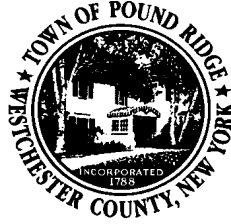


Town of Pound Ridge

Tel.: 914-764-3976

Fax: 914-764-0102



February 15, 2024

Significant Deficiency

Delay in Issuance of Independent Audit

The pandemic economic shut down resulted in delays that paused the scheduling of the Town audits. The focus was to ensure Town current operations with a primary objective of making sure all departments had everything they needed. The delay in restarting the audit resulted in management evaluating the personnel needs of the finance department going forward. Management added a full-time employee to the department in March 2023 which has improved processes going forward and the Town is focused on achieving a consistent closing process. In the 3rd quarter of 2024, the Town will perform a mid-year closing to facilitate the annual closing and improve the process to eliminate future delays.

Control Deficiencies

Standard Accounting Manual

With recent changes and additions to personnel in the Finance Department, management is in the process of reviewing current accounting procedures and will modify as needed. This analysis will result in the framework for the development of a policies and procedures manual.

Credit Cards

Management reviews credit card activity on a monthly basis to determine that transactions are appropriate. In January 2024, management adopted a new credit card policy and procurement policy to improve the documentation and procurement process for credit card transactions.

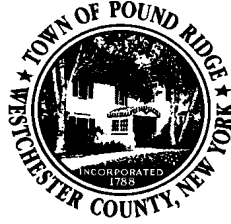
Tax Warrant

The Finance Department currently reviews the tax warrant. The Open Space reserve is set at a rate linked to the Town assessment value. Although the taxes are based on the Final Assessment Value set in July, taxable value can change between budget adoption and tax billing that occurs in April if there are retroactive assessment changes.

Town of Pound Ridge

Tel.: 914-764-3976

Fax: 914-764-0102



Budget Adjustments

Two transactions were recorded that were based on Town Board resolutions requiring transfers from the General Fund to the Highway Fund. The fund transfers were made during the audit process and corrections were made in subsequent years.

Capital Projects

The Town currently tracks capital projects separately. Based on the auditor's recommendations, management has a detailed analysis of individual projects. The Town also realizes the importance of completing a project length schedule and closing projects that have been completed.

Highway Fund Deficit Fund Balance

In 2021, the budgeted amounts for NYS CHIPS (Consolidated Local Street and Highway Improvement Program) funding was not utilized. Management realizes the importance of eliminating the deficit and increased the usage of CHIPS reserves which has a current balance of \$532,000.

Special Purpose Fund

Management currently evaluates all trust accounts and will continue with that process. Separating the Special Purpose and Agency funds is a priority as we evaluate Financial Software changes.

The Park Lands account will be evaluated related to the deficit balance.

Segregation of Duties

Regarding cash receipts, management is currently reviewing the policies and procedures and will revise based on recommendations. Recent changes and additions to personnel will result in changes to internal controls. In 2023, changes were implemented in Finance related to cash, bank reconciliations and journal entry review. Management understands that separation of duties is an important control feature and will optimize procedures considering current personnel levels. Management is always evaluating the claim process and will continue to implement improvements based on auditor recommendations.

Town of Pound Ridge

Tel.: 914-764-3976

Fax: 914-764-0102



Cash

The Finance Department is reviewing outstanding checks and look to re-issue when possible.

Journal Entry Approval

The Town has implemented journal entry approval in subsequent years and currently utilizes that process.

Claims

The Town reviews and adopted a new Procurement Policy in January 2024. The Town also changed the payment process by approving payments at Town Board meetings twice a month. This will decrease the time needed to pay approved invoices. Some invoice payments can be delayed to investigate the proper documentation and accuracy of invoicing.

Cash Receipts

In 2022, the Finance Dept implemented check scanning devices to expedite transactions. Deposits are made when received in Finance. Management will review procedures at the department level to record the date received.

Payroll

The Finance Department has implemented payroll certification and is working with Paychex for payroll change reports. In 2024, the Town will approve individual salaries for seasonal employees.

W-2 Reporting and Medical Reimbursement

The Town will evaluate the policy with auditors related to taxability of the reimbursements.

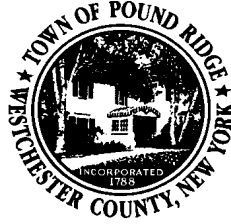
Bids Testing

The Town will ensure that there are complete bid packages.

Town of Pound Ridge

Tel.: 914-764-3976

Fax: 914-764-0102



Information Technology

Management allocates user access to the financial software based on need. Most users have access to reports and access to financial modules with inquiry rights only. There is no employee outside of the Finance Department that has unlimited rights.

Management reviews all IT inventory with the Information Technology consultants on annual basis as part of the budgeting process.

Management will review the IT systems policies and procedures. The monitoring controls of all third party vendors that have access to the secure financial data will also be evaluated.

Management is providing cybersecurity training to all employees in the current year and is evaluating the IT structure of the Town to reduce risks to cyber threats.

Memo

To: Town Board

From: Steven Conti

Date: 3/1/2024

I respectfully request approval for the following modifications to section 407 of the Employee Handbook:

Current:

Expense Approval – Each employee is expected to exercise reasonable judgment when incurring charges that will be submitted for reimbursement. Prior approval from the Department Head and/or Town Board will be required for significant or non-standard expenditures. The Town Board reserves the right to reject reimbursement requests that are deemed unreasonable or inappropriate.

Modified:

Expense Approval – Each employee is expected to exercise reasonable judgment when incurring charges that will be submitted for reimbursement. Prior approval from the Department Head and/or Town Board will be required for significant or non-standard expenditures. Based on New York State and Federal Guidelines for Westchester County, meal reimbursement are limited to the following amounts:

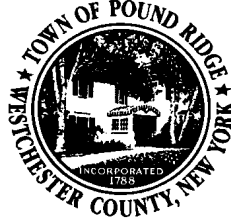
- Breakfast \$17
- Lunch \$18
- Dinner \$34

For events that have meals included, there is no reimbursement for meals. The Town Board reserves the right to reject reimbursement requests that are deemed unreasonable or inappropriate.

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: February 29, 2024

Re: Pool Deck Repairs

The Recreation and Maintenance Department are requesting approval to have the following repairs done on the pool deck.

- Two lifeguard chairs
- Replace place marker tiles
- Repair and replace expansion joints

We received two bids for the repair work.

- Strongman Services \$37,450.
- Jersey Tile \$48,500. (not including life guard chairs and install)

When evaluating the deck with professionals, expansion joints are needed to be replaced and repaired all around the pool deck. Without the expansion joints water can enter and damage the newly renovated pool.

We request approval to accept the bid from Strongman Services in the amount of \$37,450. Price includes: prevailing wages, removal and replacement of two lifeguard chairs, removal and replacement of 34 tiled water depth markers with specified verbiage, removal and replacement of 600 linear ft. of expansion joint and removal and replacement of two tiled dolphin logos.

Maintenance and recreation department budgeted \$30,000 for pool deck repairs and equipment, which did not include the expansion joint repairs. Repairs have already been completed near the concession stand which cost \$3,400. We are requesting for \$10,850 to be used from contingency to be able to cover the cost for the needed repairs.

Sincerely,

Andrea Russo
Supervisor of Recreation & Parks

Jonah Maddock
Superintendent of Buildings

Jersey Tile LLC

179 Cahill Cross Rd – Suite 209
West Milford, NJ 07480
(973) 962-8000

1582 American Way
Myrtle Beach, SC 29577
estimating@jerseytile.com

February 7, 2024

Jersey Tile LLC proposes the following work to...

Andrea Russo
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, NY 10576
914-916-0613 - arusso@townofpoundridge.com

Jersey Tile LLC proposes the following work for...

Pound Ridge – Outdoor Pool Deck
Pound Ridge, New York

Drawing(s) Dated: As Per Email 01/22/2024

Proposed scope of work:

- | | |
|--|------------------------|
| 1. Pool Tiles: | \$26,500.00 |
| a. Remove old pool markers. | |
| b. Supply and install new pool markers as per wording provided. | |
| c. Supply and install (2) new dolphins; (1) at Competition Pool and (1) at Rec Pool. | |
| d. Supply all setting materials, adhesives, and epoxy grouts to complete tile installations. | |
|
2. Joints at Pool Decks: |
\$22,000.00 |
| a. Clean and fill control joints and cracks with Sika “Sikaflex” joint sealant around Competition Pool Deck and Rec Pool Deck. | |

* Please review all attached page(s) for **Conditions to the scope of work** *

This proposal shall be effective for a period of thirty-days (30) from the above date.

The proposal is subject to acceptance by the signature below or by commencement of above work described herein. Proposed work to be performed only on condition of and in accordance with the terms stipulated herein, including any attachments hereto which are an integral part of this proposal.

Acceptance: You are hereby authorized to furnish all materials and labor required to complete the work mentioned in this proposal, for which I/we agree to the provisions to the proposal and contract (including any attachments hereto)

Owner/General Contractor _____

Accepted this _____ day of _____, 20____

Jersey Tile LLC

179 Cahill Cross Rd – Suite 209
West Milford, NJ 07480
(973) 962-8000

1582 American Way
Myrtle Beach, SC 29577
estimating@jerseytile.com

Price: Forty Eight Thousand Five Hundred Dollars 00/100 \$ 48,500.00

Conditions to the scope of work:

1. Tax Exempt.
2. Open Shop/Non-Union labor.
3. Owner/General Contractor will be responsibility for all, and any major floor preparation and or self-leveling. Floor preparation is to be determined with walk-thru **Jersey Tile LLC** prior to installation. Concrete slab shall be level to 1/8" in 10 feet.
4. Owner/General Contractor is to maintain jobsite is free and clear of all other trades during the installation and curing of the epoxy floor coating and/or polishing of concrete floor.
5. Owner/General Contractor is to have a secure building and lock-up for materials and equipment.
6. Owner/General Contractor is to accept responsibility for stored materials.
7. Owner/General Contractor is to provide access to building. Including, but not limited to, elevators, hoists, etc...
8. Owner/General Contractor is to rip-up and remove all existing floor covering.
9. Owner/General Contractor is to have dumpster on site for debris.
10. Owner/General Contractor is to scrape and sweep floor clear of all materials, shelving, racking, etc...
11. Owner/General Contractor is to supply utilities, including but not limited to, water and electric.
 - a. Electric power requirements electrical power must be provided as dedicated power in multiple locations, with-in 100 feet of work area: **208V/ 3-Phase/ 50 amp; 240V/1-Phase/50 amp; 110/120V/30 amp**
 - b. Owner/General Contractor is to have licensed electrician available on site to connect and disconnect machines from power supply as required by **Jersey Tile LLC**.
12. Owner/General Contractor is to have finished lighting installed and working prior to any materials are installed.
13. Owner/General Contractor is to have all floor drains, sinks, or utility boxes be placed at their finished height.

Jersey Tile LLC will be responsible for chasing and providing a smooth transition from finish material(s) to the drain. General Contractor is responsible for proper drainage overall. Contractor is to provide finished heights.
14. **Progress Payments:** Progress Payments are to be billed immediately as work is completed and paid for within thirty (30) days. *All special orders require 50% deposit prior to ordering, with balance due before delivery.*
15. **Back Charges:** Back Charges will not be accepted unless approved in writing, between **Jersey Tile LLC** and General Contractor. **Jersey Tile LLC** has first right of remedy.
16. **Out of Contract Work:** Out of Contract work is to be billed immediately as work is completed. Job site super will sign all out of contract tickets, which are then to be considered as part of the contract.
17. **Project Schedule:** **Jersey Tile LLC** is will not be responsible for any delays in the project schedule caused by union strikes, other subcontractors or acts of God.
18. **Moisture & Water:** **Jersey Tile LLC** is not responsible for water and moisture protection and proofing. The relative humidity of the concrete substrate must not exceed 25%, or 3lb per 1000sf per 24-hour period.

Signed,

Jelena Rovcanin

Jelena Rovcanin
Estimator

* Please review all attached page(s) for **Conditions to the scope of work** *

This proposal shall be effective for a period of thirty-days (30) from the above date.

The proposal is subject to acceptance by the signature below or by commencement of above work described herein. Proposed work to be performed only on condition of and in accordance with the terms stipulated herein, including any attachments hereto which are an integral part of this proposal.

Acceptance: You are hereby authorized to furnish all materials and labor required to complete the work mentioned in this proposal, for which I/we agree to the provisions to the proposal and contract (including any attachments hereto)

Owner/General Contractor _____

Accepted this _____ day of _____, 20____

Strongman Services

Yonkers N.Y
Cortlandt Manor N.Y
(914) 275-2291
strongmanservices@yahoo.com
www.strongmanservices.com
strongmanservices@yahoo.com



Estimate

Estimate No: 1168
Date: 01/26/2024

For: Town Of Pound Ridge
arusso@townofpoundridge.com
179 Westchester Ave
Pound Ridge, NY, 10576-1741
(914) 764-3987

Description	Quantity	Rate	Amount
Estimated cost for all labor and materials related to following scope of work	1	\$37,450.00	\$37,450.00
1.) removal and replacement of two lifeguard chairs			
Model- superflyte20002 by KDI paragon			
2.) removal and replacement of 34 tiled water depth markers with specified verbiage required			
3.) removal and replacement of 600 linear ft. Of expansion joint			
4.) removal and replacement of two tiled dolphin logos			

Subtotal	\$37,450.00
TAX 0%	\$0.00
Total	\$37,450.00

Total	\$37,450.00
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Town of Pound Ridge Highway Dept.

MEMO

Date: January 10, 2024

To: Town Board

From: Highway Dept.

Members of the Board,

This memo is to get your permission to order a trailer that was approved in the 2024 budget. The price is \$10,722.52 and is off a Sourcewell contract.

Thanks, Vinnie Duffield

Highway Supt.

ATTENTION: Sean Roche

Sourcewell Quote Valid for 7
Days

Reference No: 256970JDM

Ship To:
Sourcewell - Contract #092922-FTS
Town of Pound Ridge

Phone:
FAX:

Bill to:
Sourcewell - Contract #092922-
FTS
Arkel Motors
70 Windsor Highway
New Windsor, New York 12553

Customer Unit/Stock:
Phone:
FAX:

PO#
Quote Date 02/15/2024
Order Date
Order Status Quote

Sales Person Jacob Meyer
Sourcewell Discount 12%
Addtl Disc/Terms 0%
Net Due 30 Days

Appx Completion 52 (weeks)
Other Charge
Product ID FT-10 T Drop Deck - Tilt
Serial No

Shipping Notes:

Drawing No: OVL Length: 21

Notes: Sourcewell - Contract #092922-FTS Town of Pound Ridge Contract cost of
dealer quote 256969JDM

Copy No:
Part No:
MRP No:
Smart No: 4.51221

Appx Wgt +/-:
2,600 lbs

Item Type	Options	Description	Add Qty	Unit	Total Qty	Total Amt
Base Trailer	✓	2 5/16" Ball Adjustable, [B] 21,000 lb Channel Mount		Std	1	\$0.00
Base Trailer		FT-10 T		Each	0	\$9,960.00
Deck Length		Add Tilt Deck Length		Feet	12	\$0.00
Dovetail		4' Length Standard		Opt	4	\$0.00
Frame Type		Pan Style with 8" Sides		Std	1	\$0.00
Deck Type		Pressure Treated Wood		Std	1	\$0.00
Appx Deck Height		14" Loaded, 16" Unloaded (Drop Axles)		Inches	1	\$0.00
Width		102" OD, 79" ID		Std	1	\$0.00
Tie Downs	✓	D-Rings, 5/8" Straight	2	Each	8	\$100.00
Tie Downs		Corner Ties		Std	2	\$0.00
Brakes		Electric, FSA (Fwd Self Adj) On All Axles		Std	1	\$0.00
Axles		6K, Drop		Std	2	\$0.00
Suspension		Spring		Std	1	\$0.00
Tires & Wheels		ST225/75R 15 D, 6 Bolt [15 x 6] Mod		Std	4	\$0.00
Hitch Length		Center of Coupler to Headboard, Appx		Feet	4.5	\$0.00
Jack		7K Drop Leg ** Top Wind **		Std	1	\$0.00
Plug		7 Pole RV		Each	1	\$0.00
Lights	✓	LED, 4 tail light system, Sealed Wiring Harness		Std	1	\$0.00
Trailer Color		Felling Black # CCA945378 (White Felling Decal)		Std	1	\$0.00
Stripe Color		White		Std	1	\$0.00
Standard		18" Approach Plate		Std	1	\$0.00
Standard		3/8" Safety Chains, Grade 70		Std	1	\$0.00
Option	✓	Toolbox, Small 45" w x 14" l x 8", Bolt on with Lockable Cover, 2.5 Cu ft **Comes with Dual Locking Tilt Latches**		Opt	1	\$594.00
GVWR		9,980 lbs		Std	1	\$0.00



MSO's are not released until
 Payment Received



****FOB IF NO FREIGHT charged****

**** FET Tax may apply on 26,000 lb GVWR
 and above ****

****State and Local taxes may not be
 reflected in quoted price****

Please sign and date your acceptance of this quote:

Standard List Price:	\$10,654.00
Sourcwell Discount:	\$1,278.48
Sub Total:	\$9,375.52

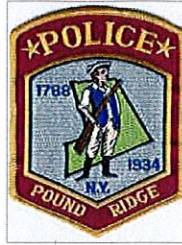
Net Cost:	\$9,375.52
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Sourcwell Freight:	\$1,347.00
Material Surcharge:	\$0.00
Other Charge (see above):	\$0.00
Sales Tax:	\$0.00
License Fees:	\$0.00
FET TAX (Less Tire Deduct):	\$0.00
TOTAL U.S.D.	\$10,722.52

Town of Pound Ridge Police Department

Tel.: 914-764-4206
Fax: 914-764-0847

Thomas D. Mulcahy
Chief of Police



To: Town Board

From: Chief Thomas Mulcahy

Re: Taser 7 purchase

Based on our conversations during the 2024 Budget Process, I am submitting the attached supporting documentation and quote for approval to order. Taser is the law enforcement standard for Conductive Energy Devices and is sole sourced thru the manufacturer.

I have also attached the proposed Policy/Procedure for our Department manual in regards to the Taser 7 since there is no current policy governing its use.

Thank you for your attention in this matter,

A handwritten signature in dark ink, appearing to read "Tom Mulcahy", is written over the typed name and title.

Thomas D. Mulcahy
Chief of Police



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-519463-45351.694JE

Issued: 02/29/2024

Quote Expiration:

Estimated Contract Start Date: 06/01/2024

Account Number: 553450

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Town of Pound Ridge Police Department 177 Westchester Ave Pound Ridge, NY 10576-1741 USA	Town of Pound Ridge Police Department 177 Westchester Ave Pound Ridge NY 10576-1741 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Ryan Revelli Phone: Email: rrevelli@axon.com Fax:	Johnny Camacho Phone: Email: jcamacho@townofpoundridge.com Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$16,590.00
ESTIMATED TOTAL W/ TAX	\$16,590.00

Discount Summary

Average Savings Per Year	\$639.84
TOTAL SAVINGS	\$3,199.20

Payment Summary

Date	Subtotal	Tax	Total
May 2024	\$3,062.97	\$0.00	\$3,062.97
May 2025	\$3,185.48	\$0.00	\$3,185.48
May 2026	\$3,312.90	\$0.00	\$3,312.90
May 2027	\$3,445.42	\$0.00	\$3,445.42
May 2028	\$3,583.23	\$0.00	\$3,583.23
Total	\$16,590.00	\$0.00	\$16,590.00

Quote Unbundled Price:	\$19,789.20
Quote List Price:	\$16,590.00
Quote Subtotal:	\$16,590.00

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
T7Basic	TASER 7 Basic Bundle	4	60	\$62.33	\$49.00	\$49.00	\$11,760.00	\$0.00	\$11,760.00
A la Carte Hardware									
22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	60			\$40.25	\$40.25	\$2,415.00	\$0.00	\$2,415.00
22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	60			\$40.25	\$40.25	\$2,415.00	\$0.00	\$2,415.00
Total							\$16,590.00	\$0.00	\$16,590.00

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
TASER 7 Basic Bundle	20008	AXON TASER 7 - HANDLE - HIGH VIS GRN LASER CLASS 3R YLW	4	05/01/2024
TASER 7 Basic Bundle	20018	AXON TASER - BATTERY PACK - TACTICAL	4	05/01/2024
TASER 7 Basic Bundle	20062	AXON TASER 7 - HOLSTER - BLACKHAWK RH	2	05/01/2024
TASER 7 Basic Bundle	20067	AXON TASER 7 - HOLSTER - BLACKHAWK LH	2	05/01/2024
TASER 7 Basic Bundle	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	05/01/2024
TASER 7 Basic Bundle	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	05/01/2024
TASER 7 Basic Bundle	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	05/01/2024
TASER 7 Basic Bundle	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	05/01/2024
TASER 7 Basic Bundle	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	05/01/2024
A la Carte	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	60	05/01/2024
A la Carte	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	60	05/01/2024

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
TASER 7 Basic Bundle	20248	AXON TASER - EVIDENCE.COM LICENSE	4	06/01/2024	05/31/2029
TASER 7 Basic Bundle	20248	AXON TASER - EVIDENCE.COM LICENSE	1	06/01/2024	05/31/2029

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
TASER 7 Basic Bundle	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	4	05/01/2025	05/31/2029
TASER 7 Basic Bundle	80395	AXON TASER 7 - EXT WARRANTY - HANDLE	4	05/01/2025	05/31/2029
TASER 7 Basic Bundle	80396	AXON TASER 7 - EXT WARRANTY - DOCK SIX BAY	1	05/01/2025	05/31/2029

Payment Details

May 2024

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 1	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	60	\$445.87	\$0.00	\$445.87
Annual Payment 1	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	60	\$445.87	\$0.00	\$445.87
Annual Payment 1	T7Basic	TASER 7 Basic Bundle	4	\$2,171.23	\$0.00	\$2,171.23
Total				\$3,062.97	\$0.00	\$3,062.97

May 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 2	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	60	\$463.71	\$0.00	\$463.71
Annual Payment 2	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	60	\$463.71	\$0.00	\$463.71
Annual Payment 2	T7Basic	TASER 7 Basic Bundle	4	\$2,258.06	\$0.00	\$2,258.06
Total				\$3,185.48	\$0.00	\$3,185.48

May 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 3	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	60	\$482.26	\$0.00	\$482.26
Annual Payment 3	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	60	\$482.26	\$0.00	\$482.26
Annual Payment 3	T7Basic	TASER 7 Basic Bundle	4	\$2,348.38	\$0.00	\$2,348.38
Total				\$3,312.90	\$0.00	\$3,312.90

May 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 4	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	60	\$501.55	\$0.00	\$501.55
Annual Payment 4	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	60	\$501.55	\$0.00	\$501.55
Annual Payment 4	T7Basic	TASER 7 Basic Bundle	4	\$2,442.32	\$0.00	\$2,442.32
Total				\$3,445.42	\$0.00	\$3,445.42

May 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 5	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	60	\$521.61	\$0.00	\$521.61
Annual Payment 5	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	60	\$521.61	\$0.00	\$521.61
Annual Payment 5	T7Basic	TASER 7 Basic Bundle	4	\$2,540.01	\$0.00	\$2,540.01
Total				\$3,583.23	\$0.00	\$3,583.23

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

This is a budgetary quote only. This quote contains hardware, software, and estimated costs. This quote is subject to change.

Signature

Date Signed

2/29/2024





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2/29/2024

To: Pound Ridge PD, NY

Re: Sole Source Letter for Axon Enterprise, Inc.'s TASER Energy Weapons, Axon brand products, and Axon Evidence (Evidence.com) Data Management Solutions

A sole source justification exists because the following goods and services required to satisfy the agency's needs are only manufactured and available for purchase from Axon Enterprise. Axon is also the sole distributor and retailer of all TASER brand products for the agency identified in this letter.

TASER Energy Weapon Descriptions



TASER 10 Energy Weapon

- Multi-shot energy weapon
- Detachable magazine holding 10 TASER 10 Cartridges
- 45-foot (13.7-meter) range
- High-efficiency flashlight
- Green LASER sight
- Central Information Display (CID): Displays mission critical data such as remaining battery energy, burst time, and cartridge status.
- Weapon logs
- TASER Weapons Dock connected to Axon Evidence (Evidence.com) services
- Onboard self-diagnostic and system status monitoring and reporting
- Real-time clock updated when the battery pack is plugged into the TASER Weapons Dock
- Ambidextrous selector switch
- Can be configured by the agency to alert Axon camera systems
- The trigger activates a single cycle (approximately five seconds). Holding the trigger down will continue the discharge beyond the standard cycle (unless configured by the agency to stop at five seconds). The energy weapon cycle can be stopped by placing the safety switch in the down (SAFE) position.
- Compatible with TASER 10 Cartridges only

TASER 7 Energy Weapon

- Multiple-shot energy weapon
- High-efficiency flashlight
- Close Quarter and Standoff cartridges
- Green LASER and dual red LASERs that adjust for cartridge angle
- Arc switch enables drive-stun with or without a TASER 7 Cartridge installed
- Central Information Display (CID): Displays mission critical data such as remaining battery energy, burst time, and cartridge status.
- Weapon logs



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- TASER Weapons Dock connected to Axon Evidence (Evidence.com) services
- Onboard self-diagnostic and system status monitoring and reporting
- Real-time clock updated when the battery pack is plugged into the TASER Weapons Dock
- Ambidextrous safety switch
- Can be configured by the agency to alert Axon camera systems
- The trigger activates a single cycle (approximately five seconds). Holding the trigger down will continue the discharge beyond the standard cycle (unless configured by the agency to stop at five seconds). The energy weapon cycle can be stopped by placing the safety switch in the down (SAFE) position.
- Compatible with TASER 7 Cartridges only

TASER 7 CQ Energy Weapon

- Multiple-shot energy weapon for agencies that deploy energy weapons mostly at close quarters (CQ)
- High-efficiency flashlight
- Close Quarter cartridges
- Arc switch enables drive-stun with or without a TASER 7 Cartridge installed
- Central Information Display (CID): Displays mission critical data such as remaining battery energy, burst time, and cartridge status.
- Weapon logs
- TASER Weapons Dock connected to Axon Evidence (Evidence.com) services
- Onboard self-diagnostic and system status monitoring and reporting
- Real-time clock updated when the battery pack is plugged into the TASER Weapons Dock
- Ambidextrous safety switch
- Can be configured by the agency to alert Axon camera systems
- The trigger activates a single cycle (approximately five seconds). Holding the trigger down will continue the discharge beyond the standard cycle (unless configured by the agency to stop at five seconds). The energy weapon cycle can be stopped by placing the safety switch in the down (SAFE) position.
- Compatible with 12-degree TASER 7 Cartridges only

X2 Energy Weapon

- Multiple-shot energy weapon
- High efficiency flashlight
- Static dual LASERs (used for target acquisition)
- ARC switch enables drive-stun with or without a Smart Cartridge installed
- Central Information Display (CID): Displays mission-critical data such as remaining battery energy, burst time, operating mode, and user menu to change settings and view data on a yellow-on-black display
- The Trilogy log system records information from a variety of sensors into three data logs: Event log, Pulse log, and Engineering log. Data can be downloaded using a universal serial bus (USB) data interface module connected to a personal computer (PC). Data may be transferred to Evidence.com services.
- Real-time clock with back-up battery
- Onboard self-diagnostic and system status monitoring and reporting
- Ambidextrous safety switch



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- Capable of audio/video recording with optional TASER CAM HD recorder
- The trigger activates a single cycle (approximately five seconds). Holding the trigger down will continue the discharge beyond the standard cycle (except when used with an APPM or TASER CAM HD AS). The energy weapon cycle can be stopped by placing the safety switch in the down (SAFE) position
- Compatible with TASER Smart Cartridges only

X26P Energy Weapon

- High efficiency flashlight
- Red LASER (used for target acquisition)
- Central Information Display (CID): Displays data such as calculated remaining energy, burst time, and notifications
- The Trilogy log system records information from a variety of sensors into three data logs: Event log, Pulse log, and Engineering log. Data can be downloaded using a universal serial bus (USB) data interface module connected to a personal computer (PC). Data may be transferred to Evidence.com services.
- Real-time clock with back-up battery
- Onboard self-diagnostic and system status monitoring and reporting
- Ambidextrous safety switch
- Capable of audio/video recording with optional TASER CAM HD recorder
- The trigger activates a single cycle (approximately five seconds). Holding the trigger down will continue the discharge beyond the standard cycle (except when used with an APPM or TASER CAM HD AS). The energy weapon cycle can be stopped by placing the safety switch in the down (SAFE) position.
- Compatible with TASER standard series cartridges

Axon Signal Performance Power Magazine (SPPM)

- Battery pack for the X2 and X26P conducted energy weapons
- Shifting the safety switch from the down (SAFE) to the up (ARMED) positions sends a signal from the SPPM. Upon processing the signal, an Axon system equipped with Axon Signal technology transitions from the BUFFERING to EVENT mode. Axon Signal technology only works with Axon cameras.

TASER Brand Energy Weapon Model Numbers

1. Energy Weapons:
 - TASER 10 Models: 100390, 100391
 - TASER 7 Models: 20008, 20009, 20010, and 20011
 - TASER 7 CQ Models 20213, 20214
 - TASER X2 Models: 22002 and 22003
 - TASER X26P Models: 11002 and 11003
2. Optional Extended Warranties for Energy Weapons:
 - TASER 7 – 4-year extended warranty, item number 20040
 - X2 – 4-year extended warranty, item number 22014
 - X26P – 2-year extended warranty, item number 11008
 - X26P – 4-year extended warranty, item number 11004
3. TASER 7 Cartridges (compatible with the TASER 7; required for this Energy Weapon to



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- function in the probe deployment mode)
 - Standoff cartridge, 3.5 degrees, Model 22175
 - Close Quarter cartridge, 12 degrees, Model 22176
 - Hook and Loop Training (HALT) cartridge, 3.5 degrees, Model 22177
 - Hook and Loop Training (HALT) cartridge, 12 degrees, Model 22178
 - Inert cartridge, 3.5 degrees, Model 22179
 - Inert cartridge, 12 degrees, Model 22181
- 4. TASER 10 Magazines
 - TASER 10 live duty magazine (black), item number 100393
 - TASER 10 Hook and Loop Training (HALT) magazine (blue), item number 100394
 - TASER 10 live training magazine (purple), item number 100395
 - TASER 10 inert training magazine (red), item number 100396
- 5. TASER 10 Cartridges (compatible with the TASER 10, required for this energy weapon to function in the probe deployment mode)
 - TASER 10 live cartridge, item number 100399
 - TASER 10 HALT cartridge, item number 10400
 - TASER 10 inert cartridge, item number 100401
- 6. TASER standard cartridges (compatible with the X26P; required for this energy weapon to function in the probe deployment mode):
 - 15-foot Model: 22188
 - 21-foot Model: 22189
 - 21-foot non-conductive Model: 44205
 - 25-foot Model: 22190
- 7. TASER Smart cartridges (compatible with the X2; required for this energy weapon to function in the probe deployment mode):
 - 15-foot Model: 22184
 - 25-foot Model: 22185
 - 25-foot inert simulation Model: 22155
 - 25-foot non-conductive Model: 22157
- 8. Battery Packs for TASER 7 and TASER 10 energy weapons:
 - Tactical battery pack Model 22018
 - Compact battery pack Model 22019
 - Non-Rechargeable battery pack Model 22020
 - Disconnect battery pack Model 20027
- 9. TASER CAM HD recorder Model: 26810 (full HD video and audio) and TASER CAM HD with AS (automatic shut-down feature) Model: 26820. The TASER CAM HD is compatible with both the X26P and X2 energy weapons.
 - TASER CAM HD replacement battery Model: 26764
 - TASER CAM HD Download Kit Model: 26762
 - TASER CAM HD optional 4-year extended warranty, item number 26763
- 10. Battery Packs for X26P and X2 Energy Weapons:
 - Performance Power Magazine (PPM) Model: 22010



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- Tactical Performance Power Magazine (TPPM) Model: 22012
 - Automatic Shut-Down Performance Power Magazine (APPM) Model: 22011
 - eXtended Performance Power Magazine (XPPM) Model: 11010
 - eXtended Automatic Shut-Down Performance Power Magazine (XAPPM) Model: 11015
 - Axon Signal Performance Power Magazine (SPPM) Model: 70116
11. TASER Weapons Dock, used with TASER 7 and TASER 10 battery packs:
- TASER Weapons Dock Core and Multi-bay Module: 74200
 - TASER Weapons Dock Core and Single-bay Module: 74201
 - TASER Weapons Dock Single Bay Dataport: 74208
12. TASER Dataport Download Kits:
- Dataport Download Kit for the X2 and X26P Model: 22013
13. TASER Blast Door Repair Kit Model 44019 and TASER Blast Door Replenishment Kit Model 44023
14. Energy Weapon Holsters:
- Right-hand TASER 10 holster by Safariland Model: 100611
 - Left-hand TASER 10 holster by Safariland Model: 100613
 - Right-hand TASER 10 holster by Blade-Tech Model: 100614
 - Left-hand TASER 10 holster by Blade-Tech Model: 100615
 - Right-hand TASER 10 holster by BLACKHAWK Model: 100616
 - Left-hand TASER 10 holster by BLACKHAWK Model: 100617
 - Ambidextrous TASER 10 holster by So-Tech Model: 100621
 - Right-hand TASER 7 holster by Safariland Model: 20063
 - Left-hand TASER 7 holster by Safariland Model: 20068
 - Right-hand TASER 7 holster with cartridge carrier by Safariland Model: 20160
 - Left-hand TASER 7 holster by with cartridge carrier by Safariland Model: 20161
 - Right-hand X2 holster by BLACKHAWK Model: 22501
 - Left-hand X2 holster by BLACKHAWK Model: 22504
 - Right-hand X26P holster by BLACKHAWK Model: 11501
 - Left-hand X26P holster by BLACKHAWK Model: 11504
15. Enhanced HALT Suit Model: 100623
16. TASER Simulation Suit II Model 44550
17. TASER 7 conductive target Model: 80087
18. Blue X26P Demonstrator/LASER Pointer Model: 11023



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Axon Digital Evidence Solution Description

Axon Body 4 Video Camera (DVR)

- Improved, 160-degree field of view
- Upgraded sensor provides sharper, more detailed images
- Full-shift battery, even when using Axon Respond real-time services
- Bi-directional communications with Watch Me button allowing support teams to view wearer's footage. (Requires Axon Respond)
- Real-time support allows wearer to view user locations on live maps, receive alerts, and view live streams. (Requires Axon Respond location services)
- Faster recharging
- Optional point-of-view (Flex POV) camera module
- Thirteen-hour battery
- Up to 120-second buffering period to record footage before pressing the record button
- Simplified registration

Axon Body 3 Video Camera (DVR)

- Improved video quality with reduced motion blur and better low-light performance
- Multi-mic audio—four built-in microphones
- Wireless upload option
- Gunshot detection and alerts
- Streaming audio and video capability
- "Find my camera" feature
- Verbal transcription with Axon Records
- End-to-end encryption
- Twelve-hour battery
- Up to 120-second buffering period to record footage before pressing record button

Axon Flex 2 Video Camera

- Video playback on mobile devices in the field via Bluetooth pairing
- Retina Low Light capability sensitive to less than 0.1 lux
- Audio tones to alert user of usage
- Low SD, high SD, low HD, and high HD resolution (customizable by the agency)
- Up to 120-second buffering period to record footage before pressing record button
- Multiple mounting options using magnetic attachment: head, collar, shoulder, helmet, ball cap, car dash, and Oakley sunglass mounts available
- 120-degree diagonal field of view camera lens, 102-degree horizontal field of view, and 55-degree vertical field of view

Axon Flex 2 Controller

- 12+ hours of battery operation per shift (even in recording mode)
- LED lights to show current battery level and operating mode
- Haptic notification available
- Tactical beveled button design for use in pocket
- Compatible with Axon Signal technology



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Axon Air System

- Purpose-built solution for law enforcement UAV programs
- Supported applications on iOS and Android
- Automated tracking of pilot, aircraft, and flight logs
- Unlimited Storage of UAV data in Axon Evidence (Evidence.com)
- In application ingestion of data in Axon Evidence (Evidence.com)
- Axon Respond integration for live streaming and situational awareness

Axon Body 2 Video Camera

- Video playback on mobile devices in the field via Bluetooth pairing
- Retina Low Light capability sensitive to less than 1 lux
- Audio tones and haptic (vibration) notification to alert user of usage
- Audio mute during event option
- Wi-Fi capability
- High, medium, and low quality recording available (customizable by the agency)
- Up to 2-minute buffering period to record footage before pressing record button
- Multiple mounting options using holster attachment: shirt, vest, belt, and dash mounts available
- 12+ hours of battery operation per shift (even in recording mode)
- LED lights to show current battery level and operating mode
- 143-degree lens
- Includes Axon Signal technology

Axon Fleet 3 Camera

- High-definition Dual-View Camera with panoramic field of view, 12x zoom, and AI processing for automatic license plate reader (ALPR)
- High-definition Interior Camera with infrared illumination for back seat view in complete darkness
- Wireless Mic and Charging Base for capturing audio when outside of vehicle
- Fleet Hub with connectivity, global navigation satellite system (GNSS), secure solid-state storage, and Signal inputs
- Automatic transition from Buffering to Event mode with configurable Signals
- Video Recall records last 24 hours of each camera in case camera not activated for an event
- Intuitive mobile data terminal app, Axon Dashboard, for controlling system, reviewing video, quick tagging, and more
- Ability to efficiently categorize, play back and share all video and audio alongside other digital files on Evidence.com
- Multi-cam playback, for reviewing up to four videos, including body-worn and in-car footage, at the same time
- Fully integrated with Evidence.com services and Axon devices
- Automatic time synchronization with all Axon Fleet and other Axon on-officer cameras allows for multi-camera playback on Evidence.com.
- Prioritized upload to Evidence.com of critical event videos via 4G/LTE
- Wireless alerts from the TASER CEW Signal Performance Power Magazine (SPPM) and Signal Side Arm (SSA).
- Best-in-class install times, wireless updates and quick remote troubleshooting
- Optional Axon Respond live stream, alerts, and location updates for situational



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- awareness
- Optional Axon ALPR hotlist alerts, plate read retention, and investigative search

Axon Fleet 2 Camera

- Fully integrated with Axon Evidence services and Axon devices
- Automatic time synchronization with other Axon Fleet and Axon on-officer cameras allows for multi-camera playback on Axon Evidence.
- Immediate upload to Axon Evidence of critical event videos via 4G/LTE
- Wireless alerts from the TASER energy weapon Signal Performance Power Magazine (SPPM).
- Automatic transition from BUFFERING to EVENT mode in an emergency vehicle equipped with the Axon Signal Unit
- Decentralized system architecture without a central digital video recorder (DVR).
- Cameras that function independently and communicate wirelessly with the computer in the vehicle (MDT, MDC, MDU) for reviewing, tagging and uploading video.
- Wireless record alert based on Bluetooth communication from Axon Signal Vehicle when a configured input is enabled (e.g. emergency light, siren, weapon rack, etc.).
- Receives alerts from Axon Signal Sidearm.
- Plug-And-Play design allowing for cameras to be easily replaced and upgraded.
- Ability for an unlimited number of agency vehicles recording in the same vicinity with an Axon Fleet system to be automatically associated with one another when reviewing video in the video management platform. This feature is also supported across body cameras.

Axon Signal Unit (ASU)

- Communications device that can be installed in emergency vehicles.
- With emergency vehicle light bar activation, or other activation triggers, the Axon Signal Unit sends a signal. Upon processing the signal, an Axon system equipped with Axon Signal technology transitions from the BUFFERING to EVENT mode.

Axon Signal Performance Power Magazine (SPPM)

- Battery pack for the TASER X2 and X26P conducted electrical weapons
- Shifting the safety switch from the down (SAFE) to the up (ARMED) positions sends a signal from the SPPM. Upon processing the signal, an Axon system equipped with Axon Signal technology transitions from the BUFFERING to EVENT mode. Axon Signal technology only works with Axon cameras.

Axon Signal Sidearm Sensor

- Can be installed on common duty holsters
- Drawing a service handgun from the holster sends a signal from the Axon Signal Sidearm sensor. Upon processing the signal, an Axon system equipped with Axon Signal technology transitions from the BUFFERING to EVENT mode.

Axon Interview Solution

- High-definition cameras and microphones for interview rooms
- Covert or overt camera installations
- Touch-screen user interface
- Motion-based activation
- Up to 7-minute pre- and post-event buffering period



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- Full hardware and software integration
- Upload to Axon Evidence services
- Interview room files can be managed under the same case umbrella as files from Axon on-officer cameras and Axon Fleet cameras; i.e., Axon video of an arrest and interview room video are managed as part of the same case in Axon Evidence
- Dual integration of on-officer camera and interview room camera with Axon Evidence digital evidence solution

Axon Signal Technology

- Sends a broadcast of status that compatible devices recognize when certain status changes are detected
- Only compatible with TASER and Axon products

Axon Dock

- Automated docking station uploads to Axon Evidence services through Internet connection
- No computer necessary for secure upload to Axon Evidence
- Charges and uploads simultaneously
- The Axon Dock is tested and certified by TUV Rheinland to be in compliance with UL 60950-1: 2007 R10.14 and CAN/ CSA-C22.2 NO.60950-I-07+A1:2011+A2:2014 Information Technology Equipment safety standards.

Axon Evidence Data Management System

- Software as a Service (SaaS) delivery model that allows agencies to manage and share digital evidence without local storage infrastructure or software needed
- SaaS model reduces security and administration by local IT staff: no local installation required
- Automatic, timely security upgrades and enhancements deployed to application without the need for any local IT staff involvement
- Securely share digital evidence with other agencies or prosecutors without creating copies or requiring the data to leave your agency's domain of control
- Controlled access to evidence based on pre-defined roles and permissions and pre-defined individuals
- Password authentication includes customizable security parameters: customizable password complexity, IP-based access restrictions, and multi-factor authentication support
- Automated category-based evidence retention policies assists with efficient database management
- Ability to recover deleted evidence within seven days of deletion
- Stores and supports all major digital file types: .mpeg, .doc, .pdf, .jpeg, etc.
- Requires NO proprietary file formats
- Ability to upload files directly from the computer to Axon Evidence via an Internet browser
- Data Security: Robust Transport Layer Security (TLS) implementation for data in transit and 256-bit AES encryption for data in storage
- Security Testing: Independent security firms perform in-depth security and penetration testing
- Reliability: Fault- and disaster-tolerant infrastructure in at least 4 redundant data centers in both the East and West regions of the United States



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- Chain-of-Custody: Audit logs automatically track all system and user activity. These logs cannot be edited or deleted, even by account administrators and IT staff
- Protection: With no on-site application, critical evidence stored in Axon Evidence is protected from local malware that may penetrate agency infrastructure
- Stability: Axon Enterprise is a publicly traded company with stable finances and funding, reducing concerns of loss of application support or commercial viability
- Application and data protected by a CJIS and ISO 27001 compliant information security program
- Dedicated information security department that protects Axon Evidence and data with security monitoring, centralized event log analysis and correlation, advanced threat and intrusion protection, and incident response capabilities
- Redact videos easily within the system, create tags, markers and clips, search 7 fields in addition to 5 category-based fields, create cases for multiple evidence files

Axon Evidence for Prosecutors

- All the benefits of the standard Axon Evidence services
- Ability to share information during the discovery process
- Standard licenses available for free to prosecutors working with agencies already using Axon Evidence services
- Unlimited storage for data collected by Axon cameras and Axon Capture

Attorney Premier

- All the benefits Axon Evidence for Prosecutors
- Purpose-built user interface optimizes evidence management, review functionalities, and case relevant information
- Unlimited AI transcription of playable video and audio files
- Native image and PDF redaction software
- Ability to natively play a wide variety of 3rd party video codecs (CCTV) and extract file into an MP4
- Ability to obtain evidence directly from members of the community via secure web link
- Unlimited storage and data collected and shared by Axon partner agencies via Axon Evidence (Evidence.com)
- Available unlimited 3rd party data source storage plan
- Pro Licenses – all users have access to pro license features, including the Redaction Studio, Transcription Assistant, and Multi-Cam, and Reporting functionalities
- Transcription is Unlimited and automatic (i.e. all videos ingested into Attorney Premier are automatically transcribed)
- Discovery module designed to optimize all aspects of discovery management

Axon Capture Application

- Free app for iOS and Android mobile devices
- Allows users to capture videos, audio recordings, and photos and upload these files to their Axon Evidence account from the field
- Allows adding metadata to these files, such as: Category, Title, Case ID, and GPS data

Axon Commander Services

- On-premises data management platform



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- Chain of custody reports with extensive audit trail
- Automated workflows, access control, storage, and retention
- Compatible with multiple file formats

Axon View Application

- Free app for iOS and Android mobile devices
- Allows user to view the camera feed from a paired Axon Body, Axon Body 2, Axon Flex, or Axon Flex 2 camera in real-time
- Allows for playback of videos stored on a paired Axon Body, Axon Body 2, Axon Flex, or Axon Flex 2 system
- Allows adding meta-data to videos, such as: Category, Title, Case ID, and GPS data

Axon Records

- Continuously improving automated report writing by leveraging AI and ML on officer recorded video, photo, and audio from BWC, In-Car, Mobile App (Axon Capture), or other digital media
- Collaborative report writing through instantly synced workspaces allowing officers to delegate information gathering on scene
- Instant access to records allowing detectives to begin their investigation and records clerks to update information exchanges on things like missing people or stolen property as soon as possible
- Complete leveraging of Axon Evidence sharing to allow fast, efficient, digital, and secure sharing of records and cases to DAs and Prosecutors
- Robust API and SDK allows data to be easily ingested and pushed out to other systems—preventing data silos
- Deep integration with Axon Evidence putting video at the heart of the record and automating the process of tagging and categorizing digital evidence stored in Axon Evidence
- Automatic association of digital evidence to the record and incident through Axon Evidence integration
- In context search of master indexes (people, vehicles, locations, charges)—promoting efficient report writing through prefilling of existing data which promotes clean and deduped data in the system
- Quick views for users to track calls for service and reports in draft, ready for review, kicked back for further information, or submitted to Records for archiving.
- Federal and State IBRS fields are captured and validated—ensuring the officer knows what fields to fill and what information needs to be captured
- Intuitive validation ensures officers know what information to submit without being burdened by understanding the mapping of NIBRS to state or local crime codes
- Ability to create custom forms and add custom fields to incident reports—allowing your agency to gather the information you find valuable
- Software as a Service (SaaS) delivery model that allows agencies to write, manage, and share digital incident reports without local storage infrastructure or software needed
- SaaS model reduces security and administration by local IT staff: no local installation required
- Automatic, timely security upgrades and enhancements deployed to application without the need for any local IT staff involvement
- Securely share records and cases with other agencies or prosecutors without



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- creating copies or requiring the data to leave your agency's domain of control
- Controlled access based on pre-defined users, groups, and permissions
- Password authentication includes customizable security parameters: customizable password complexity, IP-based access restrictions, and multi-factor authentication support
- Security Testing: Independent security firms perform in-depth security and penetration testing
- Reliability: Fault- and disaster-tolerant infrastructure in at least 4 redundant data centers in both the East and West regions of the United States
- Chain-of-Custody: Audit logs automatically track all system and user activity. These logs cannot be edited or deleted, even by account administrators and IT staff

Axon Standards

- Internal affairs and professional standards reporting
- Customizable information display, including custom forms
- Customizable workflows and user groups
- Automated alerts
- Compatible with digital documents, photos, and videos
- Connection with Transcription (beta)
- Shared Index with evidence.com and Records
- Data Warehouse allowing custom summary reports and integration into 3rd party analytic tools.
- Workflow analytics to provide SLA on throughputs
- Integration with the TASER 7 energy weapon for automatically pulling firing logs (alpha)
- Available as an option for Axon Records
- Automatically bundled with Officer Safety Plan 7+

Axon Professional Services

- Dedicated implementation team
- Project management and deployment best practices aid
- Training and train-the-trainer sessions
- Integration services with other systems

Axon Auto-Transcribe

- Transcribes audio to text, producing a time-synchronized transcript of incidents
- Allows searches for keywords (e.g., names, and addresses)
- Embedded time stamps when critical details were said and events occurred
- Produce transcripts in substantially less time than with manual methods
- Pull direct quotes and witness statements directly into reports

Axon Support Engineer:

- Dedicated Axon Regional/Resident Support Engineer Services
- Quarterly onsite visits
- Solution and Process Guidance custom to your agency
- White-Glove RMA and TAP (if applicable) Service for devices
- Monthly Product Usage Analysis
- Resident Support Engineer also includes onsite product maintenance,



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troubleshooting, and beta testing assistance

Axon Respond for Dispatch (CAD)

- Integration with Axon Respond for Devices (Axon Body 3) for location and/or live streaming in CAD.
- Integration with TASER 7 CEW devices for enhanced situational awareness.
- Native ESRI based mapping with ability to connect to ESRI online communities and your agency's local ArcGIS data.
- SaaS model reduces security and administration by local IT staff: no local installation
- Robust API and SDK allows data to be easily ingested and pushed out to other systems -- preventing data silos.
- Complete leveraging of Axon Evidence (evidence.com) sharing to allow fast, efficient, digital and secure sharing of data to DAs and Prosecutors.
- Future versions/enhancements included with minimal down time and no need to purchase an upgrade to the latest version.
- Native integration with Axon Records.
- Reliability: Fault – and disaster – tolerant infrastructure in at least four redundant data centers in both the East and West regions of the United States.
- Security Testing: Independent security firms perform in depth security and penetration testing.
- Automatic, timely security upgrades and enhancements deployed to application without the need for any local IT staff involvement.

Axon Investigate

- Video analysis software
- Compatible with video from cell phones, on-officer cameras, in-car camera systems, social media, and other sources
- Oriented to investigators and prosecutors
- Integration with Axon Evidence services
- Automatically identify video file codecs, formats, hash values, and other metadata
- Automatically determine the required codec necessary to play a wide variety of video formats
- Play forwards/backwards and fast forward through almost any video file
- Scrub forwards/backwards through almost any video file
- Mark and auto export an unlimited number of tagged video frames
- Create subclips from any readable media
- Batch transcode files to standard file formats (including uncompressed, lossless h.264, wmv, and more)
- Add filters to transcode workflow (including resize, deinterlace, pad, crop, blur, concatenate, etc.)
- Provide enhancement capabilities, such as stabilization, brightness adjustments, and frame averaging
- Produce dynamic frame analysis spreadsheets to xml documents
- Validate results compared with hexadecimal analysis tools
- Build and share workflows with other users
- Transcode files directly to Avid Media Composer projects
- Identify duplicate files in any folder based on md5 hash



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- Produce detailed written reports via interactive PDF with embedded video and image content within INPUT-ACE
- Extract I-frames
- Decimate
- Canvas Editor (picture-in-picture)
- Add raw FFmpeg arguments
- Perform four types of macroblock analysis
 - 4x4 prediction removed
 - 8x8 prediction removed
 - Color coded block types
 - Quantization parameter evaluation
- Offered INPUT-ACE Software (from Axon Enterprise)
- Variable frame rate (VFR) lightboard designed to accurately calculate time and vehicle speed from any video surveillance camera. This feature is designed to eliminate common errors that might occur during calculations based on frame rate.
- Camera match overlay tool that provides margin of error reports based on scanner, calibration, and resolution accuracy (e.g., a margin of error of +0.5 feet) for data collected from footage.

Axon Justice

- Productivity tool for prosecutors and defense attorneys
- Streamlined evidence management
- Unlimited Auto-Transcribe for audio and video
- Discovery workflows, fully integrated with Axon Evidence services
- Axon Evidence conversion and playback tools for third-party video, including body-worn, in-car, interview room, and CCTV video
- Chain of custody reports with extensive audit trail
- Free sharing with partners
- Customer-defined data retention policies

Axon Customer Support

- Online and email-based support available 24/7
- Human phone-based support available Monday–Friday 7:00 AM–5:00 PM MST; support is located in Scottsdale, AZ, USA
- Library of webinars available 24/7
- Remote-location troubleshooting



Axon Brand Model Numbers

1. Axon Body 4 Cameras:
 - Axon Body 4 Camera Model: 100147
 - Axon Body 4 Flex POV Module Model: 100200



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2. Axon Body 3 Camera Model: 73202
3. Axon Flex 2 Cameras:
 - Axon Flex 2 Camera (online) Model: 11528
 - Axon Flex 2 Camera (offline) Model: 11529
4. Axon Flex 2 Controller Model: 11532
5. Axon Flex 2 USB Sync Cable Model: 11534
6. Axon Flex 2 Coiled Cable, Straight to Right Angle, 48" (1.2 m)
7. Axon Flex 2 Camera Mounts:
 - Oakley Flak Jacket Kit Model: 11544
 - Collar Mount Model: 11545
 - Oakley Clip Model: 11554
 - Epaulette Mount Model: 11546
 - Ballcap Mount Model: 11547
 - Ballistic Vest Mount Model: 11555
8. Universal Helmet Mount Model: 11548
9. Axon Air System with Axon Evidence (Evidence.com) 5-Year License Model: 12332
10. Axon Body 2 Camera Model: 74001
11. Axon Flex 2 Controller and Axon Body 2 Camera Mounts:
 - Z-Bracket, Men's, Axon RapidLock Model: 74018
 - Z-Bracket, Women's Axon RapidLock Model: 74019
 - Magnet, Flexible, Axon RapidLock Model: 74020
 - Magnet, Outerwear, Axon RapidLock Model: 74021
 - Small Pocket, 4" (10.1 cm), Axon RapidLock Model: 74022
 - Large Pocket, 6" (15.2 cm), Axon RapidLock Model: 74023
 - MOLLE Mount, Single, Axon RapidLock Model: 11507
 - MOLLE Mount, Double, Axon RapidLock Model: 11508
 - Belt Clip Mount, Axon RapidLock Model: 11509
12. Axon Fleet Camera
 - Axon Fleet 2 Front Camera: 71079
 - Axon Fleet 2 Front Camera Mount: 71080
 - Axon Fleet 2 Rear Camera: 71081
 - Axon Fleet 2 Rear Camera Controller: 71082
 - Axon Fleet 2 Rear Camera Controller Mount: 71083
 - Axon Fleet Battery System: 74024
 - Axon Fleet Bluetooth Dongle: 74027
 - Axon Fleet 3 Dual View Camera: 72000
 - Axon Fleet 3 Interior Camera: 72037
 - Axon Fleet Hub: 72010
13. Axon Signal Unit Model: 70112



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14. Axon Dock Models:

- Axon Body 3 Dock – 8-Bay Model AX1026
- Axon Body 3 Dock – 1-Bay Model AX1027
- Power cord for Axon Body 3 6-Bay and Axon Body 2 6-Bay and 1-Bay Docks Model: 71019
- Axon Dock – Individual Bay and Core for Axon Flex 2
- Axon Dock – 6-Bay and Core for Axon Flex 2
- Individual Bay for Axon Flex 2 Model: 11538
- Core (compatible with all Individual Bays and 6-Bays) Model: 70027
- Wall Mount Bracket Assembly for Axon Dock: 70033
- Axon Dock – Individual Bay and Core for Axon Body 2 and Axon Fleet Model 74009
- Axon Dock – 6-Bay and Core for Axon Body 2 and Axon Fleet Model 74008
- Individual Bay for Axon Body 2 and Axon Fleet Model: 74011
- Axon Signal Performance Power Magazine (SPPM) Model: 70116



Axon Brand Model Numbers

1. Axon Body 3 Camera Model: 73202
2. Axon Flex 2 Cameras:
 - Axon Flex 2 Camera (online) Model: 11528
 - Axon Flex 2 Camera (offline) Model: 11529
3. Axon Flex 2 Controller Model: 11532
4. Axon Flex 2 USB Sync Cable Model: 11534
5. Axon Flex 2 Coiled Cable, Straight to Right Angle, 48" (1.2 m)
6. Axon Flex 2 Camera Mounts:
 - Oakley Flak Jacket Kit Model: 11544
 - Collar Mount Model: 11545
 - Oakley Clip Model: 11554
 - Epaulette Mount Model: 11546
 - Ballcap Mount Model: 11547
 - Ballistic Vest Mount Model: 11555
 - Universal Helmet Mount Model: 11548
7. Axon Body 2 Camera Model: 74001
8. Axon Body 2 Camera Mounts:
 - Axon RapidLock Velcro Mount Model: 74054
9. Axon Flex 2 Controller and Axon Body 2 Camera Mounts:
 - Z-Bracket, Men's, Axon RapidLock Model: 74018



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- Z-Bracket, Women's Axon RapidLock Model: 74019
 - Magnet, Flexible, Axon RapidLock Model: 74020
 - Magnet, Outerwear, Axon RapidLock Model: 74021
 - Small Pocket, 4" (10.1 cm), Axon RapidLock Model: 74022
 - Large Pocket, 6" (15.2 cm), Axon RapidLock Model: 74023
 - MOLLE Mount, Single, Axon RapidLock Model: 11507
 - MOLLE Mount, Double, Axon RapidLock Model: 11508
 - Belt Clip Mount, Axon RapidLock Model: 11509
10. Axon Air System with Axon Evidence (Evidence.com) 5-Year License Model: 12332
11. Axon Fleet 2 Camera
- Axon Fleet 2 Front Camera: 71079
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 - Axon Fleet 2 Rear Camera: 71081
 - Axon Fleet 2 Rear Camera Controller: 71082
 - Axon Fleet 2 Rear Camera Controller Mount: 71083
 - Axon Fleet Battery System: 74024
 - Axon Fleet Bluetooth Dongle: 74027
12. Axon Signal Unit Model: 70112
13. Axon Dock Models:
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 - Individual Bay for Axon Flex 2 Model: 11538
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 - Axon Dock – Individual Bay and Core for Axon Body 2 and Axon Fleet Model 74009
 - Axon Dock – 6-Bay and Core for Axon Body 2 and Axon Fleet Model 74008
 - Individual Bay for Axon Body 2 and Axon Fleet Model: 74011
 - Axon Dock – 1-Bay for Axon Body 3 Model: 71104
 - Axon Dock – 8-Bay for Axon Body 3 Model: 74210
 - Axon Dock – Individual Bay for Axon Body 4 Model: 100201
 - Axon Dock – Multi-Bay for Axon Body 4 Model: 100206

TASER 7 Warranties

1. Tactical Battery Pack Model 20041
2. TASER 7 Dock and Core Warranty Model: 20042
3. TASER 7 Single Bay Dock and Core Warranty Model: 20047

Axon Product Packages

1. **Officer Safety Plan:** Includes an X2 or X26P energy weapon, Axon camera and Dock upgrade, and Evidence.com license and storage. See your Sales Representative for further details and Model numbers.



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2. **Officer Safety Plan 7:** Includes a TASER 7 energy weapon, Axon Body 3 camera, Axon Dock, Axon Camera and Dock upgrade, Axon Evidence (Evidence.com) licenses and storage, Axon Respond, and Axon Records Core.
3. **Officer Safety Plan 7 Plus:** Includes a TASER 7 energy weapon, Axon Body 3 camera, Axon Evidence (Evidence.com) licenses and storage, Axon Records Core, Axon Respond +, Axon Auto-Tagging Services, Axon Performance, Axon Citizen for Communities, Axon Redaction Assistant, and Axon Signal Sidearm.
4. **Officer Safety Plan 7 Plus Premium:** Includes a TASER 7 energy weapon, Axon Body 3 camera, Axon Evidence (Evidence.com) licenses and storage, Axon Records Core, Axon Respond +, Axon Auto-Tagging Services, Axon Performance, Axon Citizen for Communities, Axon Redaction Assistant, Axon Signal Sidearm, Axon Auto-Transcribe, Axon VR Training, and unlimited first-party and unlimited third-party storage.
5. **TASER 7 Basic:** Pays for TASER 7 program in installments over 5 years including access to Axon Evidence services for energy weapon program management.
6. **TASER 7 Certification:** Pays for TASER 7 program in installments over 5 years including access to Evidence.com for energy weapon program management, annual training cartridges, unlimited duty cartridges and online training content.
7. **TASER Certification Add-On:** Allows the agency to pay an annual fee to receive an annual allotment of training cartridges, unlimited duty cartridges and online training content.
8. **TASER 7 Certification with Virtual Reality (VR):** Pays for the TASER 7 program in installments over 5 years including access to Evidence.com for energy weapon program management, annual training cartridges, unlimited duty cartridges, online training content, and VR training.
9. **TASER 60:** Pays for X2 and X26P energy weapons and Spare Products in installments over 5 years.
10. **Unlimited Cartridge Plan:** Allows the agency to pay an annual fee to receive annual training cartridges, unlimited duty cartridges and unlimited batteries for the X2 and X26P.
11. **TASER 60 Unlimited:** Pays for X2 and X26P energy weapons and Spare Products in installments over 5 years and receive unlimited cartridges and batteries.
12. **TASER 7 Close Quarters Dock Plan:** Pays for TASER 7 Close Quarters Plan over a 5-year period in installments including access to Evidence.com for energy weapon program management, rechargeable batteries, annual cartridge shipments, unlimited duty cartridges, and access to online training.
13. **Officer Safety Plan 10:** Includes a TASER 10 energy weapon, the TASER 10 certification bundle, Axon body camera with Technology Assurance Plan (TAP),¹ Axon Evidence (Evidence.com), unlimited body camera and Axon Capture storage, Command Staff Pro license (1 per 100), Axon Signal Sidearm, Axon Standards, and Axon Respond.
14. **Officer Safety Plan 10 Plus:** Includes a TASER 10 energy weapon, the TASER 10

¹ Axon Body 3 or Axon Body 4 & Axon Dock (for cameras) hardware purchased separately. Includes two Axon camera upgrades and one camera dock upgrade, which apply to 5-year contracts only.



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certification bundle, Axon body camera with Technology Assurance Plan (TAP),¹ Axon Evidence (Evidence.com), unlimited body camera and Axon Capture storage, Command Staff Pro license (1 per 100), Axon Signal Sidearm, Axon Standards, Axon Respond, Axon Respond+, Axon Performance, Axon Community Request, Axon Investigate, Redaction Assistant, auto-tagging with implementation, channel services (3), third-party video storage (100 GB), third-party video playback, and Axon Records.

15. **Officer Safety Plan 10 Premium:** Includes a TASER 10 energy weapon, the TASER 10 certification bundle, Axon body camera with Technology Assurance Plan (TAP),¹ Axon Evidence (Evidence.com), unlimited body camera and Axon Capture storage, Command Staff Pro license (1 per 100), Axon Signal Sidearm, Axon Standards, Axon Respond, Axon Respond+, Axon Performance, Axon Community Request, Axon Investigate, Redaction Assistant, auto-tagging with implementation, channel services (unlimited), third-party video storage (100 GB), third-party video playback, Axon Records, Axon VR training, Axon Auto-Transcribe, and My90 by Axon.
16. **TASER 10 Basic:** Pays for the TASER 10 program in installments over 5 years including access to Axon Evidence services for energy weapon program management.
17. **TASER 10 Certification:** Pays for TASER 10 program in installments over 5 years including access to Evidence.com for energy weapon program management, annual training cartridges, unlimited duty cartridges and online training content.
18. **TASER 10 Certification with Virtual Reality (VR):** Pays for the TASER 10 program in installments over 5 years including access to Evidence.com for energy weapon program management, annual training cartridges, unlimited duty cartridges, online training content, and VR training.
19. **Axon Core:** Pays for the TASER 7 CQ, TASER Dock, weapon Axon Evidence license, training and duty cartridges, Axon Body 3 camera, Professional Axon Evidence license, unlimited storage, camera hardware upgrade every 2.5 years, Axon Respond, Axon Signal Sidearm, , and auto tagging.
20. **Axon Core+:** Pays for the TASER 7 energy weapon, TASER Dock, weapon Axon Evidence license, training and duty cartridges, Axon Body 3 camera, Professional Axon Evidence license, unlimited storage, camera hardware upgrade every 2.5 years, Axon Respond, Axon Signal Sidearm, , and auto tagging.
21. **Corrections Officer Safety Plan:** Includes a TASER 7 energy weapon, Axon Body 3 Camera, Axon Dock, Axon Camera and Dock Upgrade, Axon Evidence Licenses and unlimited Axon storage.
22. **Corrections Post OSP:** Includes one TASER 7 energy weapon for every two licenses, one Axon Body 3 Camera for every two licenses, Axon Dock, Axon Camera and Dock Upgrade, Axon Evidence Licenses and unlimited Axon storage for each license.



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SOLE AUTHORIZED DISTRIBUTOR FOR AXON BRAND CAMERAS AND TASER BRAND ENERGY WEAPON PRODUCTS	SOLE AUTHORIZED REPAIR FACILITY FOR AXON BRAND CAMERAS AND TASER BRAND ENERGY WEAPON PRODUCTS
Axon Enterprise, Inc. 17800 N. 85th Street, Scottsdale, AZ 85255 Phone: 800-978-2737 Fax: 480-991-0791	Axon Enterprise, Inc. 17800 N. 85th Street, Scottsdale, AZ 85255 Phone: 800-978-2737 Fax: 480-991-0791

Please contact your local Axon sales representative or call us at 1-800-978-2737 with any questions.

Sincerely,

Josh Isner
President
Axon Enterprise, Inc.

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TOWN OF POUND RIDGE POLICE DEPARTMENT MANUAL

GENERAL ORDER ??

Electronic Control Device (ECD)

Last Review / Revision:

Summary:

The purpose of this policy is to provide guidance and direction on the use of the Electronic Control Device (ECD).

PURPOSE

The purpose of this policy is to provide guidance and direction on the use of the Electronic Control Device (ECD).

POLICY

It is the policy of this agency to use only objectively reasonable force to control or overcome the resistance put forth by individuals who are violent, exhibiting threatening behavior, or physically resisting arrest. ECD's may be used by authorized and trained personnel in accordance with the use-of-force policy and additional guidelines established herein.

DEFINITIONS

Electronic control device (ECD) - A weapon designed to disrupt a subject's central nervous system by deploying battery-powered electrical energy sufficient to cause muscle contractions and override voluntary motor responses.

AFIDs - Confetti-like pieces of paper that are expelled from the cartridge when fired. Each anti-felon identification (AFID) tag contains an alphanumeric identifier unique to the cartridge used.

Sensitive population groups - Sensitive populations include those who reasonably appear to be, or are known to be, children, elderly, medically infirm, pregnant, or users of a cardiac pacemaker.

TOWN OF POUND RIDGE POLICE DEPARTMENT MANUAL

PROCEDURES

Authorized Users

1. Only those individuals who have satisfactorily completed this agency's approved training course and this agency's approved annual retraining shall be authorized to carry an ECD.
2. Only Department authorized and issued ECD devices shall be utilized by members of this Department.

Weapon Readiness

3. The Electronic Control Device shall be carried in an approved holster on the side of the body opposite the service handgun. Officers not assigned to uniformed patrol may utilize other department-approved holsters and carry the weapon consistent with department training.
4. The device shall be carried fully armed with the safety "ON" in preparation for immediate use.
5. Officers shall be issued a minimum of one spare cartridge as a backup in case of cartridge failure or the need for redeployment. The spare cartridge shall be stored and carried in a manner consistent with training, and the cartridges will be replaced consistent with the manufacturer's expiration requirements.
6. Only manufacturer-approved battery power sources shall be used in the ECD.
7. The ECD shall be subjected to a pre-shift "spark test" as defined in training to ensure that the device is functioning properly.
8. No modifications or repairs shall be performed on the device unless authorized by the Chief of Police in writing.

Deployment

9. Under all circumstances the deployment of the ECD must be consistent with the Pound Ridge Police Department Use of Force policy.

TOWN OF POUND RIDGE POLICE DEPARTMENT MANUAL

10. The ECD is generally analogous to oleoresin capsicum (OC) spray on the agency use-of-force continuum and justification to use an ECD generally involves the same type of situations. The primary goal of the ECD is to overcome resistance and gain control of the subject. Officers are authorized to use the ECD on persons who demonstrate an overt intention to do any of the following:

- A. use force against the officer or another person,
- B. use force to resist arrest or detention,
- C. flee in order to avoid arrest or detention in circumstances where officers would pursue on foot and physically affect the arrest or detention, or
- D. engage in self-destructive behavior.

11 The ECD may also be used in certain close-range circumstances in the "touch stun" mode. This involves removing the cartridge and pressing the unit against an appropriate area of the body consistent with training. When the device is used in this manner, it is:

- A. primarily a pain compliance tool,
- B. less effective than conventional cartridge-type probe spread deployments.
- C. more likely to leave marks on the subject's skin,
- D. subject to the same deployment (use) guidelines and restrictions as those of the ECD in cartridge deployments.

12. An alternative method of close-range deployment is the "cartridge on drive stun" mode, which involves activating the device in the probe mode at an appropriate target as determined in training, then removing the device and reapplying it to an alternate target area to facilitate spread. When the device is used in this manner, it is:

- A. potentially as effective at neuromuscular incapacitation as a conventional cartridge-type probe spread deployment, and
- B. subject to the same deployment (use) guidelines and restrictions as any other ECW cartridge deployment.

TOWN OF POUND RIDGE POLICE DEPARTMENT MANUAL

13. The ECD should normally not be used in the following manner:
- A. On a handcuffed or secured prisoner, absent overtly assaultive, self-destructive, or violently resistive behavior that cannot reasonably be addressed by other readily available means.
 - B. In any environment where an officer reasonably believes that a flammable, volatile, or explosive material is present, including, but not limited to, OC spray with volatile propellant, gasoline, natural gas, or propane.
 - C. In any environment where the subject would be reasonably likely to fall, resulting in death or serious physical injury.
 - D. Subjects in immediate control of a motor vehicle
 - E. For purposes other than those described in this procedure
14. Officers shall be aware of the general concerns raised when an ECD is used on a member of a sensitive population group. Officers are not prohibited from using an ECD on such persons, but use is limited to those exceptional circumstances where the need to use the device reasonably outweighs the risks to those involved.
15. Upon activating the device against a person, the officer shall energize the subject for no longer than objectively reasonable to overcome resistance and bring the subject under control.
16. To minimize the number of cycles needed to overcome resistance and bring the subject under control, the subject should be secured as soon as practical while affected by ECD power or immediately thereafter. In determining the need for additional energy cycles, officers should be aware that an energized subject may not be able to respond to commands during or immediately following exposure.
17. Officers deploying the EDC should be observant of subjects displaying symptoms of excited delirium and take precautions to avoid positional asphyxia.
18. In preparation for firing, the ECD shall be pointed in a safe direction, taken off safe, and then aimed. Center mass of the subjects back should be the primary target when reasonably possible, center mass of the chest and legs are secondary targets.
19. The ECD shall be pointed at the ground in a safe direction with the safety on during loading, unloading, or when handled in other than an operational deployment.
20. Whenever possible the ECD should be deployed with the assistance of a backup officer for the purposes of cover and custody.

TOWN OF POUND RIDGE POLICE DEPARTMENT MANUAL

Post-Deployment Considerations

21. The ECD probes may be removed from the subject by properly trained personnel after the subject is restrained following procedures outlined in training. The ECD probes should be treated as a biohazard risk.

22. EMS shall be requested to respond to remove probes located in the face, neck, groin, female breast area, spinal column area, or any other area that the officer believes might result in unnecessary pain or injury.

23. Officers shall ask all persons if they desire medical attention following exposure to an ECD. Persons shall be transported to a medical facility for examination if any of the following occur:

- A. they request medical attention,
- B. they are hit in a sensitive area (for example, eyes, face, head, female breasts, genitals),
- C. the officer has difficulty removing the probes,
- D. they do not appear to recover in a reasonable period of time after being exposed, as determined by the officer following training guidelines,
- E. they are part of a sensitive population group as defined in this policy,
- F. they have been energized more than three times,
- G. they have received the effects of more than one ECD during the incident,
- H. they are reasonably believed to have been subjected to a continuous energy cycle of 15 seconds or more, or they have exhibited signs of "excited delirium," as outlined and defined in training, prior to and or during ECD exposure.

24. If the probes penetrate the flesh, when possible and practical, photographs of the contact area should be taken after they are removed.

25. When the device has been used operationally, the officer should collect the cartridge, wire leads, probes, and AFIDs and secure them as evidence.

Reporting

26. The deploying officer shall notify a supervisor as soon as practical after using the device, and the appropriate area on the Use-of-Force Report shall be completed.

TOWN OF POUND RIDGE POLICE DEPARTMENT MANUAL

27. Officers shall specify the rationale in their use-of-force report for any instance in which:

- A. an ECD is energized more than three times,
- B. an energy cycle longer than 15 seconds in duration is used,
- C. more than one ECD is used against a subject in any given incident, or
- D. an ECD is used against an individual designated to be in a sensitive population group as defined in this policy.

Storage and Maintenance

28. Electronic Control Devices will be stored in the designated secure area. Department Firearms Instructor(s) will be responsible for the service, maintenance and filing of related records. Any damaged unit should be taken out of service with an email sent to the Administrative Lieutenant.

Auditing

29. All agency ECDs will be subjected to periodic and random data downloading. The data obtained will be reconciled with existing use-of-force reports to ensure accountability between the cycles recorded and those documented in such reports and occurring in pre-shift testing.

Town of Pound Ridge Police Department

Tel.: 914-764-4206
Fax: 914-764-0847



Thomas D. Mulcahy
Chief of Police

To: Town Board

From: Chief Thomas Mulcahy

Re: 7K367 2021 Ford Expedition Turbo repair

Here we go again with the Ford. Joe had me bring 7K367 up to Brewster Ford for a Check Engine Light which he believed was Waste Gate error code. One of which has been replaced less than a year ago. I had conversation with Eddy at Brewster Ford Service Department and it appears that Turbos need to be replaced at an estimate of \$5250. I gave him an earful on all the issues that we have had over past year with these turbo Ford engines from waste gate issue, turbos and even an engine replacement and that we are not happy.

Thank you for your consideration in this matter.

A handwritten signature in dark ink, appearing to read "T. Mulcahy", written over a horizontal line.

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Cemetery Commissioner Vinnie Duffield
Maintenance Supervisor Jonah Maddock
Deputy Town Clerk Josh Batchelder
Date: February 27, 2024
Re: Permission to seek bids for Highway materials and Scotts Corners maintenance services

I respectfully request permission to seek bids for 2024-25 Highway materials and for 2024 maintenance services in Scotts Corners.

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Cemetery Commissioner Vinnie Duffield
Deputy Town Clerk Josh Batchelder
Date: February 23, 2024
Re: Sale of cemetery plots

Please authorize the following cemetery plot sales. All the purchasers are Pound Ridge residents.

<u>Plot(s)</u>	<u>Price</u>	<u>Purchaser(s)</u>
213-B, Section 2 (two gravesites)	\$2,000	Edward & Mary Anne Condon 101 Trinity Pass Road, Pound Ridge
213-A1, Section 2 (one gravesite)	\$1,000	George & Catherine Daubek 23 Fox Run Road, Pound Ridge
1-6, Section 3 (ten gravesites)*	\$10,000	Gregory Manocherian 42 South Bedford Road, Pound Ridge

*Please note that Plot #1 in Section 3 is an irregularly shaped partial gravesite that would be of little use to anyone except the owner of the adjacent plot.

CEMETERY PLOT DEED

Two Gravesites – Plot #213-B, Section 2

This Indenture, made the 5th day of March in the year of our Lord Two thousand and twenty-four between the **TOWN OF POUND RIDGE**, a municipal corporation existing under the Laws of the State of New York, party of the first part, and Edward and Mary Anne Condon, of 101 Trinity Pass Road, Pound Ridge, party of the second part,

WITNESSETH, that the party of the first part, in consideration of Two thousand dollars to it paid on behalf of the party of the second part, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell, and convey to the said party of the second part, their heirs and assigns, the use of the Plot #213-B of land as a place for the burial of the dead in the cemetery of said Town, called "Pound Ridge Cemetery" situated at Pound Ridge, in the County of Westchester; which lots described as Plot #213-B on a certain map entitled "Map showing Section Two Pound Ridge Cemetery," made by Walter K. Goodhue, E.E., New Canaan, CT dated December 4, 1941, and recorded in the office of the Clerk of Westchester County (Division of Land Records) on the 26th day of January 1942, and known as map number 5520.

TO HAVE AND TO HOLD, the above granted premises to the said party of the second part, their heirs and assigns, forever; subject, however that burial shall be in concrete or metal vault and all foundations for monuments shall be of poured concrete, not less than 42" in depth, and subject to the conditions, restrictions, rules, and regulations heretofore affecting this cemetery or as may be hereafter passed by the Town of Pound Ridge, its successors or assigns, for the government and control of the use of the Plot #213-B hereby hold, and subject also to the Laws of the State of New York relating to the use and ownership of lots and graves in cemeteries created under the Laws of said State. This instrument may not be sold, assigned, conveyed, or transferred to any person, corporation, partnership, or other entity. Unused plots shall be transferable only to the Town of Pound Ridge with the repurchase price in such case to be the original purchase price but in no case less than \$150.00 per plot.

IN TESTIMONY WHEREOF, the said party of the first part has caused this DEED to be signed by its Supervisor and Town Clerk, and its corporate seal to be hereunto affixed, the day and year first above written.

In Presence Of

(LS)
SUPERVISOR Town of Pound Ridge, New York

(LS)
TOWN CLERK Town of Pound Ridge, New York

State of New York }
County of Westchester } ss:
Town of Pound Ridge }

On the 5th day of March, Two thousand and twenty-four, before me came Kevin C. Hansan and Erin Trostle, to me known, who being by me duly sworn, did depose and say that they reside in the Town of Pound Ridge, NY, that they are the Supervisor and Town Clerk respectively of the Town of Pound Ridge, NY, the municipal corporation described in, and which executed, the foregoing instrument; that they know the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Town Board of the Town of Pound Ridge, NY; and that they signed their names thereto by like order.

Notary Public

CEMETERY PLOT DEED

One Gravesite – Plot #213-A2, Section 2

This Indenture, made the 5th day of March in the year of our Lord Two thousand and twenty-four between the **TOWN OF POUND RIDGE**, a municipal corporation existing under the Laws of the State of New York, party of the first part, and George and Catherine Daubek, of 23 Fox Run Road, Pound Ridge, party of the second part,

WITNESSETH, that the party of the first part, in consideration of One thousand dollars to it paid on behalf of the party of the second part, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell, and convey to the said party of the second part, their heirs and assigns, the use of the **Plot #213-A2** of land as a place for the burial of the dead in the cemetery of said Town, called "Pound Ridge Cemetery" situated at Pound Ridge, in the County of Westchester, which lots described as **Plot #213-A2** on a certain map entitled "Map showing Section Two Pound Ridge Cemetery," made by Walter K. Goodhue, E.E., New Canaan, CT dated December 4, 1941, and recorded in the office of the Clerk of Westchester County (Division of Land Records) on the 26th day of January 1942, and known as map number 5520.

TO HAVE AND TO HOLD, the above granted premises to the said party of the second part, their heirs and assigns, forever; subject, however that burial shall be in concrete or metal vault and all foundations for monuments shall be of poured concrete, not less than 42" in depth, and subject to the conditions, restrictions, rules, and regulations heretofore affecting this cemetery or as may be hereafter passed by the Town of Pound Ridge, its successors or assigns, for the government and control of the use of the **Plot #213-A2** hereby hold, and subject also to the Laws of the State of New York relating to the use and ownership of lots and graves in cemeteries created under the Laws of said State. This instrument may not be sold, assigned, conveyed, or transferred to any person, corporation, partnership, or other entity. Unused plots shall be transferable only to the Town of Pound Ridge with the repurchase price in such case to be the original purchase price but in no case less than \$150.00 per plot.

IN TESTIMONY WHEREOF, the said party of the first part has caused this DEED to be signed by its Supervisor and Town Clerk, and its corporate seal to be hereunto affixed, the day and year first above written.

In Presence Of

(LS)
SUPERVISOR Town of Pound Ridge, New York

(LS)
TOWN CLERK Town of Pound Ridge, New York

State of New York }
County of Westchester } ss:
Town of Pound Ridge }

On the 5th day of March, Two thousand and twenty-four, before me came Kevin C. Hansan and Erin Trostle, to me known, who being by me duly sworn, did depose and say that they reside in the Town of Pound Ridge, NY, that they are the Supervisor and Town Clerk respectively of the Town of Pound Ridge, NY, the municipal corporation described in, and which executed, the foregoing instrument; that they know the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Town Board of the Town of Pound Ridge, NY; and that they signed their names thereto by like order.

Notary Public

CEMETERY PLOT DEED

Ten Gravesites – Plots #1-6, Section 3

This Indenture, made the 5th day of March in the year of our Lord Two thousand and twenty-four between the **TOWN OF POUND RIDGE**, a municipal corporation existing under the Laws of the State of New York, party of the first part, and Gregory Manocherian, of 42 South Bedford Road, Pound Ridge, party of the second part,

WITNESSETH, that the party of the first part, in consideration of Ten thousand dollars to it paid on behalf of the party of the second part, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell, and convey to the said party of the second part, his heirs and assigns, the use of the **Plots #1-6** of land as a place for the burial of the dead in the cemetery of said Town, called "Pound Ridge Cemetery" situated at Pound Ridge, in the County of Westchester; which lots described as **Plots #1-6** on a certain map entitled "Pound Ridge Cemetery Survey showing Section 3," made by Achille A. Pascale, CE, New Canaan, CT, dated December 18, 1996, and recorded in the office of the Clerk of Westchester County (Division of Land Records) on the 26th day of February, 1997, and known as map number 25894.

TO HAVE AND TO HOLD, the above granted premises to the said party of the second part, his heirs and assigns, forever; subject, however that burial shall be in concrete or metal vault and all foundations for monuments shall be of poured concrete, not less than 42" in depth, and subject to the conditions, restrictions, rules, and regulations heretofore affecting this cemetery or as may be hereafter passed by the Town of Pound Ridge, its successors or assigns, for the government and control of the use of the **Plots #1-6** hereby hold, and subject also to the Laws of the State of New York relating to the use and ownership of lots and graves in cemeteries created under the Laws of said State. This instrument may not be sold, assigned, conveyed, or transferred to any person, corporation, partnership, or other entity. Unused plots shall be transferable only to the Town of Pound Ridge with the repurchase price in such case to be the original purchase price but in no case less than \$150.00 per plot.

IN TESTIMONY WHEREOF, the said party of the first part has caused this DEED to be signed by its Supervisor and Town Clerk, and its corporate seal to be hereunto affixed, the day and year first above written.

In Presence Of

(LS)
SUPERVISOR Town of Pound Ridge, New York

(LS)
TOWN CLERK Town of Pound Ridge, New York

State of New York }
County of Westchester } ss:
Town of Pound Ridge }

On the 5th day of March, Two thousand and twenty-four, before me came Kevin C. Hansan and Erin Trostle, to me known, who being by me duly sworn, did depose and say that they reside in the Town of Pound Ridge, NY, that they are the Supervisor and Town Clerk respectively of the Town of Pound Ridge, NY, the municipal corporation described in, and which executed, the foregoing instrument; that they know the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Town Board of the Town of Pound Ridge, NY; and that they signed their names thereto by like order.

Notary Public

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle, Town Clerk
Cc: Grants Administrator Christeen Dür
Deputy Town Clerk Josh Batchelder
Date: February 29, 2024
Re: Courtroom furniture

Grants Administrator Christeen Dür has determined that the \$100,000 SAM grant awarded to the town in late 2023 can be used to fund not only accessible entrances to the courtroom (completed) and near the tax office (proposed) but also furnishings for the courtroom. I am respectfully requesting that you consider using a portion of these funds to engage local woodworker David Burgess to produce new wooden tables for the courtroom.

I obtained five quotes (below) based on the attached drawings, which show three tables with lockable casters with the same dimensions as the folding tables currently in use. Modular tables like those in the drawings would make it much easier to reconfigure the space for various uses, including court proceedings, board meetings, lectures and presentations, elections, and receptions and other gatherings.

Sauder Courtroom Furniture: \$7,446.00

David Burgess: \$18,850.00

Arnold Reception Desks (Irvington, NJ): \$19,242.00

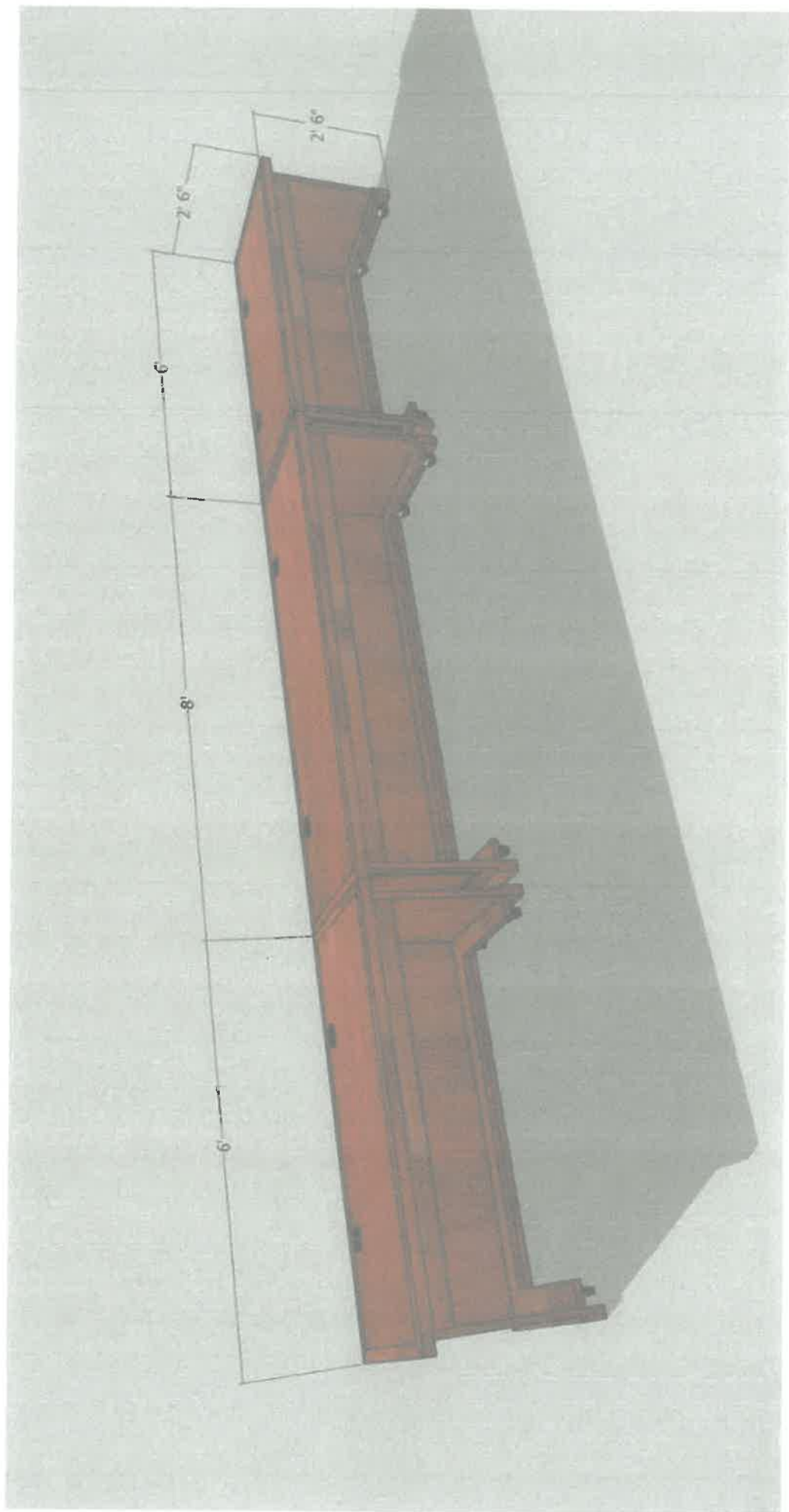
Ratigan-Schottler Manufacturing (Beatrice, NE): \$30,977.00

Agati Furniture (Chicago, IL): \$48,242.57

Sauder deviated from the requested dimensions, and the exceptionally low quote was based on lesser quality materials.

Mr. Burgess provided the lowest quote that meets our requirements. His quote breaks down as follows: \$6,850 for the 8-foot table and \$6,000 for each of two 6-foot tables. He has indicated that he could make a third 6-foot table, which could be used as the tech desk, for an additional \$6,000, which would bring the total cost to \$24,850. I hope you will consider moving forward with his proposal.





**DAVID JOHN BURGESS
WOODWORKING**

**D J BURGESS
375 Long ridge road.
Pound Ridge, NY 10576
917 763 2744
5/14/2023**

Lic #WC-34126-H21

Ref// Quote

**Town of Pound ridge
Court room desk.**

**To build custom court desk on castor with quarter sawn Oak faced cabinet
plywood and finish with dark stain and clear coat lacquer or similar coat.**

**Following the drawing spec as closely to the plan and supplying samples for the
finish to be signed of at the start of the project.**

\$18,850.00

**Best wishes
David Burgess**

DAVID JOHN BURGESS
WOODWORKING

D J BURGESS
375 Long ridge road.
Pound Ridge, NY 10576
917 763 2744
02/27/2024
Lic #WC-34126-H21

Ref// court room desk
The Town of Pound ridge

To make custom desk
Three 6ft desk in length
One 8ft desk in length

Original Price excluding extra desk of \$18,850.00.
Will increase with a price of \$6,000 for the extra desk.
Total cost of project \$24,850.00

1 st Payment scheduled after contract signed and dated to follow.

1st payment \$12,425.00

2nd payment \$6,425.00

3rd payment \$6,000.00

I will provide samples of materials and finish.

I am looking forward to working with you on this project and giving you a lovely end useful product.

Best wishes

David Burgess

To: Pound Ridge Town Board

From: Pound Ridge Conservation Board, Melinda Avellino

Date: February 24, 2024

Subject: Conservation Board Big Spring Clean Request

The Conservation Board would like approval to have a Big Spring Clean. Residents will be asked to pick up garbage on their roads the weekend of April 13 and 14 and leave it at the end of their driveway to be picked up on Monday, April 15th.

The Highway Dept. will need to pick up all curbside garbage bags on Monday, April 15th. I have already discussed it with Vinnie and he is in agreement with be able to go drive on all Town roads and pick up any garbage bags left at the end of the residents' driveways.

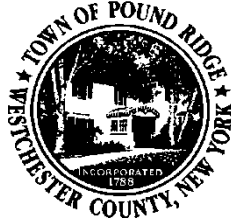
I am requesting to be on the March 5th Town Board meeting so we have time to order signage and advertise the initiative.

Thank you!

Melinda Avellino

Pound Ridge Conservation Board Chair

**Town of Pound Ridge
Water/Wastewater Task Force**



Request for Qualifications (RFQ) for Professional Services
Scotts Corners Water and Wastewater Scotts Corners Wastewater Treatment and
Disposal System

Proposal Issuing Date:

Proposal Due: [4 weeks after issuing]

Town of Pound Ridge, New York

March 5, 2024

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SECTION 1 PROJECT DESCRIPTION

The Town of Pound Ridge, located in Westchester County in the State of New York, is requesting qualifications from professional engineers or firms licensed to practice professional engineering in the State of New York to assist with funding, engineering, and construction phase services for “The Scotts Corners Water and Wastewater Scotts Corners Wastewater Treatment and Disposal System.” Recently, prepared reports for the proposed project can be reviewed at [<insert report link>](#). The Town of Pound Ridge is currently working with a professional engineering consultant to develop preliminary engineering reports as required for water and sewer district formation and funding applications. The reports currently being prepared will be in general conformance with EFC and DOH engineering report requirements.

This RFQ is intended to allow the Town of Pound Ridge to engage a qualified consultant in accordance with an open solicitation process in accordance with State requirements to enable professional services needed to be eligible for repayment using grant and loan program funds. The selected consultant will be required to work collaboratively with the existing project team and must be capable of assisting the Town with securing funding, engineering, and construction phase services required for project implementation. The consultant selected by this RFQ will initially be required to assist with the preparation of State Revolving Fund financing applications and WIIA grant funding applications for submission on or before the June 2024 WIIA deadline. Once funding is secured, the selected consultant will be required to provide the professional engineering services needed to deliver a completed project.

1.2 SCOPE OF WORK

Phase I – Preliminary Engineering and Reporting

Deliver the services necessary to evaluate existing reports and reports currently being developed. Prepare supplemental documentation that may be needed to best position the Town of Pound Ridge to maximize the probability of grant funding and preferred financing terms. Since the Town of Pound Ridge intends to seek State and Federal funding to assist in the implementation of the project, work under this phase must be prepared in conformance with the requirements of all potential funding streams, including but not limited to:

- NYS Environmental Facilities Corporation (EFC) and NYS Department of Health (DOH) State Revolving Fund (SRF) Programs.
- NYS Environmental Facilities Corporation (EFC) NYS Water Infrastructure Improvement (WIIA) Program.
- NYS Office of Community Renewal Community Development Block Grant (CDBG) Program.
- USDA Rural Development Water and Environmental Programs (WEP).
- Bipartisan Infrastructure Law (BIL).

Phase II – Grant Writing

The Town of Pound Ridge intends to apply for project funding from several potential sources. The successful firm must demonstrate familiarity with typical infrastructure funding programs, including but not limited to USDA Rural Development Water and Environmental Programs (WEP), the NYS Clean Water State Revolving Loan Fund (CWSRF), NYS Drinking Water State Revolving Loan Fund (DWSRF), the NYS Water Infrastructure Improvement Act (WIIA), the Community Development Block Grant program (CDBG), the Bipartisan Infrastructure Law (BIL), and the NYSDEC Water Quality Improvement Program (WQIP).

Phase III – Additional Services

Upon securing and/or procurement of funding, additional required services will include:

- Surveying.
- Engineering design.
- Environmental studies.
- Permitting.
- Construction administration.
- Construction observation.
- Grant administration.

II. TIMEFRAME FOR PERFORMING SERVICES

The initial project phases are expected to be completed on or before the June 2024 WIIA application deadline. The timeframe for future phases will be established after funding approvals are secured and as program requirements are defined.

III. RFQ REQUIRED INFORMATION & FORMAT

Qualification Statements should include the following information:

- Firm Summary/Profile.
- Proof of license to practice professional engineering in the State of New York.
- Statement of the capability to meet schedule requirements, including the ability to work closely and efficiently with the existing project team and local project stakeholders.
- Demonstration of experience and qualifications in performing the services required in compliance with applicable standards, including:
 - Profiles of at least three (3) current or recent projects of similar size and complexity.
 - Statement that demonstrates familiarity with and the ability to comply with all funding requirements typical of drinking water and wastewater projects.
 - Resumes and qualifications for the staff to be assigned to work on the project.
 - Experience and success at securing state and federal infrastructure grants.
 - At least three (3) client references.
- Statement regarding the consultant's preferred method of compensation as described below.

In addition, Respondents will be required to meet all Terms and Conditions required by agencies that may provide funding for this project, including, but not limited to:

- NYS Environmental Facilities Corporation (EFC) and NYS Department of Health State Revolving Fund (SRF) Program.
- NYS Environmental Facilities Corporation (EFC) NYS Water Infrastructure Improvement (WIIA) Program.
- NYS Office of Community Renewal Community Development Block Grant (CDBG) Program.
- USDA Rural Development Water and Environmental Programs (WEP).
- Bipartisan Infrastructure Law (BIL).

Note: Grant-specific terms and conditions may be added to the selected respondent's contract for any services that will utilize grant funding as deemed relevant.

The selected respondent will be required to comply with all Minority and Women Business Enterprises (M/WBE), Equal Employment Opportunity (EEO), Service-Disabled Veteran-Owned Business (SDVOB), and Section 3 requirements associated with funding streams that may be utilized for this project as appropriate.

Respondents that are Certified M/WBEs or SDVOBs should provide certification with their submittal. Firms that are not M/WBE or SDVOB certified should demonstrate a track record of and ability to partner with certified firms to meet the requirements of funding streams that may be utilized for this project.

IV. METHOD OF COMPENSATION

The respondent shall describe its preferred compensation method for the scope of services. The Town of Pound Ridge prefers to negotiate a scope of service and fee for each project phase after sufficient information becomes available. The Town of Pound Ridge intends to provide the highest ranked respondent with additional project information as required to review and submit a detailed scope of services and cost proposal for Phase I and Phase II services. If an agreement cannot be reached with the highest-ranked respondent, the Town of Pound Ridge reserves the right to seek a proposal from the next highest-ranked respondent until an agreement can be reached. After funding is secured, the Town of Pound Ridge intends to negotiate and contract with the selected respondent to deliver the professional services needed for subsequent project phases through final construction.

V. EVALUATION CRITERIA

All proposals received will be evaluated and ranked by the Town of Pound Ridge according to the following criteria:

Evaluation Criteria	Points
Successful provision of engineering services on previous similar projects in the last five years that demonstrate relevant experience and ability to comply with regulations governing potential funding from sources listed herein.	40
History of securing grants and/or loans for project implementation	30
Key personnel and proposed staffing plan	20
Respondent's understanding of the project	10
Total	100

The Town of Pound Ridge will review each proposal in detail utilizing the criteria described above. The Town of Pound Ridge reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities, require supplemental statements or information from any responsible party, negotiate potential contract terms with any respondent to this RFQ, have discussions with any respondent to this RFQ to correct and/or clarify responses which do not conform to the instructions contained herein and to disregard non-conforming, non-responsive, or conditional proposals.

INTERVIEWS

Respondents will be notified if an interview is desired.

VI. RFQ SUBMISSION REQUIREMENTS

Respondents should submit <seven> bound paper copies and <seven> electronic copies on USB of their qualification statements **no later than** **<Time AM / PM> on <Date>**. Submissions should be clearly labeled Town of Pound Ridge and delivered to:

Erin Trostle, Town Clerk
Town of Pound Ridge
179 Westchester Avenue

Pound Ridge, NY 10576

QUESTIONS AND CLARIFICATIONS

The Town of Pound Ridge reserves the right not to answer any questions regarding this solicitation that might create an unfair advantage to companies that request additional information or clarification. Because this RFQ is posted publicly without document tracking, there will be no record of firms that receive a copy, and there is no way to ensure that answers to questions are provided to all interested parties.

Responses to this RFQ are prepared and submitted at the sole cost and expense of the proposer.

***** Certified Minority and Women-Business Enterprises (M/WBE) and Section 3 businesses
are encouraged to submit proposals. *****