



*The Commonwealth of Massachusetts*  
*Office of the Inspector General*

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INSPECTOR GENERAL

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March 11, 2011

Ms. Dianne Hubbard  
Food Service Director  
Winchendon Public Schools  
175 Grove Street  
Winchendon, MA 01475

Dear Ms. Hubbard:

As you know, the Massachusetts Office of the Inspector General (OIG) reviewed Winchendon Public Schools' June 2009 receipt of a \$7,865 Richard B. Russell National School Lunch Program Equipment Assistance Grant from the Department of Elementary and Secondary Education (DESE) 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 grant application, your district planned to purchase a "freezer" for the Memorial Elementary School. In December 2010, the OIG requested information regarding the freezer purchase to verify that you conducted the purchase pursuant to federal and state requirements.

The OIG review verified that:

- The district complied with the requirements of M.G.L. c. 30B (Chapter 30B), the Uniform Procurement Act;
- The district obtained three quotes from legitimate business entities;
- The item purchased (Nor-lake model KODF7788-C Walk-In Freezer) is from an approved vendor on state contract GRO24 for Foodservice Equipment;

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- The amount paid by the district for the freezer matched the amount of the DESE grant award.

For your information, helpful and practical free guidance and training can be found on the OIG website, including step-by-step procurement information available in the OIG manual, [Municipal, County, District, and Local Authority Procurement of Supplies, Services, and Real Property](http://www.mass.gov/ig/igpubl.htm) (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](http://www.mass.gov/ig/mcppo/bb_online.htm).

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,

Neil Cohen  
Deputy Inspector General

cc: Mary Anne Gilbert, Department of Elementary and Secondary Education  
Kathleen C. Millett, Department of Elementary and Secondary Education  
Brook A. Clenchy, Winchendon Public Schools