



The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Elections Division

August 3, 2004

Judith A. Gallant, Town Clerk
Town of Lanesborough
Newton Memorial Town Hall
P.O. Box 1492
Lanesborough, Massachusetts 01237

Dear Ms. Gallant:

I am writing to confirm receipt of the application for reimbursement for new voting equipment for the Town of Lanesborough. The application has been reviewed and approved. Prior to receiving reimbursement, the Town must execute a Commonwealth of Massachusetts Standard Terms and Conditions. The amount of reimbursement is \$5800.00 per precinct, based on the number of precincts used at the 2000 state election. Therefore, as the Town of Lanesborough had one (1) precinct in 2000, the Town is eligible to receive \$5,800.00.

Upon completion of this contract, the reimbursement amount of \$5,800.00 will be electronically deposited into the same account in which reimbursement for extended polling hours is deposited, unless you notify us otherwise. Please complete the enclosed contract return to Office of the Secretary of the Commonwealth, Administration, One Ashburton Place, Room 1710, Boston, MA 02108, Attention: Mary O'Brien. Please note that description of the contract performance reads, "see attached," which will include a copy of your application and contract previously submitted.

Please do not hesitate to contact me with any questions.

Very truly yours,

A handwritten signature in black ink that reads "Michelle K. Tassinari".

Michelle K. Tassinari
Legal Counsel
Elections Division

Enclosure

One Ashburton Place, 17th Floor, Boston, Massachusetts 02108 • (617) 727-2828

Product and Services Agreement

This agreement is made this date, 12/31/03, by and between the Town of Lanesborough, MA, a body politic, and LHS Associates, Inc. 13 Branch St, Methuen MA, a Massachusetts Corporation.

Whereas LHS Associates, Inc. has submitted a proposal to the Town of Lanesborough for the provision of Optical Scan Voting Equipment, and whereas, such proposal has been accepted, it is hereby agreed that LHS shall deliver the following to the Town of Lanesborough.

1 Accu-Vote OS Election Tabulating System which includes the following;

- | | | |
|-----------------------|--------------------|----------------------|
| Tabulating Scanner | Carrying Case | Ballot Box |
| Memory Card | Internal Printer | 12 privacy sleeves |
| 12 marking pens | 1 ballot magnifier | Ballot cancel device |
| Delivery of equipment | User training | |

Applicable Charges and Terms

Purchase price for equipment and services as outlined above \$ 6,250.00

Payment due within thirty (30) days of delivery.

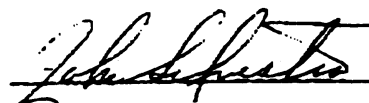
Warranty

Two years, parts, labor, pickup and delivery as well as onsite response during election.

Witness by our Hands and Seal this date 12/31/03

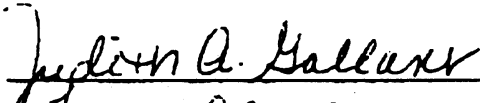
LHS Associates

Town of Lanesborough



 PRESIDENT

 Title



 Town Clerk

 Title

Issued 1/24/2001



COMMONWEALTH OF MASSACHUSETTS STANDARD CONTRACT FORM AND INSTRUCTIONS

This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) for use by all Commonwealth Departments. Any changes to the official printed language of this form shall be void. This shall not prohibit the addition of non-conflicting Contract terms. By executing this Contract, the Contractor under the pains and penalties of perjury, makes all certifications required by law and certifies that it shall comply with the following requirements: that the Contractor is qualified and shall at all times remain qualified to perform this Contract; that performance shall be timely and meet or exceed industry standards, including obtaining requisite licenses, permits and resources for performance; that the Contractor and its subcontractors are not currently debarred; that the Contractor is responsible for reviewing the Standard Contract Form Instructions available at www.comm-pass.com/comm-pass/forms.asp; that the terms of this Contract shall survive its termination for the purpose of resolving any claim, dispute or other Contract action, or for effectuating any negotiated representations and warranties; and that the Contractor agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached to this Contract or incorporated by reference herein, including the following requirements: all relevant Massachusetts state and federal laws, regulations, Executive Orders, treaties, requirements for access to Contractor records, the terms of the applicable Commonwealth Terms and Conditions, the terms of this Standard Contract Form and Instructions including the Contractor Certifications and Legal References, the Request for Response (RFR) or solicitation (if applicable), the Contractor's response to the RFR or solicitation (if applicable), and any additional negotiated provisions.

[THE CONTRACTOR MUST COMPLETE ONLY THOSE SECTIONS PRECEDED BY AN "→".]

→ VENDOR CODE:	MMARS DOCUMENT ID: CONTRACT ID:
→ CONTRACTOR NAME: TOWN OF LANESBOROUGH	DEPARTMENT NAME: SECRETARY OF THE COMMONWEALTH
→ CONTRACT MANAGER: JUDITH GALLANT	CONTRACT MANAGER: MICHELLE TASSINARI
→ PHONE: → 413-442- FAX: 413-443-5811 → E-MAIL ADDRESS: 1351	PHONE: 617-727-2828 FAX: E-MAIL ADDRESS:
→ BUSINESS MAILING ADDRESS: NEWTON MEMORIAL TOWN HALL, P.O. 1492 LANESBOROUGH, MA 01237	BUSINESS MAILING ADDRESS: ONE ASHBURTON PLACE Boston, MA 02108 17 th Floor
THE FOLLOWING COMMONWEALTH TERMS AND CONDITIONS FOR THIS CONTRACT HAS BEEN EXECUTED AND FILED WITH CTR: (Check only one) <input checked="" type="checkbox"/> COMMONWEALTH TERMS AND CONDITIONS <input type="checkbox"/> COMMONWEALTH TERMS AND CONDITIONS FOR HUMAN AND SOCIAL SERVICES	
COMPENSATION: (Check one option only) <input checked="" type="checkbox"/> Maximum Obligation of this Contract: \$ <u>5,800.00</u> No Maximum Obligation has been set for this Contract: (Check one) <input type="checkbox"/> Rate Contract with a Rate of: \$ _____ Per: _____ <input type="checkbox"/> Rate Contract with Multiple/Negotiated Rates: (Attach listing of multiple rates or description of negotiation process)	PAYMENT TYPE: (Check one option only) <input checked="" type="checkbox"/> Payment Voucher (PV) <input type="checkbox"/> Ready Payment (RP) (Schedule: _____ Initial Base Amt: \$ _____) <input type="checkbox"/> Contractor Payroll (CP) (Required for Contract Employees) <input type="checkbox"/> Recurring Payment (Required for Leases and TELPs)
→ PAYMENT METHOD: The Contractor agrees to be paid by Electronic Funds Transfer (EFT is the Commonwealth's Preferred Payment Method): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE: (Reference to attachments without a narrative description of performance is insufficient.) Reimbursement for voting equipment for the Town of Lanesborough (1X\$5,800.00) to be paid from The Help America Vote Act Funding (05210700). See attached.	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Single Department Procurement/Single Department User Contract; <input type="checkbox"/> Single Department Procurement/Multiple Department User Contract; <input type="checkbox"/> Multiple Department Procurement/Limited Department User Contract; <input type="checkbox"/> Statewide Contract (Only for use by OSD or an OSD designated Department); <input checked="" type="checkbox"/> Grant (as defined by 815 CMR 2.00); <input type="checkbox"/> Emergency Contract (attach justification); <input type="checkbox"/> Interim Contract (attach justification); <input type="checkbox"/> Contract Employee; <input type="checkbox"/> Collective Purchase (attach OSD approval) <input type="checkbox"/> Legislative/Legal Exemption (attach proof); <input type="checkbox"/> Other (Specify): _____	
RFR REFERENCE NUMBER: (or "N/A" if not applicable) N/A	
ANTICIPATED CONTRACT EFFECTIVE START DATE: Performance shall begin on <u>July 1, 2004</u> , which shall be no earlier than the latest date this Contract is signed by authorized signatories of the Department and Contractor and approved under Section 1 of the applicable Commonwealth Terms and Conditions.	
TERMINATION DATE OF THIS CONTRACT: This Contract shall terminate on <u>June 30, 2005</u> unless terminated or amended by mutual written agreement by the parties prior to this date under Section 4 of the applicable Commonwealth Terms and Conditions.	
→ AUTHORIZING SIGNATURE FOR THE CONTRACTOR: → X: <u>[Signature]</u> (Signature of Contractor's Authorized Signatory) → DATE: _____ (Date must be handwritten at time of signature) → NAME: _____ → TITLE: _____	AUTHORIZING SIGNATURE FOR THE DEPARTMENT: X: _____ (Signature of Department's Authorized Signatory) DATE: _____ (Date must be handwritten at time of signature) NAME: _____ TITLE: _____

COMMONWEALTH TERMS AND CONDITIONS



State shall not be liable for any costs incurred by the Contractor arising under this paragraph. Any indemnification of the Contractor shall be subject to appropriation and applicable law.

12. Waivers. Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.

13. Risk Of Loss. The Contractor shall bear the risk of loss for any Contractor materials used for a Contract and for all deliverables, Department personal or other data which is in the possession of the Contractor or used by the Contractor in the performance of a Contract until possession, ownership and full legal title to the deliverables are transferred to and accepted by the Department.

14. Forum, Choice of Law And Mediation. Any actions arising out of a Contract shall be governed by the laws of Massachusetts, and shall be brought and maintained in a State or federal court in Massachusetts which shall have exclusive jurisdiction thereof. The Department, with the approval of the Attorney General's Office, and the Contractor may agree to voluntary mediation through the Massachusetts Office of Dispute Resolution (MODR) of any Contract dispute and will share the costs of such mediation. No legal or equitable rights of the parties shall be limited by this Section.

15. Contract Boilerplate Interpretation, Severability, Conflicts With Law, Integration. Any amendment or attachment to any Contract which contains conflicting language or has the effect of a deleting, replacing or modifying any printed language of these Commonwealth Terms and Conditions, as

officially published by ANF, CTR and OSD, shall be interpreted as superseded by the official printed language. If any provision of a Contract is found to be superseded by state or federal law or regulation, in whole or in part, then both parties shall be relieved of all obligations under that provision only to the extent necessary to comply with the superseding law, provided however, that the remaining provisions of the Contract, or portions thereof, shall be enforced to the fullest extent permitted by law. All amendments must be executed by the parties in accordance with Section 1. of these Commonwealth Terms and Conditions and filed with the original record copy of a Contract as prescribed by CTR. The printed language of the Standard Contract Form, as officially published by ANF, CTR and OSD, which incorporates by reference these Commonwealth Terms and Conditions, shall supersede any conflicting verbal or written agreements relating to the performance of a Contract, or attached thereto, including contract forms, purchase orders or invoices of the Contractor. The order of priority of documents to interpret a Contract shall be as follows: the printed language of the Commonwealth Terms and Conditions, the Standard Contract Form, the Department's Request for Response (RFR) solicitation document and the Contractor's Response to the RFR solicitation, excluding any language stricken by a Department as unacceptable and including any negotiated terms and conditions allowable pursuant to law or regulation.

IN WITNESS WHEREOF, The Contractor certify under the pains and penalties of perjury that it shall comply with these Commonwealth Terms and Conditions for any applicable Contract executed with the Commonwealth as certified by their authorized signatory below:

CONTRACTOR AUTHORIZED SIGNATORY: _____

(signature)

Print Name: Douglas R. Webb

Title: Chair Board of Selectmen

Date: 8/10/04

(Check One): Organization Individual

Full Legal Organization or Individual Name: Town of Lanesborough

Doing Business As: Name (If Different): _____

Tax Identification Number: 046001195

Address: 83 North Main St. Lanesborough MA 01237

Telephone: 413 442-1167 FAX: 413 442-5811

INSTRUCTIONS FOR FILING THE COMMONWEALTH TERMS AND CONDITIONS

A "Request for Verification of Taxation Reporting Information" form (Massachusetts Substitute W-9 Format), that contains the Contractor's correct TIN, name and legal address information, must be on file with the Office of the Comptroller. If the Contractor has not previously filed this form with the Comptroller, or if the information contained on a previously filed form has changed, please fill out a W-9 form and return it attached to the executed COMMONWEALTH TERMS AND CONDITIONS.

If the Contractor is responding to a Request for Response (RFR), the COMMONWEALTH TERMS AND CONDITIONS must be submitted with the Response to RFR or as specified in the RFR. Otherwise, Departments or Contractors must timely submit the completed and properly executed COMMONWEALTH TERMS AND CONDITIONS (and the W-9 form if applicable) to the Payee and Payments Unit, Office of the Comptroller, 9th Floor, One Ashburton Place, Boston, MA 02108 in order to record the filing of this form on the MMARS Vendor File. Contractors are required to execute and file this form only once.

VOTING EQUIPMENT REIMBURSEMENT APPLICATION

- 1. Name of municipality: **Lanesborough**
- 2. Type of lever machine voting system previously used: **AVM**
- 3. Number of precincts at the November 2000 election. **1**
- 4. New voting equipment purchased. **Accu-Vote**
- 5. Number of machines purchased. (Include spare units.) **1**
- 6. Date on which new equipment delivered. **February, 2004**
- 7. Name and contact information of vendor from whom equipment was purchased.

**LHS Associates, Inc.
 13 Branch Street
 Methuen, MA 01844**

- 8. Total amount spent on new equipment. **\$7,450.00**
 Price per Unit **\$6250.00**
- 9. Please attach a copy of the signed contract. **YES**

Certified by: **Judith Gallant, Town Clerk**

Dated 05/17/2004

AMOUNT OF REIMBURSEMENT:

OF PRECINCTS IN 2000:

1

X

\$5,800.00 = \$5,800.00



COMMONWEALTH TERMS AND CONDITIONS

This Commonwealth Terms and Conditions form is jointly issued by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) for use by all Commonwealth of Massachusetts ("State") Departments and Contractors. Any changes or electronic alterations by either the Department or the Contractor in the official version of this form, as jointly published by ANF, CTR and OSD, shall be void. Upon execution of these Commonwealth Terms and Conditions by the Contractor and filing as prescribed by the Office of the Comptroller, these Commonwealth Terms and Conditions will be incorporated by reference into any Contract for Commodities and Services executed by the Contractor and any State Department, in the absence of a superseding law or regulation requiring a different Contract form. Performance shall include services rendered, obligations due, costs incurred, commodities and deliverables provided and accepted by the Department, programs provided or other commitments authorized under a Contract. A deliverable shall include any tangible product to be delivered as an element of performance under a Contract. The Commonwealth is entitled to ownership and possession of all deliverables purchased or developed with State funds. Contract shall mean the Standard Contract Form issued jointly by ANF, CTR and OSD.

1. Contract Effective Start Date. Notwithstanding verbal or other representations by the parties, or an earlier start date indicated in a Contract, the effective start date of performance under a Contract shall be the date a Contract has been executed by an authorized signatory of the Contractor, the Department, a later date specified in the Contract or the date of any approvals required by law or regulation, whichever is later.

2. Payments And Compensation. The Contractor shall only be compensated for performance delivered and accepted by the Department in accordance with the specific terms and conditions of a Contract. All Contract payments are subject to appropriation pursuant to M.G.L. C. 29, §26, or the availability of sufficient non-appropriated funds for the purposes of a Contract, and shall be subject to intercept pursuant to M.G.L. C. 7A, §3 and 815 CMR 9.00. Overpayments shall be reimbursed by the Contractor or may be offset by the Department from future payments in accordance with state finance law. Acceptance by the Contractor of any payment or partial payment, without any written objection by the Contractor, shall in each instance operate as a release and discharge of the State from all claims, liabilities or other obligations relating to the performance of a Contract.

3. Contractor Payment Mechanism. All Contractors will be paid using the Payment Voucher System unless a different payment mechanism is required. The Contractor shall timely submit invoices (Payment Vouchers - Form PV) and supporting documentation as prescribed in a Contract. The Department shall review and return rejected invoices within fifteen (15) days of receipt with a written explanation for rejection. Payments shall be made in accordance with the bill paying pulley issued by the Office of the Comptroller and 815 CMR 4.00, provided that payment periods listed in a Contract of less than forty-five (45) days from the date of receipt of an invoice shall be effective only to enable a Department to take advantage of early payment incentives and shall not subject any payment made within the forty-five (45) day period to a penalty. The Contractor Payroll System, shall be used only for "Individual Contractors" who have been determined to be "Contract Employees" as a result of the Department's completion of an Internal Revenue Service SS-8 form in accordance with the Omnibus Budget Reconciliation Act (OBRA) 1990, and shall automatically process all state and federal mandated payroll, tax and retirement deductions.

4. Contract Termination Or Suspension. A Contract shall terminate on the date specified in a Contract, unless this date is properly amended in accordance with all applicable laws and regulations prior to this date, or unless terminated or suspended under this Section upon prior written notice to the Contractor. The Department may terminate a Contract without cause and without penalty, or may terminate or suspend a Contract if the Contractor breaches any material term or condition or fails to perform or fulfill any material obligation required by a Contract, or in the event of an elimination of an appropriation or availability of sufficient funds for the purposes of a Contract, or in the event of an unforeseen public emergency mandating immediate Department action. Upon immediate notification to the other party, neither the Department nor the Contractor shall be deemed to be in breach for failure or delay in performance due to Acts of God or other causes factually beyond their control and without their fault or negligence. Subcontractor failure to perform or price increases due to market fluctuations or product availability will not be deemed factually beyond the Contractor's control.

5. Written Notice. Any notice shall be deemed delivered and received when submitted in writing in person or when delivered by any other appropriate method evidencing actual receipt by the Department or the Contractor. Any written notice of termination or suspension delivered to the Contractor shall state the effective date and period of the notice, the reasons for the termination or suspension, if applicable, any alleged breach or failure to perform, a reasonable period to cure any alleged breach or failure to perform, if applicable, and any instructions or restrictions concerning allowable activities, costs or expenditures by the Contractor during the notice period.

6. Confidentiality. The Contractor shall comply with M.G.L. C. 66A if the Contractor becomes a "holder" of "personal data". The Contractor shall also protect the physical security and restrict any access to personal or other Department data in the Contractor's possession, or used by the Contractor in the performance of a Contract, which shall include, but is not limited to the Department's public records, documents, files, software, equipment or systems.

7. Record-keeping And Retention, Inspection Of Records. The Contractor shall maintain records, books, files and other data as specified in a Contract and in such detail as shall properly substantiate claims for payment under a Contract, for a minimum retention period of seven (7) years beginning on the first day after the final payment under a Contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving a Contract. The Department shall have access, as well as any parties identified under Executive Order 195, during the Contractor's regular business hours and upon reasonable prior notice, to such records, including on-site reviews and reproduction of such records at a reasonable expense.

8. Assignment. The Contractor may not assign or delegate, in whole or in part, or otherwise transfer any liability, responsibility, obligation, duty or interest under a Contract, with the exception that the Contractor shall be authorized to assign present and prospective claims for money due to the Contractor pursuant to a Contract in accordance with M.G.L. C. 106, §9-318. The Contractor must provide sufficient notice of assignment and supporting documentation to enable the Department to verify and implement the assignment. Payments to third party assignees will be processed as if such payments were being made directly to the Contractor and these payments will be subject to intercept, offset, counter claims or any other Department rights which are available to the Department or the State against the Contractor.

9. Subcontracting By Contractor. Any subcontract entered into by the Contractor for the purposes of fulfilling the obligations under a Contract must be in writing, authorized in advance by the Department and shall be consistent with and subject to the provisions of these Commonwealth Terms and Conditions and a Contract. Subcontracts will not relieve or discharge the Contractor from any duty, obligation, responsibility or liability arising under a Contract. The Department is entitled to copies of all subcontracts and shall not be bound by any provisions contained in a subcontract to which it is not a party.

10. Affirmative Action, Non-Discrimination In Hiring And Employment. The Contractor shall comply with all federal and state laws, rules and regulations promoting fair employment practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability, handicap, sexual orientation or for exercising any rights afforded by law. The Contractor commits to purchasing supplies and services from certified minority or women-owned businesses, small businesses or businesses owned by socially or economically disadvantaged persons or persons with disabilities.

11. Indemnification. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, including the Department, its agents, officers and employees against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement or other damages that the State may sustain which arise out of or in connection with the Contractor's performance of a Contract, including but not limited to the negligence, reckless or intentional conduct of the Contractor, its agents, officers, employees or subcontractors. The Contractor shall at no time be considered an agent or representative of the Department or the State. After prompt notification of a claim by the State, the Contractor shall have an opportunity to participate in the defense of such claim and any negotiated settlement agreement or judgment. The

VOTING EQUIPMENT REIMBURSEMENT APPLICATION

1. Name of municipality. LANESBOROUGH
2. Type of lever machine voting system previously used. AVM (If not lever machines, please specify.)
3. Number of precincts at the November 2000 election. 1
4. New voting equipment purchased (specific type). ACCU_VOTE
5. Number of machines purchased. (Include spare units.) 1 (ONE)
6. Date on which new equipment delivered. FEB 2004
7. Name and contact information of vendor from whom equipment was purchased.

KEN RAJJAR
DIRECTOR OF SALES & MARKETING
13 BRANCH ST.
METHUEN, MASSACHUSETTS 01844

8. Total amount spent on new equipment. \$7,450 Price per Unit \$6,250
(includes voting booths)
9. Please attach a copy of the signed contract.
10. Certify, by signing below, that the municipality has replaced all lever machines and therefore qualifies for reimbursement.

I, Judith A. Gallant, certify that the municipality of Lanesborough has replaced all
 (name of signer) (name of municipality)

lever machines and will use ACCU_VOTE for all future elections, until
 (type of voting equipment purchased)

such time as the municipality votes to use another type of equipment pursuant to General
 Laws chapter 54, section 34.

The undersigned municipal officials attest that the above provided information is true and complete and that they are duly authorized to complete the application.

Judith A. Gallant
 Sign
JUDITH A. GALLANT
 Printed Name

[Signature]
 Sign
[Signature]
 Printed Name

[Signature]
 Sign
GAE ELFENBEIN
 Printed Name

[Signature]
 Sign
Paul A. Boudreau
 Printed Name

[Signature]
 Sign
Peter H. Gallant
 Printed Name

 Sign

 Printed Name

Dated April 5, 2004

VOTING EQUIPMENT REIMBURSEMENT APPLICATION

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**LHS Associates, Inc.
 13 Branch Street
 Methuen, MA 01844**

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Certified by: **Judith Gallant, Town Clerk**

Dated 05/17/2004

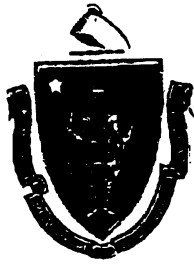
AMOUNT OF REIMBURSEMENT:

OF PRECINCTS IN 2000:

1

X

\$5,800.00	=	\$5,800.00
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The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the Commonwealth

March 15, 2004

Judith A. Gallant, Town Clerk
Newton Memorial Town Hall
P.O. Box 1492
Lanesborough, Massachusetts 01237

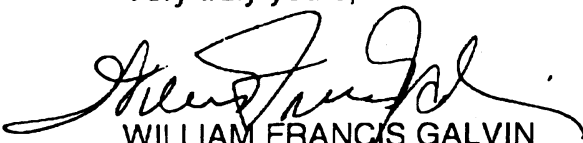
Dear Ms. Gallant:

I am writing to congratulate you on purchasing new voting equipment and to provide you information relative to the process for receiving reimbursement for your newly acquired voting system. As you are aware, the Help America Vote Act of 2002 requires the replacement of all lever voting machines and punch card voting systems throughout the country in time for the November 2004 federal election and includes limited federal funding to replace such equipment.

Although the original reimbursement amount was estimated to be \$4000 per precinct, this office is now able to provide \$5800 per precinct. To receive such reimbursement, please complete the enclosed forms and return to the Elections Division, One Ashburton Place, Room 1705, Boston, MA 02108, Attention: Michelle K. Tassinari. Once the forms are reviewed and processed, the reimbursement will be promptly provided.

Please do not hesitate to contact Michelle K. Tassinari, Legal Counsel to the Elections Division, at 617-727-2828 for more information.

Very truly yours,


WILLIAM FRANCIS GALVIN
Secretary of the Commonwealth

cc: Douglas R. Webb, Chairman
Board of Selectmen