WEEKLY PAYROLL RECORDS REPORT & STATEMENT OF COMPLIANCE

In accordance with Massachusetts General Law c. 149, §27B, a true and accurate record must be kept of all persons employed on the public works project for which the enclosed rates have been provided. A Payroll Form is available from the Department of Labor Standards (DLS) at www.mass.gov/dols/pw and includes all the information required to be kept by law. Every contractor or subcontractor is required to keep these records and preserve them for a period of three years from the date of completion of the contract.

On a weekly basis, every contractor and subcontractor is required to submit a certified copy of their weekly payroll records to the awarding authority; this includes the payroll forms and the Statement of Compliance form. The certified payroll records must be submitted either by regular mail or by e-mail to the awarding authority. Once collected, the awarding authority is required to preserve those records for three years from the date of completion of the project.

Each such contractor and subcontractor shall furnish weekly and within 15 days after completion of its portion of the work, to the awarding authority directly by first-class mail or e-mail, a statement, executed by the contractor, subcontractor or by any authorized officer thereof who supervised the payment of wages, this form, accompanied by their payroll:

**STATEMENT OF COMPLIANCE**

APRIL 13, 2019

I, DONALD J. BELCOURT, OWNER/MANAGER

(Name of signatory party) (Title)

do hereby state:

That I pay or supervise the payment of the persons employed by PROFESSIONAL INSTALLATION LLC on the BURLINGTON FIRE STATION #2

(Contractor, subcontractor or public body) (Building or project)

and that all mechanics and apprentices, teamsters, chauffeurs and laborers employed on said project have been paid in accordance with wages determined under the provisions of sections twenty-six and twenty-seven of chapter one hundred and forty nine of the General Laws.

Signature DONALD J. BELCOURT

Title OWNER/MANAGER
MASSACHUSETTS WEEKLY CERTIFIED PAYROLL REPORT FORM

Company's Name: Professional Installation Co. LLC
Address: 16 57th Street, Newburyport, MA 01950
Phone No.: 603-391-5531
Payroll No.: 2

Employer's Signature: Donald Belcourt
Title: Owner
Contract No.: 1611
Tax Payer ID Number: [redacted]
Work Week Ending: 4/13/2019

Awarding Authority's Name: City of Burlington, MA
Public Works Project Name: Burlington Fire Station #2
Public Works Project Location: Terrance Hall Ave., Burlington, MA
Min. Wage Rate Sheet Number: N/A

General / Prime Contractor's Name: Castagna Construction Corp.
Subcontractor's Name: Professional Installation Co. LLC, Donald J. Belcourt - Owner

<table>
<thead>
<tr>
<th>Employee Name &amp; Complete Address</th>
<th>Work Classification</th>
<th>Employee is OSHA 10 certified (%)</th>
<th>Appr Rate (%)</th>
<th>Hours Worked</th>
<th>Project Hours (A)</th>
<th>Hourly Base Wage (B)</th>
<th>Hours Total Other Hours</th>
<th>Health &amp; Welfare Insurance (C)</th>
<th>ERISA Pension Plan (D)</th>
<th>Supp. Unemp. (E)</th>
<th>Total Hourly Prev. Wage (F)</th>
<th>Total Gross Wages (G x H)</th>
<th>Check No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donald Belcourt, Owner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are all apprentice employees identified above currently registered with the MA DLS's Division of Apprentice Standards?
For all apprentices performing work during the reporting period, attach a copy of the apprentice identification card issued by the Massachusetts Department of Labor Standards / Division of Apprentice Standards.

NOTE: Pursuant to MGL c. 149, s. 27B, every contractor and subcontractor is required to submit a true and accurate copy of their certified weekly payroll records to the awarding authority by first-class mail or e-mail. In addition, each weekly payroll must be accompanied by a statement of compliance signed by the employer. Failure to comply may result in the commencement of a criminal action or the issuance of a civil citation.

Date Received by Awarding Authority
/ / 

Page 1 of 2