



RECEIVED  
CITY CLERK

2022 SEP -1 P 12:45

CITY OF AMESBURY  
IN THE YEAR TWO THOUSAND TWENTY-TWO

---

SPONSORED BY: Kassandra Gove **BILL No. 2022-115**  
Kassandra Gove, Mayor

**An Order** to authorize the Mayor to accept and expend funding in the amount of \$238,460.21 from the Winter Recovery Assistance Program (WRAP) administered by the Massachusetts Department of Transportation.

**Summary:** In April 2022, Governor Charlie Baker approved \$100M in funding for the Winter Recovery Assistance Program, also known as WRAP. The program is administered by the Massachusetts Department of Transportation. WRAP provides supplemental funding for cities and towns to improve their transportation networks in response to harsh winter weather. Program funding is allocated using a formula based on a municipality's share of local roadway mileage. Amesbury's WRAP funding apportionment is \$238,460.21 based on its locally owned mileage.

**Be it Ordered by the City Council of the City of Amesbury assembled, and by the authority of the same as follows:**

That the City of Amesbury authorizes the Mayor to accept and expend funding in the amount of \$238,460.21 from the Winter Recovery Assistance Program (WRAP) administered by the Massachusetts Department of Transportation.



Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Jamey Tesler, Secretary & CEO  
Jonathan L. Gulliver, Highway Administrator



REVISED-  
AGREEMENT  
NOTICE TO PROCEED

July 11, 2022

Town of Amesbury  
62 Friend Street  
Amesbury, MA 01913

Agreement Number: 118104  
Action Item #: 15  
Action Item Date: July 6, 2022

Dear Kassandra Gove:

Enclosed is a signed copy of your agreement with the Massachusetts Department of Transportation, Highway Division.

This agreement is relative to the Winter Recovery Assistance Program (WRAP) in Amesbury.

In accordance with the terms of this agreement, you are hereby notified to commence work on July 1, 2022. The work is scheduled to be completed on June 30, 2023.

Thank you,

*Miguel A. Sanchez*

Miguel A. Sanchez  
Supervisor, Contracts & Records

MS/jfp

cc: Fiscal  
Contracts & Records

E-Mail: C.Gascon

# MASSDOT STANDARD CONTRACT FORM



This form is issued and published by the Massachusetts Department of Transportation (MassDOT or Department). Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract.

<b>CONTRACTOR LEGAL NAME:</b> (and d/b/a): TOWN OF AMESBURY		<b>DEPARTMENT NAME:</b> Massachusetts Department of Transportation <b>MMARS Department Code:</b> DOT	
<b>Legal Address: (W-9, W-4,T&amp;C):</b> 62 Friend St, Amesbury, MA 01913		<b>Business Mailing Address:</b> 10 Park Plaza, Boston MA 02116	
<b>Contract Manager:</b> Cassandra Gove		<b>Billing Address (if different):</b>	
<b>E-Mail:</b> govek@amesburyma.gov		<b>Contract Manager:</b> Cassandra Gascon	
<b>Phone:</b> 978-388-8121	<b>Fax:</b>	<b>E-Mail:</b> <a href="mailto:Cassandra.Gascon@dot.state.ma.us">Cassandra.Gascon@dot.state.ma.us</a>	
<b>Contractor Vendor Code:</b> VC6000191694		<b>Phone:</b> (857) 368-4636	<b>Fax:</b> n/a
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD001. (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b> 118104	
<b>RFRR/Procurement or Other ID Number:</b> Chapter 42, Section 2E, Acts of 2022.			
<b>NEW CONTRACT</b>		<b>CONTRACT AMENDMENT</b>	
<b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b>		Enter <b>Current Contract End Date</b> Prior to Amendment: , 20 .	
<input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department) <input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget) <input type="checkbox"/> <b>Department Procurement</b> (includes State or Federal grants <a href="#">815 CMR 2.00</a> ) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach Employment Status Form, scope, budget) <input checked="" type="checkbox"/> <b>Other Procurement Exception:</b> (Attach authorizing language/justification, scope and budget)		Enter <b>Amendment Amount:</b> \$ . (or "no change")	
		<b>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</b>	
		<input type="checkbox"/> <b>Amendment to Date, Scope or Budget</b> (Attach updated scope and budget) <input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget) <input type="checkbox"/> <b>Other Procurement Exception:</b> (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the MassDOT Terms and Conditions documents are incorporated by reference into this Contract and are legally binding <input checked="" type="checkbox"/> <b>MassDOT TERMS AND CONDITIONS</b> <input type="checkbox"/> MassDOT IT TERMS AND CONDITIONS			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for MassDOT/Commonwealth owed debts under 815 CMR 9.00. <input checked="" type="checkbox"/> <b>Rate Contract</b> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input type="checkbox"/> <b>Maximum Obligation Contract</b> Enter Total Maximum Obligation for total duration of this Contract (or <i>new</i> Total if Contract is being amended). \$ _____			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments ( <a href="#">G.L. c. 29, § 23A</a> ); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Winter Recovery Assistance Program (WRAP) is for (1) rehabilitation, reconstruction, resurfacing or preservation of roadways and appurtenances; (2) repair or replacement of traffic control devices, signage, guardrails and storm grates or (3) road striping or painting. Funds distributed based on road mileage.			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ___ 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input checked="" type="checkbox"/> 2. may be incurred as of <b>July 1, 2022</b> , a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. ___ 3. were incurred as of , 20 , a date <b>PRIOR</b> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth and MassDOT from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <b>June 30, 2023</b> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the " <b>Effective Date</b> " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the MassDOT Terms and Conditions <a href="https://www.mass.gov/doc/massdot-terms-and-conditions-0/download">https://www.mass.gov/doc/massdot-terms-and-conditions-0/download</a> or IT Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: <u>Kassandra Gove</u> Date: <u>6/12/22</u> (Signature and Date Must Be Handwritten At Time of Signature or conform to the MassDOT Electronic Signature Policy, as in effect from time to time) Print Name: <u>Kassandra Gove</u> Print Title: <u>Mayor</u>		<b>AUTHORIZING SIGNATURE FOR MassDOT:</b> X: <u>Paul Stedman</u> Date: <u>06/26/2022</u> (Signature and Date Must Be Handwritten At Time of Signature, or conform to the MassDOT Electronic Signature Policy, as in effect from time to time) Print Name: <u>Paul Stedman</u> Print Title: <u>District Highway Director</u>	



Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Jamey Tesler, Secretary & CEO



April 28, 2022

Kassandra Gove  
Mayor  
62 Friend Street  
Amesbury, MA 01913

Dear Kassandra Gove:

We are happy to announce \$100,000,000 in statewide funding for the Winter Recovery Assistance Program, also known as WRAP. WRAP provides supplemental funding to cities and towns for improvements to their transportation networks in response to this past winter's harsh weather. Program funding is allocated using a formula based on a municipality's share of local roadway mileage. Amesbury's WRAP funding apportionment is \$238,460.21 based on its locally owned mileage of 71.502998700000006.

WRAP is a reimbursement-based program, and municipalities must enter into an agreement with MassDOT before incurring any costs. Funding must be spent on eligible expenses in order to be reimbursed by MassDOT, and municipalities must submit online project reports with each reimbursement request. Please only begin WRAP work after receiving a Notice to Proceed from MassDOT. To initiate the contracting process, email [WRAPReporting@dot.state.ma.us](mailto:WRAPReporting@dot.state.ma.us) with the contact information (including email address) of your municipality's authorized signatory. The spending deadline for WRAP funding is **June 30, 2023**.

Additional program details including contracting, eligible costs, project reporting, and key deadlines are available online at [www.mass.gov/winter-recovery-assistance-program-wrap](http://www.mass.gov/winter-recovery-assistance-program-wrap). Thank you for your commitment to improving the Commonwealth's transportation infrastructure.

Sincerely,

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor



# Program Overview - Winter Recovery Assistance Program (WRAP)

Provides cities and towns with funding to improve their transportation networks in response to harsh winter weather. Funds must be spent by June 30, 2023.

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## Overview

In April 2022, Governor Charlie Baker approved \$100M in funding for the Winter Recovery Assistance Program, also known as WRAP. The program is administered by MassDOT. WRAP provides supplemental funding for cities and towns to improve their transportation networks in response to harsh winter weather.

This is a reimbursement-based program, meaning that funds are provided to communities after project costs are incurred. Each municipality must enter into a contract with MassDOT for WRAP before work begins. No MassDOT project approval is necessary for the use of funding. However, funding must be used on eligible project expenses in order to be reimbursed by MassDOT. Specific items that are eligible for the use of WRAP funding are detailed below. Project reporting to MassDOT is required when requesting

reimbursement. First operating in 2014 then again in 2015, WRAP has proven to be successful in assisting communities with their transportation needs after facing difficult winter conditions.

## Funding Distribution

WRAP funding is distributed via a formula based on each municipality's share of locally owned road mileage. Municipalities are notified of their WRAP funding allocation through a letter from Governor Charlie Baker. [Apportionments can also be found online](#)

[\(/info-details/funding-apportionments-winter-recovery-assistance-program-wrap\)](/info-details/funding-apportionments-winter-recovery-assistance-program-wrap).

Monies for each specific city or town will be encumbered by MassDOT. This results in the monies being obligated on the Commonwealth's accounting system for the purpose of providing the reimbursement of bills paid by the cities and towns for WRAP projects.

## Contracting Process and Spending Deadlines

Each municipality must enter into a contractual agreement with MassDOT for the use of WRAP funding before work begins. This funding program is separate and distinct from other MassDOT funding programs, including Chapter 90. To initiate the contracting process, email

[WRAPReporting@dot.state.ma.us](mailto:WRAPReporting@dot.state.ma.us) (<mailto:WRAPReporting@dot.state.ma.us>) with the contact information (including email address) of your municipality's authorized signatory. All municipalities will be provided with the appropriate contract documents in order to get the funding agreement in place as soon as possible. Work may not proceed until a Notice to Proceed is provided by MassDOT for the contract.

Municipalities must spend their WRAP funding allocation by June 30, 2023. As such, all contracts will have an expiration date of June 30, 2023. Obligating funding towards a project does not count as spending. Actual costs for work conducted must be incurred between the MassDOT Notice to Proceed and the contract end date. Since this funding must be spent by the end of State Fiscal Year 2023 (June 30, 2023), no contract extensions will be provided. Any program funds left unspent by this date are no longer available for use.

## Project Approval and Eligible Costs

Once a municipality has received Notice to Proceed for their WRAP funding agreement, no project requests or approvals are necessary from MassDOT before a municipality begins work utilizing WRAP funding. However, it is imperative that WRAP funding is used only on eligible items in order to ensure reimbursement of expenses. Eligible items are listed below.

### Eligible WRAP Costs

- Rehabilitation, reconstruction, resurfacing or preservation of roadways and appurtenances (including sidewalks and bike lanes/paths)
- Repair or replacement of traffic control devices, signage, guardrails, and storm grates
- Road striping or painting

Police detail and traffic control costs are not eligible for reimbursement. Any costs that are not eligible for WRAP funding will not be reimbursed and shall be paid for by the municipality. WRAP funding, a state funding source, is applicable to all federal, state, and local procurement and prequalification regulations and guidelines, just like Chapter 90 funding, for example.

## Requesting Reimbursement and Reporting

WRAP is a reimbursement-based program, which means that municipalities are reimbursed for eligible expenses after costs are incurred. In order to receive award funds, recipients must submit the following via email to their District State Aid Engineer after expenses are incurred. Up-to-date State Aid Engineer contact information can be found on the [Chapter 90 website \(/chapter-90-program\)](#).

- [WRAP Reimbursement Request \(/doc/winter-recovery-assistance-program-reimbursement-request/download\)](#)
- [Payroll \(600\) Form \(/doc/payroll-600-form/download\)](#) (if necessary)
- [List of Materials \(454 Form\) \(/doc/list-of-materials-454-form/download\)](#) (545 Form)
- Required supporting documentation

Before submitting a reimbursement request, the municipality must first complete the online [WRAP Project Report Form \(/forms/project-report-form-winter-recovery-assistance-program-wrap\)](#). A link to the form is available on the WRAP Reimbursement Request. The form should take no more than ten minutes to complete and collects general project information. Reimbursement will not be provided if the form is not complete. This form helps MassDOT meet its legislatively mandated program reporting requirements.

Once all necessary information has been provided, MassDOT will process payment to the account set up specifically for this purpose. This reimbursement process is the same as that used for Chapter 90 and Complete Streets Funding Program projects. All WRAP reimbursement requests for costs incurred up to June 30, 2023 must be received by the respective MassDOT Highway Division District State Aid Engineer contact by July 15, 2023. Reimbursement requests must be clearly marked as Winter Recovery Assistance Program.

If the total amount of reimbursement requests submitted to MassDOT for WRAP is less than the total funds originally allocated, the remainder of this funding will be de-obligated and as a result, no longer available to the municipality. In the event that a city or town's contractor claims to be unavailable due to other work, said contractor will be allowed to sub-contract work related to WRAP. Cities and Towns will be reimbursed by September 30, 2023, for their expenditures pertaining to WRAP up to the specified allocated amount as per the letters sent from Governor Baker in April 2022.

# Contact

## Local aid district contacts

### Phone and email

**District 1 Local Aid Office** (857) 368-1036 (tel:+18573681036) David.Stokes@dot.state.ma.us

David Stokes, District State Aid Engineer

**District 2 Local Aid Office** (857) 368-2217 (tel:+18573682217) Stefan.Szulc@dot.state.ma.us

Stefan Szulc, District State Aid Engineer

**District 3 Local Aid Office** (857) 368-3011 (tel:+18573683011) Michael.OHara@dot.state.ma.us

James Marine, Assistant Administrator or Michael O'Hara, State Aid Engineer at (857) 368-3226

**District 4 Local Aid Office** (781) 862-1640 (tel:+17818621640) Karyn.Ramshaw@dot.state.ma.us

Karyn Ramshaw, Administrator at (781) 862-1560

**District 5 Local Aid Office** (857) 368-5025 (tel:+18573685025) Sean.M.Sullivan@dot.state.ma.us

Sean M. Sullivan, Acting State Aid Manager

**District 6 Local Aid Office** (857) 368-6162 (tel:+18573686162) Elie.Roditi@dot.state.ma.us

Elie Roditi, Assistant Administrator

### Fax

District 1 Local Aid Office (413) 637-0309

District 2 Local Aid Office (857) 368-0200

District 3 Local Aid Office (857) 368-0310

District 4 Local Aid Office (781) 862-1673

District 5 Local Aid Office (508) 880-6102

District 6 Local Aid Office (857) 368-0109

### Address

District 1

270 Main Street

Lenox, MA 01240

**Directions** (<https://maps.google.com/?q=270+Main+Street%2C+Lenox%2C+MA+01240>)

District 2

811 North King Street

Northampton, MA 01060

**Directions** (<https://maps.google.com/?q=811+North+King+Street%2C+Northampton%2C+MA+01060>)

District 3

499 Plantation Parkway

Worcester, MA 01605

**Directions** (<https://maps.google.com/?q=499+Plantation+Parkway%2C+Worcester%2C+MA+01605>)

**District 4**

519 Appleton Street

Arlington, MA 02476

**Directions** (<https://maps.google.com/?q=519+Appleton+Street%2C+Arlington%2C+MA+02476>)

**District 5**

1000 County Street

Taunton, MA 02780

**Directions** (<https://maps.google.com/?q=1000+County+Street%2C+Taunton%2C+MA+02780>)

**District 6**

185 Kneeland Street

Boston, MA 02111

**Directions** (<https://maps.google.com/?q=185+Kneeland+Street%2C+Boston%2C+MA+02111>)

**HOUSE . . . . . No. 4578**

House bill No. 4532, as amended and passed to be engrossed by the House. March 9, 2022.

**The Commonwealth of Massachusetts**

**In the One Hundred and Ninety-Second General Court  
(2021-2022)**

An Act making appropriations for fiscal year 2022 to provide for supplementing certain existing appropriations and for certain other activities and projects.

*Whereas*, The deferred operation of this act would tend to defeat its purposes, which are forthwith to make supplemental appropriations for fiscal year 2022 and to make certain changes in law, each of which is immediately necessary to carry out those appropriations or to accomplish other important public purposes, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

1           SECTION 1. To provide for supplementing certain items in the general appropriation act  
2 and other appropriation acts for fiscal year 2022, the sums set forth in section 2 are hereby  
3 appropriated from the General Fund unless specifically designated otherwise in this act or in  
4 those appropriation acts, for the several purposes and subject to the conditions specified in this  
5 act or in those appropriation acts, and subject to the laws regulating the disbursement of public  
6 funds for the fiscal year ending June 30, 2022. These sums shall be in addition to any amounts  
7 previously appropriated and made available for the purposes of those items. These sums shall be  
8 made available until June 30, 2023.

9           SECTION 2.

109 June 30, 2022. Any transfers under this section shall be made by the comptroller not later than  
110 June 30, 2022.

111 TRANSPORTATION

112 *Massachusetts Department of Transportation*

113 1595-6380 For an operating transfer to the Massachusetts Transportation Trust Fund,  
114 established in section 4 of chapter 6C of the General Laws, for grants to municipalities for a  
115 winter recovery assistance program; provided, that funds may be expended for transportation  
116 projects including, but not limited to: (1) the rehabilitation, reconstruction, resurfacing or  
117 preservation of roadways and appurtenances; (2) the repair or replacement of traffic control  
118 devices, signage, guardrails and storm grates; or (3) road striping or painting; provided further,  
119 that funds shall be distributed using a formula based on each municipality's share of road  
120 mileage; and provided further, that not later than December 30, 2022, the Massachusetts  
121 Department of Transportation shall submit a report to the house and senate committees on ways  
122 and means and the joint committee on transportation that shall include, but not be limited to: (i) a  
123 list of all municipalities that received funding for projects through these grants; (ii) the amount of  
124 grant funds awarded to each municipality; and (iii) a description of the projects implemented in  
125 each municipality ..... \$100,000,000

126 Commonwealth Transportation Fund.....100%

127 EXECUTIVE OFFICE OF HOUSING AND ECONOMIC DEVELOPMENT

128 *Department of Housing and Community Development*

# Request For Allocation of Funds Prior to Encumbrance

Project Info #'s

Encumbrance Document ID			
Trans	Dept	Unit	Identification Number
CT	DOT	Various	Various

Date

6/7/2022

**Funding Source**

Capital  Tolls Capital  Tolls General  Federal Grant   
 Operating  Tolls Operating  Expendable Trust

Approp No	Obj	Unit	Activity	Program	Phase	N/P	Amount Allocated
6112-2250	P01	1501					\$10,553,372.63
6112-2250	P01	2501					\$15,993,990.14
6112-2250	P01	3501					\$24,810,669.71
6112-2250	P01	4501					\$18,013,669.12
6112-2250	P01	5501					\$24,207,060.61
6112-2250	P01	6501					\$6,421,237.79
							<b>\$100,000,000.00</b>

**Obligation By Fiscal Year for Multi - Year Contracts**

Appropriation	6112-2250					Total
2022						\$0.00
2023						\$0.00
2024						\$0.00
2025						\$0.00
2026						\$0.00
2027						\$0.00
<b>MMARS Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100,000,000.00</b>

Reason For Request:

Winter Recovery Assistance Program (WRAP) Contract

Contract #:  Cost Reduction %:   
 Vendor ID & Address Cd:   Current Year Savings:   
 Vendor Name:   
 Contract Location:   
 Contract Description:   
 Contract Notes:

Recommended By: P. Lisperdes 6-7-2022  
 (Signature / Date)

Approved By: \_\_\_\_\_  
 (Signature / Date)

Below to be completed by the Budget Office:

Expense Budget Entered By: Susan Woods  
 (Signature / Date)

Approved By: Susan Woods 06/08/2022  
 (Signature / Date)

# COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME: *Town of Amesbury*  
CONTRACTOR VENDOR/CUSTOMER CODE: *VC6000191694*

**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

**NOTICE:** *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
<i>Kassandra Grove</i>	<i>Mayor</i>
<i>Robert Desmarais</i>	<i>Department of Public Works Director</i>

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

*Kassandra Grove*  
Signature

Date: *June 2, 2022*

Title: *Mayor*

Telephone: *978-388-8121*

Fax:

Email: *govek@amesburyma.gov*

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May  
2004



CONTRACTOR LEGAL NAME: Town of Amesbury  
CONTRACTOR VENDOR/CUSTOMER CODE: VC6000191694

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures.  
It is recommended that Departments obtain authentication of signature for the signatory  
who submits the Contractor Authorized Listing.

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type): Kassandra Gove

Title: Mayor

X Kassandra Gove

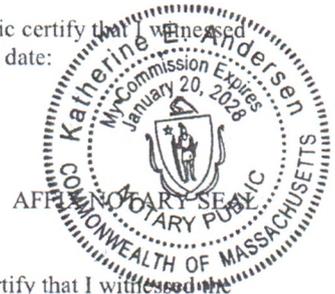
Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, [Signature] (NOTARY) as a notary public certify that I witnessed  
the signature of the aforementioned signatory above and I verified the individual's identity on this date:

July 8, 20 22

My commission expires on: 1/20/28



I, \_\_\_\_\_ (CORPORATE CLERK) certify that I witnessed the  
signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's  
authority as an authorized signatory for the Contractor on this date:

\_\_\_\_\_, 20 \_\_\_\_.

AFFIX CORPORATE SEAL