

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

November 18, 2020

Mr. Wayne R. Hingston, President  
New England School Services, Inc.  
98 Hicks Avenue  
Medford, MA 02155

*RE: On Call Door and Door Hardware Services Contract*

*NOTICE OF EXERCISE OF FIRST RENEWAL TERM*

Dear Mr. Hingston

As you are aware, the Town of Natick, Massachusetts and New England School Services, Inc. are parties to a contract for on-call door and door hardware services in the Town of Natick ("Contract.")

Article 3 of the Contract, entitled "Term," provides as follows: "The term of this Contract shall commence as of the date specified in the opening paragraph, above, and shall end one (1) year later. At the sole discretion of the Town, this Contract may be renewed for one (1) or two (2) additional one (1)-year terms. "

On November 18, 2020, the Town of Natick, by vote of the Natick Select Board, exercised its first option to extend the Contract for one (1) additional one (1)-year renewal term. This option year shall expire on March 29, 2022. This letter shall serve as notice to New England School Services, Inc. of the Town's exercise of its first option. The Town reserves its right to exercise its second option at a later time; however, nothing shall compel it to do so.

All provisions of the Contract shall remain in full force and effect during these option periods.

Thank you for your consideration.

Very truly yours,

The Natick Select Board

---

Jonathan H. Freedman, Chair

---

Karen Adelman-Foster Vice Chair

---

Richard P. Jennett, Jr., Clerk

---

Michael J. Hickey, Jr.

---

Susan G. Salamoff

The Natick Public Schools

---

Dr. Anna P. Nolin

cc.     Melissa A. Malone, Town Administrator  
        James Errickson, Deputy Town Administrator – Operations  
        John Gadson, Director of Facilities  
        Kevin Coxall, Maintenance Manager  
        Arti P. Mehta, Comptroller  
        Karis L. North, Esq., Office of the Town Counsel