responders on their cell phones. This allows them to hear a call for fire or ambulance if they don't have a radio or pager.

Earthlink is our web based E-mail program and on line website.

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TFD #	Cylinder	Hydro Date	New date	TFD #	Cylinder	Hydro Date	New date
1	OK110779	12/14		51	OK94747	3/14	
2	OK110763	3/14		52	OK94946	12/13	
3	OK110770	12/13		53	OP214630	3/14	
4	OK110813	12/13		54	OP223388	3/14	
5	OK110810	2/14		55	OK84589	12/13	
6	OK110769	1/14		56	OK86663	12/13	
7	OK110787	1/14		57	IL797213		7/16
8	OK110802			58	IL797113		7/16
9	OK110792	2/14		59	IL797032		7/16
10	OK107139	3/14		60	IL797105		7/16
11	OK110764	2/14		61	IL796996		7/16
12	OK110806	1/14		62	IL797140		7/16
13	OK110781	3/14		63	IL797017		7/16
14	OK110793	1/14		64	IL797023		7/16
15	OK110776	3/14		65	IL797186		7/16
16	OK110634	12/13		66	IL797111		7/16
17	OK110778	3/14		67	IL796987		7/16
18	OK110796	12/13		68	IL797225		7/16
19	OK110808	12/13		69	IL790100		7/16
20	OK110773	2/14		70	IL797006		7/16
21	OK109989	2/14		71	IL797124		7/16
22	OK107533	1/14		72	IL797107		7/16
23	OK110011	3/14		73	IL796999		7/16
24	OK109946	3/14		74	IL797339		7/16
25	OK111043	1/14		75	IL797015		7/16
26	OK110001	3/14		76	IL797110		7/16
27	OK108980	12/13		77			
28	OK109944	1/14		78			
29	OK111074	13/13		79			
30	OK110017	3/14		80			
31	OK109943	12/13		81			
32	OK111050	1/14		82			
33	OK109030	12/13		83			
34	OK110013	12/13		84			
35	OK109959	2/14		85			
36	OK111048	12/13		86			
37	OK111139	3/14		87			
38	OK109954	1/14		88			
39	OK109957	2/14		89			
40	OK109966	2/14		90			
41	OK95208	12/13		91			
42	OK93780	2/14		92			
43	OK103464	12/13		93			
44	OK91682	2/14		94			
45	OK95988	1/14		95			
46	OK93884	3/14		96			
47	OK94630	2/14		97			
48	OK96282	12/13		98			
49	OK96832	1/14		99			
50	OK96209	2/14		100			

56 S.C.B.A Tanks

18 Tanks Expire 12/18
34 Tanks Expire 3/19

We purchased 20 New Tanks 7/16

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Templeton Fire Equipment list

TK#	Year	Make	Model	Type	milage
29C	2007	Ford	Expedition	Command	78537
U-2	1985	Chevy	D30	Utility	36174
F-1	1993	AM 2.5T	6x General	Brush TK	4096
F-2	1977	Chevy	4x4 1/2T	Brush TK	4679
F-3	1985	AM 5T	6x General	Brush TK	17949
T-1	1989	GMC	Brigader	3000 Tanker	*3821
T-2		AM 5T	6x General	1200 Tanker	
E-1	2003	KME	Custom	Engine/Pump	11279
E-2	1999	E-one	Custom	Engine/Pump	126992
E-3	1986	E-one	GMC	Engine/Pump	19239
L-1	2007	KME	Panther	Ladder/pump	7329
A-1	2014	Ford	F450 4x4	Ambulance	22930
A-2	2007	Ford	E-450	Ambulance	52926

Power Tools			
Type	Make	Model	Ser#
Brush pump	Honda	WH15X	GC01-4676781
Brush pump	Honda	WH15X	GC01-4676780
Brush pump	Kawasaki	FJ180V	FJ180VK74337
Brush pump	Hale	82034	5941
Brush pump	Hale	82034	7104
Roof Saw	Echo	QV8000	
Roof Saw	Echo	QV8000	
Chain Saw	Stihl	O26	39781209
Chain Saw	Stihl	MS170	278751029
Chain Saw	Stihl	MS170	278751044
Chain Saw	Husqvanna	340	2HVXS0414AA
Chain Saw	Husqvanna	137	20051101504
Generator	Hale	4200GE	F872410
Generator	Honda	EV2000I	EAAJ-1579067
Generator	Honda	EV2000I	EAAJ-1387755
Generator	Honda	EV2000I	EAAJ-2275584
K-12	Husqvanna	375K	62700125
K-12	Partner	K1200-M2	8240300
Jaws power plant	Honda	5.5 DHV	56853
PPV Fan	Tempest	DD18H5.5	0103-6681

