

**Buckland Select Board
Meeting Minutes
May 31, 2022 5:30 p.m.
Buckland Town Hall**

Listing of Topics

Appointments

- > 5:30 p.m. Cooperative Public Health Services District, Meg Ryan - Age and Dementia Friendly Communities Initiative
- > 6:00 p.m Mohawk Trail Woodlands Partnership, Sophie Argetsinger - 10 year Partnership Plan public review and feedback

Agenda Items

- > Shared Police Services - Review of Memorandum of Agreement with Town of Shelburne.

Documents to Sign

- > Contract & Grant Documents
 - > FY20 CDBG Notice to Award, Depot Street Design Services
 - > 2022 MassWorks Grant Application, Charlemont Road Phase 2
 - > 2022 MassWorks Shelburne Falls Fire District's Application, Letter of Support
- > Permits & Licenses
 - > Seasonal Outdoor Dining Permit, Floodwater Brewery
- > Minutes May 17, 2022

Items Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting

Select Board Member Concerns

Town Administrator's Report

Public Comment

Volunteer Recognition

Announcements & Upcoming Meetings

Attendees

Barry Del Castilho - Select Board Chair
Clint Phillips - Select Board Vice-Chair
Larry Wells - Select Board Member
Heather Butler - Town Administrator - Absent

Mary Bolduc - Boards Clerk - Absent
 Dana McNay - Falls Cable
 Meg Ryan - Public Health Nurse, FRCOG
 Zack Livingston - Owner of Floodwater Brewing Co.
 Janet Sinclair - Resident

Meeting

Mr. Del Castilho, Chair, opened the meeting at 5:30 p.m.

Appointments

> 5:30 p.m. Cooperative Public Health Services District, Meg Ryan - Age and Dementia Friendly Communities Initiative - Meg Ryan gave a comprehensive overview of the Age and Dementia Friendly Communities Initiative, its history, and examples of its application in other municipalities emphasizing there need not be a cookie cutter approach, that each community can pick and choose how to dovetail it best to fit their needs. Additionally, she reported statistics on demographics, specifically the number of senior citizens and the rate at which that number is increasing, surveys conducted and responses to those surveys. She informed the Select Board of the area towns already on board and gave instructions to begin the process. The Board would need to submit a letter of intent for which Ms. Ryan had a template should they wish to use it.

Following Ms. Ryans presentation. Mr. Del Castilho stated that the beauty and challenge of the initiative is its scope, which allows towns to decide how to implement it. In further dialog with Ms. Ryan it was noted that work can be integrated with both the Senior Center and handicap accessibility plans. Selection of the steering Committee and administrative support were also explained. With Mr. Phillips expressing his support for the initiative and Mr. Wells in agreement, Mr. Del Castilho suggested drafting a letter of intent to be reviewed at the next meeting.

> 6:00 p.m Mohawk Trail Woodlands Partnership, Sophie Argetsinger - 10 year Partnership Plan public review and feedback- This appointment has been postponed until a later date.

Agenda Items

> Shared Police Services - Review of Memorandum of Agreement with Town of Shelburne.- This Memorandum of Agreement between the Town of Buckland and the Town of Shelburne would replace the Memorandum of Agreement between the Town of Buckland and Police Chief Greg Bardwell. It would be effective July 1, 2022 - June 30, 2023 unless otherwise amended or withdrawn. Shelburne will not review until June 5, 2022. Following brief Board discussion, Mr. Phillips moved to sign the MOA for Shared Police Services subject to Shelburne approval, seconded by Mr. Wells. Vote in favor of the motion was unanimous.

Documents to Sign

> Contract & Grant Documents

> FY20 CDBG Notice to Award, Depot Street Design Services - Mr. Del Castilho recapped the Notice of Award for the Board. Mr. Phillips moved to sign, seconded by Mr. Wells. Vote in favor of the motion was unanimous.

> 2022 MassWorks Grant Application, Charlemont Road Phase 2 - Mr. Del Castilho recapped the application for the Board. Mr. Phillips moved to sign both MassWorks applications.(see below), seconded by Mr. Wells. Vote in favor of the motion was unanimous.

> 2022 MassWorks Shelburne Falls Fire District's Application, Letter of Support - See above vote.

> **Permits & Licenses**

> Seasonal Outdoor Dining Permit, Floodwater Brewery - Zack Livingston, owner of Floodwater Brewery stated that he had spoken to his neighboring businesses who had no objections to his outdoor seating/dining permit, the format of which is the same as last year. Following brief Board discussion, Mr. Del Castilho moved to approve the permit seconded by Mr. Wells. Vote in favor of the motion was unanimous.

> Minutes May 17, 2022 - May 17 minutes were not available.

Items Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting - There were no items not reasonably anticipated.

Select Board Member Concerns - There were no Select Board Member Concerns stated.

Town Administrator's Report - There was no Town Administrator's Report.

Public Comment - Janet Sinclair, resident and property owner of a parcel on Charlemont Road, addressed the Board regarding communication she has had with various town departments concerning conditions on her Charlemont Road property resulting from winter plowing. She is seeking resolution to the issue and would like someone to accompany her to the site for inspection. She gave each Board member copies of all communications she has had to date. Mr. Del Castilho stated they would review her documents and consult with the other departments involved.

Mr. Dana McNay, a Viet Nam War Veteran, reflecting on Memorial Day, made a personal and timely statement.

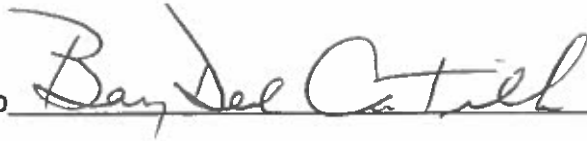
Volunteer Recognition - This Item was taken out of order and addressed at the opening of the meeting. Following Memorial Day, Mr. Del Castilho recognized all those who organized and executed the various Memorial Day services and activities throughout our community as well as those who attended and observed the holiday. And mostly, great recognition was given to all those who served/sacrificed for our country.

Announcements & Upcoming Meetings - Date for next meeting was discussed but not decided. With no further business, Mr. Phillips moved to adjourn seconded by Mr. Wells. Vote in favor of the motion was unanimous. Meeting adjourned at 6:25 p.m.

Respectfully Submitted by Mary Bolduc, Boards Clerk, July 26, 2022

Signed:

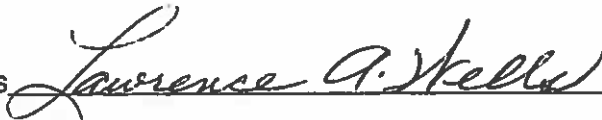
Barry Del Castilho



Clint Phillips



Larry Wells



**BUCKLAND SELECT BOARD
NOTICE OF MEETING
Buckland Town Hall
17 State Street
Shelburne Falls, MA 01370**

**Tuesday, May 31, 2022
5:30 p.m.**

AGENDA

Listing of Topics

1. Appointments

5:30 p.m. **Cooperative Public Health Services District**, Meg Ryan – Age and Dementia Friendly Communities Initiative

6:00 p.m. **Mohawk Trail Woodlands Partnership**, Sophie Argetsinger, 10-year Partnership Plan public review and feedback

2. Agenda Items –

Shared Police Services – Review of Memorandum of Understanding with Town of Shelburne

3. Documents to Sign

a. Contract & Grant Documents

- i. FY20 CDBG Notice to Award, Depot Street Design Services
- ii. Town of Buckland Charlemont Road Phase II Grant Application
- iii. Shelburne Falls Fire District MassWorks Grant letter of support

b. Permits & Licenses

- i. Seasonal Outdoor Dining Permit, Floodwater Brewery

c. Minutes May 17, 2022

- 4. Items Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting
- 5. Select Board Member Concerns:
- 6. Town Administrator's Report:
- 7. Public Comment:
- 8. Volunteer Recognition:
- 9. Announcements & Upcoming Meetings:



AGE-FRIENDLY

Franklin County & North Quabbin

The Age-Friendly Communities Project

WHY : Demographic Context

WHAT: Age-Friendly Communities Movement

HOW: Current and Next Steps + Community Participation



The Demographic Context

Unprecedented Trends

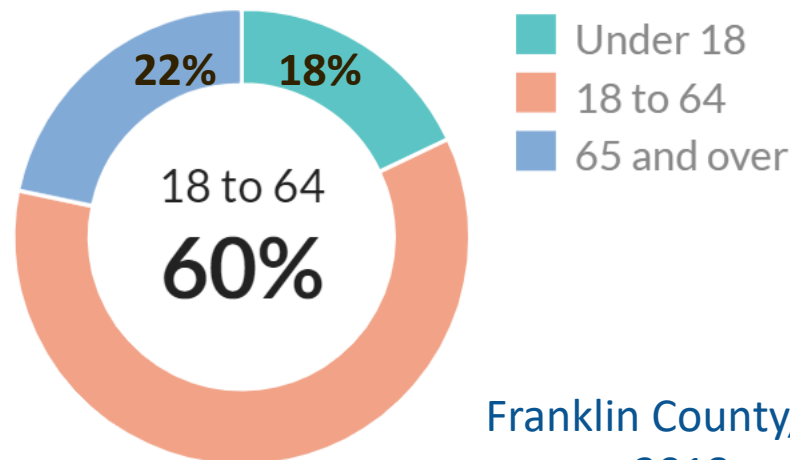


Unprecedented Demographic Makeup



Opportunities and Challenges

Population by age category



Franklin County, MA
2018



Age-Friendly Communities Movement



- Movement initiated by WHO over a decade ago
- Administered in the USA by AARP
- Targets long term, policy and systems level change
- 4 Phases over 3 to 5 years:

Enrollment



Assessment

Implementation



Planning



The 8 Domains of Livability



“We believe that communities should provide safe, walkable streets; age-friendly housing and transportation options; access to needed services; and opportunities for residents of all ages to participate in community life.”

Integrating Dementia Friendly Work

- Dementia friendly communities are informed, safe and respectful to people living with dementia and their care partners.
- The network of dementia-friendly communities is run by Dementia Friendly America (DFA)
- DFA has partnered with AARP to encourage integrating age-friendly and dementia friendly initiatives.



Examples of Age-Friendly Work

Age-Friendly Berkshires:

- Dalton Senior Center Outdoor Exercise Park
- Job Fair for 50+ residents



Age-Friendly Brookline:

- Established a home sharing advisory service to promote better use of existing housing to meet the needs of seniors.
- 111 local businesses have been certified as Age-Friendly

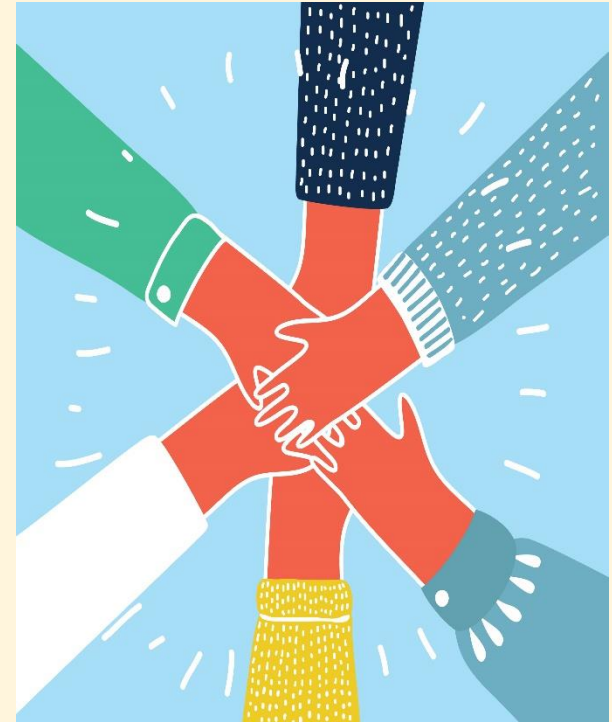


Community Participation

LifePath is serving as the backbone organization overseeing the project. However, this process requires community participation at every phase in order to be representative and inclusive of those we want to serve.

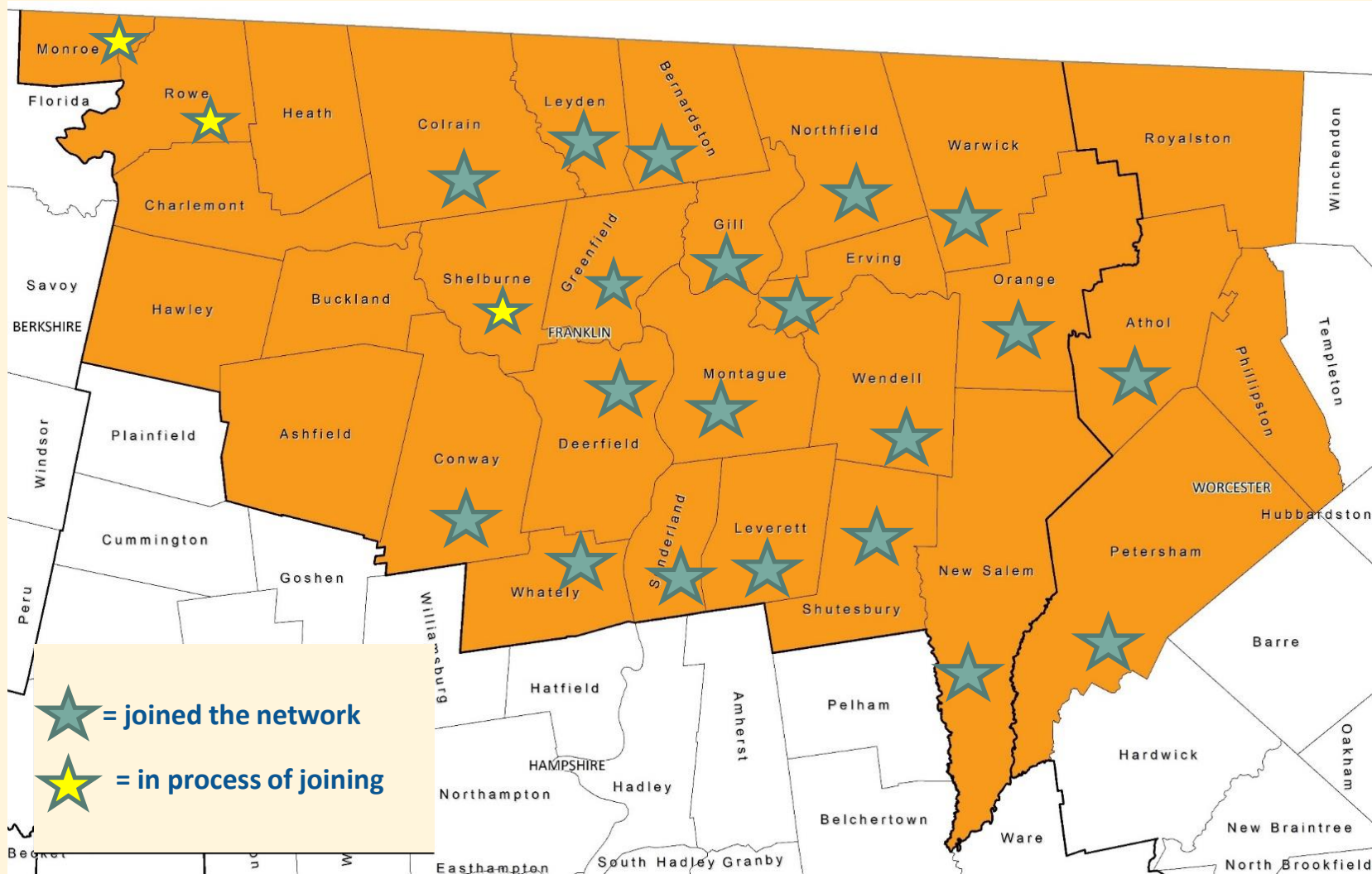
Project Roles:

1. Steering Committee(s): Overall direction and coordination of the project
2. Work Groups: Short term teams to advise on conducting needs assessment and creating action plan
3. Advisory Council: Reaching out to community elders to include their voices and insights at every stage of the project.
4. Municipal Select Boards: Issuing official letters of commitment supporting the initiative and requesting enrollment into the Age-Friendly Communities Network



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Enrollment Status for Area Towns



Community Engagement

Stakeholders:

Local officials – Nonprofits – COAs – Village programs – Healthcare professionals – Interfaith community – Local businesses – Higher education – Mental health professionals – Interested residents.

Media:

- Press releases
- Project newsletter
- Articles in local paper
- Facebook Page

Age-Friendly Steering Committee

- Monthly meeting of 10 regional stakeholders since December 2020
- Mix of professionals and interested residents from different parts of the region, and representing different domains of livability.
- Guides the project from early stages of enrollment through the needs assessment phase, and on

Needs Assessment

- Steering Committee created a needs assessment plan to include survey and other data collection methods.
- Creation of our own unique survey in collaboration with participating towns and COAs.
- Age- and Dementia-Friendly Survey open Jan- Mar '22
- In addition to the survey, we are organizing focus groups and 1 on 1 interviews to hear more closely from the most vulnerable populations of elders in the region

Community Education

- Over 20 Age- and Dementia-Friendly education programs organized with close more than 300 total attendants; mostly older adults.
- Alzheimer's Association education programs:
 - *Know the 10 Signs of Dementia*
 - *Dementia and Your Community* , others
- Reframing Aging: Introduction to the national initiative aiming to change how we think and talk about older adults' needs
- Healthy Living, Healthy Aging
- Available free of cost to any organization or business



AGE-FRIENDLY
Franklin County & North Quabbin



Franklin Regional
Council of Governments

THANK YOU!

Meg Ryan, RN - Regional Public Health Nurse

mryan@frcog.org

413 774-3167 x 158

Nour Elkhattaby Strauch – Age-Friendly Program Manager

nelkhattabystrauch@lifepathma.org

413-829-9274

February 2, 2022

Mr. Michael E. Festa
AARP Massachusetts State Director
1 Beacon Street, Suite 2301
Boston MA. 02108

Dear Mr. Festa,

As the executive body of _____ Massachusetts, we request your consideration of _____'s application as part of the Age- and Dementia-Friendly Project in Franklin County and North Quabbin, to the AARP Network of Age-Friendly Cities and Communities, affiliate to the World Health Organization's Global Network of Age-Friendly Cities and Communities. Our community recognizes the need to prepare for an increasingly older population, and the importance of planning and policies that consider the needs of citizens of all ages. This is a matter of equity, but also a means through which we can better sustain our community's social and economic vitality.

We look forward to joining the AARP Age-Friendly Communities Network in order to focus on this goal of achieving a more livable community for older adults and people living with dementia. We believe a process that identifies needs and opportunities for the development of more age- and dementia-friendly policies and procedures will enhance the relevance and impact of our planning efforts.

Thank you for your consideration of the Town of _____'s membership in the AARP Network of Age-Friendly Communities.

Sincerely,

Selectboard, Town of _____

**MEMORANDUM OF AGREEMENT
BETWEEN
THE TOWN OF BUCKLAND
AND
THE TOWN OF SHELBURNE
REGARDING SHARED POLICE CHIEF SERVICES**

STATEMENT OF PURPOSE: This Memorandum of Agreement (“MOA”) confirms that the Town of Buckland, MA (“Buckland”) and Town of Shelburne, MA, (“Shelburne”), or collectively, “the Towns”, shall enter into an Agreement, under which Shelburne will provide administrative police services in and for Buckland. The Towns intend this agreement to supersede and replace a previous agreement dated April 1, 2022 between the Town of Buckland and Gregory Bardwell.

It is the intention of the Select Board of both Towns to allow this MOA to serve as an opportunity to further evaluate shared police services and its complexities to achieve a long-term agreement between the Towns. Accordingly, Town of Buckland agrees that Shelburne will provide administrative police services for Buckland effective July 1, 2022 and continuing to June 30, 2023 under the following general terms and conditions:

1. The Town of Shelburne shall provide administrative services for the Town of Buckland’s Police Department as described in Attachment A.
2. For and in consideration of the performance of administrative police services hereunder, Buckland shall pay Shelburne the sum of 4,000.00 dollars per month, for the period beginning July 1, 2022. Buckland shall pay an additional 4,000.00 for the period of June 1, 2022, through June 30, 2022 with this amount adjusted to discount any payments that may have been previously made under the aforementioned agreement between Buckland and Gregory Bardwell for the same period, with said adjustment being mutually agreed upon in writing by both parties. Additionally, Buckland shall pay Shelburne for the costs associated with any additional duties as requested by the Town of Buckland at the rate of \$39.64 per hour. Buckland will pay Shelburne in the first day of each month.
3. The Towns of Buckland and Shelburne and their respective officials will communicate and cooperate to administer this MOA so as to fulfill its purpose and achieve the goals stated herein.
4. The Towns of Buckland and Shelburne intend that this MOA be construed and interpreted so as to provide all authority necessary for the Shelburne Police Chief to perform and discharge the duties of a Massachusetts Police Chief in and for the Town of Buckland.
5. The Towns agree to consult their respective insurance providers and ensure that adequate coverage for each Town is maintained during the term of this agreement, including any additional coverage necessary for Shelburne to perform under this agreement. Buckland agrees to be responsible for any additional premium or other costs for said insurance.
6. This MOA shall remain in effect from July 1, 2022 until June 30, 2023, subject to the right of the Towns to terminate the MOA upon ninety (90) days’ prior notice, given in writing, by U.S. mail or courier or delivery service, and addressed as follows: if to Buckland: Select Board, Town Offices, 17 State Street, Shelburne Falls, MA 01370; if to Shelburne: Select Board, Town Offices, 51 Bridge Street, Shelburne, MA 01370.

TOWN OF BUCKLAND

TOWN OF SHELBURNE

_____ date _____

_____ date _____

_____ date _____

_____ date _____

Attachment A

Duties to be provided by the Town of Shelburne to the Town of Buckland

Payroll and Detail Billing
Accounts Payable and Budget Oversight
Patrol and Detail scheduling
Monthly Reports to Buckland Selectboard
Firearms Licensing
Sex Offender Registration
Officer Training, Management & Supervision
Buckland Police Station Maintenance / Scheduling Building Services
Attend weekly Covid task force meeting, as requested
Attend Selectboard Meetings, as requested
Monitoring and reporting on the status and progress of Buckland Police personnel in
compliance with the Massachusetts Police Reform Law of 2020
Provide and administer all other services as authorized by the Franklin County Mutual Aid
Agreement dated June 6, 2004

TOWN OF BUCKLAND
MASSACHUSETTS



June 7, 2022

Mr. Michael J. Carter, P.E.
GCG Associates, Inc.
84 Main Street
Wilmington, MA 01887

SUBJECT: CONTRACT AWARD & NOTICE TO PROCEED – Design & Construction Administration – Depot Street Improvements.

Dear Mr. Carter:

On behalf of the Buckland Select Board I am pleased to inform you that GCG Associates, Inc. was awarded the contract for Design & Construction Administration - Depot Street Improvement Project in the amount(s) of:

\$24,995.00 – Design Engineering Services
\$17,300.00 – Construction Services

We will forward the copies of the contract for services soon for your signature. At that time will ask you to sign the contracts and attachments, provide a certificate of insurance, and return them to Heather Butler at the address above, indicating your firm's acceptance.

The Town looks forward to working with your firm. Should you have any questions concerning the contract, please contact Linda Overing, CDBG Consultant, at (978) 544-8505.

Sincerely,

Heather Butler
Town Administrator

**ATTACHMENT C:
PRICE PROPOSAL SUBMISSION FORM
TOWN OF BUCKLAND
REQUEST FOR PROPOSALS**

**Depot Street Improvements
Design/Engineering, Construction Administration & Resident Inspector Services**

Name of Firm: GCG Associates, Inc.

Street: 84 Main Street

City/Town: Wilmington **State:** MA **Zip Code:** 01887

Refer to Attachment A of RFP for Task Descriptions. Prices should be inclusive of all general expenses such as plan copies, contract documents, travel and postage.

Depot Street Design Engineering Services			
TASK	PRICE		
1	\$ 1,000.00		
2	\$ 4,575.00		
3	\$ 8,480.00		
4	\$ 480.00		
5	\$ 5,980.00		
6	\$ 1,160.00		
7	\$ 3,320.00		
Sub-Total	\$24,995.00		
Depot Street Reconstruction-Construction Administration Phase I			
TASK	PRICE		
Items 8-100	2023/24 Construction	2024/25 Fee Increase	
8	\$ 4,160.00	Tasks 8 - 11	
9	\$ 9,100.00	3 _____ %	
10	State hourly fee; do not include in Sub-Total. Negotiated service with the town. \$110.00/ hour		
11	\$ 4,040.00	NA	
Sub-Total	\$17,300.00	NA	

SUBMITTED BY:

Name/Title: Michael J. Carter, Pres. **Signature:** Michael J. Carter **Date:** 05/17/2022

GCG Associates, Inc. acknowledges Addendum #1

GCG Associates, Inc.
 84 Main Street
 Wilmington, MA 01887
 (978) 657-9714

Estimated Fee

5/17/2022

Town: Buckland, MA

Project: Depot Street (Ashfield Street to Town Parking Lot)

Phase	Hours					
	Project Manager	Senior Engineer	Staff Engineer	Resident	Survey	Total
	\$160.00	\$135.00	\$105.00	\$110.00	\$110.00	
Task 1 Right of way/Research	1	0	8	0	0	\$1,000.00
Task 2 Develop Base Plans	1	1	24	0	16	\$4,575.00
Task 3 - Preliminary Design/Cost Estimate	2	12	48	0	0	\$6,980.00
Soil Testing	0	0	0	0	0	\$1,500.00
Task 4 - Meetings	3	0	0	0	0	\$480.00
Task 5 - Final Design	1	12	40	0	0	\$5,980.00
Task 6 Permits	2	0	8	0	0	\$1,160.00
Task 7 Existing/Proposed Grant Report	2	16	8	0	0	\$3,320.00
Subtotal						\$24,995.00
Task 8 - Bid Project	2	16	16	0	0	\$4,160.00
Task 9 Construction Administration	40	20		0	0	\$9,100.00
Task 11- Closeout	8	8	16	0	0	\$4,040.00
Subtotal						\$17,300.00



REQUEST FOR ENGINEERING SERVICES

FOR

DEPOT STREET

DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES

TOWN OF BUCKLAND, MASSACHUSETTS



SUBMITTED BY:

GCG ASSOCIATES, INC

84 MAIN STREET

WILMINGTON, MA 01887



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SECTION 6	COMPARATIVE EVALUATION CRITERIA
SECTION 7	FORMS/CERTIFICATIONS

LETTER OF TRANSMITTAL



May 17, 2022

Ms. Heather Butler
Town Administrator
Town of Buckland
17 State Street
Shelburne Falls, MA 01370

**RE: Proposal for Design and Construction Administration Services
Depot Street**

Dear Ms. Butler:

We are pleased to respond to your request for proposals to provide engineering services for the Depot Street Improvement Project.

GCG has worked on many similar projects that require expertise in the design of neighborhood improvement projects, which are funded by CDBG. We believe that this project is ideal for GCG Associates. GCG project team consists of in-house professional engineers and professional land surveyors. Our firm is large enough to handle a project of this size but small enough to guarantee special attention from the owner and key personnel in order to ensure a satisfied client at the end of the project. GCG Associates pays attention to a client's specific needs and takes pride in our work.

GCG has been preparing designs and reports for submitting grant applications for over twenty years. In the last seven years GCG has assisted in the engineering portion of preparing CDBG applications and designs for the various projects in Buckland, Shelburne, Fairhaven, Clinton, Milford, Middleborough, Southbridge, and Hull. GCG has worked with Breezeway Farms on CDBG Projects in Buckland, Shelburne, Fairhaven, Milford, and Hull.

GCG meets the minimum qualification requirements as outlined in the request for proposals. The following details how GCG Associates meets the four requirements.

- Michael Carter has been registered for over 32 years as a professional engineer.
- GCG Associates will provide a certificate of insurance for Professional Liability with coverage in excess of \$1,000,000.
- GCG has completed over one hundred horizontal construction projects for various municipalities over the last seven years.
- Michael Carter the primary project manager has over 35 years of experience and over 30 projects funded by CDBG.

We believe that our experience, project personnel and qualifications will provide the Town of Buckland with the engineering services necessary for a smooth project implementation and completion. GCG Associates looks forward to being selected and working with the Town of Buckland on this Project. We appreciate the opportunity to submit this proposal. GCG Acknowledges Addendum #1.

Respectfully
Submitted, GCG
ASSOCIATES, INC.

Michael J. Carter
Michael J. Carter, P.E.
President

PLAN OF SERVICES

SECTION 1

PLAN OF SERVICES

The following is our approach to provide the Town of Buckland with complete engineering design for the Depot Street Improvement Project. This plan of services supplements the scope of services provided in the request for proposals.

A. PROJECT MANAGEMENT

For all projects at GCG Associates, two professionals are involved with and responsible for the design and coordination of construction. With this management approach there is constructive critique of design details, alternative options, cost estimates, and the overall project. Also, one of the project leaders available is knowledgeable of all aspects of the project if the other team member is not available. Mr. Carter and Mr. Coe would be the two contacts for this project. Mr. Carter and Mr. Coe have worked together for over twenty years and provided services for over twenty CDBG type projects in this time period. GCG project management members would attend public hearings to make presentation to the neighborhood and town officials as needed.

B. PLANNING AND COORDINATION

Throughout the project we will meet with and report on our progress to the Town of Buckland. Our first step will be to review the scope and requirements of the project. A detailed schedule would be created at this point outlining important thresholds to meet the Town's schedule.

C. DATA COLLECTION

Our approach to securing information would be to collect as-built plans that the Town has for other utilities, for the streets in question, along with sewer and water service, ties, etc. We would obtain similar information from the utility companies. From this information we would prepare preliminary base plans. We will be able to field verify utility locations and then obtain the remaining utility and detail information through ground survey, by our personnel, to prepare the base plans.

D. PROJECT SURVEY

GCG will conduct a ground survey to detail physical features, and all utilities within the project area. We will input all the survey data into our computer system to create base plans with all current baseline information. We will add any other information we gather regarding existing utilities. These base plans will then be used to prepare our preliminary design. All existing survey data available through the Town will be incorporated into our computer base plan. GCG uses in-house survey crews to perform the survey so no delay to obtain the detail survey would occur from a subcontractor. Our survey crew out of Plainfield, MA would perform the survey.

E. GEOTECHNICAL

GCG would evaluate the soils and material under the road to determine if the soil conditions are ideal for reclamation or full depth construction. GCG would perform cores of the pavement to determine the thickness of the asphalt and if gravel is present underneath the pavement. The existing parent soils under the road appear to be an Agawam Fine Sandy Loam per USGS Soil Conservation Maps which indicates that the subsoil should be satisfactory for reclamation if some gravel is present.

Our experience on observing soil conditions on Lower Ashfield during construction of utilities and the current ongoing work on Conway Street provides a full understanding of what should be expected beneath the paved surface. Also, a drainage repair was performed on Depot in 2021 which revealed the soils.

PLAN OF SERVICES

F. PRELIMINARY DESIGN 50%

This is the most important phase since this sets the path, which is followed throughout the project and includes design standards, methods of construction, and requirements of the Town. During this phase, GCG will review issues relating to current conditions and make recommendation to address these issues. Cost estimates would be prepared for the proposed layout. Also included in this phase would be the recommendations from the sewer, drainage and water improvements.

GCG Associates would create preliminary base drawings at an appropriate scale. Preliminary design plans will be prepared and incorporate the information obtained through the field surveys. The drawings will show all existing information, the proposed location of water and sewer mains. We use multi-color drawings for our preliminary design, so the design intent is clear, appurtenances, alternatives, and potential conflicts or problem areas. With a vivid picture for review, nothing is overlooked or forgotten.

Using the information developed at the preliminary design, we will be able to determine feasibility cost and effectiveness of various approaches and recommend the best approach to meeting the project goals.

GCG Associates will meet with Town Officials to review the details of the preliminary design, including the locations of the improvements, project scheduling, funding, and permits. We will prepare a list of the permits required for the project prior to meeting with the Town. When the preliminary design is prepared, review it with all interested parties, pointing out areas where we have concerns or questions and review in detail the construction and how it will proceed. We then ask the Town for review and comment.

GCG Associates will prepare a preliminary cost estimate in enough detail for the Town to determine the amount of work, which may be completed. Our construction estimates, including preliminary estimates, have proven to be extremely accurate and very reliable for budgeting purposes.

G. FINAL DESIGN, CONTRACT DOCUMENTS, PERMITTING AND TRAFFIC MANAGEMENT PLAN

Design plans will be finalized based on comments received from the preliminary design review. Plans will include construction details required to construct the project and address areas requiring special consideration. Our final design plans, specifications, and contract documents will include:

- Depiction of all the existing utilities showing the relationship and compatibility with the proposed improvements.
- The plans and specifications, which clearly indicate the construction and compaction techniques, construction materials, pipe sizes, and composition, location of all utilities within the project area, specifications for sewer and water replacement, traffic management, road reconstruction, and other affected properties.
- Requirements for safety signing, traffic control, policing and safety requirements for the contract.

Plans, specifications, bid, and contract documents will be prepared in accordance with:

- The provisions of Massachusetts General Laws (MGL) as they are applicable
- The water system design standards of the Massachusetts Department of Environmental Protection.
- Town of Buckland Standards

PLAN OF SERVICES

Bid documents will be prepared for unit price bidding of all items HUD requirements

Contract documents and specifications shall be prepared in accordance with the Town's legal and administrative regulations. Technical specifications detailing type of materials and methodology to be used will be included with the contract documents. Documents will include advertisement for bid, instruction to bidders, permits, payment provision, general conditions, bid items, quantities, and state wage rates.

A final construction estimate of the expected construction cost will be prepared, based on the latest bid pricing information available.

Following final review of the contract documents, GCG Associates will make final revisions as necessary to expedite bidding the project.

H. BIDDING

Our approach in bidding is to seek as many bids as possible by advertising the project as widely as practical including local area newspapers, the Central Register, and many electronic media constructions posting companies. We also send copies of the advertisement for bids directly to area contractors that we know can satisfactorily complete the work. We continuously bid projects and are in contact with contractors and publication services, which would be notified when, bidding the project.

I. CONSTRUCTION ADMINISTRATION

GCG Associates will provide on-going coordination and oversight of the construction process, administer the construction contract, and maintain communications with the Town, through the regular progress meetings with the Town.

We will conduct periodic site visits to observe and evaluate the progress and quality of the contractor's work to ensure compliance with project plans and construction schedules and any other federal, state, or local laws, regulations, or requirements.

We will keep the Towns informed of the construction progress both in terms of budget and schedule. We will address all resident concerns, traffic issues, and other questions to ensure that the project progresses smoothly.

J. CONSTRUCTION OBSERVATION

GCG Associates will provide an experienced and highly qualified resident engineer to provide full-time resident engineering services. Activities of the resident inspector would include, but not be limited to:

- Full-time, on-site monitoring of project to ensure compliance with the contract documents.
- Monitor testing, as required, and review construction submittals for compliance.
- Maintain orderly files at the job site and keep a daily log of activities, work schedules, and quantities of work completed. Obtain all necessary documents and interviews with contractor's employees to determine compliance with contract documents.
- Review monthly payment requests by the Contractor.
- Serve as the representative of GCG Associates in day-to-day contact with the public and with the contractor.
- Complete a final inspection of the project and prepare a written report.

PLAN OF SERVICES

- Provide Resident Inspector services during construction.
- Resident inspector will prepare daily site reports
- Hold periodic job site meetings with representatives of the Town, Grant Administrator, and neighborhood representatives; prepare and distribute minutes
- Coordinate and conduct preconstruction meeting
- Engineer will observe construction at least weekly
- Conduct employee interviews of 1 person per trade throughout the project construction
- Respond to requests for information (RFI) from the contractor
- Review and certify payment requests prior to submission to the Town
- Collect and review shop drawings
- Review and recommend any change proposals and/or change orders submitted by the contractor
- Advise the Grant Administrator and the Town on requests for change orders
- Maintain project budget
- Attend at least two (2) public meetings for the purpose of discussions of this project, including at least one (1) neighborhood meeting.
- Work with the Town's Grant Administrator on a regular basis to outline project progress, budget status, and identify any problems with sufficient time to make calculated decisions
- Coordinate site inspections by Town departments and Water District
- Take before, during, and after photos.

K. PROJECT CLOSE OUT

Consultant will assist the Town in closing out the project by reconciling project expenses against the budget, identifying all project accomplishments to date, and authorizing final payments. The following is a partial list of tasks to be completed by GCG

- Issue the Certificate of Substantial Completion
- Prepare full as-is plans
- Participate in developing punch list for project and assist in their review
- Reconcile construction costs with project budgets
- Make recommendation on request for final payment
- Issue certificate of final completion, warranties, lien releases
- Authorize final payments, including release of retainage
- Provide project closeout documentation, including final information for the Town's quarterly report to DHCD, labor utilization rates of minority and women owned businesses.

PROJECT TEAM

SECTION 2

PROJECT TEAM



MICHAEL CARTER, P.E.



JAMES COE

The project team for the Lower Ashfield Street Reconstruction Project in Buckland would consist of the following people supplemented by additional staff as required.

NAME	PROJECT ROLE
Michael Carter, P.E.	President, Project Manager
James Coe	Construction Manager
Lucas Brinkman	Construction Observation

1. *Project Design and Construction Administration:* Mr. Michael Carter, the owner of the company, will act as the overall coordinator of the project. Mr. Carter will be the primary contact with the Town. Mr. Carter has performed the design and construction administration for numerous projects funded by CDBG. The secondary contacts will be Mr. Lucas Brinkman who will have the support of Mr. Carter or Mr. James Coe GCG's overall construction manager. GCG Associates always has two contract individuals to ensure quick responses to our clients should one contact person not be available. One of these individuals would attend all meetings with officials during construction.

2. *Construction Observation:* Mr. Brinkman would serve as the resident observing construction on a full time or part time basis depending on what phase construction is in at a particular time. Mr. Brinkman has over 9 years of experience in design and construction of projects. Mr. Brinkman was the primary designer of the project and has the important knowledge of the details of the design and why certain things were designed so field decisions can easily be made during construction.

This project team is currently working together on a variety of different type of civil engineering projects. The current workload for this project team has an opening to allow for the project to proceed on schedule and be constructed this year as planned. **This project would fit into our current workload.**

The project team as listed above has worked on over 50 roadway/utility projects in the past five years. The projects range in size from \$100,000 to \$2,000,000. Many of these projects are funded through CDBG. In Section 3 of the proposal, you will find a more detailed description of some of these projects which project team has worked on. The following is a sample list of the projects like the Lower Ashfield Street Improvement project.

CDBG Projects (sample list)

Hedge Street – Phase 1 and 2 – Fairhaven
 Deerfield Avenue Reconstruction – Phase 1 and 2 – Shelburne
 Bridge Street Improvements - Shelburne
 Walnut Street Reconstruction- Clinton
 Nelson Street Reconstruction – Clinton
 Green Street – Buckland, MA
 North Street Phase II & III – Buckland, MA
 Francis Reconstruction – Fairhaven, MA
 Nelson Way Reconstruction – Clinton, MA
 Park and Sproat Street Reconstruction – Middleborough, MA
 Park Ave and Main Street Reconstruction Project – Fairhaven, MA
 Grove Street Water Main and Roadway Reconstruction Project – Clinton, MA
 Bay Avenue East Reconstruction Project – Hull, MA
 Chestnut Street Neighborhood Reconstruction Project – Milford, MA
 Spring Street Reconstruction Project – Fairhaven, MA
 Middle Street Reconstruction Project Phase II – Fairhaven, MA
 Green Street Reconstruction Project – Fairhaven, MA
 Main Street Reconstruction Project – Fairhaven, MA
 Middle Street Reconstruction and Infrastructure Project – Fairhaven, MA Bridge Street
 Reconstruction, and Infrastructure Project – Fairhaven, MA

Municipal Projects

Ross Road	Millis
Ridge Street Culvert Replacement	Millis
Walnut Street	Lexington
Minuteman Bikeway Drainage Project	Lexington
Crestview/ Klifford	Millis
Farm Street Culvert	Millis
Island Road/Causeway Street Culverts	Millis
Pleasant Street Sidewalk (2 Phases)	Millis
Fort Street	Fairhaven
Forest Road (Water Main Ext.)	Millis
Route 109 Culvert Replacement	Millis
Winthrop St. Sidewalk/ Hancock St.	Lexington
Birch Street (Water Main)	Clinton
Green Street Roadway Reconstruction	Fairhaven
Shore Road Drainage Project	Fairhaven
Irving Street Water Main	Millis
Rosenfeld Road Drainage	Millis
Various Streets Roadway Imp.	Franklin
Northgate Neighborhood	Franklin

QUALIFICATIONS SIMILAR PROJECTS



SECTION 3

QUALIFICATIONS AND SIMILAR EXPERIENCE

SUMMARY OF QUALIFICATIONS

GCG Associates, Inc. is a multi-disciplined civil engineering and land surveying firm with our primary office in Wilmington, Massachusetts. In 1986, GCG was established as an independent engineering firm to provide planning, design, and construction services for civil, roadway, drainage, structural, sanitary, and environmental engineering projects for public clients.

The project team for GCG brings decades of diversified experience in various civil engineering and land surveying services. The project team has successfully completed projects including impact studies, feasibility studies, detailed design plans, and construction management for the whole spectrum of civil works. The project team has performed design, construction administration and observation for many projects funded by state and federal funds for various municipalities in Massachusetts. GCG offers in-house capability to provide the required personnel and support resources necessary to assist clients in all types of projects to meet their individual needs.

GCG Associates is supported by a staff of fifteen specialized talented engineers, designers, technicians, computer programmers, construction inspectors, resident engineers, and surveyors to provide high quality products in design and construction management. We have structural and geotechnical experience in the design of underground structures, tanks, retaining walls, bridges, and buildings.

Our reports are factual and to the point. We will answer the questions you want answered and, in the process, develop approaches that enable you to implement cost-effective programs. We always strive to be responsive to the specific needs of the client. We have the latest in computer aided design systems to produce designs accurately and efficiently. With AutoCAD CIVIL3D we can integrate surveys, aerial mapping, architectural design, and utilities into one system to produce a coordinated set of design drawings.

Our civil engineers are experienced in the study and design of water, sewer, and drainage systems, and transportation projects. We are staffed with surveyors, construction inspectors, and resident engineers who ensure that the final product meets the client's needs. We have coupled our individual talents to maximize the usefulness of our product while minimizing the overall cost of our services.

Cost/Estimating: GCG Associates, Bids projects on a regular basis and has an in-house database for projects bid for public works types of projects. This database allows us to provide accurate and up to date cost estimates.

GCG provides civil engineering and land surveying for many cities and towns in Massachusetts. These design services may include working on projects with culverts, roadway, municipal infrastructure (water, sewer, and drain), and surveying. The following is a list of some of the municipalities which we currently provide on-call services or project related services for and the year we started working with the municipality.

QUALIFICATIONS AND SIMILAR EXPERIENCE

GCG Provided design, bidding, construction administration and observation services for each of these projects. On the previous page under project team a longer list of CDBG type projects is provided.

PROJECTS FROM 2013 TO 2018 FUNDED BY CDBG

Project Name	Year	Town	Project Components							ADA Ramps	Construction Cost	
			Neighborhood Project	CDBG Funding	Street	Sidewalk	Water	Sewer	Drainage			Curb
Hedge Street Roadway Project	2019-20	Fairhaven	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$446,546
Deerfield Avenue Roadway Improvements	2019-20	Shelburne	✓	✓	✓	✓	✓		✓	✓	✓	\$353,035
Deerfield Avenue Roadway Improvements	2018-19	Shelburne	✓	✓	✓	✓			✓	✓	✓	\$330,031
Walnut Street Roadway Improvement Project	2018-19	Clinton	✓	✓	✓	✓	✓		✓	✓	✓	\$963,400
Hedge Street Roadway Project	2018-19	Fairhaven	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$631,923
Central Street Parking Lot Improvement	2017-18	Southbridge		✓	✓	✓			✓	✓	✓	\$793,000
Bay Ave East Roadway Reconstruction	2017-18	Hull	✓	✓	✓	✓		✓	✓	✓	✓	\$469,563
Overland Street Reconstruction -Phase III	2016-17	Southbridge	✓	✓	✓	✓				✓	✓	\$536,666
Oxford Terrace Improvements	2016-17	Fairhaven	✓	✓	✓	✓			✓	✓	✓	\$481,644
North Street Roadway Improvements	2016-17	Buckland	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$564,536
Nelson Street Roadway Improvements	2016-17	Clinton	✓	✓	✓	✓			✓	✓	✓	\$264,104
Overland/Chestnut St. Improvements - Phase II	2015-16	Southbridge	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$254,421
Chestnut St. Improvements - Phase I	2015-16	Southbridge	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$460,468
Francis Street Reconstruction Project	2014-15	Fairhaven	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$794,866
Elliot, Park and Sproat Street Improvements	2014-15	Fairhaven	✓	✓	✓	✓	✓		✓	✓	✓	\$371,964

QUALIFICATIONS AND SIMILAR EXPERIENCE

HEDGE STREET ROADWAY AND INFRASTRUCTURE PROJECT- PHASE 1 AND 2 FAIRHAVEN, MA (PROJECT #1)

GCG Associates provided design, grant report, bidding and construction administration and services for reconstruction of Hedge Street from the Main Street intersection to the Acushnet River in Fairhaven, MA which was funded by a CDBG over two funding periods. The total length of the project was approximately 1200 feet and was completed in phases starting in 2017 and finishing the second phase in 2019. Two separate grant cycles from the CDBG funded the project.

Phase 1: The first phase of the project involved infrastructure and roadway improvements from the Acushnet River to Cherry Street which was approximately 550 feet in length. The sewer system was in poor condition and the sewer main, and services were both replaced. At the end of the street a reinforce concrete wall was located at the edge of the river. This wall had deteriorated over the years and was replaced which involved working in the Acushnet River to construct the wall. The existing drainage system was completely replaced, and a stormwater treatment device was installed to treat runoff prior to discharging into the Acushnet River. The street, curbing and sidewalk were removed and replaced with new pavement, curbing, and sidewalks. New trees were added to improve the aesthetics of the street. Engineering services provided included the preparation of a full detail topographic survey, soil analysis, roadway and pavement design, drainage system design, and preparation of the following: existing conditions plans, engineering construction drawings, grant report, infrastructure evaluation, construction cost estimate, project specifications and bid documents.



Before



After

QUALIFICATIONS AND SIMILAR EXPERIENCE

Phase 2: This project was a continuation of the first phase which would complete the reconstruction of Hedge Street from Cherry to Main Street. The design and construction included replacing the existing old and undersized water main services, some sewer improvements, drainage improvements. The road was reconstructed with a new base and pavement. Walkways were replaced and ADA compliant ramps were installed.

This phase was in a business district so during construction temporary provisions were necessary throughout construction to allow the business to operate. The length of the project was approximately 550 feet. This project was constructed during COVID19 pandemic which added additional requirements to completing the construction.



After construction

Bid documents prepared by GCG included an itemized bid and supporting technical specifications for the construction of the project and all required State documentation to publicly bid and award the project.

GCG provided construction administration and inspection services to the Town of Fairhaven for this project. These services included the advertising and bidding of the project, assisting the Town in the selection of a contractor and contract award, administering all contract documents, review and approval of shop drawing submittals, construction engineering to address issues during construction and to work with residents, inspection services to ensure that the project was built according to the plans and specifications, review, and processing of payment requisitions. GCG processed all paperwork required by CDBG.

QUALIFICATIONS AND SIMILAR EXPERIENCE

FRANCIS STREET IMPROVEMENT PROJECT – FAIRHAVEN, MA (PROJECT #2)

GCG Associates provided design, grant report, bidding and construction administration and services for reconstruction of approximately 1,200 feet of Francis Street in Fairhaven, MA which was funded by a CDBG. The project consisted of reclamation and reconstruction of the existing roadway, narrowing the existing roadway layout, modification to the vertical alignment of the existing roadway to improve storm water drainage, removal and resetting of granite curbing, ADA compliant concrete sidewalks and ramps, drainage structure, water and sewer replacement, drainage improvements, improvement of safety features and beautification of the roadway. Design of utilities included approximately seven hundred linear feet of new sanitary sewer, 1,500 linear feet of new storm water drainage and replacement of some of the water main.

Engineering services provided included the preparation of a full detail topographic survey, soil analysis, roadway and pavement design, drainage system design, and preparation of the following: existing conditions plans, engineering construction drawings, grant report, infrastructure evaluation, construction cost estimate, project specifications and bid documents.

The design incorporated the use of AutoCAD/Civil3D design system to select the best and most cost-effective design to meet both state and local roadway design standards. Construction drawings included roadway plans, profiles and construction details illustrating proposed grades and alignments, existing and proposed utility improvements, MassDOT and ADA compliant sidewalks and granite curbing. Bid documents prepared by GCG Associates included an itemized bid and supporting technical specifications for the construction of the project and all required State documentation to publicly bid and award the project. GCG Associates provided construction administration and inspection services to the Town of Fairhaven for this project. These services included the advertising and bidding of the project, assisting the Town in the selection of a contractor and contract award, administering all contract documents, review and approval of shop drawing submittals, construction engineering to address issues during construction and to work with residents, inspection services to ensure that the project was built according to the plans and specifications, review, and processing of payment requisitions. GCG processed all paperwork required by CDBG.



Francis Street Post Construction



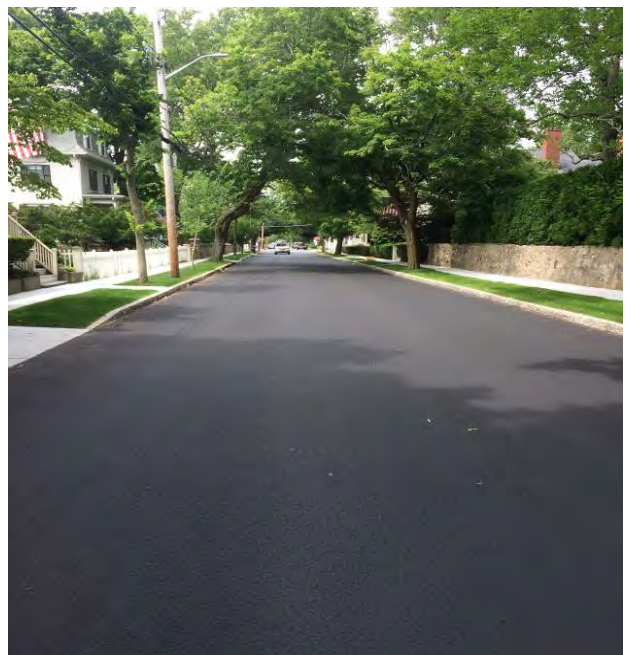
Francis Street Pre-Construction

QUALIFICATIONS AND SIMILAR EXPERIENCE

GREEN STREET PHASED ROADWAY IMPROVEMENT PROJECTS – FAIRHAVEN, MA (PROJECT #3)

GCG Associates provided phased design, bidding, and clerk of works services for reconstruction of approximately 5,000 feet of Green Street in Fairhaven, MA. The project was designed for three phases of construction and was based upon available annual Chapter 90 funding. All phases of construction are complete with a total project cost of about 2.5 million dollars. The project consisted of the full depth reclamation of the existing street and the modification to the vertical alignment of the existing roadway to improve storm water drainage, new and removal and resetting of granite curbing, ADA compliant brick paver and concrete sidewalks, drainage structure and piping improvements, water, and sewer system upgrades as needed and the improvement of safety features and beautification of the roadway.

Engineering services provided included the preparation of a full detail topographic survey, soil analysis, roadway and pavement design, test pits, drainage system design, water and sewer system upgrades, ADA compliant curb and sidewalk design, public hearings, and the in-depth evaluation of existing street trees for removal and replacement. The preparation of the following: presentation plans for hearings, existing conditions plans, engineering construction plans, construction cost estimate, project specifications and bid documents. Bid documents prepared by GCG Associates included an itemized bid and supporting technical specifications for the construction of the project and all required State documentation to publicly bid and award the project. GCG Associates provided construction administration and inspection services to the Town of Fairhaven for this project. These services included the advertising, MassDOT prequalification and bidding of the project, assisting the Town in the selection of a contractor and contract award, administering all contract documents, review and approval of shop drawing submittals, construction engineering to address issues during construction and to work with residents, inspection services to ensure that the project was built according to the plans and specifications, and review and processing of payment requisitions.



Phase I - Green Street Before and After Construction

QUALIFICATIONS AND SIMILAR EXPERIENCE



Phase I - Green Street Before and After Construction



Phase II - Green Street Construction



Phase III - Green Street Before and After Construction

QUALIFICATIONS AND SIMILAR EXPERIENCE

WALNUT STREET IMPROVEMENTS PROJECT – CLINTON, MA (PROJECT #4)

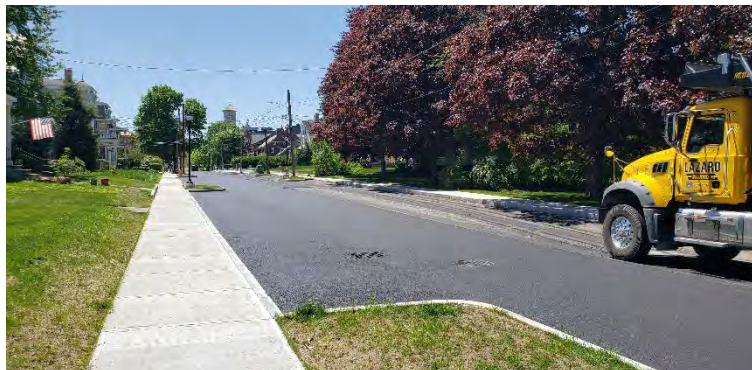
GCG Associates provided design, bidding, and construction services for the reconstruction of 1,350 feet of Walnut Street in Clinton, MA. The project was funded through the Massachusetts Community Development Block Grant Program and Town Funds.

The project consisted of full depth reconstruction of the existing roadway and sidewalk, modification of the vertical alignment of the existing roadway to improve drainage on the roadway, drainage structure and piping improvements, water main replacement, additional on-street parking, installation of new granite curbing, and improvement of safety features of the roadway. Engineering services provided included a full detail topographic survey, roadway design, pavement design, utility design, and preparation of the following: existing conditions plans, engineering construction drawings, project specifications, and a construction cost estimate.

GCG Associates provided construction administration services to the Town of Clinton for this project. These services included advertising and bidding the project, assisting the Town in the selection of a contractor, contract award assistance, resident engineer duties, full time construction observation services, monitoring the progress of construction, addressing issues with construction and residents, review and approval of shop drawing submittals, review, and processing of payment requisitions. GCG Associates also provided all paperwork and documentation required to comply with CBDG requirements.



Before Construction



Construction 2019

QUALIFICATIONS AND SIMILAR EXPERIENCE

DEERFIELD AVENUE ROADWAY AND PARKING LOT RECONSTRUCTION PROJECT- PHASE 1 AND 2 – SHELBURNE, MA (PROJECT #5)

GCG Associates provided design, grant report, bidding and construction administration and services for reconstruction Of Deerfield Ave and a parking lot in Shelburne, MA which was funded by a CDBG over two funding periods.

Phase 1: The project consisted of reclamation and reconstruction of the existing roadway, modification to the vertical alignment of the existing roadway to improve storm water drainage, removal and resetting of granite curbing, installation of new granite curbing, new concrete sidewalks and ramps, removal and replacement of the drainage structures, drainage improvements, removal of existing timber wall and installation of new field stone wall, removal and replacement of the pump station fence, additional street lighting, improvement of safety features and beautification of the roadway. Design of utilities included removal and replacement of approximately two hundred linear feet of storm water drainage. Engineering services provided included the preparation of a full detail topographic survey, soil analysis, roadway and pavement design, drainage system design, and preparation of the following: existing conditions plans, engineering construction drawings, grant report, infrastructure evaluation, construction cost estimate, project specifications and bid documents.



Deerfield Ave Wall Post Construction



Deerfield Ave Pre-Construction



Deerfield Ave Parking Lot Grading

Phase 2: This project was a continuation of the first phase which would complete the reconstruction of Deerfield Avenue from the end of phase one to Bridge Street. The design and construction included replacing the existing old and undersized water main, some sewer improvements, drainage improvements. The road was reconstructed with a new base and pavement. Walkways were replaced and ADA compliant ramps were installed. This phase was in a business district so during construction temporary provisions were necessary throughout construction to allow the business to operate. This project was constructed during COVID19 pandemic which added additional requirements to completing the construction.

QUALIFICATIONS AND SIMILAR EXPERIENCE



Before construction



After construction

Bid documents prepared by GCG included an itemized bid and supporting technical specifications for the construction of the project and all required State documentation to publicly bid and award the project. GCG provided construction administration and inspection services to the Town of Shelburne for this project. These services included the advertising and bidding of the project, assisting the Town in the selection of a contractor and contract award, administering all contract documents, review and approval of shop drawing submittals, construction engineering to address issues during construction and to work with residents, inspection services to ensure that the project was built according to the plans and specifications, review, and processing of payment requisitions. GCG processed all paperwork required by CDBG.

QUALIFICATIONS AND SIMILAR EXPERIENCE

NORTH STREET IMPROVEMENTS PROJECT – BUCKLAND, MA (PROJECT #6)

GCG Associates provided design, CDBG grant assistance, bidding, and construction observation services for the reconstruction of 1,100 feet of North Street in Buckland, MA. The project was funded through the Massachusetts Community Development Block Grant Program.

The project consisted of design of water and sewer improvements under an existing railroad bridge, full depth reconstruction of the existing roadway and sidewalk, modification of the vertical alignment of the existing roadway to improve drainage on the roadway, drainage structure and piping improvements, installation of new granite curbing, and improvement of safety features of the roadway.

Engineering services provided included a full detail topographic survey, roadway design, pavement design, utility design, and preparation of the following: existing conditions plans, engineering construction drawings, project specifications, and a construction cost estimate.

The design used in-house Civil3D design system to select the best and most cost-effective design that meets both state and local roadway design standards. Construction drawings and specifications included the roadway plan and profile and construction details illustrating proposed grades, existing utilities, and proposed drainage improvement.

GCG Associates provided construction administration services to the Town of Buckland for this project. These services included advertising and bidding the project, assisting the Town in the selection of a contractor, contract award assistance, resident engineer duties, full time construction observation services, monitoring the progress of construction, addressing issues with construction and residents, review and approval of shop drawing submittals, review, and processing of payment requisitions. GCG Associates also provided all paperwork and documentation required to comply with CBDG requirements.



Sewer construction North St.



Final Pavement North Street

QUALIFICATIONS AND SIMILAR EXPERIENCE

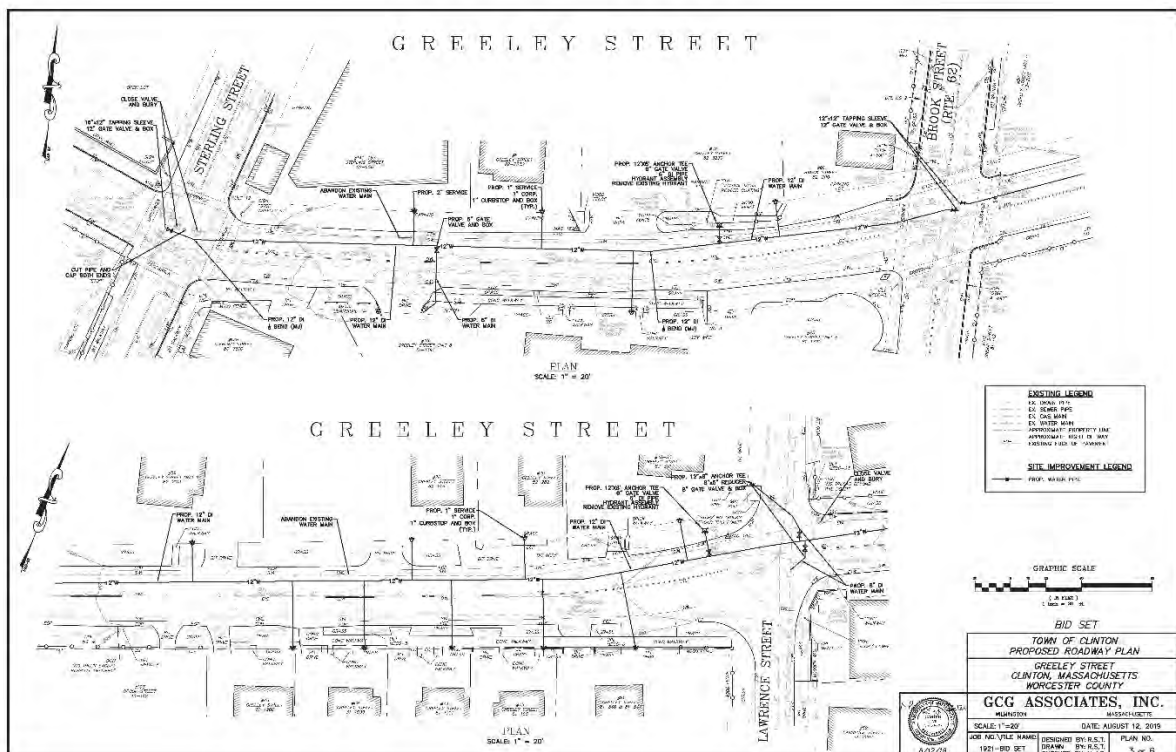
GREELEY STREET WATER MAIN REPLACEMENT PROJECT – CLINTON, MA (PROJECT #7)

GCG Associates has been contracted to provide design and bidding services for the upgrade and replacement of 1,100 feet of water main for the Greeley Street Water Main Replacement project. This project involves abandoning or removal existing six inch and four inch main, replacement with new 8" ductile iron water main, replacement of all services with copper piping, and multiple existing utility line crossings.

Greeley Street is a main street through that runs from downtown Clinton to the Lancaster town line. The town will require coordination with other projects going on in Town from a traffic management standpoint. The project is the first phase of work within Greeley Street and the next phase will reconstruct the street to improve roadway quality and accessibility. The preliminary construction cost was estimated to be \$320,000. Engineering services provided included a full detail topographic survey with subsurface utility information research, water main design, water service and fire hydrant replacement, and preparation of the following: existing conditions plans, engineering construction drawings, project specifications, and construction cost estimates.

The design used in-house Civil3D design system to select the best and most cost-effective design that meets local municipality's design standards. Construction drawings and specifications included the roadway plan and profile and construction details illustrating proposed grades, existing utilities, and proposed water system improvements.

The following is a sample sheet from the set of design plans.



QUALIFICATIONS AND SIMILAR EXPERIENCE

GROVE STREET INFRASTRUCTURE IMPROVEMENTS PROJECT – CLINTON, MA (PROJECT #8)

GCG Associates provided design, bidding, and clerk of works services for the reconstruction of 1,420 feet of Grove Street in Clinton, MA. The project was funded through the Massachusetts Community Development Block Grant Program.

The project consisted of full depth reconstruction of the existing roadway, modification of a portion of the vertical alignment of the existing roadway to improve drainage on the roadway, drainage structure improvements, water main replacement, and improvement of safety features of the roadway.

Engineering services provided included a full detail topographic survey, soil analysis, roadway design, pavement design, utility design, permitting through the local Conservation Commission, and preparation of the following: existing conditions plans, engineering construction drawings, project specifications, and a construction cost estimate.

The design used in-house AutoCAD/DCA design system to select the best and most cost-effective design that meets both state and local roadway design standards. Construction drawings and specifications included the roadway plan and profile and construction details illustrating proposed grades, existing utilities, and proposed drainage improvement.

GCG Associates provided construction administration services to the Town of Clinton for this project. These services included advertising and bidding the project, assisting the Town in the selection of a contractor, contract award assistance, resident engineer duties, full time construction observation services, monitoring the progress of construction, addressing issues with construction and residents, review and approval of shop drawing submittals, review, and processing of payment requisitions. GCG Associates also provided all paperwork and documentation required to comply with CDBG requirements.



Grove Street Preconstruction



Grove Street Post Construction

QUALIFICATIONS AND SIMILAR EXPERIENCE

2019 ANNUAL ROADWAY IMPROVEMENT PROGRAM - FALL RIVER, MA (PROJECT #9)

GCG Associates provided design, bidding, construction administration and inspection services to evaluate and improve forty streets with a total length of approximately 30,000 feet for the City of Fall River, 2019 Annual Roadway Improvement Program. GCG Associates evaluated the components of the existing roadway infrastructure for each street and made recommendations for the most economical and necessary roadway infrastructure improvements. The recommendations consisted of a mix of full depth excavation, micro-milling, full depth reclamation or overlaying of the existing streets, new and removal and resetting of granite curbing and bituminous berms and curbs, MassDOT and ADA compliant asphalt and concrete sidewalks and curbs, drainage improvements, and the improvement of safety features and beautification of the roadway. GCG prepared a cost comparison review of the options available to replace or improve the roadway infrastructure and based upon the options chosen by the City, GCG then prepared detailed construction cost estimates for each street totaling \$4,000,000.

GCG Associates provided bidding, construction administration and inspection services to the City of Fall River for the 2019 program. The thirty-four streets with a total length of 16,000 feet bid were based upon condition and available funds. Bid documents prepared by GCG Associates included a current MassDOT compliant itemized bid, supporting technical specifications for construction and all required State documentation to publicly bid and award the project. These services included coordination with the City purchasing department to publicly advertise in the local newspaper and COMMBUYS, bidding of the project, preparation of MassDOT prequalification, assisting the City in the selection of a contractor and contract award, administering all contract documents, review and approval of shop drawing submittals, construction engineering to address issues during construction and to work with residents, inspection services to ensure that the project was built according to the specifications, measure quantities and review and process payment requisitions. Engineering services provided as needed during the construction consisting of full detail topographic survey, soil analysis, roadway and pavement design, test pits, drainage system design, ADA compliant curb and sidewalk design. In addition, GCG Associates also simultaneously provided construction administration and inspection services to complete the City of Fall River 2018 program construction. The total 2018 project cost was approximately \$2,200,000 and the total 2019 project cost was approximately \$3,000,000.

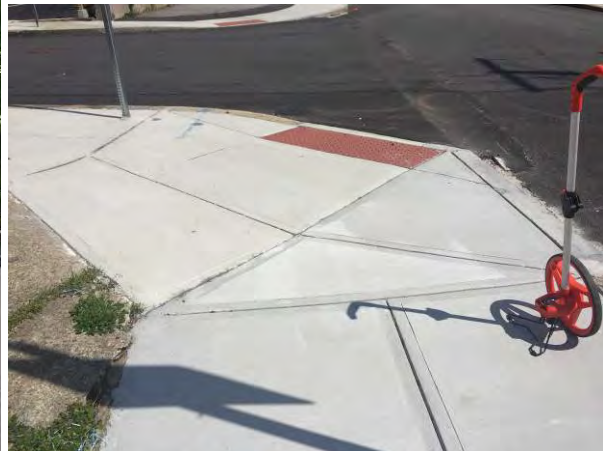


Borden Street – Stamped Concrete Construction

QUALIFICATIONS AND SIMILAR EXPERIENCE



Second Street – Road Reconstruction and Sidewalks



Cliff Place Road Reconstruction

QUALIFICATIONS AND SIMILAR EXPERIENCE

2020 ANNUAL ROADWAY IMPROVEMENT PROGRAM - FALL RIVER, MA (PROJECT #10)

GCG Associates provided design, bidding, construction administration and inspection services to evaluate and improve ten streets with a total length of approximately 7,000 feet for the City of Fall River, 2020 Annual Roadway Improvement Program. GCG Associates evaluated the components of the existing roadway infrastructure for each street and made recommendations for the most economical and necessary roadway infrastructure improvements. The recommendations consisted of a mix of full depth excavation, micro-milling, full depth reclamation or overlaying of the existing streets, new and removal and resetting of granite curbing and bituminous berms and curbs, MassDOT and ADA compliant asphalt and concrete sidewalks and curbs, drainage improvements, and the improvement of safety features and beautification of the roadway. GCG prepared a cost comparison review of the options available to replace or improve the roadway infrastructure and based upon the options chosen by the City, GCG then prepared detailed construction cost estimates for each street totaling \$800,000.

GCG Associates provided bidding, construction administration and inspection services to the City of Fall River for the 2020 program. The ten streets bid were based upon condition and available funds. Bid documents prepared by GCG Associates included a current MassDOT compliant itemized bid, supporting technical specifications for construction and all required State documentation to publicly bid and award the project. These services included coordination with the City purchasing department to publicly advertise in the local newspaper and COMMBUYS, bidding of the project, preparation of MassDOT prequalification, assisting the City in the selection of a contractor and contract award, administering all contract documents, review and approval of shop drawing submittals, construction engineering to address issues during construction and to work with residents, inspection services to ensure that the project was built according to the specifications, measure quantities and review and process payment requisitions. Engineering services provided as needed during the construction consisting of full detail topographic survey, soil analysis, roadway and pavement design, test pits, drainage system design, ADA compliant curb and sidewalk design. The total project cost was approximately \$900,000.



Topcoat Bart and Fruit Streets

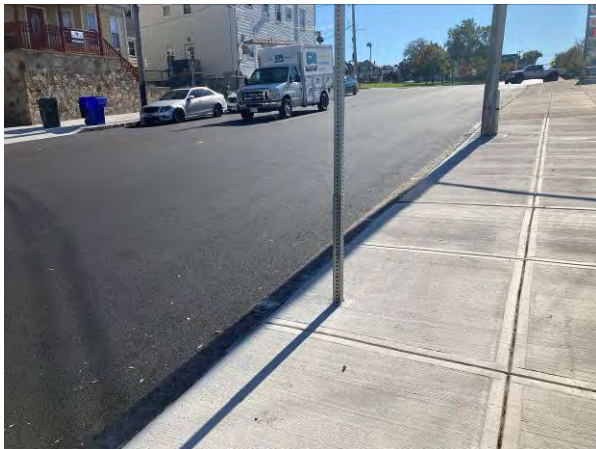
QUALIFICATIONS AND SIMILAR EXPERIENCE



Mill and Pave Sidney Street Neighborhood



Broadway Mill and Levelling Paving Course



Broadway Paving and Sidewalk/Curb Construction

QUALIFICATIONS AND SIMILAR EXPERIENCE

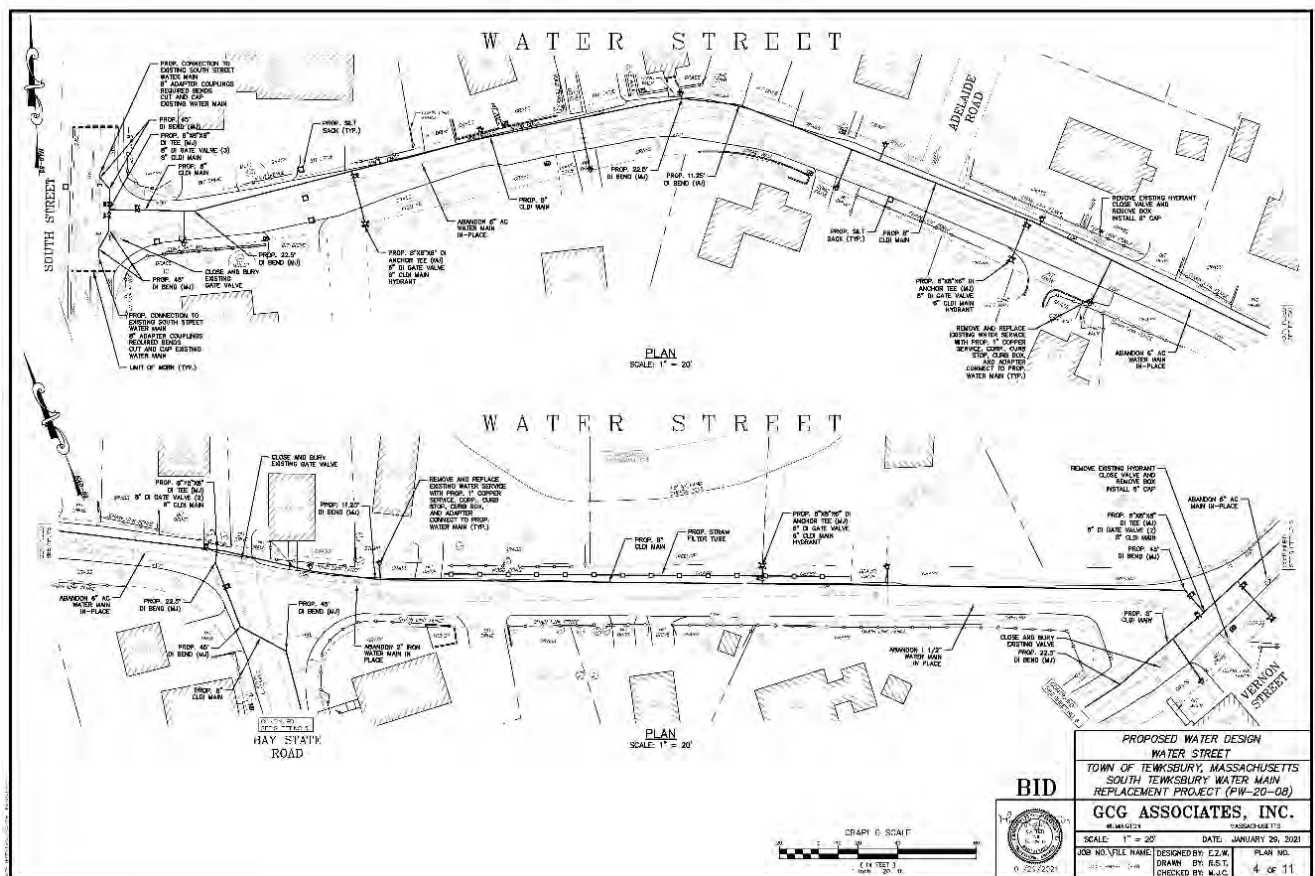
SOUTH STREET NEIGHBORHOOD WATER MAIN REPLACEMENT PROJECT – TEWKSBURY (PROJECT#12)

GCG Associates provided design, bidding and construction administration and observation services for the reconstruction of 15,500 feet of water main replacement in the South Street Neighborhood. The project involved abandoning or removal of AC pipe and replacement with 8" ductile iron pipe. Temporary bypass was provided for all residents during construction.

The project was bid in two phases. Phase one is complete and the second phase is currently ongoing. The overall project construction cost is \$3,500,000.

Engineering services provided included a full detail topographic survey, roadway design, pavement design, utility design, and preparation of the following: existing conditions plans, engineering construction drawings, project specifications, and a construction cost estimate.

The following is a sample sheet from the set of design plans.



QUALIFICATIONS AND SIMILAR EXPERIENCE

MAIN STREET (ROUTE 38) WATER MAIN REPLACEMENT PROJECT TEWKSBURY, MA (PROJECT #13)

GCG Associates provided design, bidding and construction administration and observation services for the replacement of 11,000 feet of water main and the abandonment of a separate 9,600 feet of existing water main for the Main Street Water Main Replacement projects. These projects involved abandoning or removal of asbestos cement (AC) water main, replacement with new 16", 12", 10, 8" and 6" ductile iron water main, replacement of all services with copper piping, abandoning an 8" AC water main and transferring all services and cross connections over to an existing 20" ductile iron main, and the installation of 20" insertion valves. Due to the size of this project, it has been broken down into four phases. Phase 1 entailed the installation of 2,400 feet of 8" water main, abandoning 1,000 feet of 8" AC watermain, tying over services and performing cross connections of existing mains to existing 20" ductile iron main. Phase 1's construction cost was \$1,000,000. Phase 2 entailed the installation of 4,600 feet of 12" and 8" water main. Phase 2's construction cost was \$1,000,000. Phase 3 and 4 entailed the installation of 3,600 feet of 12" and 8" water main, abandoning 8,600 feet of 8" AC watermain, tying over services and performing cross connections of existing mains to 20" ductile iron main and the installation of 20" insertion valves. Phase 3 and 4's total construction cost was \$2,300,000. All phases of this project combined has a total construction cost of \$4,300,000. The scope of all phases was within the Massachusetts State Highway Layout and required a MassDOT State Highway Access Permit and to be constructed per MassDOT standards. Engineering services provided included a full detail topographic survey with supplementary drone survey, roadway design, pavement design, utility design, and preparation of the following: existing conditions plans, engineering construction drawings, project specifications, and construction cost estimates. The design used in-house Civil3D design system to select the best and most cost-effective design that meets local municipality's design standards. Construction drawings and specifications included the roadway plan and profile and construction details illustrating proposed grades, existing utilities, and proposed water system improvements. GCG Associates provided construction administration services to the Town of Tewksbury for this project. These services included advertising and bidding the project, assisting the Town in the selection of a contractor, contract award assistance, resident engineer duties, full time construction observation services, monitoring the progress of construction, addressing issues with construction and residents, review and approval of shop drawing submittals, review, and processing of payment requisitions.



Installation of 20" Insertion Valve



20" Insertion Valve

QUALIFICATIONS AND SIMILAR EXPERIENCE

WHIPPLE ROAD WATER MAIN REPLACEMENT PROJECT – TEWKSBURY, MA (PROJECT #14)

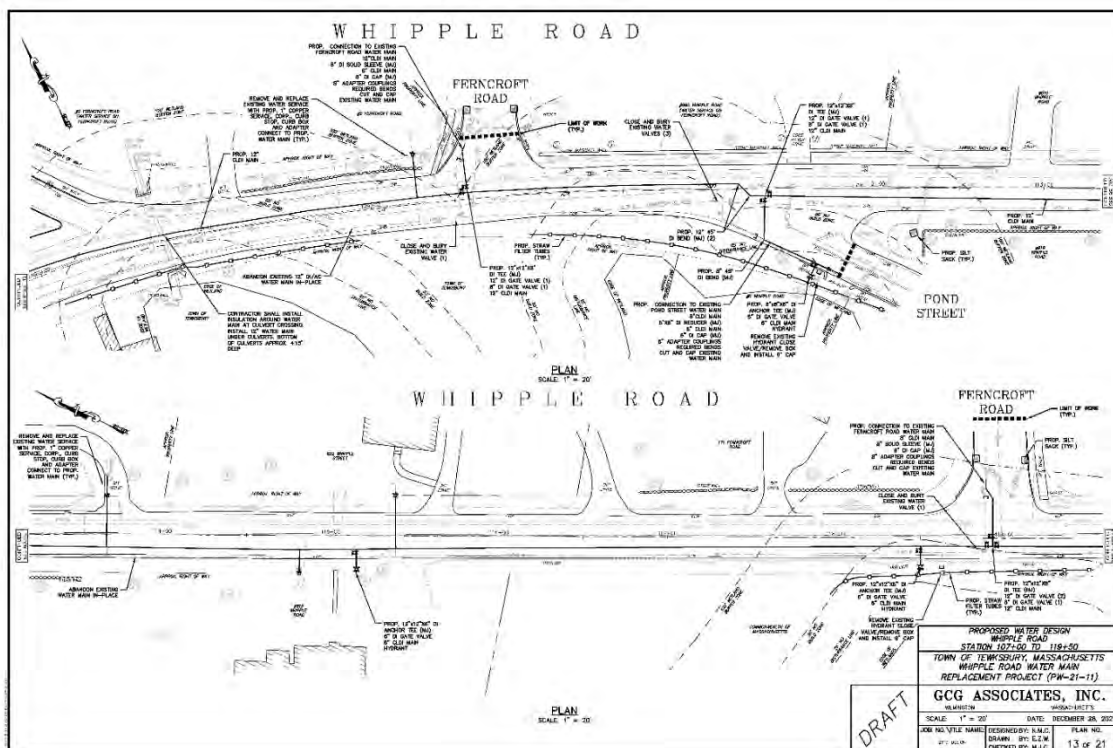
GCG Associates is currently providing design and bidding services for the replacement of 20,000 feet of water main for the Whipple Road Water Main Replacement project. This project involves abandoning or removal of asbestos cement (AC) water main, replacement with new 12" and 8" ductile iron water main, replacement of all services with copper piping, and multiple drainage culvert and gas transmission line crossings. Temporary bypass will be provided for all residents during construction per the Town's request.

Whipple Road is a main street through the Town of Tewksbury and will require a close coordination with other projects going on in Town from a traffic management standpoint. The Town is currently deciding if they will phase the project due to cost. The preliminary construction cost is \$6,300,000.

Engineering services provided included a full detail topographic survey with supplementary drone survey, roadway design, pavement design, utility design, and preparation of the following: existing conditions plans, engineering construction drawings, project specifications, and construction cost estimates.

The design used in-house Civil3D design system to select the best and most cost-effective design that meets local municipality's design standards. Construction drawings and specifications included the roadway plan and profile and construction details illustrating proposed grades, existing utilities, and proposed water system improvements.

The following is a sample sheet from the set of design plans.



QUALIFICATIONS AND SIMILAR EXPERIENCE

DOVER ROAD AND MAIN STREET WATER MAIN REPLACEMENT PROJECT, MILLIS, MA (PROJECT #15)

GCG Associates provided survey, design, bidding, construction administration and inspection services for the water main replacement and reconstruction of Dover Road and Main Street in two phases of construction. The limits extended from Union Street along Main Street and Old Dover Road to the Medfield Town Line along Dover Road - the total project length of approximately 8,000 feet.

The project consisted of the milling and paving of Main Street and Old Dover Road and full depth reconstruction of Dover Road, which included sidewalk and curbs, modifications to the roadway vertical alignment to improve surface drainage, and the replacement the existing 8" water main with a 12" water main extending to Medfield to provide an intermunicipal water system connection. Engineering services provided included a full detail topographic survey, soil analysis, roadway design, pavement design, utility design, permitting through the local Conservation Commission, and preparation of the following: existing conditions plans, engineering construction drawings and details, project specifications, and a construction cost estimate. GCG Associates provided construction administration and inspection services to the Town of Millis for this project. These services included advertising and bidding the project, assisting the Town in the selection of a contractor, contract award assistance, resident engineer duties, full time construction observation services, monitoring the progress of construction, addressing issues with construction and residents, review and approval of shop drawing submittals, and the review and processing of payment requisitions.



12" DI Water Main Construction

QUALIFICATIONS AND SIMILAR EXPERIENCE



Roadway Reconstruction

QUALIFICATIONS AND SIMILAR EXPERIENCE

2017 TO 2021 ANNUAL CHAPTER 90 ROADWAY IMPROVEMENT PROGRAM – MILLIS, MA (PROJECT #16)

GCG Associates provided bidding and construction administration services to evaluate and improve twenty-five streets with a total length of approximately 40,000 feet for the Town of Millis from 2017 to 2021 for the Town's Annual Chapter 90 Roadway Improvement Program. GCG Associates evaluated the components of the existing roadway infrastructure for each street and made recommendations for the most economical and necessary roadway infrastructure improvements. The recommendations consisted of a mix of full depth excavation, micro-milling, full depth reclamation or overlaying of the existing streets, new and removal and resetting of granite curbing and bituminous berms and curbs, MassDOT and ADA compliant asphalt and concrete sidewalks and curbs, drainage improvements, and the improvement of safety features and beautification of the roadway. GCG Associates prepared a cost comparison review of the options available to replace or improve the roadway infrastructure and based upon the options chosen by the Town and then prepared detailed construction cost estimates for each street totaling \$2,500,000.

Bid documents prepared by GCG Associates included a current MassDOT compliant itemized bid, supporting technical specifications for construction and all required State documentation to publicly bid and award the project. These services included coordination with the Town to publicly advertise in the local newspaper and COMMBUYS, bidding of the project, preparation of MassDOT prequalification, assisting the Town in the selection of a contractor and contract award, administering all contract documents, review and approval of shop drawing submittals, construction engineering to address issues during construction. GCG Associates provided engineering services as needed during the construction consisting of full detail topographic survey, soil analysis, roadway and pavement design, test pits, drainage system design, ADA compliant curb and sidewalk design.



RESUMES

SECTION 4



MIKE CARTER | PROJECT MANAGER

Registered Professional Engineer Massachusetts, New Hampshire, and Vermont.

Registered Professional Land Surveyor, Massachusetts

CONTACT



84 Main Street
Wilmington, MA 01887

(978) 657-9714 ext. 211

EDUCATION



Merrimack College
Bachelor of Science
Civil Engineer Major

Affiliations
ASCE, BSCE, AWWA

EXPERIENCE SUMMARY

Michael Carter formed the company in 1986 and is currently president. Mr. Carter's project experience includes 37 plus years of municipal experience in the design of many infrastructure projects and wastewater treatment facilities. Some of his work is as follows. Mr. Carter has been with GCG Associates since its inception and has survey as project manager on all projects contained herein and many others not listed in this proposal. Mr. Carter has been responsible for managing over 1500 projects since 1986 which include site improvement projects, infrastructure projects, roadway improvements, water system improvements, sewer projects, treatment plants, drainage improvements, and many miscellaneous projects for municipalities in Massachusetts. A fee sample projects from the past 37 years are listed below.

PROJECT EXPERIENCE

Francis Street Reconstruction Improvement Project – Fairhaven, Massachusetts

Prepared the engineering report and drawings required for the award of the Community Development Block Grant used to fund the project. The report consisted of an evaluation the existing roadway infrastructure condition according to DHCD requirements, recommended proposed roadway infrastructure improvements, detailed construction cost estimates and schedule. After the award of the grant, the design and construction of approximately 700 linear feet of new sanitary sewer, 1,500 linear feet of new storm water drainage and 1,200 linear feet of road reconstruction. Project responsibility included initial ground survey, preparation of engineering drawings, profiles and construction details, preparation of the construction cost estimates, specifications and was the resident engineer for the construction of the project. Responsibilities included providing full time construction observation, maintaining a daily log of contract items, oversight of everyday construction activities to insure conformance with the plans and specifications, and resolution of design/construction conflicts.

Green Street Roadway Improvement Project –Phase I – Fairhaven, Massachusetts

Design and reconstruction of approximately 1,200 feet of a section of Green Street in Fairhaven, MA. The project involved vertical and horizontal realignment of the streets to ensure proper surface drainage and improve safety features. The project consisted of the design of closed drainage systems, pavement design, curbing, cross-sections and construction details, design of ADA compliant sidewalks, and landscaping. The scope of work also required the improvement to various intersections at multiple cross streets. Project responsibility included initial ground survey, preparation of engineering drawings, profiles and construction details, preparation of the construction cost estimates, specifications and was the resident engineer for the construction of the project. Responsibilities included providing full time construction observation, maintaining a daily log of contract items, oversight of everyday construction activities to insure conformance with the plans and specifications, and resolution of design/construction conflicts.

Water Main and Infrastructure Improvements — Clinton, Ma

Responsible for the design of the full depth reconstruction of 1,500 linear feet of Grove Street in the Town of Clinton, MA. The project required modification of a portion of the vertical alignment of the existing roadway to improve drainage on the roadway, drainage structure improvements, water main replacement, and improvement of safety features of the roadway. Existing guard rails were removed and replaced. Closed drainage systems were evaluated and repaired or reconstructed to ensure proper operation. Portions of the existing water system were also replaced. Project responsibilities include existing conditions topographic survey, design plan preparation, permitting through the local Conservation Commission, and the Department of Environmental Protection, and preparation of contract documents to be used in the public bid process.

Sewer Projects -- Millis, Ma

Responsible for the design of 16,000 feet of gravity sewer for the extension of sewer system in Town areas A, B, and E. Mr. Carter was in charge of the design of the sewers and pumping stations. Developed plans and specifications for bidding the project. Rerouted existing sewage flows to alleviate excess flows entering an over taxed sewage pump station.

Sewer Project — Billerica, Ma

Responsible for the construction of 8 miles of gravity sewer in Billerica, MA, with several wetlands crossings. Mr. Carter was in charge of the resident inspection staff and construction managers. The construction administration responsibilities included observing day to day construction to assure contract document requirements are met. Overall planning of the construction process and procedures were Mr. Carter's responsibilities, also.

Sewer Projects — Rochester, NH

Responsible for the design of over 15 miles of sewers, 12 pumping stations (50 gpm to 2300 gpm) for the City of Rochester. Prepared contract documents and specifications for each of the 14 projects over a 5-year period. Assisted the City in bidding the projects and construction.

Roadway Improvements, Green Street – Fairhaven, Massachusetts

Responsible for preparation of engineering plans and profiles, design of approximately 660 linear feet of new gravity sewer, approximately 700 linear feet of closed drainage systems, and 1,000 linear feet of road and associated sidewalk reconstruction, including a segment of horizontal realignment, for the Town of Fairhaven.

Union Street Roadway — Hanover, Ma

Responsible for the design of the full depth reconstruction of 5300 feet of Union Street and 3600 feet of Pleasant Street in Hanover, MA. The project involved vertical and horizontal realignment of the streets to improve safety features. Design of closed drainage systems for roads, cross-sections, water main design, sidewalk, and curbing. Intersection improvements at various cross streets.

Millbrook Roadway Project — Wayland, Ma

Responsible for the design of the full depth reconstruction of 2600 feet of Millbrook Road in Wayland, MA. The project involved vertical and horizontal realignment of Millbrook Road to improve safety features. Design of closed drainage systems, cross-sections, removal of railroad crossing, Glen Road intersection improvements, and curbing. Permitting for wetlands, and flood plain crossing.

Infrastructure — Orange, Ma

Design and Construction services for the South Main Street Sewer project, Orange, MA, which included the design of 1600 linear feet of 15" gravity sewer and 2400 linear feet of 12" water main relay. The project required the development of contract documents and full-time inspection services.

Drainage Improvements, Various Streets — Lexington, Ma

Responsible for the design of the drainage improvements along approximately 700 feet of Frances Road, 1,800 feet of Shade Street, and 100 feet of Walnut Street in Lexington, MA. The project required preliminary design of modification of a portion of the vertical alignment of the existing roadways to improve drainage on the roadway, final design of drainage improvements involving remodeling of existing drainage structures, removal of existing drainage structures and drainage pipe, installation of new drainage structures and drainage piping, utility test pits, utility relocation as required, temporary and permanent trench paving, and installation of erosion controls. Project responsibilities include existing conditions plan preparation, design plan preparation, and preparation of contract documents to be used in the public bid process.

Utilities and Reconstruction, Ashcroft Road — Medford, Ma

Responsible for the design of the full depth reconstruction of 1,800 linear feet of roadway of Ashcroft Road in the City of Medford, MA. The project required adjustments to the vertical roadway alignments in order to eliminate drainage issues, ADA sidewalk compliance issues, and to provide an adequate curb reveal. Existing sidewalks were removed and replaced with ADA and MAAB compliant sidewalks and curb cut ramps. Closed drainage systems and sewer systems were evaluated and repaired or reconstructed to ensure proper operation.

Portions of the existing water system were also replaced. Project responsibilities include sign plan preparation, generation of construction specifications and project coordination with the City.

Bow Street Sewer Project — Millis, Ma

Design and construction services for the Bow Street sewer Project, Millis, MA, which included the design of 2400 linear feet of 8" gravity sewer. Design plans were prepared with construction details to allow the proper connection to existing sewer facilities. Easement negotiations were required with several property owners.

Farm Street Sewer Project — Millis, Ma

Project Manager for the 13,000 linear feet Farm Street Sewer Project (8", 10", and 12"), Millis, MA. Responsibilities included design coordination, bidding coordination and award. Throughout the construction process biweekly meetings were held to assist in the planning of the project and to troubleshoot any problems associated with local residents.

Harvard Water Supply

The Harvard water supply and distribution system project consisted of the design of 100 gpm private bedrock well with 400 feet of feeder main to the proposed 20"x30" pump house which in turn controls and distributes water to approximately 2000 feet of " ductile iron distribution. Design services included the preparation of contract plans, contract documents and specifications for the submersible well pump assembly with controls, hydro pneumatic storage tanks and associated pipes, valves and appurtenances located in the pump house; also sized and laid out all the water distribution facilities and obtained all necessary permits.

Rochester Neck Road

Responsible for the design of the Rochester Neck Road Reconstruction project. The project consisted of improving the geometric layout and profile of the existing road, extending the water and sewer system, utility relocations, drainage improvements, widening of a state highway to allow for turning lanes, and preparing specifications.

Whitehall Road Grade Crossing — Rochester, Ma

Responsible for the design of the Whitehall Road Grade Crossing project for the City of Rochester. The project consisted of demolition of an existing bridge, reconstruction of Whitehall Road and other side streets, design of a new road profile, relocation of a stream, drainage design, and grade crossing with Boston & Maine Railroad preparation of construction drawings and specifications.

Centennial Park — Peabody, Ma

Project responsibility for the design of infrastructure, utilities, landscaping, and roadway improvements for an abandoned section of Route 128 in Peabody, MA. Work included the sizing, design and layout of water, sewers, drains, electrical, gas, cable, and alarm systems; street lighting; landscaping improvements; and roadway reconstruction.

Route 38 Water Main Project — Tewksbury, Ma

Design of water system improvements for the Town of Tewksbury, MA. The project involved the design of 16,000 feet of 20" transmission main within a state highway right of way (Route 38); cross connections to existing system, river crossing, evaluation of existing water system, Army Corp permits, wetlands permit and State DPW permit. It also involved preparing contract documents and construction drawings for the improvements. Provided construction administration services including, bidding, evaluation of bids, review of payment requisitions, weekly meetings, and coordination of project scheduling.

Uxbridge Water System — Uxbridge, Ma

Project responsibilities for the design of a High Service Area in Uxbridge Massachusetts, which consisted of the design of a 1500 GPM booster pump station and distribution system which included approximately 8000 feet of 12-inch water main and appurtenances with a future connection for a 1 MG elevated storage tank. The design also included a standby generator, controls, instrumentation and the pump station building Uxbridge Water Supply, Uxbridge, Massachusetts: Design and project management of a Phase I feasibility study for the development of a 1500 gpm water supply. Responsibilities included the preliminary design of the 4-pump water supply system with 250,000-gallon storage facility, preliminary layout of 7700 feet of 14-inch ductile iron water main and coordination with the Mass. Water Management Act.

Common Street Bridge Crossing — Walpole, Ma

Design of water system improvements for the Town of Walpole, MA. Project involved design of a 12" water main crossing the Common Street Bridge, connection of the water main to the existing bridge, structural evaluation and rating of the bridge, obtaining state permits or placement of water main on state owned bridge.



JAMES COE | RESIDENT ENGINEER

CONTACT



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Wilmington, MA 01887

(978) 657-9714 ext. 203

EDUCATION



Northeastern University
Civil Engineering Degree

EXPERIENCE SUMMARY

James Coe has been with GCG Associates, Inc. for over 27 years. Prior to joining GCG Associates, Inc., Mr. Coe was a Roadway and Utility Superintendent with over 10 years construction experience and was responsible for the construction a number of subdivision and utility projects. His responsibilities included daily scheduling of materials and workers, coordination of subcontractors, survey and operating heavy equipment as needed. Since joining GCG Associates, Inc. in 1993, Mr. Coe has had the opportunity to become involved in a significant amount of municipal and private projects. Project experience includes design, survey, administration, construction, and rehabilitation of pump stations, sanitary sewers, water systems, drainage systems, stormwater management facilities, site grading, road and sidewalk construction and reconstruction. Many projects require the preparation of feasibility studies, master plans, budget and construction estimates, assembly of contract documents, which consist of specifications and plans for public bidding and construction. Mr. Coe has gained a significant amount of experience working on projects with Municipalities, State Housing Authorities and the Department of Housing and Community Development (DHCD) from the design through the construction.

PROJECT EXPERIENCE

Massachusetts Avenue – Lexington, Massachusetts

Construction administration and observation of three phases of sidewalk improvements on the southerly side of Massachusetts Ave from Clark Street to the intersection of Waltham Street. The first phase of construction consisted of the removal and replacement of the concrete sidewalks, wheel chair ramps and sitting areas along Clarke Street and Massachusetts Avenue at the Cary Memorial Library. The remaining two phases of construction involved the removal and replacement of the existing concrete sidewalks with "Pine Hall" wire cut brick sidewalks that were constructed on a "tree friendly" sand based structural medium and hot mixed asphalt base. The projects also included replacement of drainage structures and pipe, removing and resetting of curb, cold planing and paving to address stormwater icing, puddling and flooding along Massachusetts Avenue. Responsibilities included providing construction inspection, maintaining a daily log of contract items, oversight of construction activities to insure conformance with the plans and specifications, MassDOT and ADA Compliance, and resolution of design/construction conflicts.

Nstar Parking Lot Project – Lexington, Massachusetts

Survey and construction of a 35-space parking lot for the Town of Lexington Engineering Department. Project responsibility included initial ground survey, preparation of engineering drawings, drainage plans and profiles and construction details, preparation of the construction cost estimates, specifications, and the resident engineer for the construction of the project. Responsibilities included providing part time construction inspection, maintaining a daily log of contract items, oversight of construction activities to insure conformance with the plans and specifications, and resolution of design/construction conflicts.

Lewis Street Neighborhood Roadway Improvement Project– Franklin, Massachusetts

Design and reconstruction of approximately of 5,000 feet of roadway on six streets in Franklin, MA. The project involved vertical and horizontal realignment of the streets to insure proper surface drainage and improve safety features. The project consisted of the design of closed drainage systems, pavement design, curbing, cross-sections and construction details, design of ADA compliant sidewalks, and landscaping. The scope of work also required the improvement to various intersections at multiple cross streets. Project responsibility included initial ground survey, preparation of engineering drawings, profiles and construction details, preparation of the construction cost estimates, specifications and was the resident engineer for the

construction of the project. Responsibilities included providing full time construction observation, maintaining a daily log of contract items, oversight of everyday construction activities to insure conformance with the plans and specifications, and resolution of design/construction conflicts.

Forest Road Water Main Extension Project – Millis, Massachusetts

Design for the full depth reconstruction of 3,500 feet of Forest Road in Millis, MA. The project involved vertical and horizontal realignment of the streets to improve safety features and insure proper surface drainage. The project involved the rehabilitation of existing drainage structures, replacement and the extension of an existing water main, cross-sections, construction details, and curbing. Responsibilities included providing part time construction observation, maintaining a daily log of contract items, oversight of everyday construction activities to insure conformance with the plans and specifications, and resolution of design/construction conflicts.

Town wide Resident Engineer – Fairhaven, Massachusetts

Serves as a resident engineer for the construction of water, sewer and drainage utilities and road construction in the Town of Fairhaven. This work consists of monitoring the construction of ongoing commercial developments, residential subdivisions and associated off-site improvements at different stages of construction for the Planning Board and DPW. Responsibilities include oversight of construction activities to insure conformance with the plans and specifications, resolution of design/construction conflicts, served as the Town liaison between area residents and public officials, preparation of utility as built drawings and field ties, and overseeing the testing of utilities and roadway construction.

Green Street Roadway Improvement Project –Phase I and II – Fairhaven, Massachusetts

Design and reconstruction of approximately 3,000 feet of a section of Green Street in Fairhaven, MA. The project involved vertical and horizontal realignment of the streets to insure proper surface drainage and improve safety features. The project consisted of the design of closed drainage systems, pavement design, curbing, cross-sections and construction details, design of ADA compliant sidewalks, and landscaping. The scope of work also required the improvement to various intersections at multiple cross streets. Project responsibility included initial ground survey, preparation of engineering drawings, profiles and construction details, preparation of the construction cost estimates, specifications and was the resident engineer for the construction of the project. Responsibilities included providing full time construction observation, maintaining a daily log of contract items, oversight of everyday construction activities to insure conformance with the plans and specifications, and resolution of design/construction conflicts. The design and bidding of Phase III of Green Street is complete and is presently under construction.

Francis Street Reconstruction Improvement Project – Fairhaven, Massachusetts

Prepared the engineering report and drawings required for the award of the Community Development Block Grant used to fund the project. The report consisted of an evaluation the existing roadway infrastructure condition according to DHCD requirements, recommended proposed roadway infrastructure improvements, detailed construction cost estimates and schedule. After the award of the grant, the design and construction of approximately 700 linear feet of new sanitary sewer, 1,500 linear feet of new storm water drainage and 1,200 linear feet of road reconstruction. Project responsibility included initial ground survey, preparation of engineering drawings, profiles and construction details, preparation of the construction cost estimates, specifications and was the resident engineer for the construction of the project. Responsibilities included providing full time construction observation, maintaining a daily log of contract items, oversight of everyday construction activities to insure conformance with the plans and specifications, and resolution of design/construction conflicts.

Park Street and Sproat Street Reconstruction Improvement Project – Middleborough, Massachusetts

Prepared the engineering report and drawings required for the award of the Community Development Block Grant used to fund the project. The report consisted of an evaluation the existing roadway infrastructure according to DHCD requirements, proposed roadway infrastructure improvements, detailed construction cost estimates and schedule. After the award of the grant, the design and construction of approx. 400 linear feet of road reconstruction for the Town of Middleborough. Project included initial ground survey, preparation of engineering drawings, profiles and construction details, preparation of the construction cost estimates, specifications and was the resident engineer for the construction of the project. Responsibilities included providing full time construction observation to insure conformance with the plans and specifications, and resolution of design/ construction conflicts.

Elliot Lane Reconstruction Improvement Project – Fairhaven, Massachusetts

Prepared the engineering report and drawings required for the award of the Community Development Block Grant used to fund the project. The report consisted of an evaluation the existing roadway infrastructure condition according to DHCD requirements, recommended proposed roadway infrastructure improvements, detailed construction cost estimates and schedule. After the award of the grant, the design and construction of approximately 200 linear feet of water main and 200 linear feet of road reconstruction for the Town of Fairhaven. Project responsibility included initial ground survey, preparation of engineering drawings, profiles and construction details, preparation of the construction cost estimates, specifications and was the resident engineer for the construction of the project. Responsibilities included providing full time construction observation, maintaining a daily log of contract items, oversight of everyday construction activities to insure conformance with the plans and specifications, and resolution of design construction conflicts.

Main Street and Park Avenue Reconstruction Improvement Project – Fairhaven, Massachusetts

Prepared the engineering report and drawings required for the award of the Community Development Block Grant used to fund the project. The report consisted of an evaluation the existing roadway infrastructure condition according to DHCD requirements, recommended proposed roadway infrastructure improvements, detailed construction cost estimates and schedule. After the award of the grant, the design and construction of approximately 400 linear feet of sanitary sewer, 400 linear feet of water main and 1,000 linear feet of road reconstruction for the Town of Fairhaven. Project responsibility included initial ground survey, preparation of engineering drawings, profiles and construction details, preparation of the construction cost estimates, specifications and was the resident engineer for the construction of the project. Responsibilities included providing full time construction observation, maintaining a daily log of contract items, oversight of everyday construction activities to insure conformance with the plans and specifications, and resolution of design/construction conflicts.

Fort Street Roadway Improvement Project– Fairhaven, Massachusetts

Design and reconstruction of approximately 2,200 feet of full depth reconstruction of Fort Street in Fairhaven, MA. The project involved vertical and horizontal realignment of the streets to insure proper surface drainage and improve safety features. The project consisted of the design of closed drainage systems, pavement design, curbing, cross-sections and construction details, design of ADA compliant sidewalks, and landscaping. The scope of work also required the improvement to various intersections at multiple cross streets. Project responsibility included initial ground survey, preparation of engineering drawings, profiles and construction details, preparation of the construction cost estimates, specifications and was the resident engineer for the construction of the project. Responsibilities included providing full time construction observation, maintaining a daily log of contract items, oversight of everyday construction activities to insure conformance with the plans and specifications, and resolution of design/construction conflicts.

Spring Street Reconstruction Improvement Project – Fairhaven, Massachusetts

Prepared the engineering report and drawings required for the award of the Community Development Block Grant used to fund the project. The report consisted of an evaluation the existing roadway infrastructure condition according to DHCD requirements, recommended proposed roadway infrastructure improvements, detailed construction cost estimates and schedule. After the award of the grant, the design and construction of approximately 800 linear feet of new sanitary sewer 1,100 linear feet of new storm water drainage and 1,000 linear feet of road reconstruction. Project responsibility included initial ground survey, preparation of engineering drawings, profiles and construction details, preparation of the construction cost estimates, specifications and was the resident engineer for the construction of the project. Responsibilities included providing full time construction observation, maintaining a daily log of contract items, oversight of everyday construction activities to insure conformance with the plans and specifications, and resolution of design/construction conflicts.

Hedge Street Reconstruction Improvement Project – Phase I and II - Fairhaven, Massachusetts

Prepared the engineering report and drawings required for the award of the Community Development Block Grant used to fund the project. The report evaluation of the existing roadway infrastructure condition according to DHCD requirements, recommended proposed road infrastructure improvements, detailed cost estimates and schedule. After the award of the grant, the design and construction of approx. 800 feet of new sanitary sewer, 1,300 feet of new drainage and 1,100 feet of road reconstruction, permitting and construction of a sea wall and stormwater discharge with the Army Corp of Engineers and local Conservation Commission.

Project responsibility included initial ground survey, preparation of engineering drawings, profiles and construction details, preparation of the construction cost estimates, specifications and was the resident engineer for the construction of the project. Responsibilities included providing full time construction observation, maintaining a daily log of contract items, oversight of everyday construction activities to insure conformance with the plans and specifications, and resolution of design/construction conflicts. The design of Phase III of Hedge Street is complete.

Green Street Reconstruction Improvement Project – Fairhaven, Massachusetts

Prepared the engineering report and drawings required for the award of the Community Development Block Grant used to fund the project. The report consisted of an evaluation the existing roadway infrastructure condition according to DHCD requirements, recommended proposed roadway infrastructure improvements, detailed construction cost estimates and schedule. After the award of the grant, the design and construction of approximately 1,000 linear feet of new storm water drainage and 1,000 linear feet of road reconstruction. Project responsibility included initial ground survey, preparation of engineering drawings, profiles and construction details, preparation of the construction cost estimates, specifications and was the resident engineer for the construction of the project. Responsibilities included providing full time construction observation, maintaining a daily log of contract items, oversight of everyday construction activities to insure conformance with the plans and specifications, and resolution of design/construction conflicts.

Main Street Reconstruction Improvement Project – Fairhaven, Massachusetts

Prepared the engineering report and drawings required for the award of the Community Development Block Grant used to fund the project. The report consisted of an evaluation the existing roadway infrastructure condition according to DHCD requirements, recommended proposed roadway infrastructure improvements in a mixed-use area, detailed construction cost estimates and schedule. After the award of the grant, the design and construction of approximately 500 linear feet of new storm water drainage and 1000 linear feet of road reconstruction for the Town of Fairhaven. Project responsibility included initial ground survey, preparation of engineering drawings, profiles and construction details, preparation of the construction cost estimates, specifications and was the resident engineer for the construction of the project. Responsibilities included providing full time construction observation, maintaining a daily log of contract items, oversight of everyday construction activities to insure conformance with the plans and specifications, and resolution of design/construction conflicts.

Middle Street Phase 1 and 2 Reconstruction Improvement Project – Fairhaven, Massachusetts

Prepared the engineering reports and drawings required for the award of the Community Development Block Grants used to fund the projects. The report consisted of an evaluation the existing roadway infrastructure condition according to DHCD requirements, recommended proposed roadway infrastructure improvements, detailed construction cost estimates and schedule. After the award of the grant, the design and construction of approximately 1,000 linear feet of new water main, 1,100 linear feet of new stormwater drainage and 2,500 linear feet of road reconstruction for the Town of Fairhaven. Project responsibility included initial ground survey, preparation of engineering drawings, profiles and construction details, preparation of the construction cost estimates, specifications and was the resident engineer for the construction of the project. Responsibilities included providing full time construction observation, maintaining a daily log of contract items, oversight of everyday construction activities to insure conformance with the plans and specifications, and resolution of design/construction conflicts.

Bridge Street Reconstruction Improvement Project – Fairhaven, Massachusetts

Design and construction of approximately 1,000 linear feet of new stormwater drainage and 1,200 linear feet of road reconstruction for the Town of Fairhaven. Project responsibility included initial ground survey, preparation of engineering drawings, profiles and construction details, preparation of the construction cost estimates, specifications and resident engineer for the construction of the project. Responsibilities included providing full time construction observation, maintaining a daily log of contract items, oversight of construction activities to insure conformance with the plans and specifications, and resolution of design/construction conflicts. Acorn Street

REFERENCES



SECTION 5

REFERENCES

GCG Associates, Inc has provided engineering services for many municipalities over the past thirty-five years, and we have listed some references as follows. The project which the referenced are related to are listed by number below and can be found in **Section 2**.

Town of Fairhaven, Massachusetts (Projects 1,2 and 3)

Vincent Furtado, DPW Director, vfurtado@fairhaven-ma.gov	508.978.4030
John Charbonneau, Highway, jcharbonneau@fairhaven-ma.gov	508.978.4030
Paul Foley, Community Development, pfoley@fairhaven-ma.gov	508.979.4023

Town of Clinton, Massachusetts (Project 4,7 and 8)

Phil Duffy, Community Development, pduffy@clintonma.gov	978.365.4113
Chris McGown, DPW Director, cmcgown@clintonma.gov	978.365.4110

Town of Shelburne, Massachusetts (Project 5)

Terry Narkewicz, Town Administrator townadmin@townofshelburnema.gov	413.625.0300
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Town of Buckland, Massachusetts (Project 6)

Heather Butler, Town Administrator twadmin@town.buckland.ma.us	413.625.6330
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Town of Tewksbury, Massachusetts (Project 12, 13 and 14)

Kevin Hardiman, Town Engineer, khardiman@tewksbury-ma.gov	978.640.4440x257
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Town of Millis, Massachusetts (Project 15 and 16)

James McKay, Director DPW, jmckay@millisma.net	508.376.5424
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City of Waltham, Massachusetts (Project 11)

John Martino., Engineer, jmartino@city.waltham.ma.us	781.314.3828
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Town of Avon, Massachusetts (General Engineering Services)

Bill Fitzgerald, DPW Director, wfitzgerald@avon-ma.gov	508.588.0414
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Town of Ashland, Massachusetts (General Engineering Services)

Doug Small, DPW Director, dsmall@ashlandmass.com	508.881.0120
Peter Matchak, Planning, pmatchak@ashlandmass.com	508-632-7927

City of Fall River, Massachusetts (Projects 9 and 10)

John Perry, Jr., Director jperry@fallriverma.org	508.324.2568
Byron Holmes – Acting City Engineer, holmes@holmes.net	508.880.6535

COMPARATIVE EVALUATION

CRITERIA

1. Relevant experience of proposed project staff directly assigned to the project.

a. Professional Engineer with Massachusetts registration:

Mr. Michael J. Carter is a registered Professional Engineer and Land Survey in the Commonwealth of Massachusetts. Mr. Carter has been practicing engineering since 1983 and has 39 years of experience. See his resume in Section 4.

Highly Advantageous

b. Project Manager assigned to the project:

Mr. Michael J. Carter is a registered Professional Engineer and Land Survey in the Commonwealth of Massachusetts. Mr. Carter has been practicing engineering since 1983 and has 39 years of experience. See his resume in Section 4.

Highly Advantageous.

2. Similarity of the five projects completed within the past seven (7) years by the assigned engineer and project manager to this project (Similarity based on criteria established in s. E.1.d.)

A more detailed description of the five projects listed below is included in Section 3 Qualification and Similar Experience. GCG has listed the criteria which we have met for each project below to assist in evaluation of GCG.

Project 1: Hedge Street Roadway Improvement Project, Phase 1, Fairhaven, MA

Project Location: Fairhaven, MA

Type of Project: Residential neighborhood and municipal project

Funding: Funded by both CDBG and Chapter 90.

Major Construction Elements: Roadway, sidewalk, sewer, drainage, water replacement.

Construction Value only:

Phase 1: \$631,923, designed 2016 and constructed in 2017.

All five criteria met, highly advantageous. Listed as project 1 in Section 3.

Project 2: Hedge Street Roadway Improvement Project, Phase 2, Fairhaven, MA

Project Location: Fairhaven, MA

Type of Project: Residential neighborhood and municipal project

Funding: Funded by both CDBG and Chapter 90.

Major Construction Elements: Roadway, sidewalk, sewer, drainage, water replacement.

Construction Value only:

Phase 2: \$446,546, designed 2016 and constructed in 2020.

Phase 3: Currently in the bidding phase.

All five criteria met, highly advantageous. Listed as project 1 in Section 3.

Project 3: Francis Street Roadway Improvements, Fairhaven, MA

- Project Location: Fairhaven, MA

- Type of Project: Residential neighborhood and municipal project

- Funding: Funded by both CDBG and Chapter 90.

- Major Construction Elements: Roadway, drainage, sidewalk, water and sewer, curb, and ramps.

- Construction Value only: \$794,866 designed 2016 and construction completed in 2017.

All five criteria met, highly advantageous. Listed as project 2 in Section 3.

Project 4: Walnut Street Roadway Improvement Project, Clinton, MA

- Project Location: Clinton, MA
- Type of Project: Residential neighborhood and municipal project
- Funding: Funded by both CDBG and Chapter 90 and local funds.
- Major Construction Elements: Roadway, sidewalk, curb and ramp installation, drainage, water replacement.
- Construction Value only: \$963,400, designed 2018 and construction completed in 2019.

All five criteria met, highly advantageous. Listed as project 4 in Section 3.

a. Project 5: Deerfield Avenue Phase 1 and 2, Shelburne, MA

- Project Location: Shelburne, MA
- Type of Project: Residential neighborhood and municipal project
- Funding: Funded by both CDBG and Chapter 90.
- Major Construction Elements: Roadway, water main replacement, drainage, sidewalk, curb, and ramp installation.
- Construction Value only:
 - Phase 1: \$330,031, designed 2018 and construction completed in 2019.
 - Phase 2: \$353,035, designed 2019 and construction completed in 2020.

All five criteria met, highly advantageous. Listed as project 5 in Section 3.

3. Is the proposal clear and concise? Does the proposal specifically respond to the RFP? Does it describe methods and procedures for accomplishing the requested services?

GCG has developed this proposal based upon the Request for Proposals structure, following the outline, and created sections to allow for ease in reviewing our experience.

Highly advantageous.

4. Number of years firm has been in business.

GCG was incorporated in 1986 in Massachusetts and has been providing engineering services to various municipal clients since then. GCG has been in business for 36 years.

Highly advantageous.

FORMS

SECTION 7

ATTACHMENT D:
CERTIFICATE OF NON-COLLUSION
TOWN OF BUCKLAND
REQUEST FOR PROPOSALS
Depot Street Improvements
Design/Engineering, Construction Administration & Resident Inspector Services

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, union, committee, club, or other organization, entity, or group of individuals.

Michael J. Carter

(Signature)

Michael J. Carter

(Name of Person Signing Proposal)

GCG Associates, Inc.

(Name Of Business)

05/17/2022

(Date)

ATTACHMENT E:
COMPLIANCE CERTIFICATIONS
TOWN OF BUCKLAND
REQUEST FOR PROPOSALS
Depot Street Improvements
Design/Engineering, Construction Administration & Resident Inspector Services

Qualifications: The Consultant represents that it is qualified to perform the services required under this contract and possesses or shall obtain all requisite licenses and permits.

Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of his/her knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Employment Security Contributions and Compulsory Workers' Compensation Insurance: Pursuant to MGL C.151A, S.19 and MGL C.152, the Consultant certifies with all laws of the Commonwealth relating to payments to the Employment Security System and all Commonwealth laws relating to required worker's compensation insurance policies.



(Signature)

Michael J. Carter

(Name of Person Signing Proposal)

GCG Associates, Inc.

(Name of Business)

05/17/2022

(Date)

ATTACHMENT F:
DEBARMENT CERTIFICATION
TOWN OF BUCKLAND
REQUEST FOR PROPOSALS
Depot Street Improvements
Design/Engineering, Construction Administration & Resident Inspector Services

Public Contracts - Debarment
Chapter 550, Acts of 1991 and HUD

The undersigned certifies under penalties of perjury that the said undersigned is not presently debarred from public contracts in the Commonwealth of Massachusetts under the provisions of Section 29F of Chapter 29 of the General Laws, or any other applicable debarment provision of any other Chapter of the General Laws, or any Rule or Regulation promulgated thereunder. The undersigned also certifies under penalties of perjury that the said undersigned is not presently debarred from public contracts by HUD under 2 CFR parts 180 and 2424.

Michael J. Carter
(Signature)

Michael J Carter
(Name of Person Signing Proposal)

GCG Associates, Inc.
(Name of Business)

05/17/2022
(Date)

ATTACHMENT G:

Corporate Vote Authorizing Submission of Bid Town of Buckland
TOWN OF BUCKLAND

REQUEST FOR PROPOSALS

Depot Street Improvements

Design/Engineering, Construction Administration & Resident Inspector Services

SUBMIT THIS FORM OR A SIMILAR FORM WITH YOUR PROPOSAL IF A CORPORATION

I, Michael J Carter hereby certify that I am the duly qualified and acting Secretary of GCG Associates, Inc. and further certify that a meeting of the Directors of said company, duly called and held on December 31, 2022, at which all members were present and voting, the following vote was unanimously passed:

VOTED: To authorize and empower Michael J Carter

of this company, be and (s)he is hereby authorized to submit bids and execute contracts in the name and behalf of said company, and affix its corporate seal thereto; and such execution of any contract or obligation in this company's name on its behalf by such officer under seal of this company shall be valid and binding upon this company.

I further certify that the above vote is still in effect and has not changed or modified in any respect.

A true copy

ATTEST:

Michael J. Carter

Place of Business:

84 Main Street

Wilmington, MA 01887

I hereby certify that I am the Clerk of GCG Associates, Inc. and that Michael J Carter is the elected President of said company, and that the above vote has not been amended or rescinded and remain in full force and as of this date.

Clerk of GCG Associates, Inc. (name of the company)

Sheila J Carter

Corporate Seal





TOWN OF BUCKLAND

MASSACHUSETTS

Michael Kennealy, Secretary
Commonwealth of Massachusetts
MassWorks Infrastructure Program
Executive Office of Housing and Economic Development
One Ashburton Place, Room 2101
Boston, MA 02108

May 31, 2022

Dear Mr. Kennealy,

The Select Board of the Town of Buckland is requesting your support of our application for a second phase of road reconstruction on Charlemont Road.

Charlemont Road is a primary access road between Route 2 and Route 112 and serves property owners, public safety, schools, business owners and utilities every day.

In 2020 your office saw fit to fund the first phase of road reconstruction from Upper Street to Avery Road, which was at the time the very worst section of the road. Those funds also served to repair the partially collapsed culvert at Avery Road.

We are seeking to continue the road reconstruction past Avery Road, towards the Charlemont Townline so as to keep this next section from becoming as broken and as dangerous as the first.

We have watched the traffic on our road increase significantly in recent years as commuters are directed off Route 2 during months of construction on Routes 2 and 112. This traffic is not limited to cars but includes tractor trailers and construction vehicles. Unfortunately, this increased traffic and vehicle weight has hastened the rate of which our road has deteriorated.

The Select Board has heard from many appreciative residents and regular users of Charlemont Road about the significant improvement since the Town completed Phase 1 of the repairs and we sincerely hope we are able to continue to make improvements to this well traveled and important road.

17 STATE STREET - BUCKLAND • SHELBURNE FALLS, MA • 01370
PHONE: (413) 625-6330 • FAX: (413) 625-8570

TOWN OF BUCKLAND
MASSACHUSETTS



June 3, 2022

The Honorable Mike Kennealy
Executive Office of Housing and Economic Development
1 Ashburton Place, Room 2101
Boston, MA 02108

RE: Bridge of Flowers Structural Improvement Project

Dear Secretary Kennealy:

The Town of Buckland Select Board strongly supports the Shelburne Falls Fire District's (SFFD) application for the MassWorks Infrastructure Program for funding to provide integral structural updates to the Bridge of Flowers (BOF) in the Village of Shelburne Falls. The Bridge of Flowers Structural Improvement Project is a compelling project that addresses water infrastructure, transportation, economic development, and tourism needs in the region.

Buckland is on the west side of the Deerfield River and on the east side is the Town of Shelburne. These two towns share the Village Center of Shelburne Falls, which also serves as a commercial and population hub for rural western Franklin County. The BOF is known for its iconic linear gardens and pedestrian pathway that connects two sides of the Village. The BOF is also carries the SFFD's water main for the Buckland side of the Village. This main is the only water source for this side of the village. As a result, the structural integrity of the BOF is paramount for the well-being of residents and economic health businesses on the Buckland side.

The two Towns have a long history of collaboration and are engaged in helping its community recover from the economic impacts of the pandemic and position itself to foster vital business growth. They worked cooperatively to create the Village of Shelburne Falls Rapid Recovery Plan in 2021. Structural improvements to the BOF was identified as the top project to the ensure the Village's long-term economic recovery and foster economic resiliency.

The Town of Buckland appreciates your full and fair consideration of the SFFD's application for FY2023 MassWorks funding through the Commonwealth's Community One Stop for Growth. If there are any questions or concerns, please feel free to contact Buckland Town Administrator Heather Butler at townadmin@town.buckland.ma.us or 413-625-6330 x5.

Thank you.

Sincerely,

Barry Del Casthilo
Buckland Select Board, Chair

17 STATE STREET - BUCKLAND • SHELBURNE FALLS, MA • 01370
PHONE: (413) 625-6330 • FAX: (413) 625-8570

Town of Buckland Temporary Outside Dining Application

Name of Applicant: Zachary Livingston

Name of Business: Floodwater Brewing Company

Business Address: 40 State St

Applicant Email: zlivings@gmail.com

Applicant Phone Number: 413-250-3801

Description/Location of Temporary Outdoor Seating Area: Floodwater Brewing Company is requesting to take up the 2 car parking spots and motorcycle spots for its outdoor seating area, using the same footprint as last year

Proximity of temporary outdoor seating area to licensed business: _____

Across the sidewalk

Requested Hours of Operation for temporary outdoor seating area: From open to sundown

Number of tables: 2 Number of chairs: 12

Will ALCOHOL BE SERVED in the temporary outdoor seating area?: Yes x No _____

If alcohol will be served in the temporary outdoor seating area, and the temporary outdoor seating area is not clearly visible from the business premise, there must be a designated employee monitoring the area at all times. AT NO TIME should an individual be allowed to leave the temporary outdoor seating area with any form of alcoholic beverage.

Will there be any form of entertainment in the temporary outdoor seating area? If yes, describe said entertainment.

No

(Please note outdoor entertainment requires approval from the Town. If you already hold an outdoor entertainment license issued before March 1, 2020, your outdoor entertainment is allowed. If you do not hold an outdoor entertainment license, you must apply for one through the Select Board's office. OUTDOOR ENTERTAINMENT IS NOT ALLOWED WITHOUT AN OUTDOOR ENTERTAINMENT PERMIT APPROVED BY THE TOWN).

Will there be a tent/covering: Yes: x No: _____

(Only 2 walls (50%) allowed on tent covering. Tent permit must be applied for through the Building Department)

If yes, please list the following information:

Number of Tents/Coverings: 1

Dimension of Tents/Coverings: Triangle sunshade 10x10 feet

Applicant must demonstrate how outdoor seating patrons will be protected from moving vehicles.

Barriers, such as metal/plastic fence like barrier or roped stanchions are required if alcohol will be served in the temporary outdoor seating area.

What type of barriers will be used around the temporary outdoor seating area? Please include the dimensions of barriers being used. Hopefully the town will let me reuse the concrete barriers in the same configuration as last year.

You must submit a sketch of the temporary outdoor seating area noting the following:

- Dimensions of temporary outdoor seating area; noting locations and dimensions of all tents/coverings
- Distance between the entrance to your restaurant and the temporary outdoor seating area
- Layout of tables and chairs
- Location of barriers



AFFIDAVIT
OUTDOOR DINING COVID-19 SAFETY PROTOCOL

I, Zachary Livingston (write name) being the owner or
Manager of Floodwater Brewing Company (name of restaurant) located at

40 State St Buckland MA acknowledge and accept
the responsibilities of maintaining a clean and safe outdoor dining experience for guests
and for staff in the temporary outdoor dining area. *I understand that the Town's
mandatory regulations may change due to updated CDC, State or Federal Government
advisories and that I will be responsible for ensuring that this establishment conforms
with those official regulations.*



Signature of Applicant

5/17/22
Date

Zachary Livingston
Print Name

Approved By:	Date:
Police Chief	
Fire Chief	
Building Inspector	
Health Agent	

Approved by Select Board, Chair

This affidavit serves as your temporary license until you receive the official temporary license, signed by the Select Board. This must be posted in a conspicuous area in the temporary outdoor seating area and should be replaced with the official temporary license upon receipt.

**Buckland Select Board
Meeting Minutes
May 17, 2022 5:30 p.m.
Buckland Town Hall**

Agenda

Appointments - n/a

Agenda Items -

- > Select Board Reorganization
- > Mosquito Spray Program - Annual opt out plan review
- > North Street, Transportation Improvement Plan - Engineering costs

Documents to Sign

Contract & Grant Documents

- > FY20 CDBG Contract Amendments
 - > Community Action Food Pantry
 - > Breezeway Farm Contract
- > Codification License Agreement, Town Clerk
- > Long Island Sound Futures Fund 2022, Clesson Brook remediation and conservation project permitting funding opportunity.

Permits and Licenses

- > Curb Cut Permit, Conway Road
- > Memorial Day Parade Permit

Minutes April 26, 2022

Items Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting

Select Board Member Concerns

Town Administrator's Report

Public Comment

Volunteer Recognition

Announcements & Upcoming Meetings

Attendees

Barry Del Castilho - Select Board Chair
Clint Phillips - Select Board Vice-Chair
Larry Wells - Select Board Member

Heather Butler - Town Administrator
 Mary Bolduc - Boards Clerk
 Peggy Hart - Board of Health
 Dana McNay - Falls Cable

Meeting

Meeting was opened at 5:30 p.m. by Barry Del Castilho, Chair.

Agenda

Select Board reorganization - Mr. Phillips moved to name Barry Del Castilho as Select Board Chair, seconded by Mr. Wells. Vote in favor of the motion was unanimous. Mr. Del Castilho moved to name Clint Phillips as Select Board Vice Chair, seconded by Mr. Wells. Vote in favor of the motion was unanimous.

Mosquito Spray Program, annual opt out plan review - Peggy Hart, Buckland Board of Health Chair gave an overview of the process and the fact that now in the second year the Board of Health is more comfortable and aware of the opt out procedure. Following a brief discussion including the fact that this year Buckland is part of the Mosquito Control District, Mr. Phillips moved that the Select Board vote to accept the 2022 Mosquito Spray Program opt out plan as prepared by the Board of Health without amendment. Further, that upon final review by the Board of Health, the plan be submitted to the Commonwealth for approval on or before May 27, 2022. Mr. Wells seconded. Vote in favor of the motion was unanimous.

North Street Transportation Improvement Plan - engineering costs - Ms. Butler explained that DOT met on May 12 and formally accepted the upper portion of North Street into the state TIP program. Thus far she has used repurposed funds from the Charlemont Road project (STRAP grant money) but may need to allocate Chapter 90 funds as well. Ms. Butler recommended that the Select Board allow her to use Chapter 90 funds for North Street engineering costs. Following further discussion, Mr. Wells moved to apply Chapter 90 monies to cover the cost of engineering for improvements related to the North Street TIP project. Mr. Phillips seconded the motion which was approved unanimously.

Documents to Sign

Contract & Grant Documents

- > FY20 CDBG Contract Amendments
 - > *Community Action Food Pantry* - Approve amendment to extend service to Sept 30, 2022 and increase budget allocation by \$6,250. Mr. Phillips moved to approve an amendment to the FY20 Community Development Block Grant contract with Community Action, increasing the available funding by \$6,250 and extending services to September 30, 2022. Mr. Wells Seconded the motion; vote in favor of the motion was unanimous.
 - > *Breezeway Farm Contract* - Approve the transfer of \$3,000 from CDBG audit expense in FY20 grant scope to administer the Depot Street Engineering Design Project and the extended Food Pantry project. Following brief discussion Mr. Phillips

moved to approve the transfer of \$3,000 from CDBG audit expense in FY30 grant scope to administer the Depot Street Engineering Design Project and the extended Food Pantry project. Mr. Wells Seconded the motion; vote in favor of the motion was unanimous.

> Codification License Agreement, Town Clerk - This project was approved at Annual Town Meeting, and although funds will not be available until July 1, this vote will enable the town clerk to begin work preparing the documents for coding. Mr. Phillips moved to approve the contract agreement with General Code in the amount of \$9,495 for codification services to include the Town's General and Zoning Bylaws as well as the Board of Health regulations. He further moved that this expenditure be held until July 1, 2022 when funds appropriated at the May 7, 2022 Annual Town Meeting are available. Mr. Wells seconded the motion. Brief discussion followed. Vote in favor of motion was unanimous.

> Long Island Futures Fund 2022, Clesson Brook remediation and conservation project permitting funding opportunity - Ms. Butler explained the purpose and scope of this project which had been introduced to the Board by Kimberly McPhee of FRCOG at the April 12 Select Board meeting. It is a pilot program for climate resiliency related projects and this request is to use existing MVP grant funds. Mr. Phillips moved that the Board vote to authorize the Chair to sign a letter of support for the Long Island Sound Futures Fund 2022 grant program and further authorize the Franklin Regional Council of Governments to act on the Town's behalf relevant to this grant application. Mr. Wells seconded; vote in favor of the motion was unanimous.

Permits and Licenses

> Curb Cut, Conway Road - Ms. Butler explained that Bill Green is putting in a driveway on Conway Road, and plans to do so while the road is open and under construction. He is working with Baltazar, state engineers and the Buckland Highway Department. Formal approval of the Select Board is required. She also stated that there is no additional cost to the town and that the owner is paying the cost of the extra culvert. Mr. Phillips moved to approve a curb cut application on Conway Road for Bill Green, contingent that the applicant work with Mass DOT to coordinate the cut to be in line with current design standards relevant to the ongoing Mass DOT project on that road. Mr. Wells seconded. Vote in favor of the motion was unanimous.

> Memorial Day Parade - Parade Permit submitted by Raymond Godfrey for the Shelburne Falls VFW Post 8503. Mr. Phillips moved that the Board vote to approve the VFW Post 8503 application to organize a Memorial Day Parade from McCusker's Market across the Iron Bridge. Mr. Wells seconded. Vote in favor of the motion was unanimous.

Minutes April 26, 2022 - Mr. Phillips moved to approve April 26, 2022 Select Board minutes, seconded by Mr. Del Castilho. Both Mr. Phillips and Mr. Del Castilho voted in favor of the motion. Mr. Wells could not vote because he was not yet a member of the Board at the April 26 meeting.

Items Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting - Ms. Butler stated that she had received a request from Carmela Lanza-Weil for use of upstairs in Town Hall on May 21 & 22 and June 25 & 26. She explained Carmela's intended use, that she had indeed done this before, and that Town Hall had worked out perfectly. Mr. Phillips moved to allow Ms. Lanza-Weil the use of Town Hall on her requested dates, seconded by Mr. Wells. Vote in favor of the motion was unanimous.

Select Board Member Concerns - Mr. Del Castilho inquired about Select Board assignments/liaisons. Ms. Butler replied that of primary concern would be the delegate to FRCOG, both virtual and in person, but since June 30 is when liaisons are appointed it is not of pressing need. However, prior to June 30, and before the next task force meeting, Mr. Del Castilho moved to appoint Mr. Wells to the Shelburne Falls Task Force, seconded by Mr. Phillips. Vote in favor of the motion was unanimous. Mr. Del Castilho also asked when the contract for the Rec pool would be signed. Brief discussion followed.

Town Administrators Report -

- > 2022 Annual Town Meeting was a success. Ms. Butler thanked all who participated and supported the FY23 budget and other articles. It was her first indoor Buckland Annual Town Meeting!
- > Final inspection of Nilman Road being done on day of this meeting. Seeding of project did not work well, so is being re-seeded. Guard rail that was hit by plow is being replaced. Nilman Road project is being recognized via a Mass DOT Innovation Conference presentation and a VHB presentation, focusing on the efficiency of a three day build.
- > No Ashfield Lake parking passes will be sold this year to non-Ashfield residents, per the Town of Ashfield.
- > CPHS is looking to bring a PCR COVID testing site to the area by partnering with Curative, a private testing vendor. Currently Curative has a test site in Deerfield, open three days a week and hosted by the Deerfield Health Department. Greenfield hopes to offer a similar option also run by Curative. Greenfield Cooperative Bank and branch manager Casey Cusson have offered the use of their community room which has a separate entrance and exit as a testing site location in West County. We are currently negotiating with Curative to make this happen.
- > The spring clean up at the Buckland Rec is complete and was a big success thanks to the hard work of our crew and the community service workers from the Franklin County Sheriff's Department.

Public Comment - There was no public comment.

Volunteer Recognition - 2022 Annual Election Workers and 2022 Annual Town Meeting Workers were recognized. Also given a big shout out were the flag pole painting volunteers and speakers who participated at Cricket Field.

Announcements & Upcoming Meetings -

> 50 Conway Street Community Meeting - May 25 at 6:30 p.m. via Zoom
> Shelburne Falls Task Force - June 8th at 5:30 p.m. via Zoom
See Website or Town Hall bulletin for details and registration.

With no further announcements or business, Mr. Phillips moved to adjourn, seconded by Mr. Wells. Vote in favor of the motion was unanimous. Meeting adjourned at 6:20 p.m.

Respectfully Submitted by Mary Bolduc, Boards Clerk, June 21, 2022

Signed:

Barry Del Castilho_____

Clint Phillips_____

Larry Wells_____