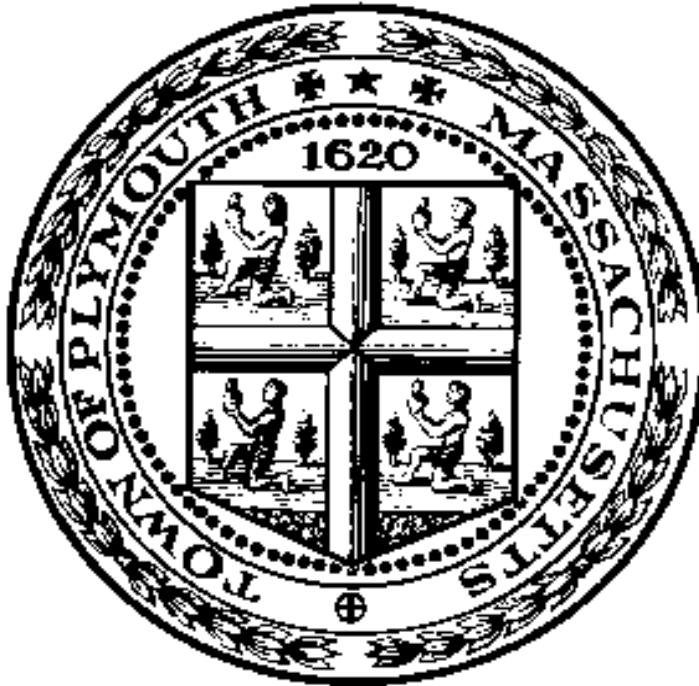


TOWN OF PLYMOUTH

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REPORT  
& RECOMMENDATIONS  
OF THE  
ADVISORY AND FINANCE  
COMMITTEE



Presented at the  
April 3, 2021

SPRING SPECIAL  
TOWN MEETING



## SPRING SPECIAL ANNUAL TOWN MEETING

April 3, 2021

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# REPORT & RECOMMENDATIONS



**REPORT & RECOMMENDATIONS OF THE ADVISORY & FINANCE COMMITTEE**  
**Spring Special Town Meeting – Saturday, April 3, 2021**

**ARTICLE 1:** To see if the Town will vote to amend the Classification and Compensation Plans and the Personnel By-Law and Collective Bargaining Agreements contained therein, or take any other action relative thereto.

**BOARD OF SELECTMEN**

**No Motion No Action**

**ARTICLE 2:** To see if the Town will vote to transfer from available funds a sum of money to be added to funds already appropriated under Articles 7A through 7E of the 2020 Spring Annual Town Meeting for the purpose of supplementing departmental expenses, or otherwise amend said votes, or take any other action relative thereto.

**BOARD OF SELECTMEN**

**No Motion No Action**

**ARTICLE 3:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to pay certain unpaid bills of a prior fiscal year, or take any other action relative thereto.

**BOARD OF SELECTMEN**

**No Motion No Action**

**ARTICLE 4:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the construction and/or repair and/or purchase and/or lease of buildings and/or replacement of departmental buildings, and/or equipment and/or capital facilities for various departments of the Town and/or for feasibility and other types of studies or professional consulting services, including any related and incidental costs and expenses, as follows:

- Water Main Replacement – Warren Avenue Bridge
- Water Main Replacement – Jordan Road Bridge
- Airport Wastewater Treatment Plant Upgrades
- Airport Administration Building – final adjustment
- Cemetery Division Pickup Truck

Or take any other action relative thereto.

**BOARD OF SELECTMEN**

**RECOMMENDATION: Approval \$1,228,523.75 (11-0-1)** The Advisory & Finance Committee recommends Town Meeting approve Article 4. Approval of this article will authorize:

- \$390,000 for the Water Main Replacement – Warren Avenue Bridge
- \$558,000 for the Water Main Replacement – Jordan Road Bridge
- \$230,000 for upgrades to the Airport Wastewater Treatment Plan.
- \$4,655.75 from Airport Retained Earnings to finish final adjustments on the New Administration Building, and
- \$45,868 from the Cemetery Beautification Revolving Fund to purchase a new pickup truck.

**ARTICLE 6:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of conducting a Town-Wide Fire Department and Fire Station Feasibility and Facilities Study, or take any other action relative thereto.

## **BOARD OF SELECTMEN**

**RECOMMENDATION: Approval \$185,000 (Unanimous, 12-0-0)** The Advisory & Finance Committee recommends Town Meeting approve Article 6. Approval of this article will fund a fire station feasibility and facilities study for the Plymouth Fire Department. The consultant's final report will include long-term solutions for fire station facilities, identify and recommend future fire station locations (including that of a new Fire Headquarters), recommend a phasing plan for station development and construction; and any recommended improvements to the current deployment model.

**ARTICLE 7:** To see if the Town will vote to establish a Special Purpose Stabilization Fund for Facility Maintenance, as authorized by the provisions of G.L. c.40, §5B, for capital maintenance of Town-owned buildings, which fund shall be under the care and custody of the Town Treasurer, and further, to raise and appropriate, transfer from available funds or borrow a sum of money for the purpose of funding said Stabilization Fund for Facility Maintenance, or take any other action relative thereto.

## **BOARD OF SELECTMEN**

**RECOMMENDATION: Approval \$2,500,000 (Unanimous 12-0-0)** The Advisory & Finance Committee recommends Town Meeting approve Article 7. Approval of this article will establish a Building Capital Maintenance Stabilization Fund, and authorize the Town to transfer \$2,500,000 from Free Cash into this stabilization fund. As with all Stabilization Funds, a 2/3rds vote of Town Meeting would be required for any future withdrawals from the stabilization fund.

**ARTICLE 8:** To see if the Town will vote, consistent with the vote taken under Article 9 (A10) of the August 10, 2020 Annual Town Meeting, to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of The Town of Plymouth Building Committee for design and engineering for the replacement of roofs at three Plymouth Public Schools. This phase of the project would determine the scope of the project including evaluating each school to determine order of replacement, material selection, preparation of drawings and bid documents, and develop project cost estimates and project timelines. The three schools are Federal Furnace Elementary school located at 860 Federal Furnace Road, Plymouth, Massachusetts, 02360; West Elementary School located at 170 Plympton Road, Plymouth, Massachusetts; and Indian Brook Elementary School located at 1181 State Road, Plymouth, Massachusetts 02360 for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; or take any other action relative thereto.

## **SCHOOL DEPARTMENT**

**RECOMMENDATION: Approval (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 8. Approval of this article will amend the language of Article 9A10, which was approved at the August 10, 2020 Town Meeting, in order to insure the project is eligible for MSBA grant reimbursement.

**ARTICLE 9:** To see if the Town will vote to transfer from Community Preservation available funds a sum of money for the construction of a pedestrian bridge on the property located off Billington Street Plymouth MA pursuant to G.L. c. 44B Section 12 and G.L. c. 184 Sections 31-33, and further to authorize the Board of Selectmen to grant a recreational restriction, or take any other action relative thereto.

## **COMMUNITY PRESERVATION COMMITTEE**

**RECOMMENDATION: Approval \$80,000 (Unanimous 12-0-0)** The Advisory & Finance Committee recommends Town Meeting approve Article 9. Approval of this article will authorize \$80,000 of Community Preservation funds to be used for the construction of a pedestrian bridge on the property located off Billington Street. The project will be ADA compliant and enhance access across the entirety of the Town Brook Historical District.

**ARTICLE 10:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of supporting the work of a Charter Commission, or take any other action relative thereto.

#### **BOARD OF SELECTMEN**

**RECOMMENDATION: Approval \$10,000 (Unanimous 12-0-0)** The Advisory & Finance Committee recommends Town Meeting approve Article 10. Approval of this article will set aside funds to be used by an elected Charter Commission in the performance of their duties, should an anticipated ballot question be approved by the voters of the Town. The amount of funding being suggested is slightly higher than the \$7,500 required by state law, but it is anticipated that the Charter Commission will need more than that amount to perform their duties.

**ARTICLE 11:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the Nuclear Plant Mitigation Stabilization Fund, as authorized by the provisions of G.L. c. 40, §5B as amended, or take any other action relative thereto.

#### **BOARD OF SELECTMEN**

#### **RECOMMENDATION: Approval \$1,000,000 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 11. Approval of this article will authorize the Town to transfer \$1,000,000 from Free Cash to the Nuclear Plant Mitigation Stabilization Fund. The Town has made a commitment to regularly set aside available funds for future use as it relates to the Pilgrim Nuclear Power Plant and the effect that its closure will have on the Town's budget, tax rate and economic development. The current balance of the Nuclear Plant Mitigation Stabilization Fund is \$7.3 million. As with all Stabilization Funds, a 2/3rds vote of Town Meeting would be required for any future withdrawals from the stabilization fund.

**ARTICLE 12:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the Pavement Management Plan Debt Stabilization Fund, as authorized by the provisions of G.L. c. 40, §5B as amended, or take any other action relative thereto.

#### **BOARD OF SELECTMEN**

#### **RECOMMENDATION: Approval \$697,473 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 12. Approval of this article will authorize the Town to transfer \$697,473 from Free Cash to the Pavement Management Plan Debt Stabilization Fund for future use as it relates to road repair, maintenance, and/or construction in the Town. This amount is the excess of actual Motor Vehicle Excise receipts over the amount budgeted for FY20. The current balance in the fund is \$2,671,983. As with all Stabilization Funds, a 2/3rds vote of Town Meeting would be required for any future withdrawals from the stabilization fund.

**ARTICLE 14:** To see if the Town will vote to amend its Zoning Bylaw, Section 206-1 – “Aquifer Protection District” as it relates to the delineation of the district and to amend the Town’s Official Zoning Map to revise the boundaries of the Aquifer Protection District as set forth in the document on file in the office of the Town Clerk entitled “Pinehills Revised Zone II, 2021 Spring Special Town Meeting” and dated February 2, 2021, or to take any other action relative thereto.

#### **PLANNING BOARD**

**RECOMMENDATION: Approval (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 14. The purpose of this article is to comply with the Department of Environmental Protection (DEP) requirement that the Pinehills Community's Zone II be added to the Town's Aquifer Protection DistrictZone II map to include DEP's revised Zone II area forthe Pinehills well.

# ROLL CALL VOTING CHARTS



## ADVISORY & FINANCE COMMITTEE - ROLL CALL VOTING CHART

Y - For

N - Against

A - Abstain R - Recuse

X - Absent

Ch - Chair did not vote

### ARTICLES

ARTICLE	DESCRIPTION	Y	A	Ch	MEMBERS														FOR-AGAINST-ABSTAIN
					Eugene Blanchard	Gail Butler	Kevin Canty	Brian Dunn	Karen Hamilton	Harry Helm	Roz Jones	Lawrence McGrath	Steve Nearman	Meaghan O'Connell	Ashley Shaw	Marc Sirrico	Shenyl Sousa	Scott Stephenson	Evelyn Strawn
1	Collective Bargaining Agreements			Ch															No Motion - No Action
2	FY2021 Budget Amendments																		No Motion - No Action
3	Unpaid Bills																		No Motion - No Action
4	Capital Outlay	X	A	Ch	Y	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	Y	Y	11-0-1	
5	Withdrawn																		
6	Town Wide Fire Station Study	Y	Y	Ch	Y	Y	Y	Y	X	Y	Y	Y	Y	Y	Y	Y	X	12-0-0	
7	New Facility Maint. Stabilization Fund	X	Y	Ch	Y	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	Y	Y	12-0-0	
8	MSBA Feasibility Study	Y	Y	Ch	Y	X	Y	Y	X	Y	Y	Y	Y	Y	Y	Y	Y	12-0-0	
9	Pedestrian Bridge off Billington St	X	Y	Ch	Y	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	Y	Y	12-0-0	
10	Charter Commission Support Budget	Y	Y	Ch	Y	Y	Y	Y	X	Y	Y	Y	Y	Y	Y	Y	X	12-0-0	
11	Nuclear Mitigation Fund	Y	Y	Ch	X	Y	Y	Y	Y	Y	Y	X	Y	Y	Y	Y	Y	12-0-0	
12	Pavement Management Fund	Y	Y	Ch	X	Y	Y	Y	Y	Y	Y	X	Y	Y	Y	Y	Y	12-0-0	
13	Withdrawn			Ch															
14	Amend Aquifer Protection District	Y	Y	Ch	Y	X	Y	Y	X	Y	Y	Y	Y	Y	Y	Y	Y	12-0-0	



CAPITAL  
IMPROVEMENTS  
COMMITTEE



CIC COMMITTEE RANKINGS PER 1/4/21 MEETING IN RED (WJ)

CIC Committee RANKINGS PER 2/25/21 MEETING IN RED (WJ)

DEPT ACCOUNT	DEPT PRIORITY	DIV. PRIORITY	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	TOWN MANAGER RECOMMENDED								SOLID WASTE FUND	REVOLVING FUND	OTHER	DEBT	
							R A N K	PROJECT FUNDING	TAX LEVY	FREE CASH	TRANSFER BALANCES	AIRPORT FUND	SEWER FUND	WATER FUND					
210	1		Police Department	Portable Radio Replacement		\$267,350.00	5	\$267,350		267,350									
	2			Storage Building Insulation/HVAC/Loft Addition		\$37,259.00	6	\$37,259		37,259									
155	1		IT Townwide Project	Townwide Camera System		\$222,189.00	12	\$222,189		222,189									
220	1		Fire Department	Replace Truck Body Fire Alarm Bucket Truck		\$47,495.00	14	\$47,495											47,495
	2			Replace and Equip C8 Maintenance Vehicle		\$68,489.00	21	\$68,489											68,489
	Special			Town-wide Department and Station Feasibility Study (FY 21)		\$185,000.00	3a	\$185,000		185,000									
300	1		School Department	School Building Repair Program		\$2,118,622.00	1	671,900.00		671,900									
1.01			PCIS, SES, WES, FFES	Phase 1 Roof Exposed Gas Lines Replace/Repair		200,000.00													
1.02			FFES	Phase 2 Windows		161,784.00													
1.03			CSES	Removal and Replacement of Asbestos Tile		115,000.00													
1.04			PCIS, PECC	Install Vertical Blinds		50,000.00													
1.05			DW	Facilities Condition Assessment		145,116.00													
1.06			PSMS	PSMS Bleacher Replacement		85,708.00													
1.07			IBES	Phase 1 Windows		128,914.00													
1.08			NMES	NMES Gutter Replacement and Roof Repair		58,850.00													
1.09			PCIS	PCIS HVAC Refurbish		630,050.00													
1.10			PCIS	Replace Gymnasium Floor		262,000.00													
1.11			Hedge	Replace Gymnasium Floor		94,800.00													
1.12			NMES	Replace Gymnasium Floor		186,400.00													
300	2		School Department	School Vehicle & Equipment Replacement Program TOTAL		\$255,561.00	10	102,118.00		102,118									
2.01				Replace Truck 940 Rack Truck		65,745.00													
2.02				Replace 2008 Ford Explorer		36,373.00													
2.03				Replace Truck 949 Utility		67,753.00													
2.04				Replace Truck 945 Utility		51,079.00													
2.05				Replace 7D Tech Van		34,611.00													
300	3.00		School Department	Bonded Projects Total		\$7,514,485.00	2	\$35,000		35,000									
3.01				West Elementary Roof Replacement		\$1,407,495.00													
3.02				Indian Brook Roof Replacement		\$1,596,500.00													
3.03				Federal Furnace Roof Replacement		\$1,430,490.00													
3.04				South Elementary Roof Top Unit Replacement Design and Pro		\$35,000.00													
3.05				South Elementary Roof Top Unit Replacement		\$3,045,000.00													
411	1		DPW - Engineering	Brook Road Bridge Design and Construction		\$2,275,000.00	3												
2				Traffic Sign and Signal Asset Management		\$150,000.00	15	\$150,000		150,000									
3				Manomet Ave Wicking Wells		\$450,000.00	23												
				Town Vehicle & Equipment Replacement Program		\$1,070,300.78													
420	1		DPW - Highway	Replace Truck H348		\$69,976.00	8	\$69,976		69,976									
420	2		DPW - Highway	Replace Truck H38		\$69,976.00	17												
420	3		DPW - Highway	Replace Truck H345		\$107,109.00	18												
425	1		DPW - Fleet	Fuel Efficiency Program		\$134,379.24	19	\$134,379		134,379									
425	2		DPW - Fleet	Service/Fuel Truck Replacement		\$69,977.01	7	\$69,977		69,977									
425	3		DPW - Fleet	Update Truck Radios		\$298,650.20	20												
427	3		Marine & Environment	Natural Resources Truck		\$60,000.00	22												
491	3		Cemetery	3/4 Ton Pickup with Plow (FY21 special)		\$45,868.00	26	45,868										45,868	Cemetery Beautification
492	1		DPW - Parks	(2) Commercial Zero Turn Mowers		\$30,059.44	11	30,059		30,059									
492	2		DPW - Parks	Compact Utility Loader with Attachments		\$77,196.89	24												
492	3		DPW - Parks	6-Wheel Truck		\$107,109.00	25												

DEPT ACCOUNT	DEPT PRIORITY	DIV. PRIORITY	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	OWN MANAGER RECOMMENDED										SOLID WASTE FUND	REVOLVING FUND	OTHER	DEBT			
							R A N K	PROJECT FUNDING	TAX LEVY	FREE CASH	TRANSFER BALANCES	AIRPORT FUND	SEWER FUND	WATER FUND									
427	1		Environmental	Town Wharf Bulkhead Reconstruction	\$1,331,000.00	4	\$1,331,000			1,331,000													
	2			Dredging Town Wharf	\$2,600,000.00	13	\$2,600,000													2,600,000			
491	1		Cemetery	Chiltonville Cemetery Headstone Repair Old Section	\$125,050.00	16																	
491	2		Cemetery	Chiltonville Niche Walls/Upgrades	\$140,000.00	9	\$140,000													140,000			
				TOTAL GENERAL FUND PROJECTS	\$18,857,800.78		\$6,208,059		\$0	\$3,306,207		\$0	\$0	\$0	\$0		\$0	\$0	\$115,984	\$185,868	\$2,600,000		
60-440	1		DPW Utilities (Sewer)	Effluent Disinfection Baffle Replacement	\$100,000.00		\$100,000.00											100,000					
	2		DPW Utilities (Sewer)	Septage Receiving Grinder	\$30,000.00		\$30,000.00											30,000					
	3		DPW Utilities (Sewer)	WWTP F.O.G. Collection System Preliminary Design	\$150,000.00		\$150,000.00											150,000					
				TOTAL FOR SEWER	\$280,000.00		\$280,000											\$280,000					
61-450	1		DPW Utilities (Water)	Water System Improvements	\$350,000.00		\$350,000.00											350,000					
	2		DPW Utilities (Water)	Valve Exercise and Flushing	\$109,000.00		\$109,000.00											109,000					
	3		DPW Utilities (Water)	Replace Pickup W-43	\$68,973.00		\$68,973.00											68,973					
	Special			Eel River Bridge suspended water main (FY21)	\$390,000.00		\$390,000.00											390,000					
	Special			Jordan Road Bridge suspended water main (FY21)	\$558,000.00		\$558,000.00											558,000					
				TOTAL FOR WATER	\$1,475,973.00		\$1,475,973.00											\$1,475,973					
65-482	1		Airport	Runway Length Analysis/Environmental Assessment	\$166,666.00		\$166,666.00											8,333			158,333		
	2		Airport	Runway Broom for Snow Removal	\$78,000.00		\$78,000.00											15,600			62,400		
	Special			Wastewater Treatment Plant Upgrades (FY21)	\$2,456,220.00	9a	\$230,000.00			230,000											\$220,733		
				TOTAL FOR AIRPORT	\$2,700,886.00		\$474,666.00			230,000													
66-433	1		DPW Utilities (Solid Waste)	Replace Tractor/Mower	\$168,795.00		\$168,795			168,795													
	2		DPW Utilities (Solid Waste)	Replace Volvo Roll-off (SW93)	\$235,198.10		\$235,198			58,800									176,398				
	2		DPW Utilities (Solid Waste)	Replace Compactors at Transfer Station	\$158,540.80		\$158,540											158,540			\$334,938		
				TOTAL FOR SOLID WASTE	\$562,533.90		\$562,533.00			\$227,595													
				TOTAL FOR ENTERPRISE FUNDS	\$5,019,392.90		\$2,793,172		\$0	\$457,595		\$0	\$23,933	\$280,000	\$1,475,973	\$334,938	\$0	\$220,733	\$0				
				TOTAL PROJECTS FOR FY20	\$23,877,193.68		\$9,001,231		\$0	\$3,763,802		\$0	\$23,933	\$280,000	\$1,475,973	\$334,938	\$115,984	\$406,601	\$2,600,000				
				Annual Town Meeting - Article 9	\$20,242,106		\$7,592,363			3,348,802			23,933	280,000	527,973	334,938	115,984	360,733	2,600,000				
				General Fund			\$5,977,191			3,121,207								115,984	140,000	2,600,000			
				Enterprise Fund			\$1,615,172			227,595			23,933	280,000	527,973	334,938	0	220,733					
							\$7,592,363			3,348,802			23,933	280,000	527,973	334,938	115,984	360,733	2,600,000				
				Special Town Meeting - Article 4	\$3,450,088		\$1,223,868			230,000										45,868			
				Special Town Meeting - Article 6	\$185,000		\$185,000			185,000													
				Grand Total	\$23,877,194		\$9,001,231		\$0	\$3,763,802		\$0	\$23,933	\$280,000	\$1,475,973	\$334,938	\$115,984	\$406,601	\$2,600,000				

ARTICLE  
SUPPORTING  
DOCUMENTATION



## **ARTICLE 1:**

**ARTICLE 1:** To see if the Town will vote to amend the Classification and Compensation Plans and the Personnel By-Law and Collective Bargaining Agreements contained therein, or take any other action relative thereto.

### **BOARD OF SELECTMEN**

**No Motion No Action**



## **ARTICLE 2:**

**ARTICLE 2:** To see if the Town will vote to transfer from available funds a sum of money to be added to funds already appropriated under Articles 7A through 7E of the 2020 Spring Annual Town Meeting for the purpose of supplementing departmental expenses, or otherwise amend said votes, or take any other action relative thereto.

### **BOARD OF SELECTMEN**

#### **No Motion No Action**



## **ARTICLE 3:**

**ARTICLE 3:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to pay certain unpaid bills of a prior fiscal year, or take any other action relative thereto.

### **BOARD OF SELECTMEN**

**No Motion No Action**



## ARTICLE 4:

**ARTICLE 4:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the construction and/or repair and/or purchase and/or lease of buildings and/or replacement of departmental buildings, and/or equipment and/or capital facilities for various departments of the Town and/or for feasibility and other types of studies or professional consulting services, including any related and incidental costs and expenses, as follows:

- Water Main Replacement – Warren Avenue Bridge
- Water Main Replacement – Jordan Road Bridge
- Airport Wastewater Treatment Plant Upgrades
- Airport Administration Building – final adjustment
- Cemetery Division Pickup Truck

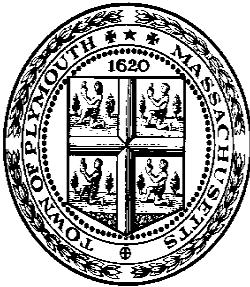
Or take any other action relative thereto.

## BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$1,228,523.75 (11-0-1)** The Advisory & Finance Committee recommends Town Meeting approve Article 4. Approval of this article will authorize:

- \$390,000 for the Water Main Replacement – Warren Avenue Bridge
- \$558,000 for the Water Main Replacement – Jordan Road Bridge
- \$230,000 for upgrades to the Airport Wastewater Treatment Plan.
- \$4,655.75 from Airport Retained Earnings to finish final adjustments on the New Administration Building, and
- \$45,868 from the Cemetery Beautification Revolving Fund to purchase a new pickup truck.





**TOWN OF PLYMOUTH**  
ACCOUNTING & FINANCE DEPARTMENT  
26 COURT STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSION 10177

To: SELECT BOARD  
ADVISORY & FINANCE COMMITTEE

FROM: LYNNE A. BARRETT  
DEPARTMENT OF FINANCE

SUBJECT: SPECIAL TOWN MEETING – ARTICLE 4 & ARTICLE 6

DATE: MARCH 2, 2021

---

Capital Improvements Committee met, and reviewed capital projects submitted in Article 4 (except one for Airport) and the Town Wide Fire Station Study. The projects submitted were added to the CIC Fiscal 2022 spreadsheet and ranked accordingly. The close out for the Airport Administration Building was a project previously ranked and, in our opinion, did not require CIC review.

This memo includes the recommendation of the funding sources for the projects submitted:

**Article 4:**

A. Water Main Replacement – Warren Avenue Bridge	\$390,000
B. Water Main Replacement – Jordan Road Bridge	\$558,000
<b>Water Retained Earnings</b>	<b>\$948,000</b>
C. Airport Wastewater Treatment Plant Upgrades	\$230,000
<b>General Fund Free Cash</b>	<b>*NOTE*</b>
	<b>\$230,000</b>
D. Airport Administration Building – final adjustment	\$4,655.75
<b>Airport Retained Earnings</b>	<b>\$4,655.75</b>
E. Cemetery Division Pickup Truck	\$45,868
<b>Cemetery Beautification Revolving Fund</b>	<b>\$45,868</b>

**Article 6:**

Town Wide Fire Station Study	\$185,000
<b>General Fund Free Cash</b>	<b>\$185,000</b>

**\*NOTE\*** The town is recommending the initial design specifications and bidding of the Airport Wastewater Treatment Plant be paid from General Fund Free Cash. This is due to the timing of

the project and its need to get started, the balance in Airport Retained Earnings is not sufficient to fund this and we are working on an overall financing plan that will include a sewer betterment or charge to the properties connected to the Airport Waste Water Treatment Plant. We are in the early stages of this and will be returning to town meeting in the fall with the project construction authorization and financing plan. The Airport Manager is also seeking any other funding sources that would be available to them through grants.

Thank you for your overall consideration of both articles.

**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM**  
**FY21 SPECIAL TOWN MEETING REQUEST FORM**

Department: DPW Water Division		
Project Title and Description: Replace Water Main-Eel River Bridge-Warren Ave/3A	Total Project Cost:	\$390,000.00

Department/Division Head: **Peter Gordon-Water Supt**

Cost estimate was developed: Internally  Externally

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	O & M
<i>Planning and Design</i>	\$131,945.00		<i>FY19</i>		
<i>Labor and Materials</i>	\$190,000.00	(Construction)	<i>FY20</i>		
<i>Administration</i>			<i>FY21</i>		
<i>Land Acquisition</i>			<i>FY22</i>		
<i>Equipment</i>			<i>FY23</i>		
<i>Other</i>	\$30,000.00	Police Details			
<i>Contingency</i>	\$38,000.00	20% of Construction			
<b>Total Capital</b>	<b>\$390,000.00</b>				

Possible sources and amounts of funding, if known: Retained Earnings Water Enterprise

Project Justification and Objective: On January 13, 2021 DPW was notified by MassDOT that a recent inspection of the bridge revealed that the towns 12-inch cast iron water main (1958) was deteriorating and need of immediate repair. Steel supports are severely corroded and pipe insulation is not in place. We are requesting immediate replacement with a new 12-inch main, appurtenances, and support systems.

Justification for Request at Special Town Meeting: We were not aware of the condition of the main until recently and need the appropriation to affect an immediate repair of our vital infrastructure.

**For Capital Project Requests:**

Will this project be phased over more than one fiscal year? If yes, enter it on the next 5 Year Plan Yes  No   
 Can this project be phased over more than one fiscal year? Yes  No

**For Capital Equipment Requests:**

Check if equipment requested is replacement and enter the year, make & model, VIN and present condition of existing equipment

Attach additional information, estimates, or justification.

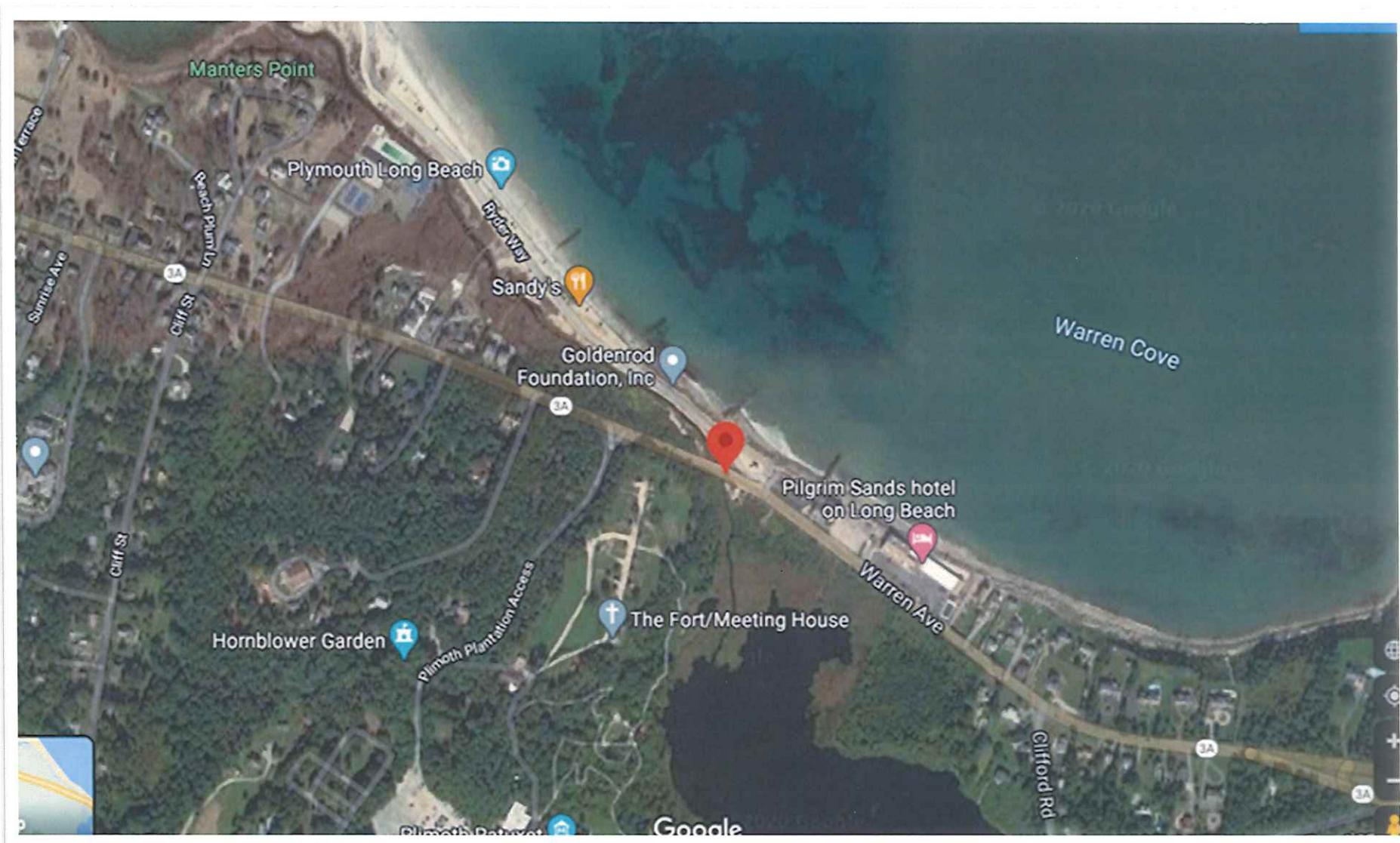
**EXHIBIT A**  
**Town of Plymouth, MA**  
**Water Main Replacement - Eel River Bridge**

FEE PROPOSAL													
Design Services													
3-Feb-21													
Task	Description	SVP/VP	Assoc. Structural	Assoc. Traffic	SPM/PM Structural	SPM/PM Water	SPE/PE Sl./Tra.	Sen. Eng. Structural	Eng. ST/Water	SDES	Staff Eng	Resident Rep.	TOTAL
1A	Design	15	12	2	10	66	46	8	56	56	10	0	281
	Project Administration	1	0	0	0	4	0	0	0	0	0	0	5
	Design Drawings	0	0	0	0	8	0	0	0	32	0	0	40
	Base Plans	0	0	0	0	2	0	0	0	16	0	0	18
	Utilities	0	0	0	0	2	0	0	0	0	0	0	6
	Details	0	0	0	0	2	0	0	0	8	0	0	10
	Structural	0	8	0	10	0	40	4	44	0	0	0	106
	Traffic Management Plans	0	0	2	0	0	6	0	0	0	10	0	18
	Design Memo	2	0	0	0	4	0	0	0	0	0	0	6
	Cost Estimate	2	0	0	0	4	0	4	4	0	0	0	14
	Specifications	2	0	0	0	40	0	0	4	0	0	0	46
	Internal QA/QC	8	4	0	0	0	0	0	0	0	0	0	12
1B	Permitting	2	0	2	0	26	8	0	6	0	4	0	48
	DOT Access Permit	0	0	2	0	2	8	0	0	0	4	0	16
	Army Corps. General Permit	1	0	0	0	8	0	0	2	0	0	0	11
	MA Coastal Zone Management	0	0	0	0	8	0	0	2	0	0	0	10
1C	Plymouth Conservation Commission	1	0	0	0	8	0	0	2	0	0	0	11
	Bidding Services and Support	3	0	0	0	40	0	0	18	0	0	0	61
	Run Pre-bid meeting	0	0	0	0	8	0	0	0	0	0	0	8
	Prepare Addenda as necessary	1	0	0	0	16	0	0	8	0	0	0	25
	Attend Bid Opening	1	0	0	0	4	0	0	0	0	0	0	5
	Prepare Bid Tab	0	0	0	0	2	0	0	2	0	0	0	4
	Evaluate Bids and Background Checks	0	0	0	0	2	0	0	8	0	0	0	10
	Prepare Award Recommendation Letter	1	0	0	0	4	0	0	0	0	0	0	5
	Coordinate Contract Execution	0	0	0	0	4	0	0	0	0	0	0	4
1D	Construction Admin and Resident Ins.	5	4	0	13	84	2	8	27	0	0	184	327
	Preconstruction Meeting	1	2	0	3	4	0	4	0	0	0	4	18
	Construction Admin	4	2	0	6	80	0	0	27	0	0	0	119
	Resident Inspection	0	0	0	4	0	2	4	0	0	0	0	180
1E	Record Drawings	0	0	0	0	4	0	0	0	8	0	4	16
	Record Drawings	0	0	0	0	4	0	0	0	8	0	4	16
1F	Contract Closeout	1	0	0	0	16	0	0	0	0	0	0	17
	Closeout Permits	0	0	0	0	8	0	0	0	0	0	0	8
	Contract Closeout	1	0	0	0	8	0	0	0	0	0	0	9
	<b>Totals</b>	<b>26</b>	<b>16</b>	<b>4</b>	<b>23</b>	<b>236</b>	<b>56</b>	<b>16</b>	<b>107</b>	<b>64</b>	<b>14</b>	<b>188</b>	<b>750</b>
<b>2021 Rates</b>													
<b>DIRECT COST :</b>													
	Vice President (SVP/VP)				26						@	\$260.00	\$6,760
	Associate (Assoc.)-Structural				16						@	\$236.00	\$3,776
	Associate (Assoc.)-Traffic				4						@	\$214.00	\$856
	Project Manager (SPM/PM)-Structural				23						@	\$205.00	\$4,715
	Project Manager (SPM/PM)-Water				236						@	\$182.00	\$42,952
	Project Engineer (SPE/PE)-Structural/Traffic				56						@	\$142.00	\$7,952
	Sen. Engineer-Structural				16						@	\$128.00	\$2,016
	Engineer (ENG.)-Structural/Water				107						@	\$110.00	\$11,770
	Senior Designer (SDES)				64						@	\$120.00	\$7,680
	Staff Engineer				14						@	\$95.00	\$1,330
	Resident Rep				188						@	\$130.00	\$24,440
	<b>DIRECT COST:</b>												<b>\$114,247</b>
<b>ALLOWANCE</b>													
	Bridge Inspection Allowance - Equipment					\$3,200					X	1.05	\$3,380
	Bridge Inspection Allowance - Personnel					\$1,500							\$1,500
	Police Detail												\$500
	<b>NON-SALARY COSTS (printing, mileage, equip., etc.)</b>						\$1,500				X	1.05	<b>\$1,575</b>
<b>SUBCONSULTANTS:</b>													
	(Survey) - Green Seal Env.						\$7,750				X	1.05	\$8,138
	Wetlands						\$2,500				X	1.05	\$2,625
	<b>GRAND TOTAL COSTS:</b>												<b>\$131,945</b>
<b>Cost Breakdown for Capital Improvement Plan Request Form</b>													
	Planning and Design Costs - Tasks 1A and 1C												\$68,755
	Other Costs - Task 1B												\$7,856
	Administration Costs - Task 1D, 1E and 1F												\$55,334
													<b>Engineering Total</b> \$131,945
	Construction Estimate												\$190,000.00
	Contingency												\$38,000.00
	Police												\$30,000.00
	Construction Total												\$258,000.00
	<b>Project Total (Engineering, Construction, Police and Contingency)</b>												<b>\$389,945</b>

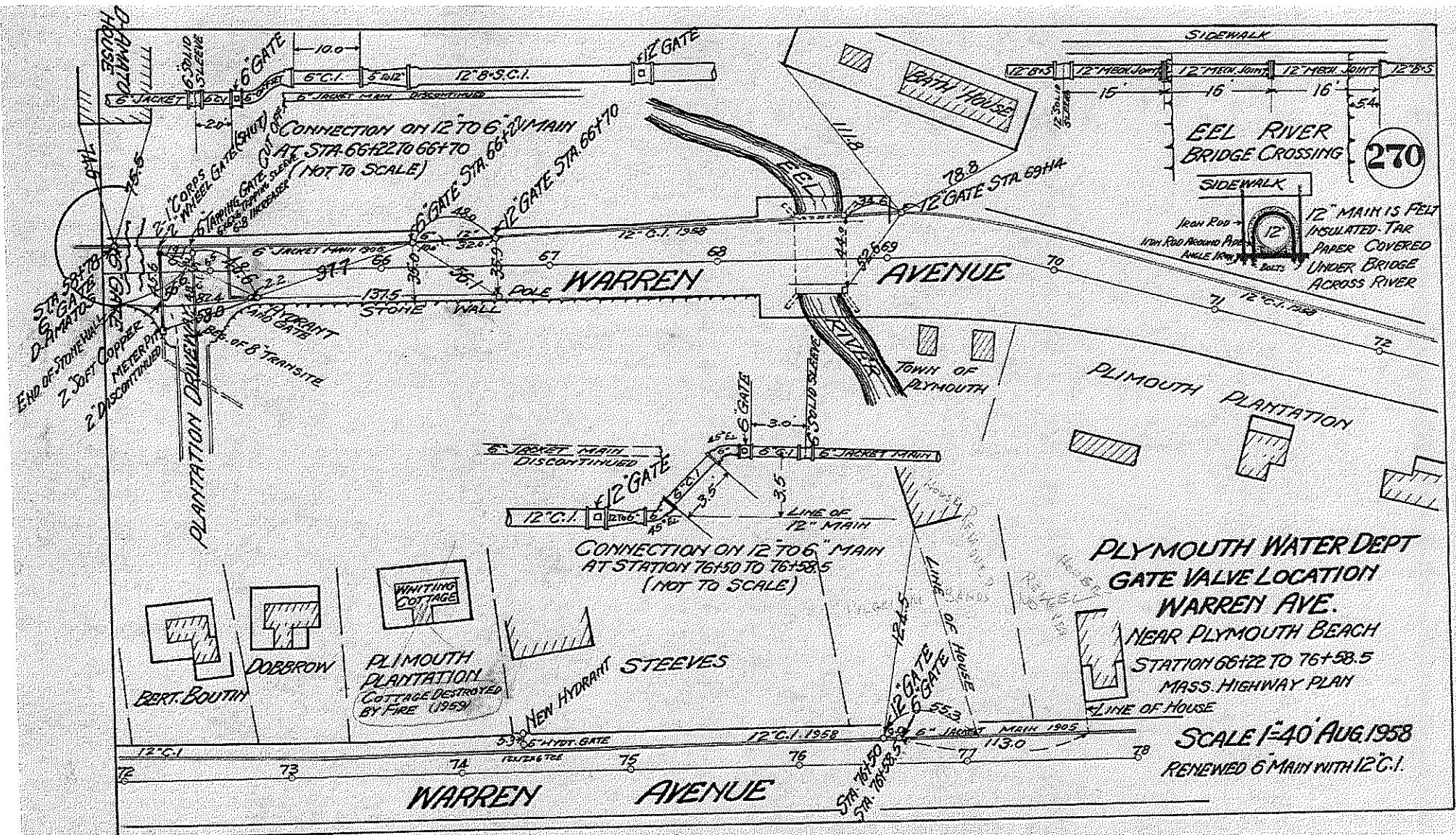
**Eel River Water Main Replacement**  
**Preliminary Schedule and Cost Estimate**

<b>Schedule</b>	<b>Time</b>
Tapping Sleeves, Insertion Valve, bypass piping, disinfect	7 days
Remove existing pipe and install new pipe	5 days
Disinfect	5 days
pavement restoration	2 days
	19 days
	Call it
	4 weeks

<b>Item Description</b>	<b>Units</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Price</b>
12-inch Water main	If	70	\$375.00	\$26,250.00
Insulation for 12-inch main	ls	1	\$10,700.00	\$10,700.00
Remove existing cast iron main	ls	1	\$10,000.00	\$10,000.00
12-inch gate valve	ea	2	\$4,000.00	\$8,000.00
12"x8" TS and Valve	ea	2	\$8,400.00	\$16,800.00
12" Linestops	ea	2	\$12,000.00	\$24,000.00
8" temporary bypass pipe	If	450	\$30.00	\$13,500.00
Disinfect bypass pipe	ls	1	\$7,000.00	\$7,000.00
Structural work	ls	1	\$44,000.00	\$44,000.00
Traffic Management	ls	1	\$20,000.00	\$20,000.00
Restoration				
Paving	ton	30	\$150.00	\$4,500.00
Sidewalks	SY	5	\$150.00	\$750.00
Reset Curbing	LF	40	\$100.00	\$4,000.00
<b>Construction Subtotal</b>				<b>\$189,500.00</b>
			Call it	\$190,000.00
<b>Contingency (20%)</b>				<b>\$38,000.00</b>
<b>Total</b>				<b>\$228,000.00</b>
<b>Police</b>	Assume 2 x9x20 days @\$80/hr			\$28,800.00
			Call it	\$30,000.00
<b>Construction Total</b>				<b>\$258,000.00</b>







**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM**  
**FY21 SPECIAL TOWN MEETING REQUEST FORM**

<b>Department: DPW Water Division</b>		
Project Title and Description: <b>Replace Water Main- Jordan Road Bridge</b>	Total Project Cost:	<b>\$558,000.00</b>

Department/Division Head: **Peter Gordon-Water Supt**

Cost estimate was developed: Internally  Externally

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	O & M
<i>Planning and Design</i>	\$149,965.00		<i>FY19</i>		
<i>Labor and Materials</i>	\$290,000.00	(Construction)	<i>FY20</i>		
<i>Administration</i>			<i>FY21</i>		
<i>Land Acquisition</i>			<i>FY22</i>		
<i>Equipment</i>			<i>FY23</i>		
<i>Other</i>	\$60,000.00	Police Details			
<i>Contingency</i>	\$58,000.00	20% of Construction			
<b>Total Capital</b>	<b>\$558,000.00</b>				

Possible sources and amounts of funding, if known: **Retained Earnings Water Enterprise**

Project Justification and Objective: On January 20, 2021 DPW was notified by MassDOT that a recent inspection of the bridge revealed that the towns 8-inch cast iron water main (1956) was deteriorating and need of immediate repair. Steel supports are corroded, pipe is misaligned, and pipe insulation is not in place. We are requesting immediate replacement with a new 8-inch main, appurtenances, and support systems.

Justification for Request at Special Town Meeting: We were not aware of the condition of the main until recently and need the appropriation to affect an immediate repair of our vital infrastructure.

**For Capital Project Requests:**

Will this project be phased over more than one fiscal year? If yes, enter it on the next 5 Year Plan Yes  No   
 Can this project be phased over more than one fiscal year? Yes  No

**For Capital Equipment Requests:**

Check if equipment requested is replacement and enter the year, make & model, VIN and present condition of existing equipment

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Attach additional information, estimates, or justification.

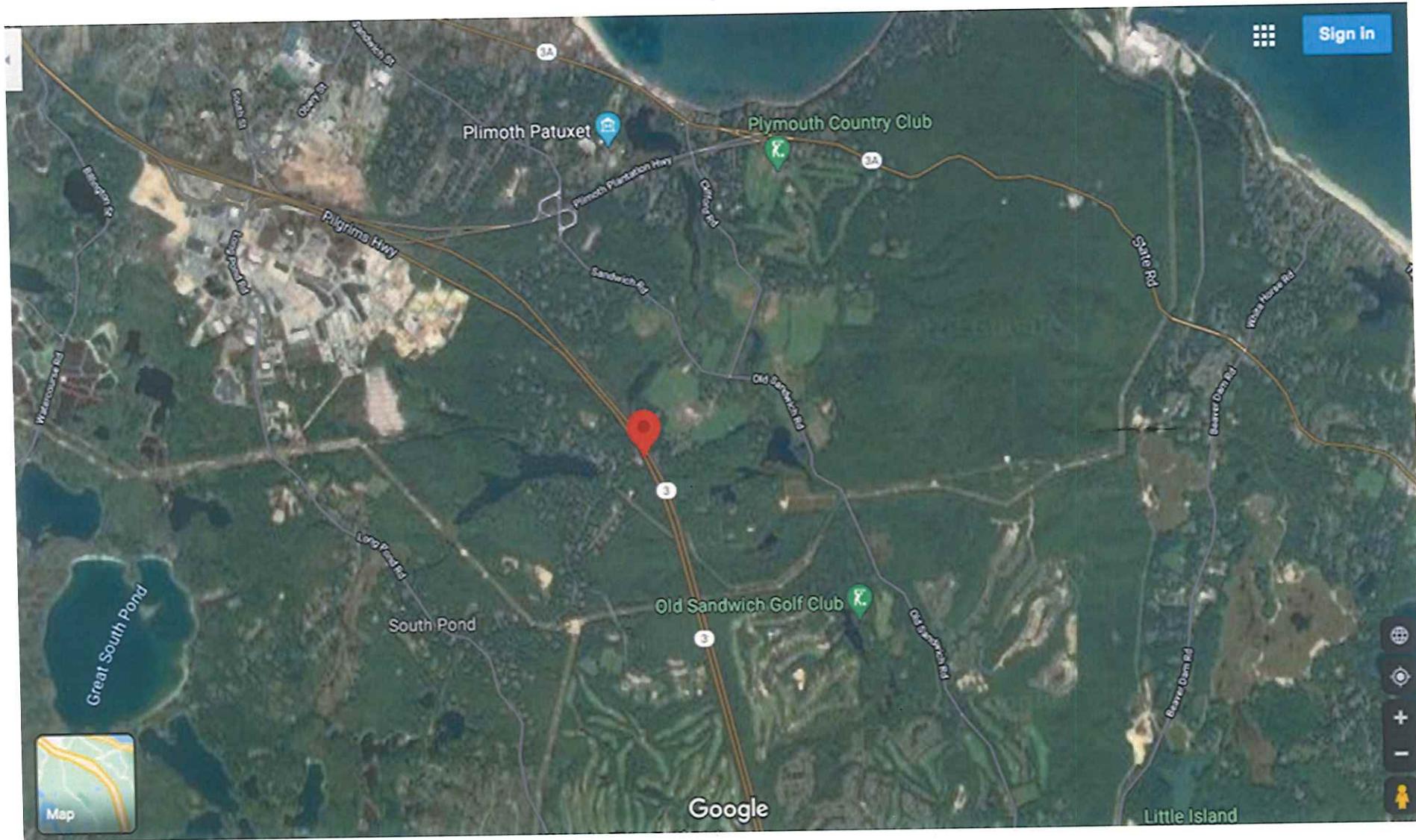
**EXHIBIT A**  
**Town of Plymouth, MA**  
**Water Main Replacement - Jordan Road**

FEE PROPOSAL														
Design Services 3-Feb-21														
Task	Description	SVP/VP	Assoc. Structural	Assoc. Traffic	SPM/PM	SPM/PM	SPE/PE	Sen. Eng.	Eng. ST/Water	SOES	Staff Eng	Resident Rep.	TOTAL	
1A	Design	20	9	2	8	98	26	8	72	90	16	0	349	
	Project Administration	4	0	0	0	8	0	0	0	0	0	0	12	
	Design Drawings	0	0	0	0	16	0	0	0	50	0	0	66	
	Base Plans	0	0	0	0	8	0	0	0	24	0	0	32	
	Utilities	0	0	0	0	0	0	0	4	0	0	0	4	
	Details	0	0	0	0	16	0	0	16	16	0	0	48	
	Structural	0	7	0	8	0	20	4	44	0	0	0	83	
	Traffic Management Plans	0	0	2	0	0	6	0	0	0	16	0	24	
	Design Memo	4	0	0	0	4	0	4	4	0	0	0	10	
	Cost Estimate	2	0	0	0	4	0	4	4	0	0	0	14	
	Specifications	2	0	0	0	40	0	0	4	0	0	0	46	
	Internal QA/QC	8	2	0	0	0	0	0	0	0	0	0	10	
1B	Permitting	2	0	4	0	4	12	0	0	0	8	0	30	
	DOT Access Permit	2	0	4	0	4	12	0	0	0	8	0	30	
1C	Bidding Services and Support	3	0	0	4	42	0	0	18	0	0	0	67	
	Run Pre-bid meeting	0	0	0	0	8	0	0	0	0	0	0	8	
	Prepare Addenda as necessary	1	0	0	4	16	0	0	8	0	0	0	29	
	Attend Bid Opening	1	0	0	0	4	0	0	0	0	0	0	5	
	Prepare Bid Tab	0	0	0	0	2	0	0	2	0	0	0	4	
	Evaluate Bids and Background Checks	0	0	0	0	4	0	0	8	0	0	0	12	
	Prepare Award Recommendation Letter	1	0	0	0	4	0	0	0	0	0	0	5	
	Coordinate Contract Execution	0	0	0	0	4	0	0	0	0	0	0	4	
1D	Construction Admin and Resident Ins.	9	4	0	28	104	2	12	32	0	0	274	465	
	Preconstruction Meeting	1	0	0	4	4	0	0	0	0	0	4	13	
	Construction Admin	8	4	0	16	100	2	4	32	0	0	0	166	
	Resident Inspection	0	0	0	8	0	0	8	0	0	0	0	286	
1E	Record Drawings	0	0	0	0	4	0	0	0	16	0	4	24	
	Record Drawings	0	0	0	0	4	0	0	0	16	0	4	24	
1F	Contract Closeout	2	0	0	0	12	0	0	0	0	0	0	14	
	Closeout Permits	0	0	0	0	4	0	0	0	0	0	0	4	
	Contract Closeout	2	0	0	0	8	0	0	0	0	0	0	10	
	<b>Totals</b>	<b>36</b>	<b>13</b>	<b>6</b>	<b>40</b>	<b>264</b>	<b>40</b>	<b>20</b>	<b>122</b>	<b>106</b>	<b>24</b>	<b>278</b>	<b>949</b>	
<b>2021 Rates</b>														
<b>DIRECT COST :</b>														
							<b>Hours</b>							
	Vice President (SVP/VP)						36							
	Associate (Assoc.)-Structural						13							
	Associate (Assoc.)-Traffic						6							
	Project Manager (SPM/PM)-Structural						40							
	Project Manager (SPM/PM)-Water						264							
	Project Engineer (SPE/PE)-Structural/Traffic						40							
	Sen. Engineer-Structural						20							
	Engineer (ENG.)-Structural/Water						122							
	Senior Designer (SOES)						106							
	Staff Engineer						24							
	Resident Rep						278							
	<b>DIRECT COST:</b>												<b>\$142,720</b>	
	<b>NON-SALARY COSTS (printing, mileage, equip., etc.)</b>						<b>\$2,000</b>					<b>x</b>	<b>1.05</b>	<b>\$2,100</b>
	<b>SUBCONSULTANTS:</b>													
	(Survey) - Green Seal Env.						<b>\$4,500</b>					<b>x</b>	<b>1.05</b>	<b>\$5,145</b>
	<b>GRAND TOTAL COSTS:</b>													<b>\$149,955</b>
<b>Cost Breakdown for Capital Improvement Plan Request Form</b>														
<b>Planning and Design Costs - Tasks 1A and 1C</b>														
	Other Costs - Task 1B													<b>\$65,492</b>
	Administration Costs - Task 1D, 1E and 1F													<b>\$4,568</b>
														<b>\$79,905</b>
														<b>Engineering Total</b>
														<b>\$149,955</b>
	Construction Estimate													<b>\$290,000.00</b>
	Contingency													<b>\$58,000.00</b>
	Police													<b>\$60,000.00</b>
	Construction Total													<b>\$408,000.00</b>
	<b>Project Total (Engineering, Construction, Police and Contingency)</b>													<b>\$557,665.00</b>

**Jordan Road Water Main Replacement**  
**Preliminary Schedule and Cost Estimate**

<u>Schedule</u>	Time
bypass piping and disinfection	5 days
Pits	2 days
Remove old pipe (bridge)	4 days
Install new pipe (bridge)	4 days
Install trenched pipe	1 day
Abutment work	2 days
Insulation and supports	5 days
pavement restoration and disinfection	5 days
	28 days
	Call it
	6 weeks

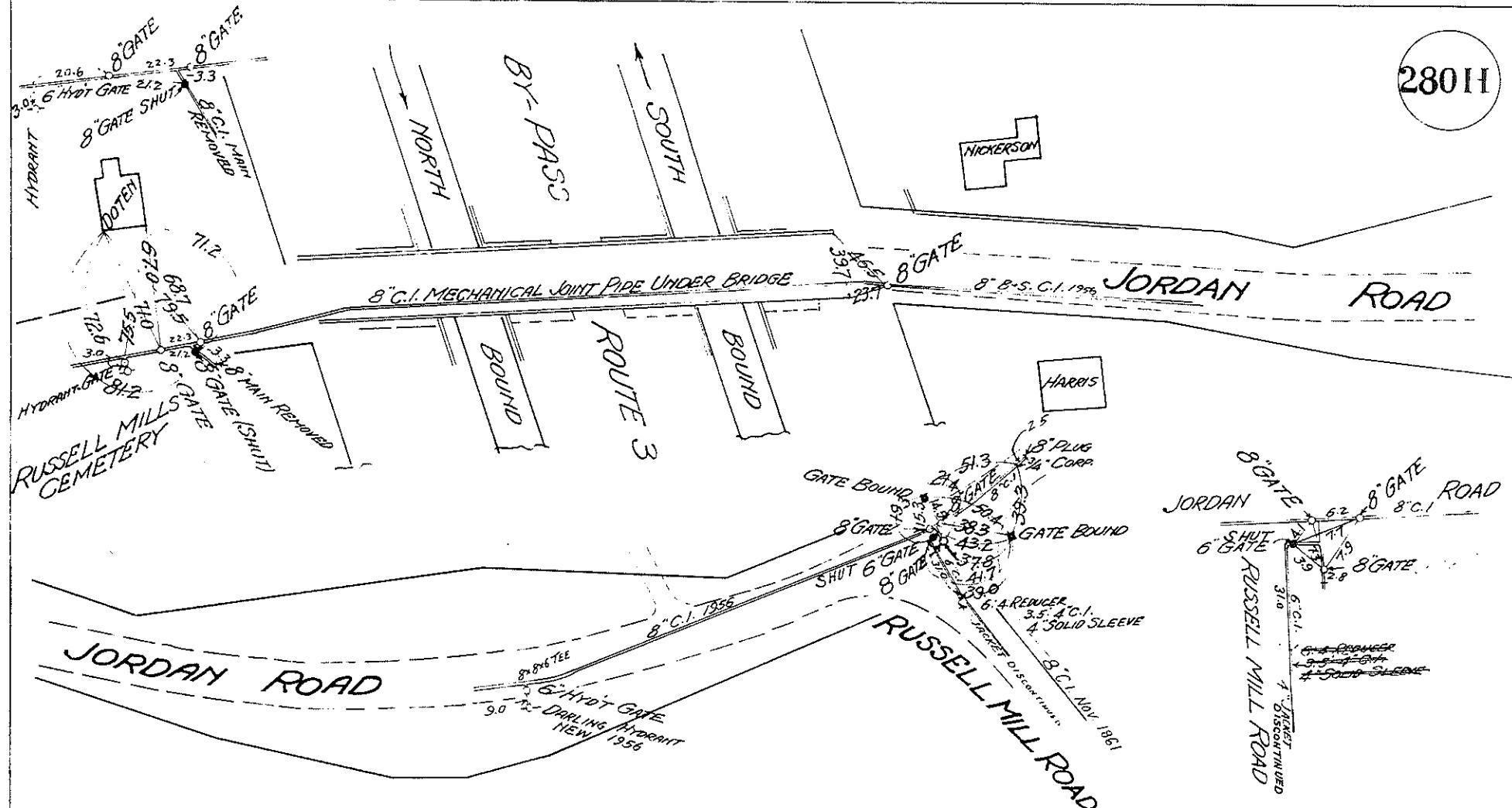
<u>Item Description</u>	<u>Units</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Price</u>
8-inch Water main	lf	260	\$385.00	\$100,100.00
Insulation for 8-inch main	ls	1	\$0.00	\$0.00
Remove existing cast iron main	ls	1	\$50,000.00	\$50,000.00
8-inch gate valve	ea	2	\$4,000.00	\$8,000.00
6" temporary bypass pipe	lf	600	\$25.00	\$15,000.00
Disinfect bypass pipe	ls	1	\$7,000.00	\$7,000.00
Structural work	ls	1	\$42,000.00	\$42,000.00
Traffic Management	ls	1	\$41,000.00	\$41,000.00
Restoration				
Paving	ton	45	\$150.00	\$6,750.00
Sidewalks	SY	5	\$150.00	\$750.00
Reset Curbing	LF	150	\$100.00	\$15,000.00
Concrete work	SY	10	\$125.00	\$1,250.00
<b>Construction Subtotal</b>				<b>\$286,850.00</b>
			<b>Call it</b>	<b>\$290,000.00</b>
<b>Contingency (20%)</b>				<b>\$58,000.00</b>
<b>Total</b>				<b>\$348,000.00</b>
 Police	Assume 3x8x30 days @ \$80/hr			\$57,600.00
			<b>Call it</b>	<b>\$60,000.00</b>
<b>Construction Total (W/ Police and Contingency)</b>				<b>\$408,000.00</b>







280 II



PLYMOUTH WATER DEPT.  
Plan showing Gate location on  
JORDAN ROAD FROM CEMETERY TO RUSSELL MILL ROAD  
Scale 1:40 Aug. 1956.



February 3, 2021

Mr. Jonathan L. Beder  
Director of Public Works  
Town of Plymouth  
159 Camelot Drive  
Plymouth, MA 02360

**Re: Warren Avenue and Jordan Road  
Water Main Replacement Projects**

Mr. Beder,

BETA Group, Inc. is pleased to have this opportunity to submit our proposal to the Town of Plymouth to provide engineering design and construction administration services for the "Warren Avenue and Jordan Road Water Main Replacement Projects". BETA has assembled a highly qualified team to perform all services required for these projects. Paul Smith has been designated to serve as Project Manager on these Projects. The services to be provided to complete this project are detailed in Section 1 – Scope of Services.

**Background**

**Warren Avenue**

The Town owns and operates a 12-inch cast iron water main on Warren Avenue (Route 3A), which traverses easterly from the North Pine Hills tank towards Plymouth Center. A critical section of this main includes the crossing of the Eel River. At this crossing, the Town's 12-inch cast iron water main is suspended on steel hangers from the bridge's northern sidewalk beam. Recently, the existing State-owned (MA DOT) bridge was inspected by DOT bridge inspectors. At the time of the inspection, the existing 12-inch cast iron main was observed to be missing pipe insulation and the steel pipe supports were found to be corroded. The Town proposes to replace the existing 12-inch cast iron water main with new 12-inch cement lined ductile iron water main, new support hangers and pipe insulation.

**Jordan Road**

The Town owns and operates an 8-inch cast iron water main on Jordan Road, which serves to connect the Plymouth Center Pressure Zone to the Bradford Zone. A critical section of this main includes the crossing of Route 3, by way of the Jordan Road overpass. At this crossing, the Town's 8-inch cast iron water main is suspended on steel supports within a utility bay between two steel girders. Recently, the existing State-owned (MA DOT) bridge was inspected by DOT bridge inspectors. At the time of the inspection, the existing 8-inch cast iron main was observed to have missing and/or deteriorated pipe insulation, corroded steel supports, missing support shims and a section of pipeline misalignment. The Town proposes to replace the existing 8-inch cast iron main with a new 8-inch cement lined ductile iron water main, pipe insulation and additional steel supports.

**Section 1 – Scope of Services**

The Town of Plymouth is requesting that BETA Group, Inc. (BETA) provide engineering design and construction administration services for the replacement of existing water mains on the Warren Avenue bridge over the Eel River and the Jordan River overpass over Route 3. The projects shall be bid and constructed under two separate Contracts. The Scope will be as follows:

## **Project 1: Eel River Bridge Water Main Replacement**

### **Task 1A: Design**

Design services shall include the preparation of plans and specifications relating to replacement of the existing 12-inch cast iron water main suspended from the Eel River Bridge on Warren Avenue (Route 3A).

Specifications will be prepared using the Town of Plymouth's front end along with BETA's technical specifications and Massachusetts Department of Transportation Specifications as required. Construction plans shall be prepared on 1-inch = 20-foot scale. Base plans will be surveyed by a Registered Land Surveyor in the State of Massachusetts. Base plans shall show all existing utilities including water, sewer, gas, electrical, telephone and cable conduits. A field check of the survey shall be performed to verify approximate location of the utilities. Construction plans shall include plan view of the proposed work limits, pipe trench details, cross sections, temporary water main bypass, traffic management plans (TMP's) and applicable trench, bridge, and roadway restoration details. Temporary traffic control plans will include both typical and site-specific details showing the layout of traffic control devices required to accommodate the proposed water main work.

Design packages shall be submitted at the 30% and 90% stages of completion for the Town's review and comment. The Town will accept or reject the design package within 3 days of submittal and provide comments within two weeks of submittal.

The 30% design package shall include construction plans drawn on a 1-inch = 20-foot scale, location of existing utilities, the proposed location of new water main, limits of work, proposed pipe material, applicable construction details. A review of the proposed limits of work will be the primary objective of the 30% design submittal.

The 90% design package shall include specifications and construction plans incorporating Town's comments on the 30% design submittal, location of proposed work, proposed pipe material, applicable construction details, traffic management plans, detailed cost estimate and a final version of a design memo outlining key and/or major decisions for the project.

It is our intention to reuse the threaded inserts within the existing prestressed sidewalk beam for the purposes of installing new utility support hangers. Within our fee, we have carried an allowance to provide the inspection equipment and staff to support the Town in evaluating if the existing steel support rods can be removed from the bridge deck. Should the existing hangers not be able to be removed, BETA will proceed with the design of a new utility support. BETA has carried the costs for this design within our fee.

### **Task 1B: Permitting**

Under this task BETA will complete all work required to facilitate the procuring of permits required to complete the water main replacement. BETA has identified the following permit requirements on this project:

- Access permit from the Massachusetts Department of Transportation (DOT)
- General permit from the Army Corps. of Engineers
- Project review by the Massachusetts Office of Coastal Zone Management
- Town of Plymouth Conservation Commission

BETA anticipates attending a site walk with the Conservation Agent and attending one (1) meeting each with Plymouth Conservation Commission, Massachusetts DOT, and the Army Corps. Of Engineers during the permit procurement process.

### **Task 1C: Bidding**

Under this task BETA will provide bidding services to the Town including the following: running the pre-bid meeting; answering contractor questions and issuing addenda as necessary; attending the bid opening and preparing the bid tabulation; evaluate bids and completing background checks on the apparent low bidder; prepare an award recommendation letter; and facilitate the execution of the Contract.

#### **Task 1D: Construction Administration and Resident Inspection**

BETA anticipates that the proposed work will take approximately four (4) weeks to complete. BETA to provide the following construction related Project Administration Services:

- Conduct a preconstruction meeting with the Contractor
- Attend up to (4) construction progress meetings. Provide minutes and Agendas
- Review and respond to Contractor requests for information
- Review Contract Documents and issue clarifications as needed
- Review Shop drawings
- Monitor project schedule
- Provide punch-lists at project completion and administer project closeout
- Coordinate environmental and permit compliance with appropriate regulatory agencies
- Process Payment Requisitions
- Evaluate, discuss with Town, recommend, prepare and process change orders, extra work and claims

Resident Inspection Services to include providing full-time resident inspection for the duration of the project. The Engineer shall perform resident field observations for the construction work on a continuous basis, however, the furnishing of such resident representation or the performance of any other construction service shall not make the Engineer responsible for the contractor's construction methods, procedures, or the safety precautions incidental thereto. The resident representative will perform, the following tasks:

- Provide resident field observation of construction during the Contractor's working hours. The consultant shall provide a resident construction observer(s) as to adequately cover the work
- Review and confirm compliance of shop drawings and other construction modifications resulting from review of the same
- Review the Contractor's breakdown of the bid amount, which will be used as the basis for progress payments and recommend any necessary changes. Make measurements for, and check process monthly and final payment estimates to the Town
- Observe construction and monitor record site conditions during construction activities. Record contractor's compliance with the contract documents
- Record and report problems and Contractor's failure to comply with plans and specifications. Defective work found by the resident engineer will be reported to the Engineer and Town. Advise Contractor of Town decisions regarding resolution of the problem

#### **Task 1E: Record Drawings**

BETA to prepare record drawings by revising the original design drawings to the field measurements obtained during construction. Record drawings shall include (1) hardcopy on mylar and an electronic copy.

#### **Task 1F: Contract Closeout**

BETA will prepare specific contract closeout services for this project. Documents shall include but not limited to providing copies of the resident inspector's daily and/or weekly reports, and copies of all shop drawings. Closeout shall include written notification as required by any of the permitting authorities.

### **Project 2: Jordan Road Water Main Replacement**

#### **Task 2A: Design**

Design services shall include the preparation of plans and specifications relating to replacement of the existing 8-inch cast iron water main suspended from the Jordan Road overpass over Route 3.

Specifications will be prepared using the Town of Plymouth's front end along with BETA's technical specifications and Massachusetts Department of Transportation Specifications as required. Construction plans shall be prepared on 1-inch

= 20-foot scale. Base plans will be surveyed by a Registered Land Surveyor in the State of Massachusetts. Base plans shall show all existing utilities including water, sewer, gas, electrical, telephone and cable conduits. A field check of the survey shall be performed to verify approximate location of the utilities. Construction plans shall include plan view of the proposed work limits, pipe trench details, cross sections, temporary water main bypass, traffic management plans (TMP's) and applicable trench, bridge, and roadway restoration details. Temporary traffic control plans will include both typical and site-specific details showing the layout of traffic control devices required to accommodate the proposed water main work.

Design packages shall be submitted at the 30% and 90% stages of completion for the Town's review and comment. The Town will accept or reject the design package within 3 days of submittal and provide comments within two weeks of submittal.

The 30% design package shall include construction plans drawn on a 1-inch = 20-foot scale, location of existing utilities, the proposed location of new water main, limits of work, proposed pipe material, applicable construction details. A review of the proposed limits of work will be the primary objective of the 30% design submittal.

The 90% design package shall include specifications and construction plans incorporating Town's comments on the 30% design submittal, location of proposed work, proposed pipe material, applicable construction details, traffic management plans, detailed cost estimate and a final version of a design memo outlining key and/or major decisions for the project.

#### **Task 2B: Permitting**

Under this task BETA will complete all work required to facilitate the procuring of permits required to complete the water main replacement. BETA has identified the following permit requirements on this project:

- Access permit from the Massachusetts Department of Transportation (DOT)

BETA anticipates attending one (1) meeting each with the Massachusetts DOT during the permit procurement process.

#### **Task 2C: Bidding**

Under this task BETA will provide bidding services to the Town including the following: running the pre-bid meeting; answering contractor questions and issuing addenda as necessary; attending the bid opening and preparing the bid tabulation; evaluate bids and completing background checks on the apparent low bidder; prepare an award recommendation letter; and facilitate the execution of the Contract.

#### **Task 2D: Construction Administration and Resident Inspection**

BETA anticipates that the proposed work will take approximately six (6) weeks to complete. BETA to provide the following construction related Project Administration Services:

- Conduct a preconstruction meeting with the Contractor
- Attend up to (6) construction progress meetings. Provide minutes and Agendas
- Review and respond to Contractor requests for information
- Review Contract Documents and issue clarifications as needed
- Review Shop drawings
- Monitor project schedule
- Provide punch-lists at project completion and administer project closeout
- Coordinate environmental and permit compliance with appropriate regulatory agencies
- Process Payment Requisitions
- Evaluate, discuss with Town, recommend, prepare and process change orders, extra work and claims

Resident Inspection Services to include providing full-time resident inspection for the duration of the project. The Engineer shall perform resident field observations for the construction work on a continuous basis, however, the furnishing of such resident representation or the performance of any other construction service shall not make the

Engineer responsible for the contractor's construction methods, procedures, or the safety precautions incidental thereto. The resident representative will perform, the following tasks:

- Provide resident field observation of construction during the Contractor's working hours. The consultant shall provide a resident construction observer(s) as to adequately cover the work
- Review and confirm compliance of shop drawings and other construction modifications resulting from review of the same
- Review the Contractor's breakdown of the bid amount, which will be used as the basis for progress payments and recommend any necessary changes. Make measurements for, and check process monthly and final payment estimates to the Town
- Observe construction and monitor record site conditions during construction activities. Record contractor's compliance with the contract documents
- Record and report problems and Contractor's failure to comply with plans and specifications. Defective work found by the resident engineer will be reported to the Engineer and Town. Advise Contractor of Town decisions regarding resolution of the problem

#### **Task 2E: Record Drawings**

BETA to prepare record drawings by revising the original design drawings to the field measurements obtained during construction. Record drawings shall include (1) hardcopy on mylar and an electronic copy.

#### **Task 2F: Contract Closeout**

BETA will prepare specific contract closeout services for this project. Documents shall include but not limited to providing copies of the resident inspector's daily and/or weekly reports, and copies of all shop drawings. Closeout shall include written notification as required by any of the permitting authorities.

### **SECTION 2 – Compensation**

Method of Compensation. The Town shall pay Consultant for Basic Services rendered under SECTION 1, in connection with all work described herein, on a time-charge plus expense basis, monthly as charges accrue, and not to exceed an amount of One hundred thirty-one thousand nine hundred forty-five (\$131,945) for Task 1 and One hundred forty-nine thousand nine hundred sixty-five (\$149,965) for Task 2 without additional authorization by the Town.

Compensation for Labor charges will be based on actual hours worked at hourly billing rates for classifications of employee working on PROJECT. The hourly billing rate charged includes compensation for direct labor, salary cost/fringe benefits, overhead and profit. Hourly billing rates for this project are as follows:

<b><u>Classification</u></b>	<b><u>2021 Billing Rates (\$/Hour)</u></b>
Principal/VP - Drake	\$260.00
Associate – Structural	\$236.00
Associate – Transportation	\$214.00
Project Manager – Structural	\$205.00
Project Manager – Water (Smith)	\$182.00
Project Engineer – Structural/Traffic	\$142.00
Resident Inspector	\$130.00
Senior Engineer – Structural	\$126.00
Senior Designer	\$120.00
Engineer – Structural/Water	\$110.00
Staff Engineer	\$95.00

We appreciate the opportunity on this assignment, and we look forward to working with the Town of Plymouth on these two important projects. If you have any questions or require additional information on this proposal, please feel free to contact me at (401)-333-2382.

Very truly yours,  
BETA Group, Inc.

*Robert A. Drake*

Robert Drake, P.E.  
Vice President

**EXHIBIT A**  
**Town of Plymouth, MA**  
**Water Main Replacement - Eel River Bridge**

FEE PROPOSAL													
Design Services 3-Feb-21													
Task	Description	SVP/VP	Assoc. Structural	Assoc. Traffic	SPM/PM Structural	SPM/PM Water	SPE/PE St./Tra.	Sen. Eng. Structural	Eng. ST/Water	SDES	Staff Eng	Resident Rep.	TOTAL
<b>1A</b>	<b>Design</b>	<b>15</b>	<b>12</b>	<b>2</b>	<b>10</b>	<b>66</b>	<b>46</b>	<b>8</b>	<b>56</b>	<b>56</b>	<b>10</b>	<b>0</b>	<b>281</b>
	Project Administration	1	0	0	0	4	0	0	0	0	0	0	5
	Design Drawings	0	0	0	0	8	0	0	0	32	0	0	40
	Base Plans	0	0	0	0	2	0	0	0	16	0	0	18
	Utilities	0	0	0	0	2	0	0	4	0	0	0	6
	Details	0	0	0	0	2	0	0	0	8	0	0	10
	Structural	0	8	0	10	0	40	4	44	0	0	0	106
	Traffic Management Plans	0	0	2	0	0	6	0	0	0	10	0	18
	Design Memo	2	0	0	0	4	0	0	0	0	0	0	6
	Cost Estimate	2	0	0	0	4	0	4	4	0	0	0	14
	Specifications	2	0	0	0	40	0	0	4	0	0	0	46
	Internal QA/QC	8	4	0	0	0	0	0	0	0	0	0	12
<b>1B</b>	<b>Permitting</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>26</b>	<b>8</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>48</b>
	DOT Access Permit	0	0	2	0	2	8	0	0	0	4	0	16
	Army Corps. General Permit	1	0	0	0	8	0	0	2	0	0	0	11
	MA Coastal Zone Management	0	0	0	0	8	0	0	2	0	0	0	10
	Plymouth Conservation Commission	1	0	0	0	8	0	0	2	0	0	0	11
<b>1C</b>	<b>Bidding Services and Support</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61</b>
	Run Pre-bid meeting	0	0	0	0	8	0	0	0	0	0	0	8
	Prepare Addenda as necessary	1	0	0	0	16	0	0	8	0	0	0	25
	Attend Bid Opening	1	0	0	0	4	0	0	0	0	0	0	5
	Prepare Bid Tab	0	0	0	0	2	0	0	2	0	0	0	4
	Evaluate Bids and Background Checks	0	0	0	0	2	0	0	8	0	0	0	10
	Prepare Award Recommendation Letter	1	0	0	0	4	0	0	0	0	0	0	5
	Coordinate Contract Execution	0	0	0	0	4	0	0	0	0	0	0	4
<b>1D</b>	<b>Construction Admin and Resident Ins.</b>	<b>5</b>	<b>4</b>	<b>0</b>	<b>13</b>	<b>84</b>	<b>2</b>	<b>8</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>184</b>	<b>327</b>
	Preconstruction Meeting	1	2	0	3	4	0	4	0	0	0	4	18
	Construction Admin	4	2	0	6	80	0	0	27	0	0	0	119
	Resident Inspection	0	0	0	4	0	2	4	0	0	0	180	190
<b>1E</b>	<b>Record Drawings</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>16</b>
	Record Drawings	0	0	0	0	4	0	0	0	8	0	4	16
<b>1F</b>	<b>Contract Closeout</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>
	Closeout Permits	0	0	0	0	8	0	0	0	0	0	0	8
	Contract Closeout	1	0	0	0	8	0	0	0	0	0	0	9
<b>Totals</b>		<b>26</b>	<b>16</b>	<b>4</b>	<b>23</b>	<b>236</b>	<b>56</b>	<b>16</b>	<b>107</b>	<b>64</b>	<b>14</b>	<b>188</b>	<b>750</b>
<b>2021 Rates</b>													
<b>DIRECT COST :</b>													
						<b>Hours</b>							<b>Rate</b>
	Vice President (SVP/VP)					26							\$6,760
	Associate (Assoc.)-Structural					16							\$3,776
	Associate (Assoc.)-Traffic					4							\$856
	Project Manager (SPM/PM)-Structural					23							\$4,715
	Project Manager (SPM/PM)-Water					236							\$42,952
	Project Engineer (SPE/PE)-Structural/Traffic					56							\$7,952
	Sen. Engineer-Structural					16							\$2,016
	Engineer (ENG.)-Structural/Water					107							\$11,770
	Senior Designer (SDES)					64							\$7,680
	Staff Engineer					14							\$1,330
	Resident Rep					188							\$24,440
	<b>DIRECT COST:</b>												<b>\$114,247</b>
<b>ALLOWANCE</b>													
	Bridge Inspection Allowance - Equipment					\$3,200							<b>\$3,360</b>
	Bridge Inspection Allowance - Personnel					\$1,500							<b>\$1,500</b>
	Police Detail												<b>\$500</b>
<b>NON-SALARY COSTS (printing, mileage, equip, etc.)</b>													
						\$1,500							<b>\$1,575</b>
<b>SUBCONSULTANTS:</b>													
	(Survey) - Green Seal Env.					\$7,750							<b>\$8,138</b>
	Wetlands					\$2,500							<b>\$2,625</b>
<b>GRAND TOTAL COSTS:</b>													
<b>Cost Breakdown for Capital Improvement Plan Request Form</b>													
	Planning and Design Costs - Tasks 1A and 1C												<b>\$68,755</b>
	Other Costs - Task 1B												<b>\$7,856</b>
	Administration Costs - Task 1D, 1E and 1F												<b>\$55,334</b>
													<b>Engineering Total</b>
													<b>\$131,945</b>
	Construction Estimate												<b>\$190,000.00</b>
	Contingency												<b>\$38,000.00</b>
	Police												<b>\$30,000.00</b>
	Construction Total												<b>\$258,000.00</b>
	<b>Project Total (Engineering, Construction, Police and Contingency)</b>												<b>\$389,945</b>

**EXHIBIT A**  
**Town of Plymouth, MA**  
**Water Main Replacement - Jordan Road**

**FEE PROPOSAL**  
**Design Services**  
**3-Feb-21**

Task	Description	SVP/VP	Assoc. Structural	Assoc. Traffic	SPM/PM Structural	SPM/PM Water	SPE/PE St./Tra.	Sen. Eng. Structural	Eng. ST/Water	SDES	Staff Eng	Resident Rep.	TOTAL
1A	<b>Design</b>	<b>20</b>	<b>9</b>	<b>2</b>	<b>8</b>	<b>98</b>	<b>26</b>	<b>8</b>	<b>72</b>	<b>90</b>	<b>16</b>	<b>0</b>	<b>349</b>
	Project Administration	4	0	0	0	8	0	0	0	0	0	0	12
	Design Drawings	0	0	0	0	16	0	0	0	50	0	0	66
	Base Plans	0	0	0	0	8	0	0	0	24	0	0	32
	Utilities	0	0	0	0	0	0	0	4	0	0	0	4
	Details	0	0	0	0	16	0	0	16	16	0	0	48
	Structural	0	7	0	8	0	20	4	44	0	0	0	83
	Traffic Management Plans	0	0	2	0	0	6	0	0	0	16	0	24
	Design Memo	4	0	0	0	6	0	0	0	0	0	0	10
	Cost Estimate	2	0	0	0	4	0	4	4	0	0	0	14
	Specifications	2	0	0	0	40	0	0	4	0	0	0	46
	Internal QA/QC	8	2	0	0	0	0	0	0	0	0	0	10
1B	<b>Permitting</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>30</b>
	DOT Access Permit	2	0	4	0	4	12	0	0	0	8	0	30
1C	<b>Bidding Services and Support</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>67</b>
	Run Pre-bid meeting	0	0	0	0	8	0	0	0	0	0	0	8
	Prepare Addenda as necessary	1	0	0	4	16	0	0	8	0	0	0	29
	Attend Bid Opening	1	0	0	0	4	0	0	0	0	0	0	5
	Prepare Bid Tab	0	0	0	0	2	0	0	2	0	0	0	4
	Evaluate Bids and Background Checks	0	0	0	0	4	0	0	8	0	0	0	12
	Prepare Award Recommendation Letter	1	0	0	0	4	0	0	0	0	0	0	5
	Coordinate Contract Execution	0	0	0	0	4	0	0	0	0	0	0	4
1D	<b>Construction Admin and Resident Ins.</b>	<b>9</b>	<b>4</b>	<b>0</b>	<b>28</b>	<b>104</b>	<b>2</b>	<b>12</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>274</b>	<b>465</b>
	Preconstruction Meeting	1	0	0	4	4	0	0	0	0	0	0	13
	Construction Admin	8	4	0	16	100	2	4	32	0	0	0	166
	Resident Inspection	0	0	0	8	0	0	8	0	0	0	270	286
1E	<b>Record Drawings</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>4</b>	<b>24</b>
	Record Drawings	0	0	0	0	4	0	0	0	16	0	4	24
1F	<b>Contract Closeout</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>
	Closeout Permits	0	0	0	0	4	0	0	0	0	0	0	4
	Contract Closeout	2	0	0	0	8	0	0	0	0	0	0	10
	<b>Totals</b>	<b>36</b>	<b>13</b>	<b>6</b>	<b>40</b>	<b>264</b>	<b>40</b>	<b>20</b>	<b>122</b>	<b>106</b>	<b>24</b>	<b>278</b>	<b>949</b>

<b>2021 Rates</b>		
<b>DIRECT COST :</b>		
Vice President (SVP/VP)	36	
Associate (Assoc.)-Structural	13	
Associate (Assoc.)-Traffic	6	
Project Manager (SPM/PM)-Structural	40	
Project Manager (SPM/PM)-Water	264	
Project Engineer (SPE/PE)-Structural/Traffic	40	
Sen. Engineer-Structural	20	
Engineer (ENG.)-Structural/Water	122	
Senior Designer (SDES)	106	
Staff Engineer	24	
Resident Rep	278	
<b>DIRECT COST:</b>		
<b>NON-SALARY COSTS (printing, mileage, equip, etc.)</b>	<b>\$2,000</b>	
<b>SUBCONSULTANTS:</b>		
(Survey) - Green Seal Env.	\$4,900	
<b>GRAND TOTAL COSTS:</b>		

<b>Cost Breakdown for Capital Improvement Plan Request Form</b>		
Planning and Design Costs - Tasks 1A and 1C		\$65,492
Other Costs - Task 1B		\$4,568
Administration Costs - Task 1D, 1E and 1F		\$79,905
	<b>Engineering Total</b>	<b>\$149,965</b>
Construction Estimate		\$290,000.00
Contingency		\$58,000.00
Police		\$60,000.00
Construction Total		\$408,000.00
<b>Project Total (Engineering, Construction, Police and Contingency)</b>		<b>\$557,965.00</b>

**Eel River Water Main Replacement**  
**Preliminary Schedule and Cost Estimate**

<b>Schedule</b>	<b>Time</b>
Tapping Sleeves, Insertion Valve, bypass piping, disinfect	7 days
Remove existing pipe and install new pipe	5 days
Disinfect	5 days
pavement restoration	2 days
	19 days
	Call it
	4 weeks

<b>Item Description</b>	<b>Units</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Price</b>
12-inch Water main	lf	70	\$375.00	\$26,250.00
Insulation for 12-inch main	ls	1	\$10,700.00	\$10,700.00
Remove existing cast iron main	ls	1	\$10,000.00	\$10,000.00
12-inch gate valve	ea	2	\$4,000.00	\$8,000.00
12"x8" TS and Valve	ea	2	\$8,400.00	\$16,800.00
12" Linestops	ea	2	\$12,000.00	\$24,000.00
8" temporary bypass pipe	lf	450	\$30.00	\$13,500.00
Disinfect bypass pipe	ls	1	\$7,000.00	\$7,000.00
Structural work	ls	1	\$44,000.00	\$44,000.00
Traffic Management	ls	1	\$20,000.00	\$20,000.00
Restoration				
Paving	ton	30	\$150.00	\$4,500.00
Sidewalks	SY	5	\$150.00	\$750.00
Reset Curbing	LF	40	\$100.00	\$4,000.00
<b>Construction Subtotal</b>				<b>\$189,500.00</b>
			<b>Call it</b>	<b>\$190,000.00</b>
<b>Contingency (20%)</b>				<b>\$38,000.00</b>
<b>Total</b>				<b>\$228,000.00</b>
<b>Police</b>	Assume 2 x9x20 days @ \$80/hr			<b>\$28,800.00</b>
			<b>Call it</b>	<b>\$30,000.00</b>
<b>Construction Total</b>				<b>\$258,000.00</b>

**Jordan Road Water Main Replacement  
Preliminary Schedule and Cost Estimate**

<b>Schedule</b>	<b>Time</b>
bypass piping and disinfection	5 days
Pits	2 days
Remove old pipe (bridge)	4 days
Install new pipe (bridge)	4 days
Install trenched pipe	1 day
Abutment work	2 days
Insulation and supports	5 days
pavement restoration and disinfection	5 days
	28 days
	<b>Call it</b>
	6 weeks

<b>Item Description</b>	<b>Units</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Price</b>
8-inch Water main	lf	260	\$385.00	\$100,100.00
Insulation for 8-inch main	ls	1	\$0.00	\$0.00
Remove existing cast iron main	ls	1	\$50,000.00	\$50,000.00
8-inch gate valve	ea	2	\$4,000.00	\$8,000.00
6" temporary bypass pipe	lf	600	\$25.00	\$15,000.00
Disinfect bypass pipe	ls	1	\$7,000.00	\$7,000.00
Structural work	ls	1	\$42,000.00	\$42,000.00
Traffic Management	ls	1	\$41,000.00	\$41,000.00
Restoration				
Paving	ton	45	\$150.00	\$6,750.00
Sidewalks	SY	5	\$150.00	\$750.00
Reset Curbing	LF	150	\$100.00	\$15,000.00
Concrete work	SY	10	\$125.00	\$1,250.00
<b>Construction Subtotal</b>				\$286,850.00
			<b>Call it</b>	\$290,000.00
<b>Contingency (20%)</b>				\$58,000.00
<b>Total</b>				\$348,000.00
<b>Police</b>	Assume 3x8x30 days @ \$80/hr			\$57,600.00
			<b>Call it</b>	\$60,000.00
<b>Construction Total (W/ Police and Contingency)</b>				<b>\$408,000.00</b>

**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM**  
**FY21 SPECIAL TOWN MEETING REQUEST FORM**

<b>Department:</b>	Airport		
<b>Project Title and Description:</b>	Airport sewage treatment plant upgrades	<b>Total Project Cost:</b>	2,456,220

**Department/Division Head:** Thomas Maher, Airport Manager

**Cost estimate was developed:** Internally  Externally

<b>Basis of Estimated Costs (attach additional information if available)</b>			<b>If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>	<b>Fiscal Year:</b>	<b>Capital</b>	<b>O &amp; M</b>
<i>Planning and Design</i>	\$409,370		<i>FY19</i>		
<i>Labor and Materials</i>	\$2,046,850		<i>FY20</i>		
<i>Administration</i>			<i>FY21</i>	\$409,370	
<i>Land Acquisition</i>			<i>FY22</i>	2,046,850	
<i>Equipment</i>			<i>FY23</i>		
<i>Other</i>					
<i>Contingency</i>					
<b>Total Capital</b>	<b>\$2,456,220</b>				

**Possible sources and amounts of funding, if known:** Town capital outlay

**Project Justification and Objective:** The airport sewage treatment plant was constructed in 2002 and provide treatment for the entire airport. Due the age of the plant , the nature of the actual make-up of the influent (quality) and several original design challenges the plant is in need of significant upgrades to comply with the DEP permit.

**Justification for Request at Special Town Meeting:** Recent problems with the plant has shown that there were design and specifications short comings which has resulted in the need for significant upgrades. The nature of these shortcomings and recent changes in personnel has resulted in the need to made these improvements at this time.

**For Capital Project Requests:**

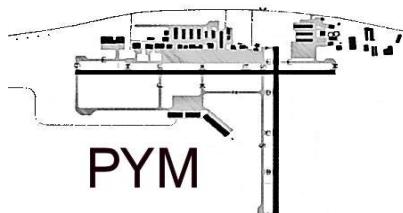
Will this project be phased over more than one fiscal year? If yes, enter it on the next 5 Year Plan Yes  No   
 Can this project be phased over more than one fiscal year? Yes  No

**For Capital Equipment Requests:**

Check if equipment requested is replacement and enter the year, make & model, VIN and present condition of existing equipment

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**Attach additional information, estimates, or justification.**



## Plymouth Municipal Airport

To: **Capital Outlay** From: **Thomas Maher, Airport Manager**  
RE: **FY21-STM Airport Treatment plant upgrades** Date: **February 1, 2021**

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The Airport is requesting an article for the FY 21 STM for needed upgrades to the airport sewage treatment plant. These upgrades are needed for the treatment plant to continue to meet the Massachusetts Department of Environmental Protection (DEP) wastewater discharge permit issued to for the treatment plant.

**History:** During the late 1990s, DEP gave notice that the construction of any additional buildings would not be allowed without the advent of a wastewater treatment plant. Through a grant from the Mass Aeronautics Commission a study was conducted and plans and specifications were written and the treatment plant was constructed in 2002 and has been operating since with a number of challenges in both operations and maintaining permit compliance. Due to initial budget constraints in 2001, shortcomings in initial specifications, low flow rates and the low nutrient content of the influent the plant is in need of a number of upgrades/repairs.

The advent of the treatment plant has directly resulted in the further development of additional buildings on the airport property. Since 2002 there have been 13 additional commercial, taxable buildings constructed on the airport. These 13 combined with the previously existing 48 buildings on the airport contribute approximately \$468,000.00 in real estate taxes per year.

### Major Challenges:

- Back-up power. The plant has not back-up power generator. When originally permitted DEP allowed that a backup generator was not required due to the infrequency of power failure on that section of the grid. In retrospect that was a mistake as the all too frequent power losses disrupt the treatment “process” to such a drastic extent that the treatment “process” can take weeks to recover causing permit violations. An appropriately sized 3 phase generator is needed.
- In Building Environment: An oversight of the initial design/specifications pertains to the nature of the chemically hostile environment inside the treatment plant. The high concentration of sulfur dioxide and other corrosive gases have shown that the original specified electrical, plumbing, heating and ventilation systems were not adequate for the environment they were subjected to. Corrosion to all the systems are becoming a major problem. The entire heating and ventilation have corroded and requires replacement. The electric and plumbing services within the building has major corrosion due to the hostile environment and requires relocation and or replacement.

- Treatment systems: Due to the age of the plant combined with the initial budget a number of upgrades are needed to meet current operating needs and OSHA standards. Major items such as large/retractable “covers” for the tanks with proper ventilation were not part of the initial construction but are critical to the long term reliability of the plant. The electronic processing equipment (Aqua Aerobics) is no longer being made with replacement parts no longer available. An alarm/monitoring (SCADA) system was not part of the initial construction and is needed to operate efficiently and meet permit consistently.
- Physical Plant: Improvement in the exterior, safety features involving the propane tanks, new roof and elimination of roof penetrations.

The Airport contracted with Beta Engineering and Environmental Partners to look at the treatment plant and an estimate has been made to bring the plant up to date (attached). The estimated cost including design and engineering is \$2,456,220. This project would bring the treatment plant up to proper code, would allow the plant to meet DEP permit consistently and would extend the life of the plant by 20 plus years. Further these upgrade would continue to allow the airport to attract additional businesses both aviation oriented and non-aviation to build on the airport and support the tax base.

Sincerely

Thomas Maher  
Airport Manager



January 20, 2021

Mr. Thomas Maher  
Airport Manager  
246 South Meadow Road  
Plymouth, MA 02360

**RE:     Proposal for Engineering Services  
Plymouth Municipal Airport WWTF Upgrades**

Dear Mr. Maher,

At your request, Environmental Partners Group, Inc. (EP) is pleased to provide you with this proposal for engineering services associated with the design, permitting, bidding assistance, and construction phase services for the Plymouth Municipal Airport WWTF Upgrades project. It is EP's understanding that the proposed scope of work for the project will follow the recommendations outlined in the June 2019 WWTF evaluation report and cost estimate, both of which were completed by BETA Group, Inc. (BETA). EP reviewed both of these documents and completed a site walkthrough of this WWTF facility with Sewer Department and Airport staff on Tuesday January 5, 2021. It is EP's understanding that the Town is looking to solicit funds for the project at the 2021 Spring Town Meeting to publically bid, award, and begin construction of the project during the summer of 2021. This proposal outlines EP's proposed scope of services for this project, as described herein, in order to adhere to this project schedule.

## Background

The Plymouth Municipal Airport WWTF services the Plymouth Municipal Airport property and two nearby plazas in the Town of Plymouth. The WWTF, which is operated by the Town of Plymouth DPW and has been in operation since its commissioning in 2002, operates using a majority of its original equipment and infrastructure. Although the WWTF is designed to treat and permitted to discharge 25,000 gpd, the WWTF facility only treats between 3,000 – 4,000 gpd of wastewater per day based on current flows entering the plant. The existing WWTF is equipped with a Sequencing Batch Reactor (SBR) treatment system, which has historically struggled to achieve efficient treatment of present-day loadings without excessive chemical and nutrient addition. This has resulted in high operational and maintenance costs associated with using this system, prompting the Town to look at other treatment alternatives.

In the spring of 2019, the Town was awarded a grant through the Massachusetts Clean Energy Center (MassCEC), which was used to fund a portion of the costs associated with a self-contained pilot treatment process reactor that utilizes a proprietary Facultative Membrane Bio-Reactor (FMBR) process. The pilot FMBR reactor is manufactured by JDL Environmental (JDL) and is currently being used at the WWTF as a pilot in an attempt to meet the WWTF's wastewater demands and permit discharge limits. This pilot system is currently being used in lieu of the WWTF's SBR treatment system



and is operated by JDL through the end of May 2021, at which point all operation and maintenance of the pilot system will be transferred over to the Town.

At the request of the Town, EP and EP's MEP sub-consultant (SAR Engineering Inc.) completed a site walkthrough of the WWTF on Tuesday January 5, 2021 with Gary Frizzell (Town DPW) and Thomas Maher (Plymouth Municipal Airport). EP reviewed the existing WWTF equipment and discussed the findings and recommendations outlined in the June 2019 WWTF evaluation report completed by BETA. EP found the existing WWTF facility shows significant signs of deterioration as a result of operating the open-top SBR treatment system. Many of the electrical and HVAC components in the process area were found to be rusting, not operational, and/or in immediate need of replacement. Further, EP found that the existing SBR treatment system and its associated chemical feed systems are currently not active. The Town has been solely relying upon the pilot FMBR reactor for treatment. Although the pilot system has performed reliably to-date, the Town has expressed concerns with moving forward with this treatment technology based on the facility's current and future permitting requirements, and therefore the Town would like to move forward with upgrading the existing SBR treatment system currently in place rather than pursuing a new, full-scale FMBR treatment system, in order to meet the existing and projected flows and loads to the WWTF.

Using this information, EP has prepared a scope of services for the design, permitting, bidding, and construction phase services of the upgrades to the Plymouth Municipal Airport WWTF. The scope of the work involves improvements to the WWTF's existing process mechanical, electrical, instrumentation, plumbing and HVAC systems, which are in line with the recommendations included in the June 2019 WWTF evaluation report completed by BETA and based on our observations discussions with your staff during our January 5, 2021 site visit. EP has assumed that all work shall be publically bid in accordance with MGL Chapter 149 bidding guidelines and has assumed a projected construction start date in the summer of 2021.

Based on the review of the BETA report and our site visit observations, we have adjusted the conceptual cost estimate to include the following:

- Process upgrade's
- HVAC systems
- Plumbing
- Electrical and Controls including a generator
- Architectural items including doors, painting, code review
- Chap 149 bidding
- Bonds, Insurance, O&P

The updated opinion of probable cost is based on BETA's pricing to upgrade the mechanical systems, and our opinion to upgrade the HVAC, Electrical, Plumbing, and architectural items. The breakdown is presented below.

Item #	Item Description	Cost	Comments
1	Process Mechanical	\$766,000	BETA's price includes installation
2	HVAC, Plumbing & Electrical	\$495,000	New MEP and a standby generator
3	Architectural Items	\$55,000	Doors, Painting (interior and exterior)
4	Tank covers	\$100,000	
5	Demolition and Bypass	\$125,000	
6	Mob & Demob	\$77,050	5%
7	General Conditions, Bonds, Ins, O&P	\$161,800	
8	Construction Sub-Total	\$1,779,850	
8	Contingency	\$267,000	15%
9	Sub-Total	\$2,046,850	
10	Engineering Services	\$409,370	20%
	<i>Total Budget</i>	\$2,456,220	

## Scope of Services

Our engineering services and activities to the complete work as described in this proposal is separated into seven separate tasks:

## Task 1 – Preliminary Design

Using the background information provided by the Town for the WWTF facility, EP will perform the preliminary design of the proposed WWTF upgrades, which will consist of the following:

- Review existing drawings and plant operations information provided by the Town for the WWTF facility in order to obtain existing conditions and develop basis of design information for proposed improvements.
- Coordination with Town and Plymouth Municipal Airport on existing and projected flows and loads data for the WWTF facility.
- Coordination with SBR manufacturer (Aqua Aerobics) on upgrades to the WWTF facility, including preparation of design plans, standard details, technical specifications and preliminary cost estimates.
- Coordination with local electrical utility (Eversource) on service upgrades to the WWTF facility. Submission of work order request form to Eversource for proposed improvements.
- Preparation of Preliminary Design Report, outlining proposed upgrades to the WWTF facility. One meeting has been assumed with Town staff to discuss this report.
- Using the existing record plans for the WWTF facility, prepare existing conditions plans for the project site based.
- Prepare a demolition plan to show the site modifications to the existing WWTF facility to accommodate the proposed new work activities.
- Prepare a site plan for the project site showing the proposed site improvements and locations of new standby generator and electrical service enclosure.
- Prepare proposed conditions plans showing the WWTF facility improvements, including upgrades to the existing process mechanical, electrical, instrumentation, plumbing and HVAC systems. EP envisions that the following systems shall be upgraded as part of this project:
  - Process Mechanical Upgrades:
    - Replacement/rehabilitation of Pre-Equalization equipment, including:
      - Installation of level transducers and backup floats.
      - Inspection of concrete tank, aeration head and diffusers.
      - Rehabilitation of existing positive displacement blower.
      - Replacement of transfer pumps.
    - Replacement/rehabilitation of SBR equipment, including:
      - Furnish spare/critical aerator/mixer/decanter equipment.
      - Inspection of concrete tank, aerator head and diffusers.
      - Replacement of transfer pumps.
    - Replacement/rehabilitation of Post-Equalization equipment, including:

- Installation of level transducers and backup floats.
  - Inspection of concrete tank, aeration head and diffusers.
  - Rehabilitation of existing positive displacement blower.
  - Replacement of transfer pumps.
  - Install pH monitoring with connection to control system
- Replacement/rehabilitation of sludge storage equipment, including:
  - Installation of level transducers and backup floats.
  - Inspection of concrete tank, aeration head and diffusers.
  - Rehabilitation of existing positive displacement blower.
- Installation of tank cover system and odor control system for SBR tanks.
- Development of bypass pumping / flow management plan.
- Electrical Design Upgrades:
  - Replacement of electrical service and power distribution equipment.
  - Relocation of new equipment in protective outdoor electrical enclosure.
  - Replacement of interior lighting system.
  - Replacement of switches and receptacles within the process rooms.
  - Replacement of the conduit/wiring system within the process rooms.
  - New power and control connections to new process mechanical, HVAC and plumbing equipment.
  - Removal of power and control connections to process mechanical, HVAC and plumbing equipment being demolished.
  - Installation of new propane fueled standby generator and ATS for WWTF.
- Instrumentation Design Upgrades:
  - Replacement/rehabilitation of SBR Control System, including:
    - I&C controls and programming work within existing NEMA 12 Aqua Aerobics control panel.
    - Upgrade existing components within existing NEMA 12 Aqua Aerobics control panel, including Compact Logix PLC, Panelview Plus 6 700 with touch screen display, remote monitoring and alarming, dissolved oxygen control system, pH monitoring/trending, flow meter trending, and analog level indication within the process tanks.
  - Replacement of existing magnetic flow meters.
  - Repair inspection port and remove the plants/trees from disposal field.
  - Install a new deeper groundwater monitoring well to replace the existing well that is frequently dry.
  - Install cellular or telephone based alarms dialer at the WWTF.
- Plumbing Design Upgrades:
  - Replacement of the domestic and non-potable water services.
  - Replacement of the hot water tank.
  - Replacement of all exposed cold water piping, hot water piping, vent piping, and hose bibs in the process rooms.

- New gas connections to HVAC equipment.
  - Removal of gas connection to HVAC equipment being demolished.
- HVAC Design Upgrades:
  - Heating, load and ventilation calculations and NFPA room classifications.
  - Replacement of the WWTF's HVAC systems.
  - New heating/cooling system for new outdoor electrical enclosure.
- Prepare standard civil, structural and process mechanical details for the WWTF upgrades as needed for installation of the proposed equipment to be installed as part of this project.
- Prepare a preliminary design construction cost estimate.
- Preparation of preliminary design submission to Town, including preliminary design plans, preliminary technical specifications, and preliminary design construction cost estimate. One meeting has been assumed with Town staff to discuss this preliminary design information.

It is assumed that no additional topographical survey will be required as part of this task. The preliminary design plans, Contract Documents and cost estimate will be forwarded to the Town's project team for review and comment. After meeting with the Project Team to review comments and being authorized to proceed by the Team, the project will advance into the final design phase.

## Task 2 – Final Design

EP will perform the final design of the proposed WWTF upgrades, which will consist of the following:

- Prepare the site layout of the proposed improvements that shows the location of the standby generator electrical service enclosure, and other ancillary site improvements.
- Prepare the erosion controls plan for the proposed site improvements.
- Prepare the demolition plan to show the site modifications to the existing WWTF facility to accommodate the proposed new work activities.
- Prepare the process mechanical, electrical, instrumentation, plumbing and HVAC design plans for the proposed improvements to the WWTF facility.
- Assemble the site layout, demolition, erosion control, process mechanical, instrumentation and MEP design plans and details into a comprehensive plan set including cover, key plan, and general notes.
- Assemble the technical specifications and Contract Documents suitable for public bidding. It is understood that the proposed site improvements will be assembled and bid as a single project under MGL Chapter 149 bid law.

- Prepare a final construction cost estimate based on the final design.
- Forward the draft final design plans, the related technical specifications and Contract Documents, and the construction cost estimate to the Town's project team for review and comment.
- After meeting with the Town's project team to review comments on the draft final design, prepare the final set of Contract Documents suitable for public bidding purposes.

## Task 3 – Permitting

EP anticipates that the following permits will be required as part of the proposed WWTF upgrades:

- Prepare the DEP permit BRP WP 68 – Permit Renewal/Modification with Plan Approval for Design Work and Renewal of Groundwater Discharge Permit. This will include a pre-application meeting with representatives of DEP to present the proposed improvements and to review the information to be provided in support of the permit.

Should any additional permitting be required, it will be performed under a separate scope of work as an amendment to this proposal. The Town is responsible for confirming the need for any local permit requirements of the project, such as the Planning Board and Conservation Commission.

## Task 4 – Bidding Assistance

EP will coordinate and assist with the public bidding of the proposed WWTF upgrades, including:

- Assisting in securing public bids for construction in accordance with Massachusetts public bid laws. EP will provide electronic files of the contract documents including plans and specification useable for reproduction. EP has assumed that all bidding will be coordinated with the Town's Purchasing Department.
- Prepare written responses to questions from qualified bidders and bid addendums as necessary during the bidding process.
- Coordinate and Attendance at Filed Sub-Bid Opening and General Bid Opening.
- Tabulation and analysis of bid results.
- Assist the Town in evaluating bids, sub-bids, qualifications, checking references, and in assembling and awarding the contract.
- Preparation of a written recommendation to the Town for the selection of the lowest responsible and eligible general bidder and filed sub-bidders.
- Assist the Town with the execution of the Construction Contract documents by reviewing all contract submittals for conformance with the bid requirements and forwarding to the Town.

## Task 5 – Construction Administration

EP will assist the Department of Public Works with the management and administration of the project. This task will include:

- Coordination and attendance of a pre-construction meeting with the Town, the Town's Contractor, and other interested parties to discuss the construction of the project, as outlined in the Construction Contract Documents, including: scope of work; scheduling and sequencing; dispute resolution; submittals; clarifications; regulatory conditions; and coordination with the Town's Department of Public Works and the Town of Plymouth. Preparation of meeting agenda and minutes. Coordination and management of construction and installation activities.
- Review and coordination of shop drawings and project submittals for plans, materials, equipment, and other project requirements.
- Coordination and attendance at construction progress meetings. Two (2) on-site progress meetings have been assumed for the project. Preparation of meeting agenda and minutes.
- Preparation of project correspondence to the Town and Contractor to facilitate timely execution of construction activities in accordance with the construction contract requirements.
- Preparation of responses to questions and/or Requests for Information (RFIs).
- Review and coordination of payment requisitions, claims and change orders.
- Coordination with the resident project representative.
- Review and take appropriate action with respect to shop drawings and samples, results of tests and inspections, and other data which the Contractor is required to submit, but only for conformance with the design concept of the project and compliance with the information given in the Contract Documents (but such review or other action shall not extend to means, methods, sequences, techniques, or procedures of construction, or to safety precautions and programs incident thereto); determine the acceptability of substitute materials and equipment proposed by Contractor(s); and receive and review (for general content, as required by the Specifications) maintenance and operating instructions, schedules, guarantees, bonds, and certificates of inspection, which are to be assembled by Contractor(s) in accordance with the Contract Documents.
- Routine site visits to make observations on the progress of construction and conformity with the project design.

## Task 6 – Resident Project Representative

EP will provide a full-time resident project representative for the project, whose duties, responsibilities and limitations of authority are outlined below, for a duration of up to nine hundred seventy (900) hours. The actual cost will depend on the total construction duration. For this task, we have assumed a construction duration of 20 weeks (100 working days) for the project. This proposal is therefore based on 100 days of work and a maximum of 9 hours per day. We have assumed that the project will begin construction in the summer of 2021 and will be complete by the summer of 2022.

EP shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by the Contractor(s), or the safety precautions and programs incident to the work of the Contractor(s), but EP shall be responsible for notifying the Contractor and Client of any work that is cause for concern with respect to consistency with the requirements of the contract plans and specifications. EP's efforts will be directed toward providing a greater degree of confidence for Client that the completed work of the Contractor(s) will conform to the Contract Documents, but EP shall not be responsible for the failure of the Contractor(s) to perform the work in accordance with the Contract Documents. On the basis of on-site observations, EP shall keep Client informed of the progress of the work, shall guard Client against defects and deficiencies in such work, and shall recommend the Client disapprove or reject work failing to conform to the Contract Documents.

- The Resident Project Representative's duties, responsibilities, and limitations of authority are outlined below.
  - **General:** The Resident Project Representative is EP's Agent and shall act under the supervision of the EP Project Manager. He shall confer with the EP Project Manager regarding his actions. His dealings in matters pertaining to on-site work will be, in general, with the EP Project Manager and the Contractor, keeping the Client advised as indicated below and as necessary. His dealings with subcontractors will only be through or with the full knowledge of Contractor or his on-site representative. He shall generally communicate with Client with the knowledge of the EP Project Manager.
  - **Duties and Responsibilities:** The Resident Project Representative shall:
    - **Schedules:** Review the progress schedule, schedule of shop drawing submissions, and schedule of values prepared by Contractor, and consult with the EP Project Manager concerning their acceptability.
    - **Conferences:** Attend progress meetings and other job conferences, as required, in consultation with the EP Project Manager.
    - **Liaison:**
      - Serve as EP's liaison with the Contractor and the Client, working principally through Contractor's designated on-site representative, and assist them in understanding the intent of the Contract

Documents. Assist the EP Project Manager in serving as the Client's liaison with Contractor when the Contractor's operations affect Client's on-site operations.

- Assist in obtaining from the Client additional details of information required at the job site for proper execution of the work.

▪ **Shop Drawings and Samples:**

- Receive samples from the Contractor's on-site representative and notify the EP Project Manager of their availability for examination.
- Immediately advise the EP Project Manager and the Contractor, or his on-site representative, of the commencement of any work requiring a shop drawing or sample submission, if the submission has not been reviewed by EP.

▪ **Review of Work, Rejection of Defective Work, Inspections and Tests:**

- Conduct periodic on-site reviews of construction in progress, or as otherwise necessary, to determine, to the best of his knowledge, (1) if work is proceeding in general accordance with the Contract Documents; and (2) that completed work is in substantial conformance with the Contract Documents. During such visits, and on the basis of on-site observations, EP shall keep Client informed of the progress of the work, shall guard Client against defects and deficiencies in such work, and shall recommend the Client disapprove or reject work failing to conform to the Contract Documents.
- Report to the EP Project Manager, who, in turn, will notify the Client whenever any work is, to the best of his knowledge and belief, unsatisfactory, faulty or defective, or is not in substantial conformance with the Contract Documents, or has been damaged, or does not meet the requirements of any inspections, tests, or approvals required to be made; and advise the EP Project Manager when he believes work should be corrected or rejected or should be uncovered for observation, or requires special testing or inspection or approval. Record and advise the Contractor of work failing to meet the Contract requirements.
- Verify that tests, equipment, and systems start-up and operating and maintenance instructions are conducted, as required by the Contract Documents, and in the presence of the required personnel, and that the Contractor maintains adequate records thereof; observe, record,

and report to the EP Project Manager appropriate details relative to the test procedures and start-ups.

- Obtain records of all on-site testing and site visits from the Contractor's on-site representative, and report these to the EP Project Manager.
- Performance of the services outlined in Section 5., parts (i.) through (iv.) is to protect Client against defects and deficiencies in the work, and to verify compliance with the Contract Documents. Nothing in Section 5 relieves the Contractor of their independent obligations under their contract with Client.
- **Interpretation of Contract Documents:** Transmit to the Contractor clarification and interpretation of the Contract Documents, as issued by the EP Project Manager.
- **Modifications:** Consider and evaluate the Contractor's suggestions for modifications in Drawings and Specifications, and report them, with recommendations, to the EP Project Manager.
- **Records:**
  - Maintain at the job site orderly files for correspondence; reports of job conferences and sample submissions; and reproductions of original Contract Documents, including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the Contract, EP's clarifications and interpretations of the Contract, EP's clarifications and interpretations of the Contract Documents, progress reports, and other project-related documents.
  - Keep a diary or log book recording hours on the job site; weather conditions; data relative to questions of extras or deductions; list of principal visitors and representatives of fabricators, manufacturers, suppliers, and distributors; daily activities; decisions; and observations in general and specific observations in more detail, as in the case of observing test procedures. Send copies to the EP Project Manager.
  - Record names, addresses, and telephone numbers of all Contractors, subcontractors, and major suppliers of equipment and materials.
- **Reports:**

- Furnish periodic reports, as required, of progress of the work and of the Contractor's compliance with the progress schedule and schedule of shop drawing submissions.
- Prepare field memorandum, preliminary change orders and extra work orders, obtaining all back-up material. Recommend to the EP Project Manager Field Memorandum, Change Orders, Extra Work Orders, and Field Changes.
- **Payment Requisitions:** Review applications for payment with the Contractor for compliance with the established procedure for their submission, and forward those, with recommendations, to the EP Project Manager, noting particularly their relation to the schedule of values, work completed, and materials and equipment delivered at the site but not incorporated in the work.
- **Certificates, Maintenance and Operations Manuals:** During the course of the work, verify that certificates, maintenance and operation manuals, as appropriate, and other data required to be assembled and furnished by Contract are applicable to the items actually installed, and deliver this material to the EP Project Manager for his review and forwarding to Client prior to final acceptance of the work.
- **Completion:** Conduct a review to determine if the Project is substantially complete, and to determine if, to the best of EP's knowledge, the work has been completed in substantial conformance with the Contract Documents and the intent of the design, and if Contractor has fulfilled all of his obligations there-under, so that EP may recommend, in writing, final payment to Contractor(s), and may give written notice to Client and the Contractor(s) that the work is acceptable (subject to any conditions therein expressed), but any such recommendations and notice shall be subject to the limitations expressed in paragraph E above.
  - Before EP issues a Certificate of Substantial Completion, assist the EP Project Manager in developing a list of observed items requiring correction or completion.
  - Conduct final review in the company of the EP Project Manager, Client and Contractor, and assist in preparation of a final list of items to be corrected.
  - Verify, to the best of his knowledge, that all items on final list have been completed or corrected, and make recommendations to the EP Project Manager concerning acceptance.

- **Limitations of Authority - Resident Project Representative:**

- Shall not authorize any deviation from the Contract Documents, or approve any substitute materials or equipment, unless authorized by the EP Project Manager.
- Shall not undertake any of the responsibilities of Contractor, subcontractors, or Contractor's superintendent.
- Shall not expedite work for the Contractor.
- Shall not advise on or issue directions relative to any aspect of the means, methods, techniques, sequences, or procedures of construction, unless such is specifically called for in the Contract Documents.
- Shall not advise or issue directions as to safety precautions and programs in connection with the work.
- Shall not authorize Client to occupy the project in whole or in part.
- Shall not participate in specialized field or laboratory tests or inspections conducted by others, except as specifically authorized by EP.
- Shall not exceed limitations on EP's authority as set forth in the Contract Documents.

## Task 7 – Contract Closeout and Record Drawings

EP will assist the Department of Public Works with the contract closeout paperwork and record drawing development for the project. This task will include:

- EP shall prepare a final project punch list to be submitted with the Certificate of Substantial Completion to the Town's Contractor for the project.
- EP shall review and submit the Town Contractor's as-built plans and furnish three (3) sets of prints to the Client for the project containing those changes made during the construction process, which are reflected on the marked up prints and drawings prepared by our Resident Project Representative and as furnished by the Contractor to EP. In addition, EP shall furnish the following documents for both projects:
  - A copy of all shop drawings.

- A copy of all project photographs including preconstruction, construction, and post construction photographs.
- A copy of all field notes from all project representatives.
- EP shall prepare WWTF facility O&M manual updates based on proposed upgrades and will submit the updates to MassDEP for approval.

## Fee and Payment

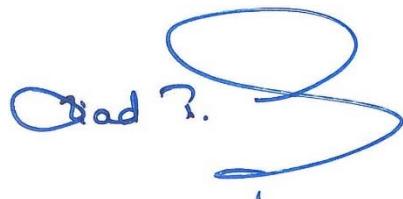
Environmental Partners performed the indicated Scope of Services for all tasks previously described for a fixed fee of Three Hundred Sixty Two Thousand Nine Hundred Fifty Dollars (\$362,950).

<b><u>Task</u></b>	<b><u>Fee</u></b>
Task 1: Preliminary Design	\$ 114,700
Task 2: Final Design	\$ 83,900
Task 3: Permitting	\$ 7,500
Task 4: Bidding Assistance	\$ 11,200
Task 5: Construction Administration	\$22,500
Task 6: Resident Project Representative	\$ 106,150
Task 7: Contract Closeout and Record Drawings	\$ 17,000
Total	\$ 362,950

## Acceptance

We thank you for the opportunity and look forward to working with you and the Town of Plymouth on this important project. Please feel free to contact me at (617) 657-0283 or [zfk@envpartners.com](mailto:zfk@envpartners.com) with any questions or concerns.

Sincerely,



Environmental Partners Group, Inc.

Ziad F. Kary, P.E.

Senior Project Manager

P: 617.657.0283

E: [zfk@envpartners.com](mailto:zfk@envpartners.com)

cc: File

# 1 INTRODUCTION & EXISTING WASTEWATER TREATMENT FACILITY DESCRIPTION

## 1.1 Purpose

The Town of Plymouth retained BETA Group, Inc. (BETA) to inspect the Plymouth Municipal Airport Wastewater Treatment Facility (WWTF) serving the Airport property and two nearby plazas close by. This report has been generated to assist the Town and Plymouth Municipal Airport Commission with planning-level budget decisions. Providing sufficient funds for repairs and improvements will allow the WWTF to remain in operation and in compliance with its groundwater discharge permit. The WWTF, which was authorized to commence operations in 2002, has been operating with its original, 18-year-old equipment and infrastructure. It should be noted that the typical useful lifespan of wastewater process equipment is 15 to 20 years.

## 1.2 Scope of Report & Recommendations

This Engineer's Report includes:

- Observations made during the inspection of the facilities, as well as outcomes of discussions with the operational staff and Owner's representatives,
- A discussion of facility modifications required to ensure the facility continues to reliably function

## 1.3 Wastewater Treatment Facility General Description

The existing facility information was obtained from existing bidding documents titled "Plymouth Municipal Airport Wastewater Treatment Plant and Collection System", prepared by DuBois and King, Inc.. The documents were found to be generally representative of existing conditions during the site inspection.

The WWTF is designed to treat and permitted to discharge 25,000 gallons per day. However, according to operational staff, the facility typically only treats 3,000 to 4,000 gallons of wastewater per day. The WWTF components generally consist of the following unit processes listed in order of the wastewater flow path from the point of generation at the airport facilities, to the final discharge to the ground:

- Sewer Collection/Conveyance
  - Three grinder pump stations
- Secondary Treatment
  - Pre-Equalization Tank (PRET) equipped with:
    - Two (2) Transfer Pumps
    - Pre-Equalization Blower (located in Blower Room)
    - Air Piping and Diffusers for Mixing
    - Level Control Floats
  - One Sequencing Batch Reactor (SBR) manufactured by Aqua-Aerobics equipped with:
    - Aerator/Mixer/Decanter
    - Sludge Wasting Pump
    - Level Control Floats
  - Post-Equalization Tank (POET)
    - Two (2) Transfer Pumps
    - Post-Equalization Blower (located in Blower Room)
    - Air Piping and Diffusers for Mixing
    - Level Control Floats
  - Sludge Holding Tank (SHT)
    - Sludge Holding Tank Blower (located in Blower Room)
    - Air Piping and Diffusers for Mixing
    - Level Control Floats
- Final Effluent Disposal
  - Three (3) subsurface disposal fields. The systems, which are located nearby to the facility, employs pressure flow distribution of treated effluent.
- The facility also includes:

- Office/Lab/Control Room
- Bathroom
- Maintenance/Storage Area
- Chemical storage/feed/dosing
  - Supplemental Carbon Source (Methanol)
  - Supplemental Alkalinity / pH Control (Sodium Bi-Carbonate)
- Heating and Ventilation Equipment
- Plumbing Equipment
- Electrical/Power Distribution and Control Equipment

The WWTF was constructed for and owned by the Plymouth Airport Commission. Commission staff originally operated the facility until operations were taken over by Town of Plymouth Operations personnel.

## **2 SUMMARY/RESULTS OF INSPECTION AND TESTING**

On February 20, 2018, BETA conducted an inspection of the WWTF. Observations and findings are discussed in the following section. Photos of the WWTF equipment taken during the inspection, are included in Appendix 1.

### **2.1 WWTF Observations and Comments**

1. The influent wastewater volume to the WWTF is significantly lower than the original design values. The Operator indicated the mixed liquor suspended solids (MLSS) was being operated between 200 to 400 mg/L. Typically, SBR systems operate with a MLSS of approximately 3,000 to 4,000 mg/l. This has resulted in the Operator having to add carbon in the form of methanol to grow and maintain both a MLSS concentration and food to microorganism ration (F/M) sufficient to allow the process to function and meet treatment requirements. Sodium bicarbonate is also periodically being added for alkalinity by hand. The methanol storage and feed system is inadequate and hazardous to operate due to the fact that methanol is flammable. Micro C (proprietary carbon source) is currently being considered by the Town as an alternate carbon source since it does not pose a fire or explosive related risks.

2. The treatment process equipment tanks and associated equipment are located inside the WWTF building. The tanks do not have covers which exposes the interior of the building and all interior equipment and systems to the wastewater resulting in high humidity and condensation, laden with sewer gasses and corrosive constituents.
3. Significant corrosion to the heating & ventilation, plumbing and electrical equipment was observed. According to the Operator, an electrician has determined the interior of the motor control center is "rotting".
4. The various process, electrical (including conduit, junction boxes and equipment), heating and ventilation equipment was not designed "explosion-proof" in accordance with TR-16 and the National Electric Code (NEC) with respect to NFPA.
5. The heating and ventilation equipment is severely corroded and failed beyond repair. It is our understanding that all of the existing air handlers, unit heaters, exhaust fans and mechanical louvers have not been functional for some time. A gas fired portable heater was operating in the Maintenance/Storage Room at the time of our visit. The heater was being utilized to prevent freezing of condensation on the interior walls of the facility. The configuration of the building (i.e. open tanks inside and not segregated) contribute to excessive moisture and condensation evident by significant corrosion on all metallic surfaces.
6. The plumbing (pipes and fixtures) located within the process tank and Maintenance/Storage Room are severely corroded and not functional. Additionally, it is believed that the failed heating system has contributed to failures from freezing temperatures.
7. There is no standby source of power available at the facility. Utility power failure will render the facility inoperable.
8. Aqua-Aerobics provided the control system for the original system. The Instrumentation and Control Panel is no longer supported by the manufacturer and requires replacement. In addition, there is no remote monitoring or

alarming for the facility. The controls should be replace/updated with up-to-date and supported programmable logic controller (PLC).

9. The Operators stated that dissolved oxygen control should be implemented and tied into the PLC. We concur.
10. Access for replacement of equipment within the process tanks is very limited causing equipment maintenance and replacement difficult. The process tank areas are higher than the finished floor of the Maintenance/Storage Area. There are no overhead hoists/beams.
11. The SBR aerator/mixer/decanter float guide poles are loose and close to failure. The aerator/mixer/decanter and pump guide poles are not supported at the top contributing to excessive movement and likely wear and tear. It is also believed that the effluent piping is likely in poor condition. Failure of any of these components will render the SBR inoperable.
12. The air actuated decant weir and mixer/aerator motor recently failed and were replaced. The floats that are original to the aerator/mixer/decanter are original to the facility.
13. The blowers for the PRET, POET, SHT are severely corroded and failed. The blowers are required to provide mixing within these tanks. Also, the SHT is also intended to be operated as an Aerobic Digester by the manufacturer. Operators have experienced issues with excessive settlement in the PRET because of the lack of mixing.
14. The building interior ceiling tiles are showing signs of rot due to excessive condensation.
15. The Operator indicated that MADEP conducted an inspection last year and noted that they would like to see continuous pH monitoring of the WWTF effluent. pH monitoring is currently not available.
16. The dissolved oxygen chart recorder is located adjacent to the SBR tank and powered by an extension cord. The operator would like the recorder relocated to the control room to protect it from the adverse atmosphere. BETA recommends that trending be incorporated into the updated SBR control

system. Chart recorders will not be required if the trending is included within this equipment.

17. The accuracy and reliability of all of the flow meters is suspect. The site pump station force main is not functional. The last time the effluent flow meter was calibrated was May 2015. MassDEP regulations require annual calibration and calibration reports submitted annually.
18. Despite the issues described above, the building structure itself visually appears to be in decent condition.
19. The disposal fields include one (1) upgradient and (2) downgradient groundwater monitoring/compliance wells. According to Town personnel, one of the downgradient wells is dry. We recommend considering installation of a deeper replacement well adjacent to the existing dry well as MADEP has been requiring other similar facilities to do so.
20. Small tree/plant growth was observed within the disposal fields. These should be removed to prevent impacts from roots.

21. The Gate 4 pumping station is missing a pump guide rail and the pump junction box is located within the wet well. These will make pump maintenance/replacement very difficult. There is also no alarm dialer.
22. One pump at the Plaza Pump Station is not functional. There is also no alarm dialer.

### **3 CONCLUSIONS AND RECOMMENDED PRIORITY CAPITAL IMPROVEMENTS**

#### **3.1 General**

The existing SBR system is not efficiently treating present-day loadings without excessive chemical/nutrient addition. Based on a history of permit compliance, the SBR WWTF is functioning, but with high operational and maintenance cost. However, at this point in time, a complete process change will result in significant capital cost. Regardless of the treatment system technology utilized, the existing and projected flows and loads to the WWTF must be better ascertained and continually revisited by the

Owner. Modification or an alternative treatment process should be considered if loading cannot be increased to at least 50 percent of the original design flow rate.

The capital improvements and associated costs presented below are dependent on several factors that include:

- Electrical – a licensed electrician and electrical engineer should complete an evaluation of the motor control center, conductors, conduits and junction boxes. A determination of the NFPA classification for each room must also be made (i.e. the requirement for “explosion proof” equipment located in the same room as process tanks with raw wastewater).
- Heating and Ventilation – As discussed, the process treatment tanks are open and located within an enclosed building. This is not typical and has contributed to excessive moisture/condensation and severe corrosion and failure of heating & ventilation, plumbing and process equipment. Normally process tanks, especially those equipped with aeration, are constructed separate from the facility buildings. Otherwise, tank covers and robust ventilation and dehumidification systems are required. The building configuration and heating and ventilation should be replaced/modified in conjunction with completing recommended capital improvements to the process equipment. Alternatives that should be considered include:
  - Covering the four (4) process tanks with removable fiberglass covers. The covers must be equipped with a dedicated ventilation system to continuously supply fresh air and exhaust wastewater gasses from the tank headspace. The covers typically come in sections that weigh less than 60 pounds. We estimate fiberglass covers (not including ventilation) for the tanks would cost approximately \$30,000 to \$40,000.
  - Segregating the process tank area from the Maintenance/Storage Area. Separate “explosion-proof” heating and ventilation would be required for this room. It is recommended that the ventilation be operated

continuously and programmed to maintain a negative pressure in the process tank room to prevent the migration of gasses to adjacent rooms. Architectural and structural review and analysis are required determine the feasibly and approximate cost.

### **3.2 Priority Capital Improvements/Repair Summary**

#### **3.2.1 Item #1 – Pre-Equalization**

- a. Inspect pumps, floats, controls. Recommend installing level transducers and utilizing the existing floats as backup.
- b. Inspect concrete condition, aeration header and diffusers
  - Note that by-pass or septage pumping and flow management will be required to empty tank contents, tanks will need to be powerwashed, confined space entry manned entry required for visual inspection.
- c. Replace positive displacement blower to provide mixing
- d. Replace the transfer pumps (verify this is required – pump was not inspected, condition unknown).

#### **3.2.2 Item #2 – SBR**

- a. Replace Aerator/Mixer/Decanter system and supports
- b. Inspect concrete condition, aeration header and diffusers
  - Note that by-pass or septage pumping and flow management will be required to empty tank contents, tanks will need to be powerwashed, confined space entry manned entry required for visual inspection.
- c. Replace the transfer pump (verify this is required – pump was not inspected, condition unknown).

#### **3.2.3 Item #3 – Post Equalization**

- a. Inspect pumps, floats, controls. Recommend installing level transducers and utilizing the existing floats as backup.
- b. Inspect concrete condition, aeration header and diffusers
  - Note that by-pass or septage pumping and flow management will be required to empty tank contents, tanks will need to be powerwashed, confined space entry manned entry required for visual inspection.
- c. Replace positive displacement blower to provide mixing
- d. Replace the transfer pumps (verify this is required – pump was not inspected, condition unknown).
- e. Install pH monitoring with connection to control system (Item #5)

### **3.2.4 Item #4 – Sludge Storage**

- a. Inspect pumps, floats, controls. Recommend installing level transducers and utilizing the existing floats as backup.
- b. Inspect concrete condition, aeration header and diffusers
  - Note that by-pass or septage pumping and flow management will be required to empty tank contents, tanks will need to be powerwashed, confined space entry manned entry required for visual inspection.
- c. Replace positive displacement blower to provide mixing

### **3.2.5 Item #5 – SBR Control System**

- a. Install NEMA 12 panel enclosure
- b. Compactlogix PLC
- c. PanelView Plus 6 700 with touch screen display
- d. Remote monitoring/alarms
- e. Dissolved oxygen control system

### **3.2.6 Item #6 – Misc. Process**

- a. Replace existing magnetic flowmeters
- b. Repair inspection port and remove plants/trees from disposal field
- c. Install deeper groundwater monitoring well
- d. Incorporate alarm notification at the WWTF

### **3.2.7 Item #7 – Building Heating and Ventilation**

The heating and ventilation systems must be replaced. H&V equipment located within the same space as the process tanks should be “explosion-proof”.

### **3.2.8 Item #8 – Electrical**

- a. Recommend installing standby power systems
- b. Existing wiring, conduit, junction boxes and motor control centers should be inspected by a licensed electrician.
- c. Electrical equipment located within the same space as the process tanks should be “explosion-proof”.

### **3.2.9 Item #9 – Plumbing**

- a. Replace all internal plumbing lines, spigots and fixtures

### 3.3 Opinion of Probable Costs

#### PRELIMINARY - ORDER OF MAGNITUDE OPINION OF PROBABLE COSTS

Preliminary scope of work for Required Improvements for Plymouth Municipal Airport WWTF

**10/4/2018**  
 BETA Group, Inc.  
 Prepared by: RMB

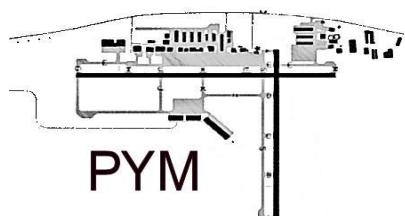
Item	Description	Costs
1.1.1	Engineering / Permitting	\$80,000
2.1.1	Aqua Aerobics Equipment Package, contractor markup, test/commision, OH&P	\$300,000
3.2.1 - 3.2.6	Treatment Process Capital Improvements (labor, Installation and Misc. Equipment not provided by Aqua Aerobics)	\$466,000
3.2.7	Building Heating & Ventilation	\$275,000
3.2.8	Electrical & Controls	\$65,000
3.2.9	Plumbing	\$25,000
4.1.1	Bid/Award, Construction Services, Startup/Testing, Project Closeout	\$45,000
5.1.1	Contingency - 20%	\$182,000
<b>Project Total</b>		<b>\$1,438,000</b>

Notes:

1. HVAC Improvements are approximate, and must be verified by my MEP engineer
2. Estimate does not include cost associated with addressing updates/modifications required by Electrical code review and condition of existing electrical systems.
3. Estimated Generator/transfer switch costs are based on similar projects of size/scope. No electrical code updates to building or process equipment is included
4. Costs are in 2018 dollars

**508- 746-2020**

**508-747-4483 fax**



**Plymouth  
Municipal Airport**

To: **Advisory and Finance**

From: Thomas Maher, Airport Manager

RE: Article 4 Transfer Airport Administration Building Date: February 9, 2021

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The Plymouth Airport Commission is requesting the support of Advisory and Finance for the transfer of \$4,655.75 from Airport Retained Earnings to the Airport Administration building project of 2018-19. This transfer is to pay for various project overages and change orders for the recent construction of the new Airport Administration building.

As with many construction projects there were a number of change orders that were originally unanticipated. The MassDOT Aeronautics Division did "step up" to assist the airport with additional grant support for these change orders but there remains the \$4,655.75 shortfall which this transfer will balance.

The new building is an attractive, modern, up to date building which should serve as a gateway into Plymouth by business aviation users to the airport. The Airport appreciates the support of the Town in bringing this project to completion.

Sincerely

Tom Maher

**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM**  
**FY21 SPECIAL TOWN MEETING REQUEST FORM**

Department: DPW Cemetery Division		
Project Title and Description: New ½ Ton Pickup with Plow	Total Project Cost:	\$45,868.41

Department/Division Head: Kenneth J King-Cemetery Supt.

Cost estimate was developed: Internally  Externally

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	O & M
<i>Planning and Design</i>			<i>FY19</i>		
<i>Labor and Materials</i>			<i>FY20</i>		
<i>Administration</i>			<i>FY21</i>		
<i>Land Acquisition</i>			<i>FY22</i>		
<i>Equipment</i>	\$41,698.56		<i>FY23</i>		
<i>Other</i>					
<i>Contingency</i>	10%				
<b>Total Capital</b>	<b>\$45,868.41</b>				

Possible sources and amounts of funding, if known: Perpetual Care Fund/Free Cash/Borrow

**Project Justification and Objective:** The Cemetery Division needs an additional pickup truck, as we currently do not have enough trucks for our staff given workloads. This would also help with getting seasonal staff to the outlying cemeteries. At times staff is working at one cemetery but will leave to cover burials at another and need to go back to the previous project when done. The Cemetery Division takes care of twenty sites across the entire town. With 7 active cemeteries this new truck is essential to carry out all our day-to-day maintenance needs.

**For Capital Project Requests:**

Will this project be phased over more than one fiscal year? If yes, enter it on the next 5 Year Plan Yes  No   
 Can this project be phased over more than one fiscal year? Yes  No

**For Capital Equipment Requests:**

Check if equipment requested is replacement and enter the year, make & model, VIN and present condition of existing equipment

--

Attach additional information, estimates, or justification.



# Liberty Chevrolet



Town of Plymouth

October 30, 2020

Attn: Ben

Cemetery Pickup

159 Camelot Drive

Plymouth, MA 02360

Dear Sir,

Liberty Chevrolet has a contract #20/25 with Plymouth County Commissioners for various vehicles and equipment. All vehicles offered under this contract come with a 5 year/100,000-mile powertrain warranty. We are pleased to quote you the following:

No.85	2020 Chevrolet Silverado CK20903 4WD Pickup 2500 Reg Cab	\$30,422.00
JL1	Trailer Brake Controller	\$275.00
K4B	Battery AUX 730 Cold Cranking AMP	\$135.00
QXT	All Terrain Tires	\$200.00
VYU	Snowplow Prep Package	\$300.00
TGK	Special Paint Unripen Green	\$450.00
ZLQ	WT Fleet Convenience Package Includes: Keyless Entry, Tailgate with Lift Assist, Power Lock & Release, Cruise, Trailering Mirrors Power & Heated, Power Windows & Locks	\$1,400.00
5H1	Two (2) Additional Keys	\$50.00
8S3	Backup Alarm	\$138.00
<b>3% Contract Discount on Options</b>		<b>(-88.44)</b>
1629	Fisher 8' HD2 Plow	\$6,537.00
1640	Fisher Steel Snow Foil	\$480.00
1925	Rhino Coat Bedliner Spray on Pickup Bed	\$650.00
295	Whelen (4) LED Vertex Hideaway System	\$750.00
<b>Total Truck &amp; Equipment</b>		<b>\$41,698.56</b>

Liberty Chevrolet, Inc.

90 Bay State Road • Wakefield, MA 01880 • Main 781-246-1919 • Fax 781-245-8987 • [www.libertychevy.com](http://www.libertychevy.com)



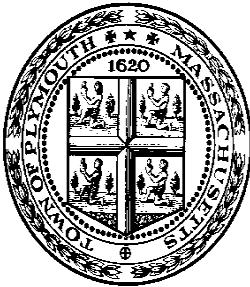
## **ARTICLE 6:**

**ARTICLE 6:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of conducting a Town-Wide Fire Department and Fire Station Feasibility and Facilities Study, or take any other action relative thereto.

### **BOARD OF SELECTMEN**

**RECOMMENDATION:Approval \$185,000 (Unanimous, 12-0-0)** The Advisory & Finance Committee recommends Town Meeting approve Article 6. Approval of this article will fund a fire station feasibility and facilities study for the Plymouth Fire Department. The consultant's final report will include long-term solutions for fire station facilities, identify and recommend future fire station locations (including that of a new Fire Headquarters), recommend a phasing plan for station development and construction; and any recommended improvements to the current deployment model.





**TOWN OF PLYMOUTH**  
ACCOUNTING & FINANCE DEPARTMENT  
26 COURT STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSION 10177

To: SELECT BOARD  
ADVISORY & FINANCE COMMITTEE

FROM: LYNNE A. BARRETT  
DEPARTMENT OF FINANCE

SUBJECT: SPECIAL TOWN MEETING – ARTICLE 4 & ARTICLE 6

DATE: MARCH 2, 2021

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Capital Improvements Committee met, and reviewed capital projects submitted in Article 4 (except one for Airport) and the Town Wide Fire Station Study. The projects submitted were added to the CIC Fiscal 2022 spreadsheet and ranked accordingly. The close out for the Airport Administration Building was a project previously ranked and, in our opinion, did not require CIC review.

This memo includes the recommendation of the funding sources for the projects submitted:

**Article 4:**

A. Water Main Replacement – Warren Avenue Bridge	\$390,000
B. Water Main Replacement – Jordan Road Bridge	\$558,000
<b>Water Retained Earnings</b>	<b>\$948,000</b>
C. Airport Wastewater Treatment Plant Upgrades	\$230,000
<b>General Fund Free Cash</b>	<b>*NOTE*</b>
	<b>\$230,000</b>
D. Airport Administration Building – final adjustment	\$4,655.75
<b>Airport Retained Earnings</b>	<b>\$4,655.75</b>
E. Cemetery Division Pickup Truck	\$45,868
<b>Cemetery Beautification Revolving Fund</b>	<b>\$45,868</b>

**Article 6:**

Town Wide Fire Station Study	\$185,000
<b>General Fund Free Cash</b>	<b>\$185,000</b>

**\*NOTE\*** The town is recommending the initial design specifications and bidding of the Airport Wastewater Treatment Plant be paid from General Fund Free Cash. This is due to the timing of

the project and its need to get started, the balance in Airport Retained Earnings is not sufficient to fund this and we are working on an overall financing plan that will include a sewer betterment or charge to the properties connected to the Airport Waste Water Treatment Plant. We are in the early stages of this and will be returning to town meeting in the fall with the project construction authorization and financing plan. The Airport Manager is also seeking any other funding sources that would be available to them through grants.

Thank you for your overall consideration of both articles.

**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM**  
**FY21 SPECIAL TOWN MEETING REQUEST FORM**

<b>Department: Fire</b>		
<b>Project Title and Description:</b> Fire Department and fire station feasibility and facilities study	<b>Total Project Cost:</b>	<b>\$185,000.00</b>

**Department/Division Head:** Chief Bradley

**Cost estimate was developed:** Internally XX Externally XX

<b>Basis of Estimated Costs (attach additional information if available)</b>			<b>If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>	<b>Fiscal Year:</b>	<b>Capital</b>	<b>O &amp; M</b>
<i>Planning and Design</i>	\$185,000.00		<i>FY19</i>		
<i>Labor and Materials</i>			<i>FY20</i>		
<i>Administration</i>			<i>FY21</i>		
<i>Land Acquisition</i>			<i>FY22</i>		
<i>Equipment</i>			<i>FY23</i>		
<i>Other</i>					
<i>Contingency</i>					
<b>Total Capital</b>		<b>\$185,000.00</b>			

**Possible sources and amounts of funding, if known:** \_\_\_\_\_

**Project Justification and Objective:** Please see the attached backup

memo \_\_\_\_\_

**Justification for Request at Special Town**

**Meeting:** The current Fire Headquarters station is in poor shape and is still requiring millions of dollars of work however the site is not large enough to rebuild a proper station. This project needs to move along to save the constant funding for repairs at the current Fire Headquarters.

**For Capital Project Requests:**

Will this project be phased over more than one fiscal year? If yes, enter it on the next 5 Year Plan Yes  No   
 Can this project be phased over more than one fiscal year? Yes  No

**For Capital Equipment Requests:**

Check if equipment requested is replacement and enter the year, make & model, VIN and present condition of existing equipment

**Attach additional information, estimates, or justification.**



**Town of Plymouth  
Fire Department  
114 Sandwich Street  
Plymouth, Massachusetts 02360  
508-830-4213  
Fax 508-830-4174**

To: Town Manager Arrighi, Finance Director Barrett, Finance Committee Chair Carty

From: Chief Bradley *GEB*

Date: January 26, 2021

### **Capital Request for funding the Fire Department and fire station feasibility and facilities study**

The Town of Plymouth will request proposals from qualified consulting firms to provide a fire station feasibility and facilities study for the Plymouth Fire Department (PFD). The purpose of the study is to review current fire station locations, facilities, and deployment of equipment and to provide long-term recommendations for fire station facilities and infrastructure taking into consideration future planned Town growth.

The purpose of the study is to evaluate the current deployment model for efficiency and effectiveness and make recommendations, based on the evaluation outcome, for improvement. If the current model is found to be impractical and/or unsustainable, recommendations should be made on alternative deployment model (s) with anticipated effectiveness and efficiencies for emergency and risk management service delivery and to find the best and most cost-effective method(s) of providing Fire & EMS Service to the residents of Plymouth.

The Town of Plymouth is seeking an innovative fire service consulting firm with experience proposing long range solutions for fire station facilities. The work to be completed should include the following:

Gather pertinent data and information. The consultant is responsible for all costs associated with obtaining third-party data, such as GIS.

Collaborate with town and PFD staff to gather information and to evaluate current and future needs as it pertains to fire stations and personnel/apparatus deployment.

Conduct an operational efficiency evaluation and analysis of existing fire stations with a focus on Fire Station #1, Headquarters Station including an inspection to identify existing conditions of the building (structural, design, layout, expansion opportunities, HVAC, energy efficiency, electrical, space needs, etc.) to form recommendations for a remodel or construction of a new facility.

Identify recommended future fire station locations and a phasing plan for station development/construction based on but not limited to:

- a. Land use
- b. Population
- c. Density
- d. Physical or other barriers
- e. Future residential and commercial development
- f. Transportation infrastructure.
- g. Apparatus and equipment deployment
- h. Address the potential impact to the current ISO rating and how we can improve the ISO rating.

Prepare draft report for review and comment by town and PFD leadership before drafting final report and present final report to the PFD leadership, town manager, and the Select Board.

## **ARTICLE 7:**

**ARTICLE 7:** To see if the Town will vote to establish a Special Purpose Stabilization Fund for Facility Maintenance, as authorized by the provisions of G.L. c.40, §5B, for capital maintenance of Town-owned buildings, which fund shall be under the care and custody of the Town Treasurer, and further, to raise and appropriate, transfer from available funds or borrow a sum of money for the purpose of funding said Stabilization Fund for Facility Maintenance, or take any other action relative thereto.

### **BOARD OF SELECTMEN**

**RECOMMENDATION: Approval \$2,500,000 (Unanimous 12-0-0)** The Advisory & Finance Committee recommends Town Meeting approve Article 7. Approval of this article will establish a Building Capital Maintenance Stabilization Fund, and authorize the Town to transfer \$2,500,000 from Free Cash into this stabilization fund. As with all Stabilization Funds, a 2/3rds vote of Town Meeting would be required for any future withdrawals from the stabilization fund.



**TOWN OF PLYMOUTH**  
**TOWN MANAGER'S OFFICE**

**MEMORANDUM**

TO:           BOARD OF SELECTMEN  
                  FINANCE AND ADVISORY COMMITTEE

FROM:          MELISSA ARRIGHI, TOWN MANAGER

SUBJECT:       SPECIAL TOWN MEETING ARTICLE – ARTICLE 7 – ESTABLISH SPECIAL PURPOSE  
                  STABILIZATION FUND FOR FACILITY MAINTENANCE

DATE:          FEBRUARY 11, 2021

For some time now, the Town Manager, Finance Director, and Select Board members have been contemplating and discussing some type of dedicated revenue source for facilities management. In addition, at different times over the past few years, members of the Advisory and Finance Committee and even Town Meeting members have commented on this need. Special Town Meeting Article 7 begins that process. Approval of this article will accomplish two things: (1) establishes a Building Capital Maintenance Stabilization Fund (“fund”), and (2) moves \$2.5 million from Free Cash to fund this Building Capital Maintenance Fund.

Any expenditure requires Town Meeting action.

This process of setting up a Stabilization Fund with a specific and special purpose has been done successfully before in Plymouth, specifically with the Nuclear Plant Mitigation Fund and the Pavement Management Plan fund.

If the article passes Town Meeting, our intent is to annually ask Town Meeting to move a portion of our Dept. of Revenue certified free cash into the Fund. Although we cannot yet identify exactly what percent we will recommend each year, the establishment of the Stabilization Fund itself will lend itself to that annual discussion or a multi-year dedicated approach.

We ask for your support in recommending Article 7 to Town Meeting. Thank you.



## **ARTICLE 8:**

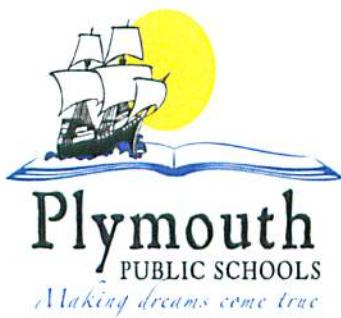
**ARTICLE 8:** To see if the Town will vote, consistent with the vote taken under Article 9 (A10) of the August 10, 2020 Annual Town Meeting, to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of The Town of Plymouth Building Committee for design and engineering for the replacement of roofs at three Plymouth Public Schools. This phase of the project would determine the scope of the project including evaluating each school to determine order of replacement, material selection, preparation of drawings and bid documents, and develop project cost estimates and project timelines. The three schools are Federal Furnace Elementary school located at 860 Federal Furnace Road, Plymouth, Massachusetts, 02360; West Elementary School located at 170 Plympton Road, Plymouth, Massachusetts; and Indian Brook Elementary School located at 1181 State Road, Plymouth, Massachusetts 02360 for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; or take any other action relative thereto.

### **SCHOOL DEPARTMENT**

#### **RECOMMENDATION: Approval (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 8. Approval of this article will amend the language of Article 9A10, which was approved at the August 10, 2020 Town Meeting, in order to insure the project is eligible for MSBA grant reimbursement.





## PLYMOUTH PUBLIC SCHOOLS

Administration Building

11 Lincoln Street

Plymouth, MA 02360

PHONE (508)-224-5039

FAX (508)-746-1873

**Brad Brothers**

Business Administrator

<b>TO:</b>	Board of Selectman, Town Meeting Members
<b>CC:</b>	Advisory & Finance Committee
<b>FROM:</b>	Brad Brothers <i>(BB)</i>
<b>DATE:</b>	February 5, 2021
<b>Re:</b>	Special Town Meeting – Article for Roof Design

After a review with the MSBA, the language previously approved under Article 9 (A10) of the August 10, 2020, Spring Town Meeting did not meet MSBA requirements for reimbursement. The feasibility study total dollar amount of all three roof projects associated with this article will remain the same; this is solely an adjustment to the language that MSBA has approved and agreed meets their requirements.



## **ARTICLE 9:**

**ARTICLE 9:** To see if the Town will vote to transfer from Community Preservation available funds a sum of money for the construction of a pedestrian bridge on the property located off Billington Street Plymouth MA pursuant to G.L. c. 44B Section 12 and G.L. c. 184 Sections 31-33, and further to authorize the Board of Selectmen to grant a recreational restriction, or take any other action relative thereto.

### **COMMUNITY PRESERVATION COMMITTEE**

**RECOMMENDATION: Approval \$80,000 (Unanimous 12-0-0)** The Advisory & Finance Committee recommends Town Meeting approve Article 9. Approval of this article will authorize \$80,000 of Community Preservation funds to be used for the construction of a pedestrian bridge on the property located off Billington Street. The project will be ADA compliant and enhance access across the entirety of the Town Brook Historical District.





## TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

# MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee  
From: The Community Preservation Committee  
Date: Friday, January 29, 2021  
Re: Spring Special TM 2020: CPA Article 9

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**ARTICLE 9: To see if the Town will vote to transfer from Community Preservation available funds for a sum of money for the construction of a pedestrian bridge on the property located off Billington Street Plymouth MA pursuant to G.L. c. 44B Section 12 and G.L. c. 184 Sections 31-33, and further to authorize the Board of Selectmen to grant a recreational restriction or take any other action relative thereto.**

**COMMUNITY PRESERVATION COMMITTEE**

**CPC RECOMMENDATION: Approval (unanimous)**

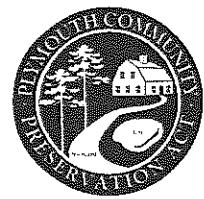
The Community Preservation Committee voted to recommend Article 16 to Spring Special Town Meeting 2021 on Thursday, January 28, 2021.

**SUMMARY & INTENT:**

The Community Preservation Committee is recommending Article 16 to Spring Special Town Meeting 2021 to utilize \$80,000.00 CPA Funds for the construction of a Pedestrian Bridge over the Town Brook. The footbridge will be located at the former Plymco Property at the Billington Street Turtle Bridge. The Plymoco property was a CPA Open Space acquisition from Fall Town Meeting 2011 Article 16A. The construction of the footbridge will improve access and use of a CPA land acquisition. The improvements will enhance hiking from the waterfront along the Town Brook into the Town Forest.

FISCAL YEAR 2020-2021 APPLICATION

Project Name: Town Brook Trail Pedestrian Bridge



CPA Funding requested: \$ 76,118 If the amount is unknown, will an appraisal be needed?

Y  N (If yes see page 14 of the appraisal process)

Total project cost: \$ 76,118

Category—check all that apply:  Open Space/Recreation  Historic  Housing

Lot and Plot: 109

Assessor's Map #: 07

Number of acres in parcel: 0.52

Number of proposed housing units: N/A

Are there any existing deed restrictions on this property?  No  Don't know  Yes/DESCRIBE

Describe restrictions below:

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Project Sponsor/Organization: Town of Plymouth - Marine and Environmental Affairs

Contact Name: David Gould

Address: 26 Court Street Plymouth MA 02360

Phone #: 508-747-1690 x10134 E-mail: dgould@plymouth-ma.gov

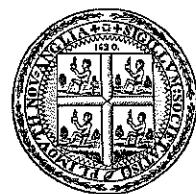
David Gould  
Applicant Signature

9/1/20  
Date submitted

APPLICATION REQUIREMENTS:

A complete application consists of this application page (the specific amount of CPA funding is required), along with the following:

- A detailed description of the project explaining how your proposal benefits the Town of Plymouth and how it meets CPA goals and selection criteria outlined at the end of this application packet.
- Are there any special permit, variance or other approvals required? Are there any legal ramifications or impediments to this project?
- A detailed project budget including any additional revenue sources. Will there be any annual costs to the town once the project is operational?
- A project timeline.
- Additional supporting information such as photographs, plot plans, and maps (if applicable).
- Applicant must provide all title information for the property.
- Applicant must initial each page in the space provided.



Plymouth Community Preservation Committee  
FISCAL YEAR 2020-2021 APPLICATION



PLEASE SEND 11 COPIES (DOUBLE-SIDED) OF YOUR APPLICATION TO:  
The Community Preservation Committee, Plymouth Town Hall  
26 Court Street, Plymouth, MA 02360

Applications may also be dropped off at the Town Clerk's office.  
or in the CPC mailbox at Plymouth Town Hall.

The deadline for submitting an application is last Friday in February for Spring Town Meeting,  
and last Friday in June for Fall Town Meeting.

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MEMORANDUM OF UNDERSTANDING

Project Name: Town Brook Trail Pedestrian Bridge

Applicant Name: David Gould

Address: 26 Court Street Plymouth MA 02360

Phone #: 508-747-1600 x10134 E-mail: dgould@plymouth-ma.gov

I understand that there are certain conditions and responsibilities involved in receiving CPA funding.  
My signature below indicates that I have read the following conditions and agree to follow them if my  
application is recommended to and approved by Town Meeting:

1. I understand that the funding process follows procedures described in the Community Preservation Act, M.G.L. Ch. 44B and that this places certain restrictions on how payments may be made.
2. In order to acknowledge the Community Preservation Act, and thus the contributions of the Plymouth taxpayers, I will:
  - Order, pay for and place a temporary "Community Preservation Works" sign or banner in front of the project. The Community Preservation Committee will provide the approved design. Approximate cost for the banner is generally \$250-\$300.
  - Acknowledge the contributions of the Community Preservation Act in all press releases, newsletters, and other publicity.
  - Include recognition of the Community Preservation Act if a permanent plaque or sign is placed on the project.
3. If requested I will supply the Community Preservation Committee with quarterly financial up-dates the project.
4. As needed, I will assist in the process of obtaining the required deed restriction to help protect the property in perpetuity.
5. The Applicant agrees to adhere to the intent and the spirit of the presentation made to Town Meeting.

David Gould

Print Name

David Gould

Signature

9/1/20

Date



# ATTACHMENT 1

## Project Narrative

## Plymouth Community Preservation Committee Application

Town Brook Trail Pedestrian Bridge

Map 27/Lot 129

Category – Open Space and Historic Preservation

Town of Plymouth – Department of Marine and Environmental Affairs (DMEA)

David Gould, Director

26 Court Street, Plymouth MA 02360

### **Project Description:**

The Department of Marine and Environmental Affairs (DMEA) is requesting funding assistance from the Community Preservation Committee for design, permitting, construction, and the installment of a footbridge by the Route 3 overpass on Billington Street. In conjunction with the installation of the footbridge, the Engineering Department is undergoing the process of constructing a sidewalk along the section of Billington Street North of the Route 3 overpass. Both the footbridge and sidewalk will be ADA compliant to allow for access to those with disabilities. These two projects will have significant social and recreational benefits through its contributions to the Town Brook Greenway and the continuation of the Town Brook Trail.

Beginning in the 1920's, the Town of Plymouth began acquiring property along Town Brook and initiated the development of a greenway. Today, that greenway consists of five distinct parks with a connecting walking trail, known as the Town Brook Trail. DMEA is committed to a long-term restoration program for both the brook and the further development of this greenway by improving the access and connectivity to the trail. The trail connects Morton Park, a 175-acre Town owned Conservation Area, with the scenic Town Brook Trail along Town Brook through Brewster Gardens to Plymouth Harbor. The proposed footbridge will allow pedestrians to cross the brook safely, while offering an overlook of the newly restored brook. Upon completion of the project, the new pedestrian friendly section of the Town Brook Trail will be an ideal spot for tourists, school groups and Plymouth residents to observe diadromous fish migration upstream and would provide a unique learning experience for onlookers. Town Brook leads to the heart of historic downtown Plymouth and it receives considerable foot traffic throughout the year. Town Brook's proximity to historical sites, restaurants, shopping and lodging makes the stream an ideal location for ecotourism. The area is visible, aesthetically beautiful, historically significant, and pedestrian friendly. This will yield environmentally compatible socio-economic benefits such as increased recreational and educational opportunities.

### **Project Feasibility and Methodology:**

DEMA will utilize the skills and experience of Milone and MacBroom Inc. (MMI) to permit and record the Chapter 91 license and conduct geo-technical investigation, site work, analysis, and report. MMI has successfully designed, permitted and overseen the construction of all the projects in the Town Brook Restoration program over the past 20 years.

DMEA will be contracting the Bridge Brothers to design, construct, and install the footbridge. Bridge Brothers' scope will include all structural and civil engineering associated with the footbridge and foundations and issue a Massachusetts Professional Engineer stamped design package. Bridge Brothers will utilize their in-house engineers to design the footbridge to DMEA specifications. Functionality and aesthetics will be at the forefront of the design phase. The footbridge structure and all associated designs will be in adherence to the American Association of State Highway and Transportation Officials

(AASHTO) design guide for bridge structures.

Furthermore, Bridge Brothers will handle all site construction and onsite assembly of the footbridge. Bridge Brothers will prefabricate the footbridge in one of their many manufacturing locations to the exact site specifications, then transport the pre-constructed sections to the site. The footbridge will then be assembled onsite and installed by the Bridge Brothers.

**Consistency with Statewide Comprehensive Outdoor Recreation Plan and Community Open Space and Recreation Plan:**

This project supports several of the goals listed in the Community Preservation Committee application for Open Space and are outlined below. This project is also consistent with and supports several of the master plan goals and objectives contained in the Town of Plymouth Open Space and Recreation, some of which include:

- This footbridge will increase public access to open space, including inland water bodies, in locations where public access will not adversely impact the protection of priority natural resources. In addition, a portion of the property will be ADA compliant to allow for access to those with disabilities.  
*CPC Open Space Goal 7*  
*CPC Open Space Goal 8*  
*Open Space Plan (page 165 OSRP)*
- This footbridge aids in setting aside large tracts of permanently protected, contiguous open spaces linked via trails and open space corridors.  
*CPC Open Space Goal 4*  
*CPC Open Space Goal 7*  
*Open Space Plan (page 165 OSRP)*
- This footbridge increases the supply and accessibility of active and passive recreational facilities throughout town.  
*CPC Open Space Goal 7*  
*Open Space Plan Recreation (page 165 OSRP)*
- This footbridge increases access to water-related recreation facilities.  
*Open Space Plan Recreation (page 165 OSRP)*

Moreover, it is important to note that the National Register of Historical Places recognizes Town Brook as a Historical District. If funding is awarded, unobstructed pedestrian passage will be granted across the entirety of the Town Brook Historical District. The Town Brook Trail spans many historically significant sites, many of which offer educational signage to convey information on the location. This project will connect Plymouth's rich history with its open space, providing a unique recreational and educational venue.

**Budget:**

Cost estimates for MMI's Design and Permitting and Bridge Brothers' manufacturing and site construction, are enclosed for review. The total project cost is \$76,118. See the table below for a breakdown detailed the cost of specific tasks.

<u>Task</u>	<u>Cost</u>
Design & Permitting (MMI)	\$8,000
○ Chapter 91 Permitting	
Design & Permitting (MMI)	\$8,500
○ Geotechnical Investigations	
Design & Permitting (MMI)	\$3,500
○ Drilling Contingency	
Manufacturing (Bridge Brothers)	\$27,818
○ Prefabrication	
Site Construction (Bridge Brothers)	\$28,300
○ Bridge Assembly and Erection	
<b>TOTAL</b>	<b>\$76,118</b>

The budget calls for \$3,500 in contingency for geotechnical drilling investigations. Current drilling rates were used while creating the cost estimate, but due to the variability of drilling cost, DMEA is requesting \$3,500 in contingency in the event the cost of drilling rises by the time of the project.

**Timeline:**

DMEA expects the project to be completed prior to March 1<sup>st</sup>, 2021. Once funding has been awarded MMI will begin the Chapter 91 permitting process and geotechnical investigations. Construction of the bridge footings and bridge assembly will begin in mid-February and conclude before March 1<sup>st</sup>.

**Additional Information:**

Attachment 2: Maps

- Locus Map
- Town Brook Trail Map

Attachment 3: Cost Estimates

- Milone and MacBroom Inc. Cost Estimate
- Bridge Brothers Cost Estimates

Attachment 4: Property Title Information

- Property Deed

# ATTACHMENT 2

## Maps

## Locus Map





# ATTACHMENT 3

## Cost Estimates



July 28, 2020

Mr. David Gould  
Town of Plymouth  
Department of Marine and Environmental Affairs  
26 Court Street  
Plymouth, MA 02360

**RE: Proposed Pedestrian Bridge  
Billington Street over Town Brook  
Plymouth, Massachusetts  
MMI #1982-13-0**

Dear Mr. Gould:

Milone & MacBroom, Inc. (MMI) is pleased to present our scope of services and fee for a proposed pedestrian bridge on the east side of the Billington Street bridge extending over Town Brook. We understand a guardrail is located along the east side of the existing bridge, with access behind the guardrail on the south side of the bridge. Available geologic mapping indicates the subsurface materials consist of coarse deposits of sand and gravel. We will provide the services described below to explore the subsurface conditions and develop geotechnical design and construction recommendations for the project

#### SCOPE OF SERVICES

- 1.1 Review geologic maps of the project area and review any utility drawings you can provide for potential conflicts with the subsurface explorations prior to scheduling the field work. Pre-mark exploration locations in the field, whereupon "DIG SAFE" will be contacted for utility clearance.
- 1.2 Perform one boring at each abutment of the proposed pedestrian bridge. Observe the borings, classify soil samples, document groundwater conditions, and prepare logs. It is anticipated that the borings will be to about 40 feet deep for a total of approximately 80 linear feet of drilling.
- 1.3 Engage a certified material testing laboratory to perform routine laboratory index tests on select representative soil samples to confirm field classifications and assist in establishing geotechnical parameters for design.
- 1.4 Perform geotechnical engineering analyses and prepare a geotechnical engineering report. The report will summarize the results of the borings and laboratory testing, identify the primary geotechnical issues, and will provide geotechnical design and construction recommendations for the project.

#### **TIME FOR COMPLETION**

We will commence work immediately with written notice to proceed. Once mobilized to the site, we anticipate that our fieldwork will take one day, and our geotechnical engineering report will be available approximately two weeks after completion of the fieldwork.

99 Realty Drive, Cheshire, CT 06410 | 203.271.1773 | [www.MMInc.com](http://www.MMInc.com)  
CT | MA | ME | NH | NY | VT

#### **PROFESSIONAL FEES**

Our estimated cost to perform the above scope of services is **\$8,000**, which includes \$4,900 for engineering services and \$3,100 for subcontracted drilling services. Additional engineering services outside the scope of services described above or attendance at meetings may be negotiated by task and/or invoiced on actual time and expenses incurred in accordance with our attached terms and conditions and fee schedule.

*Note: Our drilling subcontractor will coordinate and schedule police for traffic control, and the cost will be billed directly to the town by the Police Department. It is also assumed that our drilling subcontractor will obtain all necessary permits and the associated fees will be waived by the town.*

#### **EXCLUSIONS AND LIMITATIONS**

The following work is not included in this scope of services:

1. Foundation design
2. Construction-phase services

#### **STANDARD TERMS AND CONDITIONS**

This proposal is subject to our Standard Terms and Conditions, which are attached hereto and incorporated herein by reference.

#### **ACCEPTANCE**

Please confirm your acceptance by signing in the space provided and returning it to us for our files. If you have any questions, please feel free to call either of the undersigned at 203-271-1773.

Sincerely,

**MILONE & MACBROOM, INC.**

Joseph W. Kidd, PE  
Senior Geotechnical Manager

Stephen R. Dietzko, PE  
Vice President

Enclosures  
1982-13-prop.docx

The above proposal and attached Standard Terms and Conditions are understood and accepted:

By \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
(Print name and title)

 **MILONE & MACBROOM**



e: sales@bridgebrothers.com  
t: 866.258.3401  
www.bridgebrothers.com

**Date:** July 16, 2020

**Project:** Gould, David - Plymouth MA

**Scope:** Design/Engineering - Manufacturing - Site Construction - Bridge Erection

**Company:** Bridge Brothers

**Contact:** Kenny Adams

Our estimate below defines our full scope of work as a turn-key solution for the pedestrian bridges on the project. Bridge Brother's scope will include all structural & civil engineering associated with the bridges and foundations and issue a MA PE stamped design package. In addition, Bridge Brothers will handle all site construction associated with the bridges, manufacturing of the bridges, and onsite erection of the bridges. The bridge structures and all associated designs will be in adherence to AASHTO design guide for bridge structures. See below for further breakdown of our scope of work:

**Structural & Civil Engineering:**

- MA PE Stamped Design & Calculation Package for the Bridges
- MA PE Stamp Design & Calculation Package for the Abutments/Anchors

**Manufacturing:** \$27,818

- Qty (1) 5' x 30' Pedestrian Bridge/Skyway
- Weathering Steel Finish
- Pratt Truss Configuration
- Composite decking
- 90 PSF Live Loading
- 5,000 Vehicular Loading
- Freight to Project Site - \$3,200

**Site Construction & Bridge Erections:** \$28,300

- Site Grading for Bridge Footings
- Form and Pour Bridge Foundations
  - Rip-rap, piles, and wingwalls excluded
- Backfill Bridge Foundations
- Unload and Splice Fit-Up Bridges
- Erect Bridges & Install Bridge Anchors
- The proposal cost is contingent on site constraints, geotechnical report, and site survey

*The above scope is to be furnished complete in general accordance with plans and specifications. Payment and delivery terms to be arranged. Prices good for 30 days.*

**Estimated Project Schedule:**

• Structural & Civil Designs	4 Weeks
• Manufacturing & Freight	12 Weeks *
• Construction & Site Preparation	12 Weeks *

---

## TURN KEY PREFABRICATED BRIDGES



e: sales@bridgebrothers.com  
t: 866.258.3401  
www.bridgebrothers.com

- Bridge Erection & Project Closeout 3 Weeks

*\* Bridge Manufacturing & Site Construction will occur simultaneously for a more compressed projected schedule.*

**Exclusions:** Any item not listed, any inspection beyond visual, sales tax, permits, prevailing wage, material escalation costs, union ironworkers, liquidated damages, consequential damages, excess material removal, site elevation reference & centerline by others.

**Qualifications:** Must have sufficient laydown area for bridge assembly and erection, site inspection and photos required prior to mobilization, must be included in the planning and scheduling of our project scope.

\* All prices shown are valid for thirty (30) days only unless otherwise stated above. Unless otherwise agreed in writing, the information herein is a proposal only and should not be construed as a promise to perform absent the separate written consent of Bridge Brothers, Inc.

If you have any questions or require additional information, please call.

Kenny Adams / Project Engineer / 770.696.8946 / [kadams@bridgebrothers.com](mailto:kadams@bridgebrothers.com)



# TURN KEY PREFABRICATED BRIDGES

# ATTACHMENT 4

## Property Parcel Information



2011 00104261  
Bk: 40773 Pg: 5 Page: 1 of 5  
Recorded: 12/23/2011 11:06 AM  
ATTEST: John R. Buckley, Jr. Register  
Plymouth County Registry of Deeds

**DEED**

MARC SWAN and SHERRY L. SWAN, formerly known as SHERRY L. SODERMARK, TRUSTEES OF SWAN REALTY TRUST, under a Declaration of Trust dated October 27, 1995 recorded with Plymouth County Registry of Deeds in Book 13922, Page 270, of 22 Taylor Avenue, Plymouth, MA 02360, in consideration of Three Hundred Fifty Thousand and 00/100 Dollars (\$350,000.00), grant to TOWN OF PLYMOUTH, Acting by and through its Conservation Commission, having a mailing address of Plymouth Town Hall, 11 Lincoln Street, Plymouth, MA 02360, the following:

See Exhibit A appended hereto and incorporated herein by reference.

The grantors hereby certify that said Trust has not been terminated, modified, altered, or amended; that pursuant to said Trust, the Trustees have the authority to take such action as may be directed by all the Beneficiaries of the Trust; that upon the specific direction of the Beneficiaries the Trustees have been authorized to sell and convey said real estate to the grantee for the consideration set forth herein.

For authority to purchase, see vote taken under Article 16A of the October 24, 2011 Plymouth Fall Annual Town Meeting, a copy of which is appended hereto.

Address of subject premises: Assessor's Map 27, Lot 129, 82-84 Billington Street, Plymouth, MA 02360

Executed as a sealed instrument this 29<sup>th</sup> day of Nov., 2011.

  
\_\_\_\_\_  
Marc Swan, Trustee as aforesaid

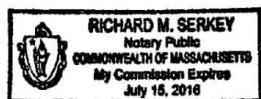
  
\_\_\_\_\_  
Sherry L. Swan, Trustee as aforesaid

COMMONWEALTH OF MASSACHUSETTS

Plymouth, ss.

Nov. 29, 2011

Then personally appeared the above-named Marc Swan, Trustee as aforesaid Sherry L. Swan, Trustee as aforesaid, each proved to me through satisfactory evidence of identification, which was a driver's license, to be the person whose name is signed on the preceding document, and each acknowledged to me that it was signed voluntarily for its stated purpose.



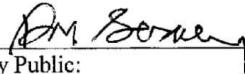
  
\_\_\_\_\_  
Notary Public:  
My commission expires:  
*7-15-16*

Exhibit A

The land in Plymouth, County of Plymouth, Massachusetts, with the buildings thereon and the water privileges appurtenant thereto, and situated on the Easterly side of Billington Street, in said Town, and bounded and described as set forth in a deed from Morton Collingwood to the Plymouth Machine and Burner Corporation, dated April 7, 1943, and recorded with the Plymouth County Registry of Deeds in Book 1843, Page 187.

Together with all water rights, flowage rights, and all other rights, privileges and easements belonging to or in any way connected with the granted premises.

The above described premises are subject to any and all rights of way and other easements legally existing on or against the same, particular reference being had to a right of use of a portion of the premises granted by William B. Dunn to Michael J. Doyle in a certain deed dated February 18, 1933 and recorded with the Plymouth County Registry of Deeds in Book 1642, Page 179, and particular reference being had to the rights and privileges granted to Thomas Darby in a certain deed from said Dunn to said Darby, dated February 2, 1933, and recorded with said Deeds, in Book 1642, Page 8, and to the rights and privileges granted by said Dunn to said Darby in a certain deed dated February 18, 1933 and recorded with said Deeds in Book 1642, Page 307.

For title, see foreclosure deed of Rockland Trust Company dated March 31, 1994 and recorded with the Plymouth County Registry of Deeds in Book 12804, Page 143.

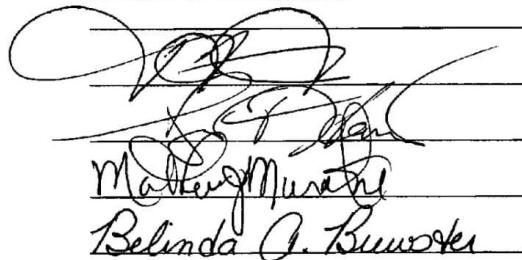
See also deed in Book 13922, Page 275.

ACCEPTANCE OF DEED

The undersigned Board of Selectmen of the Town of Plymouth hereby accept the foregoing Deed from Marc Swan and Sherry L. Swan, formerly known as Sherry L. Sodermark, Trustees of Swan Realty Trust pursuant to the authority granted to us by the Vote under Article 16A of the Annual Fall Town Meeting of October 24, 2011, a certified copy of which is attached hereto.

EXECUTED this 20<sup>TH</sup> day of DECEMBER, 2011.

TOWN OF PLYMOUTH  
BOARD OF SELECTMEN



Handwritten signatures of the Board of Selectmen members, including Matthew Murphy and Belinda A. Brewster.

COMMONWEALTH OF MASSACHUSETTS

Plymouth, ss.

On this 20<sup>TH</sup> day of DECEMBER, 2011, then personally appeared before me, the undersigned Notary Public, the above-named JOHN T. MAHONEY, JR., member of Board of Selectmen of the Town of Plymouth, who proved to me through satisfactory evidence of identification, which was PERSONAL KNOWLEDGE to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose as a member of the Board of Selectmen of the Town of Plymouth.



Notary Public  
My Commission expires: APRIL 25, 2014

TIFFANY K. PARK  
Notary Public  
Commonwealth of Massachusetts  
My Commission Expires  
April 25, 2014

439517/PLYMCPC/0026

At a legal meeting of the Annual Town Meeting of the Town of Plymouth held on 24 October 2011, the following business was transacted under Article Sixteen-A.

**ARTICLE 16A:** To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift or eminent domain for open space purposes pursuant to G.L. c. 44B on such terms and conditions as the Board of Selectmen deem appropriate and to accept the deed to the Town of Plymouth of a fee simple interest or less to 4 acres of land, more or less, in the Town of Plymouth located at 82 - 84 Billington Street shown on Assessors Map 27as Lot 127 and further that said land shall be held under the care, custody, and control of the Conservation Commission, and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; and as funding therefor to appropriate from the Community Preservation Fund estimated annual revenues, fund balance, or reserves the sum of \$350,000; and further to authorize the Board of Selectmen to grant a conservation restriction in said property pursuant to G.L. c.44B, §12 and G.L. c.184, §§31-33; or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

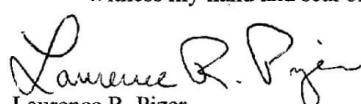
**ARTICLE 16A:** Mr. Nassau moved that Town vote to authorize the Board of Selectmen to acquire by purchase, for open space purposes pursuant to G.L. c. 44B on such terms and conditions as the Board of Selectmen deem appropriate and to accept the deed to the Town of Plymouth of a fee simple interest or less to 4 acres of land, more or less, in the Town of Plymouth located at 82 - 84 Billington Street shown on Assessors Map 27as Lot 129 and further that said land shall be held under the care, custody, and control of the Conservation Commission, and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; and as funding therefor to appropriate from the Community Preservation Fund Budgeted Reserve the sum of \$350,000; and further to authorize the Board of Selectmen to grant a conservation restriction in said property pursuant to G.L. c.44B, §12 and G.L. c.184, §§31-33.

The motion PASSED unanimously.

I hereby certify that the foregoing is a true copy of the vote taken at the Annual Town Meeting held on 24 October 2011 in the Town of Plymouth, Massachusetts.

I hereby certify that there was a quorum present at the Annual Town Meeting at which this action was taken.

Witness my hand and seal of the Town of Plymouth this day, November 17, 2011.

  
Laurence R. Pizer  
Town Clerk



## **ARTICLE 10:**

**ARTICLE 10:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of supporting the work of a Charter Commission, or take any other action relative thereto.

### **BOARD OF SELECTMEN**

**RECOMMENDATION:Approval \$10,000 (Unanimous 12-0-0)** The Advisory & Finance Committee recommends Town Meeting approve Article 10. Approval of this article will set aside funds to be used by an elected Charter Commission in the performance of their duties, should an anticipated ballot question be approved by the voters of the Town. The amount of funding being suggested is slightly higher than the \$7,500 required by state law, but it is anticipated that the Charter Commission will need more than that amount to perform their duties.



TOWN OF PLYMOUTH  
TOWN MANAGER'S OFFICE

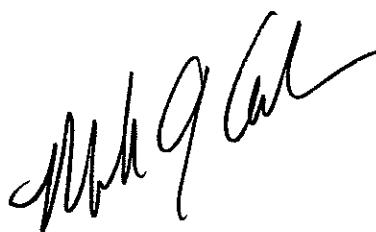
**MEMORANDUM**

To: BOARD OF SELECTMEN  
FINANCE AND ADVISORY COMMITTEE

FROM: MELISSA ARRIGHI, TOWN MANAGER

SUBJECT: SPECIAL TOWN MEETING ARTICLE – ARTICLE 10 – APPROPRIATE \$10,000 FOR THE ELECTED CHARTER COMMISSION

DATE: FEBRUARY 11, 2021



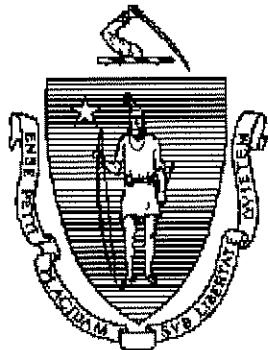
Massachusetts General Law, Chapter 43B, Section 8, establishes that within 20 days after the election of a Charter Commission, the Town Treasurer shall credit to the account of the Charter Commission the sum of seven thousand five hundred dollars in a town of fifty thousand inhabitants or more, but less than one hundred thousand inhabitants.

As you may be aware, there was a successful petition process to place the question to the voters regarding whether to elect a Charter Commission – this is on the May 15, 2021 ballot. As that falls within this fiscal year, we are sponsoring Article 10 to provide a budget for the Charter Commission in anticipation of any ballot question approval. Article 10 of the Special Town Meeting seeks Town Meeting approval to appropriate \$10,000 from Free Cash to establish such a budget for any elected Charter Commission to perform their duties under the law.

Costs that a Charter Commission can occur include clerical assistance and legal expenses, amongst other costs.

Due to the complexity of the process, I am recommending that we appropriate a slightly larger amount than required by law, thus the request for \$10,000.

Thank you.



# LOCAL CHARTERS

**William Francis Galvin**  
**Secretary of the Commonwealth**  
Elections Division  
One Ashburton Place, Room 1705  
Boston, MA 02108  
617-727-2828  
800-462-8683  
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Revised 2017

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## **I. INTRODUCTION**

A city or town's charter is a document which prescribes the basic provisions that set up the form, structure, and organization of a city or town government in Massachusetts. The charter is essentially the constitution of the city or town.

No town with fewer than 12,000 inhabitants may adopt a city form of government. No town of fewer than 6,000 inhabitants may adopt a representative town meeting type of government. Towns which do not have charters operate under the General Laws and any special laws specific to those towns. Mass. Const. Amend. Art. 89, § 2.

## **II. TYPES OF CHARTERS**

Prior to the adoption of the Home Rule Amendment in 1966, the General Court established certain "plan" charters which cities could adopt. From 1931-1966, towns could also choose to adopt a standard form of representative town meeting. Some cities and towns continue to operate under forms of government adopted under these laws.

In 1966, an amendment to the Massachusetts Constitution, commonly referred to as the Home Rule Amendment, was adopted. The Home Rule Amendment allows cities and towns to adopt home rule charters through the methods outlined in the Constitution and in the General Laws. The Home Rule Amendment allows communities to adopt charters in such a way which allows greater local autonomy, though the adoption of a home rule charter may take longer than other methods of charter adoption. The Constitution places certain limits on the content of home rule charters.

Rather than go through the process required by the Home Rule Amendment, many cities and towns opt to adopt or revise their charters by seeking a special act of the Legislature. Special act charters may be adopted more quickly than home rule charters, and are not subject to the same content restrictions; however, such charters must be approved by the Legislature and therefore offer less local autonomy than home rule charters.

## **III. ADOPTING & MODIFYING BY HOME RULE METHOD**

Towns seeking to adopt a charter for the first time may choose to do so using the home rule method. Similarly, cities and towns may use the home rule method to amend an existing charter, no matter how the charter was originally adopted. Mass. Const. Amend. Art. 89, § 2; G.L. c. 43B, § 2.

The procedure to adopt or revise a charter is complex and can be quite lengthy. This process can take up to two years in a city or one year in a town. The process involves petitioning for a question to local voters, electing a charter commission, and placing the proposal before the voters.

### **Content Limitations**

Provisions adopted or changed must be consistent with laws passed by the Legislature. Most provisions concerning local government structure, officers, terms, and method of selection are consistent with state law.

A charter adopted by home rule may provide:

- That any particular local office be elected or appointed (except a board of selectmen, school committee, moderator, or members of legislative body who must be elected);
- For the term of office to be served by any local elected officer, provided that no term shall be more than five years.
- For the merger of two or more local offices; or
- For the powers and duties of one office to be divided and exercised by two or more offices.

Mass. Const. Amend. Art. 89, § 6.

Unless stated otherwise in law, no charter provision adopted or changed using the home rule charter method may:

- Regulate elections (other than those involving these home rule charter procedures, themselves);
- Levy, assess, or collect taxes;
- Borrow money or pledge the credit of the city or town;
- Dispose of park land;
- Govern civil relationships (such as those between landlords and tenants) except incidentally to an independent local power; or
- Define and punish a felony, or impose imprisonment as a punishment.

Mass. Const. Amend. Art. 89, § 7.

### **Revision vs. Amendment**

While both the adoption/revision procedure and the amendment procedure may be used either to change a current charter or special act (unless the special act specifically states otherwise), the amendment procedure may not be used to change the composition, mode of election or appointment, or terms of office of the local legislative body, the mayor, the selectmen or the city or town manager. A provision prohibiting dual office holding does not constitute a change in the mode of election of a town officer. Mass. Const. Amend. Art. 89, § 4.

If a town wishes to elect a new board or officer, increase/decrease the number of members of a board, or fix the term of office of town officers, it can do so in accordance with section 2 of chapter 41 of the General Laws without amending or revising its charter.

### **Step One: Petitioning**

The first step in the process is petitioning to place the charter question on the ballot. In order to get the question on the ballot, the petitioners must collect the signatures of at

least 15% of the number of registered voters in the city or town, as of the last state election. Mass. Const. Amend. Art. 89, § 3; G.L. c. 43B, § 3.

Petitioners may obtain blank petition forms from the city or town clerk and should be sure to allow ample time for the collection of signatures. Explicit signing instructions accompany the blank forms. Exact copies of blank petitions may be made if additional petitions are needed. Mass. Const. Amend. Art. 89, § 3; G.L. c. 43B, §§ 3, 15.

Completed petitions must be filed with the registrars, though all completed petitions need not be filed at once. Petitioners must notify the registrars in writing when their filing is complete. Once notification of the completed filing is filed, the registrars shall have ten days to certify the signatures and report the results to the city council or the board of selectmen by filing their report with the city or town clerk. The registrars do not need to certify more than 140% the number of signature required. Mass. Const. Amend. Art. 89, § 3; G.L. c. 43B, § 3.

Any registered voter wishing to challenge a completed petition must file a written objection within two working days of the report to the city or town clerk. Challenges to charter petitions are heard by the registrars, in accordance with section 7 of chapter 55B of the General Laws. Mass. Const. Amend. Art. 89, § 3; G.L. c. 43B, § 3; G.L. c 55B, § 7.

Once the registrars have filed a report stating that the petition is in proper form and enough certified signatures have been submitted, the city council or board of selectmen must within thirty days order the question to be submitted to the voters at the next regular municipal election occurring at least 60 days after the order is given. Such an order is not subject to a referendum and, in a city, does not require the mayor's approval. Mass. Const. Amend. Art. 89, § 3; G.L. c. 43B, § 4.

Should the council or selectmen fail to act, the question shall automatically appear on the ballot at the next regular election which occurs at least 90 days after the report was filed. As the registrars have ten days to file their report once petitions have been filed, **it is advised that petitioners submit the notice of a completed filing to the registrars at least 100 days before the election in which the petitioners seek to have the question placed on the ballot.** Mass. Const. Amend. Art. 89, § 3; G.L. c. 43B, § 4.

### **Step Two: Nominating Charter Commission Candidates**

At the same local election in which the city or town votes on the charter question, the voters must also elect nine candidates to the charter commission. The commission shall prepare the charter or revision if the ballot question passes. Mass. Const. Amend. Art. 89, § 3; G.L. c. 43B, § 6.

Since these candidates must go through the normal process of filing nomination papers by deadlines which precede the election, they should begin circulating their papers almost as soon as the charter petitions are being circulated.

For a charter commission candidate's name to appear on the ballot, the nomination papers must be submitted to the registrars for certification by 5:00 p.m., on the 49<sup>th</sup> day before the election. Further instructions and deadlines are printed on the official nomination paper forms which are available from the local election official. G.L. c. 43B, §§ 5, 6; G.L. c. 53, § 7.

Candidates for charter commission appear on the ballot alphabetically by surname, and without any party affiliation or political designation listed. G.L. c. 43B, § 5.

The number of certified signatures required in order for a charter commission candidate to be placed on the ballot is dependent upon the total population of the community:

**POPULATION    REQUIRED SIGNATURES**

Less than 6,000	10
6,000—11,999	25
12,000—49,999	50
50,000—99,999	100
100,000 or more	200

G.L. c. 43B, § 5.

**Step Three: First Election**

If the town has not previously adopted a charter, the question placed before the voters must be: "Shall a commission be elected to frame a charter for [name of town]?"

In cities and towns which have already adopted a charter, the question must be: "Shall a commission be elected to revise the charter of [city/town name]?"

On Election Day, each voter may vote for nine candidates, whether or not the voter has voted in favor of the establishing the charter commission. The nine candidates who receive the highest numbers of votes shall be elected to the charter commission if the ballot question is passed. Mass. Const. Amend. Art. 89, § 3.

If the question passes, the city or town clerk must notify the Department of Housing and Community Development. That department must then inform the newly elected charter commission of the dates for submitting its reports and for placing its final report on the ballot. G.L. c. 43B, § 6.

#### **Step Four: Commission Report**

Once elected, the charter commission must promptly elect a chairman, vice-chairman and a clerk. The commission must notify the city or town clerk once they have organized. In the event of a vacancy, the commission must fill it by majority vote. G.L. c. 43B, § 7.

The commission must hold a series of public hearings and prepare both preliminary and final reports on the proposed charter or revision, all within specified times. Both reports must include the text of any proposed charter or charter revision and any explanatory information, and both reports must be furnished to the Department of Housing and Community Development and the Attorney General. G.L. c. 43B, §§ 7, 9.

The Attorney General must provide the commission and the Department of Housing and Community Development with a written opinion setting forth any conflicts between the proposed charter and the constitution and laws of the commonwealth. The final report must include any comments, a comparison between the proposal and the current charter, and any minority report which has been furnished to the commission chairman within two days after the final report has been approved. G.L. c. 43B, § 9.

#### **Step Five: Second Election**

If the final report of the charter commission recommends a new charter or charter revision, it must then be approved by the voters of the city or town. The question must be placed on the ballot at the next regular municipal election occurring no less than two months from the date that the report is filed. Mass. Const. Amend. Art. 89, § 3.

The question placed before the voters must be:

“Shall this (city or town) approve the (new charter or charter revision) recommended by the charter commission summarized below?”

A brief summary of the significant provisions, prepared by the charter commission, must follow the question on the ballot. G.L. c. 43B, § 11.

No later than two weeks before the election, the city council or board of selectmen must distribute a copy of the charter commission’s final report to each household containing a registered voter. Copies must also be made available in the local election office. G.L. c. 43B, § 11.

In accordance with state campaign finance laws, the city council or board of selectmen may not use public funds to campaign for or against the question.

If a plurality of voters vote in favor of the charter question, the adoption or revision shall take effect on the date specified in the charter. If two or more alternative plans are submitted, and more than one plan receives a majority of the votes cast, only the one with the higher number of “yes” votes shall take effect. G.L. c. 43B, § 11.

### **Step Six: Notification and Publication**

Copies of the new charter or charter revision and the clerk's certification of its approval must be sent to the State Archives, the Attorney General, and the Secretary of Housing and Community Development. At least every ten years, the city council or board of selectmen must reprint the city or town's current charter and make it available to the public, at cost. G.L. c. 43B, §§ 9, 12.

### **Step Seven: Resubmitting a Defeated Charter**

If a new charter is defeated at the election, but at least 35 percent of the voters voting on it voted in favor of adoption, ten percent of registered voters in the city or town may petition to resubmit it at another regular municipal election two years later. The statute is not specific about when this petition must be filed, but submitting the petitions at least two months before the election would allow a reasonable time for petition certification and ballot preparation. G.L. c. 43B, § 12A.

## **IV. AMENDING BY HOME RULE METHOD**

The amendment procedure, like the charter adoption or revision procedure previously described, may be used to change an existing charter or special act. While it is subject to the same content limitations as the adoption or revision procedure, it further cannot be used to change the composition, mode of election or appointment, or terms of office of the local legislative body, the mayor, the selectmen or the city or town manager. Mass. Const. Amend. Art. 89, § 4.

### **Step One: Proposal**

The amendment must be proposed by a two-thirds vote of the local legislative body (the city council or board of aldermen of a city or the town meeting or town council of a town.) In a city which has a popularly elected mayor as its chief executive, the mayor must also approve of any proposed amendment. Mass. Const. Amend. Art. 89, § 4; G.L. c. 43B, § 10(a).

Although the amendment must be proposed by the local legislative body, the law also allows it to be suggested to that body by certain local officials or through a petition process. The local body must go through extra steps before it can vote to approve such a suggested amendment. Mass. Const. Amend. Art. 89, § 4; G.L. c. 43B, § 10(b).

### **Step Two: Filing with the State**

Once the amendment has been officially proposed, copies of the proposed amendment must be filed with the state Department of Housing and Community Development and the Attorney General. The Attorney General must render a legal opinion about the proposed amendment within four weeks. If this opinion is unfavorable, the amendment cannot be proposed to the voters unless the local legislative body approves a proposal again by a two-thirds vote. The Department of the Attorney General takes the position that this second approval must incorporate the changes required by the unfavorable opinion. G.L. c. 43B, § 10(c).

### **Step Three: Submission to Voters**

The proposed amendment must be submitted to the voters of the city or town at the first regular municipal election occurring no sooner than two months after the proposed amendment becomes final. The amendment becomes finalized four weeks after the final vote of the local legislative body. Mass. Const. Amend. Art. 89, § 4.

The question placed before the voters must be:

“Shall this (city or town) approve the charter amendment proposed by the (name of local legislative body) summarized below?”

A brief summary, prepared by the city solicitor or town counsel, must follow the question on the ballot. G.L. c. 43B, §11.

### **Step Four: Publication**

The publication, distribution, and notification requirements for charter amendments are the same as those which apply to new charters or charter revisions. (See: “Step Six: Notification and Publication” on page 6). Mass. Const. Amend. Art. 89, § 4; G.L. c. 43B, § 12.

### **Special Steps for Suggested Amendments**

A suggested amendment may be filed in writing by the mayor, the city or town manager, any city councilor, or any selectman. Amendments may also be suggested by petition of the voters filed with the city or town clerk or election commission, in the same form as the petition for the adoption or revision of a charter as described previously. G.L. c. 43, § 15.

A petition for a suggested amendment must be signed by ten registered voters in a town, and by the number required to sign a charter commission nomination paper in a city. The suggested amendment cannot already have been considered by the local legislative body within the previous twelve months. G.L. c. 43, § 15.

Within three months of the filing of the suggested amendment, the city council or board of selectmen must order a public hearing to be held before it or its committee. The hearing must occur within four months of the filing, and the public must be given at least seven days’ prior notice in by newspaper. G.L. c. 43B, § 10(b).

Finally, the local legislative body must vote whether or not to approve the proposed amendment. In a city, this action must take place no later than six months after the suggestion was filed; in a town, the vote must occur either by the first annual town meeting occurring no less than six months after the filing date of the petition, or earlier in a special town meeting called for that purpose through the usual petitioning procedure. G.L. c. 43B, § 10(b).

If the amendment is approved by the local legislative body, it must go through the same steps to be submitted to the voters as amendments proposed by the legislative body.

## **V. ADOPTING OR AMENDING BY SPECIAL ACT**

Municipalities may adopt or change a charter or special act by requesting the Legislature to pass a special law. With few exceptions, a city or town must grant their approval before the Legislature can pass a special law specific to that municipality. The local approval may be general, but it should be specific if the city or town wishes to limit the Legislature's freedom of action. Mass. Const. Amend. Art. 89, §§ 8, 9.

### **Local Action**

Ordinarily, local approval simply means that the local legislative body votes to request that the Legislature pass the special act. In a city, the local legislative body is the city council or board of aldermen (with approval of the mayor if ordinarily required); in a town, the local legislative body is the town meeting or town council. Mass. Const. Amend. Art. 89, § 8.

If the local legislative body does not approve the request, it is possible in certain cities and towns to go directly to the voters for the local approval. The question may be placed before the voters by the local initiative petition process, where this process is available under the local charter. Petition requirements and procedures vary with the form of local government.

### **Legislative Action**

Once a special act charter or charter change has received local approval, it can be filed as a bill by a member of the Legislature.

Once filed, the bill must go through the legislative process like any other bill. If the bill is approved by both chambers of the Legislature and signed by the governor, it will become law.

### **Acceptance by Voters**

By tradition, special acts often require a vote of the city or town before the act can take effect. This local acceptance is not constitutionally required.

If the act requires local approval by the voters, the city solicitor or town counsel must prepare a fair and concise summary to appear after the question on the ballot, unless some other format of the question is otherwise provided. G.L. c. 54, § 58A.

If local acceptance is not required, the special act will take effect either on the thirtieth day after it is signed or on an effective date specified in the legislation.

**Part I** ADMINISTRATION OF THE GOVERNMENT**Title VII** CITIES, TOWNS AND DISTRICTS**Chapter 43B** HOME RULE PROCEDURES**Section 8** CHARTER COMMISSION; RULES AND REGULATIONS; PERSONNEL; FUNDS; RECEIPTS AND EXPENDITURES; OFFICE SPACE AND FACILITIES; TAXATION AND BORROWING

Section 8. (a) A charter commission may adopt rules governing the conduct of its meetings and proceedings and may employ such legal, research, clerical or other employees, who shall not be subject to the provisions of chapter thirty-one, or consultants as its account may permit. In addition to funds made available by a city or town the charter commission account may receive funds from any other source, public or private, provided, however, that no contribution of more than five dollars shall be accepted from any source other than the city or town unless the name and address of the person or agency making the contribution, the amount of the contribution and the conditions or stipulations as to its receipt or use, if any, are disclosed in a writing filed with the city or town clerk. The consent of a charter commission to any such condition or stipulation shall not be binding upon a city or town. Within thirty days after submission of its final report the charter commission shall file with

the city or town clerk a complete account of all its receipts and expenditures for public inspection. Any balance remaining in its account shall be credited to the city's or town's surplus revenue account.

(b) Each city or town shall provide its charter commission, free of charge, with suitable office space and with reasonable access to other facilities for holding public hearings, may contribute clerical and other assistance to such commission, and shall permit it to consult with and obtain advice and information from city or town officers and employees during ordinary working hours. Within twenty days after the election of a charter commission, the city or town treasurer shall credit to the account of the charter commission, with or without appropriation, the sum of two thousand dollars in a town of less than twelve thousand inhabitants, the sum of five thousand dollars in a city or town of twelve thousand or more but less than fifty thousand inhabitants, the sum of seven thousand five hundred dollars in a city or town of fifty thousand or more but less than one hundred thousand inhabitants and the sum of ten thousand dollars in any other city or town. Such sum shall be provided by taxation in the manner set forth in section twenty-three of chapter fifty-nine if payment is made prior to the fixing of the annual tax rate, and otherwise shall be provided by transfer by the treasurer from available funds or by borrowing in the manner and for the period provided in the case of final judgments under section seven of chapter forty-four, and subject to all other applicable provisions of said chapter forty-four except that such borrowing may be authorized by the city treasurer and city manager, if any, otherwise the mayor of the city and by the town treasurer and board of selectmen of a town. A city or town may appropriate such additional funds for its charter commission as is deemed necessary.

**Part I**

ADMINISTRATION OF THE GOVERNMENT

**Title VII**

CITIES, TOWNS AND DISTRICTS

**Chapter 43B**

HOME RULE PROCEDURES

**Section 7**CHARTER COMMISSION; ORGANIZATION; COMPENSATION  
AND EXPENSES OF MEMBERS

Section 7. The city or town clerk within ten days of the election shall notify the nine candidates elected to the charter commission of the initial charter commission meeting. At such initial meeting a charter commission shall promptly organize by the election from any of its members a chairman, a vice chairman and a clerk and shall file a notice of such organization with the city or town clerk. A charter commission shall continue to exist until thirty days after the election at which its charter adoption or revisions proposal, if any, is required to be submitted to the voters under this chapter or until thirty days after submission to the city council or town meeting of a final report recommending no new charter or revision. If any member dies, resigns or ceases to be a registered voter of the city or town, or if a failure to elect or any other vacancy occurs, it shall be filled by the election of any registered voter of the city or town by vote of a majority of the remaining members. The commission may continue to act notwithstanding the existence of any

vacancy. Members shall serve without compensation but shall be reimbursed from the commission's account for expenses lawfully incurred by them in the performance of their duties.



## **ARTICLE 11:**

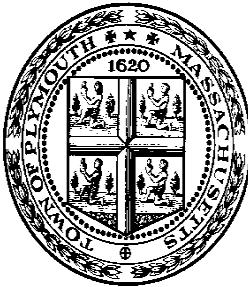
**ARTICLE 11:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the Nuclear Plant Mitigation Stabilization Fund, as authorized by the provisions of G.L. c. 40, §5B as amended, or take any other action relative thereto.

### **BOARD OF SELECTMEN**

#### **RECOMMENDATION: Approval \$1,000,000 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 11. Approval of this article will authorize the Town to transfer \$1,000,000 from Free Cash to the Nuclear Plant Mitigation Stabilization Fund. The Town has made a commitment to regularly set aside available funds for future use as it relates to the Pilgrim Nuclear Power Plant and the effect that its closure will have on the Town's budget, tax rate and economic development. The current balance of the Nuclear Plant Mitigation Stabilization Fund is \$7.3 million. As with all Stabilization Funds, a 2/3rds vote of Town Meeting would be required for any future withdrawals from the stabilization fund.





**TOWN OF PLYMOUTH**  
ACCOUNTING & FINANCE DEPARTMENT  
26 COURT STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSIONS 10177

To: ADVISORY & FINANCE COMMITTEE  
BOARD OF SELECTMEN

FROM: LYNNE A. BARRETT  
DEPARTMENT OF FINANCE

SUBJECT: STM ARTICLE 11 – NUCLEAR PLANT MITIGATION  
STABILIZATION FUND

DATE: FEBRUARY 9, 2021

---

The Town has made a commitment to continually set aside available funds for the Nuclear Plant Mitigation fund; this is very important considering Pilgrim's closure in May of 2019. These funds are being set aside for future use as it relates to the Pilgrim Nuclear Power Plant and the effect that closure would have on the Town's budget, Tax Rate and Economic Development.

Possible future effects could include the following but are not limited to:

1. Decreases in the tax payment from Pilgrim (Holtec) because of closure or discontinued operations or changes in their tax payment that were not planned or budgeted for.
2. Loss of funding from Pilgrim (Holtec) for the annual operations of the town's Emergency Management Operation or any other funding that they provide to the Town that we don't provide for ourselves.
3. Other costs associated with the Town's efforts to protect itself during the closing and decommissioning process.
4. Possible future use of the Pilgrim (Holtec) Site and / or economic development of the site and property surrounding it.

Keep note that any future spending from this account would require a 2/3rds vote of town meeting.

The Town's current PILOT agreement expires June 30, 2021, we are in negotiations with Holtec for a successor agreement.

The recommendation is to transfer \$1,000,000 from Free Cash to the Nuclear Plant Mitigation Stabilization Fund. The current balance in this account is \$7,354,016.

Thank you for your consideration.



## **ARTICLE 12:**

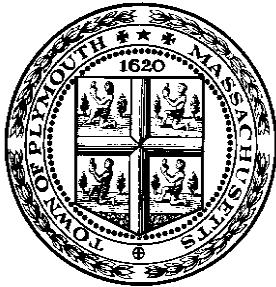
**ARTICLE 12:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the Pavement Management Plan Debt Stabilization Fund, as authorized by the provisions of G.L. c. 40, §5B as amended, or take any other action relative thereto.

### **BOARD OF SELECTMEN**

#### **RECOMMENDATION: Approval \$697,473 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 12. Approval of this article will authorize the Town to transfer \$697,473 from Free Cash to the Pavement Management Plan Debt Stabilization Fund for future use as it relates to road repair, maintenance, and/or construction in the Town. This amount is the excess of actual Motor Vehicle Excise receipts over the amount budgeted for FY20. The current balance in the fund is \$2,671,983. As with all Stabilization Funds, a 2/3rds vote of Town Meeting would be required for any future withdrawals from the stabilization fund.





**TOWN OF PLYMOUTH**  
ACCOUNTING & FINANCE DEPARTMENT  
26 COURT STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSION 10177

To: ADVISORY & FINANCE COMMITTEE  
BOARD OF SELECTMEN

FROM: LYNNE A. BARRETT  
DEPARTMENT OF FINANCE

SUBJECT: STM ARTICLE 12 – PAVEMENT MANAGEMENT STABILIZATION FUND

DATE: FEBRUARY 9, 2021

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Spring 2017 Special Town Meeting voted unanimously to establish a Pavement Management Plan Debt Stabilization Fund, as authorized by the provisions of G.L. c. 40 § 5B, for the purpose of funding principal, interest, and other borrowing costs associated with the Pavement Management Plan. The current balance in the fund is \$2,671,983.13.

I am recommending that **\$697,473** be transferred from Free Cash into the Pavement Management Plan Debt Stabilization Fund. This amount reflects the excess of Motor Vehicle Excise Tax actual receipts over the amount that was budgeted for Fiscal 2020.

If you have any questions regarding this, please let me know and I respectfully request your support.



## **ARTICLE 14:**

**ARTICLE 14:** To see if the Town will vote to amend its Zoning Bylaw, Section 206-1 – “Aquifer Protection District” as it relates to the delineation of the district and to amend the Town’s Official Zoning Map to revise the boundaries of the Aquifer Protection District as set forth in the document on file in the office of the Town Clerk entitled “Pinehills Revised Zone II, 2021 Spring Special Town Meeting” and dated February 2, 2021, or to take any other action relative thereto.

### **PLANNING BOARD**

#### **RECOMMENDATION: Approval (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 14. The purpose of this article is to comply with the Department of Environmental Protection (DEP) requirement that the Pinehills Community’s Zone II be added to the Town’s Aquifer Protection DistrictZone II map to include DEP’s revised Zone II area forthe Pinehills well.



FINAL REPORT AND RECOMMENDATION TO  
REVISE THE AQUIFER PROTECTION DISTRICT BOUNDARIES  
ON THE TOWN'S OFFICIAL ZONING MAP

DATE OF PUBLICATION OF PUBLIC HEARING: February 17, 2021  
February 24, 2021  
DATE OF PUBLIC HEARING: March 9, 2021

VOTE: On March 9, 2021, the Planning Board voted (X-X) **to support** the following amendment to the Aquifer Protection map to Town Meeting:

**PROPOSED AMENDMENT:**

Please see attached map.

**NEED AND JUSTIFICATION**

Public drinking water is Plymouth's most valuable natural resource. The amendment seeks to further protect this resource. An aquifer protection "Zone II" is that area of an aquifer which contributes ground water to a public drinking water well. Zone IIs for all current and future wells have been identified and included within the Town's Aquifer Protection District.

As part of the Massachusetts Department of Environmental Protection (DEP) wellhead protection process, DEP requires the addition of the Pinehills Community's Zone II to the Town's Aquifer Protection District.

**INTENT**

The intent of this amendment is to delineate and protect the Zone II for the Pinehills well.

**TOWN OF PLYMOUTH**

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Malcolm MacGregor, Chairman

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Paul McAlduff

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Tim Grandy

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Robert Bielen

**BEING A MAJORITY OF THE PLANNING BOARD**

DATE SIGNED BY THE PLANNING BOARD: \_\_\_\_\_

DATE FILED WITH TOWN CLERK: \_\_\_\_\_

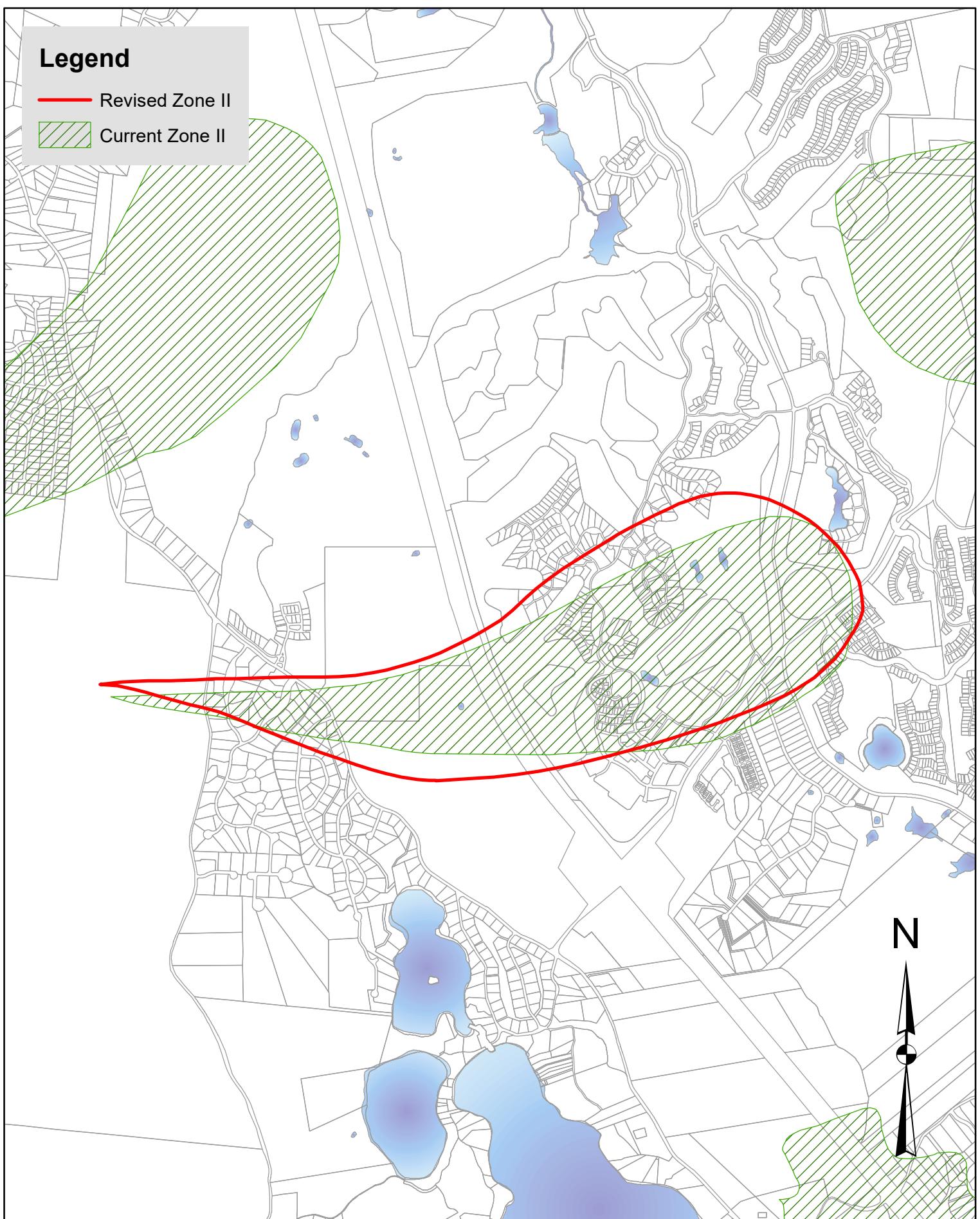
c:

Town Clerk  
Board of Selectmen  
Advisory and Finance Committee

## Legend

Revised Zone II

Current Zone II



Pinehills Revised Zone II  
2021 Spring Special Town Meeting

Date: February 2, 2021