

**Select Board
Joint Meeting with the Hopedale Water/Sewer Commission
Regular Meeting Minutes
January 20, 2021, 7:30 a.m.**

Select Board Present: Chair Keyes, Selectman Arcudi and Selectwoman Hazard. Also present Town Administrator Diana Schindler
Water/Sewer Commission Present: Chair Ed Burt and James Morin. Also present Superintendent Tim Watson

Chair Keyes called the Select Board meeting to order at 7:30a.m. Chair Keyes began the meeting with the Pledge of Allegiance. Chair Keyes informed the meeting participants that the Water/Sewer Commission will open their meeting to create a joint meeting. The Boards will enter into executive session, not to reconvene to open session.

Chair Burt called the Water/Sewer Commission meeting to order at 7:31a.m.

Call to Order in Open Meeting
Right of First Refusal, 364 West Street

Select Board Executive Session Motion:

To move into Executive Session, pursuant to M.G.L. c.30A, § 21(a) for item # (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. Roll Call Vote Purpose: Litigation strategy re: Town v. Jon Delli Priscoli, Trustee, et als, Attorney Durning, Eric Kelley, Environmental Partners, and Ed Burt and James Morin representing Hopedale Water and Sewer Commission, present.

Chair Keyes read the executive session motion above.

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

Arcudi – Aye, Hazard – Aye, Keyes – Aye

Water and Sewer Commission Executive Session Motion:

Chair Burt read the executive session motion above.

Morin motioned to enter executive session per the purposes read by Chair Burt, not to reconvene to open session. Morin seconded the motion.

Morin – Aye, Burt – Aye

The Boards entered executive session at 7:36a.m.

Submitted By:
Lindsay Peterman

Board Approved: _____

**Select Board
Regular Meeting Minutes
December 12, 2022, 6:30PM**

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

Chair Hazard called the meeting to order at 6:31PM.

Consent Items

Accept \$200 donation from Edward McGrath

A letter in the meeting packet clarified that the donation is \$250. The Select Board thanked Mr. McGrath for his generosity.

Selectman Stock moved to accept the \$250 donation from Edward McGrath. Selectman Keyes seconded the motion.

Stock – Aye, Keyes – Aye, Hazard – Aye

Accept donation of holiday lights from Tim and Alyssa Pettepit

Chair Hazard read the donation letter provided in the meeting packet. The Select Board thanked the Pettepits for their generosity towards the Town.

Selectman Keyes moved to accept the donation of holiday lights from Tim and Alyssa Pettepit. Selectman Stock seconded the motion.

Stock – Aye, Keyes – Aye, Hazard – Aye

Accept donation of holiday wreath from Evergreen Center

Town Administrator Nutting stated that the Evergreen Center creates wreaths for communities every year. The Fire Department was able to put the wreath up on Town Hall while the Evergreen Center students and staff were at the Town Hall.

Selectman Stock moved to accept the donation of the holiday wreath from the Evergreen Center. Selectman Keyes seconded the motion.

Stock – Aye, Keyes – Aye, Hazard – Aye

New Business

Discussion regarding Water & Sewer Commission's intent to retain the services of Public Employees for Environmental Responsibility (PEER)

Ed Burt, Water and Sewer Commissioner, explained the Commission's intent to utilize PEER's services, which he described as a non-profit organization that supports environmental and public health professionals and others dedicated to upholding environmental laws and values. Burt stated that Kyla Bennet, Director of Science Policy for PEER, attended a recent Commission meeting, at which time she confirmed that the Commission's concerns regarding activities at the rail yard are valid. Specifically, the Commission's main concern is the bags of contaminated soils at the site which are splitting open. Bennet

offered PEER's services to work with the Commission on these issues, noting that PEER's services are always offered pro-bono, and that they would work as a liaison between the Town and the EPA, facilitating an exchange of information with the correct people. Selectman Keyes stated that the concerns listed by Burt are EPA-monitored already. Burt disagreed, stating that the EPA is not really monitoring those issues, and noted that these matters are very complicated. Burt stated that no action needs to be taken by the Select Board at this time, he is simply keeping the Board apprised. Chair Hazard asked Watson to keep the Select Board updated.

2023 Licensing Common Victualler Liquor – On-Premises Liquor – Off-Premises Class I Class II Entertainment – Weekday Entertainment – Sunday

Town Administrator Nutting stated that the list provided to the Select Board shows which licenses are ready to approve and which licenses still need documentation. The licenses that still need documentation will be addresses at the next regular meeting.

Selectman Stock motioned to approve the following Common Victualler licenses:

Hong Kong House - 150A Hartford Avenue, Hopedale, MA 01747
Beyond Full - 76 Hopedale Street, Hopedale, MA 01747
Hopedale Country Club – 90 Mill Street, Hopedale, MA 01747
Maria's Pizza – 156 Hartford Ave, Hopedale, MA 01747
Hopedale Pizza Market Bar & Grill – 1 Menfi Way, Hopedale, MA 01747

Selectman Keyes seconded the motion.

Stock – Aye, Keyes – Aye, Hazard – Aye

Selectman Stock motioned to approve the following Class II licenses:

Off Lease Auto Sales – 236 S Main Street Hopedale, MA 01747
Lord & Sons Autobody & Paint – 13 Elmwood Avenue, Hopedale, MA 01747
Milford Auto Sales Inc – 17 Airport Road, Hopedale, MA 01747
A&S Detailing & Auto Sales – 244 S Main Street Hopedale, MA 01747
Duest Motors – 5 Charlesview Road, Hopedale, MA 01747

Selectman Keyes seconded the motion.

Stock – Aye, Keyes – Aye, Hazard – Aye

Selectman Stock motioned to approve the following On-Premise Liquor licenses:

Hopedale Country Club, Inc – 90 Mill Street, Hopedale, MA 01747
Hopedale Pizza Market Bar & Grill – 1 Menfi Way, Hopedale, MA 01747

Selectman Keyes seconded the motion.

Stock – Aye, Keyes – Aye, Hazard – Aye

Selectman Stock motioned to approve the following Off-Premise Liquor licenses:

Hopedale Package Store – 130 Mendon Street, Hopedale, MA 01747

Selectman Keyes seconded the motion.

Stock – Aye, Keyes – Aye, Hazard – Aye

Green River Cannabis Company Host Agreement – Attorney Constant Poholek Jr.

Poholek made a presentation regarding a proposed adult-use retail marijuana establishment, recapping the history of Green River Cannabis Company's efforts to obtain a location in the Town of Hopedale and outlining Green River Cannabis' business model and security layout. The location is 150-156 Hartford Avenue, Unit C; Poholek noted that there will be no cultivation or product manufacturing at this facility. Marijuana and marijuana products will be transported to the Hopedale location from other licensed marijuana establishments in the Commonwealth. Poholek highlights that the location has seventy-four parking spaces and there is an area that could be used as overflow parking, yet the Hopedale Zoning Board of Appeals has denied him a license due to inadequate parking. Poholek continued that this location is in compliance with the Zoning By-Law, is not located within 300ft of a school, daycare center or where children congregate, is located in the Commercial Zoning Overlay District which allows marijuana retail establishments. Selectman Keyes observed that the proposed location is in close proximity to another cannabis store. Caroline Frankel of Caroline's Cannabis agreed with Selectman Keyes, suggesting that her sales would be affected. Chair Hazard noted that Town Meeting voted against a proposal for a 1000ft buffer between cannabis businesses. Interim Town Administrator Nutting noted that the recent zoning change to allow this cannabis location needs to be approved by the Attorney General's Office before the Select Board can approve and sign a Host Community Agreement for this location.

Selectman Stock motioned to approve the location of Green River Cannabis Company, 150-156 Hartford Avenue, Unit C, pending the positive ruling of the Attorney General's Office. Selectman Keyes seconded the motion.

Stock – Aye, Keyes – Nay, Hazard – Aye (Motion passed 2:1)

Town Administrator Recruitment & Salary

Interim Town Administrator Nutting referenced his memo in the packet. He requested that the Select Board hire a recruiting firm for the hiring process, suggesting the firm Community Paradigm, and that the Board authorize use of \$10,000 in ARPA funds for this purpose. Secondly, Nutting noted that, for a community of this size, the previous Town Administrator's salary was \$20,000-\$30,000 below market value. Nutting advised the Board that, to get a qualified applicant, the Town needs to increase the salary to the \$130,000 - \$140,000 range. The Select Board agreed to update the salary range and the job description. The Select Board asked Nutting to reach out to the Finance Committee regarding budgeting for an increased salary.

Selectman Stock motioned to approve the salary range of \$130,000 - \$140,000 for the Town Administrator. Selectman Keyes seconded the motion.

Stock – Aye, Keyes – Aye, Hazard – Aye

Selectman Keyes motioned to allow the Select Board Chair to sign an agreement with Community Paradigm to engage the firm and start the Town Administrator hiring process and have the funding of \$10,000 from ARPA. Selectman Stock seconded the motion.

Stock – Aye, Keyes – Aye, Hazard – Aye

Old Business

Consider and Vote on Proposed Order of Taking for Land at 364 West Street Pursuant to Article 1 of the July 11, 2022, Special Town Meeting

Selectman Stock motioned to favorably vote on proposed Order of Taking for land at 364 West St., pursuant to Article 1 of the July 11, 2022 Special Town Meeting. Selectman Keyes seconded the motion.

Stock – Aye, Keyes – Nay, Hazard – Aye

Passed 2:1

Public and Board Member Comments (votes will not be taken)

Correspondence and Select Board Informational Items (votes will not be taken)

- Letter from Senator Fattman and Representative Murray to Executive Office of Energy and Environmental Affairs re: Overdale Parkway
- Letter from Jeffrey Nutting to MA Office of Business Development re: Chamber of Commerce Funding request to MA Office of Business Development
- Letter from Jeffrey Nutting to Representative Murray re: Request for Legislation to Remove Fire Department from Civil Service
- Correspondence re: Blackstone Valley Tech Enrollment G. Requests for Future Agenda Items

Future Agenda Items

Administrator Nutting stated that he will need to request to change the start-time change for a few upcoming meetings due to a scheduling issue.

Administrator Updates (In Packet)

Nutting noted that:

- The entire Hopedale staff have been so helpful to himself and Martha while they get adjusted to working for the Town of Hopedale.
- He has spoken with the Highway Department regarding the upcoming snowstorm.
- The Town Planner position has been advertised.
- He and Martha have asked Lindsay Peterman to come back on a part-time to assist them with getting caught up on work, and she has agreed.

Executive Session(s):

Review/Approve Executive Session Minutes May 23, 2022, and June 21, 2022

Move that the Board vote to enter executive session, pursuant to Purpose 7, to act under the authority of a general or special law, specifically the Open Meeting Law, G.L. c.30A, Section 22(g), to review and approve executive session minutes of May 23, 2022 and June 21, 2022 and that the Board shall adjourn the meeting at the conclusion of the executive session and not return to open session.

Chair Hazard read the executive session purpose above.

Selectman Stock motioned to enter executive session per the purpose read by Chair Hazard. Selectman Keyes seconded the motion.

Stock – Aye, Keyes – Aye, Hazard – Aye

Chair Hazard dissolved the regular meeting at 8:25p.m.

Submitted by: Lindsay Peterman

Board Adopted: _____



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

HOPEDALE, MA CIVIL RIGHTS GRIEVANCE PROCEDURE

It is the policy of the Town of Hopedale to not discriminate in admissions, provision of services, hiring and employment practices on the basis of race, color, national origin, sex, religion, age or disability (including AIDS and related conditions). Hopedale has an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990. These regulations state, in part, that no person will, solely by reasons of his or her race, color, national origin, sex, religion age or disability (including AIDS and related conditions) be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving state or federal financial assistance.

1. Any person who believes he or she has been subjected to discrimination on the basis of race, color, national origin, sex, religion, age or disability (including AIDS and related conditions) may file a grievance under this procedure. It is unlawful for Hopedale to retaliate against anyone who files a grievance or cooperates in the investigation or a grievance.
2. Grievances must be submitted to the Civil Rights Coordinator (Town Administrator) within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
3. A complaint must be in writing, containing the name and address of the person filing it ("the grievant"). The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
4. The Civil Rights Coordinator (or his or her designee) will conduct an investigation of the complaint to determine its validity. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Civil Rights Coordinator will maintain the files and records of Hopedale relating to such grievances for five years.
5. The Civil Rights Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
6. The grievant may appeal the decision of the Civil Rights Coordinator by filing an appeal in writing to the Select Board within 15 days of receiving the Civil Rights Coordinator's decision.
7. The Select Board will issue a written decision in response to the appeal no later than 30 days after its filing.
8. The availability and use of this grievance procedure do not preclude a person from filing a complaint of discrimination on the basis of race, color, national origin, sex, religion, age or disability (including AIDS and related conditions) with the Attorney General's Office Civil Rights Division located in Boston, MA; telephone (617) 963-2917.
9. If the grievance is based on a disability, Hopedale will make appropriate arrangements to assure that persons with disabilities can participate in or make use of this grievance process on the same basis as persons who do not have disabilities. Such arrangements may include, but are not be limited to, the provisions of interpreters

for the deaf, providing taped cassettes for the blind, or assuring a barrier-free location for the proceedings. The civil rights coordinator will be responsible for providing such arrangements.

10. This procedure will be posted to the Town website hopedale-ma.gov under the Town Administrator section.

Adopted by the Hopedale Select Board August 14, 2023

Glenda A. Hazard, Chair

Bernard J. Stock

Scott M. Savage



TOWN OF HOPEDALE

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

Tel: 508-634-2203 Fax: 508-634-2200
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Select Board

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

Town Administrator

Mitch Ruscitti, MPA

August 10, 2023

TO: Hopedale Select Board
FROM: Martha White, Interim Executive Assistant
RE: One-Day Beer and Wine License Request
Strong Side Brewing Company (Cultural Council - Day in the Park)
COPY: Mitch Ruscitti, Town Administrator

The above referenced application has been submitted to this office, including the fee and all required documentation. I have not heard back from all of the Town departments from whom I've solicited input but can provide a further update on Monday.

The event is scheduled for September 23, so if necessary, this matter could be continued to your September 11 meeting.

Thank you.

17-5025-011
June 30, 2023

Mr. Mike Reynolds
Hopedale Parks Commission
Town of Hopedale
78 Hopedale Street
Hopedale, MA 01747

Re: **Town of Hopedale, Massachusetts**
Town Park Retaining Wall Evaluation & Design Proposal

Dear Mike:

Tighe & Bond is pleased to provide this proposal for Professional Engineering Services related to evaluation and design of replacement retaining walls at Hopedale Town Park, located in Hopedale, Massachusetts. This proposal is based on our June 2, 2023, meeting with you, the Hopedale Park Commission (HPC), and with the Hopedale Highway Department (HHD).

Project Understanding

Prior to this proposal, we have previously performed a preliminary investigation of the current condition of the existing retaining walls surrounding Hopedale Town Park. This preliminary investigation consisted solely of a visual evaluation of the existing retaining walls and our initial observations and recommendations were subsequently provided in our Technical Memorandum, dated April 26, 2023. In our Memorandum, we outlined our initial findings and recommendations for two approximately 100-foot-long sections of the existing stone retaining wall that appeared to be unstable and at risk of failure. We recommended that the areas in the immediate vicinity of these retaining wall sections be fenced off to block public access until further engineering studies can be performed and alternatives for partial or full replacement of these sections can be provided. The proposed engineering studies include a detailed investigation and survey of the existing retaining walls on the north, east, and south borders of the Town Park, and subsurface investigation in the vicinity of compromised wall sections to observe the existing conditions and determine the soil parameters to be used during design of replacement structures.

Hopedale Town Park provides a multi-use recreational space that includes a baseball field, a batting cage, tennis/pickleball courts, a basketball court, a bandstand, and a playground area. The park is bounded to the north by Northrop Street, to the west by Dutcher Street, to the south by Freedom Street, and to the east by multiple residential abutters. The stone retaining wall that is the subject of this proposal bounds the park on the northern, eastern, and southern sides. The western border of the park has a newer retaining wall that has been recently constructed and therefore, will not be part of this study. The Park currently slopes from an approximate elevation of 316-feet in the northeast corner of the site to an approximate elevation of 286-feet in the northwest corner.

This proposal will set forth the Scope of Services, Schedule of Work, and Fees for the work described below.



Scope of Services

Task 1 – Field Services, Evaluations, & Explorations

Tighe & Bond will coordinate a kick-off meeting with the Town and key project stakeholders. We will outline the project schedule, discuss the proposed fieldwork, project milestones, key contacts, as well as any anticipated conflicts. We anticipate that this meeting will be conducted virtually. The following is a detailed discussion of fieldwork that will be completed to support the design efforts.

Task 1.1 – Topographic Survey: A topographic survey, documenting existing grades and current site features, will be conducted within an approximate 10-foot vicinity of both sides of the existing stone retaining walls on the north, east, and south borders of the Park. The survey will also include the sloping portion of left field of the baseball field, as requested by you during our June 2 Proposal Meeting. The survey will be completed by Greenman-Pedersen, Inc (GPI). Tighe & Bond has worked with GPI surveyors on numerous survey projects of many types. A survey base map will also be developed with one-foot contours for use in the design and construction drawings.

Task 1.2 – Site Evaluation: In conjunction with the survey information, Tighe & Bond will visit the site to complete a detailed investigation of the existing stone retaining walls. Prior to our visit, we will review available documents to gain an understanding of the existing site conditions. Then, a two (2) person team from Tighe & Bond will visit the site to assess the existing conditions of the retaining walls, photo document conditions, take supplemental measurements, verify the locations of pertinent site features, and note additional identifiable concerns. This assessment is visual only, with no demolition or dismantling of the wall included. The assessment will include above ground and exposed portions of the structures only; no subsurface assessments are anticipated during this task.

At the conclusion of our investigation, we will provide the Town with a letter report detailing our findings and recommendations for corrective actions. These findings will be used to prioritize repairs / replacement of the retaining wall and will be used as the basis for alternatives in Task 2.

For purposes of this proposal, we have assumed that the two approximate 100LF areas originally identified within our April 26, 2023, Technical Memorandum need replacement. If modifications to additional portions of the existing wall are determined to be needed and added to the project, an amendment for the additional services required will be provided.

Task 1.3 – Subsurface Explorations: Tighe & Bond will coordinate a subsurface exploration program to evaluate subsurface conditions for the proposed retaining wall repairs.

- **Site History and Geologic Conditions** – Tighe & Bond will review available existing United States Geologic Survey (USGS) mapping for the area to aid in preparation of the subsurface exploration and sampling program. Based on a preliminary review of the available USGS mapping for this area, subsurface conditions at the site are anticipated to consist of existing fill, overlying a thin glacial till layer, overlying bedrock. Bedrock, mapped as quartzite, schist, and phyllite, is anticipated to be shallow based on observed bedrock outcrops in the vicinity of the project site.
- **Exploration Layout and Coordination** – Tighe & Bond will mark the proposed exploration locations in the field by measuring off existing site features. Once exploration locations are marked, Tighe & Bond will coordinate the required Dig Safe utility clearance notification with our drilling subcontractor. Tighe & Bond and our

drilling subcontractor will not be responsible for damage to utilities that are not clearly marked. To reduce the risk of damage to below-grade utilities, vacuum excavation can be performed to a depth of 6 feet prior to drilling to clear utilities at the boring locations. If requested, vacuum excavation can be provided as an amendment to this contract for the additional services.

- **Test Borings** – To complete the subsurface exploration program for this project, Tighe & Bond will subcontract Geologic Earth Explorations of Norfolk, MA. For the purposes of this proposal, we have assumed two days of borings with an ATV-mounted drill rig within close proximity of the two areas originally identified within our April 26, 2023, Technical Memorandum as being in immediate need of repair. It is anticipated that up to four borings will be completed within the time budgeted. Borings not completed within this timeframe will either be eliminated or completed under a contract amendment. Two borings will be spaced evenly in front of each of the two determined areas in need of repair. Borings will be advanced with flush-joint casing using drive-and-wash drilling methods to target depths of 20 to 25 feet below the existing ground surface, or refusal, whichever is shallower.

Split-spoon samples using Standard Penetration Test (SPT) procedures will be obtained continuously to a maximum depth of 10 feet, and at 5-foot intervals thereafter. Up to two (2) 5-foot rock cores, one in the vicinity of each wall location in question, will be taken if refusal is encountered prior to 10-feet. Groundwater monitoring wells are not proposed as part of this program but groundwater levels will be noted during drilling, if encountered. The locations and depths of the proposed borings may be modified in the field based on actual conditions encountered during drilling.

Boreholes will be backfilled with cuttings or sand if there is an insufficient amount of cuttings to fill the hole. An asphalt cold patch will be used at borings completed in paved areas. No other surface repair is included. Any cuttings unable to be returned to the hole will be spread near the boring location in a vegetated upland area.

We anticipate and this proposal assumes that no investigation derived waste (IDW) requiring off-site disposal will be generated. However, if IDW is generated that should not be placed on the ground surface, the excess soils will be drummed, and the cost of the drum, analytical testing, and disposal of drummed soils will be mutually agreed upon under a contract amendment.

Permits/Coordination – Tighe & Bond requires access to the site by the property owner. By acceptance of our proposal, we consider this as authorization to access the property for conducting field explorations in accordance with our scope. Scheduling of our field work will be coordinated through you, Hopedale Park Commission. Our scope currently includes no permitting effort for these subsurface explorations as the need to obtain a permit for this work is not anticipated.

A Tighe & Bond engineer or environmental scientist will be onsite to coordinate the drilling subcontractor, observe drilling and in-situ testing, log soil samples using the modified Burmister classification method, and record rock core recovery and Rock Quality Designation (RQD) (where rock coring is performed).

Noise from the test boring drill rig can be disruptive. However, it is assumed that explorations can be performed within an 8-hour period during weekdays sometime between 8 am and 5 pm without interruption to reduce cost.

- **Material Testing:** Based on the reviewed geologic history of the site, it is anticipated that granular soils will be encountered. The presence of Hopedale Pond to the west however suggests that compressible and/or organic soils may also be present at depth. Therefore, appropriate geotechnical laboratory testing will depend on the soil stratum encountered and may include tests such as grain size analysis and/or Atterberg limits

tests, water content of organic soils, and organic content determination. Additionally, unconfined compressive strength tests of recovered rock core specimens may also be required for use in our engineering design.

The actual number and types of geotechnical tests selected will depend on the subsurface conditions encountered. The testing program will be developed to aid in soil classification, assist in correlating properties of the subsurface materials, assist in evaluating the suitability of materials for re-use as fill on-site, and to develop soil engineering parameters for use in retaining wall design. An allowance for laboratory testing has been considered in the fee estimate provided below. The geotechnical test results will be included in our Engineering Alternatives Analysis.

Task 2 – Engineering Alternatives Analysis

Tighe & Bond will prepare an Engineering Alternatives Analysis based on our field services, evaluations, and data collected within Task 1 that provides the following:

- **Proposed Development** – Provide a brief description of the proposed site improvements and site grading, if available.
- **Subsurface Conditions** – Provide a description of subsurface conditions based on the explorations performed at the site and laboratory testing. Our report will include exploration logs, a subsurface exploration location plan, and laboratory test results.
- **Subsurface Suitability** – Provide an evaluation of the subsurface conditions with regard to their suitability as a bearing stratum to support specific retaining wall alternatives. This evaluation will be based upon review of the SPT data, laboratory testing, and visual observation of the subsurface conditions.
- **Wall Replacement Alternatives Analysis** – Provide several retaining wall alternatives, including our preferred selection, based upon the project requirements and subsurface conditions encountered. Commentary will be provided for each alternative's suitability and drawbacks to fit the project's needs. Additional commentary concerning geotechnical aspects of construction, including excavation and backfilling requirements, temporary excavation support and dewatering (if required), protection of adjacent structures to remain, demolition of existing structures to avoid conflicts with new foundations, suitability of site soils for re-use as backfill, and subgrade preparation of proposed foundations will also be provided. A preliminary opinion of probable construction cost will be provided for each wall alternative presented.

Upon completion, we will submit to the Town the final Engineering Alternatives Analysis in PDF format for review and comment. Following the submission, a review meeting will be held with the Town to discuss their preferred alternative. The Town's preferred alternative and comments discussed during the meeting will be incorporated into our design and development of the construction documents.

Task 3 – Preliminary Construction Drawings

Tighe & Bond will perform preliminary design and develop 60% construction drawings of the proposed retaining wall repairs around Hopedale Town Park. This will include preliminary geotechnical and structural design and analysis of the proposed retaining walls. The scope of repairs will align with the alternative selected during Task 2. We have anticipated the following drawings to complete this work:

- Cover / Title Sheet

- Legend, Abbreviations, and Notes
- Existing Conditions / Demolition Plan
- Proposed Site Plan & Limits of Work
- Structural General Notes & Typical Details
- Retaining Wall Plan & Elevation (1)
- Retaining Wall Plan & Elevation (2)
- Typical Retaining Wall Sections
- Structural Sections & Details (1)
- Structural Sections & Details (2)

We will develop the drawings and details to a level of approximately 60% complete to be submitted to the Town in PDF format for review and comment. We will hold a virtual design review meeting with the Town. Following the 60% submission, a review meeting will be held with the Town and the Town's comments will be discussed and incorporated into the final Construction Documents. An Opinion of Probable Construction Cost (OPCC) will be provided based on the preliminary design. The OPCC will be based on detailed quantity takeoffs from the preliminary design plans and will utilize competitive bid unit/lump sum price cost data from other projects similar to this, as well as data from other projects we have completed.

Task 4 – Final Construction Documents

We will develop final design drawings for use by the Town to obtain competitive bids by contractors to complete the retaining wall repairs at Hopedale Town Park. We will also prepare a set of technical specifications in 16 Division MasterSpec Format. The specifications will include materials and quality control to be used during the repair of the retaining walls. We have also included the preparation of typical Division 0 front-end specification sections plus the insertion of Town-required forms as part of this scope. The anticipated drawing list is as follows:

- Cover / Title Sheet
- Legend, Abbreviations, and Notes
- Existing Conditions / Demolition Plan
- Proposed Site Plan & Limits of Work
- Structural General Notes & Typical Details
- Retaining Wall Plan & Elevation (1)
- Retaining Wall Plan & Elevation (2)
- Typical Retaining Wall Sections
- Structural Sections & Details (1)
- Structural Sections & Details (2)

Following the Final Design submission, a meeting will be held with the Town to review the design and provide comments to Tighe & Bond that will be incorporated into the Final Design Documents. The final documents will be submitted in PDF format as well as 3 hard copies stamped and sealed by a professional engineer registered in the Commonwealth of Massachusetts. Services for bidding and construction are currently not included in the scope of this proposal.

Additional Services/ Exclusions

In an effort to provide the Town of Hopedale Parks Commission with a reasonable budget for the desired services, we have prepared a detailed scope of services based our current

understanding of the project needs. In this same regard, the following list includes those services that are not included in the scope of services described above. If these services are required, we will modify our proposal accordingly to meet your needs.

- Local, State and Federal Permitting;
- Environmental Investigations, including evaluating or identifying hazardous materials;
- Archaeological Investigations;
- Utility Design;
- Traffic Control Plans;
- Services during Bidding and Construction;
- Preparation of record drawings.

Schedule

Tighe & Bond will initiate the field work including the topographic survey and the site evaluation within one month upon Authorization and Notice to Proceed. Explorations will be scheduled according to subcontractor availability, which is anticipated to be within four to six weeks from receipt of Authorization to Proceed. Laboratory testing will be completed two to three weeks after completion of drilling work. The Engineering Alternatives Analysis will be submitted for review within four weeks of completion of all field work including the topographic survey, the site evaluation, explorations, and testing.

Following our scheduled Engineering Alternatives Analysis review meeting, we will develop the construction documents over an assumed 4-month design preparation schedule. During this time, we will prepare preliminary 60% construction drawings, final 100% construction drawings, and technical specifications for use by the Town.

Fee

Tighe & Bond will perform the above services for a lump sum fee of \$80,000 invoiced monthly based on percentage complete. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment. Our attached Terms and Conditions are part of this letter agreement. The included schedule and fees are based on the above scope of work and assumptions. The schedule includes reasonable allowances for review and approval times by applicable parties. This schedule may need to be adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by you, or for delays or other causes beyond our reasonable control.

For information purposes, the below summary provides the anticipated break out of the project. The summary is presented to give you a better understanding as to how the project budget was developed. Invoices will be submitted based on the total project fee and not individual line-item budgets.

TABLE 1
Fee Breakdown

Task	Activity	Fee
1.0	Field Services, Evaluations, & Explorations	\$22,500
2.0	Engineering Alternatives Analysis	\$10,000
3.0	Preliminary Construction Drawings	\$21,500
4.0	Final Construction Documents	\$26,000
Total Fee		\$80,000

We appreciate the opportunity to provide you with this proposal. Should you have any questions or need additional information regarding our proposal, please feel free to contact Daniel Ciaramicoli at the contact information listed below.

Sincerely,

TIGHE & BOND, INC.



Daniel Ciaramicoli, PE
Project Manager

t: 508.570.6485
e: DCiaramicoli@tighebond.com



Joseph Persechino, PE
Vice President

t: 617.536.0380
e: JMPersechino@tigheBond.com

Enclosures: Terms and Conditions

ACCEPTANCE

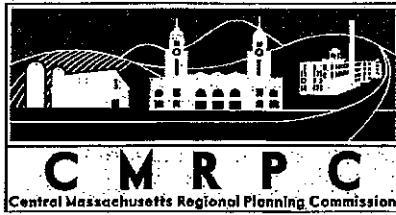
On behalf of The Town of Hopedale Parks Commission, the scope, fee, and terms of this proposal are hereby accepted.

Authorized Representative

Date

Print Name and Title





1 Mercantile Street, Suite 520
Worcester, MA 01608
508.756.7717 P
508.792.6818 F
www.cmrpc.org

TO: Hopedale Planning Board & Select Board
FROM: Janet Pierce, Executive Director
DATE: July 1, 2023
RE: Appointment of Delegate and Alternate to the Central Massachusetts Regional Planning Commission for Fiscal Year 2024

CMRPC's mission is fourfold: (1) addressing growth and development issues that extend beyond community boundaries, (2) maintaining the district's certification for federal transportation improvement funds, (3) providing technical knowledge and resources to assist local government in addressing specific land use, economic or environmental problems resulting from growth or decline, and (4) building strong working relationships with member communities, state and federal officials as well as the area's legislative representatives. We work to bring millions of dollars in grant funds into our member communities every year.

Delegates and Alternates are a vital link with your planning commission that enables us to deliver support services, to compete for discretionary grant funds, to identify community needs in transportation and land use, and to foster sub-regional cooperation through shared services and procurement. Communities with active Delegates and Alternates fare better in receiving a return on your investment than those who fail to communicate local needs or to link up with our programs. In these financially challenging times, it is critical both for the Commission and for your community to maintain this link.

Representation on the CMRPC is weighted by population for each community in the district. Your community is entitled to one Delegate and one Alternate.

The Delegate is appointed by the Planning Board. ***The Delegate must be a member of the Planning Board and a resident of Hopedale.***

The Select Board or Town Manager appoints the Alternate. ***The Alternate must be a resident of your community.***

According to our records, the current Planning Board's Delegate is Stephen Chaplin and the current Select Board Alternate is Louis Arcudi.

Through its Delegates, your community has the opportunity to receive direct benefits and shape public policy in a real and tangible way through participation in the various committees established to implement these core focus areas.

Please indicate on the attached form the name of your appointees, including his/her **home** mailing address, phone numbers (home, cell and work) and email address. The completed information should

be returned to mdeiulis@cmrpc.org or via fax (508) 792-6818 to the Central Massachusetts Regional Planning Commission. Any questions can be sent to jpierce@cmrpc.org. Equally important, *please encourage your Delegate and Alternates to participate in CMRPC's programs so that we may have a mutually beneficial relationship.*

Please note our Quarterly Meeting dates for Fiscal Year 2024 are as follows:

- *September 14, 2023*
- *November 9, 2023*
- *January 11, 2024*
- *March 14, 2024*

The Annual Meeting will be held on June 13, 2024.

Thank you in advance for your participation and support. If you have any questions, please call me directly at the Commission's office, (508) 756-7717.

Sincerely,

Janet Pierce
Executive Director



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

Mitch Ruscitti, MPA

August 10, 2023

TO: Hopedale Select Board
FROM: Martha White, Interim Executive Assistant
RE: Off-Lease Auto Sales Inc. Class II License
COPY: Mitch Ruscitti, Town Administrator

We have received notice that the surety bond for Off-Lease Auto Sales Inc. is due to be revoked on September 5th due to non-payment of premium (see attached). Per state law, all Class II license holders must have a \$25,000 surety bond in effect at all times, naming (in our case) the Town of Hopedale as the "Obligee". Thus, if the bond is not renewed, or a new one issued, the license must be revoked.

Rather than have the Board hold a special meeting for this matter, we suggest that the Board consider a vote such as:

Move that the Class II license for Off-Lease Auto Sales Inc. be revoked effective September 5, 2023 unless evidence that they have been issued a \$25,000 surety bond is received prior to that date. Said bond must be executed by a surety company authorized to transact business in Massachusetts and must name the Town of Hopedale as the Obligee.

Thank you.

BOND DEPARTMENT - NOTICE OF CANCELLATION

**NGM Insurance Company
55 West Street
P.O. Box 2054
Keene NH 03431-7000**

Issued to you as: **Obligee**

**Town of Hopedale Town Hall
PO Box 7
Hopedale, MA 01747**

The Company hereby gives you notice of cancellation in accordance with bond conditions of:

Bond Number: S-868458	
Principal:	Off Lease Auto Sales Inc
Type of Bond:	License/Permit
Classification:	Used Motor Vehicle Dealer MA
License Number:	
Remarks:	
Original Date of Issue:	6/6/2018
Cancellation Effective:	9/5/2023

By virtue of this notice the bond will be cancelled and all liability of said company will cease at and from the time and date stated above without further notice.

Such action is caused by reason of:
Non-Payment of Premium

Copies of this notice were mailed to:

Principal:

Off Lease Auto Sales Inc
236 SOUTH MAIN ST
Hopedale, MA 01747

Obligee:

Town of Hopedale Town Hall
PO Box 7
Hopedale, MA 01747

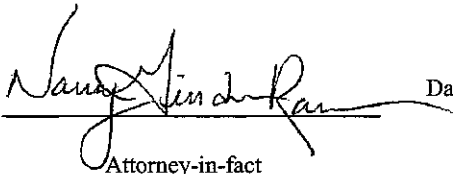
Additional Principals:

Additional Obligees:

AGENCY: 20-1112 Hub Intl Ne Llc-Wilmington

COMPANY: NGM Insurance Company

By:



Attorney-in-fact

Date: 8/2/2023

Hopedale ARPA Funding 3/31/23 - All Approved by BOS

26-123-5153-5700

Non-Entitlement Community Allocation \$622,883 \$ 311,441 \$ 311,441
 Non-functional County Redistribution Amount \$1,155,912 \$ 577,956 \$ 577,956
 Total: **\$1,778,795** \$ 889,397 \$ 889,397

Expended thru 3/31/23

Item/Project	Department	Committed by SB	FY22	FY23	Balance	Date of SB Vote/Notes
Water Sourcing	Water	\$ 200,000	\$ 200,000	\$ -	\$ -	
Water Tank	Water	\$ 165,000	\$ -	\$ 149,865	\$ 15,135	
COVID Tests	Police	\$ 122	\$ 122	\$ -	\$ -	
COVID Test Kits for Distribution	Town	\$ 4,408	\$ 4,408	\$ -	\$ -	
COA Pandemic-related services	COA	\$ 3,800	\$ 1,456	\$ 2,304	\$ 40	STOP SPENDING
Hopedale Pond/Dam/Culverts (Match)	Parks/Con Com	\$ -	\$ -	\$ -	\$ -	SB rescinded
Emergency Tree Work - Town Trees	Tree Warden	\$ 17,500	\$ 15,275	\$ -	\$ 2,225	
Lucas Auto Pulse	Fire	\$ 15,000	\$ -	\$ -	\$ 15,000	
2024 Freightliner 108SD Plow Truck	Highway	\$ 279,757	\$ -	\$ -	\$ 279,757	
Statue of Hope	Library	\$ 25,000	\$ 5,450	\$ -	\$ 19,550	
Town Park Renovations & Cost Determinations	Parks	\$ 17,500	\$ 17,125	\$ -	\$ 375	STOP SPENDING
Cruiser (Chevy Tahoe)	Police	\$ 56,770	\$ -	\$ -	\$ 56,770	
JSHS Boiler	Schools	\$ 100,000	\$ 100,000	\$ -	\$ -	STOP SPENDING
Security System/Cameras	Town Hall	\$ 5,000	\$ 4,940	\$ -	\$ 60	STOP SPENDING
Fuel Dispensing Equipment Upgrade	Various Depts	\$ 19,000	\$ 15,700	\$ -	\$ 3,300	
Generators @ Schools (for sheltering)	Town	\$ 400,000	\$ -	\$ -	\$ 400,000	
Hire Recruiter for TA search	Town	\$ 10,000	\$ -	\$ -	\$ 10,000	
MS4 Stormwater Permitting	Highway	\$ 120,000	\$ 4,140	\$ -	\$ 115,860	
Dam Inspection	Fire	\$ 12,500	\$ 1,875	\$ -	\$ 10,625	3/13/2023
Design of Adin Street	Town	\$ 70,000	\$ -	\$ -	\$ 70,000	
Fire Dept Hose	Fire	\$ 56,000	\$ -	\$ -	\$ -	4/10/2023
Police Motorcycle	Police	\$ 26,000	\$ -	\$ -	\$ -	4/10/2023
Hardware and Software	TA	\$ 29,000	\$ -	\$ -	\$ -	4/10/2023
Tax Title	Collector	\$ 25,000	\$ -	\$ -	\$ -	4/10/2023
Tree Funds	Tree Warden	\$ 25,000	\$ -	\$ -	\$ -	6/12/2023
Office security measures	Treasurer	\$ 6,784	\$ -	\$ -	\$ -	Pending
GIS Staff Site	Assessor	\$ 950	\$ -	\$ -	\$ -	Pending
Total Expended to Date			\$ 205,986	\$ 316,674		
Total Allocated		\$ 1,690,091			\$ 998,696	
Balance Available/Uncommitted:		\$ 88,704				

FRANKLIN GLASS CO, INC.
UNIQUE SHOWER DOOR
273 BEAVER STREET
FRANKLIN MA 02038
(508)528-9550
Tax# 04-2309971



Quote: 36680
Date:07/07/2023

Customer

HOPEDALE - TOWN OF
 78 HOPEDALE STREET
 HOPEDALE MA 01747

Ph:(508)634-2203

Csr:SEAN Tech: PO Terms:NET 30

Acct:5086342203

Qty	Part / Description
0.00	-

Notes:QUOTE TO MEASURE, SUPPLY AND INSTALL ALL CLEAR ALUMINUM FINISH WALL PARTITION CONSISTING OF 36" DOOR AND 2 SIDELITES.
 DOOR WILL HAVE PANIC HARDWARE AND ELECTRIC RELEASE WITH HEAVY DUTY OVERHEAD CLOSER. ALL GLASS WILL BE TEMPERED SAFETY.

TOTAL MATERIAL AND LABOR \$6,784.00

****ELECTRIC RELEASE HAS TO BE WIRED BY OTHERS****

Job Site: TOWN HALL
 CONTACT: STEPHANIE (508) 634 2203 EXT 218

Thank you for your business. Please contact us for all your glass needs. www.franklinglasscompany.com
****ACCOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO 2% INTEREST****

<u>Total</u>	<u>Payments</u>	<u>Balance</u>
0.00	0.00	0.00

