

MASHPEE WATER DISTRICT



2021
ANNUAL
REPORT



“for generations unborn”

REPORT OF THE BOARD OF WATER COMMISSIONERS

To the citizens of the Mashpee Water District:

The Board of Water Commissioners is pleased to submit our annual report for the calendar year ending December 31, 2021.

During 2021, the Mashpee Water District continued to maintain and protect the quality and availability of the District's water sources as always. Our offices have remained open to the public and all of our employees continued to serve the taxpayers of Mashpee during the continued Covid-19 Pandemic. We used the CDC guidelines along with the State of Massachusetts recommendations to continue operations in person during these challenging times.

Our Annual District Meeting was held on April 27, 2021. We were able to pass all 6 articles. The omnibus budget increased 3% from the previous year and we were able to allocate free cash for savings and OPEB funding.

In May 2021, Water Commissioner Ronald Gangemi, was re-elected for another 3 year term.

We will always encourage water conservation. Our water conservation kits are always available in our office. We can provide contactless pick up if needed. However, our annual Quashnet School poster contest was cancelled due to the pandemic.

The District's staff faced continued challenges of the Covid -19 Pandemic but the year was again successful. We as a Board are extremely lucky to have staff willing and able to navigate thru these difficult times. We thank them sincerely for their tireless efforts and dedication to the District taxpayers.

As always, it is our pleasure to serve as your Board of Water Commissioners.

Respectfully,

F Thomas Fudala, Chairman
Kenneth Marsters Vice Chairman
Ronald Gangemi, Clerk

BOARD MEETINGS – FY 2021

17 November 2020	Regular Meeting
17 November 2020	Tax Classification Hearing
2 March 2021	Regular Meeting
19 March 2021	Regular Meeting
27 April 2021	Regular Meeting
15 June 2021	Regular Meeting

REPORT OF THE OPERATIONS MANAGER

To the Board of Water Commissioners and the District Residents, I wish to submit the following as the operational report of the Mashpee Water District for calendar year 2021.

The Mashpee Water District customer base expanded its customers by 142 this year. These additional customers increased the total accounts to 10,149 as of December 31.

During the year we continued our efforts to provide safe drinking water and fire protection to the citizens of Mashpee. The total number of fire hydrants expanded this year to 1,469. The District has approximately 181 miles of water main. Fire hydrant maintenance and water main flushing was a major part of our efforts and will continue to be performed now and in the future.

The District wells pumped 485 million gallons of water and we purchased 93 million gallons from the Upper Cape Regional Water Supply Cooperative and the Sandwich Water District. The total gallons used for customers and system maintenance were 578 million gallons.

In 2021 District voters approved funding to install a filter plant for the Turner Road Wells impacted by PFAS contamination. Fortunately federal funding was later approved for the filters, saving the taxpayers 8 million dollars. The US Air Force has agreed to install the filters with the assistance of US Army Corps of Engineers. This well will remain out of service until a filter has been installed to remove all of the compounds.

In December construction started on the new water tank on Back Road. The tank should be completed and in service in the spring of 2022.

Our website (www.mashpeewaterdistrict.com) has useful information so please check it out. Call the office anytime during business hours to make suggestions to improve your water system. We welcome your suggestions and offer conservation kits to all of our customers so please stop by the office and pick one up.

District personnel were faced with many challenges in 2021 due to the Covid -19 pandemic. The dedicated staff continued the same customer

service as always and made certain the water was safe and dependable during this time.

Respectfully submitted,
Andrew Marks
Operations Manager

REPORT OF THE TREASURER

To the citizens of the Mashpee Water District:

The Water District's tax rate was set at .14 cents per thousand dollars of valuation on January 1, 2021. This is a decrease from the previous January 1, 2020 of .02 cents. Property values also increased 3.86% from calendar year 2020. Also, the omnibus budget for FY22 produced an increase of 3% from the previous fiscal year.

Our investments are secure and still liquid for operational purposes. The District will continue to search out the highest rates available however, the pandemic is continuing to keep interest rates very low. Our revenues stay small and steady from investments, water accounts, misc fees, and new customers. Our collections of water charges continue to be excellent. Our shut off policy in an effort is still suspended to support the community during the Covid-19 pandemic.

Our debt in 2021 has decreased with one more annual payment. We did borrow the 2,220,000.00 million dollars we needed for the construction of our new water tank. This money was approved in 2018 and in 2021 at annual district meetings. A debt repayment schedule will be established once the fiscal year ends.

Please continue to use Invoice Cloud for your online payments. This service is a great convenience for our customers. Go to our website: www.mashpeewaterdistrict.com if you would like to take advantage of this form of payment. Fees do apply. An online platform is in the early stages but we have started the process to get our bills online for your convenience as well.

Respectfully submitted,
Leanne Gray, Treasurer/ Accountant

MASHPEE WATER DISTRICT
BALANCE SHEET

ASSETS

JUNE 30, 2021

Cash:

Revenue:	7,037,195.80		
Petty Cash:	<u>150.00</u>	\$	7,037,345.80

Accounts Receivable:

Personal Property Taxes:			
Prior Years:	631.28		
Fiscal Year 2021	379.78		
			1,011.06

Real Estate Taxes:

Prior Years:	542.10		
Fiscal Year 2021	23,158.92		
			23,701.02

Water Betterments Added to Taxes

Apportionments- Prior Years:	99.30		
Apportionments- FY 2021	3,201.21		
Committed Interest- Prior Years:	29.23		
Committed Interest- FY 2021	<u>515.72</u>		3,845.46

Deferred Betterments Age/Built

			483.93
Tax Foreclosures/ Possessions			31,031.41
Tax Title Receivables:			26,302.75

Water Receivables: Rates & Charges

	58,536.50		
Water Liens	<u>496.00</u>		59,032.50

Estimated Receipts

0.00

Loans Authorized:

1,100,000.00

Revenue- Fiscal Year 2022 (a)

\$ 2,541,516.00

TOTAL ASSETS:

\$ 10,824,269.93

MASHPEE WATER DISTRICT
BALANCE SHEET

<u>LIABILITIES & RESERVES</u>	<u>JUNE 30, 2021</u>	
Funds in Escrow:		
Payroll Withholdings Due	101.74	
Betterment Reserve Revenue		
Contractors Guarantees	<u>31,286.69</u>	\$ 31,388.43
Warrants Payable		23,208.75
Due to Trust Funds		12,483.23
Appropriations:		
Appropriation Control FY'2022 (b)		7,822,391.55
Reserves for Tax Abatements:		
Overlay- Prior Years	16,277.82	
Overlay- Fiscal Year 2021	<u>16,406.81</u>	32,684.63
Reserves for Uncollected Receivables:		
Water Revenue	59,032.50	
Special Assessment Revenue	3,845.46	
Tax Title Revenue	26,302.75	
Tax Forecl./ Poss. Revenue	31,031.41	
Deferred Bett. Rev. Age/Built	<u>483.93</u>	120,696.05
Fund Balances Reserved for Appropriation:		
System Development Fees	<u>193,046.06</u>	193,046.06
Loans Authorized & Unissued:		1,100,000.00
Petty Cash		150.00
Unreserved Fund Balance:		\$ <u>1,488,221.23</u>
<u>TOTAL LIABILITIES & RESERVES:</u>		<u>10,824,269.93</u>

NOTES

MASHPEE WATER DISTRICT

REPORT OF THE TREASURER

CASH RECONCILIATION

GENERAL FUND

Beginning Balance- July 1, 2020	\$	6,560,626.04
Available Funds Transfer ADM FY21		404,000.00
Warrants Payable 6/30/2021		23,208.75
Refunds/ Errors / Adjustments		
Cash Receipts (per schedule)		<u>3,584,376.87</u>
Subtotal		10,572,211.66
Cash Payments (per schedule)		-3,410,756.04
Bounced Pymts/ Chargebacks		-515.51
Warrants Payable 6/30/20		-123,594.31
Refunds/ Errors/ Adjustments		
Subtotal		<u>-3,534,865.86</u>
Ending Balance- June 30, 2021	\$	<u>7,037,345.80</u>

Cash in Banks- June 30, 2021

Petty Cash/ Checking:	\$	150.00
Money Market Accounts:		5,427,907.05
Investments:		<u>1,609,288.75</u>
Ending Balance- June 30, 2021	\$	<u>7,037,345.80</u>

TRUST FUNDS

Money Market Accounts:	1,638,238.56
Investments:	151,044.96

Total Trust Fund Balance 1,789,283.52

TOTAL GENERAL & TRUST FUNDS \$ 8,826,629.32

MASHPEE WATER DISTRICT

BALANCE SHEET

DEBT LEDGER

June 30, 2021

Debt Issued:

Serial Loans Issued & Outstanding 6/30/21 \$730,000.00

Debt Due:

Water Obligation Bonds Due 2007-2021 90,000.00
Water Obligation Bonds Due 2008-2023 340,000.00
\$430,000.00

DEFERRED LEDGER

Deferred Water Main Betterments: \$247,796.86

Apportionments Due- 2011 - 2029 \$247,796.86

TRUST FUND LEDGER

Cash & Securities in Custody of Treasurer \$1,789,283.52
Due from General Fund \$12,483.23
Stabilization Fund 82,520.58
Unemployment Fund 48,522.13
Betterment Reserve Fund 1,670,724.04
Total Trust Funds \$1,789,283.52

FIXED ASSETS- (Net of Depreciation)

Land 4,943,009.00
Buildings 6,163,648.00
Vehicles 91,730.58
Equipment & Fixtures 86,563.00
Distribution System 11,569,639.00
Construction in Progress 105,578.00
Total Fixed Assets \$22,960,167.58

MASHPEE WATER DISTRICT
BALANCE SHEET

NOTES TO BALANCE SHEET

JUNE 30, 2021

(a) Revenue FY'2022		
Votes @ Annual Dist. Mtg. 4/27/2021	\$	3,555,016.00
Transfers from Available funds		1,143,500.00
Raise and Appropriate		<u>2,269,360.00</u>
		<u>\$ 2,541,516.00</u>

* Transfers from available funds breakdown

1. Surplus Revenue (Free Cash)	1,013,500.00	
2. Betterment Reserve Fund	272,000.00	posted 7/1/2021

(b) Appropriation Control FY'2022

Recorded Votes of Annual Dist. Mtg.	\$	3,555,016.00
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* Transfers from available funds breakdown

1. Future Tank Fund	\$	50,000.00
2. OPEB Fund	\$	80,000.00
3. Budget Encumbrances Carried Over	\$	-

\$130,000.00

Special Articles Carried Forward

1. Water main Extns. / Dead Ends	\$	94,549.62
3. Scada System Upgrade		1,568.22
4. Future O.P.E.B. account		817,000.00
5. Future Tank maintenance		220,621.83
6. Well Cleaning account		448.48
7. New Water Tank 750K		2,494,422.00
8. New Replace Roof		462,336.00
8. Well Site Developmt/ Const.		<u>176,429.40</u> (Non-Revenue)

Subtotal 4,267,375.55

Total Balance Carried Forward **\$ 7,822,391.55** (b)

MASHPEE WATER DISTRICT

SCHEDULE OF RECEIPTS

FISCAL YEAR 2021

<u>REVENUE</u>		COMPLETE
Taxes: Real Estate & Personal Property		
Prior Years	30,818.99	
Fiscal Year 2021	<u>904,252.60</u>	935,071.59
Deferred taxes Collected		-
Tax Titles Collected:		7,019.75
 Betterments:		
Prior Years	10,976.63	
Fiscal Year 2021	74,396.74	
Paid In Advance	10,921.32	
Unapportioned	<u>0.00</u>	96,294.69
Committed Interest:		
Prior Years	2,332.17	
Fiscal Year 2021	13,719.63	
Paid In Advance	<u>332.75</u>	16,384.55
 Water:		
Rates & Charges	1,982,055.35	
Water Liens	7,518.99	1,989,574.34
 Estimated Receipts:		
Interest on Taxes	7,402.91	
Interest on Investments	16,887.73	
Service Connections	30,285.00	
Inspection Fees, Misc. Servs	<u>119,178.48</u>	173,754.12
Escrow accts- Various		6,700.00
System Development Fees		16,150.00
 <u>TOTAL REVENUE RECEIPTS:</u>		<u>\$ 3,240,949.04</u>
 <u>Other Receipts:</u>		
Payroll Ded. Withheld	343,427.83	
Contractors Guarantees		
Insurance Loss receipt	-	
Bond Proceeds Premium	-	
Refunded Bond Issue Proceeds	-	
Trust Fund Proceeds		<u>\$ 343,427.83</u>
 <u>TOTAL RECEIPTS</u>		<u>\$ 3,584,376.87</u>

MASHPEE WATER DISTRICT

SCHEDULE OF PAYMENTS-

FISCAL YEAR 2021

REFUNDS:

Contr.Guar./ Escrow Reimbsmts.	32,885.00
System Development Refunds	-
Water, Serv. Conn. Refunds	\$ 3,952.00
Payments to Trust Funds	132,088.77
Payroll Ded. to Agencies	341,155.26
	<u>510,081.03</u>

FY'21 ARTICLE APPROPRIATIONS

Replacement New Roof 79 Industrial Dr	500,000.00	
	<u>0.00</u>	
		<u>500,000.00</u>

Maintenance & Operations

Salaries & Wages	838,989.37
Employee Benefits	638,148.89
Office Administration	75,968.47
Debt & Interest	403,956.25
Legal, Engineering, Consult.	79,937.64
Field Maint. & Operations	628,905.79
State Water Assessment	5,100.70
Insurance	66,817.00
Purchase water other	<u>80,126.90</u>

Total Revenue Appropriations \$ 2,817,951.01

Non-Revenue Appropriations

Ext, Dead Ends	4,500.00	
New water tank 750k	35,828.00	
Tank Painting	4,732.00	
New Roof	37,664.00	
		82,724.00

TOTAL PAYMENTS

3,410,756.04

Respectfully Submitted,
Leanne Gray, Treasurer

**MASHPEE WATER DISTRICT EMPLOYEES
CY21**

<u>Last Name, First Name</u>	<u>Title</u>	<u>Salary</u>
Anderson, Jessica	Accounts Rec	\$62,429.60
DiGiacomo, Adam	Field Technician	\$82,432.21
Forbes, Scott	Field Technician	\$93,530.04
Fredericks, Michael	Field Technician	\$88,569.87
Fudala, F. Thomas	Commissioner	\$5,000.00
Gangemi, Ronald	Commissioner	\$5,000.00
Gorczyca, Sarah	Administrative Asst.	\$68,605.30
Gray, Leanne	Treasurer/Accountant/Clerk	\$89,428.29
Matton, Michael	Field Technician	\$70,159.94
Marks, Andrew	Operations Manager	\$124,332.30
Marsters, Kenneth	Commissioner	\$5,000.00
Mills, Robert	Moderator	\$200.00
Perry, James	Asst Operations Mgr	\$104,772.15
Swanson, Rebecca	Senior Clerk	\$37,691.51
Villa, Nicholas	Field Technician	\$81,344.45
Total		\$918,495.66

REPORT OF THE DISTRICT CLERK

To the Citizens of the Mashpee Water District:

The District held its Annual District Meeting on Tuesday, April 27, 2021. The Annual Election was held on Saturday, May 8, 2021 on same ballot as the Town Election.

The following certified copies indicate the results of the election and the District Meeting actions.

Respectfully submitted,

Leanne Gray
District Clerk

Mashpee Water District
Annual Election
May 8, 2021

WATER COMMISSIONER- THREE YEAR TERM- VOTE FOR ONE
(total of all precincts)

Ronald Gangemi	1286
Write-In	2
<u>Blank</u>	<u>421</u>

TOTAL: 1709



"for generations unborn"

Mashpee Water District

79 Industrial Drive
Mashpee, MA 02649
508-477-6767

ANNUAL DISTRICT MEETING TUESDAY, APRIL 27, 2021

Barnstable, SS:

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and summon the inhabitants of the Mashpee Water District who are qualified to vote in the elections to meet at the Mashpee Water District, 79 Industrial Drive, Mashpee, Massachusetts, **on Tuesday, April 27, 2021 at 4:00 P.M. for the following purposes:**

District Meeting was called to order at 4:00 p.m. by moderator Robert Mills with 24 voters present.

To elect by nomination from the floor: A Moderator to serve for a term of three years.

ACTION: Motion made by Yvonne Courtney to nominate Robert Mills to serve as moderator for another three year term. Motion moved by Mary Wagan and seconded by Commissioner Marsters. No other nominations from the floor. Moderator declared a unanimous vote at 4:03 p.m.

To act on the Articles contained in the following Warrant:

Article 1: To hear and act on the 2020 Report of the District Officers.

MOTION: I move the District vote to accept the 2020 Annual Report of the District Officers.

ACTION: Motion made by Commissioner Gangemi; seconded by Chairman Fudala. Moderator declared a unanimous vote at 4:04 p.m.

Article 2: To see if the District will vote to raise and appropriate or transfer from available funds the sum of **\$3,555,016.00** to defray the regular expenses of the District for the Fiscal Year beginning July 1, 2021 including Office expenses; Salaries and Wages; Employees Benefits Costs; Legal, Engineering and Professional Services; Field Maintenance & Operations; Fixed Costs; and Debt & Interest Expenses, as may be deemed necessary by the Board of Water Commissioners, or take any other action relating thereto.

Explanation: This is the District's operating budget for the Fiscal Year 2022 commencing July 1, 2021 through June 30, 2022.

OPERATING EXPENSES	BUDGET FY2021	PROPOSED FY2022
Office Expenses	129,336	131,923
Salary and Wages	903,500	954,472
Employee Benefits	712,200	740,700
Legal, Engineering & Professional Services	197,000	208,000
Field Maintenance & Operations	865,609	962,921
Fixed Expenses	240,000	285,000
Debt & Interest	404,000	272,000
Total Omnibus Budget	3,451,645	3,555,016

MOTION: I move the District vote to appropriate for the Fiscal Year 2022 an operating budget totaling \$3,555,016.00 as follows: To raise and appropriate \$ 2,269,360.00; transfer from the Betterment Reserve Fund \$272,000.00; and transfer from Unreserved Fund Balance (Free Cash) \$1,013,500.00; and further that said appropriation be expended as follows: Office Expenses \$131,923.00; Salaries & Wages \$954,472.00; Employee Benefits \$740,700.00; Legal , Professional & Engineering Expenses \$208,000.00; Field Maintenance & Operations \$962,921.00; Fixed Expenses \$285,000.00; and Debt & Interest Expenses \$272,000.00.

ACTION: Motion made by Commissioner Marsters; seconded by Chairman Fudala. Moderator declared a unanimous vote at 4:08 p.m.

Article 3: To see if the District will vote to raise and appropriate or transfer \$50,000 from available funds to the Future Tank maintenance account, or take any other action relating thereto.

Explanation: Approval of this Article will enable the District to add another \$50,000 to the account established for the eventual painting and cleaning of the District Water Tanks.

MOTION: I move the District appropriate & transfer \$50,000 to the Future Tank Maintenance account from Unreserved Fund Balance (free cash).

ACTION: Motion made by Commissioner Gangemi; seconded by Commissioner Martsters. Moderator declared a unanimous vote at 4:10 p.m.

Article 4: To see if the District will vote to appropriate and transfer from available funds \$80,000 to the account established for Other Post Employment Benefits (OPEB), or take any other action relating thereto.

Explanation: Approval of this Article will enable the District to add another \$80,000 to the account established for the eventual funding of Other Post Employment Benefits, which is currently an unfunded liability.

MOTION: I Move the District appropriate & transfer \$80,000 to the Other Post Employment Benefits account from Unreserved Fund Balance (Free Cash).

ACTION: Motion made by Commissioner Marsters; seconded by Chairman Fudala. Moderator declared a unanimous vote at 4:11 p.m.

Article 5: To see if the District will vote to raise and appropriate, borrow, or transfer from available funds the sum of \$8,540,000.00; for the purchase and installation of a filtering system for the Turner

Road Pumping Station 1 & 2; and for the payment of all costs incidental and related thereto, or to take any action thereon, or relative thereunto.

Explanation: This Article will enable the District to fund a new filtering system to remove iron, manganese, and perfluorinated compounds.

MOTION: I move the District vote to appropriate \$8,540,000.00 to pay costs of designing and constructing a new filtering system to remove iron, manganese, and perfluorinated compounds, and for the payment of all costs incidental and related thereto, and that to raise this appropriation, the District Treasurer with the approval of the District Commissioners, is authorized to borrow \$8,540,000.00 under and pursuant to M.G.L. c. 44 ss7(1), 8(5), Chapter 136 of the Acts of 1987 as amended, or pursuant to any other enabling authority, and to issue bonds or notes of the District therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, s20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ACTION: After discussion from the floor, motion was made by Chairman Fudala; seconded by Andrew Marks. Moderator declares a unanimous vote by 4:16 p.m.

Article 6: To see if the District will vote to raise and appropriate, borrow, or transfer from available funds an additional sum of \$1,120,000 to pay costs of designing and constructing a new 750,000 gallon composite water tank, demolishing and removing the existing 3,000,000 gallon steel water tank, and for the payment of all costs incidental and related thereto, or to take any action thereon, or relative thereunto.

Explanation: This Article will enable the District to fund additional costs for a new water storage tank. On April 24, 2018 Article #5 was passed to fund 3,700,000.00 for a new water tank however, through the bidding process our estimated funding cost were not enough.

MOTION: I move the District vote to appropriate \$1,120,000.00 to pay costs of designing and constructing a new water tank, and for the payment of all costs incidental and related thereto, and that to raise this appropriation, the District Treasurer with the approval of the District Commissioners, is authorized to borrow \$1,120,000.00 under and pursuant to M.G.L. c. 44 ss7(1), 8(5), Chapter 136 of the Acts of 1987 as amended, or pursuant to any other enabling authority, and to issue bonds or notes of the District therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, s20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ACTION: After discussion from the floor, motion was made by Commissioner Marsters; seconded by Andrew Marks. Moderator declares a unanimous vote at 4:17 p.m.

Moderator adjourned the meeting at 4:19 p.m.

And you are hereby directed to serve this warrant by posting up attested copies thereof, one each at the Town Hall, Post Office, Library, Senior Center, Transfer Station, and the District Office, fourteen days at least before the meeting.

Hereof fail not and make returns of this warrant with your doings thereon to the District Clerk at the time of said meeting.

Given under our hands this 19th day of March, two thousand twenty one.

Leanne Gray, District Clerk
Bill Dalton, Constable

F. Thomas Fudala, Chairman
Kenneth Marsters, Vice-Chair
Ronald Gangemi, Clerk
WATER COMMISSIONERS

TAX RATE RECAPITULATION
Fiscal Year 2022

I. TAX RATE SUMMARY

1a. Total amount to be raised (from page 2, IIe)	\$ 3,699,391.54
1b. Total estimated receipts and other revenue sources (from page 2, IIIe)	2,781,500.00
1c. Tax Levy (1a minus 1b)	\$ 917,891.54
1d. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) 1c above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	92.1781	846,094.98	6,043,537,689.00	0.14	846,095.28
Net of Exempt					
Open Space	0.0291	267.11	1,908,900.00	0.14	267.25
Commercial	5.9086	54,234.54	387,390,621.00	0.14	54,234.69
Net of Exempt					
Industrial	0.5955	5,466.04	39,040,400.00	0.14	5,465.66
SUBTOTAL	98.7113		6,471,877,610.00		906,062.88
Personal	1.2887	11,828.87	84,490,420.00	0.14	11,828.66
TOTAL	100.0000		6,556,368,030.00		917,891.54

MUST EQUAL 1C

Board of Assessors

John A. Bartos, Assessor , Mashpee , clbartos@comcast.net 508-539-1404 | 11/19/2021 10:09 AM

Comment:

Gregg P. Fraser, Assessor , Mashpee , assessing@mashpeema.gov 508-539-1400 | 11/19/2021 10:09 AM

Comment:

Paul P. Andrews, Assessor , Mashpee , pa100@aol.com 508-539-1400 | 11/19/2021 10:09 AM

Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Katie Scopelleti
 Date: 12/06/2021
 Approved: Thomas Guilfoyle
 Director of Accounts: Deborah A. Wagner

NOTE : The information was Approved on 12/6/2021