

April 6, 2023

To: Select Board

From Jeff Nutting, Interim Town Administrator

Subject: ARPA Requests

Attached is a request for \$161,000 in ARPA funds for various items that I recommend the Board approve.

**1. Tax Title – \$25,000.**

We have a backlog of outstanding Real Estate Taxes. We need funds for the Treasurer/Collector to pursue collecting those taxes. All funds expended are recovered as part of the process. This is simply good financial management to provide funds to recoup money owed to the Town. As the financial picture of the town improves \$10,000 should be appropriated annually or as needed to keep up this process

**2. Trees – \$25,000.**

There are no funds in the FY24 Budget for tree maintenance. The Board voted funds from ARPA this year to fund the tree budget.

We have an enormous amount backlog of trees that need trimming and removing. As the financial picture improves this should be funded in the annual budget.

**3. Fire Department – \$56,000**

These funds are to purchase badly needed fire hose.

**4. Police Department - \$26,000**

These funds are to replace a 1999 motorcycle.

**5. Computer hardware and Software - \$29,000**

These funds are to replace an outdated server, replace old computers and add two, purchase public records software to better manage, track and store all the public records request and to replace our outdated Assessor map system with a user/citizen friendly mapping system that can add unlimited amounts of layers of data over time.

I am happy to answer any questions.

4/6/2023

Requests	ARPA \$257,438	Current Balance
Tax Title	\$25,000	To Collect back taxes
Trees	\$25,000	Cut from operating budget
Fire Hose	\$56,000	Needed ASAP
Police Motorcycle	\$26,000	Replace 1999
IT Hardware and Software	\$29,000	Replace Server \$13,000 Replace Computers \$6,000 Public Records Software \$3,600 Assessor Map software \$6,000
<b>Total Requests</b>	<b>\$161,000</b>	
	<b>\$257,438</b>	
<b>Net</b>	<b>\$96,438</b>	

4/6/2023

Free cash  
1,106,000

Legal settlements	\$ 109,400	
Prior year bills	\$ 50,000	Estimated
FY 23 Over budget	\$ 240,000	Estimated
<b>Subtotal</b>	<b>\$ 399,400</b>	
<b>Available FC</b>	<b>\$ 706,600</b>	
ATM balance budget	\$ 130,000	
Dam/Pond project	\$ 200,000	
Pay off Debt	\$ 165,000	
	<b>\$ 495,000</b>	
<b>Available Free Cash</b>	<b>\$ 211,600</b>	

**Borrow**

<b>Roof</b>	<b>\$1,500,000</b>	ATM warrant Bond 20 years
<b>Ambulance</b>	<b>\$400,000</b>	ATM warrant BAN/ Bond over 5 - 7 years
<b>1/3 of Vac Truck W/S/H</b>	<b>\$400,000</b>	ATM warrant 1/3 Water, 1/3 sewer, 1/3 GF

Town Park Improvements	\$4,000,000	
RR land if the Town prevails	\$3,900,000	
Police Station Roof Replace	Need estimate	
New Town Hall	Need to research sites	
Roads/sidewalks/drainage	need pavement mgmt study	
Recreation	Pursue Grants	

<b>Capital Requests</b>	<b>Free Cash</b>	<b>ARPA</b>	
	<b>\$200,000</b>	<b>\$257,438</b>	<b>Current Balance</b>
<b>Facillites</b>	<b>\$7,000</b>		<b>TH Heat system</b>
<b>Tax Title</b>		<b>\$25,000</b>	<b>To Collect back taxes</b>
<b>Trees</b>		<b>\$25,000</b>	<b>Cut from operating budget</b>
<b>Fire</b>			
<b>Hose</b>		<b>\$55,000</b>	<b>Needed ASAP</b>
<b>Door Repairs</b>	<b>\$48,000</b>		
<b>Highway</b>			
<b>Sidewalk Tractor</b>	<b>\$88,500</b>		
<b>IT Hardware and Software</b>		<b>\$29,000</b>	<b>Replace Server \$13,000</b>
			<b>Replace Computers \$6,000</b>
			<b>Public Records Software \$3,600</b>
			<b>Assessor Map software \$6,000</b>
<b>Library</b>			
<b>Replace HVAC</b>	<b>\$60,000</b>		<b>Request to State Rep/ Fail</b>
<b>Technology</b>	<b>\$20,000</b>		<b>Request to State Rep/ Fail</b>
<b>Park</b>			
<b>Park Retaining Wall</b>	<b>\$60,000</b>		<b>Request to State Rep/ Fail</b>
<b>Town Park Railing repair</b>	<b>\$20,000</b>		<b>Request to State Rep/ Fail</b>
<b>Phillips Field renovation</b>	<b>\$150,000</b>		
<b>Draper Field Maintenance</b>	<b>\$30,000</b>		
<b>Tennis Court - Repairs</b>	<b>\$35,000</b>		<b>Request to State Rep</b>
<b>Police</b>			
<b>Motorcycle</b>		<b>\$26,000</b>	<b>Replace</b>
<b>School</b>			
<b>Paving</b>	<b>\$75,000</b>		<b>Hold</b>
<b>Heating/Cool</b>	<b>\$135,000</b>		<b>Hold</b>
<b>Security upgrades</b>	<b>\$25,000</b>		
<b>Bus Replacement</b>	<b>\$90,000</b>		
<b>Water/Sewer/Highway</b>			
<b>Total Requests</b>	<b>\$843,500</b>	<b>\$160,000</b>	
<b>Recommended</b>		<b>\$160,000</b>	
<b>Total Free Cash</b>	<b>\$211,600</b>	<b>\$257,438</b>	
<b>Net</b>		<b>\$97,438</b>	

**Capital Requests  
FY 24-28**

<b>Department</b>	<b>FY24</b>	<b>FY 25</b>	<b>FY27</b>	<b>FY28</b>
Admin	\$ 34,000	\$3,900,000		
Fire	\$ 455,000	\$556,000	\$550,000	\$20,000
Highway	\$ 145,000	\$378,000	\$113,000	\$363,000
IT	\$ 30,000	\$5,000	\$5,000	\$5,000
Library	\$ 80,000	\$300,000	\$-	\$-
Park	\$ 260,000	\$5,650,000	\$150,000	\$150,000
Police	\$ 26,000	\$140,000	\$100,000	\$65,000
School	\$ 325,000	\$200,000	\$125,000	\$20,000
<b>Total</b>	<b>\$ 1,355,000</b>	<b>\$11,129,000</b>	<b>\$1,043,000</b>	<b>\$623,000</b>

**Jeff Nutting**

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**Subject:** FW: Town of Hopedale- Tax title list

Hi Stephanie,

I have reviewed the tax takings on the list you provided.

There are 11 tax takings which can be foreclosed as land of low value. The first step in the process is to prepare and file an application with the Department of Revenue to foreclose the tax takings as land of low value. All of the properties can be included in one application. If the tax takings are approved the properties can be sold at public auction to the highest bidder. Any properties that aren't sold are deeded to the Town. We can assist in all phases of the low value foreclosure process. A very general estimate of our legal fees would be \$3-5,000.00.

All of the other properties will have to be foreclosed in the Land Court. The filing fee paid to the court is \$615.00 per case. There is a \$105.00 fee to record a notice of foreclosure at the registry of deeds and a recording fee of \$105.00 to record either a withdrawal of the case if the tax taking is redeemed or a final judgment if the taxes are not paid. On average our legal fees are about \$1,200.00 - \$1,600.00 per case. The Town can recover the court costs and legal fees as part of the redemption amount if the owner makes payment. If the tax taking is not redeemed while the case is pending the court will issue a final judgment which will transfer ownership of the property to the Town, however the court gives every opportunity to the owner to redeem the taking before issuing a final judgment.

I would recommend that we send letters to the owners of all the "land court" properties and possibly the "land of low value" properties before beginning the foreclosure process. The letters usually have good results and any reduction in the number of tax takings that have to be foreclosed will save the Town and the owners additional foreclosure expenses.

A general estimate of our fee is about \$75.00 per letter. The fee includes a brief title search prior to the letter to determine the current owner, to make sure the tax taking is valid and to identify mortgage holders on the properties. We send copies of the letters to any entities holding mortgages.

Please let me know if you would like us to do any work on these properties. If so I can send you a letter of engagement outlining our services and fees.

Jim

James E. Coppola, Jr. Esquire  
40 South Street  
Marblehead, MA 01945  
Phone 781-639-0140  
Fax 781-639-4416  
EMAIL [jim@coppolalaw.us](mailto:jim@coppolalaw.us)

# Outstanding Balances One-Liner

As of 3/31/2023

Account	Location	Parcel Id	Record Owner	Tax	Liens	Interest	Fees	Total
2263618	191 HOPEDALE ST	14-25	AMBROGI EUGENE P	\$5,169.91	\$0.00	\$349.01	\$105.00	\$5,623.92
1545561	149 HOPEDALE ST	11-14	c/o DONALD A CEROW L/E	\$12,056.91	\$0.00	\$8,017.03	\$105.00	\$20,178.94
1341876	254 SOUTH MAIN ST	21-21	CALARESE JOSEPHINE T. TRUSTEE	\$38,128.99	\$0.00	\$4,499.25	\$105.00	\$42,733.24
471	54 REAR MELLEEN ST	20-1	CALLAHAN, SCOTT & MARK	\$4,709.97	\$0.00	\$10,183.40	\$152.36	\$15,045.73
2162793	20 OAK ST	7-66-1	CHARTRAND WILLIAM J.	\$703.61	\$0.00	\$159.77	\$105.00	\$968.38
2264917	76-78 FREEDOM ST	8-120	CLUB RE 2 LLC	\$1,090.80	\$0.00	\$73.64	\$105.00	\$1,269.44
1955479	36-ADJ PROSPECT ST	11-101-1	CONDON JOHN	\$268.76	\$0.00	\$127.92	\$152.36	\$549.04
1238721	15-ADJ MALQUINN DR	14-29	D'ALIO PAUL S	\$1,216.99	\$0.00	\$1,020.06	\$152.36	\$2,389.41
1061	228 SOUTH MAIN ST REAR	17-42	FARRAR & CARTY	\$41,938.82	\$0.00	\$514.76	\$638.50	\$43,092.08
1056	228 SOUTH MAIN ST	17-41	FARRAR & CARTY	\$248,605.13	\$0.00	\$526,481.76	\$685.86	\$775,772.75
2264249	44 PLAIN ST	21-1-10	FERNANDES ALAN	\$5,814.22	\$0.00	\$392.50	\$105.00	\$6,311.72
27-F	F ROCKRIDGE RD	27-F	GREENE-MILL PROPERTIES INC	\$958.84	\$0.00	\$1,629.06	\$122.36	\$2,710.26
1544	17 PLAIN ST	17-66	GREENE-MILL PROPERTIES INC	\$5,126.28	\$0.00	\$12,058.13	\$105.00	\$17,289.41
1239602	332-D SOUTH MAIN ST	24-1	GROEHL MICHAEL E	\$47,319.26	\$0.00	\$38,540.32	\$152.36	\$86,011.94
1546	13 BENS WAY ADJ	23-22-1	HOPEDALE DEVELOPMENT INC	\$335.82	\$0.00	\$616.25	\$152.36	\$1,104.43
1545	15 BENS WAY ADJ	23-19-1	HOPEDALE DEVELOPMENT INC	\$335.82	\$0.00	\$616.25	\$152.36	\$1,104.43
2731	2 BANCROFT PK	8-210	HOWES WELDING INC.	\$3,288.88	\$0.00	\$616.55	\$0.00	\$3,905.43
1631	A West Street	2-2	J-MARK CORPORATION	\$6,751.96	\$0.00	\$15,253.74	\$152.36	\$22,158.06
2263319	44-REAR BANCROFT PK	12-194-1	JORGE FERNANDO B	\$289.01	\$0.00	\$19.51	\$105.00	\$413.52
2263318	44-46 BANCROFT PK	12-194	JORGE FERNANDO B	\$5,968.30	\$0.00	\$402.90	\$105.00	\$6,476.20
1342381	10 LOWER JONES RD	7-2	LUCIEN SUZANNE	\$39,177.51	\$0.00	\$10,336.69	\$105.00	\$49,619.20
2025	8-B MELLEEN ST	21-7	LUSSIER ESTATE OF ARTHUR	\$1,917.04	\$0.00	\$2,435.70	\$152.36	\$4,505.10
2265283	12 ROSENFELD DR	22-32-10	MOE COELHO II LLC	\$25,693.89	\$0.00	\$337.90	\$105.00	\$26,136.79
2614	363 WEST ST	2-8	ONE HUNDRED FORTY REALTY TRUST	\$12,850.47	\$0.00	\$17,395.33	\$152.36	\$30,398.16
2160851	28 HAMMOND RD	12-48	PEARLMAN NEAL B	\$1,560.91	\$0.00	\$187.48	\$0.00	\$1,748.39
2162653	9 WESTERN AV	9-19	PROCACCINI DAVID	\$1,904.41	\$0.00	\$432.43	\$105.00	\$2,441.84
2893	B West Street	2-3	RIZOLI, RICHARD L.	\$25,721.86	\$0.00	\$57,259.86	\$152.36	\$83,134.08
1546400	247 MENDON ST	15-231	ROSATI ANGELO J & GLORIA M L/E	\$23,912.78	\$0.00	\$4,352.46	\$105.00	\$28,370.24
2059002	7-REAR HOWARD ST	16-2-1	SAULT GLEN J	\$577.25	\$0.00	\$100.53	\$105.00	\$782.78
1853470	E GREENE ST	13-50	SMITH CAROL A	\$5,689.03	\$0.00	\$2,281.58	\$152.36	\$8,122.97
2161536	31 LARKIN LN	27-40	SOUSA STEPHEN M	\$6,486.53	\$0.00	\$437.89	\$105.00	\$7,029.42
2265001	7 LAKE ST	8-196	VILLANI LORETO	\$4,324.84	\$0.00	\$291.96	\$105.00	\$4,721.80
1752605	78 DUTCHER ST	8-49-1	WOOD JOANNE	\$15,504.82	\$0.00	\$353.42	\$105.00	\$15,963.24
<b>Report Total</b>			<b>Accounts 33</b>	<b>\$595,399.62</b>	<b>\$0.00</b>	<b>\$717,775.04</b>	<b>\$4,907.68</b>	<b>\$1,318,082.34</b>

## Levy Receivable Totals

Friday, March 31, 2023

# FIREMATIC SUPPLY CO., INC.

23 Birch Street, Milford, Mass. 01757  
 Phone: 978-490-9902 FAX: (978) 422-9621  
 SGarland@firematic.com  
 WebSite: www.firematic.com

**Quote**



*Py23 Budget*

DATE 2/23/2022	PAGE 1
QUOTE NUMBER QT97104	
EXPIRE DATE 3/31/2022	

**Quoted To**  
 CHIEF THOMAS DAIGE  
 HOPEDALE FIRE DEPT  
 40 DUTCHER STREET  
 HOPEDALE, MA 01747

**Ship To**  
 HOPEDALE FIRE DEPT  
 40 DUTCHER STREET  
 HOPEDALE, MA 01747

CUSTOMER NO. 3275	CONTRACT NO. PSE01	PHONE NO. (508)473-1050	SALESPERSON SCOTT GARLAND	CUSTOMER PO. NO.
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LINE NO.	ITEM NUMBER	DESCRIPTION	QTY ORDERED	UNIT PRICE	EXTENDED PRICE
1	ELKXDSHUTOFF15	1.5" XD SHUTOFF (SPECIFY IN/OUT THREADS) RED BAIL AND PISTOL GRIP. 1.5" NH IN AND OUT.	6	420.00	2,520.00
2	ELK187AX78	HANDLINE TIP, 7/8" NH. ONE EACH RED, GREEN, BLUE, YELLOW (TWO TO BE DETERMINED) TIF COLOR.	6	146.00	876.00
99	FREIGHT IN	FREIGHT FROM MANUFACTURER TO BE DETERMINED	1	0.00	0.00

Comments PRICED AT OR BELOW MA STATE CONTRACT PSE01.

Amount By: **3,396.00**  
 SCOTT GARLAND

FIRE TECH & SAFETY OF NEW ENGLAND, INC.  
 100 Business Park Dr., Unit 6  
 Tyngsborough, MA 01879  
 1-800-256-8700 Fax (978) 649-6833

*FTS Budget*



Name / Address  
 HOPEDALE FIRE DEPT-MA  
 40 DUTCHER ST.  
 HOPEDALE, MA 01747  
 FIRE TECH & SAFETY

**Quote**

Date	Quote #
2/23/2022	195652
Valid for 15 Days	



Project	Terms	Rep	
AFG Grant	Net 30	RK	
Qty	Description	Unit Price	Total
40	NAFHC 4" X 100' YELLOW POLY-FLOW HOSE COUPLED 4" STORZ	798.00	31,920.00
40	NAFHC 1.75" X 60' YELLOW POLY-FLOW HOSE COUPLED 1.5" NST	172.00	6,880.00
30	NAFHC 3" X 50' YELLOW POLY-FLOW HOSE COUPLED 2.5" NST	345.00	10,350.00
12	NAFHC 2" X 60' YELLOW POLY-FLOW HOSE COUPLED 1.5" NST	285.00	3,420.00
	SHIPPING AND HANDLING INCLUDED IN PRICE	0.00	0.00

<b>Total</b>	<b>\$52,570.00</b>
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Notice: One or more of the products listed above may contain PFAS. For detailed product information please call 800-256-8700. Unless otherwise noted on this quote, freight may be added at time of invoicing as Prepay & Add terms





## Seacoast Harley-Davidson

P.O. Box 1740 • 17 Lafayette Road (US Route 1)  
North Hampton, New Hampshire 03862  
Tel: (603) 964-9959 Fax: (603) 964-9942  
www.seacoastharley.com



December 21, 2022

Officer Mario Sousa  
Hopedale Police Dept  
ofcsousa@hopedale-ma.gov

### Motorcycle Quote

2022 H-D FLHTP- Black and White \$19,945.00  
Add \$350 for other solid color or \$595 for two-tone

#### Equipment Cost:

Whelen LED Box	3,350.00
Par 36 LED's (2)	395.00
Windshield LED	725.00
Siren/Amp	1,315.00
Spot mount LED's	595.00
Radio	1,200.00
H-D Bag rails	400.00
	<u>\$27,925.00</u>

Trade value for Dept 2000 road King -2,000.00

Balance Due: \$25,925.00

The cost to lease is \$5,000.00 per year, per motorcycle. The above equipment to be purchased and remains the property of your department.

Thank you,

Phil Miles

*Live Free and Ride™*

Updated - 3-28-23

Computers attached to Town Hall server domain

Computer Name	User	CPU	Memory	Disk	Purchased	OS	Brand	Service Tag	ESC or SN
HopedaleServer	HopeAdmin	Xeon E5-2420	32 GB	12.6 TB	July 2015	Windows Server 2012	Lenovo Think Server TD340		MI02JAJX
ACCOUNTANT1	Eric Kinserf	Core i5 6th Gen	8GB	500 GB	July 2016	Windows 10 Pro	Dell Optiplex 3040	G878D92	35324394518
ACCOUNTANT3	Suzan Ciaramicoll	Core i5 8th Gen	8 GB	500 GB SSD	May 2019	Windows 10 Pro	Dell Optiplex 3060		
ADMINISTRATOR1	Jeff Nutting	Core i5 10th Gen	8GB	256 GB SSD	May 2022	Windows 10 Pro	Dell Vostro 3888	JWG5XP3	43320932823
ASSESSOR3	Ann Williams	Core i5 12th Gen	16 GB	256 GB SSD	June 2022	Windows 10 Pro	Dell Optiplex 5000	JC683Q3	42095054235
ASSESSOR4	Renee Polechronis	Core i5 12th Gen	16 GB	256 GB SSD	June 2022	Windows 10 Pro	Dell Optiplex 5000	4F683Q3	9624717723
ASSISTANT3	Lindsay Mercier	Core i5 8th Gen	8 GB	500 GB SSD	June 2019	Windows 10 Pro	Dell Optiplex 3060	BK5WCW2	25163836994
BUILDINGDEPT	Tim Alcardi	Core i5 6th Gen	8 GB	500 GB	July 2016	Windows 10 Pro	Dell Optiplex 3040	DSNNPD2	30030960422
FRONTDESK2	Hopedale	Core i3 6th Gen	4 GB	500 GB	Feb 2017	Windows 10 Pro	Dell Optiplex 3040	8RB5ZG2	19065600434
HIGHWAY1	Chris Nadeau	Core i5 10th Gen	8 GB	256 GB SSD	May 2022	Windows 10 Pro	Dell Vostro 3888	BB8XWP3	24624752583
HOPEBOH1	Carol Villa	Core i5 7th Gen	8 GB	500 GB	Aug 2017	Windows 10 Pro	Dell Optiplex 3050	1FM8XK2	3121143266
HOPEBOH2	Bill Fisher	Core i3 2nd	8 GB	500 GB	2012	Windows 10 Pro	TWM		
TOWN002	Pat Sampson	Core i5 8th Gen	8 GB	500 GB SSD	June 2019	Windows 10 Pro	Dell Optiplex 3060	7G5WCW2	16214842946
TOWNCLERK3	Lisa Pedrolli	Core i5 9th Gen	8 GB	256 GB SSD	Oct 2020	Windows 10 Pro	Dell Optiplex 3070	6XXGX63	15111828075
TOWNCLERK4	Ellen	Core i5 9th Gen	8 GB	256 GB SSD	Oct 2020	Windows 10 Pro	Dell Optiplex 3070	6TX8X63	14870056683
TREASURER3	Stephanie L'Etallen	Core i5 8th Gen	8 GB	500 GB SSD	May 2019	Windows 10 Pro	Dell Optiplex 3060	84WWCW2	24241727810
TREASURER4	Donna Lamphere	Core i5 8th Gen	8 GB	500 GB SSD	June 2019	Windows 10 Pro	Dell Optiplex 3060	56M5BW2	11283908978
WATERDEPT2	Sandra Holland	Core i5 11th Gen	8 GB	256 GB SSD	January 2022	Windows 10 Pro	Dell Optiplex 5090	611VNK3	13124316675

Oldest PCs

Computer Name	User	CPU	Memory	Disk	Purchased	OS	Brand	Service Tag	ESC or SN
HOPEBOH2	Bill Fisher	Core i3 2nd	8 GB	500 GB	2012	Windows 10 Pro	TWM		
BUILDINGDEPT	Tim Alcardi	Core i5 6th Gen	8 GB	500 GB	July 2016	Windows 10 Pro	Dell Optiplex 3040	DSNNPD2	30030960422
ACCOUNTANT1	Eric Kinserf	Core i5 6th Gen	8GB	500 GB	July 2016	Windows 10 Pro	Dell Optiplex 3040	G878D92	35324394518
FRONTDESK2	Hopedale	Core i3 6th Gen	4 GB	500 GB	Feb 2017	Windows 10 Pro	Dell Optiplex 3040	8RB5ZG2	19065600434
HOPEBOH1	Carol Villa	Core i5 7th Gen	8 GB	500 GB	Aug 2017	Windows 10 Pro	Dell Optiplex 3050	1FM8XK2	3121143266



# GIS INTERNET SERVICES PROPOSAL FOR THE TOWN OF HOPEDALE, MASSACHUSETTS

Submitted March 10, 2023 by



11 Pleasant Street, Littleton, NH 03561

P (603) 444-6768 / (800) 322-4540

[cai-tech.com](http://cai-tech.com)

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**LETTER OF TRANSMITTAL**

Cartographic Associates, Inc.  
dba CAI Technologies  
11 Pleasant Street, Littleton, NH 03561  
Tel: 800-322-4540 Fax: 603-444-1366  
cai-tech.com



The undersigned proposer acknowledges and accepts that all the terms and conditions set forth in this proposal are mandatory and agrees that they will be included in their entirety in any contract resulting from this proposal.

CAI Technologies warrants and certifies that the individual signing this proposal is a bona fide employee of the firm and has authority to solicit and secure any agreement resulting from this proposal. The proposal has been arrived at independently, without collusion, consultation or communication as to any other proposer or with any competitor. The proposal price was not disclosed by the proposer and was not knowingly discussed prior to the submission, directly or indirectly, to any other proposer or any other competitor. No attempt was made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

No elected official or appointed official or employee of the Town of Hopedale, MA shall benefit financially or materially from any contract resulting from this proposal. This proposal shall remain in full force and effect for at least ninety (90) days from the date first shown herein.

PROPOSER:

BY:

A handwritten signature in black ink, appearing to read 'Timothy Fountain', is written over a horizontal line.

Timothy Fountain, GISP  
Vice President  
Contracting Officer

## SCOPE OF WORK

### AXISGIS SERVICES

#### AxisGIS Product Overview:

AxisGIS is an Internet-based service for communities and businesses that want to publish their GIS online. AxisGIS is a cost-effective option to distribute GIS data and utility to multiple staff in multiple physical locations as well as to the general public. AxisGIS is developed on JavaScript / HTML5 technology which results in a responsive user interface that is cross browser compatible and functional in a mobile environment.

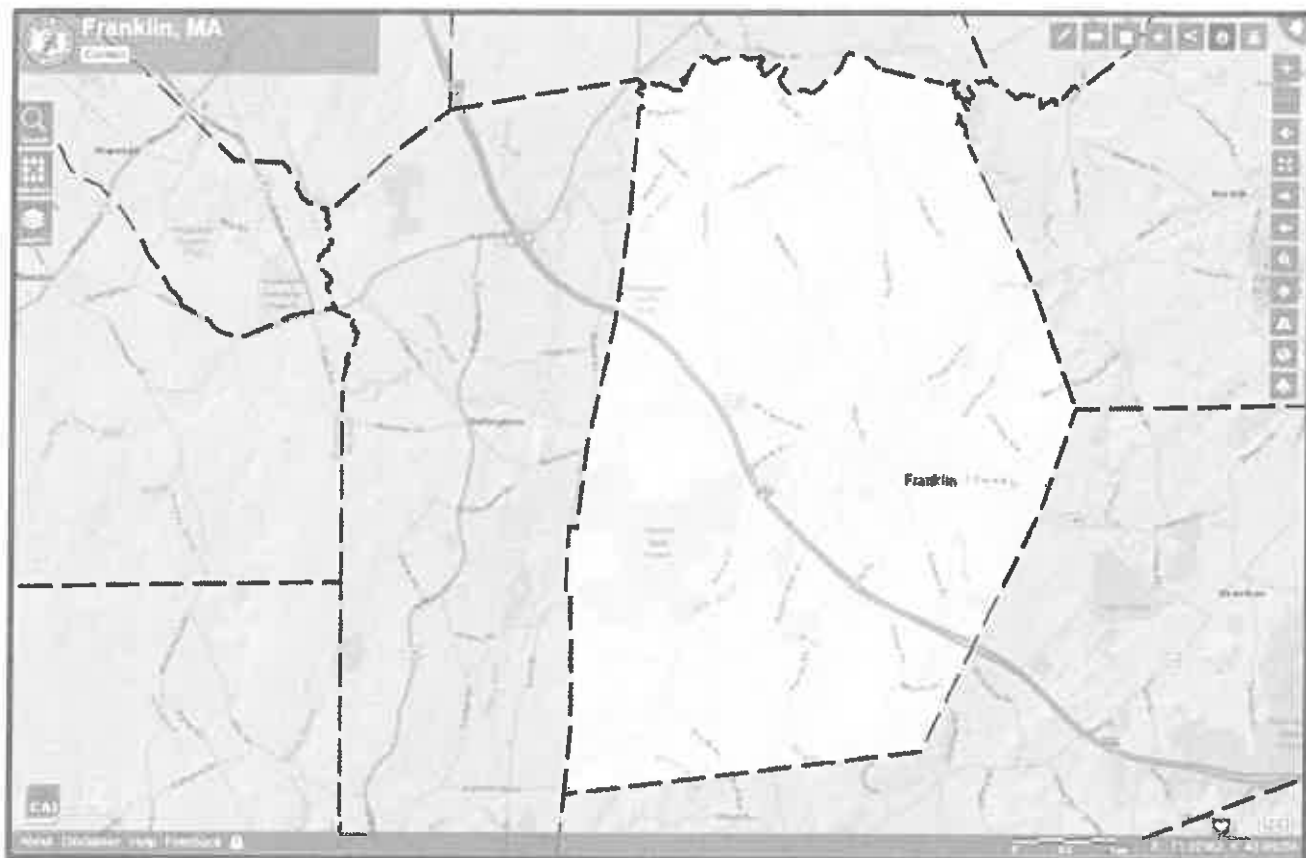
AxisGIS clients pay no software fees, no annual software maintenance fees and very low setup costs. AxisGIS even provides the web server. By relieving most of the expense, AxisGIS enables the people behind the data to focus on why their GIS is on the Internet in the first place.

AxisGIS is helping communities publish their parcel data online, enabling homeowners and real estate professionals to print maps from their own computers, supporting economic development projects, providing a platform for police and school collaboration and creating a connection between local government, businesses and communities.



**Functionality Overview:**

The image displays the typical interface that Internet users would initially see in their web browser. This interface provides easy access to all available tools and functions.



The CLIENT's AxisGIS website will include the following tools:



**Zoom-In Tool** allows the user to focus on a specific, smaller area on the map.



**Zoom-Out Tool** allows the user to focus on a larger area on the map. Click the Zoom-Out tool and then click on the map near the center of the larger area you are interested in seeing.



**Zoom to My Location Tool** zooms the map to the current location of the user.



**Zoom to Full Extents Tool** allows the user to quickly reset the map view to the original map extent.



**Zoom Next Tool** allows the user to quickly zoom to next map extent when using previous map extent tool.



**Zoom Previous Tool** allows the user to quickly zoom to the previous map extent.



**Zoom Marquee Tool** allows the user to click and drag a rectangle surrounding the area you want to zoom in to.



**Pan Tool** allows the user to move the map in any direction.



**Street View Tool** allows the user to click on the map to see Street View for that location.



**Bird's Eye Tool** allows the user to click on the map to see Bird's Eye view for that location.



**Print Map Tool** allows the user to generate a printable PDF map and allows the user the option to include a map legend.



**Drawing Tool** allows the user to draw points, lines, shapes and text on the map. Once included on the map, the user can edit the graphics too.



**Measure Tool** allows the user to click on the map to measure distance, area and coordinate locations.



**Base Map Selector Tool** allows the user to browse and select from a variety of local, esri and google base maps to include in the map.



**Areas of Interest Tool** allows the user to quickly zoom to a predefined area of the map.



**Share Map Tool** allows the user to copy a link to share their map.



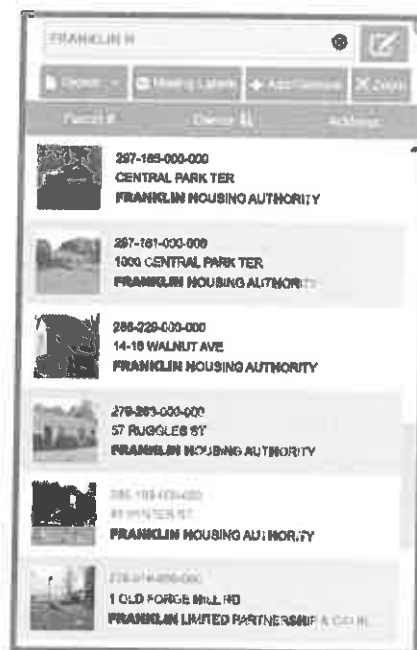
**Identify Tool** allows the user to click on a parcel and receive information about that parcel. This tool is useful in receiving ownership information.



**Clear Selection Tool** allows the user to clear the selected map features(s).

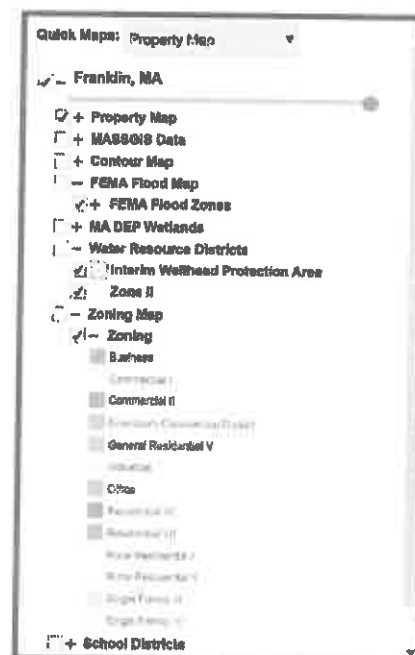


The **Search Function** enables the user to find properties by owner name, address or by parcel identifier, depending on the data available. As the user types the information in the Search dialog box the matching results begin to show in the list and corresponding points display on the map. The results list allows the users to view the property Building Image, Parcel #, Address and Owner. The user can then create a Results Report, Mailing Labels, Add/Remove records from the results or select and zoom to a particular property.





**Find Abutters Function** enables the user to select properties that are located within a specific distance to a particular property. To perform the Abutters search, the user selects the subject property then enters the search distance and clicks the select button. The map will show the selected properties and the user can generate an Abutter Report, Mailing Labels formatted to Avery 5160 labels and export the results to a PDF report or an Excel file by clicking the appropriate button.

The map **Layers** tab allows the user to turn on and off certain layers as needed. The user selects the checkbox next to individual layers to turn them on/off. The Layers tab also includes access to **Quick Maps**. This function provides quick and easy access to a set of predefined map layers that are already set up with display properties. The ability to utilize this function depends on the municipality's available data. There is also a Transparency slider that allows the user to set the transparency for map layers to "see through" onto rich base map content.



There are several other notable features to AxisGIS. These include:

- Map Printing Utility:** This utility allows the user to design and layout custom maps prior to generating a PDF to print, save or send via email. The user can enter a custom map title and define the printed map scale. The user has the ability to select the map template to generate the map size of 8 1/2" X 11" or 11" x 17" with either portrait or landscape orientation. This powerful utility also includes the option to include a map legend showing the symbology for the various map layers on the custom map.
- 
- Help System:** The help system is designed to provide assistance to users while accessing the AxisGIS website. The system includes an interactive PDF document that can be viewed in a web browser or downloaded and printed for future reference. The user also has the option to access the AxisGIS Product Feature Tour. The Feature Tour interactively guides the user through the various application functionality directly in the user interface.
  - Building Photos & Associated Documents:** This function allows users the ability to access building photos and/or documents related to particular properties and or features on the map. This functionality depends on the available data for the CLIENT, how it is stored and the data format. CAI can work with the CLIENT to determine if and how this functionality can be used within the AxisGIS application.
  - Staff Login Access:** This function allows for password-protected access to a specific set of geographic data layer(s) and/or attribute data within the community. The annual hosting fees associated with serving one (1) secure ArcGIS Server Map Service configured for access through encrypted username & password authentication are included with the base annual hosting fees for AxisGIS. Initial setup and configuration fees for this functionality may apply.
  - Google Street View:** AxisGIS includes access to Google Street View which allows a user to click on the map to access the Street View data for a particular area. This function is subject to Street View data being available within the community.
  - Microsoft Bird's Eye:** AxisGIS includes access to Microsoft Bird's Eye which allows a user to click on the map to access the Bird's Eye data for a particular area. This function is subject to Bird's Eye data being available within the community.
  - Zoom to My Location:** This function zooms the map to the current location of the user. This is particularly useful in the field and leverages the GPS technology in the user's mobile device.
  - Zoom to Coordinates:** This function allows the user to enter geographic coordinates zoom to that location and place a pin on the map.



**Publish the CLIENT's GIS to the Internet**

CAI shall publish the CLIENT's GIS data to the Internet.

CAI shall notify the CLIENT of the Internet Address (URL) for AxisGIS. This address can be added to the CLIENT's web page.

After the CLIENT has been notified that the AxisGIS application is on-line, the CLIENT has thirty (30) days from the date of notification to examine the site and to request changes.

AxisGIS shall be accessible using the current versions of Microsoft's Edge, Chrome, Firefox or Safari web browsers over cable, DSL, or T1 (or greater) internet connections.

**GIS Data Update:**

CAI shall refresh the GIS data on the AxisGIS website annually. Should the CLIENT be using CAI's annual parcel map maintenance services, this refresh of the GIS data shall be performed upon delivery of the annual map update data. Additional GIS data refresh may be provided for \$250 per event.

**Attribute Data Update**

CAI shall design and create a Data Processing Utility for the CLIENT to use for periodic upload using an export file(s) from the CAMA system to an online database accessed by the AxisGIS website.

It is the CLIENT's responsibility to maintain the Tabular attribute data, including a database table for any records to be excluded, for use by the AxisGIS website.

**General Conditions**

CAI shall provide the AxisGIS service to the CLIENT with commercially reasonable access to an Internet-based mapping application service provider (ASP) environment through which the CLIENT can access the CLIENT data.

In order to provide the CLIENT with commercially reasonable access to the ASP environment, CAI shall periodically schedule the complete or partial shutdown of the ASP Environment for maintenance, bug fixes, updates or other reasons. CAI will make commercially reasonable efforts to perform Scheduled Maintenance during off-peak hours.

**CLIENT Support**

CAI shall provide telephone, fax and email support services concerning AxisGIS to the CLIENT. These services can be used to answer usage and technical questions.

CAI shall respond to any CLIENT alerts concerning poor performance or lack of performance of the site and provide verbal advisories as to how and when the site shall be corrected (if it is determined that the website and/or publication service is not performing properly).

## CLIENT RESPONSIBILITIES

### AXISGIS SERVICE

The CLIENT shall designate a project liaison who will be CAI's main contact during the course of the project and who will be responsible for all CLIENT related obligations in this project.

The CLIENT shall provide CAI with an ASCII text or DBF formatted export file from the CLIENT's CAMA system containing the attribute information for inclusion into the site.

The CLIENT shall provide and authorize CAI to acquire all necessary data for the successful completion of the project. In order to ensure the project timetable, authorization shall be provided within fifteen (15) days of CAI's request.

The CLIENT shall provide CAI with any custom GIS data layers for inclusion into the site.

After the CLIENT has been notified that the site is on-line, it must advise CAI of any changes, modification and enhancements to the data available within thirty (30) days.

The CLIENT shall maintain the tabular attribute data for the AxisGIS website.

## SCHEDULE

### AXISGIS SERVICE

CAI shall commence on the project upon receipt of a fully executed contract.

All setup work and initial publishing of data to the Internet, except the on-going support and Internet availability of the CLIENT's GIS data, shall be completed within ninety (90) days of receipt of a fully executed contract.

Internet access to the CLIENT's AxisGIS will begin within ninety (90) days of a fully executed contract and shall conclude on the last day of the twelfth month following.

## COST AND PAYMENT TERMS

### AXISGIS SERVICE

Total cost of this project as proposed is \$ 6,000.00 broken down as follows:

SERVICES	ONE TIME SETUP FEE	ANNUAL FEE
AXISGIS		
Setup & Implementation.....	\$ 3,000.00	
Annual Hosting/Support.....		\$ 3,000.00

Additional GIS Data Uploads shall be invoiced \$250.00 upon completion of each upload event.

Payment shall be made to CAI within 30 days of invoicing. Said invoicing to be done as follows:

- Set Up Fee shall be invoiced upon receipt of a fully executed contract.
- Annual Hosting/Support Fees shall be invoiced on the first full month of Internet availability

Note: The Annual Hosting/Support will automatically renew at the above shown fee twelve (12) months after the service is made available. Said renewal can be canceled at any time with 30 days notification.

**GIS INTERNET SERVICES CONTRACT  
FOR THE  
TOWN OF HOPEDALE, MASSACHUSETTS**

**March 10, 2023**

This is a contract made this 10th day of March, 2023 between Cartographic Associates, Inc., doing business as CAI Technologies, a New Hampshire corporation with its office located at 11 Pleasant Street, Littleton, NH 03561, hereinafter called CAI, and the Town of Hopedale, a municipal corporation located at 78 Hopedale Street, Hopedale, MA 01747, hereinafter called the CLIENT, to provide professional GIS services according to the specifications, terms and conditions below written.

Witnesseth, the above parties agree as follows:

1. All work shall be done according to the GIS Internet Services Proposal, dated March 10, 2023, hereto annexed. It is the intent of the parties that the above referenced proposal be considered a part of this contract, the same as if fully incorporated into this contract.
2. The total consideration of this contract is \$6,000.00 per the specifications in the above referenced proposal.
3. CAI agrees that this contract shall not be assigned, transferred, conveyed or otherwise disposed of without the previous express written consent of the CLIENT and neither shall said CAI's right, title, interest or power to execute such contract be assigned, transferred, conveyed or otherwise disposed of without written consent of the CLIENT.
4. The Parties executing this contract agree that the above recitals constitute the entire agreement between the parties for the requested services.

This contract shall be construed under the laws of the Commonwealth of Massachusetts.

In Witness whereof, the parties hereto have executed this agreement as of the date first above written, by their duly authorized officers.

TOWN OF HOPEDALE, MA

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



  
Timothy Fountain, GISP  
Vice President

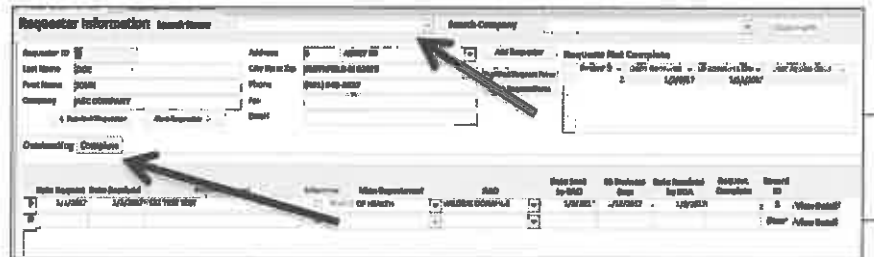
# Public Record Tracking Database



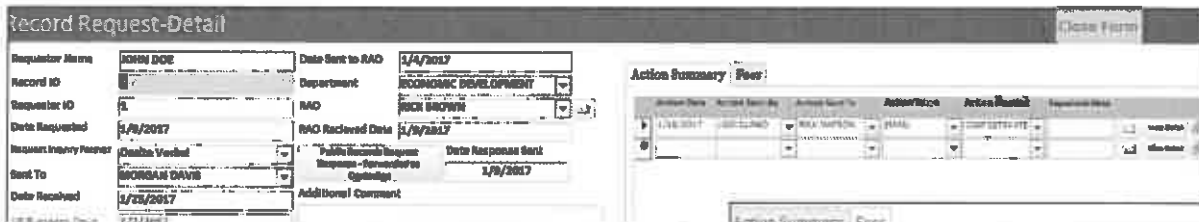
Public Record Tracking Database will have the following:

List of All Outstanding Requests on the First Screen with Days Outstanding

- Dashboard Will List All Outstanding Requests
- Public Request Information by RAO, All, Complete and Outstanding
- Daily Log for Day to Day Record Request by Department
- Reports – This is a sample of the reports in the database (All Reports will be Customized to meet the Town’s Needs)
  - All, Complete and Outstanding Requests
  - RAO Requests, All Complete and Outstanding
  - Fees and copy totals
  - Dispositions
  - Requests that were suspended Public Records
  - Daily Records

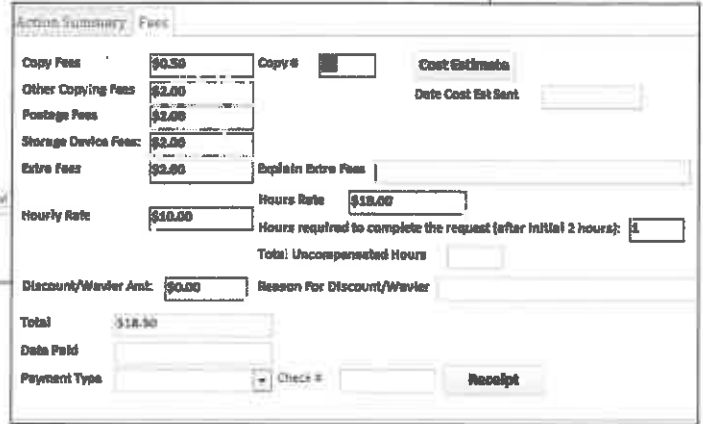


Request History



**Record Request Detail Will Have the Following:**

- Calculate 10 Business Days
- Letter-Public Records Request Response-Forwarded to Custodian
- Action Detail of the Record Request
- Letter - Full Response not within 10 business days
- Fee Detail
- Letter for Cost Estimate
- Receipt for Fees
- Full Detailed Report on the Record Request





**DASHBOARD WILL SHOW ALL  
OUTSTANDING PUBLIC REQUESTS**

Created by: LL Data Design

## PUBLIC RECORD TRACKING DATABASE

**Public Request Information Form**

Form: Search: RAO

All Requests  
Outstanding Requests  
Complete Requests

**OUTSTANDING REQUESTS**

Requester Name: Jones, Morgan

Company: ELECTION 2020

Request: STREET LIST

Daily Log: Search Log by Date Range

Admin Updates: Search Log by Date Range

Close Database

Department	RAO	Requester Name	Company	Request	Comment	Date Rec'd	Last Action Date	Days Outstanding	Records
TOWN CLERK	ELIZABETH SMITH	Jones, Morgan	ELECTION 2020	ELECTION 2020		4/13/2023		3	7
TOWN CLERK	ELIZABETH SMITH	Pagano, Lisa		STREET LIST		1/14/2023	3/30/2023	1	8

Records: 1 of 2
Search

## DETAIL OF PUBLIC REQUEST

- Print all details
- You can have multiple actions need for a request
- Fee for a request

### Record Request-Detail

Close

Requestor Name	Morgan Jones	Date Sent to RAO	2/10/2022
Record ID	2	Department	TOWN CLERK
Requester ID	ELIZABETH SMITH	RAO	ELIZABETH SMITH
Date Requested	4/1/2023	RAO Received Date	1/6/2023
Request Inquiry Format	Email	Public Records Request Response - Forwarded to Custodian	Date Response Sent
Sent To	ELIZABETH SMITH	Additional Comment	
Date Received	4/1/2023		
10 Business Days			
Subpoena	<input type="checkbox"/>		
Record Request		Format Sent	EMAIL
ELECTION 2020		Date Complete	
		Disposition	
		Attachments	0(0) <a href="#">Print Detailed Request</a>
		<b>TYPE LETTER TEXT</b>	<a href="#">Preview Letter</a>

### Action Summary Fees

Action Date	Action Sent To	Action Taken	Action Handled	Expected Date	View Date	View Detail
	ELIZABETH SMITH				0(0)	0(0)
	JUNIAZZE				0(0)	0(0)

Each Action taken to get the requested completed can log detail

Actions-Detail		Close Form	
Action Date	3/30/2025	Action Sent By	
Action Taken		Action Needed	
Comment			
Outlining what will be withheld (if known):			
Reasons for inability to provide the records in the 10 business day time frame:			
We expect to be able to provide you with a further response by: ELIZABETH CUNIFF			
Format Action Was Sent			
ExpectedDate		Full Response not within 10 business days	

## Print Cost Estimate and Receipts

### Action Summary Fees

\$0.00	Copy Fees	0	Copy #		\$0.00	
\$0.00	Other Copying Fees				\$0.00	
\$0.00	Postage Fees				\$0.00	
\$0.00	Storage Device Fees:				\$0.00	
\$0.00	Search Fee Total!				\$0.00	
		Hours required to complete the request (after initial 2 hours):		0	Hours Rate	
		Total Uncompensated Hours		0	Hours Rate	
\$0.00	Segregate /Redact Total!				\$0.00	
		Hours required to complete the request (after initial 2 hours):		0	Hours Rate	
		Total Uncompensated Hours				
\$0.00	Extra Fees	Explain Extra Fees				
\$0.00	Discount/Waiver	Reason For Discount/Waiver				
\$0.00	Total					

### Receipt

Date Paid		Check #	
Payment Type			

## DAILY LOG

Tracks day to day information such as

Birth Certificate

Business Certificate

Street Listing

Daily log will track the dates and payments. You can also print receipts

## Daily Log

All Daily Record Log

Search Log by Date Range

Departments:

▼

Daily Record Log

Search Log by Date Range

## DAILY LOG REPORTS

Blank Record Request Form

Total Fees and Copies

Court Subpoena

Disposition

Daily Log Reports

Complete Log

Date Range Log by Date

Date Range Log By Document Type

Date Range Log By Payment Type

Date Range Log By Payment And Document Type

Date Range Log By Payment And Document Type-Short

## PUBLIC RECORD REPORTS

Public Record Requests-All RAO's

Public Record Requests Not Completed-All RAO's

Public Record Requests Completed-All RAO's

Public Record Requests By Requester

Search RAO

All Requests

Outstanding Requests

Completed Requests