

Saugus Board of Selectmen  
July 13, 2009

The Saugus Board of Selectmen met on July 13, 2009 at 6:30 PM in the Town Hall 1<sup>st</sup> Floor Conference Room, 298 Central Street. Present were: Selectmen Stephen Castinetti, Stephen Horlick, Peter Rossetti Jr. and the Chairman Donald Wong.

Peter Manoogian and Thomas Stewart representing the Charter Commission and Betty Sullivan Citizen Representative were also present.

6:30 PM      Flagship Press

Donna Valente was present.

- Mailing cost \$633 plus postage;
- \$6,675 printing cost;
- 12,000 copies delivered to all residents in Town;
- P.O. Box and out of Town addresses included;
- 5 weeks lead time required;
- No sleeves or protectors;
- Checking on postage – separate check to post office base postage on 11,000 mailing;
- Saddle stitch binding;
- Check on nonprofit and bulk mail rates with Treasurer;
- Will send proof and invoice to their clerk;
- Need files and nonprofit info for final quote.

Mr. Manoogian to send both PDF and Word files directly to her.

7:00 PM      Copley Business Services

Dan Looney was present.

- Cost \$8,723 printing only – saddle stitch and mailing prep \$816;
- 13,000 printed – 12,000 mailed;
- .068 cents nonprofit rate & .142 cents bulk rate;
- School dept. has nonprofit permit;
- Experience: do census work for the Town; established in 1958;
- Wants to see proof;
- Needs 3 weeks lead time for printing;
- Not on State bid list;
- Need to reduce number of pages to 64 from 70.

7:30 PM      Sterling Printing

No one was present.

Discussion was held on Founder's Day, to have a booth – yes or no.

8:00 PM      Lane Printing

Frank Lane was present.

- 11,000 copies to be mailed;
- Sort by carrier route – drop off at post office;
- Tabbed closure;
- On State bid list;
- Since 1985 family business;
- Specialized in municipalities: Andover, Braintree, Framingham, Marblehead etc;
- Adobe style proofing – is responsible for final copy;
- Need proof and be ready to mail week of 9/14, can't control at post office;
- Need about 2 weeks for printing after proofing.

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Mr. Castinetti moved to award printing and distribution bid to Lane Printing with document delivered to Lynn Post Office 8/31/09 to be distributed the week of 9/14. Chair seconds. Vote: 4-0.

Mr. Castinetti moved to adjourn. Chair seconds. Vote: 4-0.

Meeting adjourned at 8:15 PM.

Selectman Peter Rossetti Jr.