



1.5

TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Todd Melanson, *Chairman*
David Vigeant, Superintendent

Nathan Mattila, *Vice-Chairman*
(978) 597-2212

, Clerk
water@townsendwater.org

WATER COMMISSIONERS MEETING MINUTES

December 12, 2022 – 7:00 P.M.

Water Department 540 Main Street, Meeting Room

On July 16, 2022, Governor Baker signed into law An Act Relative to Extending Certain State of Emergency Accommodations, which, among other things, extends the expiration of the provisions pertaining to the Open Meeting Law to March 31, 2023. Specifically, this extension allows public bodies to continue holding meetings remotely without a quorum of the public body physically present at a meeting location, and to provide "adequate, alternative" access to remote meetings. The Act does not make any new changes to the Open Meeting Law other than extending the expiration date of the temporary provisions regarding remote meetings from July 15, 2022, to March 31, 2023

Join Zoom Meeting

<https://us06web.zoom.us/j/87100220095?pwd=QldOdUY2WWtBdlI2K0ZuTVNoRmhlldz09>

Meeting ID: 871 0022 0095 Passcode: 277032 Log on Monday, December 12, 2022, at 7:00 P.M. to participate.

I. PRELIMINARIES:

- 1.1 Tm called the meeting to order at 7:02 P.M. by Zoom.
- 1.2 TM announced that the meeting is being recorded.
- 1.3 Roll call showed members present: Todd Melanson (TM)-Chairman and Nathan Mattila (NM)-Vice Chairman. Roll call showed citizens present: Glen Johnson, 25 Balsam Drive David Vigeant (DV)-Water Superintendent, Chaz Sexton-Diranian (CSD)-Liaison for the Board of Selectmen and Eric Slagle (ES)-Town Administrator.
- 1.4 Chairman's additions or deletions. None.
- 1.5 Approve Meeting Minutes of October 20, 2022 & November 14, 2022. NM moved to approve the meeting minutes of October 20, 2022 & November 14 2022. TM seconded. Unanimous vote.
- 1.6 Review correspondence. Public Comments. None.

II. APPOINTMENTS-VOTES MAY BE TAKEN

- 2.1 7:10 Anthony Sabatino 32 Main St Re: Bill Adjustment. Cancelled.
- 2.2 7:20 Glen Johnson 25 Balsam Re: Water Quality. Mr. Johnson reported that he had purchased a home water filtration system. Each filter should last a few months, but he has had to change out his filter every few weeks due to the filter clogging with a greasy black silt. TM explained that the substance he is describing is Manganese and although it does have a difference in appearance and odor it does not affect the water quality. TM suggested getting a cloth wound filter. Mr. Johnson asked if there was a temporary hook up for water in the interim. TM stated if there was it would have been done already. The new water line loop scheduled for spring 2023 will help but the permanent fix will be the new Treatment plant scheduled for completion December 2023. GJ stated DV and his staff has been very informative throughout this process. TM asked to bear with us as we are doing everything, we can to keep your water safe.

- 2.3 7:30 Siaw Emma, 4 Bayberry Hill Road. RE: Bill Adjustment. Rescheduled for January 11th Board of Water Commissioners meeting. Customer could not make the December meeting. He would like to attend the January 2023 BOWC meeting.
- 2.4 7:40 Eric Slagle, Town Administrator. Discuss Budget, Plant Funding and OPM. ES stated that the goal of this meeting is to discuss how to handle the OPM process. ES did get information from the Attorney General's office. ES stated the deadline to find a suitable OPM with qualifications will be tight with the deadline is January 4th 2023 and we need to enter into an agreement by the January 5, 2023. After a lengthy discussion ES stated after speaking to the BOS, he will put the OPM positions with the deadline in the Central Register. ES reported that due to the deadline being so tight the BOS may have to preauthorize a contract. DV stated there is no funds in the Harbor Trace budget to pay for an OPM. ES stated he would need to begin the process anyway and perhaps ES could talk to Melissa and see if we can get a loan to pay for an OPM or ask for a temporary OPM until a fulltime OPM can be found. CSD noticed the language stated that if we are in the process, we do not need to have someone named. ES stated that his understanding is that they would need someone for spring. ES will send an email to the Attorney General. ES will let everyone know the answer once received. He will likely set a monetary limit of \$75,000.00 for the OPM ES will email the water office and the water office will forward the information to the commissioners. DV reported the water Department has been approved for funding but has not received the funds yet. ES stated he will send the packets to DV and the Commissioners to fill out the rating sheets. DV stated women run businesses will yield us a higher rating.

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

- 3.1 Discuss/Review 1 Pearl Brook Rd service agreement. DV reported he reviewed the agreement with town counsel, and they suggested adding an end date for the project, the rest of the agreement was fine.
- 3.2 Discuss/Review rates and budget. DV stated he is worried that he is running out of time to hire additional water techs. He cannot set a budget if he hasn't had anything approved by the union to date. DV stated he would like to remove the dump truck and replace it with a dump trailer at a much lower cost. He has also removed 54 homes from the Emery Road/South Row Road loop project that will save \$10,000.00 per home. DV also mentioned that Tighe & Bond will be reviewing the receipts for the FY24 water rates increase. These reports will be available for the January 2023 BOWC meeting.

IV. COMMISSIONERS UPDATES AND REPORTS-VOTES MAY BE TAKEN:

- 4.1 None

V. LIASON UPDATES AND REPORTS-VOTES MAY BE TAKEN:

- 5.1 None.

VI. SUPERINTENDENT'S UPDATES AND REPORTS-VOTES MAY BE TAKEN:

- 6.1 Discuss/ Review Accounts Manager candidates. DV recommended Jessica Worthley for the Accounts Manager position. We interviewed a total of four candidates, yet we could not meet the salary requirements for the other three candidates. **TM motioned to accept Jessica Worthley for the Accounts Manager position. NM seconded. Unanimous vote.**
- 6.2 Update/Discuss PFAS. No Updates.
- 6.3 Review Sanitary Survey Report. DV was happy to announce that the sanitary survey came back with zero fails and three recommendations. 1. Same building a Fitchburg Tank like Highland Tank. 2. Gas detector and blower. DV has ordered the equipment. 3. Install railing and ladder on Highland Street tank. DV will need to contact an engineer.
- 6.4 Update/Discuss Harbor Trace Treatment Plant. No Updates.
- 6.5 Update/Discuss Generators at Main Street and Cross Street Stations. The bid opening is tomorrow.

- 6.6 Update /Discuss Lead & Copper incentives. DV explained that with the new wells DEP has ordered us to perform the Lead & Copper testing twice a year. We have been having issues with customers not responding to our requests for water samples to conform the DEP requests. DV would like to waive the \$45.00 fee the next quarter after the customer submits their sample for testing. **TM moved to incentivize anyone to who we receive samples from, get their unit charge of \$45.00 waive on the next billing period. NM seconded. Unanimous note.**
- 6.7 Review/Discuss Operational Procedures and Guidelines.
- 6.7.1 Review DigSafe procedures. DV is submitting ground penetrating device for DigSafe markings at the town meeting.

OFFICE UPDATES AND REPORTS-VOTES MAY BE TAKEN:

- 6.8 Review/Discuss Monthly interest adjustments. None.
- 6.9 Schedule next BOWC meeting. The Next BOWC meeting is scheduled for January 11, 2023. And a Joint meeting with the BOS is scheduled for January 10, 2023, to present the Harbor Trace Treatment Project.
- 6.10 Review and sign October end of month reports.
- 6.11 Sign Bills Payable warrants.

NM moved to review and sign bills out of session. TM seconded. Unanimous vote.

ADJOURNMENT

TM adjourned the BOWC meeting at 9:08 P.M,

Respectfully Submitted,

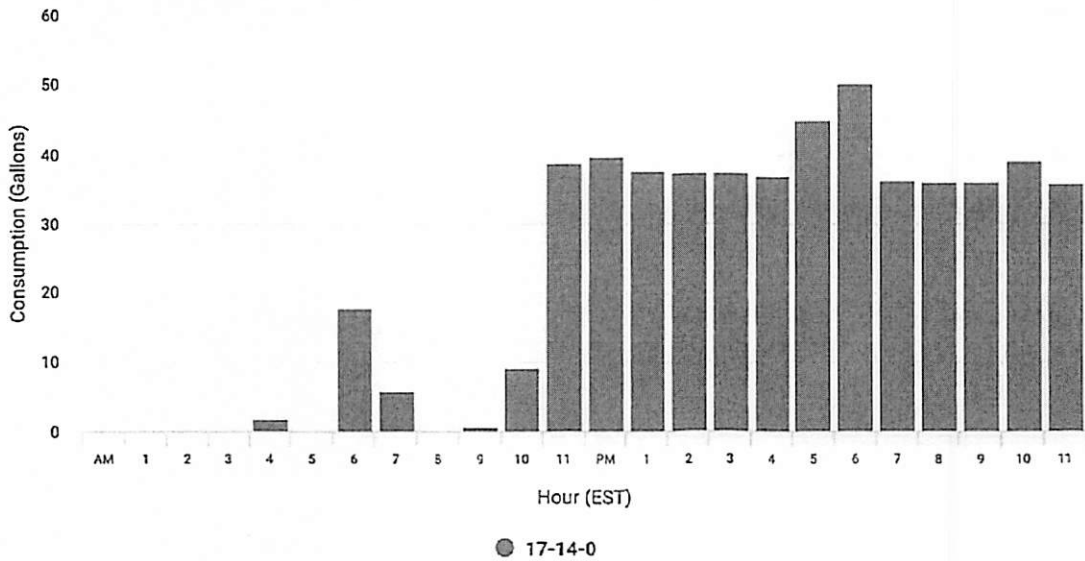


Brenda Boudreau
Office Manager
Townsend Water Department


Townsend Water Department is inviting you to a scheduled Zoom meeting.

▼ Print/Download


Tuesday, November 15, 2022



Jessica Worthley

238 Belmont Street 
Fitchburg, MA 01420

978-424-6200 

jmmullins4@gmail.com 

To secure a position where my attention to detail and dedication to work ethics will be valued and provide me with a challenge.

Skills

- More than ten years of experience in customer service
- Over five years of experience working in an office setting
- Excellent attention to detail
- Able to multi-task and work independently
- Skilled in Microsoft Office

Experience

DECEMBER 2017 – PRESENT

Translation Coordinator / Baystate Interpreters

Receive incoming requests for the translations of documents of varying types to be translated from English to a foreign language, and vice versa. Perform daily quality control tasks designed to ensure requests are accurately processed, assigned, and entered for billing. Efficiently review documents returned by translators to ensure the quality of formatting and content of all translations in comparison to the original. Ensuring all deadlines and special requests from client are always met. Assisting in other departments as necessary including the Accounting Department and Human Resources.

MAY 2015 – DECEMBER 2017

Receptionist / Ramsey Rehabilitation

Check in and schedule patients in an efficient and timely manner. Answer incoming calls and assist caller or transfer to appropriate personnel as necessary. Verify insurance benefits for all new and/or returning patients, calling insurance companies if necessary. Enter patient data in WebPt on a daily basis. Handle any authorization issues with insurance companies on a daily basis. Collect and reconcile copays and payments at the end of the night.

APRIL 2006 – MAY 2015

Concessionist / Cinema World Theaters

Performed all duties including box office, serving orders, and friendly and efficient customer service. Experience working with money at a cash register, thoroughly cleaning theaters after each show-time, and assisting customers with any concerns or issues.

Education

JANUARY 2013

Bachelor of Arts in History / Fitchburg State University

Graduated Fitchburg State University Magna Cum Laude with a Bachelor of Arts Degree in History.

JUNE 2008

High School Diploma / Fitchburg High School

Awarded a "Gold F" upon graduating Fitchburg High School for having an outstanding GPA.



Townsend Water Department
540 Main Street West Townsend, MA 01474

Application No. 2022-2

Account No. 60014

Date Issued _____

APPLICATION FOR WATER SERVICE

Name of Property Owner: James Normington

Service Address: 1 Pearl Brook Rd

Tel No.: 978-870-4251 Cell No. _____

Billing Address (If different from service address): 532 Main St

West Townsend, MA 01474

Units (Check all that apply):

☒ Single Family (If Professional Bldg.) No. of Businesses _____

_____ Multi Family (Apartment Building) No. Apartments _____

_____ Hotel/Motel No. Rooms: _____

Type of Use (Check One): ☒ Residential _____ Industrial

_____ Commercial/Business _____ Municipal

_____ Agricultural

Is a sprinkler system required for fire protection? _____ Yes ☒ No

If yes a proposed design plan of the system must be submitted including required flows, required pipe size, and size and backflow prevention device.

Is a flow test/s required? _____ Yes ☒ No

If yes the owner will be billed separately at the current rate per flow test.

Is there an existing or proposed automatic lawn irrigation system? _____ Yes ☒ No

Has a sketch or plot plan been provided showing the location of the septic system, automatic lawn irrigation system and any known or proposed additions to the existing building? ☒ Yes _____ No

I, the Owner understand this form is to be completed and all Fees, charges, and required documentation must be received before water service will be turned on. I also understand that I have from April 1st to November 1st of the same calendar year of the application date to complete the installation or this application shall be null and void and the Connection/System Development charge forfeited.

JAN
Signature of Owner/Applicant

11/8/2022
Date

BOARD OF WATER COMMISSIONERS

Chairman

Vice Chairman

Clerk

Water Superintendent

Date



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Todd Melanson, *Chairman*
David Vigeant, *Superintendent*

Nathan Mattila, *Vice-Chairman*
(978) 597-2212

, *Clerk*
water@townsendwater.org

WATER COMMISSIONERS MEETING AGENDA

December 12, 2022 – 7:00 P.M.

Water Department 540 Main Street, Meeting Room

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Join Zoom Meeting

<https://us06web.zoom.us/j/87100220095?pwd=QldOdUY2WWtBdII2K0ZuTVNoRmhlZ09>

Meeting ID: 871 0022 0095 Passcode: 277032 Log on Monday, December 12, 2022, at 7:00 P.M. to participate.

I. PRELIMINARIES:

Begin Recording

- 1.1 Call the meeting to order and announce meeting address.
- 1.2 Announce that the meeting is being recorded.
- 1.3 Roll Call Members-Roll Call Citizens.
- 1.4 Chairman's additions or deletions.
- 1.5 Approve Meeting Minutes of October 20, 2022 & November 14, 2022
- 1.6 Review correspondence. Public Comments.

II. APPOINTMENTS-VOTES MAY BE TAKEN

- 2.1 7:10 Anthony Sabatino 32 Main St Re: Bill Adjustment.
- 2.2 7:20 Glen Johnson 25 Balsam Re: Water Quality.
- 2.3 7:30 Siaw Emma, 4 Bayberry Hill Road. RE: Bill Adjustment.
- 2.4 7:40 Eric Slagle, Town Administrator. Discuss Budget, Plant Funding and OPM.

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

- 3.1 Discuss/Review 1 Pearl Brook Rd service agreement.
- 3.2 Discuss/Review rates and budget.

IV. COMMISSIONERS UPDATES AND REPORTS-VOTES MAY BE TAKEN:

4.1

V. LIASON UPDATES AND REPORTS-VOTES MAY BE TAKEN:

5.1

VI. SUPERINTENDENT'S UPDATES AND REPORTS-VOTES MAY BE TAKEN:

- 6.1 Discuss/ Review Accounts Manager candidates.
- 6.2 Update/Discuss PFAS.
- 6.3 Review Sanitary Survey Report.
- 6.4 Update/Discuss Harbor Trace Treatment Plant.

- 6.5 Update/Discuss Generators at Main Street and Cross Street Stations.
- 6.6 Update /Discuss Lead & Copper incentives.
- 6.7 Review/Discuss Operational Procedures and Guidelines.
 - 6.7.1 Review DigSafe procedures.

VII. OFFICE UPDATES AND REPORTS-VOTES MAY BE TAKEN:

- 7.1 Review/Discuss Monthly interest adjustments.
- 7.2 Schedule next BOWC meeting.
- 7.3 Review and sign October end of month reports.
- 7.4 Sign Bills Payable warrants.

ADJOURNMENT

Townsend Water Department is inviting you to a scheduled Zoom meeting.

Topic: Board of Water Commissions Meeting

Time: Dec 12, 2022 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87100220095?pwd=QldOdUY2WWtBdlI2K0ZuTVNoRmhlZ09>

Meeting ID: 871 0022 0095

Passcode: 277032

One tap mobile

+19292056099,,87100220095#,,,,*277032# US (New York)

+13017158592,,87100220095#,,,,*277032# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

Meeting ID: 871 0022 0095

Passcode: 277032

Find your local number: <https://us06web.zoom.us/j/87100220095?pwd=QldOdUY2WWtBdlI2K0ZuTVNoRmhlZ09>

Jessica Worthley
238 Belmont Street
Fitchburg, MA 01420
978-424-6200
jmmullins4@gmail.com

December 4, 2022

Townsend Water Department
540 Main Street
Townsend, MA 01474




RE: Accounts Manager

Dear Recipient Name,

I am writing to express my interest in the Accounts Manager position for the Townsend Water Department. With over 7 years of experience in office support work, I believe I will bring a unique value to the job. I am confident that my skills along with my proven work ethic and attention to detail will be a strong asset to the Townsend Water Department. If you would like to schedule an interview with me, feel free to call me at 978-424-6200 or email me at jmmullins4@gmail.com.

Respectfully Submitted,

Jessica Worthley

Address 
 Phone 
 Email 

First Name
 Last Name

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JUNE 2008

High School Diploma / Fitchburg High School

Awarded a "Gold F" upon graduating Fitchburg High School for having an outstanding GPA.

David Vigeant

From: Louis A. Soracco <LASoracco@tighebond.com>
Sent: Tuesday, December 6, 2022 11:24 AM
To: David Vigeant
Subject: Townsend OPM

Hi David,

As discussed, I'm sending this email concerning an OPM for Townsend. It is my understanding that the Board may be considering a third party for this role.

For a project that utilizes outside OPM services we usually budget ~3% of the construction estimate. This could be over \$450,000 on a \$16,000,000 program. There will be significant savings to utilizing Yourself if possible and is the reason why using an internal person is what most opt to do. It is my understanding that you are now a certified OPM and through the design process to date it has worked well.

However, if the Board is serious about bringing on a third party as an OPM at this stage, we may have scheduling issues. The WTP Prequalification process is underway, and packages are due January 5, 2023. We are then planning to notify those that qualify by the end of January, and plan to post the Bid Documents by February 16, 2023. This will provide the time we need to obtain bids by April 6, 2023, so that the precise additional funds that will be needed can be secured at the May 2, 2023 Town Meeting. To secure the SRF loan principal forgiveness a contract must be executed with a Contractor by June 30, 2023.

Also, it is my understanding that an OPM may need to go through a selection process. When is the next Board meeting, or has the Board already determined what will be done about the OPM?

Louis A. Soracco, PE *(he/him/his)*

Senior Project Manager

Tighe&Bond

o. 508.304.6358 | m. 978.501.4911

120 Front Street, Suite 700, Worcester, MA 01608

w: tighebond.com | halvorsondesign.com



Emery Rd-South Row**Service acceptance**

Meeting House Rd	2 inch	Left side
124 South Row	1 Inch	
125 South Row	1 inch	
133 South Row	1 inch	
164 South Row	1 inch	
165 South Row	1 inch	
170 South Row	1 inch	
172 South Row	1 inch	
173 South Row	1 inch	
46 Emery Rd	2 inch	
56 Emery Rd	1 inch	
68 Emery Rd	1 inch	
81 Emery Rd	1 inch	

6 LP



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

Central Regional Office • 8 New Bond Street, Worcester MA 01606 • 508-792-7650

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Bethany A. Card
Secretary

Martin Suuberg
Commissioner

December 1, 2022

Townsend Board of Water Commissioners
540 Main Street
West Townsend, MA 01474

PWS City/Town: **Townsend**
PWS Name: **Townsend Water Department**
PWS ID#: **2299000**
Program: **Sanitary Surveys – Community**

Natemwater@gmail.com & tdzilla66@gmail.com

Dear Public Water Supplier:

Attached is a report summarizing the Sanitary Survey performed (in person) at Townsend Water Department in Townsend completed on 11/4/2022. This report identifies items that the Massachusetts Department of Environmental Protection (MassDEP) has determined need to be corrected and the timeframe for completing the required corrective actions.

Please be advised that within 30 days of receipt of this inspection report, if your system has Table A – Violations and/or Table B – Deficiencies, you must sign and return the enclosed response form with a copy of the Summary of Findings listing the date that each corrective action was/or will be taken and any specified documentation. Note that items with future dates require you to submit documentation at the time of completion.

If you have any questions regarding this Survey, please contact Randy Swigor at (781) 459-9270 or randy.swigor@mass.gov.

Sincerely,

Robert A. Bostwick
Section Chief
Drinking Water Program

cc: File Copy - DWP Sanitary Survey
ecc: DWP Boston
Eric Slagle, Townsend Town Administrator, eslagle@townsendma.gov
David Vigeant, Superintendent, Townsend Water Dept. dvigeant@townsendwater.org
Carla Hitzenbuhler, Health Administrator, Townsend Board of Health, cwalter@townsendma.gov

File Name: Townsend-2299000-SS-2022-12-01

PUBLIC WATER SYSTEM
SANITARY SURVEY

Townsend Water Department	2299000	Townsend
<i>PWS Name</i>	<i>PWS ID#</i>	<i>PWS City/Town</i>

Survey Date: 11/4/2022	Report Date: 12/1/2022
Surveyor: Randy Swigor	Affiliation: CERO/DWP
Person(s) Interviewed: David Vigeant	Title: Superintendent

PUBLIC WATER SUPPLIERS:

This report includes a: a "Summary of Findings" with:

- ☐ Table A – Violations
- ☒ Table B – Deficiencies
- ☒ Table C – Recommendations
- ☒ Water Supplier Response and Certification Form (To be completed and returned within 30 days of receipt, if Table A and/or Table B items included in Summary of Findings)

SYSTEM CLASS

Community - COM

APPLICABLE REGULATIONS

In addition to regulations that apply to all Public Water Systems, the PWS is subject to the following requirements under the Safe Drinking Water Act:

- ☒ Lead and Copper Rule (COM and NTNC systems only)
- ☒ Groundwater Rule
- ☐ Surface Water Treatment Rule (Surface water and Groundwater Under the Direct Influence of Surface Water)
- ☐ Disinfectant and Disinfection By-Product Rule (Disinfecting systems only)
- ☒ Consumer Confidence Reporting for Community systems

SYSTEM DESCRIPTION

The Townsend Water Department (TWD) is a community public water system (PWS) located in the Town of Townsend, Massachusetts. The TWD consists of 5 sources (wells #2299000-02G, -03G, -04G, -05G, and -06G) and serves a drinking water population of approximately 6,500 persons per day via 2,079 service connections. As reported in the 2021 ASR, the PWS uses an average of 0.55 million gallons per day (MGD) and maintains a hard piped interconnection on Proctor Road with the Pepperell Water Department (PWS ID# 2232000). All sources, service connections, and the interconnection are metered. The PWS has two pressure zones and pressure is maintained between 80 and 112 psi by the two water storage tanks and the one booster station. The entire system is SCADA connected and can be monitored and controlled out of the TWD's main office at 540 Main Street. The Witches Brook wells (04G and 05G) were purchased by the Townsend Water Department in 2008. The system is classified as a 1T treatment and 2D distribution system.

SOURCES & TREATMENT

Main Street Well (06G) / Main Street Pump Station (01T)

Well 06G is a 24" x 18" well with a glass bead filter pack, constructed to a depth of 82 feet with a 20-foot, continuous slot, wire wound, stainless steel screen set to 81 feet. It has a submersible pump with a 75 HP motor and is capable of pumping up to 600 GPM. This well replaced the tubular wellfield that was previously used at this site. This well was given temporary authorization to activate in August 2022 due to water supply shortages with Harbor Trace Well being offline. The Town has been working on completing all the conditions of the new source approval and should have all items addressed by the end of 2022. The well has a proposed MassDEP-approved withdrawal rate of 0.579 MGD and a Zone I radius of 400 feet. The Town owns the entire Zone I for this well.

The Main St Well has its own well house located adjoined to the well. It is a small wooden building that houses the motor controls (including variable frequency drive controls) and has a

SCADA control panel with an operator interface screen. The well has a level transducer that is connected into the SCADA system.

The Main Street Pump Station building now serves as the fully automated treatment facility (2299000-01T) for corrosion control by chemical injection of Sodium Hydroxide (NaOH) for pH adjustment. The SCADA system has an operator interface screen where the operator can monitor and control the station locally or remotely. The 25% NaOH feed system consists of a 1,600 gallon bulk storage tank, a spring loaded push button transfer pump to transfer into a 55 gallon day tank. Both the bulk and day tanks have transducers that record tank levels and volumes for the operators. An Iwaki E-series chemical metering pump (5.5 GPH) with four function valve that pumps the NaOH into the water main. The bulk, day tank, and pump are located in a concrete containment area. The chemical pump is activated by the well pump activation and flow indication by SCADA. A Walchem pH analyzer continuously monitors pH and the operators have a hand held monitor that is checked against the analyzer daily. The pump station is fully alarmed through the SCADA system and a high pH alarm is programmed to shut down the well pump, which in turn creates a no flow situation that stops chemical addition. There is a hard-piped shower and eye wash and a float in the containment area to detect a chemical spill. This pump station also has a 30-gallon day tank and an injection quill for emergency disinfection using 12.5% Sodium Hypochlorite (NaOCl), but there is no chemical feed pump installed and NaOCl is not currently stored on site.

The Main Street Pump Station does not currently have a back-up generator, but that has been ordered and there will be back-up power here in the near future.

Cross Street Well (02G) / Cross Street Pump Station (02T)

Well 02G is a 24-inch diameter gravel packed well constructed in 1980, and approved by MassDEP on April 3, 2006. The well has a MassDEP-approved withdrawal rate of 0.439 MGD and a Zone I radius of 400 feet. Water is withdrawn from Well 02G by a 30 hp vertical turbine pump with a VFD controller that normally delivers about 250 gpm. The pump station had been offline since 2015 due to elevated concentrations of iron and manganese but was activated when the Harbor Trace Well was removed from service in 2021 due to elevated PFAS6 levels. The Town removed a nearby beaver dam that had been causing stagnant standing water near the well. This has helped to improve water quality from this well.

The Cross Street Pump Station also serves as the fully automated treatment facility (2299000-02T) for corrosion control by chemical injection of 25% NaOH for pH adjustment. The SCADA system has an operator interface screen where the operator can monitor and control the station locally or remotely. The 25% NaOH feed system consists of a 1,400-gallon bulk storage tank and a spring loaded push button transfer pump into a 30 gallon day tank. Both tanks have level transducers that provide level data to the SCADA system. There are two Iwaki E-series chemical metering pumps with four function valves that pump the NaOH into the water main. The bulk, day tank, and pump are located in a concrete containment area. The chemical pump is activated by the well pump activation and flow indication by SCADA. A Walchem pH analyzer continuously monitors pH and the operators have a hand held monitor that is checked against the analyzer daily. The pump station is fully alarmed through the SCADA system, and a high

pH alarm is programmed to shut down the well pump, which in turn creates a no flow situation that stops chemical addition. There is a hard-piped shower and eye wash and a float in the containment area to detect a chemical spill.

This well does not currently have provision for emergency disinfection. But the Town plans to install disinfection at a later date once the Harbor Trace Treatment facility is constructed and put into service. There is no back-up generator at the Cross Street Pump Station, but a new generator is on order and will be installed in the near future.

Harbor Trace Well (03G) / Harbor Trace Pump Station (03T)

Well 03G is a 24-inch diameter gravel packed well constructed in 2006 and approved under New Source Approval (NSA) on November 2, 2007. The well has a MassDEP-approved withdrawal rate of 1 MGD and a Zone I radius of 400 feet. Water is withdrawn from Well 03G by a 75 hp vertical turbine pump with a VFD controller that normally delivers about 400 gpm. **This well was taken out of service in 2021 due to elevated PFAS6 levels above the MCL and remains out of service until a new treatment facility is constructed (currently under design).**

The Harbor Trace Pump Station also serves as the fully automated treatment facility (2299000-03T) for corrosion control by chemical injection of Sodium Hydroxide (NaOH) for pH adjustment. **However, this treatment facility is currently offline as the well is offline as noted above.** The 25% NaOH feed system consists of a 1,800 gallon bulk storage tank and a 120 gallon day tank (both empty) with secondary containment, an Iwaki E-series chemical metering pump, and a pH analyzer for continuous pH monitoring. The pump station is fully alarmed through the SCADA system, and a high pH alarm is programmed to shut down the well pump, which in turn creates a no flow situation that stops chemical addition. There is a hard-piped shower and eye wash and there are sumps in the containment areas with floats to detect a chemical spill. The Harbor Trace Pump Station is also fully equipped for disinfection with 12.5% NaOCl. The NaOCl feed system consists of a 550-gallon bulk storage tank and a 65-gallon day tank with secondary containment, an LMI electronic pulse chemical dosing pump, and a Scientific, Inc. in-line chlorine analyzer for continuous monitoring; however, as NaOCl was not used at this facility, both of the NaOCl storage tanks are empty.

Solar panels, with Sollectra inverters, are located adjacent to the well station. The Town receives electric credits for this solar field. There is also a hard-wired, natural gas generator on site for emergencies. This will be abandoned, and a new generator installed with the new treatment facility (to power both the well and treatment facility).

The Town is currently in the design phase for a new treatment facility to be located at this well location (outside the Zone I). The new treatment facility will be designed to treat water from the Harbor Trace Well along with the Witches Brook Wells for PFAS6 (Witches Brook Wells still online as PFAS6 levels are currently below MCL). It will also include pH and disinfection treatment so all existing treatment at Harbor Trace and Witches Brook Wells will be removed.

Witches Brook Well 1 (04G) / Witches Brook Well 1 Pump Station (04T)

Well 04G is a gravel packed well located off of Ash Street. It was purchased (along with Well 05G) by the TWD from the Witches Brook Water System in July 2007, and Wells 04G and 05G were connected to the TWD on August 27, 2007. Well 04G has a MassDEP-approved withdrawal rate of 0.32 MGD and a Zone I radius of 400 feet. Under normal operating conditions, water is withdrawn from Well 04G by a 50 hp vertical turbine pump with a VFD controller (installed in September 2006) that normally delivers about 350 gpm. The well was put back online in July 2017, after being offline since 2011 due to aesthetic issues related to taste and odor and a lightning strike in 2016. The two wells can only run one at a time due to hydraulic restrictions, so the well operation is manually changed as needed (details below).

The Witches Brook Well 1 Pump Station also serves as the fully automated water treatment facility for the source (2299000-04T) for corrosion control by chemical injection of Sodium Hydroxide (NaOH) for pH adjustment. The SCADA system has an operator interface screen where the operator can monitor and control the station locally or remotely. The 25% NaOH feed system consists of a 500-gallon bulk storage tank, a spring loaded push button operated transfer pump to a 30-gallon day tank. Both the bulk and day tanks have transducers that record tank levels and volumes for the operators. An Iwaki E-series chemical metering pump (5.5 GPH) with four function valve that pumps the NaOH into the water main. The bulk, day tank, and pump are located in a concrete containment area. The chemical pump is activated by the well pump activation and flow indication by SCADA. A Walchem pH analyzer continuously monitors pH and the operators have a hand held monitor that is checked against the analyzer daily. The pump station is fully alarmed through the SCADA system, and a high pH alarm is programmed to shut down the well pump, which in turn creates a no flow situation that stops chemical addition. A hard-piped shower and eye wash, and a float in the chemical containment area. This pump station does not have any NaOCl injection equipment, but there is a spare port to accommodate a chlorine injection quill.

A back-up generator at the Witches Brook Well 2 Pump Station (see description below) provides power to the Witches Brook Well 1 Pump Station during emergencies.

Witches Brook Well 2 (05G) / Witches Brook Well 2 Pump Station (05T)

Well 05G is a gravel packed well located due east of Well 04G. Well 05G has a MassDEP-approved withdrawal rate of 0.39 MGD and a Zone I radius of 400 feet. Water is withdrawn from Well 05G by a 50 hp vertical turbine pump with a VFD controller (installed around 2010 or 2011) that normally delivers about 350 gpm.

The Witches Brook Well 2 Pump Station also serves as the fully automated water treatment facility (2299000-05T) for corrosion control by chemical injection of Sodium Hydroxide (NaOH) for pH adjustment. The SCADA system has an operator interface screen where the operator can monitor and control the station locally or remotely. The 25% NaOH feed system consists of a 500-gallon bulk storage tank, a spring loaded push button operated transfer pump to a 30-gallon day tank. Both the bulk and day tanks have transducers that record tank levels and volumes for the operators. An Iwaki E-series chemical metering pump (5.5 GPH) with four function valve that pumps the NaOH into the water main. The bulk, day tank, and pump are

located in a concrete containment area. The chemical pump is activated by the well pump activation and flow indication by SCADA. The Walchem pH analyzer for Well #1 is used for this facility as it shares the same outlet pipe. The pump station is fully alarmed through the SCADA system, and a high pH alarm is programmed to shut down the well pump, which in turn creates a no flow situation that stops chemical addition. There is a hard-piped shower and eye wash, and a float in the chemical containment area. This pump station does not have any NaOCl injection equipment, but there is a spare port to accommodate a chlorine injection quill. The Witches Brook Well 2 Pump Station is equipped with a hard-wired, natural gas generator and automatic transfer switch that can power both Witches Brook pump stations in an emergency.

Witches Brook Well 1 (04G) and Well 2 (05G) are manually alternated daily, as only one well can operate at a time, due to hydraulic restrictions. There is a 6" outlet pipe from Well #1 that restricts flow and will be replaced with 12" pipe as part of the treatment plant project. This will allow both wells to be used with the new treatment facility. SCADA was recently modified to shut each well down when the Well has pumped its approved daily capacity. (0.32 MGD for 04G and 0.39 MGD for Well 05G).

BOOSTER STATION

There is one booster station within the PWS known as the West Meadow Booster Station, which is located off West Meadow Road. The booster station boosts water pressure to a subdivision that is located at the end of West Meadow Road (at a higher elevation). No future development in that system is expected. The booster station is equipped with two 20 hp Grundfos booster pumps, one 7.5 hp Grundfos jockey pump, and a small Amtrol Therm-X-Trol hydropneumatic tank. This station is connected into the SCADA system and the operators can control the station locally or remotely. The SCADA system is programmed to maintain a set system pressure and the pumps will turn on/off and ramp up/down as needed to maintain that system pressure. There is enough system pressure to maintain a low pressure in the development if the station were to go down. There are fire hydrants in this high-pressure zone, but there is no large flow pump at the station. The booster station has a hard-wired, propane generator for emergencies. Propane is stored above ground just outside the booster station. A transfer switch will automatically start the generator if there is a power failure.

WATER STORAGE FACILITIES

The PWS maintains two water storage tanks: the Highland Street Storage Tank and the Fitchburg Road Storage Tank. Both have the same overflow elevation and are in the same pressure zone.

The Fitchburg Road Storage Tank is a 0.5 MG riveted steel standpipe, 35 feet high and 50 feet in diameter, constructed in 1934. The tank is fully fenced in and has a caged access ladder to the roof. The water level is measured by a pressure transducer in the tank vault that communicates with the SCADA system via radio. High and low tank alarms are 33.5 feet and 20 feet, respectively. The tank has a Gridbee mixing system with integrated chlorine injection capability. A 4-inch overflow pipe runs along the outside of the tank wall and discharges

approximately 24 inches above the ground to rip rap. A duck bill at the end of the overflow pipe provides intrusion protection. A locked vault on the east side of the tank contains inlet/outlet piping and a smooth-nosed sample tap that is drawn off the inlet/outlet piping for bacteria sampling. The tank was rehabbed and painted in 2017.

The Highland Street Storage Tank is a 1 MG concrete storage tank, 20 ft high and 94 feet in diameter, constructed in 1977. As noted below, the tank level controls the operation of the wells (on/off at certain set points. So the tank should never overflow. However, this tank is equipped with a single altitude valve which controls flow into the tank by opening at a certain pressure and closing at a certain pressure. A bypass line with check valve allows flow out of the tank. The tank also has a pressure transducer that provides tank level data to the SCADA system via radio. The tank has a Tideflex mixing system on a common inlet/outlet pipe with flaps that are closed while filling and open while emptying. An overflow pipe runs along the inside of the tank wall and discharges approximately 100 feet south of the tank via two small diameter, screened pipes that are flush to the ground. A vault adjacent to the tank access road contains inlet/outlet piping, the altitude valve, a day tank and injection quill for emergency chlorination. A wooden building was built over the vault and a sink installed so the operators can sample- without entering the vault.

At the time of the inspection the water level in the Highland Street Tank controls the well pumps, which all operate together (i.e., all on or all off) with a 10-minute lag between them during start-up. Assuming all source pump stations are online, the start-up sequence for the wells is: 1) the Main Street Tubular Wellfield (01G), 2) the Cross Street Well (02G), and 3) one of the Witches Brook wells (either 04G or 05G, which alternate). The "wells on" set point is 28 feet, and the "wells off" set point is 32 feet. Either tank is capable of being programed to control the well operations. All well rate set points are controlled by SCADA as not to exceed the approve rate at any one source.

CAPACITY DETERMINATION

Capacity is the ability of a public water system to plan for, achieve, and maintain financial, managerial and technical compliance with applicable federal and state drinking water standards for the foreseeable future. Capacity also requires the demonstration of effective controls in all three areas.

CONDITIONAL CAPACITY - Systems with conditional capacity currently comply with a majority of MassDEP drinking water regulations but have issues that need to be improved.

STATEMENT OF ZONE I COMPLIANCE

Refer to DEP BRP Policy #94-03 Implementation of Zone I Requirements
<https://www.mass.gov/files/documents/2016/08/qs/9403a.pdf>

<input checked="" type="checkbox"/>	The PWS is currently in compliance with Zone I requirements for the following Well(s) 2299000-02G, 2299000-03G and 2299000-06G. Please be advised that any modifications to the Zone I or activities within are subject to MassDEP approval.
<input checked="" type="checkbox"/>	Please note that the PWS lacks ownership or control of the required 400 feet Zone I protective radius around 2299000-04G, and 2299000-05G. Pursuant to 310 CMR 22.21(3)(b), 310 CMR 22.21(1)(a) and 310 CMR 22.04(1), the owners or designated representative of the PWS must notify MassDEP prior to a change in facility ownership, or a change in land use within the Zone I, or any change that can impact the quality or quantity of the drinking water supply. The owners or designated representative of the PWS must obtain MassDEP approval prior to modifying or expanding the facility or replacing any well or source. MassDEP will not approve any proposed modifications or expansions resulting in water withdrawals that exceed the designated MassDEP approved pumping rate.
<input checked="" type="checkbox"/>	The owners or designated representative of the PWS are hereby notified that 2299000-04G, and 2299000-05G is in non-compliance with MassDEP's requirement, 310 CMR 22.21(3)(b), that Zone I activities be limited to those directly related to the provision of public water or will have no significant adverse impact on drinking water quality. The identified source(s) will remain in non-compliance status until the non-conforming activities are removed from the Zone I. Pursuant to 310 CMR 22.04(1) and 310 CMR 22.21(1)(a), the owners or designated representatives of the PWS must notify MassDEP prior to a change in facility ownership or a change in land use within the Zone I, or any change that can impact the quality or quantity of the drinking water supply. The owners or designated representative of the PWS must obtain MassDEP approval prior to modifying or expanding the facility or replacing any well or source. MassDEP will not approve any proposed modifications or expansions resulting in water withdrawals that exceed the designated MassDEP approved pumping rate.
Non-conforming activities documented within the Zone I(s):	Well 2299000-04G: Road Well 2299000-05G: Road, Septic

SUMMARY OF FINDINGS

Fill in the completion date for all required activities and return to MassDEP with the response sheet and all required documentation. If the time required to complete the action is greater than 3 months, submit quarterly progress reports and anticipated completion date. If projected completion dates are included in the table, documentation must be submitted to the Department upon completion of all corrective actions.

TABLE A – VIOLATIONS*

This document also serves as a Notice of Noncompliance (NON) pursuant to M.G.L. c.21A, §16 and 310 CMR 5.00 for the following violations of the Massachusetts Drinking Water Regulations.

1	Citation:	Violation:	GWR SD/GWR TT [†]	
		NONE		
	Corrective Action:		Due:	Complete:

TABLE B – DEFICIENCIES*

The following items do not reflect good water system practice and, if left unresolved, could compromise your ability to provide safe drinking water. Uncorrected deficiencies may be elevated to violations if not corrected by the action due date.

1	Citation:	Deficiency:	GWR SD/TT [†]	
	310 CMR 22.04(7) & Guidelines Chapter 6.1.1	There is only one chemical feed pump at Main St treatment facility. Minimum two pumps are required.	No	
	Corrective Action:		Due:	Complete:
	Install a second chemical feed pump for this facility. Can be wall mounted just as the two pumps are at Cross St. Submit confirmation to MassDEP when completed.		3/31/2023	
2	Citation:	Deficiency:	GWR SD/TT [†]	
	310 CMR 22.04(7) & Guidelines Chapter 8.1.14	The Highland Street Tank should be equipped with an exterior OSHA compliant safety ladder and roof walkways/railings/tie offs to be able to safely access the hatches and vent. There should also be an OSHA compliant interior ladder. The Fitchburg Road Tank should be equipped with exterior OSHA compliant roof railings or tie offs to safely access the roof hatch and vent (not visible during inspection from ground). There should also be an OSHA compliant interior ladder.	No	

Corrective Action:		Due:	Complete:
Submit schedule for access improvements to Highland Street and Fitchburg Road Tank to make OSHA complaint.		3/31/2023	
3	Citation:	Deficiency:	GWR SD/TT[†]
	310 CMR 22.04(7) & Guidelines Chapter 2.1.6	Sample tap and other appurtenances at Fitchburg Road Tank are located in a confined space pit.	No
Corrective Action:		Due:	Complete:
Purchase a portable air exchanger (blower) and a gas monitor to be used for entry into the pit (or any confined space). It was noted at time of inspection that the long-term plan was to build an above ground facility to eliminate the confined space. Submit confirmation to MassDEP when completed.		3/31/2023	
4	Citation:	Deficiency:	GWR SD/TT[†]
	310 CMR 22.22(3)(g)	A cross-connection survey has not been performed at the PWS since 1992.	No
Corrective Action:		Due:	Complete:
Submit a schedule/plan for a new cross-connection survey of the PWS by a MassDEP licensed cross-connection surveyor to verify that no cross connections exist. Submit the completed survey report to MassDEP by 6/30/2024.		Schedule/Plan: 3/31/2023 Completed Survey 6/30/2024	

TABLE C - RECOMMENDATIONS*

The following items are recommended actions/improvements in order to improve your ability to provide safe drinking water. These items may be elevated to deficiencies in subsequent surveys.

	Citation:	Recommendation
1.	310 CMR 22.04(7) & Guidelines Ch. 6.1.2.1	Currently there is no ability to run any chemical feed pumps with the corresponding well off. If the PWS wishes to have the ability to run a chemical feed pump with the well off, then the system will need to be set up with an interlock and timer to allow the pump to run in hand mode for no more than one hour before automatically shutting down.
2.	310 CMR 22.04(7) & Guidelines Ch. 6.1.3.3	MassDEP recommends calibrating any pH analyzer with standards of 7 and 10 to calibrate as this is within the normal operating range. Calibrating using only standards of 4 and 7 should not be used as it is outside the normal operating range.

	Citation:	Recommendation
3.	310 CMR 22.04(7) & Guidelines Ch. 8.1.7	Highland Street Tank overflow pipe must be 12"-24" off the ground, elbowed downward, and screened or protected from entry. The overflow pipe must be sized large enough to safely handle the tank influent flow. The current two small pipes are flush with the ground and the screens would likely blow off if the tank overflowed. A new, properly sized overflow pipe should be installed to a point where it can be elbowed and discharge at least 12" above ground (suggest a small retaining wall and concrete pad at the outfall). And shall be properly screened/protected.
4.	310 CMR 22.04(7) & Guidelines Ch. 9.13	MassDEP recommends that the altitude valve at Highland Street Tank be checked for proper operation and regularly maintained.
5.	310 CMR 22.21	MassDEP recommends the Water Department work with the local board of health to ensure neighboring septic systems, in the Witches Brook area, are pumped on a routine basis.
6.	310 CMR 22.04(7) & Guidelines Ch. 9.3.9	MassDEP recommends regular exercising of all distribution system valves, including the interconnection valves.
7.	310 CMR 22.04(7) & Guidelines Ch. 8.1.4	Highland St Tank should have proper perimeter fencing around it for security.

*MassDEP reserves the right to exercise its Order authority under M.G.L. Chapter 111, Section 160, or to take other appropriate action as permitted by law, in order to prevent the pollution and to secure the sanitary protection of the water supply and to ensure the delivery of a fit and pure water supply to all consumers, including without limitation if sufficient progress to meeting a recommended deadline is not achieved.

WATER SUPPLIER RESPONSE AND CERTIFICATION FORM

Within 30 days of receipt of this inspection report, you must complete and submit this form if your system has Table A – Violations and/or Table B – Deficiencies. Attach a copy of the completed table(s) listing the date that the corrective action was/will be taken; include all required documentation as specified in the table(s). **Note that items with future dates require you to submit documentation of work at the time of completion. If a specific form of documentation is not identified, an updated Summary of Findings Table, letter, or email addressed to the inspector that the deficiency has been corrected may be used.**

The following corrective actions listed in the Summary of Findings Table A and/or Table B have been taken by the Public Water System. (Please check all that apply).

- ☐ My system has taken **ALL** of the corrective actions listed within the timeframes specified in the Summary of Findings.
- I have listed the completion date for each item within the table(s).
 - I have attached copies of supporting documentation as required.
-
- ☐ My system has taken **SOME BUT NOT ALL** of the corrective actions listed within the timeframes specified in the Summary of Findings.
- I have listed the actual or anticipated compliance date for each item within the table(s).
 - I have attached copies of supporting documentation as required.
 - I have attached a revised corrective action schedule establishing timelines for my system to address outstanding items and I will submit a written progress report each quarter (every 3 months) until all items have been addressed. I understand that my system may be subject to further enforcement.
-
- ☐ My system is **UNABLE** to comply with some or all of the corrective actions within the timeframes specified in the Summary of Findings. I understand that my system may be subject to further enforcement.
- An explanation is attached.
-

I certify under penalties of law that I am the person authorized to fill out this form and the information contained herein is true, accurate, and complete to the best extent of my knowledge.

Water Commissioner, Owner, Owner Representative, or Other Responsible Party:

Signature: _____

Date: _____

Print Name: _____

Title: _____

Return this form, a copy the Summary of Findings, and all attachments to:

**MassDEP
BWR Drinking Water Program
8 New Bond Street
Worcester, MA 01606
Attention: Randy Swigor**

EVALUATION CHECKLIST

SYSTEM MANAGEMENT / OPERATION

OM-1	Who is the person directly in charge of day-to-day management of the PWS (name and title)?	David Vigeant, Superintendent
OM-2	Explain the type of ownership and the chain of command from the owners to the operator(s).	Town Owned, Board of Water Commissioners
OM-3	Is a PWS Affidavit recorded with the Registry of Deeds?	NA - COM
OM-4	Does the PWS have sufficient financial capacity? (Can the PWS pay for necessary maintenance and have financial reserves for emergency expenses?)	Yes
OM-5	Is all critical infrastructure locked or sufficiently secured (e.g. pump house, well vault, chemical treatment building)? GWR-20	Yes
OM-6	Does the PWS have emergency back-up power available to operate critical system components?	Yes
OM-7	If on-site generator(s): how frequently are they tested under load?	quarterly
OM-8	If contracted/plug-in generator, is there a prepared electrical connection for the generator?	NA
OM-9	Does the PWS have a Master, Capital Improvement or Asset Management Plan?	Yes
OM-10	If yes, what is the date of the Plan?	2021
OM-11	Does the PWS meet the redundancy requirements in 310 CMR 22.21(3)(a)?	Yes - Redundant Source
OM-12	If the PWS intends to use bulk water to comply with the redundancy requirements or other emergency conditions, do they have the necessary infrastructure and procedures to receive bulk water deliveries?	NA - Meets Redundancy
OM-13	Is there a current Emergency Contact list available on site?	Yes
Comments: OM-6 New Generators for Main St & Cross St on order, New WTP at Harbor Trace will have generator for Harbor Trace Well, Witches Brook Wells has existing generator & auto transfer switch.		

RECORDS MANAGEMENT

R-1	Does the PWS have a readily available Emergency Response Plan? GWR-19	Yes
R-2	Is the ERP current and does it contain all of the required elements identified in the ERP checklist?	Yes
R-3	Does the ERP contain procedures for notification of any purchasing or wholesaling systems in the event of a water quality emergency?	Yes

R-4	Are the operational records kept properly on-site or at a convenient location near the premises? (Operator Inspection, Maintenance & Complaints, etc.)	Yes
R-5	Does the PWS have the last 3 CCRs available?	Yes
R-6	Does the PWS maintain a system to track consumer complaints?	Yes - Comment
Comments: Office Staff track consumer complaints		

OPERATOR COMPLIANCE

O-1	Does the system have a primary certified operator (distribution and treatment if applicable)? ^{GWR-21}	Yes
O-2	Are the certified operator grades appropriate for system size and/or treatment type? ^{GWR-22}	Yes
O-3	Are the listed operators' licenses current?	Yes
O-4	Are Licensed Operator Services contracted out?	No
O-5	If yes, is a current/approved "Certified Operator Compliance Notice" on file?	NA
O-6	If yes, what is the frequency of operator visits?	NA
O-7	If yes, is there an on-site log of all activities and operator inspections?	NA
O-8	Has the PWS filed a Comprehensive Staffing and Operations Plan identifying a backup operator who is available for emergencies? (Required for all contract operators and all VSS systems without secondary operators)	NA
O-9	Does the PWS Staffing Plan on file need to be updated?	No
Comments:		

SOURCES

WELL INSPECTION

Source ID	Casing height (ft)	Well House	In Pit?	Raw Water Tap?	Chem Inject Port?	Vent Present?	Unprotected Opening?	Runoff Directed Away	Evidence of Flooding	Tight Well Cap	Overall Condition (see below for details)
2299000-02G	3	Yes	No	Yes	Yes	Yes	No	Yes	No	Yes	Acceptable
2299000-03G	3	Yes	No	Yes	Yes	Yes	No	Yes	No	Yes	Acceptable
2299000-04G	3	Yes	No	Yes	Yes	Yes	No	Yes	No	Yes	Acceptable
2299000-05G	3	Yes	No	Yes	Yes	Yes	No	Yes	No	Yes	Acceptable

Source ID	Casing height (ft)	Well House	In Pit?	Raw Water Tap?	Chem Inject Port?	Vent Present?	Unprotected Opening?	Runoff Directed Away	Evidence of Flooding	Tight Well Cap	Overall Condition (see below for details)
2299000-06G	2	No	No	Yes	Yes	Yes	No	Yes	No	Yes	Acceptable

W-1	Are raw water sample taps available for the collection of source samples for <u>all</u> wells? GWR-5	Yes
W-2	Are all raw water sample taps located prior to the check valve?	No - 22.05(1)(a)1.
W-3	Are all sample taps (raw, finished, etc.) smooth-nosed (non-threaded) non-mixing without aerators or screens?	Yes
W-4	Are emergency chemical injection ports available for disinfection of <u>all</u> groundwater sources, individually or manifolded? GWR-6	Yes
W-5	Do all wells have vents (external, mushroom or integrated in cap)?	Yes
W-6	Are there any unprotected openings in the sanitary well casing or cap of any wells that might result in contamination (e.g., vent not screened or turned downward, unsealed conduit opening)? GWR-2	No
W-7	Is the area around all wellheads graded away to direct runoff away?	Yes
W-8	Is the wellhead, cap, and/or vent subject to flooding? GWR-3	No
W-9	Is there evidence of flooding or standing water in any pit or pump house that could result in the entrance of fecal contaminants? GWR-16	No
W-10	Do any wellheads (casing, cap, vent, seal) appear damaged in a manner that would make the source susceptible to contamination? GWR-1	No
W-11	Are any air/water relief valve discharges hard-piped to a floor drain without an air gap? GWR-17	No
W-12	Are any deficiencies identified in the condition of the well house or structure containing the well components?	No
W-13	Are any other wellhead improvements needed or recommended (e.g., replace gasket/bolts, tighten well cap, paint the casing/cap)?	No
W-14	Was any work done on any wells since the last sanitary survey (e.g., hydrofracked, jасwell seal installed, well pump replaced)?	Yes - Comment
W-15	Are there any unapproved groundwater sources being used? GWR-4	No
W-16	Does the PWS use manifolded sources? If yes, describe operation below.	Yes (Comment)
W-17	If yes, does the sampling schedule accurately reflect the manifolded system?	Yes
Comments: W-2 Main St submersible, Cross- St & Witches Brook RW tap downstream of system check valve. W-14 Main St is new GP Well replacing tubular wellfield. W-16 Witches Brook share same discharge main to system.		

GROUNDWATER SOURCE PROTECTION

SP-1	Is the PWS conducting any non-conforming activities in the Zone I? (fertilizers, pesticides, herbicides or other non-mechanical means of vegetation control, de-icing agents applied, chemical/equipment storage)	No
SP-2	Have any changes to the Zone I been observed since the last survey? (If yes, comment)	Yes - Improvements Made
SP-3	Are there any wastewater components within the Zone I(s) or IWPA(s)?	No
SP-4	Are there any floor drains in the Zone I(s) that discharge outside of a sewer or septic system? (If yes, comment)	Yes - Comment
SP-5	If floor drains are present, is the PWS following BMPs for chemical storage? (Comment on chemicals present and control measures)	Yes
SP-6	Is there any process waste (i.e. from continuous analyzers or cooling water) generated at the Well House/Zone I?	No
SP-7	Are ALL discharges drywells registered with UIC (in or out of Zone I)?	Yes
SP-8	Were any other source water protection issues identified?	No
Comments: SP-2 Main St Well has new Zone I; SP-4 Main St Station has registered UIC.		

SWTR COMPLIANCE FOR GROUNDWATER SOURCES (GWUDI)

GW-1	Have all groundwater sources been evaluated for GWUDI?	Yes
GW-2	Have conditions changed that would affect the current Exemption Status of any source? (i.e. surface water encroachment, well head condition, coliform detections in last 3 years, etc.)	No
GW-4	For Community Systems with Sand and Gravel Wells - Are all of those sources > 150 ft from the nearest surface water feature?	Yes
GW-5	For Community Systems (pumping less than 100,000 gpd) with Bedrock wells - Are all of those sources > 200 ft from the nearest surface water feature?	NA
Comments: Operators monitor nearby streams for beaver activity.		

MASTER METERS

M-1	Are all sources individually metered?	Yes
M-2	Do the master meters account for all water supplied/purchased/withdrawn?	Yes
M-3	How frequently are the master meters read?	Daily
M-4	In what year was the master meter(s) last calibrated (or installed)? (Whichever is more recent)	2019
Comments:		

WATER QUANTITY

Q-1	Does system have any wells not used for potable water supply (irrigation wells, fire wells)?	No
Q-2	If yes, are these sources metered?	NA
Q-3	As reported in the last 3 years ASR, did the PWS exceed its MassDEP-approved withdrawal limit for any source? (If yes, comment)	No
Q-4	If yes, has the water withdrawal resulted in the PWS exceeding Zone I limits? (Comment)	NA
Q-5	Is the system properly reporting their water quantity data in their annual statistical reports? (annual, max. month, and max. day)	Yes
Q-6	Is the quantity of water supplied adequate?	Yes
Q-7	Are any sources failing to meet their expected output, or does the output from any sources decrease during the year?	No
Q-8	Has the PWS implemented any voluntary or mandatory water bans within the last two years?	No
Comments:		

FINISHED WATER PUMPS

None Present ☒

TREATMENT

No Treatment Present ☐

GENERAL TREATMENT QUESTIONS

T-1	Does the PWS have any unapproved treatment processes?	No
T-2	If the PWS uses a bag/cartridge filter, how often is it replaced?	NA
T-3	Are all treatment units performing effectively and being operated and maintained in accordance with MassDEP approvals?	Yes
T-4	Is all treatment equipment properly maintained?	Yes
T-5	Is the PWS maintaining a log of maintenance for all treatment systems? (e.g., backwashing, sediment, calibration of analyzers)	Yes
T-6	Does a licensed treatment operator perform all treatment-related tasks?	Yes
T-7	Is safety equipment adequate for the treatment system/chemicals present?	Yes
T-8	Are there any unprotected by-passes at any point in the treatment process that could result in fecal contamination (i.e. filter backwash, membrane cleaning processes, etc)? <small>GWR-7</small>	No
T-9	Are all required chemical treatment (C-ADD) forms being submitted?	Yes
T-10	If yes, are the C-ADD forms being completed properly and accurately?	Yes

T-11	For all treatment plants II-T or greater –are they operated full-time (minimum of 4 hours a day)?	NA - I-T or less system
T-12	Do any treatment processes backwash to a septic system?	No
T-13	Is there an operations and maintenance manual for the treatment system(s)?	Yes
Comments:		

Main Street Pump Station 01T

Treatment Plant General/Safety

TP-1	Is the chemical feed equipment in a separate room?	Yes
TP-2	Is the room properly ventilated?	Yes
TP-3	Are the feed lines, bulk tanks, and day tanks color-coded or labeled?	Yes
TP-4	Is there adequate containment for each chemical?	Yes
TP-5	Safety Equipment: <input checked="" type="checkbox"/> Eyewash <input checked="" type="checkbox"/> Shower <input type="checkbox"/> Hard-piped <input checked="" type="checkbox"/> Alarm present	
TP-6	Is eyewash bottle solution past expiration date?	NA
TP-7	Is there appropriate safety and personnel protective equipment provided?	Yes
TP-8	Is emergency backup power in place at this treatment plant?	Yes
TP-9	Does the plant automatically switch to emergency power in the event of power loss?	Yes
TP-10	Alarms Present? <input type="checkbox"/> None Check all <input type="checkbox"/> Audible <input type="checkbox"/> Alarm Company <input type="checkbox"/> Cellular Alarm Dialer <input type="checkbox"/> Light <input type="checkbox"/> Tone/Telemetry <input type="checkbox"/> Cellular-Base System <input checked="" type="checkbox"/> SCADA <input checked="" type="checkbox"/> Autodialer <input type="checkbox"/> Other _____	
TP-11	What is the alarm call-out sequence? On-call operator	
TP-12	Does automatic (triggered by alarm) shut-down require an "on-site" manual reset?	Yes
TP-13	Are ALL critical chemical alarms and interlocks being tested at least quarterly?	Yes
TP-14	Frequency of alarm and interlock testing for non-critical chemicals (if present):	NA - No Non-Critical Chemicals
TP-15	Is a log being maintained of ALL alarm and interlock test results? (each one must be listed individually)	Yes

TP-16	Have written protocols been established for testing critical chemical alarms and interlocks?	Yes
TP-17	Have written protocols been established for testing non-critical chemical alarms and interlocks?	NA
TP-18	Has PWS demonstrated compliance with 310 CMR 22.04(14) and <i>Guidelines</i> Chapter 6.1.3 requirements for Critical Chemical Feed Systems?	Yes
TP-19	Has PWS demonstrated compliance with <i>Guidelines</i> Chapter 6.1.4 requirements for Non-Critical Chemical Feed Systems?	NA
TP-20	Has this plant had any incidences of critical chemical overfeeds or underfeeds?	No
Comments: TP-8 – New generators on order for Main St & Cross St facilities. New WTP at Harbor Trace under design will have generator. TP-18 Main St facility needs redundant NaOH pump.		

Critical Chemical Alarm Testing

Alarm Tested	Alarm Sound?	Call-Out Verified?	Plant Shut Down?	Flow Interlock Verified?	Electrical Interlock Verified?	Comments:
pH high	Yes	Yes	Yes	Yes	Yes	No audible, visual on screen
pH low	Yes	Yes	Yes	Yes	Yes	No audible, visual on screen
Comments: Operator must respond to facility to re-activate source after alarm condition is cleared. All three facilities alarm systems and instrumentation are identical.						

Critical Chemical Feed Inspection Checklist

List Chemical Additive:		Sodium Hydroxide		Critical Chem - Yes		
Injection Point(s):		Raw water				
What are the operating parameters?					Target:	
<input checked="" type="checkbox"/> pH <input type="checkbox"/> Residual <input type="checkbox"/> Other _____					Target: 7-7.5	
CC-1	Chemical Feed Automation:	<input type="checkbox"/> Manual Control <input checked="" type="checkbox"/> SCADA <input checked="" type="checkbox"/> Flow paced				
CC-2	Is there a continuous analyzer in place to measure chemical concentration or surrogate in the finished water?				Yes	
CC-3	If the PWS has been issued a chemical analyzer waiver are they meeting the conditions of the waiver?				NA - No Waiver	
CC-4	What is the operating range of the analyzer?		0-14			
CC-5	How is chemical or surrogate concentration recorded? <input type="checkbox"/> Chart recorder <input type="checkbox"/> Electronic data logger <input checked="" type="checkbox"/> SCADA <input checked="" type="checkbox"/> Logbook <input type="checkbox"/> Not recorded					
CC-6	Are alarms present on this chemical?				Yes	
CC-7	Alarm Set Points:	High:		High-High:	8.5	<input checked="" type="checkbox"/> Shut Down
		Low:		Low-Low:	6.5	<input checked="" type="checkbox"/> Shut Down

CC-8	Are the controller of the pump that paces the chemical injection, chemical metering pump, and chemical analyzer interlocked so that no chemical is injected if the pump is not running.	Yes
CC-9	Is there a flow meter or thermal type flow switch installed and interlocked such that when no flow is detected, the chemical feed pumps will not operate?	Yes
CC-10	Are metering pumps powered so that they cannot be left to operate in manual mode for greater than one hour?	Yes
	<p>If yes, how are they configured?</p> <p><input type="checkbox"/> Hard wiring with electrical interlocks including</p> <p style="padding-left: 40px;"><input type="checkbox"/> HOA switch with timer <input type="checkbox"/> Spring loaded HOA switch</p> <p><input type="checkbox"/> Other Connection to a duplex electrical receptacle with twist lock plugs with one plug interlocked with the safety shut down systems and the other having a separate power supply and is controlled with a timer.</p> <p><input checked="" type="checkbox"/> Other <u>No ability to run pumps while well is off</u></p>	
CC-11	At what frequency are grab samples being taken as a calibration check?	Daily
CC-12	At what frequency is the in-line monitoring device calibrated?	As needed from grab samples
CC-13	Is a day tank in use for this chemical?	Yes
CC-14	If yes, is the day tank sized to contain a 30 - 60 hour chemical supply at the facility's average treated water demand rate?	Yes
CC-15	<p>If yes, is the day tank provided with a means to measure the volume or weight of chemical fed that is precise enough to accurately register daily usage?</p> <p><input type="checkbox"/> Scale mounting <input checked="" type="checkbox"/> Ultrasonic level sensing</p> <p><input type="checkbox"/> Gauge rods with floats</p> <p><input type="checkbox"/> Visual calibration where the ratio of tank height to diameter are meaningful</p>	Yes
CC-16	Is chemical use measured at the same time each day and at the same time as the total water pumped so that accurate dosage calculations are reported?	Yes
CC-17	Are the chemical feed additives ANSI/AWWA and NSF 60 approved?	Yes
CC-18	Are chemicals being used prior to expiration date?	Yes
CC-19	Are spare chemical feeders and/or pumps available that have equivalent capacity to the primary?	Yes
CC-20	Does the chemical feed pump have appropriate anti-siphon protection?	Yes
CC-21	Is there sufficient chemical available on-site?	Yes

pH Adjustment - Hydroxide

	Are the pH buffer solutions being used prior to their expiration date?	Yes
	Is the system reporting the average of all pH measurements collected during the day if more than one sample is collected or if continuous monitoring is in place?	Yes
	Is the system maintaining a minimum average pH of 7.0 leaving the treatment plant?	Yes
Comments:		

Cross Street Pump Station 02T

Treatment Plant General/Safety

TP-1	Is the chemical feed equipment in a separate room?	Yes
TP-2	Is the room properly ventilated?	Yes
TP-3	Are the feed lines, bulk tanks, and day tanks color-coded or labeled?	Yes
TP-4	Is there adequate containment for each chemical?	Yes
TP-5	Safety Equipment: <input checked="" type="checkbox"/> Eyewash <input checked="" type="checkbox"/> Shower <input type="checkbox"/> Hard-piped <input checked="" type="checkbox"/> Alarm present	
TP-6	Is eyewash bottle solution past expiration date?	NA
TP-7	Is there appropriate safety and personnel protective equipment provided?	Yes
TP-8	Is emergency backup power in place at this treatment plant?	Yes
TP-9	Does the plant automatically switch to emergency power in the event of power loss?	Yes
TP-10	Alarms Present? <input type="checkbox"/> None Check all <input type="checkbox"/> Audible <input type="checkbox"/> Alarm Company <input type="checkbox"/> Cellular Alarm Dialer <input type="checkbox"/> Light <input type="checkbox"/> Tone/Telemetry <input type="checkbox"/> Cellular-Base System <input checked="" type="checkbox"/> SCADA <input checked="" type="checkbox"/> Autodialer <input type="checkbox"/> Other _____	
TP-11	What is the alarm call-out sequence? On-call operator	
TP-12	Does automatic (triggered by alarm) shut-down require an "on-site" manual reset?	Yes
TP-13	Are ALL critical chemical alarms and interlocks being tested at least quarterly?	Yes
TP-14	Frequency of alarm and interlock testing for non-critical chemicals (if present):	NA - No Non-Critical Chemicals
TP-15	Is a log being maintained of ALL alarm and interlock test results? (each one must be listed individually)	Yes

TP-16	Have written protocols been established for testing critical chemical alarms and interlocks?	Yes
TP-17	Have written protocols been established for testing non-critical chemical alarms and interlocks?	NA
TP-18	Has PWS demonstrated compliance with 310 CMR 22.04(14) and <i>Guidelines</i> Chapter 6.1.3 requirements for Critical Chemical Feed Systems?	Yes
TP-19	Has PWS demonstrated compliance with <i>Guidelines</i> Chapter 6.1.4 requirements for Non-Critical Chemical Feed Systems?	NA
TP-20	Has this plant had any incidences of critical chemical overfeeds or underfeeds?	No
Comments: TP-8 – New generators on order for Main St & Cross St facilities. New WTP at Harbor Trace under design will have generator.		

Critical Chemical Feed Inspection Checklist

List Chemical Additive:		Sodium Hydroxide		Critical Chem - Yes	
Injection Point(s):		Raw water			
What are the operating parameters?					Target:
<input checked="" type="checkbox"/> pH <input type="checkbox"/> Residual <input type="checkbox"/> Other _____					Target: 7-7.5
CC-1	Chemical Feed Automation:	<input type="checkbox"/> Manual Control <input checked="" type="checkbox"/> SCADA <input checked="" type="checkbox"/> Flow paced			
CC-2	Is there a continuous analyzer in place to measure chemical concentration or surrogate in the finished water?				Yes
CC-3	If the PWS has been issued a chemical analyzer waiver are they meeting the conditions of the waiver?				NA - No Waiver
CC-4	What is the operating range of the analyzer?		0-14		
CC-5	How is chemical or surrogate concentration recorded? <input type="checkbox"/> Chart recorder <input type="checkbox"/> Electronic data logger <input checked="" type="checkbox"/> SCADA <input checked="" type="checkbox"/> Log book <input type="checkbox"/> Not recorded				
CC-6	Are alarms present on this chemical?				Yes
CC-7	Alarm Set Points:	High:		High-High:	8.5
		Low:		Low-Low:	6.5
CC-8	Are the controller of the pump that paces the chemical injection, chemical metering pump, and chemical analyzer interlocked so that no chemical is injected if the pump is not running.				Yes
CC-9	Is there a flow meter or thermal type flow switch installed and interlocked such that when no flow is detected, the chemical feed pumps will not operate?				Yes
CC-10	Are metering pumps powered so that they cannot be left to operate in manual mode for greater than one hour?				Yes

	<p>If yes, how are they configured?</p> <p><input type="checkbox"/> Hard wiring with electrical interlocks including</p> <p><input type="checkbox"/> HOA switch with timer <input type="checkbox"/> Spring loaded HOA switch</p> <p><input type="checkbox"/> Other Connection to a duplex electrical receptacle with twist lock plugs with one plug interlocked with the safety shut down systems and the other having a separate power supply and is controlled with a timer.</p> <p><input checked="" type="checkbox"/> Other <u>No ability to run pumps while well is off</u></p>	
CC-11	At what frequency are grab samples being taken as a calibration check?	Daily
CC-12	At what frequency is the in-line monitoring device calibrated?	As needed from grab samples
CC-13	Is a day tank in use for this chemical?	Yes
CC-14	If yes, is the day tank sized to contain a 30 - 60 hour chemical supply at the facility's average treated water demand rate?	Yes
CC-15	<p>If yes, is the day tank provided with a means to measure the volume or weight of chemical fed that is precise enough to accurately register daily usage?</p> <p><input type="checkbox"/> Scale mounting <input checked="" type="checkbox"/> Ultrasonic level sensing</p> <p><input type="checkbox"/> Gauge rods with floats</p> <p><input type="checkbox"/> Visual calibration where the ratio of tank height to diameter are meaningful</p>	Yes
CC-16	Is chemical use measured at the same time each day and at the same time as the total water pumped so that accurate dosage calculations are reported?	Yes
CC-17	Are the chemical feed additives ANSI/AWWA and NSF 60 approved?	Yes
CC-18	Are chemicals being used prior to expiration date?	Yes
CC-19	Are spare chemical feeders and/or pumps available that have equivalent capacity to the primary?	Yes
CC-20	Does the chemical feed pump have appropriate anti-siphon protection?	Yes
CC-21	Is there sufficient chemical available on-site?	Yes

pH Adjustment - Hydroxide

	Are the pH buffer solutions being used prior to their expiration date?	Yes
	Is the system reporting the average of all pH measurements collected during the day if more than one sample is collected or if continuous monitoring is in place?	Yes
	Is the system maintaining a minimum average pH of 7.0 leaving the treatment plant?	Yes
Comments:		

**Witches Brook Station 04T &
Witches Brook Station 05T**

Treatment Plant General/Safety

TP-1	Is the chemical feed equipment in a separate room?	No - Ch. 6.1.9.1.
TP-2	Is the room properly ventilated?	Yes
TP-3	Are the feed lines, bulk tanks, and day tanks color-coded or labeled?	Yes
TP-4	Is there adequate containment for each chemical?	Yes
TP-5	Safety Equipment: <input checked="" type="checkbox"/> Eyewash <input checked="" type="checkbox"/> Shower <input type="checkbox"/> Hard-piped <input checked="" type="checkbox"/> Alarm present	
TP-6	Is eyewash bottle solution past expiration date?	NA
TP-7	Is there appropriate safety and personnel protective equipment provided?	Yes
TP-8	Is emergency backup power in place at this treatment plant?	Yes
TP-9	Does the plant automatically switch to emergency power in the event of power loss?	Yes
TP-10	Alarms Present? <input type="checkbox"/> None Check all <input type="checkbox"/> Audible <input type="checkbox"/> Alarm Company <input type="checkbox"/> Cellular Alarm Dialer <input type="checkbox"/> Light <input type="checkbox"/> Tone/Telemetry <input type="checkbox"/> Cellular-Base System <input checked="" type="checkbox"/> SCADA <input checked="" type="checkbox"/> Autodialer <input type="checkbox"/> Other _____	
TP-11	What is the alarm call-out sequence? On-call operator	
TP-12	Does automatic (triggered by alarm) shut-down require an "on-site" manual reset?	Yes
TP-13	Are ALL critical chemical alarms and interlocks being tested at least quarterly?	Yes
TP-14	Frequency of alarm and interlock testing for non-critical chemicals (if present):	NA - No Non-Critical Chemicals
TP-15	Is a log being maintained of ALL alarm and interlock test results? (each one must be listed individually)	Yes
TP-16	Have written protocols been established for testing critical chemical alarms and interlocks?	Yes
TP-17	Have written protocols been established for testing non-critical chemical alarms and interlocks?	NA
TP-18	Has PWS demonstrated compliance with 310 CMR 22.04(14) and <i>Guidelines</i> Chapter 6.1.3 requirements for Critical Chemical Feed Systems?	Yes
TP-19	Has PWS demonstrated compliance with <i>Guidelines</i> Chapter 6.1.4 requirements for Non-Critical Chemical Feed Systems?	NA

TP-20	Has this plant had any incidences of critical chemical overfeeds or underfeeds?	No
Comments: TP-8 – New generators on order for Main St & Cross St facilities. New WTP at Harbor Trace under design will have generator. Witches Brook Wells both share common analyzer. Only one well is run at a time.		

Critical Chemical Feed Inspection Checklist

List Chemical Additive:		Sodium Hydroxide		Critical Chem - Yes	
Injection Point(s):		Raw water			
What are the operating parameters?					Target:
<input checked="" type="checkbox"/> pH <input type="checkbox"/> Residual <input type="checkbox"/> Other _____					Target: 7-7.5
CC-1	Chemical Feed Automation:	<input type="checkbox"/> Manual Control <input checked="" type="checkbox"/> SCADA <input checked="" type="checkbox"/> Flow paced			
CC-2	Is there a continuous analyzer in place to measure chemical concentration or surrogate in the finished water?				Yes
CC-3	If the PWS has been issued a chemical analyzer waiver are they meeting the conditions of the waiver?				NA - No Waiver
CC-4	What is the operating range of the analyzer?		0-14		
CC-5	How is chemical or surrogate concentration recorded? <input type="checkbox"/> Chart recorder <input type="checkbox"/> Electronic data logger <input checked="" type="checkbox"/> SCADA <input checked="" type="checkbox"/> Log book <input type="checkbox"/> Not recorded				
CC-6	Are alarms present on this chemical?				Yes
CC-7	Alarm Set Points:	High:		High-High:	8.5
		Low:		Low-Low:	6.5
CC-8	Are the controller of the pump that paces the chemical injection, chemical metering pump, and chemical analyzer interlocked so that no chemical is injected if the pump is not running.				Yes
CC-9	Is there a flow meter or thermal type flow switch installed and interlocked such that when no flow is detected, the chemical feed pumps will not operate?				Yes
CC-10	Are metering pumps powered so that they cannot be left to operate in manual mode for greater than one hour?				Yes
	If yes, how are they configured? <input type="checkbox"/> Hard wiring with electrical interlocks including <input type="checkbox"/> HOA switch with timer <input type="checkbox"/> Spring loaded HOA switch <input type="checkbox"/> Other Connection to a duplex electrical receptacle with twist lock plugs with one plug interlocked with the safety shut down systems and the other having a separate power supply and is controlled with a timer. <input checked="" type="checkbox"/> Other <u>No ability to run pumps while well is off</u>				

CC-11	At what frequency are grab samples being taken as a calibration check?	Daily
CC-12	At what frequency is the in-line monitoring device calibrated?	As needed from grab samples
CC-13	Is a day tank in use for this chemical?	Yes
CC-14	If yes, is the day tank sized to contain a 30 - 60 hour chemical supply at the facility's average treated water demand rate?	Yes
CC-15	If yes, is the day tank provided with a means to measure the volume or weight of chemical fed that is precise enough to accurately register daily usage? <input type="checkbox"/> Scale mounting <input checked="" type="checkbox"/> Ultrasonic level sensing <input type="checkbox"/> Gauge rods with floats <input type="checkbox"/> Visual calibration where the ratio of tank height to diameter are meaningful	Yes
CC-16	Is chemical use measured at the same time each day and at the same time as the total water pumped so that accurate dosage calculations are reported?	Yes
CC-17	Are the chemical feed additives ANSI/AWWA and NSF 60 approved?	Yes
CC-18	Are chemicals being used prior to expiration date?	Yes
CC-19	Are spare chemical feeders and/or pumps available that have equivalent capacity to the primary?	Yes
CC-20	Does the chemical feed pump have appropriate anti-siphon protection?	Yes
CC-21	Is there sufficient chemical available on-site?	Yes

pH Adjustment - Hydroxide

	Are the pH buffer solutions being used prior to their expiration date?	Yes
	Is the system reporting the average of all pH measurements collected during the day if more than one sample is collected or if continuous monitoring is in place?	Yes
	Is the system maintaining a minimum average pH of 7.0 leaving the treatment plant?	Yes
Comments:		

TREATMENT TECHNIQUE GWR

TT-1	If any sources are 4-log certified under the GWR, is the PWS operating, maintaining, and monitoring its disinfection process to ensure the required 4-log treatment is achieved? (If using a continuous chlorine analyzer, this includes collecting grab samples to calibrate the analyzer a minimum of once every 5 days.) GWR-8	NA
TT-2	If any sources are 4-log certified under the GWR, is the PWS operating, maintaining, and monitoring its membrane process to ensure the required 4-	NA

	log treatment is achieved? (Includes monitoring membrane integrity and ensuring no loss of membrane integrity.) GWR-9	
TT-3	If any sources are 4-log certified under the GWR, Are the GWR compliance monitoring forms submitted correctly?	NA
TT-4	Are there any unaddressed GWR significant deficiencies from previous surveys? (If yes, refer to "Outstanding Actions" section)	No
TT-5	Has a GWR-A Form been submitted for all groundwater sources?	NA
Comments:		

FINISHED WATER STORAGE

The following storage types are present at this PWS and were evaluated as part of the survey:

- ☐ Hydropneumatic Storage Tanks
☒ Atmospheric Storage Tanks
☐ Clearwells (Refer to Treatment section)

ATMOSPHERIC STORAGE TANKS

STORAGE TANK NAME	Does tank have Mixer?	Subject to Flooding	Failures or Holes in Roof	Is Hatch Covered-Locked?	Proper Overflow Structure?	High-Low Level Control Alarms?	Is tank Vented/Screened?	Is Sample Tap at tank?	By-pass for Repair-Cleaning?	Fenced or otherwise secured? (comment)	Does tank need to be painted?	Date of Last Cleaning	Date of Last Inspection
Highland St	Yes	No	No	Yes	No	Yes	Yes	Yes	Yes	No	No	2022	2022
Fitchburg Rd	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	2022	2022

AT-1	Are any in-ground or ground-level storage tanks, tank overflows, drains, or hatches subject to flooding or run-off (minimum of 50 ft)? GWR-12	No
AT-2	Are there holes or other failures of the roof or structure of any storage tanks? GWR-13	No
AT-3	Do all storage tanks have entry hatch or access ladders locked/secured to prevent unauthorized access? GWR-14	Yes
AT-4	Do all storage tanks have proper overflow structure, screening or protection of overflow pipes, drains and vents? GWR-15	Yes
AT-5	Do all storage tanks have high and low level alarms?	Yes
AT-6	Do all storage tanks have a <u>representative</u> sample tap?	Yes
AT-7	Underground and ground level tanks – are all manholes equipped with a water-tight cover that extends at least 24 inches above the ground surface or the top of the tank (whichever is higher)?	Yes
AT-8	Does the PWS have records detailing monthly ground-level inspections of all storage tanks and surrounding grounds?	Yes

AT-9	If yes, are they using the MassDEP forms?	Yes
AT-10	Does the PWS have records detailing annual inspections of the tank roof including manhole hatches, screens, seals, locks, etc?	Yes
AT-11	Have all finished water atmospheric storage tanks been professionally inspected within the past 5 years?	Yes
AT-12	Are there unaddressed issues that were identified during previous tank inspections? (If yes, specify below)	Yes - Ch 8
AT-13	Do any storage tanks have hydraulic or turnover issues that contribute to water quality or pressure problems in the distribution system?	No
Comments: Highland St Tank – proper OSHA approved access to roof structures, upgrade overflow, fencing. Fitchburg Tank – ensure proper OSHA approved access to roof structures.		

DISTRIBUTION SYSTEM / MAINTENANCE

D-1	What is the date of the most recent distribution map on file?	2019
D-2	Are valves, hydrants, pipe sizes/materials, direction of flow, PRVs, pressure zones, and seasonal lines identified (as applicable)?	Yes
D-3	Does the distribution map need to be updated based on changes to the system?	No
D-4	How many distribution systems are there?	1
D-5	How many pressure zones are there?	2
D-6	Are there low (under 20 psi) or negative pressures that occur under normal operating conditions in any part of the distribution system that could result in the entrance of fecal contaminants? GWR-11	No
D-7	Are there any distribution system weaknesses or problems?	No
D-8	Is there an adequate flushing program?	Yes
D-9	Date the entire system was last flushed?	Date: 2022
D-10	Date of the last leak detection survey:	Date: 2021
D-11	Percent of system surveyed:	Percent: 100
D-12	Are distribution system valves exercised annually?	No - Chp 9.3.9
D-13	Are there individual service meters?	Yes
D-14	If yes, at what frequency are the service meter read?	Quarterly
D-15	If yes, is there a service meter replacement program?	Yes
D-16	Is there a hydrant maintenance program?	Yes
D-17	Is there a written PM (Preventative Maintenance) program?	Yes
Comments: Recommend regular valve exercising. Conducts unidirectional flushing. Meters continually upgraded annually. Meters read via cellular read system.		

CROSS-CONNECTION/BACKFLOW PREVENTION

XC-1	Does the system have an approved cross-connection plan on file?	Yes
XC-2	If subcontracted, is a current Sub-delegation Form on-file?	Yes
XC-3	Date of last complete service area Cross-Connection Survey:	1992
XC-4	If the previous cross-connection survey identified unprotected cross-connections, has a backflow prevention device been installed on all cross-connections identified?	Yes
XC-5	Have all high hazard facilities been identified, surveyed, and properly protected? <small>GWR-10</small>	Yes
XC-6	Is a new cross-connection survey required at this time?	Yes - 22.22(3)(g)
XC-7	Does the PWS have testable devices?	Yes
XC-8	If yes, does the system keep on-site an inventory list of the devices, including type of device, location, and device test inspection dates?	Yes
XC-9	If yes, is routine testing performed as required?	Yes
XC-10	If yes, were all devices that failed in the last 3 years repaired/replaced and retested within 14 calendar days?	Yes
XC-11	If yes, does the information reported in the ASR reconcile with the on-site records?	Yes
XC-12	Are all threaded taps at PWS owned facilities protected by a vacuum breaker? (Hose bib or atmospheric silcock)	Yes
XC-13	Who is the Cross Connection Program Coordinator? (COM - cross reference with the ASR, <i>Cross Connection Control Program</i> Section)	David Vigeant
XC-14	Is the Cross Connection Program Coordinator a member of the PWS staff?	Yes
XC-15	Are residents annually provided cross-connection education (may be in CCR or separate pamphlets)?	Yes - CCR
Comments: Surveys have not been completed since 1992. A schedule with a plan to conduct a systemwide cross-connection survey needs to be developed and submitted to MassDEP and upon completion, the survey report is to be submitted to MassDEP as well. (Table B)		

INTERCONNECTIONS

I-1	Does the system maintain a hard piped interconnection with another approved PWS?	Yes
I-3	If yes, are the interconnections metered?	Yes
I-4	If yes, are the interconnection valves regularly exercised and maintained?	No - Table C
I-5	If an interconnection has been established to comply with 310 CMR 22.21(3)(a), can the interconnection provide this system an average daily demand for at least 48 hours?	NA - Not established

I-6	Do any other potential interconnections exist with other PWS that could be utilized in an emergency?	No
Comments: Recommend exercising of all valves, including interconnection valves.		

BOOSTER PUMPING STATIONS (DISTRIBUTION)

☐ None Present

B-1	List booster pumping stations evaluated:	West Meadow Booster		
B-2	Are all pump stations adequately maintained?			Yes
B-3	Are all booster pump stations appropriately secured?			Yes
B-4	Are any of the booster pump stations subject to flooding? (Either inside or outside infiltrating into the building) GWR-16			No
B-5	If yes, is a flood alarm present?			NA - No flooding
B-6	Do all booster pump stations have a chemical injection port for emergency chlorination?			No - Table C
B-7	Are any electrical components vulnerable to a flooding event?			No
B-8	Is wastewater generated at any booster pump station?			No
B-9	If yes, where does it go?			
B-10	Are there any floor drains present in the pump stations?	Yes	Sources:	
B-11	If yes, where do they drain?	Outside building to ground, screened pipe		
B-12	If the pump stations discharge to an underground injection control well, are they registered with MassDEP UIC program?			NA
B-13	Is emergency power available at all booster pump stations?			Yes
B-14	Is a fire pump present or are the standard pumps designed to handle fire flows?			No - Ch 7.4.1
Comments: Recommend installing tap for emergency disinfection possible use. Two duty pumps in service with jockey, no large pump for fire flows. Pressure zone will maintain low positive pressure even if station is offline.				

WATER QUALITY

WQ-1	Have there been any MCL violations or action level exceedances in the past 12 months?	Yes - Comment
WQ-2	Have there been elevated levels of any contaminant?	Yes - Comment
WQ-3	Are there any water quality issues that need to be addressed?	Yes - Comment

WQ-4	Are all samples being collected at the locations identified on their WQSS or approved sampling plans?	Yes
WQ-5	Have consumer complaints been made regarding water quality?	Yes - Comment
Comments: PFAS6 exceeded at Harbor Trace Well – well is offline until treatment installed (in design phase). Periodic rusty water complaints (main breaks, flushing, etc.). Recommend keeping iron-out at office for customers.		

LEAD & COPPER RULE COMPLIANCE

LC-1	If the PWS provides corrosion control treatment, is the PWS monitoring pH and other applicable parameters (e.g. alkalinity, orthophosphate residual) at each entry point and at locations in the distribution system (e.g. Coliform sampling sites)?	Yes
LC-2	Have there been any changes to the system that would require submittal of a revised Lead & Copper Sampling Plan?	No
Comments:		

REVISED TOTAL COLIFORM RULE COMPLIANCE

TC-1	Does the system have an approved Total Coliform Sampling Plan?	Yes
TC-2	If yes, does the TC Plan need to be updated?	No
TC-3	Have there been changes to the distribution system or population served such that the PWS is not collecting the minimum number of distribution coliform samples in compliance with the Revised Total Coliform Rule? GWR-18	No
TC-4	What is the date of the most recent Total Coliform sampling map on file?	2019
TC-5	Does this map need to be updated?	No
Comments:		

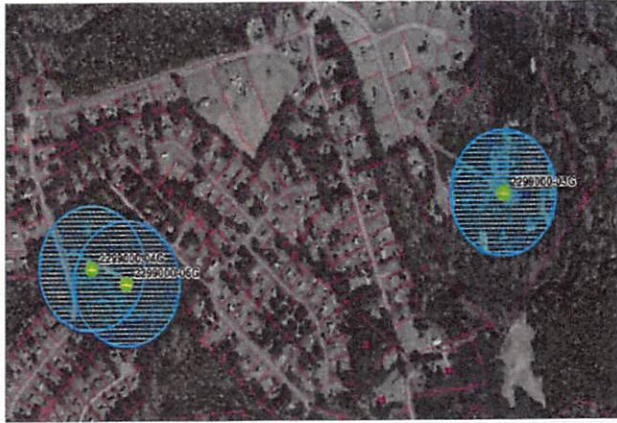
OTHER ISSUES OBSERVED

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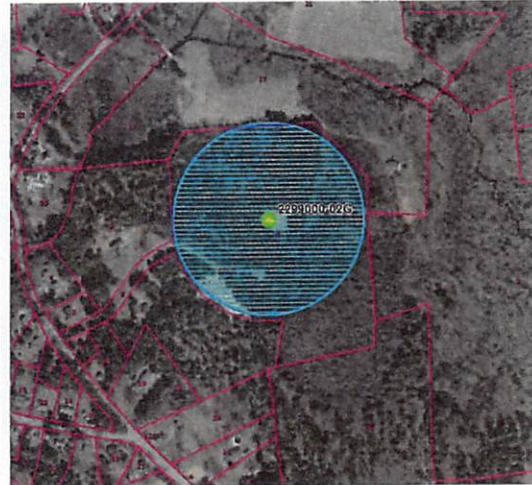
OUTSTANDING ACTIONS

ENFORCEMENT ACTIONS None
INSPECTION ACTIONS See tables

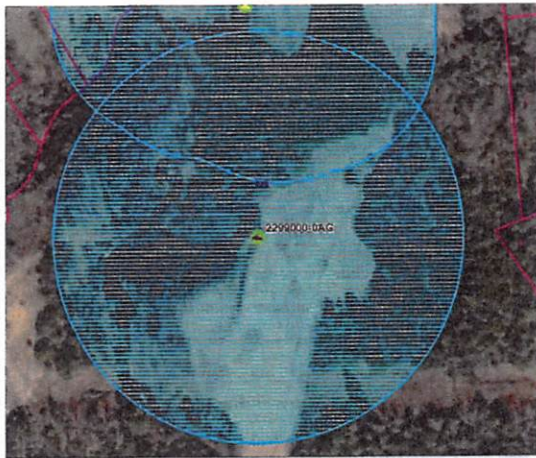
PHOTOS



Harbor Trace & Witches Brook Wells



Cross St Well



Main St New GP Well

ADDITIONAL INFORMATION

Information regarding Per- and Polyfluoroalkyl Substances (PFAS)

For more information on PFAS, and opportunities for technical and financial assistance, refer to the following:

- MassDEP Per- and Polyfluoroalkyl Substances (PFAS) Drinking Water Regulations Quick Reference Guide <https://www.mass.gov/doc/per-and-polyfluoroalkyl-substances-pfas-drinking-water-regulations-quick-reference-guide/download>
- MassDEP Per- and Polyfluoroalkyl Substances (PFAS) website: <https://www.mass.gov/info-details/per-and-polyfluoroalkyl-substances-pfas>

- Final MassDEP PFAS drinking water regulations
<https://www.mass.gov/lists/development-of-a-pfas-drinking-water-standard-mcl#final-pfas-mcl-regulations->

The following resources may be helpful in understanding the findings in this inspection report:

- Massachusetts Drinking Water Regulations
<https://www.mass.gov/regulations/310-CMR-22-the-massachusetts-drinking-water-regulations>
- Guidelines for Public Water Systems
<https://www.mass.gov/service-details/guidelines-for-public-water-systems>
- Drinking Water Policies
<http://www.mass.gov/eea/agencies/massdep/water/regulations/water-resources-policies-and-guidance-documents.html#3>
- 2014 Standards & Guidelines for Contaminants in Massachusetts Drinking Water
<http://www.mass.gov/eea/agencies/massdep/water/drinking/standards/standards-and-guidelines-for-drinking-water-contaminants.html>
- Immediate Action Levels for Water Treatment Plant Chemicals
<https://www.mass.gov/doc/immediate-action-levels-for-water-treatment-plant-chemicals-0/download>
- MassDEP Drinking Water System Management Handbook
<https://www.mass.gov/doc/massdep-drinking-water-system-management-handbook-0/download>

Monthly Interest Adjustments

Date	Account Number	Amount
12/7/2022	60416	\$3.52

FISCAL YEAR 22 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
November 30, 2022

UNCOLLECTED FROM JUNE 30, 2021

96,406.83

CHARGED	07/01/21 11/30/22	11/30/2022	Previous Balance	Total
USER CHARGES		1,228.91	1,190,789.12	1,192,018.03
FEES		225.00	3,025.00	3,250.00
SERVICE CHARGES		2,050.00	20,369.78	22,419.78
BACKFLOW		0.00	6,900.00	6,900.00
SUBTOTAL		3,503.91		
TOTAL CHARGES				1,224,587.81
				1,320,994.64
RECEIVED	07/01/20 11/30/22	11/30/2022		
USER CHARGES		281,416.30	752,202.40	1,033,618.70
FEES		300.00	3,175.00	3,475.00
SERVICE CHARGES		2,295.68	19,300.99	21,596.67
LATE CHARGES		30.86	28.70	59.56
BACKFLOW		2,908.59	4,210.00	7,118.59
SUBTOTAL		286,951.43		
TOTAL RECEIPTS				1,065,868.52
SENT TO LIEN				43,133.44
LIENS COLLECTED				
ABATEMENTS				598.71
ADJUSTMENTS				3,080.84
ADJ TO MASTER				
UNCOLLECTED				208,313.13
				1,320,994.64

OUTSTANDING:	
USER CHARGES	204,905.84
FEES	250.00
SERVICE CHARGES	2,786.10
LATE CHARGES	0.00
BACKFLOW	371.19
TOTAL OUTSTANDING	208,313.13

2.1

Town of Townsend
 Townsend Water Department
 540 Main Street
 West Townsend, MA 01474
 978-597-2212

Usage History Report

Account: 61017 Location: 32 MAIN STREET Route: 99
 Owner: INC ASC ENTERPRISES

Meter #:	51938536	Read Date	Read Type	Reading	Usage	Bill Date	Comments
Serial #:	35357158	11/30/2022	ACTUAL	165,400	0		Read Import on 11/30/20
Head #:		9/2/2022	ACTUAL	165,400	15,600	10/1/2022	Read Import on 9/6/2022
Head Type:		6/1/2022	ACTUAL	149,800	0	7/1/2022	Read Import on 6/2/2022
Walk Seq.:	13370	2/28/2022	ACTUAL	149,800	0	4/1/2022	Read Import on 3/3/2022
Dials:	8	12/9/2021	ACTUAL	149,800	0	1/1/2022	Read Import on 12/13/20
Brand:		9/1/2021	ACTUAL	149,800	0	10/1/2021	Read Import on 9/16/202
Type:	Radio	6/11/2021	ACTUAL	149,800	0	7/1/2021	Read Import on 6/14/202
Size:	NA	3/12/2021	ACTUAL	149,800	0	4/5/2021	Read Import on 3/23/202
Exchange:	02	12/1/2020	ACTUAL	149,800	0	2/24/2021	
Install Date							
Replace Date:							
Status:	ACTIVE						
Location:							

Pipes Burst.

Town of Townsend
Townsend Water Department
540 Main Street
West Townsend, MA 01474
978-597-2212

as of December 06, 2022

Balance: \$1,915.79

Account	Owner	Parcel	Location
61017	INC ASC ENTERPRISES	33-60-0	32 MAIN STREET

Commitments

Billing Date	Due Date	Charges	Interest	Credit	Balance	Total Due
10/1/2022	10/31/2022	\$1,833.51	\$32.55	\$0.00	\$1,866.06	\$1,866.06
7/1/2022	7/30/2022	\$45.00	\$2.86	\$0.00	\$47.86	\$47.86
4/1/2022	4/30/2022	\$37.50	\$0.73	\$36.36	\$1.87	\$1.87
1/1/2022	1/31/2022	\$37.50	\$2.22	\$39.72	\$0.00	\$0.00
10/1/2021	10/31/2021	\$37.50	\$3.89	\$41.39	\$0.00	\$0.00
7/1/2021	7/31/2021	\$37.50	\$0.00	\$37.50	\$0.00	\$0.00
4/5/2021	5/5/2021	\$37.50	\$1.29	\$38.79	\$0.00	\$0.00
2/24/2021	2/24/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total		\$2,066.01	\$43.54	\$193.76	\$1,915.79	\$1,915.79

Transactions

Type	Effective Date	PostDate	Batch	Total	Comments
Payment	5/31/2022	6/1/2022	ELB-141	\$117.15	Lockbox
Transfer Out	10/1/2021	9/24/2021	Bill Credit Transfer	(\$0.32)	Transfer Out
Transfer In	10/1/2021	9/24/2021	Bill Credit Transfer	\$0.32	Transfer In
Payment	7/14/2021	7/15/2021	CLB-8	\$76.61	Lockbox
Grand Total				\$193.76	

Town of Townsend
Townsend Water Department
540 Main Street
West Townsend, MA 01474
978-597-2212
as of December 06, 2022
Balance: \$0.00

Account	Owner	Parcel	Location
2040	JOHNSON GLEN	53D-204-0	25 BALSAM DRIVE

Commitments

Billing Date	Due Date	Charges	Interest	Credit	Balance	Total Due
10/1/2022	10/31/2022	\$217.77	\$0.00	\$217.77	\$0.00	\$0.00
7/1/2022	7/30/2022	\$201.90	\$0.00	\$201.90	\$0.00	\$0.00
4/1/2022	4/30/2022	\$140.88	\$0.00	\$140.88	\$0.00	\$0.00
1/1/2022	1/31/2022	\$194.92	\$0.00	\$194.92	\$0.00	\$0.00
10/1/2021	10/31/2021	\$138.37	\$0.00	\$138.37	\$0.00	\$0.00
7/1/2021	7/31/2021	\$225.10	\$0.00	\$225.10	\$0.00	\$0.00
4/5/2021	5/5/2021	\$160.78	\$0.08	\$160.86	\$0.00	\$0.00
2/24/2021	2/24/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total		\$1,279.72	\$0.08	\$1,279.80	\$0.00	\$0.00

Transactions

Type	Effective Date	PostDate	Batch	Total	Comments
Payment	10/18/2022	10/19/2022	ELB-20	\$217.77	Lockbox
Payment	7/12/2022	7/13/2022	#2-ELB	\$201.90	Lockbox
Payment	4/5/2022	4/6/2022	U-52 (4/1-4/5)	\$140.88	Generic Payment
Payment	1/6/2022	1/19/2022	CLB-105	\$194.92	Lockbox
Payment	10/10/2021	10/18/2021	#59-CLB	\$138.37	Lockbox
Payment	7/13/2021	7/14/2021	#7-CLB	\$225.18	Lockbox
Payment	5/6/2021	5/7/2021	#83-CLB	\$160.78	Lockbox
Grand Total				\$1,279.80	

2.2

Town of Townsend
Townsend Water Department
540 Main Street
West Townsend, MA 01474
978-597-2212

Usage History Report

Account: 2040 **Location:** 25 BALSAM DRIVE **Route:** 11 Beacon
Owner: JOHNSON GLEN

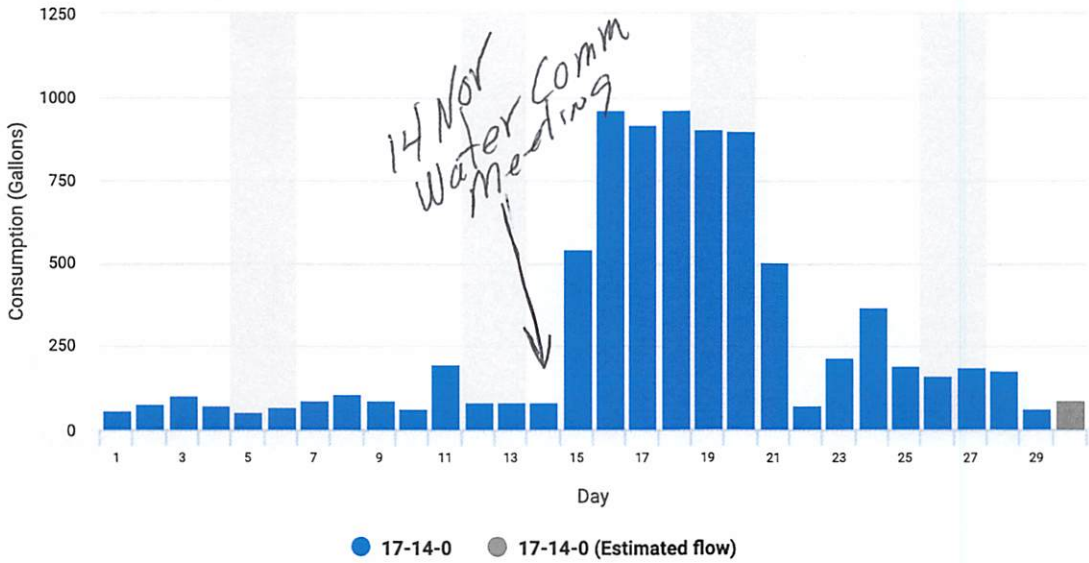
Meter #:	2040	Read Date	Read Type	Reading	Usage	Bill Date	Comments
Serial #:	2040	6/30/2021	TRANSFE	2,232,000	0	10/1/2021	Last Reading
Head #:		6/8/2021	ESTIMATE	2,232,000	35,000	7/1/2021	Quick Entry 6//221
Head Type:		3/11/2021	ACTUAL	2,197,000	23,000	4/5/2021	Quick Entry 3/7/21
Walk Seq.:	19660	12/1/2020	ACTUAL	2,174,000	0	2/24/2021	
Dials:	8						
Brand:							
Type:	Not Defined						
Size:	NA						
Exchange:	PSION						
Install Date							
Replace Date:	6/30/2021						
Status:	InActive						
Location:							

Meter #:	210152655	Read Date	Read Type	Reading	Usage	Bill Date	Comments
Serial #:	121114592	9/6/2022	ACTUAL	13,612	2,722	10/1/2022	Read Import on 9/6/2022
Head #:		6/8/2022	ACTUAL	10,890	2,518	7/1/2022	Read Import on 6/8/2022
Head Type:		2/28/2022	ACTUAL	8,372	2,393	4/1/2022	Read Import on 3/3/2022
Walk Seq.:	19660	12/13/2021	ACTUAL	5,979	3,644	1/1/2022	Read Import on 12/13/20
Dials:	8	9/2/2021	ACTUAL	2,335	2,335	10/1/2021	Quick Entry 9//221
Brand:		6/30/2021	SET	0	0	10/1/2021	First Reading
Type:	Radio						
Size:	.625						
Exchange:	05						
Install Date	6/30/2021						
Replace Date:							
Status:	ACTIVE						
Location:							

2.3

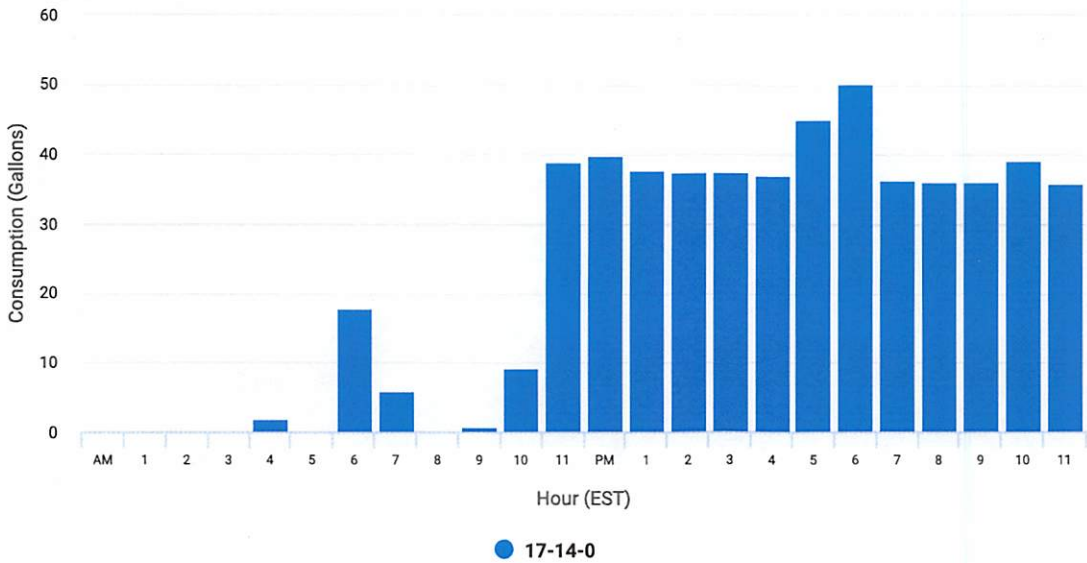
▼ Print/Download

Daily for November 2022



▼ Print/Download

Tuesday, November 15, 2022



Simplified Rate Impacts

30 Years Equals 120 quarters

For \$100,000 debt divided by 120 equals \$833 dollars

There are 2088 accounts

\$833 divided by 2088 equals \$0.40 per quarter

Example the engineer cost from the selectmen's meeting was \$517,000

\$517,000 divided by \$100,000 equal 5.17 time \$0.40 equal \$2.07

That is \$2.07 on average per household Average bill for all accounts is \$200 or about a 1 percent rate increase

Treatment Plant \$9,000,000 to be paid back after forgiveness as of now equals 90.0 times \$0.40 equals \$36.00 Or 18%

Plant Operations with personnel and median changes for 30 year period. (this is brought to a 30 year to keep everything equal)

\$300,000 time \$30 equal \$9,000,000 or another 18 percent

OPM \$450,000 or 4.5 times \$0.40 \$1.80 or 1 Percent

Added up so far that is 38 percent just for the plant general cost of living 3 percent per year forever

Rate hike last year was 20 percent 17 to plant 3 to general funding

Need to make up 21 percent and 3 percent per year over next 5 years for a total of 36 percent



GLENN A. CUNHA
INSPECTOR GENERAL

The Commonwealth of Massachusetts

Office of the Inspector General

2.4
John W. McCormack
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One Ashburton Place
Room 1311
Boston, MA 02108
Tel: (617) 727-9140
Fax: (617) 723-2334

July 2018

Dear Local Official:

The Office of the Inspector General (Office) created the following charts for local officials to use as a quick guide on public procurement procedures that must be followed pursuant to the Massachusetts General Laws. Your local rules may establish stricter or additional requirements that you must follow. Contact your chief procurement officer or legal counsel for advice on your local rules and procurement procedures.

The Office updated the charts with changes that are effective June 15, 2018, pursuant to the passage of Chapter 113 of the Acts of 2018, *An Act Providing for Capital Facility Repairs and Improvements for the Commonwealth*. The charts highlight particular compliance requirements depending on the cost or the nature of your procurement. For example, the charts highlight, where applicable, the requirement for a ten-hour course in construction safety and health approved by the United States Occupational Safety and Health Administration (OSHA). The charts are meant to provide a general overview of the principal public procurement statutes, and are not a substitute for reviewing the statute or obtaining the advice of legal counsel.

The charts include:

- M.G.L. c. 149 – BUILDING CONSTRUCTION CONTRACTS
- M.G.L. c. 30, § 39M, or M.G.L. c. 30B – PUBLIC WORKS (NON-BUILDING) CONSTRUCTION CONTRACTS (WITH LABOR)
- M.G.L. c. 30, § 39M, or M.G.L. c. 30B – CONSTRUCTION MATERIALS PROCUREMENTS (WITHOUT LABOR)
- M.G.L. c. 7C, §§ 44-58 – DESIGN SERVICES FOR PUBLIC BUILDING PROJECTS: Cities, Towns, Regional School Districts and Horace Mann Charter Schools
- M.G.L. c. 30B – PROCUREMENT OF SUPPLIES AND SERVICES

Any suggestions for the charts or questions concerning Chapter 30B (M.G.L. c. 30B) may be directed to this Office by calling (617) 722-8838. Questions concerning M.G.L. c. 149, M.G.L. c. 30, § 39M, and M.G.L. c. 7C may be directed to the Office of the Attorney General by calling (617) 963-2371 or your legal counsel.

Additional information is available from the following sources:

- Prevailing wage rate sheets may be requested online at <http://www.mass.gov/lwd/labor-standards/prevailing-wage-program/> or by calling the Department of Labor Standards at (617) 626-6953.
- *Central Register* advertisements may be submitted to the Secretary of the State's Office online at <http://www.sec.state.ma.us/spr/sprcentral/infosubmit.htm>. The submission deadline is 4:00 p.m. on Thursday for publication the following Wednesday.
- *Goods and Services Bulletin* advertisements may be submitted the Secretary of the State's Office online at <http://www.sec.state.ma.us/sprpublicforms/GSSubmissionform.aspx>. The submission deadline is 4:00 p.m. on Wednesday for publication the following Monday.
- COMMBUYS postings may be completed at www.commbuys.com.

My Office is committed to helping procurement officials comply with the state's procurement laws and make responsible purchasing decisions. Please do not hesitate to contact our Chapter 30B hotline if we can be of further assistance. Thank you.

Sincerely,



Glenn A. Cunha
Inspector General

Simplified Rate Impacts

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State Whistleblower Statute

- **M.G.L. c. 149, § 185(b) prohibits the state, or political subdivisions from taking retaliatory action against an employee because the employee:**
 - (b)(1)- discloses to a supervisor or a public body any action of the employer that the employee reasonably believes is in violation of law, rule or regulation.
 - (b)(2) provides information to or testifies before a public body conducting an investigation, or hearing into any employer violation of law, rule or regulation.
 - (b)(3) objects to or refuses to participate in any action the employee reasonably believes is a violation of law, rule or regulation.
- **The retaliation protections in (b)(1) shall not apply to an employee who makes a disclosure to a public body unless:**
 - The employee has brought the improper activity to the attention of a supervisor in writing, and;
 - The employee affords the employer a reasonable opportunity to correct it.
- **Exceptions – (c)(2) - Written Supervisor notice not required when employee makes public body disclosure per (b)(1) and:**
 - 1) is reasonably certain that the improper action is known by one or more supervisors and the situation is emergency in nature.
 - 2) reasonably fears physical harm as a result of the disclosure.
 - 3) makes disclosure to a public body to provide evidence of a crime.
- **Any employee suffering retaliation in the form of an adverse employment action may sue the employer in Superior Court.**
- Remedies include:
 - 1) temporary or permanent injunctions;
 - 2) reinstatement to same position or its equal;
 - 3) reinstatement of full benefits and seniority;
 - 4) compensation for 3 times the lost wages, benefits and other remuneration with interest;
 - 5) payment by employer of reasonable costs, and attorneys' fees.

M.G.L. c. 149 – BUILDING CONSTRUCTION CONTRACTS

Estimated Contract Amount	Under \$10,000	\$10,000 to \$50,000	Over \$50,000 to \$150,000	Over \$150,000	Over \$10,000,000
Procurement Procedure	Sound business practices (as defined in M.G.L. c. 30B, § 2). ¹	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work.	Sealed bids (using M.G.L. c. 30, § 39M).	Sealed bids (using M.G.L. c. 149, §§ 44A – 44J).	Solicit statements of qualifications prior to soliciting sealed bids (using M.G.L. c. 149, §§ 44A – 44J).
Notice/Advertising Requirements	None.	Post a notice at least two weeks before responses are due on 1) your jurisdiction's website; 2) COMMBUYS; 3) in the <i>Central Register</i> ; and 4) in a conspicuous place near your office. ²	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUYS. ³	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUYS. ⁴	Advertise the request for qualifications at least two weeks before responses are due (1) in a newspaper; (2) in the <i>Central Register</i> ; and (3) on COMMBUYS. ⁵
DCAMM Certification	No.	No.	No.	Yes. General bidders if more than \$150,000 and filed sub-bidders if more than \$25,000.	Yes. General bidders if more than \$150,000 and filed sub-bidders if more than \$25,000.
OSHA Training	No.	Yes.	Yes.	Yes.	Yes.
Prequalification	No.	No.	No.	Optional. ⁶	Yes.
Filed Sub-bids	No.	No.	No.	Yes, if more than \$25,000.	Yes, if more than \$25,000.
Bid Deposit	No.	No.	5% of the value of the total bid.	5% of the value of the total bid or sub-bid.	5% of the value of the total bid or sub-bid.
Payment Bond	No.	50% payment bond if contract is >\$25,000. ⁷	50% payment bond.	100% payment bond.	100% payment bond.
Performance Bond	No.	No.	No.	100% performance bond.	100% performance bond.
Prevailing Wage	Yes.	Yes.	Yes.	Yes.	Yes.
Contractor Evaluation	No.	No.	No.	Yes.	Yes.
OSD or Blanket Contract Option	Yes.	Yes.	No.	No.	No.

¹ M.G.L. c. 149, § 44A(2)(A), as amended by Chapter 218 of the Acts of 2016. M.G.L. c. 30B, § 2, defines sound business practices as “ensuring the receipt of favorable prices by periodically soliciting price lists or quotes.”

² M.G.L. c. 149, § 44A(2)(B), as amended by Chapter 218 of the Acts of 2016.

³ M.G.L. c. 149, § 44J, as amended by Chapter 218 of the Acts of 2016.

⁴ M.G.L. c. 149, § 44J, as amended by Chapter 218 of the Acts of 2016.

⁵ The advertising procedures listed pertain only to the request for qualifications. Within 14 days of the completion of the prequalification process, you are required to post a notice in your jurisdiction and on COMMBUYS listing those general contractors and subcontractors that have been prequalified. A copy of the notice must be sent via first class mail, postage pre-paid, to all prequalified general and subcontractors along with an invitation to bid. The invitation to bid must have a deadline of at least two weeks. Although you may only consider bids from those general and subcontractors who have been prequalified, the advertising requirements for building construction contracts over \$150,000 apply.

⁶ If you decide to use the optional prequalification process for projects over \$100,000, follow the procedures listed in the “Over \$10,000,000” column. (Note: The prequalification threshold was not raised in 2016.)

⁷ M.G.L. c. 149, § 29.

Overview of Designer Selection and Construction Bid Laws

		Building Projects		Public Works Projects	
		State	Local	State	Local
Design Services					
	Design Fee	\$30,000+		No state law applies*	
	Estimated Construction Cost	\$300,000+			
	Procurement Law	M.G.L. c. 7C, §§ 44-58			
Construction Services					
	Estimated Contract Cost	\$10,000+**		\$10,000+**	
	Procurement Law	M.G.L. c. 149, §§ 44A-44J		M.G.L. c. 30, § 39M***	
* MassDOT, Massport and MBTA are subject to the provisions of c. 7C, § 58.					
**Sound business practices and record-keeping are required for construction contracts with an ECC of less than \$10,000.					
***Local jurisdictions have the option to use c. 30B, § 5, to bid public works construction contracts with an estimated cost of no more than \$50,000 and any construction materials contracts. All jurisdictions have the option to procure any construction materials contracts through OSD statewide contracts without following the competitive requirements of c. 30, § 39M.					

**M.G.L. c. 7C, §§ 44-58 – DESIGN SERVICES FOR PUBLIC BUILDING PROJECTS:
Cities, Towns, Regional School Districts and Horace Mann Charter Schools¹**

Estimated Design Fee (EDF)/Estimated Construction Cost (ECC)	EDF less than \$30,000 or ECC less than \$300,000	EDF \$30,000 or more and ECC \$300,000 or more
Procurement Procedure	None. Recommend soliciting qualifications and prices from at least three designers.	Qualifications-based selection process. Jurisdiction must either (1) set the design fee; or (2) set a not-to-exceed fee limit and then negotiate the fee with the top-ranked designer within the fee limit.
Advertising Required	No.	Advertise in the <i>Central Register</i> and your local newspaper at least two weeks before the deadline for filing applications.
Designer Selection Board¹	No.	No – adopt selection procedure in writing. ^{2,3}
Designer Application	No.	Yes. See <u>Designer Selection Procedures for Municipalities</u> . Use “Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)”
Designer Evaluation (Submit to DCAMM and Designer Selection Board)	No.	Yes. See <u>Designer Evaluation Forms & Information for Municipalities and Agencies</u>
Registration	Yes.	Yes.
Insurance	No.	At a minimum, the lesser of \$1 million or 10% of the project’s estimated cost of construction. ⁴
Prevailing Wage	No.	No.

¹ Executive Departments of the Commonwealth and Commonwealth charter schools are subject to the jurisdiction of the Designer Selection Board when the design fee is \$30,000 or more and the estimated construction cost is \$300,000 or more.

² Cities, towns, school districts and Horace Mann charter schools are required to adopt their own procedures for selecting designers for building projects. These procedures must conform to the purposes and intent of the designer selection process as outlined in M.G.L. c. 7C, §§ 44 – 58, and noted herein. See this Office’s Model Designer Selection Procedures for Municipalities and Other Local Public Agencies.

³ Housing Authorities must follow the procedures established by the Department of Housing and Community Development for the design of state-funded housing. Projects requesting funding from the Massachusetts School Building Authority (MSBA) are subject to MSBA rules.

⁴ M.G.L. c. 7C, § 51.



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Interim Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

OWNER'S PROJECT MANAGER SELECTION

INTRODUCTION

An Owner's Project Manager ("OPM") provides project management guidance to an Owner throughout the life of the Owner's Public School Project. As a consequence, an Owner will work closely with its OPM from the earliest stages of the project through the completion of construction and building occupancy and the selection of a qualified OPM is one of the most important decisions an Owner will make to the project. Under MGL c. 70B, Sec. 1, the Massachusetts School Building Authority (the "MSBA") must approve the OPM for any project for which the Owner is seeking funding from the MSBA. This document offers guidance on how to select an appropriate OPM for a project.

MGL c. 149, Sec. 44A1/2 requires the Owner of a proposed public building construction, reconstruction, demolition, or repair project to contract for the services of an OPM if the estimated cost of the proposed contract for that construction, reconstruction, installation, demolition, maintenance or repair is \$1.5 million or more.* The duties of an OPM and the manner in which an OPM must be selected and retained by an Owner for a Project that is being funded by the MSBA are prescribed, generally, in MGL c. 149, Sec. 44A1/2 and, more specifically, under MGL c. 70B, Sec. 1, et seq, and various MSBA Regulations and Guidelines. MGL c. 149, Sec. 44A1/2 provides:

The duties of the OPM shall include, but need not be limited to, providing advice and consultation with respect to design, value engineering, scope of the work, cost estimating, general contractor and subcontractor prequalification pursuant to section 44D ½ or 44D ¾ when applicable, scheduling, construction and the selection, negotiation with and oversight of a designer and a general contractor for the project, ensuring the preparation of time schedules which shall serve as control standards for monitoring performance of the building project, and assisting in project evaluation including, but not limited to, written evaluation of the performance of the design professional, contractors, and subcontractors.

The OPM does not act as a designer or a contractor. Rather, the OPM monitors and documents all Project Tasks in accordance with the MSBA's Standard OPM Contract

**The law allows an Owner to assign an existing employee to serve as its OPM provided that the designated employee meets or exceeds the minimum qualifications set forth for retaining a private sector project manager and "has experience in the construction and supervision of construction of building of similar size and scope of complexity as the project" to which the existing employee would be assigned. If an Owner exercises this option, the Owner must be sure that sufficient qualified staff resources are available to perform the necessary control and oversight.*

while simultaneously providing the Owner with ongoing project management advice and consultation. Depending upon the nature of the Project and the Owner's chosen method of Project Delivery, this will include, but may not be limited to, advice regarding Designer selection, Site Selection, Choice of Project Delivery Method, Coordination of Participating Stakeholders, Prequalification of General Contractors, Construction Managers, Trade Contractors and/or Subcontractors, Procurement of the General Contractor, Construction Manager, Trade Contractors and/or Subcontractors, Contract negotiations, Budget and Constructability reviews, Management of Site Meetings and Procurement of all other necessary consultants and Owner supplied materials.

MGL c. 149, Sec. 44A1/2, states that an OPM can be an *"individual ... or other entity [who is] engaged in the practice of providing project management services for the construction and supervision of construction of buildings"*. However, the statute specifies that all actual OPM services must be provided to an Owner by *"a person who is registered by the commonwealth as an architect or professional engineer and who has at least 5 years' experience in the construction and supervision of construction of buildings or a person, if not registered as an architect or professional engineer, who has at least 7 years' experience in the construction and supervision of construction of buildings"*. In conformance with this requirement, a firm that is providing OPM services to an Owner on an MSBA funded project must provide those services using a designated *"Project Director"* who meets those statutory qualifications.

MGL c. 149, Sec. 44A1/2 states that *"before entering into a contract for design services ... an Owner shall contract for the services of an owner's project manager [using] a qualifications based selection process ..."* (Emphasis supplied). As the name indicates, a "qualifications based" selection process centers on the qualifications of the Applicants rather than the price. While Chapter 193 does not provide guidance on the selection process, it is reasonable to assume that utilizing a qualifications-based selection process that is similar to the process set out in Chapter 7C of the General Laws for the procurement of design services is an acceptable process and the procedures outlined in this document generally track those procedures.

The goal for the procurement of an OPM is to contract with an entity that has the skills and abilities to provide a comprehensive scope of services, which will result in:

- Selection of an experienced entity to achieve the oversight requirements of the Owner and the MSBA as well as the timely and cost-effective completion of the project;
- Effective monitoring and management of the project and the various consultants, vendors, and contractors from the feasibility study through completion of construction, building occupancy, and the warranty period; and
- Selection of a respondent that meets the minimum requirements pursuant to Chapter 193 and has the broad range of skills required for the project, including the ability to monitor and manage several participants and stakeholders, provide the Owner with timely recommendations relative to the successful implementation and execution of the various aspects of the project, monitor field operations, perform cost estimating and control, perform schedule analyses, perform value engineering analyses, perform constructability analyses, monitor


quality control processes, monitor safety, and monitor the timely resolution of issues impacting schedule and costs.

STEPS IN THE SELECTION OF AN OPM

The information contained in this document is intended to provide information about the MSBA's requirements and general guidance about the procurement of an OPM. Cities, towns and regional school districts should consult their local counsel to ensure that they are in compliance with all procurement and public bidding laws and all federal, state and local requirements.

Because M.G.L. c. 70B requires that the OPM be approved by the MSBA, the MSBA will require the Owner to submit documentation regarding the procurement and selection process in accordance with Attachment A. **Please review Attachment A prior to beginning the procurement process and take note of the documentation that is required for the MSBA's approval process.** The MSBA reserves the right to request additional documentation or information as it deems necessary to conduct its review of the Owner's recommendation for selection and to monitor or participate in the selection process as it may deem necessary.

Prior to advertising and selecting an OPM, the Owner must:

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- Review these OPM Selection Guidelines and Attachment A for more information about the Narrative of the OPM Selection Process and accompanying information that the Owner will need to submit to the MSBA;
 - Designate a full-time employee of the municipality or school district (who also must be a Massachusetts Certified Purchasing Public Official ("MCPPO") as described in 963 CMR 2.03(2)(o)) as the procurement administrator to be responsible for the procurement of an OPM;
 - Form an OPM Selection Committee. The composition of the Selection Committee should be authorized by the School Building Committee. Also, the Selection Committee should obtain any required local approvals in connection with drafting and advertising the Request for Services (the "RFS"). The procurement administrator should be a member (voting or non-voting) of the OPM Selection Committee. *Please note, the Owner will need to provide documentation of any locally required approvals to the MSBA along with information about the make-up of the Selection Committee and information regarding the background of the members;*
 - Confer with the MSBA to determine the types and scope of services that will be required and submit for review the scope of services, and procurement schedule for the MSBA's concurrence;
 - Prepare an RFS using the MSBA's template OPM RFS; and
 - Concur with the MSBA before advertising OPM RFS.

Request for Services

Using the MSBA's template OPM RFS, the Selection Committee should prepare an RFS for review by the MSBA that includes:

- A description of the problems and issues to be addressed including any relevant background information and a description of existing conditions;
- A description of circumstances and/or characteristics that may impact the work (e.g., limited site access, occupied building, etc.);
- The project schedule along with design and construction phase requirements (provide an estimated duration and schedule associated with a range of options to be studied); and
- The project budget (provide the estimated costs associated with the range of options to be studied).

The more descriptive the project objectives, the better understanding potential OPM's will have of the project and the more likely it will be to attract candidates who have relevant experience.

Criteria for Selection

The responses to the RFS for an OPM must designate an individual as the Project Director who is MCPPO certified, as administered by the Inspector General of the Commonwealth of Massachusetts, and who meets the following minimum requirements:

- The Project Director must be a person who is registered with the Commonwealth as an architect or professional engineer and has at least five years' experience in managing the design and construction processes of public buildings;
- or
- If the Project Director is not registered with the Commonwealth as an architect or professional engineer, the Project Manager must be a person who has at least seven years' experience in managing the design and construction processes of public buildings.

The selection process should include weighted evaluation criteria, as set forth in section four of the template OPM RFS, that ensure that finalists have significant, relevant experience in the supervision of construction of several projects, that have been successfully completed and/or are in process, and that are **similar in type, size, dollar value, and complexity to the project being considered**. The Owner should consider the respondent's expertise, performance record (i.e., statistics on number of projects managed, project dollar value, number and percentage completed on time, etc.), capacity and in-house skills (i.e., staff available for back-up and assistance), existing work load, financial stability, and prior direct experience providing services in both the mandatory

tasks and any other additional tasks the Owner requires, as well as the personal experience of the assigned Project Director. Consider whether the project requires any unusual expertise or previous experience, such as: experience working with local boards, commissions and/or community groups; experience with major renovations or new construction; experience with project delivery method; experience with particular building systems; experience with high performance green schools; or experience with historic renovation. Any project specific criteria **must** be stated in the scope of services. Please see section four of the template OPM RFS for more information regarding Evaluation Criteria.

The RFS should clearly identify the process that will be used by the Selection Committee in evaluating the responses. The process should include an evaluation by the Selection Committee as to whether the response has met the minimum threshold requirements, an explanation of the weight assigned to the criteria, and the ranking process at each step (responses and interviews).

Fee for Services

After utilizing a qualifications-based selection process and conferring with the MSBA, the Owner will select a respondent and then negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. A final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased OPM fee. Depending on the project and as defined in the RFS, the Owner may negotiate a combination of cost plus fixed profit, unit price, and lump sum dependent upon the services. The initial fee structure will be negotiated through the Feasibility Study/Schematic Design Phase. The respondents will be required to include proposed staffing plans for potential projects for future phases and to provide pricing information, including hourly rates by job classification, for all phases specified in the contract at the time of the initial fee negotiation. The Owner and the selected respondent must finalize their negotiations, and the respondent must sign the MSBA standard Contract for Project Management Services, before the Owner seeks final approval of the selected respondent from the MSBA.

Advertising for an OPM

The advertisement should include the following information:

- Specific site location of the project;
- Estimated total project cost;
- Brief description of the project;
- Date and time of informational meeting and site inspection (if applicable);
- Where to obtain an RFS;
- Deadline for the receipt of a response to the RFS; and
- Contact person for the Owner

To help interested OPMs understand the full scope of the work and the contractual requirements, the RFS shall include:

- The contract (attach the MSBA's standard OPM Base Contract for Design Bid

- Build and Construction Manager at Risk, as applicable);
- The criteria that will be used for selection;
- Any performance expectations so a prospective OPM can determine if he/she has the appropriate qualifications and is willing to provide the services outlined for the established fee;
- The project budget (estimated total project costs for the range of options to be studied); and,
- The preliminary project schedule (estimated duration for range of options to be studied).

The Owner must send a copy of the RFS to the MSBA for review at least two weeks prior to the preferred posting date. The Owner should not advertise the OPM RFS until the MSBA has approved of the form of the RFS, unless agreed to in writing by the MSBA.

Where to Place Advertisements. Advertisements must appear in the Central Register and a newspaper of general circulation in the area in which the project is located or to be located. The Owner may also consider advertising in the Dodge Report, on COMMBUYS, in newsletters or bulletins of relevant professional associations and at the Supplier Diversity Office (“SDO”).

Timing. At a minimum, the advertisement shall appear in the newspapers, the Central Register, and any other publications selected by the Owner one time at least two weeks before the RFS deadline. In order to solicit a wide response, Owners should consider advertising at least three or four weeks in advance of the RFS deadline.

When posting in the Central Register, all notices must be received by the Secretary of the Commonwealth by 4:00 P.M. on the Thursday of the week preceding publication. The Central Register is published weekly on Wednesday. It is the Owner’s responsibility to assure timely filing so that the two week minimum notice is met. Also, all notices published in the Central Register shall be submitted to the Secretary on forms provided by the Secretary.

Informational Meeting and Site Inspection. An informational meeting and site inspection is recommended, particularly for projects where the scope of work includes existing structures or sites, or new construction on a site with difficult topography. An informational meeting and site inspection should be factored into the schedule and the date should be included in the advertisement.

Be sure to have copies of the RFS at the site inspection for applicants who may not have received one but be cautious about providing any information that is not included in the RFS to avoid giving those in attendance an unfair advantage.

Record Keeping. The Owner’s procurement administrator should keep a record of names and addresses of all those who request an RFS so that all interested parties can be notified of any changes.

Processing Responses to the OPM RFS

Ranking. To evaluate the responses and make a selection, take into account all available

information including: the scope of work; project specific criteria; project-specific information; performance record of respondents on previous public and private work; and the information contained in the response. The Selection Committee should complete a scoring sheet (see suggested format in Attachment B) evaluating each response in accordance with the procedure outlined in the RFS and the weighted criteria. Copies of the scoring sheets should be retained by the Owner and they may be requested by the MSBA. A “short list” of three to five respondents should be selected for an interview.

Interviews. Each of the short-listed respondents should be invited for a presentation and an interview by the Owner. Key personnel listed in the response should be at the interview. Be sure to ask the same questions of all respondents to be able to consistently compare the quality and content of the answers. Interviewee responses to interview questions should be documented and provided to the MSBA in the OPM Narrative.

At the interview, participants should:

- Confirm the respondent's qualifications to do the job;
- Confirm the respondent's ability to meet the schedule;
- Confirm the respondent's identification of key personnel and their time commitment to the project by phase; and
- Review the MSBA standard Contract for Project Management Services to confirm an understanding of the content.

References. Reference checks are required for all short-listed respondents. For each short-listed respondent, the MSBA recommends that the Owner conduct at least three reference checks and that the same questions be asked of each reference. The Owner should use the MSBA OPM Reference Checks Matrix to document the reference checks. The reference checks should meet the following guidelines, and be done in accordance with the Owner's published OPM RFS:

- Check references for each short-listed respondent's work on projects most similar in type, size, dollar value, and complexity to the Owner's proposed project;
- Check references from other public awarding authorities; and
- Ask references for information relating to the qualifications and criteria defined in the project scope.

This information will help determine which respondents are best suited for the project.

Selection. Following the interviews, the short-listed candidates should be ranked in order of preference. The ranking should be recorded on a scoring sheet separate from the first scoring sheet used. Copies of the scoring sheets should be retained by the Owner and may be requested by the MSBA at a later date. The rationale for the selection must be well documented. The Owner must forward a summary of the procurement and selection process to the MSBA for its review. Please see Attachment A for more information about the information that the Owner will need to provide to the MSBA.

MSBA Approval

M.G.L. c. 70B requires that the OPM be approved by the MSBA.¹ Prior to awarding a contract to the selected respondent, the Owner should submit to the MSBA copies of all applicable materials indicated in the Confirmation of Required Information contained in Attachment A –Part 2.

As part of the approval process, the MSBA may require the Owner and the selected OPM to make a brief presentation to the MSBA's Owner's Project Manager Review Panel.

Contract Execution

Upon (1) the Owner's successful negotiation with the selected respondent, (2) the selected respondent signing the MSBA's standard Contract for Project Management Services, and (3) the MSBA approving the selected respondent, the Owner should award a contract to the OPM and execute the contract. The Owner should prepare at least two (2) originals of the MSBA's standard Contract for Project Management Services for execution. The OPM and the person authorized by the Owner in accordance with applicable law must execute the contracts. The Owner should provide one original copy to the OPM and one original copy should be kept for the Owner's records. One copy of the executed contract shall be forwarded to the MSBA electronically and in hard copy for its records.

¹ *Notwithstanding the rights of the MSBA to approve owner's project managers, the MSBA shall not be held liable for: (1) the selection of the Owner's Project Manager, (2) any occurrences arising out of the selection of the Owner's Project Manager, (3) any acts or omissions of the Owner's Project Manager, or (4) the performance of the Owner's Project Manager. The MSBA is not responsible for the selection of the Owner's Project Manager; rather the MSBA only approves or disapproves the Owner's selection of the Owner's Project Manager. The MSBA shall have no liability whatsoever for the Owner's Project Manager's performance, actions, or omissions.*

INSTRUCTIONS FOR COMPLETING THE REQUEST FOR SERVICES (“RFS”)

This model RFS is intended for use in the procurement of an Owner’s Project Manager (“OPM”) by cities, towns, and regional school districts that have been invited by the Massachusetts School Building Authority (the “MSBA”) to conduct a feasibility study or that have been approved for a project by the MSBA. Unless otherwise approved by the MSBA in writing, a city, town, or regional school district shall use this model RFS in the procurement of an OPM in order to qualify for MSBA funding. Each city, town, and regional school district shall be responsible for inserting project and district specific information where indicated in the RFS. Although this model RFS is intended to be comprehensive in meeting MSBA requirements for the procurement of an OPM, each city, town and regional school district shall be solely responsible for ensuring that its particular RFS complies with all applicable provisions of federal, state, and local law, including, but not limited to, all procurement laws. The MSBA recommends that each city, town, and regional school district have its legal counsel review its RFS to ensure that it is in compliance with all provisions of federal, state and local law prior to its publication. No addition, deletion or revision to the model RFS of any kind shall be valid unless approved in writing by the MSBA. The written approval given by the MSBA in this instance is solely for the purpose of determining whether the proposed RFS appears consistent with the MSBA’s guidelines and requirements for OPM procurement and is not for the purpose of determining whether the proposed RFS meets any other legal requirements imposed by federal, state or local law, including, but not limited to, public procurement laws. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to its preparation or review of its RFS.

- 1) Each city, town and regional school district (“Owner”) shall follow the instructions designated by italics and bold-face lettering in the body of the model RFS.
- 2) The Owner is responsible for reviewing its RFS to ensure that all template information and preparation guidance has been replaced with project and Owner specific information in the final RFS.
- 3) The Owner should review the RFS with its legal counsel to ensure it is in compliance with all federal, state and local laws.
- 4) The Owner shall submit a red-lined version of its final RFS indicating any and all additions, deletions or revisions to the model RFS for MSBA approval prior to the advertisement being placed.
- 5) The Owner shall include in the final RFS all attachments indicated in the RFS model.
- 6) A copy of the final RFS and the advertisement must be submitted to the MSBA as part of the required documentation in accordance with the sample narrative summary and checklist in the MSBA’s OPM Guidelines.
- 7) The Owner should allow a minimum of ten business days for MSBA review of the RFS. Actual review time may vary.
- 8) Unless agreed to in writing by the MSBA, the Owner should not advertise the RFS until the MSBA has approved the form of the RFS.

REQUEST FOR OWNER’S PROJECT MANAGEMENT SERVICES (“OPM RFS”)

1. Introduction

The **(City/Town/Regional District)**, (“Owner”) is seeking the services of a qualified OPM “Owner’s Project Manager” as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFS, to provide Project Management Services for the design, construction, addition to and /or renovation of the ***(Identify prioritized school)*** (“School”) in _____, Massachusetts (“Project”).

The Owner is requesting the services of an OPM to represent the Owner during the feasibility study and schematic design phases of the project initially. Subject to the approval of the Project by the Massachusetts School Building Authority (the “MSBA”) and further subject to continued funding authorized by the **(City/Town/Regional District)**, the contract between the Owner and the Owner’s Project Manager may be amended to include continued Project Management Services through design development, construction documents, bid and award, construction and final closeout of the potential Project. A potential approved Project may include a renovation of the existing School, a renovation and addition of the existing School and/or new construction. The estimated total project costs of an approved potential Project may range from (\$XX.XX to \$YY.YY) depending upon the solution that is agreed upon by the Owner and the MSBA and that is ultimately approved by a vote of the MSBA Board of Directors.

2. Background

(The Owner may choose to provide background information regarding the City or Town or District, School Building Committee structure, District’s grade configuration, school facility inventory and/or any other information that it considers pertinent to this Request for Services. The Owner may use its accepted Statement of Interest as a reference when completing this section.)

3. Project Description, Objectives and Scope of Services

On or about ***(date)***, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for ***(Identify prioritized school)***. The MSBA is an independent public authority that administers and funds a program for grants to eligible cities, towns, and regional school districts for school construction and renovation projects. The MSBA’s grant program is discretionary, and no city, town, or regional school district has any entitlement to any funds from the MSBA. At the XXX Board of Directors meeting, the MSBA voted to issue an invitation to the Owner to conduct a feasibility study for this Statement of Interest to identify and study possible solutions and, through a collaborative process with the MSBA, reach a mutually-agreed upon solution. The MSBA has not approved a Project and the results of this feasibility study may or may not result in an approved Project.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the ***(Identify prioritized school)*** ***{Provide specific information regarding the identified school including, but not limited to, total square footage, site information, age of building, historical components of the building and/or site, if any, building conditions and problems, current grade structure and enrollment, and MSBA agreed upon enrollment.}***

Project Objectives under consideration by the Owner include:

(Some examples of objectives are shown below. These may or may not apply to this RFS and/or the Owner may have others.)

- ***Identification of community concerns that may impact study options;***
- ***Identification of specific milestone requirements and/or constraints of the District – e.g. Town votes, swing space, occupancy issues;***

- *Identification of alternative sites;*
- *Life cycle costs of operating the School as it relates to future operational budgets;*
- *Northeast Collaborative for High Performance Schools (NE-CHPS) criteria or US Green Building Council's LEED for Schools (LEED-S) Rating System*
- *CM-at-Risk Delivery Method.*

The required scope of services is set forth in Article 8 of the standard contract for Owner's Project Management Services for a Design/Bid/Build project that is attached hereto as Attachment B and incorporated by reference herein. If the Owner determines to use a CM-at-Risk delivery method, this contract shall need to be amended and/or substituted. The work is divided into the Project Phases as listed in Attachment A of this contract. The durations of the Phases shown below are estimates only, based on the Owner's experience. Actual durations may vary depending upon the Project agreed upon by the Owner and the MSBA. The total duration of the Contract is estimated as follows:

- | | | |
|----|--|----------------------|
| 1. | Feasibility Study/Schematic Design Phase; | 20-24 months* |
| 2. | Design Development/Construction Documents/Bidding Phase; and | 10-12 months* |
| 3. | Construction Phase. | 24-36 months* |

(*These ranges for scheduling timeframes are provided as guidelines only and are based upon schedules established by other Owners.)

4. Minimum Requirements and Evaluation Criteria:

Minimum Requirements:

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

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

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

Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects, particularly involving the construction and renovation of K-12 schools in Massachusetts. The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:

(The Owner should designate a specific number of points to each criterion listed below based on the relative importance the Owner places in each criterion.)

- 1) Past performance of the Respondent, if any, with regard to public, private, Department Of Education funded and MSBA-funded school projects across the Commonwealth, as evidenced by:
 - a) Documented performance on previous projects as set forth in Attachment C, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions;
 - b) Satisfactory working relationship with designers, contractors, Owner, the MSBA and local officials.
- 2) Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project.
- 3) Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws. ***(If the Owner is contemplating utilizing a CM-At-Risk, knowledge and experience with CM-At-Risk Procurement methodology should be included as a preferred evaluation criteria.)***
- 4) Management approach: Describe the Respondent's approach to providing the level and nature of services required as evidenced by proposed project staffing for a potential (hypothetical) proposed project for new construction of X square feet or renovation of Y square feet; proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost.
- 5) Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered.
- 6) Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by sub-consultants.
- 7) Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million.
- 8) Familiarity with Northeast Collaborative for High Performance Schools criteria or US Green Building Council's LEED for Schools Rating System. Demonstrated experience working on high performance green buildings (if any), green building rating system used (e.g., NE-CHPS or LEED-S), life cycle cost analysis and recommendations to Owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for NE-CHPS or LEED-S prerequisites.
- 9) Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners.
- 10) Knowledge of the purpose and practices of the services of Building Commissioning Consultants.
- 11) Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract.

In order to establish a short-list of Respondents to be interviewed, the Owner will base its initial ranking of Respondents on the above Evaluation Criteria. The Owner will establish its final ranking of the short-listed Respondents after conducting interviews.*

****(The MSBA recommends that the Owner conduct at least three reference checks for each short-listed firm, and emphasizes that the Owner should adhere to the final selection process that is stated in the Owner's RFS.***

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

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

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

Prior to execution of the Contract for Project Management Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The initial fee structure will be negotiated through the Feasibility Study/Schematic Design Phase. The selected Respondent, however, will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation.

5. Selection Process and Selection Schedule

Process

(The Owner must outline its local selection process, which must be qualifications based and in compliance with the MSBA's published guidelines to procure the OPM services as generally outlined below. This process must include adequate documentation of ranking established during the selection process including scoring sheets [see suggested format for scoring sheets in OPM Guidelines, Attachment B] for each step [e.g. shortlisting and interviews]. The Owner will be required to submit documentation as described in the OPM Guidelines and Narrative to the MSBA as part of the MSBA's review and approval process.

- 1) Identify the persons and/or entities responsible for reviewing responses (e.g. School Building Committee, subcommittee etc). Describe the process for reviewing minimum requirements as well as the process for reviewing Evaluation Criteria. (Note: Committee should be prepared to rank all responses that meet the minimum requirements and to record the ranking on a scoring sheet.)***
- 2) Identified reviewers must rank the Responses based on the weighted evaluation criteria identified in the RFS and must short-list a minimum of three Responses.***
- 3) Identify and describe the interview process and the Committee's basis of ranking after the interviews are conducted and references are checked.***
- 4) Outline how the Owner plans to negotiate the fee and what documentation the Owner will require.***

- 5) The Owner will commence fee negotiations with the first-ranked selection.
- 6) If the Owner is unable to negotiate a contract with the first-ranked selection, the Owner will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the Owner.
- 7) The selected firm will be submitted to the MSBA for its approval.
- 8) The selected firm may be asked to participate in a presentation to the MSBA and/or submit additional documentation, as required by MSBA, as part of the MSBA approval process.
- 9) ***The Owner may include its provisions to re-advertise if less than three responses are received or to re-advertise if fee negotiations fail.***

The following is a tentative schedule of the selection process, subject to change at the Owner's and MSBA's discretion.

<u>(Date)</u>	RFS appears in Central Register of the Commonwealth of Massachusetts and <i>a newspaper of general circulation in the area in which the project is located or to be located.</i>
<u>(Date and time)</u>	Informational meeting and site inspection
<u>(Date and time)</u>	Last day for questions from Respondents
<u>(Date and time)</u>	Responses due
<u>(Date)</u>	Respondents short-listed
<u>(Date)</u>	Interview short-listed Respondents
<u>(Date)</u>	Negotiate with selected Respondent
<u>(Date)</u>	Final selection submitted to the MSBA for review and approval
<u>(Date)</u>	Anticipated MSBA OPM Review Panel Meeting
<u>(Date)</u>	Anticipated execution of contract

The RFS may be obtained from:

Name, Title
Address
Phone Number
Email address

On or after ***(day, XXX XX, 20XX).***

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

Name, Title
Address

Phone Number
Email
Facsimile:

By (time) on (day), XXX XX, 20XX.

Sealed Responses to the RFS for OPM services must be clearly labeled “Owner’s Project Management Services for (*identify school*)” and delivered to:

Name, Title
Address
Phone Number

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

6. Requirements for content of response:

Submit **XX (xx)**¹ hard copies of the response to this RFS and one electronic version in PDF format on CD. All responses shall be:

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

1. Cover letter shall be a maximum of two pages in length and include:

- a. An acknowledgement of any addendum issued to the RFS.
- b. An acknowledgement that the Respondent has read the RFS. Respondent shall note any exceptions to the RFS in its cover letter.
- c. An acknowledgement that the Respondent has read the Contract for Project Management Services. Respondent shall note any exceptions to the Contract for Project Management Services in its cover letter.
- d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this RFS to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment C), as well as the date of the MCPPO certification. (A copy of the MCPPO certification must be attached to the cover letter).
- e. A description of the Respondent’s organization and its history.
- f. The signature of an individual authorized to negotiate and execute the Contract for Project Management Services, in the form that is attached to the RFS, on behalf of the Respondent.

¹ *The Owner should determine the number of copies required for its selection committee and other local representatives as needed. Please include two additional copies to be sent to the MSBA as part of the approval documentation required.*

- g. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.
2. Selection Criteria: The response shall address the Respondent's ability to meet the "Selection Criteria" Section including submittal of additional information as needed. The total length of the Response (including Attachment C only but excluding Attachments A, B and D) may not exceed twenty (20) single-sided numbered pages with a minimum acceptable font size of "12 pt" for all text. Respondents may supplement this proposal with graphic materials and photographs that best demonstrate its project management capabilities of the team proposed for this project. **Limit this additional information to a maximum of three 8½" x 11" pages, double-sided.**

The Owner shall list any and all certifications here that the Respondent will be required to submit as Attachment D: Required Certifications (e.g., certification regarding conflict of interest law). The Owner should consult with its legal counsel to determine what certifications may be required.

7. Payment Schedule and Fee Explanation:

The Owner will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased OPM fee.

8. Other Provisions

A. Public Record

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

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

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

C. Communications with the Owner

The Owner's Procurement Officer for this RFS is:

Name, Title
Address
Telephone:
Email address:
Facsimile:

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff other than the Procurement Officer. An exception to this rule applies to Respondents that currently do business with the Owner, but any contact made with persons other than the Procurement Officer must be limited to that business, and must not relate to this RFS. In addition, such respondents shall not discuss this RFS with any of the Owner's consultants, legal counsel or other advisors. ***FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.***

D. Costs

Neither the Owner nor the MSBA will be liable for any costs incurred by any Respondent in preparing a response to this RFS or for any other costs incurred prior to entering into a Contract with an OPM approved by the MSBA.

E. Withdrawn/Irrevocability of Responses

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

F. Rejection of Responses, Modification of RFS

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFS does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFS in part or in its entirety, or to change the RFS guidelines. A Respondent may not alter the RFS or its components.

G. Subcontracting and Joint Ventures

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

H. Validity of Response

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

FURTHER INFORMATION

The Owner should include any additional information that is required or that may assist Respondents in responding to the RFS.

ATTACHMENTS:

Attachment A: Statement of Interest

Attachment B: Contract for Owner's Project Management Services

Attachment C: OPM Application Form – March 2017

Attachment D: Required Certifications

**ATTACHMENT A
STATEMENT OF INTEREST**

(DISTRICT TO ATTACH)

ATTACHMENT B
MSBA STANDARD CONTRACT
(Design/Bid/Build or CM-at-Risk)

Owner's Project Manager Application Form – March 2017

1. Project Name/Location for Which Firm is Filing:

1a. MSBA Project Number:

2a. Respondent, Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:

2b. Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:

2c. Date Present And Predecessor Firms Were Established:

2d. Name And Address Of Parent Company, If Any:

2e. Federal ID #:

2f. Name of Proposed Project Director:

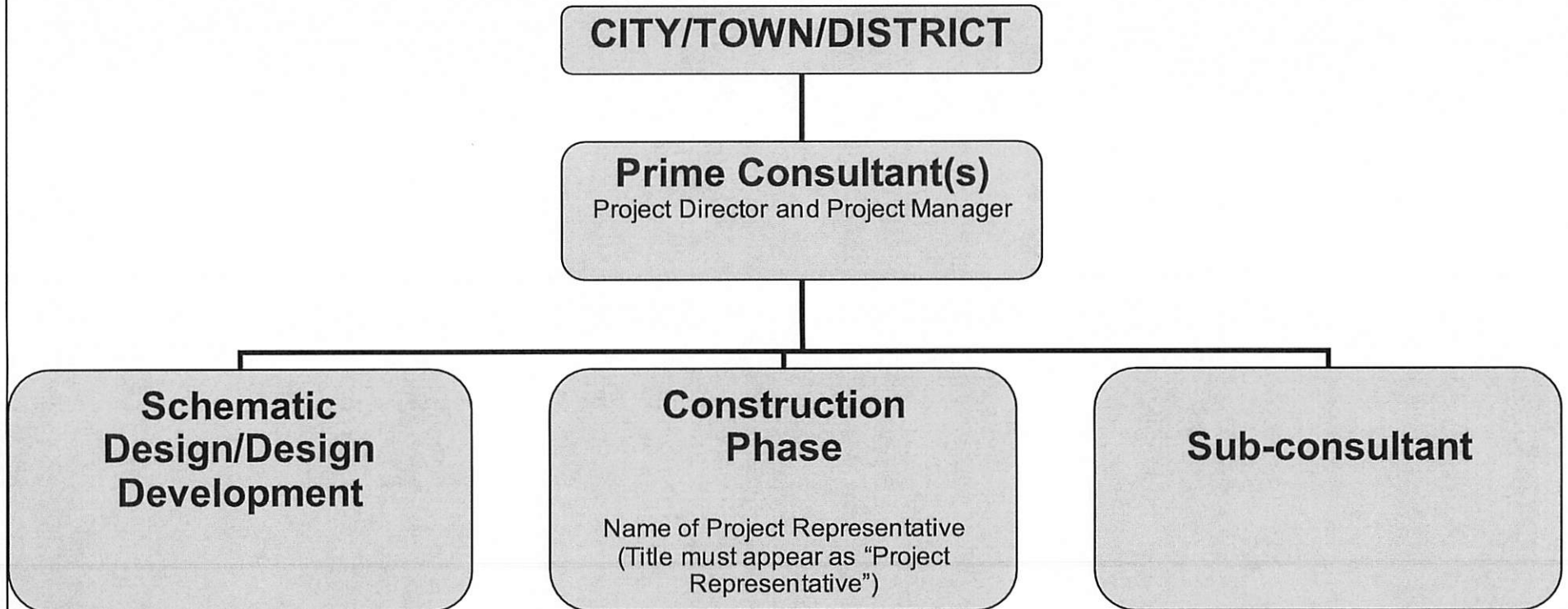
3. Personnel From Prime Firm Included In Question #2 Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline):

Admin. Personnel	_____	Cost Estimators	_____	Other	_____
Architects	_____	Electrical Engrs.	_____		_____
Acoustical Engrs.	_____	Environmental Engrs.	_____		_____
Civil Engrs.	_____	Licensed Site Profs.	_____		_____
Code Specialists	_____	Mechanical Engrs.	_____		_____
Construction Inspectors	_____				_____
				Total	_____

4. Has this Joint-Venture previously worked together?

☐ Yes☐ No

5. List **ONLY** Those Prime and Sub-Consultant Personnel identified as Key personnel in the Response to Request for Services. This Information Should Be Presented Below In The Form Of An Organizational Chart modified to fit the firm's proposed management approach. Include Name of Firm And Name Of The Person:



<p>6. Brief Resume for Key Personnel ONLY as indicated in the Request for Services. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 5. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel And They Must Be In The Format Provided . By Including A Firm As A Subconsultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.</p>	
a. Name And Title Within Firm:	a. Name And Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 6a Resides:	c. Name And Address Of Office In Which Individual Identified In 6a Resides:
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Date of MCPPO Certification:	f. Date of MCPPO Certification:
g. Applicable Registrations and Certifications :	g. Applicable Registrations and Certifications:
h. Current Work Assignments And Availability For This Project (<i>availability should be identified as a percentage: eg: "As of 5/30, 50% available"</i>):	h. Current Work Assignments And Availability For This Project (<i>availability should be identified as a percentage: eg: "As of 5/30, 50% available"</i>):
i. Other Experience And Qualifications Relevant To The Proposed Project: (Identify OPM Firm By Which Employed, If Not Current Firm. Please distinguish between OPM work and any design work performed by the firm.):	i. Other Experience And Qualifications Relevant To The Proposed Project: (Identify OPM Firm By Which Employed, If Not Current Firm. Please distinguish between OPM work and any design work performed by the firm.):

7a Past Performance: List all Completed Projects, in excess of \$1.5 million, for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.									
a. Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Project Dollar Value	d. Completion Date (Actual Or Estimate)	e. On Time (Yes Or No)	f. Original Construction Contract Value	g. Change Orders	h. Number of Accidents and Safety Violations	i. Dollar Value of any Safety fines	j. Number And Outcome Of Legal Actions
(1)									
(2)									
(3)									
(4)									
(5)									

7b. Past Performance: Provide the following information for those completed Projects listed above in 7a for which the Prime Applicant has performed, or has entered into a contract to perform (cont) Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.						
a. Project Name And Location Project Director	b. Original Project Budget	c. Final Project Budget	d. If different, provide reason(s) for variance	e. Original Project Completion	e. Actual Project Completion On Time (Yes or No)	f. If different, provide reason(s) for variance.
(1)						
(2)						
(3)						
(4)						
(5)						

8. Capacity: Identify all current/ongoing Work by Prime Applicant, Joint-Venture Members or Sub-consultants. Identify project participants and highlight any work involving the project participants identified in the response.								
Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Original Project Budget	d. Current Project Budget	d. Project Completion Date	e. Current forecast completion date On Time (Yes Or No)	f. Original Construction Contract Value	g. Number and dollar value of Change Orders	h. Number and dollar value of claims
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

9. **References:** Provide the following information for completed and current Projects listed above in 7 and 8 for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.

a.	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person
1)			5)		9)	
2)			6)		10)	
3)			7)		11)	
4)			8)		12)	

9. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-consultants. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED.**

10. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted By
(Signature)

Printed Name And Title

Date

Attachment D
Required Certifications (*To be developed by the Owner*)

ATTACHMENT A

Documentation required for Massachusetts School Building Authority (the “MSBA”) approval process

Attachment A consists of two parts:

- **Part 1: Template Narrative of the Procurement and Selection Process for the Owner to Complete**

The information contained in the narrative should be detailed and clearly explain the procurement process and the selection process. The information provided should be supported by the documentation detailed in the Confirmation of Required Information list, which is referenced below as Part 2 of Attachment A. **Please note: This is a standard MSBA form that should only be changed for formatting purposes.**

The narrative must be signed by the Procurement Administrator and Chief Executive Officer (the “CEO”), on behalf of the Owner. The Procurement Administrator and the CEO must certify that a qualifications-based selection process was used, state that the Owner recommends the selected respondent as the Owner’s Project Manager (“OPM”), and state that the Owner is seeking the MSBA’s approval of the OPM. A copy of the MSBA standard Contract for Project Management Services signed only by the selected respondent shall be included in the Owner’s narrative. **The District should not sign this contract until the MSBA OPM Review Panel has approved the Owner’s selection.**

- **Part 2: List of Required Information for the Owner to Complete**

The Owner should provide the information requested in the first column of the confirmation list either in the text of the narrative or as an Exhibit, as specified in the chart. The individual designated as a Massachusetts Certified Public Purchasing Official for **Design and Construction Contracting** in the Massachusetts Certified Public Purchasing Official Program as administered by the Inspector General of the Commonwealth of Massachusetts should initial the second column of the confirmation list to confirm that the required information is being submitted and submit the OPM Procurement Certification (Exhibit F).

*****All of the information described in Attachment A, including the Exhibits, must be submitted to the MSBA no later than the due date provided by the MSBA to provide the OPM Review Panel with sufficient time to review the materials. Attachment A and other submission requirements can be found on the MSBA’s website: <http://www.massschoolbuildings.org/building/team/opm>.**

ATTACHMENT A - Part 1

**Please note: All bracketed information in the narrative should be filled in or deleted*

Narrative of the Selection Process

Formation of the Selection Committee:

A Selection Committee was formed by the [District Name] School Building Committee to prepare a Request for Services ("RFS") for an OPM. The RFS is attached as Exhibit A.

The Selection Committee included the following members:

[In the chart below, list names, titles and a brief description of related experience. Also identify the full-time employee of the Owner who is designated as the procurement administrator and that individual's Massachusetts Certified Public Purchasing Official ("MCPPO") certification date.]

Name	Title	Description of related experience

Procurement administrator: [Provide Name, Title, and MCPPO Training Certification Date*]. The procurement administrator was a [voting /non-voting] member of the Selection Committee.

**A copy of the current MCPPO certification must be attached if the procurement administrator is different than the "SBC member who is MCPPO certified" in the MSBA-approved School Building Committee form that was provided by the District during the Eligibility Period. If the MCPPO certification is expired, please provide proof of registration in an upcoming MCPPO class.*

Issuing the Request for Services:

On [DATE], the Selection Committee presented the RFS to the School Building Committee [or such other body that is authorized under state and local law to approve the RFS and the advertisement of the RFS]. The [INSERT: School Building Committee OR name of other authorized body] approved the RFS and authorized the Selection Committee to advertise the RFS for an OPM. The **certified** vote approving the RFS and authorizing the Selection Committee to issue the RFS is attached as Exhibit B [*the vote should be certified by the appropriate local official and placed on district letterhead*].

On [DATE], the [District Name] advertised an RFS for an OPM for a school construction project in the Central Register and local newspaper(s), as required by law. [Please list publications]. Copies of the Advertisement (with the name of the publisher visible) are attached as Exhibit C. An informational meeting and site inspection was held on [Date] and [Indicate number] interested parties attended. Questions [were/were not] received from the interested parties [and addressed in published answers and resulted in addenda to the RFS].

Review of Responses Received:

[Indicate number] potential respondents requested the RFS including:

[List the names of the respondents in the chart below in alphabetical order.]

Firm Name
1.
2.
3.
4.

[Indicate number of respondents] respondents submitted responses by the due date of [Date] as follows:
(Please note if the submission date was extended.)

[List the names of the respondents in the chart below in alphabetical order.]

Firm Name
1.
2.
3.
4.

The Selection Committee members each received copies of the responses that were received. The Selection Committee determined which responses comply with the minimum requirements set forth in M.G.L. c.149 §44A½ for an “owner’s project manager” and 963 CMR 2.00 *et seq.*

The Selection Committee then ranked the group of respondents that met the minimum requirements. They ranked this group based on the selection criteria listed in the RFS as described below.

[Insert the Owner’s evaluation criteria from the RFS.]

The Selection Committee ranked the respondents as follows:

[Provide a list of the respondents and the scores for each in the chart below, listed from highest to lowest score.]

Firm Name	Cumulative Average Score (highest to lowest)
1.	
2.	
3.	
4.	

The Selection Committee short-listed the following respondents:

[Provide a list of the short-listed respondents in the chart below, listed from highest to lowest score.]

Firm Name	Cumulative Average Score (highest to lowest)

The Selection Committee [did/did not] conduct interviews of the short-listed respondents.

Interviews: *If interviews were conducted, continue with the following narrative.*

[Indicate number] respondents were interviewed and the following questions were asked.

[Provide a list of the interview questions.]

The Selection Committee used the following scoring system in assessing the interviewees, which was in accordance with the process outlined in the Owner's OPM RFS.

[Provide a detailed description of the scoring system.]

The Selection Committee [did/did not] factor in the respondent's original scores with the interview scores, which was in accordance with the process outlined in the Owner's OPM RFS.

[Provide an explanation of how the original rankings and scoring of the respondents were incorporated with the interview scoring to determine a final ranking of the short listed firms as applicable.]

Below are narratives of each interview that the Selection Committee conducted.

[Provide a narrative paragraph for each interviewed respondent including: (1) the responses provided to each interview question, (2) specific information about the strengths and weaknesses realized through the interview questions, and (3) how this information impacted the scoring and/or ranking.]

Narrative about the interview of Respondent A:

Narrative about the interview of Respondent B:

Narrative about the interview of Respondent C:

Narrative about the interview of Respondent D:

Narrative about the interview of Respondent E:

After the interviews, the Selection Committee ranked the three short-listed respondents as follows:

[Provide a list of the ranked, short-listed respondents in the chart below, add to chart if more than three respondents were short-listed.]

Firm Name	Cumulative Average Score (highest to lowest)
1.	
2.	
3.	

Reference Checks:

The Selection Committee conducted [write in number] reference checks for each short-listed candidate in accordance with the process outlined in the Owner's OPM RFS, and as summarized in the OPM Reference Checks Matrix (attached as Exhibit E).

Final Ranking of all Interviewees:

The Selection Committee ranked [Name of first-ranked Respondent] first based on: [Provide a list of specific supporting reasons].

The Selection Committee ranked [Name of second-ranked Respondent] second based on: [Provide a list of specific supporting reasons].

The Selection Committee ranked [Name of third-ranked Respondent] third based on: [Provide a list of specific supporting reasons].

Conclusion Statement:

[Name of selected Respondent] and [Name of City/Town/Regional School District] have completed negotiations and [Name of selected Respondent] has signed the MSBA standard Contract for Project Management Services for a Design/Bid/Build or Construction Manager at Risk project, without modifications to its terms and conditions. The contract as signed only by [Name of selected Respondent] is attached as Exhibit G.

Pursuant to section 3.2 of the Contract between the OPM and [Name of City/Town/Regional School District], the Eligible Applicant for [Name of City/Town/Regional School District] has designated [Name and title of District's Contact Designee] as the individual who shall have the authority to act on behalf of the Owner under this Contract and who shall be responsible for the day-to-day communication between the Owner and the OPM.

Based on the information as stated above, the undersigned hereby certify that: (1) all required local approvals in connection with the RFS have been obtained, (2) the Owner utilized a qualifications-based selection process, (3) the Owner followed the procurement process that was set forth in the RFS that was issued by the Owner, including the process for scoring and reference checks, (4) the final ranking of respondents accurately reflects the scores received by the respondents, and (5) the scoring sheets used in the selection process are true, complete and accurate. The Owner recommends the selection of [Name of selected Respondent] as the most qualified respondent to provide OPM Services for the proposed [School Name] project. The Owner requests that the MSBA approve its selection as required by 963 CMR 2.11(2).

**Please print the name of the Chief Executive Officer and Procurement Administrator below his/her signature.*

Chief Executive Officer

Dated

Procurement Administrator (MCPPO Certified)

Dated

Exhibits

- A. RFS including any addenda and questions and answers.
- B. School Building Committee (or other authorized body) authorization of membership of the Selection Committee, approval of the RFS, and authorization for the Selection Committee to advertise the RFS.
- C. Copy of advertisement in the Central Register and additional publications, including name and date of publication.
- D. Copy of the selected respondent's proposal, including organizational chart.
- E. OPM Reference Checks Matrix.
- F. OPM Procurement Certification.
- G. Original copy of the MSBA standard Contract for Project Management Services signed only by the selected respondent. The Owner should not sign this contract until the MSBA OPM Review Panel has approved the Owner's selection.

ATTACHMENT A - Part 2
Confirmation of Required Information

The Procurement Administrator should use this list to ensure that the Owner has included all of the required information in its Narrative and procurement package that it is providing to the MSBA. The Procurement Administrator should review the requirements listed in column one and should confirm that the requirements have been included in the District's submission by initialing in column three. Please note that all information is required.

District:	
School:	
Procurement Administrator:	
Date RFS issued:	
Respondent Selected:	

Documentation/Information	Provide in the Narrative or as an Attachment/ Exhibit	Included (Please Handwrite Initials Here)
A completed Narrative providing <u>all</u> of the required detail specified in the template narrative.	<i>In Narrative</i>	
A list of Selection Committee members, including their titles and background.	<i>In Narrative</i>	
The name and title of the full-time employee of the Owner designated to be the Procurement Administrator, including the MCPPO Certification date.	<i>In Narrative</i>	
MCPPO Certification where required. <i>*A copy of the certification is required if the Procurement Administrator is different than the "SBC member who is MCPPO certified" in the MSBA-approved School Building Committee form that was provided by the District during the Eligibility Period. If the MCPPO certification is expired, please provide proof of registration in an upcoming MCPPO class.</i>	<i>Attachment</i>	
Copy of Procurement Documents including the RFS, any addenda, and any questions and answers.	<i>Exhibit A</i>	
School Building Committee (or other authorized body) authorization of Selection Committee membership, approval of RFS, and authorization to advertise the RFS.	<i>Exhibit B</i>	
Copy of advertisement in the Central Register and public notice including name and date of publication.	<i>Exhibit C</i>	
Informational Meeting and Site Inspection held. <i>(Body of Narrative)</i>	<i>In Narrative</i>	
How many qualification statements were received and from whom. <i>(Body of Narrative)</i>	<i>In Narrative</i>	
Copy of the proposal submitted by the selected Owner's Project Manager, including the respondent's organizational chart.	<i>Exhibit D</i>	
Interview questions, explanation of how information was recorded during the interviews, the results of the interviews, and how the interviews result were factored into the selection process. <i>Only required if interviews were conducted.</i>	<i>In Narrative</i>	
OPM Reference Checks Matrix	<i>Exhibit E</i>	
OPM Procurement Certification (Form signed by MCPPO individual certifying that the district followed the appropriate procurement procedures)	<i>Exhibit F</i>	

MSBA standard Contract for Project Management Services signed only by selected OPM.	<i>Exhibit G</i>	
Additional information: <i>Please list any additional information that is being provided.</i>	<i>Attachment</i>	

ATTACHMENT B

Suggested format for Scoring Sheets (For reference purposes only)

Scoring sheet by Selection Committee member

Respondent	Criteria	SCM#1	SCM#2	SCM#3	SCM#4
Respondent 1	1				
	2				
	3				
	4				
Respondent 2	1				
	2				
	3				
	4				
Respondent 3	1				
	2				
	3				
	4				

Suggested format for Summary scoring sheet for ranking or interview

Respondent	SCM#1	SCM#2	SCM#3	SCM#4
Respondent 1	(Total Score)	(Total Score)	(Total Score)	(Total Score)
Respondent 2	(Total Score)	(Total Score)	(Total Score)	(Total Score)
Respondent 3	(Total Score)	(Total Score)	(Total Score)	(Total Score)

OPM Procurement Certification

Certification Regarding Procurement of the Owner's Project Manager for the Proposed _____ School Project in the City/Town of _____/ _____ Regional School District

I, _____, a duly authorized officer of the City, Town or Regional School District of _____ (the "City"/"Town"/"District") and the School Building Committee member who is MCPPO Certified, hereby certify on behalf of the City/Town/District, that the City/Town/District used a qualifications based selection process to procure the services of an owner's project manager pursuant to M.G.L. c 149, §44A½, 963 CMR 2.00 et seq., the MSBA guidelines, the City's/Town's/ District's Request for Services, and any other legal requirements imposed by federal, state or local law including, but not limited to, public procurement laws.

I hereby further certify, on behalf of the City/Town/District: (1) that the City/Town/District reviewed all of the scoring sheets used in the qualifications based selection process to procure the services of an owner's project manager; (2) that the final ranking of respondents accurately reflects the scores received by the respondents; and (3) that the scoring sheets used in the selection process are true, complete and accurate.

This Certification is true, complete and accurate, to the best of my knowledge and belief.

By:

Name:

Title:

Date:

[Statutes, codes, and regulations](#) / [GENERAL LAWS OF ...](#) / [...](#)
/ [Chapter 149 - LABO...](#) / [Section 149:44A 1/2 ...](#)

Mass. Gen. Laws ch. 149

§ 44A 1/2

Current through Chapter 278 of the 2022 Legislative Session and the 11/8/2022 Election

Section 149:44A 1/2 - Owner's project manager

(a) A public agency, before entering into a contract for design services pursuant to section 38D or section 38K of chapter 7, shall contract for the services of an owner's project manager to serve as the public agency's agent and consultant during the planning, design and implementation of a contract for the construction, reconstruction, installation, demolition, maintenance or repair of any building by the public agency estimated to cost not less than \$1,500,000. The duties of the owner's project manager shall include, but need not be limited to, providing advice and consultation with respect to design, value engineering, scope of the work, cost estimating, general contractor and subcontractor prequalification, pursuant to section 44D 1/2 or 44D 3/4 when applicable, scheduling, construction and the selection, negotiation with and oversight of a designer and a general contractor for the project, ensuring the preparation of time schedules which shall serve as control standards for monitoring performance of the building project, and assisting in project evaluation including, but not limited to, written evaluations of the performance of the design professional, contractors, and subcontractors. For the purposes of this subsection, the term "owner's project manager" shall mean an individual, corporation, partnership, sole proprietorship, joint stock company, joint venture, or other entity engaged in the practice of providing project management services for the construction and supervision of construction of buildings.



registered as an architect or professional engineer, who has at least 7 years experience in the construction and supervision of construction of buildings. The owner's project manager shall be independent of the designer, general contractor or any sub-contractor involved in the building project.

(b) Notwithstanding subsection (a), a public agency may assign an existing employee to serve as the owner's project manager, if that employee meets or exceeds the minimum qualifications as outlined in subsection (a) and has experience in the construction and supervision of construction of buildings of similar size and scope of complexity as the project to which he is assigned.

(c) The public agency shall use a qualifications based selection process to procure the services of an owner's project manager.

Mass. Gen. Laws ch. 149, § 44A 1/2

Added by Acts 2004, c. 193, § 13, eff. 7/19/2004.

Previous Section

[Section 149:44A - Definitions for secs. 149:44A to 149:44H; competitive bids; award; bonds; extreme emergency situations; records contracts not subject to competitive bid process](#)

Next Section

[Section 149:44B - Plans and specifications; bid deposits](#)

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Explanation of Terms

Type of Project

What kind of work did this applicant perform? Was it new construction? Was it renovation? Did it include the same kind of work anticipated for this project (i.e. new building, addition/renovations, roof replacement, window replacement, electrical system upgrade, etc.)?

Communication

How well did the applicant communicate. Did they keep all parties informed of project developments and events?
Did they hold/attend meetings regularly? Did they document meetings adequately (i.e. prepare meeting minutes., etc.)?
Did they properly coordinate the work of the Designer and the Contractor for the Owner?

Budget Control

Were their estimates accurate? How well did the applicant adhere to the budget? If the program exceeded the budget, did they offer recommendations as to how to reduce the scope to fit the budget?

Document Quality

Did the OPM adequately verify the content and quality of the design submissions to the Owner and the MSBA?
Did the OPM adequately manage and document the pre-qualification process?
Did the OPM provide adequate documentation of budget and reimbursement requests for the Owner?

Schedule Control

Did the applicant meet the required deadlines for document submissions, etc.?

Construction Control

Did the applicant adequately protect the Owner's interest on issues such as product substitutions, change order negotiations, GMP contingency reviews, requests for schedule extensions, payment requisition reviews, etc.?
Did the applicant hold regular job meetings and prepare appropriate meeting minutes?

Comments

Provide any additional comments that may help in evaluating this applicant.



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Todd Melanson, *Chairman*

Nathan Mattila, *Vice Chairman*

, *Clerk*

David Vigeant
Water Superintendent

(978) 597-2212

water@townsendwater.org

WATER SERVICE AGREEMENT - 1 PEARL BROOK ROAD

The owner of 1 Pearl Brook Road James Normington, whose well has failed, has temporarily tapped into the hydrant branch in front of his 532 Main Street property and run along Pearl Brook Road to the residence with the approval of the Superintendent. Main St is a state highway and a permit to open a state highway may take several months to obtain, along with paving services not being available this time of year the situation requires an alternative emergency remediation of the problem. Tapping an individual service on a fire hydrant branch is not standard practice and violates our rules and regulations. Any work performed on the nearby hydrant or flushing of the hydrant will adversely affect the temporary water service.

In lieu of the connection fee, meter, and cost of supplies, Mr. Normington agrees to pay for the installation of 8-inch water line approximately 250 feet to the property at 1 Pearl Brook Rd. Mr. Normington also agrees to have the road patched after installation is completed. The water department will provide the 8-inch pipe and some additional parts based on availability at the time of installation. Mr. Normington understands that the water main will continue up Pearl Brook Road in the future, beginning at the front of the property.

For the stated costs to be waived, completion of the above work by homeowner shall occur by _____, 2023.

 James Normington-1 Pearl Brook Rd

 Date

 Todd Melanson, Chairman

 Date

 Nathan Mattila, Vice Chairman

 Date