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INSPECTOR GENERAL

The Commonwealth of Massachusetts
Office of the Inspector General

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November 15, 2010

Chief Scott M. Livingston
Winchendon Police Department
15 Pleasant Street
Winchendon, MA 01475

Dear Chief Livingston:

As you know, the Massachusetts Office of the Inspector General (OIG) reviewed the Winchendon Police Department's (WPD) August 2009 receipt of a \$30,937 Edward Byrne Memorial Justice Assistance Grant (Byrne Grant) from the U.S. Department of Justice under the American Recovery and Reinvestment Act (ARRA).

The OIG is reviewing ARRA-related grants to identify potential vulnerabilities to fraud, waste, and abuse and other risks that could negatively impact the accountability, transparency, and anti-fraud mandates contained in the statutory language and interpretive guidance of ARRA. This review should not be construed as an investigation of the program or a comprehensive programmatic review. The OIG intends these reviews to assist recipients of ARRA funding to identify and address risks.

According to the WPD's grant application, the WPD planned to purchase a police cruiser with its Byrne Grant. To conduct this purchase, the WPD chose to use the collective purchasing contract between MHQ Municipal Vehicles and Plymouth County and the Plymouth County Sheriff's Office (the contract is known as 09-10-11). The Town of Winchendon is an authorized buyer under this collective purchasing contract. The final price for the police cruiser was \$32,157 (the difference between the purchase price and the ARRA award amount was covered by the trade-in value of an old police cruiser).

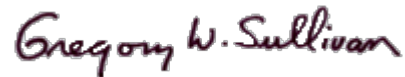
Based on the OIG review, the WPD complied with M.G.L. c.30B (Chapter 30B), the state's Uniform Procurement Act for supplies and services that applies to all municipal governmental bodies, with one technical exception. Under Chapter 30B, if a

municipality has designated a Chief Procurement Officer (CPO), the CPO is in charge of procuring all supplies and services on behalf of the town. While the CPO may delegate this authority to another employee by providing the OIG with notice of this delegation, there is no record of a delegation to any WPD employee on file with the OIG. In the future, to comply with Chapter 30B, either the town's CPO must conduct procurements, or a delegation of authority to an employee in the WPD must be made, and a copy of such must be submitted to the OIG.

I have enclosed a delegation form for this purpose. Helpful and practical free guidance and training can be found on the OIG website. Step-by-step procurement information is available in an OIG manual, *Municipal, County, District, and Local Authority Procurement of Supplies, Services, and Real Property* (the Chapter 30B manual), available at <http://www.mass.gov/ig/igpubl.htm>. In addition, an introductory Online Bidding Basics training course is available on the OIG's website at http://www.mass.gov/ig/mcppo/bb_online.htm.

In conclusion, the OIG review of the WPD's ARRA-funded Byrne Grant found that the funds were spent appropriately, but that in the future the WPD should ensure proper delegated authority exists for purchases. I appreciate your cooperation in this review of ARRA funding. Please do not hesitate to contact my office with any questions or concerns you may have regarding this review.

Sincerely,



Gregory Sullivan
Inspector General

cc: Town Manager James Kreidler, Jr.

Enclosure