

**Select Board  
Regular Meeting Minutes  
February 13, 2023, 6:30 p.m.**

Present: Chair Hazard, Selectman Stock, Selectman Keyes, Interim Town Administrator Nutting

Chair Hazard called the meeting to order at 6:44 p.m.

Chair Hazard notified the meeting participants that there is an issue with the Zoom link, stating that it is incorrect.

**Consent Items**

Review/Approve Select Board meeting minutes – December 27, 2022 and January 9, 2023

No votes were taken under this agenda item.

Select Board acknowledgement of The Hopedale Foundation gift to Bancroft Memorial Library

Chair Hazard read the donation letter provided in the meeting packet. The Select Board thanked the Hopedale Foundation for their continued support and contributions.

**Appointments & Resignations**

Resignation of Call Firefighter Catherine D'Alessandro effective 2/17/2023

Chair Hazard read the resignation letter from Catherine D'Alessandro. The Select Board thanked D'Alessandro for her time serving the Town of Hopedale and wished her well.

Selectman Stock motioned to accept the resignation of Call Firefighter Catherine D'Alessandro effective 2/17/2023. Selectman Keyes seconded the motion.

Stock – Aye, Keyes – Aye, Hazard – Aye

Appointment of Part-Time Dispatcher McKealy Locklin effective 2/14/2023

Chair Hazard read the recommendation letter provided by Chief of Police, Mark Giovanella.

Selectman Stock motioned to appoint McKealy Locklin as a part-time dispatcher effective 2/14/2023. Selectman Keyes seconded the motion.

Stock – Aye, Keyes – Aye, Hazard – Aye

**New Business**

Highway Department Update - Chris Nadeau, Highway Superintendent

Nadeau began with a winter update pertaining to equipment and employees. Nadeau stated that this winter has been mild, and the budget is doing well. The Highway Department salt shed is about half full; total spending on salt this year has been \$47,000. Nadeau stated that by the end of the season he will stock up the salt shed. Nadeau also noted:

- There has only been one storm that needed plows, the storm was mild enough that only highway employees were utilized.
- The Highway Department has cleaned up the basement and upper level of Town Hall.
- A new fuel reader has been installed and this new system is very efficient.

- The Route 16 MASSWORKS grant project is about 99% complete.

Interim Town Administrator Nutting stopped the meeting to inform the Select Board that Town Counsel informed him that the Select Board should not continue the meeting because the zoom link is not working, and the meeting was posted as a hybrid meeting. Nutting stated that meeting will need to be reposted and start over on all agenda items. The Select Board decided to repost the meeting for Thursday February 16 at 5 p.m.

Selectman Stock moved to adjourn the regular meeting. Selectman Keyes seconded the motion.

Stock – Aye, Keyes- Aye, Hazard – Aye

Chair Hazard dissolved the meeting at 7:04p.m.

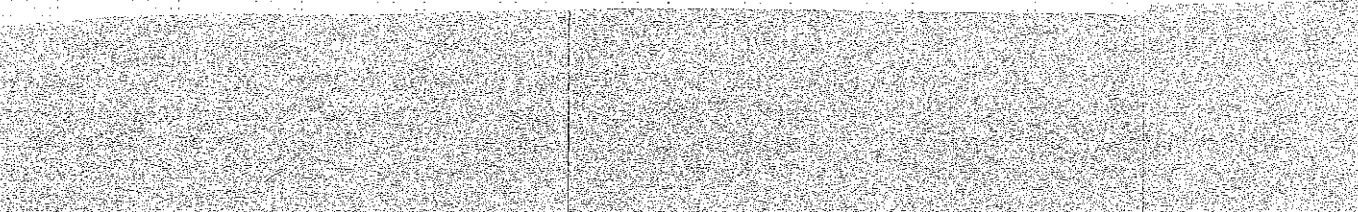
Submitted by:  
Lindsay Peterman

Board Approved: \_\_\_\_\_

## Martha White

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**From:** Tracey Philips <t...>  
**Sent:** Monday, November 20, 2023 6:05 PM  
**To:** Martha White; Mitchell Ruscitti; Community Preservation Committee; Hopedale Conservation Commission  
**Subject:** Fw: Community Preservation Committee



**Sent:** Monday, November 20, 2023 at 05:48:04 PM EST  
**Subject:** Community Preservation Committee

My deepest apologies to the other members of this committee as this is not something I take lightly and realize the consequence it will have on the rest of you but I'm resigning from this committee. I don't find this communication style to be productive and believe my time is spent better elsewhere.

I wish you all the best of luck with this committee and any projects moving forward.

Martha, if there is something else you need from me to make this final, please let me know.

Thank you,  
Tracey Philips



## **TOWN OF HOPEDALE**

78 Hopedale Street - P.O. Box 7  
Hopedale, Massachusetts 01747

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[www.hopedale-ma.gov](http://www.hopedale-ma.gov)

**Select Board**  
Glenda A. Hazard, Chair  
Bernard J. Stock  
Scott M. Savage

**Town Administrator**  
Mitchell Ruscitti

November 22, 2023

TO: Select Board  
FROM: Martha White, Executive Assistant  
REGARDING: Annual licenses scheduled for approval 11/27/23  
COPY TO: Mitch Ruscitti, Town Administrator

For Board members' information, while the licensing requirements vary somewhat depending on the license type, generally the following (and often additional) information is required:

- Evidence of compliance with the MA Department of Unemployment Assistance
- Evidence of compliance with the MA Department of Revenue
- Evidence of Worker's Compensation Insurance
- 24-Hour Emergency contact information
- Confirmation that no taxes or other fees are owed to the Town

Complete applications have been submitted and all other requirements fulfilled for the following applicants; accordingly and it is recommended that the Select Board approve their license for 2024:

**CLASS II (USED CAR SALES) LICENSE**

Lord & Son Auto Body & Paint, 13 Elmwood Avenue

**CLASS I (NEW CAR SALES) LICENSE**

D.C. Bates Equipment Co., Inc., 10 Airport Road

100 Federal Street,  
Floor 13  
Boston, MA 02110

Main: +1 844 727 0055  
www.cplusa.com



Project Leaders

November 3, 2023

Mitchell Ruscitti, Town Administrator  
Town of Hopedale  
78 Hopedale Street  
Hopedale, MA 01747

**Subject: *Proposal to Provide Owner's Project Management Services  
for the Hopedale Junior-Senior High School Roof Project***

Dear Mr. Ruscitti:

Colliers Project Leaders USA NE, LLC ("CPL") is pleased to offer this proposal to provide project management services for the designer selection, contractor selection, bidding, construction and closeout phases of the Hopedale Junior-Senior High School Roof Project. We have developed this proposal based on our understanding of the project scope and schedule garnered through our previous conversations with the Town of Hopedale.

In summary, the project, as we understand, includes the replacement of the existing roof within a total project budget of Two-Million Dollars (\$2,000,000).

CPL has a long and successful history of providing clients with similar project management support services throughout the region.

Our focus through the life of any project is to maximize the value of the project and protect the Owner's interests. As a result of our processes, our clients have achieved significant savings, many times exceeding our fee for services.

Based upon our experience and understanding of the project, our suggested general scope of services can be summarized as follows:

**Design Phase**

- Facilitate and participate in project related meetings
- Facilitate the hiring of your architect – develop requests for qualifications/proposals and manage the selection process
- Review and recommend terms and conditions of Owner/Architect contract
- Facilitate the hiring of a contractor – develop requests for proposals and manage the selection process
- Review and recommend terms and conditions of Owner/Contractor contract, if necessary



- Develop/review and manage a comprehensive Total Project Budget
- Establish and maintain a project financial status report and review monthly
- Review, and recommend for approval, all project related invoices
- Develop a Project Schedule in coordination with the contractors schedule

### **Construction Phase**

- Provide part time, on-site presence during construction to observe the pace and quality of the construction
- Facilitate and run Owner/Architect/Contractor progress meetings
- Review, and recommend for approval, all contractor pay applications as well as proposed change orders
- Review the construction schedule and monitor for compliance
- Monitor the flow of information (RFI's, Submittals, etc.) to minimize delays in construction
- Review, and recommend for approval, all project related invoices
- Maintain a project financial status report and review as necessary
- Meet with administrators, as required, to provide status updates on the project
- Manage coordination with the Construction team during project closeout

The CPL team will be under the leadership of Derek Osterman with Nicholas Cabral acting as your Project Manager. Nicholas will be supported by other members of the Colliers team, where required, to ensure appropriate project support and technical expertise is provided. All team members have a great deal of experience with similar projects and are ready to begin immediately, as required.

For the purposes of generating a fee proposal, CPL assumed the project would be substantially complete for the start of school in the fall of 2024, with the project being fully closed out by October 30, 2024.

***Based upon these assumptions of scope and schedule, we are offering a lump sum fee of Ninety Thousand Dollars (\$90,000), plus reimbursable expenses.***



Should the project scope and/or schedule be modified, the following hourly rate schedule shall be utilized unless agreed otherwise.

2023 Hourly Rates	
Category	Hourly Rate
Market Leader/Regional Director	\$460
Senior Director	\$360
Director	\$315
Subject Matter Expert	\$290
Associate Director	\$260
Senior Project Manager	\$240
Senior Technical Specialist	\$220
Senior Construction Representative	\$210
Project Manager	\$185
Construction Representative	\$175
Technical Specialist	\$170
Assistant Project Manager	\$160
Financial Specialist	\$155
Project Coordinator	\$140
Administrative Support	\$120

These rates are subject to an escalation of up to 4% per year and will be adjusted annually in January.

The above fees do not include reimbursable expenses which are estimated to be approximately 10% of fees. Reimbursable expenses include such out of pocket costs as mileage to and from the site, postage, telephone, and meals. Experientially, the vast majority of these anticipated expenses are associated with mileage and will be billed at the published IRS reimbursement rate. All expenses are billed at direct costs with no mark-ups.

100 Federal Street,  
Floor 13  
Boston, MA 02110

Main: +1 844 727 0055  
www.cplusa.com



Project Leaders

We are very excited about the opportunity to develop a relationship with the Town of Hopedale and are ready to get moving forward together. Please feel free to contact me at (617) 997-3047 or [derek.osterman@collierseng.com](mailto:derek.osterman@collierseng.com) regarding this proposal or any other matter with which we may offer assistance.

Sincerely,

Derek Osterman, Assoc. AIA, LEED AP, MCPPO  
Senior Director, Project Management Services

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*Your signature in the space provided below and return of a signed copy to CPL will signify your acceptance of the terms proposed in this letter of agreement and the ability to mutually adjust scope of services and corresponding fees if applicable at a later date. Any changes to this scope must be agreed upon in writing prior to formal modifications of the agreement as set forth in this document.*

**Client Authorized Signature**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Colliers Project Leaders USA NE, LLC Authorized Signature**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date