

**MIDDLETON SELECT BOARD**  
**MEETING AGENDA**  
**FULLER MEADOW ELEMENTARY SCHOOL**  
**NATHAN MEDIA CENTER**  
**143 SOUTH MAIN STREET, MIDDLETON, MA 01949**  
**TUESDAY, MAY 28, 2024**  
**6:00 PM**

*This meeting is being recorded*

- |         |  |
|---------|--|
| 6:00 pm | 1. Reorganization: Elect Chair; Elect Clerk  |
| 6:05 pm | 2. Business  |
|         | a. Warrant: 2423 and 2424 and FP 37 and FP 38  |
|         | b. Minutes: March 2, 2024; April 9, 2024 ES; April 23, 2024; May 7, 2024 OS; May 7, 2024 ES; May 14, 2024  |
|         | c. Town Administrator Updates and Reports  |
| 6:10 pm | 3. Public Comment  |
| 6:15 pm | 4. Quarter 3 Update from Finance Director/Town Accountant Sarah Wood   |
| 6:20 pm | 5. Reclassification of ARPA monies   |
|         | a. Coneco Proposal – Couture Way Pipe  |
| 6:25 pm | 6. Follow up discussion on Annual Town Meeting and Annual Town Election  |
|         | a. Middleton Masconomet Regional District School Committee Representatives   |
| 6:30 pm | 7. <u>6:30 PM</u> Public Hearing Flammable and Combustible License application for Michael McGrath Incorporated, DBA Michael McGrath Heating Oil & Diesel, 156 North Main Street, owner Michael McGrath. |
| 6:40 pm | 8. Vote on staff and committee reappointments and potential new appointments (see attached list)   |
| 6:50 pm | 9. Locust St. Parcel engineering discussion with Scott Cameron of the Morin-Cameron Group, Inc.  |
| 6:55 pm | 10. Traffic Count Study Proposal for Memorial Hall bypass at the intersection of Routes 114 and 62   |
| 7:00 pm | 11. Board vote to authorize MassWorks application for intersection of Boston Street and S. Main Street.  |
| 7:05 pm | 12. Middleton Municipal Complex contract approvals   |
| 7:15 pm | 13. Updates & Announcements  |

Upcoming Meetings:	June 18	Regular Select Board Meeting
	July 9	Regular Select Board Meeting
	August 6	Regular Select Board Meeting

*The Board reserves the right to consider items on the agenda out of order. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

MEETING MINUTES  
MIDDLETON SELECT BOARD MEETING  
HOWE-MANNING ELEMENTARY SCHOOL  
26 CENTRAL STREET, MIDDLETON, MA 01949  
TUESDAY MAY 14, 2024 at 6:30 PM

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Select Board present: Chair Jeff Garber; Brian Cresta; Kosta Prentakis; Debbie Carbone; Rick Kassiotis  
Also attending: John Erickson, Co-Chair, Finance Committee; Richard Gregorio, Co-Chair, Finance Committee  
Michelle Cresta, Finance Committee; Tom Martinuk, Finance Committee; Peter Moon, Finance Committee;  
Sarah Wood, Finance Director; Trevor Currier, Middleton Masconomet Rep; Matt Alexander, Middleton  
Masconomet Rep; Michael Harvey, Superintendent, Masconomet Regional SD; Justin Sultzbach, Town  
Administrator and Recording Secretary, and others as noted.  
Not present: none

*With a quorum present Chair Garber called the meeting to order at 6:30 pm.*

*The Board reserves the right to consider items on the agenda out of order. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

The Board attended a meeting of the Middleton Finance Committee. A discussion ensued about the potential recommendations by both bodies to the Annual Town Meeting, particular on the Article for a \$5 million bond for a roof/HVAC/building management project by Masconomet Regional School District.

Discussion continued on the process and need for the project. The Select Board took no action and their recommendation of 3 in favor of not recommending the project and 2 abstaining from a prior meeting was not revised.

***Adjournment:*** The Board unanimously adjourned from open session to participate in the Annual Town Meeting at 6:50 pm.

*Respectfully submitted by,*

Justin Sultzbach

Justin Sultzbach, Recording Secretary

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Rick Kassiotis, Select Board Clerk

**Documents either distributed to the Select Board before the meeting in a packet or at the meeting:**  
Agenda: May 14, 2024

MEETING MINUTES  
MIDDLETON SELECT BOARD MEETING  
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER  
143 SOUTH MAIN STREET, MIDDLETON, MA 01949  
May 7, 2024 at 5:00 PM

*This meeting was in person, broadcast live & on Zoom, recorded by Civic Media and posted on You Tube.*

With a quorum present the Chair called the meeting to order at 5 pm.

Select Board present: Jeff Garber, Chair; Rick Kassiotis, Clerk; Brian Cresta (via Zoom); Kosta Prentakis; Debbie Carbone. Also attending: Justin Sultzbach, Town Administrator (L-6:30pm); Jackie Bresnahan Assistant Town Administrator /Human Resource Director; Catherine Tinsley, Recording Secretary (via Zoom); others as noted.

*The Board reserves the right to consider items on the agenda out of order. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

**1. Business**

**a. Warrant 2422 of May 2, 2024:** Payroll \$804,264; Bills payable \$ 3.5 million;

The Town Accountant/Finance Director Sarah Wood has reviewed the warrant and requested the Board's approval. Town Administrator Sultzbach provided a brief overview of the warrant presented for approval.

*On a motion by Prentakis second by Kassiotis the Select Board voted unanimously by roll call **to approve** Warrant 2422 as presented.*

**b. Minutes-** March 28, 2024; April 9, 2024 OS; April 9, 2024 ES\*; April 18, 2024; April 23, 2024\*; April 29, 2024  
*\*April 9, 2024 ES & April 23, 2024 minutes were not in the packet and no action was taken.*

*On a motion by Kassiotis seconded Prentakis, the Board voted unanimously by roll call **to accept the minutes** of March 28, 2024; April 9, 2024 OS; April 18, 2024; April 29, 2024*

**c. Town Administrator Updates & Reports – J. Sultzbach**

- Pre town meeting at 7 PM for the upcoming May 14 Annual Town Meeting.
- Fire Chief LeColst was present and spoke on a recent event and recognized the individuals that participated in a life saving actions. A formal presentation is scheduled Thursday night.

**2. Public Comment** - There was none.

*The agenda was taken out of order with consensus.\**

**3. Vote on continuation of One Day Liquor License for Winter Hill Brewing:** May 11 – June 30

The Board referenced a letter from the Police Chief stating there have not been any instances and no detail was recommend at this time.

*On a motion by Prentakis, seconded by Carbone, the Board voted unanimously by roll call **to approve the One Day Liquor License** for Winter Hill Brewing.*

#### 4. Board & Committee Appointments

George Dow was thanked for serving on the Building Committee.

*On a motion by Prentakis, seconded by Carbone, the Board voted unanimously by roll call to appoint the following members through the end of the project being 6 months after the occupancy permit of the last building, and reduce the voting membership from seven to five: William Renault; Paul Armitage; Nicholas Bonugli; Kyle Smith; Frank Twiss. Ex-officio members: Fire Chief Doug LeColst; Police Chief William Sampson; Town Administrator Justin Sultzbach, Assistant Town Administrator Jackie Bresnahan; Council on Aging Director Jillian Smith.*

#### 5. \*Masco Capital Discussion - Article 16

Masco Superintendent Dr. Harvey was present with Matt Alexander, Middleton Representative on the Masco School Committee, for this agenda item to further discuss article 16 on the Annual Town Meeting Warrant asking voters to approve \$5,000,000 debt authorized by Masconomet Regional School District for the purpose of paying costs of an owners project manager (OPM) and design services in connection with the roof, HVAC, & Building Management System (replacement) construction project at the high school / middle school.

J. Sultzbach noted officials from Boxford and Topsfield were informed of this discussion and extended an invitation. Some officials from Boxford were present, not participating.

Because this project is being prepared with the intention of submitting for the 2027 cycle of MSBA (Massachusetts School Board Authority) funding, the Town Administrator spoke with a representative from MSBA regarding the timeline and how this project would align. J. Sultzbach reviewed roofs, windows, and doors are the only funding guaranteed and there is no guaranteed funding for heating or cooling systems. He added funding is not required in advance of an invitation to participate in MSBA funding programs and stressed to the Board the scope of projects may not be bundled as being presented but that specific votes must be taken by town meeting on each individual project. He pointed out this is not how the project / funding is proposed, and going forward in this manner will preclude any MSBA funding. It was noted this information is on the MSBA web site.

J. Sultzbach strongly recommended this request be held for 2025, but Dr. Harvey disagreed citing in 2025 the Town would be asked for funding for the full project. Dr. Harvey stressed the current state of decline and failure of equipment and opined the MSBA would not fund this project anyways due to heavy competition for grant money.

The Select Board responded to this information with questions directed to Dr. Harvey and identified their primary concerns. Dr. Harvey said the School Committee recommended partial funding and not to request the entire amount in 2024 (estimated \$30,000,000).

The Board agreed this project was viable but shared the concern that as presented would not be eligible for MSBA funding, noting \$5,000,000 does not solve the problems and that future funding is not secured.

B. Cresta spoke on his concern that the project is likely not to receive MSBA reimbursement and opined this was a "foolish decision and lacked fiduciary responsibility". He went on to highlight facts from a recent discussion with Inaugural Director of MSBA who also agreed 20 percent for repair design and OPM is significantly high.

B. Cresta compared it to the town's newly designed \$70 million municipal project OPM at 10 percent. He felt the effort towards this project was not transparent and this was the 11<sup>th</sup> hour to be presenting this override, which he reiterated puts the town at risk to not be reimbursed.

M. Alexander responded these have been discussed at public meetings on what they believe to be a methodical plan from information they have received from start to finish. The School Committee was given a 16 percent average for OPM that they believed to have been from MSBA and combined with other experienced people in the field, settled on the 20 percent, but do not have to spend this if it comes in lower.



An oral review of the soft estimates and capital plan was given by Dr Harvey; he referenced Stantec studies and estimates and the capital plan distributed in February 2023 including the quotes for the systems, noting these will all go out to bid.

K. Prentakis asked if more than one OPM firm was consulted as opposed to taking percentage of the estimated total project and Dr. Harvey responded he was told J. Sands, finance director, spoke to other firms and followed the usual process.

The Board discussed whether to support the article with the three concerns being:

1. High OPM of 20 percent.
2. Seeking partial (\$5 million) vs the total project cost at this time is not clear to taxpayers of the total cost and potentially future funding for the remainder of the project may fail and this \$5 million would be wasted.
3. Potentially not being eligible for reimbursement from MSBA because of the proposed process.

In summary, The Board felt the override was not a fiduciarily responsible approach and lacked transparency to the voters, most likely would precluded the town from reimbursement from MSBA, and without the total project cost being known/ approved, supporting this article was too high a risk with tax payers money. The School acknowledged the risk.

Approaching the project with the assumption that MSBA will not fund this project, J. Sultzbach again proposed a full cost project with accurate estimates be presented to town meeting in 2025, and if approved, follow final design bid with contrition for summer 2026. This included taking this year (2024) to form a building committee and talk to the tri towns. The discussion resumed on the process and the Boards concerns.

K. Prentakis reviewed the Board's options to support, oppose, or not take a position on the override.

Carbone expressed her frustration that the capital plan was brought forward in March 2023 but now in 2024 - 6 days from town meeting they are having this discussion and being put in this position; the administration and school committee should have had more transparency and involvement from the three towns.

*On a motion by Cresta, seconded by Kassiotis, the Board **voted 3-0-2 by roll call not to support (article 16) and take a vote of opposition** with a declaration on the floor of town meeting for this (article 16) warrant article.*

Cresta - yes

Prentakis – abstained citing neither opposing or supporting is right

Garber – yes due to the process

Kassiotis – yes citing there is time to get this right and this vote will not change the timeline.

Carbone – abstained- reckless to spend the tax payers money

*On a motion by Prentakis, seconded by Kassiotis, the Board voted unanimously by roll call **to support Article 17.** ( Masconomet Regional Capital Request to appropriate \$135,586 to pay a portion of the costs of FY 205 capital needs to be funded by Free Cash)*

**6. \*Planning Director Screening Committee recommendation** - The Planning Director Screening Committee included a Select Board, Planning Board, Zoning Board member and the Town Administrator and Assistant Town Administrator.

D. Carbone served on this committee and noted after much discussion, in part due to the current development stage of Middleton and that C. Reilly is a seasoned planner, this was a good fit for Middleton and the Committee was unanimous to recommend Chris Reilly as the Planning Director. C. Reilly was present and spoke briefly on his experience as a Planner and his appreciation on the opportunity to work in Middleton.

C. Reilly will start June 3.

*On a motion by Prentakis, seconded by Carbone, the Board voted unanimously by roll call **to appoint Chris Reilly as Planning Director for a term through June 30, 2027.***

**7. MBTA community** – At the request of the Chair, the MBTA Zoning was on the agenda for discussion. J. Garber suggested the Board recommend no action on this item at Town Meeting. R. Kassiotis responded he has not gotten a lot of push back on this, and he opined waiting may not benefit Middleton, adding this is not a mandate to build but to create zoning. K. Prentakis opined additional time would allow continued education so residents can make an informed decision. B. Cresta mentioned legislation is out of formal session in July and there will not be any changes made. B. Cresta and D. Carbone opined this will end up in court where decisions and amendments will be made, but that the town not to miss the time frame and risk state grant funding. The deadline is December 31 and if not on the spring town meeting, the town would have to commit to a fall town meeting. It was the consensus of the Board the MBTA Zoning remain on the 2024 ATM warrant for voters.

#### **8. Middleton Municipal Complex Contract**

The following was unanimously approved for recommendation by the Building Committee:

- Construction testing vendor (materials on site): Fenagh Inc. - subject to approval from Town Counsel,  
*On a motion by Prentakis, seconded by Carbone, the Board voted unanimously by roll call **to award the Construction Testing Vendor per the building committee's recommendation.***
- Audio / Visual - A special RFP was done for the audio/ visual vendor because of the high tech needs - Value Communications.  
*On a motion by Prentakis, seconded by Kassiotis the Board voted unanimously by roll call **to award the Audio/ Visual Vendor per the building committee's recommendation.***
- Amendment #9 - \$ 5,500 for septic re-design for additional engineering work.  
*On a motion by Prentakis seconded Kassiotis the Board voted unanimously by roll call **to approve amendment #9 for the septic redesign in the amount of \$5,500.***
- Amendment #10 – \$3,600 to include additional electrical work on the town green to the gazebo.  
*On a motion by Prentakis seconded Carbone the Board voted unanimously by roll call **to approve amendment #10 for the electrical work on the green in the amount of \$3,600.***

#### **9. Review & Approve Contract for Police Chief William Sampson. For Fy 25-27**

*On a motion by Prentakis seconded by Carbone, the Board voted 4-0-1 by roll call **to approve the Contract for Police Chief Sampson**, with R. Kassiotis recusing himself from this vote, as a member of the Police Department.*

#### **10. Review new non-union classifications for one position -**

J Bresnahan referenced the Collins Center Classification Study and spoke on the proposed adjustment to a new non-union position, previously unclassified.

The request of the Board was to classify the Police Captain position to a grade E and give that position the market grade increase as recommended. The financial impact: FY24 - \$4,065 & FY 25 – \$7702.84

*On a motion by Prentakis, seconded by Carbone, the Board voted unanimously **to accept the recommendations of the Collins Study**. R. Kassiotis recused himself as a member of the Police Department.*

**10. Memorial Hall Visioning – Consultant Studio Luz Architects (SLA):** Sarah Pumphry Project Manager; Hansey Better Barraza, Principal; Elise Ziious Project Designer. Claire O’Neil, Sr. Vice President, Real Estate Planning from Mass Development was also present.

S. Pumphry referenced a slide deck and spoke on the community engagement in Middleton regarding the reuse of Town Hall after offices have moved to the new facility. SLA held both an on-line and in person forum, and conducted a public survey. In summary, there were 114 participants.

Most supported the historical building be saved and most participants did not want high density housing, bar/club or retail use. The most supported uses were:

Recreation open space - 64

Community center ( it was noted a community center is a part of the new facilities project) - 43

Playground - 45

1. Minimal reuse – 57% for new programing / reuse
2. Expansion - 11% to increase footprint for new programing / reuse
3. Creative Adaptation – 16% demolish existing structure or relocate
4. Other – 11%

SLA prepared three schemes for discussion purpose:

- Scheme A – existing building for community related program; mixed use
- Scheme B – affordable housing preserving access to playground/fields
- Scheme C – relocate the building for community use and relocate the fields for affordable housing and allow for future road relocation/traffic mitigation.

It was confirmed the participation of the survey was concentrated from the abutters/area of this site.

The project schedule / timeline was reviewed with the final report due June 25, 2024. SLA will present schemes based on feedback from the Board at the June 18 meeting.

J. Bresnahan noted the town will have about two years to plan for the use of this property.

SLA requested feedback from the Board.

It was noted some participants did not seem aware of the town’s municipal project/plans and current challenges to Route 114 traffic. Discussion included relocating fields, incorporating affordable housing, maintaining the playground, rehabilitation costs to bring the building up to code was likely prohibitive, and if investing in rehabilitation was wise with possible changes to the intersection/ traffic mitigation could impact this property in the future.

The Board noted the importance to keep (as much of) the fields as possible and maintain the façade of the building, while creating low density affordable housing. Traffic was acknowledged as one of the driving forces to any plans for this property, not a part of this project.

One of the Board’s concern was that this property not be left vacant.

## **12. Updates & Announcements**

June 22- Chief Wills Day (rain date 6/23)

## **13. Upcoming Meetings:**

Select Board Meetings: May 28; June 18, July 9

May 14: Annual Town Meeting

*Draft*

7:45 PM - R. Kassiotis recused himself from Executive Session and left the meeting.

**14. Executive Session - Middleton Police Benevolent Association**

*On a motion by Prentakis, the Board voted unanimously by roll call to enter into Executive Session pursuant to G.L c. 30A, s. 21 (a) (3) to discuss strategy with respect to collective bargaining negotiations: Middleton Police Benevolent Association and return to open session for vote.*

**The Board returned to open session at 7:59 pm**

*On a motion by Prentakis, the Board voted unanimously by roll call to **approve the contract with the Middleton Police Benevolent Association.***

**Adjournment** - *The Board unanimously adjourned at 8:02 pm.*

Respectfully submitted by,  
Catherine E. Tinsley  
Catherine Tinsley, Recording Secretary

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Rick Kassiotis, Select Board Clerk

**Documents either distributed to the Select Board before the meeting in a packet or at the meeting:**

- Agenda: May 7, 2024
- Warrant # 2422
- Community Engagement Analysis: Memorial Hall
- Police Chief Employment Agreement
- Collins Center Compensation & Classification Study
- Winter Hill Brewing One Day Liquor License 4/20-6/30
- *Middleton Police Benevolent Association Contract*

Draft

MEETING MINUTES  
MIDDLETON SELECT BOARD MEETING  
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER  
143 SOUTH MAIN STREET, MIDDLETON, MA 01949  
April 23, 2024 at 6:00 PM

*This meeting was in person, broadcast live, recorded by Civic Media, and posted on You Tube.*

*With a quorum present the Chair called the meeting to order at 6 pm.*

Select Board present: Jeff Garber, Chair; Rick Kassiotis, Clerk; Brian Cresta; Kosta Prentakis; Debbie Carbone.  
Also attending: Justin Sultzbach, Town Administrator; Jackie Bresnahan Assistant Town Administrator /Human Resource Director; and others as noted.

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**Business**

**a. Warrant 2421 of April 18, 2024:** Payroll \$ 820,000; Bills payable \$ 1,100,000; FP 36 \$ 183,820  
The Town Accountant/Finance Director Sarah Wood has reviewed the warrant and requested the Board's approval. Town Administrator Sultzbach provided a brief overview of the warrant presented for approval.

*On a motion by Prentakis second by Carbone, the Select Board **voted unanimously to approve Warrant 2421 and FP 36** as presented.*

**b. Town Administrator Updates & Reports – J. Sultzbach**

- The Masco Representatives held a presentation on Thursday, April 18th to discuss their \$5,000,000 million capital request. J. Sultzbach will be sending a list of final questions regarding the project at the end of this week for a discussion at your May 7th meeting.
- J. Sultzbach hosted a meeting on Friday the 12th with representatives from the ZBA, Villebridge Middleton, TEC and MassDOT to discuss future infrastructure coordination, specifically pertaining to a potential future MassWords grant. Thank you to all that participated.
- We are continuing Annual Town Meeting outreach. A huge thanks to Adam Stone for recording a brief overview of the warrant with me. We will also be visiting some HOA's over the coming weeks, the COA, as well as hosting a forum on Monday, April 29th at 6pm at Fuller Meadow to discuss the override and MBTA Zoning in advance of candidate's night. Additionally, a full pre-town meeting will be held on Tuesday, May 7th at 7pm. Department heads will be present.
- Mark your calendars, we are planning a ceremonial June 14th Ground Breaking for the Public Facilities project. (Work will start in advance, sometime in early May). More to follow.
- J. Sultzbach attended the April 16th Charter Review Committee meeting. We discussed elements pertaining to the Town Administrator. I appreciate the opportunity to provide input.
- Deb Mahoney will be leaving us as Administrative Assistant to become the Office Coordinator in the Clerk's Office. Best of luck to Deb, and thank you for her service.
- J. Sultzbach asked TEC for rough numbers to study the feasibility of running Boston Street through to Maple, bypassing the square. It is estimated such a proposal would run in the neighborhood of 25k. There is a more



cost-effective path- an Origin Destination Assessment, which would be less than \$7k. A formal proposal will be available at your May 7th meeting.

- MPA Grad Fellow Billy Walsh has been working with department heads and staff to collaborate with CivicPlus on a website redesign. We are pleased to announce that the updated website will be launched in mid-May. Residents who have scenic pictures of Middleton for the website can email them to ATA Bresnahan at [Jackie.bresnahan@middletonma.gov](mailto:Jackie.bresnahan@middletonma.gov). J. Bresnahan gave an overview of the new website.
- Join the Middleton Stream Team this Sunday, April 28th for the annual Earth Day festival from noon to 3 pm at Rubchinuk Park. An afternoon of fun for all ages, there will be music, games, displays, a visit from Smokey the Bear and the Middleton Fire Department, and activities celebrating Mother Earth. The event is free. Rain date is May 5th

**2. Public Comment** - *There was none.*

**3. Conservation Agent Kristin Kent- Couture Way Stormwater Peer Review-** Coneco Engineers: Kevin McHugh, PE, Engineering Principal was present and participated in this agenda item.

K. Kent introduced the discussion on stormwater management for Northeast River Estates. The Peer Review specifically included potential causes of damaging flooding offsite. The original subdivision documents were reviewed and no definitive reason was determined with the design, however, there were some concerns with the construction and methods used to control stormwater. K. McHugh summarized the Stormwater Pollution Construction Plan did not specify what should be done to control run-off from the sites. The primary concern is there are not a lot of stormwater controls being used overall during construction to manage the runoff, which is leaving the sites causing the flooding. Other possible contributors to the flooding were mentioned in the report. K. Kent noted one of the challenges is people are buying the lots at Northeast River Estates from the developer who installed just the road and is selling off the lots for individual construction. Erosion controls are required to be installed by the property owners via the permit. It was noted these lots are not at final grade and not being overseen by a developer and possibly not managed properly. Even though there is catch basins, the road is not at final grade and water may be bypassing the drainage. The drainage system will be cleaned by the developer at the completion of the sub division. It was noted this roadway is years away from meeting the criteria to be requested as a street by the town.

K. McHugh observed the road is curved and the run off is minor from the road and mostly coming off the lots which are no longer stabilized by vegetation. This includes from the increase of impervious surfaces i.e. roofs and pavement. The peer review recommended plans should have stormwater plans built into the management plans for construction. The stop work orders have been lifted and six houses are ready for landscaping.

K. Kent identified the Town owns, and is responsible for, a dam structure on the Northeast property and pipe; there is a drainage easement. She recommended hiring an engineer to determine liability.

The meeting was open to the public.

Mike Kessel, Cabral Drive, spoke on the flooding damage and said he spoke to the owner of Couture Lane but did not get a response. He voiced his frustration over the damage to his property and lack of responsibility. Edwin Cowart, Cabral Drive, directed his comments on the inadequacies of water run-off control on the new lots. He observed curtains in place are used solely to stop silt, not water and noted this was brought to the town's attention after the July storm. E Cowart addressed two issues being the headwall should be reengineered as it does not handle the pressure of water surge from the storms and for the town to pressure the developers to find a resolution.

Anthony Wood, Cabral Drive, identified his property as having been the conduit for the water due to the positioning of the silt socks that funneled the water straight downhill from the cleared lots in Northeast Estates.

He repeated the same concerns and additional expenses due to the flooding and he also spoke to the building behind him to use sandbags to help temporarily redirect water. He further explained the dam structure has one 12 inch out pipe which is receiving water from not only wetlands, but five lots that have a catchment pond. Leaves and debris clog this pipe often causing it to overflow; currently the DPW is clearing it weekly.

Ralph Kraft, Cabral Drive, confirmed he now has a small lake in his front yard.

Residents noted water has been present in the retention ponds for weeks; K. McHugh stated water should not be holding in a retention pond for more than 72 hours. The residents voiced health concerns and possible violations.

The Board supported engineering be done to confirm if the structure/pipe is sufficient, citing the topography and landscaping has changed the area. Pending the report, the developer will be involved as appropriate.

The Board directed the various town department to regularly monitor this area. The Town Administrator will prepare a scope of work to have engineering done to further identify specific areas as identified in the peer review. This led a brief discussion on how the town may improve the permitting process to reduce inconsistencies and loop holes and what regulatory action can be taken after permits are issued.

One resident questioned how mitigation would be provided to make these residents who experienced "whole".

The Board responded these are all pieces of the process to collect information to understand liability. The original plan presented in August 2021 was referenced that all water would remain on the (Northeast) site.

#### **4. Vote on Alteration of Premises application to its existing licensed premises for Luv Kush Marketing, DBA Howe's Station, 229 Maple Street, Manager Dipak Karia**

*On a motion by Cresta it was unanimously **voted to open the public hearing at 7:23 pm.***

Present to speak on the application was Attorney Jill Mann representing the applicant. She reported the ZBA approved the expansion to 229 Maple Street building (Howe Station) by 512 square feet to "even out the building". Attorney Mann provided additional renderings of the proposed addition to the Board.

A full seconded story was added for office space and storage and the first floor storage/cooler was expanded. Attorney Mann summarized the increase in alcohol storage requires this alteration to be a part of the license and be approved by the board. She confirmed the same number of parking spaces was maintained and meets the bylaws without a significant change in retail space. The hearing was open for public comment/questions; there were none.

*On a motion by Cresta, seconded by Kassiotis, the board voted unanimously **to approve the application for expansion** of the existing license premises for Luv Kush Marketing DBA Howe's Station, at 229 Maple Street, Manager Dipak Karia, as depicted in documents provided.*

*On a motion by Cresta it was unanimously **voted to close the public hearing at 7:36 pm.***

#### **5. Vote on One Day Liquor License for Cellar Door for The Natural Dog, 189 S. Main Street. – May 18**

Bea Tiberii, owner of Cellar Door was present and spoke on the request for a one day beer and wine license as a benefit to promote pet adoption at the Natural Dog at 189 S. Main Street. Cones and plastic fencing will be used around the area where the alcohol will be served/consumed, to be monitored by Cellar Door. This application did not meet criteria for Police review.

*On a motion by Prentakis, seconded by Cresta, the Board voted unanimously **to approve a One Day Liquor License** for Cellar Door for The Natural Dog, 189 S. Main Street on May 18.*

The agenda was taken out of order with consent. \* Middleton Municipal Complex contract approvals.

#### **6. Reclassification of ARPA Monies- This agenda item was deferred to a future meeting.**



**7. Final Review of Sick Leave Bank Policy-** J. Bresnahan provided the information on the school's three collective bargaining units sick leave bank policies as requested at the previous meeting.

The sick leave bank is an employee handbook policy as approved by the Select Board; unions may opt in during bargaining. Units not participating can be offered a side letter.

*On a motion by Prentakis, seconded by Carbone, the Board voted unanimously **to approve the Sick Leave Policy** as presented.*

**8. Discussion of H.4138 The Affordable Homes Act** – B. Cresta spoke on this agenda item regarding the MBTA zoning requirements and suggested the Board review additional legislation that is pending. Specifically the Affordable Homes Act to expand affordable housing across the Commonwealth. He noted this includes a transfer tax upon the sale of a property on high value homes, over \$1 million dollars; the average home in Middleton is \$950,000. B. Cresta observed what is proposed is not what is always passed i.e. MBTA Zoning, which can lead to unintended consequences. He recommended the Select Board respond to a letter to Middleton's Delegation and Chairs of the House and Senate Ways and Means Committee and one member work with the Town Administrator on such a letter. B. Costa offered to work on a draft letter.

*On a motion by Cresta, seconded by Kassiotis, the Board voted unanimously **to designate B. Cresta to work with the Town Administrator to develop a letter** to legislative leaders and Middleton's Delegation on House Bill 4138 and provide input of concerns regarding the Town of Middleton.*

**9.\* Middleton Municipal Complex contract approvals**

J. Sultzbach summarized OPM Brian LaRoche PCA 360, and Tom Hood were present to speak on the sub bids for the municipal project and request the Board's Authorization on specific items as reviewed by the Building Committee. B. LaRoche referenced the W.T. Rich Company draft GMP cost Summary for the project based on bids received to date, the project is anticipated to be on budget; currently about \$660,000 under budget after having bid \$40,000,000 of work with an additional \$16,000,000 of work remaining to be bid.

*On a motion by Cresta, seconded, by Carbone, the Board voted unanimously **To Award (RTA) #001** – for Trade Bid Contractors in the amount of \$23,364,445, including the full acceptance and to proceed on Bid Alternate 1, and to authorize negotiations/pricing for further review by the Building Committee on Bid Alternates 2 and 3*

*On a motion by Cresta, seconded, by Kassiotis, the Board voted unanimously **To Award (RTA) #002** – Priority Non-Trade Bid Contractors, at a value not to exceed \$15,800,000, including the full acceptance and to proceed on Bid Alternate 1, and to authorize negotiations/pricing for further review by the Building Committee on Bid Alternates 2 and 3*

*On a motion by Cresta, seconded, by Prentakis, the Board voted unanimously **To Amendment #001** to WT Rich Contract to include the above-mentioned RTAs #001 and #002 not to exceed the total value of \$39,164,445 for a total contract value to date of \$39,289,355 subject to approval of contract form by Town Counsel.*

**10. Updates & Announcements**

K. Prentakis reminded residents walking the rail trail to pick up after their dogs.

Chief Wills Day is June 22 with a rain date of June 23.

*Draft*

**Upcoming Meetings:**

Select Board Meetings: May 7, May 28; June 11

May 14: Annual Town Meeting

**Adjournment** - *The Board unanimously adjourned at 7:58pm.*

*Respectfully submitted by,*

Catherine E. Tinsley

Catherine Tinsley, Recording Secretary

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Rick Kassiotis, Select Board Clerk

**Documents either distributed to the Select Board before the meeting in a packet or at the meeting:**

- Agenda: April 9 2024
- Warrant # 2421; FP 36
- Town Administrator update
- Coneco Engineering Peer Review 3.20.24
- Alterations of Premises Liquor License Application – Howes Station Market
- One Day Liquor License Application – Cellar Door
- Sick Bank Policy
- House Docket – Affordable Homes Act
- W.T. Rich Company – Request to Award #0001- Trade Bid Contractors 4.11.24

SELECT BOARD & FINANCE COMMITTEE  
FY2025 CAPITAL BUDGET SUMMIT  
MEETING AGENDA  
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER 143 SOUTH MAIN STREET, MIDDLETON, MA 01949  
SATURDAY, MARCH 2, 2024 8:30 AM

*The Board reserves the right to consider items on the agenda out of order. Not all items listed may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

**8:33AM**            **Call to Order** – With quorums present the meeting was called to order.

Select Board present: Chair Jeff Garber; Rick Kassiotis, Clerk (L-4:03pm); Kosta Prentakis, Debbie Carbone (L-12:30), Brian Cresta

Finance Committee present: John Erickson, Co-Chair, Richard Gregorio, Co-Chair; Michelle Cresta; Peter Moon; Jason Vining; Toni Mertz; Thomas Martinuk

Also attending: Town Administrator Justin Sultzbach; Finance Director / Town Accountant Sarah Wood; Assistant Town Administrator (ATA)/HR Director Jackie Bresnahan, Recording Secretary, and other attendees as noted.

**8:30am Introductory comments** - Justin Sultzbach gave an overview of the FY 25 operating budget changes since the February Operating Budget Summit including changes to revenue, expenses, and supplemental requests. The deficit remains around approximately \$600,000, down from the previous deficit of \$925,000.

A net decrease of \$201,000. Finance Director Wood went through each item individually.

Reference to the changes in operating budget document were made by Finance Director Wood.

Questions ensued about the IT replacement schedule as well as how the Essex Tech enrollment works.

Revenue 3.7% year over year. Expense overall 5.2%. Budgets to be finalized include Masconomet, Elementary schools, Police Contract, Recreation.

**9:00AM Masconomet Regional School Capital Budget:** Supt. Dr. Michael Harvey  
School Committee members present: Trevor Carrier

Super. Harvey. School Committee is deliberating and looking to vote on March 20<sup>th</sup> on capital. Public Hearing is March 6<sup>th</sup>. Reviewed timing and three categories:

Category 1 - Roof, HVAC, bldg. mgt

Category 2 – Turf field project

Category 3 – other long-term projects

All are recommendations from the School Committee's Capital Improvement Committee.

The Select Board and Finance Committee asked questions about the categories of capital spending for Masconomet, in particular questions about the roof and HVAC units. Members also asked about ongoing maintenance practices for when these projects are completed.

Update from Trevor Carrier on Turf fundraising: No \$100,000 in hand, \$50,000 in pledge from bank, \$50,000 in private pledges, \$480,000 non-binding indications of intent for a total of \$680,000 in potential donations. May see more once permits are done. Estimates will be available in upcoming weeks.

Some discussion around the make up of the BAN for the \$1 million of category 3 expenses occurred.

**9:33AM Middleton Elementary Schools:** Superintendent Scott Morrison, Asst. Superintendent Steve Greenberg; School Committee Chair Michelle Aiken (all A- 9:15 am)

No updates on operating budget. FY 25 Capital requests include design and bidding for roof replacement for part of Fuller Meadow and part of the MSBA Accelerated Statement of Interest. Projects for outlying years were also reviewed. Member Prentakis asked about timeframe on the driveway layout project and if there would be a funding request for it in FY 25. Superintendent Morrison is working with DPW for next school year locally/internally while looking at broader design next year. Lower cost in house work would be for 24-25 school year as Golf Course won't be available for parent pick up parking for fall 2024 due to the beginning of construction. Board looking for a placeholder number for the in-house layout restructure costs. There was a discussion of combining some projects in the outlying capital years in the Elementary Schools are successful with the roof on MSBA funding. There were some questions about if Green Communities would help and the pros and cons with MELD were identified. Administration identified that the discussion has been had with MELD and is not an ideal option.

**9:50AM Flint Public Library Capital Budget Request:** Director Loretta Johnson; Also present: Trustees Susan Piccole, Donna Bambury; Friends of the Flint Annie Wilton, President

Director Johnson presented on the library roof work that needs to be completed and the various costs from different contractors. The roof work includes the slate roof and gutters on the original building (not the flat roof on the addition).

Member Prentakis advocated for the use of CPA funds for the original building roof preservation and repair work. Member Cresta asked if \$49,000 was enough. Director noted she was confident and said the biggest unknown is the cost of copper. Members identified the need for a band-aid until the work can be done. There was also a question of the cost for interior patching. There was discussion of increasing the \$49,000 to \$55,000 or \$60,000.

There was consensus on moving the roof preservation and repair to CPC and adding a building assessment for the Library to the capital plan for FY 25 with an amount to be determined at around \$15,000.

**10:20AM Public Works:** Superintendent Paul Goodwin

Superintendent Goodwin reviewed his FY 25 requests as well as some of the larger requests in the outlying years. Particular time was spent on reviewing the vehicles to be replaced and what they will be replaced with.

There was some discussion about closing out the COA wall to be appropriated to the dump truck, but there was consensus it should be closed out to free cash with some left for engineering.

Discussion continued on mowing and field upgrades for when the new municipal complex is open.

**10:45 AM Fire Department Supplemental Budget Request: Chief Doug LeColst**

The Chief reviewed all of the FY 25 items on the capital plan and provided some insight on items in outlying years as well as grant applications for some of the items. If the grants are successful, it may reduce the capital appropriations, but with the timing of the grants not aligning with Town Meeting, he is requesting to fund the items. The Lucas CPR device needs to be replaced, but the Fire Department has applied for an Assistance for Firefighters Grant and if that application is successful, we would not need the expenditure. The Chief also indicated he received a grant for some of the electronic key system requested.

Some discussion of the time delay on fire vehicles occurred as well as the Department's continued commitment to applying for grants for as many capital purchases as feasible.

**11:20AM Police Department Supplemental Budget Request: Chief William Sampson; Also present: Captain Matthew Armitage**

The Chief reviewed his FY 25 capital budget requests, including weapon replacements and upgrades to the evidence room. Some discussion about the ability for the evidence room

**11:35AM Select Board/IT/PEG/Essex Tech: TA Sultzbach; ATA/HR Director Bresnahan; Finance Director Wood**

TA Sultzbach reviewed the Natsue Way remediation project and potential paving. A discussion about the history of the landfills and what is required by DEP ensued.

ATA Bresnahan presented the draft IT strategic plan and the FY 25 capital items. Discussion ensued on the needed upgrades and the step in the right direction for IT management moving forward.

Finance Director Wood presented on the Essex Tech debt. A brief discussion ensued about if free cash is the best way to fund it for the upcoming years.

**12:15 PM Operating Discussion** – limit elementary schools to 4%, plus masco going down could solve the balance and then the supplementals (PD, FD, facilities) go into the override along with elementary.

Facilities discussion – TA Sultzbach reviewed the request for 6 months of a facilities position. Discussion indicated a need to include capacity for positions in this year's supplementals now due to the volume of upcoming overrides from Elementary Schools and Masco. Significant discussion occurred about the importance of adding capacity this year for items this year and in future years.

**12:55 PM Coffee break**

**1:15 PM Minutes from the previous joint meeting on February 3, 2024:**

There was an amendment by Jeff Garber and by John Erickson; Brian Cresta moved to approve as amended, second by Kosta Prentakis to approve as amended.

**1:20 PM Supplemental requests were reviewed**

Significant discussion ensued on the Facilities position.

**Jeff Garber moved to move the facilities position until July 1, 2026 (FY 26) with capacity in the override in FY 25, second by Debbie Carbone** – discussion – Brian Cresta commented that there should be capacity, but would be willing to do 3 months in FY 25. The co-chairs of the Finance Committee supported a full year capacity for funding in FY 25, and half year hire. There was consensus on capacity, but difference of opinion on start date between January 1 or July 1 2025.

The Select Board and Finance Committee jointly voted in favor of Mr. Garber's motion – 2 in favor – 9 opposed – 1 abstain.

**Peter Moon moved to build capacity in FY 25 with start date of January 1, 2025, seconded by Tom Martinuk, 8 in favor, 4 opposed, including the Select Board and Finance Committee.**

**John Erickson moved 100% building capacity in the override, fund 6 months, and SB can decide later on 3 months or 6 months, second Debbie Carbone – 11 – 1- 0.**

**Brian Cresta moved to move the planning admin to the health department budget, with excess levy capacity for PT position in FY 26, no funding for an additional admin in FY 25. Motion Brian Cresta, second Jeff Garber – 12-0.**

**Brian Cresta moved to include full time police officers (2 full time patrol), in override, second by Jeff Garber – 11 in favor, 1 abstain (Rick Kassiotis).**

**Jeff Garber motion to not include funding for Police LT, second Brian Cresta – 11-1-0, Rick Kassiotis abstained.**

Motion for 2 frontline Fire personnel by Jeff Garber. No second made

**Motion for 3 frontline fire personnel in FY 25 was made by Brian Cresta, second Peter Moon, voted in favor 9-3.**

**For the fire Admin officer there was a motion to not support by Tom Martinuk, second by Jeff Garber. Passed 12-0.**

Toni Mertz suggested next year (FY 26) to fund a position out of revolving fund for future programs at COA for future years with Recreation and nothing from FY 25.

Brian Cresta made a motion to not fund the COA position in FY 25, second Debbie Carbone. Passed 12-0.

Brian Cresta moved to not fund FT reference library, second Debbie Carbone. Passed 11-1.

Brian Cresta moved to approve 2 PT circulation assistants in override, second Debbie Carbone. Passed 12-0.

These motions completed the day's review of the supplemental budget requests.

**The discussion returned to the capital budget.**

The Finance Director reported \$4.5 million of free cash aka retained earnings. \$2.4 million of that free cash can be used per policy. There are \$2.1 million in capital requests with some reductions from funding from CPA funds. The Finance Director reviewed the recommendation for capital spending as provided. Based on consensus discussion, addition of 20K for library building assessment from CPA was added to the plan.

Brief review of prior year warrant articles. Some discussion was had on this project as the Finance Director continues this effort.

Upcoming meetings:

Tuesday, March 5, 6:00PM – regular Select Board meeting

Wednesday, March 20 at 7:00PM – Masconomet School Committee, potential vote on debt

Thursday, March 28, 6:00PM – Jt Select Board/Finance Committee hearing and reading of the Warrant

Thursday, April 4, 6:00PM Joint BOS/FC. Finalize budget, if needed

Tuesday, May 14, 7:00PM Annual Town Meeting

Tuesday, May 21 Annual Town Election

Adjournment – *The meeting was adjourned unanimously at 2:50 pm.*

Respectfully submitted,

Jackie Bresnahan

Jackie Bresnahan, ATA/HR Director and Minutes Secretary

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R. Kassiotis, Select Board Clerk

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Finance Committee Co-Chair

Documents either distributed before the meeting in a packet or at the meeting:

Agenda

Proposed FY25 Capital Budget 1.30.24

Supplemental Requests

Changes to FY 25 Operating Budget to date

Sarah's PowerPoint

Masconomet Capital Spending Timelines Preliminary View PPT 3.2.24

FY 25 CIP Summary

FY 25-29 5-year CIP Master File

FY 25 Budget Message

Warrant Article Update (prior year Warrant articles with statuses)

Minutes from the Operating Budget Saturday meeting

IT Strategic Plan

Deputy Superintendent of Municipal Facilities PPT





**TOWN OF MIDDLETON**  
Office of Finance Director/Town Accountant  
48 South Main Street  
Middleton, MA 01949  
(978) 777-4966

4

**TO: Select Board/Finance Committee**

**FROM: Sarah Wood, Finance Director/Town Accountant**

**DATE: 4/30/2024**

**SUBJECT: FY 2024, 3<sup>rd</sup> Quarter Highlights**

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This report includes a summary of the 3<sup>rd</sup> quarter results as of March 31, 2024 of FY 2024 for the General Fund, CPA Fund, Water Enterprise Fund, Sewer Enterprise fund as well as a summary of appropriation accounts, revolving accounts and special revenue accounts.

#### **General Fund Expenditures**

As of March 31, 2024, 71.6% of the FY 2024 General Fund budget had been expended. Please see the chart below for a breakdown of each major category's budget versus actual figures as of the second quarter in FY 2024. Encumbrances and warrant articles are not included in these figures.

<b>Major Category</b>	<b>Adjusted Budget</b>	<b>Actual Expended</b>	<b>Percent Expended</b>
General Government	\$ 2,568,829	\$1,604,598	62%
Public Safety	4,946,151	3,328,767	67%
Education	26,495,357	18,571,780	70%
Public Works	2,018,177	1,251,736	62%
Health and Human Services	557,748	350,547	63%
Culture and Recreation	797,026	515,873	65%
Debt Service	3,805,331	2,951,668	78%
State Assessments & Charges	359,180	252,287	70%
Unclassified	4,605,087	4,197,211	91%

At the end of the third quarter of the fiscal year the total year-to-date expenditures should be around 75% of the departmental budget.

The Essex North Shore Tech assessment, Snow and Ice, debt service, retirement assessment and liability insurance all typically have percentages exceeding 75% in the third quarter due to the timing of payments.

There are two other departments that exceed the 75% threshold for the third quarter as well: Town report (93%) and Board of Health (82%). The Town report

line item is mostly expended and will go over budget this year due to there being a special town meeting in the fall where warrant books needed to be printed. I will be requesting a reserve fund transfer at the end of the fiscal year for any overage. The Board of Health is over due to the Tri-Town Inspector's wages coming out of this line item. There is an article at the Annual Town Meeting to adjust the budget for this amount.

At this point in the fiscal year, I am continuously monitoring the departments to ensure there is enough funds within their budget to finish out the fiscal year. There are only two departments that I believe will come close to overspending their budget but I am hopeful that there are funds in our unclassified budget line items to perform departmental transfers at the end of the fiscal year. Other required departmental transfers will be wage related for the merit pay and administrative assistant's union wages that were funded in the compensation reserve.

There is still currently \$1,701,758 in approved general fund capital projects that are outstanding. Departments were sent the list with the FY25 capital budget instructions with the request to update the status of these projects. Within that listing there are several projects that are earmarked to close at the end of the fiscal year as the articles came in under budget but there are still several items that are outstanding. Approximately \$700,000 of these articles are for larger purchases/projects and approximately \$330,000 of outstanding items pertain to projects approved in FY22 or earlier, of which, \$107,000 is set to be closed out at the end of the fiscal year. I have marked the items that are set to either partially close out or fully close out within the attached listing.

### **General Fund Revenues**

Overall revenue collections were largely in line with current estimates. As of March 31, 2024, 82.5% or \$37,627,212 of total estimated revenues for FY 2024 (\$45,599,217) had been collected.

Of the local receipts, PILOT (62%), Building Permits (70%) and Medicaid Reimbursement (61%) are all trending below the 75% benchmark. There is still one PILOT payment outstanding, typically this is received in May or June. Building permits have rebounded slightly since the start of the fiscal year but it is unlikely we will make 100% of the budget by the end of the fiscal year. The Medicaid reimbursements are trending much lower than past fiscal years, this is a trend I will continue to keep an eye on to determine if the budget should be reduced in the future.

The majority of our other revenue categories greatly exceed our 75% benchmark, with several categories already over 100% of the budgeted amounts.

### **CPA Fund Expenditures & Revenues**

CPA expenditures are at 99% of budgeted expenditures, not inclusive of capital items. This is consistent with expectations as debt service payments are paid in the first half of the fiscal year.

CPA revenues are at 87.9% of the budget.

The current fund balance of the CPA fund is \$956,451 (inclusive of prior appropriated fund).

### **Water Fund Expenditures & Revenues**

Water expenditures are at 42% of the budget. This is not unexpected as the majority of expenditures occur towards the end of the fiscal year as well as \$50,000 budgeted for extraordinary/unforeseen expenses.

The water fund revenues are at 95.4% of budget. The majority of the budget is made up of a payment from the Town of Danvers that occurs at the end of the fiscal year; we received FY23's payment in July of FY24. The negative amount in the third quarter is our payment to the Town of Danvers for water liens that are then added onto residents' real estate tax bill.

The current fund balance in the water enterprise fund is \$1,419,724.25.

I hope the information presented is informative and helpful. If you have any questions, please do not hesitate to contact me.

Town of Middleton, MA															
Fiscal Year 2024 Expenditures (unaudited)															
GENERAL FUND	For the Period Ended		9/30/2023		12/31/2023		3/31/2024		6/30/2024		Total		AVAILABLE BUDGET	% USED	
	BUDGET		Quarter 1		Quarter 2		Quarter 3		Quarter 4		YTD EXPENDED				
Total 114 TOWN MODERATOR	\$	200	\$	-	\$	-	\$	200	\$	-	\$	200	\$	-	100%
Total 122 SELECT BOARD		396,574		76,692		98,554		81,783		-		257,029		139,545	65%
Total 131 FINANCE COMMITTEE		3,956		411		464		(274)		-		601		3,355	15%
Total 131 RESERVE FUND		100,000		-		-		-		-		-		100,000	0%
Total 135 TOWN ACCOUNTANT		237,550		39,153		86,978		49,402		-		175,533		62,017	74%
Total 141 ASSESSORS		226,306		49,996		61,461		45,649		-		157,106		69,200	69%
Total 145 TREASURER/COLLECTOR		300,957		55,218		69,974		67,410		-		192,602		108,355	64%
Total 146 CUSTODIAN OF TOWN LANDS		2,500		-		-		2,500		-		2,500		-	100%
Total 151 TOWN COUNSEL		86,000		10,126		27,306		21,978		-		59,410		26,590	69%
Total 155 MIS		520,326		135,389		96,828		126,999		-		359,216		161,110	69%
Total 161 TOWN CLERK		221,823		42,261		45,916		44,089		-		132,265		89,558	60%
Total 162 ELECTIONS		73,386		1,800		2,611		12,754		-		17,164		56,222	23%
Total 171 CONSERVATION COMMISSION		97,151		20,266		25,519		21,869		-		67,654		29,497	70%
Total 175 PLANNING BOARD		136,233		26,480		35,343		30,062		-		91,885		44,348	67%
Total 176 BOARD OF APPEALS		4,770		510		563		708		-		1,781		2,989	37%
Total 181 MASTER PLAN COMMITTEE		1,596		-		272		(136)		-		136		1,460	9%
Total 192 TOWN BUILDING		152,501		19,826		24,763		38,440		-		83,029		69,472	54%
Total 195 TOWN REPORT		7,000		-		3,960		2,525		-		6,485		515	93%
Total 210 POLICE		2,252,533		448,619		565,467		485,225		-		1,499,311		753,222	67%
Total 220 FIRE		2,372,222		453,412		629,223		532,000		-		1,614,635		757,587	68%
Total 241 BUILDING INSPECTION		296,304		57,898		72,316		69,457		-		199,670		96,634	67%
Total 292 ANIMAL CONTROL		24,892		4,351		5,538		5,061		-		14,950		9,942	60%
Total 296 CONSTABLE		200		-		-		200		-		200		-	100%
Total 301 SCHOOL DEPARTMENT		14,724,502		1,824,491		4,248,921		3,453,962		-		9,527,374		5,197,128	65%
Total 314 MASCONOMT ASSESSMENT		10,896,460		2,724,115		2,724,115		2,724,115		-		8,172,345		2,724,115	75%
Total 315 ESSEX TECH ASSESSMENT		874,395		220,928		430,205		220,928		-		872,061		2,334	100%
Total 420 DPW ADMINISTRATION		1,167,420		230,096		310,714		188,425		-		729,234		438,186	62%
Total 423 SNOW & ICE REMOVAL		290,400		236		23,042		184,546		-		207,823		82,577	72%
Total 425 TRANSFER STATION		560,357		76,161		114,188		124,330		-		314,678		245,679	56%
Total 511 BOARD OF HEALTH		165,640		37,548		47,743		49,718		-		135,010		30,630	82%
Total 541 COUNCIL ON AGING		289,730		43,431		61,590		52,154		-		157,175		132,555	54%
Total 543 VETERANS AGENT		67,453		9,664		11,418		11,337		-		32,420		35,033	48%
Total 545 TRI TOWN COUNCIL		29,925		7,481		7,481		7,481		-		22,444		7,481	75%
Total 548 GARDEN CLUB		5,000		100		3,399		-		-		3,499		1,501	70%
Total 610 LIBRARY		715,422		158,189		156,232		161,342		-		475,763		239,659	67%
Total 630 RECREATION COMMISSION		69,104		37,406		1,456		699		-		39,560		29,544	57%
Total 691 HISTORICAL COMMISSION		1,000		-		550		-		-		550		450	55%

Total 692 MEMORIAL DAY		6,500	-	-	-	-	-	-	6,500	0%
Total 693 CHIEF WILLIS FESTIVAL		5,000	-	-	-	-	-	-	5,000	0%
Total 710 DEBT SERVICE		3,805,331	1,130,728	1,586,038	234,903	-	2,951,668	-	853,663	78%
Total 820 STATE ASSESSMENTS & CHARGES		359,180	89,800	85,526	76,961	-	252,287	-	106,893	70%
Total 910 COMPENSATION RESERVE		83,686	3,500	-	-	-	3,500	-	80,186	4%
Total 911 RETIREMENT		2,127,694	2,127,694	-	-	-	2,127,694	-	-	100%
Total 913 UNEMPLOYMENT		15,000	2,880	5,537	-	-	8,417	-	6,583	56%
Total 914 HEALTH INSURANCE		879,882	203,687	212,064	220,664	-	636,414	-	243,468	72%
Total 915 GROUP INSURANCE		2,450	578	485	566	-	1,629	-	821	66%
Total 916 MEDICARE/DEP TAX		117,875	21,082	30,160	24,711	-	75,953	-	41,922	64%
Total 945 LIABILITY INSURANCE		328,500	447,898	12,151	(168,622)	-	291,427	-	37,073	89%
Total 962 TRANSFERS TO OTHER FUNDS		1,050,000	350,000	702,177	-	-	1,052,177	-	(2,177)	100%
<b>Total GENERAL FUND</b>	<b>\$</b>	<b>46,152,886</b>	<b>\$11,190,102</b>	<b>\$12,628,245</b>	<b>\$ 9,206,119</b>	<b>\$ -</b>	<b>\$ 33,024,466</b>	<b>\$ 13,128,420</b>	<b>\$</b>	<b>71.6%</b>
<b>Total CPA</b>	<b>\$</b>	<b>175,750</b>	<b>\$ -</b>	<b>\$ 174,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 174,750</b>	<b>\$ 1,000</b>	<b>\$</b>	<b>99%</b>
<b>Total WATER ENTERPRISE FUND</b>	<b>\$</b>	<b>300,923</b>	<b>\$ 25,865</b>	<b>\$ 70,047</b>	<b>\$ 29,589</b>	<b>\$ -</b>	<b>\$ 125,501</b>	<b>\$ 175,422</b>	<b>\$</b>	<b>42%</b>
<b>Total SESD ENTERPRISE FUND</b>	<b>\$</b>	<b>121,363</b>	<b>\$ 29,526</b>	<b>\$ 29,553</b>	<b>\$ 55,114</b>	<b>\$ -</b>	<b>\$ 114,193</b>	<b>\$ 7,170</b>	<b>\$</b>	<b>94%</b>

**Town of Middleton, MA**  
**Fiscal Year 2024 General Fund Warrant Articles Expenditures (unaudited)**

<u>STM/ATM</u>	<u>Fiscal Year</u>	<u>Article #</u>	<u>Account Name</u>	<u>Original Appropriation</u>	<u>Available Balance at 7/1/2023</u>	<u>YTD Expended</u>	<u>Available Balance at 3/31/24</u>
ATM	2017	17	REMIATE NATSUE WAY	165,000	129,435	35,130	94,305
STM	2019	3	MAINTENANCE OF GOLF COURSE *	25,000	17,500	-	17,500
ATM	2019	25	BYLAW CONSULTANT	50,000	50,000	5,000	45,000
STM	2020	9	40 SCHOOL STREET ENVIRONMENTAL TESTING	10,000	1,100	-	1,100
STM	2020	11	105 S MAIN STREET MAINTENANCE *	5,000	3,747	-	3,747
ATM	2020	19	BRIGADOON TREE/SIDEWALK *	75,000	75,000	-	75,000
ATM	2020	19	COA REFINISH HARDWOOD FLOORS *	7,500	2,812	-	2,812
ATM	2021	10	FIBER OPTIC NETWORK	100,000	5,850	-	5,850
STM	2022	7	ADDITIONAL FUNDS FOR FIRE PUMPER	40,000	40,000	-	40,000
STM	2022	11	IT & CYBERSECURITY	55,000	25,045	21,114	3,931
ATM	2022	19	CHARTER REVIEW	15,000	15,000	-	15,000
ATM	2022	19	CYCLICAL INSPECTIONS	10,000	2,340	-	2,340
ATM	2022	19	CYBERSECURITY PROTECTION	10,000	10,000	-	10,000
ATM	2022	19	MUNIS UPGRADE ATM0621 *	10,000	8,566	-	8,566
ATM	2022	19	TOWN-WIDE HANDICAP IMPROVEMENTS	10,000	5,337	-	5,337
ATM	2022	19	COA BUILDING IMPROVEMENTS	5,700	902	-	902
STM	2023	5	CLERICAL WAGE STUDY	10,000	10,000	5,000	5,000
STM	2023	7	REDEVELOPMENT OF 49 S MAIN ST TOWN EXPENSES	50,000	50,000	-	50,000
ATM	2023	18	DPW SALARY SURVEY *	10,000	5,650	-	5,650
ATM	2023	18	PEDESTRIAN & TRAFFIC SAFETY IMPLEMENTATION *	20,000	6,150	-	6,150
ATM	2023	18	NEARMAP & PUSHPIN GIS *	7,740	644	-	644
ATM	2023	18	DPW SERVER REPLACEMENT	4,000	4,000	-	4,000
ATM	2023	18	VMWARE UPGRADE PHASE 2	14,000	4,000	-	4,000
ATM	2023	18	ANTIVIRUS UPGRADE	4,800	4,800	-	4,800
ATM	2023	18	ELECTION/POLL EQUIPMENT	7,200	1,381	-	1,381
ATM	2023	18	PURCHASE RADAR GUN CRUISER *	5,000	5,000	4,886	114
ATM	2023	18	REPALCE MARINE 1	15,000	15,000	-	15,000
ATM	2023	18	FIRE ALARM MATERIALS	15,000	3,026	-	3,026
ATM	2023	18	ICE RESCUE SLED *	6,000	6,000	5,940	60
ATM	2023	18	RADIO EQUIPMENT	72,800	59,071	46,413	12,658
ATM	2023	18	DIGITIZE INSPECTIONAL SERVICE RECORDS PHASE 2	35,000	35,000	20,227	14,773
ATM	2023	18	REPLACE HM SECURITY SYSTEM	50,000	50,000	-	50,000
ATM	2023	18	REPLACE TOWN SIGNS *	20,000	9,134	2,880	6,254
ATM	2024	15	SERVER UPGRADES	30,000	30,000	6,690	23,310
ATM	2024	15	PURCHASE MEDICAL EMERGENCY BAGS	4,000	4,000	3,712	288
ATM	2024	15	BALLISTIC HELMETS, SHIELDS & VESTS	16,300	16,300	14,303	1,997
ATM	2024	15	REPLACE AMBULANCE 2	520,000	520,000	-	520,000
ATM	2024	15	FIREFIGHTER PPE	84,500	84,500	27,978	56,522
ATM	2024	15	AFE GRANT TOWN MATCH	27,000	27,000	4,747	22,253
ATM	2024	15	LUCAS DEVICE	23,100	23,100	17,994	5,106
ATM	2024	15	DIGITIZE FIRE DOCUMENTS	23,000	23,000	-	23,000
ATM	2024	15	NEW FF TRAINING	15,500	15,500	1,996	13,504
ATM	2024	15	ADDITIONAL CHAPTER 90 FUNDS	125,000	125,000	45,711	79,289
ATM	2024	15	REPLACE TRUCK 5 *	89,233	89,233	88,724	509
ATM	2024	15	REPLACE CAR 1 *	57,643	57,643	53,602	4,041
ATM	2024	15	CAMERA & LIGHTS @ TRANSFER STATION *	21,000	21,000	17,711	3,289
ATM	2024	15	DIGITIZE FILES BOH & CONSERVATION	97,820	97,820	-	97,820
ATM	2024	15	REPLACE RETAINING WALL @ COA *	250,000	250,000	-	250,000
ATM	2024	15	REPAIR COA HANDICAP ENTRANCE	38,000	38,000	37,422	578
ATM	2024	16	MUNICIPAL PROPERTY ASSESSMENTS/STUDIES	50,000	50,000	5,000	45,000
STM	2024		OPIOID MITIGATION FUNDS (FY23 CLOSE OUT)	40,552	40,552	-	40,552

\* - Will be closed out

**Town of Middleton, MA**

**Fiscal Year 2024 Non-General Fund Warrant Articles Expenditures (unaudited)**

<u>Fund</u>	<u>Fiscal Year</u>	<u>Article #</u>	<u>Account Name</u>	<u>Original Appropriation</u>	<u>Available Balance at 7/1/2023</u>	<u>YTD Expended</u>	<u>Available Balance at 3/31/2024</u>
CAP PROJ	2022	19	REPLACE ENGINE 1	710,000	710,000	-	710,000
CAP PROJ	2022	22	MUNICIPAL COMPLEX	61,590,000	56,497,401	1,827,048	54,670,353
CPA	2014	27	OLD TOWN HALL REPAIRS	22,000	3,472	-	3,472
CPA	2019	10	EMILY MAHER PARK IMPROVEMENTS *	45,000	14,758	-	14,758
CPA	2020	21	DIGITIZE HISTORIC RECORDS *	89,000	236	-	236
CPA	2021	6	COMPLETE DIGITIZATION OF HISTORIC RECORDS	5,000	5,000	-	5,000
CPA	2022	12	TRAMP HOUSE ROOF REPAIRS	17,000	17,000	-	17,000
CPA	2022	12	MUNICIPAL COMPELX TOWN COMMONS	300,000	300,000	-	300,000
CPA	2023	11	RESTORE HISTORIC MONUMENT	25,000	19,870	-	19,870
CPA	2023	11	ADDITIONAL RAIL TRAIL	50,000	15,734	-	15,734
CPA	2024	8	RESTORE HISTORIC MONUMENT	25,000	25,000	-	25,000
CPA	2024	8	ADDITIONAL RAIL TRAIL FUNDS	50,000	50,000	-	50,000
CPA	2024	8	MUNICIPAL COMPELX TOWN COMMONS	200,000	200,000	-	200,000
WATER	2021	13	WATER EMERGENCY REPAIRS RESERVE *	50,000	50,000	-	50,000
WATER	2024	15	WATER MAIN LOOP - LIBERTY ST	500,000	500,000	-	500,000
WATER	2024	15	WATER MAIN LOOP - ESSEX TO DEBUSH	500,000	500,000	-	500,000



**Town of Middleton, MA**  
**Fiscal Year 2024 Encumbrances (unaudited)**

<u>Fund</u>	<u>Department</u>	<u>Account Name</u>	<u>Approved</u>	<u>YTD Expended</u>	<u>Balance at 3/31/24</u>
General	Town Administrator	Advertising	\$ 636.00	626	10
General	Treasurer/Collector	Contractual Services	\$ 20.00	20	-
General	Info. Technology	Telephone	\$ 82.98	83	-
General	Info. Technology	Technology Supplies	\$ 592.33	592	-
General	Info. Technology	PEG Supplies	\$ 24,000.00	24,000	-
General	Town Clerk	Capital (operating)	\$ 5,891.98	-	5,892
General	Town Buildings	Fuel Old Town Hall	\$ 0.71	1	-
General	Town Buildings	Building Maintenance	\$ 194.46	194	-
General	Town Buildings	Building Other Supplies	\$ 63.00	63	-
General	Police	Electricity	\$ 58.56	59	-
General	Police	Cruiser Maint & Fuel	\$ 130.00	130	-
General	Fire	Building Maintenance	\$ 71.37	71	-
General	Fire	Fire Tools & Apparatus	\$ 35.00	35	-
General	Fire	Special Expenses	\$ 288.00	288	-
General	School	Salaries	\$ 465,775.02	465,775	-
General	School	Supplies	\$ 162,026.23	156,758	5,268
General	DPW	Guard Rail	\$ 8,500.00	8,500	-
General	BOH	Consultant	\$ 1,041.34	1,041	-
General	BOH	Travel	\$ 44.57	45	-
General	COA	Prof. Development	\$ 782.18	782	-
General	Garden Club	Garden Club	\$ 1,388.93	1,389	-
General	Library	Fuel	\$ 155.52	156	-
General	Library	Office/Book Supplies	\$ 54.69	55	-
General	Library	Building Maintenance	\$ 1,500.00	1,500	-
General	Library	Books/Materials	\$ 6,635.00	6,635	-
General	Unemployment	Unemployment	\$ 19,305.00	19,305	-
			<u>\$ 699,272.87</u>	<u>\$ 688,103</u>	<u>\$ 11,170</u>



Town of Middleton, MA Revolving Funds (unaudited)				
	Fund Balance as of 7/1/2023	Revenue as of 3/31/2024	Expenditures as of 3/31/2024	Fund Balance as of 3/31/2024
RECREATION REVOLVING	\$ 15,226	\$ -	\$ -	\$ 15,226
COA TRIP FUND	22,588	-	(1,955)	20,632
STORMWATER MANAGEMENT	9,000	1,200	-	10,200

**Town of Middleton, MA**  
**Appropriation Funds (unaudited)**

	Fund Balance as of 3/31/24	Revenue as of 3/31/24	FY 25 Appropriation	Fund Balance after Appropriations
AMBULANCE FUND	\$ 1,138,186	\$ 507,747	\$ (650,000)	\$ 488,186
PEG	605,207	185,947	(140,809)	464,398
SPED RESERVE FUND*	159,803	6,955	-	159,803
OPEB*	2,575,689	148,901	100,000	2,675,689
STABILIZATION*	2,432,070	106,786	50,000	2,482,070
CAPITAL STABILIZATION*	729,747	42,527	100,000	829,747
SPED STABILIZATION*	410,822	22,921	50,000	460,822
RETIREMENT STABILIZATION*	561,525	25,372	50,000	611,525
SIDEWALK/PEDESTRIAN STABILIZATION*	152,495	6,898	-	152,495
FACILITIES COMPLEX STABILIZATION*	901,764	38,830	250,000	1,151,764
* Revenue amount indicates interest only.				

**Town of Middleton, MA**  
**All Other Special Revenue Funds (unaudited)**

<b>TOWN SPECIAL REVENUE FUNDS</b>	<b>Fund Balance as of 7/1/2023</b>	<b>Revenue as of 3/31/2024</b>	<b>Expenditures as of 3/31/2024</b>	<b>Fund Balance as of 3/31/2024</b>
WETLANDS PROTECTION FUND	\$ 3,649	\$ -	\$ -	\$ 3,649
INSURANCE DEPOSITS FOR REPAIR	18,726	61,855	(53,024)	27,557
COA GIFT/DONATIONS	25,864	9,696	(703)	34,857
COA BIO LABS GRANT	96	-	-	96
MGL CH53G CONSULT FEES	12,640	28,994	(36,421)	5,213
CONSERVATION FEES	12,870	3,140	(3,068)	12,942
CEMETERY SALE OF LOTS AND GRAVES	117,988	5,755	-	123,743
DRUG FORFEITURE	1,648	-	-	1,648
TOWN CLERK ADDITIONAL POLLING HOURS	7,489	-	(180)	7,309
COUNCIL ON AGING CULTURAL COUNCIL GRANT	1,365	-	(1,365)	-
DON'T BLOCK THE BOX GRANT	-	-	(421)	(421)
COMMUNITY PLANNING GRANT	-	4,800	(12,000)	(7,200)
COMMUNITY PRESERVATION ACT	1,024,111	308,650	(376,310)	956,451
AFFORDABLE HOUSING TRUST	-	208,967	-	208,967
FEDERAL HOUSING PARTNERSHIP	32,715	-	-	32,715
LOCAL CULTURAL COUNCIL	2,927	7,505	(3,600)	6,833
TITLE V	48,493	967	(1,000)	48,460
CHAPTER 90 (STATE FUNDED STREET PAVING)	-	220,752	(220,752)	0
MUNICIPAL RECYCLING PROGRAM	2,343	-	-	2,343
COA FORMULA GRANT	12,018	36,162	(22,639)	25,541
COA TITLE III GRANT	25,842	21,475	(37,155)	10,161
BAN/BOND PREMIUMS RESERVED	19,366	-	-	19,366
LIBRARY INCENTIVE (STATE FUNDS)	129,439	10,944	(23,994)	116,390
F.D. SAFETY EQUIPMENT GRANTS	3,998	111,474	(104,729)	10,743
LAW ENFORCEMENT EQUIPMENT GRANT	33,406	300	(5,593)	28,112
RUBCKINUK LAND	22,544	-	-	22,544
MIDDLETON FOOD PANTRY DONATIONS	212,123	44,624	(29,839)	226,908
TRANSPORTATION NETWORK FUNDS	9,393	-	-	9,393
COMMUNITY COMPACT GRANTS (ALL)	-	335,000	-	335,000
WETLANDS DONATIONS	10,780	-	-	10,780
EAST-MEADOW LANES - TRAILS	5,000	-	-	5,000
VETERANS GIFTS/DONATIONS	11,059	3,625	(307)	14,377
FAIRWAY ESTATES GIFT (MUNI PROJ)	225,000	-	-	225,000
MAPC COVID-19 AID	13,295	-	-	13,295
MED PROJECT - POLICE	2,600	-	-	2,600
COA COVID DONATION	11,612	15	(1,218)	10,410
TOWN COVID DONATIONS	242	-	-	242
MDPH BIDLs FLU VACCINE GRANT	(1,739)	1,739	-	-
ARPA	2,922,213	-	(79,613)	2,842,600
TOWN COMMON - ARPA STATE EARMARK	200,000	-	-	200,000
VETERAN COLA CH 42 ACTS 2022	1,422	-	-	1,422
FIBER OPTIC NETWORK PROJECT	45,572	-	-	45,572

**Town of Middleton, MA**  
**All Other Special Revenue Funds (unaudited) Cont.**

<b>SCHOOL SPECIAL REVENUE FUNDS</b>	<b>Fund Balance as of 7/1/2023</b>	<b>Revenue as of 3/31/2024</b>	<b>Expenditures as of 3/31/2024</b>	<b>Fund Balance as of 3/31/2024</b>
AFTER SCHOOL ENRICHMENT	\$ 26,233	\$ 12,391	\$ (10,342)	\$ 28,281
SCHOOL RENTAL REVOLVING	3,506	1,308	(3,948)	865
HOWE MANNING CHILDCARE (ASDC)	126,182	160,429	(143,395)	143,216
PRESCHOOL REVOLVING	371,986	168,810	(4,782)	536,013
SCHOOL CAFETERIA	289,160	213,749	(183,982)	318,927
SPED TUITION	237,337	-	(947)	236,390
HOWE MANNING MUSIC	73,387	12,200	(9,556)	76,032
SUMMER PROGRAMS	-	43,835	(47,015)	(3,180)
NATURE'S CLASSROOM	1,508	11,505	(12,898)	115
PARENT UNIVERSITY	3,741	-	-	3,741
TITLE 1 LOW INCOME	720	13,746	(360)	14,106
TITLE IVA	1,640	5,712	(6,400)	952
EDUCATOR QUALITY	2,229	1,471	(3,153)	547
CH 188 EARLY CHILDHOOD GRANT	-	11,254	(3,642)	7,612
PL 94-142 SPECIAL EDUCATION GRANT	8,090	196,836	(145,015)	59,912
CIRCUIT BREAKER GRANT	121,714	67,544	(87,148)	102,110
ADDITIONAL CH.70 PANDEMIC RELIEF	52,522	-	-	52,522
HOWE-MANNING GIFTS	17,680	31,246	(25,798)	23,128
FULLER MEADOW GIFTS	40,059	618	(1,539)	39,137
ESSER II GRANT	35,464	18,410	(53,874)	-
SUMMER SCHOOL ADV & ENG GRANT	-	71,198	(71,198)	-
ESSER 111 GRANT	161,801	26,820	(22,662)	165,958
ARPA IDEA	-	216,500	(216,500)	-



**TOWN OF MIDDLETON**  
**Office of Finance Director/Accountant**

48 South Main Street  
Middleton, MA 01949  
Tel: (978) 777-4966  
Fax: (978) 774-3682



TO: **Justin Sultzbach, Town Administrator**  
FROM: **Sarah Wood, Finance Director**  
DATE: **April 2, 2024**  
SUBJECT: **ARPA Fund Close Outs**

---

In reconciling our ARPA project commitments and spending in preparation for our annual reporting to the Department of the Treasury, I have determined there are two previous commitments established by the Select Board that can be closed out and those funds may be re-committed. The projects are as follows:

- Administrative Expenses - \$35,985.96
- Water Pump Station Upgrades - \$10,421.57

These funds, plus a previous unappropriated amount of \$0.10, total **\$46,407.63** available for re-appropriation.

The Town's approved projects and remaining balances after the above close outs are:

- Administrative Expenses - \$5,000
- Peabody St. Bridge Repairs - \$125,000
- Water Main Looping Essex-Debush - \$611,301.67
- Water Main Looping Liberty Street - \$613,099.25
- Municipal Complex Project - \$1,415,453

As a reminder, the obligations of the ARPA funds must be fully committed by December 31, 2024 (defined as a contract executed between the Town and the vendor performing the work) and the funds must be spent by December 31, 2026 (meaning all checks sent out prior to that date). After December 31, 2024 the funds are no longer eligible for re-appropriation; any balance left within the 2024-2026 timeframe will be returned to the Treasury.

Sincerely,

*Sarah Wood*

Sarah Wood  
Finance Director/Town Accountant





ENVIRONMENTAL  
ECOLOGICAL  
SURVEY  
CIVIL

5B

May 13, 2024

Ms. Kristin Kent  
Middleton Conservation Agent  
195 North Main Street  
Middleton, MA 01949

**Re: Proposal to Conduct Stormwater System Capacity Assessment  
Area of Northeast River Estates and Derosier Drive  
Middleton, Massachusetts**

Dear Ms. Kent:

Coneco Engineers & Scientists, Inc. (Coneco) is pleased to submit this proposal to provide engineering services to evaluate the existing stormwater drainage system that carries stormwater from the Northeast River Estates project through Derosier Drive and to its outlet. During a recent meeting of the Middleton Select Board, questions were raised regarding the capacity of the existing stormwater system that collects flow as it leaves Northeast River Estates and enters the drainage system in Derosier Drive. It was reported by residents during the Select Board meeting that in the past, stormwater had overflowed an existing culvert and headwall system at the rear of 38 Cabral Drive and travel by overland flow toward Derosier Drive, bringing the capacity of the culvert into question. Coneco has been asked to review the capacity of the receiving storm drainage system to determine its capacity and develop alternatives for improvements.

## **PROPOSED SCOPE OF SERVICES**

The scope of services includes a review of documents that have been made available to Coneco, as well as any other relevant documents that the Town may possess.

### Task 1: Review Available Site Plans

To initiate the project, Coneco will review available information related to the existing storm drain system that passes through Northeast River Estates and toward Derosier Drive. This includes the already received site design plans dated 2021 by Williams & Sparages and a Drainage Improvements Plan dated September 25, 1996. We also understand that the Town may possess additional plans of the area that will be made available.

### Task 2: Perform Drainage Evaluation

Coneco's engineering staff will evaluate the capacity of the existing drainage system, beginning at the headwall and 12" culvert located at the rear of 38 Cabral Drive to the outlet. Our services will include an evaluation of the system capacity during different phases, including conditions prior to

the construction of Northeast River Estates and after the development is fully constructed, and under different design storm events (2-yr, 10-yr, 25-yr, 50-yr & 100-yr). Also, to perform a full evaluation of the capacity of the system, we will need to include flows from the Derosier Drive and Cabral Drive neighborhoods that enter the drainage system. The intent will be to determine whether the storm drainage system that exists in Derosier drive has the capacity to properly manage flows under typical design storm events.

#### Task 3: Technical Review Letter

Coneco will provide the Town with a draft evaluation summary letter report that is expected to include: (1) a detailed discussion of our evaluation and any areas of concern identified; (2) a summary of the technical approach to our review, including design storms, any assumptions made, review calculations and design software outputs; and (3) conclusions and recommendations.

Upon receipt of comments, Coneco will revise our letter and provide a final version to the Town.

### **SCHEDULE**

Coneco is available to begin this peer review immediately at the receipt of a written Notice to Proceed from the Town of Middleton.

### **ESTIMATED LUMP SUM FEE**

<b>TASK</b>	<b>FEE</b>
Task 1: Review Available Site Plans	\$300
Task 2: Perform Drainage Evaluation	\$4,500
Task 3: Technical Review Letters	\$500
<b>TOTAL:</b>	<b>\$5,300</b>

### **ASSUMPTIONS AND LIMITATIONS**

The following assumptions and limitations apply to this proposed scope of work and fee:

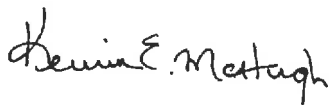
- Reimbursable expenses (copies, printing, travel mileage, etc.) are included in our fee estimate.
- Coneco will rely on site plans provided by the Town that depict the existing drainage systems at Northeast River Estates and the areas of Derosier Drive and Cabral Drive. We have assumed that the available information will be sufficient and have not included site survey services to collect additional information. If survey services are required, they will be provided under a separate scope and budget.
- The limit of our project is an assessment of the capacity of the existing drainage system. We have

not included design services for upgrades to the system if they are deemed required.

Thank you for the opportunity to assist the Town with this project. Should you have any questions or require additional information, please do not hesitate to contact me.

If this proposal and cost estimate is acceptable, please indicate your acceptance by signing in the space provided below.

Sincerely:



Kevin E. McHugh, P.E.

Principal/Sr. Project Manager

For The Town of Middleton:

---

Signature

Title



FP-002A  
(Rev. 6/23)

*The Commonwealth of Massachusetts*  
*City/Town of* Middleton

## Application For License

Massachusetts General Law, Chapter 148 §13

☒ New License ☐ Amended License

GIS Coordinates

LAT.

LONG.

License Number

7

Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws of Massachusetts for a license to store flammables, combustibles or explosives on land in buildings or structures herein described.

Location of Land: 156 NORTH MAIN STREET, MIDDLETON, MA MAP 17, LOT 49  
Number, Street and Assessor's Map and Parcel ID

Attach a plot plan of the property indicating the location of property lines and all buildings or structures.

Owner of Land: CURRIER HOLDINGS LLC

Address of Land Owner: 2887 WHEATFIELD COURT, LINCOLNTON, NC 28092

Use and Occupancy of Buildings and Structures: INDUSTRIAL UNITS WITH INDOOR STORAGE

If this is an application for amendment of an existing license, indicate date of original license and any subsequent amendments

Attach a copy of the current license

### Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases; see 527 CMR 1.00 Table 1.12.8.50; Attach additional pages if needed. All tanks and containers are considered full for the purposes of licensing and permitting.

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums
Heating Oil	3	15,000	Gallons	Trucks (up to 5)
Diesel Tank	3	1,000	Gallons	2-self contained double walled tanks

Total quantity of all flammable liquids to be stored: 16,000 Gallons

Total quantity of all combustible liquids to be stored:  

Total quantity of all flammable gases to be stored:  

Total quantity of all flammable solids to be stored:

**LP-gas** (Complete this section for the storage of LP-gas or propane)

Indicate the maximum quantity of LP-gas to be stored and the sizes and capacities of all storage containers. (See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: \_\_\_\_\_

List sizes and capacities of all aboveground containers used for storage: \_\_\_\_\_

- ❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: \_\_\_\_\_

List sizes and capacities of all underground containers used for storage: \_\_\_\_\_

Total aggregate quantity of all LP-gas to be stored: \_\_\_\_\_

**Fireworks** (Complete this section for the storage of fireworks)

Indicate classes of fireworks to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum amount (in pounds) of Class 1.3G: \_\_\_\_\_ Type/class of magazine used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class 1.4G: \_\_\_\_\_ Type/class of magazine used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class 1.4: \_\_\_\_\_ Type/class of magazine used for storage: \_\_\_\_\_

Total aggregate quantity of all classes of fireworks to be stored: \_\_\_\_\_

**Explosives** (Complete this section for the storage of explosives)

Indicate classes of explosive to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum amount (in pounds) of Class 1.1: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class 1.2: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class 1.3: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class 1.4: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class 1.5: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class 1.6: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

I, MICHAEL MCGRATH, hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

Signature \_\_\_\_\_ Date 4/18/24 Name MICHAEL MCGRATH

PLEASE NOTE THAT ONLY APPLICATIONS WITH ORIGINAL WET SIGNATURES WILL BE ACCEPTED. PHOTOCOPIES OF APPLICATIONS WILL NOT BE PROCESSED.

**Fire Department Use Only**

I, Douglas K. LeColst, Head of the Middleton Fire Department endorse this application with my

☒ Approval ☐ Disapproval

Signature of Head of the Fire Department Douglas K. LeColst

Date 4/23/2024

Recommendations: \_\_\_\_\_



## OFFICE OF THE TOWN ADMINISTRATOR

Town of Middleton  
Memorial Hall  
48 South Main Street  
Middleton, MA 01949-2253  
978-777-3617  
[www.middletonma.gov](http://www.middletonma.gov)



### MEMORANDUM

TO: Select Board  
FROM: Jackie Bresnahan  
DATE: May 23, 2024  
RE: Re-appointments and potential new appointments

Below you will find a list of incumbents seeking reappointment. This is not all inclusive, but Boards who had all incumbents respond are included on this list:

#### **Board and Committee Appointments:**

##### **2 year terms**

- Affordable Housing Trust – Finance Committee: Richard Gregorio
- Affordable Housing Trust – Housing Authority: Maria Paikos-Hantzis
- Affordable Housing Trust – Select Board: Brian Cresta
- Affordable Housing Trust – Planning Board: Jason Bernhard

##### **3 year terms**

- Conservation Commission: Peter Goodwin; Susan Piccole (2 seats)
- Industrial and Commercial Design Review Committee: Kendra Petrone
- Patriotic Observances Committee: Scott Saulnier; Jillian Kemp (2 seats)

#### **Staff Appointments:**

- Assistant Town Administrator/HR Director: Jackie Bresnahan
- Conservation Agent: Kristin Kent
- Finance Director/Town Accountant (to match new contract dates): Sarah Wood
- Treasurer/Collector: Nick Federico
- Food Inspector, Health Dept: Frank Giacalone
- Plumbing and Gas Inspector: Gary Paul
- Local Building Inspector: Michael Mercurio

# TOWN OF MIDDLETON

## OFFICE OF THE TOWN ADMINISTRATOR

48 South Main Street, Middleton, MA 01949



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Telephone (978) 777-3617  
[justin.sultzbach@middletonma.gov](mailto:justin.sultzbach@middletonma.gov)

TO: Select Board  
FROM: Justin Sultzbach, Town Administrator  
DATE: May 28<sup>th</sup>, 2024  
RE: Locust St Engineering Update

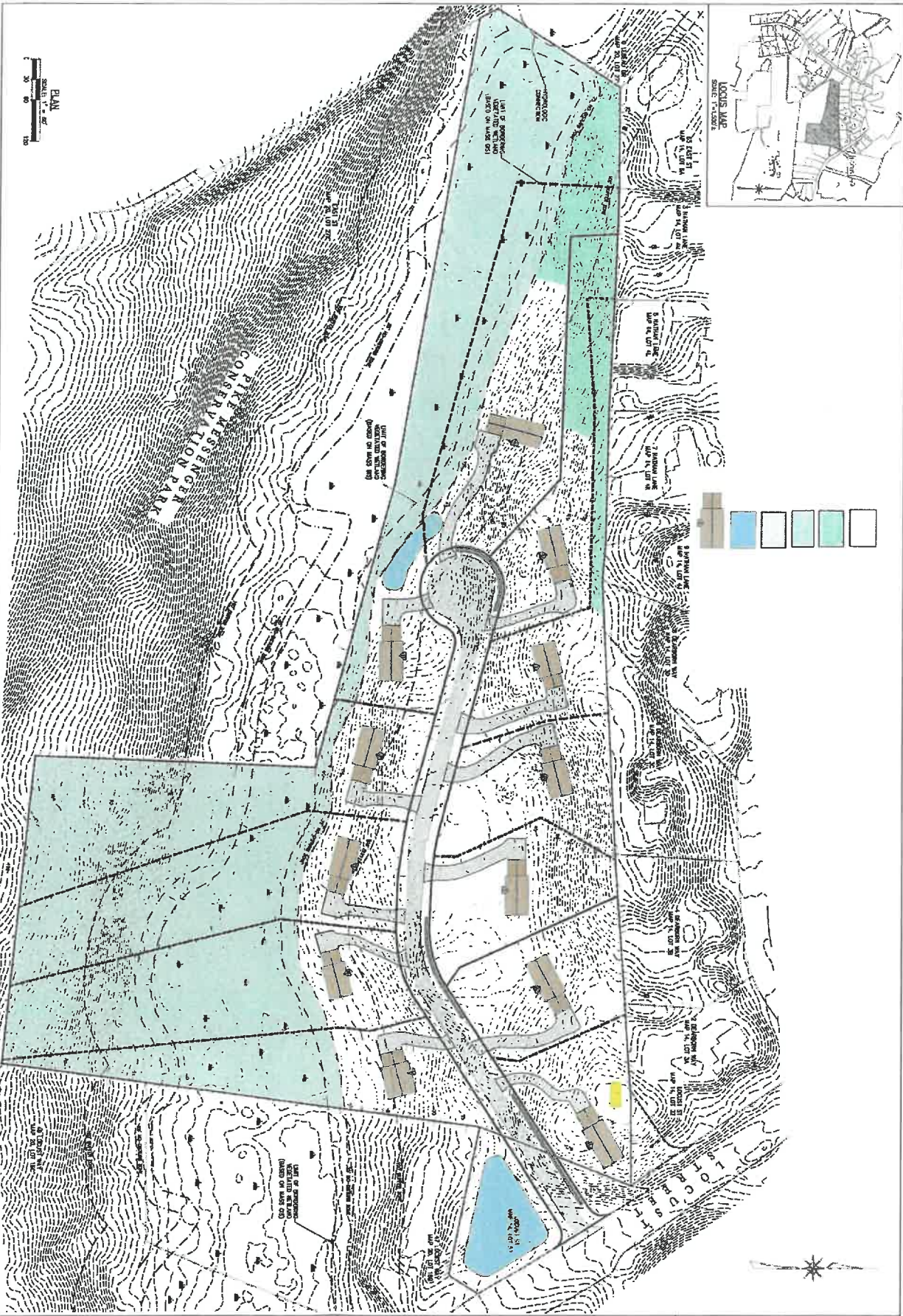
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Board Members,

As a follow up to your previous meeting, Scott Cameron of The Morin-Cameron Group, Inc. has provided the two attached high-level site plans for your review. At your direction, Mr. Morin has provided one plan showing 12 lots under conventional zoning. These lots extend right to the edge of the property and include attached garages. The second plan depicts 17 more modest lots. This plan also allows for a 50-foot buffer from existing lots, as well as space to maintain elements of an existing walking trail on the property. This plan as laid out is not permitted by right and would require additional ZBA approvals. Both options take into account existing topographical and wetland challenges on the property. Mr. Cameron is on hand this evening to walk us through elements of the site. Next steps would include pivoting back to the appraisal process we started over the winter, depending on which plan the board has interest in pursuing.







**CONVENTIONAL SUBDIVISION PLAN**

DRAWING NO. 1 OF 1

**DEVELOPMENT FEASIBILITY PLAN**  
IN  
MIDDLETON, MASSACHUSETTS  
LOCUST STREET  
(ASSESSOR'S MAP 20, LOT 272)  
TOWN OF MIDDLETON

NO.	DESCRIPTION	DATE

DRAFTED BY: DTS  
CHECKED BY: WAS  
APPROVED BY: SPC  
SCALE: AS NOTED  
DATE: MAY 8, 2024

**The Morin-Cameron GROUP, INC.**  
CIVIL ENGINEERS / ENVIRONMENTAL CONSULTANTS  
LAND SURVEYORS / LAND USE PLANNERS  
30 BAY STREET, SUITE 200, MIDDLETON, MASSACHUSETTS 01930  
P: 508-757-8884, F: 508-757-8885





OPEN SPACE PLAN	DEVELOPMENT FEASIBILITY PLAN IN MIDDLETON, MASSACHUSETTS LOCUST STREET (ASSESSOR'S MAP 20, LOT 272) PREPARED FOR: TOWN OF MIDDLETON	REVISIONS		DRAFTED BY: OTS CHECKED BY: WAS APPROVED BY: SPC SCALE: AS NOTED DATE: MAY 8, 2024	The Morin-Cameron GROUP, INC.  CIVIL ENGINEERS ENVIRONMENTAL CONSULTANTS LAND SURVEYORS LAND USE PLANNERS 100 MAIN STREET, SUITE 200, MIDDLETON, MASSACHUSETTS 01930 P. 508-777-6000, F. 508-777-6001, W. WWW.MORIN-CAMERON.COM	
		NO.	DESCRIPTION			
DRAWING NO. 1 OF 1						

DATE OF THIS DRAWING: MAY 8, 2024



## RE: Boston St to Maple St

Justin Sultzbach <[justin.sultzbach@middletonma.gov](mailto:justin.sultzbach@middletonma.gov)>

Mon 4/22/2024 1:13 PM

To: Peter Ellison <[PELLison@theengineeringcorp.com](mailto:PELLison@theengineeringcorp.com)>

Thanks, Peter. I'll keep you posted!

JS

**From:** Peter Ellison <[PELLison@theengineeringcorp.com](mailto:PELLison@theengineeringcorp.com)>

**Sent:** Thursday, April 18, 2024 3:21 PM

**To:** Justin Sultzbach <[justin.sultzbach@middletonma.gov](mailto:justin.sultzbach@middletonma.gov)>

**Subject:** RE: Boston St to Maple St

[CAUTION:] This message was sent from outside of the Town of Middleton. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

hi Justin – please see attached proposal for the Boston/Maple traffic study, per your request.

Thanks,

Peter

**Peter Ellison, PE**

*Practice Leader of Strategic Land Planning*

C 978-815-0958

[pellison@theengineeringcorp.com](mailto:pellison@theengineeringcorp.com)

**From:** Peter Ellison <[PELLison@theengineeringcorp.com](mailto:PELLison@theengineeringcorp.com)>

**Sent:** Thursday, April 11, 2024 12:08 PM

**To:** Justin Sultzbach <[justin.sultzbach@middletonma.gov](mailto:justin.sultzbach@middletonma.gov)>

**Subject:** Re: Boston St to Maple St

Yes, will do. Thanks!

Get [Outlook for iOS](#)

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**From:** Justin Sultzbach <[justin.sultzbach@middletonma.gov](mailto:justin.sultzbach@middletonma.gov)>

**Sent:** Thursday, April 11, 2024 11:57:17 AM

**To:** Peter Ellison <[PELLison@theengineeringcorp.com](mailto:PELLison@theengineeringcorp.com)>

**Subject:** RE: Boston St to Maple St

Ok. I can get in on the agenda for April 23<sup>rd</sup>, think you could get a formal proposal out to me for late next week?

Thanks!

JS

**From:** Peter Ellison <[PELLison@theengineeringcorp.com](mailto:PELLison@theengineeringcorp.com)>

**Sent:** Thursday, April 11, 2024 11:24 AM

**To:** Justin Sultzbach <[justin.sultzbach@middletonma.gov](mailto:justin.sultzbach@middletonma.gov)>

**Subject:** RE: Boston St to Maple St

[CAUTION:] This message was sent from outside of the Town of Middleton. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Hi Justin – the origin-destination study would be \$6,000-8,000 and would take 4-6 weeks to complete. The reason for the range is because we would likely need to bring in a sub to perform the data collection.

**Peter Ellison, PE**

*Practice Leader of Strategic Land Planning*

C 978-815-0958

[pellison@theengineeringcorp.com](mailto:pellison@theengineeringcorp.com)

**From:** Justin Sultzbach <[justin.sultzbach@middletonma.gov](mailto:justin.sultzbach@middletonma.gov)>

**Sent:** Thursday, April 11, 2024 11:03 AM

**To:** Peter Ellison <[PELLison@theengineeringcorp.com](mailto:PELLison@theengineeringcorp.com)>

**Subject:** RE: Boston St to Maple St

Peter, thank you for putting this together. 25k might be a big bite for a first step. Below you referenced a “specific origin-destination study”. What does that typically cost, and how long would it take?

Thanks!

Justin

**From:** Peter Ellison <[PELLison@theengineeringcorp.com](mailto:PELLison@theengineeringcorp.com)>

**Sent:** Wednesday, April 10, 2024 4:17 PM

**To:** Justin Sultzbach <[justin.sultzbach@middletonma.gov](mailto:justin.sultzbach@middletonma.gov)>

**Subject:** RE: Boston St to Maple St

[CAUTION:] This message was sent from outside of the Town of Middleton. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Hi Justin – I met with the Practice Area Leaders of TEC’s traffic, highway, and bridge groups this afternoon to review the feasibility of running Boston St through the Memorial Hall Parcel.

From a traffic perspective, this idea definitely has some merit. Unfortunately, you would have a significantly uphill battle to make it work. The land behind Memorial Hall is all Article 97 conservation land. You would need a vote from the MA Legislature to use that land for transportation purposes – and it would be challenging to convince them that there are no other viable alternatives.

You’d also likely be looking at private property impacts/takings, wetland impacts, utility impacts, and loss of a Town property (Memorial Hall).

Before I spent any more time preparing the proposal, I wanted to make sure you were aware of these significant challenges. If you’d like me to prepare the proposal, I’m happy to do so. It would be in the range of \$25,000 and we would outline in further detail each of the above challenges.

Thanks,  
Peter

**Peter Ellison, PE**

*Practice Leader of Strategic Land Planning*

C 978-815-0958

[pellison@theengineeringcorp.com](mailto:pellison@theengineeringcorp.com)



**From:** Justin Sultzbach <[justin.sultzbach@middletonma.gov](mailto:justin.sultzbach@middletonma.gov)>  
**Sent:** Tuesday, April 9, 2024 5:33 PM  
**To:** Peter Ellison <[PELLison@theengineeringcorp.com](mailto:PELLison@theengineeringcorp.com)>  
**Subject:** RE: Boston St to Maple St

Thanks, Peter. Keep me posted!

JS

**From:** Peter Ellison <[PELLison@theengineeringcorp.com](mailto:PELLison@theengineeringcorp.com)>  
**Sent:** Tuesday, April 09, 2024 4:36 PM  
**To:** Justin Sultzbach <[justin.sultzbach@middletonma.gov](mailto:justin.sultzbach@middletonma.gov)>  
**Subject:** RE: Boston St to Maple St

[CAUTION:] This message was sent from outside of the Town of Middleton. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Hi Justin,

From my traffic team....

“There is no specific way to know the exact number of vehicles that do that maneuver through each intersection as the traffic counts were intersection specific.

That being said, there were 230 vehicles that turned left from Boston Street onto 114 then 209 vehicles that turned right onto Maple Street in the AM peak hour. There were 312 vehicles that turned left from Boston Street onto 114 then 352 vehicles that turned right onto Maple Street in the PM peak hour. Knowing the area fairly well and going through these intersections to/from TEC for many years multiple times a day ... I would say a large percentage of the EBL on Boston Street will then turn right onto Maple. To get an exact number there would need to be a specific origin-destination study.”

We will work on a proposal to assess the feasibility of running Boston Street through the Memorial Hall parcel. I would estimate that it will take about a week to get that proposal together.

Thanks,  
Peter

**Peter Ellison, PE**  
*Practice Leader of Strategic Land Planning*  
C 978-815-0958  
[pellison@theengineeringcorp.com](mailto:pellison@theengineeringcorp.com)

**From:** Justin Sultzbach <[justin.sultzbach@middletonma.gov](mailto:justin.sultzbach@middletonma.gov)>  
**Sent:** Tuesday, April 9, 2024 3:15 PM  
**To:** Peter Ellison <[PELLison@theengineeringcorp.com](mailto:PELLison@theengineeringcorp.com)>  
**Subject:** Boston St to Maple St

Peter,

Thanks for the time today. To recap, we have received some inquiries from residents about the feasibility of running Boston St through the Memorial Hall Parcel continuing onto Maple St, allowing vehicles to bypass the square in the process.

We are wondering 1. If that is feasible from an engineering standpoint, and 2. If so, what the cost would be.

Before we go down that path, my Chair has inquired if there is a way using our existing data to determine how many vehicles are making the trip from Boston St, through the Square, and on to Maple St. Would you or a member of your team be able to isolate that statistic from the existing data?

Thanks as always for your assistance,

Justin



## CLIENT AUTHORIZATION

☒ New Contract

Project No.: \_\_\_\_\_

☐ Amendment No.: \_\_\_\_\_

Date: April 18, 2024

**Project Name:** Route 62/Route 114 Origin-Destination Study; Middleton, MA

**Client:** Town of Middleton  
Attn: Justin Sultzbach  
48 S Main Street  
Middleton, MA 01949

<b>Fee Proposal</b>	
Task 1 O-D Study	\$6,800.00
Estimated Expenses	<u>Included</u>
<b>TOTAL</b>	<b>\$6,800.00</b>

Requested by: Justin Sultzbach

☒ Lump Sum

☐ Time & Expenses

☐ Cost + Fixed Fee

☐ Other

Estimated Date of Completion: Approx. 6 weeks following  
receipt of signed authorization

### Scope of Services:

The Town of Middleton (Client) has retained TEC, Inc. (TEC) to provide limited traffic engineering services for an initial study of the two offset intersections of Route 62 and Route 114 in Middleton, MA. The purpose of this contract is to provide an origin-destination study at the intersections of the two roadways to determine the quantity and percentage of vehicles traveling along this route during peak hours. TEC will perform the services outlined in the task(s) below:

#### Task 1 – Origin Destination Study

**\$6,800.00**

- Perform two (2) 12-hour weekday turning movement counts (TMCs) during a weekday (Tuesday, Wednesday, or Thursday) at the following Town-owned intersections:
  - N. Main St / S. Main St (Rt 114) at Maple St (Rt 62)
  - S. Main St (Rt 114) at Boston St (Rt 62)
- Collect Origin-Destination (O-D) Data for reciprocal left and right turns for those that cross Rt 114 as "through" traffic along Route 62 (7-9 AM, 4-6 PM only)
- Prepare traffic volume graphics to show the existing intersection counts during the weekday morning and evening peak periods; and document the approximate Route 62 crossing volumes
- Prepare a brief technical memorandum to document the data collection process and provide an assessment of the origin-destination trends for Route 62 in this area
- Participate in one (1) virtual or in-person meeting with Town staff to review the findings

Additional services not listed above may be performed at the request of the Client and will be considered an amendment to this agreement.

Services will begin upon signed authorization of this agreement. TEC will invoice the Client monthly on a percent complete basis for the services performed. TEC direct expenses and the actual subconsultant and vendor/contractor services will be marked up by 10%.

This proposal is valid for a period of 45 days.



**Project Manager:** PFE

**Approver:** KRD

Please execute this Client Authorization for TEC, Inc. to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to TEC.

☒ Subject to attached terms & conditions

☐ Subject to terms & conditions in our original agreement dated \_\_\_\_\_

**TEC, Inc. Authorization**



By

Print Name Kevin R. Dandrade

Title Principal

Date April 18, 2024

**Client Authorization** *(Please sign original & return)*

By

Print Name

Title

Date

TEC, Inc.  
TERMS AND CONDITIONS OF AGREEMENT  
(Numbers 1 thru 25)

The engagement of TEC, Inc. (TEC) by the Client is under the following terms and conditions. These terms and conditions are integral to the collective Agreement between Client and TEC.

1. The fee estimate for the proposed Scope of Services is valid for 45 days from the date of Proposal.
2. Payment to TEC is the sole responsibility of signatory of this Agreement and is not subject to third party agreements.
3. All schedules in the Scope of Services commence upon receipt of a signed Agreement and, if requested, a retainer. All retainer amounts will be applied to the last invoice.
4. Invoices will be rendered monthly and become due upon receipt. Any invoice outstanding for more than 30 days after date of invoice will be subject to a financing charge of 1-1/2 percent per month.
5. Should it become necessary to utilize legal or other resources to collect any monies rightfully due for services rendered under this Agreement, TEC shall be entitled to full reimbursement of all such costs.
6. Invoice payments must be kept current for services to continue. If the Client fails to pay any invoice due to TEC within 30 days of the date of invoice, TEC may, without waiving any other claim or right against Client, suspend services under this Agreement until TEC has received all amounts due TEC and its Consultants and Subcontractors.

If TEC is performing services for the Client under multiple projects, invoice payments must be kept current on all projects. Client acknowledges TEC's right to suspend services and withhold plans and documents, as provided above, if payments are not current on all projects. If services are suspended for 30 days or longer, upon resuming services TEC shall be entitled to expenses incurred in the interruption and resumption of its services. If services are suspended for 90 days, TEC shall be entitled to expenses incurred in the interruption and resumption of its services and fees for remaining services shall be equitably adjusted.

7. TEC agrees to carry the following insurance during the term of this Agreement:

- Workmen's Compensation and Employer's Liability Insurance in compliance with statutory limits.
- Comprehensive General Liability Insurance including Products Completed, Contractual, Property, and Personal Injury coverage with combined single limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- Excess Umbrella Coverage for Personal Injury, Bodily Injury, and Property Damage with a limit of \$1,000,000 per claim and in the aggregate.
- Professional Liability Insurance with a limit of \$1,000,000 per claim and in the aggregate.
- Automobile Liability Insurance including non-owned and hired automobiles with the following limits:
  - Bodily Injury \$500,000 each person, \$500,000 each occurrence
  - Property Damage \$100,000 each occurrence

Certificates of insurance will be furnished upon request. If the Client requires additional insurance coverage, and it is available, Client agrees to reimburse TEC for such additional expense.

8. The Client and TEC shall at all times indemnify and save harmless each other and their officers, and employees on account of any claims, damages, losses, litigation, expenses, counsel fees, and compensation arising out of any claims, damages, personal injuries and/or property losses sustained by or alleged to have been sustained by any person or entity, to the extent caused by the negligent acts, errors or omissions of the indemnifying party, its employees, or subcontractors in connection with the Project, and/or under this Agreement.

9. TEC shall not be responsible for failure to perform or for delays in the performance of services which arise out of causes beyond the control and/or without the fault or negligence of TEC.

10. TEC shall be entitled to rely on the accuracy and completeness of data, reports, surveys, requirements and other information required to be provided by Client under this Agreement.

11. Client agrees to the fullest extent permitted by law, to indemnify and hold harmless TEC, its officers, employees and subconsultants from and against any and all claims, suits, demands, liabilities costs, including reasonable attorneys fees and defense costs caused by, arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or material that exist on, about or adjacent to the job site.

12. TEC's services will be performed on behalf of and solely for the benefit and exclusive use of Client for the limited purposes set forth in the Agreement. Client acknowledges that TEC's services require decisions which are not based upon science, but rather upon judgmental considerations. Client may not delegate, assign, sublet or transfer its duties or interest in this Agreement without the written consent of TEC.

13. In the performance or furnishing of professional services hereunder, TEC, and those it is responsible for, shall exercise the degree of skill and care customarily accepted as good professional practices and procedures by members of the same profession currently practicing under similar conditions in the same locality ("Standard of Care").

Consistent with this Standard of Care, the services shall conform to applicable laws, codes, ordinances and regulations of any governmental agency having jurisdiction over the project, at the time services are rendered. TEC shall perform its services as expeditiously as is consistent with the Standard of Care and with the orderly progress of the Work.

14. TEC shall not be required to sign any documents, no matter by whom requested, that would result in TEC's having to certify, guaranty or warrant the existence of conditions that TEC cannot ascertain. Any certification provided by TEC shall be provided based on TEC's knowledge, information and belief subject to the preceding sentence, and shall be given in TEC's professional opinion consistent with the Standard of Care. TEC shall be compensated for any work necessary to verify project compliance with regulatory standards for purposes of such certification.

## TEC, Inc. Terms and Conditions of Agreement (Continued)

15. Client hereby agrees that to the fullest extent permitted by law, TEC's total liability to Client and any persons or entities claiming by, through or under the Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project and/or this Agreement from any cause or causes including, but not limited to TEC's negligence, errors, omissions, strict liability, statutory liability, indemnity obligation, breach of contract or breach of warranty shall not exceed the lesser of \$50,000 (fifty thousand dollars) or contract value.

16. All documents including Drawings and Specifications (whether in hard or electronic form) prepared by TEC pursuant to the Agreement are instruments of service with respect to the Project. They are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse by Client or a third person or entity authorized by Client without written verification or adaptation by TEC for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to TEC; and the Client, shall release, indemnify and hold harmless TEC from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle TEC to additional compensation at rates to be agreed upon by TEC and the third person or entity seeking to reuse said documents.

If any information hereunder is provided in electronic format, Client recognizes that such plans, documents or other information recorded on or transmitted as electronic media, including CADD documents ("Electronic Documents") are subject to undetectable alteration, either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Electronic Documents are provided to Client for informational purposes only and not as record documents.

17. To the extent permitted by law, TEC retains the copyright in all written work products, including plans, specifications, calculations, computer programs, and computer generated materials in any form, produced in connection with the work under this agreement, unless otherwise agreed to in writing by an authorized TEC representative. Subject to Term No. 16 above, TEC licenses to Client the use of all written work products, including plans, specifications, calculations, and computer generated materials in any form, produced in connection with the work under this agreement on a non-exclusive basis.

18. All questions in dispute under this Agreement shall be submitted to non-binding mediation. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate their representative and shall meet within ten (10) days after the service of the notice. The parties themselves shall then attempt to resolve the dispute within ten (10) days of meeting. Should the parties themselves be unable to agree on a resolution of the dispute, then the parties shall proceed with mediation in accordance with the mediation rules of the American Arbitration Association. The cost of mediation shall be borne equally by both parties. This process shall be considered as a condition precedent to moving to a more formal or judicial process.

19. Notwithstanding any other provision of this Agreement, neither party shall be liable to the other for any incidental, special, indirect or other consequential damages incurred due to the fault of the other party regardless of the nature of the fault or whether it was committed by the Client or TEC, or their employees, subconsultants, or subcontractors. Consequential damages include, without limitation, liability for loss of use of the Project or existing property, loss of profits, loss of production or business interruption.

20. In entering into this Agreement, Client has relied only upon the representations set forth in this Agreement. No verbal warranties, representations or statements shall be considered a part of this Agreement or a basis upon which the Client relied in entering into this Agreement. No statements, representations, warranties or understandings, unless contained herein, exist between Client and TEC.

21. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or TEC. TEC's services under this Agreement are being performed solely for the benefit of the Client and no person or other entity shall have any claim against TEC because of this Agreement. In addition, nothing herein shall be construed as creating a contractual relationship between the Client and any TEC employee, representative or consultant. The Client agrees that in the event of a dispute regarding this Agreement or the services rendered by TEC hereunder, the Client shall only seek recourse against TEC and waives any right to pursue a claim against TEC's individual directors, officers or employees.

22. Any taxes or fees, enacted by local, state or federal government and based on gross receipts or revenues, will be invoiced to and payable by Client as an additional amount due under this Agreement.

23. This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts.

***(The following terms are applicable for Project sites located in Massachusetts)***

24. In accordance with the Massachusetts General Laws Chapter 21E, the performance of the services contained in this Agreement may require the engagement of a Licensed Site Professional (LSP) registered with the Commonwealth of Massachusetts under Massachusetts General Law Chapter 21A and the regulations promulgated by the Massachusetts Department of Environmental Protection (MADEP) thereunder (collectively the LSP Program). These laws and regulations place upon the LSP certain professional obligations owed to the public, including in some instances, a duty to disclose the existence of certain environmental contaminants to the MADEP. In the event that any site for which TEC has provided LSP services is audited by the Massachusetts Department of Environmental Protection (MADEP) pursuant to the provisions of the Massachusetts Contingency Plan, TEC shall be entitled to additional compensation to provide such services as may be necessary to assist Client in its response to DEP.

25. Client understands and acknowledges that in the event the LSP's obligations under the LSP Program conflict in any way with the terms and conditions of this Agreement or the wishes or intentions of the Client, the LSP is bound by law to comply with the requirements of the LSP Program. Accordingly, Client recognizes that the LSP shall be immune for all civil liability resulting from any alleged and/or actual conflict with the LSP Program. Client also agrees to hold TEC and its LSP harmless for any claims, losses, damages, fines or administrative, civil or criminal penalties resulting from the LSP's fulfillment of its obligations under the LSP Program.

# TOWN OF MIDDLETON

## OFFICE OF THE TOWN ADMINISTRATOR

48 South Main Street, Middleton, MA 01949



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Telephone (978) 777-3617  
[justin.sultzbach@middletonma.gov](mailto:justin.sultzbach@middletonma.gov)

TO: Select Board  
FROM: Justin Sultzbach, Town Administrator  
DATE: May 28<sup>th</sup>, 2024  
RE: MassWorks Update

---

Board Members,

As you are aware, the proposed MassWorks/HousingWorks grants for the expansion of the intersection at Rt.62 and Rt.114 relied on the passage of MBTA Zoning. This sentiment is expressed several times over in the attached materials from the grant program. Throughout this process, I had committed to applying to this grant whether MBTA Zoning passed or not. This is partly due to the fact that this topic is still moving through the courts, and on the off chance it is found the state cannot withhold grant funding I would like to ensure we have an application in the pipeline for Middleton. Additionally, awards are announced in September - and we are not out of compliance until the end of the year. Putting forth this application helps us keep our options open. Also attached you will find pages from the Community One Stop for Growth – Full Application. TEC is graciously assisting us in filing out this paperwork, however we do require a vote of support from the Select Board in order to put forth an application.

**Recommended Motion:** I motion to authorize the Town Administrator to submit this application on behalf of the Town of Middleton as presented above.





## Expression of Interest Feedback Report

Applicant Organization: Town of Middleton  
Document ID: EOI-Sub-1638-FB  
Submission Date: 4/26/2024 5:52:03 AM

Thank you for submitting an Expression of Interest (EOI) to the Community One Stop for Growth. We are excited to partner with you in the pursuit of opportunities to achieve economic growth for your organization and/or community.

Your submission has been reviewed by the One Stop Team, which includes representatives from EOHED, EOHLC, MassDevelopment, and other state partner agencies, as deemed necessary. This report summarizes the team's collective review of your EOI, and provides feedback and comments intended to assist you in the decision, and preparation, to submit your Full Application(s) for consideration in the current funding round.

### GENERAL APPLICANT FEEDBACK

The applicant identified as a Public Organization. Public organizations are eligible to apply through all Development Continuum categories and are eligible for funding by all grant programs offered through the One Stop.

Your municipality is an MBTA Community as identified in MGL section 3A c40A. Any noncompliant MBTA community is ineligible for funding from the Housing Choice Grant Program, the HousingWorks Infrastructure Program, and/or the MassWorks Infrastructure Program, and all other Community One Stop for Growth programs will take noncompliance with Section 3A into consideration when making grant award recommendations. For information on compliance with the MBTA communities law, please visit [www.mass.gov/mbtacomunities](http://www.mass.gov/mbtacomunities).

For the site related project goals, the applicant may want to consider pursuing 43D Expedited Permitting designation(s) to support and encourage development. The applicant may indicate interest in pursuing 43D designation when submitting any site-specific project in the Full Application. For more information on 43D Expedited permitting, visit <https://www.mass.gov/info-details/chapter-43d-expedited-local-permitting>.

For more information on the One Stop, including applicant eligibility, key dates, and links to program websites, visit [www.mass.gov/onestop](http://www.mass.gov/onestop).



## PROJECT SPECIFIC FEEDBACK

<b>Project Name</b>	Boston Street (Route 62) @ S. Main Street (Route 114) Intersection Improvements						
<b>Development Continuum Category</b>	Based on the description, this project would likely fit in the <u>Infrastructure</u> category.						
<b>Program Focus</b>	<p>Based on the answers provided, this project best aligns with the <a href="#">HousingWorks Infrastructure Program (HWIP)</a>.</p> <p>The applicant should review the program guidelines to learn about program requirements and how an application would likely be evaluated.</p>						
<b>Application Directions</b>	<p>When completing the Full Application, the applicant should select the following options in question <b>2.4. Project Category for Grant Consideration</b>:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Development Continuum:</td><td>Infrastructure</td></tr> <tr> <td>Project Type:</td><td>Public Infrastructure to Support Housing Growth (Residential Only)</td></tr> <tr> <td>Project Focus:</td><td>Construction</td></tr> </table>	Development Continuum:	Infrastructure	Project Type:	Public Infrastructure to Support Housing Growth (Residential Only)	Project Focus:	Construction
Development Continuum:	Infrastructure						
Project Type:	Public Infrastructure to Support Housing Growth (Residential Only)						
Project Focus:	Construction						
<b>How to Be Competitive</b>	<ul style="list-style-type: none"> <li>• To be competitive for a HousingWorks Infrastructure Program Grant, the project should thoroughly describe specific project scope, feasible implementation, expected outcomes, and intended goals. The Full Application will require details about project need, project readiness, financial feasibility, progress and commitment to date, outcomes, and impact. The applicant should review the HousingWorks Infrastructure Program FY25 Guidelines scoring criteria.</li> <li>• When completing a Full Application, thoroughly address and describe the following: <ul style="list-style-type: none"> <li>○ future impact of housing development, rehabilitation/new construction and future use, and housing preservation (as applicable),</li> <li>○ present and future impact of project and the housing opportunities it may unlock,</li> <li>○ project need specific to the community,</li> <li>○ project timeline, project readiness, and ability to execute in the allotted time,</li> <li>○ progress and commitment to date, including any recent changes to zoning, bylaws, local ordinances, etc. that relate to or directly impact this project, and</li> <li>○ the outcomes and impacts of this project.</li> </ul> </li> <li>• Be prepared to clearly delineate the public infrastructure work in terms of cost/budget, timelines, limits of work, and design.</li> </ul>						

<b>Project Implementation Feedback</b>	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• HousingWorks has no specific budget limit or match requirement. However, the following guidelines should be considered: <ul style="list-style-type: none"> <li>○ HousingWorks construction awards have historically ranged between \$1 to \$5 million with an average award of \$2.5 million.</li> <li>○ Projects are approximately 3.5 years in duration.</li> <li>○ Projects that have secured funding from other government and/or private sources will be more competitive.</li> <li>○ Projects that include at least a 10% local cash match will receive bonus points in application review. To be considered, any match funds must contribute to the direct costs of the infrastructure work.</li> </ul> </li> </ul> <p><b>Timeline</b></p> <ul style="list-style-type: none"> <li>• The HousingWorks Infrastructure Program requires all projects awarded in the FY25 round to be completed by June 30, 2028.</li> </ul> <p><b>Ineligible Activities</b></p> <ul style="list-style-type: none"> <li>• Vertical construction is ineligible. This includes municipally owned buildings and public parking garages.</li> </ul>
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In conclusion, the guidance provided above is intended to help a prospective applicant decide if they will submit a Full Application(s) to the One Stop and to provide guidance for how to strengthen such submission(s). This advice is not meant as a promise or guarantee that an application will be successful. Eligible applicants are expected to review and adhere to the posted guidelines for the programs in the corresponding categories in which they plan to submit. All applications will be reviewed and/or scored on a competitive basis.

\*Please note that a referral does not give the project any special consideration or guarantee of funding from these other sources. It will be up to the applicant to follow up with the referenced resource(s) and to comply with the required guidelines and process for any programs outside of the One Stop.



## Expression of Interest Form Submission

### Applicant Information

<b>EOI Submission ID</b>	EOI-Sub-1638
<b>Date Submitted</b>	4/26/2024 5:52:03 AM
<b>Applicant Email Address</b>	justin.sultzbach@middletonma.gov
<b>Applicant Organization Name</b>	Town of Middleton
<b>Organization Type</b>	Public Organization

### Project Information

<b>Project Name</b>	Boston Street (Route 62) @ S. Main Street (Route 114) Intersection Improvements
<b>Project Location</b>	Middleton
<b>Project Abstract</b>	The Town is finalizing the approval for 60 units of affordable housing adjacent to the SW corner of the Route 62/114 intersection. In 2025, the Town Offices will be relocated, and the land east of the intersection designated for future housing developments. A successful grant would design, permit, and reconstruct the intersection to improve capacity and safety for all users. The project will coordinate three MassDOT traffic signals to alleviate long-term traffic congestion challenges along 114.
<b>Project Description</b>	Infrastructure   Public Infrastructure to Support Housing Production
<b>Which of the following best describes the work that funding from a grant would be used for?</b>	Design and/or engineering work to prepare for a future public infrastructure construction to unlock housing, Public infrastructure construction to unlock housing (i.e., sidewalk and road construction, utility relocation, traffic signals, water/sewer extensions, culvert repairs, etc.)
<b>Budget Estimate</b>	3000000
<b>Anticipated Project Completion</b>	1-2 Years



*Commonwealth of Massachusetts*  
**EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT**  
ONE ASHBURTON PLACE, ROOM 2101  
BOSTON, MA 02108

## **Community One Stop for Growth**

*An EOEED initiative, in partnership with the Executive Office of Housing & Livable Communities and the Massachusetts Development Finance Agency*

### **Notice of Funding Availability FY2025**

Full Application Open Date: January 19, 2024

**Virtual Information Sessions**

Webinar 1 - One Stop Overview:	Feb. 5, 2024
Webinar 2 - Application Guidance:	Feb. 7, 2024
Webinar 3 - Technology Webinar:	Feb. 8, 2024 (Prerecording to be posted online)
Individual Program Webinars:	Feb. 16, 2024 (Prerecordings to be posted online)

Full Application Submission Period: May 6, 2024 – June 5, 2024

Full Application Deadline: June 5, 2024 at 11:59 p.m.

Email Questions to: [onestop@mass.gov](mailto:onestop@mass.gov)

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## **I. ABOUT THE ONE STOP**

### **A. Introduction**

The Executive Office of Economic Development is pleased to announce the availability of grant funds for the FY2025 round of the Community One Stop for Growth (One Stop). The One Stop is a single application portal and collaborative review process that allows applicants to access a series of grant programs that support community economic development. The Executive Office of Economic Development (EOED) partners with the Executive Office of Housing and Livable Communities (EOHLC) and Massachusetts Development Finance Agency (MassDevelopment), to make targeted grant investments based on a Development Continuum.

This coordinated process is designed to provide a more streamlined experience for applicants and to make the programs more accessible to all types of organizations, large and small, in all regions of the state. The partner agencies have a long-standing and successful history of providing funding, through multiple programs, that support various stages and/or phases of economic development projects. The One Stop gives communities the ability to pursue, and in some cases stack, state resources in a more timely and strategic manner based on what stage they are at and how ready they are to implement a project. The goal of the One Stop is to support more efforts that result in economic growth for all cities and towns across the Commonwealth.

### **B. What's New in FY2025**

The first three rounds of the One Stop were met with positive reviews and, more importantly, have resulted in 869 grants across 243 communities, totaling \$396.3 million in funding. Largely based on feedback received from applicants, several exciting improvements were made for the FY25 Round of the One Stop to increase access to funding and further streamline the application process:

#### **1. New Program: The HousingWorks Infrastructure Program**

The HousingWorks Infrastructure Program, a new grant program offered by EOHLC, is now fully integrated into the One Stop. The HousingWorks Infrastructure Program is a competitive grant to municipalities and other public entities for a variety of infrastructure related activities to support and unlock housing opportunities. This grant program awards funds based on the project's nexus with housing, transportation, infrastructure, and community development needs. Visit the [HousingWorks Infrastructure Program](#) website for program guidelines and additional information.

#### **2. Simplified Development Continuum**

The Development Continuum was updated to make it easier for applicants to understand where their project fits within the One Stop and which program is most likely to review the application. The Development Continuum categories are now made up of multiple Project Types, each tied to a One Stop program and named to describe the purpose of the program. When answering question 2.4 of the Full Application, applicants will be able to see which program is tied to each available Project Type option by hovering over the accompanying radio button. See *Section III. Development Continuum Details* below for more information.

#### **3. Improved Expression of Interest Process**

The Expression of Interest (EOI) process has been updated for the FY25 round to make filling out an EOI form as easy and quick as possible for applicants. Improvements to the EOI process include:

- *Easier Access* - The EOI is now available as a simple webform accessed through the [One Stop website](#). Prospective applicants no longer need to register and/or log into the IGX system in order to access the EOI.
- *Applicants May Submit Multiple EOI Forms* - The former limit of one EOI submission per organization has been removed and applicants may return to submit additional EOI forms. Although there is no longer a limit to the number of submissions, applicants are still encouraged to prioritize their projects prior to submitting their EOI(s).
- *An Even Simpler EOI Form* - The EOI form has been simplified to only require a brief description and a multiple choice questions for each project proposed. Applicants will complete a separate EOI Form for each project that they would like feedback on.
- *Expedited Feedback Delivery* - The streamlined form reduces the time required for staff to review each EOI and allows for a prompt delivery of the EOI Feedback Report to the applicant.

#### **4. Staff Office Hours**

To supplement the guidance received in the EOI process, One Stop staff and program managers will now host two separate virtual office hour series to answer applicant questions:

- *One Stop General Guidance Office Hours* – One Stop staff, and a representative from each agency, will hold several office hours to answer general One Stop process and technology questions.
- *Individual Program Office Hours* – Each program in the One Stop will host a separate office hour session to allow applicants to ask program staff questions related to the program.

All office hours will be open to the public. Attendees are encouraged to submit questions ahead of time. Visit [www.mass.gov/onestop](http://www.mass.gov/onestop) for the full schedule of office hours and instructions on registering and submitting questions.

#### **5. Program Specific Webinars**

In addition to the three One Stop virtual sessions hosted each year, One Stop program managers will record a webinar specific to their respective program. Each webinar will provide an overview of the program, including information about eligibility, project competitiveness, and examples of past awards. All program webinars will be posted to the One Stop website on February 16, 2024.

#### **6. Consolidated Full Application**

The Full Application has been consolidated into three forms that all applicants must complete: Form 1. Applicant Information, Form 2. Project Information, and Form 3. Certification. The Project Information form now includes all questions related to the project; applicants will be able to view all questions required through the Project Core as well as any additional Development Continuum category and Housing Choice additional questions required, depending on the application. The former Additional/Optional Attachments section is now included at the end of Form 2 as well.

#### **7. Redundant Questions Removed**

Questions within the Project Core were altered and expanded to eliminate questions that produced similar answers throughout the application. This exercise allowed for the complete elimination of the Community Activation & Placemaking and Planning & Zoning additional questions. Applicants applying for funding through these categories will only see the questions in the Project Core on Form 2.

## **II. OVERVIEW OF THE ONE STOP PROCESS**

### **A. Programs Integrated into the One Stop**

The One Stop allows applicants to apply to multiple grant programs at once with a standard application. The following programs are fully integrated into the One Stop application process:

#### **Executive Office of Economic Development**

[MassWorks Infrastructure Program](#)

[Massachusetts Downtown Initiative](#)

[Urban Agenda Grant Program](#)

[Rural Development Fund](#)

#### **Executive Office of Housing and Livable Communities**

[Housing Choice Grant Program](#)

[Community Planning Grant Program](#)

[HousingWorks Infrastructure Program](#)

#### **MassDevelopment**

[Brownfields Redevelopment Fund](#) (Municipal Competitive Round only)

[Site Readiness Program](#)

[Underutilized Properties Program](#)

[Collaborative Workspace Program](#)

[Real Estate Services Technical Assistance](#)

Applicants may visit program websites for guidelines and program-specific versions of the One Stop Full Application template.

#### **MBTA Community Compliance Requirement**

Section 3A to the Zoning Act (Chapter 40A of the General Laws) requires each of the 177 MBTA communities to have a zoning district in which multifamily zoning is permitted as of right, and that meets other requirements set forth in the statute. Any noncompliant MBTA community is ineligible for funding from the Housing Choice Grant Program, the HousingWorks Infrastructure Program, and/or the MassWorks Infrastructure Program, and all other Community One Stop for Growth programs will take noncompliance with Section 3A into consideration when making grant award recommendations. For information on compliance with the MBTA communities law, please visit [www.mass.gov/mbtacommunities](http://www.mass.gov/mbtacommunities).

### **B. The Development Continuum**

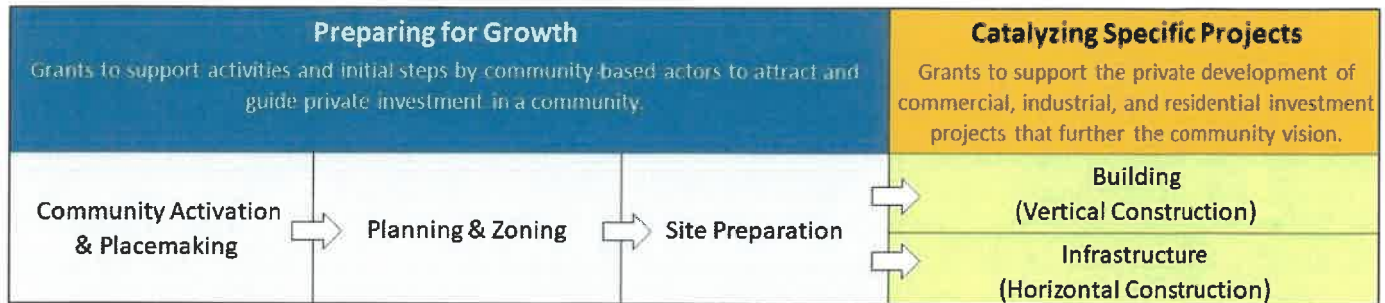
To help guide applicants, the One Stop uses a Development Continuum that describes how a typical economic development project moves from concept to reality within diverse communities.

The One Stop requires applicants to think about their economic development priorities in the context of the Development Continuum, both to guide applicants towards best practices and strategies and to help applicants identify the types of projects that will support their economic development priorities. Applicants should consider this spectrum of activities as they prepare to submit applications to the One Stop, thinking fully about the steps necessary for progress in the development of a project.

This continuum separates economic development activities into two broad categories. The first, “Preparing for Growth,” includes the initial steps that typically need to occur before specific development projects can move



forward, as well as community activation focused economic development activities. The second, “Catalyzing Specific Projects,” covers various forms of project-specific activities, particularly for projects that have private development identified.



### C. Expression of Interest

The Expression of Interest (EOI) is an optional short form that gives prospective Community One Stop for Growth applicants the opportunity to receive guidance on priority projects before submitting a Full Application. The Expression of Interest is optional but highly encouraged.

The EOI Feedback Report informs the applicant whether their projects are a fit for the funding opportunities within the One Stop. If so, the report will indicate where the project falls on the Development Continuum, the program that best fits the project, tips on how to be competitive for the program, as well as important project budget and timeline considerations.

In other cases, the report may tell the applicant that their project is not a fit for the programs offered through the One Stop. If a state program offered outside of the One Stop is a better fit for the project, the EOI Feedback Report may include a referral to the program.

It is important to note that any eligible applicant may submit a Full Application, regardless of whether they participated in the EOI process or not.

### D. Full Application

The Full Application is the form that applicants must complete and submit to formally apply for funding. The Full Application must be submitted via the IGX system.

Applicants may submit multiple projects for consideration but must submit one application per project. The number of project applications submitted is not limited, but it is recommended that communities prioritize their requests. The Full Application opens in January 2024 for applicants to begin working on their applications. Applicants will be able to submit their application beginning May 6, 2024. The final submission deadline is 11:59 p.m. on June 5, 2024.

### E. One Stop Process Steps

The One Stop is an opportunity for the state’s economic development agencies to work with communities to define their objectives, submit applications and obtain funding for projects following a collaborative process:



## Community One Stop for Growth – FY2025 NOFA



**Step 1: Expressions of Interest & Guidance (Optional):** The Expression of Interest (EOI) is an optional short form that gives prospective Community One Stop for Growth applicants the opportunity to receive guidance on priority projects before submitting a Full Application. Applicants complete a short form and receive a Feedback Report indicating whether the project is a fit for the funding offered through the One Stop. If so, the report will tell the applicant where the project falls on the Development Continuum, the program that best fits the project, tips on how to be competitive for the program, as well as important project budget and timeline considerations.

**Step 2: One Stop Full Application(s):** After the guidance phase of the process concludes, the One Stop portal will open to accept applications. Applicants are able to submit multiple projects for consideration but must submit one application per project. The number of project applications submitted is not limited, but it is recommended that communities prioritize their requests to reflect the goals submitted in the Expression of Interest phase. Interested applicants will have full access to the online application the launch of the One Stop in January until the final submission deadline in June. During this time, applicants may draft and work on applications, but submissions will only be accepted between May 6 and 11:59 p.m. on June 5, 2024.

**Step 3: Review & Evaluation:** The participating agencies will review all applications. The agencies may also request additional information or clarification about applications submitted. All grants will be reviewed on the criteria noted in the Review Criteria section and the additional review criteria noted in specific program guidelines. If an application is not fully clear, or the partner agencies have additional questions, the applicant will be notified to either have a follow up discussion with the partner agencies, amend the application submission or respond to questions via email.

**Step 4: Notification of Award:** The One Stop partners will review all applications and make determinations of grant amounts based upon availability of funds. All applicants will be notified of award decisions, and the contracting process for successful applicants will begin with the applicable partner agency. Reporting will be required.

**Step 5: Contracting and Reporting:** All grants in any category of funding are subject to appropriation. Once a project is approved, contracting for the project will be handled by the relevant partner agency including the specifications of the duration, scope and final budget. Routine reporting will be required by the agencies and will be specified at the time of contracting.

### F. Timeline

Expressions of Interest (EOI) Submission Period	Feb. 9, 2024 – April 30, 2024
One Stop Official Launch of Full Application	Jan. 19, 2024
Webinar 1: One Stop Overview Webinar	Feb. 5, 2024
Webinar 2: One Stop Application Guidance Webinar	Feb. 7, 2024
Webinar 3: Prerecorded Technology Webinar	Feb. 8, 2024 (Prerecording to be posted online)

## Community One Stop for Growth – FY2025 NOFA

Individual Program Webinars	Feb. 16, 2024 (Prerecordings to be posted online)
One Stop General Guidance Office Hours	February-April, 2024
Individual Program Office Hours	February-March, 2024
Full Application Submission Period	May 6, 2024 – June 5, 2024
Review & Evaluation	June-August, 2024
Notification of Awards	September 2024
Anticipated Contracting	October/November 2024

### **III. DEVELOPMENT CONTINUUM DETAILS**

#### **Categories Related to Preparing for Growth**

The development of certain districts, sites or the advancement of certain economic development initiatives requires a series of initial steps by applicants to attract and guide private investment. Recognizing that these initial steps are applicable for almost all communities, whether a strong or weak market, grants associated with “Preparing for Growth” help support activities related to:

#### **A. Continuum Detail – Community Activation & Placemaking**

Community Activation & Placemaking grants support projects and programs aimed at identifying and enhancing community assets. These assets can include the built environment, local business, or the community’s residents.

##### **Eligible Applicants:**

- All Public Entities
- Non-Profit Organizations
- Community Development Corporations

##### **Programs in this Category:**

- Massachusetts Downtown Initiative
- Urban Agenda Grant Program

##### **Type/Focus of Projects Supported:**

###### *Technical Assistance for Downtowns*

- Downtown Design Consultant Services
- Downtown Mobility/Parking Consultant Services
- Downtown Wayfinding/Branding Consultant Services
- Economics of Downtown Consultant Services
- Pedestrian Orientation/Placemaking Consultant Services
- Small Business Support/E-commerce Consultant Services
- Forming a Downtown Management District
  - Phase 1 Feasibility
  - Phase 2 Implementation

*Equitable Workforce and Business Development Programming*

- Entrepreneurship and Small Business Development
- Workforce Development and Training Initiatives
- Community Organizing and Leadership Development

**Example Projects:**

- Request by a municipality to explore the feasibility of developing a Business Improvement District.
- A request from a community coalition to fund English language training and other prerequisite trainings, including coverage for childcare and transportation, to prepare low-income residents for new jobs available in the region due to the expansion of a major employer.

**B. Continuum Detail – Planning & Zoning**

Applications for projects in the Planning & Zoning category represent an early-stage project that requires a guiding plan, study, or assessment of project needs, prior to any construction or site preparation. These are planning grants and projects must produce a planning document or zoning revision.

**Eligible Applicants:**

- All Public Entities

**Programs in this Category:**

- Community Planning Grant Program
- Rural and Small Town Development Fund
- Real Estate Services Technical Assistance
- Housing Choice Grant Program

**Type/Focus of Projects Supported:**

*Community Plan*

- Master Plan
- Neighborhood Plan
- Downtown Plan
- Urban Renewal Plan
- Housing Production Plan
- Regional Plan
- Corridor Plan
- Other Plan

*Zoning Revision*

- Zoning Revision to Comply with Section 3A of MGL c.40A
- Comprehensive Zoning Review & Revision
- Other Zoning Revision

*Planning for Housing*

- Housing Feasibility Plan
- Housing Site Master Plan
- Housing Infrastructure Plan
- Housing Site Design Plan
- Other Housing Plan

*District Redevelopment Technical Assistance*

- Planning for Growth in a Commercial/Industrial or Mixed-Use District

**Example Projects:**

- Create a housing production plan to better understand housing needs of the community and identify strategies to reduce gaps in existing housing relative to identified needs.
- Study the area with a ½ mile of a commuter rail station and create strategies to intensify development in that area.
- Prepare a corridor study of a commercial area that runs through multiple towns and seeks land use alternatives to promote multi-modal access, introduce mixed-use and achieve more compact commercial development.
- Review current zoning to identify and remove language that excludes certain housing types.

**C. Continuum Detail – Site Preparation**

This category includes funding for an applicant working to progress a key site toward development; a final developer or end use is not necessarily identified at this phase.

**Eligible Applicants:**

- All Public Entities
- Non-Profit Organizations
- Community Development Corporations

**Programs in this Category:**

- Site Readiness Program
- Brownfields Redevelopment Fund
- Real Estate Services Technical Assistance
- Rural and Small Town Development Fund
- Housing Choice Grant Program

**Type/Focus of Projects Supported:**

*Brownfield Site Clean Up*

- Brownfields Site Assessment
- Brownfields Remediation

*Site Improvements to Unlock Development*

- Site Readiness Pre-Construction
  - Site Due Diligence
  - Site Plan Design
  - Market Study
  - Civil Engineering
  - Pre-Permitting/Permitting
- Site Readiness Construction
  - Demolition
  - Site Acquisition, related tasks
  - Construction of site related upgrades

*Municipal Surplus Property Disposition*

- Municipal Surplus Property Disposition Study

**Example Projects:**

- The acquisition of land in an industrial zone to allow for business expansion.
- The remediation of a brownfield site to prepare it for the development of a new industrial complex for businesses

### **Categories Related to Catalyzing Specific Projects**

In areas where “Preparing for Growth” activities may have already occurred, certain projects within a community may be ready for implementation by public and private investment. Grants associated with “Catalyzing Specific Projects” will be used to incentivize and leverage private commercial, industrial, and/or residential investment projects that further the community vision.

### **D. Continuum Detail – Buildings (Vertical)**

Funding is available for predevelopment activities and capital improvements that are essential to the occupancy of a blighted and/or underutilized property, as well as those that support the creation of new coworking space. Funding in this category is limited to projects with a strong public purpose and benefit. Projects in this category must have the building secured with building and/or site control, an identified end use, and a clear public purpose. Additional funding is available for eligible Housing Choice designated municipalities to projects supporting the production, rehabilitation, or preservation of housing units within the community.

#### **Eligible Applicants:**

- All Public Entities
- Non-Profit Organizations
- Community Development Corporations
- For-Profit Organizations

#### **Programs in this Category:**

- Underutilized Properties Program
- Collaborative Workspace Program
- Rural and Small Town Development Fund
- Housing Choice Grant Program

#### **Type/Focus of Projects Supported:**

##### *Underutilized Property Rehabilitation*

- Underutilized Property Pre-Construction
  - Building Condition Study
  - Development Feasibility Study
  - Code Compliance Study
  - Architectural or Engineering Plans
- Underutilized Property Construction
  - Code Compliance
  - Building Accessibility Improvements
  - Building Stabilization and/or Shell Repair
  - Interior Demolition or Remediation

##### *Creating Collaborative Workspace*

- Collaborative Workspace Feasibility Study
- Collaborative Workspace Fit-Out or Equipment

##### *Community Led Housing Production (Only Available to Public Organizations in Housing Choice Communities)*

- Support Housing Production
- Support Housing Rehabilitation
- Support Housing Preservation

**Example Projects:**

- A request to fit-out an incubator within a property that was previously vacant.
- A request to install an elevator in a city-owned property to open up second floor space for space for a new housing development.
- Fitting out a collaborative workspace that provides access to shared workshops and equipment.

**E. Continuum Detail – Infrastructure (Horizontal)**

The Infrastructure category supports improvements to public land and infrastructure that leverages and supports private investment in the community. These are predevelopment and implementation grants for projects that improve public infrastructure such as roadways, streets, bridges, culverts, water/sewer, other public utilities, etc. Investments will be targeted to projects that require the infrastructure improvements or expansion to support and/or facilitate new growth or address road safety issues.

**Eligible Applicants:**

- All Public Entities

**Programs in this Category:**

- MassWorks Infrastructure Program
- HousingWorks Infrastructure Program
- Rural and Small Town Development Fund
- Housing Choice Grant Program

**Type/Focus of Projects Supported:**

*Public Infrastructure to Support Housing Growth (Residential Only)*

- Pre-Construction - Design / Engineering Documents Only
- Construction
  - Roadway / Streetscape Improvements
  - Bridge / Culvert Repair or Replacement
  - Water / Sewer Infrastructure
  - Public Utility Project (Gas, Electric, etc.)

*Public Infrastructure to Support Mixed-Use and/or Commercial/Industrial Growth*

- Pre-Construction - Design / Engineering Documents Only
- Construction
  - Roadway / Streetscape Improvements
  - Bridge / Culvert Repair or Replacement
  - Water / Sewer Infrastructure
  - Public Utility Project (Gas, Electric, etc.)

*Small Town Road Improvements to Enhance Public Safety (aka STRAP)*

- Construction of Road Improvements to Enhance Public Safety

**Example Projects:**

- A request for water and sewer upgrades to a previously used site that will now be made into market rate housing.

- A request to update a culvert under a roadway leading to new private development for mixed use that creates new industrial space and rental housing.
- A request to repair at-risk municipal bridges that affect evacuation routes and/or access to commercial centers or transportation nodes.

#### **Applications from Housing Choice Communities and Rural/Small Towns**

The One Stop provides additional opportunities exclusively for Housing Choice Communities through the Housing Choice Grant Program and Rural and/or Small Towns through the Rural Development Fund. Only communities with current Housing Choice and/or Rural & Small Town designation are eligible for funding by the respective programs.

The Housing Choice Grant Program and Rural Development Fund may consider granting applications requesting funding through the following Development Continuum categories: Planning & Zoning, Site Preparation (excluding Brownfields Assessment and Brownfields Remediation projects), Building (excluding Collaborative Workspace Predevelopment and Collaborative Workspace Fit-Out projects), and Infrastructure.

Applicants submitting a project that is eligible for review by the Housing Choice Grant Program will be asked whether they intend to complete the *Housing Choice Additional Questions*. These questions must be completed in order for the project to be considered for funding by the Housing Choice Grant Program.

### **IV. ELIGIBLE APPLICANTS AND FULL APPLICATION DETAILS**

#### **A. Eligible Applicants**

Applicant Type	Preparing for Growth			Catalyzing Specific Projects	
	Community Activation & Placemaking	Planning & Zoning	Site Preparation	Building	Infrastructure
<b>Public Entity</b>					
Municipal	All Programs	All Programs	All Programs	All Programs	All Programs
Other Public	All Programs	All Programs	All Programs	All Programs	All Programs
<b>Non-Public Entity</b>					
Non-Profit	Urban Agenda Grant Program	N/A	Site Readiness Program	Underutilized Properties Program, Collaborative Workspace Program	N/A
Community Development Corporation	Urban Agenda Grant Program	N/A	Site Readiness Program	Underutilized Properties Program, Collaborative Workspace Program	N/A
For-Profit	N/A	N/A	N/A	Underutilized Properties Program, Collaborative Workspace Program	N/A

All types of public entities are welcome and encouraged to submit a One Stop application. Municipalities and other public entities such as local housing or redevelopment authorities will have access to all grants administered through the One Stop process. However, non-municipal applicants are encouraged to open a discussion with their municipal leadership to ensure coordination and local support.

Non-public entities may submit an application jointly with a public entity or with the written letter of support of the public entity and will be considered for funding only under those programs that allow for financial assistance to non-public entities, specifically Community Activation & Placemaking, Site Preparation, and Buildings. Non-public entities are not eligible for the following categories: Planning & Zoning and Infrastructure. Non-public entities should partner with their municipality to submit applications in those categories.

For-profit entities are only eligible to apply to the Buildings category and must demonstrate a public benefit or purpose for the grant.



All applications should include a letter of support from the chief executive officer of the municipality in which the project is located or, if not available, an explanation of why the municipal letter was not included.

## **B. Structure of the Full Application**

The One Stop Full Application is organized into the following forms:

### **Form 1. Applicant Information/Background**

This form is where the applicant identifies information about the organization, including the organization type, contact information, and other organization details. Organizations located within an [MBTA Community](#) will be asked additional questions related to the community's compliance with Section 3A of MGL c. 40A.

### **Form 2. Project Information**

The Project Information form is where the applicant provides all detail related to the project. This form is broken up as follows:

#### **Project Core**

The Project Core includes the project information required by all programs in the One Stop. The applicant will identify the Development Continuum category, project type, and project focus that best fit the project in question 2.4, which will drive additional questions. The applicant will respond to questions about the grant funding request, community characteristics, the project implementation plan, and environmental considerations. This section also includes questions related to the project timeline and anticipated project outcomes. Applicants to the Site Preparation, Buildings and Infrastructure categories must also complete the Site Information questions, which include identification of the specific site, ownership, and zoning, as well as a details about climate resilience, as applicable.

#### **Additional Project Questions**

In addition to the Project Core, applicants applying through the Site Preparation, Building, or Infrastructure Development Continuum categories will be required to answer additional questions. The questions asked will vary depending on the Development Continuum, Project Type, and Project focus options selected in question 2.4.

#### **Housing Choice Additional Questions**

The Housing Choice Additional Questions are available to public organizations within Housing Choice designated municipalities. Eligible applicants applying for funding through the Planning & Zoning, Site Preparation (excluding Brownfields projects), Building (excluding Collaborative Workspace projects), or Infrastructure categories must opt in to answer these questions by selecting "Yes" on question 2.4.a. Eligible applicants applying for Community Led Housing Production funding through the Building category are automatically required to answer these questions in order to submit the application. These must be completed in order for the application to be reviewed by either program.

#### **Other/Optional Attachments**

This section allows applicants to submit other attachments to support the application, including other site images, partner letters or support letters. Please note that these items will generally not be scored or assessed as part of the formal evaluation of the proposal.

### **Form 3 - Certification of Application Submission Authority**

Signature page certifying the authority to submit the application on behalf of the applying entity and attesting that all responses are true and accurate.

All applications must be submitted electronically through the IGX system, however Microsoft Word (.docx) templates of the Full Application are available at [www.mass.gov/onestop](http://www.mass.gov/onestop) to allow applicants to draft their application(s) ahead of time. A separate application template is available for each project type supported through the One Stop. The online application portal, IGX, can be accessed at <https://eohed.intelligrants.com>.

## **V. APPLICATION EVALUATION**

### **A. Core Review Criteria**

All applications submitted through the One Stop will be reviewed by program staff to determine which One Stop program is best suited to achieve the applicant's objective. This review will include an initial screening based on statutory and regulatory eligibility requirements and program guidance (See Appendix for links to program guidelines). All applications will then be evaluated based on the following core review criteria, in addition to the criteria detailed in each respective program's guidelines:

- **Achievable Project Scope:** Is the project feasible and achievable?
- **Ability to Execute & Leadership:** Does the project have appropriate leadership with the requisite experience and ability to execute the project?
- **Achievable Timeline:** Is the timeline of the project reasonable and achievable? For construction projects, is the project advanced in its design and permitting.
- **Reasonable Budget, Showing Commitment:** Is the project budget reasonable? While not required, preference will be given to projects that leverage match funding outside of the requested grant funds, but outside funding is not a prerequisite.
- **Outcomes and Impact:** What are the projected outcomes of this project and the impact this project may have on the community? Outcomes related to equitable opportunity and environmental impact will also be taken into consideration.
- **Progress to Date, Showing Commitment:** Does the applicant show commitment to the project through past activity and investment?

## **VI. ADDITIONAL INFORMATION**

### **A. Submitting Questions**

If you have questions, please submit them in writing to [OneStop@mass.gov](mailto:OneStop@mass.gov) with the subject line "One Stop for Growth Question." The One Stop partners will review and aggregate responses and post them regularly on the One Stop website: [www.mass.gov/onestop](http://www.mass.gov/onestop). EOED, EOHLIC, and/or MDFA reserve the right to respond only to questions relevant to the participating programs.

### **B. Notes about Application Submission**

Community One Stop for Growth – FY2025 NOFA

- All Full Applications must be submitted electronically. The online application portal, *IGX*, can be accessed at <https://eohed.intelligrants.com>.
- All applicants must set up a user account on IGX in order to submit an application for the Full Application. Staff reviews of user accounts may be conducted periodically to determine the accuracy of user access designations. If necessary, action shall be taken to change, revoke, or grant user access to reflect the appropriate designation.
- The application form template and link to the portal will also be available on the EOED webpage. Applicants will have at least 12 weeks to review the application questions and prepare their project proposal.
- It is the responsibility of the applicant to be aware of all requirements and deadlines, and to ensure that their application is complete and submitted on time. All applications will be logged as to date and time received and kept on file as public record. Late submissions will not be considered.
- EOED reserves the right to request additional information from the applicant or external sources as may be necessary in order to complete the application review. EOED also reserves the right to recommend partial grant awards, as deemed appropriate.

## CONSTRUCTION CONTRACT FOR CONSTRUCTION MANAGER AT RISK SERVICES –GMP AMENDMENT 002

**WHEREAS**, the Town of Middleton ("Owner") represented by Owner's Project Manager, PCA360, entered into a contract ("Contract") with W.T. Rich Company, Inc. ("the CM at Risk") (collectively the "Parties") for construction manager services in association with the Middleton Municipal Complex Project ("the Project") on Date: June 1, 2023, and;

**WHEREAS**, pursuant to Section 6.7 of the Contract, the CM at Risk shall propose a Guaranteed Maximum Price ("GMP") for construction of the work in an amendment in accordance with the provisions of that section;

**WHEREAS**, the proposal and justification is summarized in Exhibits B & C, attached hereto and incorporated herein; and

**WHEREAS**, effective as of May 28, 2024, the Parties wish to amend the Contract to include the GMP for construction as set forth herein;

**NOW, THEREFORE**, in consideration of the promises and mutual covenants contained in this GMP Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner authorized the CM at Risk to provide construction services related to the Middleton Municipal Complex Project ("the Project") as prescribed in the Contract Documents, which shall include the scope of work as described in Exhibits B & C, attached hereto and incorporated herein. The cost for the GMP for the work as outlined in the exhibits is \$39,088,652.00 (not including pre-construction services as set forth in the Contract).

Fee for Basic Services	Original Contract	Previous Amendments	Amount of this Amendment	After this Amendment
Pre-construction services	\$124,910.00	\$0.00	\$0.00	\$124,910.00
Interim GMP Contract Amendment	\$0.00	\$39,088,652.00	\$0.00	\$39,088,652.00
GMP Contract Amendment	\$0.00	\$0.00	\$18,911,235.00	\$18,911,235.00
<b>Total Contract</b>	<b>\$124,910.00</b>	<b>\$39,088,652.00</b>	<b>\$18,911,235.00</b>	<b>\$58,124,797.00</b>

2. The Project Schedule shall be from Start to Substantial Completion: May 8, 2024 to January 30, 2026 (21.5 Months)
3. The Construction Budget shall be as follows:
 

Original Budget:	\$59,461,354.00
Amendment Budget:	\$58,124,797.00

4. This GMP Amendment contains all additional terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding amendments to the original contract shall deem to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect. This amendment is for the acceptance of the CM at Risk's Guaranteed Maximum Price (GMP), as outlined in Exhibit A through G plus GMP Attachments, for a total cost of:

**Fifty Eight Million One Hundred Twenty Four Thousand Seven Hundred Ninety Seven Dollars and Zero Cents (\$58,124,797.00)**

This Interim GMP Amendment includes the following Exhibits:

- Exhibit A – Plans and Specifications in list form, including Addendum.
- Exhibit B – Guaranteed Maximum Price Proposal Summary Overview
- Exhibit C – Allowances
- Exhibit D – Alternates
- Exhibit E – Construction Schedule Milestone Dates
- Exhibit F – Unit Prices
- Exhibit G – Assumptions, Clarifications and Qualifications
- GMP Attachments:
  - Attachment A – Guaranteed Maximum Price Proposal Cost of Work Backup
  - Attachment B – General Conditions
  - Attachment C – General Requirements
  - Attachment D – Project Schedule

**IN WITNESS WHEREOF**, the Parties have caused this amendment to be executed by their respective authorized officers.

**CONSTRUCTION MANAGER**

Owner:	W.T. Rich Company, Inc.
Name (Signature):	Jonathan Rich
Title:	CEO
Date:	

**TOWN OF MIDDLETON**

By executing this Agreement, the undersigned authorized signatory of Owner, who incurs no personal liability by reason of the execution hereof or anything herein contained, hereby certifies under penalties of perjury that this Contract is executed in accordance with a prior approval of the TOWN OF MIDDLETON.

<b>Owner:</b>	<b>TOWN OF MIDDLETON</b>
Name (Signature):	Richard Kassiotis
Title:	Selectboard Clerk
Date:	

<b>Town of Middleton – Finance Director – Sufficient funds available for this contract</b>	
Name (Signature):	Sarah Wood
Title:	Finance Director
Date:	

<b>Town of Middleton – Town Counsel (legal) - Approved as to Form &amp; Character</b>	
Name (Signature):	Elizabeth Lydon
Title:	Town Counsel - Mead, Talerman & Costa, LLC
Date:	



## CONSTRUCTION CONTRACT FOR CONSTRUCTION MANAGER AT RISK SERVICES –GMP AMENDMENT 002

**WHEREAS**, the Town of Middleton ("Owner") represented by Owner's Project Manager, PCA360, entered into a contract ("Contract") with W.T. Rich Company, Inc. ("the CM at Risk") (collectively the "Parties") for construction manager services in association with the Middleton Municipal Complex Project ("the Project") on Date: June 1, 2023, and;

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**WHEREAS**, effective as of May 28, 2024, the Parties wish to amend the Contract to include the GMP for construction as set forth herein;

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**Fifty Eight Million One Hundred Twenty Four Thousand Seven Hundred Ninety Seven Dollars and Zero Cents (\$58,124,797.00)**

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  - Attachment B – General Conditions
  - Attachment C – General Requirements
  - Attachment D – Project Schedule

**IN WITNESS WHEREOF**, the Parties have caused this amendment to be executed by their respective authorized officers.

**CONSTRUCTION MANAGER**

Owner:	W.T. Rich Company, Inc.
Name (Signature):	Jonathan Rich
Title:	CEO
Date:	

**TOWN OF MIDDLETON**

By executing this Agreement, the undersigned authorized signatory of Owner, who incurs no personal liability by reason of the execution hereof or anything herein contained, hereby certifies under penalties of perjury that this Contract is executed in accordance with a prior approval of the TOWN OF MIDDLETON.

<b>Owner:</b>	<b>TOWN OF MIDDLETON</b>
Name (Signature):	Richard Kassiotis
Title:	Selectboard Clerk
Date:	

<b>Town of Middleton – Finance Director – Sufficient funds available for this contract</b>	
Name (Signature):	Sarah Wood
Title:	Finance Director
Date:	

<b>Town of Middleton – Town Counsel (legal) - Approved as to Form &amp; Character</b>	
Name (Signature):	Elizabeth Lydon
Title:	Town Counsel - Mead, Talerman & Costa, LLC
Date:	

## **EXHIBIT A**

Identification of the Plans and Specifications in list form as follows:  
List of Drawings, Specifications and Addendum for  
GMP Contract Documents

### **Contract Documents**

Contract documents by Context Architecture dated February 27<sup>th</sup>, 2024, as follows (or as amended by Addendum).

#### **Specifications (Town Hall & Public Safety)**

- 00 00 00 Cover
- 00 01 12 Project Directory
- 00 01 10 Table of Contents
- 00 01 15 List of Drawings
- 00 11 16 Request for Bid
- 00 21 13 Instructions to Bidders
- 00 21 14 eBIDDING Instructions to Bidders
- 00 22 20 List of Pre-qualified Trade Contractors
- 00 41 10 Form for Sub-Bid
- 00 41 11 Bid Bond – Subcontractor
- 00 41 12 DCAMM Certificate of Eligibility – FSB Contractor Sample
- 00 41 13 Sub-Bidder DCAMM Update Statement
- 00 50 00 Owner Construction Manager Agreement (redacted)
- 00 52 16 Form of Non-Trade Subcontract & Template
- 00 53 13 Trade Contractor Agreement
- 00 54 01 Certificate of Vote
- 00 54 02 Certificate of Non-Collusion & Tax Compliance
- 00 54 05 Certificate – Labor, Harmony and OSHA Training Requirements
- 00 61 15 Performance Bond
- 00 61 16 Payment Bond
- 00 62 01 Form ST-5C Contractor's Sales Tax Exempt Purchase Certificate
- 00 62 01.1 Form ST-2, Town of Middleton Mass. DOR Certificate of Exemption
- 00 62 02 Weekly Certified Payroll & Workforce Participation Form
- 00 62 02.1 Weekly Payroll Records Report & Statement of Compliance
- 00 62 03 Request for Approval for Change Order Pricing
- 00 72 25 Construction Manager Supplemental Conditions
- 00 72 26 Diversity, Equity, & Inclusion Requirements
- 00 72 27 Contractor Insurance Requirements
- 00 72 28 Contract Forms & Supplemental Information
- 00 72 28.01 Contract Forms and Supplemental Checklist
- 00 72 28.02 Contract Form 1 – MassDOR Contractor's Sales Tax Exemption Cert.
- 00 72 28.03 Subcontractor Final Release, Cert., Indemnification, Waiver of Liens
- 00 72 28.04 Contractor Contact Information Form
- 00 72 28.05 Change order Authorization Protocol

00 72 28.06 Wage Rate approval Form  
00 72 28.07 Material and Equipment Lead Time Management  
00 72 28.08 Schedule for Participation by Minority, Woman Business Enterprise  
00 72 28.09 Letter of Intent – Minority, Woman Business Enterprises Participation  
00 72 28.10 ACH Form  
00 72 28.11 Eagle Fact Sheet  
00 73 00 Construction Manager Project Site Specific Safety Plan  
00 73 17 Subcontractor Default Insurance (SDI)  
00 73 20 Site Utilization  
00 73 20.1 Site Utilization Attachments  
00 73 43B Prevailing Wage Schedule  
00 73 44 Prevailing Wage & Labor Regulations  
00 73 73 Statutory Requirements  
00 74 01 Affidavits & Certifications  
01 10 00 Summary  
01 13 00 Construction Managers Project Schedule  
01 13 00.01 CMP Lean Construction Plan  
01 22 00 Unit Prices  
01 22 01 Unit Price Schedule  
01 23 00 Alternates  
01 25 13 Product Substitution Procedures  
01 31 11 Coordination Requirements & BIM Execution  
01 32 16 Project Schedule Requirements & Management  
01 33 00 Submittal Procedures  
01 35 43 Environmental Procedures  
01 43 25 Testing Agency Services  
01 45 00 Quality Assurance: Structural Testing & Inspection  
01 45 29 Testing Laboratory Services  
01 50 00 Temporary Facilities  
01 56 20 Dust Control  
01 60 00 Product Requirements  
01 64 00 Owner Furnished Products - Owner's Independent Contractors  
01 73 29 Cutting and Patching  
01 78 00 Closeout  
01 91 13 General Commissioning Requirements  
01 91 13.01 Cx Plan  
01 91 19 Building Enclosure Performance Requirements  
02 20 00 Demolition of Buildings and Utilities  
02 82 00 Asbestos Abatement  
02 83 19 Lead Safe Practices  
03 10 00 Concrete Formwork  
03 20 00 Concrete Reinforcement  
03 30 00 Cast-in-Place Concrete  
03 54 16 Hydraulic Cement Underlayment

04 00 01.1 Construction Manager Supplemental Scope Masonry  
 04 20 00 Unit Masonry  
 05 00 01.1 Construction Manager Supplemental Scope Statement, Metal Fabrications  
 05 12 00 Structural Steel  
 05 20 00 Steel Joists  
 05 30 00 Steel Deck  
 05 41 00 Exterior Metal Stud Framing & Sheathing  
 05 50 00 Metal Fabrications  
 06 10 00 Rough Carpentry  
 06 12 00 Structural Insulated Panels  
 06 19 00 Wood Trusses  
 06 20 00 Finish Carpentry  
 06 60 00 Plastic Fabrications  
 06 61 16 Solid Surfacing Fabrications  
 06 64 00 Fiberglass Reinforced Plastic Panels  
 07 00 01 Dampproofing and Sealant Filed Sub Bid Requirements  
 07 00 01.1 Construction Manager Supplemental Scope Statement Waterproofing, Dampproofing and Caulking  
 07 00 02 Roofing & Flashing Filed Sub-Bid Requirements  
 07 00 02.1 Construction Manager Supplemental Scope Statement – Roofing & Flashing  
 07 16 00 Dampproofing  
 07 16 13 Polymer modified Cement Waterproofing  
 07 21 00 Thermal/Acoustic Insulation  
 07 25 00 Weather Barriers  
 07 26 00 Vapor Retarders/Air Barriers  
 07 31 13 Asphalt Fiberglass Shingle Roofing  
 07 42 13 Metal Wall Panels  
 07 46 46 Fiber Cement Siding  
 07 54 23 PVC Membrane Roofing  
 07 62 00 Sheet Metal Flashing & Trim  
 07 72 53 Snow Guards  
 07 76 00 Roof Pavers  
 07 84 00 Fire Stopping  
 07 92 00 Sealants  
 08 00 08 Glass and Glazing Filed Sub Bid Requirements  
 08 00 08.1 Construction Manager Supplemental Scope – Glass & Glazing  
 08 11 13 Metal Doors & Frames  
 08 14 16 Flush Wood Doors  
 08 14 23 Aluminum Clad Wood Doors  
 08 31 00 Access Doors & Panels  
 08 34 59 Vault Door  
 08 34 63 Detention Door & Frame Assemblies  
 08 36 13 Sectional Overhead Doors  
 08 44 13 Aluminum Storefront & Doors  
 08 52 00 Aluminum Clad Wood Windows



08 56 19 BR Window Assembly  
 08 71 00 Door Hardware  
 08 80 00 Glass & Glazing  
 08 90 00 Architectural Louvers and Vents  
     09 00 02.1 Construction Manager Supplemental Scope – Tiling, Ceramic, Stone  
 09 00 03 Tiling, Ceramic & Stone Flooring Filed Sub Bid Requirements  
     09 00 03.1 CM Supplemental Scope Statement – Acoustical Ceiling Systems  
 09 00 05.1 CM Supplemental Scope Statement –Resilient Flooring  
 09 00 06 Resilient Flooring Filed Sub-Bid Requirements  
 09 00 07.1 Construction Manager Supplemental Scope Statement, Painting  
 09 00 09 Painting Filed Sub-Bid Requirements  
 09 22 16 Non-Structural Metal Framing  
 09 29 00 Gypsum Board  
 09 30 00 Tiling - Ceramic  
 09 51 00.1 CM Supplemental Scope Statement – Acoustical Ceiling Systems  
 09 51 00 Acoustical Ceiling Systems  
 09 63 43 Stone Flooring  
 09 65 13 Resilient Base & Accessories  
 09 65 18 Rubber Flooring & Stair Covering  
 09 65 66 Synthetic Athletic Flooring  
 09 67 10 Resinous Flooring  
 09 68 10 Carpet Tile  
 09 81 00 Acoustical Insulation  
 09 91 00 Painting  
 09 91 13 Exterior Painting Schedule  
 09 91 23 Interior Painting Schedule  
 09 96 99 Water Vapor Emission Control Systems  
 10 00 00 Miscellaneous Specialties  
 10 11 00 Visual Display Surfaces  
 10 14 00 Signage  
     10 22 26 Operable Partitions  
 10 28 00 Toilet Accessories  
 10 40 00 Safety Specialties  
     11 19 20 Security Hardware  
     11 30 00 Appliances & Equipment  
     11 40 00 Foodservice Equipment  
 12 24 00 Interior Roller Shades  
 14 00 01.1 Construction Manager Supplemental Scope Statement  
 14 24 00 Elevator  
 21 00 00.1 Construction Manager Supplemental Scope – Fire Protection  
 21 00 00 Fire Protection  
     22 00 00.1 Construction Manager Supplemental Scope – Plumbing  
     22 00 00 Plumbing  
 23 00 00.1 Construction Manager Supplemental Scope – HVAC

23 00 00 HVAC  
23 05 48 Vibration Control and seismic Restraint  
26 00 00.1 Construction Manager Supplemental Scope – Electrical  
26 00 00 Electrical  
27 00 00 Communications  
31 10 00 Site Clearing  
31 20 00 Earthwork  
31 25 00 Erosion and Sedimentation Control  
31 61 00 Footings  
32 12 16 Flexible Paving  
32 14 00 Unit Pavers  
32 16 00 Curbs, Gutters, Sidewalks, and Driveways  
32 17 23 Pavement Markings  
32 28 00 Site Improvements  
32 28 31 Chain Link Fence  
32 29 30 Lawns and Grasses  
32 31 70 Fence and Trellis  
32 90 40 Planting  
33 10 00 Water Utilities  
33 30 00 Sanitary Sewerage  
33 40 00 Stormwater Utilities

## **Appendices**

Section 03 41 16 Municipal Complex Traffic Control  
(For Reference Only)  
Section 40 00 00 Appendix A Phase I Site Assessment  
Phase II Site Assessment  
Phase II Investigation Summary Report  
Section 50 00 00 Appendix B Foundation Engineering Report  
Section 60 00 00 Appendix C Middleton HazMat Report  
Section 70 00 00 Appendix D Town of Danvers DPW Water Rules and Regulations  
Section 80 00 00 Appendix E Middleton Board of Health Wastewater Regulations  
Section 90 00 00 Appendix F Federal Fish & Wildlife – Incidental Take Permit Application  
Federal Fish & Wildlife – Incidental Take Permit PER3601901  
Federal Fish & Wildlife  
Section 100 00 00 Appendix G Hydrant Flow Test

## **Drawings (Civil & Landscape)**

1 - 10 EXISTING SITE SURVEY

### **CIVIL & LANDSCAPE**

C-100 GENERAL NOTES SHEET  
C-200 DEMOLITION PLAN  
C-300 OVERALL SITE LAYOUT PLAN  
C-301 SITE LAYOUT PLAN 1

C-302 SITE LAYOUT PLAN 2

C-303 SITE LAYOUT PLAN 3

C-304 SITE LAYOUT PLAN 4

C-305 SITE LAYOUT PLAN 5

C-400 OVERALL GRADING AND DRAINAGE PLAN

C-401 GRADING AND DRAINAGE PLAN 1

C-402 GRADING AND DRAINAGE PLAN 2

C-403 GRADING AND DRAINAGE PLAN 3

C-404 GRADING AND DRAINAGE PLAN 4

C-405 GRADING AND DRAINAGE PLAN 5

C-500 OVERALL UTILITY PLAN

C-501 UTILITY PLAN 1

C-502 UTILITY PLAN 2

C-503 UTILITY PLAN 3

C-504 UTILITY PLAN 4

C-505 UTILITY PLAN 5

C-601 SOIL EROSION & SEDIMENT CONTROL PLAN

C-602 SOIL EROSION & SEDIMENT CONTROL NOTES & DETAILS

C-700 OVERALL LANDSCAPE PLAN

C-701 LANDSCAPE PLAN 1

C-702 LANDSCAPE PLAN 2

C-703 LANDSCAPE PLAN 3

C-704 LANDSCAPE PLAN 4

C-705 LANDSCAPE PLAN 5

C-706 LANDSCAPE ENLARGEMENTS

C-707 LANDSCAPE DETAILS

C-708 LANDSCAPE DETAILS

C-901 DETAIL SHEET

C-902 DETAIL SHEET

C-903 DETAIL SHEET

C-904 DETAIL SHEET

C-905 DETAIL SHEET

#### **ELECTRICAL**

ES0.4 ELECTRICAL SITE PLAN

ES0.5 ELECTRICAL SITE DETAILS

ES0.6 ELECTRICAL SITE DETAILS

ES0.7 ELECTRICAL SITE DETAILS

#### **Drawings (Town Hall)**

A1.1 ABBREVIATIONS, LEGENDS, GENERAL NOTES & WALL TYPES

A1.2 BUILDING CODE ANALYSIS

A1.3 CONTINUOUS AIR & VAPOR BARRIER DIAGRAMS

A1.4 TOWN HALL PARKING CANOPY (ALTERNATE #1)

A2.1 FIRST FLOOR PLAN

A2.2 SECOND FLOOR PLAN  
 A2.3 ATTIC AND ROOF PLAN  
 A2.4 FIRST AND SECOND FLOOR FURNITURE PLANS  
 A3.1 BUILDING ELEVATIONS  
 A3.2 BUILDING ELEVATIONS  
 A4.1 BUILDING SECTIONS  
 A4.2 WALL SECTIONS  
 A4.3 WALL SECTIONS  
 A5.1 EXTERIOR DETAILS - FOUNDATION, WALL BASE & PLAN DETAILS  
 A5.2 EXTERIOR DETAILS - WINDOWS AND LOUVERS  
 A5.3 EXTERIOR DETAILS - DOORS  
 A5.4 EXTERIOR DETAILS - ROOF  
 A5.5 EXTERIOR DETAILS - ROOF  
 A5.6 PORTE COCHERE DETAILS  
 A5.7 PORTE COCHERE DETAILS  
 A5.8 EXTERIOR DETAILS - WALL BASE AND PRECAST  
 A5.9 PRECAST ELEVATIONS  
 A5.10 PRECAST ELEVATIONS  
 A6.1 LOBBY STAIR PLANS, SECTIONS & ELEVATIONS, & STAIR DETAILS  
 A6.2 STAIR STB-1 PLANS & SECTIONS, AND ELEVATOR PLANS & SECTIONS  
 A7.1 DOOR & OPENING SCHEDULE & ELEVATIONS  
 A7.2 DOOR & OPENING DETAILS  
 A8.1 FIRST FLOOR RCP  
 A8.2 SECOND FLOOR RCP  
 A9.1 FIRST & SECOND FLOOR FINISH PLANS  
 A9.2 ENLARGED PLANS & ELEVATIONS - LOBBY, & 2ND FLOOR LOBBY  
 A9.3 ENLARGED PLANS & ELEVATIONS - TRANSACTION COUNTERS  
 A9.4 ENLARGED PLANS & ELEVATIONS - MULTIPURPOSE ROOM & CLASSROOM  
 A9.5 ENLARGED PLANS & ELEVATIONS - TOILET ROOMS, KITCHENS & BREAK ROOMS  
 A9.6 ENLARGED PLANS & ELEVATIONS - STAIR A  
 A9.7 ENLARGED PLANS & ELEVATIONS - SIGNAGE LETTERING  
 A10.1 MILLWORK DETAILS  
 A10.2 MILLWORK DETAILS  
**STRUCTURAL**  
 S0 COVER SHEET & DRAWING LIST  
 S0.0 GENERAL NOTES  
 S0.1 GENERAL NOTES  
 S0.2 STATEMENT OF SPECIAL INSPECTIONS  
 S0.3 LOADING PLANS  
 S1.1 FOUNDATION PLAN  
 S1.2 SECOND FLOOR & LOW ROOF FRAMING PLAN  
 S1.3 ROOF FRAMING PLANS  
 S1.4 ADD/ALT CANOPY PLAN AND SECTIONS  
 S2.0 BRACED FRAME ELEVATIONS

S2.1 BRACED FRAME DETAILS  
S2.2 MULTIPURPOSE ROOM FRAMING ELEVATIONS  
S3.0 TYPICAL CONCRETE DETAILS  
S3.1 FOUNDATION SECTIONS AND DETAILS  
S3.2 GENERAL LAP SPLICE SCHEDULES  
S4.0 TYPICAL MASONRY DETAILS  
S5.0 STEEL COLUMN DETAILS  
S5.1 TYPICAL STEEL BEAM DETAILS  
S5.2 TYPICAL COMPOSITE STEEL DECK DETAILS  
S5.3 STEEL DETAILS  
S5.4 STEEL DETAILS FOR OPERABLE PARTITIONS  
S5.5 CANOPY PLANS AND DETAILS  
S6.0 TYPICAL TRUSS DETAILS  
S6.1 TRUSS ELEVATIONS  
S6.2 TRUSS ELEVATIONS  
S6.3 WOOD FRAMING DETAILS  
S6.4 WOOD FRAMING DETAILS

#### **FIRE PROTECTION**

FP0.01 LEGEND, SCHEDULES, AND DETAILS  
FP1.00 FIRST & SECOND FLOOR PLANS - FIRE PROTECTION  
FP1.01 ATTIC PLAN - FIRE PROTECTION

#### **PLUMBING**

P0.01 LEGEND, SCHEDULES, AND DETAILS – PLUMBING  
P1.00 FIRST FLOOR BELOW SLAB & FIRST FLOOR PLANS - PLU  
P1.01 SECOND & ATTIC FLOOR PLANS - PLUMBING  
P1.02 ROOF PLAN – PLUMBING

#### **MECHANICAL**

M0.1 HVAC LEGEND, GENERAL NOTES, & DETAILS I  
M0.2 HVAC DETAILS II  
M0.3 HVAC DETAILS III  
M0.4 HVAC FLOW & RISER DIAGRAMS  
M0.5 HVAC FLOW & RISER DIAGRAMS II  
M0.6 SCHEDULES I  
M1.0 HVAC FIRST & SECOND FLOOR DUCTWORK PLAN  
M2.0 HVAC FIRST & SECOND FLOOR PIPING PLAN  
M3.0 HVAC ATTIC & ROOF PLAN  
M4.0 HVAC CONTROLS I  
M4.1 HVAC CONTROLS II  
VS-1.0 VIBRATION & SEISMIC DETAILS

#### **ELECTRICAL**

E0.1 TOWN HALL & COMMUNITY CENTER ELECTRICAL SYMBOL LIST  
E0.2 TOWN HALL & COMMUNITY CENTER LIGHTING FIXTURE SCHEDULE & DETAILS  
E0.3 TOWN HALL & COMMUNITY CENTER AUTOMATED LIGHTING CONTROL SYSTEM & DETAILS

E1.1 TOWN HALL & COMMUNITY CENTER FIRST AND SECOND FLOOR PLANS – LIGHTING  
 E1.2 TOWN HALL & COMMUNITY CENTER ATTIC PLAN – LIGHTING  
 E2.1 TOWN HALL & COMMUNITY CENTER FIRST FLOOR AND SECOND PLANS – POWER  
 E2.2 TOWN HALL & COMMUNITY CENTER ATTIC & ROOF PLANS – POWER  
 E3.0 TOWN HALL & COMMUNITY CENTER ONE-LINE RISER DIAGRAM  
 E3.1 TOWN HALL & COMMUNITY CENTER MECHANICAL & PLUMBING EQUIPMENT CONNECTIONS SCHEDULES  
 E3.2 TOWN HALL & COMMUNITY CENTER KITCHEN CONNECTIONS PLAN  
 E3.3 TOWN HALL & COMMUNITY CENTER GROUNDING RISER & LIGHTING PROTECTION DETAILS  
 E3.4 TOWN HALL & COMMUNITY CENTER ELECTRICAL DETAILS  
 E4.0 TOWN HALL & COMMUNITY CENTER FIRE ALARM RISER DIAGRAM  
 E4.1 TOWN HALL & COMMUNITY CENTER FIRST AND SECOND FLOOR PLANS - FIRE ALARM  
 E4.2 TOWN HALL & COMMUNITY CENTER ATTIC PLAN - FIRE ALARM  
 E5.0 TOWN HALL & COMMUNITY CENTER SECURITY SYMBOL LIST  
 E5.1 TOWN HALL & COMMUNITY CENTER FIRST AND SECOND FLOOR PLANS – SECURITY  
 E5.2 TOWN HALL & COMMUNITY CENTER ATTIC PLAN - SECURITY  
**TECHNOLOGY**  
 T0.1 TECHNOLOGY SYMBOL LIST  
 T1.1 TOWN HALL & COMMUNITY CENTER FIRST AND SECOND FLOOR PLANS - TECHNOLOGY  
 T1.1 TOWN HALL & COMMUNITY CENTER ATTIC FLOOR PLAN - TECHNOLOGY  
 T2.0 TECHNOLOGY RISER DIAGRAM & SCHEDULES  
 T3.0 TECHNOLOGY DETAILS  
**FOOD SERVICE**  
 K100 FOOD SERVICE EQUIPMENT PLAN & SCHEDULE

### **Drawings (Public Safety)**

A1.1 ABBREVIATIONS, LEGENDS, GENERAL NOTES & WALL TYPES  
 A1.2 BUILDING CODE ANALYSIS  
 A1.3 CONTINUOUS AIR & VAPOR BARRIER DIAGRAMS  
 A1.4 POLICE PARKING CANOPY (ALTERNATE #1)  
 A2.1 FIRST FLOOR PLAN  
 A2.2 FIRST FLOOR DIMENSIONAL PLAN  
 A2.3 SECOND FLOOR PLAN  
 A2.4 SECOND FLOOR DIMENSIONAL PLAN  
 A2.5 ATTIC PLAN  
 A2.6 ROOF PLAN  
 A2.7 FIRST FLOOR FURNITURE PLAN  
 A2.8 SECOND FLOOR FURNITURE PLAN  
 A3.1 BUILDING ELEVATIONS  
 A3.2 BUILDING ELEVATIONS



A4.1 BUILDING SECTIONS  
A4.2 WALL SECTIONS  
A4.3 WALL SECTIONS  
A5.1 EXTERIOR DETAILS - FOUNDATION & WALL BASE  
A5.2 EXTERIOR DETAILS - PLAN DETAILS  
A5.3 EXTERIOR DETAILS - WINDOWS  
A5.4 EXTERIOR DETAILS - WINDOWS AND LOUVERS  
A5.5 EXTERIOR DETAILS - DOORS  
A5.6 EXTERIOR DETAILS - DOORS  
A5.7 EXTERIOR DETAILS - DOORS  
A5.8 EXTERIOR DETAILS - ROOF  
A5.9 EXTERIOR DETAILS - ROOF  
A5.10 EXTERIOR DETAILS - ROOF  
A5.11 EXTERIOR DETAILS - WALL BASE AND PRECAST  
A5.12 EXTERIOR DETAILS - TRAINING WALL  
A5.13 PRECAST ELEVATIONS  
A5.14 PRECAST ELEVATIONS  
A6.1 STAIR PLANS & SECTIONS, DETAILS - STAIRS & GUARDRAILS  
A6.2 ELEVATOR PLANS, SECTIONS & DETAILS, FIRE POLE & ATTIC LADDER DETAILS  
A6.3 TRAINING AREAS  
A6.4 STAIR PLANS & SECTIONS, MISCELLANEOUS DETAILS  
A7.1 DOOR & OPENING SCHEDULE & ELEVATIONS  
A7.2 DOOR & OPENING DETAILS  
A8.1 FIRST FLOOR RCP  
A8.2 FIRST FLOOR RCP - COORDINATION  
A8.3 SECOND FLOOR RCP  
A8.4 SECOND FLOOR RCP - COORDINATION  
A9.1 FIRST & SECOND FLOOR FINISH PLANS  
A9.2 ENLARGED PLANS & ELEVATIONS  
A9.3 ENLARGED PLANS & ELEVATIONS  
A9.4 ENLARGED PLANS & ELEVATIONS - TOILET ROOMS  
A9.5 ENLARGED PLANS & ELEVATIONS - DETENTION  
A9.6 ENLARGED PLANS & ELEVATIONS - SIGNAGE LETTERING  
A10.1 MILLWORK DETAILS  
A10.2 MILLWORK DETAILS  
S0 COVER SHEET & DRAWING LIST  
S0.0 GENERAL NOTES  
S0.1 GENERAL NOTES  
S0.2 STATEMENT OF SPECIAL INSPECTIONS  
S0.3 FLOOR LOADING PLANS  
S0.4 ROOF SNOW LOADING PLAN  
S1.1 FOUNDATION PLAN  
S1.2 SECOND FLOOR & LOW ROOF FRAMING PLAN  
S1.3 ROOF FRAMING PLAN

- S1.4 ADD/ALT CANOPY PLANS & SECTIONS
- S2.0 APPARATUS FRAMING ELEVATIONS
- S2.1 BRACED FRAME ELEVATIONS
- S2.2 BRACED FRAME DETAILS
- S3.0 TYPICAL CONCRETE DETAILS
- S3.1 FOUNDATION SECTIONS AND DETAILS
- S3.2 GENERAL LAP SPLICE SCHEDULES
- S4.0 TYPICAL MASONRY DETAILS
- S4.1 CMU DETAILS
- S5.0 STEEL COLUMN DETAILS
- S5.1 TYPICAL STEEL BEAM DETAILS
- S5.2 TYPICAL COMPOSITE STEEL DECK DETAILS
- S5.3 TYPICAL STEEL JOIST DETAILS
- S5.4 STEEL DETAILS
- S5.5 STEEL DETAILS
- S5.6 CANOPY PLANS AND DETAILS
- S6.0 TYPICAL TRUSS DETAILS
- S6.1 TRUSS PROFILES
- S6.2 WOOD FRAMING DETAILS
- S6.3 WOOD FRAMING DETAILS
- S6.4 WOOD FRAMING DETAILS

#### **FIRE PROTECTION**

- FP0.01 LEGEND, SCHEDULES, AND DETAILS -FIRE PROTECTION
- FP2.01 FIRST FLOOR PLAN -FIRE PROTECTION
- FP2.02 SECOND FLOOR PLAN -FIRE PROTECTION
- FP2.03 ATTIC PLAN -FIRE PROTECTION

#### **PLUMBING**

- P0.01 LEGEND, SCHEDULES, AND DETAILS -PLUMBING
- P2.00 FIRST FLOOR BELOW SLAB PLAN -PLUMBING
- P2.01 FIRST FLOOR PLAN -PLUMBING
- P2.02 SECOND FLOOR PLAN -PLUMBING
- P2.03 ATTIC PLAN -PLUMBING
- P2.04 ROOF PLAN -PLUMBING

#### **MECHANICAL**

- M0.1 HVAC LEGEND, GENERAL NOTES & DETAILS I
- M0.2 HVAC DETAILS II
- M0.3 HVAC DETAILS III
- M0.4 HVAC FLOW & RISER DIAGRAMS I
- M0.5 HVAC FLOW & RISER DIAGRAMS II
- M0.6 HVAC SCHEDULES
- M1.0 FIRST FLOOR DUCTWORK PLAN
- M1.1 SECOND FLOOR DUCTWORK
- M2.0 FIRST FLOOR PIPING
- M2.1 SECOND FLOOR PIPING

M3.0 ATTIC PLAN  
M3.1 ROOF PLAN  
M4.0 HVAC CONTROLS I  
M4.1 HVAC CONTROLS II  
M4.2 HVAC CONTROLS III  
VS-1.0 VIBRATION & SEISMIC DETAILS

## **ELECTRICAL**

E0.1 ELECTRICAL SYMBOL LIST  
E0.2 LIGHTING FIXTURE SCHEDULE  
E0.3 ALCS RISER DIAGRAM SCHEDULES & DETAILS  
E1.1 PUBLIC SAFETY FIRST LEVEL PLAN -LIGHTING  
E1.2 PUBLIC SAFETY SECOND LEVEL PLAN -LIGHTING  
E1.3 PUBLIC SAFETY ATTIC LEVEL PLAN -LIGHTING  
E2.1 PUBLIC SAFETY FIRST FLOOR PLAN -POWER  
E2.2 PUBLIC SAFETY SECOND FLOOR PLAN -POWER  
E2.3 PUBLIC SAFETY ATTIC FLOOR PLAN -POWER  
E2.4 PUBLIC SAFETY ROOF PLAN -COMBINED  
E3.0 PUBLIC SAFETY RISER DIAGRAM SCHEDULES & DETAILS  
E3.1 PUBLIC SAFETY MECHANICAL EQUIPMENT SCHEDULES  
E3.2 PUBLIC SAFETY PLUMBING EQUIPMENT SCHEDULES  
E3.3 PUBLIC SAFETY GROUNDING RISER DIAGRAM & LIGHTNING PROTECTION  
DETAILS  
E3.4 ELECTRICAL DETAILS  
E3.5 ELECTRICAL RADIANT FLOOR DESIGN PLAN  
E4.0 PUBLIC SAFETY FIRE ALARM RISER  
E4.1 PUBLIC SAFETY FIRST FLOOR PLAN -FIRE ALARM  
E4.2 PUBLIC SAFETY SECOND FLOOR PLAN -FIRE ALARM  
E4.3 PUBLIC SAFETY ATTIC FLOOR PLAN -FIRE ALARM  
E5.0 PUBLIC SAFETY SECURITY SYMBOL LIST  
E5.1 PUBLIC SAFETY FIRST FLOOR PLAN -SECURITY  
E5.2 PUBLIC SAFETY SECOND FLOOR PLAN -SECURITY

## **TECHNOLOGY**

T0.1 TECHNOLOGY SYMBOL LIST  
T1.1 PUBLIC SAFETY FIRST FLOOR PLAN -TECHNOLOGY  
T1.2 PUBLIC SAFETY SECOND FLOOR PLAN -TECHNOLOGY  
T2.0 TECHNOLOGY RISER DIAGRAM  
T3.0 TECHNOLOGY DETAILS

## **Addendums**

Addendum 1 – Dated February 29, 2024  
Addendum 2 – Dated March 6, 2024  
Addendum 3 – Dated March 13, 2024  
Addendum 4 – Dated March 15, 2024  
Addendum 5 – Dated March 19, 2024  
Addendum 6 – Dated March 25, 2024

Addendum 7 – Dated March 26, 2024  
Addendum 8 – Dated March 27, 2024

## EXHIBIT B

### Summary of the Guaranteed Maximum Price Proposal with Cost of Work Items, General Conditions, Contingencies and Fee

#### FINAL GMP: CONTRACT AMENDMENT #2

INITIAL CONTRACT AND PREVIOUS AMENDMENTS	
Original Contract - Preconstruction Services	\$124,910
Amendment #1: RTA 1 Trade Bids + RTA 2 Priority Non-Trades	\$39,088,652
<b>Total Initial Contract and Previous Amendments</b>	<b>\$39,213,562</b>
<b>Amendment #2: GMP Amendment</b>	
Cost of Work (all remaining scope)	\$14,993,142
Alternate 1 - Parking Canopies: Provide parking canopies in the secure police parking lot and in the Town Hall Central West Parking lot	\$274,050
Alternate 2A - Permeable Parking Town Hall: Provide permeable overflow parking lot off the drive to Town Hall	\$161,678
Alternate 2B - Permeable Parking Public Safety: Provide permeable overflow parking lot off the PSB visitor parking lot	\$130,522
Alternate 3 - Gazebo: Provide Gazebo per 32 28 00 complete with concrete, civil work and pavers	\$248,849
General Conditions	Included in Cost of Work (see Attachment B)
General Requirements	Included in Cost of Work (see Attachment C)
GMP - INSURANCE & BOND	\$840,998
GMP - FEE	\$1,101,998
GMP CONTINGENCY	\$1,159,998
<b>Total Amount of this Amendment</b>	<b>\$18,911,235</b>
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$58,124,797</b>
<b>TOTAL CONSTRUCTION GMP (excludes Preconstruction fees and expenses)</b>	<b>\$57,999,887</b>

## EXHIBIT C

Allowances that are included in Final GMP Contract  
(O: Owner's Allowance; CM: CM Allowance. See Exhibit G for definitions)

Cost Code	Allowance Description	Cat. (O/CM)	GMP Value
<b>7000</b>	<b>General Requirements Allowances (Included as part of the GR overall sum)</b>		
7001	Temporary Electric Power Consumption	O	\$91,546.00
7002	Temporary Electric Service Misc Expenses	O	\$25,000.00
7003	Temporary Water Consumed	CM	\$28,080.00
7004	Temporary Heat - Fuel Consumption	CM	\$88,277.00
7005	Temporary Heat System Prior to Enclosure	CM	\$91,546.00
7006	Temporary Humidity control	CM	\$62,121.00
7007	Winter Conditions (Hand Shoveling and hand weather items)	O	\$25,000.00
7008	Temporary Stairs and Rails	CM	\$90,000.00
7009	Police Details	O	\$24,000.00
7010	Fire Watch (uniformed)	O	\$30,000.00
7011	Wrap building for winter slab pours	CM	\$45,000.00
7012	Site Sand and Salting	O	\$33,000.00
	<b>Total General Requirement Allowances</b>		<b>\$633,570.00</b>
<b>7100</b>	<b>Cost of Work Allowances Description</b>		
7101	Existing Retaining Wall Patching	O	\$30,000.00
7102	Premium Time Allowance	CM	\$200,000.00
7103	BoH Sewer Comments	O	\$40,000.00
7104	MassDOT Traffic Permit Allowance	O	\$40,000.00
7105	Floor patching allowance	CM	\$50,000.00
7106	Electrical Design Items	O	\$50,000.00
7107	Structural Steel & Truss Coordination	O	\$65,000.00
7108	Mechanical & Plumbing Design Coordination	O	\$75,000.00
7109	Utility Company Charges	CM	\$25,000.00
7110	Door Hardware Coordination	O	\$50,000.00
7111	Liquid Asphalt Escalation	O	\$85,000.00
7112	Sitework Winter Conditions (Excavation, frost and snow)	O	\$100,000.00
7113	Concrete Winter Conditions (Slabs heat & admixtures)	CM	\$75,000.00
7114	Civil Utility Coordination	O	\$60,000.00
7115	Loam Management	O	\$75,000.00
7116	Temp Provisions for Permanent Power	O	\$350,000.00
7117	Unsuitable Soils	O	\$75,000.00
7118	Clubhouse ACM Unforeseen	O	\$65,000.00
7119	Environmental Allowance	O	\$200,000.00
7120	temp parking lot striping for school	O	\$4,500.00
	<b>Total GMP COW Allowances</b>		<b>\$1,714,500.00</b>
	<b>TOTAL ALLOWANCES</b>		<b>\$2,348,070.00</b>

*O vs CM defines who is responsible for allowance overruns: O = Owner (change order); CM = Construction Manager (GMP Contingency)*



## EXHIBIT D

### List of Alternates and Acceptance Status

Alternate Description	Alternate Cost of Work	Total Alternate Amount	Status
<b>Alternate 1 - Parking Canopies:</b> Provide parking canopies in the secure police parking lot and in the Town Hall Central West Parking lot	\$274,050.00	\$288,170.00	Accepted
<b>Alternate 2A - Permeable Parking Town Hall:</b> Provide permeable overflow parking lot off the drive to Town Hall	\$161,678.00	\$168,404.00	Accepted
<b>Alternate 2B - Permeable Parking Public Safety:</b> Provide permeable overflow parking lot off the PSB visitor parking lot	\$130,522.00	\$137,248.00	Accepted
<b>Alternate 3 - Gazebo:</b> Provide Gazebo per 32 28 00 complete with concrete, civil work and pavers	\$248,849.00	\$261,671.00	Accepted
<b>Total all Alternates</b>	<b>\$815,099.00</b>	<b>\$855,493.00</b>	

#### Alternate 1 - Parking Canopies: Provide parking canopies in the secure police parking lot and in the Town Hall Central West Parking lot

Item Description	Qty	Unit	Unit Cost	Amount
Quinn	1	LS	\$65,000.00	\$65,000.00
Capeway	1	LS	\$48,800.00	\$48,800.00
John W. Eagon	1	LS	\$5,500.00	\$5,500.00
Steel (SBL)	1	LS	\$69,000.00	\$69,000.00
Concrete (Marg)	1	LS	\$25,000.00	\$25,000.00
Sitework (Derenzo)	1	LS	\$10,750.00	\$10,750.00
Misc Coordination	1	LS	\$50,000.00	\$50,000.00
<b>Alternate Cost of Work Amount</b>				<b>\$274,050.00</b>
P&P Bond	0.49%	x	\$288,170.00	\$1,412.00
Insurance	0.76%	x	\$288,170.00	\$2,190.00
Builder's Risk	0.00%	x	\$288,170.00	\$0.00
CM Fee	1.90%	x	\$288,170.00	\$5,475.00
GMP Contingency	1.75%	x	\$288,170.00	\$5,043.00
<b>Total Alternate Cost</b>				<b>\$288,170.00</b>

**Alternate 2A - Permeable Parking Town Hall: Provide permeable overflow parking lot off the drive to Town Hall**

Item Description	Qty	Unit	Unit Cost	Amount
LEI - Town Hall	1	LS	\$94,478.00	\$94,478.00
Sitework (Derenzo) - Town Hall	1	LS	\$54,700.00	\$54,700.00
Misc Coordination	1	LS	\$12,500.00	\$12,500.00
		LS	\$0.00	\$0.00
		LS	\$0.00	\$0.00
		LS	\$0.00	\$0.00
<b>Alternate Cost of Work Amount</b>				<b>\$161,678.00</b>
P&P Bond	0.49%	x	\$137,248.00	\$673.00
Insurance	0.76%	x	\$137,248.00	\$1,043.00
Builder's Risk	0.00%	x	\$137,248.00	\$0.00
CM Fee	1.90%	x	\$137,248.00	\$2,608.00
GMP Contingency	1.75%	x	\$137,248.00	\$2,402.00
<b>Total Alternate Cost</b>				<b>\$168,404.00</b>

**Alternate 2B - Permeable Parking Public Safety: Provide permeable overflow parking lot off the PSB visitor parking lot**

Item Description	Qty	Unit	Unit Cost	Amount
LEI - Public Safety	1	LS	\$73,522.00	\$73,522.00
Sitework (Derenzo) - Public Safety	1	LS	\$44,500.00	\$44,500.00
Misc Coordination	1	LS	\$12,500.00	\$12,500.00
		LS	\$0.00	\$0.00
		LS	\$0.00	\$0.00
		LS	\$0.00	\$0.00
<b>Alternate Cost of Work Amount</b>				<b>\$130,522.00</b>
P&P Bond	0.49%	x	\$137,248.00	\$673.00
Insurance	0.76%	x	\$137,248.00	\$1,043.00
Builder's Risk	0.00%	x	\$137,248.00	\$0.00
CM Fee	1.90%	x	\$137,248.00	\$2,608.00
GMP Contingency	1.75%	x	\$137,248.00	\$2,402.00
<b>Total Alternate Cost</b>				<b>\$137,248.00</b>

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**Alternate 3 - Gazebo: Provide Gazebo per 32 28 00 complete with concrete and civil work**

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Item Description	Qty	Unit	Unit Cost	Amount
LEI	1	LS	\$210,649.00	\$210,649.00
Sitework (Derenzo)	1	LS	\$11,200.00	\$11,200.00
Concrete (Marg.)	1	LS	\$12,000.00	\$12,000.00
Misc Coordination	1	LS	\$15,000.00	\$15,000.00
<b>Alternate Cost of Work Amount</b>				<b>\$248,849.00</b>
P&P Bond	0.49%	x	\$261,671.00	\$1,282.00
Insurance	0.76%	x	\$261,671.00	\$1,989.00
Builder's Risk	0.00%	x	\$261,671.00	\$0.00
CM Fee	1.90%	x	\$261,671.00	\$4,972.00
GMP Contingency	1.75%	x	\$261,671.00	\$4,579.00
<b>Total Alternate Cost</b>				<b>\$261,671.00</b>

## EXHIBIT E

### Construction Schedule identifying the Substantial and Final Completion Dates

#### Critical Award Approval Dates:

- All Trade Contractors: April 24, 2024
- Priority Non-Trades: (Structural Steel, Concrete, Sitework, Trusses, Drywall, Detention Equipment) April 24, 2024
- GMP Approval May 31, 2024

Access to Site for Mobilization May 8, 2024

Substantial Completion (Temp Certificate of Occupancy), less weather dependent items (i.e. Landscaping) January 30, 2026

Project Final Completion and Closeout: March 15, 2026  
\*or as allowable planting seasons timeframes

Refer to Attachment D for GMP Summary Level Schedule. An official, fully detailed Baseline Project Schedule will be submitted for review and approval no later than June 30, 2024. This will allow the Construction Manager adequate time to gather and incorporate input from contractors before finalizing the baseline schedule. Regardless of any changes made to the baseline schedule, the above contract substantial and final completion dates shall be binding and not subject to change for the GMP scope of work defined herein.

**EXHIBIT F**  
List of Unit Prices

The quantity for each item to be included within the GMP base bid scope of work is defined within the table below. Unit prices will be used to determine appropriate increase or decrease in contract value when actual quantities deviate from the base bid quantity. Unit pricing is to be fully inclusive of all subcontractor costs, fees, overhead and incidental costs associated with the performance of the work. Unit prices are to remain valid for the duration of the project. Construction Manager overhead, profit, bonds and insurance are NOT included in these unit price rates and such amounts, not to exceed amounts calculated in conformity with Article VII, 2 A (2) of the Owner-Contractor Agreement, shall be added accordingly for any add change orders that are unit price based. No CM overhead or profit will be applied to deduct unit prices.

<b>Structural Steel Unit Prices</b>					
<b>Item No.</b>	<b>Spec Section</b>	<b>Item Description</b>	<b>ADDITIONAL Quantity Included in Base Bid</b>	<b>Unit of Measure</b>	<b>Unit Price</b>
1	051000	Additional Structural Steel Framing added during submittal process	0	Tons	N/A
<b>Fireproofing</b>					
<b>Resilient</b>					
<b>Item No.</b>	<b>Spec Section</b>	<b>Item Description</b>	<b>ADDITIONAL Quantity Included in Base Bid</b>	<b>Unit of Measure</b>	<b>Unit Price</b>
1	09 68 10 & 09 00 05	09 68 10 & 09 68 10 - Self-Leveling Toppings Base price shall assume Tile Trade Contractor and Resilient Flooring Trade Contractor to provide self-leveling topping at all concrete slabs to receive tile and resilient flooring, respectively. Provide unit price as a basis for calculating deductions of self-leveling topping at areas where field conditions meet FF and FL tolerances and requirements of flooring manufacturers for flooring installation without application of self-leveling toppings. The quantities noted in the Contract Documents shall be included in the base bid as follows:			N/A
2	090005.1	09 00 05.1 - Self-leveling – 1/4" to 1/2" average thickness: 10,000 sf	10,000	SF	\$3.00
3	090005.1	09 00 05.1 - Self-leveling – 1/2" to 3/4" average thickness: 2,500 sf	2500	SF	\$4.50
3	090005.1	09 00 05.1 - Self-leveling – 3/4" to 1" average thickness: 2,500 sf	2500	SF	\$6.00
3	09 68 10	09 68 10 - Self-leveling – 1/4" to 1/2" average thickness: 10,000 sf	10000	SF	TBD*

3	09 68 10	09 68 10 - Self-leveling – 1/2" to 3/" average thickness: 2,500 sf	2500	SF	TBD*
4	09 68 10	09 68 10 - Self-leveling – 3/4" to 1" average thickness: 2,500 sf	2,500	SF	TBD*
<b>Electrical</b>					
Item No.	Spec Section	Item Description	ADDITIONAL Quantity Included in Base Bid	Unit of Measure	Unit Price
1	260000	260000 - Underground PVC conduit (2 inch diameter) Price per 50 foot run .	0	EA	\$298.00
2	260000	260000 - Underground PVC conduit (4 inch diameter) Price per 50 foot run .	0	EA	\$509.00
3	260000	260000 - 120V 20amp up to 200LF of wiring back to closest panel. The quantities noted in the Contract Documents shall be included in the base bid. Additional quantities beyond those listed are per each .	0	EA	\$854.00
4	260000	260000 - Up to 350Ft of cabling back to the closest patch panel. The quantities noted in the Contract Documents shall be included in the base bid. Additional quantities beyond those listed are per each .	0	EA	\$799.00
5	260000	260000 - Added Exit sign with up to 200Ft of wiring back to the closest termination point for a functional device. The quantities noted in the Contract Documents shall be included in the base bid. Additional quantities beyond those listed are per each.	0	EA	\$808.00
<b>Site Work Unit Prices</b>					
Item No.	Spec Section	Item Description	ADDITIONAL Quantity Included in Base Bid	Unit of Measure	Unit Price
1	310000	310000 - Removal of unsuitable soil shall be based on calculated in-place volume. A copy of the disposal agreement shall be provided to the Owner seven days in advance of the work. Price per cubic yard of material.	0	CY	\$63 excludes disposal*



2	310000	31 00 00 - Removal of unsuitable soil shall be based on calculated in-place volume. A copy of the disposal agreement shall be provided to the Owner seven days in advance of the work.. Price per cubic yard of material.	0	CY	\$63 excludes disposal*
3	310000	31 00 00 - Demolish and dispose of excavated concrete material. Volume of concrete to be measured as in-place quantities only. Concrete shall be assumed to contain steel reinforcing bars. Concrete foundations of existing buildings and related site improvements shall not be considered or classified as "unforeseen". Price per ton of material.	0	Tns	\$125.00
4	310000	31 00 00 - "Common Borrow" (unclassified, general). Price per cubic yard of material.	0	CY	\$38.00
5	310000	310000 -Dewatering required for Trench Excavation Price per dayl.	0	Day	N/A
6	310000	310000 -Trench Earth Over Excavation due to unsuitable material (0-3 feet depth). Price per cubic yard of material.	0	CY	\$63 excludes disposal*
7	310000	310000 -Trench Earth Over Excavation due to unsuitable material (3-6 feet depth). Price per cubic yard of material.	0	CY	\$63 excludes disposal*
8	310000	310000 - (Over 6 feet to 12 feet depth.) Price per cubic yard of material.	0	CY	\$45.00
9	310000	310000 - Boulders between 2 cubic yards and 3 cubic yards in size. Price per cubic yard of material.	0	CY	\$250.00
10	310000	310000 - Between 1 cubic yard and 2 cubic yards in size. Price per cubic yard of material.	0	CY	\$250.00
11	310000	310000 - Two courses, with full gravel base, and base course, as described in the Contract Documents. Price per square yard of pavement area. <b>Vehicular Bituminous Concrete Paving</b>	0	SY	\$38.00
12	310000	310000 - Compacted, in-place - price per cubic yard of material. <b>Structural Fill</b>	0	CY	\$50 Structural Gravels on site

13	310000	310000 - Compacted, in-place - price per cubic yard of material. <b>Graded Gravel Fill "Granual Fill"</b>	0	CY	\$50 Structural Gravels on site
14	310000	310000 - (3/4-inch) - price per cubic yard of material. <b>Crushed Washed Stone</b>	0	CY	\$50.00
15	310000	310000 - (1-1/2 inch) - price per cubic yard of material. <b>Crushed Washed Stone</b>	0	CY	\$50.00
16	310000	Disposal of <RSC1 excavated material to Kinston Facility. Assumes live load into trucks	0	Ton	\$22.00 **
17	310000	Disposal of <RSC1 excavated material to AINER Saugus Facility. Assumes live load into trucks	0	Ton	\$22.00 **
18	310000	Disposal of <RSC2 excavated material to Marilyn's Landing Facility. Assumes live load into trucks	0	Ton	\$42.00 **
19	310000	Disposal of In-state Un-lined landfill excavated material to Lynn Landfill. Assumes live load into trucks	0	Ton	\$48.00 **
20	310000	Disposal of In-state Un-lined landfill excavated material to Adam's Landfill Grafton, Ma. Assumes live load into trucks	0	Ton	\$59.00 **
		* The unit price of \$ 63.00/cy includes excavation/ replacement and stockpiling onsite (excludes disposal)			
		** These are disposal costs only. They do not include LSP services and/or classification of materials, testing and on site monitoring by an LSP.			

Unit prices defined in Section 01 22 01 are addressed and included as defined above. Additional non-Trade Contractor unit prices may be required. These will be procured as necessary and defined and presented in the Request to Award (RTA) for the corresponding packages.

## EXHIBIT G

### Assumptions, Clarifications and Qualifications

- 1) The Construction Manager has made a good faith effort to identify and eliminate errors and omissions from the contract documents; however, the Construction Manager does not warrant that the documents are free of errors, and, except as otherwise provided in the Contract Documents, the Construction Manager shall not be held responsible for costs or change orders incurred as a result of any such errors, omissions or deficiencies within the contract documents and which do not arise as a result of the Construction Manager's fault or negligence.
- 2) It is important to note that we have attempted to define the contents of each bid package to encompass the work of the indicated specification sections in full and without qualifications; however, this is not always practical or economical. Thus, Requests to Award (RTA) letters or Scope of Work (SOW) Definitions define the exact scope of work associated with the procurement of each given scope of work and shall be the first recourse in resolving any disputes or questions about the scope of work. If an exclusion is meant to apply to the project as a whole, it will be highlighted as such. If not so highlighted, the exclusion of work in one RTA shall be covered elsewhere in the project. In the event that the RTA's and SOW's do not explicitly include or exclude any item that is clearly identified within an indicated Specification Section or Drawing related to the scope on those documents, such item shall be assumed to be included within the scope of work for the individual subcontractor bid package.
- 3) Per the original contract, the goals for minority-owned business (MBE) and woman-owned business enterprise (WBE) participation established for this project are as follows: MBE: 4.2% and WBE: 8.8%. Based on bid results to date, W.T. Rich Company projects these goals will not be fully met for WBE and MBE. W.T. Rich Company will continue to make best faith efforts to achieve both goals.
- 4) **Subcontractor Default Insurance:** W.T. Rich will utilize a Subcontractor Default Insurance program for all eligible and qualified non-trade contractors. The cost of SDI will 1.1% of each contract entered into the program. Subcontractor-provided bonds typically range from 1% to 1.5%; thus, the SDI program offers cost savings to the owner, greater flexibility to WT Rich Company on contractor selection, and a more expedited process in the event of a default or performance claim. A budget item for "SDI / Contractor-provided Bond Costs" is included in the GMP. The budget amount is calculated based on 1.1% of the anticipated non-trade contract values to be entered into the program. The amount will be treated as an allowance.
  - a. Actual costs per contractor will be applied to the allowance amount. This could be the SDI amount, or the contractor-provided bond cost amount (in the event the contractor does not meet financial qualification process for inclusion in the SDI program). In some cases, the SDI qualification process will occur after notice of award.
  - b. In the event of an overall overrun or underrun against this allowance, funds will be pulled from or returned to GMP Contingency.

Certain inherently high-risk, non-trade categories will be excluded from consideration for this program. Their contract value is not included in the anticipated non-trade contract values to be entered into the program. A bond will be required from these contractors and the bond cost will be included as part of their contract value. For this project, the following non-trade categories

will be excluded from consideration in the SDI program: Wood Truss and Rough Carpentry, Vault Doors.

- 5) Police Details – unless specifically noted to be included within a given contractor’s scope of work, Police Details shall be paid for by the construction manager from the GMP via an allowance.
- 6) Fire Details – When fire watches are required by code or by WT Rich hot work program, contractors shall be required to provide and pay for their own fire watches when using their own workforces. If the fire watch requires a uniformed (i.e., Fire Department) fire detail, the construction manager shall manage and pay for such details from the GMP via an allowance.
- 7) Utility company costs, back charges and fees associated with design, engineering and construction of permanent services and systems to be installed onsite are excluded. Temporary power service is included and is carried as a General Requirements allowance.
- 8) For any allowance items designated as an Owner (“O”) Allowance in Exhibit C, allowance overruns or underruns are to be paid as add/deduct to the GMP (i.e., change order). For any allowance items designated as a Construction Manager (“CM”) Allowance in Exhibit C, allowance overruns or underruns are to be paid as add/deduct to the GMP Contingency.
- 9) The GMP amount defined within this amendment does not include any provisions for extended work days, second shift work, third shift work, Saturday work, or Sunday work for any Construction Manager Field personnel. If premium time is required, it shall be reimbursed by mutual agreement between the Owner and the Construction Manager under the following guidelines:
  - a. If overtime or extended work is required by the Construction Manager Field personnel to supervise, manage or oversee overtime or extended work hours performed by subcontractors as part of the sub-contractors contractually owned responsibilities, the full cost of CM Field personnel to provide such supervisory coverage will be reimbursed via the **Premium Time Allowance**, but only with advance notice to and written permission from the Owner. Full cost of such personnel shall include standard wages and burden, plus premium time costs. W.T. Rich will provide 10 Saturdays of CM Supervision costs to be used in this capacity at no cost to owner. Additionally, CM Supervisory costs on weekdays between 7am and 5pm are not eligible for reimbursement.
  - b. If overtime or extended work is required to recover the schedule due to a delay that was not caused by the Construction Manager or its sub-contractors, then any direct additional costs incurred for additional off-shift or overtime work shall be paid via a Change Order, but only with advance notice to and written permission from the Owner. This would typically include premium time costs only for sub-contractors and full costs for necessary CM field supervisory and support personnel.
  - c. If the Construction Manager advises the Owner that there are means or opportunities to expedite the schedule for the project’s best interest and it is mutually agreed by the CM and the Owner in writing, then any direct additional costs incurred for additional off-shift or overtime work shall be paid via the **Premium Time Allowance**, but only with advance notice to and written permission from the Owner.
  - d. In the event that premium time requirement is a result of work deficiency, performance shortcoming, delay attributed to a Contractor, then responsible party(ies) will be

responsible for its costs and, as deemed applicable under the terms of the contract, for the costs of other parties affected. In the event that coverage of CM supervisory costs is not attributable to responsible parties, the CM supervisory costs will be paid from the **Premium Time Allowance**.

- e. The Owner, in its sole discretion, may delegate to Owner's Project Manager the power to provide the written permissions set forth in items a, b, c and d above, under certain circumstances and/or within certain monetary limits.
  - f. In the event of a Premium Time Allowance overrun, the overrun costs will be drawn from GMP Contingency; likewise, any underruns will be added to the GMP Contingency.
- 10) The General Conditions and General Requirements are presented as fixed, lump sum amounts, except for those costs specifically listed as allowances in Exhibit C, Attachment B and Attachment C. Allowances are to be tracked and billed based on actual costs incurred. For the balance of the general conditions and general requirements scope, the Construction Manager will bear the risk of any cost overruns for staffing or other identified general conditions and general requirements costs; likewise, no credit will be owed on any general condition or non-allowance general requirements items that are underutilized.
- 11) Receiving, handling, and installation of Owner-Furnished furnishings, equipment and systems, etc. either existing or new, are specifically excluded from the GMP, unless specifically identified as part of the construction scope within the contract documents. Coordination assistance of these owner items is within the GMP.
- 12) When a Request to Award (RTA) letter contains a clearly stated substitute product, alternative work approach or similar fundamental change to the work scope, upon written approval of the RTA and issuance of a corresponding document change (i.e., ASI, PR, CCD or similar), the qualified work will become the contractually compliant scope under the RTA and this GMP. If there is a decision to revert to the original scope of work (i.e., before the approved qualification), this will be handled as a change order to the GMP. Unintended gaps in scope arising out of a substitution will be funded through the GMP contingency to complete the substitution work. Additional technical qualifications may be included within the Request to Award.
- 13) The following items are excluded from the GMP:
- a. CM-provided staging & hoisting for Trade and Non-Trade Contractors to complete their respective work.
  - b. Contaminated soils
  - c. Special onsite treatment of contaminated water or water that cannot be re-charged on-site (i.e., frac tanks) including off site discharge in to resource areas.
  - d. Cost loaded or resource loaded CPM schedule.
  - e. Independent/Freestanding Exterior Wall Mockups for color selection. (NOTE: All mock-ups will be completed in-place as part of the permanent construction)
  - f. Soil testing and Licensed Site Professional (LSP) costs, in general and for soil pre-characterization, shall be by the Owner and are excluded from the scope of the GMP.
  - g. Environmental conditions and monitoring associated with the special permit for the Eagles. As well as any time/schedule constraints implemented based on the special permit conditions.



- 14) Builder's Risk Insurance shall be provided by the Town of Middleton for the project. The policy will cover the value of construction work. The policy shall include the construction manager, contractors and sub-contractors at all tiers as Named Insureds. The deductible shall not be higher than \$25,000. In the event of a claim, the deductible will be the responsibility of the party or parties that bore liability for the claim. If there are not liable parties, the deductible shall be paid out of GMP Contingency.
- 15) The owner will be responsible for removing all belongings and loose furnishings from the buildings to be demolished prior to the start of abatement and demolition. No costs have been carried within the GMP for removal, relocation or disposal of the Owner existing furnishings.
- 16) When work is damaged by others and the party or parties responsible for the damage cannot be identified, the cost of repairing or replacing the damaged work will be funded from the GMP contingency.
- 17) CORIs for any workers and on-site personnel has been excluded.
- 18) The GMP assumes that the named low bidder in each Trade Contractor category, as identified in Attachment A, will be awarded the work in that category for their bid price amount as submitted and as shown in Attachment A.
- 19) GMP excludes photographic or video surveying of adjacent properties. It is expected that this task will be undertaken by the Town of Middleton or a representative thereof.
- 20) Given current supply chain volatility, in the event of uncontrollable equipment and material lead time increases, the Construction Manager will be entitled to an equitable schedule extension without additional costs to the owner or delay claims against the Construction Manager. GMP Contingency will be used as a source of funding to cover applicable cost impacts of such schedule extensions.
- 21) The local utility company has identified that the permanent transformers for the project have been ordered. The current lead time of the transformers puts the delivery of the transformers to the project after substantial completion. Through previous agreements and discussions an allowance has been established for alternative power provisions. An actual plan has not been developed at the time of the GMP for how the alternative power provisions will be provided. The plans will be developed on an as needed basis and reviewed with the team prior to implementation. The costs for the implementation will either be tracked on Time and Material or, where applicable, lump sum values submitted for defined items. These costs will be applied against this allowance. Any costs in excess of the allowance will be paid for by Owner Change Order.
- 22) All 3<sup>rd</sup> Party testing shall be provided by the Awarding Authority.
- 23) Non-trade Bid Alternates 2 and 3 will be held at their current values until September 1<sup>st</sup>, 2024. The amounts have been accepted and included within the GMP. If they are not executed and directed to move forward at that time, the respective trades and WTR will be allowed to review and resubmit the respective pricing associated with these alternates.



## **ATTACHMENT A**

### **Guaranteed Maximum Price Proposal Cost of Work Backup**

Middleton Municipal Complex

5/16/2024

Attachment A - Guaranteed Maximum Price Proposal Cost of Work Back-up Sheet

\*  
C = Control Budget; P = Preliminary; T = Target; LB = Low Bid; F = Final/Awarded

Spec Section	Spec Name	Package Name	Grp	Amd #	Bid Package Control Budget	GMP or Amendment Amount	Contractor Name	*	Delta	Remarks / Comments / Next Steps
<b>BASE CONTRACT and PRECONSTRUCTION AMENDMENTS</b>										
	Base Contract Amount	Base	PC	0	\$124,910.00				\$0	
	Precon Amend #1	Precon	PC	1						
	Precon Amend #2	Precon	PC	1						
	Precon Amend #3	Precon	PC	1						
<b>GENERAL CONDITIONS AND GENERAL REQUIREMENTS</b>										
	General Conditions	GC/GR	OT	2	\$3,171,035.00	\$3,171,035.00			\$0	
	General Requirements	GC/GR	OT	2	\$1,653,124.00	\$1,653,124.00			\$0	
	SD/Non-Trade P&P Fund	GC/GR	OT	2	\$276,306.00	\$276,306.00			\$0	
	Other	GC/GR	OT	2	\$0.00	\$0.00		C	\$0	
<b>COST OF WORK ITEMS</b>										
	Amendment 1 Reconciliation			1	\$0.00	(\$75,793.00)		C	\$75,793	Reconciliation of Amendment 1 value
00 00 00	UNIDENTIFIED		NT	2	\$0.00	\$75,793.00		C	(\$75,793)	Reconciliation of Amendment 1 value
00 00 00	MOCKUPS		NT	2	\$73,364.00	\$73,364.00		C	\$0	
			NT	2	\$0.00	\$0.00		C	\$0	
02 20 00	DEMOLITION OF BUILDINGS AND UTILITIES	Demo	NT	2	\$286,077.00	\$286,077.00	Target (IDC Add Alt in Diversion)	C	\$0	Carry balance of funds as ACM allowances
			NT	2	\$0.00	\$0.00		C	\$0	
03 20 00	Concrete Reinforcement	Concrete	NT	1	\$0.00	\$0.00		C	\$0	
03 30 00	Cast-in-Place Concrete	Concrete	NT	2	\$2,267,776.00	\$2,076,594.00	Marguerite	C	\$191,182	Reconcile against RTA 001 and pull out Alt 1 covered in separate tab
03 30 00	Cast-in-Place Concrete	Concrete	NT	1	\$0.00	\$2,125,000.00	RTA 001	C	(\$1,226,000)	Reconcile against RTA 001 and pull out Alt 1 covered in separate tab
03 30 00	Cast-in-Place Concrete	Concrete	NT	2	\$0.00	(\$1,125,000.00)	RTA 001	C	\$1,125,000	Reconcile against RTA 001 and pull out Alt 1 covered in separate tab
03 54 16	Hydraulic Cement Underlayment	Res/Carpet/Tile	NT	2	\$0.00	\$0.00		C	\$0	
			NT	2	\$0.00	\$0.00		C	\$0	
04 00 01	Masonry FSB	Masonry	TC	1	\$4,397,896.00	\$3,900,000.00	Fernandes	C	\$497,896	
04 20 00	Unit Masonry	Masonry	TC	1	\$0.00	\$0.00		C	\$0	
04 22 00	Concrete Masonry Units	Masonry	TC	1	\$0.00	\$0.00		C	\$0	
					\$0.00	\$0.00		C	\$0	
05 00 01	Misc Metals FSB	Misc Metal	TC	2	\$928,202.00	\$1,060,000.00	Quinn	C	(\$131,798)	
05 00 01	Misc Metals FSB	Misc Metal	TC	1	\$0.00	\$1,125,000.00	RTA 001	C	(\$1,125,000)	Reconcile against RTA 001 and pull out Alt 1 covered in separate tab
05 00 01	Misc Metals FSB	Misc Metal	TC	2	\$0.00	(\$1,125,000.00)	RTA 001	C	\$1,125,000	Reconcile against RTA 001 and pull out Alt 1 covered in separate tab
05 12 00	Structural Steel	Steel	NT	2	\$1,590,684.00	\$1,395,219.00	SBH	C	\$195,465	
05 12 00	Structural Steel	Steel	NT	1	\$0.00	\$1,425,000.00	RTA 001	C	(\$1,425,000)	Reconcile against RTA 001 and pull out Alt 1 covered in separate tab
05 12 00	Structural Steel	Steel	NT	2	\$0.00	(\$1,425,000.00)	RTA 001	C	\$1,425,000	Reconcile against RTA 001 and pull out Alt 1 covered in separate tab
05 20 00	Steel Joists	Steel	NT	1	\$0.00	\$0.00		C	\$0	

Middleton Municipal Complex

5/16/2024

C = Control Budget; P = Preliminary; T = Target; LB = Low Bid; F = Final/Awarded

Attachment A - Guaranteed Maximum Price Proposal Cost of Work Back-up Sheet

Spec Section	Spec Name	Package Name	Grp	Amd #	Bid Package Control Budget	GMP or Amendment Amount	Contractor Name	*	Delta	Remarks / Comments / Next Steps
05 30 00	Steel Deck	Steel	NT	1	\$0.00	\$0.00		C	\$0	
05 41 00	Exterior Metal Stud Framing & Sheathing	Drywall	NT	1	\$0.00	\$0.00		C	\$0	
05 50 00	Metal Fabrications	Misc Metal	TC	1	\$0.00	\$0.00		C	\$0	
06 10 00	Rough Carpentry	Truss & Siding	NT	1	\$0.00	\$0.00		C	\$0	
06 12 00	Structural Insulated Panels	Truss & Siding	NT	1	\$0.00	\$0.00		C	\$0	
06 19 00	Wood Trusses	Truss & Siding	NT	2	\$2,223,198.00	\$2,950,000.00	Target (Starlite)	C	\$726,802	
06 19 00	Wood Trusses	Truss & Siding	NT	1	\$0.00	\$3,100,000.00	RTA 001	C	\$5,200,000	Reconcile against RTA 001 and pull out Alt 1 covered in separate tab
06 19 00	Wood Trusses	Truss & Siding	NT	2	\$0.00	\$3,100,000.00	RTA 001	C	\$3,100,000	Reconcile against RTA 001 and pull out Alt 1 covered in separate tab
06 20 00	Finish Carpentry	Finish Carp/Casework	NT	2	\$1,388,722.00	\$1,300,000.00	Target (Continental)	C	\$88,722	
06 60 00	Plastic Fabrications	Truss & Siding	NT	1	\$0.00	\$0.00		C	\$0	
06 61 16	Solid Surfacing Fabrications	Finish Carp/Casework	NT	2	\$0.00	\$0.00		C	\$0	
06 64 00	Fiberglass Reinforced Plastic Panels	Drywall	NT	1	\$0.00	\$0.00		C	\$0	
07 00 01	Dampproofing and Sealant Filled Sub-Bid Requir	WDC	TC	1	\$571,212.00	\$850,000.00	Bacon Waterproofing	C	\$278,788	
07 00 02	Roofing & Flashing Filled Sub-Bid Requirements	Roofing	TC	2	\$3,193,936.00	\$2,828,300.00	Capeway	C	\$365,636	
07 00 02	Roofing & Flashing Filled Sub-Bid Requirements	Roofing	TC	1	\$0.00	\$2,877,100.00	Capeway	C	\$2,877,100	Reconcile against RTA 001 and pull out Alt 1 covered in separate tab
07 00 02	Roofing & Flashing Filled Sub-Bid Requirements	Roofing	TC	2	\$0.00	\$2,877,100.00	Capeway	C	\$2,877,100	Reconcile against RTA 001 and pull out Alt 1 covered in separate tab
07 16 00	Dampproofing	WDC	TC	1	\$0.00	\$0.00		C	\$0	
07 16 13	Polymer Modified Cement Waterproofing	Site/Drywall/Masonry	NT	2	\$23,988.00	\$23,988.00		C	\$0	CO to waterproofing company
07 21 00	Thermal/Acoustic Insulation	Drywall	NT	1	\$0.00	\$0.00		C	\$0	
07 21 01	Spray Foam	Drywall	NT	1	\$0.00	\$0.00		C	\$0	
07 25 00	Weather Barriers	Truss & Siding	NT	1	\$0.00	\$0.00		C	\$0	
07 26 00	Vapor Retarders/Air Barriers	Air Barrier	TC	1	\$0.00	\$0.00		C	\$0	
07 31 13	Asphalt Fiberglass Shingle Roofing	Roofing	TC	1	\$0.00	\$0.00		C	\$0	
07 42 13	Metal Wall Panels	MWP	NT	2	\$15,886.00	\$20,000.00	Target (A&A)	C	\$4,114	
07 46 46	Fiber Cement Siding	Truss & Siding	NT	1	\$0.00	\$0.00		C	\$0	
07 54 23	PVC Membrane Roofing	Roofing	TC	1	\$0.00	\$0.00		C	\$0	
07 62 00	Sheet Metal Flashing & Trim	Roofing	TC	1	\$0.00	\$0.00		C	\$0	
07 72 53	Snow Guards	Roofing	TC	1	\$0.00	\$0.00		C	\$0	
07 72 00	Roof Pavers	Roofing	TC	1	\$0.00	\$0.00		C	\$0	
07 84 00	Fire Stopping	Drywall	NT	1	\$0.00	\$0.00		C	\$0	
07 92 00	Sealants	WDC	TC	1	\$0.00	\$0.00		C	\$0	
08 00 02	Glazing FSB	Glass & Glazing	NT	2	\$207,695.00	\$259,695.00	Target (A&A)	C	\$52,000	Changed to non-trade
08 00 08	Glass and Glazing Filled Sub Bid Requirements	Glass & Glazing	NT	2	\$0.00	\$0.00		C	\$0	
08 11 13	Metal Doors & Frames	DFH	NT	2	\$678,492.00	\$2,700,000.00	Target (O'Connor)	C	\$2,021,508	
08 14 16	Flush Wood Doors	DFH	NT	2	\$0.00	\$0.00		C	\$0	
08 14 23	Aluminum Glad Wood Doors	Windows	NT	3	\$0.00	\$0.00		C	\$0	

Middleton Municipal Complex

5/16/2024

Attachment A - Guaranteed Maximum Price Proposal Cost of Work Back-up Sheet

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\*

Spec Section	Spec Name	Package Name	Grp	Amd #	Bid Package Control Budget	GMP or Amendment Amount	Contractor Name	*	Delta	Remarks / Comments / Next Steps
08 31 00	Access Doors & Panels	Drywall	NT	1	\$0.00	\$0.00		C	\$0	
08 34 59	Vault Door	Vault Door	NT	2	\$15,721.00	\$30,000.00		C	\$14,279.00	
08 34 63	Detention Door & Frame Assemblies	Detention Equip	NT	2	\$155,321.00	\$275,000.00	Target (12/17)	C	\$119,679.00	
08 34 63	Detention Door & Frame Assemblies	Detention Equip	NT	1	\$0.00	\$425,000.00	RTA 001	C	\$425,000.00	Reconcile against RTA 001
08 34 63	Detention Door & Frame Assemblies	Detention Equip	NT	2	\$0.00	\$445,000.00	RTA 001	C	\$445,000.00	Reconcile against RTA 001
08 36 13	Sectional Overhead Doors	OH Door	NT	2	\$344,813.00	\$300,000.00	Target (Preliminary)	C	\$44,813.00	need to add low volt wiring and Tamber doors
08 44 13	Aluminum Storefront & Doors	Glass & Glazing	NT	2	\$0.00	\$0.00		C	\$0	
08 52 00	Aluminum Clad Wood Windows	Windows	NT	2	\$1,026,526.00	\$1,125,000.00	Target (A&A)	C	\$98,474.00	
08 56 19	BR Pass Window Assembly	Glass & Glazing	NT	2	\$0.00	\$0.00		C	\$0	
08 71 00	Door Hardware	DFH	NT	2	\$0.00	\$0.00		C	\$0	
08 80 00	Glass & Glazing	Glass & Glazing	NT	2	\$0.00	\$0.00		C	\$0	
08 90 00	Architectural Louvers and Vents	HVAC	TC	1	\$0.00	\$0.00		C	\$0	
09 00 02	Tiling, Ceramic & Stone Flooring Filled Sub Bi	Tile	TC	1	\$310,195.00	\$282,649.00	Pavilion	C	\$27,546.00	
09 00 03	ACT FSB	ACT	TC	1	\$314,802.00	\$196,196.00	Cheviot	C	\$118,606.00	
09 00 06	Resilient Flooring Filled Sub-Bid Requirements	Resilient	TC	1	\$274,412.00	\$317,000.00	Pavilion	C	\$42,588.00	
09 00 09	Painting Filled Sub-Bid Requirements	Painting	TC	2	\$406,376.00	\$445,500.00	John W. Egan	C	\$38,124.00	New Gen Withdrew
09 22 16	Non-Structural Metal Framing	Drywall	NT	1	\$0.00	\$0.00		C	\$0	
09 29 00	Gypsum Board	Drywall	NT	2	\$4,123,614.00	\$3,300,915.00	Sweeney	C	\$822,699.00	
09 29 00	Gypsum Board	Drywall	NT	1	\$0.00	\$3,375,000.00	RTA 001	C	\$3,375,000.00	Reconcile against RTA 001 and pull out Alt 1 covered in separate tab
09 29 00	Gypsum Board	Drywall	NT	2	\$0.00	\$28,325,000.00	RTA 001	C	\$28,325,000.00	Reconcile against RTA 001 and pull out Alt 1 covered in separate tab
09 30 00	Tiling - Ceramic	Tile	TC	1	\$0.00	\$0.00		C	\$0	
09 51 00	Acoustical Ceiling Systems	ACT	TC	1	\$0.00	\$0.00		C	\$0	
09 63 43	Stone Flooring & Counters	Tile	TC	1	\$0.00	\$0.00		C	\$0	
09 65 13	Resilient Base & Accessories	Resilient	TC	1	\$0.00	\$0.00		C	\$0	
09 65 18	Rubber Flooring & Stair Covering	Resilient	TC	1	\$0.00	\$0.00		C	\$0	
09 65 66	Synthetic Athletic Flooring	Resilient	TC	1	\$0.00	\$0.00		C	\$0	
09 67 23	Resinous Flooring	Resinous Flooring	NT	2	\$415,092.00	\$340,000.00	Target (Cutting Edge)	C	\$75,092.00	
09 68 10	Carpet Tile	Carpet	NT	2	\$200,095.00	\$175,000.00	Target (Capital)	C	\$25,095.00	
09 81 00	Acoustical Insulation	Drywall	NT	1	\$0.00	\$0.00		C	\$0	
09 91 00	Painting	Painting	TC	2	\$0.00	\$0.00		C	\$0	
09 91 13	Exterior Painting Schedule	Painting	TC	2	\$0.00	\$0.00		C	\$0	
09 91 23	Interior Painting Schedule	Painting	TC	2	\$0.00	\$0.00		C	\$0	
09 96 99	Water Vapor Emission Control Systems	Res/Carpet/Tile	NT	2	\$0.00	\$0.00		C	\$0	
10 00 00	Miscellaneous Specialties	Div 10/Gear Locker	NT	2	\$544,409.00	\$0.00		C	\$0	
10 11 00	Visual Display Surfaces	Div 10	NT	2	\$26,710.00	\$45,000.00	Target (Capital)	C	\$18,290.00	
10 14 00	Signage	Signage	NT	2	\$73,460.00	\$73,460.00	Target (Capital)	C	\$0	
10 22 25	Operable Partitions	Op. Part	NT	2	\$81,301.00	\$10,000.00	Target (Capital)	C	\$71,301.00	
10 28 00	Toilet Accessories	Div 10	NT	2	\$95,797.00	\$0.00	Target (Capital)	C	\$95,797.00	



Middleton Municipal Complex

5/16/2024

Attachment A - Guaranteed Maximum Price Proposal Cost of Work Back-up Sheet

C = Control Budget; P = Preliminary; T = Target; LB = Low Bid; F = Final/Awarded

\*

Spec Section	Spec Name	Package Name	Grp	Amd #	Bid Package Control Budget	GMP or Amendment Amount	Contractor Name	*	Delta	Remarks / Comments / Next Steps
10 40 00	Safety Specialties	Div 10	NT	2	\$5,483.00	\$25,000.00	Target (Stafford)	C	\$5,483.00	
				2	\$0.00	\$0.00		C	\$0	
11 19 20	Security Hardware	Detention Equip	NT	1	\$0.00	\$0.00		C	\$0	
11 30 00	Appliances & Equipment	Food Service/Specialties	NT	2	\$141,671.00	\$141,671.00	Target (Stafford)	C	\$0	
11 30 00	Food Service	Food Service & Appliances	NT	2	\$250,000.00	\$235,000.00	Target (Boston Show)	C	\$15,000	
11 53 00	Laboratory Equipment	Finish Carp/Casework	NT	2	\$0.00	\$0.00		C	\$0	
				2	\$0.00	\$0.00		C	\$0	
12 24 00	Interior Roller Shades	Shades	NT	2	\$99,962.00	\$65,000.00	Target (Walton)	C	\$34,962	
				2	\$0.00	\$0.00		C	\$0	
14 00 01	Elevator FSB	Elevator	TC	1	\$339,568.00	\$465,000.00	Delta Beckwith	C	\$125,432	Only 1 Trade bidder
14 24 00	Elevator	Elevator	TC	1	\$0.00	\$0.00		C	\$0	
21 00 00	Fire Protection	Fire Protection	TC	1	\$1,289,331.00	\$999,500.00	Rustic FP	C	\$289,831	
					\$0.00	\$0.00		C	\$0	
22 00 00	Plumbing	Plumbing	TC	1	\$1,926,369.00	\$1,688,000.00	E. Amanti	C	\$238,369	
					\$0.00	\$0.00		C	\$0	
23 00 00	HVAC	HVAC	TC	1	\$5,810,399.00	\$5,354,000.00	E. Amanti	C	\$456,399	
23 05 48	Vibration Control and seismic Restraint	HVAC	TC	1	\$0.00	\$0.00		C	\$0	
					\$0.00	\$0.00		C	\$0	
26 00 00	Electrical	Electrical	TC	1	\$4,923,637.00	\$5,350,000.00	Wayne J. Griffin	C	\$426,363	
					\$0.00	\$0.00		C	\$0	
27 00 00	Communications	Electrical	TC	1	\$0.00	\$0.00		C	\$0	
					\$0.00	\$0.00		C	\$0	
31 10 00	Site Clearing	Sitework	NT	1	\$0.00	\$0.00		C	\$0	
31 23 00	Earthwork	Sitework	NT	2	\$7,832,934.00	\$5,563,904.00	J. Berenza	C	\$2,269,030	Reconcile against RTA 001 and pull out Alt 1 covered in separate tab
31 23 00	Earthwork	Sitework	NT	1	\$0.00	\$5,400,000.00	RTA 001	C	\$5,400,000	Reconcile against RTA 001 and pull out Alt 1 covered in separate tab
31 23 00	Earthwork	Sitework	NT	2	\$0.00	\$5,400,000.00	RTA 001	C	\$5,400,000	Reconcile against RTA 001 and pull out Alt 1 covered in separate tab
31 25 00	Erosion and Sedimentation Controls	Sitework	NT	1	\$0.00	\$0.00		C	\$0	
31 61 00	Footings	Concrete	NT	1	\$0.00	\$0.00		C	\$0	
32 12 16	Flexible Paving	Sitework	NT	1	\$0.00	\$0.00		C	\$0	
32 14 00	Unit Pavers	Landscaping	NT	2	\$0.00	\$0.00		C	\$0	
32 16 00	Curbs, Gutters, Sidewalks, Driveways	Sitework	NT	1	\$0.00	\$0.00		C	\$0	
32 17 23	Pavement Markings	Sitework	NT	1	\$0.00	\$0.00		C	\$0	
32 28 00	Site Improvements	Landscaping	NT	2	\$0.00	\$0.00		C	\$0	
32 28 31	Chain Link Fence	Fencing	NT	2	\$146,613.00	\$225,000.00	Target (Caum)	C	\$78,387	
32 29 30	Lawns and Grasses	Landscaping	NT	2	\$0.00	\$0.00		C	\$0	
32 90 40	Planting	Landscaping	NT	2	\$1,016,493.00	\$1,790,000.00	Target (LEI)	C	\$773,507	
30 00 00	Traffic Light Improvements	Traffic	NT	2	\$406,643.00	\$0.00	With Derenzo	C	\$406,643	
					\$0.00	\$0.00		C	\$0	





Middleton Municipal Complex

5/16/2024

\*

C = Control Budget; P = Preliminary; T = Target; LB = Low Bid; F = Final/Awarded

Attachment A - Guaranteed Maximum Price Proposal Cost of Work Back-up Sheet

Spec Section	Spec Name	Package Name	Grp	Amd #	Bid Package Control Budget	GMP or Amendment Amount	Contractor Name	*	Delta	Remarks / Comments / Next Steps
				5	\$0.00	\$0.00	\$0.00		\$0.00	
				6	\$0.00	\$0.00	\$0.00		\$0.00	
				7	\$0.00	\$0.00	\$0.00		\$0.00	
				8	\$0.00	\$0.00	\$0.00		\$0.00	
			TOTALS		\$55,670,250.00	\$54,206,704.00	\$1,463,546.00		\$1,463,546.00	

## **ATTACHMENT B**

### **General Conditions**

**FORM D**  
**SCHEDULE OF CONSTRUCTION MANAGEMENT COSTS**  
**CONSTRUCTION PHASE**

	Duration in Months	% Allocated Time	Monthly Rate	Schedule of Values
<b>A. List of Project Management Staff with Titles</b>				
Jonathan Rich, Principal-in-Charge	25.00	10%	\$28,000	Included in Fee
Steve Taylor, Project Executive	23.00	20%	\$22,000	\$101,200.00
Tom Hood, Senior Project Manager	23.00	50%	\$19,000	\$218,500.00
Matt Gustin, Project Manager	25.00	100%	\$17,000	\$425,000.00
Justice Reardon, Assistant Project Manager	25.00	100%	\$12,000	\$300,000.00
Toni Cavalini, Scheduling Director	23.00	15%	\$17,000	\$58,650.00
<b>Subtotal A: PM Staff</b>				<b>\$1,103,350.00</b>

	Duration in Months	% Allocated Time	Monthly Rate	Schedule of Values
<b>B. List of Field Staff with Titles</b>				
John Rich, General Superintendent	21.00	20%	\$25,000	\$105,000.00
Anthony Zanelli, Lead Superintendent	21.00	100%	\$20,000	\$420,000.00
Dennis Pacitti, Assistant Superintendent/On-Site Safety	21.00	100%	\$17,000	\$357,000.00
John Burrows, MEP/BIM/VDC Manager	25.00	40%	\$15,000	\$150,000.00
Brett Giordano, Project Engineer/On-Site QC	23.00	100%	\$12,000	\$276,000.00
Aaron Calkins, Senior Safety Manager	21.00	15%	\$16,000	\$50,400.00
Michael Michaud, Quality Control Director	21.00	15%	\$16,000	\$50,400.00
<b>Subtotal B: Field Staff</b>				<b>\$1,408,800.00</b>

**FORM D (CONTINUED)**  
**SCHEDULE OF CONSTRUCTION MANAGEMENT COSTS**  
**CONSTRUCTION PHASE**

	Duration in Months	% Allocated Time	Monthly Rate	Schedule of Values
<b>C. List of Clerical Staff with Titles</b>				
Bridgette Petillo, Contracts and Project Admin	23.00	15%	\$9,500	\$32,775.00
Michael Young, Accounting	23.00	10%	\$16,000	\$36,800.00
Paula Guity, DEI Manager	23.00	10%	\$12,000	\$27,600.00
<b>Subtotal C: Clerical Staff</b>				<b>\$97,175.00</b>

	Rate*/ \$1,000	Project Estimate*	Schedule of Values
<b>D. Estimated Insurance Costs and CM Bond Costs (Please Itemize)</b>			
Performance and Payment Bond	\$7.50	\$48,000,000	\$360,000.00
General Liability	\$5.00	\$48,000,000	\$240,000.00
Builder's Risk	\$0.00	\$48,000,000	\$0.00
Vehicle Liability	\$0.60	\$48,000,000	\$28,800.00
Pollution Liability	\$0.70	\$48,000,000	\$33,600.00
Workers Compensation	--		Incl'd w/ A to C
Umbrella Coverage	--		Incl'd w/ GL
Professional Liability	\$0.70	\$48,000,000	\$33,600.00
<b>Subtotal D: Insurance Costs</b>			<b>\$696,000.00</b>

**\*Estimated values are for comparison purposes only. Actual costs will be paid to the CM based on receipts for insurance and bonding companies. (Refer to W.T. Rich Pricing Notes.)**

**FORM D (CONTINUED)**  
**SCHEDULE OF CONSTRUCTION MANAGEMENT COSTS:**  
**CONSTRUCTION PHASE**

Fill in amounts for all items even if the work is to be subcontracted unless included in Sections A, B, C or D above

<b>E. Additional General Conditions Categories Schedule of Values</b>	<b>Monthly Rate</b>	<b>Schedule of Values</b>
Construction Manager Field Office Trailers	\$3,870.00	\$83,600.00
CM Telephone, Internet and Site Communications	\$420.00	\$9,075.00
CM Field Office Supplies, Equipment & Furniture	\$625.00	\$13,500.00
Owners Field Office Trailers	\$1,148.00	\$24,800.00
Owners Telephone, Internet and Site Communications	\$411.00	\$8,875.00
Owners Field Office Supplies, Equipment & Furniture	\$944.00	\$20,400.00
Cleaning of CM and Owners Field Office Trailers	\$870.00	\$18,800.00
Postage, Shipping and Courier Services	\$292.00	\$6,300.00
Reprographics	\$359.00	\$7,750.00
Management of Plans & Specifications	n/a	Included w/A&B
Computer IT Time/Software (field office)	\$361.00	\$7,800.00
Project Vehicles/Maintenance	\$972.00	\$21,000.00
Travel Expenses	\$486.00	\$10,500.00
Rental Costs of Machinery and Equipment	\$1,750.00	\$37,800.00
Storage Trailers and Containers	\$292.00	\$6,300.00
Job Site Safety & Protection	n/a	Included w/B
Safety Manager & Labor	n/a	Included w/B
Safety Materials	\$632.00	\$13,650.00
Project and Site Traffic Signage	\$463.00	\$10,000.00
Debris Removal and Dumpsters	\$3,299.00	\$71,250.00
Rodent and Pest Control	\$218.00	\$4,700.00
Building Layout Control and Engineering	n/a	\$54,000.00
Record Drawings	\$231.00	\$5,000.00
Project Photos	n/a	Included w/B
Interim Air Quality Management & Readings	\$192.00	\$4,150.00
Interim and Final Cleaning for Site and Building	\$2,500.00	\$96,670.00
Contaminated Soil Removal Supervision of Work	n/a	Included w/A&B
ACM & Hazardous Material Abatement Supervision	n/a	Included w/A&B
Temporary Toilet Rental and Services	\$1,219.00	\$26,320.00
Other - list if any (Discount/Rounding)	n/a	(\$530.00)
Subtotal E: Additional GC's:	<b>\$21,554.00</b>	<b>\$561,710.00</b>

<b>TOTAL GENERAL CONDITIONS (SUM A thru E) =</b>	<b>\$3,867,035.00</b>
<b>Remove Insurance and Bonds</b>	<b>(\$696,000.00)</b>
<b>General Conditions without Insurance and Bonds</b>	<b>\$3,171,035.00</b>

**FORM D Continued**  
**SCHEDULE OF CONSTRUCTION MANAGEMENT COSTS:**  
**CONSTRUCTION PHASE**

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\*If a CM proposes to use laborers or carpenters (their own forces) on site, the CM is to provide a breakdown of the actual cost of the laborer and carpenter and any mark-ups in the following format (Include on separate sheet, a detailed breakdown of mark-ups and burden):

**Laborer (non-Union)**

Wages	\$62.90
Benefits	\$13.50
Insurance, Taxes and Burden	\$17.50
Total Proposed Rate	<u>\$93.90</u>
<i>Add \$3.00 for Labor Foreman</i>	

**Carpenter (Union)**

Wages	\$54.62
Benefits	\$34.35
Insurance, Taxes and Burden	\$24.25
Total Proposed Rate	<u>\$113.22</u>
<i>Add \$5.00 for Carpenter Foreman</i>	

*All rates are as of March 2023. Rates do not include any applicable overhead and profit.*



**FORM D (Continued)**  
**SCHEDULE OF CONSTRUCTION MANAGEMENT COSTS:**  
**CONSTRUCTION PHASE**

	Estimated Value	Remarks
<b>Cost of Work Categories</b>		
Permitting	\$3,500	Permits waived. Admin costs only
Temporary Water Service and Distribution	\$8,200	WTR Estimate
Temporary Water Consumed	\$10,500	\$500 / month
Temporary Electric Power Service	\$30,000	Range \$15K to \$50K
Temporary Electric Consumed <i>(added by WT Rich)</i>	\$56,790	\$0.90 per GSF
Temporary Heating System	\$35,000	1 Season
Temporary Heating Fuel Consumed	\$47,325	\$.75/GSF (1 season)
Emergency Diesel Generator Fuel Consumed	\$2,000	WTR Estimate
Temporary Barriers	\$26,800	WTR Estimate
Site Enclosure Fences and Gates	\$48,000	4,000 LF @ \$12 / LF
Temporary Walkways	\$5,000	Non-occupied, fully contained site
Temporary Paving	\$5,000	Non-occupied, fully contained site
Security Enclosures	\$29,000	Sub trailers/Storage
Police Details	\$15,000	200 hours @ \$75 each
Fire Watch Details	\$30,000	400 hours @ \$75 each
Temporary Lighting	\$44,170	\$0.70 / GSF
Temporary Fire Protection	\$5,600	WTR Estimate
Watchman and Site Security	\$19,800	Sec. Cameras, Detectors, Lighting
Staging and Hoisting	\$26,000	Misc. only. Subs carry their own
Temporary Stairs	\$40,000	Two separate stair towers (2 stories)
Dust Control	\$10,000	Subs carry their own
Winter Conditions	\$40,000	Non-Winter install for Fdns, Slabs, Masonry
Weather Protection	\$37,860	\$0.60 per GSF
Interim Air Quality Management & Readings	\$0	Duplicate. Carried in E above
Permanent Utility Costs	\$40,000	Highly var. Range \$20K to \$80K
Sub-Contractor Insurance and Bonds	\$576,000	Carried by subs. ~1.5% of COW
Dewatering Including Contamination Treatment	\$20,000	Estimate is for onsite re-charge. Add \$50K to 90K for Contamination Treat.
Sub-Contractors (Material, Equipment and Labor)	All Direct Costs	
Snow removal	\$14,400	1+ Seasons, large site

## **ATTACHMENT C**

### **General Requirements**

**Middleton Municipal Complex  
Attachment C - General Requirements**

WTR Cost Code	Description	Qty	Unit	Rate	Total Amount	LS or Allow	Remarks
0006	Permitting and permit related costs	1	LS	\$5,000.00	\$5,000.00		These are to be waived by the City. Carry small amount for miscellaneous costs.
0102	Survey and Layout: Building Control and Dimension Verification	0		\$0.00	Included		Subs carry own layout. Building control is by CM, which is included in GC price proposal
0104	Small Tools & Misc Supplies	0		\$0.00	Included		Included in GC price proposal
0105	Temporary Barriers (Construction Fence and Barricades / Site Enclosure Fences and Gates)	0		\$0.00	By Site Work		Define scope and carry in site preparation scope of work. Include maintenance and relocation costs.
0105	Temporary Barriers (Construction Fence maintenance and relocations - by CM)	1	LS	\$45,000.00	\$45,000.00		Unanticipated relocation and maintenance costs.
7001	Temporary Electric Power Consumption	65,390	GSF	\$1.40	\$91,546.00	Allow	
7002	Temporary Electric Service Misc Expenses	1	LS	\$25,000.00	\$25,000.00	Allow	Temporary extension of secondary COW by Site and Electrical
0107	Temporary Water & Sewer Service and Distribution	0		\$0.00	By Site Work		Include in Sitework SOW
7003	Temporary Water Consumed	22	mo	\$1,300.00	\$28,080.00	Allow	
7004	Temporary Heat - Fuel Consumption	65,390	GSF	\$1.35	\$88,277.00	Allow	
7005	Temporary Heat System Prior to Enclosure	65,390	GSF	\$1.40	\$91,546.00	Allow	
7006	Temporary Humidity control	65,390	GSF	\$0.95	\$62,121.00	Allow	For finishes prior to activation of perm HVAC
	Temporary Drainage and Stormwater Management	0		\$0.00	By Site Work		Include in Sitework SOW
	Emergency Diesel Generator Fuel Consumed	0		\$0.00	By Elec TC		Carry cost in COW estimate under electrical (fill tank 100% and use for testing as necessary)
	Temporary Electric - Temp Power and Lighting	0		\$0.00	By Elec TC		Carry cost in COW estimate under electrical
	Temporary Fire Protection	1	LS	\$32,000.00	\$32,000.00		
7007	Winter Conditions (Hand Shoveling and hand weather items)	1	LS	\$25,000.00	\$25,000.00	Allow	See below for building wrap for concrete slab pours.
0110	Weekly Cleaning and Debris Control	0		\$0.00	Included		Included in GC price proposal
0111	Substantial and Final Cleaning	0		\$0.00	Included		Included in GC price proposal
0112	Rental Costs of Machinery and Equipment	22	mo	\$4,500.00	\$97,200.00		Gator/UTV for Site Coverage & lull
0113	Temporary Enclosures	65,390	GSF	\$1.65	\$107,894.00		

**Middleton Municipal Complex  
Attachment C - General Requirements**

WTR Cost Code	Description	Qty	Unit	Rate	Total Amount	LS or Allow	Remarks
0114	Cutting and Patching	0		\$0.00	COW Item		
0116	Job Site Safety & Protection (Materials only)	0		\$0.00	Included		Included in GC price proposal
0117	Dumpsters	0		\$0.00	Included		Demolition, concrete, mason, roofer to own their dumpsters
0118	WT Rich Temporary Office Trailers AND General Conditions Other: CM Office Furniture and Equipment (including computer hardware, software and phone/DSL) and CM Office Supplies and cleaning	0		\$0.00	Included		Included in GC price proposal
0119	Owner Temporary Office Trailer and Setup including telephone service, office equipment, supplies, cleaning	0		\$0.00	Included		Included in GC price proposal
0120	Security Enclosures Temporary Lockup / Temporary Enclosures	0		\$0.00	By trades		Misc work by CM general carpentry (carried below)
0121	Printing/ Reproduction and Shipping/Postage	0		\$0.00	Included		Included in GC price proposal
0122	Project Photos	0		\$0.00	Included		Included in GC price proposal. WTR will utilize OpenSpace.
0123	Rodent and Pest Control	0		\$0.00	Included		Included in GC price proposal
0127	Temporary Toilets Rental, Service and Disposal	0		\$0.00	Included		Included in GC price proposal
0128	Project Identification (Project Sign)	0		\$0.00	Included		Included in GC price proposal
0129	Construction and safety signage	0		\$0.00	Included		Included in GC price proposal
0131	Project Vehicles / Maintenance & Repairs	0		\$0.00	Included		Included in GC price proposal
0136	Indoor Air Quality Control	0		\$0.00	Included		Included in GC price proposal
0145	Storage Trailers and Containers	0		\$0.00	Included		Included in GC price proposal
0150	Noise Control / Dust Control	1	LS	\$45,000.00	\$45,000.00		Majority is by subs. Amount carried is for misc. CM work and overall Site management
7008	Temporary Stairs and Rails	1	LS	\$90,000.00	\$90,000.00	Allow	Allowance for two sets of temp exterior stair towers, 1 at each building, for egress stairs (scaffold stair tower). Temp railings are by the drywall subcontractor.
	General carpentry support	22	mo	\$14,475.00	\$312,560.00		Assume Carp Foreman at 75% time for project duration
	General labor support	22	mo	\$10,500.00	\$226,800.00		Assume Laborer at 75% time for project duration
	COR1 Implementation and Management	0		\$0.00	Not Required		Not required
	Temporary walks / covered walkways	0		\$0.00	By Site Work		Include in Sitework SOW
	Temporary paving	0		\$0.00	By Site Work		Assign all known / anticipated temp paving to Site Work.
	Temporary construction roadways and laydown areas	0		\$0.00	By Site Work		Assign all known / anticipated temp paving to Site Work. Check site logistics plan for temp roads

**Middleton Municipal Complex  
Attachment C - General Requirements**

WTR Cost Code	Description	Qty	Unit	Rate	Total Amount	LS or Allow	Remarks
7009	Police Details	1	LS	\$24,000.00	\$24,000.00	Allow	Majority is by subs. Sitework has included Police Details for their work only. Allowance for misc work and subs that refuse to carry (i.e Concrete).
	Fire Watch (own workforce)	0		\$0.00	By trades		By respective trades
7010	Fire Watch (unformed)	1	LS	\$30,000.00	\$30,000.00	Allow	TC owns fire details for their work. Allowance is for remaining fire details if needed
	Site Security Services	1	LS	\$41,000.00	\$41,000.00		No security guard. Webcam and Intrusion detection only.
	Staging and Hoisting	0		\$0.00	By trades		
	Weather protection Window Maintenance	1	LS	\$40,000.00	\$40,000.00		
7011	Wrap building for winter slab pours	1		\$45,000.00	\$45,000.00	Allow	
	Permanent Utility Costs	0		\$0.00	By owner		
	Dewatering: On-site discharge / No Contamination	0		\$0.00	By Site Work		
	Dewatering: Off-site discharge / Treatment for Contamination	0		\$0.00	Excluded		We do not anticipate any contaminated water.
7012	Site Sand and Salting	1	LS	\$33,000.00	\$33,000.00	Allow	Allowance is for salt and/or sanding of roadways and access ways during winter conditions.
	As Buils	0		\$0.00	Included		Included in GC price proposal
	Temporary Doors Maintenance	1	LS	\$25,000.00	\$25,000.00		
	Inspection and Testing Required by Contractors	0		\$0.00	By trades		Include the cost of any such tests in the applicable cost of work item (e.g., window testing with window work)
	Maintenance of access of Rte 114	1	LS	\$25,000.00	\$25,000.00		
	Tree and shrub protection	0		\$0.00	By Site Work		
	Environmental Allowance	1	LS	\$0.00	\$0.00	Allow	See CoW Allowance
	Webcam / video streaming service	0		\$0.00	Included		See Site Security
	Ceremonial Items	1	LS	\$17,000.00	\$17,000.00		
	Roof fall protection	0		\$0.00	By Roofer		By Roofing Trade Contractor
		0	LS	\$0.00	\$0.00		
	<b>TOTAL General Requirements</b>				<b>\$1,653,124.00</b>		

## **ATTACHMENT D**

### **Project Schedule**



[illegible]













MONTHLY UPDATE					Middleton Municipal Complex												DATA DATE 01-Mar-23											
ID	Name	OD	RD	Start	Finish																							
	Walls and Finishes	101d	101d	03-Apr-25	26-Aug-25																							
	Hearing Room Finishes	30d	30d	04-Jun-25	17-Jul-25																							
	TH/CC - First Floor	270d	270d	15-Nov-24	16-Dec-25																							
	TH/CC - First Floor Level 1	163d	163d	06-Mar-25	27-Oct-25																							
	TH/CC - First Floor Multipurpose Room	154d	154d	13-Mar-25	21-Oct-25																							
	TH/CC - First Floor Kitchen	186d	186d	20-Mar-25	16-Dec-25																							
	TH/CC - First Floor Vault	212d	212d	15-Nov-24	19-Sep-25																							
	TH/CC - First Floor Lobby	33d	33d	03-Jul-25	19-Aug-25																							
	TH/CC - Elevator	299d	299d	25-Sep-24	08-Dec-25																							
	TH - Stairs	87d	87d	03-Apr-25	06-Aug-25																							
	TH/CC - Mechanical and Electrical	209d	209d	24-Dec-24	22-Oct-25																							
	TH/CC - Testing/Inspections/Substantial Completion																											
	TH/CC - Available for Owner Occupancy / Move-In																											
	TH/CC - Completion and Closeout																											
	TH/CC - Completion	201d	201d	09-Jul-25	28-Apr-26																							
	Punch List / Clean	201d	201d	09-Jul-25	28-Apr-26																							
	Testing / Startups / Final Punch	103d	103d	01-Aug-25	31-Dec-25																							
	Prelim. & Prefunctional Testing	129d	129d	09-Jul-25	14-Jan-26																							
	Functional & Life Safety Testing	10d	10d	10-Sep-25	23-Sep-25																							
	MEP Startups/Testing	75d	75d	24-Sep-25	14-Jan-26																							
	Network/Dispatch Area Testing	99d	99d	09-Jul-25	01-Dec-25																							
	Final Affidavits	35d	35d	10-Sep-25	29-Oct-25																							
	Substantial Completion / C of O	61d	61d	08-Oct-25	08-Jan-26																							
	PS - Available for Owner Occupancy / Move-In	71d	71d	16-Oct-25	29-Jan-26																							
	PS - Completion and Closeout	55d	55d	30-Jan-26	17-Apr-26																							
	PS - Completion and Closeout	61d	61d	30-Jan-26	28-Apr-26																							

Current

Progress

Critical

Start Date: 01-Mar-23

Finish Date: 28-Apr-26

Data Date: 01-Mar-23

Current Date: 14-May-24

View: WTR Activity Owner

Filter: In Progress, Not Started

Milestones

Summary

NOTE: The projections are based upon activity earning type and performance to date on in progress activities. Every precaution has been taken to ensure this report is accurate and up to date. No liability is assumed for errors or omissions. Rounding errors may exist.

W.T. RICH COMPANY

■ Current

■ Progress

■ Critical

◆ Milestones

Summary

Start Date: 01-Mar-23 Finish Date: 28-Apr-26  
 Data Date: 01-Mar-23 Current Date: 14-May-24  
 View: WTR Activity Owner Filter In Progress, Not Started

## All Activities

NOTE: The projections are based upon activity earning type and performance to date on in progress activities. Every precaution has been taken to ensure this report is accurate and up to date. No liability is assumed for errors or omissions. Rounding errors may exist.



W. T. RICH COMPANY