

TOWN OF
EAST MONTPELIER, VERMONT
SELECTBOARD

Amy Willis (2017 – 2020)
Gene Troia (2018 – 2020)

Kim Swasey (2017 – 2019)
Carl Etnier (2016 – 2019)

Chair, Seth Gardner (2018 – 2021)

October 15, 2018

Federal Service Desk
Attn: SAM.Gov Registration Processing
460 Industrial Blvd
London, KY 40741-7285
United States of America

Re: Information Required to Activate SAM Entity Registration

Purpose of Letter:

The purpose of this letter is to formally appoint an Entity Administrator for the named Entity and to attest to the accuracy of the information contained in the entity registration.

Designation of Entity Administrator:

I, **Seth B. Gardner, East Montpelier Selectboard Chair**, the below signed individual, hereby confirm that the appointed Entity Administrator is an authorized officer, agent, or representative of the Entity. This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

Entity Covered by this Letter:

DUNS® Number: 10 887 3704
Legal Business Name: Town of East Montpelier
Physical Address: 40 Kelton Road, East Montpelier, VT 05651

Entity Administrator Contact Information:

Full Name: C. Bruce Johnson
Phone Number: (802) 223-3313 x 204
Email Address: eastmontadmin@comcast.net

Account Administration Preference:

Self-Administration Confirmation

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of the Entity listed above. I have checked the Self-Administration Confirmation box to indicate that the designated Entity Administrator is not a third-party agent.

Attestation:

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The designated Entity Administrator listed above has an individual SAM User Account created with the email address provided in this letter.
- The banking information provided for Electronic Funds Transfer on the Financial Information Page in the SAM.gov registration for the Entity above is correct and accurate.

Respectfully,

Seth B. Gardner
 East Montpelier Selectboard Chair
 sethbgardner@hotmail.com
 Town of East Montpelier
 40 Kelton Road
 East Montpelier, VT 05651

TO BE COMPLETED BY NOTARY
(in accordance with State notary requirements)

State of **Vermont**

County of **Washington**

This instrument was acknowledged before me this ____ day of _____ (month),
 _____ (year), by _____ (name of officer or
 agent, title or officer or agent) of _____ (name of entity).

____ Personally Known

____ Produced Identification

Type of ID and Number on ID _____

(Seal)

Signature of Notary

Name of Notary
(Typed, Stamped or Printed)

Notary Public, State of _____