

**Select Board
Joint Meeting with Finance Committee
April 7, 2021, 7:00p.m.**

Select Board Present: Chair Keyes, Selectman Arcudi, Town Administrator Schindler

Chair Keyes called the Select Board meeting to order at 7:15p.m.

Joint Meeting with Finance Committee (already in session).

New Business

Chris Hodgens, Finance Committee Chair, stated they are expecting a 1% increase in revenues, but expenses exceed projected revenues by \$1.2 million.

- Review MOUs for Police Chief/Lieutenant

Chair Hodgens informed the Select Board that, due to the projected budget overage, all contracts are going to be reviewed for opportunities to cut back on increases, noting that the Town Bylaw states the Finance Committee should do so. Selectman Arcudi felt that the employees should be invited to these meetings to defend their contracts. The Select Board supported this contract and the percentage increase.

Ken Wilson motioned to vote favorably for the MOUs for Police Chief and Lieutenant contracts. Colleen Strapponi seconded the motion.

Colleen Callahan – Aye, Patrick Maloney – Aye, Ken Wilson – Aye, Chair Hodgens – Aye

- Review FY22 Budget Updates & Discussion (votes may be taken)

Chair Hodgens shared the latest draft of the budget with the meeting participants. Members of the Finance Committee stated that they need clearer guidance from the Select Board as to where budget cuts should be considered to bring the budget into balance. Selectman Arcudi felt that the Finance Committee should prepare 2 budgets – one that includes an override and a balanced budget with required budget cuts – so the townspeople can see what they are voting for.

Selectman Arcudi motioned to adjourn the Select Board meeting. Chair Keyes seconded the motion.

Arcudi – Aye, Keyes – Aye

Chair Keyes dissolved the meeting at 8:50p.m.

Submitted by:

Lindsay Peterman

Board Approved: _____

**Select Board
Joint Meeting with Finance Committee
May 5, 2021, 7:00p.m.**

Select Board Present: Chair Keyes, Selectman Arcudi, Town Administrator Schindler

Chair Keyes called the Select Board meeting to order at 7:00p.m. The Joint Meeting began at 7:00p.m.

Joint Meeting with Finance Committee (already in session).

- Discuss FY22 Budget and Warrant Articles
- FY21 Special Town Meeting Warrant for May 22, 2021 (Vote)

Finance Committee Chair Chris Hodgens offered updates to the proposed FY22 Operating Budget

- Use of Free Cash for FY22 proposed at \$363,836
- Proposed debt exclusion and use of Free Cash for capital purchases.
- Chris Hodgens clarified the term “budget cuts” stating it was a reduction in requested new money, not a cut to existing budgeted funds.

Town Administrator Diana Schindler discussed the Community Compact Grant from 2017 – some recommendations have not been implemented and reviewed the articles for Special Town Meeting

Selectman Arcudi motioned to approve the amended version of the Special Town Meeting Warrant. Chair Keyes seconded the motion. Town Administrator Schindler noted that there may be some final revisions to two items on the warrant.

Arcudi – Aye, Keyes – Aye

Selectman Arcudi motioned to adjourn the joint meeting. Chair Keyes seconded the motion.

Arcudi – Aye, Keyes – Aye

Chair Keyes dissolved the meeting at 7:46p.m.

Submitted By:
Lindsay Peterman

Board Approved: _____

**Select Board
Regular Meeting Minutes
December 20, 2021, 6:30p.m.**

Present: Chair Keyes, Selectman Arcudi, Selectwoman Hazard, Town Administrator Schindler

Chair Keyes called the meeting to Order at 6:30p.m. Chair Keyes began the meeting with the Pledge of Allegiance.

Executive Session: In accordance with G.L. c. 30A, §21(a)(3) (Purpose #3), to discuss strategy with respect to litigation that an open meeting may have a detrimental effect on the litigation position of the public body and the chair so declares, which he does. Reilly, et als. v. Town of Hopedale, Grafton & Upton Railroad, and One Hundred Forty Realty Trust, et als., Worcester Superior Court, C.A. No. 2185CV00238D. Attorneys Brian Riley and Peter Durning present.

The Select Board will not return to Open Meeting.

Chair Keyes read the executive session purpose above.

Selectwoman Hazard motioned to enter executive session per the purpose read by Chair Keyes, not to return to open session. Selectman Arcudi seconded the motion.

Arcudi – Aye, Hazard – Aye, Keyes – Aye

The Select Board entered executive session at 6:37p.m.

Chair Keyes dissolved the regular meeting at 6:37p.m.

Submitted by:
Lindsay Peterman

Board Approved: _____

**TOWN OF HOPEDALE
BOARD, COMMISSION OR COMMITTEE
TALENT BANK FORM**

Local Government needs citizens to give of their time and talents serving the Town of Hopedale. A Talent Bank has been established to compile a list of interested citizens, willing to serve on a voluntary basis on boards, commissions and committees. Some groups meet often, others require less time, and still others are busy only at specific times of the year. Occasionally, there are requirements for ad hoc committees or sub-committees appointed to work on specific projects. Experience indicates that the two most appropriate qualities for successful service are an open mind and exercise of common sense.

If you are interested in serving, please list the position(s) you wish to be considered for:

Board, Commission or Committee applying for:

Zoning Board

Please return completed forms to:

Town Administrator's Office – Hopedale Town Hall 78 Hopedale Street, Hopedale, MA 01747

The Town Hall mailing address is: P.O. Box 7, Hopedale MA, 01747

Please Note:

- The Board of Selectmen may fill vacancies until next election.
- It is recommended that you attend a few meetings of the committee or board you are contemplating joining to help determine your interest.
- The board/committee will be asked for their recommendation on each applicant appointment.

Name: Allen R Lavoie

Are you a registered voter? Yes No

Address: Home Park Ave

How long have you lived in Hopedale? 8 years

Home Phone: 508-473- Cell Phone: 508- E-Mail: @aol.com

How would you like to be contacted? E-mail

Occupation: Retired Facility Engineer from Electric Boat

Please list any potential conflicts of interest, e.g. membership in an organization or your

business: None

Education and Experience: BS Industrial Engineering from Northeastern University

How many times during the last year have you attended a meeting of the Board/Committee to which you are requesting appointment? 1 by Zoom and 1 in-person as applicant

Have you ever had business before the Board/Committee to which you are requesting an appointment?

Yes No If yes what type of business? Applied for variance on June 21, 2023

Special interests and skills: Engineer by personality, education, training and occupation

Activities, e.g. Government/Civic & Community/Charitable & Educational: NA

Reasons for wanting to serve: I have the time and the desire to help the town of Hopedale

I would like to opportunity to participate in the community

The completion of this form in no way assures appointment. Citizens deemed most qualified to serve in a particular capacity will fill all board, commission or committee vacancies.

Applicant's Signature Allen R Lavoie Date 07/01/2023

**TOWN OF HOPEDALE
BOARD, COMMISSION OR COMMITTEE
TALENT BANK FORM**

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If you are interested in serving, please list the position(s) you wish to be considered for:

Board, Commission or Committee applying for:

ZBA -

Please return completed forms to:

Town Administrator's Office – Hopedale Town Hall 78 Hopedale Street, Hopedale, MA 01747

The Town Hall mailing address is: P.O. Box 7, Hopedale MA, 01747

Please Note:

- The Board of Selectmen may fill vacancies until next election.
- It is recommended that you attend a few meetings of the committee or board you are contemplating joining to help determine your interest.
- The board/committee will be asked for their recommendation on each applicant appointment.

Name: Michael Costanza

Are you a registered voter? Yes No

Address: Lake St.

How long have you lived in Hopedale? 35 years

Home Phone: _____ Cell Phone: 774

E-Mail: lcostanza@gmail.com

How would you like to be contacted? phone or email

Occupation: Union laborer

Please list any potential conflicts of interest, e.g. membership in an organization or your

business: none

Education and Experience: Previous member of the Planning Board

How many times during the last year have you attended a meeting of the Board/Committee to which you are requesting appointment? monthly

Have you ever had business before the Board/Committee to which you are requesting an appointment?


Yes No If yes what type of business? _____

Special interests and skills: _____

Activities, e.g. Government/Civic & Community/Charitable & Educational: _____

Reasons for wanting to serve: was a previous Planning Board member
and looking to get back involved in the community

The completion of this form in no way assures appointment. Citizens deemed most qualified to serve in a particular capacity will fill all board, commission or committee vacancies.

Applicant's Signature  Date 2/12/23



HOPEDALE FIRE DEPARTMENT

40 Dutcher Street - Hopedale MA. 01747

Tel. (508) 473-1050 Fax: (508) 902-0076

www.hopedale-ma.gov/fire-department

Thomas M. Daige – Fire Chief

David J. McMorrow – Deputy Chief



Select Board
Town Hall Office
78 Hopedale Street
Hopedale MA 01747

July 5th, 2023

Re: Appointment of Career Firefighter/EMT Casey Sweet

Madam Chair,

Following the departure of a member of our career staff, the hiring process was started to fill that opening. As part of the hiring process, we received the names of three (3) candidates from the Civil Service Commission. Professional, Personal and Criminal background checks were performed on the two candidates who signed the list indicating their willingness to accept employment. A psychological examination and Physical Agility Test (PAT) were conducted and successfully completed by the candidate whom we chose to move forward in the hiring process, and I am please to recommend that Casey Sweet of 4 Nelson Street Hopedale be appointed to the position of Career Firefighter/EMT effective July 25th, 2023.

Mr. Sweet has been a member of our Call Department for two (2) years and has worked as a provisional full-time Firefighter/EMT since November.

If appointed, Mr. Sweet will need to complete a 1-year probationary period, successfully complete the 10-week career recruit firefighting academy and obtain his paramedic certification within two (2) years of his completing the Firefighting Academy.

Respectfully,


Thomas Daige
Fire Chief

Cameron A. Amaral
12 Marlon Road
Middleborough, Massachusetts, 02346

6/30/2023

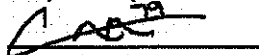
Hopedale Police Department
70 Hopedale Street
Hopedale, Massachusetts, 01747

Dear Chief Mark Giovanella,

This letter represents my official notice of resignation from my position as a Police Officer with the Hopedale Police Department be made final on the 21st day of July, 2023. It has been with great pleasure to be alongside the individuals at the Hopedale Police Department, and I will always appreciate the experience and knowledge I have gained during my time here.

After a period of consideration, I have decided that I will be leaving to join the Middleborough Police Department. I plan to take on a new role in my career while being able to work in the community I grew up in. I sincerely want to thank you for the advice and mentoring these past few years, it has been a privilege to work with you and the employees of the Hopedale Police Department.

Respectfully Submitted,



Cameron Amaral #79

Patrolman

Hopedale Police Department



HOPEDALE FIRE DEPARTMENT

40 Dutcher Street - Hopedale MA. 01747

Tel. (508) 473-1050 Fax: (508) 902-0076

www.hopedale-ma.gov/fire-department

Thomas M. Daige – Fire Chief

David J. McMorrow – Deputy Chief



Select Board
Town Hall Office
78 Hopedale Street
Hopedale MA 01747

July 5, 2023

Re: Resignation of Call Firefighter Kristin Krauss

Madam Chair,

Please see the attached letter of resignation from Call Firefighter/Paramedic Kristin Krauss effective August 6th, 2023. Ms. Krauss has been a dedicated member of our department for the past 3 and 1/2 years. The loss of her knowledge and experience will no doubt be missed.

I, along with the other members of the department, wish Kristin all the best in her future endeavors.

Respectfully,


Thomas Daige
Fire Chief



TOWN OF HOPEDALE

78 Hopedale Street - P.O. Box 7
Hopedale, Massachusetts 01747
Tel: 508-634-2203 Fax: 508-634-2200
www.hopedale-ma.gov

SELECT BOARD

Glenda A. Hazard,
Chair
Bernard J. Stock
Scott Savage

Tara Taglianetti-Chambers
13 Hopedale St
Hopedale, MA 01747

June 28, 2023

Board of Registrars

Term: Years 3

I am writing, on behalf of the Board of Selectmen, to confirm your desire to be re-appointed. Your appointment to the Board of Registrars is due to expire on 7/13/2023.

The Select Board will be re-appointing those desiring to continue serving a new term in their current capacity at their upcoming meeting on 7/24/2023.

Please complete and return the form below and submit it to my office no later than 7/10/2023, advising whether you are, or are not, interested in serving another term.

We wish to thank you for your service to the Town of Hopedale. Your efforts are very much appreciated and gratefully acknowledged.

Sincerely,

Martha White

Martha White
Interim Executive Assistant to the Town Administrator/Board of Selectmen

Please fill out this section and return this form to my office no later 7/10/2023.

I DO wish to serve another term - Board of Registrars Term - Years 3

I DO NOT wish to serve another term -Board of Registrars

Please provide mailing address, email address and a telephone number should we need to speak with you.

Tara Taglianetti-Chambers

Name

Signature

@comcast.net

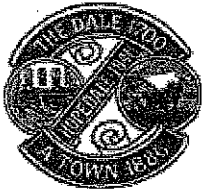
(508) 634-2203

Email

Phone

Hopedale, MA 01747

Home Address



TOWN OF HOPEDALE

78 Hopedale Street - P.O. Box 7
Hopedale, Massachusetts 01747
Tel: 508-634-2203 Fax: 508-634-2200
www.hopedale-ma.gov

SELECT BOARD

Glenda A. Hazard,
Chair
Bernard J. Stock
Scott Savage

Daniel Malloy
49 Inman St
Hopedale, MA 01747

June 28, 2023

Council on Aging

Term: Years 3

I am writing, on behalf of the Board of Selectmen, to confirm your desire to be re-appointed. Your appointment to the Council on Aging is due to expire on 7/13/2023.

The Select Board will be re-appointing those desiring to continue serving a new term in their current capacity at their upcoming meeting on 7/24/2023.

Please complete and return the form below and submit it to my office no later than 7/10/2023, advising whether you are, or are not, interested in serving another term.

We wish to thank you for your service to the Town of Hopedale. Your efforts are very much appreciated and gratefully acknowledged.

Sincerely,

Martha White

Martha White
Interim Executive Assistant to the Town Administrator/Board of Selectmen

Please fill out this section and return this form to my office no later 7/10/2023.

I DO wish to serve another term - Council on Aging Term - Years 3

I DO NOT wish to serve another term -Council on Aging

Please provide mailing address, email address and a telephone number should we need to speak with you.

Daniel Malloy

Name

Signature

@verizon.net

Email

(508)

Phone

Hopedale, MA 01747

Home Address



TOWN OF HOPEDALE

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

Tel: 508-634-2203 Fax: 508-634-2200
www.hopedale-ma.gov

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

Town Administrator
Mitchell Ruscitti

July 13, 2023

Jon Delli Priscoli, Owner
Grafton Upton Railroad
1 Fitzgerald Drive
Hopedale, MA 01747

Re: Compliance with Zone II Water Protection Regulations for 1 Fitzgerald Drive Facility

Dear Mr. Delli Priscoli:

It has come to the Town's attention that the manufacturing process related to the glass recycling operation at your 1 Fitzgerald Drive facility (the Property) is not preempted from local regulations and any future solid waste transloading services, similar to the past BASF and NMI materials, require a special permit to adhere to the Zone II Water Protection Regulations. Specifically, the Clean Railroads Act, 49 U.S. Code § 10908 et seq. (the Act) states that any solid waste rail transfer facility "shall be subject to and shall comply with all applicable Federal and State requirements."

Similarly, the manufacturing process related to the glass recycling operation, also located at 1 Fitzgerald Drive, must comply with, among other requirements, the Zone II Water Protection Regulations. The Surface Transportation Board has ruled that manufacturing is not within the definition of "transportation" (refer to the 2004 decision from Milford, MA) and, therefore, the STB does not have jurisdiction over manufacturing activities. Simply stated, preemption would not prevent the application of state and local regulations.

Therefore, the Town requests that Grafton Upton Railroad (GURR) take the necessary steps to bring the operations at the Property into compliance with all state and local regulations.

Regarding the solid waste transloading services of the on-going fly-ash transports, we request that GURR provide a plan to implement the following oversight and protective measures:

1. Provide a copy of the structural engineering report which was the only condition made when the Select Board approved the Fly-Ash request. If no protective barrier has been established as part of foundation's construction, one should be established.
2. Establish an ongoing reporting procedure to communicate the schedule and volume of fly ash being transported to the Board of Health.
3. Establish test wells between the fly-ash silos and the Mill River
4. Establish air quality monitoring between the fly-ash silos and the Hopedale Senior Apartments and the Mendon Street residents
5. Establish an emergency response plan which includes an engineered solution with the appropriate redundancies to address emergencies and excess, accumulated seepage. (Similar to the Grafton propane plan.)
6. Perform periodic ground testing to identify and monitor the accumulation of ground-level fly-ash. (In accordance with new techniques identified by the EPA) :
summ.isiRcntn
id=303257&org=NSF&from=news

Thank you for your anticipated cooperation in this matter. If you have any questions or wish to discuss this request further, please do not hesitate to contact me at 508-634-2203 extension 213.

Very truly yours,

Mitch Ruscitti,
Town Administrator

cc: Select Board
Water & Sewer Commission
Board of Health
Tim Watson, Superintendent, Water & Sewer Department
Brian Riley, Town Counsel, KP Law
Jeffrey Blake, Town Counsel, KP Law

REQUEST FOR PROJECT MANAGEMENT SERVICES

Introduction

The Town of Hopedale (“Owner”) is seeking the services of a qualified OPM “Owner’s Project Manager” as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFP, to provide Project Management Services for replacement of the Hopedale Junior-Senior High School Roof. The Owner is requesting the services of an OPM to represent the Owner during all phases of the roof replacement project.

1. Background

Hopedale has a population of approximately 6,000 and was incorporated as a town in 1886. It is geographically small (5.3 square miles) with a strong historical pride based in the mill industry of the Draper Family. The community enjoys easy access to Boston and Worcester, MA due to its location near 90 and 495.

This School District has three school buildings including Bright Beginnings Preschool Center, Memorial Elementary School, and Hopedale Junior-Senior High School. The Junior-Senior High School opened in 1923 and underwent a renovation and addition project in 1999. During the project, a new roof was put on the JSHS. The roof is now nearly 25 years old and is in need of replacement.

2. Project Description, Objectives and Scope of Services

Junior-Senior High School Roof

The Hopedale Junior-Senior High School roof consists of two sections. One section of the roof is made of shingles and the other portion of the roof is a rubber, two-ply roof. The shingled section of the roof is approximately 20,000 square feet and the two-ply rubber section of the roof is approximately 37,200 square feet.

Roof Repair

The roof has been repaired multiple times for many years as leaks have been found and reported. Repairs have included patching and sealing. A roofing report from 2015 identified numerous holes and issues on the roof. Since that time, the roof has continued to deteriorate.

During the past school year, we experienced numerous leaking issues regardless of the ongoing repair work we have completed. Students and staff have needed to move out of their classrooms due to the leaking. When leaks have been repaired, the leaks tend to “move” to another location.

The impact of a failing roof is felt throughout the school and is leading to a disruption in the educational services for all students at The Hopedale Junior-Senior High School.

3. Minimum Requirements and Evaluation Criteria:

Minimum Requirements:

In order to be eligible for selection, each Respondent must certify that it meets the following minimum requirements. Any Response that fails to include such certification in its response, demonstrating that these criteria have been met, may be rejected without further consideration.

Each Respondent must designate an individual who will serve as the Project Director. The Project Director shall be certified in the Massachusetts Certified Public Purchasing Officer Program (the "MCPPO") as administered by the Inspector General of the Commonwealth of Massachusetts and must also meet the following minimum requirements:

- The Project Director shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer and who has at least five years' experience in the construction and supervision of construction and design of public buildings;
- or,
- if not registered as an architect or professional engineer, the Project Director must be a person who has at least seven years' experience in the construction and supervision of construction and design of public buildings.

Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public roof construction projects.

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

This RFP, any addenda issued by the Owner, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the sub-consultants identified in the response shall take place without the prior written approval of the Owner.

The selected Respondent(s) will be required to execute a Contract for Project Management Services with the Owner in the form that is attached hereto as Attachment B and incorporated by reference herein. Prior to execution of the Contract for Project Management Services with the Owner, the selected Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Project Management Services.

4. Selection Process and Selection Schedule

Process:

- 1) The Owner will select the Project Management Services based upon information submitted through the RFP process

- 2) The Owner will commence fee negotiations with the top selection.
- 3) If the Owner is unable to negotiate a contract with the first-ranked selection, the Owner will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the Owner.

Timeline:

8/1/23	RFP appears local newspaper publications, Hopedale Website, and Hopedale Public Schools Website
8/8/23	Mandatory site visit at 2:00PM (Hopedale Junior-Senior High School, 25 Adin Street, Hopedale, MA 01886)
8/15/23	Last day for questions from Respondents at 10AM
8/22/23	RFP Responses due by 10AM
8/29/23	Selection of Project Management Firm and notification
9/5/23	Anticipated execution of contract

The RFP may be obtained from:

Hopedale Public Schools
C/O Lynne Davis, Accountant
25 Adin Street
Hopedale, MA 01747
ldavis@hopedaleschools.org

Any questions concerning this RFP must be submitted in writing to:

Hopedale Public Schools
C/O Lynne Davis, Accountant
25 Adin Street
Hopedale, MA 01747
ldavis@hopedaleschools.org

By 10AM on Tuesday, August 22, 2022. (According to Town of Hopedale Business Office clock)

Sealed Responses to the RFP for OPM services must be clearly labeled "Owner's Project Management Services for Hopedale Junior-Senior High School Roof Project" and delivered to:

Town of Hopedale

C/O Mitchell Ruscitti, Town Administrator
78 Hopedale Street
Hopedale, MA 01754
mruscitti@hopedale-ma.gov

No later than 10AM on Tuesday, August 22, 2023

The Owner assumes no responsibility or liability for late delivery or receipt of Responses. All responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender.

5. Requirements for content of response:

Submit three (3) hard copies of the response to this RFP and one electronic version in PDF format emailed to: mruscitti@hopedale-ma.gov. All responses shall be:

- In ink or typewritten;
- Presented in an organized and clear manner;
- Must include the required forms in Attachment C;
- Must include all required Attachments and certifications:

Required Certifications (see Attachment C):

- Certificate of Non-Collusion
- Certificate of Tax Compliance
- Conflict of Interest Certification
- Conflict of Interest Statement
- Certificate of Corporate Respondent
- Certificate of Compliance with M.G.L. c. 151B
- Certificate of Non-Debarment
- Certification of Massachusetts General Laws and Building Codes

A. Public Record

All responses and information submitted in response to this RFP are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4, § 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

B. Waiver/Cure of Minor Informalities, Errors and Omissions

The Owner reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFP in any manner necessary to serve the best interest of the Owner and its beneficiaries.

C. Communications with the Owner

The Owner's Procurement Officer for this RFP is:

Mitchell Ruscitti, Town Administrator

78 Hopedale Street
Hopedale, MA 01754
mruscitti@hopedale-ma.gov

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff other than the Procurement Officer or Hopedale School Accountant. In addition, such respondents shall not discuss this RFP with any of the Owner's consultants, legal counsel or other advisors. ***FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.***

D. Costs

The Owner will not be liable for any costs incurred by any Respondent in preparing a response to this RFP or for any other costs incurred prior to entering into a Contract with an OPM approved by the MSBA.

E. Withdrawn/Irrevocability of Responses

A Respondent may withdraw and resubmit their response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

F. Rejection of Responses, Modification of RFP

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so.

This RFP does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services.

The Owner also reserves the right to cancel or modify this RFP in part or in its entirety, or to change the RFP guidelines. A Respondent may not alter the RFP or its components.

G. Subcontracting and Joint Ventures

Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

H. Validity of Response

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

FURTHER INFORMATION

ATTACHMENTS:

Attachment A: Contract for Owner's Project Management Services

Attachment B: OPM Application Form

Attachment C: Required Certifications

- I. CERTIFICATE OF NON-COLLUSION
- II. CERTIFICATE OF TAX COMPLIANCE
- III. CONFLICT OF INTEREST CERTIFICATION
- IV. CONFLICT OF INTEREST STATEMENT
- V. CERTIFICATE OF CORPORATE RESPONDENT
- VI. CERTIFICATE OF COMPLIANCE WITH M.G.L. c. 151B
- VII. CERTIFICATE OF NON-DEBARMENT
- VIII. CERTIFICATION ON MASSACHUSETTS GENERAL LAWS AND BUILDING CODE

Attachment A
CONTRACT FOR PROJECT MANAGEMENT SERVICES

This Contract is made this _____ day of _____ in the year _____ between
(day) (month) (year)

the _____,
(Owner) (street)

_____, Massachusetts, _____

(City) (State) (Zip
Code)

hereinafter called "the Owner" and _____

(Owner's Project Manager)

_____, _____, _____,
(street) (city) (State)

(Zip Code)

hereinafter called the "Owner's Project Manager" to provide the Project Management services required to
complete the Services described herein at _____

(name/description of Project)

The Owner's Project Manager is authorized to perform the services required by this Contract through the
completion of the installation of the Hopedale Junior-Senior High School Roof.



TOWN OF HOPEDALE

Social Media/Networking Policy & Use Guidelines

Adopted by the Hopedale Select Board _____, 2023

1. INTRODUCTION

This policy sets forth the general guidelines that must be adhered to with respect to utilization of social media sites for official Town of Hopedale purposes. Questions regarding this policy should be directed to the Town Administrator. This policy and these guidelines may be supplemented or amended as the methods of which we communicate using social media evolve.

2. PURPOSE

This policy is meant to establish an expectation of the methods of communication and the information conveyed by departments and employees of the Town of Hopedale. The Town of Hopedale uses social media/networking to maintain a higher level of transparency of the ongoing operations of the town and to disseminate information to residents and interested parties in an effort to reach a broader audience.

3. APPLICABILITY

All Town employees are subject to the provisions of this policy.

4. DEFINITIONS

Social Media and Social Networking: Social Media/Social Networking sites refer to websites and online communities of people or organizations that facilitate user participation, networking and collaboration through the submission of user generated content. Examples of sites include, but are not limited to Facebook, Twitter, LinkedIn,

Instagram, Vine, YouTube and Flickr.

Blog: (an abridgement of the term web log) is a Town of Hopedale website with regular entries of commentary, description of events, or other material such as graphics or video.

Town of Hopedale Author: An authorized Town of Hopedale official that creates and is responsible for posted articles and information on social media/networking sites (see "Article" below).

Article: An original posting of content to a Town of Hopedale social media/networking site by a Town of Hopedale author.

Commenter: A Town of Hopedale official or member of the public who submits a comment for posting in response to the content of a particular Town of Hopedale article or social media/networking content.

Comment: A response to a Town of Hopedale article or social media/networking content submitted by a commenter.

Moderator: An authorized Town of Hopedale official, who reviews, authorizes and allows content submitted by Town of Hopedale authors and public commenters to be posted to a Town of Hopedale social media/networking sites.

5. POLICY

- 5.1** All Town of Hopedale social media/networking sites shall be (1) approved by the Town Administrator and the requesting department manager; (2) published using approved Town social media/networking platform and tools; and (3) administered by the Town Administrator or designees(s).
- 5.2** The Town may utilize social media/networking and social media/network sites to further enhance communications with various stakeholder organizations in support of Town goals and objectives. Town officials and Town organizations have the ability to publish articles, facilitate discussions and communicate information through various media venues related to conducting Town business. Social media/networking facilitates further discussion of Town issues, operations and services by providing members of the public the opportunity to participate in many ways using the various venues.
- 5.3** All Town of Hopedale social media/networking sites shall adhere to applicable

state, federal and local laws, regulations and policies including all Record Retention laws and other applicable State regulations and Town policies. Records required to be maintained pursuant to a relevant records retention schedule shall be maintained for the required period in a format that preserves the integrity of the original record and is easily accessible using the approved Town platforms and tools.

- 5.4** Freedom of Information Act and e-discovery laws and policies apply to social media/networking content and therefore content must be able to be managed, stored and retrieved to comply with these laws.
- 5.5** All social network sites and entries shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
- 5.6** The Town reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.
- 5.7** Each Town of Hopedale social media/networking site shall include an introductory statement which clearly specifies the official town purpose and topical scope of the social media/network site. Where possible, social media/networking sites should link back to the official Town of Hopedale Internet site for forms, documents and other information.
- 5.8** Town of Hopedale social media/networking content and comments containing any of the following forms of content shall not be allowed for posting:
 - 5.8.1** Comments not topically related to the particular site or blog article being commented upon;
 - 5.8.2** Profane language or content;
 - 5.8.3** Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance or the military, national origin, physical or mental disability or sexual orientation;
 - 5.8.4** Sexual content or links to sexual content;
 - 5.8.5** Solicitations of commerce;
 - 5.8.6** Conduct or encouragement of illegal activity;
 - 5.8.7** Information that may tend to compromise the safety or security of the public or public systems; or

5.8.8 Content that violates a legal ownership interest of any other party

- 5.9** All Town social media/networking moderators shall fully understand the terms of this Town of Hopedale policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy. Only Town social media/networking moderators can respond to public postings and/or correct public postings for misinformation.
- 5.10** All social media/networking sites shall clearly indicate they are maintained by the Town of Hopedale and shall have Town of Hopedale contact information prominently displayed. They shall also clearly indicate to users that the site is subject to a third party host's Terms and Policies.
- 5.11** Officials (elected or appointed) and employees representing the Town of Hopedale via social media sites must conduct themselves at all times as representatives of the Town of Hopedale and in accordance with all applicable rules, regulations, and policies (including personnel policies) of the Town of Hopedale. See Section 6, Employee Guidelines For Use of Social Media/Networking Sites.
- 5.12** No Town of Hopedale social media site shall endorse or otherwise cite (either with approval or disapproval) vendors, suppliers, clients, co-workers, or other non- Town sanctioned organizations or stakeholders, without the express consent of the moderator for each individual site.
- 5.13** Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

6. EMPLOYEE GUIDELINES FOR USE OF SOCIAL MEDIA SITES

- 6.1 First Amendment Protected Speech.** Although the Town of Hopedale can moderate the social media/networking sites that accept comments from the public (such as blogs and Facebook) to restrict speech that is obscene, threatening, discriminatory, harassing, or off topic, employees cannot use the moderation function to restrict speech with which the Town of Hopedale merely disagrees (i.e. subject matter restrictions). Users have some First Amendment rights in posting content to public social media sites hosted by municipalities. Moderators must respect those rights by posting all comments other than those excluded for specific legitimate reasons, as referenced above.
- 6.2 Copyright Law.** Employees must abide by laws governing copyright and fair use copyrighted material owned by others. Articles or publications must never be reprinted without first receiving written permission from the publication owner.

Quotes or short excerpts of someone else's work must include links to the original work whenever possible.

- 6.3 Protect Confidential Information.** Legally protected personal information obtained from the Town of Hopedale (e.g. information that is not public record under the Public Records Law, G.L. c. 66, §10 and G.L. c., §7(26), or whose dissemination is restricted under applicable Federal or State privacy laws or regulations) must never be posted. Permission must be obtained to publish or report on conversations that occur within the Town of Hopedale. Information about policies or plans that have not been finalized by the Town of Hopedale, unless explicit permission has been received from the Department Head to post draft policies or plans on the department's social media sites for public comment, must never be posted.
- 6.4 Consider Content.** Although social media/networking sites are meant to be informal, if they are on a government domain or have a government identity, they are official government communications. Social media sites will be sought out by mainstream media, so significant thought needs to go into how social media/networking will be used in a way that benefits both the Town of Hopedale and the public. Employees must not comment about rumors, political disputes, or personal issues, for example.
- 6.5 Handling Negative Comments.** Because the purpose of many social media/networking sites, particularly department blogs, is to get feedback from the public, it should be expected that some of the feedback received will be negative. Some effective ways to respond to negative comments include:
- 6.5.1** Providing accurate information in the spirit of being helpful;
 - 6.5.2** Respectfully disagreeing; and
 - 6.5.3** Acknowledging that it is possible to hold different points of view.
- 6.6 Respect the Audience and Coworkers.** Use of ethnic slurs, personal insults, obscenity, or engaging in any conduct that would not be acceptable under Town or personnel policies and departmental standards of conduct is prohibited. All comments must be respectful. This includes not only the previously stated, but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory, such as party politics and religion. Town departments' social media/networking presence must not be used to communicate or air differences with fellow Town of Hopedale employees.

- 6.7 Use of Social Media Site or Identity Only to Contribute to the Departments' Mission.** Contributing to a Town department's social media/networking site or identity provides worthwhile information and perspective that contributes to the departments' mission of serving the public. What is published will reflect on the Town of Hopedale. Social media/networking sites and identities should be used in a way that contributes to the Town of Hopedale's mission by:
- 6.7.1** Helping the employee and co-workers perform their jobs better;
 - 6.7.2** Informing citizens about government services and how to access them;
 - 6.7.3** Making the operations of the department transparent and accessible to the public;
 - 6.7.4** Creating a forum for the receipt of candid comments from residents about how government can be improved; and
 - 6.7.5** Encouraging civic engagement.
 - 6.7.6** When possible, disseminating emergency information to residents
 - 6.7.7 Mistakes.** This Policy requires that once something is posted, it should stay posted. Only spelling errors or grammar fixes should be made without making the change substantive or evident to users. If an earlier post must be modified, it must be made clear that it has been done. Incorrect content must not be removed or deleted. In order for social media/networking identity or site to achieve transparency, Town of Hopedale users cannot change content that has already been published without making the changes clearly evident to users. Rather, correct information must be added with an explanation. One way to accomplish is to create a new post with the correct information, and link to it from the post you need to correct or clarify.
- 6.8 Media Inquiries.** Town of Hopedale department social media/networking identities or sites may lead to increased inquiries from the media. If contact directly by a reporter, media questions should be referred to the department's authorized Public Information Officer or the Town Administrator.
- 6.9 Personal Comments.** Town of Hopedale employees or officials must make it clear when they are speaking for themselves as residents or stakeholders, and not on behalf of the Town of Hopedale. If a Town employee or official's published content on any subjects associated with The Town of Hopedale, a disclaimer such as "the postings on this site are my own and don't necessarily represent the Town of Hopedale's positions or opinions" must be used.

- 6.10 Employee or Official Profile.** If a Town of Hopedale employee or official identifies themselves as such, they must ensure their profile and related content is consistent with how they wish to present themselves in their official capacity to colleagues, residents and other stakeholders.
- 6.11 Defamation.** Employees acting in their individual capacity, not on behalf of the Town of Hopedale, are not immune from defamation claims. Under Massachusetts law, defamation is established by showing that the defendant published a false, non-privileged statement about the plaintiff to a third party that either caused the plaintiff economic loss or was the type that is actionable without proof of economic loss. Some statements, like imputation of a crime, are defamatory per se. Any statements that may be interpreted as defamatory, must be avoided.
- 6.12 Open Meeting Law.** Be aware of the Open Meeting Law and possible violations for improper deliberations outside of a posted meeting. A series of individual postings on a social media site cumulatively may convey the position of a quorum of a governmental or public body regarding a subject within its jurisdiction, and may constitute improper deliberation among the members of a board or committee.

Town of Hopedale
Social Media/Networking Policy
Employee Acknowledgment

This acknowledges that I have received and reviewed the Social Media/Networking Policy & Use guidelines, with attachments, of the Town of Hopedale ("Policy") By signing this form, I agree to abide by the policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I recognize that the law and associated policy regarding use of social media/networking are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended or supplemented, is required.

Print Name: _____

Signature: _____

Date: _____

To be included in employee's personnel file

ORDER OF TAKING

WHEREAS, the Town of Hopedale, a municipal corporation, *acting by and through its Select Board*, with an address of 78 Hopedale Street, Hopedale, Massachusetts 01747 (the "Town") hereby certifies that the Town did vote to acquire by purchase, eminent domain or otherwise, the fee interest in the land known as a portion of 364 West Street, Hopedale, Worcester County, Massachusetts, containing 130.18 acres, more or less, which is classified as Forest Land under Chapter 61 of the General Laws, and shown on the plan attached hereto as Exhibit A (the "Plan") as "Map 2, Block 5, One Hundred Forty Realty Trust, Chapter 61 Forest Land Parcel-130.18 Acres" (the "Property"), which Property excludes the areas shown on the Plan as "Railroad Right of Way" and "Map 2, Block 5, One Hundred Forty Realty Trust, Excluded Wetlands – 25.06 Acres";

WHEREAS, the Select Board has deemed that public necessity and convenience require that it should take charge of and take by eminent domain a fee interest in the Property to maintain and preserve the Property and the forest, water, air, and other natural resources thereon for the use of the public and for conservation and recreation purposes to be managed under the control of the Hopedale Parks Commission;

WHEREAS, the taking was authorized by a two-thirds vote at the 2022 Special Town Meeting held on July 11, 2022, pursuant to Article 1, a certified copy of which vote is recorded herewith; and

WHEREAS, the Property is currently owned by Michael R. Milanoski and Jon Delli Priscoli, Trustees of the One Hundred Forty Realty Trust, u/d/t dated September 16, 1981 and recorded in the Worcester South County Registry of Deeds (the "Registry") in Book 7322, Page 177, by virtue of a deed recorded with the Registry on June 11, 2021 in Book 65363, Page 65.

NOW, THEREFORE, we, the undersigned Select Board of the Town of Hopedale, acting herein under the authority conferred on us by Chapters 40 and 79 of the General Laws, do hereby adopt this Order of Taking to take, on behalf of the Town, a fee simple interest in all of the Property.

Property: 364 West Street, Hopedale, MA

AND FURTHER ORDERED that included in this taking and without limiting the provisions of the foregoing, said taking includes all trees, bushes, vegetation, roadway improvements and all structures located thereon, including but not limited to structures for the collection of storm drainage and sewerage, but not including wires, cables, poles, towers, pipes, conduits and other appurtenances for the conveyance of gas, electricity, cable television or telephone communication located in or upon the Property, and not including railroad tracks or appurtenant loading structures currently in place on the Property.

AND FURTHER ORDERED that no betterments are to be assessed under this Taking.

AND FURTHER ORDERED that in accordance with the provisions of M.G.L. Chapter 79, as amended, an award of Four Million Four Hundred Thousand Dollars (\$4,400,000.00) is made.

AND FURTHER ORDERED that a representative of the Town shall record this Order of Taking in the Registry within thirty (30) days from its final passage, shall notify the Treasurer and Collector of Taxes in the Town of Hopedale of this taking in accordance with M.G.L. Chapter 79, and shall cause notice of the taking to be given to all persons entitled thereto and do all things necessary for the validity of this Order of Taking.

[Signatures to appear on next page.]

IN WITNESS WHEREOF, we, the Select Board, have executed this Order of Taking this 24th day of July, 2023.

TOWN OF HOPEDALE
SELECT BOARD

Glenda A. Hazard, Chair

Scott M. Savage

Bernard J. Stock

COMMONWEALTH OF MASSACHUSETTS
COUNTY OF WORCESTER

On this 25th day of July, 2023, before me, the undersigned Notary Public, personally appeared _____

_____, members of the Select Board for the Town of Hopedale, proved to me through satisfactory evidence of identification, which was personal knowledge, to be the persons whose names are signed on the preceding or attached document and acknowledged to me that they signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires: