

Monthly Vendor Invoice Package and Budget Update from Compass Project Management, LLC



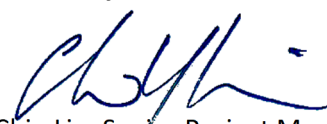
Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **June 30, 2022**

To: Lemma Jn-Baptiste ljbaptiste@westwood.k12.ma.us

CC: John Cianciarulo jcianciarulo@westwood.k12.ma.us
Chin Lin Compass
Bryan Jarvis Compass
Tim Bonfatti Compass

Approved by:



Chin Lin, Senior Project Manager
Compass Project Management, LLC

1 Please see attached Invoice Listing following this Memo – including budget line codes and descriptions – for invoices recommended for payment this period. Please include this schedule when handing off approved invoices to the Town for payment.

2 New Commitments and Budget Transfers: *None this period*

3 MSBA ProPay Payment Requests (PR) in Process:

Last Warrant Information Received by Compass: included payments made on 6/28/22. Please continue to send warrant information to mekuppens@compasspmc.com as soon as payments are made.

4 MSBA Budget Revision Requests (BRRs) in process: BRR #3 is pending with the MSBA.

5 Reconciliation of Compass Expenditures to the Owner: On 2-17-22, Compass received a report from the Town titled “July 1, 2018 - January 27, 2022 | Town of Westwood | Hanlon Renovation/Feasibility | BUDGET SUMMARY.” We reconciled what we have been reporting in our monthly Vendor Invoice Packages (VIP) to the Town’s accounting of expenditures and MSBA reimbursements, noting and explaining any variances.

Compass will reconcile our budget to the Owner’s accounting on a regular basis. The reconciliation process is performed more quickly if a separate report can be sent in an Excel file format. Please send a report each month of (a) Expenditures Paid by Vendor *Project-to-Date* and, (b) if reconciliation of commitments is desired by the School Building Committee, PO’s by Vendor to mekuppens@compasspmc.com.

6 Attachments:

	<i>page</i>
a. New Invoice(s) Recommended for Payment	1-22
b. Project Budget Status Report	23-24
c. Major Contracts	25-26
d. Budget Transfers & Usage of Contingency	27
e. MSBA Reimbursement Summary	28
f. MSBA Report of Ineligible Costs	29

Westwood Hanlon Elementary School

Expenditures -

6/30/22

Pd. For Appr.	Vendor Name	Inv no.	Invoice Date	LN	MSBA CODE	MSBA Desc	Invoice LN Amount	Total All Inv Lines
2022.06	<i>NEW Invoices Recommended for Payment this Period</i>							
2022.06	Compass Project CPM 78-34		6/30/22	1	01020600	OPM - Bidding	25,000.00	:
2022.06	Compass Project CPM 78-34		6/30/22	2	01990000	Other Administrative Costs	27,500.00	:
2022.06	Compass Project CPM 78-34		6/30/22	3	01021000	OPM - Reimbursables	1,529.00	54,029.00
2022.06	Dore + Whittier 32		6/30/22	1	02010600	A&E - Bidding	92,419.50	:
2022.06	Dore + Whittier 32		6/30/22	2	02040500	A&E - Wetlands	2,717.00	:
2022.06	Dore + Whittier 32		6/30/22	3	02040300	A&E - Geotech	407.00	:
2022.06	Dore + Whittier 32		6/30/22	4	02040500	A&E - Wetlands	17,598.62	:
2022.06	Dore + Whittier 32		6/30/22	5	02030200	A&E - Printing	565.21	113,707.33
<i>Total NEW invoices RECOMMENDED for PAYMENT this month:</i>							167,736.33	167,736.33

INVOICE FOR SERVICES TOWN OF WESTWOOD | HANLON ELEMENTARY SCHOOL

Michelle Miller, Procurement Officer
Town of Westwood
Westwood Town Hall
580 High Street
Westwood, MA 02090

6/30/2022
CPM 78-34
\$54,029.00

OPM Professional Services

05/29 - 06/25/2022

Monthly Lump Sum Payment: June 2022

\$25,000.00

Reimbursables

	Amount	Markup	Ext
Interval Data Systems Inv# TOWHan-02	25,000.00	10%	27,500.00
Projectdog, Inc Inv# 19566	295.00	10%	324.50
Projectdog, Inc Inv# 19520	1,095.00	10%	1,204.50
			\$29,029.00

Total Amount Due for this invoice \$54,029.00

Please remit payment to Compass Project Management, 400 Libbey Parkway, Weymouth, MA 02189

Billing Summary

	MSBA Code	Contract	Prev. Invoiced	This Inv.	Total Invoiced	Remaining
Feasibility Study Phase						
Designer Selection (\$10,303/mo 6/19-10/19)	0001-0000	51,514.00	51,514.00	-	51,514.00	-
PDP/PSR (\$18,670/mo 11/19-8/20)	0001-0000	186,695.00	186,695.00	-	186,695.00	-
SD/Town Apprvl (\$16,443/mo 9/20-2/21)	0001-0000	98,655.00	98,655.00	-	98,655.00	-
AM 2 (\$20,000/mo Mar/Apr 2021)	0001-0000	40,000.00	40,000.00		40,000.00	-
Feasibility Estimating	0001-0000	24,766.00	12,848.00		12,848.00	11,918.00
Design Development Phase						
AM 3, 4 Design Development (\$20,000 5/mos)	0102-0400	100,000.00	100,000.00		100,000.00	-
AM 3 DD Estimating	0102-1100	17,000.00	17,000.00		17,000.00	-
AM 4 DD Enhanced Cx, Automation	0199-0000	13,200.00	13,200.00		13,200.00	-
CD to Close Out Phase						
AM 5 CD (\$28,000/mo Nov21-Apr22)	0102-0500	168,000.00	168,000.00		168,000.00	-
AM 5 Estimating	0102-1100	60,000.00	20,020.00		20,020.00	39,980.00
AM 5 Bidding (\$25,000/mo May/June22)	0102-0600	50,000.00	25,000.00	25,000.00	50,000.00	-
AM 5 Construction (\$56,000/mo)	0102-0700	1,541,070.00	-		-	1,541,070.00
AM 5 Close Out (\$6,000/mo)	0102-0800	66,000.00	-		-	66,000.00
AM 6 DD Enhanced Cx, Automation	0199-0000	157,300.00	7,590.00	27,500.00	35,090.00	122,210.00
Other Reimbursable Costs						
			10,737.60	1,529.00	12,266.60	
		2,574,200.00	751,259.60	54,029.00	805,288.60	1,781,178.00

Statement of Unpaid Invoices as of the Issuance of this Invoice:

Invoice	Amount Due	Period Covered
CPM 78-33	\$33,922.60	05/01 - 05/28/2022
Total	\$33,922.60	



Approved
by Chin Lin
on 6/17/2022 at 8:50 PM

INVOICE

Interval Data Systems, Inc.

135 Beaver St., Suite 410
Waltham, MA 02452 USA
www.intdatsys.com

Phone 781-996-4353
Fax 781-996-4358
finance@intdatsys.com

June 14, 2022

INVOICE NUMBER: TOWHan-02

TO:

**COMPASS PROJECT MANAGEMENT, INC.
ONE EDGEWATER DRIVE, SUITE 204
NORWOOD, MA 02062**

Project # 10078.CP

ITEM	DESCRIPTION	AMOUNT
1.0	Hanlon Elementary School Building Automation Consulting Design Phase—CD Creation Review/Feedback Updates of specifications, including sequences of operations	\$25,000.00
Terms: net 30-days Please make checks payable to: Interval Data Systems, Inc.		\$25,000.00
SUBTOTAL		
SALES TAX		
SHIPPING & HANDLING		
OTHER		
TOTAL		\$25,000.00

Thank You for Your Business

Projectdog, Inc

18 Graf Road, Suite 8
 Newburyport, MA 01950
 978-499-9014

**Invoice**

DATE	INVOICE #
6/14/2022	19566

BILL TO

Compass Project Management
 One Edgewater Drive, Suite 204
 Norwood, MA 02062
 Compass Project No. 10078 CP

TERMS

Due on receipt

DESCRIPTION	QTY	RATE	AMOUNT
CompassPM Project number: 10078 CP E-Bid fee, 847776 Westwood-Hanlon Elementary School: ELEVATOR Trade Bid Reconfiguration	1	295.00	295.00

Total

\$295.00

Projectdog, Inc

18 Graf Road, Suite 8
 Newburyport, MA 01950
 978-499-9014

**Invoice**

DATE	INVOICE #
5/31/2022	19520

BILL TO

Compass Project Management
 One Edgewater Drive, Suite 204
 Norwood, MA 02062
 Compass Project No. 10078 CP

TERMS

Due on receipt

DESCRIPTION	QTY	RATE	AMOUNT
E-Bid fee, 847776 Westwood-Hanlon Elementary School: General Contractor AND Filed Sub-Contractor BID	1	1,095.00	1,095.00

Total

\$1,095.00

Dore + Whittier Architects, Inc.
Westwood Hanlon Elementary School project
Invoice Cover Sheet

Date: 6/30/2022
Invoice No: 32

A	B	C	D	E	F	G = E + F	H = D - G
Contract / Amendment	MSBA Description	MSBA Code	Contract	Previously Invoiced	This Invoice	Total Invoiced	Remaining

Feasibility Phase:

Orig. Contract	Feasibility Study	00020000	850,000.00	850,000.00		850,000.00	-
----------------	-------------------	----------	------------	------------	--	------------	---

Feasibility Phase Extra Services:

Survey	Environmental & Site	00030000	22,200.00	22,200.00		22,200.00	-
Geotechnical Investigation	Environmental & Site	00030000	36,000.00	36,000.00		36,000.00	-
Hazardous Materials	Environmental & Site	00030000	8,800.00	8,800.00		8,800.00	-
Traffic Study	Environmental & Site	00030000	17,000.00	16,000.00		16,000.00	1,000.00
Standard Energy Modeling	Other	00040000	9,000.00	9,000.00		9,000.00	-
LEED Documentation	Other	00040000	2,000.00	2,000.00		2,000.00	-

Feasibility Phase - Additional Services

AM#2 Daylighting	Other	00040000	5,000.00	5,000.00		5,000.00	-
AM#3 GeoThermal	Environmental & Site	00030000	62,700.00	57,897.34		57,897.34	4,802.66
AM#4 Add'l Geotech	Environmental & Site	00030000	41,690.00	41,619.71		41,619.71	70.29
AM#5 Geoenvironmental	Environmental & Site	00030000	16,500.00	10,876.63		10,876.63	5,623.37
AM#6 Flow Test	Other	00040000	1,675.00	1,675.00		1,675.00	-
AM#8 Topo Survey and ANR Plan	Survey	00030000	56,870.00	56,870.00		56,870.00	-
AM#9 Additional Test Pits for Ledge GeoTech		00030000	12,870.00	12,870.00		12,870.00	-

Design Phase:

AM#7 Basic Services	Design Development	02010400	1,232,260.00	1,232,260.00		1,232,260.00	-
---------------------	--------------------	----------	--------------	--------------	--	--------------	---

Design Phase - Additional Services

AM#7 Geothermal Design	Other Basic Services	02019900	16,500.00	16,500.00	-	16,500.00	-
AM#7 Hazardous Materials	Hazardous Materials	02040200	12,100.00	12,100.00	-	12,100.00	-
AM#7 Geotech & Geo Environment	Geotech & Geo Environment	02040300	16,500.00	16,500.00	-	16,500.00	-
AM#7 Wetland	Wetlands	02040500	40,900.00	38,043.50	2,717.00	40,760.50	139.50

Construction Documents - Close out Phase:

AM#10 CD	Construction Contract	02010500	2,341,294.00	2,341,294.00	-	2,341,294.00	-
AM#10 Bidding	Bidding	02010600	184,839.00	92,419.50	92,419.50	184,839.00	-
AM#10 Const. Contract Admin.	Construction Contract	02010700	2,218,068.00	-	-	-	2,218,068.00
AM#10 Closeout	Closeout	02010800	184,839.00	-	-	-	184,839.00
AM#10 Other Basic Service	Other Basic Services	02019900	162,500.00	2,514.16	-	2,514.16	159,985.84
AM#10 Tech Procurement	Oth. Reimb.	02039900	65,000.00	-	-	-	65,000.00
AM#10 FFE Procurement	Oth. Reimb.	02039900	76,000.00	-	-	-	76,000.00
AM#10 Haz Mat	Haz Mat	02040200	84,700.00	2,200.00	-	2,200.00	82,500.00
AM#10 Geotech & Geo Environmen	Geotech	02040300	60,300.00	1,650.00	407.00	2,057.00	58,243.00
AM#10 Wetland	Wetlands	02040500	54,100.00	36,301.38	17,598.62	53,900.00	200.00

Other Reimbursables/Not in Contract

1,200.00	565.21	1,765.21
----------	--------	----------

7,892,205.00	4,923,791.22	113,707.33	5,037,498.55	2,856,471.66
--------------	--------------	------------	--------------	--------------



DORE + WHITTIER
Dore & Whittier Architects, Inc.
212 Battery Street
Burlington, VT 05401

Town of Westwood
580 High Street
Westwood, MA 02090

Invoice number 00032
Date 06/17/2022

Project 19-0798 Westwood-Hanlon Elementary
School

For Date Range: June 1 to June 30, 2022

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
BASIC SERVICES					
Feasibility Study	425,000.00	100.00	425,000.00	0.00	0.00
Schematic Design	425,000.00	100.00	425,000.00	0.00	0.00
Design Development - ASR-7	1,232,260.00	100.00	1,232,260.00	0.00	0.00
Construction Documentation - Amendment 10	2,341,294.00	100.00	2,341,294.00	0.00	0.00
Bidding - Amendment 10	184,839.00	100.00	92,419.50	92,419.50	0.00
Construction Administration -Amendment 10	2,218,068.00	0.00	0.00	0.00	2,218,068.00
Closeout - Amendment 10	184,839.00	0.00	0.00	0.00	184,839.00
Subtotal	7,011,300.00	65.73	4,515,973.50	92,419.50	2,402,907.00
ALLOWANCES - FS to SD -CLOSED					
Site Survey	22,200.00	100.00	22,200.00	0.00	0.00
Geotechnical	36,000.00	100.00	36,000.00	0.00	0.00
Hazardous Materials	8,800.00	100.00	8,800.00	0.00	0.00
Traffic	16,000.00	100.00	16,000.00	0.00	0.00
Standard Energy Model	9,000.00	100.00	9,000.00	0.00	0.00
LEED Documentation	2,000.00	100.00	2,000.00	0.00	0.00
Subtotal	94,000.00	100.00	94,000.00	0.00	0.00
ADDITIONAL SERVICES - FS to SD - CLOSED					
Daylighting - ASR-2	5,000.00	100.00	5,000.00	0.00	0.00
ASR-4 - Additional Borings, Test Pits and Elevation Spot Checks	41,619.71	100.00	41,619.71	0.00	0.00
ASR-5 - Geo-Environmental Investigation	10,876.63	100.00	10,876.63	0.00	0.00
ASR-6 - Flow Test	1,675.00	100.00	1,675.00	0.00	0.00
ASR-8 - Topo Survey and ANR Plan	56,870.00	100.00	56,870.00	0.00	0.00
ASR-9 - Geotech - Additional Test Pits for Ledge Exploration	12,870.00	100.00	12,870.00	0.00	0.00
Subtotal	128,911.34	100.00	128,911.34	0.00	0.00
Geothermal - ASR-3 - FS to SD - CLOSED					
Task A - Test Well	48,927.53	100.00	48,927.53	0.00	0.00
Task B - Schematic Design Services (T&M)	8,969.81	100.00	8,969.81	0.00	0.00
Subtotal	57,897.34	100.00	57,897.34	0.00	0.00
ALLOWANCES FOR ASR-7					
Geotechnical - ASR 7	16,500.00	100.00	16,500.00	0.00	0.00

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
ALLOWANCES FOR ASR-7					
Hazardous Materials - ASR-7	12,100.00	100.00	12,100.00	0.00	0.00
Wetlands Permitting - ASR-7	40,900.00	99.66	38,043.50	2,717.00	139.50
GeoThermal -ASR-7	16,500.00	100.00	16,500.00	0.00	0.00
Subtotal	86,000.00	99.84	83,143.50	2,717.00	139.50
ALLOWANCES FOR AMENDMENT 10					
Geotechnical - Amend 10	60,300.00	3.41	1,650.00	407.00	58,243.00
Hazardous Materials - Amend 10	84,700.00	2.60	2,200.00	0.00	82,500.00
Tech Procurement	65,000.00	0.00	0.00	0.00	65,000.00
GeoThermal - Amend 10	162,500.00	1.55	2,514.15	0.00	159,985.85
FFE Procurement	76,000.00	0.00	0.00	0.00	76,000.00
Wetlands Permitting - Amend 10	54,100.00	99.63	36,301.38	17,598.62	200.00
Subtotal	502,600.00	12.07	42,665.53	18,005.62	441,928.85
REIMBURSABLES					
GBCI LEED School Registration	1,200.00	100.00	1,200.00	0.00	0.00
Postage and certified mail sent to Abutters	565.21	100.00	0.00	565.21	0.00
Subtotal	1,765.21	100.00	1,200.00	565.21	0.00
Total	7,882,473.89	63.91	4,923,791.21	113,707.33	2,844,975.35

Invoice total 113,707.33

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00031	05/31/2022	426,887.50	426,887.50				
00032	06/17/2022	113,707.33	113,707.33				
	Total	540,594.83	540,594.83	0.00	0.00	0.00	0.00



Sanborn, Head & Associates, Inc.
 20 Foundry Street
 Concord, NH 03301
 603-229-1900

June 16, 2022

Project No: 04717.00

Invoice No: 0057737

Dore & Whittier Architects, Inc.
 1795 Williston Road
 S. Burlington, VT 05403

Project 04717.00 Dore & Whittier, Paul Hanlon Elementary, Geotech & Env Serv, Westwood, MA

Geotechnical Engineering Services

Professional Services through June 11, 2022

Task 090 Construction Phase Consulting Services

Professional Personnel

	Hours	Rate	Amount
Associate	1.50	206.00	309.00
Proj Coordinator	.50	122.00	61.00
Totals	2.00		370.00
Total Labor			370.00

Total this Task \$370.00

Geotech Amend 10

Total this Invoice \$370.00

+10% \$407.00



2 Center Plaza, Suite 430
 Boston, MA 02108-1928
 T: 617-338-0063
 F: 617-338-6472
www.nitscheng.com

Donald Walter
 Dore & Whittier Architects, Inc.
 212 Battery Street
 Burlington, VT 05401

June 9, 2022
 Project No: 13759.
 Invoice No: 77263

Project 13759. Paul Hanlon Elementary School - Civil
 Dore + Whittier Project No. 19-0798

Professional Services from May 1, 2022 to May 28, 2022

Task	011	Phase II: Permitting Services
Sub-Task	03	NOI (CD)

Professional Personnel

	Hours	Rate	Amount
Project Manager			
Callahan, Michelle	8.00	200.00	1,600.00
Totals	8.00		1,600.00
Total Labor			1,600.00

Billing Limits	Current	Prior	To-Date
Labor	1,600.00	35,941.25	37,541.25
Limit			36,000.00
Adjustment			-1,541.25

Total this Sub-Task \$58.75

Total this Task \$58.75

Billings to Date

	Current	Prior	Total
Labor	58.75	60,941.25	61,000.00
Expense	0.00	513.83	513.83
Totals	58.75	61,455.08	61,513.83

Total this Invoice \$58.75

+10% \$64.62



2 Center Plaza, Suite 430
 Boston, MA 02108-1928
 T: 617-338-0063
 F: 617-338-6472
www.nitscheng.com

Donald Walter
 Dore & Whittier Architects, Inc.
 212 Battery Street
 Burlington, VT 05401

October 15, 2021
 Project No: 13759.
 Invoice No: 74508RR

Project 13759. Paul Hanlon Elementary School - Civil
 Dore + Whittier Project No. 19-0798

Professional Services from August 29, 2021 to September 25, 2021

Task	011	Phase II: Permitting Services
Sub-Task	03	NOI (CD)

Professional Personnel

	Hours	Rate	Amount
Senior Project Manager			
Ventresca, Steven	15.00	230.00	3,450.00
Project Manager			
Callahan, Michelle	8.00	200.00	1,600.00
Zimolka, Bryan	4.50	200.00	900.00
Project Designer			
Kwatinetz, Sarah	14.25	135.00	1,923.75
May, Ronald	43.50	135.00	5,872.50
Sidur, Megan	16.25	135.00	2,193.75
Totals	101.50		15,940.00
Total Labor			15,940.00

Reimbursable Expenses

+10% \$17,534.00

Postage & Courier Direct			
9/2/2021	Romero, Rosa	YOU HAVE GOT MAIL	513.83
Total Reimbursables			513.83

Billing Limits

	Current	Prior	To-Date
Labor	15,940.00	20,001.25	35,941.25
Limit			36,000.00
Remaining			58.75

+10% \$565.21

Added to Reimbursables for
 Postage and certified mail
 sent to Abutters

Total this Sub-Task \$16,453.83

Total this Task \$16,453.83

Billings to Date

	Current	Prior	Total
Labor	15,940.00	42,531.25	58,471.25
Expense	513.83	0.00	513.83
Totals	16,453.83	42,531.25	58,985.08

Total this Invoice \$16,453.83

09/02/2021
Terminal ID No.:
16:43:07
75460988

Crabtree

Transaction #: 22
Card Type: AMEX
Account: 4007
Entry: M

Amount: \$467.12

Inst Ref. Number:	124521600726
Auth. Code:	235735
Batch Number:	70
Response:	ZIP MATCH
ANS Response:	Z - ZIP
CVD Response:	M - Match

I AGREE TO PAY ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
AGREEMENT (MERCHANT AGREEMENT
IF CREDIT VOUCHER)

X.....
SIGNATURE.....

MERCHANDISE COPY

POSTAL CENTER USA
Store Hours M-F 9 To 5:30

Sat 9 To 3
Phone(781)830-9509
Fax(781) 830-9912

www.PostalCenterUSA.com

Stamps

467.12

SUBTOTAL

IA

TOTAL

TEND American Express

467.12
0.00
467.12
467.12

Total shipments: 0
Customer: None selected

#302216

09/02/2021

```
04:38 PM
Workstation: 0 - Master Workstation
```

THANK YOU FOR YOUR BUSINESS

$$8 \overline{) 2721}$$
$$(7.44)(48) = 357.12 \text{ (shipments)}$$
$$(.50)(.48) = 24.00 \text{ (envelopes)}$$
$$(.15)(48) = 7.20 \text{ (copies)}$$
$$(1,10)(240) = 24.00 \text{ (sticks)}$$

4/2/2

55.00 Labor

46712

SEE CHINA ON REVERSE Regarding U.S. limits, and subject of limitations of liability, where allowed by law, shipper undertakes UPS to act as forwarding agent for export control and customs purposes. If imported from the U.S., shippers certify that the commodities, technology or software were exported from the U.S. in accordance with the Export Administration Regulations. Otherwise contrary to law is prohibited.

RAN 052 021 1

Town of Westwood
Commonwealth of Massachusetts



CONSERVATION COMMISSION

John Rogers, Chairman
Todd Sullivan, Vice Chair
Stephen David
Helen Gordon
Vesna Maneva
R.J. Sheer
Todd Weston

Karon Skinner Catrone, Conservation Agent
kcatrone@townhall.westwood.ma.us
(781) 251-2580

NOTICE TO ABUTTERS

Under the Massachusetts Wetlands Protection Act
And

Westwood Wetland Bylaw

The Westwood Conservation Commission will hold a Public Hearing, under Chapter 350 of the Westwood Stormwater Bylaw, on:

Date: Tuesday, September 21, 2021

Time: 7:00 PM

Place: Remote meetings as via Zoom

Zoom info: available on the homepage of the Town's
website under calendar: www.townhall.westwood.ma.us

A permit is requested by: Westwood Public School District
Of Paul R Hanlon Elementary School Project

The property is located at 790 Gay Street Westwood, MA 02090

A complete copy of this filing is available to the public at the Westwood Conservation Commission Office. Notice of the Conservation Commission meeting is posted in the Town Hall not less than 48 hours in advance as required by the Open Meeting law.

7020 2450 0000 2640 5801

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$

Postage \$

Total \$

Robert J. Messina & Mary E. Messina
99 Cobleigh Street
Westwood MA 02090

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 2450 0000 2640 5795

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$

Postage \$

Total \$

Joseph B. Keaney & Barbara A. Keaney
93 Cobleigh Street
Westwood MA 02090

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 2450 0000 2640 5689

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$

Postage \$

Total \$

John J. Tretter Jr. & Ellen J Tretter
73 Croft Regis Road
Westwood MA 02090

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 2450 0000 2640 5788

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$

Postage \$

Total \$

Robert Nasson & Annie Nasson
87 Cobleigh Street
Westwood MA 02090

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 2450 0000 2640 5719

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$

Postage \$

Total \$

Milhim I. Aswad & Maha A. Aswad
9 Laura Lane
Westwood MA 02090

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 2450 0000 2640 5678

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$

Postage \$

Total \$

Belle F. Soloway
109 Cobleigh Street
Westwood MA 02090

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 2450 0000 2640 5757

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
\$

Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage
\$

Total **Khan B. Humayon & Nelofer Humayon**
\$
Sent **5 Laura Lane**
\$
Street **Westwood MA 02090**
City, State, ZIP+4®
City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 2450 0000 2640 5740

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
\$

Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage
\$

Total **Lucy E. Tshuka & Stephen M. Tshuka**
\$
Sent **3 Laura Lane**
\$
Street **Westwood MA 02090**
City, State, ZIP+4®
City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 2450 0000 2640 5771

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
\$

Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage
\$

Total **Ryan Chipman & Sarah A. Sullivan**
\$
Sent **81 Cobleigh Street**
\$
Street **Westwood MA 02090**
City, State, ZIP+4®
City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 2450 0000 2640 5702

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
\$

Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage
\$

Total **Girls Scouts of Eastern Massachusetts**
\$
Sent **95 Berkeley Street**
\$
Street **Boston MA 02116**
City, State, ZIP+4®
City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 2450 0000 2640 5733

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
\$

Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage
\$

Total **Edward P. McCarthy & Donna McCarthy**
\$
Sent **2 Cedar Hill Drive**
\$
Street **Westwood MA 02090**
City, State, ZIP+4®
City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 2450 0000 2640 5726

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
\$

Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage
\$

Total **Kathryn M. Leary & Daniel J. Leary**
\$
Sent **836 Gay Street**
\$
Street **Westwood MA 02090**
City, State, ZIP+4®
City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 2450 0000 2640 5696

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
\$
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage
\$
Total **Melissa Dunn**
\$
Sent **808 Gay Street**
Street **Westwood MA 02090**
City, State, ZIP+4®
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 2450 0000 2640 5764

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
\$
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage
\$
Total **David B. Diehl & Gail Z. Diehl**
\$
Sent **7 Laura Lane**
Street **Westwood MA 02090**
City, State, ZIP+4®
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

VIP pg. 16

7020 2450 0000 2640 5832

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
\$
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage
\$
Total **John T. Beggan & Kathryn H. Beggan**
\$
Sent **121 Cobleigh Street**
Street **Westwood MA 02090**
City, State, ZIP+4®
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 1290 0002 1175 4526

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
\$
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage
\$
Total **Eleanor E. Stone, Rae L. Eskin & Sherry A. Eskin**
\$
Sent **718 Gay Street**
Street **Westwood MA 02090**
City, State, ZIP+4®
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 2450 0000 2640 5825

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
\$
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage
\$
Total **Qi Xu & Jianglin Xu**
\$
Sent **115 Cobleigh Street**
Street **Westwood MA 02090**
City, State, ZIP+4®
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 1290 0002 1175 4533

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
\$
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage
\$
Total **Duncan M. McFarland & Ellen B. McFarland**
\$
Sent **299 Clapboardtree Street**
Street **Westwood MA 02090**
City, State, ZIP+4®
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com**OFFICIAL USE**

Certified Mail Fee

Extra Services & Fees (check box, add fee as appropriate)

- ☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage

Total **Steve Musto & Nancy Musto**
 Sent **763 Gay Street**

Street **Westwood** **MA** **02090**

City

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com**OFFICIAL USE**

Certified Mail Fee

Extra Services & Fees (check box, add fee as appropriate)

- ☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage

Total **Elias J. Fares & Una I. Fares**
 Sent **751 Gay Street**

Street **Westwood** **MA** **02090**

City

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com**OFFICIAL USE**

Certified Mail Fee

Extra Services & Fees (check box, add fee as appropriate)

- ☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage

Total **Peter S. Kelly & Susan M. Kelly**
 Sent **779 Gay Street**

Street **Westwood** **MA** **02090**

City

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com**OFFICIAL USE**

Certified Mail Fee

Extra Services & Fees (check box, add fee as appropriate)

- ☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage

Total **Leticia Taft-Pearman &
Amanda Taft Pearman**
 Sent **723 Gay Street**

Street **Westwood** **MA** **02090**

City

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com**OFFICIAL USE**

Certified Mail Fee

Extra Services & Fees (check box, add fee as appropriate)

- ☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage

Total **Amanda Saunders**
 Sent **727 Gay Street**

Street **Westwood** **MA** **02090**

City

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com**OFFICIAL USE**

Certified Mail Fee

Extra Services & Fees (check box, add fee as appropriate)

- ☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage

Total **James M. Giurleo Jr. & Elaine M. Giurleo**
 Sent **737 Gay Street**

Street **Westwood** **MA** **02090**

City

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 2450 0000 2640 5931

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
 \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$

Postage
 \$

Total **Shaoming Wang & Mln Ynqiu**

Sent To **57 Croft Regis Road**

Street **Westwood MA 02090**

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



7020 2450 0000 2640 5894

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
 \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$

Postage
 \$

Total P **Michael T. Hanley & Thomas A. Hanley**

Sent To **771 Gay Street Westwood**

Street **MA 02090**

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



7020 2450 0000 2640 5948

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
 \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$

Postage
 \$

Total **Lu Junjie & Sheng Ye**

Sent To **65 Croft Regis Road**

Street **Westwood MA 02090**

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



7020 2450 0000 2640 5924

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
 \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$

Postage
 \$

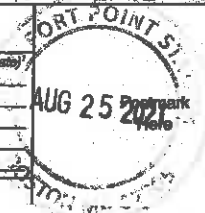
Total **William Singer & Evelyn Singer**

Sent To **102 Croft Regis Road**

Street **Westwood MA 02090**

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



7020 1290 0002 1175 4953

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
 \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$

Postage
 \$

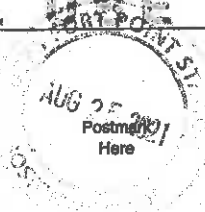
Total **Thomas J. Grady & Bridget T. Grady**

Sent To **89 Croft Regis Road**

Street **Westwood MA 02090**

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



7020 2450 0000 2640 5917

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
 \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$

Postage
 \$

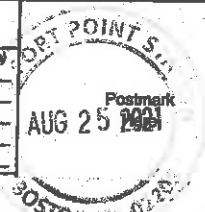
Total P **Ronald J. Phillips & Barbara I. Phillips**

Sent To **110 Croft Regis Road**

Street **Westwood MA 02090**

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$ _____

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$ _____
☐ Return Receipt (electronic)	\$ _____
☐ Certified Mail Restricted Delivery	\$ _____
☐ Adult Signature Required	\$ _____
☐ Adult Signature Restricted Delivery	\$ _____

Postage \$ _____

Total \$ _____

Sent \$ _____

Street **Westwood** **MA** **02090**

City, _____

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

2020 2450 0000 2640 5555

VIP pg. 19

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$

Postage \$

Total \$ **Joseph Traylor & Bonnie Traylor**

Street **81 Croft Regis Road**

City: **Westwood** **MA** **02090**

PS Form 3800, April 2015 PSN 7530-02-000-0047 See Reverse for Instructions

POST OFFICE
 AUG 25 2021
 Boston, MA 02108

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$ _____

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$ _____
☐ Return Receipt (electronic)	\$ _____
☐ Certified Mail Restricted Delivery	\$ _____
☐ Adult Signature Required	\$ _____
☐ Adult Signature Restricted Delivery	\$ _____

Postage \$ _____

William V. Murphy III & Anne Murphy
815 Gay Street
Westwood MA 02090

City: _____

PS Form 3800, April 2015 PSN 7530-01-000-9047 See Reverse for Instructions

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$	_____
☐ Return Receipt (electronic)	\$	_____
☐ Certified Mail Restricted Delivery	\$	_____
☐ Adult Signature Required	\$	_____
☐ Adult Signature Restricted Delivery	\$	_____

Postage \$

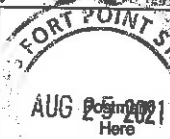
Total Paula Webster & Kenneth Webster

801 Gay Street

Westwood MA 02090

City, _____

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT <i>Domestic Mail Only</i>	
For delivery information, visit our website at www.usps.com	
OFFICIAL USE	
Certified Mail Fee \$ _____ Extra Services & Fees (check box, add fee as appropriate) ☐ Return Receipt (hardcopy) \$ _____ ☐ Return Receipt (electronic) \$ _____ ☐ Certified Mail Restricted Delivery \$ _____ ☐ Adult Signature Required \$ _____ ☐ Adult Signature Restricted Delivery \$ _____	
Postage \$ _____	
Total Jeffrey J. Hoefler & Irina V. Nary	
\$ 829 Gay Street	
City Westwood	State MA
Zip 02090	
PS Form 3800, April 2011 PSN 7530-02-000-9047	

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT <i>Domestic Mail Only</i>	
For delivery information, visit our website at www.usps.com	
OFFICIAL RECEIPT	
Certified Mail Fee \$ _____	
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy) \$ _____	
☒ Return Receipt (electronic) \$ _____	
☐ Certified Mail Restricted Delivery \$ _____	
☐ Adult Signature Required \$ _____	
☐ Adult Signature Restricted Delivery \$ _____	\$ _____
Postage \$ _____	Total \$ _____
Sent \$ _____	101 Croft Regls Road Westwood MA 02090
Street _____	_____
City, State _____	_____

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Required \$

☐ Adult Signature Restricted Delivery \$

Postage \$

Total \$

Sent **Town of Westwood**

Street **580 High Street**

City **Westwood MA 02090**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Required \$

☐ Adult Signature Restricted Delivery \$

Postage \$

Total \$

Sent **Nestor D. Lopez & Dayana I. Escobar**

Street **823 Gay Street**

City **Westwood MA 02090**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Required \$

☐ Adult Signature Restricted Delivery \$

Postage \$

Total \$

Sent **Peter B. Cook & Linda Ann**

Street **118 Cobleigh Street**

City **Westwood MA 02090**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Required \$

☐ Adult Signature Restricted Delivery \$

Postage \$

Total \$

Sent **Neal Rosenthal & Leslie Rosenthal**

Street **843 Gay Street**

City **Westwood MA 02090**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Required \$

☐ Adult Signature Restricted Delivery \$

Postage \$

Total \$

Sent **Jia Ke & Xin Sun**

Street **98 Cobleigh Street**

City **Westwood MA 02090**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Required \$

☐ Adult Signature Restricted Delivery \$

Postage \$

Total \$

Sent **Anahit Hakhinyan & Gagik Hovhannisyan**

Street **837 Gay Street**

City **Westwood MA 02090**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 1290 0002 1175 4502

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Required \$

☐ Adult Signature Restricted Delivery \$

Postage \$

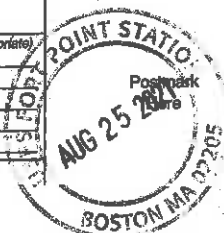
Total \$ **Melissa E. Dunn**

Sent To **808 Gay Street**

Street **Westwood** MA **02090**

City, St

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



7020 1290 0002 1175 4472

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Required \$

☐ Adult Signature Restricted Delivery \$

Postage \$

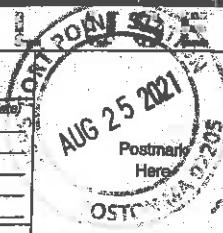
Total \$ **John L. Clare III & Susan L. Clare**

Sent To **1A Laura Lane**

Street **Westwood** MA **02090**

City, St

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



7020 1290 0002 1175 4519

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Required \$

☐ Adult Signature Restricted Delivery \$

Postage \$

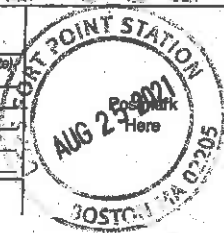
Total \$ **Terence F. Connaughton & Carolyn C. Connaughton**

Sent To **730 Gay Street**

Street **Westwood** MA **02090**

City, St

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



7020 1290 0002 1175 4489

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Required \$

☐ Adult Signature Restricted Delivery \$

Postage \$

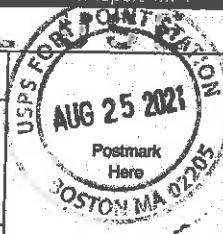
Total \$ **Helena J. Prokes**

Sent To **814A Gay Street**

Street **Westwood** MA **02090**

City, St

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



7020 2450 0000 2640 5672

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Required \$

☐ Adult Signature Restricted Delivery \$

Postage \$

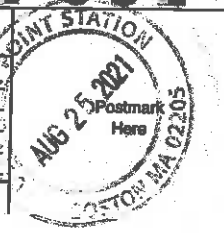
Total \$ **Kathryn M. Leary**

Sent To **836 Gay Street**

Street **Westwood** MA **02090**

City, St

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



7020 1290 0002 1175 4496

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Required \$

☐ Adult Signature Restricted Delivery \$

Postage \$

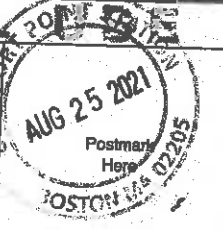
Total \$ **Nigel E. Smith & Cassie C. Smith**

Sent To **814 Gay Street**

Street **Westwood** MA **02090**

City, St

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions





2 Center Plaza, Suite 430
 Boston, MA 02108-1928
 T: 617-338-0063
 F: 617-338-6472
www.nitscheng.com

Donald Walter
 Dore & Whittier Architects, Inc.
 212 Battery Street
 Burlington, VT 05401

June 9, 2022
 Project No: 13759.
 Invoice No: 77263

Project 13759. Paul Hanlon Elementary School - Civil
 Dore + Whittier Project No. 19-0798

Professional Services from May 1, 2022 to May 28, 2022

Task	011	Phase II: Permitting Services
Sub-Task	03	NOI (CD)

Professional Personnel

	Hours	Rate	Amount
Project Manager			
Callahan, Michelle	8.00	200.00	1,600.00
Totals	8.00		1,600.00
Total Labor			1,600.00

Billing Limits	Current	Prior	To-Date
Labor	1,600.00	35,941.25	37,541.25
Limit			36,000.00
Adjustment			-1,541.25

Total this Sub-Task \$58.75

Total this Task \$58.75

Billings to Date

	Current	Prior	Total
Labor	58.75	60,941.25	61,000.00
Expense	0.00	513.83	513.83
Totals	58.75	61,455.08	61,513.83

Total this Invoice \$58.75

+10% \$64.62

Westwood Hanlon Elementary School

Project Budget Status Report

6/30/2022

MSBA Classification Name		MSBA Code	BUDGET	TRANSFERS	REV'D BUDGET	COMMITTED	SPENT	LEFT TO SPEND	AVAILABLE
			Project Funding Agreement Total Project Budget	Budget Transfers	after Budget Transfers	Contracts, PO's, or Otherwise Spent	Total Paid Project to Date	on Current Contracts, PO's	to Commit or Spend
			F	G	H = (F + G)	I	J	K = I - J	L = H-MAX(I,J)
FEASIBILITY STUDY AGREEMENT		00000000							
OPM - Feasibility Study		00010000	401,630	-	401,630	401,630	389,712	11,918.00	-
A&E - Feasibility Study		00020000	850,000	-	850,000	850,000	850,000	-	-
Environmental & Site		00030000	316,890	-	316,890	274,630	263,134	11,496.32	42,260
Other		00040000	42,809	-	42,809	44,366	44,366	-	(1,557)
TOTALS for FEASIBILITY STUDY			1,611,329	-	1,611,329	1,570,626	1,547,211.75	23,414	40,703
ADMINISTRATION		01000000							
Legal Fees		01010000	35,000	-	35,000	-	-	-	35,000
			35,000	-	35,000	-	-	-	35,000
Owner's Project Manager		01020000							
OPM - Design Development		01020400	136,359	(36,198)	100,161	100,000	100,000	-	161
OPM - Construction Contract Docs.		01020500	205,246	-	205,246	168,000	168,000	-	37,246
OPM - Bidding		01020600	50,000	-	50,000	50,000	50,000	-	-
OPM - Construction Contract Admin.		01020700	1,521,872	19,198	1,541,070	1,541,070	-	1,541,070	-
OPM - Closeout		01020800	72,200	-	72,200	66,000	-	66,000	6,200
OPM - Extra Services		01020900	-	-	-	-	-	-	-
OPM - Reimbursables		01021000	5,000	-	5,000	2,134	2,134	-	2,866
OPM - Cost Estimates		01021100	60,000	17,000	77,000	77,000	37,020	39,980	-
Advertising		01030000	1,000	917	1,917	1,917	1,917	-	-
Permitting		01040000	125,000	(917)	124,083	10,133	10,133	-	113,950
Owner's Insurance		01050000	75,000	-	75,000	-	-	-	75,000
Other Administrative Costs		01990000	200,000	-	200,000	174,229	52,019	122,210	25,771
			2,451,677	-	2,451,677	2,190,483	421,223	1,769,260	261,194
SITE ACQUISITION		03000000							
Recording Fees		03030000	300	-	300	-	-	-	300
			300	-	300	-	-	-	300
Architecture & Engineering		02000000							
A&E - Design Development		02010400	1,417,099	(184,839)	1,232,260	1,232,260	1,232,260	-	-
A&E - Construction Contract Docs.		02010500	2,156,455	184,839	2,341,294	2,341,294	2,341,294	-	-
A&E - Bidding		02010600	184,839	-	184,839	184,839	184,839	-	-
A&E - Construction Contract Admin.		02010700	2,218,068	-	2,218,068	2,218,068	-	2,218,068	-
A&E - Closeout		02010800	184,839	-	184,839	184,839	-	184,839	-
A&E - Other Basic Services		02019900	179,000	-	179,000	179,000	19,014	159,986	-
A&E - Construction Testing		02030100	52,500	-	52,500	-	-	-	52,500
A&E - Printing		02030200	10,000	-	10,000	565	565	-	9,435
A&E - Oth. Reimb.		02039900	141,000	-	141,000	141,000	-	141,000	-
A&E - Haz Mat		02040200	96,800	-	96,800	96,800	14,300	82,500	-
A&E - Geotech		02040300	76,800	-	76,800	76,800	18,557	58,243	-
A&E - Wetlands		02040500	95,000	-	95,000	95,000	94,661	340	-
A&E - Traffic Studies		02041200	-	-	-	-	-	-	-
			6,812,400	-	6,812,400	6,750,465	3,905,490	2,844,975	61,935

Westwood Hanlon Elementary School

Project Budget Status Report

6/30/2022

		BUDGET	TRANSFERS	REV'D BUDGET	COMMITTED	SPENT	LEFT TO SPEND	AVAILABLE
MSBA Classification Name	MSBA Code	Project Funding Agreement Total Project Budget	Budget Transfers	after Budget Transfers	Contracts, PO's, or Otherwise Spent	Total Paid Project to Date	on Current Contracts, PO's	to Commit or Spend
		F	G	H = (F + G)	I	J	K = I - J	L = H-MAX(I,J)
Construction Contract	05000000							
Pre-Construction Services	05010000	-	-	-	-	-	-	-
Construction Budget (inclu ALTs)	05020001	70,380,680	-	70,380,680	-	-	-	70,380,680
Change Orders	05080000	-	-	-	-	-	-	-
		70,380,680	-	70,380,680	-	-	-	70,380,680
Miscellaneous Project Costs	06000000							
Utility Company Fees	06010000	150,000	-	150,000	41,658	41,658	-	108,342
Testing Services	06020000	240,000	-	240,000	-	-	-	240,000
Other Project Costs	06990000	120,000	-	120,000	-	-	-	120,000
		510,000	-	510,000	41,658	41,658	-	468,342
Furnishing & Equipment	07000000							
Furnishings	07010000	950,000	-	950,000	-	-	-	950,000
Computer Equip	07030000	850,000	-	850,000	-	-	-	850,000
		1,800,000	-	1,800,000	-	-	-	1,800,000
Contingencies	08000000							
Construct. Conting.	05070000	3,519,000	-	3,519,000	-	-	-	3,519,000
Owner's Conting.	08010000	700,000	-	700,000	-	-	-	700,000
		4,219,000	-	4,219,000	-	-	-	4,219,000
TOTAL PROJECT BUDGET		87,820,386	-	87,820,386	10,553,232	5,915,582	4,637,650	77,267,154

Westwood Hanlon Elementary School

Major Contracts

6/30/2022



Items highlighted in yellow are new this reporting period

Vendor	Post Period	Amend/CO number	LN	Desc	Commitment Amount	MSBA CODE	MSBA Desc
--------	-------------	-----------------	----	------	-------------------	-----------	-----------

Dore + Whittier Architects, Inc.

Feasibility Phase

D&W	2019.11	Orig Contract	1	Feasibility Study	425,000.00	00020000	A&E - Feasibility Study
D&W	2019.11	Orig Contract	2	Schematic Design	425,000.00	00020000	A&E - Feasibility Study
					<i>Subtotal</i>	<i>850,000.00</i>	

Feasibility Phase - Extra Services:

D&W	2019.11	Orig Contract	1	Survey	20,000.00	00030000	Environmental & Site
D&W	2020.01	Amendment 01	a	Survey	2,200.00	00030000	Environmental & Site
D&W	2019.11	Orig Contract	2	Geotechnical Investigation	36,000.00	00030000	Environmental & Site
D&W	2019.11	Orig Contract	3	Hazardous Materials	8,000.00	00030000	Environmental & Site
D&W	2020.01	Amendment 01	b	Hazardous Materials	800.00	00030000	Environmental & Site
D&W	2019.11	Orig Contract	4	Traffic Study	25,000.00	00030000	Environmental & Site
D&W	2020.01	Amendment 01	c	Traffic Study	(8,000.00)	00030000	Environmental & Site
D&W	2019.11	Orig Contract	5	Standard Energy Modeling	9,000.00	00040000	Other
D&W	2019.11	Orig Contract	6	LEED Documentation	2,000.00	00040000	Other
					<i>Subtotal</i>	<i>95,000.00</i>	

Feasibility Phase - Additional Services

D&W	2020.05	Amendment 02	S	Daylighting	5,000.00	00040000	Other
D&W	2020.06	Amendment 03	S	Geothermal Drilling	62,700.00	00030000	Environmental & Site
D&W	2020.08	Amendment 04	S	Additional Geotech	41,690.00	00030000	Environmental & Site
D&W	2020.08	Amendment 05	S	Geoenvironmental	16,500.00	00030000	Environmental & Site
D&W	2020.11	Amendment 06	S	Flow test	1,675.00	00040000	Other
D&W	2021.03	Amendment 08	S	Topo Survey and ANR Plan	56,870.00	00030000	Environmental & Site
D&W	2021.03	Amendment 09	S	Additional Test Pits for Ledge	12,870.00	00030000	Environmental & Site
					<i>Subtotal</i>	<i>192,305.00</i>	
					<i>Feasibility Subtotal:</i>	<i>1,142,305.00</i>	

Design Development Phase

D&W	2021.05	Amendment 07	1	Design Development	1,232,260.00	02010400	A&E - Design Development
D&W	2021.05	Amendment 07	2	Geothermal Design	16,500.00	02019900	A&E - Other Basic Services
D&W	2021.05	Amendment 07	3	Hazardous Materials	12,100.00	02040200	A&E - Haz Mat
D&W	2021.05	Amendment 07	4	Geotech & Geo Environmental	16,500.00	02040300	A&E - Geotech
D&W	2021.05	Amendment 07	5	Wetland	40,900.00	02040500	A&E - Wetlands
					<i>Subtotal</i>	<i>1,318,260.00</i>	

Construction Documents - Close out Phase:

D&W	2021.11	Amendment 10	1	CD	2,341,294.00	02010500	A&E - Construction Contract Docs.
D&W	2021.11	Amendment 10	2	Bidding	184,839.00	02010600	A&E - Bidding
D&W	2021.11	Amendment 10	3	Const. Contract Admin.	2,218,068.00	02010700	A&E - Construction Contract Admin.
D&W	2021.11	Amendment 10	4	Closeout	184,839.00	02010800	A&E - Closeout
D&W	2021.11	Amendment 10	5	Other Basic Service	162,500.00	02019900	A&E - Other Basic Services
D&W	2021.11	Amendment 10	6	Tech Procurement	65,000.00	02039900	A&E - Oth. Reimb.
D&W	2021.11	Amendment 10	7	FFE Procurement	76,000.00	02039900	A&E - Oth. Reimb.
D&W	2021.11	Amendment 10	8	Haz Mat	84,700.00	02040200	A&E - Haz Mat
D&W	2021.11	Amendment 10	9	Geotech & Geo Environmental	60,300.00	02040300	A&E - Geotech
D&W	2021.11	Amendment 10	10	Wetland	54,100.00	02040500	A&E - Wetlands
					<i>Subtotal</i>	<i>5,431,640.00</i>	
					<i>Design / Construction / Closeout Subtotal:</i>	<i>6,749,900.00</i>	

TOTAL for Dore + Whittier: 7,892,205.00

Westwood Hanlon Elementary School

Major Contracts

6/30/2022



Items highlighted in yellow are new this reporting period

Vendor	Post Period	Amend/CO number	LN	Desc	Commitment Amount	MSBA CODE	MSBA Desc
--------	-------------	-----------------	----	------	-------------------	-----------	-----------

Compass Project Management, Inc.

Feasibility Phase

CPM	2019.10	OC to AM 01	S	Feasibility Phase	361,630.00	00010000	OPM - Feasibility Study
CPM	2021.03	Amendment 2	S	Feasibility Phase	40,000.00	00010000	OPM - Feasibility Study

Feasibility Subtotal: 401,630.00

Design/Construction Phase

CPM	2021.05	Amendment 3	1	Design Phase	120,000.00	01020400	OPM - Design Development
CPM	2021.05	Amendment 3	2	Design Phase	17,000.00	01021100	OPM - Cost Estimates
CPM	2021.10	Amendment 4	1	Design Phase	(20,000.00)	01020400	OPM - Design Development
CPM	2021.10	Amendment 4	2	DD Enhanced Cx, Automation	13,200.00	01990000	Other Administrative Costs
CPM	2021.11	Amendment 5	1	Design/Construction Phase	168,000.00	01020500	OPM - Construction Contract Docs.
CPM	2021.11	Amendment 5	2	Design/Construction Phase	60,000.00	01021100	OPM - Cost Estimates
CPM	2021.11	Amendment 5	3	Design/Construction Phase	50,000.00	01020600	OPM - Bidding
CPM	2021.11	Amendment 5	4	Design/Construction Phase	1,541,070.00	01020700	OPM - Construction Contract Admin.
CPM	2021.11	Amendment 5	5	Design/Construction Phase	66,000.00	01020800	OPM - Closeout
CPM	2022.03	Amend 6 (Jacobs)	1	Design/Construction Phase	47,300.00	01990000	Other Administrative Costs
CPM	2022.03	Amend 6 (IDS)	2	Design/Construction Phase	110,000.00	01990000	Other Administrative Costs

Design/Construction Subtotal: 2,172,570.00

TOTAL for Compass Project Management, Inc. (CPM): 2,574,200.00

Cropper GIS Consulting, LLC

Cropper	2019.12	PO SCH-20-C-002	S		16,500.00	00040000	Other
Cropper	2020.04	PO SCH-20-C-002	S		(4,500.00)	00040000	Other

Thornton Tomasetti

Tomasetti	2020.03		S	Energy Efficiency	7,000.00	00040000	Other
-----------	---------	--	---	-------------------	----------	----------	-------

Major Contracts TOTAL: 10,485,405.00

Westwood Hanlon Elementary School

Budget Transfers and Usage of Contingency

6/30/2022

Items highlighted in yellow are new this reporting period

Items highlighted in yellow are new this reporting period								Contingency Accounts		MSBA Budget Revision Request Status			
In ref	Report Period	Change no. / Description	From CODE	From Description	To CODE	To Description	Change Amount	05070000	08010000	MSBA BRR	BRR Status	Inelig Amount	Elig Amount
								PFA	PFA				
								Construction Contingency	Owners Proj Contingency				
Beginning Budget:								3,519,000.00	700,000.00				
Note: Transfers (shaded in green below) have been included in the Project Funding Agreement / Total Project Budget													
1	2020.08	D&W Amendment #5 - amount in excess of available budget	00040000	Other	00030000	Environmental & Site	4,890.00	0.00	0.00	01	Executed by MSBA	-	4,890
2	2021.03	D&W Amendment #8	00040000	Other	00030000	Environmental & Site	56,870.00	0.00	0.00	02.01	Exec by MSBA	-	56,870
3	2021.03	D&W Amendment #9	00040000	Other	00030000	Environmental & Site	12,870.00	0.00	0.00	02.02	Exec by MSBA	-	12,870
4	2021.09	cpdesigns invoice 1090	08010000	Owner's Conting.	01990000	Other Administrative Costs	579.58	0.00	0.00	n/a			
1	2021.11	Reconcile Compass AM 5 to PFA	01020400	OPM - Design Development	01021100	OPM - Cost Estimates	17,000.00	0.00	0.00	03.01	Pending with the MSBA		
2	2021.11	Reconcile Compass AM 5 to PFA	01020400	OPM - Design Development	01020700	OPM - Construction Contract Admin.	19,198.00	0.00	0.00	03.02			
3	2021.11	Reconcile D&W AM 10 to PFA	02010400	A&E - Design Development	02010500	A&E - Construction Contract Docs.	184,839.00	0.00	0.00	03.03			
4	2022.05	Hometown Weekly invoice 34268, amount in excess of available budget	01040000	Permitting	01030000	Advertising	916.96	0.00	0.00	4	TBD		
Remaining Balance								3,519,000.00	700,000.00				

MSBA Reimbursement Summary

Items highlighted in yellow are new this reporting period

District Name	Westwood	School Name	Paul Hanlon
MSBA ID	201703350015	Budget Phase	PFA Budget
Procurement Type	Undetermined	Total Project Budget	\$87,820,386
Project Type	Core Program	Board Approved Final TFG Date	
Project Scope	New Construction	Estimated Max Total Facilities Grant (95% Amt)	\$17,683,327(\$16,799,161)
FSA Effective Date	3/8/19	Maximum Total Facilities Grant	\$18,235,725
PFA Effective Date		Total MSBA Payment Amount (to Date)	\$1,839,561
PFA Bid Date		Percent of Total Facilities Grant Paid (to Date)	10.40%
Reimbursement Rate	39.35%	Project Phase	Design Development

Request No	Type	Electronic Request Date	Submitted Amount	Eligible Project Cost	Ineligible Project Cost	MSBA Payment Amount	MSBA Payment Date	Included Invoices Recommended in VIP for period
1		11/1/19	\$41,212	\$41,212	\$0	\$14,597	12/5/19	Aug - Sep 2019
2		11/26/19	\$12,317	\$10,359	\$1,958	\$3,669	12/19/19	Oct 2019
3		1/7/20	\$104,170	\$103,670	\$500	\$36,720	1/30/20	Nov 2019
4		2/18/20	\$65,100	\$64,600	\$500	\$22,882	3/5/20	Dec 2019
5		3/9/20	\$92,059	\$91,559	\$500	\$32,430	3/26/20	Jan 2020
6		4/1/20	\$80,470	\$79,970	\$500	\$28,325	4/16/20	Feb 2020
7		5/1/20	\$76,866	\$64,366	\$12,500	\$22,799	5/21/20	Mar 2020
8		6/9/20	\$78,961	\$78,961	\$0	\$27,968	7/2/20	Apr 2020
9		7/8/20	\$69,170	\$69,170	\$0	\$24,500	7/23/20	May 2020
10		8/3/20	\$67,220	\$61,170	\$6,050	\$21,666	8/27/20	Jun 2020
11		9/2/20	\$64,670	\$64,670	\$0	\$22,906	9/17/20	Jul 2020
12		10/7/20	\$200,291	\$200,291	\$0	\$70,943	10/29/20	Aug - Sep 2020
13		11/17/20	\$66,965	\$66,965	\$0	\$23,719	12/10/20	Oct 2020
14		12/29/20	\$98,796	\$98,796	\$0	\$34,994	1/22/21	Nov 2020
15		2/8/21	\$74,737	\$74,737	\$0	\$26,472	2/25/21	Dec 2020
16		3/11/21	\$140,914	\$140,914	\$0	\$49,911	3/25/21	Jan - Feb 2021
17		4/30/21	\$110,279	\$90,700	\$19,579	\$32,126	5/27/21	Mar 2021
18		5/18/21	\$103,013	\$67,222	\$35,791	\$23,810	6/17/21	Apr 2021
19		7/31/21	\$52,194	\$52,194	\$0	\$18,488	10/15/21	Resubs re BRR#2
20		1/28/22	\$2,172,333	\$2,138,805	\$33,528	\$901,415	2/17/22	May-Dec 2021
21		2/24/22	\$371,891	\$339,028	\$32,863	\$133,408	3/24/22	Jan 2022
22		3/25/22	\$371,428	\$343,428	\$28,000	\$135,139	4/21/22	Feb 2022
23		4/15/22	\$371,326	\$280,158	\$91,168	\$110,242	5/19/22	Mar 2022
24		5/31/22	\$414,392	\$51,921	\$362,471	\$20,431	6/24/22	Apr 2022
25		7/7/22	\$499,270					May 2022

Total	\$5,800,044	\$4,674,866	\$625,908	\$1,839,561
--------------	--------------------	--------------------	------------------	--------------------

Westwood Hanlon Elementary School

MSBA Schedule of Ineligible Project Costs

Items highlighted in yellow are new this reporting period

PR	Vendor	Code	Desc	Invoice	Submitted Amount	Ineligible Amount	Primary Reason Code/Name	Auditor Comments	Next Steps (per Compass)
2	ellis strategies	0004-0000	Other	0003408-IN	150	150	F4-Normal Operating Items - Administrative Supplies		n/a
2	Hometown Weekly	0004-0000	Other	26214	306	306	N0-Ceremonial Costs - Others		n/a
2	Norwood Printing	0004-0000	Other	20191811	1,002	1,002	F4-Normal Operating Items - Administrative Supplies		n/a
2	Westwood Media C	0004-0000	Other	d10-15-19	500	500	N0-Ceremonial Costs - Others		n/a
3	Westwood Media C	0004-0000	Other	d11-08-19	500	500	O0-Unrelated Costs - Others	Specifically, MSBA does not cover School Building Committee Meeting Media Coverage costs.	n/a
4	Westwood Media C	0004-0000	Other	d01-06-20	500	500	O0-Unrelated Costs - Others	Specifically, MSBA does not cover School Building Committee Meeting Media Coverage costs.	n/a
5	Westwood Media C	0004-0000	Other	d01-27-20	500	500	O0-Unrelated Costs - Others	Specifically, MSBA does not cover School Building Committee Meeting Media Coverage costs.	n/a
6	Westwood Media C	0004-0000	Other	d02-14-20	500	500	O0-Unrelated Costs - Others		n/a
7	Cropper GIS, LLC	0004-0000	Other	1976	12,000	12,000	F0-Normal Operating Items - Others	covers work for district meetings	n/a
7	Westwood Media C	0004-0000	Other	d03-20-20	500	500	F0-Normal Operating Items - Others	district meeting coverage	n/a
10	Dore & Whittier Ar	0003-0000	Environmental & Site	8	6,050	6,050	L0-??? - Others	Test Well cost	n/a
17	Dore & Whittier Ar	0003-0000	Environmental & Site	17	42,309	19,579	R0-This amount is over the Basis for Total Facilities Grant		Resubmitted in PR#19 per BRR#2; Reimbursed in PR#19
18	Dore & Whittier Ar	0003-0000	Environmental & Site	18	32,615	32,615	R0-This amount is over the Basis for Total Facilities Grant		Resubmitted in PR#19 per BRR#2; Reimbursed in PR#19
18	JCianciarulo reimb	0004-0000	Other	E#17069	1,197	1,197	L0-??? - Others	Changed invoice date from 04-21-2021 to 04-19-2021 to match the invoice submitted. Ineligible = MSBA does not pay for Building brochure	n/a
18	Norwood Printing	0004-0000	Other	20210493	1,979	1,979	L0-??? - Others	MSBA does not cover printing or postage costs for Building brochure.	n/a
20	Compass Project M	0102-0500	OPM - Construction Contract Documents	CPM 78-27	28,000	2,996	R0-This amount is over the Basis for Total Facilities Grant		2/23/22 Emailed MSBA for clarification; 2/23 respons from MSBA - Scope Exclusions not yet entered in ProPay by MSBA PM; no further action by Compass
20	Compass Project M	0102-0500	OPM - Construction Contract Documents	CPM 78-28	28,000	28,000	R0-This amount is over the Basis for Total Facilities Grant		2/23/22 Emailed MSBA for clarification; 2/23 respons from MSBA - Scope Exclusions not yet entered in ProPay by MSBA PM; no further action by Compass
20	cpdesigns	0199-0000	Other Administrative Costs	1090	580	580	F5-Normal Operating Items - General Admin. Support	Post Card and Flyers and PowerPoint update	n/a
20	Dore & Whittier Ar	0201-0400	A&E - Design Development	24	61,613	2	L0-??? - Others	\$2 Over the total completed on invoice	n/a
20	Norwood Printing	0199-0000	Other Administrative Costs	20211265	1,950	1,950	F5-Normal Operating Items - General Admin. Support	Digital color brochures	n/a
21	Compass Project M	0102-0500	OPM - Construction Contract Documents	CPM 78-29	28,000	28,000	R0-This amount is over the Basis for Total Facilities Grant		n/a
21	Dedham-Westwoo	0601-0000	Utility Company Fees	BD 1-5-22	4,863	4,863	I2-Permit and Inspection Fee - District Inspection Fee	Water district Inspection fee and meters.	n/a
22	Compass Project M	0102-0500	OPM - Construction Contract Documents	CPM 78-30	28,000	28,000	R0-This amount is over the Basis for Total Facilities Grant		n/a
23	Compass Project M	0102-0500	OPM - Construction Contract Documents	CPM 78-31	28,000	28,000	R0-This amount is over the Basis for Total Facilities Grant		n/a
23	Compass Project M	0199-0000	Other Administrative Costs	CPM 78-31	4,400	4,400	F5-Normal Operating Items - General Admin. Support	IDS, Enhanced Commissioning Services for Automation. Pending further review.	Pending further review by MSBA
23	Dore & Whittier Ar	0201-0500	A&E - Construction Contract Documents	29	334,471	58,768	R0-This amount is over the Basis for Total Facilities Grant		n/a
24	Compass Project M	0102-0500	OPM - Construction Contract Documents	CPM 78-32	28,000	28,000	R0-This amount is over the Basis for Total Facilities Grant		n/a
24	Dore & Whittier Ar	0201-0500	A&E - Construction Contract Documents	30	334,471	334,471	R0-This amount is over the Basis for Total Facilities Grant		n/a

625,908