



Finance Committee Meeting  
October 4, 2010  
6:30 pm  
Oakham Town Hall

Members Present: Donna Derrico-Sands (DDS), Paul McNeil (PM), Lisa Hubacz (LH), Jon Boucher (JB)  
Others Present: None

Meeting called to order at 6:30 pm.

Mail:

- Letter from Massachusetts School Building Authority (MSBA) to Paul McNeil (Finance Liason/Chair on School Roof Committee) (attached)
- Budget/Expense Comparison dated September 30, 2010 (attached)

Discussed the MSBA letter for completing the Project Funding Agreement. PM will check with Bill Burnett of Quabbin Regional School District where this stands.

Discussed the information the Chief presented and the merits for and against budgeting for another full time officer.

JB motioned to recommend an increase in the police budget to accommodate a 32 hour per week police officer position including benefits. LH seconded. Motion passed unanimously.

Discussed unemployment costs in general and in relation to previous motion

Finance Meeting moved to Board of Selectman's meeting at 7:00 pm

Board of Selectman Present: Dennis Bergin and Eliot Starbard

Others: Police Chief Happakoski, Officer Chris Sherblom, Others as detailed in Board of Selectman's Meeting Minutes for October 4, 2010

Discussed the Police Chief's request for budgeting for an additional officer with the Board of Selectman. DDS presented the formal motion for recommendation that passed earlier in the meeting.

The Board of Selectman requested the Finance Committee to present a budgetary analysis of how the position will be funded.

Finance Committee Meeting adjourned at 7:46 pm.

10/10/10 mts

BUDGET / EXPENSE COMPARISON  
As of September 30, 2010

DEPARTMENT	VOTED	ACCT NAME	BUDGET	LINE/RESERVE TRANSFER	EXPENDITURES	AVAILABLE	% REMAINING
Ambulance	Wages	Part-Time	17,370.00	-	2,697.93	14,672.07	84.47%
		Training	5,500.00	-	0.00	5,500.00	100.00%
		Holiday Coverage	3,500.00	-	0.00	3,500.00	100.00%
	Expenses	Telephone	1,730.00	-	95.01	1,634.99	94.51%
		Billing Services	2,500.00	-	0.00	2,500.00	100.00%
		Training	5,850.00	-	997.00	4,853.00	82.96%
		Vehicle Repairs	2,000.00	-	1,057.58	942.42	47.12%
		Office Supplies	500.00	-	0.00	500.00	100.00%
		Uniforms	1,000.00	-	0.00	1,000.00	100.00%
		Diesel	1,000.00	-	0.00	1,000.00	100.00%
		Medical Supplies	6,000.00	-	0.00	6,000.00	100.00%
		Dues	1,150.00	-	195.00	955.00	83.04%
		New Equipment	2,000.00	-	0.00	2,000.00	100.00%
		Communication Equip	750.00	-	0.00	750.00	100.00%
		Replacement Equip	1,500.00	-	0.00	1,500.00	100.00%
		Department Totals	52,350.00	0.00	5,042.52	47,307.48	90.37%
		Ambulance Lease	22,287.00	-	0.00	22,287.00	100.00%
Animal Inspector	Salary	Part-Time	600.00	-	0.00	600.00	100.00%
	Expenses	Office Supplies	25.00	-	0.00	25.00	100.00%
		Department Totals	625.00	0.00	0.00	625.00	100.00%
Annual Reports	Expenses	Annual Town Reports	1,100.00	0.00	0.00	1,100.00	100.00%
Board of Assessors	Salaries	Elected	1,800.00	-	0.00	1,800.00	100.00%
	Wages	Part-Time	15,000.00	-	2,565.49	12,434.51	82.90%
	Expenses	Contracts	1,350.00	-	0.00	1,350.00	100.00%
		Computer Licensing Fee	3,100.00	-	2,200.00	900.00	29.03%
		Education	700.00	-	40.00	660.00	94.29%

BUDGET / EXPENSE COMPARISON  
As of September 30, 2010

DEPARTMENT	VOTED	ACCT NAME	BUDGET	LINE/RESERVE TRANSFER	EXPENDITURES	AVAILABLE	REMAINING %
<b>Assessors / Special Articles</b>							
		Registry of Deeds	50.00	-	0.00	50.00	100.00%
		Postage	200.00	-	60.62	139.38	69.69%
		Supplies & Repairs	150.00	-	0.00	150.00	100.00%
		Dues	110.00	-	0.00	110.00	100.00%
		<b>Department Totals</b>	<b>22,460.00</b>	<b>0.00</b>	<b>4,866.11</b>	<b>17,593.89</b>	<b>78.33%</b>
<b>Revaluation</b>							
			17,500.00	0.00	8,000.00	9,500.00	54.29%
<b>Board of Health</b>							
		Salaries	1,500.00	-	0.00	1,500.00	100.00%
		Office Supplies	500.00	-	0.00	500.00	100.00%
		<b>Department Totals</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>100.00%</b>
<b>Board of Selectmen</b>							
		Salaries	4,160.00	-	0.00	4,160.00	100.00%
		Wages	22,281.00	-	4,695.57	17,585.43	78.93%
		Education	100.00	-	0.00	100.00	100.00%
		Postage	500.00	-	13.65	486.35	97.27%
		Advertising	400.00	-	0.00	400.00	100.00%
		Dues	525.00	-	452.00	73.00	13.90%
		Blanket Insurance	53,060.00	-	33,377.00	19,683.00	37.10%
		<b>Department Totals</b>	<b>81,026.00</b>	<b>0.00</b>	<b>38,538.22</b>	<b>42,487.78</b>	<b>52.44%</b>
<b>BOS / Special Articles</b>							
		Web Site	3,400.00	0.00	912.00	2,488.00	73.18%
		Schoolhouse Repairs	3,000.00	0.00	0.00	3,000.00	100.00%
		Water Treatment/Barre Rd	500.00	0.00	0.00	500.00	100.00%
<b>Building Insp</b>							
		Salary	1,000.00	-	500.00	500.00	50.00%
		Expenses	100.00	-	0.00	100.00	100.00%
		Education	600.00	-	60.00	540.00	90.00%
		Office Expenses	450.00	-	166.62	283.38	62.97%
		<b>Department Totals</b>	<b>2,150.00</b>	<b>0.00</b>	<b>726.62</b>	<b>1,423.38</b>	<b>66.20%</b>

BUDGET / EXPENSE COMPARISON  
As of September 30, 2010

<u>DEPARTMENT</u>	<u>VOTED</u>	<u>ACCT NAME</u>	<u>BUDGET</u>	<u>LINE/RESERVE TRANSFER</u>	<u>EXPENDITURES</u>	<u>AVAILABLE</u>	<u>% REMAINING</u>
CMRPC Assessment	Expenses	Assessment	420.00	0.00	403.06	16.94	4.03%
Cemetery	Salaries	Elected	81.00	-	0.00	81.00	100.00%
	Expenses	Hired Mowing	6,200.00	-	3,030.00	3,170.00	51.13%
		<b>Department Totals</b>	<b>6,281.00</b>	<b>0.00</b>	<b>3,030.00</b>	<b>3,251.00</b>	<b>51.76%</b>
Conservation Comm.	Expenses	Education	200.00	-	150.00	50.00	25.00%
		Postage	30.00	-	0.00	30.00	100.00%
		Dues	145.00	-	0.00	145.00	100.00%
		<b>Department Totals</b>	<b>375.00</b>	<b>0.00</b>	<b>150.00</b>	<b>225.00</b>	<b>60.00%</b>
Council on Aging	Expenses	Nutrition Program	1,520.00	-	1,520.00	0.00	0.00%
		Transportation	400.00	-	0.00	400.00	100.00%
		Office Supplies	350.00	-	0.00	350.00	100.00%
		Recreation	1,542.00	-	390.38	1,151.62	74.68%
		Outreach	1,367.00	-	151.75	1,215.25	88.90%
		<b>Department Totals</b>	<b>5,179.00</b>	<b>0.00</b>	<b>2,062.13</b>	<b>3,116.87</b>	<b>60.18%</b>
Dispatching	Expenses	Services	39,464.00	0.00	18,050.61	21,413.39	54.26%
Dog Officer	Expenses	Expenses	2,500.00	0.00	0.00	2,500.00	100.00%
Emergency Mangag.	Salary	Part-Time	1,000.00	-	0.00	1,000.00	100.00%
	Expenses	Expenses	500.00	-	0.00	500.00	100.00%
		<b>Department Totals</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>100.00%</b>
Finance Committee	Expenses	Postage	460.00	-	0.00	460.00	100.00%
		Photocopies	414.00	-	0.00	414.00	100.00%
		Dues	126.00	-	126.00	0.00	0.00%
		<b>Department Totals</b>	<b>1,000.00</b>	<b>0.00</b>	<b>126.00</b>	<b>874.00</b>	<b>87.40%</b>

BUDGET / EXPENSE COMPARISON  
As of September 30, 2010

DEPARTMENT	VOTED	ACCT NAME	BUDGET	LINE/RESERVE TRANSFER	EXPENDITURES	AVAILABLE	REMAINING
						%	
Reserve Fund	Other	Reserve Fund	25,000.00	0.00	0.00	25,000.00	100.00%
Fire Department	Salary	Fire Chief	15,000.00	-	2,500.00	12,500.00	83.33%
		Assistant Chief	3,437.40	-	572.00	2,865.40	83.36%
	Wages	Part-Time	19,472.20	-	5,592.74	13,879.46	71.28%
		Training	10,288.36	-	593.44	9,694.92	94.23%
	Expenses	Telephone	1,730.00	-	382.16	1,347.84	77.91%
		Fire Prevention/Educ.	500.00	-	0.00	500.00	100.00%
		Training	1,200.00	-	0.00	1,200.00	100.00%
		Building Maintenance	2,500.00	-	357.74	2,142.26	85.69%
		Vehicle Repairs	4,000.00	-	1,992.86	2,007.14	50.18%
		Equipment Testing	2,600.00	-	533.00	2,067.00	79.50%
		Office Supplies	250.00	-	8.80	241.20	96.48%
		Firefighting Supplies	2,050.00	-	188.88	1,861.12	90.79%
		Uniforms	1,500.00	-	0.00	1,500.00	100.00%
		Diesel	5,000.00	-	326.21	4,673.79	93.48%
		Dues	1,000.00	-	300.00	700.00	70.00%
		New Equipment	6,500.00	-	2,146.39	4,353.61	66.98%
		Communication Equip.	900.00	-	0.00	900.00	100.00%
		Department Totals	77,927.96	0.00	15,494.22	62,433.74	80.12%
Fire Department / Special Article	Lease Payment Defib		2,700.00	0.00	2,520.00	180.00	6.67%
	FY11 #33 Breathing Apparatus		7,224.00	0.00	7,223.99	0.01	0.00%
Highway Department	Salary	Superintendent	54,101.00	-	11,444.40	42,656.60	78.85%
	Wages	Full / Part Time Wages	74,443.00	-	15,166.80	59,276.20	79.63%
	Expenses	Telephone	1,500.00	-	223.87	1,276.13	85.08%
		Building Maint.	1,500.00	-	357.75	1,142.25	76.15%
		Vehicle Repairs	8,000.00	-	1,392.58	6,607.42	82.59%

BUDGET / EXPENSE COMPARISON  
As of September 30, 2010

<u>DEPARTMENT</u>	<u>VOTED</u>	<u>ACCT NAME</u>	<u>BUDGET</u>	<u>LINE/RESERVE TRANSFER</u>	<u>EXPENDITURES</u>	<u>AVAILABLE</u>	<u>% REMAINING</u>
		Plow Blades	5,000.00	-	0.00	5,000.00	100.00%
		Hired Equipment	3,550.00	-	578.50	2,971.50	83.70%
		Office Supplies	500.00	-	25.76	474.24	94.85%
		Summer Maintenance	4,000.00	-	707.15	3,292.85	82.32%
		Garage Supplies	5,200.00	-	605.38	4,594.62	88.36%
		Signs & Street Lines	3,600.00	-	3,584.64	15.36	0.43%
		Uniforms	2,600.00	-	322.57	2,277.43	87.59%
		Gasoline	3,000.00	-	245.46	2,754.54	91.82%
		Diesel	5,000.00	-	0.00	5,000.00	100.00%
		Tires and Tubes	1,500.00	-	806.00	694.00	46.27%
		Dues	215.00	-	0.00	215.00	100.00%
		<b>Totals</b>	<b>173,709.00</b>	<b>0.00</b>	<b>35,460.86</b>	<b>138,248.14</b>	<b>79.59%</b>
Hwy/Snow and Ice	Wages	Overtime	15,146.00	-	0.00	15,146.00	100.00%
	Expenses	Sand	25,708.00	-	0.00	25,708.00	100.00%
		Salt	34,645.00	-	0.00	34,645.00	100.00%
		Calcium Chloride	0.00	-	0.00	0.00	#DIV/0!
		Diesel	6,000.00	-	0.00	6,000.00	100.00%
		<b>Totals</b>	<b>81,499.00</b>	<b>0.00</b>	<b>0.00</b>	<b>81,499.00</b>	<b>100.00%</b>
250th Anniversary	Expenses	Supplies	2,000.00	0.00	0.00	2,000.00	100.00%
Historical Comm	Expenses	Supplies	2,000.00	0.00	0.00	2,000.00	100.00%
Legal	Expenses	Legal	11,000.00	0.00	3,815.00	7,185.00	65.32%
Library	Salaries	Elected	50.00	-	0.00	50.00	100.00%
	Wages	Part-Time	28,883.00	-	6,574.00	22,309.00	77.24%
	Expenses	Electricity	1,300.00	-	93.63	1,206.37	92.80%
		Oil/Heat	4,000.00	-	0.00	4,000.00	100.00%

BUDGET / EXPENSE COMPARISON  
As of September 30, 2010

DEPARTMENT	VOTED	ACCT NAME	BUDGET	LINE/RESERVE TRANSFER	EXPENDITURES	AVAILABLE	REMAINING %		
Municipal Building	Expenses	Telephone	650.00	-	90.00	560.00	86.15%		
		C.W. Mars	1,100.00	-	0.00	1,100.00	100.00%		
		Building Maintenance	1,500.00	-	931.33	568.67	37.91%		
		Office Supplies	1,994.00	-	389.03	1,604.97	80.49%		
		Lendable Materials	9,864.00	-	1,724.47	8,139.53	82.52%		
		Miscellaneous	700.00	-	0.00	700.00	100.00%		
		Department Totals	50,041.00	0.00	9,802.46	40,238.54	80.41%		
		Moderator	Salary	Elected	156.00	0.00	0.00	156.00	100.00%
		Parks & Recreation	Expenses	Electric	15,000.00	-	134.33	14,865.67	99.10%
				Heat	17,000.00	-	0.00	17,000.00	100.00%
Department Totals	32,000.00			0.00	134.33	31,865.67	99.58%		
Committee Expenses	200.00			-	0.00	200.00	100.00%		
Memorial Day	650.00			-	0.00	650.00	100.00%		
Police Department	Salary	Youth Fair	200.00	-	0.00	200.00	100.00%		
		Swin Program	1,000.00	-	0.00	1,000.00	100.00%		
		Little League	100.00	-	0.00	100.00	100.00%		
		Soccer Program	100.00	-	0.00	100.00	100.00%		
		Summer Recreation	1,000.00	-	0.00	1,000.00	100.00%		
		Fall Program	500.00	-	0.00	500.00	100.00%		
		Department Totals	3,750.00	0.00	0.00	3,750.00	100.00%		
		Police Department	Wages	Police Chief	61,753.00	-	13,703.31	48,049.69	77.81%
				Full Time Officer	39,963.00	-	8,448.00	31,515.00	78.86%
				Part-Time Wages	36,680.00	-	6,783.00	29,897.00	81.51%
Training Wages	5,712.00			-	0.00	5,712.00	100.00%		
Overtime & Holidays	12,000.00			-	3,484.80	8,515.20	70.96%		

BUDGET / EXPENSE COMPARISON  
As of September 30, 2010

<u>DEPARTMENT</u>	<u>VOTED</u>	<u>ACCT NAME</u>	<u>BUDGET</u>	<u>LINE/RESERVE TRANSFER</u>	<u>EXPENDITURES</u>	<u>AVAILABLE</u>	<u>% REMAINING</u>
Expenses	Oil/Heat		2,248.00	-	0.00	2,248.00	100.00%
	Telephone		2,500.00	-	564.71	1,935.29	77.41%
	Training		3,950.00	-	540.00	3,410.00	86.33%
	Building Maint.		2,000.00	-	564.22	1,435.78	71.79%
	Vehicle Repairs		7,100.00	-	1,368.90	5,731.10	80.72%
	Equipment Repairs		1,800.00	-	245.00	1,555.00	86.39%
	Lock up Fees		1,000.00	-	75.00	925.00	92.50%
	Office Supplies		2,000.00	-	120.57	1,879.43	93.97%
	Uniforms		2,050.00	-	535.95	1,514.05	73.86%
	Gasoline		9,222.00	-	852.28	8,369.72	90.76%
	Dues		1,726.00	-	306.00	1,420.00	82.27%
	New Equipment		1,300.00	-	612.00	688.00	52.92%
	Communication Equip.		1,650.00	-	155.52	1,494.48	90.57%
	Computer R & D Fees		3,500.00	-	3,210.00	290.00	8.29%
	CJIS Comptuer		1,402.00	-	1,402.00	0.00	0.00%
	<b>Department Totals</b>		<b>199,556.00</b>	<b>0.00</b>	<b>42,971.26</b>	<b>156,584.74</b>	<b>78.47%</b>
Special Article / Police	FY11 #39 Police Cruiser		15,557.28	-	15,557.28	0.00	0.00%
Schools	Expenses	Quabbin Assessment	1,449,089.00	-	579,635.60	869,453.40	60.00%
		Quabbin Bond	50,206.25	-	20,082.50	30,123.75	60.00%
		Center School Roof Debt	23,793.76	-	0.00	23,793.76	100.00%
		Center School Roof Project	99,179.00	-	0.00	99,179.00	100.00%
		Vocational Assessment	155,200.00	-	0.00	155,200.00	100.00%
		Vocational Transportation	17,000.00	-	0.00	17,000.00	100.00%
	<b>Department Totals</b>		<b>1,794,468.01</b>	<b>0.00</b>	<b>599,718.10</b>	<b>1,194,749.91</b>	<b>66.58%</b>
Street Lights	Expenses		1,500.00	0.00	356.44	1,143.56	76.24%

BUDGET / EXPENSE COMPARISON  
As of September 30, 2010

DEPARTMENT	VOTED	ACCT NAME	BUDGET	LINE/RESERVE TRANSFER	EXPENDITURES	AVAILABLE	REMAINING %
Town Accountant	Salary	Part-Time	12,835.68	-	2,962.08	9,873.60	76.92%
	Expenses	Software	1,400.00	-	1,271.25	128.75	9.20%
		Education	800.00	-	50.00	750.00	93.75%
		Department Totals	15,035.68	0.00	4,283.33	10,752.35	71.51%
Town Clerk	Salary	Elected	6,065.00	-	1,010.82	5,054.18	83.33%
	Expenses	Bond	75.00	-	0.00	75.00	100.00%
		Equipment & Repairs	50.00	-	0.00	50.00	100.00%
		Postage	500.00	-	0.00	500.00	100.00%
		Dues	250.00	-	150.00	100.00	40.00%
		Department Totals	6,940.00	0.00	1,160.82	5,779.18	83.27%
Elections	Salary	Registrars	300.00	-	0.00	300.00	100.00%
	Wages	Election Workers	2,700.00	-	423.00	2,277.00	84.33%
	Expenses	Printing	1,845.00	-	96.23	1,748.77	94.78%
		Department Totals	4,845.00	0.00	519.23	4,325.77	89.28%
Census	Wages	Part-Time	795.00	-	0.00	795.00	100.00%
	Expenses	Printing & Mailing	500.00	-	0.00	500.00	100.00%
		Street List Printing	500.00	-	0.00	500.00	100.00%
		Department Totals	1,795.00	0.00	0.00	1,795.00	100.00%
Town Collector	Salary	Elected	18,175.00	-	4,543.77	13,631.23	75.00%
	Expenses	Contracts	1,500.00	-	0.00	1,500.00	100.00%
		Bank Services	200.00	-	0.00	200.00	100.00%
		Computer Services	500.00	-	0.00	500.00	100.00%
		Bond	500.00	-	0.00	500.00	100.00%
		Education	800.00	-	95.00	705.00	88.13%
		Equipment Maint.	750.00	-	0.00	750.00	100.00%
		Postage	3,000.00	-	0.00	3,000.00	100.00%

BUDGET / EXPENSE COMPARISON  
As of September 30, 2010

DEPARTMENT	VOTED	ACCT NAME	BUDGET	LINE/RESERVE TRANSFER	EXPENDITURES	AVAILABLE	% REMAINING
Town Hall		Tax Title Expenses	1,000.00	-	98.18	901.82	90.18%
		Dues	100.00	-	45.00	55.00	55.00%
		<b>Department Totals</b>	<b>26,525.00</b>	<b>0.00</b>	<b>4,781.95</b>	<b>21,743.05</b>	<b>81.97%</b>
	Expenses	Electricity	4,000.00	-	241.52	3,758.48	93.96%
		Heat	11,675.00	-	50.00	11,625.00	99.57%
		Telephone	2,000.00	-	480.04	1,519.96	76.00%
		Internet Services	600.00	-	149.97	450.03	75.01%
		Maintenance Contract	5,650.00	-	600.00	5,050.00	89.38%
		Repairs & Maintenance	8,000.00	-	570.64	7,429.36	92.87%
		Copy Machines Maint.	500.00	-	0.00	500.00	100.00%
		Town Hall Office Supplies	3,500.00	-	1,283.10	2,216.90	63.34%
		Custodian Supplies	300.00	-	0.00	300.00	100.00%
		Copy Machine Supplies	400.00	-	137.62	262.38	65.60%
		<b>Department Totals</b>	<b>36,625.00</b>	<b>0.00</b>	<b>3,512.89</b>	<b>33,112.11</b>	<b>90.41%</b>
Treasurer		Elected	7,293.00	-	1,683.00	5,610.00	76.92%
	Expenses	Bond	305.00	-	0.00	305.00	100.00%
		Education	700.00	-	221.16	478.84	68.41%
		Postage	700.00	-	0.00	700.00	100.00%
		Dues	75.00	-	45.00	30.00	40.00%
		<b>Department Totals</b>	<b>9,073.00</b>	<b>0.00</b>	<b>1,949.16</b>	<b>7,123.84</b>	<b>78.52%</b>
Debt		Municipal Bldg	18,125.00	-	0.00	18,125.00	100.00%
	Interest	Municipal Bldg	24,967.19	-	0.00	24,967.19	100.00%
		<b>Department Totals</b>	<b>43,092.19</b>	<b>0.00</b>	<b>0.00</b>	<b>43,092.19</b>	<b>100.00%</b>
Debt Services		Short Term Debt	5,000.00	-	0.00	5,000.00	100.00%
	Expenses	Debt Services Expenses	300.00	-	0.00	300.00	100.00%
		<b>Department Totals</b>	<b>5,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,300.00</b>	<b>100.00%</b>



# Massachusetts School Building Authority

Timothy P. Cahill  
Chairman, State Treasurer

Katherine P. Craven  
Executive Director

September 16, 2010

*Sent via US mail (with attachments) and via e-mail (without attachments) to:*

Dr. Maureen Marshall  
Superintendent of Schools  
Quabbin Regional School District  
872 South Street  
Barre, MA 01005

RE: Oakham Center Elementary School

Dear Dr. Marshall:

Please find enclosed three original copies of the Project Funding Agreement (the "PFA") and one copy of PFA Exhibits A-I for the Oakham Center Elementary School project in the Quabbin Regional School District (the "District"). The District must submit three (3) original signed copies of the PFA, one of which will be returned to the District after it has been signed by the Massachusetts School Building Authority's Executive Director. Please return the three signed copies within 30 calendar days of the date of this letter, so that the MSBA can execute the Agreement and begin reimbursing the District for eligible project costs that it has incurred. The District should keep the copy of Exhibits A-I for the District's records.

**Please do not date the Agreement on pages 1 and 27.** The PFA will be dated by the MSBA when the MSBA's Executive Director signs the Agreement.

The District must also submit two (2) original copies of the Certification of Legal Counsel, which also is being sent via e-mail as a word document to enable the District's legal counsel to put the certification on his/her letterhead. The Legal Counsel Certification requires the District's legal counsel to certify which local public official or governmental body (the "Local Governing Body") has the full legal authority to execute the PFA on behalf of the District and to bind the District to its terms. The District should keep a separate copy of the certification for the District's records.

In addition, the District will need to provide a certified copy of the vote of the Local Governing Body authorizing the District to enter into and be bound by the PFA, where required by local charters, ordinances or by-laws.

The required documents, which include: (1) three original signed copies of the PFA (please keep the copy of Exhibits A-I for the District's records); (2) two original signed

copies of the certification of legal counsel (please keep one copy for the District's records); and (3) a certified copy of the vote authorizing the District to enter into and be bound by the PFA, where required by local charters, ordinances or by-laws, should be mailed my to:

Holly McClanan  
Associate General Counsel  
Massachusetts School Building Authority  
40 Broad Street, Suite 500  
Boston, MA 02109

**This documentation must be completed and returned to the MSBA within 30 calendar days.** After this documentation has been properly completed and submitted to the MSBA, and the PFA has been executed, the District can begin submitting requests for reimbursement to the MSBA for project costs beyond the Feasibility Study. **The MSBA will not process reimbursement requests or reimburse for any costs beyond those associated with the Feasibility Study phase of the project until these requirements have been satisfied and the PFA has been fully executed.**

Please note, the MSBA generally makes reimbursement payments through electronic fund transfers and has banking information on file for most communities that was supplied for previous school projects. Please notify the MSBA if the District's banking information has changed or if the District would like to use a different account at this time.

Feel free to contact me if you have any questions.

Regards,



Holly McClanan  
Associate General Counsel

cc: The Honorable Steven M. Brewer, State Senator (via US mail)  
The Honorable Lewis G. Evangelidis, State Representative (via US mail)  
The Honorable Anne M. Gobi, State Representative (via US mail)  
Mr. Dennis M. Bergin, Jr., Chair, Oakham Board of Selectmen (via US mail)  
Mr. Edward F. Leonard, Chair, School Committee (via US mail)  
Mr. Paul McNeil, Chair, School Building Committee (via US mail)  
Ms. Cheryl Duval, School Finance Officer (via US mail)  
Mr. Bill Burnett, Support Manager, Quabbin Regional (via US mail)  
Mr. James M. Russo, President, Russo Bar Associates, Inc. (via US mail)