

SECTION 4

Town of Templeton
FY 2019 Budget
General Fund Department Expense Budget

Group	Fund	Dept	Code	Name	FY 18 Budget [02/08/18]	FY 19 Dept Request	FY 19 Town Administrator Recommendation	Page
AF	1000	120		Selectmen*	\$ 259,500	\$ 298,380	\$ 294,250	33
AF	1000	130		Advisory Committee**	\$ 35,520	\$ 84,681	\$ 38,750	39
AF	1000	135		Town Accountant	\$ 138,500	\$ 149,208	\$ 149,000	45
AF	1000	141		Assessor	\$ 87,600	\$ 109,542	\$ 89,000	51
AF	1000	147		Treasurer/Collector	\$ 131,750	\$ 135,175	\$ 131,750	58
AF	1000	155		IT & Communications	\$ 68,500	\$ 91,390	\$ 90,750	64
AF	1000	161		Town Clerk	\$ 98,400	\$ 126,360	\$ 106,500	71
PS	1000	200		Police & Dispatch	\$ 1,294,250	\$ 1,456,865	\$ 1,322,000	77
PS	1000	220		Fire & EMS	\$ 566,501	\$ 745,989	\$ 438,116	99
PS	1000	230		Emergency Management	\$ 1,000	\$ 20,399	\$ 1,000	107
DS	1000	250		Development Services	\$ 178,922	\$ 158,010	\$ 156,749	115
PW	1000	400		Highway	\$ 575,751	\$ 749,254	\$ 616,250	130
PW	1000	410		Building & Grounds	\$ 271,750	\$ 492,625	\$ 285,999	148
PW	1000	420		Snow & Ice	\$ 132,500	\$ 218,358	\$ 134,000	205
CS	1000	500		Veterans Service	\$ 90,000	\$ 187,599	\$ 94,226	212
CS	1000	600		Senior Services	\$ 198,000	\$ 223,649	\$ 205,750	221
CS	1000	610		Library	\$ 76,220	\$ 77,424	\$ 77,375	248
CS	1000	620		Recreation & Culture	\$ 14,744	\$ 6,640	\$ 9,656	256
	1000	700		Debt Service	\$ 1,285,921	\$ 1,794,860	\$ 1,794,860	261
	1000	900		Insurance & Benefits	\$ 2,790,000	\$ 2,281,249	\$ 2,279,500	265
					\$ 8,251,743	\$ 9,407,657	\$ 8,315,481	

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

** Contains MGL Ch. 40 §6 Reserve Transferrable for "...emergency or unforeseen expenditures..."

*** Correct for Rounding Errors Before Finalization of Warrant

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FY 2019 BUDGET DETAIL

DEPARTMENT: SELECT BOARD

FUND:	1000	
ACCOUNT NUMBER:	120	5400
ACCOUNT NAME:	Supplies	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]



2

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
1	\$40,000.00	Reserve for CBA, Equity, Merit and/or COLA Raises
		\$40,000 \$40,000
		\$0 \$0
		(Transferrable by BoS to other Dept.'s as Needed Upon Request of TA)
		\$0 \$0
		[Assumed \$500k Non-Union Base & Market Equity]
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		LUMP SUM DISALLOWED
		\$0
	Totals	\$40,000 \$40,000

FY 2019 BUDGET DETAIL

DEPARTMENT: SELECT BOARD

FUND:	1000	
ACCOUNT NUMBER:	120	5700
ACCOUNT NAME:	Other	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

DEPARTMENT:	Advisory Committee
FUND:	1000
ACCOUNT NUMBER:	130 5100
ACCOUNT NAME:	Personnel

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

FY 2019 BUDGET DETAIL

DEPARTMENT: **Advisory Committee**

FUND: 1000

ACCOUNT NUMBER: **130** **5110**

ACCOUNT NAME: Employee Support

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

FY 2019 BUDGET DETAIL

DEPARTMENT: Advisory Committee

FUND:	1000	
ACCOUNT NUMBER:	130	5400
ACCOUNT NAME:	Supplies	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

FY 2019 BUDGET DETAIL

DEPARTMENT: Advisory Committee

FUND:	1000	
ACCOUNT NUMBER:	130	5600
ACCOUNT NAME:	Intergovernmental	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
1	\$80,000.00	Emergency Reserve*
		Request Based Upon .0098% of initial gross GF budget
		Say \$8,200,000+/- *.0098 =s \$80,360 SAY \$80k
		* Build to .5% of prior FY total operating budget
		Will Propose Amendment to Financial Management Policies to Codify Like Snow & Ice Will be Gradually Built-Up
		LUMP SUM DISALLOWED
Totals	\$80,000	\$35,750

History of Use of Reserve Fund

FY '12	\$2,100
FY '13	\$16,664
FY '14	No Record
FY '15	\$47,000
FY '16	\$35,122
FY '17	\$49,720
FY '18	\$1,700

From: advisorycommittee templeton1.org [mailto:advisorycommittee@templeton1.org]
Sent: Wednesday, January 3, 2018 3:23 PM
To: Carter Terenzini <townadministrator@templeton1.org>
Subject: reserve fund reasoning

Carter;

A few of the reasons for the desire of the Advisory Committee to establish a reserve fund in the amount of \$80,000.00 is a multi faceted approach; The committee looked at the recommendations/guidelines from MA DOR/DLS. The committee did scale back some, otherwise the requested number would have been too much of a one time increase. The committee feels that slowly increasing the town's reserve fund demonstrates that the Town is heading towards a much better financial position than in the past. The Town is moving forward rather than backwards. (as in reducing the reserve fund, which in our opinion, shows the Town is spending more and does not have a sufficient financial cushion) Since there was no movement towards putting any of the recent certified free cash towards any of the Town's stabilization funds, which the committee feels would have been a positive move with regards to the Town establishing a bond rating. So with no apparent will on the part of the selectmen to increase or establish a savings plan, Advisory Committee feels there is justification for an increase to the Town reserve fund. Rather than a backwards move,, as was done last time around (drop from \$50,000.00 to \$35,000.00) Advisory discussed and voted that the town should move towards an increase in reserve funding. It is the opinion of Advisory that this demonstrates the Town has sufficient revenue sources and numbers to not only operate the Town from a financially sustainable position, it also has the financial ability to set aside an adequate amount for emergencies without multiple financial transfers that can jeopardize things from a budgetary viewpoint. (remember the fire department pump issue)

Again, Advisory fees this move can and will aid the Town as it moves forward towards a bond rating. Since the selectmen left an amount of certified free cash on the table, Advisory hopes this year the selectmen will use some of that money to increase the Town's stabilization funds. Again, the committee this would be financially prudent, smart and demonstrate Templeton is on the move towards financial stability. The Advisory Committee understands you may recommend something else and the selectmen will vote on what to present to Town Meeting, the committee hopes we demonstrate strong agreement on the financial path for the Town as we move forward. Whatever the number turns out to be, I believe Advisory will make known it's recommendation (s) to Town Meeting by way of it's written report to the Town per Templeton by-laws. We hope this is one area where we agree on common ground.

Regards;

Jeff Bennett

Chairman - Advisory Committee

Town Accountant

1000

135 5100

Personnel

**FY 2019
Request**

**FY 2019
Administrator
Recommended**



45

FY 2019 BUDGET DETAIL

DEPARTMENT: Town Accountant

FUND:	1000	
ACCOUNT NUMBER:	135	5110
ACCOUNT NAME:	Employee Support	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
1	\$700.00	Abrahams Boot Camp Training
1	\$250.00	Abrahams Municipal Law
1	\$50.00	MMAAA Membership
1	\$50.00	Commonwealth Municipal Law
1	\$75.00	MMAAA Fall Conference
1	\$400.00	MMAAA Certification Conference Amherst
1	\$200.00	MMAAA Summer Conference Cape
1	\$400.00	Lodging for Conference
1000	\$0.55	Mileage to Training and Conferences
	Glossary	
	* Mass. Municipal Auditors & Accountants Association (MMAAA)	
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		LUMP SUM DISALLOWED -\$170
	Totals	\$2,670 \$2,500

FY 2019 BUDGET DETAIL

DEPARTMENT: Town Accountant

FUND:	1000	
ACCOUNT NUMBER:	135	5400
ACCOUNT NAME:	Supplies	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

FY 2019 BUDGET DETAIL

DEPARTMENT: Town Accountant

FUND:	1000	
ACCOUNT NUMBER:	135	5600
ACCOUNT NAME:	Intergovernmental	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
	\$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
	LUMP SUM DISALLOWED	\$0
	Totals	\$0 \$0

FY 2019 BUDGET DETAIL

DEPARTMENT: Town Accountant

FUND:	1000	
ACCOUNT NUMBER:	135	5700
ACCOUNT NAME:	Other	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
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		\$0 \$0
		\$0 \$0
		\$0 \$0
		LUMP SUM DISALLOWED \$0
		Totals \$0 \$0

Assessor

1000
141 5100
Personnel

FY 2019 Request	FY 2019 Administrator Recommended
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[illegible]

FY 2019 BUDGET DETAIL

DEPARTMENT: **Assessor**

FUND: 1000

ACCOUNT NUMBER: 141 5110

ACCOUNT NAME: Employee Support

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description		
5	\$50.00	MAAO Membership Dues	\$250	\$250
1	\$80.00	MAAO Conference	\$80	\$80
2	\$265.00	MAAO Education	\$530	\$530
2	\$80.00	MAAO Workshop	\$160	\$160
5	\$30.00	WCAA Memberships Dues	\$150	\$150
300	\$0.55	Mileage	\$164	\$200
1	\$0.00	Notary Public Renewal (1)	\$0	\$0
1	\$50.00	Notary Public Supplies	\$50	\$50
1	\$100.00	Miscellaneous	\$100	\$100
			\$0	\$0
		(1) Renewal was in FY18	\$0	\$0
			\$0	\$0
			\$0	\$0
		Glossery	\$0	\$0
		*Mass. Association of Assessing Officers (MAAO)	\$0	\$0
		*Worcester County Assessors Association (WCAA)	\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
		LUMP SUM DISALLOWED		-\$20
		Totals	\$1,484	\$1,500

The Gardner News, Inc.
Your Locally Owned Community Newspaper
P. O. Box 340 Gardner, MA 01440
PHONE: (978) 632-8000 • FAX: (978) 630-1346
www.thegardnernews.com

December 01, 2017

Dear Valued Advertiser:

Effective January 1, 2018 there will be a 5% Increase for all of our Legal Notices.

Our new rates will be as follows:

Legal Notices: \$16.75 per column inch
Conservation Commission Notices: flat rate of \$79.00
Notice of Name Change: \$85.10

The Gardner News values your business and we will continue to do our very best in providing you with excellent service.

I would like to take this opportunity to thank you for your loyalty and it is my hope that we can continue to service you in the coming years.

Sincerely,



Alberta Saffell Bell
President/Publisher

FY 2019 BUDGET DETAIL

DEPARTMENT: **Assessor**

FUND:	1000	
ACCOUNT NUMBER:	141	5400
ACCOUNT NAME:	Supplies	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

FY 2019 BUDGET DETAIL

DEPARTMENT: **Assessor**

FUND:	1000	
ACCOUNT NUMBER:	141	5600
ACCOUNT NAME:	Intergovernmental	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
		\$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
		LUMP SUM DISALLOWED \$0
		Totals \$0 \$0

FY 2019 BUDGET DETAIL

DEPARTMENT: Assessor

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

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
1	\$600.00	Postage
13	\$2.00	Worcester Registry of Deeds/Plans
1	\$20,000	Vision Software Upgrade*
		*Moved to Capital
		LUMP SUM DISALLOWED
		Totals

FY 2019 BUDGET DETAIL

DEPARTMENT:

Treasurer/Collector

FUND:

1000

ACCOUNT NUMBER:

147 5100

ACCOUNT NAME:

Personnel

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

56

FY 2019 BUDGET DETAIL

DEPARTMENT: Treasurer/Collector

FUND: 1000

ACCOUNT NUMBER: 147 5110

ACCOUNT NAME: Employee Support

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description		
2	\$50.00	MCTA Membership	\$100	\$100
2	\$25.00	WCCTA Membership	\$50	\$50
2	\$100.00	UMASS ~ Treasurer/Collector school - Amherst	\$200	\$200
8	\$120.00	UMASS ~ Treasurer/Collector school - Hotel 4 nights	\$960	\$960
2	\$25.00	MCTA Spring Meeting	\$50	\$50
1	\$25.00	MCTA New Treasurer/Collector - Dudley	\$25	\$25
2	\$40.00	MCTA Annual Conference - Hyannis	\$80	\$80
4	\$175.00	MCTA Annual Conference - Hotel 2 nights	\$700	\$700
1	\$50.00	What's New in Municipal Law - Holyoke	\$50	\$50
720	\$0.55	Travel ~UMASS et al	\$396	\$396
			\$0	\$0
		Glossary	\$0	\$0
		* Mass. Collectors & Treasurers Association (MCTA)	\$0	\$0
		* Worcester County Collectors and Treasurers	\$0	\$0
		Association (WCCTA)	\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
		LUMP SUM DISALLOWED		-\$111
		Totals	\$2,611	\$2,500

FY 2019 BUDGET DETAIL

DEPARTMENT: Treasurer/Collector

FUND:	1000	
ACCOUNT NUMBER:	147	5400
ACCOUNT NAME:	Supplies	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description		
200	\$0.49	postage~stamps	\$98	\$98
19	\$300.00	postage envelopes	\$5,700	\$5,700
		*went through 18 boxes of envelopes in 2017 to mail the vendor checks & misc mailings.	\$0	\$0
		*extra box should the price of postage increase	\$0	\$0
		* cost was changed - previous cost was inaccurate	\$0	\$0
1	\$100.00	petty cash (change drawer)	\$100	\$0
		*current petty cash of \$50 not sufficient to keep enough change in drawer	\$0	\$0
1	\$600.00	misc supplies~binders, calculating tape/ribbon paper, file folders, labels etc.	\$600	\$600
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
		LUMP SUM DISALLOWED		-\$148
		Totals	\$6,498	\$6,250

FY 2019 BUDGET DETAIL

DEPARTMENT: Treasurer/Collector

FUND:	1000	
ACCOUNT NUMBER:	147	5600
ACCOUNT NAME:	Intergovernmental	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
	\$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
	\$0	\$0
	LUMP SUM DISALLOWED	\$0
	Totals	\$0 \$0

FY 2019 BUDGET DETAIL

Prior Year Budget

DEPARTMENT: **Treasurer/Collector**

FUND: 1000

ACCOUNT NUMBER: 147 5700

ACCOUNT NAME: Other

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

Information Technology

1000

155 5100

Personnel

FY 2019

FY 2019

Administrator

Employee
& Position

Rate

Salary
or HourlyHours/
Week/Yr# Weeks
per YR

Wages

64

FY 2019 BUDGET DETAIL

DEPARTMENT: Information Technology

FUND: 1000

ACCOUNT NUMBER: 155 5110

ACCOUNT NAME: Employee Support

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

FY 2019 BUDGET DETAIL

DEPARTMENT: Information Technology

FUND: 1000

ACCOUNT NUMBER: 155 5200

ACCOUNT NAME: Purchase of Services

Expense Budget

FY 2019
Request

FY 2019
Administrator
Recommended

Quantity	Cost	Description		
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
42	\$150.00	Microsoft Office 365 Email & Productivity Package	\$6,300	\$6,300
54	\$60.00	Microsoft Office 365 Email only	\$3,240	\$3,240
1	\$6,000.00	Microsoft Office Install & Deployment	\$6,000	\$6,000
1	\$2,500.00	Town Website Annual Fee	\$2,500	\$2,500
1	\$800.00	Transition to Mobile Device Platform (Yr 1 of 3)	\$800	\$800
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	\$1,450.00	Copiers (Sel,TH-Hall,Tr/Col,TCI,Police,DPW,COA)	\$17,400	\$17,400
1	\$450.00	Domain Name	\$450	\$450
1	\$250.00	Nordic Backup-server backup	\$250	\$250
12	\$550.00	Monthly Cost+ & XeroxCBS Printer Maintenance/Ink	\$6,600	\$6,600
1	\$1,000.00	Town Hall Printer/copier paper	\$1,000	\$1,000
8	\$1,000.00	PC Replace/Upgrade (42pcs/5yrLife)	\$8,000	\$8,000
1	\$150.00	PDF Conversion to Workable Docs	\$150	\$150
			\$0	\$0
			\$0	\$0
		LUMP SUM DISALLOWED		-\$640
		Totals	\$90,390	\$89,750

Quotations for Lease of Copiers

Quotes were requested from 3 firms that have State Contracts for providing the needed equipment. This was done last spring. The money was not in the budget last year to cover this contract as the company we chose would have to "buy out" our current contracts we have for the 5 copiers and include that cost in the total monthly fee. The Quotes we received were to include 7 copier machines, 2 of which would be new. Since that time, the Board of Selectmen & Police Station obtained new copiers-each with a new contract.

Those 2 newer copiers along with the current copiers in the Treasurer/Collector, Council on Aging, & Town Clerk's office, which are still on contract-will roll into the new contract as theirs expires. The 2 new printers for the Town Hall hallway, and DPW will be covered under the new contract. Specifications were developed in conjunction with each user unit.

Feature upgrades consist of: adding a stapler/finisher, faster printing/copying, adding 3-hole punch to Selectmen's copier, and 2 new machines to replace old Town owned ones.

Quotation Tabulation-Lease of Copiers							
Contractor Name	Quote-Monthly Payment	Contract Period	Contract Value	Service Included	Toners Included		
CBS/Xerox	\$1,158.73	36 months	\$41,714.25	Yes	Yes		
Cannon	\$1,152.11	36 months	\$41,475.96	Yes	Yes		
Ricoh	\$1,418.62	36 months	\$51,070.32	Yes	Yes		

NOTE: Updated quotes were requested recently as we had to renew the lease for the Selectmen's copier and the Police Station leased a new copier in September, 2017, so these numbers may change. I should have those updated quotes by March 10, 2018.

FY 2019 BUDGET DETAIL

DEPARTMENT: Information Technology

FUND: 1000

ACCOUNT NUMBER: 155 5400

ACCOUNT NAME: **Supplies**

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
		\$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
		LUMP SUM DISALLOWED \$0
		Totals \$0 \$0

FY 2019 BUDGET DETAIL

DEPARTMENT: Information Technology

FUND: 1000

ACCOUNT NUMBER: 155 5600

ACCOUNT NAME: Intergovernmental

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
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	\$0	\$0
	LUMP SUM DISALLOWED	\$0
Totals	\$0	\$0

FY 2019 BUDGET DETAIL

DEPARTMENT: Information Technology

FUND:	1000	
ACCOUNT NUMBER:	155	5700
ACCOUNT NAME:	Other	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

3

Town Clerk

1000

161 5100

Personnel

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

71

FY 2019 BUDGET DETAIL

DEPARTMENT: Town Clerk

FUND: 1000

ACCOUNT NUMBER: 161 5110

ACCOUNT NAME: Employee Support

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description		
1	\$25.00	Worcester County City/Town Clerks Association Dues	\$25	\$25
2	\$35.00	Worcester County City/Town Clerks Association Mtngs	\$70	\$70
1	\$75.00	Mass Town Clerk's Association Dues	\$75	\$75
1	\$180.00	International Institute of Municipal Clerks	\$180	\$180
2	\$325.00	Massachusetts Town Clerk Association Conferences	\$650	\$650
1	\$20.00	Massachusetts Moderators Association	\$20	\$20
1	\$50.00	Massachusetts Moderators Annual Conference	\$50	\$50
400	\$0.55	Mileage	\$220	\$220
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
		LUMP SUM DISALLOWED		-\$40
		Totals	\$1,290	\$1,250

FY 2019 BUDGET DETAIL

DEPARTMENT: Town Clerk

FUND: 1000

ACCOUNT NUMBER: 161 5200

ACCOUNT NAME: Purchase of Services

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

FY 2019 BUDGET DETAIL

DEPARTMENT: Town Clerk

FUND:	1000	
ACCOUNT NUMBER:	161	5400
ACCOUNT NAME:	Supplies	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
1	\$1,600.00	Office supplies
1	\$1,300.00	Postage(envelopes w/postage and stamps)
1	\$2,345.00	Census(Envelopes and postage)
1	\$750.00	Census-Confirmation postcards & postage
1	\$350.00	Dog Tags
1	\$355.00	Delinquent dog postcards & postage
1	\$425.00	Street List
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		LUMP SUM DISALLOWED -\$125
Totals	\$7,125	\$7,000

FY 2019 BUDGET DETAIL

DEPARTMENT: Town Clerk

FUND: 1000

ACCOUNT NUMBER: 161 5600

ACCOUNT NAME: Intergovernmental

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	LUMP SUM DISALLOWED	\$0
Totals	\$0	\$0

FY 2019 BUDGET DETAIL

DEPARTMENT: Town Clerk

FUND:	1000	
ACCOUNT NUMBER:	161	5700
ACCOUNT NAME:	Other	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
3	\$5,700	Replacement Voting Machines*
		\$17,100 \$0
		\$0 \$0
		*Moved to Capital \$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		LUMP SUM DISALLOWED \$0
		Totals \$17,100 \$0

Police Department

Contact Information: Michael R. Bennett, Chief of Police

Phone: (978)939-5638

Email: policechief@templeton1.org

Location: 33 South Road

Mission Statement:

The mission of the Templeton Police Department is to provide professional, high-quality police service in partnership with the community. The members of the Templeton Police Department believe that the work has a vital impact on the quality of life of Templeton citizens. It is the Department's responsibility to preserve the peace within the framework of the Constitution and enforcement of federal, state, and municipal laws. It is the Department's duty to protect the rights of the individuals, while engaged in the protection of person, property, and the deterrence of crime. It is officers' pleasure to render assistance whenever possible. The Department's intent is to perform this public service as law enforcement professionals, adhering to legislative standards of fairness, impartiality, and equality.

Values:

Respect, Dignity, and Professionalism

Vision Statement:

The members of the Templeton Police Department expect to achieve the goals of providing public service in a fair, impartial manner with respect and dignity through professionalism and dedication.

Department Description:

The Templeton Police Department is the primary law enforcement agency for the Town of Templeton. The Department is responsible for enforcing all federal, state, and local laws. The Department provides a wide range of services to the community to include:

- After Hours Point of Contacts for Town Services
- Court Prosecution
- Crime Prevention
- Domestic Violence Prevention
- Drug Investigations
- Drunk Driving Enforcement
- Emergency Response
- Fingerprinting Services
- Firearms Licensing
- Investigative Services
- Juvenile Services
- Licensing Matters
- Liquor Control Issues
- Motor Vehicle Accidents Reporting and Processing

- Traffic Enforcement
- Warrant/Subpoena Services

The Department also has a very long standing and successful School Resource Officer Program with the Narragansett Regional School District. The Department also provides various well-received community policing events such as the annual "Shop with a Cop" and "Police-A-Palooza" (a dance provided to the elderly of the community). The dispatch center provides all dispatch services to the Town of Templeton and Phillipston alike. The Templeton Police Department is the only department in the town which operates 24 hours a day, seven days a week, 365 days a year.

FY17 Accomplishments:

1. Obtained new bullet proof vests for all part-time patrol officers.
2. Transitioned to new .45 Caliber patrol weapons.
3. Upgraded the dispatch console to Zetron Max Digital Consoles.

FY18 Goals and Their Current Status (as of 12/31/17):

1. Upgraded the dispatch center to E911 Nexgen (NG9-1-1 intends to improve public emergency communications services in a growingly wireless mobile society. In addition to calling 9-1-1 from a phone, it intends to enable the public to transmit text, images, video and data to the 9-1-1 call center.)
2. Completed the first ever prisoner holding cell at the station.
3. Purchased and deployed a new LIDAR Traffic Enforcement Unit (Units are designed to automate the entire process of speed detection, vehicle identification, driver identification and evidentiary documentation.)

FY19 Goals:

1. Complete police department addition/renovation project, which will allow the department to provide better services to the community.
2. Complete the Wide Area Network (WAN); provide better records keeping and internet security for all public safety entities associated.
3. Purchase of a Live Scan Fingerprint Scanner, allows for easier submission of fingerprints to other agencies.

Service Provision Data:

Templeton Police Department Analysis from 07/01/2016 to 06/30/2017 (FY2017):

- Arrests: 78
- Incidents/Investigations: 331
- Restraining Orders: 90
- Parking Tickets: 25
- Motor Vehicle Citations: 899
- Motor Vehicle Accidents: 150
- Firearm ID/License to Carry (FID/LTC) Issued: 271
- Police Calls for Service: 13,355

- Total Calls to Dispatch: 18,315

Personnel Summary Table

Position Title	FY16 FTEs Actual	FY17 FTEs Actual	FY18 FTEs Dept. Req.	Explanation of Changes (FY17 to FY18)
Chief of Police	1	1	1	
Sergeants	2	2	2	
Patrol Officers	8	8	8	
Dispatchers (Civilian)	5	5	5	

Note: The Department also includes (10) Part-time Officers, which cover 2 shifts per week.

Organizational Chart:

DRAFT



Templeton Police Department

33 South Road • Templeton, Massachusetts 01468
Phone 978-939-5638 • Fax 978-939-2042

Police Department Request Budget Overview

200 5100 – Personnel

- \$21,780 increase to all wages lines due to the 52.2 increase to work weeks and CBA increases to employee steps and longevity

200 5110 – Employee Support

- \$500 increase in Training Registration Fees
- \$600 increase in Chiefs' Training/Dues
- \$415 increase in Longevity Stipends (1 employee reached years of service required)

200 5200 – Purchase of Services

- \$2,000 increase to ACO services per agreement
- \$2,000 decrease CJIS – Criminal Justice Information System
- NCIC – National Crime Information Center
- \$171 increase to IMC/TriTech – Department and Dispatch CAD operating software
- CodeRed – Reverse 911 System
- \$1660 increase Printer/Copier – Ricoh Town Rental & Service Agreement

- \$1518 increase Ayaya – In-house Phone System Upgrade & Service Agreement
- \$300 increase Repeater Lines – 2 hard Verizon phone lines (1) from station (TC) to Johnson Ave, (1) from Baldwinville fire station to Johnson Ave
- \$100 increase to Department issued cell phones/MTDs

200 5400 – Supplies

- \$1,500.00 decrease in offices supplies line item after cost savings measures
- \$50 increase to postage
- \$500 increase to Ammunition/Taser Cartridges – Taser training packs for all 20 officers \$1221.50, ammunition for firearms qualification and targets \$2778.5

200 5700 – Other

- \$42,225 2018 Ford Police Interceptor Utility
- \$70,000 Police Station Project Payment
- Police Interceptor Annual Lease moved to Capital



Police & Dispatch

1000
200 5100
Personnel

**FY 2019
Administrator
Recommended**

[illegible]

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FY 2019 BUDGET DETAIL

DEPARTMENT: Police & Dispatch

FUND:	1000	
ACCOUNT NUMBER:	200	5110
ACCOUNT NAME:	Employee Support	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description		
9	\$1,250.00	Clothing Allowance Police	\$11,250	\$11,250
10	\$300.00	Clothing Allowance Police (Part-time)	\$3,000	\$3,000
5	\$350.00	Clothing Allowance Dispatch	\$1,750	\$1,750
3	\$150.00	Clothing Allowance Dispatch (Part-time)	\$450	\$450
1	\$3,500.00	Training Registration fees	\$3,500	\$3,500
1	\$6,000.00	Chiefs' Training/Dues	\$6,000	\$6,000
9	\$800.00	PT Test Stipends	\$7,200	\$7,200
9	\$500.00	AED Stipends	\$4,500	\$4,500
5	\$500.00	EMD Stipends	\$2,500	\$2,500
4	\$415.00	Longevity Stipends	\$1,660	\$1,660
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
		LUMP SUM DISALLOWED		-\$1,810
		Totals	\$41,810	\$40,000

FY 2019 BUDGET DETAIL

DEPARTMENT: Police & Dispatch

FUND: 1000

ACCOUNT NUMBER: 200 5200

ACCOUNT NAME: Purchase of Services

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description		
1	\$22,500.00	Animal Control	\$22,500	\$22,500
1	\$1,000.00	CJIS/NCIC - Crime Reporting/Records	\$1,000	\$1,000
1	\$12,671.00	IMC/TriTech - Software Operating System	\$12,671	\$12,671
1	\$2,380.00	Printer/copier*	\$2,380	\$0
1	\$6,000.00	Code Red (so-called Reverse 911)	\$6,000	\$0
1	\$8,000.00	Connect TY (so-called Reverse 911)**	\$0	\$8,000
1	\$1,841.16	Avaya - SLG Lease Agreement	\$1,841	\$1,841
1	\$1,518.65	Avaya - Service Protection Plan	\$1,519	\$1,519
1	\$2,300.00	Repeater - Verizon Hard Lines	\$2,300	\$2,300
1	\$14,500.00	Department Issued Cell Phones/MTDs	\$14,500	\$14,500
			\$0	\$0
		* Moved to IT Master Contract	\$0	\$0
			\$0	\$0
		**Year 1 of 3-year Contract	\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
		LUMP SUM DISALLOWED		-\$831
		Totals	\$64,711	\$63,500

Town of Templeton Massachusetts

Blackboard Connect

Unlimited Use Pricing: Includes all training, maintenance, and support
No Software | No Hardware | No New Phone Lines | No Long Distance Charges

Term	Connect 5 Service Product Description	Price per Recipient	Estimated Recipients	Annual Support Fee	Annual Estimate
3 Year Agreement	Unlimited Use Emergency and Outreach	\$1.75	4,000	\$957.13	\$7,957.13
Term	Service Description	Service Fee	One-Time Service Fee Total		
One-Time Fee	Training	\$400	\$1,900		
One-Time Fee	Implementation & Data Integration	\$1,500			

Benefits of Blackboard Connect:

The **Connect5** service allows our customers to reach thousands in minutes without having to invest in or maintain hardware, software, or additional phone lines. Now, you can reach your entire community-quickly and reliably- with voice, text, email messages, etc. Improve Safety. Engage Constituents. Close Fiscal Gaps.

- **Keep Citizens and Employees safe, prepared and informed.** In an emergency, every second counts, and communication is a key component of any crisis response plan. Blackboard Connect ensures you can reach thousands — or hundreds of thousands — in minutes with critical messages regarding an emergency or weather alert.
- **Engage Citizens and Employees.** Personalized, one-on-one communication strengthens relationships. Use Blackboard Connect to be engaged and connected with a variety of messages, from company newsletters to appointment and billing reminders, to company events and announcements.
- **Maximize efficiencies — and close fiscal gaps.** Reduce the time and money it takes to connect with thousands of citizens and employees. Blackboard Connect helps save resources by eliminating the need for costly mailings or inefficient phone trees. Other customers also use Blackboard Connect to generate revenue by collecting unpaid bills, providing appointment reminders, HR Open enrollment and Corporate Communications.
- **Send messages faster.** The clean, intuitive interface in Blackboard Connect is simple to use. You can send messages in as little as two clicks, thanks to a streamlined message workflow and pre-set scenario templates.
- **Reach the right audience with the right information.** Sophisticated — yet easy to use — targeting and geo-mapping tools ensure you connect with your recipients in a more relevant way.
- **Support Fee covers unlimited training for an unlimited number of administrators**
- **Implementation time can vary but typically takes just 2 weeks, but can be expedited as needed**

Note: This Price Proposal does not constitute a legal agreement between the Client and Blackboard Connect Inc. Neither party will be bound to any terms until each has executed the company's Services Agreement, which incorporates all the terms, conditions, and obligations of the parties.

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

GSA ORDER

OGP 4800.2I
July 19, 2016

*The entirety of the
180+ page Contract &
GSA Procurement
is available
for review in the
Bos offices.*

SUBJECT: Eligibility to Use GSA Sources of Supply and Services

1. Purpose. This Order provides definitions and listings of agencies and organizations authorized to use General Services Administration (GSA) sources of supply and services. It also provides definitive guidelines concerning eligibility requirements.
2. Cancellation. ADM 4800.2H is canceled.
3. Background. 40 U.S.C. §§ 501 - 502 authorizes the Administrator of General Services (Administrator) to procure and supply personal property and non-personal services for executive agencies and other Federal agencies, mixed-ownership Government corporations as identified in 31 U.S.C. § 9101, the District of Columbia, qualified nonprofit agencies for the blind or other severely handicapped individuals for use in making or providing an approved commodity or service to the Government, and state and local governments for certain Federal supply schedule purchases. Other organizations are eligible pursuant to other statutes under which GSA operates (such as 40 U.S.C § 602, which governs eligibility to obtain GSA Fleet motor vehicles and related services) or by reason of enabling statutory authority.
4. Nature of revision. To reflect statutory and administrative changes and to update the listings of organizations determined eligible to use GSA sources of supply and services.
5. Definition. GSA sources of supply and services are defined as those support programs administered by GSA and prescribed in the Federal Property Management Regulations (FPMR), 41 CFR Parts 101-26--Procurement Sources and Program, 101-39--Interagency Fleet Management Systems (GSA Fleet), 41 CFR Part 101-42, Disposition of Personal Property with Special Handling Requirements, the Federal Management Regulation (FMR), 41 CFR Parts 102-35 through 102-42 --Utilization and Disposal Programs, 102-117--Transportation Management, and the Federal Travel Regulation (FTR), 41 CFR Part 301-73 -- Travel Programs.
6. Authority to use GSA sources of supply and services. The authority to use GSA sources of supply and services is established by statute or regulation (see paragraph 7).

integrationpartners

12 Hartwell Ave, Lexington, MA 02421
Accounts Receivable: 781-676-8322 Fax 781-357-8500

CJIS MAINTENANCE INVOICE

Invoice#: CHSB-PD271-FY18

7/01/17

TEMPLETON Police Department
CJIS REPRESENTATIVE
33 SOUTH ROAD
TEMPLETON, MA 01468-1224

PAYMENT: In consideration for the services to be performed by Integration Partners, Corporation hereunder, customer agrees to pay an amount of **\$730.00** for FY18.

ON-SITE Maintenance Service For equipment located at 33 SOUTH ROAD, TEMPLETON	CONTRACT #:	Maintenance Dates	AMOUNT
CJIS EQUIPMENT DESCRIPTION: 1 VPN Contivity 1100 with 24 port switch Router 0 MIRCS 24x7 Coverage	GN5300-503	7/1/17-6/30/18 ~	\$730.00 \$0.00
TOTAL DUE upon receipt			\$730.00

Applicable taxes are not included in the charge set forth above and shall be the responsibility of customer. Customer will also provide at its own expense, utilities such as light, heat, power, telephone and air conditioning required by INTEGRATION PARTNERS to service and maintain the equipment.

ACCEPTANCE OF CONTRACT: The price and conditions are satisfactory and are hereby accepted. You are authorized to perform under the conditions contained herein and made part of this Agreement.

INTEGRATION PARTNERS CORPORATION

(Seller)

By: Mark Arsenault
(Authorized Signature)

State Administrator
(Title)

TEMPLETON Police Department

(Name)

By: _____
(Authorized Signature)

(Title)

- Retain a copy for your records, forward to your accounts payable department
- For Invoicing questions, please contact Tom at tguigley@integrationpartners.com
- Payment due upon receipt to the above address

For maintenance issues, contact CJIS hotline at 617-660-4620

integrationpartners

CJIS Service Agreement ~ Terms and Conditions

1. TERMS OF AGREEMENT

This Agreement shall begin on the Commence date (see front of this Agreement) and shall continue until the end of the coverage period. Thereafter, this Agreement shall be automatically renewed from year to year, unless either party gives the other written notice of termination at least thirty (30) days prior to each annual anniversary date.

2. ON-SITE 7 X 24

This on-site support plan covers hardware and software of contracted equipment. If a covered product fails INTEGRATION PARTNERS will replace or repair the defective unit. A "loaner" unit will be configured if the defective product must be sent to the manufacturer for repair. This plan offers 2 hour emergency response and 24 hour response to critical problems.

Note: INTEGRATION PARTNERS plans include support on covered products ONLY support on other products will be billed at standard INTEGRATION PARTNERS labor rates. INTEGRATION PARTNERS's maintenance obligations under this paragraph 2 include; labor required to repair or replace equipment, in conjunction with the manufacturers product warranty, which has become defective through normal wear and usage and does not include additions to, relocation or removal of equipment, replacement or repairs of parts lost, stolen or damaged other than by causes arising out of ordinary use of equipment.

3. ADDITIONS, MOVES AND CHANGES, REMOVAL

INTEGRATION PARTNERS shall, upon Customer's request, provide services required for additions to, moves and changes on, and removal of Equipment at then current charges which shall be in addition to the maintenance service charges described on the front of this Agreement and in paragraph 4 below.

OBLIGATIONS OF CUSTOMER

Customer shall provide full access to the Premises of Customer in connection with INTEGRATION PARTNERS's performance of its obligations under this Agreement. Customer shall pay for INTEGRATION PARTNERS's performance of its maintenance obligations under paragraph 2 beginning with the Commence date (see front of this Agreement). Annual charges (see front of this Agreement) shall be on equipment or services listed. As the type and quantity of the equipment or service changes, the annual charges will be changed accordingly at the company posted charges then prevailing. Maintenance charges on the Equipment or services shall increase based upon INTEGRATION PARTNERS posted rates and INTEGRATION PARTNERS shall furnish Customer at least thirty (30) days notice of such increase. Customer shall pay for INTEGRATION PARTNERS's performance of Maintenance Service or Additional Services upon receipt of invoice.

5. CUSTOMER'S REMEDIES: LIMITATION OF LIABILITY

In the event of INTEGRATION PARTNERS's material breach of this Agreement, Customer may cancel this Agreement. THIS SHALL BE THE SOLE AND EXCLUSIVE REMEDY AVAILABLE TO CUSTOMER, AND INTEGRATION PARTNERS SHALL IN NO EVENT BE LIABLE FOR ANY GENERAL, SPECIAL OR CONSEQUENTIAL DAMAGES FOR LOSS, DAMAGE OR EXPENSES DIRECTLY OR INDIRECTLY ARISING FROM CUSTOMER'S INABILITY TO USE THE EQUIPMENT EITHER SEPARATELY OR IN COMBINATION WITH ANY OTHER EQUIPMENT OR FROM ANY OTHER CAUSE. CUSTOMER AGREES THAT INTEGRATION PARTNERS SHALL NOT BE LIABLE TO THE CUSTOMER FOR ANY CONSEQUENTIAL DAMAGES.

EXCLUSIONS FROM SERVICE

Parts and items of, and additions to the Equipment which have been abused, willfully or accidentally, or have been neglected, or have been

damaged by an Act of God, or by fire, lightning, tampering or negligence or by any other cause other than INTEGRATION PARTNERS personnel, are excluded from the Agreement, and INTEGRATION PARTNERS shall not be responsible therefore. Repairs required as a result of any of the foregoing shall be made by INTEGRATION PARTNERS, upon request from the Customer, at INTEGRATION PARTNERS then current rates.

7. GENERAL

This Agreement shall be governed by the laws of the Commonwealth of Massachusetts. Customer may not assign its rights or delegate its obligations under this Agreement without the prior written consent of INTEGRATION PARTNERS. In the event of invalidity of any provision of this Agreement, the parties agree that such invalidity shall not affect the validity of the remaining portions of this Agreement, and INTEGRATION PARTNERS and Customer agree to substitute for the invalid provision a valid provision which most closely approximates the economic effect and intent of the invalid provision.

8. NO OTHER AGREEMENTS

The provisions contained herein constitute all of the terms and conditions of this Agreement and, except for the Equipment Purchase Agreement, supersede any and all prior agreements and understandings, written and oral.

9. UNCONTROLLABLE CIRCUMSTANCES

If the performance of any part of this contract by INTEGRATION PARTNERS is prevented, hindered, delayed or otherwise made impractical by reason of any flood, riot, fire, strike, explosion, war or any other cause beyond the control of INTEGRATION PARTNERS, INTEGRATION PARTNERS shall be excused from such performance to the extent that it is prevented, hindered or delayed by such causes. Upon the occurrence of any such events, INTEGRATION PARTNERS shall use its reasonable efforts to notify Customer of the nature and extent of such condition.

10. COLLECTION

If INTEGRATION PARTNERS institutes legal action to enforce its rights hereunder, INTEGRATION PARTNERS shall be entitled to recover its attorney's fees and all costs of collection.

11. NOTICES

Any notices given or required as contained in this Agreement unless otherwise set forth shall be in writing and forwarded by regular mail to INTEGRATION PARTNERS or Customer at the address indicated on the first page of this Agreement, or to such other address as either party may have last designated in the manner provided herein.

12. NONWAIVER

Any failure by INTEGRATION PARTNERS to enforce at any time any of the provisions of this Agreement shall not be construed as a waiver of such provisions or of the right of INTEGRATION PARTNERS thereafter to enforce such provisions.

13. CAPTIONS

The captions hereunder are for the convenience of the parties and shall not control or affect the interpretation or construction of this Agreement.



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 978-215-2261
 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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AVATEL
TECHNOLOGIES

Converged Voice, Data and Video
"Linking You To The World"

www.avatel.us

Avatel Technologies, Inc.
220 S. Hilltop Rd, Brandon, FL 33511
For Service: 866-835-2661 Prompt 4

AVAYA EdgeSM
Diamond

2009 Business Partner of the Year
Service Protection Plan

Date 11/30/2016

Account Executive: **Richard Riccobono**

Toll-free Phone: 866-835-2661 Ext: **4651** Fax: 813-347-4608

Customer: TOWN OF TEMPLETON

Ship To: TOWN OF TEMPLETON

Site Phone: (978) 939-5638 Fax

Ship Phone: (978) 939-5638

Contact: Eric Baker

Ship To 33 SOUTH RD

Bill To: TOWN OF TEMPLETON

Address: TEMPLETON MA 01468

33 SOUTH RD
TEMPLETON MA 01468

Bill Phone: (978) 939-5638

ItemNumber:	Coverage	Qty	Description	Terms in Months
LUC-700476005	8-5	1	AVAYA IPO IP500 V2 CONTROL UNIT	24
LUC-700479710	8-5	1	AVAYA IPO IP500 V2 SYSTEM SD CARD MU-LAW	24
LUC-700417330	8-5	1	AVAYA IPO 500 EXTENSION CARD DGTL STA 8	24
AVA-700504556	8-5	1	IP500 V2 ATM Combo Card Replaces 700476013	24
AVA-700503164	8-5	1	IPO IP TRNK ANLG 4 UNI V2 R8.1	24
AVA-700508194	8-5	2	1416 TELSET FOR CM/IPO/IE UpN ICON	24
AVA-700504841	8-5	6	1408 TELSET FOR CM/IPO ICON ONLY	24
LUC-700469968	8-5	2	AVAYA BUTTON MOD FOR 1400 SERIES	24

Mail Payments to the following Addressee:
Avatel Technologies, Inc.
220 S. Hilltop Rd., Brandon, FL 33511

Payment Terms Annual
Payment Amount: 1518.65

Includes Intra-system wiring coverage

Equipment listed above will be covered under the Protection Plan description and in accordance with the attached terms and conditions Included once all products are inventoried and verified in working order. The Protection Plan will commence upon execution of the agreement between both parties, certification and receipt of payment agreed upon.

Company: TOWN OF TEMPLETON

Signature: _____

(Authorized Signature)

Print Name: _____

Print Title: _____

Date: _____

Avatel Technologies, Inc: _____

(Authorized Signature)

Print Name: _____

Print Title: _____

Date: _____

Avatel Maintenance Detailed Service Description

Full Coverage 8x5 and Full Coverage 24x7

Coverage includes remote telephone support, remote diagnostics, troubleshooting, problem resolution, software maintenance updates/fixes, on-site parts replacement (if the covered product includes hardware), and any on-site support Avatel deems necessary to resolve a fault.

A. Product Eligibility for Coverage under this Supplement:

This description applies to Avaya and selected non-Avaya products and components that Avatel has designated in the applicable order or associated quote sheet to be eligible for coverage and currently supported ("Supported Products"). Products and/or Applications manufactured by Avaya OEMs/Partners or Non-Avaya products and/or applications may not be covered by the same Service Level Objectives and response times. Please refer to the specific Product or Application Service Offer Definition for details.

B. Coverage Hours and Elections

Standard Business Hours are 8:00a.m. To 5:00p.m. in the time zone of the covered products, Monday through Friday, excluding Avatel observed holidays. Customer may elect either 8x5 or 24x7 coverage:

- x **Full Coverage 8x5:** Provides coverage during Standard Business Hours. Requests for support outside the Standard Business Hours may be accommodated at Avatel's option and will be subject to Avatel's then current Per Incident Maintenance rates.
- x **Full Coverage 24x7:** This coverage option extends the benefit of Full Coverage to twenty-four (24) hours per day, seven (7) days per week, and three hundred sixty-five (365) days per year for Major Failures. There is an additional cost for this coverage option.

On-Site Maintenance Support

Avatel will attempt to solve issues remotely, if remote access is an option, however if an issue cannot be resolved remotely, and Avatel determines on-site intervention is required to do so, 8x5 coverage provides the dispatch of Avatel's field technical resources 8:00am to 5:00pm in the time zone of the covered products, excluding Avatel holidays, including engineering support.

24x7 coverage extends this support to all Major Failures twenty-four (24) hours per day, seven (7) days per week, and three hundred sixty-five (365) days per year. When customers are negatively impacted by localized events or disasters Avatel will make every effort to repair or replace equipment as soon as possible. Exclusions and Limitations:

- x Additional charges will apply if an Avatel field technician is requested by the Customer to:
 - o Wait one (1) or more hours after arriving on-site for equipment to become available for servicing;
 - o Remain on-site after resolution of a problem in the covered Products;
 - o Remain on-site outside of coverage hours;
 - o Provide Standby Service. For example, requesting field technicians to be present on the Customer's premises during electrical power shutdowns, disaster recovery tests, or special events.
 - o Perform moves, changes, or other activities not covered under the scope of the selected coverage options
 - o Perform any support on Products not covered by this Agreement.
- x All support (Remote, on-site and parts replacement) of terminals is excluded if the Customer selects Switch-Only Coverage option.
- x On-site support of terminals is limited to functional locations. Individual terminals located in remote offices or personal residences must be brought to a functional location for on-site support or a replacement part can be mailed directly to the remote location.

Parts and Materials Replacement

If covered configuration includes hardware, Full Coverage provides for on-site replacement of any covered part Avatel determines to be defective. Replacement parts may be new or refurbished.

- x Consumables (including but not limited to headsets, remote controls (TV & video), printer ribbons, back-up tapes or other blank media, wall brackets, rack mounting and other hardware kits, face plates, bezels, blank panels, designation strips, technical documentation, labels or other accessories) are not included in maintenance coverage.
- x Equipment that is part of a standard configuration receives maintenance coverage as a component of a covered system. The equipment is defined as Minor Material and may include but is not limited to internal cabling, fans, fan assemblies, transformers, embedded operating system software, power supplies, fuses & firmware.
- x Service support does not include the provisioning or installation of hardware upgrades or reprogramming to add additional capabilities or functionality to the Product(s).
- x Remedial repair of equipment failures due to normal wear and tear, including technician labor and parts replacement and all manufacturer provided software updates. Does not include repair or replacement of peripherals such as, but not limited to; handsets, cords, batteries, cables and adapters.
- x Also includes remedial repair of gray cable/wire, connecting blocks, cross connect fields; Systimax premises distribution equipment on Client's side of common carrier network interface. EXCLUDES black cable, riser cable, and network facilities such as poles, conduits, and local access trunks and lines unless installed by Avatel Technologies, Inc.

Avaya-licensed Software:

- x Defective software media will be replaced at no charge. Avatel will replace only the number of copies originally provided to the Customer.

- x It is the Customer's responsibility to maintain original software media. In situations where the Customer has no backup copies of Avaya-licensed Software, Avatel will provide a backup copy of the originally licensed Software release in the event of a loss if the Software is a currently supported release. Replacement of media and any implementation services are subject to additional charges. If the lost release is not currently supported, the Customer must pay for an upgrade to a currently supported release.

Response Intervals

Response Intervals define Avatel's objectives for responding to a request for maintenance support. Avatel will use commercially reasonable efforts to commence support requests submitted to Avatel within the times referenced in this section.

- x For Hardware Products; if Avatel deems the fault cannot be cleared remotely, interval is from the time the Avatel Service Team identifies an on-site visit is required to the time the technician or replacement part arrives at the Customer's site. For Software Products, interval is from the time the Customer contacts the Avatel Services Team with an Assistance Request to the time the technician/engineer contacts the Customer.
- x Hours are stated in coverage period hours. Work will be performed during the Customer's specified coverage hours. Avatel will attempt to clear all failures remotely before dispatching a technician to the Customer's premises.
 - o **Major Failures**
 - Within two (2) business hours for Major Failures on the **DEFINITY® and Communication Manager switch**. To qualify for this response interval the Customer site must be located within a certain major metropolitan area, as defined by Avatel. This response is available during the hours of 8:00 a.m. to 5:00 p.m. in the time zone of the covered products, Monday through Friday, excluding Avatel observed holidays. The two (2) hour response interval is not applicable between the hours of 5:00 p.m. & 8:00 a.m., or is provided if the Full Coverage 7x24 option is elected.
 - Within four (4) business hours for Major Failures for Customer sites located outside the defined major metropolitan area, for non-Avaya labeled or customized software and all other products including but not limited to **PARTNER®, MERLIN Legend, MERLIN MAGIX® and IP Office Integrated systems or Application OR NON-Avaya Systems or Applications**. This interval is provided during the hours of 8:00 a.m. to 5:00 p.m. in the time zone of the covered products, Monday through Friday, excluding Avatel observed holidays, or is provided 24x7 if Full Coverage 24x7 option is elected.
 - Product Shipment for Major Failures – If product replacement is determined and required for a major failure by 4pm, the product will be shipped for overnight delivery.
 - **Minor Failures**– For all other failures, response intervals are next Business Day by 5:00 p.m., provided the work will be performed during the normal Business Day, 8:00 a.m. to 5:00 p.m. in the time zone of the covered products, Monday through Friday. If product replacement is determined and required for a minor failure by 4pm, the product will be shipped for arrival within 2 business days.

Definition of Major/Minor Failures

Definitions for Software

- x **Major/Minor Failures:** Avatel determines whether the outage or fault constitutes a Major and Minor Failure. *The following are guidelines for classification of Major and Minor Failures:*
- x **Major Failure:** Failures that materially affect critical operations and have no acceptable workaround. Critical operations are those such as:
 - o complete outages of the application software that results in the loss of all processing capability or that cause significant reduction in the capability or the function of the application;
 - o outages of the application software that impact more than 50% of the users;
 - o the system is losing data, not collecting data, or the system is not processing calls as a result of the application software;
 - o software bugs that cause a complete system crash or significant loss of data;
 - o other software problems that significantly impede access or use of the software.
 - o Any resolution, even the resolution of a minor issue, requiring the shutdown of Customer's entire system or application will be considered a major failure and will not be subject to time and material charges if Customer is covered under the 7x24 maintenance offer.
- x **Minor Failure:** Any failure of the system that is not included in the definition of a Major Failure; or failures that cause particular features or functionality to be inoperative but not materially affecting normal business operations.

Definitions Hardware

- x **Major/Minor Failures**
Failures not otherwise caused by Customer are classified as major or minor. The condition is assigned to the system when the Customer makes a request of Avatel for maintenance assistance. The classification determines how quickly the specific problem will be assigned a resource and responded to.
- x **DEFINITY®, Communication Manager, Modular Messaging, Intuity, Predictive Dialer, Proactive Contact, and Supported Non-Avaya Systems such as but not limited to, SUN®:**
 - o Major Failure Twenty-five percent (25%) or more of the trunks and/or stations supported by the Avaya common control unit are out of service at any time due to the failure of products provided by Avaya; the attendant console or common control processor is out of service; twenty-five percent (25%) or more of the data peripherals supported by the Avaya common control unit are out of service at any time due to the failure of products provided by Avatel; or twenty-five percent (25%) or more of the special network capabilities supported by the Avaya common control unit are out of service at any time due to the failure of products provided by Avatel.

- o Any resolution, even the resolution of a minor issue, requiring the shutdown of Customer's entire or application will be considered a major failure and will not be subject to time and material charges if Customer is covered under the 7x24 maintenance offer.
- o Minor Failure Any failure of Products provided by Avatel that is not included in the definition of a Major Failure.
- x **PARTNER®, MERLIN Legend, MERLIN MAGIX® and IP Office Integrated systems OR NON-Avaya Systems:**
 - o Major Failure Failures that Avatel determines materially affect the operation of the Customer's telecommunications system.
 - o Minor Failure Any failure of Products provided by Avatel that is not included in the definition of a Major Failure.

CONVERSANT®, Interactive Response (IR) and Call Management Systems (CMS) and Other Supported Applications:

- x Major Failure
 - o **CMS** - The system is down, not accessible by more than 50% of users and/or the system is losing data or not collecting data.
 - o **Conversant/IR** - The system is down, not accessible by more than 50% of users and/or the system is losing data or not collecting data, the System is not processing calls or 25% or more of T1 or tip/ring capacity is out of service.
- x Any resolution, even the resolution of a minor issue, requiring the shutdown of Customer's entire system or application will be considered a major failure and will not be subject to time and material charges if Customer is covered under the 7x24 maintenance offer.
- x Minor Failure Any failure of the system that is not included in the definition of a Major Failure.

Outside of Coverage

Client is responsible for charges incurred when remote and/or on-site visits are requested for an Avatel repair technician and the problem is determined to be outside of the contracted coverage period, deemed other vendor related or non-product maintenance related. On-site response time is not guaranteed outside maintenance coverage period. Avatel Technologies, Inc. shall have no liability for failure in performance or damages due to, but not limited to; fire, explosion, water, acts of God or unauthorized use of the products.

TERMS AND CONDITIONS

Avatel Technologies, Inc (Avatel) and you, the customer, agree that the following terms and conditions will apply to post warranty maintenance (Services) listed on the attached agreement. In signing, both Parties agree that this Agreement has been authorized and is binding and will be in effect until terminated or cancelled as provided below.

Contract Period- This agreement shall be effective when signed by you, accepted in writing by Avatel and existing products are verified and deemed in working condition and will remain in effect until terminated as set forth in Termination Section of this Agreement. Upon expiration of the initial term, maintenance shall automatically renew for successive one (1) year terms at the current rate and under the terms and conditions in effect at the time of renewal unless either party gives the other written notice of its intent not to renew at least thirty (30) days prior to the expiration of the initial or any renewal term.

Coverage- Your Services are defined according to the options selected on the Avatel Product Service Protection Plan agreement. Any older equipment not replaced at the time of this Avatel Product Service Protection Plan inception, still being utilized with the equipment under this Avatel Product Service Plan, and still covered under another manufacturer service plan will remain covered and billable under the manufacturer service plan for which the customer will be financially responsible for paying and/or cancelling at their own discretion.

You must extend coverage to all "like products," meaning any equipment used in the system that is the same make and model as the Products covered, or is a functional equivalent to those products. "Like" products purchased from a vendor other than Avatel must be added to your Agreement to ensure coverage. These products may require certification, which will be done at Avatel's then current rate.

Avatel shall, during the contracted period, furnish all parts and service necessary to maintain the System in good working order. Avatel shall dispatch service personnel to the Premises to perform necessary repairs, unless Avatel determines it is able to perform the repairs from a remote location. Avatel shall also conduct remote diagnostic testing, when applicable. The determination to dispatch service personnel or to diagnose and attempt repairs remotely shall be at the sole discretion of Avatel. Any replacement parts may be either new or refurbished but equivalent to new in operation. Parts will be furnished on an exchange basis, and any parts removed shall become the property of Avatel. Also, consumables, including but not limited to, cables/cable assemblies, cords, brackets, software licensing, firmware, bezels, rack mounting and other hardware kits, fuses, batteries, handles, filters, transformers, face plates, adapters, some modules, blank panels, labels, other accessories, technical documentation or other media are not covered.

Customer Responsibilities- You agree to (i) provide the proper environment, electrical and telecommunication connections, (ii) provide access and work space, (iii) and, if applicable, host computer for reconstruction of lost or altered files, data or programs, (iv) pay all invoices upon receipt, and (v) notify Avatel if new or additional equipment is added to the system subsequent to the effective date of this agreement.

Exclusions- Avatel disclaims any warranty, express or implied, related to the parts and services supplied under this agreement, including, but not limited to, fitness for a particular purpose or merchantability.

Avatel is not responsible: (1) failures in the Services that result from abuse or misuse of the products being serviced; (2) Clients

failure to follow Avatel's or Manufacture's installation, operation, and maintenance instructions, including Client's failure to permit Avatel timely remote access to the products; or (3) any modification made to the Products by anyone other than Avatel (including, but not limited to, attaching other equipment or materials to, programming, or loading computer software on the Products.) Avatel may terminate this Agreement due to these types of repairs, additions, or changes made by a party other than Avatel without refund of any fees paid by customer. If requested by Customer, repairs necessitated by any of the above excluded causes shall be performed by Avatel at prevailing trip/hourly labor rates.

In all situations involving performance by Avatel under this agreement, customer's sole and exclusive remedy is (1) to terminate this agreement by written notice to Avatel, and (2) to receive a pro rata refund of any prepaid maintenance charges, less any sums due and owing Avatel, including, but not limited to terms set forth in under Termination.

Force Majeure- Avatel shall have no liability for delays, failures in performance or otherwise made impractical by reason of any: fire, explosion, power failures, pest damages, lightning or power surges, strikes or labor disputes, water, acts of God, the elements of war, civil disturbances, acts of civil or military authorities, or other causes beyond Avatel's control.

Subcontracting- Avatel may subcontract work to be performed under this agreement, but shall retain responsibility for the work.

Cancellation/Termination- After commencement of the initial or renewal term of Service, you may terminate Service coverage upon thirty (30) days written notice. Upon notice to terminate the agreement, if during the initial or renewal term, Services (remote or onsite) were performed the client is subject to a termination charge equal to the monthly charges for twelve (12) months or the period remaining, whichever is less. Upon notice to terminate the agreement, if during the initial or renewal term, Services (remote or onsite) were not performed the client is subject to a termination charge equal to fifty (50) percent of the monthly charges for twelve (12) months or the period remaining, whichever is less.

Client agrees that Avatel can, if any payment is not received within thirty (30) days of its due date, stop providing the Services any work under this agreement or terminate this agreement as it sees fit. Upon termination under this clause, Client agrees to pay Avatel cancellation fees. Client agrees to reimburse Avatel for any costs of collection, including reasonable attorney's fees.

Non-Covered Services- Avatel will attempt to respond to all requests for Services. If Service is required outside the stated Agreement hours, labor for such non-covered calls will be chargeable to Customer in accordance with Avatel's Services discounted hourly trip/labor rates. This agreement will not cover troubleshooting, repair, or assisting in the resolution of issues determined to be third party service related including, but not limited to, local and long distance carriers, ISP, not covered product, etc. Services related to these issues will be billed at Avatel's prevailing trip/hourly rate.

Entire Agreement- These terms and conditions and the Avatel-Avaya Product Protection Plan are the entire agreement between the parties with the respect to the products and services provided hereunder and superseded all prior agreements, proposals, communications between the parties and understandings whether written or oral.



SLG LEASE AGREEMENT

FINANCIAL SERVICES

TO OUR VALUED CUSTOMER: This Lease has been written in "Plain English". When we use the words *you* and *your* in this Lease, we mean *you, our customer*, which is the Lessee indicated below. When we use the words *we*, *us* and *our* in this Lease, we mean the Lessor, CIT BANK, N.A.. Our address is 10201 Centurion Parkway North, Suite 100 Jacksonville, FL 32256. Phone 800-327-3333

Form AFS-SLGTL-LA-DS 2011.1 Page 1 of 2

CUSTOMER INFORMATION	Lessee Name TEMPLETON, TOWN OF		Tax ID #
	Billing Street Address/City/State/Zip 33 SOUTH ROAD, TEMPLETON, MA 01468		Tax Exempt #
	Phone No. 978-939-5638		Lease # 1313923
	Equipment Location Street Address/City/County/State/Zip 33 SOUTH ROAD, TEMPLETON, WORCESTER, MA 01468		

SUPPLIER INFORMATION	Supplier Name ("Supplier") VOTACALL, INC.
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EQUIPMENT DESCRIPTION	Make/Model AVAYA / IP500 V2 /
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END OF LEASE PURCHASE OPTION	Fair Market Value
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TERM AND LEASE PAYMENT	Lease Term (Months) 60	Lease Payment \$153.43	Documentation Fee \$0.00	You agree to pay at the time you sign this Lease: 0 Mos. (\$0.00) Total Advance Lease payment. If more than one Lease Payment is required in advance, the additional amount will be applied at the end of the original term.	Plus Applicable Taxes
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INSURANCE AND TAXES You are required to provide and maintain insurance related to the Equipment, and to pay any property, use and other taxes related to this Lease or the Equipment. (See Sections 6 and 8 on Page 2 of this Lease). If you are tax-exempt, you agree to furnish us with satisfactory evidence of your exemption.

TERMS AND CONDITIONS 1. LEASE; DELIVERY AND ACCEPTANCE. You agree to lease the equipment, maintenance and services described above and in any purchase, maintenance, services or supply contract (collectively, "Supply Contract") associated with this lease agreement ("Lease") (collectively, "Equipment") on the terms and conditions shown on both pages of this Lease. If you have entered into a Supply Contract with any Supplier, you assign to us your rights under such Supply Contract, but none of your obligations (other than the obligation to pay for the Equipment if it is accepted by you as stated below and you timely deliver to us such documents and assurances as we request). If you have not entered into a Supply Contract, you authorize us to enter into a Supply Contract on your behalf. You will arrange for the delivery of the Equipment to you. When you receive the Equipment, you agree to inspect it to determine if it is in good working order. This Lease will begin on the date that you sign a Delivery and Acceptance Certificate and will continue for the number of months specified in this Lease unless renewed as set forth in this Lease or earlier terminated as set forth in Section 3 of this Lease. The Equipment will be deemed irrevocably accepted by you upon: (a) the delivery to us of a signed Delivery and Acceptance Certificate (if requested by us); or (b) 10 days after delivery of the Equipment to you if previously you have not given written notice to us of your non-acceptance. (NOTE: Terms and Conditions continue on the following pages.)

By signing this lease: (i) you acknowledge that you have read and understand all of the terms and conditions of this lease, which is documented on our Form AFS-SLGTL-LA-DS 2011.1, (ii) you agree that if a copy of this lease is signed by you and the front of the copy is delivered to us by facsimile transmission or otherwise, to the extent any provisions are missing or illegible or changed (and not initiated by both you and us), the terms and conditions of our Form AFS-SLGTL-LA-DS 2011.1 in use on the date we receive the copy signed by you will be the terms and conditions of the lease, (iii) you agree that this lease is a lease that you cannot terminate or cancel except as specifically provided herein, you have an unconditional obligation to make all payments due under this lease, and you cannot withhold, or reduce such payments for any reason, (iv) you agree that you will use the equipment only for governmental purposes, (v) you warrant that the person signing this lease for you has the authority to do so (whether in contract, tort or otherwise) shall be governed, construed, and enforced in accordance with federal law and the laws of the state of New York (without regard to the conflict of laws principles of such state). You consent to the jurisdiction of any court located within that state and waive any objection relating to improper venue or forum non conveniens. BOTH PARTIES EXPRESSLY WAIVE ANY RIGHT TO A TRIAL BY JURY. Should the above jury trial waiver be found unenforceable, then, upon the written request of any party, any dispute, including any and all questions of law or fact relating thereto, shall be determined exclusively by a judicial reference proceeding in accordance with Cal. Civ. Proc. Code § 638 et seq. or the applicable state's equivalent state law. The parties shall select a retired state or federal judge as the referee. The referee shall report a statement of decision to the Court.

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT: To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for (i) if you are a legal entity, your name, address, and other information that will allow us to identify you; (ii) if you are an individual, your name, address and date of birth. We may also ask to see your driver's license or other identifying documents.

TEMPLETON, TOWN OF Lessee X Authorized Signature MICHAEL R BENNETT / CHIEF OF POLICE Print Name & Title Date 092915	CIT BANK, N.A. Lessor X Authorized Signature Print Name & Title Date
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CERTIFICATION

I, Sgt. Derek Hall (Certifier), a resident of Templeton (City), in the State of Massachusetts (State), DO HEREBY CERTIFY that I am the duly elected or appointed and acting Sergeant (Certifier's Title) of the Lessee identified above, which is in the State or a political subdivision or agency, duly organized and existing under the laws of the State of Massachusetts (State); and that I have custody of the records of Lessee; as of the date set forth below the individual named and executing above on behalf of the Lessee, Chief Michael Bennett (Name of Authorized Signatory of Lessee), is the Chief (Title) of Lessee and is duly authorized to Execute and deliver the Lease (including any addendum) and all related documents, in the name and on behalf of Lessee; and that signature of such individual is his/her authentic signature.

IN WITNESS WHEREOF, I have hereto set my hands and affixed the seal of Lessee this 6 day of October, 2015.

Certifier's Signature

--SEAL--

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FY 2019 BUDGET DETAIL

DEPARTMENT: Police & Dispatch

FUND: 1000

ACCOUNT NUMBER: 200 5400

ACCOUNT NAME: **Supplies**

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

FY 2019 BUDGET DETAIL

DEPARTMENT: Police & Dispatch

FUND: 1000

ACCOUNT NUMBER: 200 5600

ACCOUNT NAME: Intergovernmental

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
		\$0 \$0
		\$0 \$0
		\$0 \$0
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		\$0 \$0
		\$0 \$0
		\$0 \$0
		LUMP SUM DISALLOWED \$0
		Totals \$0 \$0

Prior Year Budget

DEPARTMENT:	Police & Dispatch	
FUND:	1000	
ACCOUNT NUMBER:	200	5700
ACCOUNT NAME:	Other	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description		
1	\$15,000	Equipment Maintenance (Radios, etc)	\$15,000	\$15,000
1	\$10,000	Technology	\$10,000	\$10,000
1	\$11,389	Police Interceptor Annual Lease*	\$11,389	\$11,389
1	\$42,225	2018 Ford Police Interceptor Utility**	\$42,225	\$0
1	\$7,600	Boiler**	\$7,600	\$0
1	\$70,000	Police Station Project Payment*	\$70,000	\$0
		* Year 2 of 4 year lease	\$0	\$0
		** Moved to Capital	\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
		LUMP SUM DISALLOWED		-\$2,389
		Totals	\$156,214	\$34,000



Chief of Department
David T. Dickie

TOWN OF TEMPLETON

Fire Department

2 School Street
Baldwinville, Massachusetts 01436
Telephone (978) 939-2222
Fax (978) 939-5671



Budget explanations

Structural Fire Fighter Gear:

PPE worn by firefighters including coat, pants, boots, hood, helmet and gloves. Per NFPA requirements this gear has a 10-year life span. Our budget is designed to replace 5 complete sets a year. Doing this prevents us from requesting a large capital expense to replace all gear at one time.

Software:

Image Trend: This is the software used for patient care reporting to the hospital, State and billing company.

E-Pro Scheduler: Online scheduling software that is used to schedule employees, track hours worked and track training.

I am Responding: Software that reports who is on duty, who is responding to a call and apparatus service status. Real time reports are sent to apps on cell phones, both fire stations and to the dispatch center.

IMC: Fire Reporting software used to track emergency calls and report them to the State as required.

SCBA Bottles: (Self-contained breathing apparatus) Following the replacement schedule on our scba bottles that has been in place for 2 years now we need 22 more tanks. These tanks expire and can not be used in March of 2019.

Ambulance Payment: This will be the last payment of a 5-year lease. The plan will be to replace the next ambulance in the FY 20 budget.

Defibrillator Payment: This is the last year of payments, then they are ours.

Misc. Fire Equipment replacement: This is an item that has not been in the budget before. \$5,000 is an estimate of how much would be needed to begin the process of maintaining or replacing equipment.

Medical supplies and Narcotics: These numbers are estimates from averaging past years.

Maintenance of Apparatus: This number did go up last year from around \$6000 to \$13,400. This year I would like to bring it up to \$18,480. This year I am adding more to ambulance repair as both ambulances are a year older and are needing more work. The Chief's truck also needs more work and was never included in the budget before.

AED'S: We currently have 12 automatic external defibrillators (AED'S) they need to be serviced by the company every year. They are now located at the following locations.

1 at Town Hall, at the Senior Center, 7 at the Fire Department, and 3 at the police Department.

FY 2019 BUDGET DETAIL

DEPARTMENT: Fire & EMS

FUND: 1000

ACCOUNT NUMBER: 220 5200

ACCOUNT NAME: Purchase of Services

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

Prior Year Budget

Expense Budget

**FY 2019
Administrator
Recommended**

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FY 2019 BUDGET DETAIL

DEPARTMENT: Fire & EMS

FUND: 1000

ACCOUNT NUMBER: 220 5700

ACCOUNT NAME: Other

Expense Budget

FY 2019
Request

FY 2019
Administrator
Recommended

Quantity	Cost	Description		
20	\$1,000.00	S.C.B.A. Replacement Tanks*	\$20,000	\$0
1	\$39,096.29	Ambulance Payment/lease 29A1**	\$39,096	\$39,096
12	\$1,418.33	Defibrillator Payments/lease	\$17,020	\$17,020
1	\$12,000.00	ALS Mutual Aid Charges***	\$12,000	\$0
			\$0	\$0
		* Moved to Capital	\$0	\$0
		** Payment 5 out of 5; Need +\$20K in FY '20	\$0	\$0
		*** Moved to Override 220-52	\$0	\$0
			\$0	\$0
		LUMP SUM DISALLOWED		\$0
		Totals	\$88,116	\$56,116

Emergency Management

1000

230 5100

Personnel

FY 2019 Request	FY 2019 Administrator Recommended
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FY 2019 BUDGET DETAIL

DEPARTMENT: Emergency Management

FUND: 1000

ACCOUNT NUMBER: **230** **5110**

ACCOUNT NAME: Employee Support

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
		\$0 \$0
		\$0 \$0
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		\$0 \$0
		LUMP SUM DISALLOWED \$0
		Totals \$0 \$0

FY 2019 BUDGET DETAIL

DEPARTMENT: Emergency Management

FUND: 1000

ACCOUNT NUMBER: 230 5200

ACCOUNT NAME: Purchase of Services

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

FY 2019 BUDGET DETAIL

DEPARTMENT: Emergency Management

FUND: 1000

ACCOUNT NUMBER: 230 5600

ACCOUNT NAME: Intergovernmental

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$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
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	LUMP SUM DISALLOWED	\$0
	Totals	\$0 \$0

FY 2019 BUDGET DETAIL

DEPARTMENT: Emergency Management

FUND: 1000

ACCOUNT NUMBER: 230 5700

ACCOUNT NAME: Other

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

(1) Requested used one ton pickup; Kelley Blue Book estimate with +/- 103,000 miles in our zip code

Development Services

Contact Information: Laurie A. Wiita, Director

Phone: 978-894-2771

Email: health@templeton1.org

Location: Town Hall, Room 3, 160 Patriots Rd., P O Box 620, E Templeton, MA 01438

Mission Statement

The mission of the Office of Development Services is to promote the health, safety, and general welfare of the residents of Templeton by providing professional, helpful, fair, and consistent services and accurate information related to the development and maintenance of existing properties.

Department Description

The Office of Development Services coordinates the following town departments: Board of Health, Building, Conservation, Planning, Zoning, Agriculture, Economic Development and Community Preservation. All of the services provided are directly related to the development and maintenance of existing and new property, including residential and business. The Development Services staff support the Electrical Inspector, Plumbing Inspector, Board of Health, Planning Board and Conservation Commission by maintaining records, processing permit applications, conducting plan reviews, completing inspections, conducting research, and holding office hours for the public.

FY17 Accomplishments

1. Reviewed and updated of fee schedules for building, electric, and plumbing, which was implemented beginning in FY18.
2. Partnered the Attorney General's office in the Abandoned Housing Initiative, which uses the enforcement authority of the State Sanitary Code to turn around blighted, abandoned properties.

FY18 Goals and Their Current Status (as of 12/31/17)

1. Consolidated the Planning Board, Conservation, Community Development Block Grant and Zoning Board of Appeals with the office of the Board of Health and Building Department - completed
2. Organized the "new" filing/conference room – in process
3. Reviewed and reorganized current permitting processes – in process

FY19 Goals

1. Create spreadsheet to track number of permits issued for board of health, building, electric, and plumbing.
2. Work towards State designation as a "Green Community." This program provides grants, technical assistance, and local support to help municipalities reduce energy use and costs by implementing clean energy projects in municipal buildings, facilities, and schools.

Service Provision Data

- Two houses were completely renovated and sold through the receivership program of the Abandoned Housing Initiative. Several bank-owned properties have been brought up-to-code and will be sold.
- 53 food permits issued by the Board of Health

Original:

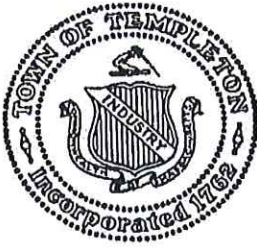
- Working with the office of the Attorney General, Templeton has had two houses completely renovated through the "receivership" program for the Abandoned Housing Initiative. Both of these houses now have been sold and are occupied by residents new to Templeton. Several other properties have been brought up to code by the banks that own them and are being prepared to be sold.
- In 2017 the Board of Health issued fifty-three food permits (included food establishments, residential kitchens, seasonal food establishments, retail food and temporary permits). The Board of Health also permits for rubbish haulers, septic haulers and installers, tobacco and nicotine, and pest control (beaver trapping). During weather permitting months, the staff, working as volunteers, run bulky waste events to collect large items that cannot be disposed of through everyday trash pickup; the staff, also as volunteers, support the State sponsored drug take back events with the Templeton Police Department several times a year.
- In 2017, Development Services began the process of reviewing the plans for the new Templeton Elementary School; this endeavor requires that all inspectors work as a team to comprehensively review and provide feedback on any areas of deficiency and adherence to current codes, while keeping within the allotted scheduling.

Personnel Summary Table

Position Title	FY17 FTEs Actual	FY18 FTEs Actual	FY19 FTEs Dept. Req.	Notes and Explanation of Changes (FY18 to FY19)
Building Commissioner	0.5	0.5	0.5	
Dev. Services Director/Health Agent	1	1	1	
Admin Asst I	2	1	1	Elimination of one position
Admin Asst II	0.5	0.4	0.4	Reduction in hours

Organizational Chart

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**Town of Templeton
Development Services**

P.O. Box 620
E. Templeton MA 01438
978-894-2771
Email: health@templeton1.org

Memorandum – Development Services

To: Carter Terenzini, Town Administrator
From: Laurie A. Wiita, Director of Development Services
Subject: FY 19 Budget for Development Services
Date: January 17, 2018
CC: Kelli Pontbriand, Town Accountant

This memo provides justification for questions you may have on the Development Services budget for FY 19.

1000-250-5100 Personnel – Amounts for Health Agent, Building Commissioner, Senior Administrative Asst. 1 and Administrative Asst. 2 have all been level funded. The inspectors, electrical and plumbing are now paid out of a revolving account. The previously budgeted stipend for Animal/Barn Inspector is now budgeted through the Police Department budget.

1000-250-5110 Employee Support – The Health Agent is requesting funds to continue education in order to maintain certifications and licenses; this includes MA Title 5 System Inspector and Soil Evaluator, Certified Pool Operator and Annual Conference for attaining continuing education credits. The Conservation Commission is requesting funds to attend the Massachusetts Association of Conservation Commissions Annual Conference and funds for dues for continued membership to MACC.

1000-250-5200 Purchase of Services – The members of the Board of Health request that we continue to utilize the professional services of Mark Popham for the well monitoring at the Templeton Capped Landfill, there is no increase to the cost from FY 18; also requested is an increase to the amount for Montachusett Public Health Network, the support provided from this network includes public beach water testing, communicable disease reporting, skilled nursing support and substance prevention support (training and events). The Agricultural Commission has made a request for the purchase of "Right to Farm" signs.

1000-250-5600 Intergovernmental – The Agricultural Commission is requesting labor and parts from the Highway Department in the installation of "Right to Farm" signage. A request for funding for the signs can be found in "Purchase of Services".

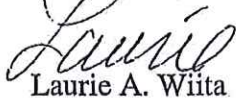
1000-250-5700 Other – No requests at this time.



The FY 19 budget request for Development Services has an increase of less than 1% from FY 18.

Thank you for your consideration.

Respectfully submitted,



Laurie A. Wiita

Director

Development Services

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Town of Templeton
Development Services
P.O. Box 620
E. Templeton MA 01438
978-894-2771
Email: health@templeton1.org

List of acronyms for FY 19 Development Services Budget

MACC – Massachusetts Association of Conservation Commissions

MEHA – Massachusetts Environmental Health Association

MHOA – Massachusetts Health Officers Association

MPHN – Montachusett Public Health Network

MRPC – Montachusett Regional Planning Commission



Development Services

1000

250 5100

Personnel

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

118



FY 2019 BUDGET DETAIL

DEPARTMENT: **Development Services**

FUND: 1000

ACCOUNT NUMBER: 250 5110

ACCOUNT NAME: Employee Support

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description		
5	\$160.00	MACC training for Conservation Commission	\$800	\$800
1	\$300.00	MACC Dues for Conservation Commission	\$300	\$300
700	\$0.55	ConCom Mileage	\$382	\$382
3500	\$0.55	Building Comm. Mileage	\$1,908	\$1,908
500	\$0.55	BOH Agent mlieage	\$273	\$273
1	\$40.00	MEHA Dues for Board of Health	\$40	\$40
1	\$60.00	MOHA Dues for Board of Health	\$60	\$60
1	\$100.00	BOH Agent System Inspector renewal	\$100	\$100
1	\$900.00	MHOA Annual Conference & Training	\$900	\$900
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
		LUMP SUM DISALLOWED		-\$12
		Totals	\$4,762	\$4,750



Massachusetts Association of Conservation Commissions



I/we would like to become a MACC member!

Name _____

Organization/Company _____

Address _____ Indicate if Home ☐ or Office ☐

City/State/Zip _____

Phone () _____ Indicate if Home ☐ Office ☐ Mobile ☐

Email _____

*Please check the
level of membership
you are choosing*

Individual Member

- ☐ Member \$65
- ☐ Sponsor \$100
- ☐ Benefactor \$250
- ☐ Patron \$500
- ☐ Sustainer \$1,000+

Corporate Member

- ☐ Member \$300
- ☐ Sponsor \$500
- ☐ Benefactor \$1,000
- ☐ Patron \$2,500
- ☐ Sustainer \$5,000+

Environmental Non-profit Member

- ☐ Member \$100 or 0.05% of annual revenue, whichever is less
- ☐ Sponsor \$250
- ☐ Benefactor \$500
- ☐ Patron \$1,000
- ☐ Sustainer \$2,500+

Please make check payable to MACC and mail to:
MACC

10 Juniper Road
Belmont, MA 02478

THANK YOU!

Membership dues are tax-deductible to the full extent allowed by law.

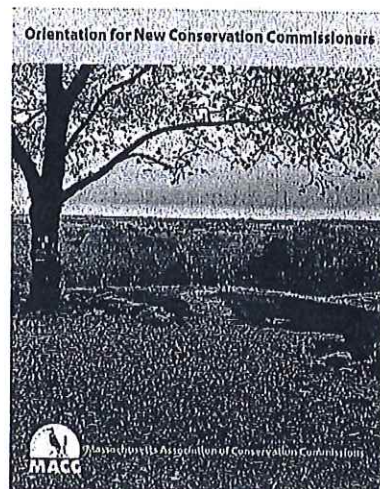


MASSACHUSETTS ASSOCIATION OF CONSERVATION COMMISSIONS

Quick Start Guide

Orientation for New Conservation Commissioners

Orientation for New Conservation Commissioners is an online interactive training that provides a basic background on the roles and responsibilities of conservation commissioners. MACC offers it to new conservation commissioners on its member commissions. This Quick Start Guide explains how to create an account for, access, and use the Orientation. You have one year of access to the Orientation; please start using it soon.



How to Begin

Receive an Access Code

You should have received an access code from MACC. The access code is a long string of letters and numbers. You will use the access code the first time you log in after you create your account. After that, you will not need the access code again. (Email us at staff@maccweb.org if you do not have your access code.)

Create an Account

You must create an account at our online e-book platform (OWL) at UMass Amherst to access the Orientation.

1. Go to <http://owl.oit.umass.edu/partners/macc/register.html>.
2. Click the name of the resource you want (Orientation for New Conservation Commissioners).
3. Fill in the form. (You choose a login name and password here. Do not use your access code here. You will use the access code the first time you log in after this.) Click Continue to submit the form, click Continue to confirm your self-registration information, and click Agree and Continue for the license agreement. You will receive an email confirmation at the address you provided.

Log In, Use Your Access Code, and Access the Orientation

You must have created an account first (see above).

1. Go to <http://owl.oit.umass.edu/partners/macc/>. (We suggest you bookmark that URL.)
2. Enter the login name and password you chose when you created your account.
3. Click LOGIN. (The first time you login, you will be asked to enter your access code. Click Continue to submit it, and then click Continue to Product. On subsequent logins, you will be taken directly to the home page; you will not need your access code again.)
4. From the Resource Home page, click the Orientation title or picture to go to the Orientation.

How to Use the Orientation

Getting Around

- Once you are in the Orientation, we suggest starting at the Acknowledgements and Thanks page, then go to the Introduction page, and then go from page to page as you would when reading a book.
- To go forward or back from page to page, use the **Next** and **Back** buttons located at the top and bottom of each page.
- You can also click the Table of Contents panel (at the left edge of every page) to open the Table of Contents, then click the page to which you would like to go. Click the name of a chapter or topic to expand or collapse the topic's contents.

Laurie: Templeton BOH

From: Dawn Sibor [dsibor@mhoa.com]
Sent: Thursday, January 18, 2018 9:45 AM
To: Health@templeton1.org
Subject: Conference info

Hi,

Sigalle forwarded me your email. The full conference with 2 nights of hotel for MHOA members was \$810/\$870 non members.

This was for last year.
Please let me know if you need anything else.

Dawn

--

Dawn Carmen Sibor
Executive Director
Massachusetts Health Officers Association
781-710-2946
dsibor@mhoa.com
www.mhoa.com

Templeton Board of Health
RECEIVED
JAN 16 2018

MARK W. POPHAM, R. S.

Sanitary Engineering / Environmental & Solid Waste Management Consulting

21 Highland Street
Orange, MA 01364

Tel. 978-544-2770 / Cell 413-834-2558

January 8, 2018

Town of Templeton
Board of Health
160 Patriots Road
P. O. Box 620
East Templeton, MA 01438

Re: Renewal of Professional Services Cost Proposal / Agreement
2018 Post-Closure Landfill Monitoring

Dear Members of the Board:

This correspondence serves as a Renewal of a Professional Services Proposal, offered to perform the annual post-closure environmental monitoring of the King Philip Trail landfill for calendar year 2018, in accordance with current DEP regulations and the current post-closure monitoring permit for the site. I am prepared to perform the following tasks for a total lump sum fee (which includes direct and indirect costs, sample collection and laboratory subcontract expenses) of Four Thousand Five Hundred Seventy Dollars (\$4,570.00), which is the same amount as quoted for 2017:

1. Water Quality Monitoring

A professional environmental sampling subcontractor, at the direction of the undersigned, will conduct water quality measurements at the closed landfill and collect representative samples for DEP-certified laboratory analysis during a one-time sampling survey anticipated to be performed in the fall of 2018. Prior to monitoring well purging and sample collection, static groundwater and depth-of-well measurements will be recorded. Samples will be collected from five (5) existing groundwater monitoring wells specified in the current DEP permit, including a trip blank, and analyzed for the parameters given at 310 CMR 19.132 (1)(h) 1, 2 & 3 (including method 8260 volatile organic compounds (VOC's) with MEK, MIBK, acetone and 1,4-dioxane) and field parameters dissolved oxygen, specific conductance, pH and temperature.

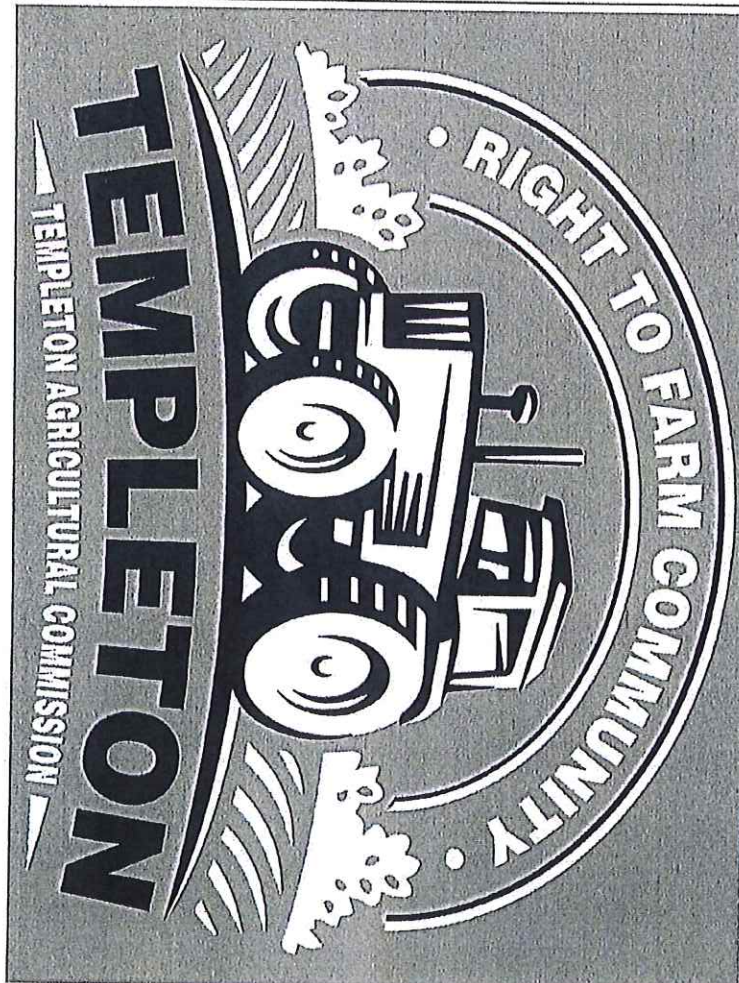
175

Ship To

P.O. No.

Description	Qty	Cost	Total
24 x 18 inch Single Sided Dibond Sign with Laminated Digital Print	8	40.00	320.00T

Thank you for your business.	Subtotal	\$320.00
	Sales Tax (0.0%)	\$0.00
	Total	\$320.00



FY 2019 BUDGET DETAIL

DEPARTMENT: **Development Services**

FUND: 1000

ACCOUNT NUMBER: 250 5400

ACCOUNT NAME: **Supplies**

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

DEPARTMENT: Development Services

FUND: 1000

ACCOUNT NUMBER: 250 5600

ACCOUNT NAME: Intergovernmental

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
8	\$167.00	Highway labor and parts to install sinage for AgCom
		\$1,336 \$0
		\$0 \$0
		* Assumes Supplemental FY '18 w/Free Cash \$0 \$0
		or Other Source \$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		\$0 \$0
		LUMP SUM DISALLOWED \$0
	Totals	\$1,336 \$0

Laurie: Templeton BOH

From: Templeton Highway [highway@templeton1.org]
Sent: Wednesday, January 17, 2018 11:22 AM
To: 'Laurie: Templeton BOH'
Subject: Oh Snap !!!

Laurie – It just occurred to me that I have this info that we use when we charge people that knock down street signs.

Sign, Pole and Break-away = \$120.50

Misc. Nuts and Bolts= 4.00

Labor = \$42.39

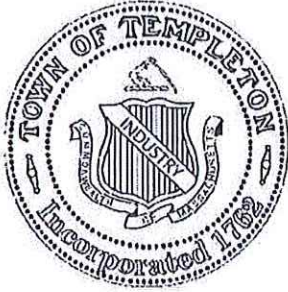
Total = \$166.89

Will this be helpful ?

Pam

Pam Rogers.
Administrative Assistant

Templeton DPW
381 Baldwinville Rd.
Templeton, MA 01468
978-939-8666



January 17, 2018

Memo from The Office Of The DPW

To; Town Administrator; Carter Terenzini
From; DPW Director; Alan Mayo
Date; January 17, 2018
RE; Catch Basin Cleaning

Dear Carter; The following is an explanation for the request for The FY-19 Budget. I have prepared the FY-19 request using level funded Salaries. The Highway Division has a clause in their contract for 4% should they acquire a 4G license. Please find enclosed Explanations and Costs for the Budget. I have spent a lot of hours on the Budget. There are a few items I am awaiting cost for.

Sincerely

Alan Mayo DPW Director



Highway

1000
400 5100
Personnel

**FY 2019
Administrator
Recommended**

131

DEPARTMENT: Highway

FUND:	1000	
ACCOUNT NUMBER:	400	5110
ACCOUNT NAME:	Employee Support	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

FY 2019 BUDGET DETAIL

DEPARTMENT: Highway
FUND: 1000
ACCOUNT NUMBER: 400 5200
ACCOUNT NAME: Purchase of Services

[Expense Budget](#)

FY 2019 Request FY 2019 Administrator Recommended

Quantity	Cost	Description		
2	\$75.00	Pre Employment Testing	\$150	\$150
1	\$250.00	Inspection of Vehicle Lift	\$250	\$250
1	\$14,000.00	Re: Painting Road Center Lines	\$14,000	\$14,000
1	\$65.00	Copier Contract*	\$65	\$0
2	\$100.00	Lettering (Vinyl)	\$200	\$200
25	\$100.00	Vehicle Inspections	\$2,500	\$2,500
4	\$382.50	Town Radio (per Radio Maintenance Upgrade)	\$1,530	\$1,530
1	\$1,020.00	AC Auto Repair / Maintenance	\$1,020	\$1,020
1	\$500.00	Fuel Tank Testing	\$500	\$500
6	\$68.00	Wheel Alignment (Akin Automotive)	\$408	\$408
1	\$1,020.00	Machining	\$1,020	\$1,020
1	\$500.00	Fuel Pump Maintenance	\$500	\$500
1	\$100.00	Air Compressor Inspection	\$100	\$100
4	\$125.00	Vehicle Towing	\$500	\$500
1	\$10,000.00	MS-4 and CB - Planning & Mapping	\$10,000	\$10,000
1	\$17,500.00	Street Lighting	\$17,500	\$0
10	\$1,000.00	Tree Cutting and Removal/Per Day	\$10,000	\$10,000
650	\$20.00	Catch Basin Cleaning	\$13,000	\$13,000
1	\$10,000.00	Equipment Specialty Vendor	\$10,000	\$10,000
1	\$500.99	Vapor Testing	\$501	\$501
10	\$150.00	Legal Advertisement Tree Hearings	\$1,500	\$1,500
			LUMP SUM DISALLOWED	-\$2,679
		* Moved to IT Master Contract		
			Totals	\$85,244 \$65,000

Guidelines

Invoice

216 West Royalston Rd
Athol MA 01331

Phone #- (978)-249-7652

Fax #- (978)-249-6093

E-mail- Poirierguidelines@hotmail.com

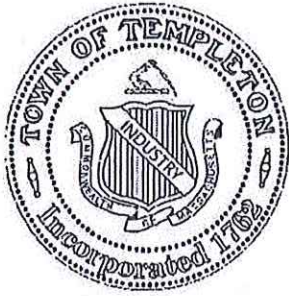
Date	Invoice #
10/23/2017	17060

Bill To
Town of Templeton Hwy Dept 381 Baldwinville Rd Templeton, MA 01468-1407

P.O. No.

Quantity	Description	Unit	Rate	Amount
117,253	4 " Double Yellow Centerline	lf	0.078	9,145.73
21,120	4 " Single Yellow Centerline	lf	0.04	844.80
72,864	4 " White Edgeline	lf	0.04	2,914.56
<p>Bridge St + Central St were not done because they are scheduled for Spring construction work. Had they been lined we would have been over</p>				
			Total	\$12,905.09

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January 17, 2018

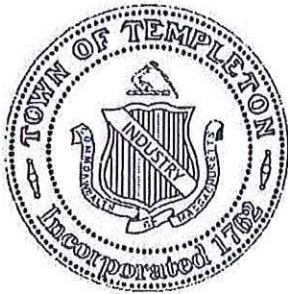
Memo from The Office Of The DPW

To; Town Administrator; Carter Terenzini
From; DPW Director; Alan Mayo
Date; January 17, 2018
RE; MS4

Dear Carter; The following is an explanation for the request for MS4 Storm water management. This request is for the mandated requirements under the new MS4 regulations. This is for inventory of culverts & catch basins. The MS4 requirements are estimated to cost \$30,000.00 however we do need to move toward complying with MS4 guidelines on storm water.

Sincerely

Alan Mayo DPW Director



January 17, 2018

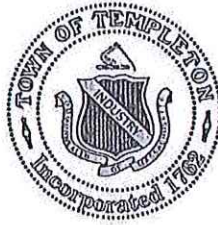
Memo from The Office Of The DPW

To; Town Administrator; Carter Terenzini
From; DPW Director; Alan Mayo
Date; January 17, 2018
RE; Tree Cutting

Dear Carter; The following is an explanation for the request for Tree Cutting after many years of under budgeting there were a significant amount of hazardous trees throughout Town. The recent budget has reduced the number of hazardous trees. This is a safety concern and therefore feel the need is justified. The Department cuts and removes a good number of trees in house with the acquisition of the light Dept. Bucket Truck. There are those which are to high or to much of a reach to do in house. State bid tree work ranges Around \$1,500.00 a day.

Sincerely

Alan Mayo DPW Director



Town of Templeton
Department of Public Works

381 Baldwinville Rd.
Templeton, MA 01468
Phone 978-939-8666 Fax 978-939-8420

TO: Board of Selectmen
FROM: Alan Mayo, DPW Director
RE: Catch Basins
DATE: February 23, 2018
CC: Carter Terenzini, Town Administrator

The Town of Templeton has approximately 1,000 catch basins which we currently clean inhouse using a 1975 catch basin cleaner. While these should be cleaned annually, I am proposing that we contract them out by doing 300 annually and 350 every other year. I'm hopeful that this schedule based upon our experience with accumulated material runoff will be something we can work with. This machine is now far past its useful life and has been redlined since March of 2017. It's replacement cost is approximately \$200,000.00 with a useful life of approximately 25 years. This equates to a capital cost of roughly \$8,000 per year. In addition, it takes us approximately 960 man-hours in labor.

I am proposing to contract this work out at an annual cost of approximately \$13,000. While this will be a serious hit to the operating budget, I think you can see the merits of the savings on the capital budget and the ability to put a substantial number of man-hours back onto the work schedule for our many other tasks.

I do need to acknowledge there will be some minor increase in cover material costs to the Sewer Department in that these materials will no longer be available to the sewer department, however based upon a presentation in the recent staff meeting it is my understanding that the material they are receiving from the elementary school site will cover their needs far into the foreseeable future. Thus, I don't see a true negative impact to them. The catch basin requires a special endorsement to operate and this is also an additional cost to the Town to provide.

FY 2019 BUDGET DETAIL

DEPARTMENT: Highway
 FUND: 1000
 ACCOUNT NUMBER: 400 5400
 ACCOUNT NAME: Supplies

Expense Budget

FY 2019 Request FY 2019 Administrator Recommended

Quantity	Cost	Description		
17	\$153.00	Batteries (49 Vehicles/3 yrs Life)	\$2,601	\$2,601
1	\$550.00	Office Supplies (copier paper, ink, pens, clip boards)	\$550	\$550
100	\$112.20	Tires (49 Vehicles / Yrs Life x 4 per)	\$11,220	\$11,220
9390	\$2.17	Diesel Fuel (Used ~ 9390 gallons @ ~\$2.13/ year)*	\$20,376	\$20,376
21858	\$1.86	Gasoline (Used ~ 21858 gallons @ ~\$1.83/ year)*	\$40,656	\$40,656
1	\$500.00	Yearly Vapor Testing (Standard yearly test)	\$500	\$500
1	\$500.00	Tank Supplies (New Hose, Nozzles, Supplies)	\$500	\$500
6861	\$1.27	Opti Mix (cold Patch)	\$8,713	\$8,713
12	\$110.00	Tools (Shovels, picks, rakes, wheels barrel)	\$1,320	\$1,320
1	\$1,000.00	Concrete Supplies (Bricks and Mortar)	\$1,000	\$1,000
1	\$58,140.00	Repairs, Maintenance to 49 vehicles, includes; PMI(Oil, Filter, Lube) and any break down repairs)	\$58,140	\$58,140
1	\$5,089.80	Sweeper, Hydraulic Lines, Brooms, Repair Parts	\$5,090	\$5,090
1	\$11,730.00	Shop Supplies (grease, antifreeze, nuts and bolts, wiper blades, oil)	\$11,730	\$11,730
1	\$1,530.00	Chainsaw parts and repairs (Chain, Files, Filters, bars)	\$1,530	\$1,530
60	\$66.30	Top and Berm material per ton	\$3,978	\$3,978
90	\$33.66	Cross Walk Paint (90 / 5 Gal Buckets)	\$3,029	\$3,029
1	\$3,000.00	Paint & Letter Truck	\$3,000	\$3,000
		* State Bid Quote		
		LUMP SUM DISALLOWED		-\$6,934
		Totals	\$173,934	\$167,000

Airgas	\$53.68
Airgas	\$22.41
Chairtown	
Lumber	\$45.98
Chairtown	
Lumber	\$59.00
Chairtown	
Lumber	\$112.96
Chairtown	
Lumber	\$97.45
Chairtown	
Lumber	\$308.34
Chairtown	
Lumber	\$15.73
Chairtown	
Lumber	\$29.48
Chairtown	
Lumber	\$8.58
Chairtown	
Lumber	\$14.36
Chairtown	
Lumber	\$5.99
Chairtown	
Lumber	\$136.84
Chairtown	
Lumber	\$86.21
Chairtown	
Lumber	\$21.36
Chairtown	
Lumber	\$7.98
Chairtown	
Lumber	\$8.00
Donbeck	
Sales	\$146.63
Donbeck	
Sales	\$64.00
Donbeck	
Sales	\$22.65
Donbeck	
Sales	\$108.00
Donbeck	
Sales	\$30.00
Donbeck	
Sales	\$61.96
Donbeck	
Sales	\$19.40
Donbeck	
Sales	\$837.00
Northeast	
Fasteners	\$84.57
Northeast	
Fasteners	\$258.21
Northeast	
Fasteners	\$234.15
Northeast	
Fasteners	\$239.96
Northeast	
Fasteners	\$88.85
Northeast	
Fasteners	\$217.65

Shop Supplies
to date

Northeast Fasteners	\$153.56
Northeast Fasteners	\$20.00
Northeast Fasteners	\$139.25
Northeast Fasteners	\$30.20
Northern Tools	\$120.42
Northern Tool	\$57.99
Zep	\$343.12
Zep	\$331.66
Royco Distributors	\$425.99
Royco Distributors	\$44.45
Royco Distributors	\$413.86
Royco Distributors	\$2,178.03
Berube, Tom	\$70.00
Berube, Tom	\$69.00
Berube, Tom	\$165.00
Berube, Tom	\$35.00
Berube, Tom	\$396.00
Berube, Tom	\$244.00
Blue Tarp	\$98.68
Blue Tarp	\$84.95
Gardner Agway	\$62.45
Grainger	\$98.00

\$9,028.99

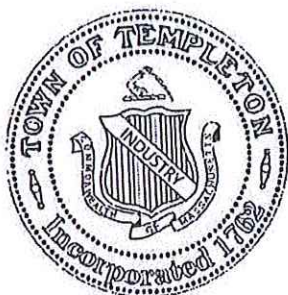
H5	\$35.00
H6	\$45.00
	\$39.00
H7	\$9.19
	\$20.00
	\$151.00
	\$37.00
	\$682.00
	\$29.00
	\$371.00
	\$219.00
	\$312.00
	\$1,242.00
H8	\$53.00
	\$1,558.00
H9	\$22.00
	\$12.00
	\$434.00
	\$140.00
	\$650.00
	\$270.00
	\$795.00
	\$253.00
	\$467.00
H10	\$165.00
	\$171.00
H11	\$152.00
	\$58.00
	\$116.00
	\$59.00
H12	\$2,620.00
	\$3,023.00
	\$147.00
	\$233.00
	\$2,358.00
H13	\$3,465.00
H15	\$145.00
H17	\$36.00
	\$17.00
	\$44.00
	\$21.00
	\$103.00
	\$350.00
	\$250.00
H20	\$208.00
H21	\$1,517.00
	\$262.00

Maintenance

H23	\$160.00
	\$16.00
	\$1,735.00
H24	\$210.00
H29	\$478.00
	\$73.00
H32	\$107.00
H33	\$137.00
	\$50.00
H35	\$223.00
	\$20.00
	\$152.00
	\$65.00
	\$291.00
H41	\$220.00
CD1	\$4.00
	\$17.00
CD4	\$210.00
CD5	\$43.00
	\$110.00
	\$129.00
PD7	\$26.00
PD17	\$17.00
PD A15	\$7.00
	\$7.00
	\$7.00
	\$313.00
	\$17.00
	\$17.00
PD 15	\$9.00
	\$187.00
Lucky 7	\$6.00
PD A9	\$90.00
	\$17.00
PD C11	\$43.76
	\$40.00
	\$68.00
	\$67.00
	\$137.00
	\$18.00
	\$231.00
PD 237	\$7.00
	\$18.00
	\$7.00
	\$26.00
Scion	\$28.00
	\$17.00

MOW	\$14.00
	\$440.00
	\$500.00
	\$26.00
3005	\$22.00
	\$576.00
	\$308.00
3006	\$228.00
BOH	\$4.00
ACO	\$156.00
	\$13.00
	\$19.00

\$31,548.95



January 17, 2018

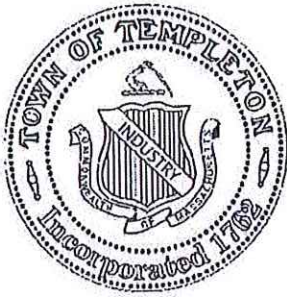
Memo from The Office Of The DPW

To; Town Administrator; Carter Terenzini
From; DPW Director; Alan Mayo
Date; January 17, 2018
RE; Truck Painting

Dear Carter; The following is an explanation for the request for Truck Painting. We are attempting to look & run in a more professional manner. This would be an ongoing yearly request to repaint & letter one truck a year. The truck chosen would be the one with the most useful life left. The intent is to purchase new, and repaint and letter the most valuable. This fiscal year H12 would be the most likely candidate as it is the newest current truck with the longest life expectancy.

Sincerely

Alan Mayo DPW Director



January 17, 2018

Memo from The Office Of The DPW

To; Town Administrator; Carter Terenzini
From; DPW Director; Alan Mayo
Date; January 17, 2018
RE; Gas & Diesel

Dear Carter; The following is an for information on the current fuel costs. Gas is currently at 1.846 and Diesel is currently at 1.865. It is hard to know if this will hold , go up or go down.

Sincerely

Alan Mayo DPW Director



Prior Year Budget

DEPARTMENT: Highway

FUND: 1000

ACCOUNT NUMBER: 400 5700

ACCOUNT NAME: Other

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

148



DEPARTMENT: Building & Grounds

FUND:	1000	
ACCOUNT NUMBER:	410	5110
ACCOUNT NAME:	Employee Support	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**



Y 2019 BUDGET DETAIL

DEPARTMENT: **Building & Grounds**

FUND: **1000**

ACCOUNT NUMBER: **410** **5200**

ACCOUNT NAME: **Purchase of Services**

Expense Budget

FY 2019
Request

FY 2019
Administrator
Recommended

Quantity	Cost	Description		
Cemetery Department				
2	\$50	Commonwealth of Massachusetts-Compressor	\$100	\$100
1	\$513	Padula Brothers-Tractor Repair	\$513	\$513
1	\$2,600	Scotties Potties-Park Porta Potties	\$2,600	\$2,600
1	\$200	Lymans Sign-Lettering	\$200	\$200
1	\$168	Commonwealth of Massachusetts-Corrections-Signs	\$168	\$168
Cemetery Garage				
4	\$108	Quarterly Sewer Bill-Cemetery Dept. 39 Bridge St.	\$432	\$432
1	\$315	Water- Cemetery Dept. 39 Bridge St.	\$315	\$315
1	\$1,101	Heat Fuel - Cemetery Dept. 39 Bridge st.	\$1,101	\$1,101
1	\$438	Electric- Cemetery Dept. 39 Bridge st.	\$438	\$0
1	\$474	Alarms monitor/repair-Cemetery Dept. 39 Bridges st.	\$474	\$474
1	\$6,365	Solid waste Disposal-Cemetery Dept. 39 Bridge st.	\$6,365	\$6,365
Town Hall				
1	\$2,870	Heat Fuel-Town Hall 160 Patriots Rd.	\$2,870	\$2,870
1	\$547	Water-Town Hall 160 Patriots Rd.	\$547	\$547
1	\$432	Sewer-Town Hall 160 Patriots Rd.	\$432	\$432
1	\$6,531	Electric-Town Hall 160 Patriots Rd.	\$6,531	\$0
1	\$350	Alarms-Town Hall 160 Patriots Rd.	\$350	\$350
1	\$1,714	Solid Waste-Town Hall 160 Patriots Rd.	\$1,714	\$1,714
Scout Hall				
1	\$1,042	Heat Fuel-Scout Hall 135 Patriots Rd.	\$1,042	\$1,042
1	\$274	Water-Scout Hall 135 Patriots Rd.	\$274	\$274
1	\$432	Sewer-Scout Hall 135 Patriots Rd.	\$432	\$432
1	\$1,006	Electric-Scout Hall 135 Patriots Rd.	\$1,006	\$0
1	\$2,050	Furnace repairs-Scout Hall 135 Patriots Rd.	\$2,050	\$2,050
Police Department				
1	\$1,656	Heat Fuel (Assumes 50% of Y.r at new s.f.)	\$1,656	\$3,000
1	\$369	Water-Police Station 33 South Rd.	\$369	\$369
1	\$432	Sewer-Police Station 33 South Rd.	\$432	\$432
1	\$4,603	Electric-Police Station 33 South Rd.	\$4,603	\$0
1	\$2,326	Solid Waste-Police Station 33 South Rd.	\$2,326	\$2,326
Templeton Fire Department				
1	\$2,819	Heat Fuel-Templeton Fire Dept. Templeton Common	\$2,819	\$2,819
1	\$325	Water-Templeton Fire Dept. Templeton Common	\$325	\$325
1	\$432	Sewer-Templeton Fire Dept. Templeton Common	\$432	\$432
1	\$1,139	Electric-Templeton Fire Dept. Templeton Common	\$1,139	\$0
Baldwinville Fire Department				
1	\$1,060	Heat Fuel-Baldwinville Fire Dept. 2 School St.	\$1,060	\$1,060
1	\$509	Water-Baldwinville Fire Dept. 2 School St.	\$509	\$509
1	\$1,866	Electric-Baldwinville Fire Dept. 2 School St.	\$1,866	\$0
1	\$270	Alarms-Baldwinville Fire Dept	\$270	\$270
1	\$2,326	Solid Waste-Baldwinville Fire Dept 2 School St.	\$2,326	\$2,326
1	\$1,000	Garage Door Repairs - ALL Stations.	\$1,000	\$1,000

		Baldwinville Fire-New Garage		
1	\$3,438	Heat Fuel-Baldwinville Fire New Garage 2 School St.	\$3,438	\$3,438
1	\$1,872	Electric-Baldwinville Fire New Garage 2 School St.	\$1,872	\$0
		Emergency Management		
1	\$1,611	Heat Fuel-Emergency Management 1 Elm St.	\$1,611	\$1,611
1	\$245	Water-Emergency Management 1 Elm St.	\$245	\$245
1	\$432	Sewer-Emergency Management 1 Elm St.	\$432	\$432
1	\$574	Electric-Emergency Management 1 Elm St.	\$574	\$0
		Cable TV		
0	\$0	N/A	\$0	\$0
		Highway	\$0	\$0
1	\$5,685	Heat Fuel-Highway Dept. 381 Baldwinville Rd.	\$5,685	\$5,685
1	\$1,413	Water-Highway Dept. 381 Baldwinville Rd.	\$1,413	\$1,413
1	\$432	Sewer-Highway Dept. 381 Baldwinville Rd.	\$432	\$432
1	\$2,709	Electric-Highway Dept. 381 Baldwinville Rd.	\$2,709	\$0
1	\$1,171	Alarms-Highway Dept.	\$1,171	\$1,171
1	\$200	Furnace Repairs-Highway Dept. 381 Baldwinville Rd.	\$200	\$200
1	\$1,408	Solid Waste-Highway Dept. 381 Baldwinville Rd.	\$1,408	\$1,408
		Recreation-Gilman Waite Concession		
1	\$247	Electric-Gilman Waite Concession	\$247	\$0
		Recreation-Gilman Waite Storage		
1	\$78	Electric-Gilman Waite Storage	\$78	\$0
		All Buildings-Fire Extinguishers		
1	\$3,000	Fire Extinguishers	\$3,000	\$3,000
		All Buildings-Furnace Cleaning		\$0
1	\$3,000	Furnace cleaning	\$3,000	\$3,000
		Senior Center		
	\$5,133	Heat Fuel-Senior Center 16 Senior Drive	\$5,133	\$5,133
1	\$481	Water-Senior Center 16 Senior Drive	\$481	\$481
1	\$682	Sewer-Senior Center 16 Senior Drive	\$682	\$682
1	\$3,193	Electric-Senior Center 16 Senior Drive	\$3,193	\$0
1	\$683	Sprinkler & Alarms	\$683	\$683
1	\$1,255	Pro-Active Care extended warranty for sliding doors	\$1,255	\$1,255
1	\$3,000	HVAC Preventative Maintenance	\$3,000	\$3,000
1	\$100	Water Department Inspection	\$100	\$100
1	\$1,714	Solid Waste-Senior Center 16 Senior Drive	\$1,714	\$1,714
		Library		
1	\$4,080	Heat Fuel-Library Boynton Rd.	\$4,080	\$4,080
1	\$260	Water-Library Boynton Rd.	\$260	\$260
1	\$666	Electric-Boynton Rd.	\$666	\$0
1	\$432	Sewer	\$432	\$432
		All Building		
1	\$5,100	Miscellaneous Repairs and Maintenance	\$5,000	\$5,000
		LUMP SUM ADD RE: Yr 1 of 5 of PHASE IN OF TMLWP PAYMENTS		\$7,500
		LUMP SUM DISALLOWED		-\$1,951
		Totals	\$105,278	\$87,250

RFP Opening for Heater Cleaning FY18

Monday, 7/10/17 at 2 p.m. in the Conference Room
At Town Hall, 160 Patriots Road, East Templeton, MA 01438

Present: Carter Terenzini, Holly Young, Alan Mayo + Pam Rogers

Holly Young opened the bids which were received before the deadline. 2 bids were received.

Carter

1. Bid in the amount of \$ 5,300.00 ⁴ received from 5,280.00
Royal Steam Heat of Gardner, MA,
including all of the required documentation.
2. Bid in the amount of \$ 2,000.00 + Service 5,100.00, mat 300.00 each received from
P J C Technologies of Leominster, MA,
including all of the required documentation.
3. Bid in the amount of \$ _____ received from _____, MA,
including all of the required documentation.
4. Bid in the amount of \$ _____ received from _____, MA,
including all of the required documentation.
5. Bid in the amount of \$ _____ received from _____, MA,
including all of the required documentation.
6. Bid in the amount of \$ _____ received from _____, MA,
including all of the required documentation.
7. Bid in the amount of \$ _____ received from _____, MA,
including all of the required documentation.
8. Bid in the amount of \$ _____ received from _____, MA,
including all of the required documentation.
9. Bid in the amount of \$ _____ received from _____, MA,
including all of the required documentation.
10. Bid in the amount of \$ _____ received from _____, MA,
including all of the required documentation.

Scotties	
Potties	\$110.00
Scotties	
Potties	\$110.00
Scotties	
Potties	\$125.00
Scotties	
Potties	\$110.00
Scotties	
Potties	\$100.00
Scotties	
Potties	\$100.00
Scotties	
Potties	\$110.00
Scotties	
Potties	\$110.00
Scotties	
Potties	\$125.00
Scotties	
Potties	\$75.00

\$1,075.00

SCOTTIES
POTTIES
TO DATE

From: Holly [mailto:hyoung@templeton1.org]
Sent: Tuesday, April 18, 2017 1:06 PM
To: Shawna Mead <shawna.mead@oconnellfire.com>
Subject: RE: Estimate 02968 from O'Connell Fire Protection, Inc.

Hi Shawna:

Update list is as follows: (I also put an estimated schedule that seemed to work well last year-let me know if that looks good and I'll let each building know when to expect you)

27 Boynton Road, Templeton, MA 01468	Boynton Public Library	10:30 AM
3 Elm St. Rear, Baldwinville, MA 01436	Cable TV Building	? (will call Steve Castle to set up)
160 Patriots Road, E Templeton, MA 01438	Town Hall	7:30 AM
39 Bridge Street, Baldwinville, MA 01436	Cemetery Department	8:45 AM
2 School Street, Baldwinville, MA 01436	Baldwinville Fire Station Rear	9:00 AM
2 School Street, Baldwinville, MA 01436	Baldwinville Rescue Department	9:00 AM
2 School Street, Baldwinville, MA 01436	Fire Dept Offices	9:00 AM
466 Patriots Road, Templeton, MA 01468	Templeton Common Fire Department	? (will call Dave to set up)
381 Baldwinville Road, Templeton, MA 01468	Highway Department	8:30 AM
16 Senior Drive, Baldwinville, MA 01436	Senior Center	9:45 AM
33 South Road, Templeton, MA 01468	Police Station	10:15 AM
135 Patriots Road, East Templeton, MA	Scout Hall	8:00 AM
33 Reservoir Street, Baldwinville, MA 01436	Waste Treatment Plant	9:00 AM

Holly A. Young

Holly A. Young,
Assistant to the Town Administrator



Town of Templeton
Town Hall, Room 6
P.O. Box 620, 160 Patriots Road
East Templeton, MA 01438
Phone 978-894-2762 - Fax 978-894-2801
hyoung@templeton1.org

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Cemetery Department

From: Templeton Highway [highway@templeton1.org]
Sent: Friday, January 12, 2018 9:57 AM
To: 'Cemetery Department'
Subject: FW: HVAC Budget

HVAC

Pam Rogers
Administrative Assistant

Templeton DPW
381 Baldwinville Rd.
Templeton, MA 01468
978-939-8666

From: COA Director [mailto:coadirector@templeton1.org]
Sent: Friday, January 12, 2018 9:43 AM
To: 'Templeton Highway'
Subject: FW: HVAC Budget

Pam,
I could never get Keith to put this in a contract form. But this is what he gave me and he will stand behind it.

Dianna Morrison

Director
Templeton Council on Aging and
Senior Community Center
16 Senior Drive
Baldwinville, MA 01436
978-894-2780
coadirector@templeton1.org

From: COA Director [mailto:coadirector@templeton1.org]
Sent: Tuesday, January 17, 2017 2:27 PM
To: 'kdembek@royalsteamheater.com'
Subject: RE: HVAC Budget

Keith,
Thank you very much, can we get this written into a contract. The Town Administrator wants this all written out and signatures affixed. I need it by Friday.
Thanks

Dianna Morrison

Director
Templeton Council on Aging and
Senior Community Center
16 Senior Drive
Baldwinville, MA 01436
978-894-2780
coadirector@templeton1.org

From: Keith Dembek [<mailto:kdembek@royalsteamheater.com>]

Sent: Tuesday, January 17, 2017 11:24 AM

To: 'COA Director'

Subject: HVAC Budget

Diana,

The annual preventive maintenance for the for the AC equipment should run between \$1,600.00 and \$1,800.00. This includes replacing the filters, cleaning the unit and checking the refrigerant charge. The annual preventive maintenance for the boilers should run between \$900.00 and \$1,000.00. On the high side the budget for preventive maintenance should be \$2,800.00

Keith R. Dembek
Vice President
Royal Steam Heater, Co.
499 Main Street
Gardner, MA 01440
(978)632-0770

156

FY 2019 BUDGET DETAIL

DEPARTMENT: Building & Grounds

FUND: 1000

ACCOUNT NUMBER: 410 5400

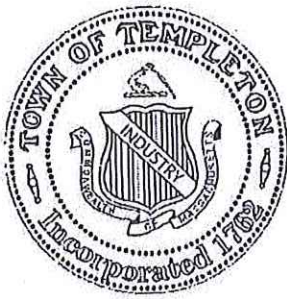
ACCOUNT NAME: Supplies

[Expense Budget](#)

FY 2019
Request

FY 2019
Administrator
Recommended

Quantity	Cost	Description		
1	\$265.11	Fisher Auto Parts-Parts	\$265	\$265
1	\$1,133.81	Graves Concrete-Foundations	\$1,134	\$1,134
1	\$355.92	Chairtown Lumber	\$356	\$356
1	\$3,600.00	Toilet Paper/Paper Towels Ect.	\$3,600	\$3,600
1	\$1,204.31	Gardner Agway-Grass Seed, etc.	\$1,204	\$1,204
1	\$3,299.95	Padula Brothers	\$3,300	\$3,300
1	\$19.58	Staples-Time Cards	\$20	\$20
1	\$159.64	Wal-Mart-Christmas Lights	\$160	\$160
1	\$240.58	Wheelen Supply -Water Line Repairs	\$241	\$241
1	\$237.40	Village Pizza-Correction Dept. Lunches	\$237	\$237
1	\$146.34	Gardner Power-Parts	\$146	\$146
1	\$1,018.48	Lynde Hardware-Supplies	\$1,018	\$1,018
1	\$458.91	Orange Saw-Parts	\$459	\$459
3	\$47.00	United States Postal Service-Postage	\$141	\$141
1	\$800.00	Soldiers & Sailors Flag Holders/ large Flags	\$800	\$800
1	\$600.00	Firefighters Flag Holders / Flags	\$800	\$800
1	\$1,500.00	Memorial/Veterans Veteran Flags/ Buses	\$1,500	\$1,500
1	\$3,000.00	Playground Surfacing	\$3,000	\$3,000
1	\$3,200.00	Fertilizer/ Grass seed	\$3,200	\$3,200
		LUMP SUM DISALLOWED		-\$2,581
		Totals	\$21,581	\$19,000



January 12, 2018

Memo from The Office Of The DPW

To; Town Administrator; Carter Terenzini
From; DPW Director; Alan Mayo
Date; January 12, 2018
RE; Soldiers & Sailors

Dear Carter; The following is an explanation for the requested increase. The Soldiers & Sailors pays for large Flags on the Poles, as well as Veteran cemetery Markers. The Budget Has been \$600.00 ever since 1990. With the increase in pricing & the Increase in Deceased Veterans the budget does not cover all the markers needed. Thank You

Sincerely

Alan Mayo DPW Director

Cemetery Department

From: Michael McGuffie [mmcguffie@northernplaygroundsurfacing.com]
Sent: Friday, September 29, 2017 3:11 PM
To: Alan Mayo DPW Director Templeton MA
Cc: 'Allison Doran'
Subject: Quotation for 115 cubic yards of IPEMA Certified Engineered Wood Fiber Playground Safety Surfacing delivered to Templeton, Ma
Attachments: Northern Playground Surfacing.pdf; Northern National Standard of Care.pdf; ASTM F-1292 Northern Playground Surfacing.pdf; ASTM F-2075 Northern Playground Surfacing.pdf; W-9 - Northern Playground Surfacing.pdf



We are proud to be among those awarded the New Massachusetts State Contract FAC104

Phone 860-309-9901

Email MMcGuffie@NorthernPlaygroundSurfacing.com

Web NorthernPlaygroundSurfacing.com

W-9 attached

Attn: Alan Mayo

Per your request:

Per our discussion, if you just give us a list of playgrounds, I will review them for you and get back to you with the details and recommendations.

Once you have that you can decide what you want to do.

Also, included here is a basic quote on an 115 cubic yard delivery.

Have a good afternoon

Michael McGuffie

Below is your quote and attached are your certification documents and a W-9

Also note we have economical Safety Surfacing installation available on request.

As always we meet or exceed the

National "Standard of Care" Performance Requirements and Specifications for
Engineered Wood Fiber to be used as a Playground Safety Surfacing.

All product has site specific Certified Test Data, Accessibility Testing, Warranty, Liability
Insurance, etc.

Any time you're buying Playground Safety Surfacing you should get all this in writing up front
as we provide every day.

We are here to service you, and protect the kids.

Michael

Attention: Alan Mayo

Customer: Town of Templeton

Deliver to: To Be Advised

Delivery usually only takes a couple days ARO.

Delivered price for

1. 115 cubic yds of IPEMA Certified Engineered Wood Fiber Playground Safety

Surfacing

would be \$ 20.97 / yd.

2. Additional Playground Safety Items available (Optional)

- a. Playground Safety Rubbers Mats

Swing Safety Mats

lbs.

- i. 3 ft. x 4 ft. x 2 inches thick - 92

- ii. \$149 each

Templeton Playground History

Definition of Terms

- 1- CPSI- Certified Play Ground Safety Inspector
- 2- NRPA- National Park & Recreation Association
- 3- IPEMA- International Play Ground Equipment Manufacturers Association
- 4- ASTM- American Society for Testing and Materials
- 5- ASTM F1487-11 Safety Performance Specifications for Play Ground Equipment
- 6- ASTM F-2223-10 Standards on Play Ground Surfacing
- 7- ADA- Americans with Disabilities Act
- 8- Critical Fall Height- The distance from the highest fall point to the surface

Templeton performed Play Ground Inspections following no guidelines up until 2013. In 2013 I decided on my own to attend the NRPA sanctioned Play Ground Safety Inspector Course. I felt this was an important improvement to the existing inspection quality. In 2013 after successfully completing the NRPA course, and following the first round of inspections concerns were noted. In 2013 The Town had three Town owned Play Grounds.

1- Gilman Waite Built in 1963, which consisted of a slide, two jungle gyms and a tether ball. This play ground was deemed high potential risk for severe injury or death. The play ground had two beehive jungle gyms. These consist of steel construction one was 8 ft. the second was 5 ft. Both of these also have steel cross members. These are no longer produced as they are extremely unsafe. The critical fall height of 8ft. left the surfacing inadequate, and a risk for a child to strike the cross members upon falling through the jungle gym. The second noted concern was the access to the play ground had to cross the Park Entrance. Vehicles do not mix with pedestrians. Gilman Waite was placed at high priority for relocation & a new play ground.

2- Templeton Center Play Ground Built in 1985 When inspected in 2013 had great concerns. It had the same style jungle gym as was at Gilman Waite, with the same concerns. More concern was the castle at the entrance. The castle had a critical fall height of 15 ft. The castle was constructed on a cement pad. The surfacing around the castle was inadequate for the critical fall height. This play ground was also placed on the high risk for serious injury or death. Placed second priority to the Gilman Waite play ground it was recommended for a new play ground.

3- Houghton Park Built in 1990 is showing its age. It will need minor repairs.

A plan was established to replace the aging play grounds in order to address the safety concerns. Funding plays into that plan as funding was approved for the Gilman Waite play ground in 2013. Funding was voted at the town meeting from the Pajarri Stabilization. The new Wilbur Pajarri Memorial play ground was built in 2013 replacing the Gilman Waite play ground. This has had a significant impact on the safety at that location. The Wilbur Pajarri Memorial play ground is in

Compliance with the ASTM standards & The IPEMA standards. The Plan recommended Templeton Center Play Ground to be replaced for the reasons stated above. In 2014 the Templeton Center Play Ground was replaced. Funding was secured with a grant from the State. In 2014 The Gladys I Salame Memorial Play Ground was Constructed to Replace the Templeton Center Play Ground.

In late 2015 The Town acquired The Town Hall Play Ground from the school. This added a fourth Play Ground but more importantly added a play Ground with some concerns. Inspections are conducted twice a year Spring/summer & again in the Fall. Inspections over the last four cycles have identified some concerns. Although not as serious as the previous two Play Grounds. The major concern at the Town Hall Play Ground is the structure. The critical fall height is a concern due to the inadequate surfacing. There are two barriers that are missing. These cannot be purchased for replacement. Therefore I have to recommend the removal of the Structure. This Play Ground is recommended for replacement.

Houghton Park will need repainting, & swing Chains . It will also need Surfacing & fence work. I have scheduled some community service for painting the Play Ground. I have also had discussion for a Project to rebuild the fence. The Swing Chains will be replaced. This leaves Surfacing under the swings at Town Hall & Surfacing At Houghton Park.

In closing I feel the Town Has made great strides in upgrading their Play Grounds. I have been instrumental in one acquiring the CPSI Certification. I have also been instrumental in finding funding for the 2013 & 2014 Play Grounds. It is time to focus on the Town Hall Play Ground for replacement. Grants are not easily found particularly If a Town has received Play Ground Grants recently. The state likes to spread the grants demographically which hurts the Town of Templeton at this point in time. There are possibilities for funding through donations, CPC funding, appropriation, or a combination. The Town has been fortunate they have received grants and or donations. At this time the recommendation is to remove the structure and plan for a Play Ground replacement.

Play Ground Recommendations

1- Wilbur Pajarri Memorial Play Ground- Play Ground passes all CPSI Certification at this time.
No repairs needed at this time.

2- Gladys I Salame Memorial Play Ground- Play Ground passes all CPSI Certification at this time
No repairs needed at this time.

3- Town Hall Play Ground- As previously stated The Structure Is not compliant due to 2 Missing Barriers , and some Rubber worn from the platforms. Recommendation to remove the Structure. The Swing Set Passes CPSI Certification. With the exception of adequate surfacing to meet ASTM guidelines. Recommendation is to remove existing surfacing with in the swing set use zone And replace with IPEMA Certified surfacing at the appropriate depth for the Critical fall Height.

4- Houghton Park Play Ground as previously stated needs equipment painting, fence repair, and Surfacing. The Surfacing is the highest priority. The existing Surfacing Should be removed and IPEMA certified Surfacing should be installed at the Appropriate depth for the Critical Fall Height.

The recommendations for surfacing and removal of the Stucture at Town Hall should be the priority as these issues are the most Risk followed by lesser concerns to be addressed in the near future.

Keep in mind The CPSI Certification Inspections are first & foremost to Identify Severe Injury or Death Risk ,and to minimize the potential for Injury. Templeton has made great improvement in this area in recent years, and with the cooperation of all we can make our play grounds a Safer Place to Play.

at/may

CPSI

9/29/17

National Recreation and Park Association

This is to attest that

ALAN MAYO

is a

Certified Playground
Safety Inspector



Certified
Playground
Safety Inspector

Cert. Number

22095-0516

Expiration 1/2/04

Cemetery Department

From: Michael McGuffie [mmcguffie@northernplaygroundsurfacing.com]
Sent: Friday, September 29, 2017 3:11 PM
To: Alan Mayo DPW Director Templeton MA
Cc: 'Allison Doran'
Subject: Quotation for 115 cubic yards of IPEMA Certified Engineered Wood Fiber Playground Safety Surfacing delivered to Templeton, Ma
Attachments: Northern Playground Surfacing.pdf; Northern National Standard of Care.pdf; ASTM F-1292 Northern Playground Surfacing.pdf; ASTM F-2075 Northern Playground Surfacing.pdf; W-9 - Northern Playground Surfacing.pdf



We are proud to be among those awarded the New Massachusetts State Contract FAC104

Phone 860-309-9901

Email MMcGuffie@NorthernPlaygroundSurfacing.com

Web NorthernPlaygroundSurfacing.com

W-9 attached

Attn: Alan Mayo

Per your request:

Per our discussion, if you just give us a list of playgrounds, I will review them for you and get back to you with the details and recommendations.

Once you have that you can decide what you want to do.

Also, included here is a basic quote on an 115 cubic yard delivery.

Have a good afternoon

Michael McGuffie

Below is your quote and attached are your certification documents and a W-9

Also note we have economical Safety Surfacing installation available on request.

As always we meet or exceed the

National "Standard of Care" Performance Requirements and Specifications for Engineered Wood Fiber to be used as a Playground Safety Surfacing.

All product has site specific Certified Test Data, Accessibility Testing, Warranty, Liability Insurance, etc.

Any time you're buying Playground Safety Surfacing you should get all this in writing up front as we provide every day.

We are here to service you, and protect the kids.

Michael

Attention: Alan Mayo

Customer: Town of Templeton

Deliver to: To Be Advised

Delivery usually only takes a couple days ARO.

Delivered price for

1. 115 cubic yds of IPEMA Certified Engineered Wood Fiber Playground Safety Surfacing
would be \$ 20.97 / yd.

2. Additional Playground Safety Items available (Optional)

a. Playground Safety Rubbers Mats

Swing Safety Mats

lbs.

i. 3 ft. x 4 ft. x 2 inches thick - 92

ii. \$149 each

Slide Safety Mats

lbs.

i. 4 ft. x 6 ft. x 2 inches thick - 184

ii. \$297 each

b. Geotextile Filter Fabric \$ 114 /roll - Free delivery with surfacing

1800 sq. ft. rolls (6 ft. x 300 ft.) which cover 1650 sq. ft. per layer
with 6" overlap

Please note not only do we supply the best safety surfacing available but we have the most complete product specs and certification available.

1. Our Playground Safety Surfacing is fully IPEMA Certified Engineered Wood Fiber and it meets or exceeds all CPSC, ASTM, and ADA Guidelines.

2. Our prices include everything; we have no hidden additional charges for fuel or freight.

Thank you for your consideration.

We look forward to supporting you.

Michael McGuffie

Michael McGuffie CPSI

Division Manager

860-309-9901

MMcGuffie@NorthernPlaygroundSurfacing.com

NorthernPlaygroundSurfacing.com



A Division of Northern Tree Service, Inc.

We are proud to be among those awarded the New Massachusetts State Contract FAC104

PO Box 790, 1290 Park St.

Palmer, MA 01069



Northern Playground Surfacing

A Division of Northern Tree Service, Inc.

P.O.Box 790, 1290 Park St., Palmer, MA

Michael McGuffie
Division Manager
860-309-9901

mmcguffie@NorthernPlaygroundSurfacing.com

Playground Surfacing

We supply the highest quality, most economical and fully

IPEMA Certified Engineered Wood Fiber

Playground Safety Surfacing

Please note, not only do we have the best Playground Safety Surfacing available, it also carries the most complete product certification and specifications:

1. Our Safety Surfacing is fully IPEMA Certified Engineered Wood Fiber and meets or exceeds all ASTM (F-1292.13, F-2075.15, F-1951.14), CPSC and ADA guidelines.
2. Additionally our Safety Surfacing is certified to conform to the requirements of CPSIA 2008 (Consumer Product Safety Improvement Act of 2008).
3. More importantly, our Safety Surfacing has also been tested to and exceeds the ASTM F1951-14 Wheel Chair Accessibility standard required by the ADA law.
4. It is also a 100% natural, renewable, green and a safe product.
5. Comes with \$15 million in Product Liability Insurance
6. Comes with a written 15 year Limited Warranty
7. And finally, our prices include everything; we have no hidden or additional charges for fuel or freight!

To inquire more about our products or to receive a FREE quote
Please call us at 860-309-9901 (24/7)

Thank you for your consideration – we look forward to assisting you!

Best Regards,

Michael McGuffie

Division Manager

Surfacing Playgrounds Since 1986



Northern

Playground Surfacing

A Division of Northern Tree Service, Inc.

P.O. Box 790, 1290 Park St., Palmer, MA

Michael McGuffie
Division Manager
860-309-9901

mmcguffie@NorthernPlaygroundSurfacing.com

National "Standard of Care" Performance Requirements and Specifications for Engineered Wood Fiber to be used as a Playground Safety Surfacing

The Engineered Wood Fiber should meet or exceed

1. CPSC Guidelines
2. IPEMA Certification Requirements
3. Impact Attenuation ASTM F-1292.13
4. Sieve analysis ASTM F-2075.15
5. Heavy Metals ASTM F-2075.15
6. Tramp Metals ASTM F-2075.15
7. ADA Accessibility ASTM F1951-14 Wheel Chair Accessibility
8. CPSIA 2008 (Consumer Product Safety Improvement Act of 2008)
9. Carry \$10 million in Product Liability Insurance
10. Be 100% natural, renewable, and green
11. Have a 10 year Limited Warranty
12. All test results must be in writing and from a certified test lab.
13. Supplier will certify all Engineered Wood Fiber being supplied will be from
same manufacturing facility as the attached test data.



IPEMA Certificate of Compliance



To verify product certification, visit www.ipema.org

MANUFACTURER
 Northern Playground Surfacing
 PO Box 790
 Palmer, MA 01069

ISSUE DATE: 5/1/17 - Northern Playground Surfacing
 In the interest of public playground safety, IPEMA provides a third-party certification service whereby TÜV SÜD America validates a manufacturer's certification of conformance to the ASTM F1292-13, Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment Standard, except Section 15.

The manufacturer listed below has received written validation from TÜV SÜD America that the products listed below conform with the requirements of ASTM F1292-13, except Section 15.

The product(s) listed below was/were tested at a specific drop height listed below as requested by the Participant, based upon their experience and knowledge of their product, instead of the "critical fall height" as outlined in Section 15.



PRODUCT NBR	PRODUCT LINE	THICKNESS/ DROP HEIGHT	DESCRIPTION
001	Playground Safety Surfacing	12"/12'	Playground Safety Surfacing



America

You may verify this certificate by visiting IPEMA's website at <http://ipema.org>

IPEMA Certificate of Compliance



To verify product certification, visit www.ipema.org

MANUFACTURER

Northern Playground Surfacing
PO Box 790
Palmer, MA 01069

ISSUE DATE: 5/1/17 - Northern Playground Surfacing
In the interest of public playground safety, IPEMA provides a third-party certification service whereby TUV SUD America validates a manufacturer's conformance to the ASTM F 2075-15 Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment.

The manufacturer listed below has received written validation from TUV SUD America that the products listed below conform with the requirements of ASTM F2075-15.

PRODUCT NBR	PRODUCT LINE	DESCRIPTION
001	Playground Safety Surfacing	Playground Safety Surfacing



You may verify this certificate by visiting IPEMA's website at <http://ipema.org>

Request for Taxpayer Identification Number and Certification

Completed form should be
given to the requesting
department or the department
you are currently doing
business with.

Name (List legal name, if joint names, list first & circle the name of the person whose TIN you enter in Part I-See Specific Instruction on page 2)

Northern Playground Surfacing

Business name, if different from above. (See Specific Instruction on page 2)

A Division of Northern Tree Service, Inc.

Check the appropriate box: ☐ Individual/Sole proprietor ☒ Corporation ☐ Partnership ☐ Other ▶

Legal Address: number, street, and apt. or suite no.

1290 Park St.

Remittance Address: If different from legal address number, street, and apt. or suite no.

PO Box 790.

City, state and ZIP code

Palmer, MA 01069

City, state and ZIP code

Palmer MA 01069

Phone # (800) 232-6132

Fax # (413) 283-5132

Email address: kcambo@northerntree.com

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instruction on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number

□□-□□-□□□□

OR

Employer identification number

04-2401206

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Services (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am an U.S. person (including an U.S. resident alien).
4. I am currently a Commonwealth of Massachusetts's state employee: (check one): No ☒ Yes ☐ If yes, in compliance with the State Ethics Commission requirements.

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

Sign
Here

Authorized Signature ▶ **Kathleen Cambo**

Date ▶ **4/9/2017**

Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify you are not subject to backup withholding

If you are a foreign person, use the appropriate Form W-8. See Pub 615, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

What is backup withholding? Persons making certain payments to you must withhold a designated percentage, currently 28% and pay to the IRS of such payments under certain

conditions. This is called "backup withholding."

Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II Instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends only, or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II Instructions on page 2.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

Sole proprietor. Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Part III - Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see How to get a TIN below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

Note: See the chart on this page for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office. Get Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site www.irs.gov.

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments.

The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Part III - Certification

To establish to the paying agent that your TIN is correct or you are a U.S. person, or resident alien, sign Form W-9.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

Dunn and Bradstreet Universal Numbering System (DUNS) number requirement - The United States Office of Management and Budget (OMB) requires all vendors that receive federal grant funds have their DUNS number recorded with and subsequently reported to the granting agency. If a contractor has multiple DUNS numbers the contractor should provide the primary number listed with the Federal government's Central Contractor Registration (CCR) at www.ccr.gov. Any entity that does not have a DUNS number can apply for one online at www.DNB.com under the DNB D-U-N Number Tab.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold a designated percentage, currently 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

What Name and Number to Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹ The minor ²
3. Custodian account of a minor (Uniform Gift to Minors Act)	The grantor-trustee ¹
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

If you have questions on completing this form, please contact the Office of the State Comptroller, (617) 973-2468.

Upon completion of this form, please send it to the Commonwealth of Massachusetts Department you are doing business with.

National Recreation and Park Association

This is to attest that
ALAN MAYO

is a

**Certified Playground
Safety Inspector**



Certified
Playground
Safety Inspector

Cert. Number 22095-0516 Expiration 11/2/11



**FY 2019
Request**

**FY 2019
Administrator
Recommended**

FY 2019 BUDGET DETAIL

DEPARTMENT: Building & Grounds

FUND: 1000

ACCOUNT NUMBER: 410 5700

ACCOUNT NAME: Other

Expense Budget

FY 2019
Request

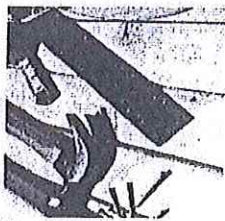
FY 2019
Administrator
Recommended

Quantity	Cost	Description		
Cemetery & Parks				
1	\$172	S & S Worldwide-Basketball Goals	\$172	\$172
1	\$75	Belletetes-Backboards	\$75	\$75
1	\$579	Gardner Power-Blower	\$579	\$579
1	\$8,500	GX 545 Lawn Tractor*	\$8,500	\$0
1	\$22,000	Infield Groomer Machine*	\$22,000	\$0
1	\$65,000	Expansion Request (Capital Planning)*	\$65,000	\$0
1	\$9,150	Cemetery Garage Roof - 39 Bridge St.*	\$9,150	\$0
2	\$309	Orange Saw-Trimmers	\$617	\$617
Town Hall				
1	\$5,592	Window Replacement**	\$5,592	\$0
1	\$2,500	ADA Compliant Doors & Hardware	\$2,500	\$2,500
1	\$4,881	Security Alarm	\$4,881	\$5,400
1	\$1,400	Treasurer/Collector Counter Window	\$1,400	\$1,400
1	\$5,074	Replace Front Doors**	\$5,074	\$0
Scout Hall				
	\$0	N/A	\$0	\$0
Police Department				
1	\$7,600	Boiler**	\$0	\$0
Fire/EMS				
1	\$5,000	Add Electrical Panel Rear Garage Bldwnvl	\$5,000	\$5,500
1	\$3,350	Air Conditioning Training Room T.C.**	\$3,350	\$0
4	\$3,237.73	Over Head Garage Doors T.C.**	\$12,951	\$0
1	\$5,000	Replace Electrical Sub Panel - TC	\$5,000	\$5,500
Public Works				
1	\$7,000	Replace Breaker Panel(s)	\$7,000	\$7,750
2	\$4,187	Over Head Doors Mechanic Bay**	\$8,373	\$0
1	\$12,900	Boiler**	\$12,900	\$0
1	\$3,350	Entry Door/ Office Door	\$3,350	\$0
Gillman Walte Concession				
1	\$30,000	Irrigation - Gillman Walte	\$30,000	\$0
Senior Center				
1	\$880	Interior Door	\$880	\$1,000
1	\$800	Carpet Install	\$800	\$0
Library				
	\$0	N/A	\$0	\$0
LUMP SUM DISALLOWED/ADD				-\$1,244
* Moved to Capital				
** Assumes future replacement w/Green Community Grant				
Totals			\$215,144	\$29,250

LeRay Handyman Service

MA H.I.C. License # 176734
 HUD Lead Safe Renovator # HLR-530
 23 Hutch St.
 Swanzey, NH 03446

Office (603) 499-8312
 Mobile (978) 855-6948
 lerayhandyman@gmail.com



ESTIMATE

Estimate date: 12/27/17
 Reference #

Customer: Town of Templeton

Address: 160 Patriots Rd.
 East Templeton, MA 01438
 Phone: DPW 978-939-8666

QTY	DESCRIPTION	Quantity	Rate	LINE TOTAL
1	Cemetery Department Garage Roof			
1	Strip all asphalt shingle & metal edging from roof deck			
1	Inspect all wood deck & replace up to 32 square feet (included)			
1	Install ice & water membrane to entire roof deck			
1	Install 8" aluminum drip edge to all roof edges			
1	Install GAF Timberline (Lifetime) Architectural asphalt shingles			
1	Install shingle over ridge vent system			
1	Clean up and remove all debris generated from project.			
Deposit of 33% down required upon start of job				
Remaining balance due upon completion				
*** \$25.00 Fee for returned checks***				
Comment about us at: www.le-ray.com				
SUBTOTAL			\$9,150.00	
PAYMENTS				
TOTAL				\$9,150.00

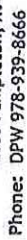
Make checks payable to
 LeRay Handyman Service

Date: 12/27/2017

Signature: *LeRay Handyman Service*
 Thank You For Your Business!

176

kerayhandyman@gmail.com



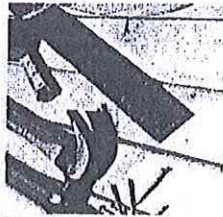
Comment about us at:

Date: 12/27/2017

LeRay Handyman Service

MA H.I.C. License # 176734
HUD Lead Safe Renovator # HLR-530
23 Hutch St.
Swatzen, NH 03446

Office (603) 499-8312
Mobile (978) 855-6948
lerayhandyman@gmail.com



ESTIMATE

Estimate date: 12/27/17
Reference #

Customer: Town of Templeton

Address: 160 Patriots Rd.
East Templeton, MA 01438
Phone: DPW 978-939-8666

QTY	DESCRIPTION	Quantity	Rate	LINE TOTAL
1	Financial office project 160 Patriots Rd. Install tempered glass sliding transaction windows (2)-18"x36" Install center stationary tempered glass panel(1)- 36"x36". All to be installed using aluminum sliding track system Windows to include locks and slide handles. All materials to be supplied.			1,400.00
Deposit of 33% down required upon start of job Remaining balance due upon completion				
*** \$25.00 Fee for returned checks**				
Comment about us at: www.le-ray.com				
SUBTOTAL				\$1,400.00
PAYMENTS				
TOTAL				\$1,400.00

Make checks payable to
LeRay Handyman Service

Date: 12/27/2017

Signature:

LeRay Handyman Service

Thank You For Your Business!

180

GREENWOOD ALARM CO.

Gardner

Plymouth

Nantucket

Hyannis

508-747-1101

P.O. Box 1098

Plymouth, MA 02360

1/10/2018

System Proposal

PSL2977

Greenwood Alarm is pleased to submit this proposal for a COMMERCIAL SECURITY SYSTEM to protect the premises at 160 PATRIOTS RD/ E. TEMPLETON, MA 01438, which are owned or leased by TOWN OF TEMPLETON, for the sum listed below and labeled "System Total", excluding any permit fees which will be invoiced as required. Greenwood Alarm Co. proposes to provide all materials and labor to install, in a neat and workmanlike manner, the following equipment:

System Total: \$4,815.57

Partition/ Bldg 1 Subtotal: \$4,815.57 Initial to accept _____

Alarm Control Equipment - General \$2,512.07 Initial to accept _____

- 1 Control Panel
- 1 Zone Expander
- 1 Wireless Receiver
- 1 Battery
- 1 Keypad - LCD Display
- 1 Control Misc.

Security-Intrusion \$2,303.50 Initial to accept _____

- 2 Contact - Proximity
- 3 MotionDetector PIR /Pet /WallMnt/

1461

Terms and Conditions:

- 1.) If accepted, a Sales Agreement will be executed upon receipt of a signed copy of this proposal along with your check in the amount of 1/2 the total price of the system. The balance will be due upon completion of the work and prior to issuance of a certificate of installation/ completion.
- 2.) Progress Billing will be made on extensive projects, due and payable upon receipt.
- 3.) Changes or additions to this proposal as requested by the owner or his agent either verbally or in writing will be invoiced on a time and material basis in addition to the proposal/estimate.
- 4.) The Installation (or labor) component of this proposal is an estimate based on normal/ average construction conditions. Unless otherwise agreed, Greenwood Alarm reserves the right to: A.) assess and charge additional installation fees based on the difference between estimates and actual hours at our standard service rate; B.) change the system specifications to allow for alternate equipment/ technology as may be required to fulfill the operational intent of the proposal. The customer will be advised, as soon as is practicable, in the event that a significant design change is required or if additional installation charges or equipment charges are projected to exceed more than 10% of the original estimate. By signing this proposal the customer and or his agent agree to pay ALL (100%) additional charges pursuant to the completion of the system installation, if said charges are required to fulfill the functional intent of the system as designed and/or as required by code, or mandated by the authority having jurisdiction, as required by the Massachusetts Electrical Code or governing provisions of NFPA72, with prior notification either verbal or in writing;; or without notification as long as those charges do not exceed 10% of the total System Proposal/ Estimate.
- 5.) Unless otherwise agreed, on all projects that involve a contractor or other third party acting as agent for the owner, the owner agrees to pay 100% of any portion of this proposal/ estimate that has not been previously invoiced to the contractor or third party and/or is not paid in full by the contractor within 30 days of completion of the project or submission of the invoice, whichever comes later. Failure to pay the account in full will result in Greenwood Alarm filing a mechanic's lien upon the subject property, and/or the commencement of legal action or other remedy as provided by Law.
- 6.) Permit Fees are not included and when required will be invoiced at cost.
- 7.) Monitoring Service is optional and will involve a separate Monitoring Agreement. A one-time charge of \$65 will be charged to establish service. Additional fees to establish Monitoring Service may apply if service is not elected at time of installation. Cancellation/ Reconnection fees may be assessed if contracts and/or payment for monitoring services are not returned within 15 days of the installation on-line date.
- 8.) The Sales Agreement and Monitoring Agreement contain the full set of terms and conditions and are available upon request. By accepting the proposal the customer and/or his contractor or agent agrees to be bound by the terms and conditions of the Sales Agreement. Central Station Monitoring is elected herein the customer agrees to be bound by the terms and conditions of the Monitoring Agreement.
- 9.) The pricing contained in this proposal shall be good and valid for 30 days from the date of the proposal.
- 10.) The customer may cancel the proposal up to 48 hours from the acceptance unless the work has already commenced.

Proposal Notes:

By my Signature below I acknowledge that I have read and agree to the terms and conditions included here in.

Submitted By: Richard N. Greenwood II

Accepted By: _____

For: Greenwood Alarm Co.

For : _____

Date: 1/10/2018

Date: _____

HUHTALA OIL COMPANY
198 PATRIOTS RD., P.O. BOX 417
EAST TEMPLETON, MA. 01438-0417
978-632-1221
978-630-4585

PROPOSAL

Dec 21, 2017

Account Number	Proposal Number
3122	102858-1-1

Bill To:	Work At:
Templeton Police Dept 33 South Rd. Templeton, MA 01468	Templeton Police Dept 33 South Rd Templeton, MA 01468 Home: 939-5638

We hereby submit specifications and estimates for:

We agree to install one new hot water boiler at the above location using the following equipment and components;

- 1- Pensotti DK2-4 Oil Fired Hot Water Boiler With Riello Oil Burner
- 1- SuperStor SSU45 Indirect Water Heater
- 1- Field CAS3 Fan-In-A-Can
- 1- New Smokepipe
- 1- New Oil Line
- 1- 1 1/4" Hydronics Package (Expansion Tank, Air Eliminator, BFP/PRV, Safety Relief)
- 4- Complete Zone Makeups With Circulators (1- 3/4" Heating, 1-1" Heating, 1- 3/8" radiant, 1- 1" DHW Tank)
- 1- Complete Electrical Connection
- 1- Boiler Removal/Disposal
- 1- Installation Permit Package

Plus all other necessary material and labor to complete this installation. All labor and material supplied by Huhtala Oil Company shall carry a one year warranty from the date of installation.

Salesperson:

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: **\$7,600.00**

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature: _____

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

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HUHTALA OIL COMPANY
198 PATRIOTS RD., P.O. BOX 417
EAST TEMPLETON, MA. 01438-0417
978-632-1221
978-630-4585

Date of Acceptance: _____

Note: This proposal may be withdrawn by us if not
accepted by 1/20/18.

PROPOSAL

Dec 21, 2017

Account Number	Proposal Number
3122	102858-1-1

Signature: _____

Signature: _____



Chief of Department
David T. Dickie

TOWN OF TEMPLETON

Fire Department

2 School Street
Baldwinville, Massachusetts 01436
Telephone (978) 939-2222
Fax (978) 939-5671



Building upgrades/Maintenance items

Station 1 (Templeton)

1. New roof. Budgeted this year I believe.
2. New garage doors and openers. Doors not energy efficient, No safety interlocks on the openers and they are old and starting to cause break downs.
3. A/C system for training room. Needed to get room certified for teaching EMT's through the State
4. New floor in training room
5. Paint the interior
6. Metal flashing on outside trim repair/replace
7. New windows. Current windows are very old and not energy efficient.
8. New electrical sub panel in furnace room. Current ones are FPE and not safe.
9. Update lighting in EMS bay. Old and not efficient.
10. Fire Alarm system. Currently we do not have one.

Station 2 (Baldwinville)

1. New roof, front entry way. Budgeted this year I believe.
2. New roof Flat section over garage and cold storage.
3. Increased water line size to rear building. Currently too small to fill trucks. Also, would like a yard hydrant for training.
4. Rear garage needs a new main electrical panel. I would like to see a new service fed from the front building. Currently we have no generator for the back garage. The front building has a generator and is large enough to do both buildings.

5. Update the lighting in both the front and rear garages to more energy efficient lighting. Front garage needs major lighting overhaul as it doesn't work most of the time.
6. Foundation repair/water proofing on the front building. We have some water getting into storage areas during heavy rains.
7. Gutters on the front building. This would help divert water from the building.
8. Electrical upgrades in the basement and on the first floor including lighting, power, switching and internet.
9. Garage doors 7 of them need to be serviced. 3 of them need safeties added.
10. Paint and ceiling tiles for the basement, flooring for the 1st floor bathroom. Current floor is peeling up.
11. 2nd floor waste pipe to bathroom and kitchen leaks. Currently those areas are out of service.

Woodford Electric, Inc.

455 West St.
Gardner MA. 01440

Estimate

Date	Estimate #
1/16/2018	346

Name / Address
Templeton Highway Dept 381 Baldwinville Rd. Templeton MA. 01468

Terms	Due Date	Project
Due on receipt	1/16/2018	

Description	Qty	Rate	Total
Electrical Labor Replace two 200 amp panels and breakers at Temp DPW		6,600.00	6,600.00
Replace two 100 amp panels and breakers at Templeton Center Fire Station.			
Install new 125 amp underground feed from Main building generator to rear building and install new three phase panel to replace existing panel service.			
Electrical materials		9,000.00	9,000.00
We look forward to servicing your electrical needs.		Total	\$15,600.00

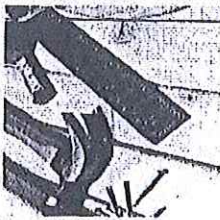
Phone #
9785777530

147

LeRay Handyman Service

MA H.I.C. License # 176734
 HUD Lead Safe Renovator # HLR-530
 23 Hutch St.
 Swanzey, NH 03446

Office (603) 499-8312
 Mobile (978) 855-6948
 terahandyman@gmail.com



ESTIMATE

Estimate date: 12/27/17
 Reference #

Customer: Town of Templeton

Address: 160 Patriots Rd.
 East Templeton, MA 01438
 Phone: DPW 978-939-8666

QTY	DESCRIPTION	Quantity	Rate	LINE TOTAL
1	Templeton Center Fire Station			
1	Cut in Air conditioner opening in training room masonry wall.			
1	Install steel support lintel, frame in finish opening with pressure treated lumber as needed.			
1	Secure air conditioner unit in opening, install interior/exterior trim to match building, finish as needed.			
1	Supply through wall AC unit rated for square footage.			
				1,960.00
Deposit of 33% down required upon start of job Remaining balance due upon completion				
*** \$25.00 Fee for returned checks***				
Comment about us at: August 2017 - Completed in 500 27 50				
SUBTOTAL				\$1,960.00
PAYMENTS				
TOTAL				\$1,960.00

Make checks payable to
 LeRay Handyman Service

Date: 12/27/2017

Signature: *Anthony S. Scurry*

Thank You For Your Business!



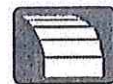
A-1 OVERHEAD DOOR SYSTEMS

Door Systems Inc.
10 Powers St
Leominster, Massachusetts 01453

www.a-1garagedoors.com

Tel: (978) 342-3344

Fax: (978) 343-8709



**GARAGA[®]
EXPERTS**

Customer

Templeton Fire Department
381 Baldwinville Road
Templeton, MA, 01468

Email: highway@templeton1.org

Project: Templeton Center Fire

Phone: 978-939-8122
Cell:

Quotation no.:

1410982-3

Prepared by:

Chuck Wilson

Phone:

(978) 342-3344 x 8401

Cell:

(978) 340-8949

Email:

chuckw@a1dooronline.com

Description:

G-5000 grooved Ice white (windows : stand

Date: 2018/01/02

Expires on: 2018/02/01

Model: G-5000, Grooved

Quantity: 1

Size: 12' 0" x 12' 0" (width x height)

Sections: 1 3/4"-thick galvanized steel, Insulation R-16

26-gauge galvanized steel, woodgrain finish; Each section is built with solid mechanical interlocking joint using triple contact InterLok weatherstripping, Pressure-Injected polyurethane foam insulation.

Color: Ice White

Windows: Thermopane - Standard Clear (21" X 13"), White frame

Sealed thermal glass inserted into a polypropylene frame; windows are thermopane.

Weatherstrip:

Top: Aluminum reinforced complete

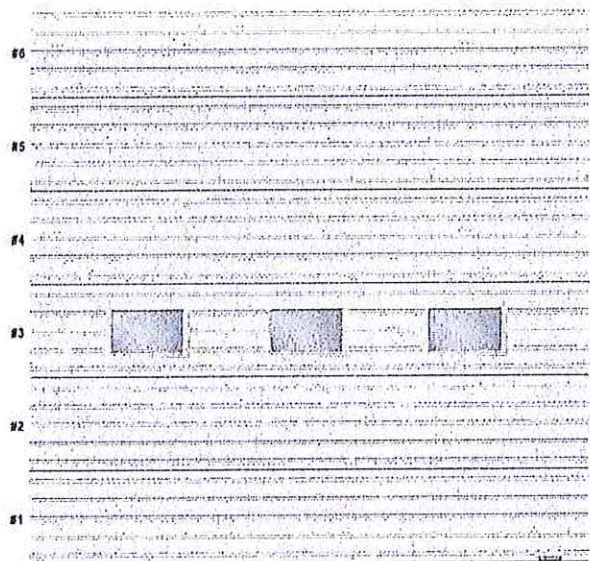
Bottom: PVC Black complete

's "U"-shaped rubber weatherstripping remains flexible during cold weather.

Sealometer: White dual flap nail

Hardware: Dura+, 2" commercial duty

- Standard lift
- Prepared for wood frame
- Steel roller
- Weight (Door + Hrdw) : 280 lb.
- Headroom: 16 in.
- Single hinges
- 12 Inch radius
- 14 000 cycles torsion spring
- Weight (Hrdw) : 22 lb.
- Angle perforated 10' 14g



LIFTMASTER BT501L5 12'

Operator(s):

BT501L5 12' 1/2HP 115/230V 1 PHASE (CPS-U) (Qty:1)

Description:



- Type: Trolley
- Usage: Medium duty
- Brake: Included
- Chain hoist: None
- Power: 1/2 HP
- Voltage: 115/230V
- Cycle: 60
- MyQ® technology
- Track model: Galvanized steel angle chain rails

Note: Labor Break Down: \$144.00 R&D Exisiting
\$200.00 Operator Install
\$245.00 Door Install= \$625.00 Per Door

TERMS: 40% Deposit Required with signed proposal. Balance due upon job completion. Unless otherwise stated herein, this quotation does not include the following: Opening and jamb preparation, inside and external wiring (electrical controls) and mounting plates. Openings must be ready for installation. Openings must be square, jambs plumb, floor level. Our company is Licensed, Insured, Bonded & Accredited.

This quotation is submitted according to the standard Garaga Inc. features and its products. A measurement and evaluation of the premises by a professional is highly recommended and will let you know for sure the cost of your project. To serve you better, please specify the quotation number with your order. QUOTATION VALID FOR 30 DAYS.

Base price	\$ 1,998.09
Windows	\$ 157.78
Operator	\$ 1,081.86
Installation fees	Included
Your price	\$ 3,237.73
	(+ Taxes)

Accepted by: _____

Date: _____

P.O.# _____

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**A-1 OVERHEAD
DOOR SYSTEMS**



GARAGA[®]

OVERHEAD GARAGE DOORS

Project: Templeton Center Fire

Quotation: 1410982-3

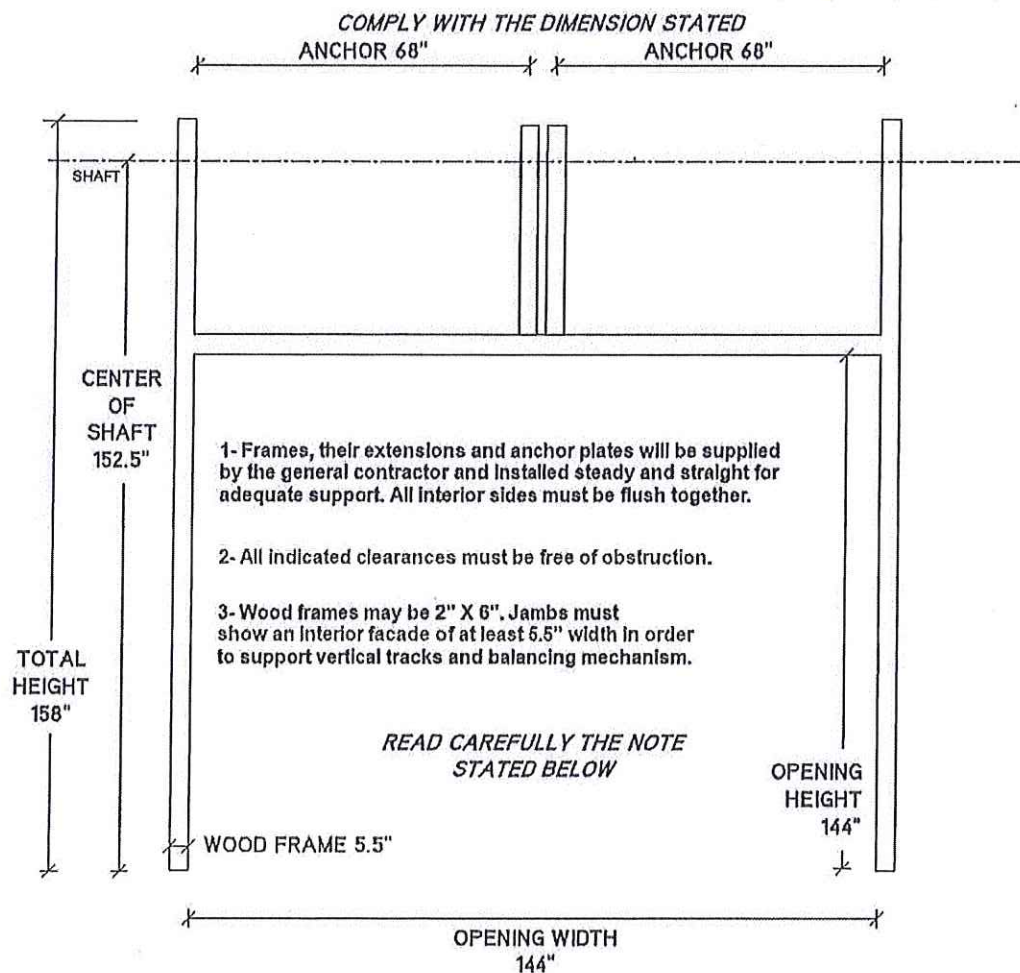
Door:

Distributor: Door Systems Inc. ----- A-1 --

Architect:

Contractor:

Date: 2018/01/02



Model: G-5000, Grooved
Quantity: 1
Size: 12' 0" x 12' 0" (width x height)
Sections: 1 1/4"-thick 26-gauge galvanized steel, insulation R-16, quantity: 6
Color: Ice White
Options: Top W/S Aluminum reinforced complete
Bottom W/S PVC Black complete

Hardware: 2" Commercial Duty (tube)
Movement: Standard Lift
Options: Single hinges
Prepared for wood frame
12 inch radius
Steel roller
14 000 cycles torsion spring
Weight (Door + Hrdw) : 280 lb.
Weight (Hrdw) : 22 lb.
Headroom: 16 in.
Angle perforated 10' 14g

Windows: Thermopane - Standard Clear (21" X 13"), White frame
3 windows in section #3 (From the bottom)
Operation: Manual operation
Opener: 1 - BT501L5 12' 1/2HP 115/230V 1 PHASE (CPS-U)

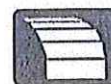


A-1 OVERHEAD DOOR SYSTEMS

Door Systems Inc.
10 Powers St
Leominster, Massachusetts 01453

www.a-1garagedoors.com

Tel: (978) 342-3344



**GARAGA
EXPERTS**

Fax: (978) 343-8709

Customer

Templeton Fire Department
381 Baldwinville Road
Templeton, MA, 01468

Email: highway@templeton1.org

Project: Templeton Center Fire

Phone: 978-939-8122

Cell:

Quotation no.: **1410982-2**

Prepared by: Chuck Wilson

Phone: (978) 342-3344 x 8401

Cell: (978) 340-8949

Email: chuckw@a1dooronline.com

Description: G-5000 grooved Ice white (windows : stand

Date: 2018/01/02

Expires on: 2018/02/01

Model: G-5000, Grooved

Quantity: 4

Size: 12' 0" x 12' 0" (width x height)

Sections: 1 3/4"-thick galvanized steel, Insulation R-16

26-gauge galvanized steel, woodgrain finish; Each section is built with solid mechanical interlocking joint using triple contact InterLok weatherstripping. Pressure-injected polyurethane foam insulation.

Color: Ice White

Windows: Thermopane - Standard Clear (21" X 13"), White frame

Sealed thermal glass inserted into a polypropylene frame; windows are thermopane.

Weatherstrip:

Top: Aluminum reinforced complete

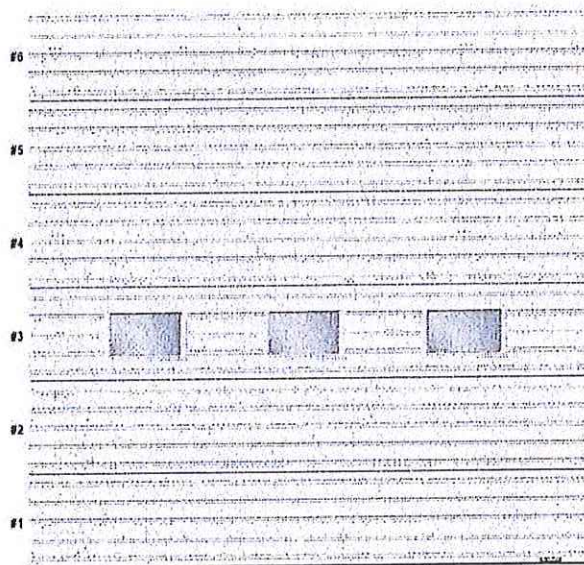
Bottom: PVC Black complete

's "U"-shaped rubber weatherstripping remains flexible during cold weather.

Perimeter: White dual flap nail

Hardware: Dura+, 2" commercial duty

- Standard lift
- Prepared for wood frame
- Steel roller
- Weight (Door + Hrdw) : 280 lb.
- Headroom: 16 in.
- Single hinges
- 12 inch radius
- 14 000 cycles torsion spring
- Weight (Hrdw) : 22 lb.
- Angle perforated 10' 14g (1 per door)



LIFTMASTER BT501L5 12'

Operator(s): BT501L5 12' 1/2HP 115/230V 1 PHASE (CPS-U) (Qty:4)

Description:



- Type: Trolley
- Usage: Medium duty
- Brake: Included
- Chain hoist: None
- Power: 1/2 HP
- Voltage: 115/230V
- Cycle: 60
- MyQ® technology
- Track model: Galvanized steel angle chain rails

TERMS: 40% Deposit Required with signed proposal. Balance due upon job completion. Unless otherwise stated herein, this quotation does not include the following: Opening and jamb preparation, inside and external wiring (electrical controls) and mounting plates. Openings must be ready for installation. Openings must be square, jambs plumb, floor level. Our company is Licensed, Insured, Bonded & Accredited.

's quotation is submitted according to the standard Garaga Inc. features and its products. A measurement and evaluation of the premises by a professional is highly recommended and will let you know for sure the cost of your project. To serve you better, please specify the quotation number with your order. QUOTATION VALID FOR 30 DAYS.

Base price	\$ 7,992.37
Windows	\$ 631.13
Operator	\$ 4,327.43
Installation fees	Included
Your price	\$ 12,950.93
	(+ Taxes)

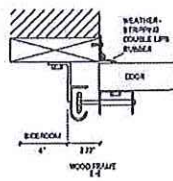
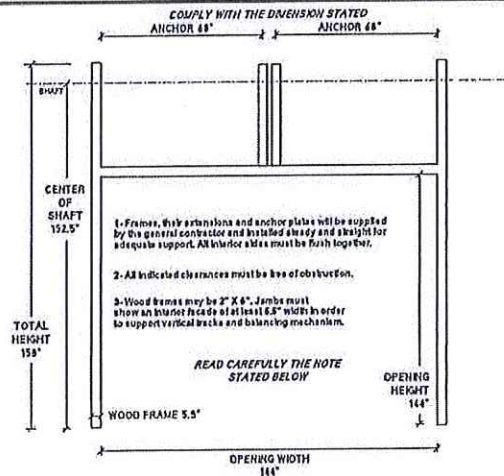
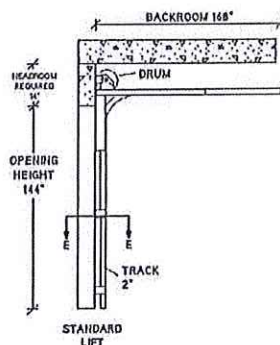
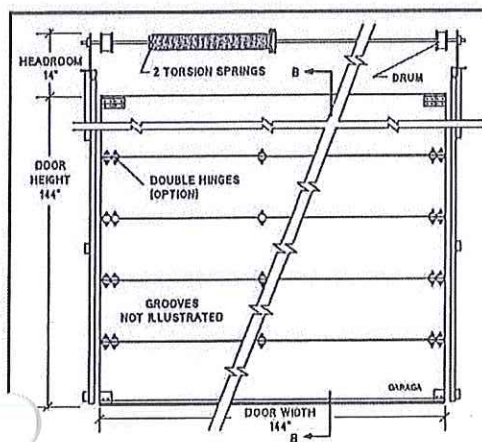
Accepted by: _____

Date: _____

P.O.# _____

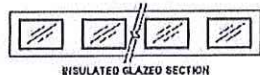
Page 1/3

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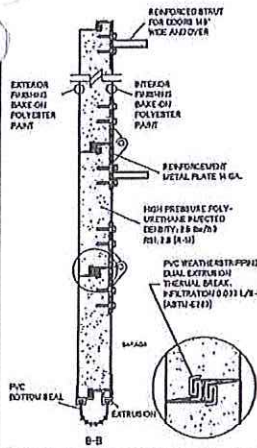


A-1 OVERHEAD DOOR SYSTEMS

GARAGA®



3 windows in section #3 (From the bottom)



Model: G-5000, Grooved
Quantity: 4
Size: 12' 0" x 12' 0" (width x height)
Sections: 1W"-thick 26-gauge galvanized steel, insulation R-16, quantity: 4
Colors: Ice White
Options: Top W/S Aluminum reinforced complete
 Bottom W/S PVC Black complete

Hardware: 2" Commercial Duty (tube)
Movements: Standard Lift
Options: Single hinges
 Prepared for wood frame
 12 inch radius
 Steel roller
 14 000 cycles torsion spring
 Weight (Door + Hardware): 280 lb.
 Weight (Hardware): 22 lb.
 Headroom: 16 in.
 Angle perforated 10" 14g (1 per door)

Windows: Thermopane - Standard Clear (21" X 12"), White frame
 3 windows in section #3 (From the bottom)
Operation: Manual operation
Opener: 4 - BT5015 12' VHP 115/230V 1 PHASE (CPS-U)

OVERHEAD GARAGE DOORS

Project: Templeton Center Fire
Quotation: 1410982-2
Door:
Distributor: Door Systems Inc. ----- A-1 -----
Architect:
Contractor:
Date: 2018/01/02
Page: Page 2 / 3



**A-1 OVERHEAD
DOOR SYSTEMS**



GARAGA[®]

OVERHEAD GARAGE DOORS

Project: Templeton Center Fire

Quotation: 1410982-2

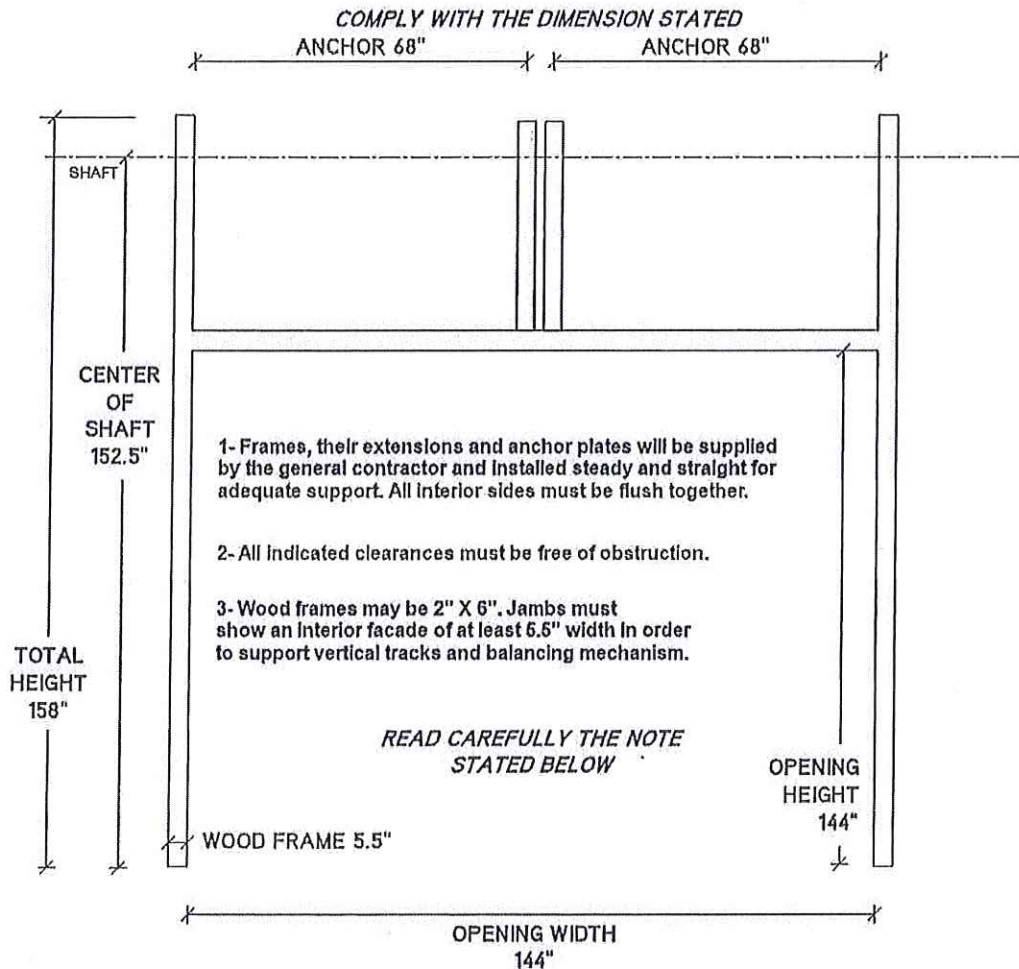
Door:

Distributor: Door Systems Inc. ----- A-1 --

Architect:

Contractor:

Date: 2018/01/02



Model: G-5000, Grooved
Quantity: 4
Size: 12' 0" x 12' 0" (width x height)
Sections: 1 1/4" - thick 26-gauge galvanized steel, insulation R-16, quantity: 6
Color: Ice White
Options: Top W/S Aluminum reinforced complete
Bottom W/S PVC Black complete

Hardware: 2" Commercial Duty (tube)
Movement: Standard Lift
Options: Single hinges
Prepared for wood frame
12 inch radius
Steel roller
14 000 cycles torsion spring
Weight (Door + Hrdw) : 280 lb.
Weight (Hrdw) : 22 lb.
Headroom: 16 in.
Angle perforated 10' 14g (1 per door)

Windows: Thermopane - Standard Clear (21" X 13"), White frame
3 windows in section #3 (From the bottom)
Operation: Manual operation
Opener: 4 - BT501L5 12' 1/2HP 115/230V 1 PHASE (CPS-U)



A-1 OVERHEAD DOOR SYSTEMS

Door Systems Inc.
10 Powers St
Leominster, Massachusetts 01453

www.a-1garagedoors.com

Tel: (978) 342-3344

Fax: (978) 343-8709



**GARAGA[®]
EXPERTS**

Customer

Templeton DPW/ Building & Grnd
381 Baldwinville Road
Templeton, MA, 01468

Email: highway@templeton1.org

Project:

Phone: (978) 939-8666

Cell:

Quotation no.: 1494884-1

Prepared by: Chuck Wilson

Phone: (978) 342-3344 x 8401

Cell: (978) 340-8949

Email: chuckw@a1dooronline.com

Description: G-5000 grooved Ice white (windows : stand

Date: 2018/01/02

Expires on: 2018/02/01

Model: G-5000, Grooved

Quantity: 1

Size: 14' 0" x 14' 0" (width x height)

Sections: 1 3/4"-thick galvanized steel, Insulation R-16

26-gauge galvanized steel, woodgrain finish; Each section is built with solid mechanical interlocking joint using triple contact InterLok weatherstripping. Pressure-injected polyurethane foam insulation.

Color: Ice White

Windows: Thermopane - Standard Clear (21" X 13"), White frame

Sealed thermal glass inserted into a polypropylene frame; windows are thermopane.

Weatherstrip:

Top: Aluminum reinforced complete

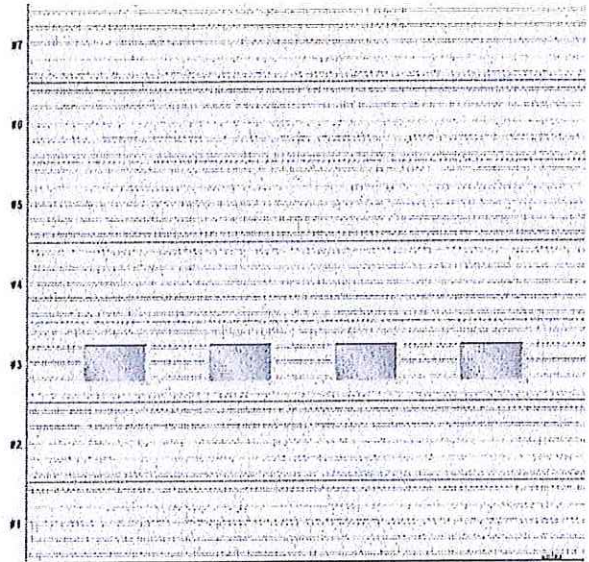
Bottom: PVC Black complete

's "U"-shaped rubber weatherstripping remains flexible during cold weather.

Perimeter: White dual flap nail

Hardware: Dura+, 2" commercial duty

- Standard lift
- Prepared for wood frame
- 15 Inch radius
- 10,000 cycle torsion spring(s)
- Weight (Hrdw) : 82 lb.
- Struts quantity : 6
- Angle perforated 10' 14g
- Single hinges
- Continuous angle
- Steel roller
- Weight (Door + Hrdw) : 431 lb.
- Headroom: 18 in.
- Upcharge solid shaft (ft)



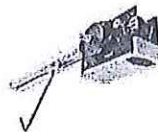
Operator(s):

LIFTMASTER BMT5011U 14'

BMT5011U 14' 1/2 HP 115V 1 PHASE (CPS-U) (Qty:1)

Description:

- Type: Trolley
- Usage: Medium duty
- Brake: Included
- Chain hoist: None
- Power: 1/2 HP
- Voltage: 115V
- Cycle: 60
- Track model: Galvanized steel angle chain rails



Note: Labor Breakdown: \$245.00 R&D Existing
\$588 Install New Door
\$250.00 Install New Operator= \$1083.00 Per Door

TERMS: 40% Deposit Required with signed proposal. Balance due upon job completion. Unless otherwise stated herein, this quotation does not include the following: Opening and jamb preparation, inside and external wiring (electrical controls) and mounting plates. Openings must be ready for installation. Openings must be square, jambs plumb, floor level. Our company is Licensed, Insured, Bonded & Accredited.

This quotation is submitted according to the standard Garaga Inc. features and its products. A measurement and evaluation of the premises by a professional is highly recommended and will let you know for sure the cost of your project. To serve you better, please specify the quotation number with your order. QUOTATION VALID FOR 30 DAYS.

Base price	\$ 3,057.77
Windows	\$ 210.38
Operator	\$ 918.35
Opener Installation	Included
Your price	\$ 4,186.50
	(+ Taxes)
	(Installation included)

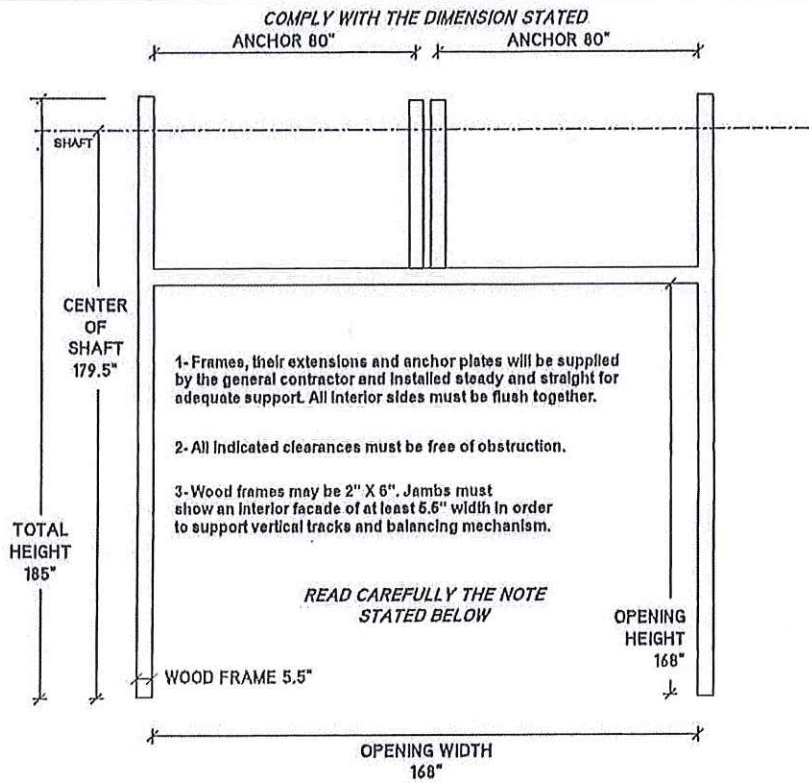
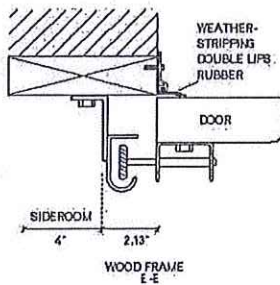
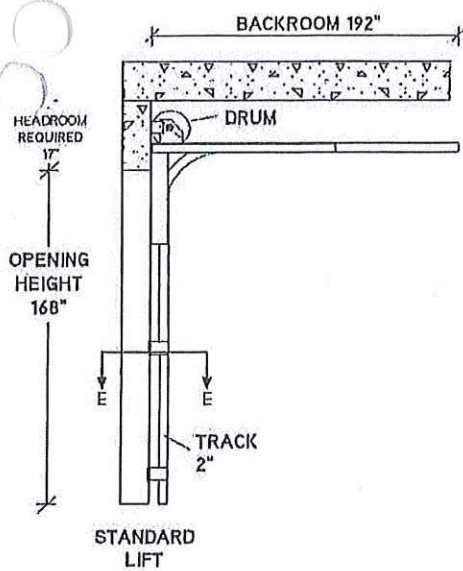
Accepted by: _____

Date: _____

P.O.# _____

Page 1/3

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**A-1 OVERHEAD
DOOR SYSTEMS**



GARAGA®

Hardware: 2" Commercial Duty (solid shaft)

Movement: Standard Lift

Options: Single hinges
Prepared for wood frame
Continuous angle
15 inch radius
Steel roller
10,000 cycle torsion spring(s)
Weight (Door + Hrdw) : 431 lb.
Weight (Hrdw) : 82 lb.
Headroom: 18 in.
Struts quantity : 6
Upcharge solid shaft (ft)

Windows: Angle perforated 10' 14g
Thermopane - Standard Clear (21' X 13"), White frame
4 windows in section #3 (From the bottom)

Operation: Manual operation

Opener: 1 - BMT5011U 14' 1/2 HP 115V 1 PHASE (CPS-U)

OVERHEAD GARAGE DOORS

Project:

Quotation: 1494884-1

Door:

Distributor: Door Systems Inc. ----- A-1 -----

Architect:

Contractor:

Date: 2018/01/02

Page: Page 2 / 3



**A-1 OVERHEAD
DOOR SYSTEMS**



GARAGA®

OVERHEAD GARAGE DOORS

Project:

Quotation: 1494884-1

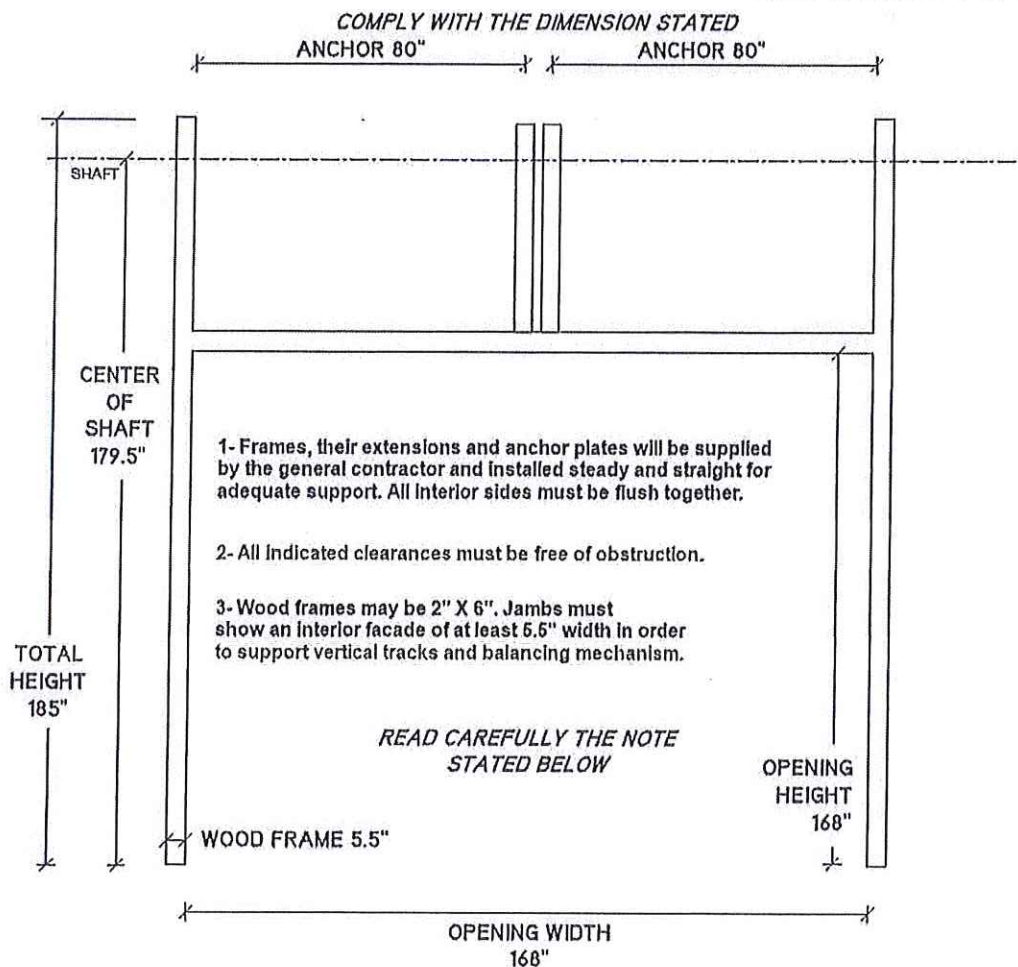
Door:

Distributor: Door Systems Inc. ----- A-1 --

Architect:

Contractor:

Date: 2018/01/02



Model: G-5000, Grooved
Quantity: 1
Size: 14' 0" x 14' 0" (width x height)
Sections: 1 1/4"-thick 26-gauge galvanized steel, insulation R-16, quantity: 7
Color: Ice White
Options: Top W/S Aluminum reinforced complete
Bottom W/S PVC Black complete

Hardware: 2" Commercial Duty (solid shaft)
Movement: Standard Lift
Options: Single hinges
Prepared for wood frame
Continuous angle
15 inch radius
Steel roller
10,000 cycle torsion spring(s)
Weight (Door + Hrdw) : 431 lb.
Weight (Hrdw) : 82 lb.
Headroom: 18 in.
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4 windows in section #3 (From the bottom)
Operation: Manual operation
Opener: 1 - BMT5011U 14' 1/2 HP 115V 1 PHASE (CPS-U)

Highway Garage

* Breaker Panel / Removal Gas Boy System
corrosion

Entry Door

Security Surveillance

(2 Over head doors mechanic Bays)

Stair treads

Boiler Approx 40 years old Price to Replace

Generator - remove not in use maybe →)
Senior Center

HUHTALA OIL COMPANY
198 PATRIOTS RD., P.O. BOX 417
EAST TEMPLETON, MA. 01438-0417
978-632-1221
978-630-4585

PROPOSAL

Dec 21, 2017

Account Number	Proposal Number
1501	102856-1-1

Bill To:	Work At:
Templeton Highway Department Town Highway Barn 381 Baldwinville Rd. Templeton, MA 01468-1444	TEMPLETON HIGHWAY BARN 381 Baldwinville Rd/Barn Templeton, MA 014681407 Home: 978-939-8666 Work: 978-894-2762holly young

We hereby submit specifications and estimates for:

We agree to install one new hot water boiler at the above location using the following equipment and components;

- 1- Buderus G315WS-5 Oil Fired Hot Water Boiler With Riello Oil Burner
- 1- New Smokepipe
- 1- New Oil Line
- 1- 1 1/4" Hydronics Package (Expansion Tank, Air Eliminator, BFP/PRV, Safety Relief)
- 3- Complete Zone Makeups With Circulators (1- 3/4" Heating, 1- 1 1/4" Heating, 1- 2 1/2" Heating).
- 1- Complete Electrical Connection
- 1- Boiler Removal/Disposal
- 1- Installation Permit Package
- 1- Electrical Firomatic

Plus all other necessary material and labor to complete this installation. All labor and material supplied by Huhtala Oil Company shall carry a one year warranty from the date of installation.

Salesperson:

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: **\$12,900.00**

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature: _____

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature: _____

Note: This proposal may be withdrawn by us if not

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HUHTALA OIL COMPANY
198 PATRIOTS RD., P.O. BOX 417
EAST TEMPLETON, MA. 01438-0417

978-632-1221

978-630-4585

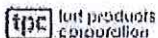
accepted by 1/20/18.

PROPOSAL

Dec 21, 2017

Account Number	Proposal Number
1501	102856-1-1

Signature: _____



COMMERCIAL SALES ORDER AGREEMENT



Turf Products Corp
157 Moody Road P.O. Box 1200
Enfield CT 06083

Prepared for:
Town Templeton DPW Department
381 Baldwinville
Templeton, MA 01468

Proposal Date: 01/12/2018
Expiration Date: 02/11/2018
Quote ID: 2269963

Quote Name: Templeton DPW Department

Prepared by:
Jeffrey Brooks
jbrooks@turfproductscorp.com
603-860-6839
Salesman #254

Alan Mayo
978-758-7977

Price based on Massachusetts State Contract

Qty	Model Number	Description	Unit Price	Extension
1	07235	MDX (Workman) Canopy (Includes all support hardware; installed w/ or w/out ROPS)	\$11,308.47	\$11,308.47
1	07324	Folding Windshield		
1	07326	HORN KIT		
1	115-7825	SPRING KIT		
1	133-0630	MD/MDX/MDX-D Electric Cargo Bed Lift Kit, 2014 & Newer		
1	07389	Receiver Hitch		
1	07278	REVERSE ALARM KIT		
1	115-7824			
1	TC GL650 MD-C	[Non-Toro Part]: Rahn Groomer	\$2,325.00	\$2,325.00
1	TRK07334	[Non-Toro Part]: Rear Left Kit MDX	\$685.00	\$685.00
TOTALS				
Equipment Total				\$14,318.47
Total				\$14,318.47

WE ARE PLEASED TO QUOTE THIS EQUIPMENT AS REQUESTED, TAX IS NOT INCLUDED IN THIS PRICING. THANK YOU FOR YOUR BUSINESS.

201

Cemetery Department

From: Crispin, David J. [dcrispin@bscgroup.com]
Sent: Friday, January 12, 2018 12:08 PM
To: Cemetery Department
Subject: Re: Master Plan

We can hold the budget

Hope all is well

Djc

Sent from my iPhone

On Jan 12, 2018, at 11:19 AM, Cemetery Department <dpwdirector@templeton1.org> wrote:

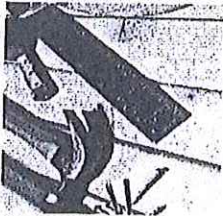
Hi David; Can you tell me if the price has increased for the Cemetery Master Plan. I am asking the powers at be again Thank You Alan

Alan T. Mayo
DPW Director
381 Baldwinville Rd.
Templeton, Ma
01468
978-758-7977

LeRay Handyman Service

MA H.I.C. License # 176734
 HUD Lead Safe Renovator # HLR-530
 23 Hutch St.
 Swanzey, NH 03446

Office (603) 499-8312
 Mobile (978) 855-6948
 lerayhandyman@gmail.com



ESTIMATE

Estimate date: 12/27/17
 Reference #:

Customer: Town of Templeton

Address: 160 Patriots Rd.

East Templeton, MA 01438

Phone: DPW 978-939-8666

QTY	DESCRIPTION	Quantity	Rate	LINE TOTAL
1	Senior Center Door Cut opening in wall between office & dispatch add framing as needed.			880.00
1	Install prehung 30" x 68" Luan solid core door Install trim to match existing.			
1	Apply finish to door & trim to match existing.			
Deposit of 33% down required upon start of job Remaining balance due upon completion				
*** \$25.00 Fee for returned checks***				
Comment about us at: Angles Last Company (800) 2700				
SUBTOTAL				\$880.00
PAYMENTS				
TOTAL				\$880.00

Make checks payable to
 LeRay Handyman Service

Date: 12/27/2017

Signature:

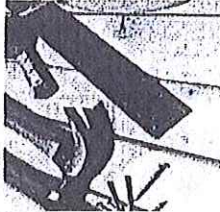
Anthony S. LeRay

Thank You For Your Business!

LeRay Handyman Service

MA H.I.C. License # 176734
 HUD Lead Safe Renovator # HLR-530
 23 Hutch St.
 Swatzeny, NH 03446

Office (603) 499-8312
 Mobile (978) 855-6948
 lerayhandyman@gmail.com



ESTIMATE

Estimate date: 12/27/17
 Reference #

Customer: Town of Templeton

Address: 160 Patriots Rd.
 East Templeton, MA 01438
 Phone: DPW 978-939-8666

QTY	Highway Department	Quantity	Rate	LINE TOTAL
1	Remove and dispose of main entry door			
1	Repair concrete in sill area			2,200.00
1	Frame in around block opening with pressure treated lumber			
1	Install commercial steel door 34" x 68", outswing, double bore, ADA compliant sill, push bar, and closer assembly. Wire reinforced glass approx. 31" x 17"			
1	Install & finish interior/exterior trim/door to match existing			
1	Remove and dispose of office entry door			1,150.00
1	Install fire rated steel door, flush panel, no glass, ADA sill.			
1	Install new trim to match existing, finish trim/door to match			
Deposit of 33% down required upon start of job Remaining balance due upon completion				
*** \$25.00 Fee for returned checks***				
SUBTOTAL				\$3,350.00
PAYMENTS				
TOTAL				\$3,350.00

Comment about us at: www.le-ray.com

Make checks payable to
 LeRay Handyman Service

Date: 12/27/2017

Signature: *Frank S. Searcy*

Thank You For Your Business!

204

Snow & Ice

1000
420 5100
Personnel

FY 2019 Request	FY 2019 Administrator Recommended
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205



DEPARTMENT:

Snow & Ice

FUND:

1000

ACCOUNT NUMBER:

420

5110

ACCOUNT NAME:

Employee Support

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**



**FY 2019
Request**

**FY 2019
Administrator
Recommended**

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

DEPARTMENT: Snow & Ice

FUND:	1000	
ACCOUNT NUMBER:	420	5600
ACCOUNT NAME:	Intergovernmental	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**



DEPARTMENT: **Snow & Ice**

FUND: 1000

ACCOUNT NUMBER: 420 5700

ACCOUNT NAME: Other

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**



Snow & Ice Account History

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018*
Labor	\$29,463	\$67,841	\$54,660	\$48,206	\$26,710	\$63,218	\$45,978
Supplies & Other	\$90,598	\$103,147	\$123,384	\$123,033	\$96,030	\$186,395	\$81,088
Expended	\$120,060	\$170,987	\$178,043	\$171,239	\$122,740	\$249,613	\$127,066
Budget	\$165,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$132,500
Over/Under	\$44,940	-\$45,987	-\$53,043	-\$46,239	\$2,260	-\$124,613	\$5,434
Actual FY's		-\$48,423	3 Yr Average Over/Under w/out Hi/Lo**				
Actual FY's		-\$53,524	5 Yr Average Over/Under				
					FY '18 Budget	\$132,500	
					Reverse 3 Yr Avg in 3	\$48,423	
					FY '19 Build To:	\$180,923	
					Say	\$175,000	

* YTD - Prepared 02/23/18

** Add to Prior Year Fiscal Budget to achieve full funding over time.

Veterans Service

1000

500 5100

Personnel

FY 2019 Request	FY 2019 Administrator Recommended
--------------------	---



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FY 2019 BUDGET DETAIL

DEPARTMENT: **Veterans Service**

FUND: 1000

ACCOUNT NUMBER: 500 5110

ACCOUNT NAME: Employee Support

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description		
2	\$25.00	MVSOA Biannual Conference Fee	\$50	\$50
1	\$75.00	MVSOA Annual Membership Fee	\$75	\$75
3	\$300.00	MVSOA Conference Hotel	\$900	\$900
144	\$0.55	Travel reimbursement Biannual Training	\$78	\$78
507	\$0.55	Travel reimbursement VA Worcester	\$276	\$276
572	\$0.55	Travel reimbursement VA Leeds	\$312	\$312
793	\$0.55	Travel reimbursement VA Boston	\$432	\$432
228	\$0.55	Travel reimbursement summer training	\$124	\$124
300	\$0.55	Travel reimbursement Veteran house calls	\$164	\$164
	Glossary			
	*Mass. Veterans service Officers Association (MVSOA)			
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
		LUMP SUM DISALLOWED		-\$161
		Totals	\$2,411	\$2,250

Description of Massachusetts Veterans Service Officers Association (MVSOA)

Your membership in the MVSOA is important in keeping you up-to-date and informed of all benefits available through the various veteran agencies. This includes keeping you informed of all current and proposed legislation at both the Federal and State levels. Again, a major initiative this year is the upcoming training and state certification process.

Also, on-going training and education is vital, especially regarding the administration of the MGL Chapter 115 program. Your membership in the MVSOA and attendance at the Legislative Conference, Legislative Luncheon at the State House, the combined DVS Training/Winter Conference and our Summer Conference are outstanding ways to network with your peers, meet with your State Representatives and keep up with the latest information.

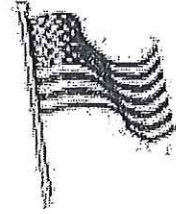
Excellent information can be found at the MVSOA website at www.mvsoa.us. Among the information available, The Guidebook, a Procedures Reference Guide for Veterans Administration benefits, and 108CMR, the Code of Massachusetts Regulations regarding the administration of the MGL Chapter 115 program, are both vast resources. When filling out the application please be sure to include both your Email Address and Hire Date. Also, if you represent a District, please be sure to write down all the Towns you represent.

Reference:

<http://www.mvsoa.com/mvsoa-membership.html>



Massachusetts Veterans' Service Officers Association, Inc.



ANNUAL DUES for State MVSOA (not local Area): July 1, 2017 through June 30, 2018

VSO/Director	\$50.00
Assistant, Investigator, Secretary	\$20.00
Honorary Life-Time Member	\$20.00

Make check payable to: "MASS VETERANS" SERVICE OFFICERS ASSOCIATION"

Mail to: MVSOA
c/o Department of Veterans' Services
91 Sohler St
Cohasset, Mass. 02025

Total Amount Being Paid: \$ _____ Town or District: _____

Membership Cards will be available at the October Conference.
For your own protection and records keeping we will not be accepting CASH dues.
Payment can be in the form of Check or Money Order.

PLEASE COMPLETE THIS FORM THOROUGHLY –
If you send payment without this form we will not add you to the membership list.

Director/Agent:

(Name) (Position) Year hired as a VSO: _____

(Mailing Address) (Town/City) (Zip Code)

(Telephone) (Fax)

(Email Address)

Other Office Members:

(Name) (Position) (Date Hired)

(Name) (Position) (Date Hired)

(Please return this form with your check – NO CASH)
info@mvsoa.com

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**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

National Organization of Veterans' Advocates (NOVA); Description

As an organization, NOVA strives to do everything in its power to help our members better serve their clients in receiving the benefits they earned in service to this country. Many of our members have served as counsel on some of the most important cases in the industry. In fact, NOVA members were among the leading proponents in the 2006 watershed decision that, for the first time, allowed veterans the right to choose an attorney to represent them in their appeals.

NOVA conferences are unmatched for their content and sophistication, offering both new practitioners and senior advocates alike the chance to grow and learn. CLE credit is available in most states for those taking part.

As a member, NOVA has many benefits available to you, many of them newly enacted. These benefits include:

- A directory listing on the NOVA website to help veterans in need connect with you (*for renewing/sustaining members only*)
- A weekly digest of news articles from across the country relating to veterans and veterans advocacy
- A monthly newsletter sent via email informing members of the work NOVA is doing in Washington, DC to promote pro-veteran legislation and represent NOVA interests on the Hill and at the Department of Veterans Affairs (VA)
- Access to the members-only online Forums and Document Library, where members can network with each other and have access to an extensive collection of veterans law documents and resources
- Discounted rates to our semi-annual seminars, which are the 'gold standard' in veterans law training
- Membership programs that reduce insurance costs
- Extensive training materials, webinars, and courses designed to ensure that our members provide the very best service to veterans across the country in receiving the benefits they've earned
- Immediate updates on important news, court decisions, regulations, and rule changes that affect our members' practices
- Extensive opportunities to network with your fellow veterans advocates and share valuable knowledge and experience with others

Reference:

<https://vetadvocates.org/membership/why-join-nova/>

GENERAL MEMBERSHIP

- **Dues:** \$150/year
- **Eligibility:** Limited to Veterans Service Organization representatives, members of legal aid organizations, and pro bono practitioners who are representing claimants for VA benefits without charge to the claimant or receipt of remuneration of any kind, including EAJA fees, by themselves or their employers. Does not require that the practitioner be admitted to practice before the CAVC.
- **General members must agree to comply with these minimum standards of practice:**
 - Attend one CLE course or verification of on-the-job experience by member's employer every 24 months. The CLE or on-the-job experience must be specific to veterans' law. The member will either certify CLE attendance to NOVA or provide us with proof of compliance verification completed by their employer.
- **Benefits:**
 - Access to the Members Only Area on NOVA's website, which includes READ ONLY access to the NOVA Forums (formerly the Bulletin Board), and the NOVA Document Library (formerly the WIKI).
 - Access to the Week in Review- a weekly digest of articles and news from across the country relating to veterans
 - Access to the Veterans Advocate Insider- a monthly newsletter with updates from NOVA about the association, the VA, and government legislation relating to veterans
 - Reduced "member rate" on NOVA semi-annual CLE seminars.
 - *Excludes listing on the Attorney/Agents Directory page of NOVA's website, voting privileges, or the right to serve on the Board of Directors.*

Reference:

<https://vetadvocates.org/membership/membership-types-and-fees/>

FY 2019 BUDGET DETAIL

DEPARTMENT: **Veterans Service**

FUND:	1000	
ACCOUNT NUMBER:	500	5400
ACCOUNT NAME:	Supplies	

Expense Budget

**FY 2019
Request**

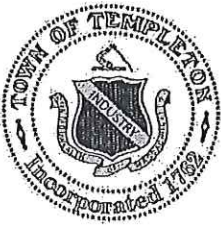
**FY 2019
Administrator
Recommended**

[illegible]



**FY 2019
Administrator
Recommended**

220



**TOWN OF TEMPLETON
COUNCIL ON AGING
16 SENIOR Dr.
BALDWINVILLE, MASSACHUSETTS 01436
TEL: (978) 894-2780**

Personnel:

Shows no change from the current payroll with exception that we will be able to find someone to fill the spots of the 2 drivers that are retiring in May. (as we had discussed earlier, and prompted the ad in the paper).

Employee Support:

This year I am planning for both myself and social services to go to the MCOA Conference. This past fall's conference appeared to be phenomenal. I have included the Conference pricing and Hotel pricing, by moving the venue to Danvers they were able to reduce the cost of attending the conference by about \$300. Per person. We both were very disappointed that we didn't go. This will be funded with the Formula Grant.

Purchase of Services:

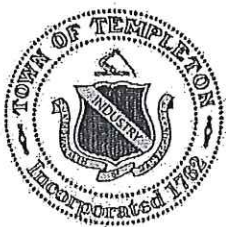
I have included a copy of the previous invoice for My Senior Center Software Support, the support has not increased in several years. I have also included a copy of the contract for the Ricoh Copier that we have in place, we are into the second year of that contract. We have a yoga instructor on board weekly for \$40.00 per week. We plan to increase our exercise program in the coming year, therefore have budgeted for another instructor.

Supplies:

In the past year we have used 5 boxes of paper, 5 boxes of 3,000 count address labels; we use clear tape for the volunteers to prepare the newsletters to be prepared for mailing. (They say tape is easier to use than round dots). I pick up pens, pencils, misc items we need as I see them on sale or at the dollar store, etc. This can also be paid for with the Formula Grant.

Other:

I have moved a few things from a couple of categories, to other. If you do not agree with my thinking please let me know and I will be happy to re-categorize. I have attached copies of most of all the bills that I used to base my estimation on. Huhtula I did an average over 5 months and added 10% per Carter's directive. I do not know how MCOA is going to calculate the dues this year. MPLC is an estimate based on the fact that in previous years the fee has increased 2% if any at all. That is how I based my calculation. Postage is going up to \$.50 per stamp, and the bulk rates that we have for the newsletter have also gone up. We generally use 10 rolls of stamps per year, I purchased 10 rolls earlier in Dec in anticipation of the postage increase. I have included a sample copy of the form showing what the postage calculation might be for a month. The number of newsletters fluctuates with the population. We also place newsletters in several businesses around town as well as Doctor Offices in Templeton and Gardner, but we do not mail those. We have received a great deal of feedback from the newsletter. Mountain View Family Practice has been much more interactive with Senior Center as a



**TOWN OF TEMPLETON
COUNCIL ON AGING
16 SENIOR Dr.
BALDWINVILLE, MASSACHUSETTS 01436
TEL: (978) 894-2780**

result of the information imparted in our newsletter. Next we come to food: coffee is very important to a senior center and we most always have a pot of coffee on. We spend \$39.00 per month for coffee. I use Coffee Pause because the coffee is pre-measured; they supply the machine and the filters; and maintain the machine. The seniors love the coffee and we have noticed an uptake in foot traffic, and of course if you have coffee you must have a little something to go with it. To date most of the time we have been fortunate to have cookies, Danish, etc donated, but I can't count on that. So I have to budget accordingly. I plan to recognize my staff and volunteers more this coming year; I am allowed to do this according to the Formula Grant Guidelines, at a rate of \$16.00 per person.

Formula Grant:

Even though I received personally from Emmett S. of EOEA that we would be receiving \$10.00 per elder for the Formula Grant, we are only going to receive 9.70 per elder. The number of elders is based on the 2010 Census. (1597x\$9.70=) Our plan for fy19 budgeting purpose should be \$15,490.00. Meaning there was a reduction of \$480.00.

Mart:

According to the Draft contract that we received recently, Mart will reimburse us for Drivers wages, phone, fuel (for MART owned vehicles), and 1/3 of drivers wages for Admin. I can estimate what MART will be, but it is just that, as it is purely an on demand service.

GLOSSARY

MCOA – Massachusetts Council on Aging

EOEA – Executive Office of Elder Affairs

MART – Montachusett Area Regional Transportation



Senior Services

1000

600 5100

Personnel

**FY 2019
Request**

FY 2019
Administrator
Recommended

223

COA Driver wages Survey

Clinton \$14.45 - \$15.95

Bolton \$15.88

Lunenburg \$13.29 - \$15.40

Princeton no drivers

Townsend \$12.10 - \$15.41

Groton \$17.64 - \$23.00

Gardner no response

Winchendon no response

Ashburnham no response

Salary study recently done

FY 2019 BUDGET DETAIL

DEPARTMENT: Senior Services

FUND:	1000	
ACCOUNT NUMBER:	600	5110
ACCOUNT NAME:	Employee Support	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description		
8	\$20.00	Educational Seminars given by the MCOA through	\$160	\$160
		the year. Budgeted 4 each for Director and	\$0	\$0
		Elder/Family Service Coordinator (1)	\$0	\$0
2	\$1,478.00	Director and one other person to go to MCOA (1)	\$2,956	\$1,500
		Conference.		
1	\$1,334.00	Verizon - cell phones for 5 vehicles (2)	\$1,334	\$1,334
1	\$318.00	MCOA - Membership Dues (3)	\$318	\$318
1	\$206.00	MPLC - License to show movies/Sr Ctr (3)	\$206	\$206
		(1) Supplement with Formula Grant	\$0	\$0
			\$0	\$0
		(2) Primarily Reimbursed w/MART Grant	\$0	\$0
			\$0	\$0
		(3) MART or Formula Grant	\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
		LUMP SUM DISALLOWED		-\$268
		Totals	\$4,974	\$3,250

Conference Pricing

Member Prices

If you or your senior center are a member of MCOA, or EOHHS, NCOA, NISC, RISCDA, CASC, NHASC, or one of our community partners: MMAHSC, AARP, Alzheimer's Association, MGA, MASS ALFA, MAOA, MSAC, MA Council for Home Care Aide Services, MA Health Policy Forum, MA Healthy Aging Collaboration, MA Multicultural Coalition on Aging, Mass Senior Care Association, MPHA, MA-NASW, Tufts Health Plan Foundation, LeadingAge MA, or the UMass Gerontology Institute: Then you are entitled to pay Member Rates:

- Complete Conference 3-Day Package with Evening Events. Includes all Breakfasts, Buffet Luncheons and Breaks and includes Wednesday Networking Reception, Thursday Dinner (\$475)
- Three - Day Workshop Package - Daytime Only. Includes all Breakfasts, Buffet Luncheons and Breaks but does not include Wednesday Networking Reception or Thursday Dinner (\$405)
- Wednesday Only. Includes four sessions, a breakfast, a buffet luncheon and 2 breaks (\$155)
- Thursday Only. Includes four sessions, a breakfast, a buffet luncheon and 2 breaks (\$155)
- Friday Only. Includes a morning intensive, a breakfast, and a buffet luncheon (\$115)
- Wednesday's Dinner (\$65)
- Thursday's Networking Event (\$35)

Non-Member Prices

- Complete Conference 3-Day Package with Evening Events. Includes all Breakfasts, Buffet Luncheons and Breaks and includes Wednesday Networking Reception, Thursday Dinner (\$725)
- Three-Day Workshop Package - Daytime Only. Includes all Breakfasts, Buffet Luncheons and Breaks but does not include Wednesday Networking Reception or Thursday Dinner (\$575)
- Wednesday Only. Includes four sessions, a breakfast, a buffet luncheon and 2 breaks (\$210)
- Thursday Only. Includes four sessions, a breakfast, a buffet luncheon and 2 breaks (\$210)
- Friday Only. Includes a morning intensive, a breakfast, and a buffet luncheon (\$155)
- Wednesday's Dinner (\$75)
- Thursday's Networking Event (\$50)

Hotel = DoubleTree Danvers, MA
\$ 132.92 per night



PO BOX 4003
ACWORTH, GA 30101

Manage Your Account	Account Number	Date Due
www.vzw.com/mybusinessaccount	542037704-00001	01/05/18
Change your address at http://sso.verizonenterprise.com	Invoice Number	9797849733

0000011 02 AB 0.400 **AUTO T1 0 3580 01436-410118 .C08-P00011-11



TOWN OF TEMPLETON COA
16 SENIOR DR
BALDWINVILLE, MA 01436-4101



Quick Bill Summary

Nov. 11 - Dec '10

Previous Balance <i>(see back for details)</i>	\$81.96
Payment -- Thank You	-\$81.96
Balance Forward	\$0.00
Monthly Charges	\$77.96
Usage and Purchase Charges	
Voice	\$0.00
Messaging	\$0.00
Taxes, Governmental Surcharges & Fees	\$4.00
Total Current Charges	\$81.96

Total Charges Due by January 05, 2018 \$81.96

Pay from phone	Pay on the Web	Questions:
1-800-922-0204 or 1-800-922-0204	www.vzw.com/mybusinessaccount	1-800-922-0204 or 1-800-922-0204



TOWN OF TEMPLETON COA
16 SENIOR DR
BALDWINVILLE, MA 01436-4101

Bill Date December 10, 2017
Account Number 542037704-00001
Invoice Number 9797849733

Total Amount Due by January 05, 2018

Make check payable to Verizon Wireless.
Please return this remit slip with payment.

\$81.96

\$.

P.O. BOX 15062
ALBANY, NY 12212-5062



9797849733010542037704000010000000081960000000081960

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At the Center of It All

INVOICE

TO: Ms. Dianna Morrison
Templeton Council on Aging
16 Senior Drive
Baldwinville, MA 01436

FY18 Membership Dues	\$319.40

Total Due: \$319.40

Payment due upon receipt.

Mail to Shari Cox, MCOA, 116 Pleasant Street, Suite 306, Easthampton, MA 01027

Tear off and send in with your payment.



Certificate of License

License No.: 504070712

Be it known *Phum Morrison Templeton Council on Aging*
has obtained from the Motion Picture Licensing Corporation the right under the copyright law of the
United States of America to publicly perform certain lawfully obtained motion pictures and other programs
intended for personal, private use only, such as DVDs, at the location(s) specified in the license agreement
between these parties.

Motion Picture Licensing Corporation

By *J. Marica*

This Certificate of License is set to expire on: 04/01/2018



MEMBER SERVICE: 1-800-462-8855

Attached above is your new MPLC Certificate of License. In accordance with our underlying agreement, your Umbrella License® automatically renews for next year on 01/31/2017, under the same terms and conditions. The license will allow the public performance of motion pictures and other audiovisual programs intended for personal, private use only, such as DVDs and other digital formats, whether streamed or downloaded.

The license fee remains the same, except for a nominal increase, and is \$202.29 for the upcoming year. Attached is a renewal invoice for your review and processing for payment. Please note our new remittance address.

On behalf of the MPLC and our Member Licensors, I would like to extend our thanks to you for continuing to make all your exhibitions legal under the U.S. Copyright Act.

If you have any questions or if we can be of further assistance, please contact our Member Services Department at (800) 462-8855.

Sincerely,

Veronica Lim

Member Services Representative

QUANTITY	DESCRIPTION	AMOUNT DUE	Invoice #
1	MPLC UMBRELLA LICENSE COVERING THE TERM: April 01, 2017 to April 01, 2018.	\$ 202.29	504070712
			Date: 1/31/17
			Rep.
			PO #:

Please include Invoice # on check, payable to MPLC.
TERMS: DUE UPON RECEIPT

TOTAL: \$ 202.29

229

Please make check payable to the MPLC and send with this voucher in enclosed envelope to the address below.
For credit card payments or any questions, please call customer service toll-free at 1-800-462-8855 or visit our Member support page at www.mplc.com.

MPLC[®]
Motion Picture Licensing Corporation

PO BOX 66970
Los Angeles, CA 90066-6970

Wire transfer payable to: ACH Account # 3204005218, Routing: 122203471
Community Bank, Attn: Wire or ACH Dept.
241900 Avenue of the Stars #2440, Los Angeles CA 90067

INVOICE #	DATE	AMOUNT	LATE FEE	AMT DUE
504070712	01/31/2017	\$ 202.29	\$0.00	\$ 202.29

PLEASE INDICATE THE AMOUNT ENCLOSED \$ 202.29

Ms. Dianna Morrison
Dianna Morrison Templeton Council on Aging
16 Senior Drive
Baldwinville, MA 01436

Telephone: (978) 894-2780

PLEASE REMIT PAYMENT TO:
Motion Picture Licensing Corporation
PO BOX 80144
City of Industry, CA 91716-8144

For contact or address change requests, please visit our Member Support page at www.mplc.com.

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Xavus Solutions
 PO Box 55071 #30713
 Boston, MA 02205-5071
 (508)613-2289x103
 tina@myseniorcenter.com

myseniorcenter™
 innovation at the center

INVOICE

BILL TO

Darina Morrison
 Templeton Council on Aging
 16 Senior Drive
 Baldwinville, MA 01436

INVOICE # 10238
 DATE 08/09/2017
 DUE DATE 08/24/2017
 TERMS Net 15

P.O. NUMBER

STATE
MATERMS
Net 15

ACTIVITY	QTY	RATE	AMOUNT
MySeniorCenter - Annual Upgrades, Maintenance & Support for staff system software and first touchscreen software	1	1,800.00	1,800.00
MySeniorCenter - Annual Upgrades, Maintenance & Support for handheld scanner software	1	100.00	100.00
Discount - Sponsor-based model	1	-600.00	-600.00

Please make check payable to:
 Xavus Solutions
 PO Box 55071 #30713
 Boston, MA 02205-5071

PAYMENT
 BALANCE DUE

1,300.00

\$0.00

To pay by credit card call 508-834-4113
 Tax ID # 20-3434634

All prices are in USD unless otherwise stated. | Please make checks payable to Xavus Solutions LLC, 20 N Main St, Suite 260, Sherborn, MA 01770 | Please note that custom key tag orders can take up to 3 weeks to fill.

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**OFF32 Photocopiers, Facsimile/Multifunctional Equipment and Digital Duplators Confirmation Form**

This form must be used for Category 1 Photocopiers and Category 3 Digital Duplators and attached to each purchase, lease or rental encumbrance document to confirm the selection of equipment covered under the Statewide Contract number OFF32 on file at OSD. All of the terms and conditions of the Statewide Contract, OFF32 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form, which conflict with the terms of the Statewide Contract shall be considered to be superseded and void. *This form is strongly recommended for Category 2 Facsimile Leases, Purchases or Rentals.*

P.O. or Encumbrance Document Number:**Fiscal Year:**

ELIGIBLE ENTITY: Town of Templeton	CONTRACTOR: Ricoh USA, Inc.
Contact Person: Dianna Morrison	Contact Person: Michael Coyne
Phone: 978-894-2780	Phone: 781-301-6168
E-mail: coadirector@templeton1.org	E-mail: michael.coyne@ricoh-usa.com
Billing Address: Templeton Council on Aging & Senior Community Center 16 Senior Drive Baldwinville, MA 01436	Contractor Address: PO Box 827577 Philadelphia, PA 19182-7577
Contact: Dianna Morrison Phone: 978-894-2780	
Delivery Address: (If different from Billing Address Above) Templeton Council on Aging & Senior Community Center 16 Senior Drive Baldwinville, MA 01436	Leasing Company: Ricoh USA, Inc.
Contact: Dianna Morrison Phone: 978-894-2780	<input checked="" type="checkbox"/> Term Lease: 36 months <input type="checkbox"/> Rental (Not to exceed 6 months) <input type="checkbox"/> Purchase
Check off the applicable box(es) for equipment sub-category: Photocopiers: <input checked="" type="checkbox"/> 1B <input type="checkbox"/> 1C <input type="checkbox"/> 1BP <input type="checkbox"/> 1CP Faxes: <input type="checkbox"/> 2F Digital Duplators: <input type="checkbox"/> 3D1 <input type="checkbox"/> 3D2 <input type="checkbox"/> 3D3	

EQUIPMENT MODEL NUMBER	EQUIPMENT DESCRIPTION (e.g. Digital Black & White 35cpm)	QUANTITY	MONTHLY LEASE, PURCHASE OR RENTAL EQUIPMENT COST	TRADE-IN ALLOWANCE	MONTHLY NET TOTAL LEASE, PURCHASE OR RENTAL EQUIPMENT COSTS	MAINTENANCE PLAN SELECTED A, B OR C Non-Network or Networked (e.g. Networked)
Ricoh MP 2554SP	25 ppm, Cabinet Type F, SR3130 finisher	1	\$ 108.19		\$ 108.19	36 month free service warranty. \$0.0060 per page after warranty

Special Instructions/Additional Information (e.g. equipment model traded, supplies exchanged):

Upgrade-to-return:
Ricoh MP C4503, serial E173M761045 in the amount of \$0.

NOTE: Contractors are required to provide the following start-up supplies for all equipment. Paper items necessary to operate the equipment are excluded.

Categories 1 and 2

- must include 3 each black toners (Categories 1-B, 1-BP & 2)
- must include 1 each black, magenta, cyan and yellow toners (Categories 1-C & 1-CP)
- must include 1 developer, if applicable
- must include 5000 staples for photocopiers and production equipment (Category 1 only)
- ESP Power Protection Unit (if required)

Category 3

- Five (5) Master Rolls (all equipment models)
 - Five (5) Black Ink (all equipment models)
 - One (1) Standard Spot Color *(if applicable for equipment model)
- *Standard Spot color will be determined by the Eligible Entity when order is placed
- ESP Power Protection Unit (if required)

Eligible Entity and Contractor signatures below acknowledge ONLY that the equipment order has been placed pending delivery, installation, start-up supplies and training.

ELIGIBLE ENTITY:

X: Carter Terenzini
(Signature)
NAME: Carter Terenzini
(Print)
TITLE: Town Administrator
DATE: 08/15/2016

CONTRACTOR:

X: John Turcins
(Signature)
NAME: Michael Coyne John Turcins
(Print)
TITLE: Account Executive VP Sales
DATE: 8/26/2016

Eligible Entity and Contractor signatures below acknowledge completion of the four (4) items below to the Eligible Entities satisfaction in addition to the payment start and termination dates.

Eligible Entity must Initial all four (4) items below acknowledging completion prior to final approval.

Initial

- 1) Equipment delivered undamaged from the Contractor.
- 2) Received start-up supplies (as shown above) and the ESP Power Protection (if required).
- 3) Equipment is installed and operational and power management features are enabled.
- 4) Received satisfactory training from the Contractor including instructions on how to use power management features.

Lease, Rental or Purchase payment terms do not begin until the appropriate items above have been approved by the Eligible Entity.

Start Date of this Lease, Purchase or Rental Agreement: Month _____ Day _____ Year _____	Termination Date of this Lease or Rental Agreement Month _____ Day _____ Year _____
Payment Start Date: Month _____ Day _____ Year _____	Payment End Date: Month _____ Day _____ Year _____

ELIGIBLE ENTITY:

X: _____
(Signature)
NAME: _____
(Print)
TITLE: _____
DATE: _____

CONTRACTOR:

X: _____
(Signature)
NAME: Michael Coyne
(Print)
TITLE: Account Executive
DATE: _____

The above signatures are authorized by their respective organizations to bind the said organization to the terms and conditions of the above agreement.

Form Revision Date: August 1, 2011

The Gardner News, Inc.

P.O. Box 340
309 Central Street
Gardner, MA. 01440

INVOICE

Invoice Number: 41796
Invoice Date: Nov 17, 2017
Page: 1

Voice: (978)-632-8000
Fax: (978) 630-1346

Bill To:

Templeton Administrator
160 Patriots Road
East Templeton, MA 01438-0620

Ship to:

Town of Templeton
160 Patriots Road
East Templeton, MA 01438-0620

Customer ID	Customer PO	Payment Terms	
LCTT1		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
DB	Courier		12/17/17

Quantity	Item	Description	Unit Price	Amount
12.00		11/17 - Help Wanted: Van Driver	8.78	105.36
Subtotal				105.36
Sales Tax				
Total Invoice Amount				105.36
Payment/Credit Applied				
TOTAL				105.36

Check/Credit Memo No:

235



DEPARTMENT: Senior Services

FUND: 1000

ACCOUNT NUMBER: 600 5400

ACCOUNT NAME: Supplies

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description		
1	\$500.00	Office Supplies	\$500	\$500
1	\$2,960.00	Postage*	\$2,960	\$1,000
1	\$3,600.00	Refreshments*	\$3,600	\$1,750
1	\$500.00	Coffee Pods*	\$500	\$250
1	\$5,698.00	Huhtula - gas for MART van **	\$5,698	\$5,698
		* Supplemented with Formula Grant	\$0	\$0
			\$0	\$0
		** Primarily Reimbursed w/MART Grant	\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
		LUMP SUM DISALLOWED		-\$698
		Totals	\$13,258	\$8,500

Postage Statement—Nonprofit USPS Marketing Mail Easy—Nonautomation Letters or Flats

This form may be used only for a single nonautomation price mailing of identical-weight pieces. Use PS Form 3602-N for all other regular Nonprofit USPS Marketing Mail mailings. Checklists and other tools for mailers are available on the Postal Explorer website at pe.usps.com.

Post Office: Note Mail Arrival Date & Time (Do Not Round Stamp)

Mailer	Permit Holder Name, Address, Email, Telephone Friends of the Templeton Elders P.O. Box 85 Templeton, MA 01468 USPS Nonprofit Auth. No. _____		Federal Agency Cost Code	Statement Seq. No.	Weight of a Single Piece
	CRID _____		Total Pieces 1,300	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats	0 _____ pounds
			Total Weight	Permit # 10	<input type="checkbox"/> Mailpiece is a product sample
Mailing	Post Office of Mailing Templeton	Mailer's Mailing Date	<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk		No. & Type of Containers
	Type of Postage: <input checked="" type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Move Update Method <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> NCOA ¹ <input type="checkbox"/> ACS	<input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> OneCode ACS <input type="checkbox"/> n/a Alternative Address Format		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			This is Official Election Mail <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		7 Trays _____ Pallets
Postage	Total Postage (Add parts totals)				204.62
	Price at Which Postage Affixed (Check one): <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither Complete if mailing includes pieces bearing metered/PC Postage or precanceled stamps. _____ pcs. x \$ _____ = Postage Affixed				
	Permit # 10 Net Postage Due (Subtract postage affixed from total postage)				
USPS Use Only	Additional Postage Payment (State reason)				
	For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage.				Total Adjusted Postage Affixed
	Postmaster: Report Total Postage in AIC 125 (Permit Imprint Only)				Total Adjusted Postage Permit Imprint
Certification	The mailer's signature certifies that: (1) the mailing complies with DMM 703; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 39 U.S.C. 3626(j)(1)(d)(II) and 26 U.S.C. 513(A); (3) the mailing is made by a voting registration official as required or authorized under the National Voter Registration Act of 1993; and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful and complete; that the mail and supporting documentation comply with all postal standards and that the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment. Privacy Notice: For information regarding our Privacy Policy visit www.usps.com .				
USPS Use Only	Signature of Mailer or Agent Lisa O'Malley		Printed Name of Mailer or Agent Signing Form Lisa O'Malley		Telephone 978-894-2783
	Weight of a Single Piece _____ pounds	Total Weight	Are postage figures at left adjusted from mailers entries? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, reason: _____		Round Stamp (Required) Payment Date
	Total Pieces	Total Postage			
	Presort Verification Performed? (If required) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Date Mailed Notified		
	I CERTIFY that this mailing has been inspected for each item below. If required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)		By (Initials)		Time AM PM
USPS Employee's Signature		Print USPS Employee's Name			

Nonprofit USPS Marketing Mail Postage—Continued

Part B—Letters

Machinable 3.5 oz. (0.2188 lb.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
B1	None	AADC	\$0.172	657	113.00
B2	None	Mixed AADC	0.185	8	1.48
B3	DNDC	AADC	0.148		
B4	DNDC	Mixed AADC	0.161		
B5	DSCF	AADC	0.141	635	89.54

Nonmachinable 4 oz. (0.25 lb.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
B6	None	5-Digit	\$0.364		
B7	None	3-Digit	0.435		
B8	None	ADC	0.458		
B9	None	Mixed ADC	0.531		
B10	DNDC	5-Digit	0.340		
B11	DNDC	3-Digit	0.411		
B12	DNDC	ADC	0.434		
B13	DNDC	Mixed ADC	0.507		
B14	DSCF	5-Digit	0.333		
B15	DSCF	3-Digit	0.404		
B16	DSCF	ADC	0.427		

Nonmachinable over 4 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
B17	None	5-Digit	\$0.109				\$0.764			
B18	None	3-Digit	0.193				0.764			
B19	None	ADC	0.245				0.764			
B20	None	Mixed ADC	0.277				0.764			
B21	DNDC	5-Digit	0.109				0.601			
B22	DNDC	3-Digit	0.193				0.601			
B23	DNDC	ADC	0.245				0.601			
B24	DNDC	Mixed ADC	0.277				0.601			
B25	DSCF	5-Digit	0.109				0.553			
B26	DSCF	3-Digit	0.193				0.553			
B27	DSCF	ADC	0.245				0.553			

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part B Total (add lines B1–B27)

13.00 204.02

Part E—Flats

Flats 4 oz. (0.25 lb.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
E1	None	5-Digit	\$0.300		
E2	None	3-Digit	0.384		
E3	None	ADC	0.436		
E4	None	Mixed ADC	0.468		
E5	DNDC	5-Digit	0.259		
E6	DNDC	3-Digit	0.343		
E7	DNDC	ADC	0.395		
E8	DNDC	Mixed ADC	0.427		
E9	DSCF	5-Digit	0.247		
E10	DSCF	3-Digit	0.331		
E11	DSCF	ADC	0.383		

Part E Total (add lines E1–E11)

 * INVOICE *

DATE: 09/14/2017
 Coffee Pause Company
 1260 Suffield Street
 Agawam, MA 01001

888-444-1400
 www.coffeepause.com

Invoice# : 4064057
 PO#:
 Pay Terms: NET30
 Driver:51
 Route:MNH51

Bill To:
 Account: TEMPLECOA1
 Templeton Council on Aging
 16 Senior Drive
 Baldwinville, MA 01436
 978-894-2700

Ship To:
 Ship To: SAME
 Templeton Council on Aging
 16 Senior Drive
 Baldwinville, MA 01436

Item#	Description	Qty	Unit	PRICE	TOTAL
100019	CP DECAF 300				
	1 Ea			\$20.00	\$20.00
100034	CP DONUT SHOPPE 300				
	1 Ea			\$19.00	\$19.00

Sub Total: \$39.00
 Discount: \$0.00
 Tax: \$0.00

Total: \$39.00
 TOTAL PNT:

Signature:



HUHTALA OIL COMPANY
198 PATRIOTS RD., P.O. BOX 417
EAST TEMPLETON, MA. 01438-0417
978-632-1221
978-630-4585

December 01, 2017

STATEMENT

TEMPLETON COUNCIL ON AGING
 16 Senior Dr.
 Baldwinville, MA 01436

978-894-2780

Account Number
3190
Amount Enclosed

Amount Due: \$490.28

Please Return Upper Portion of This Statement With Your Payment

Location Information: Use This List of Location #s and Corresponding Addresses As a Reference To Where the Delivery / Work Was Performed

1 - 16 Senior Dr.

START DATE: 11/1/2017				ACCOUNT NUMBER: 3190		PREVIOUS BALANCE: \$438.29	
DATE	REF NUM	Loc #	Quantity	REFERENCE	SALES	PAYMENTS	BALANCE
11/1/17	3014468	1	7	Regular	\$18.50	\$0.00	\$456.79
11/3/17	3015330	1	18.31	Regular	\$48.51	\$0.00	\$505.30
11/6/17	3015948	1	13.5	Regular	\$36.01	\$0.00	\$541.31
11/8/17	3016678	1	20.8	Regular	\$55.00	\$0.00	\$596.31
11/9/17	3017648	1	11.7	Regular	\$31.00	\$0.00	\$627.31
11/13/17	3018856	1	11.32	Regular	\$30.00	\$0.00	\$657.31
11/14/17	3018306			Check 7894 OCT-BAL	\$0.00	\$438.29	\$219.02
11/15/17	3019208	1	12.93	Regular	\$34.25	\$0.00	\$253.27
11/16/17	3019847	1	13.59	Regular	\$36.00	\$0.00	\$289.27
11/17/17	3020725	1	12.46	Regular	\$33.00	\$0.00	\$322.27
11/20/17	3021121	1	13.9	Regular	\$37.01	\$0.00	\$359.28
11/22/17	3021732	1	17.4	Regular	\$46.00	\$0.00	\$405.28
11/27/17	3022771	1	11.33	Regular	\$30.00	\$0.00	\$435.28
11/28/17	3023385	1	9.82	Regular	\$26.00	\$0.00	\$461.28
11/29/17	3023990	1	10.95	Regular	\$29.00	\$0.00	\$490.28
Totals As Of 11/30/17:					\$490.28	\$438.29	\$490.28

Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	AMOUNT DUE
\$490.28	\$0.00	\$0.00	\$0.00	\$0.00	
Thank You					\$490.28

HUHTALA OIL COMPANY
198 PATRIOTS RD., P.O. BOX 417
EAST TEMPLETON, MA. 01438-0417
978-632-1221

A HUHTALA OIL GIFT CERTIFICATE FOR DIESEL FUEL, GASOLINE, PROPANE OR HOME HEATING OIL MAKES FOR A WONDERFUL GIFT THIS HOLIDAY SEASON.

240

November 01, 2017

INVOICE SUMMARY

TEMPLETON COUNCIL ON AGING
16 Senior Dr.
Baldwinville, MA 01436

Account Number
3190
Amount Enclosed

Please Return This Upper Portion With Your Payment

Location Information: Use This List of Location #s and Corresponding Addresses As a Reference To Where the Delivery / Work Was Performed

1 - 16 Senior Dr.

DOCUMENT DATE: 11/1/17				ACCOUNT NUMBER: 3190				
DATE	REF NUM	Loc #	Quantity	REFERENCE	SALES	PAYMENTS	TOTAL	
10/3/17	3006328	1	15.19	Regular	\$41.00	\$0.00	\$41.00	
10/4/17	3006656	1	9.71	Regular	\$26.00	\$0.00	\$26.00	
10/6/17	3007574	1	14.46	Regular	\$38.75	\$0.00	\$38.75	
10/10/17	3007918	1	6.4	Regular	\$17.25	\$0.00	\$17.25	
10/12/17	3008794	1	9.06	Regular	\$24.00	\$0.00	\$24.00	
10/13/17	3009334	1	11.72	Regular	\$31.06	\$0.00	\$31.06	
10/18/17	3009965			Check 7578 SEPT-BAL	\$0.00	\$388.89	\$-388.89	
10/18/17	3010632	1	22.18	Regular	\$58.75	\$0.00	\$58.75	
10/20/17	3014270	1	16.61	Regular	\$44.00	\$0.00	\$44.00	
10/23/17	3011547	1	7.36	Regular	\$19.50	\$0.00	\$19.50	
10/25/17	3012153	1	19.25	Regular	\$51.01	\$0.00	\$51.01	
10/26/17	3012684	1	12.08	Regular	\$32.00	\$0.00	\$32.00	
10/27/17	3013111	1	7.55	Regular	\$20.01	\$0.00	\$20.01	
10/31/17	3013916	1	13.19	Regular	\$34.96	\$0.00	\$34.96	
Totals:				164.76	\$438.29	\$388.89		

					Previous Balance:	\$388.89
Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	AMOUNT DUE	
\$438.29	\$0.00	\$0.00	\$0.00	\$0.00		
					Thank You	\$438.29

HUHTALA OIL COMPANY
198 PATRIOTS RD., P.O. BOX 417
EAST TEMPLETON, MA. 01438-0417
978-632-1221

WE HONOR, SALUTE AND THANK THE PAST AND PRESENT MEN
AND WOMEN WHO HAVE SERVED OUR COUNTRY. HAPPY
VETERANS DAY!

241

HUHTALA OIL COMPANY
198 PATRIOTS RD., P.O. BOX 417
EAST TEMPLETON, MA. 01438-0417
978-632-1221
978-630-4585

October 03, 2017

STATEMENT

TEMPLETON COUNCIL ON AGING
 16 Senior Dr.
 Baldwinville, MA 01436

978-894-2780

Account Number
3190
Amount Enclosed

Amount Due: \$388.89

Please Return Upper Portion of This Statement With Your Payment

Location Information: Use This List of Location #s and Corresponding Addresses As a Reference To Where the Delivery / Work Was Performed

1 - 16 Senior Dr.

START DATE: 9/1/2017				ACCOUNT NUMBER: 3190		PREVIOUS BALANCE: \$463.21	
DATE	REF NUM	Loc #	Quantity	REFERENCE	SALES	PAYMENTS	BALANCE
9/1/17	2998591	1	9.64	Regular	\$26.02	\$0.00	\$489.23
9/6/17	2999474	1	13.89	Regular	\$38.75	\$0.00	\$527.98
9/7/17	2999873	1	11.19	Regular	\$31.01	\$0.00	\$558.99
9/8/17	3000235	1	8.97	Regular	\$25.01	\$0.00	\$584.00
9/11/17	3000092			Check 7005 AUG-BAL	\$0.00	\$463.21	\$120.79
9/12/17	3000740	1	13.4	Regular	\$37.25	\$0.00	\$158.04
9/14/17	3001523	1	14.2	Regular	\$39.65	\$0.00	\$197.69
9/15/17	3002005	1	9.32	Regular	\$26.00	\$0.00	\$223.69
9/18/17	3002277	1	8.81	Regular	\$24.58	\$0.00	\$248.27
9/20/17	3002925	1	10.4	Regular	\$29.00	\$0.00	\$277.27
9/22/17	3003494	1	9.7	Regular	\$27.00	\$0.00	\$304.27
9/28/17	3004705	1	22.35	Regular	\$61.00	\$0.00	\$365.27
9/29/17	3004913	1	8.75	Regular	\$23.62	\$0.00	\$388.89
Totals As Of 9/30/17:					\$388.89	\$463.21	\$388.89

Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	AMOUNT DUE
\$388.89	\$0.00	\$0.00	\$0.00	\$0.00	
Thank You					\$388.89

HUHTALA OIL COMPANY
 198 PATRIOTS RD., P.O. BOX 417
 EAST TEMPLETON, MA. 01438-0417
 978-632-1221

CONGRATULATIONS TO THE LION'S CLUB OIL RAFFLE WINNERS:
JAMES HORAN, WINCHENDON; ROGER BALLOU, TEMPLETON; AND
ELIZABETH DADAH, HOLDEN. THANK YOU FOR YOUR SUPPORT!!!

242

HUHTALA OIL COMPANY
198 PATRIOTS RD., P.O. BOX 417
EAST TEMPLETON, MA. 01438-0417
978-632-1221
978-630-4585

September 01, 2017

STATEMENT

TEMPLETON COUNCIL ON AGING
 16 Senior Dr.
 Baldwinville, MA 01436

978-894-2780

Account Number
3190
Amount Enclosed

Amount Due: \$463.21

Please Return Upper Portion of This Statement With Your Payment

Location Information: Use This List of Location It's and Corresponding Addresses As a Reference To Where the Delivery / Work Was Performed

1 - 16 Senior Dr.

START DATE: 8/1/2017				ACCOUNT NUMBER: 3190		PREVIOUS BALANCE: \$820.87		
DATE	REF NUM	Loc #	Quantity	REFERENCE		SALES	PAYMENTS	BALANCE
8/1/17	2991624	1	23.7	Regular		\$56.85	\$0.00	\$877.72
8/3/17	2992200	1	13.65	Regular		\$32.75	\$0.00	\$910.47
8/4/17	2992507	1	10.42	Regular		\$25.00	\$0.00	\$935.47
8/7/17	2992385			Check #6554 JUNE BAL		\$0.00	\$492.57	\$442.90
8/8/17	2993059	1	14.2	Regular		\$34.10	\$0.00	\$477.00
8/9/17	2993594	1	11.3	Regular		\$26.00	\$0.00	\$503.00
8/11/17	2993935	1	15.22	Regular		\$36.50	\$0.00	\$539.50
8/14/17	2994595	1	12.09	Regular		\$29.00	\$0.00	\$568.50
8/15/17	2994780	1	8.3	Regular		\$20.00	\$0.00	\$588.50
8/17/17	2995267	1	16.26	Regular		\$39.01	\$0.00	\$627.51
8/18/17	2995542	1	7.5	Regular		\$18.00	\$0.00	\$645.51
8/22/17	2996218	1	11.8	Regular		\$28.25	\$0.00	\$673.76
8/23/17	2995985			Check 6700 JULY-BAL		\$0.00	\$328.30	\$345.46
8/24/17	2996841	1	16.46	Regular		\$39.50	\$0.00	\$384.96
8/28/17	2997328	1	8.6	Regular		\$21.25	\$0.00	\$406.21
8/29/17	2997548	1	8.1	Regular		\$20.00	\$0.00	\$426.21
8/31/17	2998068	1	14.46	Regular		\$37.00	\$0.00	\$463.21
Totals As Of 8/31/17:						\$463.21	\$820.87	\$463.21

Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	AMOUNT DUE
\$463.21	\$0.00	\$0.00	\$0.00	\$0.00	
Thank You					\$463.21

HUHTALA OIL COMPANY
 198 PATRIOTS RD., P.O. BOX 417
 EAST TEMPLETON, MA. 01438-0417
 978-632-1221

VISIT US AT 198 PATRIOTS RD, E. TEMPLETON TO HAVE YOUR BBQ
 PROPANE TANK FILLED THIS SUMMER!

243

HUHTALA OIL COMPANY
198 PATRIOTS RD., P.O. BOX 417
EAST TEMPLETON, MA. 01438-0417
978-632-1221
978-630-4585

August 01, 2017

STATEMENT

TEMPLETON COUNCIL ON AGING
 16 Senior Dr.
 Baldwinville, MA 01436

978-894-2780

Account Number
3190
Amount Enclosed

Amount Due: \$820.87

Please Return Upper Portion of This Statement With Your Payment

Location Information: Use This List of Location #s and Corresponding Addresses As a Reference To Where the Delivery / Work Was Performed

1 - 16 Senior Dr.

START DATE: 7/1/2017				ACCOUNT NUMBER: 3190		PREVIOUS BALANCE: \$492.57	
DATE	REF NUM	Loc #	Quantity	REFERENCE	SALES	PAYMENTS	BALANCE
7/6/17	2986004	1	13.48	Regular	\$31.00	\$0.00	\$523.57
7/7/17	2986367	1	10.22	Regular	\$23.50	\$0.00	\$547.07
7/11/17	2986938	1	17.4	Regular	\$40.00	\$0.00	\$587.07
7/13/17	2987526	1	12.19	Regular	\$28.01	\$0.00	\$615.08
7/14/17	2987771	1	8.49	Regular	\$19.51	\$0.00	\$634.59
7/17/17	2988326	1	9.5	Regular	\$22.00	\$0.00	\$656.59
7/20/17	2988951	1	24.8	Regular	\$57.01	\$0.00	\$713.60
7/25/17	2989873	1	18.4	Regular	\$42.25	\$0.00	\$755.85
7/26/17	2990212	1	10.44	Regular	\$24.00	\$0.00	\$779.85
7/28/17	2990804	1	17.84	Regular	\$41.02	\$0.00	\$820.87
Totals As Of 7/31/17:					\$328.30	\$0.00	\$820.87

Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	AMOUNT DUE
\$328.30	\$492.57	\$0.00	\$0.00	\$0.00	
Thank You					\$820.87

HUHTALA OIL COMPANY
 198 PATRIOTS RD., P.O. BOX 417
 EAST TEMPLETON, MA. 01438-0417
 978-632-1221

VISIT US AT 198 PATRIOTS RD, E. TEMPLETON TO HAVE YOUR BBQ
 PROPANE TANK FILLED THIS SUMMER!

244

HUHTALA OIL COMPANY
198 PATRIOTS RD., P.O. BOX 417
EAST TEMPLETON, MA. 01438-0417
978-632-1221
978-630-4585

July 03, 2017

STATEMENT

TEMPLETON COUNCIL ON AGING
 16 Senior Dr.
 Baldwinville, MA 01436

978-894-2780

Account Number
3190
Amount Enclosed

Amount Due: \$492.57

Please Return Upper Portion of This Statement With Your Payment

Location Information: Use This List of Location #s and Corresponding Addresses As a Reference To Where the Delivery / Work Was Performed

1 - 16 Senior Dr.

START DATE:		6/1/2017		ACCOUNT NUMBER:		3190		PREVIOUS BALANCE:		\$275.50	
DATE	REF NUM	Loc #	Quantity	REFERENCE		SALES	PAYMENTS	BALANCE			
6/1/17	2978430	1	12.96	Regular		\$32.00	\$0.00	\$307.50			
6/2/17	2978519	1	9.72	Regular		\$24.00	\$0.00	\$331.50			
6/5/17	2978975	1	7.29	Regular		\$18.00	\$0.00	\$349.50			
6/6/17	2979090	1	13.77	Regular		\$34.01	\$0.00	\$383.51			
6/8/17	2979870	1	15.13	Regular		\$36.00	\$0.00	\$419.51			
6/9/17	2980177	1	11.97	Regular		\$28.00	\$0.00	\$447.51			
6/13/17	2980826	1	26	Regular		\$60.85	\$0.00	\$508.36			
6/14/17	2981456	1	12.72	Regular		\$29.75	\$0.00	\$538.11			
6/15/17	2981574	1	11.12	Regular		\$26.00	\$0.00	\$564.11			
6/16/17	2981374			Check 5929 MAY-BAL		\$0.00	\$275.50	\$288.61			
6/16/17	2981652	1	16.09	Regular		\$37.00	\$0.00	\$325.61			
6/21/17	2982720	1	17.84	Regular		\$41.00	\$0.00	\$366.61			
6/22/17	2983122	1	8.7	Regular		\$20.01	\$0.00	\$386.62			
6/23/17	2983394	1	9.04	Regular		\$20.79	\$0.00	\$407.41			
6/27/17	2984131	1	9.1	Regular		\$20.00	\$0.00	\$427.41			
6/28/17	2984182	1	11.36	Regular		\$25.00	\$0.00	\$452.41			
6/29/17	2984328	1	8.7	Regular		\$20.00	\$0.00	\$472.41			
6/30/17	2984753	1	8.77	Regular		\$20.16	\$0.00	\$492.57			

Totals As Of 6/30/17: \$492.57 \$275.50 \$492.57

Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	AMOUNT DUE
\$492.57	\$0.00	\$0.00	\$0.00	\$0.00	
Thank You					\$492.57

HUHTALA OIL COMPANY
 198 PATRIOTS RD., P.O. BOX 417
 EAST TEMPLETON, MA. 01438-0417
 978-632-1221

2017-2018 BUDGET & PREPAID OIL CONTRACTS ARE NOW
 AVAILABLE. CALL TODAY TO INQUIRE.

245

FY 2019 BUDGET DETAIL

DEPARTMENT: Senior Services

FUND: 1000

ACCOUNT NUMBER: 600 5600

ACCOUNT NAME: Intergovernmental

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	LUMP SUM DISALLOWED	\$0
Totals	\$0	\$0

FY 2019 BUDGET DETAIL

DEPARTMENT: Senior Services

FUND: 1000

ACCOUNT NUMBER: 600 5700

ACCOUNT NAME: Other

Expense Budget

FY 2019
Request

FY 2019
Administrator
Recommended

Quantity	Cost	Description		
1	\$560.00	Volunteer Appreciation*	\$560	\$560
			\$0	\$0
			\$0	\$0
		*Reimburse with MART or Formula 1 grant	\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
		LUMP SUM DISALLOWED/ADD		-\$60
		Totals	\$560	\$500



Library

1000

610 5100

Personnel

**FY 2019
Administrator
Recommended**



248

250

DEPARTMENT: Library

FUND: 1000

ACCOUNT NUMBER: 610 5400

ACCOUNT NAME: Supplies

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description		
1	\$11,500.00	Books, Magazines, AV Materials*	\$11,500	\$11,500
1	\$300.00	Office Supplies	\$300	\$300
1	\$200.00	Building Supplies	\$200	\$200
1	\$500.00	Miscellaneous Other	\$500	\$500
			\$0	\$0
			\$0	\$0
		*Calculated @ Mass. Required Level	\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
		LUMP SUM DISALLOWED		\$0
		Totals	\$12,500	\$12,500

251



ACCOUNT NAME: Other

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
1	\$5,070.00	CWMars Membership
1	\$200.00	Miscellaneous Programs.
		Glossery
		*Central/Western Massachusetts
		Automated Resource Sharing, Inc. (CWMArS)
		LUMP SUM DISALLOWED
		Totals

Boynton Public Library

27 Boynton Rd. PO Box 296 Templeton, MA 01468

(978) 939-5582

Budgetary criteria for certification:

- The municipal appropriation must represent an increase of 2.5% over the AVERAGE of the last 3 years' appropriation. FY 19 MAR (municipal appropriation requirement) is \$77,000
- The library must spend 19% of the municipal appropriation on materials which can be borrowed by patrons. With a municipal appropriation of \$77,000, this figure is \$14,630. Our 5400 (supplies) account includes \$11,500 toward this expense. The remaining \$3,130 will be expended through a combination of State Aid, and trust accounts, to total \$14,630.
- The library must be open a minimum of 25 hours per week, including some evening hours

254



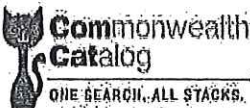
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About Us

Submitted by Central.Site.Staff on December 11, 2013 - 11:36am

C/W MARS (Central/Western Massachusetts Automated Resource Sharing, Inc.), is a library consortium dedicated to resource sharing and access to information. The network includes public and academic libraries from 495 to the New York State line with more than 8.5 million physical items and ebooks available to borrow by Massachusetts residents.

Due to the size and diversity of C/W MARS, services may vary at member libraries. C/W MARS receives partial funding from the Massachusetts Board of Library Commissioners. Additional support comes from members' fees.

Please contact the staff at your local C/W MARS member library if you have additional questions about C/W MARS or the services available to you via your library's membership in C/W MARS.

Thank you.

255



Recreation & Culture

1000

620 5100

Personnel

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

256

DEPARTMENT:

1000

ACCOUNT NUMBER:

ACCOUNT NAME:

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

FUND:	1000	
ACCOUNT NUMBER:	620	5200
ACCOUNT NAME:	Purchase of Services	

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]



DEPARTMENT: Recreation & Culture

FUND: 1000

ACCOUNT NUMBER: 620 5400

ACCOUNT NAME: Supplies

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

[illegible]

DEPARTMENT: Recreation & Culture

FUND:	1000	
ACCOUNT NUMBER:	620	5700
ACCOUNT NAME:	Other	

Expense Budget

**FY 2019
Request**

**FY 2019
Administrator
Recommended**

Quantity	Cost	Description
		Cultural Council Requests
1	\$25.00	Postage & Envelopes (grant approval/denial letters)
3	\$25.00	Small Banners (Event Display)
1	\$90.00	Advertising for Templeton Cultural Council events/grants
		LUMP SUM DISALLOWED
		Totals

DEPARTMENT:	Debt Service
FUND:	1000
ACCOUNT NUMBER:	700
ACCOUNT NAME:	Debt Excluded

FY 2019 Request	FY 2019 Administrator Recommended
100	100

Project/Purpose	Fund	Yr. Pd Off	Principal	Interest	Total
Sewer - Otter River	Sewer	FY 23	\$30,000	\$5,745	\$35,745
Water/General Fund* (#2)	General	FY 20	\$29,548	\$477	\$30,025
Sewer/General Fund* (#1)	General	FY 20	\$114,483	\$0	\$114,483
Water/General Fund** (#3)	General 75%	FY 25	\$224,707	\$31,312	\$256,019
Templeton Elementary School**	General		\$500,000	\$134,376	\$634,376
* We recover a subsidy of this same amount					
** Pays Ban Down to hold FY'19 relatively even					
(#1) Article 57, 1999					
(#2) Article 25, 2005					
(#3) Pk 10, 2003					
		LUMP SUM DISALLOWED		\$0	
			\$898,738	\$171,910	\$1,070,648

Bonds/General Fund

DEPARTMENT: Debt Service

FUND:	1000
ACCOUNT NUMBER:	700
ACCOUNT NAME:	Non-Debt Excluded

Expense Budget

FY 2019 Request	FY 2019 Administrator Recommended
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[illegible]

Town of Templeton, Massachusetts
*Fiscal Year 2019 Long-Term Projected Principal and Interest Payments,
 Net of MCWT Subsidy*

Aggregate Net Debt Service

Date	Issue : Purpose	Principal	Interest	MCWT Subsidy	Net New D/S
07/15/2018	March 18 2009 MWPAT Title V (OE)	20,000.00	-	-	20,000.00
	Subtotal	\$20,000.00	-	-	\$20,000.00
08/01/2018	October 25 2000 MWPAT 97-1091 (OE)	9,594.99	239.87	(239.87)	9,594.99
	August 1 2004 MWPAT T97-1091-1 (OE)	8,774.00	1,259.00	(1,259.00)	8,774.00
	August 25 2004 MWPAT CW-98-54A (O)	40,000.00	1,550.82	(12,003.26)	29,547.56
	August 25 2004 MWPAT 98-54 (O)	160,917.48	8,835.38	(55,269.99)	114,482.87
	December 14 2006 MWPAT CW-04-06 (IE)	299,609.80	50,329.34	(37,097.70)	312,841.44
	Subtotal	\$518,896.27	\$62,214.41	(105,869.82)	\$475,240.86
08/27/2018	August 27 2004 : Water (O)	8,297.00	10,359.72	-	18,656.72
	Subtotal	\$8,297.00	\$10,359.72	-	\$18,656.72
09/01/2018	September 1 2006 Water Filtration (O)	115,000.00	20,700.00	-	135,700.00
	Subtotal	\$115,000.00	\$20,700.00	-	\$135,700.00
12/15/2018	June 15 2003 : Public Building -Light (O)	-	5,681.25	-	5,681.25
	June 15 2003 : Water (O)	-	18,192.50	-	18,192.50
	June 15 2003 : Sewer (IE)	-	2,872.50	-	2,872.50
	Subtotal	-	\$26,746.25	-	\$26,746.25
01/15/2019	May 22 2013 MWPAT T5-97-1091-C (O)	10,250.00	-	-	10,250.00
	Subtotal	\$10,250.00	-	-	\$10,250.00
02/01/2019	August 1 2004 MWPAT T97-1091-1 (OE)	-	1,028.00	(1,028.00)	-
	August 25 2004 MWPAT CW-98-54A (O)	-	979.79	(503.02)	476.77
	August 25 2004 MWPAT 98-54 (O)	-	3,348.00	(3,348.00)	-
	December 14 2006 MWPAT CW-04-06 (IE)	-	48,260.92	(19,733.75)	28,517.17
	Subtotal	-	\$53,606.71	(24,612.77)	\$28,993.94
03/01/2019	September 1 2006 Water Filtration (O)	-	18,400.00	-	18,400.00
	Subtotal	-	\$18,400.00	-	\$18,400.00
06/15/2019	June 15 2003 : Public Building -Light (O)	75,000.00	5,681.25	-	80,681.25
	June 15 2003 : Water (O)	190,000.00	18,192.50	-	208,192.50
	June 15 2003 : Sewer (IE)	30,000.00	2,872.50	-	32,872.50
	Subtotal	\$295,000.00	\$26,746.25	-	\$321,746.25
06/28/2019	September 28 2016 USDA Water Storage Tank (O)	50,000.00	20,250.00	-	70,250.00
	Subtotal	\$50,000.00	\$20,250.00	-	\$70,250.00
	Total	\$1,017,443.27	\$239,023.34	(130,482.59)	\$1,125,984.02

Town of Templeton, Massachusetts
Fiscal Year 2019 Short-Term Projected Principal and Interest Payments

Aggregate Net Debt Service

Date	Issue : Purpose	Interest
08/23/2018	August 23, 2017 \$2,300,000 BAN: Sewer Pump Station Replacement	34,500.00
Subtotal		\$34,500.00
11/30/2018	December 1, 2017 \$7,600,000 BAN: Elementary School Feasibility Study/Design	2,121.72
	December 1, 2017 \$7,600,000 BAN: Elementary School Construction	115,014.99
	December 1, 2017 \$7,600,000 BAN: Police Station Renovation	17,238.99
Subtotal		\$134,375.70
Total		\$168,875.70

FY 2019 BUDGET DETAIL

DEPARTMENT: Insurance & Benefits

FUND: 1000

ACCOUNT NUMBER: 900 5700

ACCOUNT NAME: Other

Expense Budget

FY 2019
Request

FY 2019
Administrator
Recommended

Quantity	Cost	Description		
1	\$105,095	Prop/POL/Gen. Liability - GF	\$105,095	\$105,095
1	\$36,568	Prop/POL/Gen. Liability - Sewer	\$36,568	\$36,568
1	\$21,000	WC - GF	\$21,000	\$21,000
1	\$7,400	WC - Sewer	\$7,400	\$7,400
1	\$22,100	IOD - PD & Fire/EMS High Ded. VFIS	\$22,100	\$22,100
1	\$3,000	Gowry Group 3rd Party Administrator	\$3,000	\$3,000
1	\$5,000	IOD - Police & Fire Med's	\$5,000	\$5,000
2	\$500	Hospital Co-Pay Reimbursables	\$1,000	\$1,000
12	\$250	Day Surgery Co-Pay Reimbursables	\$3,000	\$3,000
1	\$450	Bonding T/C	\$450	\$450
1	\$300	Bonding Deputy T/C	\$300	\$300
3	\$100	Bonding TC, T/C's AA; Sewer Ass't	\$300	\$300
1	\$175	Bonding Sewer	\$175	\$175
2	\$50	Bonding Constables	\$100	\$100
1	\$192,712	Retiree Benis - GF	\$192,712	\$192,712
1	\$39,368	Retiree Benis - Light	\$39,368	\$39,368
1	\$2,402	Retiree Benis - Water	\$2,402	\$2,402
1	\$8,768	Retiree Benis - Sewer	\$8,768	\$8,768
1	\$602,990	Active Benis - GF	\$602,990	\$602,990
1	\$217,898	Active Benis - Light	\$217,898	\$217,898
1	\$120,603	Active Benis - Water	\$120,603	\$120,603
1	\$66,986	Active Benis - Sewer	\$66,986	\$66,986
1	\$477,571	WRRS - GF	\$477,571	\$477,571
1	\$161,711	WRRS - Light	\$161,711	\$161,711
1	\$47,766	WRRS - Water	\$47,766	\$47,766
1	\$50,492	WRRS - Sewer	\$50,492	\$50,492
1	\$17,500	Unemployment	\$17,500	\$17,500
1	\$2,500	Unemployment Increase from ALS	\$2,500	\$2,500
1	\$66,494	Medicare	\$66,494	\$66,494
		LUMP SUM DISALLOWED/ADD		-\$1,749
		Totals	\$2,281,249	\$2,279,500

**Insurance Benefit Details
FY '19**

Retirees

	Department	Health Plan	Health Indiv/Family	Dental Indiv/Family	Mo'ly	Mo'ly	Mo'ly	Mo'ly
Retired	Highway	Medex II w/PDP	Individual	Family	\$118.80	\$28.11	\$0.81	N/A
Retired	Highway	Medex II w/PDP	Individual		\$118.80			N/A
Retired	Highway	Medex II w/PDP	Individual	Individual	\$356.38	\$40.11	\$2.42	N/A
Retired	Police	Medex II w/PDP	Individual	Individual	\$356.38	\$40.11		N/A
Retired	Building	Medex II w/PDP	Individual	Individual	\$356.38	\$40.11	\$2.42	N/A
Retired	Board of Health	Medex II w/PDP	Individual		\$356.38			N/A
Retired	Highway	Medex II w/PDP	Individual		\$356.38			N/A
Retired	Highway	Medex II w/PDP	Individual	Family	\$356.38	\$84.33		N/A
Retired	Highway	Medex II w/PDP	Individual		\$356.38		\$2.42	N/A
Retired	Highway	Medex II w/PDP	Individual	Family	\$356.38	\$84.33		N/A
Retired	Highway	Medex II w/PDP	Individual		\$356.38		\$2.42	N/A
Retired	Highway	Medex II w/PDP	Individual	Individual	\$356.38	\$40.11		N/A
Retired	Fire	Medex II w/PDP	Individual	Individual	\$356.38	\$40.11		N/A
Retired	Police	Medex II w/PDP	Individual		\$356.38			N/A
Retired	Police	Medex II w/PDP	Individual	Family	\$356.38	\$84.33	\$2.42	N/A
Retired	Police	Medex II w/PDP	Individual		\$356.38			N/A
Retired	Police	Medex II w/PDP	Individual	Family	\$356.38	\$84.33	\$2.42	N/A
Retiree	Police	Medex II w/PDP	Individual	Family	\$356.38	\$84.33	\$2.42	N/A
Retired	Police	Medex II w/PDP	Individual		\$356.38			N/A
Retired	Police	Medex II w/PDP	Individual	Family	\$356.38	\$84.33	\$2.42	N/A
Retired	Board of Health	Medex II w/PDP	Individual		\$356.38		\$2.42	N/A
Retired	Tax Collector	Medex II w/PDP	Individual		\$356.38			N/A
Retired	Highway	Medex II w/PDP	Individual		\$356.38			N/A
Retired	Highway	Medex II w/PDP	Individual	Family	\$356.38	\$84.33	\$2.42	N/A
Retired	Treasurer/Collector	HMO Blue Value Plus	Individual	Individual	\$780.72	\$40.11	\$2.42	N/A
Retired	Fire	HMO Blue Value Plus	Family	Family	\$780.72	\$84.33	\$2.42	N/A
Retired	Police	HMO Blue Value Plus	Individual	Individual	\$780.72	\$40.11	\$2.42	N/A
Retired	Police	HMO Blue Value Plus	Individual	Individual	\$780.72	\$40.11	\$2.42	N/A
Retired	Highway	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$2.42	N/A
Retired	Highway	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$2.42	N/A
Retired	Police	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$2.42	N/A
Retired	TBD & Assumed < 65 y.o. & Family		Family	Family	\$2,054.28	\$84.33	\$2.42	N/A
Retired	Treasurer/Collector						\$2.42	N/A
Retired	Treasurer/Collector						\$2.42	N/A
	Fire - Laporte Spouse	Medex II w/PDP	Individual					
Retired	Selectmen	Dental ONLY		Individual		\$84.33	\$2.42	N/A
Retired	Town Clerk	Dental ONLY		Individual		\$40.11	\$2.42	N/A
				Total Medex	\$8,077.96	\$1,485.39	\$54.05	N/A
				Total Others	\$11,340.00	\$0.00	\$0.00	N/A
				Medex 01/01 Increase Assumed @ 6%	\$484.68	\$0.00	\$0.00	N/A
				Other 07/01 Increase Assumed @ 6.25%	\$708.75			
				Total/Month	\$20,611.39	\$1,485.39	\$54.05	N/A
				Total/Year	\$247,336.65	\$17,824.68	\$648.60	N/A
				Total of All	\$265,809.93			
				Town Share	\$192,712.20			

**Insurance Benefit Details
FY '19**

Retirees

Light Fund

	Department	Health Plan	Health Indiv/Family	Dental Indiv/Family	Mo'ly	Mo'ly	Mo'ly	Mo'ly
Retired	Light	Medex II w/PDP	Individual	Family	\$356.38	\$84.33		N/A
Retired	Light	Medex II w/PDP	Individual		\$356.38		\$2.42	N/A
Retired	Light	Medex II w/PDP	Individual		\$356.38			N/A
Retired	Light	Medex II w/PDP	Individual		\$356.38		\$2.42	N/A
Retired	Light	Medex II w/PDP	Individual		\$356.38			N/A
Retired	Light	Medex II w/PDP	Individual	Family	\$356.38	\$84.33	\$2.42	N/A
Retired	Light	Medex II w/PDP	Individual	Family	\$356.38	\$84.33	\$2.42	N/A
Retired	Light	Medex II w/PDP	Individual		\$356.38			N/A
Retired	Light	Medex II w/PDP	Individual	Individual	\$356.38	\$40.11	\$2.42	N/A
	Light	HMO Blue Value Plus	Individual		\$780.72			
Retired	Light	Dental ONLY		Family		\$84.33	\$2.42	N/A
				Total Medex	\$3,207.42	\$377.43	\$14.52	N/A
				Total Others	\$780.72	\$0.00	\$0.00	N/A
				Medex 01/01 Increase Assumed @ 6%	\$96.22	\$0.00	\$0.00	N/A
				Other 07/01 Increase Assumed @ 6.25%	\$48.80			
				Total/Month	\$4,133.16	\$377.43	\$14.52	N/A
				Total/Year	\$49,597.89	\$4,529.16	\$174.24	N/A
				Total of All	\$54,301.29			
				Town Share	\$39,368.44			

Water Fund

	Department	Health Plan	Health Indiv/Family	Dental Indiv/Family	Mo'ly	Mo'ly	Mo'ly	Mo'ly
Retired	Water	Medex II w/PDP	Individual	Family	\$118.80	\$28.11	\$0.81	N/A
Retired	Water	Medex II w/PDP	Individual		\$118.80			N/A
Retired	Water						\$2.42	N/A
				Total Medex	\$237.60	\$28.11	\$3.23	N/A
				Total Others	\$0.00	\$0.00	\$0.00	N/A
				Medex 01/01 Increase Assumed @ 6%	\$7.13	\$0.00	\$0.00	N/A
				Other 07/01 Increase Assumed @ 6.25%	\$0.00			
				Total/Month	\$244.73	\$28.11	\$3.23	N/A
				Total/Year	\$2,936.74	\$337.32	\$38.76	N/A
				Total of All	\$3,312.82			
				Town Share	\$2,401.79			

Sewer Fund

	Department	Health Plan	Health Indiv/Family	Dental Indiv/Family	Mo'ly	Mo'ly	Mo'ly	Mo'ly
Retired	Sewer	Medex II w/PDP	Individual	Family	\$118.80	\$28.11	\$0.81	N/A
Retired	Sewer	Medex II w/PDP	Individual		\$118.80			N/A
Retired	Sewer	Medex II w/PDP	Individual		\$356.38			N/A
Retired	Sewer	Medex II w/PDP	Individual		\$356.38			N/A
				Total Medex	\$950.36	\$28.11	\$0.81	N/A
				Total Others	\$0.00	\$0.00	\$0.00	N/A
				Medex 01/01 Increase Assumed @ 6%	\$28.51	\$0.00	\$0.00	N/A
				Other 07/01 Increase Assumed @ 6.25%	\$0.00			
				Total/Month	\$978.87	\$28.11	\$0.81	N/A
				Total/Year	\$11,746.45	\$337.32	\$9.72	N/A
				Total of All	\$12,093.49			
				Town Share	\$8,767.78			

**Insurance Benefit Details
FY '19**

Actives

General Fund

Department	Health Plan	Health Indiv/Family	Dental Indiv/Family	Mo'ly	Mo'ly	Mo'ly	Mo'ly
Accountant	HMO Blue Value Plus	Individual	Individual	\$780.72	\$40.11	\$4.85	\$35.50
Assessor	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	\$35.50
Assumed New Hire	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	\$35.50
Assumed New Hire	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	\$35.50
CoA						\$4.85	\$29.82
Communication	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33		
Communication	HMO Blue Value Plus	Individual	Individual	\$780.72	\$40.11		
Communication	HMO Blue Value Plus	Individual		\$780.72			
Communication	HMO Blue Value Plus	Individual	Individual	\$780.72	\$40.11	\$4.85	\$35.50
Communication	HMO Blue Value Plus	Individual	Individual	\$780.72	\$40.11	\$4.85	\$35.50
Fire/EMS	HMO Blue Value Plus	Individual	Individual	\$2,054.28	\$84.33	\$4.85	\$35.50
Fire/EMS	HMO Blue Value Plus	Family	Family				
Fire/EMS	HMO Blue Value Plus	Family	Family				
Fire/EMS	HMO Blue Value Plus	Family	Family				
Fire/EMS	HMO Blue Value Plus	Family	Family				
Library	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33		
ODS	HMO Blue Value Plus	Family	Family	Now Opting Out			
ODS	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	\$35.50
Police	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	
Police	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33		
Police	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33		
Police	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33		\$35.50
Police	HMO Blue Value Plus	Individual	Individual	\$780.72	\$40.11		
Police	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	\$35.50
Police	Blue Care Elect Preferred	Family	Family	\$2,725.43	\$84.33	\$4.85	\$35.50
Police	Blue Care Elect Preferred	Family	Family	\$2,725.43	\$84.33	\$4.85	
Police	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33		\$35.50
Public Works	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	
Public Works	HMO Blue Value Plus	Family	Family	\$2,054.28		\$4.85	
Public Works - B&G	Dental ONLY		Family	\$0.00	\$84.33		\$35.50
Public Works - B&G	Dental ONLY		Individual		\$40.11	\$4.85	\$29.82
Public Works - B&G*	HMO Blue Value Plus	Family	Family	\$616.28	\$25.30	\$1.46	\$10.65
Public Works - Highway	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	\$35.50
Public Works - Highway	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	\$28.40
Public Works - Highway						\$4.85	\$35.50
Public Works - Highway	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	\$35.50
Public Works - Highway	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	\$35.50
Public Works - Highway	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	\$35.50
Public Works - Veh. Maint.	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	
Selectmen	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	\$35.50
Selectmen	HMO Blue Value Plus	Individual	Individual	\$780.72	\$84.33	\$4.85	\$35.50
Town Clerk	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	\$35.50
Treasurer/Collector						\$4.85	
Opt-Out	HMO Blue Value Plus	Family	Family	\$500.00			
				Per Month/Full Year	\$59,280.62	\$2,458.54	\$132.41
				Pro-Rate/Partial Year	\$513.57	\$21.08	\$2.43
				Other 07/01 Increase Assumed @ 6.25%	\$3,737.14		
				Total/Year	\$762,375.97	\$29,755.46	\$1,617.96
				Total of All	\$803,986.17		
				Town Share	\$602,989.63		

**Insurance Benefit Details
FY '19**

Actives

Light

Department	Health Plan	Health Indiv/Family	Dental Indiv/Family	Mo'ly	Mo'ly	Mo'ly	Mo'ly
Light	HMO Blue 1	Family	Family	\$2,213.36	\$84.33	\$4.85	\$35.50
Light	HMO Blue 1	Family	Family	\$2,213.36	\$84.33	\$4.85	\$35.50
Light	HMO Blue 1	Family	Family	\$2,213.36	\$84.33	\$4.85	
Light	HMO Blue 1	Family	Individual	\$2,213.36	\$40.11	\$4.85	\$35.50
Light	HMO Blue 1	Family	Family	\$2,213.36	\$84.33	\$4.85	\$35.50
Light	Blue Care Elect Preferred	Family	Individual	\$2,778.21	\$40.11	\$4.85	
Light	HMO Blue 1	Family	Family	\$2,213.36	\$84.33	\$4.85	\$35.50
Light	HMO Blue 1	Individual	Individual	\$841.19	\$40.11	\$4.85	
Light	HMO Blue 1	Family	Family	\$2,213.36	\$84.33	\$4.85	\$35.50
Light	Blue Care Elect Preferred	Family	Family	\$2,725.43	\$84.33	\$4.85	\$35.50
				Per Month/Full Year	\$21,838.35	\$710.64	\$248.50
				Pro-Rate/Partial Year	\$0.00	\$0.00	\$0.00
Other 07/01 Increase Assumed @ 6.25%					\$1,364.90		
				Total/Year	\$278,438.96	\$8,527.68	\$582.00
				Total of All	\$290,530.64		
				Town Share	\$217,897.98		

Water

Department	Health Plan	Health Indiv/Family	Dental Indiv/Family	Mo'ly	Mo'ly	Mo'ly	Mo'ly
Water	HMO Blue 1	Individual	Family	\$841.19	\$84.33	\$4.85	\$35.50
Water	HMO Blue 1	Family	Family	\$2,213.36	\$84.33	\$4.85	\$35.50
Water	HMO Blue 1	Family	Family	\$2,213.36	\$84.33	\$4.85	\$35.50
Water	HMO Blue 1	Family	Family	\$2,213.36	\$84.33	\$4.85	\$35.50
Water	HMO Blue 1	Family	Family	\$2,213.36	\$84.33	\$4.85	\$35.50
Water	HMO Blue 1	Family	Family	\$2,213.36	\$84.33	\$4.85	\$35.50
				Per Month/Full Year	\$11,907.99	\$505.98	\$29.10
				Pro-Rate/Partial Year	\$0.00	\$0.00	\$0.00
Other 07/01 Increase Assumed @ 6.25%					\$744.25		
				Total/Year	\$151,826.87	\$6,071.76	\$349.20
				Total of All	\$160,803.83		
				Town Share	\$120,602.87		

Sewer

Department	Health Plan	Health Indiv/Family	Dental Indiv/Family	Mo'ly	Mo'ly	Mo'ly	Mo'ly
Sewer	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	\$35.50
Sewer							\$35.50
Public Works - Highway	HMO Blue Value Plus	Individual	Individual	\$780.72	\$40.11		\$32.66
Sewer	HMO Blue Value Plus	Individual	Individual	\$780.72	\$40.11	\$4.85	\$21.66
Sewer	HMO Blue Value Plus	Family	Family	\$2,054.28	\$84.33	\$4.85	\$35.50
Sewer	Dental ONLY		Family		\$84.33		\$0.00
Sewer	HMO Blue Value Plus	Individual	Individual	\$780.72	\$40.11	\$4.85	\$35.50
				Per Month/Full Year	\$6,450.72	\$373.32	\$19.40
				Pro-Rate/Partial Year	\$0.00	\$0.00	\$0.00
Other 07/01 Increase Assumed @ 6.25%					\$403.17		
				Total/Year	\$82,246.68	\$4,479.84	\$232.80
				Total of All	\$89,315.16		
				Town Share	\$66,986.37		

Town of Templeton													
Health & Dental Cost Trends													
Updated 02/21/2018													
Plan Type	2019	2018 (3)	2017 (2)	2016 (1)	2015	2014	2013	2012	2011	Inc/Decr	Overall % Change	Simple Trend/Yr	
HMO Blue Value Plus (1)													
Individual		\$780.72	\$702.45	\$651.02	\$643.69	\$618.28	\$608.14	\$595.97	\$538.60	\$242.12	44.95%	6.42%	
Family		\$2,054.28	\$1,848.32	\$1,712.99	\$1,693.68	\$1,626.82	\$1,600.13	\$1,568.12	\$1,417.17	\$637.11	44.96%	6.42%	
Year to Year in %		11.14%	7.90%	1.14%	4.11%	1.67%	2.04%	9.63%					
Blue Care Elect Preferred (PPO)													
Individual		\$1,035.84	\$931.93	\$863.70	\$792.59	\$761.30	\$748.81	\$733.83	\$663.22	\$372.62	56.18%	8.03%	
Family		\$2,725.43	\$2,452.18	\$2,272.64	\$2,085.52	\$2,003.19	\$1,970.33	\$1,930.91	\$1,745.38	\$980.05	56.15%	8.02%	
Year to Year in %		11.15%	7.90%	8.97%	4.11%	1.67%	2.04%	10.65%					
Medex 2 w/PDP (Retirees > 65) (2)													
Per Individual	\$356.38	\$356.38	\$634.27	\$587.83	\$539.43	\$518.13	\$509.63	\$499.44	\$453.53	-\$97.15	-21.42%	-2.68%	
Year to Year in %	0.00%	-43.81%	7.90%	8.97%	4.11%	1.67%	2.04%	10.12%					
Dental													
Individual		\$41.23	\$41.23	\$41.23	\$40.52	\$40.52	\$40.52	\$40.52	\$39.94	\$ 1.29	3.23%	0.65%	
Family		\$86.69	\$86.69	\$86.69	\$85.19	\$85.19	\$85.19	\$85.19	\$83.97	\$ 2.72	3.24%	0.65%	
Year to Year in %		0.00%	0.00%	1.75%	0.00%	0.00%	0.00%	1.45%					
Updated 01/17/18													
Notes: (1) Change Active from HMO Blue to HMO Blue Value Plus in FY '16 w/exposure for \$500 Employee Co-Pays Inpatient;													
\$250 Outpatient Surgical Co-pay (By Employee) and RX 3 Mo. Mail Order from 10/20/35 to 20/40/70													
(2) Change Retiree to Medex 2 w/PDP from Medex 3 w/Change to January Renewal and risk of unknown													
FY '11 to '17 was a 6.64% Annual Increase; FY '18 would have generated 8.46% Annual Increase w/Medex 3													
Moves from FY to CY													
(3) Change Active ER Co-Pay from \$50 to \$100													

Worcester Regional Contributory Retirement System

FY19 Appropriation Breakout for Templeton

Fiscal Year	Unit	Unit Name	Employer Normal Cost	Payment on UAL	Payment on 2002 ERI	Payment on 2003 ERI	Payment on 2010 ERI	Total Appropriation	If Total Appropriation Paid on July 1
2019	740	Town	168,267	297,576	20,640	-	-	486,483	477,571 ✓
	741	Light	49,467	115,261	-	-	-	164,728	161,711 ✓
	742	Sewer	19,245	32,189	-	-	-	51,434	50,492 ✓
	743	Water	6,873	41,784	-	-	-	48,657	47,766 ✓
		Templeton Total	243,852	486,810	20,640	-	-	751,302	737,540
		Statement Total	243,852	486,810	20,640	-	-	751,302	737,540
		Discrepancy	-	-	-	-	-	-	-
2018	740	Town	163,491	258,782	19,751	-	-	442,024	433,927
	741	Light	48,063	100,235	-	-	-	148,298	145,582
	742	Sewer	18,699	27,993	-	-	-	46,692	45,837
	743	Water	6,678	36,337	-	-	-	43,015	42,227
		Templeton Total	236,931	423,347	19,751	-	-	680,029	667,573
		Statement Total	236,931	423,347	19,751	-	-	680,029	667,573
		Discrepancy	-	-	-	-	-	-	-