Town of Rowe – FY2010
Board of Selectmen
Minutes – Wednesday, May 26, 2010 – 5:00pm

Call to order: The meeting was called to order at 5:00pm by Selectman McLatchy.

Present: Selectmen Paul McLatchy III and Jennifer Wood; Town Coordinator Ellen Miller

Absent: Chair Bill Loomis

Joint Pole Location Hearing: Bonnie Brown, Design Investigator for National Grid, attended the hearing to address the request by National Grid and Verizon New England, Inc. to install a new jointly-owned new pole on the west side of Middletown Hill Road (adjacent to the Veber property), 470' south of the centerline of the intersection of Ford Hill Road. She explained that the new pole was needed because the existing line in that area was too low, limiting the Veber's access to their property via their driveway. The Selectboard voted unanimously (2/0) to grant the request, and thanked Ms. Brown for attending the hearing

Fire Chief Reaching Retirement Age: Ms. Miller reported that town counsel Joe Fair has confirmed that Fire Chief Ed May is required to retire effective May 31, 2010 (see 4-13-2010 letter from FRRS and 5-3-10 string of emails). He turns 65 on May 26th. Mr. Fair stated there are no exceptions for volunteer fire departments. The state law applies to all uniformed public safety personnel. Approval by the state legislature is required to change the retirement age, which is a lengthy process. Mr. Fair stated that Mr. May can stay on as Emergency Management Director and as the Local Emergency Planning Coordinator. Mr. May (present) said he would like to serve in both those positions. He would also like to stay on in an administrative capacity (non-uniformed). He also stated that Jim White would be the best choice for his replacement. Mr. White will be in Rowe most of the summer, but his availability during the winter is limited (he works "on the road"). Mr. White could delegate the issuance of burn permits to Mr. May. [Mr. May stated that Rowe has not signed up with the regional dispatch service for issuing on-line burn permits because of significantly different weather and topography conditions in Rowe.] The Selectboard took the following actions:

- Unanimous vote (2/0) to appoint Jim White as Fire Chief thru 6-30-2010. Will revisit appointment at that time.
- Unanimous vote (2/0) to appoint Ed May as Fire Department Administrative Clerk thru 6-30-2010.
- Unanimous vote (2/0) to transfer remaining balance in Fire Chief Stipend Account to FD Administrative Clerk account, to pay Mr. May through 6-30-2010. [Mr. White will get the remainder of his FY2010 Deputy Chief stipend.]
- Unanimous vote (2/0) to appoint Ed May as Emergency Management Director, CERC (Community Emergency Response Coordinator), and Hazardous Materials Controls Officer for FY2011. Mr. May stated that these three positions, plus the Administrative Clerk position, will probably take 10 hours per work and that a stipend of $3500 was fair compensation. He also stated that in the past he has not submitted reimbursement requests for out-of-pocket expenses incurred. He will begin to do that under the new arrangement. Everyone was fine with that. As there are no funds for a separate stipend [Fire Chief stipend is already set at $6,910], funds for the new stipend will need to be obtained at a Special Town Meeting. As we are at our levy limit, meeting cannot be held until free cash is certified, hopefully sometime this fall.

Ms. Miller is still checking on the Forest Warden position to see if Mr. May can be appointed to this position.

Emergency Generator Grant: Mr. May reported that the second application for the $110,000 grant for the new municipal center emergency generator was not accepted. This project will need to be revisited. $27,500 of town funds (from Capital Stabilization) were appropriated at the FY2010 (May 11, 2009), annual town meeting as the town's portion of this project.

KP Law – Land Use Services: Selectboard received a copy of a letter sent by Attorney Joel Bard of Kopelman and Paige to the Rowe Planning Board offering to assist the board in the town's efforts to be designated a "Green Community" by the state, and for any other land use matters. [See attached.]

Open Meeting Law: Ms. Miller distributed copies of recently enacted sections of MGL c.28 – *An Act to Improve the Laws Relating to Campaign Finance, Ethics and Lobbying,* which cover the new Open Meeting Laws effective July 1, 2010.

Police Department IT Upgrade: Chief Dandeneau has not yet contacted Horace Moody concerning the IT upgrade of his department to allow for electronic processing of gun permits.

Public Records Request: A copy of a letter sent by Alan Cote, Supervisor of Public Records, Secretary of State's Office, Public Records Division, addressed to Planning Board Chair David Roberson was received by the Selectboard. Mr. Cote states to Mr. Roberson that since Mr. Roberson affirmed in an April 30th phone conversation that he had made the records requests in his capacity as Planning Board Chair, that it is an internal town matter, and not under the purview of the Public Records Division. Chair Loomis had gone to a Planning Board meeting to discuss the matter, at which the other Planning Board members said they knew nothing of the record requests made by Mr. Roberson. At that meeting it was left that either the Planning Board or Mr. Roberson (privately) would make requests for the documents if they still wanted to pursue the matter. To date they have not submitted any requests. The Selectboard determines this to be a dead issue at this time.

MassDOT – Zoar Bridge: A response was received from MassDOT to the Selectboard's April 27, 2010 letter concerning Bridge No. C-05-002 over Pelham Brook in Zoar. They state they are aware of the condition of the bridge, and that although there is no funding at this time to fix the bridge, they are working with the Boston Office to advance the project through the PRC stage and into design. Having the design phase completed beforehand will allow MassDOT to move quickly with repairs (replacement?) when funds become available. Contact Mark DeVylder, District Bridge Engineer, at 413-637-5774 for info. A letter from Senator Benjamin Downing supporting our request for bridge repair was also received.

CORI Policy: Selectboard voted unanimously (2/0) to adopt the CORI policy as presented (see attached), which states that all town officials and employees are to be CORI checked and that access to CORI information is limited to the Town Coordinator.

FY2010 CDBG Funding: The FCRHRA has determined that Rowe will not be eligible to apply for FY2010 housing rehab funds as the need for the funds cannot be demonstrated. There are still outstanding funds available for housing rehab in Rowe in current block grants. The Selectboard decided to not apply for FY2010 funds as they do not have any public projects at this time that they are interested in pursuing.

School Solar PV Array Project: The Selectboard voted unanimously (2/0) to enter into a contract with Bart Bales of Bales Energy Associates, Gill MA, for energy advising services relating to a ground-mounted solar electric array being planned for the grounds of the Rowe School. $4,000 was appropriated for these services at the May 10, 2010 special town meeting. Mr. Bales will also work with Energy Committee Chair Jack Packard to develop an RFP for this project.

Surplus School Computers: The Selectboard voted unanimously (2/0) to allow the school to sell to the highest bidder eleven (11) surplus (out-dated) Apple I-Macs.

Motor Vehicle Excise Tax Refunds: The Selectboard voted unanimously (2/0) to approve a 2010 MV Tax Refund for Brittani Sprague for $36.25 (vehicle traded).

Bid Opening – Type I Paving: At 6:00pm the following bids for Type I Paving were opened and read:

- Lane Construction, Northfield MA — Paving $73.97 per ton; Tack Coat $6.81 per gallon
- Warner Bros., Sunderland MA — Paving $69.00 per ton; Tack Coat $4.00 per gallon

On the recommendation of DPW Supt. Jim Taylor (present), the Selectboard voted unanimously (2/0) to award the contract to low-bidder Warner Bros., at $69/ton (paving) and $4/gallon (tack coat).

Municipal Relief Transfer: The Selectboard voted unanimously (2/0) to approve Municipal Relief Transfer #FY2010-06 transferring $2,000.00 from 01-5-204-224 *Fuel for Town Vehicles* to 01-5-101-296 *SYE Grasshoppers Account.* This will allow the Grasshoppers to start earlier in June, in hopes to complete all roadsides this year. The Finance Committee concurred with this transfer at their meeting this morning.

Grasshoppers Program: Supt. Taylor reported that the following had been hired for this summer's program:

Chief Supervisor:	Max Chattin
Asst Supervisors:	Abby Phelps, Presley Veber
Crew:	Heidi Phelps, Samantha Veber, Morghan Jolly (one more may apply)

Surplus Equipment Bid Opening: At 6:15pm bids were opened for surplus equipment as follows:

- **Plow Frame**: No bids received
- **Spreaders:**

Rick Hamilton	$ 50.00
Matt Slowinski	$151.00
Steve Crowningshield	$125.00

On the recommendation of DPW Supt. Taylor, the Selectboard voted unanimously (2/0) to award the surplus spreaders (2) to Matt Slowinski of Colrain MA.

DPW Crew Member Out: Supt. Taylor reported that crew member Rick Hamilton will be out for 10 weeks following shoulder surgery (non-work related). He will have 3 pins placed in his shoulder. [He was out from May 24th thru August 9th—11 weeks]

FY2011 Appointments: The Selectboard voted unanimously (2/0) to make the following annual appointments:

ADMINISTRATIVE ASSISTANT/
ASSISTANT to ACCOUNTANT
Sandra P. Daviau

CHIEF PROCUREMENT OFFICER
Ellen B. Miller

TOWN COUNSEL
Kopelman and Paige

DEPARTMENT OF PUBLIC WORKS SUPERINTENDENT
James W. Taylor

ENVIRONMENTAL OFFICER
James W. Taylor

TREE WARDEN
James W. Taylor

SUPT. OF INSECT PEST/ELM DISEASE CONTROL
James W. Taylor

EMERGENCY MANAGEMENT DIRECTOR
Edwin L. May

COMMUNITY EMERGENCY RESPONSE
COORDINATOR Edwin L. May

HAZARDOUS MATERIALS CONTROL OFFICER
Edwin L. May

SPECIAL POLICE OFFICER - CHIEF
Henry J. Dandeneau

EMERGENCY MEDICAL SERVICES
Gail May, EMT, EMS Coordinator
Christopher Selmi Hyytinen, EMT

INSPECTOR OF BUILDINGS
William G. Foster

INSPECTOR OF BUILDINGS, Alternate
FCCIP/James Hawkins

INSPECTOR OF PLUMBING & GAS
FCCIP/Andrew French (Contract 12-1-06 to present)
[renews automatically unless we withdraw]

INSPECTOR OF WIRING
FCCIP/James Slowinski (Contract 12-1-06 to present)
[renews automatically unless we withdraw]
CONSTABLE
David F. Scrivens

DOG OFFICER
Russell Powers

CONSERVATION COMMISSION (3-yr term stag)
Prudence Berry (exp 6/2013)
Robert J. Clancy (exp 6/2013)

AGRICULTURAL COMMISSION *3 yr term, staggered*
Jonathon Lively (expires 2013)
MaryJo A. Phelps (expires 2013)

MEASURERS OF WOOD, BARK & LUMBER (3)
Ellsworth E. Palmer
James H. Williams
Thomas P. Danek, Jr.

FENCE VIEWERS
Earl P. Carlow
Paul McLatchy III

FIELD DRIVERS (2) [c49; Art III §6]
Sandra P. Daviau
Susan C. Wood

POUNDKEEPER [c49; Art III §6]
Sandra P. Daviau

OLD HOME DAY COMM July 2010
Jo-ann M. Brown
Robert L. Dykeman
Sean R. Loomis
Paul McLatchy III
Ellen B. Miller
Ellynn B. Packard
Christine A. Tower

REGISTRARS OF VOTERS

Lisa L. Miller	(D)
Judith A. Pierce	(R)
Helen R. Shields	(D)
Carrie Y. Silva	(R)

ELECTION OFFICERS)
Warden - Jennifer A Morse (D)

ELECTION TELLERS

Prudence Berry	(D)
Heidi Cousineau	(D)
Laurie L. Laffond	(U)
Claudine M. Poplawski	(U)
Robin W. Reed	(D)
Rebecca F. Richardson	(D)

Kristen C. Swenson (R)
Carole A. Veber (R)
Shirley Veber (R)

BEAUTIFICATION COMMITTEE
Jo-ann M. Brown
Cynthia M. Laffond
David W. Lenth
Ellen B. Miller
MaryJo A. Phelps
Richard A. Tower
John H. Williams

COUNCIL ON AGING
Marilyn Belval
Jo-ann M. Brown
Sandy P. Daviau
Mary Ann Dykeman
Doris C. Fensky
Christine A. Tower
Shirley Veber

ZONING BOARD OF APPEALS (3-year term)
Paul McLatchy III (Expires 2012)
Robert Dykeman (Expires 2013)

ZBA ALTERNATE *(3 year term)*
Myra B. Carlow (Expires 2013)

AGENT FOR VETERANS
David F. Scrivens

HISTORICAL COMMISSION (3-yr term, staggered)
John H. Williams (Expires 2013)

ENERGY COMMITTEE
Lisa A. Danek-Burke
William A. Loomis
Paul McLatchy III
John R. H. Packard
B.J. Roche

RENEWABLE ENERGY COMMITTEE
Robert Dykeman
Paul McLatchy III
B.J. Roche
Jennifer Y. Wood
Susan C. Wood

YANKEE ATOMIC ELECTRIC Co.
CITIZEN ADVISORY BOARD (CAB)
Leonard J. Laffond

YANKEE LAND COMMITTEE
Leonard J. Laffond
David W. Lenth
William A. Loomis
Walter J. Quist
Frederick N. Williams
John H. Williams

BROADBAND & TELECOM COMMITTEE
David Dvore
Russell Jolly
D. Gregory Poehlein
Daniel Wessman

GRACY HOUSE COMMITTEE
Marilyn H. Belval
William C. Belval
Mary Ann Dykeman
Robert Dykeman
Sharon C. Hudson (Assoc member)
Cynthia M. Laffond
Leonard J. Laffond
Judith A. Pierce (Assoc member)
John H. Williams (Assoc member)

Regional Committees

CARL NILMAN SCHOLARSHIP FUND
Rebecca Bradley

FRANKLIN REGIONAL COUNCIL OF GOVTS, Rep to
Paul McLatchy III

MMAC (Mohawk Municipal Advisory Committee),
Representative to
William A. Loomis (5-27-09)

Vacation Carryover: Ms. Miller requested that her unused FY2010 vacation (70 hours) be carried over into FY2011. The Selectboard voted unanimously (2/0) to grant this request.

Franklin County Selectmen's Assoc. Qtrly Meeting/Dinner: Both Selectman McLatchy and Selectman Wood will attend the quarterly meeting at Greenfield Grille on June 17th. Ms. Miller will put this item ($22pp) on the next treasury warrant. Selectman Wood will make something to donate to the raffle.

BOS Meeting Schedule: The Selectboard voted unanimously (2/0) to hold their regular meetings on alternate Tuesdays at 5:00pm effectively immediately and for the next fiscal year. Meetings in June will be on Tuesday the 8th and Tuesday the 22nd. Ms. Miller will post this new schedule.

Acting Chair: The Selectboard voted unanimously (2/0) to elect Paul McLatchy as Acting Chair, in the absence of Chair Loomis. It is not known when Mr. Loomis will return from his medical leave.

Correspondence:

- **WiredWest:** A letter was received from WiredWest requesting that a representative and an alternate from the Town of Rowe be appointed to serve on the WiredWest Organizing Committee. Most likely some members of the Broadband/Telecom Committee will be appointed to fill these two positions.
- **FRTA:** They forwarded a copy of their Advisory Board By-Laws and Executive Committee By-Laws (both approved March 25, 2010); and are asking for the names and contact information for the Rowe member and the Rowe designee. There are neither as the Selectboard can find no one to take either position.
- **National Grid—Baystate West Municipal Book:** National Grid dropped off this revised book describing all of their services and emergency municipal contact information.

Adjournment: The Selectboard voted unanimously to adjourn the meeting at 6:45pm.

Respectfully submitted,
Ellen B. Miller, Town Coordinator

Approved:

(absent)
William A. Loomis, Chair

Paul McLatchy III, Acting Chair

Sept 20, 2010
Date Approved

Jennifer Y. Wood

Documents:

- Agenda
- Joint Pole Location Approval
- FRRS letter to Fire Chief re Mandatory Retirement (4-13-10
- Email string relating to mandatory retirement of Fire Chief
- K&P Letter (Joel Bard) re Land Use Services/Green Communities Act
- Public Records Division, Supervisor of Records Alan Cote letter dated 5-13-2010
- MassDOT letter re Zoar Bridge over Pelham Brook dated 5-7-2010
- Sen. Downing letter to MassDOT supporting bridge repair dated 5-6-2010
- Municipal Relief Transfers (FY2010-06)
- CORI Policy adopted 5-26-2010
- Bales Energy Associates contract dated 5-26-2010
- MV Excise Tax Refund (Sprague)
- MGL c. 28 Open Meeting Law
- MRT #FY2010-06 for SYE Grasshopper Account
- WiredWest letter dated 5-19-2010
- FRTA letter dated 5-5-2010 with bylaws
- National Grid Baystate West Municipal Book and emergency municipal contact information

Town of Rowe – FY2010
Board of Selectmen
Meeting Agenda – Wednesday, May 26, 2010 – 5:00pm

1. Call to Order

2. Audience of Citizens

3. 5:00pm - Joint N-Grid/Verizon NE Pole Location Hearing – (1) new pole on Middletown Hill Road

4. 6:00pm – Type I Paving ; 6:15pm – Surplus Equipment

5. Old Business
   a. Gracy House: To Do List: pave parking area next spring
   b. Town Counsel Communications
      - Letter to Planning Board re Land Use Services, Green Communities Act
      - Open Meeting Law – MGL c30A, §§19-25 – text from Attorney Pumphrey
   c. Verizon Petition – ongoing (DTC handling investigation)
   d. Police Matters: new officers; MIRCS access; IT quotes: $1,025/workstation & camera/$200 [gave to Chief 1-20-10)
   e. MIIA Loss Control Report dated 11-3-09
   f, Audit Report/Management Letter
   g. Transfer Station – ideas to reduce costs? Sign in sheet? Photo ID? BOH conducting survey.
   h. Dog Complaint – 11 Hazelton Road / new Non-Criminal Disposition Bylaw awaiting AG approval
   i. FRCOG Traffic Study
   j. Conflict of Interest – April 2nd deadline for on-line training
   k. Fire Chief: Retirement of current chief; appointment of new chief (Ed May to attend mtg)
   l. Public Records Request
   m. Bridge over Pelham Brook, Zoar – response from MA DOT
   n. CORI Policy – all employees?
   o. FY2011 CDBG Grant – what projects?

6. Energy
   a. Awaiting response from Roland Butzke on following:
      - ESCO contract – Exh B Article 2: Perf. Assurance Technical Support Program $4K (no FY2010 appropriation)
      - ESCO contract – Exh B, Article 3: Maint Tech Support Program $12,500 (no FY2010 appropriation)
   b. EECBG PON-ENE-2010 – School Solar Project – contract signed/returned 3/25/10 – approved at STM 5-10-10
   c. Jack Packard working with Bart Bales to develop bid/RFP package for solar project
   d. Energy Advisory Com – Bart Bales – approved.

7. New Business
   a. Surplus computers – Rowe School (value $275)
   b. MV Refund $36.25
   c. FY2011 Appointments
   d. Vacation time – EBM
   e.

8. Routine Business
   a. Minutes: None [Outstanding: Feb 25, Mar 3, 18, 25, 31, Apr 7, 14, 26, May 19, 2010]
   b. Treasury/Payroll Warrants: TW25 and PW25
   c. Police Report: None
   d. Police Monthly Log (Time Log & Warnings/Citations): None
   e. Building Inspector's Monthly Report: None
   f. Correspondence

9. Meetings: 1) Next regular meeting; 2) Schedule for FY2011; 3) FCSA Qtrly Mtg June 17th, Greenfield Grille

10. Adjourn Meeting

Next Town Meetings: ***Special*** Park Lavatory Facility, Fire Department ***Annual FY2012 (May 2011)***

25-05466 32501158335

BVP-L4
(8-2009)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

BL
PMTH
JW

FROM THE DIRECTOR
U.S. CENSUS BUREAU

The U.S. Census Bureau is conducting the final Boundary Validation Program (BVP) in order to provide an opportunity for you as the Highest Elected Official to review recent updates made to the Census Bureau's boundary data for governmental units. This is an important opportunity for you to ensure that we have your correct legal boundaries, name and governmental status. The Census Bureau uses the boundary information to tabulate data from the 2010 Decennial Census and the American Community Survey.

The BVP package includes a Final BVP form and a complete set of maps for your governmental unit. Please review our depiction of your legal boundary, as well as any addresses along your boundary, for accuracy and return the completed BVP form within five days of receipt. The BVP form can be returned via fax (1-800-416-3262), in the enclosed postage paid envelope, or scanned and e-mailed to <geo.bas@census.gov>.

The BVP is administered in parallel with the 2010 Boundary and Annexation Survey (BAS). The maps should reflect the legal boundary for your governmental unit effective on January 1, 2010 and should include changes or corrections submitted during the 2010 BAS. If the legal boundary for your governmental unit is incorrect, please work with your BAS contact (printed on the enclosed BVP form) to submit corrections to the January 1, 2010 boundary. Please follow the BAS procedures when submitting any corrections. In order to be included in the tabulation of the 2010 Decennial Census, it is important that we receive corrections as soon as possible.

If you need any assistance with this request, please e-mail <geo.bas@census.gov>, telephone (1-800-972-5651), or visit our website at < http://www.census.gov/geo/www/bas/bashome.html>.

Sincerely,

Robert M. Groves

Robert M. Groves
Director

Enclosures

25–05466 32501158335

FORM **BVP-2**
(6-25-2009)

Form Approved: OMB No. 0607–0151; Approval Expires 07–31–10

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Rowe town

2010 BOUNDARY VALIDATION PROGRAM (BVP) – Final

The U.S. Census Bureau is conducting the final BVP in order to provide an opportunity for the Highest Elected Official (HEO) to review recent updates made to the Census Bureau's boundary data for governmental units. The enclosed maps include changes submitted during the 2010 Boundary and Annexation Survey (BAS) and should reflect the legal boundary for your governmental unit effective on January 1, 2010. **Please review the maps for accuracy and return this form within five days of receipt.**

☐ The legal boundary for our governmental unit is correct. *(Please check box and sign below.)*

I, as the Highest Elected Official (HEO) or Tribal Chair (TC), verify that the boundary for our governmental unit is correct.

Signature _____

Print name _____

Date _____

☐ The legal boundary for our governmental unit is incorrect and we are submitting changes.

Please correct any contact information printed below.

Our records indicate the HEO/TC contact is:

Name:	***Mr. James Brown***
Position:	***Chairman***
Phone:	***413–339–5520***
Fax:	***413–339–5316***
Mailing Address:	***321 Zoar Rd***
	Rowe MA 01367–9728
Email:	***admin@rowe–ma.gov***

Our records indicate the BAS contact is:

Name:	***Christian Jacqz***
Position:	***Director***
Department:	***MassGIS***
Phone:	***617–626–1056***
Fax:	
Mailing Address:	***251 Causeway St Ste 500***
	Boston MA 02114–2138
Email:	***christian.jacqz@state.ma.us***

Mail, fax or email this completed form to the US Census Bureau within 5 calendar days.

US Census Bureau
National Processing Center
1201 East 10th Street
Jeffersonville, IN 47132
FAX: 1-800-416-3262

E-mail questions, comments or a scanned image of this form to **geo.bas@census.gov**

USCENSUSBUREAU

Final Boundary Validation Maps

The Boundary Validation Program (BVP) maps reflect the boundaries and names reported through the 2010 Boundary and Annexation Survey (BAS) and should reflect the legal boundary for your governmental unit effective on January 1, 2010. Governmental units that require fewer than 40 map sheets receive a complete set of BVP maps. Governmental units that require more than 40 map sheets receive only an index map and the boundary ring map sheets. Governmental units that require more than 40 boundary ring map sheets receive an index map and a CD with maps in PDF format. Additional map sheets are available upon request. The boundaries and names are for Census Bureau statistical data collection and tabulation purposes only; their depiction and designation for statistical purposes does not constitute a determination of jurisdiction authority or rights of ownership or entitlement.

Please review the maps for accuracy and notify the Census Bureau as soon as possible if corrections are necessary. The Census Bureau estimates that the final BVP review will take most respondents 2 hours to complete. This includes the time needed to read the instructions, organize and review the information, communicate with the Boundary and Annexation Survey (BAS) contact, and report any needed changes. This estimate is based on 90 percent of all areas having few or no changes. The time burden may be more or less depending on whether or not changes are required. Please send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

Paperwork Project 0607-0151
U.S. Census Bureau
4600 Silver Hill Road
Room 3K138
Washington, DC 20233

Or you may e-mail comments to: paperwork@census.gov
Note: use "Paperwork Project 0607-0151" as the subject and include a cc to geo.bas@census.gov

If you need assistance with this request, please e-mail geo.bas@census.gov, telephone 1-800-972-5651 or visit our website at www.census.gov/geo/www/bas/bashome.html.

The BAS and the BVP are authorized by Section 6 of Title 13 of the United States Code Census. The Office of Management and Budget (OMB) approves the survey materials. Participation in and response to the BAS and the BVP are voluntary.