

**AGENDA**  
**Board of Selectmen Meeting**  
**Remote Location Meeting**  
**May 4, 2020 – 3:00 PM**

**PLEASE ASK IF ANYONE IS RECORDING THE MEETING  
AND ANNOUNCE CABLE TAPING (IF PRESENT)**

1. In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §20, relating to the 2020 novel Coronavirus outbreak emergency, the April 27, 2020 public meeting of the **Board of Selectmen** shall be physically closed to the public to avoid group congregation. **However, to view this meeting in progress, please go to [facebook.com/lakecam](https://www.facebook.com/lakecam) (you do not need a Facebook account to view the meeting). This meeting will be recorded and available to be viewed at a later date at <http://www.lakecam.tv/>**
2. Selectmen Announcements
3. Meet with Lakeville Regional School Committee Members and Town Moderator to reappoint Gary Mansfield to the Old Colony Regional Vocational Technical High School District Committee
4. Meet with William Fuller from Southeast Event Management to discuss contract for Loon Pond Lodge and bartending contract for The Bartending Service of New England for the Loon Pond Lodge
5. Discuss request from Fire Chief to apply for a grant for Assistance to Firefighters Grant Supplemental COVID19
6. Discuss sending memo to the Planning Board to schedule a public hearing regarding the revised FEMA Maps
7. Discuss change of tentative date for Annual and Special Town Meetings
8. Review and vote to authorize Town Administrator to sign contract with Hassett Financial Services, LLC for financial management services
9. Discuss letter received from Shepherd Associates, LLC regarding MBTA appraisal for land owned by the Town at 0 Howland Road (Howland Cemetery)
10. New Business
11. Old Business: Update on former Lakeville Hospital property  
Update on sale of Lakeville Country Club
12. Any other business that may properly come before the meeting
13. Possible Executive Session pursuant to M.G.L. c.30A, §21a (3) to discuss strategy with respect to collective bargaining, specifically the Firefighters' Union, Police Union and Laborers' Union if an open meeting may have a detrimental effect on the bargaining position of the Board, and the Chair so declares and to pursuant to M.G.L. c.30A, §21a (7) to comply with the Open Meeting Law, M.G.L. c.30A, §22(f): approval of Executive Session Minutes for December 30, 2019; February 10, 2020 (5:00 PM) February 10, 2020; February 13, 2020; March 23, 2020; March 26, 2020 and April 6, 2020

**Please be aware that this agenda is subject to change. If other issues requiring immediate attention of the Board of Selectmen arise after the posting of this agenda, they may be addressed at this meeting.**

**AGENDA ITEM #1  
MAY 4, 2020**

In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §20, relating to the 2020 novel Coronavirus outbreak emergency, the May 4, 2020 public meeting of the **Board of Selectmen** shall be physically closed to the public to avoid group congregation. **However, to view this meeting in progress, please go to [facebook.com/lakecam](https://www.facebook.com/lakecam) (you do not need a Facebook account to view the meeting). This meeting will be recorded and available to be viewed at a later date at <http://www.lakecam.tv/>**

**AGENDA ITEM #2  
MAY 4, 2020**

**ANNOUNCEMENTS**

**Miscellaneous**

The Town Clerk is urging residents to return the Local Census. The census can be mailed back to her or dropped off in the drop box in front of Town Hall. It is very important that we have accurate local census numbers, so if you have not returned yours yet, please do.

The Animal Control Officer would like to remind residents that the Town has a leash law and that all dogs must be leashed when not on your property. While Betty's Neck seems like a great place to let your dog run, the leash law applies there also. Animal Control will be patrolling Betty's Neck and writing citations for violation of the leash law. Please keep your dog on a leash while visiting Betty's Neck.

The Town would like Lakeville residents to know that if you are in need of food assistance, the St. Vincent De Paul Food Pantry, located at 53 Oak Street in Middleboro, services Lakeville residents. The income restrictions have been temporarily lifted. Also, they are looking for volunteers to shop at the Food Pantry for Lakeville residents who are unable to leave their homes. For information, you can call the Food Pantry at 508 947-1717 or visit their Facebook page.

Also, the F/L Regional School District is offering daily breakfast and lunch pickup to all students while schools remain closed at the F/L Middle School at 96 Howland Road. Breakfasts and lunches will be available for pick up only between 9 AM and 10:30 on Mondays, Wednesdays and Fridays. On Mondays and Wednesdays, 2 breakfast bags will be handed out per child. You must remain in your vehicle during the pickup.

If you or your child are feeling ill, they respectfully request that you refrain from participating. Also, they are not always able to accommodate allergies and parents/guardians must assume that responsibility.

**AGENDA ITEM #3  
MAY 4, 2020**

**MEET WITH LAKEVILLE REGIONAL SCHOOL COMMITTEE  
MEMBERS AND TOWN MODERATOR TO REAPPOINT GARY  
MANSFIELD TO THE OLD COLONY REGIONAL VOCATIONAL  
TECHNICAL HIGH SCHOOL DISTRICT COMMITTEE**

Gary Mansfield's appointment to the Old Colony Regional Vocational Technical High School District Committee expired May 1, 2020. He would like to be reappointed to the Committee.

The appointment committee is comprised of the Town Moderator, who acts as the Chairperson, Board of Selectmen and the Lakeville Members of the F/L Regional School Committee.

If re-appointed his term would expire May 1, 2023.

Tracie

Emailed 4/16/20



# OLD COLONY

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT  
476 NORTH AVENUE, ROCHESTER, MASSACHUSETTS 02770-1899

Telephone: 508-763-8011 • Fax: 508-763-9821



Aaron L. Polansky  
Superintendent-Director

J. Michael Parker  
Principal

Gary Linehan  
Assistant Principal

Sarah Griffith  
Business Manager

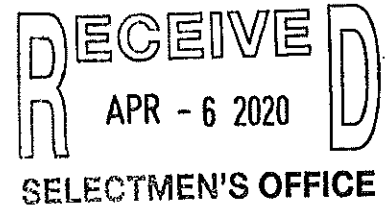
Krystla Fay  
Special Services Coordinator

Catherine Tuccinardi  
Academic Coordinator

Bethany Botelho  
CVTE Coordinator

March 3, 2020

Town of Lakeville  
Board of Selectmen  
Town Moderator  
Town Clerk  
346 Bedford Street  
Lakeville, MA 02347



RE: Old Colony Regional Vocational Technical  
High School District Agreement Section 1  
Paragraph C (As Amended)

Enclosed please find a Notice relative to the appointment of school committee members by the member towns of the District, which pursuant to the District Agreement, must be made on or before May 1, 2020.

Sincerely,

Aaron L. Polansky  
Superintendent-Director

ALP:je

Enclosure

cc: Mr. John Bandzul, Chairman, O.C.R.V.T.H.S. District Committee  
Mr. Gary Mansfield

scappoin:3/20

**MEMORANDUM:                    CONCERNING THE APPOINTMENT OF MEMBERS TO  
SERVE ON THE OLD COLONY REGIONAL  
VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT  
COMMITTEE**

The Agreement between the Towns of Acushnet, Carver, Lakeville, Mattapoissett, and Rochester, Massachusetts with respect to the establishment of a regional vocational high school district provides that on or before May 1st of the year next following the year in which the regional district school has enrolled pupils, each member town shall appoint three (3) members to serve on the district school committee, one for a term of one year, one for a term of two years, and one for a term of three years. Thereafter in every year in which the term of office of a member expires, the member town involved shall appoint one member to serve on the committee for a term of three years from May of the year in which the appointment is required to be made.

Further, the Agreement provides that all appointments to the committee as outlined above shall be made by an appointing Committee; consisting of three (3) members of the Board of Selectmen; three (3) members of the Local School Committee and the Town Moderator, who shall be the Chairperson. The Board of Selectmen and the Local School Committee shall designate the members of their respective Boards who will serve on the appointing Committee. If a member town has no local school committee because it is a member of a kindergarten through twelve regional school district, the appointments and filling of vacancies to be made by such town shall be made by the joint action of the Board of Selectmen, the members from the town's membership on a kindergarten through grade twelve regional district school committee and the Town Moderator, who shall be the Chairman. All members of the Committee shall serve until their successors are appointed and qualified.

**NOTE:   LAKEVILLE            GARY MANSFIELD            TERM EXPIRES - 2020**

**Reference**

**DISTRICT AGREEMENT -**

- (A)    SECTION 1 PARAGRAPH A. COMPOSITION**
- (B)    SECTION 1 PARAGRAPH B. INITIAL COMMITTEE**
- (C)    SECTION 1 PARAGRAPH C. PERMANENT COMMITTEE**

**AGENDA ITEM #4  
MAY 4, 2020**

**MEET WITH WILLIAM FULLER FROM SOUTHEAST EVENT  
MANAGEMENT TO DISCUSS CONTRACT FOR LOON POND  
LODGE AND BARTENDING CONTRACT FOR THE BARTENDING  
SERVICE OF NEW ENGLAND FOR THE LOON POND LODGE**

The Board requested to meet with Bill Fuller to discuss the above contracts.

I have attached the last bartending contract that was entered into and the current management contract for Loon Pond Lodge.

Also attached are the Certificates of Insurance for both The Bartending Service of New England (from 2015-2021) and Southeast Event Management (from 2017-2020).

Also included are revenue spreadsheets provided by the Park Commission for the years 2017-2020.

Tracie

**AMENDMENT  
TO THE AGREEMENT BY AND BETWEEN  
TOWN OF LAKEVILLE  
AND  
THE BARTENDING SERVICE OF NEW ENGLAND, LLC**

This Amendment is made and entered into this 4<sup>th</sup> day of October, 2017, by and between the Town of Lakeville, acting by and through its Board of Selectmen (hereinafter referred to as the "Town"), with a usual place of business at 346 Bedford Street, Lakeville, Massachusetts and The Bartending Service of New England, LLC, with a usual place of business at P.O Box 425, Middleborough, Massachusetts, 02346 (hereinafter referred to as the "Contractor").

**WITNESSETH**

WHEREAS, on May 14, 2014, the Town entered into an Agreement with the Contractor to provide Professional Bartending Services through a contract for the Loon Pond Lodge and/or Grounds at the Ted Williams Camp located at 28 Precinct Street, Lakeville, Massachusetts, (the "Agreement"); and

WHEREAS, the parties wish to amend the Agreement by executing the Town's option in the original Agreement to extend the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto mutually agree as follows:


1. Extension of Agreement: This Agreement shall be in effect for a one (1) year period, effective from the original expiration date May 14, 2017. The new expiration date of the contract shall be December 31, 2018.
2. Fee for Services: The CONTRACTOR shall pay to the TOWN the sum of Twenty (20%) Percent of their Total Monthly Sales of Alcoholic and Non-Alcoholic Beverages at the Premises as full and complete consideration for the Contract.
3. The parties agree that all other provisions of the Agreement shall remain the same and shall continue in full force and effect.
4. This Amendment, together with the other components of the Agreement documents, constitutes the entire agreement between the parties, with no other agreements other than those incorporated herein.

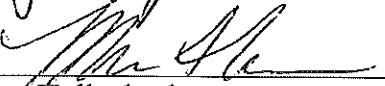


IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the day and year first above written.

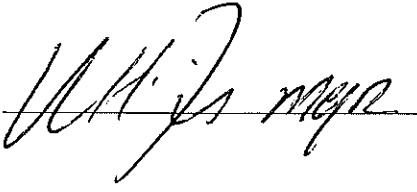
TOWN OF LAKEVILLE  
BOARD OF SELECTMEN

  
\_\_\_\_\_  
Aaron Burke, Chairman

  
\_\_\_\_\_  
John Powderly

  
\_\_\_\_\_  
Miriam Hollenbeck

CONTRACTOR

By:   
\_\_\_\_\_

Title: \_\_\_\_\_

Date: 10/4/17

**EVENT MANAGEMENT AGREEMENT**

**Loon Pond Lodge  
Ted Williams Camp  
28 Precinct Street  
Lakeville, MA**

This Event Management Agreement (the "Agreement"), is entered into on this 1st day of November, 2017 (the "Commencement Date"), by and between the Town of Lakeville, a Massachusetts municipal corporation, acting by and through its Board of Selectmen, having an address of 346 Bedford Street, Lakeville, Massachusetts 02347 (the "Town"), and Southeast Event Management, LLC, a Massachusetts limited liability company, with its principal place of business at 13 West End Avenue, Middleboro, MA 02346 (the "Manager"). The Town and the Manager together may be referred to herein as the "Parties".

Recitals

WHEREAS, the Town is the owner of a parcel of land located at 28 Precinct Street, Lakeville, Massachusetts, together with the buildings and improvements thereon, known as the Loon Pond Lodge on the grounds of the Ted Williams Camp (the "Property"); and

WHEREAS, on May 11, 2017, the Town issued a Request for Proposals (the "RFP"), a copy of which is on file with the Town's Procurement Officer, the terms of which are incorporated herein by reference, soliciting proposals for an entity qualified to professionally manage the Property, including renting the Property for private events and functions to be held within the Lodge building and for use for Town-related meetings and/or other events, all as is more particularly described herein; and

WHEREAS, the Manager submitted a proposal in response to the RFP (the "Proposal"), a copy of which is on file with the Town's Procurement Officer, the terms of which are incorporated herein by reference, and was awarded this contract pursuant to the RFP selection process; and

WHEREAS, the Town and the Manager desire to enter into this Agreement to set forth the terms and conditions under which the Manager will ensure that the Property will be booked and managed for private events and functions and properly operated and maintained as is set forth herein,

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein and other good and valuable consideration each to the other paid, receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 – PROPERTY

1.1 Property. The Property to be managed by the Manager is located at 28 Precinct Street, Lakeville, Massachusetts. The Property contains 7,536 square feet of building space and includes a large function room with a seating capacity of 182, and two smaller rooms with

seating capacities of 46 and 91, a kitchen which can be used for food preparation only, and two restrooms, together with outdoor space adjacent to the building.

1.2 Control of Property. The Property shall remain under the custody and control of the Town, acting by and through the Park Commission. The Town hereby assigns the Manager the right to enter the property for all purposes permitted under this Agreement and to enter written agreements with users of the Property and to arrange for and permit the use of the Property by third parties all as is more particularly set forth hereinbelow.

1.3 Town Use of Property – The Town reserves the right to use the Property for Federal, State and Local Elections and certain Town-sponsored functions. The Manager shall not schedule any events on the Property on any Election Day. The Town shall work in good faith with the Manager to notify the Manager of upcoming Election Days and to reserve the Property for elections and Town-sponsored functions by giving as much advance notice as is reasonably possible.

1.4 Condition of Property. The Property is delivered to the Manager, and the Manager accepts the Property, in its present condition, “AS IS,” it being agreed that the Manager has had an opportunity to examine and inspect the Property, and accepts the Property without any representation or warranty, express or implied, in fact or by law, on the part of the Town and without recourse to the Town. The Town has made no representations or warranties of any kind with respect to the Property for its use for any particular purpose.

## ARTICLE 2 – TERM

2.1 Term of Agreement. Subject to the terms, provisions, covenants, and conditions of this Agreement, the Term of this Agreement shall be three (3) years beginning on the date first written above and ending on the third anniversary thereof. The Manager shall not enter into any Usage Agreements (as defined below) after receiving notice that the Term of this Agreement shall not be extended. The Town shall afford the Manager all necessary use and access to the Property so that the Manager can fulfill its obligations pursuant to a Usage Agreement for an event occurring after the end of the Term unless such Usage Agreement is assigned pursuant to Section 2.2.1 below.

2.2 Early Termination. The Parties agree that after twelve (12) months and again after twenty-four (24) months of the Term shall have elapsed, the Town, with the cooperation of the Manager shall perform a review of this Agreement and the Manager’s performance hereunder. In the event that the Town determines in its reasonable discretion that the Performance Criteria (as defined in Section 9.1 below) have not been substantially and satisfactorily met, the Town, at its sole option, shall have the option to terminate this Agreement upon fourteen (14) days’ written notice to the Manager. The Manager shall not enter into any Usage Agreements after receiving notice of termination of this Agreement.

2.2.1 Assignment of Contracts. Any agreement for the use of the Property entered into by the Manager (a “Usage Agreement”) shall include provisions for the assignment thereof from the Manager to the Town of Lakeville or its assigns in the event

that this Agreement is terminated for any reason during the term of any such usage agreement or other form of contract.

2.2.1.1. To the extent that a Usage Agreement is assigned from the Manager to the Town, and the Town is satisfied in its sole discretion that it can reasonably perform (either directly or with the assistance of third parties selected by the Town) all material terms and conditions of such Usage Agreement, subject to the approval of Town Counsel, the Town shall agree to indemnify and hold harmless the Manager from liability associated with such assigned Usage Agreement to the extent permitted by law. Without limiting the foregoing, the transfer from the Manager to the Town (or as the Town may otherwise direct) of any and all deposits held or otherwise collected by the Manager in connection with the Usage Agreement, shall be a prerequisite to any agreement to indemnify and hold harmless the Manager. Any such agreement by the Town to indemnify and hold harmless the Manager in connection to a Usage Agreement shall only be effective if in writing and signed by the Board of Selectmen. In the event the Town does not agree to indemnify and hold harmless the Manager then the Usage Agreement shall be assigned to the successor entity that the Town selects to act as its new manager, if any.

2.2.1.2 To the extent that a Usage Agreement is assigned from the Manager to the new successor entity selected by the Town to serve as the manager, and said new entity is satisfied in its sole discretion that it can reasonably perform all material terms and conditions of such Usage Agreement then it shall agree to indemnify and hold harmless the Manager from liability associated with such assigned Usage Agreement to the extent permitted by law. Said indemnification must be in writing to be binding upon the parties. Without limiting the foregoing, the transfer from the Manager to the new entity of any and all deposits held or otherwise collected by the Manager in connection with the Usage Agreement, shall be a prerequisite to any agreement to indemnify and hold harmless the Manager.

2.2.1.3. To the extent that the Town and the successor entity, if any, has either (i) not agreed to indemnify and hold harmless the Manager in connection with a Usage Agreement, or (ii) agreed to partially indemnify and hold harmless the Manager in connection with a Usage Agreement, the Manager shall remain liable under the terms of such Usage Agreement to the extent applicable and the Manager shall also be legally entitled to full use of the Property to perform all obligations of the terms of this Agreement. The Town shall afford the Manager all necessary use and access to the Property so that the Manager can fulfill its obligations pursuant to the Usage Agreement that the Town and or a new entity refused to provide the Manager with indemnification for.

2.3 Extension Term. The Term may be extended for an additional term of up to three (3) years by mutual written agreement of the Parties, provided however, that the Manager has

substantially complied with all material terms and conditions of this Agreement.

### ARTICLE 3 – MANAGEMENT FEE

3.1 Management Fee. The Management Fee to be paid by the Town to the Manager shall be \$3,000.00 per month for the first year of the Term; \$3,200.00 per month for the second year of the Term; and \$3,400.00 for the third year of the Term. Any partial months of the Term shall be pro-rated based on a 30-day month.

3.2 The Manager shall be solely responsible for all costs and expenses for its own staff as may be necessary to hold events, including set-up, break down and cleaning of the Property, however, custodial services for the Property shall be performed by a third party under contract with the Town.

3.3 The Manager is expected to, at a minimum, meet the prior year's revenues. "Revenues" shall be defined as follows: Twenty percent (20%) of all monies collected from caterers, Twenty percent (20%) of all liquor sales collected by the Bartending Service of New England, (it being understood that this shall only apply to revenues derived from the sale of alcoholic and non-alcoholic beverages alone), and One Hundred percent (100%) of all facility usage fees. To the extent that the Manager exceeds \$160,000.00 in revenues during each year of the Term, less custodial services fee income, the Manager shall receive a monetary bonus in the amount of 20% of revenues in excess of \$160,000.00 in addition to the flat rate management fee. For example, if annual revenues (excluding custodial services fees) are \$200,000.00, then the monetary bonus shall be \$8,000.00. Failure to meet the revenues of \$140,000.00 during years 2 and 3 of the Term shall result in the reduction of the management fee for the following year in the amount of 20% of the Management Fee applicable to the following year of the Term. The provisions of this paragraph shall be reviewed after each year of the Term and, subject to the mutual agreement of the Town and the Manager, may be modified by written agreement. If a mutual agreement cannot be reached, the provisions of this paragraph shall remain in place.

3.4 Recordkeeping. Proper books and records of all Revenues shall at all times be kept by the Manager and subject to inspection and audit by the Town. The Manger shall at all times keep and maintain complete and accurate records of all usage or rental agreements, income, costs, and expenses in any way related to the Property. The Manager shall provide the Town with an annual report reflecting all such information and such other information as the Town may reasonably request. Such report shall be provided to the Town within 90 days of each anniversary of the Commencement Date. The Manager agrees to meet from time to time with the Town for purposes of reviewing such records and discussing the management of the Property. At any time, the Manager shall have the right to inspect and audit the books and records of the Town relating to this Agreement.

### ARTICLE 4 – PERMITTED USES

4.1 Permitted Uses. The Property shall be used exclusively for the following purposes (the "Permitted Uses"):

(i) Event/Function space: The Manager shall make available the areas designated for event/function space to parties upon request. Town elected or appointed boards or committees, (including use for elections and Town-sponsored events) shall be permitted to use the event/function space for no fee.

(ii) Open Space/Recreational Use: The Manager shall make available designated exterior areas of the Property for open space and passive and active recreational uses. Town elected or appointed boards or committees shall be permitted to use the exterior areas for no fee.

(iii) The serving of alcohol on the Property shall only be permitted under a current and valid liquor license issued applicable to the Property.

#### ARTICLE 5 – MANAGER’S SERVICES

5.1 During the Term, the Manager shall provide the following services at its sole cost and expense. Where an asterisk (\*) appears below, it is anticipated that the Manager will work collaboratively with the Town’s Park Commission to provide the services.

1. Book and maintain a schedule of all events at the Property
- \*2. Create a marketing plan, including advertising, resulting in a maximization of booked events and programming and update as necessary
3. Handle all inquiries for use of the Property
4. Provide tours of the Property to prospective users including providing all relevant and necessary information regarding the rental and use of the Property
- \*5. Implement written policies and procedures for appropriate use of the Property
- \*6. Establish rates, fees, and other charges (collectively, “Charges”) for use of the Property and prepare a written schedule of Charges for prospective Users
- \*7. Coordinate forms of contracts for events (to be executed by the Manager and User)
8. Execute all contracts and keep proper records thereof
9. Coordinate User selection of caterers, bartenders, florists, photographers, and other vendors for events (collectively, “Vendors”)
10. Collect all Charges from Users and Vendors and remit to the Town on the first and fifteenth day of each month (or the next business day thereafter if falling on a weekend or holiday).
11. Coordinate all services to be provided by Vendors at events

12. Coordinate manage, and supervise any staff providing services at events
- \*13. Coordinate, manage, supervise and oversee all aspects of the events held at the Property, including without limitation, staff, public safety, set up, break down, cleaning and custodial services and trash removal. Trash shall be deposited into a dumpster on-site that will be provided and emptied by the Town. (Custodial services for the Property shall be performed by a third party under contract with the Town.)
14. Become aware of and ensure compliance with all Board of Health rules, regulations and other requirements applicable to the Property and events held thereon
15. Ensure compliance with all applicable requirements relating to the liquor license for the premises and ensure compliance therewith. (The liquor license will be held by a third party)
16. Coordinate with the Lakeville Police Department and Fire Department to ensure compliance with its requirements regarding public safety
17. Ensure that all Vendors have appropriate insurance in place before entering the Property and keep proper records thereof
18. Maintain proper and accurate records for all of the above (as applicable)
19. Upon request, prepare and provide the Town with a summary report of all activity at the Property including costs, expenses and revenues and such other information as the Town may reasonably require
20. Such other services as the Town may reasonably request

#### ARTICLE 6 – TOWN’S SERVICES AND RESPONSIBILITIES

6.1 The Town shall be responsible for any required capital improvements, maintenance, and repairs to the Property and for the payment of all utilities serving the Property. The extraordinary use of utilities for events scheduled by the Manager (e.g., large quantities electricity or water) may be subject to a charge to the Manager or the user for such usage.

6.2 Events will be serviced by caterers and bartenders that have been procured and approved by the Town and such caterers and bartenders will supply all food and beverages to the site which have been primarily prepared off-site.

6.3 The caterers and bartenders will be paid by the party booking the event. Pursuant to existing contracts with the Town, the caterers and bartenders servicing the events will pay to the Town a percentage of their revenues. Rental fees for the grounds are also paid to the Town by the party booking the event.

6.4 Casualty Insurance. The Town shall keep and maintain property and liability insurance coverage insurance on the Property and other Improvements in such amounts as the Town may determine in its sole discretion.

#### ARTICLE 7 – REPAIRS AND MAINTENANCE

7.1 Repair and Maintenance. Throughout the Term of this Agreement, the Manager, at its sole cost and expense, shall be responsible for any damage to the Property occurring during events excluding damage caused as the result of the Town's negligence or force majeure which shall be the responsibility of the Town. Repairs or replacement of property so damaged shall be performed by and at the sole cost and expense of the Manager.

7.2 The Manager shall keep the walkways on the Property in good order and condition. The Manager shall keep the Facility and the surrounding exterior of the Facility free of accumulations of rubbish, and shall use all reasonable precautions to prevent waste, damage or injury to the Facility. The Town shall provide snow and ice removal/treatment on the driveways, parking areas, and walkways serving the Property.

#### ARTICLE 8 – INSURANCE AND INDEMNITY

8.1 Liability Insurance. Throughout the Term of this Agreement, the Manager shall maintain, for the benefit of the Town and the Manager, and naming the Town as an additional insured, the following insurance: (i) commercial general liability insurance, written on an occurrence basis, with a combined single limit of not less than One Million Dollars (\$1,000,000.00) bodily injury and property damage liability, combined single limit of not less than Three Million Dollars (\$3,000,000.00) annual aggregate limit, insuring against any and all liability of the Town and the Manager, including, without limitation, coverage for contractual liability and broad form property damage, with respect to the Property or arising out of the maintenance, use, or occupancy of the Property; such liability insurance shall be primary and not contributing to any insurance available to the Town, and the Town's insurance shall be in excess thereto.

No alcoholic beverages shall be served or consumed on the Property unless the Manager, or its vendor, shall have a valid and current license to serve alcoholic beverages on the Property, and have in place such liquor liability coverage as is set forth hereinabove.

8.2 Personal Property Insurance. Throughout the Term, the Manager shall maintain personal property insurance insuring all of its equipment, trade fixtures, inventory, fixtures and personal property located on or in the Property for perils in amount at least equal to the full replacement cost thereof.

8.3 Insurance Carriers, Policies. All insurance provided for in this Article 8 shall be effected under valid and enforceable policies, issued by insurers of recognized responsibility and authorized to do business in Massachusetts and having a so-called Best's Rating of "A" or better, or, if such rating is no longer issued, an equal or better rating by a successor insurance carrier rating service reasonably acceptable to the Town. The Manager shall submit duplicate originals



of all the policies required to be carried hereunder on the Commencement Date and on each anniversary thereof, or at the Town's reasonable request.

8.4 Adjustment. All policies of insurance provided for in Article 8 hereof shall name the Town as an additional insured. The loss, if any, under such policies shall be adjusted with the insurance companies by the Manager and shall be payable to the Manager and the Town as the loss payees as their interests may appear. All such policies shall provide that the loss, if any, thereunder shall be adjusted and paid as hereinabove provided. Each such policy shall, to the extent obtainable, contain a provision that no act or omission of any of the Manager Parties (as defined in Section 8.6 below) shall affect or limit the obligation of the insurance company so to pay the amount of any loss sustained.

8.5 Non-cancellation. Each policy or binder issued by an insurer shall, to the extent obtainable, contain an agreement by the insurer that such policy shall not be canceled, non-renewed or substantially modified without at least thirty (30) days' prior written notice to the Town and the Manager.

8.6 Indemnification. (a) The Manager shall defend (with counsel reasonably acceptable to the Town), indemnify and save the Town Parties (as defined below) harmless against and from any and all claims, damages, losses, actions, liabilities, penalties, costs, expenses and fees (including without limitation, reasonable attorneys' fees) which may be imposed upon or incurred by or asserted against the Town Parties by reason of any of the following occurrences:

(i) any services or work done or action taken during the Term of this Agreement in, on or about the Property or any part thereof, by the Manager or by any other party other than the Town and its employees, contractors, agents, or representatives (collectively with the Town, ("the Town Parties");

(ii) any use, non-use, possession, occupation, tenancy, condition, operation, maintenance or management of the Property or any part thereof, including any sidewalk or curb on the Property, during the Term of this Agreement by the Manager or any other party other than the Town Parties;

(iii) any negligence or willful misconduct on the part of the Manager or any of its agents, contractors, servants, employees, tenants, occupants, operators, invitees, visitors, guests, or users of any portion of the Property (collectively with the Manager, the "Manager Parties");

(iv) any accident, injury or damage to any person or property occurring on the Property or any part thereof, including any sidewalk or curb on the Property, except to the extent the same occurs solely as a direct result of the gross negligence or wrongful act of any of the Town Parties. Any injuries or damage resulting from the Town's removal or failure to remove snow and ice shall be the sole responsibility of the Town; and

(v) any failure on the part of the Manager to perform or comply with any of the covenants, agreements, terms, provisions, conditions or limitations contained in this

Agreement on its part to be performed or complied with.

(b) If the Town obtains separate counsel due to reasonable concerns that its interests and that of the Manager may be adverse or that counsel provided by the Manager may have a conflict in interest or is not providing effective representation of the Town, then the reasonable expenses of such separate counsel shall be at the Manager's expense.

(c) The foregoing express obligation of indemnification shall not be construed to negate or abridge any other obligation of indemnification running to the Town which would exist at common law or under any other provision of this Agreement, and the extent of the obligation of indemnification shall not be limited by any provision of insurance undertaken in accordance with this Article 8. This Agreement is made on the express condition that the Town shall not be liable for, or suffer loss by reason of, any damage or injury to any property, fixtures, buildings or other improvements, or to any person or persons, at any time on the Property, specifically including any damage or injury to the person or property of the Manager or any of the Manager Parties, from whatever cause, in any way connected with the condition, use, occupational safety or occupancy of the Property, except to the extent caused directly by the gross negligence or willful misconduct of the Town.

(d) The foregoing indemnity and hold harmless agreement shall include indemnity against all costs, expenses and liabilities incurred in or in connection with any such claim or proceeding brought thereon, and the defense thereof with counsel reasonably acceptable to the Town or counsel selected by an insurance company which has accepted liability for any such claim.

(e) To the maximum extent this Agreement may be made effective according to law, the Manager agrees to use and occupy the Property at the Manager's own risk, and the Town shall have no responsibility or liability for any loss or damage to fixtures or other personal property of the Manager or any person claiming by, through or under the Manager.

(f) The provisions of this Section 8 shall survive termination or expiration of this Agreement.

#### ARTICLE 9 – PERFORMANCE CRITERIA

9.1 Manager's Performance Criteria. During the Term and any extension thereof, the Manager's performance of the management of the Property shall be evaluated by the Town according to the following criteria:

- (i) Use of the Property and amount of usage fees collected;
- (ii) Development and implementation of marketing and advertising campaigns for the use of the Property as a venue for functions and events and other appropriate uses;
- (iii) The Services provided as described in Article 5;
- (iv) Financial performance of the Property in relation to the Manager's pro forma;

- (vi) Sufficiency and accuracy of recordkeeping; and
- (vii) Compliance with terms of this Agreement.

#### ARTICLE 10 – BREACH AND TERMINATION

10.1 Breach of Agreement. Each of the following events shall be deemed breach of this Agreement, hereinafter, an “Event of Default” hereunder:

(a) The Manager shall fail to pay, as and when due, any payment due under this Agreement, and such failure shall continue for a period of thirty (30) days after notice from the Town to the Manager;

(b) The Manager fails to remain in good standing with the Secretary of the Commonwealth as a limited liability company authorized to do business in the Commonwealth.

(c) If the Manager shall fail to maintain any insurance required to be maintained by the Manager hereunder;

(d) If the Manager shall fail to perform or comply with any of the other terms, covenants or conditions in this Agreement and such failure shall continue for a period of ten (10) business days after notice from the Town to the Manager specifying the items in default, or in the case of a default or a contingency which cannot with due diligence be cured within such ten (10) business day period, within such additional time reasonably necessary provided the Manager commences to cure the same within such five (5) day period and thereafter prosecutes the curing of such default with diligence (but in no event shall such additional period exceed sixty (60) days); and

(e) If the Manager shall initiate the appointment of a receiver to take possession of all or any portion of the Manager’s property for whatever reason, or the Manager shall make an assignment for the benefit of creditors, or the Manager shall initiate voluntary proceedings under any bankruptcy or insolvency law or law for the relief of debtors; or if there shall be initiated against the Manager any such proceedings which are not dismissed or stayed on appeal or otherwise within ninety (90) days, or if, within ninety (90) days after the expiration of any such stay, such appointment shall not be vacated or stayed on appeal.

10.2 Remedies. Upon an Event of Default, the Town at any time thereafter may give written notice to the Manager specifying such Event or Events of Default and stating that this Agreement and the Term hereby demised shall expire and terminate on the date specified in such notice, which shall be at least thirty (30) days after the giving of such notice. Upon the date specified in such notice, this Agreement and the Term hereby demised and all rights of the Manager under this Agreement shall expire and terminate (unless prior to the date specified for termination the Event or Events of Default shall have been cured, in which case this Agreement shall remain in full force and effect), and the Manager shall remain liable as hereinafter provided. Upon such termination, the Town may re-enter the Property and dispossess the Manager and anyone claiming by, through or under the Manager by summary proceedings or other lawful process.

10.3 No Waiver. No failure by either the Town or the Manager to insist upon the strict performance of any agreement, term, covenant or condition hereof or to exercise any right or remedy consequent upon a breach thereof, and no acceptance of full or partial payment during the continuance of any such breach, shall constitute a waiver of any such breach or of such agreement, term, covenant or condition. No agreement, term, covenant or condition hereof to be performed or complied with by either the Town or the Manager, and no breach thereof, shall be waived, altered or modified except by a written instrument executed by the other party. No waiver by the Town or the Manager of any breach shall affect or alter this Agreement, but each and every agreement, term, covenant and condition hereof shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.

10.4 Injunctive Relief. In the event of any breach or threatened breach by the Manager of any of the agreements, terms, covenants or conditions contained in this Agreement, the Town shall be entitled to enjoin such breach or threatened breach and shall have the right to invoke any right and remedy allowed at law or in equity or by statute or otherwise as though re-entry, summary proceedings, and other remedies were not provided for in this Agreement.

10.5 Remedies Cumulative. Each right and remedy provided for in this Agreement shall be cumulative and shall be in addition to every other right or remedy provided for in this Agreement or now or hereafter existing at law or in equity or by statute or otherwise, and the exercise by the Town or the Manager of any one or more of the rights or remedies provided for in this Agreement or now or hereafter existing at law or in equity or by statute or otherwise shall not preclude the simultaneous or later exercise by the party in question of any or all other rights or remedies provided for in this Agreement or now or hereafter existing at law or in equity or by statute or otherwise.

#### ARTICLE 11 – NONDISCRIMINATION COVENANTS

11.1 Non-Discrimination. With respect to its exercise of all rights and privileges granted herein, the Manager agrees that neither the Manager nor its successors in interest, licensees, operators, and assigns shall discriminate against any person, employee, contractor or applicant for employment because of race, color, creed, religion, national origin, age, sex, sexual orientation, marital status, handicap, veteran status or any other basis prohibited by law in the Manager's use of the Property, including the hiring and discharging of employees, contractors, the provision or use of services, the selection of suppliers and contractors, and the selection of users of the Property.

11.2 Non-Compliance. The Manager shall defend, indemnify and hold the Town Parties harmless from and against any and all Claims of third persons resulting from the Manager's non-compliance with any of the provisions of this Article 11. The provisions of this Section 11.2 shall survive the expiration or earlier termination of this Agreement.

#### ARTICLE 12 – MISCELLANEOUS

12.1 Amendments to Agreement. This Agreement may not be amended, modified, supplemented or extended except by a written instrument executed by the Town and the

Manager.

12.2 Assignment by Manager. The Manager shall not assign this Agreement or any interest in this Agreement without the prior written consent of the Town, which consent may be withheld in the Town's sole discretion.

12.3 Notices. Any and all notices, demands, requests, submissions, approvals, consents, disapprovals, objections, offers or other communications or documents required to be given, delivered or served, or which may be given, delivered or served, under or by the terms and provisions of this Agreement or pursuant to law or otherwise, shall be in writing and shall be delivered by hand, nationally recognized overnight express commercial service such as "Federal Express" (in either case with evidence of delivery or refusal thereof) or by registered or certified mail, return receipt requested, addressed if to the Manager to:

Southeast Event Management, LLC  
13 West End Avenue  
Middleboro, MA 02346

With a copy to: John N. Cannavo  
Sims & Sims, LLP  
53 Arlington Street  
Brockton, MA 02301

or to such other address as the Manager may from time to time designate by written notice to the Town, or if to the Town addressed to:

Town of Lakeville  
346 Bedford Street  
Lakeville, MA 02347  
Attn: Town Administrator

With a copy to: Mark R. Reich, Esq.  
KP Law, P.C.  
101 Arch Street  
12<sup>th</sup> Floor  
Boston, MA 02110

or to such other address as the Town may from time to time designate by written notice to the Manager, or to such other agent or agents as may be designated in writing by either party. The earlier of: (i) the date of delivery by overnight express commercial service, or (ii) the date of delivery or upon which delivery was refused as indicated on the registered or certified mail return receipt shall be deemed to be the date such notice or other submission was given.

12.4 Severability. If any term or provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other

than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

12.5 Integration. All prior understandings and agreements between the parties with respect to this Agreement are merged within this Agreement, which alone fully and completely sets forth the understanding of the parties.

12.6 Bind and Inure. The covenants and agreements herein contained shall bind and inure to the benefit of the Town, its successors and assigns, and the Manager, its successors and assigns.

12.7 Captions. The captions of this Agreement are for convenience and reference only and in no way define, limit or describe the scope or intent of this Agreement nor in any way affect this Agreement.

12.8 Massachusetts Law Governs. This Agreement shall be governed exclusively by, and construed in accordance with, the laws of the Commonwealth of Massachusetts.

12.9 Time of the Essence. Time shall be of the essence hereof.

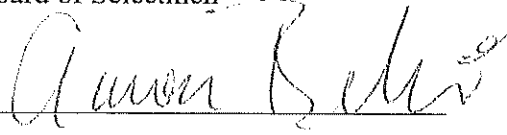
12.10 No Partnership or Joint Venture. Nothing contained under this Agreement shall be construed to create a partnership or joint venture between the Town and the Manager or to make the Town an associate in any way of the Manager in the conduct of the Manager's business, nor shall the Town be liable for any debts incurred by the Manager in the conduct of the Manager's business, and it is understood by the parties hereto that this relationship is and at all times shall remain that of the Town and the Manager.

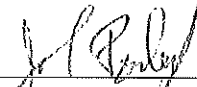
[Signatures on following page]

EXECUTED as of the date first set forth above.

**TOWN OF LAKEVILLE**

By its Board of Selectmen

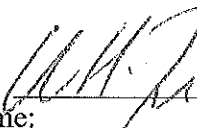
  
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**MANAGER:**

Southeast Event Management, LLC

By:   
Name: \_\_\_\_\_  
Title: *mgr.*



SOUTEV1

OP ID: TL

### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/15/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER J.K. Olivieri Ins. Agency 64 East Grove St. Middleboro, MA 02346 Kenneth W. Olivieri		508-947-1818	CONTACT NAME: Kenneth W. Olivieri
		PHONE (A/C, No, Ext): 508-947-1818	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Nautilus Insurance Co.	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED Southeast Event Management LLC Bill Fuller PO Box 425 Middleboro, MA 02346			

COVERAGES    CERTIFICATE NUMBER:    REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			NN871474	11/09/2017	11/09/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Aty one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UMBRELLA LIAB EXCESS LIAB \$ DED RETENTION \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Town Of Lakeville 346 Bedford Street Lakeville, MA 02347	<b>TOWNLA3</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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November 2017 - October 2018

Event Name	Date	Event Type	Room(s) Rented	Bar	Caterer name	Rental Payment	Bartender Earnings	Caterer Earnings	Overall Earnings for Event	Cleaning fee
Namasket BNI	11/1/17	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	
BNI	11/3/17	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	
MHS class of 77	11/4/17	General	Diamond	Yes	Riccardi's	\$300.00	\$152.80	\$216.63	\$669.43	
Namasket BNI	11/8/17	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	
BNI	11/10/17	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	
Lapiente	11/11/17	Wedding	All Rooms	Yes	DeAvilas	\$2,500.00	\$251.20	\$326.00	\$3,077.20	
Cressy 16th Bday	11/12/17	General	CW Room	No	Pasta House	\$300.00	\$0.00	\$314.55	\$614.55	
Sails Library Network	11/15/17	General	CW Room	No	DeAvilas	\$225.00	\$0.00	\$87.43	\$312.43	
Namasket BNI	11/15/17	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	
BNI	11/17/17	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	
Mulready/Phillips	11/18/17	Wedding	All Rooms	Yes	DeAvilas	\$2,300.00	\$142.80	\$228.52	\$2,671.32	
Erryn's Baby Shower	11/19/17	General	CW Room	Yes	DeAvilas	\$300.00	\$22.20	\$102.51	\$424.71	
Michonski	11/25/17	Wedding	All Rooms	Yes	Lorenzo's	\$1,350.00	\$538.00	\$517.32	\$2,405.32	
Alison's Baby Shower	11/26/17	General	CW Room	Yes	Riccardi's	\$300.00	\$48.60	\$161.55	\$510.15	
Namasket BNI	11/29/17	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	
						\$8,210.00	\$1,155.60	\$1,954.51	\$11,320.11	
BNI	12/1/17	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	
Namasket BNI	12/6/17	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	
BNI	12/8/17	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	
Chiuppi Baby Shower	12/10/17	General	CW Room	Yes	none	\$300.00	\$19.00	\$0.00	\$319.00	
Namasket BNI	12/13/17	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	
BNI	12/15/17	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	
Lawless Birthday	12/15/17	General	CW Room	Yes	Lorenzo's	\$300.00	\$54.40	\$23.83	\$378.23	
Namasket BNI	12/20/17	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	
Namasket BNI	12/27/17	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	
Rosenberg Bereavement	12/27/17	General	Diamond	Yes		\$450.00	\$127.40	\$358.88	\$936.28	
BNI	12/29/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	
Darling Bereavement	12/29/17	General	Diamond	Yes	Lorenzo's	\$0.00	\$45.80	\$183.00	\$228.80	
						\$1,870.00	\$246.60	\$565.71	\$2,682.31	

Namasket BNI	1/3/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
Goretti - Parsole Baby Shower	1/6/18	General	CW Room	Yes	DeAvilas	\$300.00	\$51.40	\$63.90	\$415.30
Town of Lakeville	1/6/18	General	Diamond	Yes	Brought in	\$0.00	\$83.20	\$130.00	\$213.20
Quinn Bereavement	1/7/18	General	Diamond	Yes		\$600.00	\$167.20	\$382.28	\$1,149.48
Namasket BNI	1/10/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	1/12/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Namasket BNI	1/17/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	1/19/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Namasket BNI	1/24/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	1/26/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Lions Club Comedy Night	1/27/18	General	Diamond/Lounge	Yes	Lorenzo's	\$600.00	\$138.40	\$34.32	\$772.72
Winterfest	1/28/18	General	All Rooms	Yes	Brought in	\$0.00	\$108.80	\$0.00	\$108.80
Namasket BNI	1/31/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
						\$2,260.00	\$549.00	\$610.50	\$3,419.50
BNI	2/2/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Fraine Sweet 16	2/3/18	General	CW Room	Yes	Lorenzo's	\$300.00	\$38.80	\$35.05	\$373.85
Namasket BNI	2/7/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	2/9/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Almeida/Cobb Wedding	2/10/18	Wedding	All Rooms	Yes		\$900.00	\$381.40	\$314.43	\$1,595.83
Namasket BNI	2/14/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	2/16/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Namasket BNI	2/21/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	2/23/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Burke Surprise Party	2/24/18	General	CW Room	Yes	Riccardi's	\$300.00	\$111.60	\$190.35	\$601.95
Namasket BNI	2/28/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
						\$2,260.00	\$531.60	\$539.83	\$3,331.63
BNI	3/2/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
BSNE	3/3/18	General	Diamond	Yes	Riccardi's	\$600.00	\$43.40	\$93.24	\$736.64
Alyssa Baby Shower	3/4/18	General	Lounge	Yes	DeAvilas	\$300.00	\$0.00	\$53.43	\$353.43
Ocean Spray Meeting	3/7/18	General	Diamond	Yes	Lorenzo's	\$450.00	\$0.00	\$134.33	\$584.33
Namasket BNI	3/7/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00

Garbitt Breavement	3/8/18	General	Unknown	Yes	Lorenzo's	\$0.00	\$19.20	\$273.71	\$292.91
BNI	3/9/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Old Colony Fund Raising	3/10/18	General	Diamond	Yes	Riccardi's	\$0.00	\$75.40	\$172.26	\$247.66
Namasket BNI	3/4/18	Meeting	CW Room	No	None	\$0.00	\$0.00	\$0.00	\$0.00
OGA Lunch	3/5/18	General	Diamond	Yes	Besten-Tavern	\$0.00	\$0.00	\$0.00	\$0.00
BNI	3/5/18	Meeting	CW Room	No	None	\$0.00	\$0.00	\$0.00	\$0.00
O'Ryan's Ball	3/17/18	General	All Rooms	Yes	Lorenzo's	\$900.00	\$311.80	\$197.82	\$1,409.62
Namasket BNI	3/21/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	3/23/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Henriques Birthday	3/24/18	General	CW Room	Yes		\$300.00	\$0.00	\$29.85	\$329.85
Namasket BNI	3/28/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
Warriors Swim Team	3/29/18	General	Diamond	Yes	Riccardi's	\$450.00	\$68.60	\$246.91	\$765.51
BNI	3/30/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Bridal Showcase	3/31/18	General	All Rooms	No	None	\$400.00	\$50.20	\$0.00	\$450.20
						\$4,095.00	\$568.60	\$1,201.55	\$5,865.15
Namasket BNI	4/4/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	4/6/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Larson Sweet 16	4/7/18	General	CW Room	Yes	Pasta House	\$300.00	\$0.00	\$184.19	\$484.19
Fillion Sweet 16	4/7/18	General	Diamond	Yes	Riccardi's	\$600.00	\$99.60	\$430.64	\$1,130.24
Namasket BNI	4/11/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	4/13/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Lynn Bereavement	4/14/18	General	Diamond	Yes	DeAvillas	\$600.00	\$31.80	\$130.68	\$762.48
Fitzgerald Wedding Shower	4/14/18	Shower	Diamond	Yes	Lorenzo's	\$600.00	\$277.00	\$219.50	\$1,096.50
Namasket BNI	4/18/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
Bettencourt celebration of life	4/19/18	General	Diamond	Yes	DeAvillas	\$200.00	\$33.60	\$202.28	\$435.88
BNI	4/20/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Namasket BNI	4/25/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	4/27/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Pace Family Fun Day	4/28/18	General	CW Room	No	None	\$300.00	\$0.00	\$0.00	\$300.00
Basketball Comedy Night	4/28/18	General	Diamond	Yes	Lorenzo's	\$600.00	\$597.80	\$63.00	\$1,260.80
						\$3,960.00	\$1,039.80	\$1,230.29	\$6,230.09

Namasket BNI	5/2/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	5/4/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Meghan's Baby Shower	5/5/18	General	Diamond	Yes	DeAvilas	\$600.00	\$110.20	\$158.26	\$868.46
Namasket BNI	5/9/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	5/11/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Ward Wedding	5/12/18	Wedding	All Rooms	Yes	DeAvilas	\$1,250.00	\$119.60	\$313.10	\$1,682.70
BNI	5/16/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
Lakeville Senior Center	5/17/18	General	Diamond Room	Yes	DeAvilas	\$600.00	\$26.80	\$158.26	\$785.06
BNI	5/18/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Vanderstay Rehearsal	5/18/18	General	Diamond	No	None	\$100.00	\$0.00	\$0.00	\$100.00
Taunton Fed Credit Union	5/19/18	General	Tent	Yes	DeAvilas	\$375.00	\$167.60	\$237.36	\$779.96
Vanderstay Wedding	5/19/18	Wedding	Diamond/Lounge	Yes	Riccardi's	\$950.00	\$183.60	\$347.00	\$1,480.60
Dion Bridal Shower	5/20/18	General	CW Room	Yes	DeAvilas	\$300.00	\$99.60	\$103.23	\$502.83
BNI	5/23/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
Gates Bereavement	5/24/18	Bereavement	Diamond	Yes	Lorenzo's	\$200.00	\$52.40	\$148.87	\$401.27
Olson/Brown Wedding	5/26/18	Wedding	Diamond/Gazebo	Yes	DeAvilas	\$1,400.00	\$280.60	\$424.96	\$2,105.56
Kumprf/Mangan Wedding	5/27/18	Wedding	All Rooms / Tent	Yes	DeAvilas	\$1,450.00	\$335.00	\$386.54	\$2,171.54
						\$7,860.00	\$1,375.40	\$2,277.58	\$11,512.98
BNI	6/1/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Watson/Hollinshead	6/2/18	Wedding	All Rooms	Yes	Lorenzo's	\$2,000.00	\$115.60	\$214.55	\$2,330.15
Namasket BNI	6/6/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
Bridgewater Savings	6/6/18	General	Diamond	Yes	Pasta House	\$450.00	\$268.40	\$388.08	\$1,106.48
Lions Club Blood Drive	6/7/18	General	CW Room	No	None	\$0.00	\$0.00	\$0.00	\$0.00
BNI	6/8/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Jefferson Wing	6/8/18	Wedding	Diamond	Yes	DeAvilas	\$1,125.00	\$222.80	\$288.94	\$1,636.74
Carnali	6/9/18	Wedding	All Rooms	Yes	Riccardi's/Schucks	\$1,850.00	\$673.60	\$669.09	\$3,192.69
Flexo	6/10/18	General	Tent	Yes	DeAvilas	\$575.00	\$51.20	\$152.91	\$779.11
Ken's 50th	6/10/18	General	CW Room	Yes	Lorenzo's	\$300.00	\$31.80	\$61.82	\$393.62
Namasket BNI	6/13/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	6/15/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Aliveria Surprise Party	6/15/18	General	Diamond	Yes	Riccardi's	\$600.00	\$218.00	\$256.28	\$1,074.28

Major	6/16/18	Wedding	Diamond	Yes	Riccardi's	\$1,125.00	\$391.00	\$489.51	\$2,005.51
Old Colony Y graduation	6/18/18	General	Diamond	Yes	Riccardi's	\$450.00	\$50.00	\$390.46	\$890.46
Cranberry Chamber	6/19/18	General	Lounge	Yes	Donated	\$0.00	\$0.00	\$0.00	\$0.00
Namasket BNI	6/20/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
Learning Center Grad	6/20/18	General	CW Room	No	Riccardi's	\$225.00	\$0.00	\$390.46	\$615.46
Rebecca Duchame	6/21/18	General	Diamond	No	None	\$450.00	\$0.00	\$0.00	\$450.00
BNI	6/22/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Rebecca Duchame	6/22/18	Wedding	All Rooms	Yes	DeAvilas & Lorenzo	\$1,570.00	\$111.00	\$127.57	\$1,808.57
Brooke & Zachary	6/23/18	Wedding	Diamond/Lounge	Yes	Pasta House	\$1,900.00	\$863.81	\$1,186.92	\$3,950.73
Howell Grad Party	6/24/18	General	CW Room	Yes	Lorenzo's	\$300.00	\$53.80	\$119.44	\$473.24
LaPierre/ O'Brien Grad Party	6/24/18	General	Diamond	Yes	DeAvila's	\$600.00	\$293.40	\$102.52	\$995.92
Namasket BNI	6/27/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
Ernest/King	6/28/18	Wedding	Diamond / Gazebo	Yes	Lorenzo's	\$1,150.00	\$51.60	\$121.65	\$1,323.25
BNI	6/29/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Quinn Rehearsal	6/29/18	General	Diamond	No	None	\$0.00	\$0.00	\$0.00	\$0.00
Quinn	6/30/18	Wedding	Diamond	Yes	Pasta House	\$2,460.00	\$407.20	\$449.72	\$3,316.92
						\$18,015.00	\$3,803.21	\$5,409.92	\$27,228.13
Allen Wedding	7/1/18	Wedding	All Rooms	Yes	youngs	\$2,700.00	\$94.60	\$429.12	\$3,223.72
BNI Namasket	7/4/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	7/6/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Bowen Wedding	7/7/18	Wedding	Diamond/Lounge	Yes	Riccardi's	\$1,450.00	\$473.40	\$517.70	\$2,441.10
Eleuterio Birthday	7/8/18	General	Diamond	Yes	Riccardi's	\$600.00	\$38.60	\$200.97	\$839.57
Namasket BNI	7/11/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	7/13/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Howard Reunion	7/14/18	General	Diamond	Yes	Young's	\$600.00	\$146.80	\$269.10	\$1,075.90
Tolland	7/15/18	General	All Rooms	Yes	DeAvila's	\$950.00	\$123.20	\$295.27	\$1,368.47
Namasket BNI	7/18/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	7/20/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Taylor Party	7/20/18	General	CW Room	Yes		\$300.00	\$111.40	\$88.02	\$499.42
Pan Mass Fundraiser	7/20/18	General	Diamond	Yes	Lorenzo's	\$600.00	\$350.20	\$297.00	\$1,247.20
TWC Alumni Benefit	7/21/18	General	CW Room	Yes	DeAvila's	\$300.00	\$18.60	\$76.94	\$395.54

Kristen Party	7/21/18	General	Diamond	Yes		\$600.00	\$227.80	\$182.28	\$1,010.08
Piques Shower	7/22/18	General	CW Room	Yes	Riccardi's	\$300.00	\$26.00	\$161.55	\$487.55
Namasket BNI	7/25/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	7/27/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Gudjonsson/ Bates Wedding	7/28/18	Wedding	All Rooms	Yes	Riccardi's	\$2,387.50	\$311.20	\$263.41	\$2,962.11
Union Cookout	7/29/18	General	All Rooms	Yes	Royal Catering	\$1,450.00	\$874.40	\$2,434.46	\$4,758.86
						\$12,997.50	\$2,796.20	\$5,215.82	\$21,009.52
Namasket BNI	8/1/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	8/3/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Cranberry Education Fndtn	8/3/18	General	Diamond			\$700.00			\$700.00
Wirreile Bridal shower	8/4/18	General	Diamond	Yes	None	\$600.00	\$119.00	\$0.00	\$719.00
Paiva Family Reunion	8/5/18	Outdoors	CW Room	Yes	B&M	\$375.00	\$59.80	\$98.99	\$533.79
Rebello/Pimental Shower	8/5/18	General	Diamond/Lounge	Yes	DeAvillas	\$600.00	\$121.20	\$253.79	\$974.99
Sena Funeral	8/6/18	Funeral	Diamond	Yes	Lorenzo's	\$290.00	\$44.60	\$220.00	\$554.60
Wendy's	8/7/18	General	Tent	Yes	none	\$285.00	\$16.80	\$0.00	\$301.80
Namasket BNI	8/8/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	8/10/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Poker Run	8/11/18	General	Outdoors	Yes	None	\$375.00	\$666.40	\$0.00	\$1,041.40
MHS 50th Reunion	8/11/18	General	Diamond	Yes	Riccardi's	\$600.00	\$181.20	\$261.61	\$1,042.81
Namasket BNI	8/15/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	8/17/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Apponequet Reunion	8/17/18	General	CW Room	Yes	Riccardi's	\$300.00	\$54.60	\$224.91	\$579.51
Corbett/Leech Wedding	8/18/18	Wedding	All Rooms	Yes	Riccardi's	\$2,875.00	\$685.40	\$534.32	\$4,094.72
Namasket BNI	8/22/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	8/24/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Trifest	8/25/18	Triathlon	Outdoors/Indoors	Yes	Riccardi's	\$6,460.00	\$178.60	\$1,074.15	\$7,712.75
Triumph Head Start	8/27/18	General	Diamond	Yes	Lorenzo's	\$1,050.00	\$27.60	\$298.00	\$1,375.60
Namasket BNI	8/29/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	8/31/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
						\$15,460.00	\$2,155.20	\$2,965.77	\$20,580.97
Alves	9/1/18	Wedding	Diamond/Lounge	Yes	not listed	\$1,350.00	\$190.20	\$494.60	\$2,034.80

Petrarca/Harrison	9/2/18	Wedding	All Rooms	Yes	Riccardi's	\$1,350.00	\$247.60	\$289.17	\$1,886.77
BNI Namasket	9/5/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	9/7/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Annelo/Genafossio	9/8/18	Wedding	Diamond/Gazebo	Yes	DeAvila's	\$1,187.50	\$180.20	\$273.00	\$1,640.70
Breath for Bea	9/8/18	General/Fundrs	Tent	Yes	none	\$375.00	\$177.60	\$0.00	\$552.60
Pagan Pride Day	9/9/18	General	Tent	No	Alden Parked	\$375.00	\$0.00	\$252.84	\$627.84
BNI Namasket	9/12/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
Working Dog Club	9/13/18	General	Diamond/tent	Yes	Alden Parked	\$1,200.00	\$154.00	\$434.79	\$1,788.79
BNI	9/14/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Canuel/Murphy	9/15/18	Wedding	All Rooms	Yes	Riccardi's	\$2,300.00	\$324.80	\$477.18	\$3,101.98
Namasket BNI	9/19/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	9/21/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Suddard/Adams	9/21/18	Set up	Diamond	No	None	\$600.00	\$0.00	\$0.00	\$600.00
Suddard/Adams	9/22/18	Wedding	Diamond/Lounge	Yes	DeAvila's	\$2,300.00	\$494.00	\$837.37	\$3,631.37
Kenney Bball Fundraiser	9/22/18	General	Tent	Yes	Lorenzo's	\$375.00	\$192.40	\$305.00	\$872.40
Modern Auto Body	9/23/18	General	Diamond/Tent	Yes	DeAvila's	\$975.00	\$127.20	\$330.36	\$1,432.56
Namasket BNI	9/26/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	9/28/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Levine 50th	9/29/18	General	Diamond	Yes	Riccardi's	\$600.00	\$107.20	\$411.81	\$1,119.01
Glynn Electric	9/29/18	General	Diamond	Yes	Outside	\$600.00	\$346.80	\$500.00	\$1,446.80
Cornell Wedding	9/30/18	Wedding	All Rooms	Yes	DeAvila's	\$1,775.00	\$216.40	\$502.00	\$2,493.40
						\$16,122.50	\$2,758.40	\$5,108.12	\$23,989.02
Namasket BNI	10/3/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	10/5/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Frerett/Burton	10/5/18	Wedding	CW Room / Gazebo	Yes	Riccardi's	\$500.00	\$74.40	\$175.05	\$749.45
Hannon/Kahler	10/6/18	Wedding	All Rooms	Yes	Riccardi's	\$1,600.00	\$336.00	\$414.83	\$2,350.83
Spencer	10/7/18	Wedding	All Rooms	Yes	Lorenzo's	\$1,725.00	\$266.20	\$505.00	\$2,496.20
Namasket BNI	10/10/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	10/12/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Roberts	10/12/18	Wedding	All Rooms	Yes	Lorenzo's	\$3,088.50	\$618.40	\$525.00	\$4,211.90
Bray	10/13/18	Wedding	All Rooms	Yes	Riccardi's	\$1,550.00	\$244.20	\$595.39	\$2,389.59

Amanda & Josh	10/14/18	Wedding	Diamond/Lounge	Yes	DeAvila's	\$1,100.00	\$161.80	\$372.07	\$1,633.87
Namasket BNI	10/17/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	10/19/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Duquette Gabriel Wedding	10/19/18	Wedding	All Rooms	Yes	Riccardi's	\$1,225.00	\$402.20	\$463.75	\$2,090.95
Marotte - Roy Wedding	10/20/18	Wedding	Diamond/Lounge	No	None - cancel	\$200.00	\$0.00	\$0.00	\$200.00
Von Hatch	10/21/18	Wedding	CW Room	Yes	Lorenzo's	\$300.00	\$27.40	\$135.00	\$462.40
Namasket BNI	10/24/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
BNI	10/26/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00
Albert Lane	10/27/18	Wedding	All Rooms	Yes	B&M	\$1,550.00	\$890.00	\$443.84	\$2,883.84
Namasket BNI	10/31/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00
Wohler	10/31/18	Bereavement	Diamond	Yes	Riccardi's	\$200.00	\$31.00	\$117.00	\$348.00
						\$13,843.50	\$3,051.60	\$3,746.93	\$20,642.03



November 2018 to October 2019

Event Name	Date	Event Type	Room(s) Rented	Bar	Caterer name	Rental Payment	Bartender Earnings	Caterer Earnings	Earnings for Event	Cleaning fee
Gates Bday	11/2/18	General	Diamond/Lounge	Yes		\$600.00	\$163.40	\$93.00	\$856.40	\$90.00
BNI	11/2/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Hill Wedding	11/3/18	Wedding	All Rooms	Yes	Riccardi's	\$1,650.00	\$392.60	\$354.42	\$2,397.02	-
Lalli	11/4/18	General	Diamond	Yes	Lorenzo's	\$300.00	\$56.40	\$108.00	\$464.40	\$90.00
Sails	11/7/18	General	CW Room	No	D'Avila's	\$450.00	\$0.00	\$53.89	\$503.89	-
Namasket BNI	11/7/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	11/9/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Thibbault/Morales	11/11/18	General	Diamond/Lounge	Yes	D'Avila's	\$600.00	\$148.20	\$275.24	\$1,023.44	\$90.00
Moquin	11/11/18	General	CW Room	Yes	D'Avila's	\$300.00	\$29.00	\$84.85	\$413.85	\$80.00
Namasket BNI	11/14/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	11/16/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Spencer/Santos	11/17/18	Wedding	All Rooms	Yes	D'Avila's	\$1,150.00	\$312.80	\$214.93	\$1,677.73	-
Nemasket BNI	11/21/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	11/23/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Nemasket BNI	11/28/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	11/30/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
						\$5,935.00	\$1,102.40	\$1,184.33	\$8,221.73	\$350.00
LAC Craft Fair	12/1/18	General	All Rooms	Yes	D'Avila's	\$600.00	\$16.64	\$82.80	\$699.44	-
COA Holiday Lunch	11/12/00	General	Diamond	Yes	None	\$200.00	\$14.60	\$0.00	\$214.60	-
Namasket BNI	12/5/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	12/7/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Mace	12/8/18	General	CW Room	Yes	Lorenzo's	\$300.00	\$46.60	\$40.00	\$386.60	\$80.00
Namasket BNI	12/12/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	12/14/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-

Namasket BNI	12/19/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	12/21/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Namasket BNI	12/26/18	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	12/28/18	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
						\$1,860.00	\$77.84	\$122.80	\$2,060.64	\$80.00
Namasket BNI	1/2/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	1/4/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Namasket BNI	1/9/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	1/11/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Texeria Baby Shower	1/13/19	General	CW Room	Yes	D'Avila's	\$300.00	\$10.00	\$161.73	\$471.73	\$80.00
Namasket BNI	1/16/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	1/18/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Oliver	1/18/19	Bereavement	Diamond	Yes	Lorenzo's	\$200.00	\$4.00	\$123.00	\$327.00	-
Namasket BNI	1/23/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	1/25/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Lions Comedy Night	1/26/19	General	Diamond/Lounge	Yes	Lorenzo's	\$600.00	\$146.40	\$27.00	\$773.40	\$90.00
Namasket BNI	1/29/19	Bereavement	Diamond	Yes	Lorenzo's	\$200.00	\$97.80	\$118.00	\$415.80	-
	1/30/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
						\$2,125.00	\$258.20	\$429.73	\$2,812.93	\$170.00
BNI	2/1/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Baby Shower	2/2/19	General	Lounge	Yes	None	\$150.00	\$22.80	\$0.00	\$172.80	-
Namasket BNI	2/6/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	2/8/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Namasket BNI	2/13/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	2/15/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Namasket BNI	2/20/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Head Start	2/20/19	General	Diamond/Lounge	Yes	Lorenzo's	\$1,200.00	\$2.00	\$395.00	\$1,597.00	\$90.00

BNI	2/22/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
Dowd Birthday	2/23/19	General	CW Room	Yes	D'Avila's	\$300.00	\$27.00	\$50.91	\$377.91	\$80.00
Namasket BNI	2/27/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
						\$2,410.00	\$51.80	\$445.91	\$2,907.71	\$170.00
BNI	3/1/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Namasket BNI	3/6/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	3/8/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Old Colony Spring	3/9/19	General	Diamond	Yes	Riccardi's	\$0.00	\$101.60	\$152.55	\$254.15	-
Namasket BNI	3/13/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	3/15/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Oh' Ryan's Ball	3/16/19	General	All Rooms	Yes	Lorenzo's	\$900.00	\$241.20	\$48.60	\$1,189.80	-
Namasket BNI	3/20/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	3/22/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Thatcher sweet 16	3/23/19	General	Diamond	Yes	None	\$600.00	\$16.40	\$0.00	\$616.40	\$90.00
Warriors Swim Team	3/26/19	General	Diamond	Yes	Riccardi's	\$300.00	\$47.80	\$206.71	\$554.51	\$90.00
Namasket BNI	3/27/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	3/29/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Parrish Shower	3/31/19	General	CW Room	Yes	DeAvila's	\$300.00	\$25.40	\$64.73	\$390.13	\$80.00
						\$2,985.00	\$432.40	\$472.59	\$3,889.99	\$260.00
Town Elections	4/1/19	Voting	All Rooms	No	None	\$0.00	\$0.00	\$0.00	\$0.00	-
Namasket BNI	4/3/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	4/5/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Mara / Gordon	4/5/19	Wedding	All Rooms	Yes	Riccardi's	\$1,350.00	\$266.20	\$287.14	\$1,903.34	-
Casieri / Kujanpaa	4/6/19	Wedding	Diamond/Lounge	Yes	DeAvila's	\$950.00	\$312.20	\$498.15	\$1,760.35	\$90.00
Namasket BNI	4/10/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	4/12/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Mix Tape Bike event	4/13/19	General	All Rooms	Yes	The Mac Sh	\$1,985.00	\$27.40	\$134.60	\$2,147.00	-

Namasket BNI	4/16/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	4/19/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	-
Namasket BNI	4/24/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	4/26/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	-
Gamache	4/26/19	Bereavement	Diamond	Yes	Riccardi's	\$200.00	\$18.20	\$729.54	\$947.74	\$18.20	\$729.54	\$947.74	\$90.00
Plunket	4/27/19	General	CW Room	Yes	Lorenzo's	\$300.00	\$40.00	\$140.00	\$480.00	\$40.00	\$140.00	\$480.00	\$80.00
Umass Dartmouth Formal	4/27/19	General	Diamond	Yes	Lorenzo's	\$700.00	\$105.80	\$201.00	\$1,006.80	\$105.80	\$201.00	\$1,006.80	\$90.00
Manter	4/28/19	General	CW Room	Yes	Lorenzo's	\$300.00	\$22.20	\$26.00	\$348.20	\$22.20	\$26.00	\$348.20	\$80.00
						\$6,545.00	\$792.00	\$2,016.43	\$9,353.43	\$792.00	\$2,016.43	\$9,353.43	\$430.00
Namasket BNI	5/1/19	Meeting	Outdoor	No	None	\$65.00	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	5/3/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	-
Fisher	5/4/19	Wedding	All Rooms	Yes	Pasta House	\$2,525.00	\$228.00	\$579.60	\$3,332.60	\$228.00	\$579.60	\$3,332.60	\$150.00
Penardi	5/5/19	Wedding	All Rooms	Yes	DeAvila's	\$1,050.00	\$226.80	\$240.19	\$1,516.99	\$226.80	\$240.19	\$1,516.99	\$90.00
Delano	5/6/19	Bereavement	Diamond	Yes	Riccardi's	\$200.00	\$25.00	\$443.70	\$668.70	\$25.00	\$443.70	\$668.70	\$100.00
Namasket BNI	5/8/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	5/10/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	-
Francisco	5/11/19	Ceremony	Gazebo	No	None	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	-
Galford	5/11/19	Wedding	All Rooms	Yes	DeAvila's	\$2,000.00	\$657.60	\$563.49	\$3,221.09	\$657.60	\$563.49	\$3,221.09	-
Namasket BNI	5/15/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	5/17/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	-
Rubeski	5/17/19	Wedding	All Rooms	Yes	Lorenzo's	\$1,450.00	\$328.60	\$475.00	\$2,253.60	\$328.60	\$475.00	\$2,253.60	\$150.00
Baseball Fundraiser	5/18/19	General	Diamond	Yes	Riccardi's	\$600.00	\$409.00	\$273.78	\$1,282.78	\$409.00	\$273.78	\$1,282.78	\$100.00
Fournier Bday	5/19/19	General	CW Room	Yes	Lorenzo's	\$300.00	\$56.60	\$71.00	\$427.60	\$56.60	\$71.00	\$427.60	\$90.00
Namasket BNI	5/22/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	\$65.00	-
Hall Bday	5/24/19	General	Diamond	Yes	Lorenzo's	\$600.00	\$127.80	\$165.00	\$892.80	\$127.80	\$165.00	\$892.80	\$100.00
Hinds Wedding	5/25/19	Wedding	All Rooms	Yes	Lorenzo's	\$1,725.00	\$147.40	\$336.00	\$2,208.40	\$147.40	\$336.00	\$2,208.40	\$150.00
Cornell	5/26/19	Wedding	Diamond	Yes	Lorenzo's	\$950.00	\$234.60	\$253.00	\$1,437.60	\$234.60	\$253.00	\$1,437.60	\$90.00

Namasket BNI	5/19/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	5/31/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
						\$12,375.00	\$2,441.40	\$3,400.76	\$18,217.16	\$1,020.00
Gordon Food Service	6/1/19	General	Outdoor	No	None	\$500.00	\$0.00	\$573.80	\$1,073.80	-
Sons of Allen	6/1/19	General	CW Room	Yes	DeAvilas	\$300.00	\$2.00	\$161.73	\$463.73	\$80.00
Namasket BNI	6/5/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
Bridgewater Savings	6/5/19	General	Diamond	Yes	Pasta House	\$450.00	\$221.40	\$421.05	\$1,092.45	\$90.00
BNI	6/7/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Medeiros/Rauseo	6/8/19	Wedding	All Rooms/Gazebo	Yes	Young's	\$1,662.50	\$257.60	\$265.44	\$2,185.54	-
Labree Grad Party	6/9/19	General	Diamond	Yes	Lorenzo's	\$600.00	\$60.00	\$203.00	\$863.00	\$90.00
Namasket BNI	6/12/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
DYS Old Colony Grad	6/13/19	General	Diamond	Yes	Riccardi's	\$450.00	\$46.00	\$401.94	\$897.94	\$90.00
Bredberg Grad Party	6/14/19	General	CW Room	Yes	Lorenzo's	\$300.00	\$45.40	\$74.00	\$419.40	\$80.00
BNI	6/14/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Rego/Young	6/15/19	Wedding	All Rooms/Gazebo	Yes	DeAvilas	\$1,900.00	\$273.60	\$371.69	\$2,545.29	-
Namasket BNI	6/19/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
Carole Thomas Co Retreat	6/19/19	General	CW Room	Yes	Lorenzo's	\$675.00	\$0.00	\$22.00	\$697.00	\$95.00
TLC Preschool Grad	6/19/19	General	CW Room	No	None	\$225.00	\$0.00	\$0.00	\$225.00	\$80.00
BNI	6/21/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Berube	6/22/19	Wedding	Diamond	No	None	\$200.00	\$0.00	\$0.00	\$200.00	-
Namasket BNI	6/26/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	6/28/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
McNeil Sweet 16	6/29/19	General	Diamond	Yes	Lorenzo's	\$600.00	\$38.40	\$135.00	\$773.40	\$90.00
						\$8,622.50	\$944.40	\$2,629.65	\$12,196.55	\$695.00
Namasket BNI	7/3/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
Place Wedding	7/5/19	Wedding	Diamond/Gazebo	Yes	DeAvilas	\$750.00	\$65.00	\$199.80	\$1,014.80	\$100.00
BNI	7/5/19	Meeting	CW Room	No	None	\$0.00	\$0.00	\$0.00	\$0.00	-

Astrid Bridal shower	7/6/19	General	CW Room	Yes	Outside	\$300.00	\$34.80	\$154.00	\$488.80	\$80.00
McMahon Grad party	7/6/19	General	Diamond	Yes	Lorenzo's	\$600.00	\$38.60	\$45.00	\$683.60	\$100.00
Namasket BNI	7/10/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	7/12/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	\$90.00
Gould/Galante	7/13/19	Wedding	All Rooms	Yes	De'Avilas	\$1,050.00	\$370.20	\$258.31	\$1,678.51	\$90.00
Bridal Shower	7/14/19	General	CW Room	Yes	De'Avilas	\$300.00	\$54.60	\$44.91	\$399.51	\$95.00
Namasket BNI	7/17/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
PMC Fundraiser	7/19/19	General	Diamond	Yes	Riccardis	\$600.00	\$311.20	\$305.91	\$1,217.11	\$100.00
BNI	7/19/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Amaral Retirement	7/20/19	General	Diamond	Yes	Lorenzo's	\$600.00	\$276.60	\$288.00	\$1,164.60	\$90.00
Worral Reunion	7/21/19	General	Field	Yes	Lorenzo's	\$375.00	\$70.60	\$78.00	\$523.60	-
Namasket BNI	7/24/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	7/26/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Linton/Dillion Wedding	7/27/19	Wedding	All Rooms/Gazebo	Yes	Lorenzo's	\$2,300.00	\$872.80	\$627.00	\$3,799.80	-
Panitteri 80th BDay	7/28/19	General	Diamond Room	Yes	De'Avilas	\$600.00	\$84.60	\$229.44	\$914.04	\$95.00
Namasket BNI	7/31/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
MEGA NA	7/31/19	General	Diamond	Yes	De'Avilas	\$975.00	\$171.80	\$359.35	\$1,506.15	\$100.00
						\$9,150.00	\$2,350.80	\$2,589.72	\$14,090.52	\$940.00
BNI	8/2/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Flint/Charette	8/3/19	Wedding	All Rooms	Yes	De'Avilas	\$2,425.00	\$600.20	\$475.27	\$3,500.47	-
Costa	8/4/19	Wedding	All Rooms/Gazebo	Yes	Other	\$2,015.00	\$321.00	\$500.00	\$2,836.00	\$150.00
Wendys	8/7/19	General	Outdoors	No	None	\$285.00	\$13.40	\$0.00	\$298.40	-
Namasket BNI	8/7/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	8/9/19	Meeting	CW Room	No	None	\$0.00	\$0.00	\$0.00	\$0.00	-
OceanSpray	8/9/19	Meeting	Diamond/Lounge	Yes	Lorenzo's	\$675.00	\$104.60	\$523.00	\$1,302.60	\$165.00
Poker Run	8/10/19	General	Outdoors	No	None	\$600.00	\$703.00	\$0.00	\$1,303.00	-
Killelea	8/11/19	Ceremony	Gazebo	No	None	\$100.00	\$0.00	\$0.00	\$100.00	-

Namasket BNI	8/14/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	8/16/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Amber	8/16/19	Wedding	Diamond/Lounge	Yes	DeAvilas	\$1,450.00	\$223.40	\$392.84	\$2,066.24	\$100.00
Namasket BNI	8/21/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	8/23/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
TriFest	8/23/19	Weekend event All		Yes	Riccardi's	\$6,670.00	\$281.80	\$1,074.15	\$8,025.95	\$150.00
Headstart	8/26/19	Meeting	Diamond/Lounge	Yes	Lorenzo's	\$1,200.00	\$0.00	\$357.00	\$1,557.00	\$165.00
Namasket BNI	8/28/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	8/30/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Tripp	8/30/19	Wedding	Diamond/Lounge	Yes	Riccardi's	\$1,690.00	\$217.80	\$445.61	\$2,353.41	\$150.00
Economos	8/31/19	Wedding	All Rooms/Gazebo	Yes	DeAvilas	\$1,800.00	\$226.60	\$307.02	\$2,333.62	-
						\$19,670.00	\$2,691.80	\$4,074.89	\$26,436.69	\$880.00
Gordon	9/1/19	Wedding	All Rooms	Yes	Riccardi's	\$3,000.00	\$1,248.60	\$1,023.71	\$5,272.31	\$150.00
Namasket BNI	9/4/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	9/6/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Lento	9/6/19	Wedding	Diamond/Gazebo	Yes	B&M	\$1,125.00	\$239.00	\$376.27	\$1,740.27	\$90.00
Breathe for Bea	9/7/19	Fundraiser	Outdoors	Yes	Riccardi's	\$375.00	\$88.40	\$205.88	\$669.28	-
Candido	9/7/19	Wedding	All Rooms	Yes	Lorenzo's	\$2,725.00	\$73.00	\$489.00	\$3,287.00	\$150.00
Pagen Pride	9/8/19	General	Outdoors	No	None	\$375.00	\$0.00	\$0.00	\$375.00	-
Ocean Spray	9/9/19	Meeting	Diamond	No	Lorenzo's	\$450.00	\$0.00	\$156.00	\$606.00	\$100.00
Namasket BNI	9/11/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	9/13/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Glynn Electric	9/13/19	General	All Rooms	Yes	B&M	\$1,050.00	\$501.80	\$374.20	\$1,926.00	\$165.00
Ladue-Mirdamadi-Tehrani	9/14/19	Wedding	All Rooms/Gazebo	Yes	Lorenzo's	\$2,400.00	\$569.60	\$393.00	\$3,362.60	\$150.00
Kenney Basketball	9/14/19	Fundraiser	Outdoors	Yes	Lorenzo's	\$375.00	\$136.00	\$196.00	\$707.00	-
Jenner	9/15/19	Wedding	Diamond/Lounge	Yes	Lorenzo's	\$1,650.00	\$252.40	\$375.00	\$2,277.40	\$90.00
Namasket BNI	9/18/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-

BNI	9/20/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Lincoln	9/20/19	Rehearsal Dinner	Diamond	Yes	Lorenzo's	\$600.00	\$33.60	\$39.90	\$673.50	-
Lincoln	9/21/19	Wedding	All Rooms/Gazebo	Yes	Lorenzo's	\$2,575.00	\$253.60	\$445.40	\$3,274.00	-
Laughinghouse-Dolan	9/22/19	Wedding	Diamond/Gazebo	Yes	DeAvila's	\$1,050.00	\$322.00	\$224.20	\$1,596.20	\$90.00
Geck	9/23/19	Wedding	Diamond/Outdoor	Yes	Riccardi's	\$750.00	\$63.60	\$183.06	\$996.66	\$90.00
ProCerta Contractors	9/24/19	Meeting	Diamond	Yes	Lorenzo's	\$450.00	\$16.80	\$127.00	\$593.80	\$100.00
Namasket BNI	9/25/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
Justice Resource Instt	9/25/19	Meeting	CW Room	Yes	Riccardi's	\$300.00	\$8.40	\$177.75	\$486.15	\$95.00
BNI	9/27/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Dimcock/St. Yues	9/27/19	Wedding	Diamond/Lounge	Yes	B&M	\$2,900.00	\$202.00	\$551.91	\$3,653.91	\$165.00
Hibbard / Ethier	9/28/19	Wedding	All Rooms/Gazebo	Yes	DeAvila's	\$2,800.00	\$574.00	\$553.69	\$3,927.69	\$150.00
TL Edwards	9/29/19	General	Outdoors	Yes	B&M	\$500.00	\$505.40	\$531.88	\$1,537.28	-
Maxium	9/29/19	Wedding	Diamond/Lounge	Yes	DeAvila's	\$1,100.00	\$265.80	\$236.76	\$1,602.56	\$90.00
						\$27,310.00	\$5,354.00	\$6,660.61	\$39,324.61	\$1,675.00
Namasket BNI	10/2/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	10/4/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Jane/Kelly	10/5/19	Wedding	Diamond	Yes	Riccardi's	\$1,900.00	\$562.80	\$361.75	\$2,824.55	-
Casey	10/6/19	Wedding	All Rooms	Yes	DeAvila's	\$2,600.00	\$349.60	\$446.24	\$3,395.84	\$150.00
Namasket BNI	10/9/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
Ocean Spray	10/10/19	Meeting	All Rooms	Yes	Lorenzo's	\$675.00	\$52.20	\$185.00	\$912.20	\$165.00
Boy Scouts	10/10/19	Meeting	CW Room	No	None	\$0.00	\$0.00	\$0.00	\$0.00	-
BNI	10/11/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Langlois Wedding	10/11/19	Wedding	Diamond	Yes	DeAvila's	\$1,450.00	\$394.80	\$420.50	\$2,265.30	\$100.00
Ptak/Kellenberg	10/12/19	Wedding	All Rooms	Yes	Youngs	\$2,800.00	\$309.20	\$322.15	\$3,431.35	-
Wager/Morrell	10/13/19	Wedding	All Rooms/Gazebo	Yes	Riccardi's	\$1,850.00	\$270.80	\$557.93	\$2,678.73	-
Namasket BNI	10/16/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	10/18/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-



Gray/Gage	10/19/19	Wedding	All Rooms/Gazebo	Yes	Pasta House	\$2,700.00	\$342.20	\$606.87	\$3,649.07	-
Copeland	10/20/19	Wedding	All Rooms/Gazebo	Yes	DeAvila's	\$1,450.00	\$110.40	\$238.20	\$1,798.60	\$150.00
Namasket BNI	10/23/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	10/25/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Orrall 70th Bday	10/26/19	General	Diamond	Yes	DeAvila's	\$700.00	\$220.00	\$444.75	\$1,364.75	\$100.00
Bouffreau/Pimental	10/26/19	Wedding	Diamond	Yes	None	\$0.00	\$0.00	\$0.00	\$0.00	-
Soares	10/27/19	Wedding	Diamond/Gazebo	Yes	Pasta House	\$1,750.00	\$299.20	\$598.40	\$2,647.60	\$150.00
Namasket BNI	10/30/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
MEMA	10/30/19	Meeting	Diamond	No	None	\$0.00	\$0.00	\$0.00	\$0.00	-
						\$18,700.00	\$2,911.20	\$4,181.79	\$25,792.99	\$815.00

November 2019 to October 2020

Event Name	Date	Event Type	Room(s) Rented	Bar	Caterer name	Rental Payment	Bartender Earnings	Caterer Earnings	Overall Earnings for Event	Cleaning fee
BNI	11/1/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
69 Class Reunion	11/2/19	General		Yes		\$600.00	\$125.00	\$161.90	\$886.90	\$80.00
Modern Auto Body	11/3/19	General	Diamond/Outdoor	Yes	DeAvilas	\$750.00	\$138.20	\$374.30	\$1,262.50	\$150.00
Sails	11/6/19	General	CW Room	No	DeAvilas	\$450.00	\$0.00	\$53.89	\$503.89	\$100.00
Namasket BNI	11/6/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	11/8/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Rita's retirement party	11/9/19	General	Diamond/Lounge	Yes	Riccardi's	\$0.00	\$211.20	\$404.78	\$615.98	-
Namasket BNI	11/13/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	11/15/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Nemasket BNI	11/20/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	11/22/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Nemasket BNI	11/27/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
						\$2,560.00	\$474.40	\$994.87	\$4,029.27	\$330.00
Namasket BNI	12/4/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	12/6/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Standish	12/6 & 12/7	Craft Fair	Diamond	Yes	None	\$600.00	\$25.00	\$0.00	\$625.00	\$100.00
Namasket BNI	12/11/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
Realfor Assoc	12/11/20	General	Diamond	Yes	Pasta House	\$450.00	\$203.00	\$383.00	\$1,036.00	\$100.00
LAC	12/13 & 12/14	Craft Fair	Diamond	Yes	Lorenzo's	\$600.00	\$18.60	\$32.00	\$650.60	\$102.00
Namasket BNI	12/18/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
OceanSpray	12/18/20	General	Diamond	Yes	Lorenzo's	\$675.00	\$0.00	\$367.00	\$1,042.00	\$165.00
BNI	12/20/19	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Namasket BNI	12/25/19	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
						\$2,835.00	\$246.60	\$782.00	\$3,863.60	\$467.00

Namasket BNI	1/1/20	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	1/3/20	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Namasket BNI	1/8/20	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	1/10/20	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Wendy Bday	1/11/20	General	Diamond	Yes	Lorenzo's	\$600.00	\$187.60	\$110.00	\$897.60	\$100.00
Namasket BNI	1/15/20	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	1/17/20	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Poll Worker training	1/17/20	Meeting	Diamond	No	None	\$0.00	\$0.00	\$0.00	\$0.00	-
Namasket BNI	1/22/20	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	1/24/20	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Ferreira Bday	1/25/20	General	Diamond Room	Yes	DeAvilas	\$700.00	\$382.60	\$366.96	\$1,449.56	\$100.00
Wedding Expo	1/26/20	General	Diamond	Yes	None	\$0.00	\$11.40	\$0.00	\$11.40	-
Namasket BNI	1/29/20	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	1/31/20	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
						\$2,250.00	\$581.60	\$476.96	\$3,308.56	\$200.00
Sara Baby Shower	2/2/20	General	CW Room	Yes	DeAvilas	\$300.00	\$37.40	\$80.91	\$418.31	\$95.00
Namasket BNI	2/5/20	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	2/7/20	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Lions Club Comedy	2/8/20	General	Diamond/Lounge	Yes	Lorenzo's	\$600.00	\$141.20	\$29.50	\$770.70	\$100.00
BSNE	2/9/20	General	Diamond/Lounge	Yes	Lorenzo's	\$600.00	\$11.40	\$121.80	\$733.20	\$100.00
Namasket BNI	2/12/20	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	2/14/20	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Namasket BNI	2/19/20	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-
BNI	2/21/20	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	-
Roya	2/23/20	General	CW Room	Yes	Cask & Pig	\$300.00	\$17.40	\$126.90	\$444.30	\$95.00
Namasket BNI	2/26/20	Meeting	CW Room	No	None	\$65.00	\$0.00	\$0.00	\$65.00	-

BNI	2/28/20	Meeting	CW Room	No	None	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00
						\$2,560.00	\$207.40	\$359.11	\$3,126.51			\$390.00



BARTSE1

OP ID: LL

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**04/22/2020**

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> J.K. Olivieri Ins. Agency 64 East Grove St. Middleboro, MA 02346 Kenneth W. Olivieri 508-947-1818	<b>CONTACT NAME:</b> Kenneth W. Olivieri <b>PHONE (A/C, No, Ext):</b> 508-947-1818 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>														
<b>INSURED</b> The Bartending Service of N.E. LLC P.O. Box 425 Middleboro, MA 02346	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Nautilus Insurance Co.</td> <td></td> </tr> <tr> <td>INSURER B : Commerce Insurance</td> <td>35754</td> </tr> <tr> <td>INSURER C : Scottsdale Insurance Co.</td> <td></td> </tr> <tr> <td>INSURER D : Technology Insurance Co.</td> <td></td> </tr> <tr> <td>INSURER E : General Star Indemnity</td> <td></td> </tr> <tr> <td>INSURER F : Western World Insurance Co.</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Nautilus Insurance Co.		INSURER B : Commerce Insurance	35754	INSURER C : Scottsdale Insurance Co.		INSURER D : Technology Insurance Co.		INSURER E : General Star Indemnity		INSURER F : Western World Insurance Co.	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Nautilus Insurance Co.															
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INSURER F : Western World Insurance Co.															

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			NN1076375	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
<b>B</b>	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BHLQJJ	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
<b>C</b>	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$			XLS0112506	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
<b>D</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TWC3845123	01/01/2020	01/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
<b>E</b>	Liquor Liability			IMA698982F	01/01/2020	01/01/2021	Each C/C \$ 1,000,000 Aggregate \$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Insurer F-Western World-policy# GLX1002161 effective 1/1/2020-1/1/2021-\$5,000,000 limits Excess over Lead Excess policy #XLS0112506.

<b>CERTIFICATE HOLDER</b>  TOWNLA5  Town of Lakeville Board of Health 346 Bedford St. Lakeville, MA 02347	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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BARTSE1

OP ID: TL

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/13/2019

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<b>PRODUCER</b> J.K. Olivieri Ins. Agency 64 East Grove St. Middleboro, MA 02346 Kenneth W. Olivieri	508-947-1818	<b>CONTACT NAME:</b> Kenneth W. Olivieri <b>PHONE (A/C, No, Ext):</b> 508-947-1818 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> The Bartending Service of N.E. P.O. Box 425 Middleboro, MA 02346	INSURER A: Nautilus Insurance Co.	NAIC #
	INSURER B: Commerce Insurance	35754
	INSURER C: Scottsdale Insurance Co.	
	INSURER D: Technology Insurance Co.	
	INSURER E: General Star Indemnity	
	INSURER F:	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSP	SUBR WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NC629719	01/01/2019	01/01/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BHLQJJ	01/01/2019	01/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			XLS0108733	01/01/2019	01/01/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)    Y/N    N/A If yes, describe under DESCRIPTION OF OPERATIONS below			TWC3756636	01/01/2019	01/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Liquor Liability			IMA698982F	01/01/2019	01/01/2020	Each C/C \$ 1,000,000 Aggregate \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER**                      **CANCELLATION**

<b>LAKEV11</b>  Town of Lakeville 346 Bedford Street Lakeville, MA 02347	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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BARTSE1

OP ID: TL

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/15/2018

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PRODUCER J.K. Olivieri Ins. Agency 64 East Grove St. Middleboro, MA 02346 Kenneth W. Olivieri	508-947-1818	CONTACT NAME: Kenneth W. Olivieri PHONE (A/C, No, Ext): 508-947-1818 FAX (A/C, No): E-MAIL ADDRESS:
INSURED The Bartending Service of N.E. LLC P.O. Box 425 Middleboro, MA 02346		INSURER(S) AFFORDING COVERAGE INSURER A: Nautilus Insurance Co. INSURER B: Commerce Insurance INSURER C: Scottsdale Insurance Co. INSURER D: Technology Insurance Co. INSURER E: General Star Indemnity INSURER F:
		NAIC # 35754

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			NN890515	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BHLQJJ	01/01/2018	01/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			NXS0003561	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	TWC3673844	01/01/2018	01/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Liquor Liability			IMA698982E	01/01/2018	01/01/2019	Each C/C \$ 1,000,000 Aggregate \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER  Town Of Lakeville 346 Bedford Street Lakeville, MA 02347	TOWNLAS	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

BARTSE1

OP ID: TL

DATE (MM/DD/YYYY)  
11/08/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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<b>PRODUCER</b> J.K. Olivieri Ins. Agency 64 East Grove St. Middleboro, MA 02346 Kenneth W. Olivieri	<b>CONTACT NAME:</b> Kenneth W. Olivieri
	<b>PHONE (A/C, No, Ext):</b> 508-947-1818 <b>FAX (A/C, No):</b>
<b>E-MAIL ADDRESS:</b>	
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A:</b> Commerce Insurance	<b>NAIC #</b>
<b>INSURER B:</b> Nautilus Insurance Co.	
<b>INSURER C:</b> Scottsdale Insurance Co.	
<b>INSURER D:</b> Technology Insurance Co.	
<b>INSURER E:</b> General Star Indemnity	
<b>INSURER F:</b>	

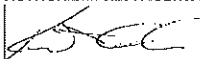
**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD I WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		NN663403	03/01/2017	03/01/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		BHDKCQ	02/26/2017	02/26/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$		XLS0101584	03/01/2017	03/01/2018	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	TWC3615144	03/01/2017	03/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	<b>Liquor Liability</b>		IMA698982D	03/01/2017	03/01/2018	Each C/C \$ 1,000,000 Aggregate \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER**      **CANCELLATION**

<b>LAKEV11</b>  Town of Lakeville 346 Bedford Street Lakeville, MA 02347	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

BARTSE1

OP ID: TL

DATE (MM/DD/YYYY)

11/11/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER J.K. Olivieri Ins. Agency 64 East Grove St. Middleboro, MA 02346 Kenneth W. Olivieri	CONTACT NAME: <b>Kenneth W. Olivieri</b> PHONE (A/C, No, Ext): <b>508-947-1818</b>	FAX (A/C, No):	
	E-MAIL ADDRESS:		
INSURED <b>The Bartending Service of N.E. LLC</b> <b>P.O. Box 425</b> <b>Middleboro, MA 02346</b>	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: <b>Safety Insurance Co.</b>		<b>39454</b>
	INSURER B: <b>Nautilus Insurance Co.</b>		
	INSURER C: <b>Scottsdale Insurance Co.</b>		
	INSURER D: <b>Technology Insurance Co.</b>		
	INSURER E: <b>General Star Indemnity</b>		
INSURER F:			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			NN663403	03/01/2016	03/01/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			6227571	02/26/2016	02/26/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			XLS0099036	03/01/2016	03/01/2017	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TWC3532789	03/01/2016	03/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Liquor Liability			IMA698982C	03/01/2016	03/01/2017	Each C/C 1,000,000 Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER CANCELLATION

TOWNLA3  Town Of Lakeville 346 Bedford Street Lakeville, MA 02347	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

BARTSE1

OP ID: TL

DATE (MM/DD/YYYY)  
11/05/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER J.K. Olivieri Ins. Agency 64 East Grove St. Middleboro, MA 02346 Kenneth W. Olivieri	CONTACT NAME: <b>Kenneth W. Olivieri</b> PHONE (A/C, No, Ext): <b>508-947-1818</b> E-MAIL ADDRESS:	FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED <b>The Bartending Service of N.E. LLC</b> <b>P.O. Box 425</b> <b>Middleboro, MA 02346</b>	INSURER A: <b>Safety Insurance Co.</b>		<b>39454</b>
	INSURER B: <b>Nautilus Insurance Co.</b>		
	INSURER C: <b>Scottsdale Insurance Co.</b>		
	INSURER D: <b>Technology Insurance Co.</b>		
	INSURER E: <b>General Star Indemnity</b>		
	INSURER F:		

**COVERAGES**

CERTIFICATE NUMBER:

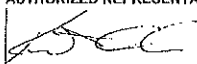
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			NN419515	03/01/2015	03/01/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			6227571	02/26/2015	02/26/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			XLS0095740	03/01/2015	03/01/2016	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TWC3461542	03/01/2015	03/01/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Liquor Liability			IMA698982A	03/01/2015	03/01/2016	Each C/C 1,000,000 Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

TOWNLA3  Town Of Lakeville 346 Bedford Street Lakeville, MA 02347	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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SOUTEV1

OP ID: LL

### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/23/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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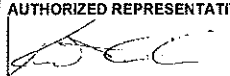
<b>PRODUCER</b> J.K. Olivieri Ins. Agency 64 East Grove St. Middleboro, MA 02346 Kenneth W. Olivieri		508-947-1818	<b>CONTACT NAME:</b> Kenneth W. Olivieri <b>PHONE (A/C, No, Ext):</b> 508-947-1818 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>														
<b>INSURED</b> Southeast Event Managment LLC Bill Fuller PO Box 425 Middleboro, MA 02346		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Nautilus Insurance Co.</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Nautilus Insurance Co.		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #																
INSURER A : Nautilus Insurance Co.																	
INSURER B :																	
INSURER C :																	
INSURER D :																	
INSURER E :																	
INSURER F :																	

**COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			NN871856	11/09/2019	11/09/2020	EACH OCCURRENCE \$ <b>1,000,000</b>
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>3,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>3,000,000</b>
	<input type="checkbox"/> AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE \$ OTH-ER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<input type="checkbox"/> Y <input type="checkbox"/> N	N/A			E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Town Of Lakeville 346 Bedford Street Lakeville, MA 02347	<b>TOWNLA3</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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SOUTEV1

OP ID: TL

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/07/2019

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PRODUCER J.K. Olivieri Ins. Agency 64 East Grove St. Middleboro, MA 02346 Kenneth W. Olivieri	508-947-1818	CONTACT NAME: Kenneth W. Olivieri PHONE (A/C, No, Ext): 508-947-1818 FAX (A/C, No): E-MAIL ADDRESS:
INSURED Southeast Event Management LLC Bill Fuller PO Box 425 Middleboro, MA 02346	INSURER(S) AFFORDING COVERAGE INSURER A : Nautilus Insurance Co. INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

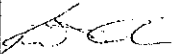
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			NN871713	11/09/2018	11/09/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRE AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER LAKEV11 CANCELLATION

Town of Lakeville 346 Bedford Street Lakeville, MA 02347	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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SOUTEV1

OP ID: TL

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/15/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> J.K. Olivieri Ins. Agency 64 East Grove St. Middleboro, MA 02346 Kenneth W. Olivieri	508-947-1818		<b>CONTACT NAME:</b> Kenneth W. Olivieri <b>PHONE (A/C, No, Ext):</b> 508-947-1818 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: <b>Nautilus Insurance Co.</b>			<b>NAIC #</b>
<b>INSURED</b> Southeast Event Managment LLC Bill Fuller PO Box 425 Middleboro, MA 02346	INSURER B:		INSURER C:	
	INSURER D:		INSURER E:	
	INSURER F:			

**COVERAGES**                                      **CERTIFICATE NUMBER:**                                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NN871474	11/09/2017	11/09/2018	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COM/OP AGG \$ 3,000,000
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)    Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE    OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
TOWNLA3  Town Of Lakeville 346 Bedford Street Lakeville, MA 02347	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

**AGENDA ITEM #5  
MAY 4, 2020**

**DISCUSS REQUEST FROM FIRE CHIEF TO APPLY FOR A  
GRANT FOR ASSISTANCE TO FIREFIGHTERS GRANT  
SUPPLEMENTAL COVID19**

Fire Chief O'Brien would like to speak to the Board about applying for the Assistance to Firefighters Grant Supplemental Covid19.

I have attached information regarding the grant.

Tracie

**The Department of Homeland Security (DHS)  
Notice of Funding Opportunity (NOFO)  
Fiscal Year 2020 Assistance to Firefighters Grant Program - COVID-19  
Supplemental (AFG-S)**

**NOTE:** If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take four weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/register.html>. Detailed information regarding DUNS and SAM is also provided in **Section D – Application and Submission Information** of this NOFO, subsection, Content and Form of Application Submission. An active registration is required in order to apply for funding.

**A. Program Description**

**Issued By**

Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

**Assistance Listings (formerly Catalog of Federal Domestic Assistance (CFDA) Number)**  
97.044

**Assistance Listings Title (formerly CFDA Title)**  
Assistance to Firefighters Grants

**Funding Opportunity Title**  
FY2020 Assistance to Firefighters Grant Program – COVID-19 Supplemental

**Funding Opportunity Number**  
DHS-20-GPD-044-00-99

**Authorizing Authority for Program**  
*Coronavirus Aid, Relief, and Economic Security (CARES) Act*, Div. B (Pub. L. No. 116-136); Section 33 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 U.S.C § 2229)

**Appropriation Authority for Program**  
*Coronavirus Aid, Relief, and Economic Security (CARES) Act*, Div. B (Pub. L. No. 116-136)

**Announcement Type**  
New

## **Program Overview, Objectives, and Priorities**

### ***Overview***

The Fiscal Year (FY) 2020 Assistance to Firefighters Grant Program – COVID-19 Supplemental (AFG-S) is a supplemental funding opportunity under the Assistance to Firefighters Grant Program (AFG). AFG is one of three grant programs that constitute the Department of Homeland Security (DHS) Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The AFG-S Program accomplishes this by providing financial assistance directly to eligible fire departments, nonaffiliated emergency medical service (NAEMS) organizations, and State Fire Training Academies (SFTA) for critical Personal Protective Equipment Personal Protective Equipment and supplies needed to prevent, prepare for, and respond to the COVID-19 public health emergency. The AFG-S Program represents part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, the AFG-S Program supports the goal to Strengthen National Preparedness and Resilience. In awarding grants, the Administrator of FEMA is required to consider:

- The findings and recommendations of the Technical Evaluation Panel;
- The extent of an applicant's need for an AFG-S grant and the need to protect America as a whole; and
- The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant.

The 2018-2022 FEMA Strategic Plan creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The AFG-S Program supports the goal of Ready the Nation for Catastrophic Disasters. We invite all of our stakeholders and partners to also adopt these priorities and join us in building a stronger agency and a more prepared and resilient Nation.

### ***Objectives***

The objectives of the AFG-S program are to provide critically needed resources that equip personnel to respond to the COVID-19 public health emergency and support community resilience.

### ***Priorities***

Information on program priorities and objectives for the FY2020 AFG-S can be found in [Appendix A](#), FY2020 AFG-S Programmatic Information and Priorities.

### **Performance Metrics**

Performance metrics for this program are as follows:



- Percentage of AFG-S PPE recipients who equipped 100 percent of on-duty active members with PPE in compliance with applicable National Fire Protection Association and Occupational Safety and Health Administration standards.

**B. Federal Award Information**

<b>Available Funding for the NOFO:</b>	\$100 million
<b>Projected number of Awards:</b>	1,000
<b>Period of Performance:</b>	Twelve months from the date of award. For additional information on period of performance extensions, refer to Section H.
<b>Projected Period of Performance Start Date(s):</b>	May 30, 2020
<b>Projected Period of Performance End Date(s):</b>	May 29, 2021
<b>Funding Instrument:</b>	Grant

**C. Eligibility Information**

**Eligible Applicants**

- Fire Departments
- Nonaffiliated EMS Organizations
- State Fire Training Academies

**Applicant Eligibility Criteria**

**Fire Departments:** Fire departments operating in any of the 50 states, as well as fire departments in the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico or any federally recognized Indian tribe or tribal organization. A fire department is an agency or organization having a formally recognized arrangement with a state, local, tribal or territorial authority (city, county, parish, fire district, township, town or other governing body) to provide fire suppression to a population within a geographically fixed primary first due response area.

**NAEMS organizations:** NAEMS organizations operating in any of the 50 states, as well as, the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico, or any federally recognized Indian tribe or tribal organization. A NAEMS organization is an agency or organization that is a public or private nonprofit emergency medical service entity providing medical transport that is not affiliated with a hospital and does not serve a geographic area in which emergency medical services are adequately provided by a fire department. FEMA considers the following as hospitals under the AFG-S Program:

- Clinics
- Medical centers
- Medical college or university
- Infirmary
- Surgery centers
- Any other institution, association, or foundation providing medical, surgical, or psychiatric care and/or treatment for the sick or injured

**State Fire Training Academies:** A State Fire Training Academy (SFTA) operates in any of the 50 states, as well as the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa and the Commonwealth of Puerto Rico. Applicants must be designated either by legislation or by a Governor’s declaration as the sole fire service training agency within a state, territory, or the District of Columbia. The designated SFTA shall be the only agency/bureau/division, or entity within that state, territory or the District of Columbia, to be an eligible AFG-S SFTA applicant. SFTA are limited to applying for activities that are directly associated with Personal Protective Equipment and supplies needed to respond to COVID-19 public health emergency.

#### **Eligible Activities**

All activities under this solicitation are limited to the purchase of Personal Protective Equipment (PPE) and supplies to prevent, prepare for, and respond to the COVID-19 public health emergency. This includes reimbursement for expenditures made since Jan. 1, 2020.

#### **Other Eligibility Criteria**

##### ***National Fire Incident Reporting System (NFIRS)***

NFIRS reporting is not a requirement to apply for the AFG-S Program. However, fire departments that receive funding under this program must agree to provide information to the NFIRS for the period covered by the assistance. If a recipient does not currently participate in the incident reporting system and does not have the capacity to report at the time of the award, that recipient must agree to provide information to the system for a 12-month period commencing as soon as possible after they develop the capacity to report. Capacity to report to the NFIRS must be established prior to the termination of the one-year performance period. The recipient may be asked by FEMA to provide proof of compliance in reporting to NFIRS. Any recipient that stops reporting to NFIRS during their grant’s period of performance may be subject to the remedies for noncompliance at 2 C.F.R. § 200.338, unless it has yet to develop the capacity to report to NFIRS, as described above. There is no NFIRS reporting requirement for NAEMS organizations or SFTAs.

**Note:** Although data collection is an important tool for understanding and justifying assistance, participation in other data sources, (e.g., National Fire Operations Reporting System [NFORS]) does not satisfy the requirement for reporting to NFIRS.

##### ***National Incident Management System (NIMS) Implementation***

AFG-S applicants are not required to be in compliance with NIMS to apply for AFG-S funding or to receive an AFG-S award. Any applicant who receives an FY2020 AFG-S award must achieve the level of NIMS compliance required by the Authority Having Jurisdiction over the applicant’s emergency

service operations (e.g., a local government), prior to the end of the grant's period of performance.

### **Maintenance of Effort**

Pursuant to 15 U.S.C. § 2229(k)(3), an applicant seeking an AFG-S grant shall agree to maintain, during the term of the grant, the applicant's aggregate expenditures relating to activities allowable under this NOFO and the FY 2019 AFG NOFO, at not less than 80 percent of the average amount of such expenditures in the two fiscal years prior to the fiscal year an AFG-S grant is awarded.

In other words, an applicant agrees that, if it receives a grant award, the applicant agrees to keep its overall expenditures during the award's period of performance (including those funded with non-Federal funding) for activities that could be allowable costs under this AFG-S NOFO and the FY 2019 AFG NOFO at a level that is at least 80 percent or more of average of what the applicant spent on such costs for those activities in fiscal years 2018 and 2019.

### **Cost Share or Match**

In general, eligible applicants shall agree to make available non-federal funds to carry out an AFG-S award in an amount equal to and not less than 15 percent of the grant awarded. Exceptions to this general requirement apply to entities serving smaller communities as follows:

- When serving a jurisdiction of 20,000 residents or fewer, the applicant shall agree to make available non-federal funds in an amount equal to not less than 5 percent of the grant awarded;
- When serving a jurisdiction of more than 20,000 residents, but not more than 1 million residents, the applicant shall agree to make available non-federal funds in an amount equal to not less than 10 percent of the grant awarded;

The cost share for SFTAs will apply the requirements above based on the total population of the state.

FEMA has developed a cost share calculator tool in order to assist applicants with determining their cost share. The cost share tool is available at: <https://www.fema.gov/media-library/assets/documents/153366>

### **Types of Cost Share**

- Cash (Hard Match)**: Cost share of non-federal cash is the only allowable recipient contribution for AFG-S activity.
- Trade-In Allowance/Credit**: On a case-by-case basis, FEMA may allow recipients already owning assets acquired with non-federal cash, to use the trade-in allowance/credit value of those assets as

cash for the purpose of meeting their cost share obligation. For FEMA to consider a trade-in allowance/credit value as cash, the allowance amount must be reasonable, and the allowance amount must be a separate entry clearly identified in the acquisition documents.

iii. **In-kind (Soft Match):** In-kind cost share is not allowable for AFG-S.

The award budget will not account for any voluntary committed cost sharing or overmatch. The use of an overmatch is not given additional consideration when scoring applications.

*Economic Hardship Waivers*

The Administrator of FEMA may waive or reduce recipient cost share or maintenance of effort requirements in cases of demonstrated economic hardship. Please see Appendix B: Award Administration Information for additional information.

**D. Application and Submission Information**

*Key Dates and Times*

<b>Application Start Date:</b>	April 28, 2020 at 8 a.m. ET
<b>Application Submission Deadline:</b>	May 15, 2020 at 5 p.m. ET
<b>Anticipated Funding Selection Date:</b>	June 5, 2020
<b>Anticipated Award Date:</b>	June 5, 2020

In general, DHS/FEMA will not consider for funding applications received after the deadline. DHS/FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant’s control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. If applicants experience technical issues, they must notify the AFG Help Desk as soon as possible. The AFG Help Desk can be reached at 1-866-274-0960 or by e-mail: [firegrants@fema.dhs.gov](mailto:firegrants@fema.dhs.gov). The AFG Help Desk is open Monday – Friday, 8 a.m. – 4:30 p.m. Eastern Time.

Note that the Office of Management and Budget (OMB) provided Federal awarding agencies authority to publish emergency NOFOs for less than 30 days. See OMB Memorandum M-20-11, Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) (March 9, 2020).

**Other Key Dates**

<b>Event</b>	<b>Suggested Deadline for Completion</b>
Register Organization in FEMA GO	Prior to beginning application
Submitting complete application in FEMA GO	One week before actual submission deadline

## Agreeing to Terms and Conditions of the Award

By submitting an application, the applicant agrees to comply with the requirements of this NOFO and the terms and conditions of its award, should the applicant receive an award.

### Address to Request Application Package

The online FY2020 AFG-S application is only available via the Assistance to Firefighters Grant Program's FEMA GO (FEMA Grants Outcomes) application portal, at <https://go.fema.gov>.

**Note:** Hard copies of the application are not available. However, the Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 462-7585.

### Steps Required to Submit an Application.

DHS makes all funding opportunities available on the internet, accessible at <http://www.grants.gov>. If applicants experience difficulties accessing information or have any questions, please call the Grants.gov Contact Center at (800) 518-4726.

The Grants.gov website will direct applicants to FEMA GO, at <https://go.fema.gov>, which contains the online AFG-S application. The online AFG-S application incorporates all required forms.

FEMA GO will allow the applicant's authorized representative(s) to log in and create their own account. This account is specific to the authorized user and must not be shared with other personnel. The FEMA GO account is separate from any previous accounts created in the eGrants system. Applicants can save, retrieve, update and revise their work through the end of the application period. The automated system does not allow applicants to submit incomplete applications. The system alerts applicants when required information has not been entered. Prior to final submission, an online application may be saved, retrieved, or edited up to the application deadline.

**Note:** FEMA GO is compatible with Internet Explorer (version 11 or higher), Firefox (version 63 or higher), or Chrome (version 70 or higher). Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

There is no appeal process for inaccurate or incomplete information retained by the system due to improper or multiple browser usage by applicants.

### Electronic Delivery

DHS is participating in the Grants.gov initiative that provides the grant communities a single site to find grant funding opportunities. Before applying for a DHS Grant, applicants must have a Data Universal Number System, or DUNS number, and must be registered and active in SAM.

### DUNS Number

All entities applying for funding, including renewal funding, must have a Data Universal Numbering

System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form. Instructions for obtaining a DUNS number can be found at the following website:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>.

### **System for Award Management (SAM)**

Applicant registration in SAM is free. All applicants must be registered and active in order to apply online. Step-by-step instructions for registering with SAM can be found here: [SAM Registration Home Page](#). Please remember that SAM registration is only active for one year and must be renewed annually.

Existing SAM.gov account holders should check their account to make sure it is "ACTIVE." SAM registration should be completed at the very beginning of the application period and renewed annually to avoid becoming "INACTIVE."

*Please allow plenty of time before the grant application submission deadline to obtain a DUNS number and then to register in SAM. It may take four weeks or more after the applicant submits the SAM registration before the registration is active in SAM, then an additional 24 hours for Grants.gov to recognize the information.*

**Important:** SAM registrations expiring before May 16, 2020 will be afforded a one-time 60-day extension. In conjunction with this exception, GSA has completed implementation of 60-day extensions to SAM.gov registrations that have expiration dates ranging between March 19, 2020 and May 17, 2020. This effort is intended as relief for those otherwise required to renew their SAM registrations during that time frame. At the time of award, the requirements of 2 C.F.R. § 200.205 *Federal awarding agency review of risk posed by applicants* continue to apply. Note that this extension only applies to existing SAM registrations. Applicants who are not currently registered in SAM must still register in order to apply for this funding opportunity.

FEMA may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DHS is ready to make a federal award. DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

**IMPORTANT:** The SAM registration process must be completed by the applicant. It is imperative that the information provided by the applicant is correct and current. Please ensure that your organization's name, address, DUNS number, and Employer Identification Number, or EIN, are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards. The organization's name on the SF 1199A Direct Deposit Form must be entered as it appears in SAM. Payment under any FEMA award is contingent on the recipient's having a current SAM registration.

### **Help with SAM**

The SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If

applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at <https://www.fsd.gov/fsd-gov/home.do> or call toll free (866) 606-8220.

#### **How to Get a Commercial and Government Entity (CAGE) Code**

To get a CAGE code, applicants must first be registered in SAM, which is a requirement for doing business with the Federal Government. Applicants will be assigned a CAGE code as part of the SAM validation process, and as soon as the registration is active, applicants may view the CAGE code online by logging in to the SAM account.

#### **Timely Receipt Requirements and Proof of Timely Submission**

All applications must be received by May 15, 2020 at 5 p.m. Eastern Time. FEMA GO automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the Authorized Organization Representative (AOR) role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission on the date and time that FEMA GO received the application. Applications received by FEMA GO after the established due date for applications will be considered late and will not be considered for funding.

Applicants using slow internet connections, such as dial-up connections, should be aware that transmission can take some time before FEMA GO receives your application. FEMA GO will provide either an error message or a successfully received transmission in the form of an email sent to the AOR that submitted the application. The FEMA GO Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Do not do this – it may cause your application to fail to be submitted and consequently not be considered for funding. Please be patient and give the system time to process the application.

#### **Intergovernmental Review**

An intergovernmental review may be required. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the State's process under Executive Order 12372 (see <https://www.archives.gov/federal-register/codification/executive-order/12372.html>; <https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf>).

#### **Funding Restrictions**

Federal funds made available through this award may only be used for the purposes set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity. Failure to adhere to the award conditions will cause the recipient to be considered in default of the grant agreement and may require the return of all federal funds disbursed under the grant.

*Federal employees are prohibited from serving in any capacity (paid or unpaid) on the development of any proposal submitted under this program.*

#### **Allowable Costs**

**Pre-award Costs**

Pre-award expenditures for eligible Personal Protective Equipment (PPE) and supplies are eligible under this program. The expenditures must have been made after Jan. 1, 2020. Fees for grant writers are also included as a pre-award expenditure.

***Fire Departments and Nonaffiliated EMS organizations***

The total amount of funding a fire department or NAEMS organization recipient may receive under an AFG-S award is limited to maximum amounts set by §33(c)(2) of the Federal Fire Prevention and Control Act of 1974, as amended (15 U.S.C. § 2229(c)(2)). These award limits are based on two factors: population served and a one percent aggregate amount of available grant funds.

The population of the jurisdiction served by the recipient will determine the maximum amount of AFG-S funding a recipient is eligible to receive but no recipient may receive an award that exceeds one (1) percent of available grant funds in FY2020, or \$1,000,000. FEMA may waive this aggregate cap of \$1 million in individual cases where FEMA determines that a recipient has an extraordinary need for a grant that exceeds the aggregate cap. FEMA may not waive the statutory funding caps based on population size.

The following table explains the maximum funding that a recipient may receive under this solicitation:

<b>Population of Jurisdiction Served by the Recipient</b>	<b>Maximum Award in FY2020 (AFG-S)</b>	<b>Statutory Waiver Available Subject to Extraordinary Need?</b>
100,000 or fewer people	No more than \$1 million	None available
100,001 – 500,000 people	No more than \$1 million	Yes, but no more than \$2 million
500,001 – 1,000,000 people	No more than \$1 million	Yes, but no more than \$3 million
1,000,001 – 2,500,000 people	No more than \$1 million	Yes, but no more than \$6 million
More than 2,500,000 people	No more than \$1 million	Yes, but no more than \$9 million

The cost share for a Regional application will apply the requirements above based on the aggregate population of the primary first due response areas of the Host and participating partner organizations that execute a Memorandum of Understanding (MOU).

***Allocations and Restrictions of Available Grant Funds by Organization Type***

- **Nonaffiliated EMS Organizations:** Not more than 2 percent of available grant funds shall be collectively awarded to all NAEMS organization recipients.
- **Emergency Medical Services Providers:** Not less than 3.5 percent of available grant funds shall fund emergency medical services provided by fire departments and NAEMS organizations.
- **State Fire Training Academy:** Not more than 3 percent of available grant funds shall be collectively awarded to all State Fire Training Academy recipients. Further, not more than \$500,000 of available grant funds are eligible per applicant.



- **Micro Grants:** The selection of the voluntary Micro Grant option (cumulative federal funding of \$3,000) for eligible activities does not impact an applicant's request or federal participation under Regional projects. Applicants who select Micro Grants as a funding opportunity choice may still apply for a Regional project. Further, at least \$150,000 of the available funds will be allocated toward this applicant type.
- **Regional Projects:** A Regional application is an opportunity for a Fire Department or a nonaffiliated EMS (NAEMS) organization to act as a host and apply for funding on behalf of itself and any number of other participating AFG eligible organizations (a NAEMS organization who is a host regional applicant, can only host other NAEMS organizations). Fire Departments that serve as host regional applicants can apply on behalf of other eligible fire departments and NAEMS organizations within the same application. SFTAs are not eligible to apply under the Regional activity. Regional activities should achieve cost effectiveness, support regional efficiency and resilience, and benefit more than one local jurisdiction (county, parish, town, township, city, or village) directly from the activities implemented with the grant funds.

The community identification characteristic (e.g., Rural, Urban, or Suburban) and the organizational status of the host applicant (e.g., Career, Combination, or Volunteer) will be entered and used for the regional application, regardless of the composition of the participating partners.

In the application narrative, a Regional host must include a list of all the AFG eligible participating organizations benefitting from a proposed Regional project, including validated points of contact, each organization's Employee Identification Number (EIN), and clear and detailed information on the regional activities requested.

Host organizations should provide specific details, fully explaining the distribution of any grant-funded acquisitions or grant-funded contracted services, as well as the responsibilities between the host and the partner organizations.

The host will be required to enter information that captures the macro demographics (e.g., total square miles) and master listings of information (e.g., combined SCBA inventories) of the partners that serve the region.

All participants of a Regional applicant must be compliant with AFG requirements, including being current with past grants, closeouts, and other reporting requirements. Upon notification by the AFG Program Office, the host agency shall not distribute grant funded assets or provide grant-funded contractual services to non-compliant partner organizations. The host and the delinquent partners will be notified by the AFG Program Office of their specific deficiency.

Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU) or equivalent document signed by the host and all participating organizations. The agreement should specify the individual and mutual responsibilities of the participating partners, the participant's level of involvement in the project(s), and the proposed distribution of all grant funded assets and/or contracted services. Copies of the MOU will be requested during the technical evaluation of the application.

The MOU must specify the individual and mutual responsibilities of the host and participating

partners, the host's and participant's level of involvement in the project(s), the participating partner's EIN numbers, and the proposed distribution of all grant funded assets or contracted services. Any entity named in the application as benefiting from the award must be an eligible AFG organization and must be a party to the MOU or equivalent document.

Regional applicants will be subject to the funding limitations based on the total population served by the host and participating partners. Additionally, Regional grants awarded are included in the host organization's funding limitations. For example: if a recipient serves a population of 100,000 or fewer and is the recipient of a Regional award for \$1 million, they have met their cap and are no longer eligible for additional funds through this solicitation.

**Management and Administration (M&A) Costs:** Expenses should be based only on actual expenses or known contractual costs; requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement. No more than 3 percent of the federal share of AFG-S funds awarded may be expended by the recipient for management and administration (M&A) for purposes associated with the AFG-S award.

**Indirect Facilities & Administrative (F&A) Costs:** Indirect costs are allowable under this program as described in 2 C.F.R. pt. 200, including 2 C.F.R. § 200.414. Applicants with a negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants that are not required by 2 C.F.R. pt. 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. pt. 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Copies of the indirect cost rate agreements or proposals, along with the AFG-S application number, must be submitted electronically to [FireGrants@fema.dhs.gov](mailto:FireGrants@fema.dhs.gov). Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above.

#### **Environmental and Historical Preservation (EHP)**

As a federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by the agency, including grant-funded projects, comply with Federal EHP regulations, laws, and Executive Orders as applicable.

### **E. Application Review Information**

Funding priorities and criteria for evaluating AFG-S applications are established by FEMA based on the recommendations from the Criteria Development Panel. FEMA convened a panel of fire service professionals to develop funding priorities for the AFG-S grant program. The panel made recommendations about funding priorities as well as developing criteria for awarding grants.

The **nine major fire service organizations** represented on the panel are:

- International Association of Fire Chiefs
- International Association of Fire Fighters
- National Volunteer Fire Council

- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Service Institute

The Criterial Development Panel is charged with making recommendations to FEMA regarding the creation or modification of previously established funding priorities as well as developing criteria for awarding grants. The content of this NOFO reflects implementation of the panel's recommendations with respect to the priorities, direction, and criteria for awards.

FEMA will rank all complete and submitted applications based on how well they match the program priorities for the type of jurisdiction(s) served. Answers to the application's activity specific questions provide information used to determine each application's ranking relative to the stated program priorities.

### **Eligible Activities**

AFG-S has three activities:

- Operations and Safety – Personal Protective Equipment;
- Regional Projects; and
- Micro Grants,

Each activity has its own eligibility requirements. These requirements are outlined in Appendix A: Programmatic Information and Priorities.

### **Application Evaluation Criteria**

Prior to making a federal award, the federal-awarding agency is required by 31 U.S.C. § 3321 note, 41 U.S.C. § 2313, and 2 C.F.R. § 200.205 to review information available through any OMB- designated repositories of government-wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award (s); (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

All investments selected for recommendation will also undergo an additional risk review conducted by the DHS/FEMA Grants Management Specialist to evaluate the risk for noncompliance in carrying out the federal award. Using their subject matter expertise, the questions the DHS/FEMA Grants Management Specialist may assess include, but are not limited to:

- Is the applicant on any exclusion lists as identified in the System for Award Management (SAM.gov)?

- If the applicant has received federal funding in the past, has the applicant performed all audits required by the Single Audit requirements under 2 C.F.R. Part 200, Subpart F?
- Has the applicant provided sufficient budget information and justification as required by the NOFO?
- Are the costs proposed by the applicant in the budget information and justification allowable and reasonable based on the criteria set forth in this Manual and the applicable appendix, NOFO, and regulations?
- Is the budget representative of the total cost of performance of the projects?
- If indirect costs are included, has the applicant provided an approved Indirect Cost Rate agreement?
- Is the applicant delinquent on any federal debt?
- Has the applicant had substandard performance in a prior award?
- Is the applicant on the Do Not Pay List?

Based on the outcome of this review, DHS/FEMA may determine that it will not make an award to an applicant that poses a risk of noncompliance. DHS/FEMA may also determine that it will make an award to an at-risk applicant, subject to additional terms and conditions as described in 2 C.F.R. § 20.0.207.

#### **Supplemental Financial Integrity Review**

Prior to making a federal award where the anticipated federal share of a federal award will be greater than the simplified acquisition threshold, currently \$250,000 (see Section 805 of the National Defense Authorization Act for Fiscal Year 2018, Pub. L. No. 115-91, OMB Memorandum M-18-18 at <https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>; see also FEMA Information Bulletin No. 434, *Increases and Changes to the Micro-Purchase and Simplified Acquisition Thresholds*):

- DHS/FEMA is required to review and consider any information about the applicant in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS) and is also accessible through the SAM website.
- An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
- DHS/FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants, as described in 2 C.F.R. § 200.

#### **Review and Selection Process**

AFG-S applications are reviewed through a multi-phase process. All applications are electronically pre-scored and ranked based on how well they align with the funding priorities outlined in this NOFO.

Applications with the highest pre-score rankings are then scored competitively by (no less than three) members of a Peer Reviewer Panel. Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, and anticipated effectiveness of the proposed project(s). Below is the process by which applications will be reviewed:

**i. Pre-Scoring Process**

The application undergoes an electronic pre-scoring process based on established program priorities listed in Appendix A and answers to activity specific questions within the online application. Application Narratives are not reviewed during pre-score process. "Request Details" and "Budget" information should comply with program guidance and statutory funding limitations. The pre-score is 50 percent of the total application score.

**ii. Peer Review Panel Process**

Applications with the highest rankings from the pre-score process will undergo a peer review process. A panel of peer reviewers is comprised of fire service representatives recommended by the national organizations from the CDP. Peer reviewers will assess each application's merits based on the narrative statement on the requested activity. The evaluation elements listed in the "Narrative Evaluation Criteria" below will be used to calculate the narrative's score for each activity requested. Panelists will independently score each requested activity within the application, discuss the merits and/or shortcomings of the application with his or her peers, and document the findings. A consensus is not required. The panel score is 50 percent of the total application score.

**iii. Technical Evaluation Process (TEP)**

The highest ranked applications will be considered within the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a Subject-Matter Expert (SME) as well as a FEMA Program Office review prior to being recommended for award. The FEMA Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility prior to recommending any application for award.

Once the TEP is complete, each application's cumulative score will be determined, and a final ranking of applications will be created. FEMA will award grants based on this final ranking and the ability to meet statutorily required funding limitations outlined in Appendix B, Restrictions on Use of Award Funds.

**Narrative Evaluation Criteria**

**1. Financial Need (25 percent)**

Applicants should describe their financial need and how consistent it is with the intent of the AFG-S Program. The Financial Need statement should include details describing the applicant's financial distress such as summarizing budget constraints, unsuccessful

attempts to secure other funding, and proving the financial distress is out of their control.

**2. Project Description and Budget (25 percent)**

The Project Description and Budget statement should clearly explain the applicant's project objectives and its relationship to the applicant's budget and risk analysis. Applicants should link the proposed expenses to operations and safety, as well as to the completion of the project's goals. Applicants should describe how their current response capabilities are impacted by COVID-19 as well as the overall rate of COVID-19 in their community. Applicants can reference data supported by the Centers for Disease Control and Prevention (CDC) through referencing state level data from the following website <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html>. This data will be taken into consideration when prioritizing funding.

**3. Cost Benefit (25 percent)**

Applicants should describe how they plan to address the operations and personal safety needs of their organization, including cost effectiveness and sharing assets. The Operations and Safety/Cost Benefit statement should also include details about gaining the maximum benefits from grant funding by citing reasonable or required costs, such as specific overhead and administrative costs.

**4. Statement of Effect on Operations (25 percent)**

The Statement of Effect on Operations statement should explain how this funding request will enhance an organization's overall effectiveness. It should address how an award will impact the daily operations and reduce an organization's risk(s). Applicants should include how frequently the requested item(s) will be used and in what capacity. Applicants should detail whether award funding will seek reimbursement of pre-award expenses related to the acquisition of eligible PPE, acquire PPE for immediate use, or acquire PPE resources to strengthen future response capabilities. Applicants will be evaluated on the current inventory of supplies, response usage of requested supplies, and anticipated future needs (i.e. actual or anticipated burn rate percentage of PPE resources).

**F. Federal Award Administration Information**

**Notice of Award**

Once FEMA has approved and recorded an award in the system, FEMA GO sends an award package to the grant official authorized by the recipient. FEMA GO will provide the award package and email notification. The authorized grant official should follow the directions in the notification to accept the award documents. The authorized grant official should read the award package carefully for instructions on administering the grant, to determine whether there has been an adjustment to the award, and to become familiar with the terms, conditions and responsibilities of federal award recipients.

The offered award will remain on hold and be available for a maximum of 30 days until the recipient either accepts or declines the award via FEMA GO online or unless FEMA grants additional time to accept the award. The recipient should follow the directions in the notification to confirm acceptance of

the award. Failure to accept the grant award within 30 days of an offer of award may result in a loss of funds. Recipients may request additional time to accept the award if needed.

#### **Differences Between Application Request and Award**

During the review process for an AFG-S award, FEMA may have modified the application request(s). These modifications will be identified in the award package provided upon the offer of an award. If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the recipient shall only be responsible for completing the activities actually funded by FEMA. The recipient is under no obligation to start, modify, or complete any activities requested by but not funded by the award. The award package will identify any differences under the Approved scope of work section.

#### **Turndown Notifications**

FEMA GO will provide all applicants who do not receive an FY2020 AFG-S award with a turndown notification.

#### **Administrative and National Policy Requirements**

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: [DHS Standard Terms and Conditions](#). The applicable DHS Standard Terms and Conditions will be those in effect at the time in which the award was made.

Before accepting the award, the Authorized Organizational Representative (AOR) should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program. By submitting an application, applicants are deemed to have accepted all of the conditions in this NOFO as well.

#### **Reporting**

Recipients are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent. Recipients should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks or other proof of payment documentation for verification.

#### **Record Retention**

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for at least three years from the date the final FFR is submitted or longer if the award or entity is under audit or other circumstances necessitate longer retention of records. See, e.g., 2 C.F.R. § 200.333. If the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the three-year retention period.

FEMA requires that recipients maintain the following documentation for federally funded purchases:

- Specifications

- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Canceled checks

Recipients should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of canceled checks for verification. See, e.g., 2 C.F.R. §§ 200.318(i), 200.333, 200.336. Recipients who fail to fully document all purchases may find their expenditures questioned and subsequently disallowed.

### **Federal Financial Reporting Requirements**

#### ***Federal Financial Reports (FFR)***

Recipients of AFG-S grants are required to submit a Federal Financial Report (SF-425) on a semi-annual basis. The FFR is to be submitted using the online FEMA GO based on the calendar year beginning with the period after the award is made. Grant recipients are required to submit an FFR throughout the entire period of performance of the grant.

Reports are due:

- No later than July 30 (for the period Jan. 1 – June 30)
- No later than January 30 (for the period July 1 – Dec. 31)
- Within 90 days after the end of the Period of Performance

The Federal Financial Report Form (SF-425) and instructions are available at the following sites: [SF-425 OMB #4040-0014](#).

#### ***Financial and Compliance Audit Report***

For audits of fiscal years beginning on or after Dec. 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at: <https://www.ecfr.gov/cgi-bin/text-idx?SID=6f12725a5b5811eb8f2ed19f6dde0417&mc=true&node=pt2.1.200&rgn=div5>.

### **Program Performance Reporting Requirements**

The recipient is responsible for completing and submitting a Programmatic Performance Report (PPR) using FEMA GO. The programmatic Performance Report is due every six months after the grant's award date, and thereafter until the period of performance ends.

The PPR should include the following:

- A brief narrative of overall project(s) status



- A summary of project expenditures
- A description of any potential issues that may affect project completion

### **Program Performance Reporting Periods and Due Dates**

The following reporting periods and due dates apply for the PPR:

- **No later than July 30** (for the period Jan. 1 – June 30)
- **No later than January 30** (for the period July 1 – Dec, 31)

### **Monitoring**

Grant recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestones, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance, and administrative processes and policies, activities, and other attributes of each federal assistance award and will identify areas where technical assistance, corrective actions, and other support may be needed.

Recipients should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks or other adequate payment documentation for verification. Recipients have the opportunity to participate in a Post Award Orientation (PAO) offered by the FEMA Regional Fire Program Specialist (FPS) to have their questions answered, receive technical assistance, or to review the terms and conditions of the grant. The PAO is optional.

### **Closeout**

Within 90 days after the end of the period of performance, recipients must submit a final Federal Financial Report Form (SF-425) and a final performance report (within the closeout module in FEMA GO) detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. The closeout tutorial may be found at: <https://www.fema.gov/closeout-report-tutorial-introduction>.

In addition, any recipient that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 C.F.R. § 200.343. Recipients must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to DHS/FEMA during the closeout of their prime grant award.

After the final SF-425 and final performance reports have been reviewed and approved by FEMA, a Closeout Notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for a minimum of three years from the date of the final Federal Financial Report Form (SF- 425). The recipient is responsible for returning any federal funds that they have liquidated but remain unobligated by the recipient. Information on how to return funds to FEMA is

available at: <http://www.fema.gov/media-library/assets/documents/31261?id=7080>.

### **Administrative Closeout**

Administrative closeout is a unilateral mechanism for FEMA to move forward with closeout of a grant award using available grant award information in lieu of final reports from the recipient. It is a last resort and recipients should always submit their final reports instead of relying on this mechanism. This mechanism can also require FEMA to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to FEMA by the recipient.

FEMA may use the administrative closeout process when a recipient is not responsive to FEMA's reasonable efforts to collect required reports needed to complete the standard closeout process. FEMA will make three written attempts to collect required reports before initiating administrative closeout.

If FEMA administratively closes an award where no final FFR has been submitted, FEMA uses that administrative closeout date in lieu of the final FFR submission date as the start of the three-year record retention period under 2 C.F.R. § 200.333.

In addition, if an award is administratively closed, FEMA may decide to impose remedies for noncompliance per 2 C.F.R. § 200.338, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

### **Disclosing Information per 2 C.F.R. § 180.335**

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA, the recipient must notify FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

- Are presently excluded or disqualified;
- Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
- Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
- Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to FEMA in accordance with 2 C.F.R. § 180.350.

## **G. DHS Awarding Agency Contact Information Contact and Resource Information**

### ***AFG Help Desk***

The AFG Help Desk provides technical assistance to applicants for the online completion and submission of applications into FEMA GO, answers questions concerning applicant eligibility and recipient responsibilities, and helps in the programmatic administration of awards. The AFG Help Desk can be

contacted at (866) 274-0960 or by email at [FireGrants@fema.dhs.gov](mailto:FireGrants@fema.dhs.gov). Normal hours of operation are from 8:00 a.m. to 4:30 p.m., Monday through Friday. All times listed are Eastern Time.

#### ***FEMA Regional Fire Program Specialists***

Each FEMA region has Fire Program Specialists who can assist applicants with application information, award administration, and technical assistance. Contact information for a Regional Fire Program Specialist can be located on the AFG website at <https://www.fema.gov/fire-grant-contact-information>.

#### ***FEMA GO System Information***

For technical assistance with FEMA GO, please contact the Enterprise Service Desk at (877) 611-4700. Regular hours of operation are also from 8:00 a.m. to 4:30 p.m. ET, Monday through Friday.

## **H. Additional Information**

### **Extensions to the Grant Period of Performance**

Extensions to the period of performance under this grant program are allowed. An award's period of performance must be active for a recipient to submit a proposed extension request to FEMA. Recipients should request extensions sparingly and only under exceptional circumstances. *Approval is not guaranteed.*

Extensions to the initial period of performance identified in the award will only be considered through formal amendment requests, via FEMA GO, and must contain specific and compelling justifications as to why an extension is required.

All extension requests must contain:

- Grant Program, fiscal year, and award number
- Reason for delay—this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline
- Current status of the activity/activities
- Approved period of performance termination date and new project completion date
- Amount of funds drawn down to date
- Remaining available funds, both federal and non-federal
- Budget outlining how remaining federal and non-federal funds will be expended
- Plan for completion, including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion
- Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA

### **Requirements for Extension Consideration**

To be eligible for consideration, recipients must submit extension requests via FEMA GO. Recipients generally can submit requests no later than 60 days prior to the end of the award's period of performance. In accordance with FEMA policy, FEMA reviews extensions on a case-by-case basis and typically grants them for no more than a six-month period. FEMA will grant extension requests only due to compelling

legal, policy, or operational challenges. The review process can take up to 30 days or longer. Applicants should factor this review period into the timing of when to submit a request for an extension.

**Example:** Recipients may request an extension, for example, when an equipment order was placed during the period of performance but factors beyond the recipients' control have resulted in a delay in the expected delivery and receipt of the equipment outside of the existing period of performance.

## **Appendix A –Programmatic Information and Priorities**

*Appendix A contains details on AFG-S Program information and priorities.*

*Reviewing this information may help applicants make their application(s) more competitive.*

### **A. Ineligible Applications and/or Organizations**

FEMA considers two or more separate fire departments or NAEMS organizations with different funding streams, personnel rosters, and EINs but sharing the same facilities as being separate organizations for the purposes of AFG-S eligibility. FEMA reserves the right to review all of those program area applications for eligibility. This determination is designed to avoid the duplication of benefits.

#### **Examples of ineligible applications and/or organizations include:**

- Although fire departments and NAEMS organizations may share some common program priorities, there are some restricted activities for NAEMS organizations; NAEMS organizations are not eligible to request any activity that is specific or unique to structural/proximity/wildland firefighting gear.
- Fire departments that are a Federal Government entity, or contracted by the Federal Government, and are solely responsible under a formally recognized agreement for suppression of fires on federal installations or land.
- Fire departments or NAEMS organizations that are not independent entities but are part of, controlled by, or under the day-to-day operational command and control of a larger department, agency or Authority Having Jurisdiction (AHJ).
- Fire-based EMS organizations are not eligible to apply as a NAEMS organization.
- Auxiliaries, hospitals or fire service associations or interest organizations that are not the AHJ over the applicant.
- State or local agencies, or subsets of any governmental entity, or any authority that do not meet the requirements as defined by 15 U.S.C. §2229(a), (c).  
Dive teams, search and rescue squads, or similar organizations that do not provide medical transport.
- Fire departments, regional, or NAEMS organizations that are for profit.

### **B. Supporting Definitions for this NOFO**

**Authority Having Jurisdiction (AHJ)** is that person or office charged with enforcing the NFPA codes (Per NFPA101-2015 Edition: Life Safety Code).

**Automatic Aid** is a plan developed between two or more fire departments for immediate joint response on first alarms, (Per NFPA 1710 – 2016 edition and NFPA 1720 – 2014).

**Career Fire Department**, as defined in 15 U.S.C. § 2229, means a fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters.

**Combination Fire Department**, as defined in 15 U.S.C. § 2229, means a fire department that has paid firefighting personnel and volunteer firefighting personnel. Department who pay fees/stipends (Paid on call) are also considered under this category.

**Mutual Aid** is a written intergovernmental agreement between agencies and/or jurisdictions stating that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner (NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, 2016 edition and NFPA 1720 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments, 2014 Edition).

**Primary First Due** is a geographic area surrounding a fire station in which a company from that station is projected to be first to arrive on the scene of an incident. NFPA 1710; 3.3.28. <https://www.nfpa.org/Codes-and-Standards/All-Codes-and-Standards/Free-access>.

**Volunteer Fire Department**, as defined in 15 U.S.C. § 2229, means a fire department that has an all-volunteer force of firefighting personnel.

C. **Community Classifications**

The information the applicant organization supplies in Community Description of the AFG-S application determines whether the jurisdiction is identified by FEMA as urban, suburban, or rural. The community classification will determine the funding priority.

The US Census Bureau's urban-rural classifications are fundamentally a delineation of geographical areas. For more information, please visit <https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>.

**FY2020 Demographics for Determining Urban, Suburban, or Rural Include:**

<b>Community</b>	<b>Urban</b>	<b>Suburban</b>	<b>Rural</b>
<b>Population of primary first due response area</b>	>3,000 sq. mi. or 50,000 + population	1,000-2,999/sq. mi. or 25,000-50,000 population	0-999/sq. mi. or <25,000 population
<b>Water Supply (percentage of primary first due response area covered by hydrant service)</b>	75-100% hydrants (municipal water)	50-74% hydrants	<50% hydrant
<b>Land Use within Primary first due response area</b>	<25% for agriculture (based on zoning) industrial and commercial combined >50%	25-49% used for agriculture (based on zoning) industrial and commercial combined >25%-49%	50% used for agriculture (based on zoning) industrial and commercial combined <25%
<b>Square miles within primary first due response area per station</b>	<3 sq. mi. per station	3-9 sq. mi. per station	>10 sq. mi. per station

**D. Restrictions on Use of Award Funds**

- No AFG-S funds may be used to support hiring (part-time or full-time), salaries, benefits, or fringe benefits (including but not limited to contributions for social security, insurance, workman’s compensation, pension, or retirement plans) for any personnel.

**E. Funding Priorities**

**I. Operations and Safety - Personal Protective Equipment (PPE) Overview**

<b>Training for requested PPE</b>
<ul style="list-style-type: none"> <li>• Applicants must certify that all grant-funded PPE will only be used by sufficiently trained personnel (failure to meet this requirement will result in the request for funding deemed ineligible).</li> <li>• Applicants must certify that when using PPE optimization strategies, training on PPE use, including proper donning and doffing procedures, must be provided to Health Care Professionals before they carry out patient care activities.</li> </ul>

## Personal Protective Equipment (PPE) List – Funding Priorities

### COVID-19 Response

- **Eye Protection** - Appropriately fitted, indirectly vented goggles or single use disposable face shield that fully covers the front and sides of the face.
- **Isolation Gowns** – Nonsterile, single use fluid-resistant and impermeable disposable patient isolation gown.
- **Protective Coveralls** - 360-degree protection of whole body, including the back, lower legs and feet.
- **Gloves** – single use, disposable patient examination gloves.
- **Footwear Covers** – Single use, disposable medical footwear covers.
- **Respirators** - Any NIOSH-approved particulate respirator (i.e., N-95 or higher-level respirator). Includes the purchase of filters appropriate for use.
- **Surgical Type Face Masks** - loose-fitting, single use disposable physical barrier between the mouth and nose of the wearer to allow fire and EMS personnel to meet CDC recommendations and/or state mandates for face covering when in a public setting other than direct patient contact.
- Other supplies are also eligible, however will be considered a lower priority than items listed above. Examples include:
  - Decontamination supplies and services for PPE, station-quarters, and vehicles.
  - Replacement High-Efficiency Particulate Air filters and other types of disposable filtration supplies used on EMS respiratory and/or ventilator equipment.
  - Personally-issued antiseptic hand washes, antiseptic hand rubs such as alcohol-based hand sanitizers , foams or gels, and reasonable refill supply

### Additional Consideration

- Departments will be rated against like departments (i.e., career, combination, volunteer, regional, Non-affiliated EMS, micro grants) through the following data points:
  - Call volume
  - Size of population of the jurisdiction served.
- Applicants requesting reimbursement or requesting immediate use of PPE will receive a higher consideration than applicants requesting funds to prepare for future response capabilities. Applicant requests should align with information about current supply, response usage, and anticipated peak dates.



- The CDC provides timely updates on the evolving spread of COVID-19 public health emergency cases by state on the following website <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html>. This data will be taken into consideration when prioritizing funding.

## **Appendix B: Award Administration Information**

*Appendix B contains detailed information on AFG-S Award Administration. Reviewing this information may help recipients in the programmatic and financial administration of their award(s).*

### **Help FEMA Prevent Fraud, Waste, and Abuse**

*If applicants or recipients have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, they should contact the DHS OIG Hotline at (800) 323-8603, by fax at (202) 254-4297, or email [DHSOIGHOTLINE@dhs.gov](mailto:DHSOIGHOTLINE@dhs.gov).*

### **I. Economic Hardship Waivers of Cost Share and Maintenance of Effort**

In cases of demonstrated economic hardship, and upon the request of the recipient, the Administrator may waive or reduce an AFG-S cost share or maintenance of effort requirement for certain recipients. (15 U.S.C. § 2229(k)(4)(A)) As required by statute, the Administrator of FEMA established guidelines for determining what constitutes economic hardship and published these guidelines at FEMA's website [https://www.fema.gov/.../Eco\\_Hardship\\_Waiver\\_FPS\\_SAFER\\_AFG\\_IB\\_FINAL.pdf](https://www.fema.gov/.../Eco_Hardship_Waiver_FPS_SAFER_AFG_IB_FINAL.pdf). An award must be accepted before a hardship waiver for cost share or maintenance of effort can be submitted as an amendment request via the online FEMA GO.

### **II. Grant Writer/Preparation Fees**

Fees for grant writers may be included as a pre-award expenditure. Fees payable on a contingency basis are not an eligible expense. For grant writer fees to be eligible as a pre-award expenditure, the fees must be specifically identified and listed within the "Request Details" section of the application. FEMA will only consider reimbursements for application preparation, not administration, up to, but not more than \$1,500. Pursuant to 2 C.F.R. Part 180, recipients may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is presently suspended or debarred by the Federal Government from receiving funding under federally-funded grants or contracts. Recipients must verify that the contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions pursuant to 2 C.F.R. § 180.300.

*By submitting the application, applicants are certifying all of the information contained therein is true and an accurate reflection of the organization, and that regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA. These actions include but are not limited to the submitted application not being considered for award, temporary withholding of funding under the existing award pending investigation, or referral to the DHS Office of the Inspector General (OIG).*

Prior to submission of the application, please review all work produced by grant writers or other third parties for accuracy. In addition, in order to charge grant writer fees to the grant award, the fees must have been paid no later than 30 days after the end of the application period. The following documentation shall be provided to FEMA upon request:

- i. A copy of the grant writer's contract for services
- ii. A copy of the invoice or purchase order
- iii. A copy of the canceled check (front and back)

Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

**NOTE:** FEMA requires that all applicants identify any individual or organization that assisted with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application.

### **III. Taxes, Fees, Levies, and Assessments**

Taxes, fees, levies, or assessments that the recipient is legally required to pay and is directly related to any eligible AFG-S Program acquisition activity may be charged to an AFG-S award pursuant to 2 C.F.R. §200.470. These charges shall be identified and enumerated in the AFG-S application narrative, as well as the "Request Details" section of the acquisition activity.

Any avoidable and unreasonable costs that result from the action or inaction of a recipient (or recipient's agent) or that prevent that recipient from enjoying any lawful exemption, waiver, or reduction of any tax, fee, levy, or assessment directly related to any eligible AFG-S Program acquisition activity, are not chargeable to any AFG-S award.

**Example:** Governmental entities and Public Safety Agencies are exempt from some Federal Communications Commission (FCC) fees\*, but only if the eligible organization submits an exemption or waiver request to the FCC.

*\*Government entities are not required to pay FCC regulatory fees. Non-profit entities (exempt under Section 501 of the Internal Revenue Code) may also be exempt. The FCC requires that any entity claiming exempt status submit, or have on file with the FCC, a valid IRS Determination Letter documenting its nonprofit status or certification from a governmental authority attesting to its exempt status. For more information, please visit <http://www.fcc.gov>.*

### **IV. Excess Funds**

After completing the initial projects proposed in the recipient's application, some recipients may have unexpended funds remaining in their budget. These excess funds may result from any combination of under-budget acquisition activities or competitive procurement processes.

These cost-shared excess funds may be utilized to address an organization's local needs or to mitigate identified capability gaps. FEMA expects excess funds to be obligated concurrent with an award's period of performance to address a known or critical need.

#### **Excess Funds Restrictions**

In general, excess funds are limited to no more than \$10,000 for any award and may only be used for activities eligible under the AFG-S program. If you have any questions, contact our help desk at 866-274-0960 or e-mail us at [firegrants@dhs.gov](mailto:firegrants@dhs.gov).

The \$10,000 maximum is cumulative for any grant, regardless of the number of activities within the award, and will require no amendment except when the use of excess funds is for any eligible activity that would normally require an EHP review.

- The opportunity for excess funds is limited when the original uncompleted Scope of Work is changed via an Amendment.

Exceptions to the \$10,000 use may be considered by FEMA if urgent and compelling need that can be directly related to a demonstrated event impacting the health and safety of the firefighters within the department can be identified. This request must be submitted in writing via an amendment.

#### **V. Procurement Integrity**

Through audits conducted by DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with Federal procurement policies jeopardizes the integrity of the grant as well as the grant program. Noncompliance with the Federal procurement rules may result in FEMA imposing specific conditions as described in 2 C.F.R. § 200.207 or other remedies for noncompliance under 2 C.F.R. § 200.338.

The below highlights the Federal procurement requirements for FEMA recipients when procuring goods and services with Federal grant funds. DHS will include a review of recipients' procurement practices as part of the normal monitoring activities. *All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.* Select requirements under these standards are listed below. The recipient must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a Federal award, states must follow the same policies and procedures they use for procurements from their non-Federal funds; additionally, states must follow 2 C.F.R. § 200.322 regarding procurement of recovered materials, and 2 C.F.R. § 200.326 regarding required contract

provisions.

*All other non-Federal entities, such as tribes, must use their own documented procurement procedures which reflect applicable state, local, territorial and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 C.F.R. Part 200.* These standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319.

#### **Competition and Conflicts of Interest**

Among the requirements of 2 C.F.R. § 200.319(a) applicable to all non-Federal entities other than States, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. *FEMA considers this an organizational conflict of interest and interprets this restriction as applying to contractors that help a recipient develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when such former employees worked on such activities while they were employees of the non-Federal entity.*

Under this prohibition, unless the non-Federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.326, Federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of such specifications. This rule applies to all contracts funded with Federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees. For more information on grant writer and grant management costs, see Section D.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business.
- Requiring unnecessary experience and excessive bonding.
- Noncompetitive pricing practices between firms or between affiliated companies.
- Noncompetitive contracts to consultants that are on retainer contracts.
- Organizational conflicts of interest.
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement.
- Any arbitrary action in the procurement process.

Pursuant to 2 C.F.R. § 200.319(b), non-Federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, territorial or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Pursuant to 2 C.F.R. § 200.318(c)(1), non-Federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. *No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.* Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees or agents of the non-Federal entity.

If the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-Federal entity must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

### **Supply Schedules**

Generally, a non-Federal entity may seek to procure goods or services from a Federal supply schedule, state supply schedule, or group purchasing agreement. State and local governments may procure goods and services from a General Services Administration (GSA) schedule. Information about GSA programs for state and local governments can be found at <https://www.gsa.gov/resources-for/programs-for-state-and-local-governments>. For local governments that purchase off a GSA schedule, this will satisfy the Federal requirements for full and open competition provided that

the recipient follows the GSA ordering procedures; however, local governments will still need to follow the other rules under 2 C.F.R. §§ 200.317 – 200.326, such as contract cost and price (§ 200.323) and solicitation of minority, women-owned, or small businesses (§ 200.321).

For non-Federal entities other than states, such as tribes, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements by to be permissible, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the recipient complies with state and local law, regulations, and written procurement procedures.
- The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the recipient and other similar types of entities.
- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-Federal entity falls within the scope of work under the contract as to type, amount, and geography.
- The procurement of the original contract or purchasing schedule complied with all of the procurement standards applicable to a non-Federal entity other than states under at 2 C.F.R. §§ 200.317 – 200.326.
- With respect to the use of a purchasing schedule, the recipient must follow ordering procedures that adhere to state and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-Federal entity other than a state seeks to use such a state supply schedule, cooperative purchasing program, or other similar type of arrangement, it is recommended that recipients discuss their procurement plans with the FEMA Grant Programs Directorate.

#### **Documentation**

Non-Federal entities are required to maintain and retain the following:

- Backup documentation, such as bids and quotes.
- Cost/price analyses on file for review by Federal personnel, if applicable.
- Other documents required by Federal regulations applicable at the time a grant is awarded to a recipient.

FEMA requires that non-Federal entities maintain the following documentation for Federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions

- Purchase orders
- Contracts
- Invoices
- Canceled checks

Non-Federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks for verification. *See, e.g.*, 2 C.F.R. §§ 200.318(i), 200.333, 200.336.

Non-Federal entities who fail to fully document all purchases will find their expenditures questioned and subsequently disallowed.

## **VI. Payments and Amendments**

AFG-S payment/drawdown requests are generated using FEMA GO. AFG-S payment/drawdown requests from state or local government entities will be governed by applicable federal regulations in effect at the time a grant is awarded to the recipient and may be either advances or reimbursements. Recipients should not expend funds until all special conditions listed on the grant award document have been met and the request for payment in FEMA GO has been approved. Recipients should draw down funds based upon immediate disbursement requirements; however, FEMA strongly encourages recipients to draw down funds as close to disbursement or expenditure as possible to avoid accruing interest.

### **Advances**

Recipients shall be paid in advance, provided they maintain, or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds and its disbursement by the recipient (not to exceed 30 days), and the financial management systems that meet the standards for fund control and accountability as established in 2 C.F.R. Part 200.

Although advance drawdown requests are permissible, recipients remain subject to applicable federal laws in effect at the time a grant is awarded to the recipient. Governing interest requirements include the *Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards* at 2 C.F.R. Part 200 and the *Cash Management Improvement Act (CMIA)* and its implementing regulations at 31 C.F.R. Part 205. Interest under CMIA will accrue from the time federal funds are credited to a recipient's account until the time the recipient pays out the funds for program purposes. For the rate to use in calculating interest, please visit Treasury Current Value rate at [https://www.fiscal.treasury.gov/fsreports/rpt/cvfr/cvfr\\_home.htm](https://www.fiscal.treasury.gov/fsreports/rpt/cvfr/cvfr_home.htm).

### **Reimbursement**

Payment by reimbursement is the preferred method when the requirements to be paid in advance, pursuant to 2 C.F.R. § 200.305, cannot be met. In accordance with US Department of Treasury regulations at 31 C.F.R. Part 205, if applicable, the recipient shall maintain procedures to minimize the time elapsing between the transfer of funds



and the disbursement of said funds.

### **Rebates**

Recipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with 2 C.F.R. § 200.305. The reduction of federal financial participation via rebates/refunds *may* generate excess funds for the recipient if the recipient previously obligated their Cost Share match based upon the original award figures. If the recipient previously obligated their original Cost Share *prior* to the rebate, then the recipient *may* have minimum excess funds equal to the difference between the original Cost Share less the rebate adjusted Cost Share.

### **Payment Requests During Closeout**

A recipient may only submit reimbursement payment requests up to 90 days after the expiration of the period of performance, during an award's closeout reconciliation. Reimbursement payments are the only eligible type of requests to be submitted after a grant's period of performance has expired. The expenditure must have been obligated and received during the period of performance of the award. The recipient's request should contain clear and specific information certifying that the liquidation of federal funds is reimbursement for an obligation properly incurred during the active period of performance; FEMA may request documentation supporting the reimbursement for review at any time.

### **Amendments**

FEMA may approve AFG-S award amendments on a case-by-case basis, for the following reasons:

- Extension of the period of performance in order to complete the scope of work.
- Changes to the activity, mission, retroactive approval [pre-award], closeout issues, some excess funds requests, requests for economic hardship Cost Share waiver, and requests for maintenance of expenditure waivers.
- Budget changes (adding funds to award/non-closeout deobligation of funds)
- Economic Hardship Waiver.

FEMA will only consider amendments submitted via FEMA GO. These requests must contain specific and compelling justifications for the requested change. FEMA strongly encourages recipients to expend grant funds in a timely manner, to be consistent with AFG-S Grant Program's goals and objectives.

*NOTE: A recipient may deobligate (i.e., return) unused funds (i.e., those remaining funds previously drawn down via payment request and/or remaining award funding that was never requested) to DHS/FEMA prior to the end of an award's period of performance. To exercise this option, a recipient must submit an amendment via FEMA GO and state in the amendment that the unliquidated funds (i.e., the funds to be returned) are not necessary for the fulfillment or success of the grant's obligations or mission. The recipient must also indicate in the amendment that it understands that the returned funds will be deobligated and unavailable for any future award*

*expenses. Deobligation of funds will decrease the federal portion of the grant and the amount of the recipient's Cost Share obligation. FEMA will confirm deobligation amendments with all points of contact; after confirmation of the recipient's intent to deobligate, FEMA will hold the approved deobligation request for 14 calendar days as a period for recipient reconsideration before FEMA processes the deobligation request.*

## **VII. Disposition of Grant Funded Equipment**

A recipient must use, manage, and dispose of AFGCA-funded equipment in accordance with the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* at 2 C.F.R. § 200.313. With the exception of state governments, when original or replacement equipment acquired under an AFG-S award is no longer needed for the original project, program, or other activities currently or previously supported by a federal awarding agency, the recipient must request disposition instructions from FEMA. FEMA strongly recommends contacting a Regional Fire Program Specialist or the AFG Help Desk prior to the disposition of AFGCA-funded equipment.

**AGENDA ITEM #6  
MAY 4, 2020**

**DISCUSS SENDING MEMO TO THE PLANNING BOARD  
TO SCHEDULE A PUBLIC HEARING REGARDING  
THE REVISED FEMA MAPS**

The revised FEMA Maps (as of this date) need to be approved by Town Meeting. They are on the draft warrant.

The Planning Board will need to hold a public hearing on this article. I have attached the draft memo to the Planning Board; could the Board please vote to send the memo.

Tracie

TO: Brian Hoeg, Chairman  
Planning Board

FROM: Maureen Candito, Town Administrator

RE: FEMA Map Approval

DATE: May 5, 2020

At their meeting on May 4, 2020, the Board of Selectmen discussed the need to vote to approve the revised FEMA Maps at the upcoming Town Meeting.

The Selectmen would like to respectfully request that the Planning Board schedule the necessary hearing for acceptance of the revised FEMA Maps.

**AGENDA ITEM #7  
MAY 4, 2020**

**DISCUSS CHANGE OF TENTATIVE DATE FOR  
ANNUAL AND SPECIAL TOWN MEETINGS**

Maureen contacted Town Counsel regarding holding the Annual and Special Town Meeting on June 22, 2020, but Gregg Corbo is not available on that date. He is available on June 23<sup>rd</sup> and June 24<sup>th</sup>.

Also, I have checked with the Superintendent of School regarding using the auditorium and there is no issue. However, he did voice his concerns on social distancing (I have attached his email).

Tracie

## Tracie Craig-McGee

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**From:** Richard Medeiros <rmedeiros@freelake.org>  
**Sent:** Tuesday, April 28, 2020 2:28 PM  
**To:** Tracie Craig-McGee  
**Subject:** Re: Annual Town Meeting

Yes, but you may want to consider an earlier start time and outside venue (football field) weather permitting - I don't know how you will be able to social distance indoors...Stay safe. Sincerely, Rick Medeiros

Richard W. Medeiros  
Superintendent of Schools  
Freetown-Lakeville Regional School District

On Tue, Apr 28, 2020 at 2:17 PM Tracie Craig-McGee <[tcraig-mcgee@lakevillema.org](mailto:tcraig-mcgee@lakevillema.org)> wrote:

Hi Rick

Not sure how to go about this, but we had approval to use the high school auditorium for our Annual Town Meeting on June 1<sup>st</sup>. We are going to reschedule for later in the month. Right now it looks like June 22<sup>nd</sup>. Will we be able to use the auditorium? How will we gain access?

*Tracie Craig-McGee, Executive Assistant*

*Lakeville Board of Selectmen &*

*Town Administrator*

*346 Bedford Street*

*Lakeville, MA 02347*

*(508) 946-8803*

The contents of this e-mail, and any attachments, are the property of the Freetown-Lakeville Regional School District, and are subject to the Public Records Law, M.G.L. c. 66, Sec. 10.

**AGENDA ITEM #8  
MAY 4, 2020**

**REVIEW AND VOTE TO AUTHORIZE TOWN ADMINISTRATOR  
TO SIGN CONTRACT WITH HASSETT FINANCIAL SERVICES, LLC  
FOR FINANCIAL MANAGEMENT SERVICES**

The contract for the Town Accountant expires on June 30, 2020. He has submitted a new contract for the Board's review, which shall expire on June 30, 2023. The new contract is attached for your review.

The only changes from the prior contract is the rate of pay and dates.

Tracie

**PROFESSIONAL SERVICES AGREEMENT  
BY AND BETWEEN  
THE TOWN OF LAKEVILLE  
AND  
HASSETT FINANCIAL SERVICES, LLC**

THIS AGREEMENT, made on the 30th of April 2020 by and between the Town of Lakeville, having a place of business at 346 Bedford Street, Lakeville, Massachusetts 02347, acting by and through its Board of Selectmen, hereinafter referred to as the Town, and Hassett Financial Services, LLC, having a place of business at 82 Cottonwood Street, Fairhaven, Massachusetts 02719, hereinafter referred to as the Consultant.

WITNESSETH THAT:

WHEREAS, the Town has a need to discharge the duties contained in Massachusetts General Laws, Chapter 41, Sections 55 through 61, et al, for the proper and prudent management of the financial affairs of the municipality of the Town of Lakeville; and

WHEREAS, the Town has determined that it needs professional financial management services for the prudent and proper supervision of the financial affairs of the municipality; and

WHEREAS, the Consultant and its professional associates are experienced, competent and learned in public sector financial and legal matters, and well qualified to advise and assist the Town in the provision of town accountant and financial management services; and

WHEREAS, the Town has determined that it wishes to establish a relationship with the Consultant for the provision of town accountant and financial management to the Town; and

WHEREAS, the Consultant has expressed an interest in providing town accountant and financial management services for the Town; and

WHEREAS, the Town is interested in retaining the services of the Consultant:

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:



## I. ENGAGEMENT OF THE CONSULTANT

The Town hereby agrees to engage the services of the Consultant for the purposes of providing town accountant and financial management services for the Town as delineated in Section II SCOPE OF SERVICES herein for a period commencing on July 1, 2020 and continuing until June 30, 2023, subject to appropriation by the Town.

The Consultant acknowledges that the Town retains complete discretion as to any successor agreement and shall hold the Town harmless from any and all liability should the Town elect not to retain the services of the Consultant under a successor agreement.

The relationship between the parties at all times shall be based on the Consultant being an independent contractor.

The Consultant hereby agrees to hold the Town free and harmless from any and all liability and claims for damages by reason of any injury to any person or persons including, but not limited to, the Consultant and its employees, or property of any kind whatsoever and to whomsoever belonging, including, but not limited to, the Consultant and its employees and agents from any cause or causes whatsoever arising from the performance by the Consultant, and its employees and agents of its obligations under the provisions of this agreement; provided, however, that Consultant shall not be liable to the Town for any injury to persons or property which may result solely or primarily from the action or non-action of the Town, its officers or employees.

## II. SCOPE OF SERVICES

At a minimum, the scope of services will include on-site professional services to be delivered on a scheduled, weekly basis. The Consultant will provide professional support towards the continuation of the day-to-day operations and internal control systems of the Accounting Department including, but not limited to:

- Assist with Massachusetts DOR Tax Rate Setting Process
- Finalize Massachusetts DOR End Of Year Reporting
- Certify Free Cash as of June 30th
- Assist with annual financial Audit preparation and responses
- Review of weekly warrants
- Recording of commitments and abatements
- Review and posting of treasurer's receipts
- Maintenance of the General Ledger
- Account reconciliations
- Financial reporting, as requested
- Work with Department Heads, key staff, and public officials
- Budget support, as required by the Town Administrator

### III. TERM

The term of this Agreement shall commence on July 1, 2020 and expire on June 30, 2023.

### IV. COMPENSATION

The Town and the Consultant hereby agree that for all services rendered, the Consultant will be compensated as follows.

- A. The Consultant shall receive monetary compensation for authorized services rendered on an hourly rate basis as follows: \$152.50/hr for FY2021; \$155/hr for FY2022; and \$157.50/hr for FY2023.
- B. The Consultant shall send the Town an invoice for services rendered as set forth in Section II. SCOPE OF SERVICES herein on a calendar month basis. The Town shall remit payment within fifteen (15) days of receipt of the Consultant's invoice, subject to available funds.
- C. The Consultant shall be responsible for all out-of-pocket expenses, including professional liability insurance, and shall be responsible for all direct and indirect costs.
- D. The Consultant shall be responsible for all state and federal income tax, and Social Security Administration reporting, payments, and liabilities incurred under this Agreement.

### V. HOURS OF ENGAGEMENT

The Town shall require the Consultant to perform work in a diligent and dedicated manner, and the Consultant will be available to provide services under this Agreement.

The Consultant hereby acknowledges that in order to successfully render services, as agreed upon herein in Section II. SCOPE OF SERVICES, he shall be available for evening work, with notice.

Todd Hassett will serve as the primary consultant for this engagement. Mr. Hassett will serve as the Town Accountant and he will direct the day-to-day operations of that office. Todd will supervise and direct the Town's accounting office staff. During the contract period Todd will provide the Town with on-site coverage that averages one to two days per week.

### VI. SUBCONTRACTS

No subcontract may be awarded by the Consultant, the purpose of which is to fulfill in whole or in part the services required by the Consultant, with the exception of typing, clerical, editing or printing services, without prior written approval by the Town.

## VII. INSURANCE AND INDEMNIFICATION

The Consultant agrees to indemnify and hold the Town harmless from any and all manner of suits, claims, or demands arising out of any errors, omissions or negligence by Consultant (including all its employees, agents and independent contractors) in performing the services required under Section II herein, or any breach of the terms of this agreement by such Consultant and shall reimburse the Town for any and all costs, damages and expenses, including reasonable attorney's fees, which the Town pays or becomes obligated to pay, by reason of such activities, or breach. The provisions of this section shall be in addition to, and shall not be construed as a limitation on, any other legal rights of the Town with respect to the Consultant, in connection with this Agreement.

Before commencing work, the Consultant shall obtain and maintain, at its expense and from insurance companies of a Best Rate of A or better which are licensed to do business in the Commonwealth of Massachusetts, insurance as set forth below.

- (a) Workers' Compensation, covering the obligations of the Consultant in accordance with applicable Workers' Compensation or Benefits law.
- (b) Commercial General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1 million. Coverage is to include premises and operations, coverage for liability of subcontractors. The policy shall contain an endorsement stating that the aggregate limits will apply separately to the work being performed under this Agreement.
- (c) Such additional insurances may be required to be carried by the Consultant by law.

Consultant shall maintain such insurance during the term of Agreement and give the Town twenty (20) days written notice of any change or cancellation of coverage. Each insurer providing policies hereunder shall waive its rights to subrogate claims against the Town. The Town will be added as an additional named insured with respect to each such policy and such endorsement shall be reflected on a Certificate of Insurance to be delivered to the Town upon the execution of this Agreement and at such times thereafter as the Town may reasonably request.

## VIII. TERMINATION OF AGREEMENT

If, through any cause, the Consultant shall fail to fulfill in a timely and proper manner his obligations under this Agreement, or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Agreement, the Town shall thereupon, have the right to terminate this Agreement by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. If this Agreement is terminated under this clause, the Town shall remunerate the Consultant based upon fee schedule contained in Section III for services performed. In such

event, all finished or unfinished documents, data, studies and reports prepared by the Consultant under this Agreement shall, at the option of the Town, become its property.

The Consultant hereby agrees to give the Town written notice should the Consultant desire to terminate this Agreement, and he shall provide the Town with written notice of such termination at least thirty (30) days before the effective date of such termination. In addition, the Town may terminate this contract at any time for its convenience upon thirty (30) days notice. This Agreement is also subject to an available appropriation. In the event the town fails to appropriate or make available sufficient funds to support the continuation of this Agreement in subsequent fiscal years, the Town shall cancel the Agreement.

#### IX. ACCESS TO RECORDS

The Consultant shall make all books, accounts, records, reports, files, and other papers, things or property that relate to his activities under this AGREEMENT available at all reasonable times for inspection, review and audit by the Town, the Commonwealth of Massachusetts or its authorized agents, et al. The Consultant shall provide related data and documents to the Commonwealth of Massachusetts for examination after reasonable notice and at reasonable times as required under Executive Order Number 195.

#### X. NON-DISCRIMINATION

The Consultant shall adhere to the requirements set forth in Title VI of the Civil Rights Act of 1964, and related regulations issued pursuant thereto; Title VIII of the Civil Rights Act of 1968, as amended, Section 109 of the Housing and Community Development Act of 1974, as amended, and regulations issued pursuant thereto; the Age Discrimination Act of 1975; Section 402 of the Veterans of the Vietnam Era Act; Section 504 of the Rehabilitation Act of 1973; Massachusetts General Laws, Chapter 151B, Section 1 et seq.; State Executive Order 71; as amended and revised by Executive Order 116, 143 and 227; and all other related federal and state non-discrimination rules and regulations.

The Consultant shall not discriminate in any activity related to the Town or against any employee or applicant for employment because of race, color, religion, sex, handicap, sexual preference, or national origin.

#### XI. CONFLICT OF INTEREST

The Consultant shall adhere to the mandates of the Massachusetts Conflict of Interest Statute, Massachusetts General Laws, Chapter 268A, and the federal Hatch Act.

#### XIII. COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS, REGULATIONS, PROCEDURES AND GUIDELINES

All activities authorized by this Agreement shall be subject to and performed in accordance with the provisions of all applicable federal, state, and local laws, regulations, rulings, and procedures.

XII. CONFIDENTIALITY

For the purposes of the Agreement, "Confidential Information" shall mean all information and data disclosed to the Consultant in furtherance of its performance of Consulting Services hereunder, in any format, including without limitation, financial information concerning the Town, operating information, information or material whether in electronic, written, or graphic form. The Consultant shall not disclose such Confidential Information to any third party without the prior written consent of the Town.

XIII. INTEREST OF THE CONSULTANT

The Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict with the performance of services required to be performed under this agreement. The Consultant further covenants that in the performance of this agreement no person having any such interest shall be employed.

XIV. FORCE MAJEURE

No failure or delay in performance shall be deemed a breach of this agreement when such failure or delay is occasioned by or due to any act of God, strike, lockout, war, riot, epidemic, explosion, sabotage, the binding order of any court or governmental authority, or any other cause whether of the kind herein enumerated or otherwise not within the control of the party against whom a breach is alleged.

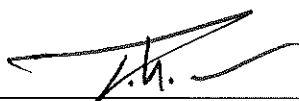
XV. AMENDMENTS & SEVERABILITY

No amendment to this Agreement shall be effective unless it is in writing and is executed by authorized representatives of both Parties. If any provision of this AGREEMENT is held invalid, the remainder of this AGREEMENT shall not be affected thereby, and all other parts of this AGREEMENT shall nevertheless be in full force and effect.

IN WITNESS THEREOF, the Town and the Consultant have executed this AGREEMENT in triplicate as of the date above written.

CONSULTANT:

TOWN:



Todd K. Hassett, Owner  
Hassett Financial Services, LLC

Maureen Candito, Town Administrator  
Town of Lakeville

30 April 2020

Date

Date

**AGENDA ITEM #9  
MAY 4, 2020**

**DISCUSS LETTER RECEIVED FROM SHEPHERD ASSOCIATES,  
LLC REGARDING MBTA APPRAISAL FOR LAND OWNED  
BY THE TOWN AT 0 HOWLAND ROAD (HOWLAND CEMETERY)**

The Town has received a letter from Shepherd Associates, LLC, who have been hired to do an appraisal for an access easement on a Town owned property where Howland Cemetery is. The easement is 4,578 square feet in area.

The Cemetery Commission met with MBTA representatives in October of 2019 for a site walk. I have attached a letter from Ken Upham regarding the site walk.

Is anyone interested in attending the site walk?

Tracie

**Shepherd Associates, LLC**  
Real Estate Appraisal & Consulting Services

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VIA EMAIL TO: [mcandito@lakevillema.org](mailto:mcandito@lakevillema.org)

April 23, 2020

Ms. Maureen Candito, Town Administrator  
Town of Lakeville  
346 Bedford Street  
Lakeville, M 02347

RE: MBTA Appraisal / 0 Howland Road, Lakeville, Ma

Dear Ms. Candito:

I have been engaged by the MBTA to conduct an appraisal of an easement acquisition of land owned by the Town of Lakeville.

It is not necessary to do so, but I am required to give you the opportunity to accompany me on my viewing of the property for appraisal purposes. I would be happy to arrange for a mutually convenient time in the near future if you choose to do so.

Please let me know if you would like to do so.

Please return the following response to our office via email.

If you have questions, I can be reached at 617-290-8370 and also by email at [billp@shepherdnet.com](mailto:billp@shepherdnet.com).

Thank you.

Sincerely,



William J. Pastuszek, Jr., MAI, SRA, MRA, AI-GRS  
Massachusetts General Certified Real Estate Appraiser License #10

April 30, 2020  
Ms. Maureen Candito  
Town Administrator  
Lakeville Town offices  
346 Bedford Street  
Lakeville, MA 02347



TOWN OF LAKEVILLE  
Cemetery Commission  
346 Bedford Street  
Lakeville, Massachusetts 02347

RE: MBTA and Howland Cemetery

Dear Maureen,

Linda Grubb, a Lakeville Resident and representative for the MBTA for the past 5 years and Fred Beal, a Cemetery Commissioner met with MBTA representatives for the last time on October 9, 2019 to conduct a sight review.

At this meeting a proposal was discussed for the MBTA to install 2 chain link gates and enlarge, straighten, and improve the current road leading to Howland Cemetery access point.

The reason the MBTA has requested access to Howland Cemetery is to be able to access the newly proposed tracks on the opposite side of the cemetery.

The Cemetery Commission has concerns about the burials of Natives which are adjacent to this Cemetery but outside the confinement of the Cemetery which are not marked but have been identified as an area for burials many years ago by the Elders of the Wampanoag Nation.


We were assured this area would not be disturbed.

We are still waiting for the revised plan promised to us at this October 9, 2019 meeting.

I am attaching the original surveyor plan obtained from the MBTA Representatives.

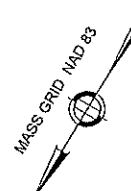
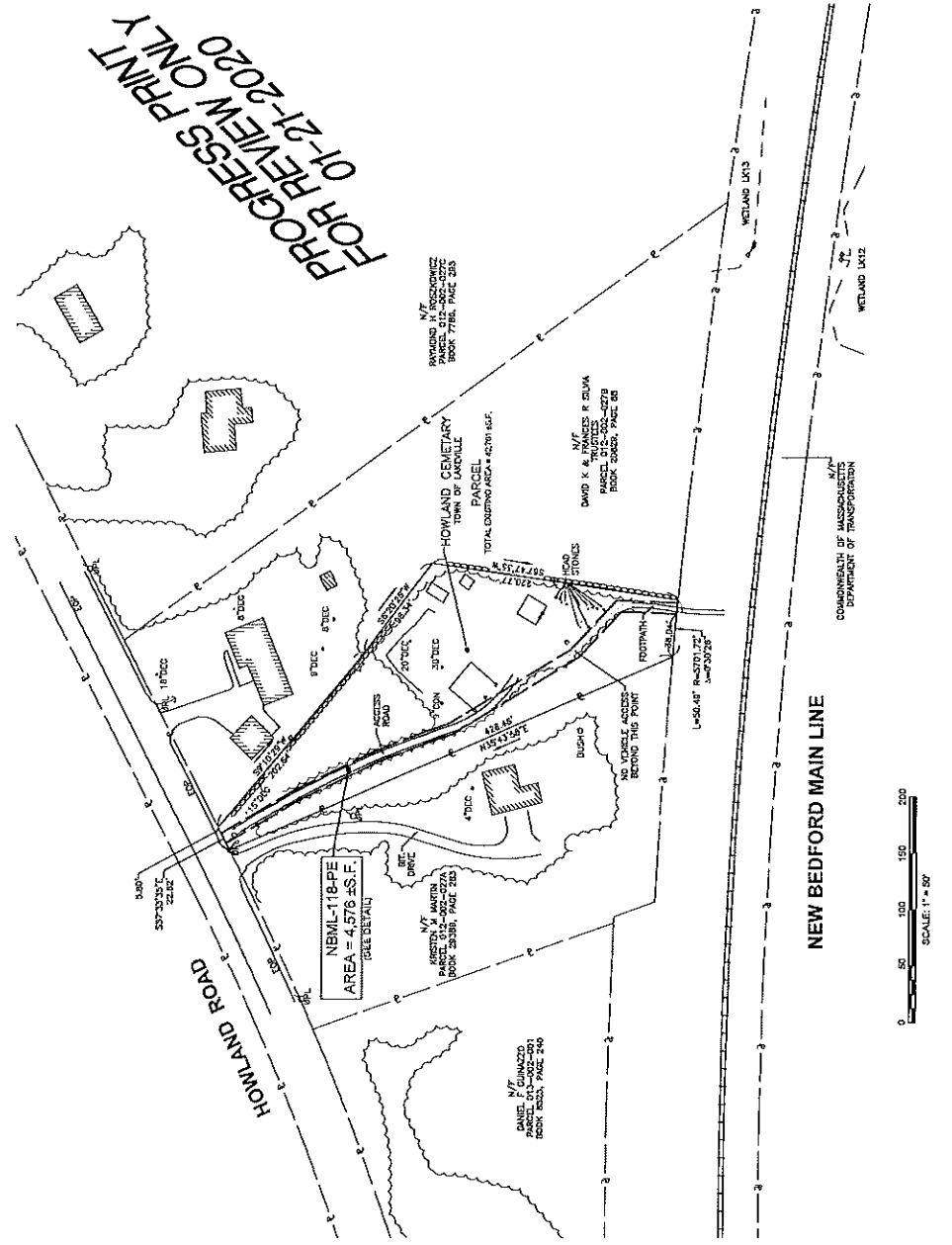
I am unsure why an additional sight meeting with new Lakeville representatives excluding the Cemetery Commission is necessary.

Please call me with any questions and/or information you may gather from the MBTA.

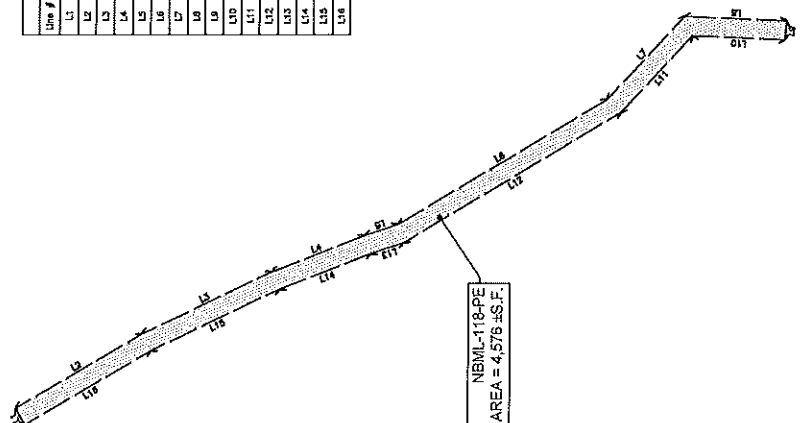
  
Kenneth W. Upham  
Chairman Cemetery Commission



PROGRESS PRINT  
FOR REVIEW ONLY  
01-21-2020



Line #	Direction	Length
L1	S57°33'33"E	10.02
L2	S20°34'40"W	76.61
L3	S33°41'15"W	76.00
L4	S58°01'15"W	32.43
L5	S41°01'40"W	10.74
L6	S28°12'45"W	127.40
L7	S12°02'26"W	36.81
L8	S81°46'40"W	33.80
L9	N22°20'27"W	10.01
L10	N11°45'48"E	48.78
L11	N12°02'29"E	35.18
L12	N28°08'50"E	132.40
L13	N41°01'48"E	16.48
L14	N28°01'18"E	51.79
L15	N23°41'15"E	75.18
L16	N28°38'40"E	76.83



NBML-118-PE  
AREA = 4,576 ±S.F.

DETAIL  
SCALE: 1" = 50'

NEW BEDFORD MAIN LINE



**LEGEND**

██████████	BLUISH
-----	PROPERTY LINE
-----	PROPOSED LINE
-----	TREE LINE
-----	WETLAND LINE

**HATCH LEGEND**

██████████	PERMANENT EASEMENT
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PARCEL NO.	PURPORTED OWNER	TYPE OF NON-EXCLUSIVE PERMANENT ACCESS EASEMENT	NUMBER OF ACRES BLOCK, PAGE	TOWN OF LANDVILLE MAP BLOCK, LOT	AREA IN SQ. FT.	COUNTY
NBML-118-PE	TOWN OF LANDVILLE	ACCESS EASEMENT	31.077	346	4,576	PENNSACUET

- NOTES:**
- PROPERTY LINES SHOWN ON THIS PLAN ARE BASED UPON AN ACTUAL FIELD SURVEY CONDUCTED BY THE ENGINEER IN 2019 AND FROM DEEDS AND PLANS OF RECORD.
  - EXISTING AND PROPOSED FEATURES SHOWN ON THIS PLAN ARE BASED ON AERIAL PHOTOGRAPHS AND FIELD SURVEY DATA.
  - WETLANDS SHOWN ON THIS PLAN ARE TAKEN FROM A BAE PLAN MAP.

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTER OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.

DATE: \_\_\_\_\_ PROFESSIONAL LAND SURVEYOR

MASSDOT  
SOUTH COAST RAIL - PHASE 1

LAND ACQUISITION PLAN - TOWN OF LANDVILLE  
PLYMOUTH COUNTY

SCALE: 1" = 50'

DATE: 07/12/2019

PROJECT NO. \_\_\_\_\_ SHEET: \_\_\_\_\_



013-002-001  
1736 AC

002-027A

014-005 AC

012-002-027B  
2.286 AC



79

6

**AGENDA ITEM #10**  
**MAY 4, 2020**

**NEW BUSINESS**

Just a placeholder.

**AGENDA ITEM #11**  
**MAY 4, 2020**

**OLD BUSINESS**

Update of former Lakeville Hospital property

Update on sale of Lakeville Country Club

**AGENDA ITEM #12  
MAY 4, 2020**

**ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE  
THE MEETING**

Just a placeholder

**AGENDA ITEM #13  
MAY 4, 2020**

**POSSIBLE EXECUTIVE SESSION PURSUANT TO M.G.L. C.30A, §21A (3) TO DISCUSS STRATEGY WITH RESPECT TO COLLECTIVE BARGAINING, SPECIFICALLY THE FIREFIGHTERS' UNION, POLICE UNION AND LABORERS' UNION IF AN OPEN MEETING MAY HAVE A DETRIMENTAL EFFECT ON THE BARGAINING POSITION OF THE BOARD, AND THE CHAIR SO DECLARES AND TO PURSUANT TO M.G.L. C.30A, §21A (7) TO COMPLY WITH THE OPEN MEETING LAW, M.G.L. C.30A, §22(F): APPROVAL OF EXECUTIVE SESSION MINUTES FOR DECEMBER 30, 2019; FEBRUARY 10, 2020 (5:00 PM) FEBRUARY 10, 2020; FEBRUARY 13, 2020; MARCH 23, 2020; MARCH 26, 2020 AND APRIL 6, 2020**

## **OTHER ITEMS**

1. Letter from Plymouth County OPEB Trust Program
2. Notice from SRPEDD for At Large commissioners

## Plymouth County OPEB Trust Program

To: Plan Administrators for PCOT members

From: Frances Lee on behalf of the Plymouth County OPEB Trust Program

Date: April 21, 2020

Re: PCOT Investment Committee elections

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The Investment Committee of the Plymouth County OPEB Trust program (PCOT) is a five (5) member committee, with four elected members each serving three year terms. On June 30<sup>th</sup>, the term for the *Town or School Administrator* will expire. If your Town or School Administrator wishes to serve on the PCOT Investment Committee please provide us with his/her name. The term will be from July 1, 2020 through June 30, 2023.

Additionally, due to retirement, elections will be held to complete current terms held by the *Treasurer & Plan Administrator* (remainder of term ends June 30, 2021) and the *Governing Board Member* (remainder of term ends June 30, 2022). If your Treasurer/Plan Administrator or a member of your Governing Board wishes to serve on the PCOT Investment Committee, please provide us with his/her name.

For the purposes of voting boards, committees, and union members will vote as a unit.

The timeline for the nomination process is as follows:

- May 5, 2020: Submit attached form nominating individuals to serve on Investment Committee
- May 12, 2020 : Ballots will be distributed to PCOT member agencies
- June 16, 2020: Deadline for ballots to be returned to PCOT
- June 19, 2020: Elected member of Investment Committee announced

We ask that you fill out the attached form indicating the names of the interested and return it to [flee@pars.org](mailto:flee@pars.org) by Tuesday, May 5, 2020.



## Plymouth County OPEB Trust Program

### Investment Committee Election

Name of Member Agency:

As a member of the Plymouth County OPEB Trust Program (PCOT), we nominate the following individuals to serve on the PCOT Investment Committee:

- Town or School Administrator:
  
- Treasurer & Plan Administrator:
  
- Governing Board Member:

Respectfully submitted,

Date:

*Please note that while each member unit may nominate for more than one elected position, only one individual of a member unit may serve in an elected position at the same time. For the purposes of voting boards, committees, and union members will vote as a unit.*

*Please submit this form no later than Tuesday, May 5, 2020 to Frances Lee ([flee@pars.org](mailto:flee@pars.org)). Thank you.*

SOUTHEASTERN REGIONAL PLANNING & ECONOMIC DEVELOPMENT DISTRICT

88 Broadway, Taunton, MA 02780

Tel: 508-824-1367/FAX: 823-1803 email: [info@srpedd.org](mailto:info@srpedd.org)

## CALL for AT-LARGE COMMISSIONERS (2020-21)

TO: Mayors; Community Groups in the SRPEDD Region;  
At-Large SRPEDD Delegates; SRPEDD Commissioners  
FROM: Alan Slavin, SRPEDD Chair  
DATE: March 23, 2020

RE: NOMINATIONS FOR SRPEDD AT-LARGE COMMISSIONER(S)

We are seeking representatives of minority and low-income community groups to serve on the Commission of the Southeastern Regional Planning and Economic Development District (SRPEDD). These appointments will take effect on May 22, 2020 at SRPEDD's Annual Meeting and continue through May 22, 2021. SRPEDD (pronounced sir-ped) is a regional planning agency established by the Legislature to provide regional planning and related planning technical assistance in transportation, land use, economic development, housing, and environmental concerns to the 27 municipalities (4 cities and 23 towns) that SRPEDD serves.

The Commission is SRPEDD's governing body and consists of municipal and community representatives who oversee the activities of the agency and address regional issues. The Commission meets approximately eight to ten times per year on the fourth Wednesday of the month. Meetings are held at SRPEDD's office in Taunton and begin at 6:30 pm.

The position of At-Large Commissioner, per the agency's bylaws, is a unique opportunity for individuals who represent and speak for traditionally disenfranchised minority and/or low-income populations in housing and economic development planning processes, as well as area transportation investments, among other important areas. The opportunity is all the more significant because At-Large Commissioners are also official voting members of the Joint Transportation Planning Group (JTPG), the advisory group to the Southeastern Massachusetts Metropolitan Planning Organization (SMMPO) for all transportation related issues. The JTPG is the forum for citizen involvement in transportation planning, and usually meets the second Wednesday of each month, likewise at SRPEDD, beginning at 2:00 pm.

Commission bylaws provide for up to six At-Large delegates representing low income and minority group interests: **2 for the New Bedford area; 2 for the Fall River area; 1 for the Taunton area; and 1 for the Attleboro area.**

The attached sheet outlines the eligibility criteria for At-Large Commissioner Appointees and the communities included in each subarea.

You or your organization may propose a person to sit on the Commission, who will be nominated by a member of the Commission and confirmed by the body as a whole.

**If interested, kindly fill out the attached Qualification Statement, and forward your completed form to: Stacy Royer at [ssousa@srpedd.org](mailto:ssousa@srpedd.org) or 88 Broadway, Taunton, MA 02780. Questions? Please call Stacy at (508) 824-1367**

We hope to see a full complement of six At-Large Commissioners serving for the 2020-21 term so that low-income and minority community groups are well represented on the board. If you are aware of other qualified or interested community groups who may not have received this mailing, please notify us so we may contact them or pass along a copy on to the appropriate party. Thank you!

②

## Page 2

The **NOMINEE** must be a resident within one of the following subareas, as appropriate:

<u>Attleboro Subarea</u>	<u>Fall River Subarea (2)</u>	<u>New Bedford Subarea (2)</u>	<u>Taunton Subarea</u>
Attleboro	Fall River	New Bedford	Taunton
Mansfield	Freetown	Acushnet	Berkley
North Attleborough	Seekonk	Dartmouth	Carver
Norton	Somerset	Fairhaven	Dighton
Plainville	Swansea	Marion	Lakeville
Rehoboth	Westport	Mattapoissett	Middleborough
		Rochester	Raynham
		Wareham	

### **CURRENTLY SERVING AT-LARGE COMMISSIONERS (2019-2020)**

Attleboro Subarea: No appointment  
Fall River Subarea: No appointment  
New Bedford Subarea: Patrick Sullivan, Community Development Director  
Taunton Subarea: Janine Peccini, (OECD) Off of Econ & Community Development

**The NOMINEE must be certified as a representative of a qualified low-income or minority community group in writing.**

**COMMUNITY GROUPS** are defined as one of the following:

- a legal non-profit corporation or association whose members are minority and/or low income; or
- the governing body or advisory board of a public agency whose goals are reflective of the needs of minority and low-income people.

**MINORITIES** are those defined by the Economic Development Administration as:

- Black or African American – American Indian and Alaska Native
- Hispanic - Mexican, Puerto Rican, Other Hispanic or Latino
- Native American - persons known by virtue of tribal associations
- Asian - Japanese, Chinese, Korean, Filipino, Indian, Thai, Cambodian, Vietnamese
- Other Races including Native Hawaiian & Other Pacific Islanders

**LOW-INCOME** is defined according to the Bureau of Labor Statistics' minimum standard of living.

**QUALIFIED COMMUNITY GROUPS** are those organizations, associations, or bodies which were formally established on or before July 1, 2013.

SOUTHEASTERN REGIONAL PLANNING AND ECONOMIC DEVELOPMENT DISTRICT

88 Broadway, MA 02780

Tel: 508-824-1367 FAX: 508-823-1803 email: [info@srpedd.org](mailto:info@srpedd.org)

**QUALIFICATION STATEMENT\***

**TITLE OF ORGANIZATION** (Community Group): \_\_\_\_\_

\_\_\_\_\_ Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Agency email: \_\_\_\_\_

Date Organized or Incorporated: \_\_\_\_\_ Approx. # of Members: \_\_\_\_\_

Purpose (Brief Description): \_\_\_\_\_

\_\_\_\_\_

Minority or Low-Income Groups Represented: \_\_\_\_\_

\_\_\_\_\_

Our organization would like to nominate the following individual(s) to sit on the SRPEDD Commission:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Submitted by:

Name: \_\_\_\_\_ Title \_\_\_\_\_

E-mail: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*Mass. General Laws: "The Commission may increase its membership by not more than six in order to provide representation to low income and minority groups."

**PLEASE RETURN BY APRIL 29, 2020**

Email or fax the completed form to [mailto:ssousa@srpedd.org](mailto:mailto:ssousa@srpedd.org) or 508-823-1803 fax

Or forward via U.S. Mail to SRPEDD, 88 Broadway, Taunton, 02780