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MEMORANDUM

**Subject:** Parcel Delivery Services

**Date:** May 13, 2008

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For security reasons it will remain the policy of the Department of Buildings and General Services that all packages and “overnight” type of letters delivered by a parcel delivery service for 109 State Street and 111 State Street shall be delivered to the Middlesex General Services Center, 1078 US Route 2, Middlesex Vt. The offices affected are: Office of the Governor , Finance and Management, Secretary of Administration, Vt Commission on National and Community Services, Treasurer, Retirement, Financial Operations, Attorney General, Vt Historical Society, DHR IT/ ISD, Libraries, Court Administration, and Supreme Court.

Personnel in the above offices have been instructed to refuse delivery and re-route the delivery to the Middlesex General Services Center, 1078 US Route 2, Middlesex VT.

Postal staff of the Department of Buildings and General Services will take responsibility for delivering these items to the above locations after they have been screened.

If you have any questions concerning this please feel free to direct them to me at 802-828-0766.

Thank you for your anticipated cooperation in this matter.

Gary Bullard  
Director of Support Services  
Building and general Services