

SELECTMEN'S MEETING

Tuesday, February 17, 2015

5:00PM

**TOWN OF EASTHAM
AGENDA
BOARD OF SELECTMEN
Tuesday, February 17, 2015
5:00 PM**

Location: Earle Mountain Room

I. PUBLIC/SELECTMEN INFORMATION

II. APPOINTMENTS

- 5:00PM Eastham Elementary School Annual Nauset 5K – Sherry Salerno
- 5:10 PM Eastham Chamber of Commerce, Article - Request for Additional Financial Support – Jim Russo,
Executive Director
- 5:20PM Municipal Water Project Update – Mark White, Environmental Partners

III. ADMINISTRATIVE MATTERS

1. Action/Discussion
 - a) Appointment to Regional Transit Authority – Dave Schropfer
 - b) Appointment to CPC as Conservation Committee Representative – Jim Baughman
 - c) Accept Resignation from Open Space Committee - Robert M. Jacovino
 - d) Review of Draft Warrant Articles:
 1. Driving on Beaches – Nauset Spit
 2. Municipal Water - Town Wide System

IV. OTHER BUSINESS/CORRESPONDENCE/MINUTES

V. TOWN ADMINISTRATOR'S REPORT

(Note: Other than public hearings, all times are approximate and items may be taken out of order.)

Upcoming Meetings

Wednesday, February 18 2015	2:30 PM	Work Session
Monday, March 2, 2015	5:00 PM	Regular Meeting
Wednesday, March 4, 2015	2:30 PM	Work Session

This meeting will be video recorded and broadcast over Local Access Channel 18 and through the Town website at www.eastham-ma.gov.

**Per the Attorney General's Office: The Board of Selectmen may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.*

**If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact Laurie Gillespie-Lee, 5900 x207*



EASTHAM POLICE DEPARTMENT

2550 State Highway • Eastham, MA 02642

508-255-0551 • Fax: 508-255-5412



EDWARD V. KULHAWIK
Chief of Police

KENNETH J. RODERICK
Deputy Chief

TO: Sheila Vanderhoef

FROM: Chief Edward V. Kulhawik

DATE: February 13, 2015

RE: **Eastham Elementary 5K Road Race**

I have communicated with Sherry Salerno who is the race organizer for the Eastham Elementary 5K run scheduled this year for Saturday May 30th.

This is the 5th year for this event and as in the past the organizers have worked with us to provide a safe route for the participants which is the same route as in prior years.

The organizers understand that they must provide course monitors and Police officers along the route to direct traffic and runners and to provide for a safe race course.

I have no issues with this event and will be working closely with the organizers.

Hello,

I am writing to request permission to organize the 5th Annual Nauset 5K Road Race (3.1 mile) on Saturday, May 30, 2015 at Nauset Regional High School. Attached is our letter of proposal on behalf of the Eastham Elementary School Parents Group (EESPG). With permission from the town, Eastham Police and Tom Conrad at NRHS we have held the Nauset 5K Run/Walk for four consecutive years. The Nauset 5K has become one Eastham Elementary School's biggest fundraisers *and* an event the children and families of EES look forward to.

Please see the attached proposal listing details and logistics of the event. Would it be possible to be added to the Board of Selectmen agenda next week for this proposal? It should only take 2 minutes of your time and we could have a representative from the police department attend also. Thank you and I look forward to hearing from you!

Sherry Salerno

Gillespie-Lee, Laurie

From: Mark Foley <mfoley@eastham-ma.gov>
Sent: Friday, February 13, 2015 8:48 AM
To: Gillespie-Lee, Laurie; Edward Kulhawik
Subject: RE: Eastham Elementary School - 5th Annual Nauset 5K

The Fire Dept has no issue holding this event.

From: Gillespie-Lee, Laurie [<mailto:admin2@eastham-ma.gov>]
Sent: Wednesday, February 11, 2015 2:36 PM
To: Edward Kulhawik; Mark Foley
Subject: Eastham Elementary School - 5th Annual Nauset 5K

Chiefs,

Please see the attached. This is currently scheduled for the Tuesday, February 17th BOS Agenda. Please review and provide me with a memo regarding your thoughts, approvals or concerns for this event by 10AM on Friday, Feb 13th so that I can include that information in the BOS Agenda Packet.

Thanks...

Laurie Gillespie-Lee
Administrative Assistant
Town of Eastham
2500 State Highway
Eastham, MA 02642

Telephone: 508-240-5900, ext 207
Fax: 508-240-1291
E Mail: admin2@eastham-ma.gov

II 5:10 PM

ADMINISTRATION

JAN 29 2015

RECEIVED



Eastham
chamber of commerce

January 26, 2015

Linda Burt, Chairperson
Eastham Board of Selectmen
2500 State Highway
Eastham, MA 02642

Dear Ms. Burt:

I am writing on behalf of the Eastham Chamber of Commerce regarding the Annual Town Meeting to be held in May 2015.

I would like to ask for your continued assistance in funding the Eastham Visitor Information Booth. I have attached the article from prior town warrants and changed the summary slightly to reflect this past season and its accomplishments.

The Eastham Chamber is appreciative of the Town's past support and hopes that it recognizes the intrinsic value that it represents to the community as a whole.

We feel that with the help of our wonderful, professional staff we are doing an exceptional job representing and presenting the Town of Eastham to our visitors and guests. Through the efforts put forth by the Chamber, this staff manages the traffic that moves through Eastham capturing a significant amount of tax revenue for Eastham that might otherwise be received by other town halls. In the 2014 season, as in the past, both Best Read Guide Distribution and the Cape Cod Chamber again recognized the Eastham Information Booth to be the busiest town visitor booth on the Cape based on their delivery volume. We are also a major reference source for Eastham's many second home owners seeking local services.

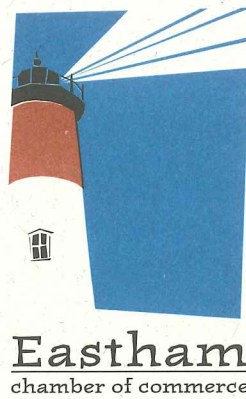
We would like to be placed on an upcoming Selectmen's meeting agenda to discuss the details of this warrant article. Please contact me with your next available opening. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Russo".

Jim Russo
Executive Director

cc: Sheila Vanderhoef, Town Administrator
Desiree Cole, President
Wallace F. Adams II, Selectman
Elizabeth Gawron, Selectman
John F. Knight, Vice Chair, Board of Selectmen
Martin F. McDonald, Clerk, Board of Selectmen
Russell French, Chair, Finance Committee



Proposed Article for 2015 Annual Meeting

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$16,000 to be given to the Eastham Chamber of Commerce as a grant to help support operations of the Information Booth; or take any action relative thereto.

By Board of Selectmen/Chamber of Commerce

Summary:

The Chamber of Commerce has established a solid history of operating the Eastham Visitor Information Booth successfully for the past several years. Significant cosmetic improvements to the building are made each year in response to visitor needs and consequently, their appreciation. During the first three years of the Chamber's contract to operate the booth, the Chamber paid the town to defray the cost of employee salaries and benefits. Having satisfied the Town's concern that the employees' standards and relations were maintained, the town voted at the May 2005 Town Meeting to grant \$12,000 to the Chamber for the salaries of the staff.

After enduring a \$2,000 budget cut in 2010 the Chamber still maintained the quality of service to the community. In 2013 the Town granted \$11,000 for the Chamber's services and in 2014 restored the grant to \$12,000 as first approved ten years ago in 2005.

With constant escalating costs and the need to continue making visitor service improvements, and most importantly, maintaining a sufficient standard of employee wages than those of the Town, the Chamber requests the approval of this article to narrow the salary gap as ordered by the original Board of Selectmen that moved to have the Chamber manage this operation.



Eastham
chamber of commerce

Presentation
to the
Town of Eastham
Board of Selectmen

ADMINISTRATION

JAN 29 2015

RECEIVED

Eastham Visitor Information Booth
Funding Request



Eastham
chamber of commerce

January 26, 2015

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Eastham Board of Selectmen
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Eastham, MA 02642

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The Eastham Chamber is appreciative of the Town's past support and hopes that it recognizes the intrinsic value that it represents to the community as a whole.

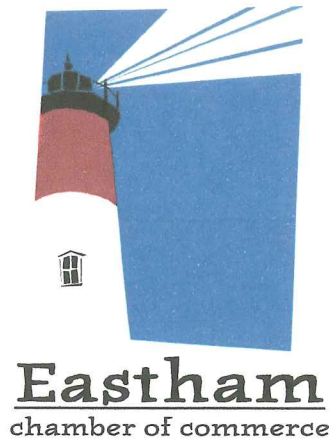
We feel that with the help of our wonderful, professional staff we are doing an exceptional job representing and presenting the Town of Eastham to our visitors and guests. Through the efforts put forth by the Chamber, this staff manages the traffic that moves through Eastham capturing a significant amount of tax revenue for Eastham that might otherwise be received by other town halls. In the 2014 season, as in the past, both Best Read Guide Distribution and the Cape Cod Chamber again recognized the Eastham Information Booth to be the busiest town visitor booth on the Cape based on their delivery volume. We are also a major reference source for Eastham's many second home owners seeking local services.

We would like to be placed on an upcoming Selectmen's meeting agenda to discuss the details of this warrant article. Please contact me with your next available opening. I look forward to hearing from you.

Sincerely,

Jim Russo
Executive Director

cc: Sheila Vanderhoef, Town Administrator
Desiree Cole, President
Wallace F. Adams II, Selectman
Elizabeth Gawron, Selectman
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Eastham Chamber of Commerce Information Booth Expenses

	Actual 2014	Actual 2013	Actual 2012
Direct Labor	13,718	12,928	11,654
Payroll Taxes & Expenses	1,557	1,481	1,086
Worker's Comp	69	65	58
Total Labor	<u>15,344</u>	<u>14,474</u>	<u>12,799</u>
Indirect Labor	5,591	5,428	4,995
Location Liability Insurance	200	200	200
Internet Access	427	420	431
Bookkeeping	577	599	699
Supplies and Petty Cash	243	463	324
New Equipment	605	294	0
Guide / Map Handouts	7,245	7,306	7,905
Total Expenses	<u>30,232</u>	<u>29,184</u>	<u>27,353</u>



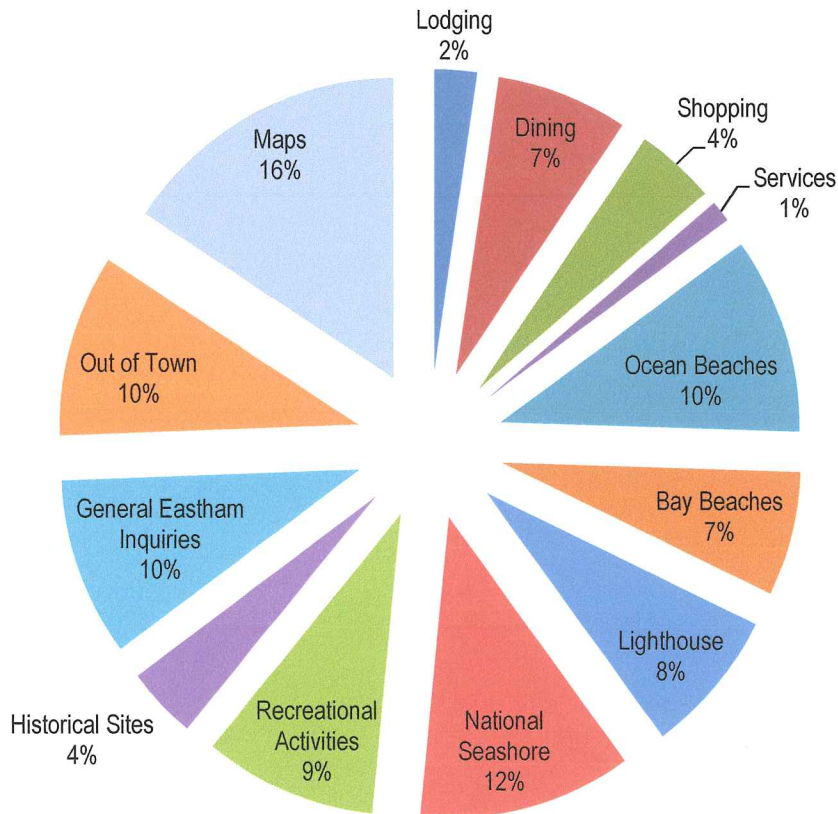
Visitor Information Specialists



Eastham's Visitor Information Specialists pride themselves on being prepared to answer the multitude of questions that our visitors present. The specialists update their source information regularly throughout each day keeping all data current.

Connecting visitors to Eastham businesses and local points of interest.

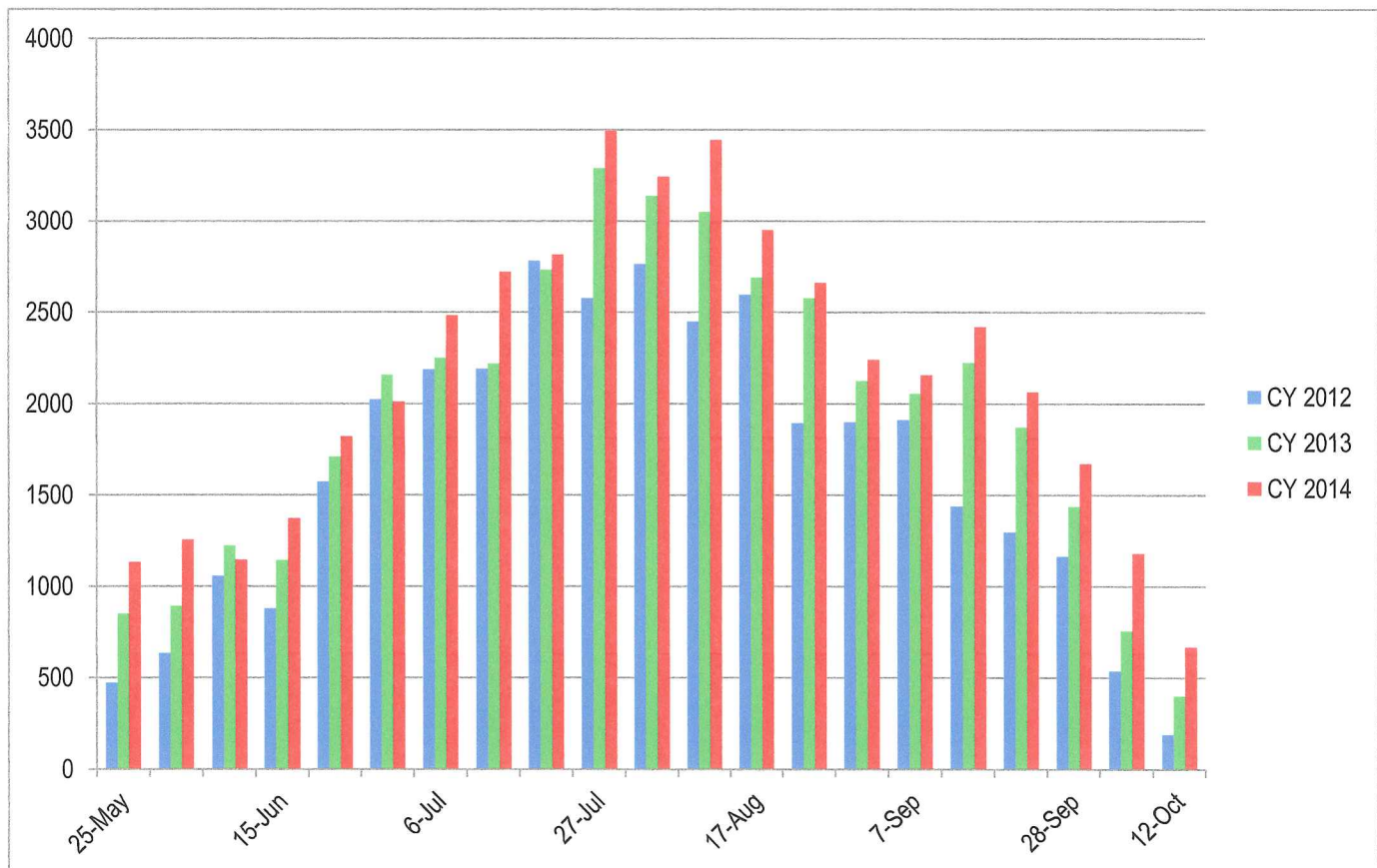
Distribution of Referrals



Information Booth Visitors by Month

Month	Visitors per Month	Days Open	Average Visitors per Day
May	1,427	9	159
June	6,335	30	211
July	10,464	31	338
August	12,742	31	411
September	7,330	30	244
October	2,722	15	181
Totals	41,020	146	281

Visitors Per Week



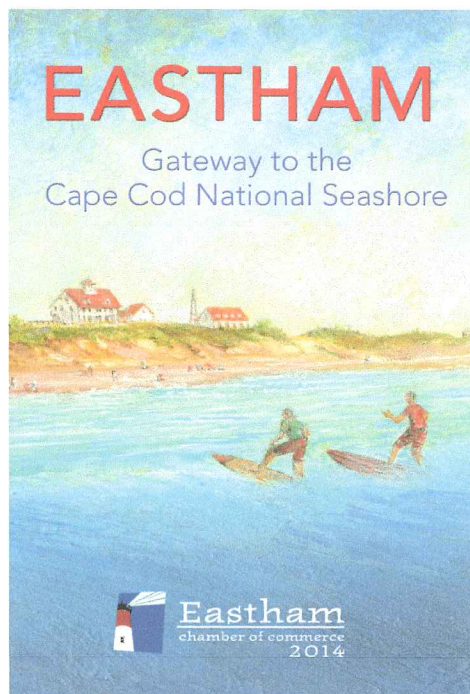
Information Booth "Top 5"

Guest Origins

<u>State</u>	<u>Country</u>
Massachusetts	Canada
Conneticut	United Kingdom
New York	Germany
New Jersey	France
Pennsylvania	Australia

Types of Inquiries

<u>Activity</u>	<u># Requests</u>
Directions/Maps	16,415
National Seashore Questions	12,046
General Eastham Inquiries	9,204
Ocean Beaches	11,000
Recreational Activities	9,752
All other inquiries	44,831





TOWN OF EASTHAM

2500 Stare Highway, Eastham, MA 02642-2544
All departments 508-240-5900 • Fax 508-240-1291
www.eastham-ma.gov

II 5:20

TO: Board of Selectmen
FROM: Sheila Vanderhoef
RE: Update on Water System
DATE: 2/13/15

Regulatory Approval

Significant progress has been made this month on the regulatory process. We have received the DRI approval from the Cape Cod Commission, and approval from the DEP for the construction of the storage tank, which is attached.

Policy

Mark will be looking to the Board in the near future for some policy decisions, and we have asked the Health Agent to begin working on new regulations with the Board of Health as a starting point.

Permanent Easements

We will ask for approval of the process for proceeding with easements at the Wednesday work session. Attached are the maps of the easements needed. The first map shows all the permanent easements that will be needed to complete the current design, and the second map is the detail of the specific easement needed from the State for the DCR Rail Trail property. We have also attached a draft letter that would be sent to owners of the properties that require permanent easement. We will also discuss scheduling a community meeting to follow the letter, and allow residents to discuss specific concerns.

Bid for Tank Construction

Also attached are the bid advertisements for the storage tank. It has been advertised in the Central Register, as well as the Cape Cod Times as of this week. Updates on this progress will be made to the Town's website. Mark will discuss the timeline of the bid process with you during his presentation.



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

II. 5:20

602
inf.

Department of Environmental Protection

Southeast Regional Office • 20 Riverside Drive, Lakeville MA 02347 • 508-946-2700

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

Martin Suuberg
Commissioner

February 12, 2015

Ms. Sheila Vanderhoef, Town Administrator
Town of Eastham
2500 State Road
Eastham, MA 02642

RE: EASTHAM – Public Water Supply
Eastham Water Department
PWS ID#: 4086095
Distribution System Modifications,
BWRWS32
Transmittal No.: X264573

Dear Ms. Vanderhoef:

Attached please find an approval to construct the District G elevated water storage tank in the Town of Eastham, Massachusetts.

The signature on this cover letter indicates formal issuance of the attached document. If you have any questions concerning this document, please contact Jim McLaughlin at (508) 946-2805.

Sincerely,

Richard J. Rondeau, Chief
Drinking Water Program
Bureau of Water Resources

JM/encl.

Y:\DWP Archive\SERO\Eastham-4086095-System Modifications-2015-02-12

cc: Paul Millett, P.E.

Environmental Partners Group, Inc.
1900 Crown Colony Drive, Suite 402
Quincy, MA 02169

ec: Eastham Board of Health

Duane LeVangie, DWM-Boston

Eastham Water Department
Eastham, Massachusetts
PWS ID #4086095
Nauset Road Water Storage Tank
BWR WS 32 Distribution System Modifications
Of PWS Systems Serving > 3,300 People
Transmittal No. X264573

The Department of Environmental Protection (the Department) has reviewed the plans and specifications submitted relative to the proposal to construct an elevated water storage tank off Nauset Road in the Town of Eastham, Massachusetts. The application has been prepared and submitted on behalf of the Eastham Water Department (the "PWS") by Environmental Partners Group, Inc., over the seal and signature of Paul Millett, Massachusetts P.E. No. 37250. The plans reviewed consist of eleven (11) sheets, the first of which is titled:

"CONTRACT 1
DISTRICT G WATER STORAGE TANK
EASTHAM, MASSACHUSETTS
JANUARY 2015"

The Town of Eastham has proposed to construct a new, municipally-owned water system. The proposed project consists of constructing a new, 750,000 gallon finished-water, elevated, steel water storage tank, along with the installation of valves, altitude valve, yard piping, telemetry and electrical components. The proposed 65-foot diameter, welded steel tank will be supported by a 90.5-foot high, 32-foot diameter circular concrete pedestal. The tank will have a maximum water elevation of 179-feet, with at least one-foot of freeboard above the overflow elevation, and a low water elevation of 144-feet. A single, 12-inch insulated stainless steel pipe serves as the inlet and outlet pipe, and extends approximately 21-feet into the tank with four Tideflex® diffusers to promote mixing. The maximum design fill rate is 1,500 gallons per minute (GPM). The outlet valve will be located one foot above the steel floor to serve as a silt stop. A 12-inch diameter overflow pipe with an inlet weir box will be designed for 2,000 gpm, be protected with #24 mesh screen and a Tideflex® valve, and will terminate downward 12" to 24" above a catch basin leading to an open rip-rapped swale discharging away from the tank. The tank ladder will be located inside the concrete pedestal, rising to an access tube through the steel tank, with a locked access hatch on the top of the tank. The ladder will have a safety climb device and be in compliance with OSHA and Massachusetts Division of Labor requirements. The access tube hatch and two tank hatches will each be equipped with 4-inch minimum curbs and 2-inch overlapping weatherproof hatch covers to prevent contamination. The tank level will be continuously monitored by a SCADA (Supervisory Control and Data Acquisition) system equipped with an Uninterruptible Power Supply (UPS) backup system. High and low water levels will trigger alarms within the monitoring system. A screened finial vent equipped with an automatically resetting pressure-vacuum relief mechanism will be located at the center of the roof. The project includes the installation of a security fence, gravel access drive around the tank, and associated site preparation. The proposed water storage tank is not located in a flood zone. Appurtenant items in this construction contract will include, but not be limited to tees, gate valves, valve boxes, fire hydrants, and sampling tap.

The PWS is evaluating mechanical water mixing systems to install in the tank. The selected dynamic mixing system shall have the Department's New Technology approval.

This project has been reviewed pursuant to the Massachusetts Environmental Policy Act (MEPA) as EEA No. 15273. The Secretary of Energy and Environmental Affairs (EEA) issued a certificate on December 24, 2014, on the Single Environmental Impact Report and "determined that it adequately and properly complies with MEPA and its implementing regulations."

Pursuant to the Department's authority under 310 CMR 22.04(7) to require that each supplier of water operate and maintain its system in a manner that ensures the delivery of safe drinking water to consumers, this approval is made subject to the following conditions:

1. Construction shall be completed in strict accordance with the submitted plans. No changes shall be made without prior written approval of the Department's Southeast Regional Office Drinking Water Program.
2. All submittals required by this approval shall reference the date of this approval letter and Transmittal Number X264573.
3. All water tanks must be designed and built in such a way as to allow workers climbing, inspecting or working on the tanks to be protected from falls greater than 6 feet in height. Workers must be able to perform all work while attached to ladder climbing devices and/or fall protection in accordance with OSHA regulations. OSHA regulations must be followed for private sector workers and are referenced by the Massachusetts Division of Occupational Safety for public sector workers in accordance with Mass General Law Chapter 149 section 6.
4. Locks on fences, gates, and access manholes must be provided to prevent trespassing, vandalism, and sabotage.
5. The PWS shall, in accordance with Policy #93-02, develop and make available for Department review an Operations and Maintenance (O & M) Manual for the proposed facility. The O & M manual shall be available on site and be available at the time of the final inspection of the completed facility. The O & M Manual shall include a spare parts list and parts order form.
6. The PWS shall update its Total Coliform Sampling Plan to include the new facility.
7. The Department recommends assessing the vulnerability of the facility and equipment and including the results of the assessment in any security planning.
8. In accordance with the submitted specifications, the Department's Guidelines And Policies for Public Water Systems as revised through 2010 ("*Guidelines*"), and AWWA Standard C-651, thorough consideration should be given to the impact of discharge of highly chlorinated water to the environment. If there is any possibility that chlorinated discharge will cause damage to the environment, a neutralizing chemical, as listed in AWWA standard C-651,

shall be applied to the water to be wasted to thoroughly neutralize the chlorine residual remaining in the water. Where necessary, federal, state, and local regulatory agencies should be contacted to determine special provisions for the disposal of heavily chlorinated water.

9. Prior to being placed in service, the storage tank, the water main, piping, valves, and appurtenances, shall be disinfected in accordance with AWWA standards.
10. The PWS shall not place the new tank in service until such time as satisfactory results for the following contaminants are provided to the Department from a Massachusetts-certified testing laboratory: volatile organic chemicals and bacteria.
11. In accordance with Chapter 8 of the Guidelines, the PWS is responsible for filling out monthly ground-level inspection reports for all storage tanks. Roof-top inspections must be performed annually to inspect the roof, finial vent, hatches and appurtenances. Professional inspections of the interior, exterior and coating systems must be conducted every 3 – 5 years. Inspection reports will be reviewed by Department personnel during sanitary surveys.
12. A Massachusetts registered professional engineer shall submit a request, on behalf of the owner, for final inspection at least thirty (30) days prior to the completion of the construction in accordance with the *Guidelines* and Department Policy 88-19. The PWS shall not place the subject facility into service until such time as the Department conducts its final inspection of the completed storage tank and approves the use of the described facility in writing. During the final inspection, the applicant shall demonstrate the operation of the instrumentation and control system. The request shall include:
 - a. A statement certifying that the facilities have been constructed in accordance with the plans and specifications, and are in compliance with the Department's regulations, guidance and policies.
 - b. A statement that the facilities are fully operational, tested and ready to be put on-line.
 - c. A statement certifying that the tank and piping have been disinfected in accordance with ANSI/AWWA C 651.
 - d. A statement certifying that pressure testing of the water mains has occurred. A copy of the test results shall be submitted to this office. If a pressure test has not been performed then this office will require one according to the manufacturer's specifications. (See *Guidelines*, Section 9.7.6).
 - e. A description of a mechanical mixing system, if installed, with a copy of the Department's New Technology Approval of the model selected. The Engineer shall certify that all tank penetrations have been sealed to prohibit contamination of the finished water. The Engineer shall also certify that the PWS has an Operation and Maintenance plan for the mixing system, and has a schedule for replacing any consumable parts, such as air blower filters.

Both the Administrative and Technical Reviews of the following application have been completed: BWR WS 32 Distribution System Modifications of PWS Systems Serving > 3,300 People, Transmittal No.: X264573.

This approval pertains only to the water supply aspects of the proposal and therefore, does not negate the responsibility of the PWS to comply with other applicable laws and or regulations.

State Publications and Regulations

William Francis Galvin, Secretary of the Commonwealth

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The following General Contract submission was successfully received.

Planned date of publish is 2/18/2015

Awarding Agency

Agency Name and Address:	<u>Town of Eastham 2500 State Highway Eastham, MA 02642</u>
Project Number:	<u>217-1401.01</u>
Estimated Cost:	<u>\$1,950,000</u>
Contractor Qualification:	

Required for DCAM contracts over \$100,000, Massachusetts Highway contracts over \$50,000.

Contact Information

Name:	<u>Deborah Nestel</u>		
Phone:	<u>617-657-0200</u>	Fax	<u>617-657-0201</u>
Email Address:	<u>dbn@envpartners.com</u>		
<u>Do not notify email address listed when final publish date assigned.</u>			

Contract Information

Project:	<u>District G Water Storage Tank: the installation of a 126-ft tall, 750,000 gallon composite style elevated water storage tank with a concrete pedestal and welded and painted steel reservoir, site work, utilities, painting, fencing, earthwork, associated equipment and controls, mechanical and electrical equipment, and all necessary and incidental appurtenances to complete the installation.</u>		
Plans/Specifications Available:	<u>Examined only at the Eastham DPW, and examined and obtained at Environmental Partners Group, Inc.: 1900 Crown Colony Dr, Ste.402, Quincy, MA 02169, Attn: Deborah Nestel, 8:30a-4:30p starting 2/18/15.</u>		
Place, date and time			
General Bid Deadline*:	<u>03/11/2015</u>	Time	<u>2:30 PM</u>
Sub Bid Deadline:		Time	
Sub Bid Categories:			
Additional Information	<u>A pre-bid meeting will be held on 2/26/15 at 10am at the Eastham DPW(555 Old Orchard Road). Plan and Spec deposit is</u>		

\$75(refundable).Plans and Specs may be mailed upon receipt of an address(not a P.O. Box), and an additional check in the amount of \$50(non-refundable) payable to Environmental Partners Group Inc. No cash will be accepted. Bid opening will be held at the Eastham Town Hall, Town Administrator's Office.Bids shall be submitted within a sealed envelope addressed to the Town of Eastham and entitled "Contract 1-District G Water Storage Tank".

This page can be printed for your records.

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SECTION 00020

INVITATION

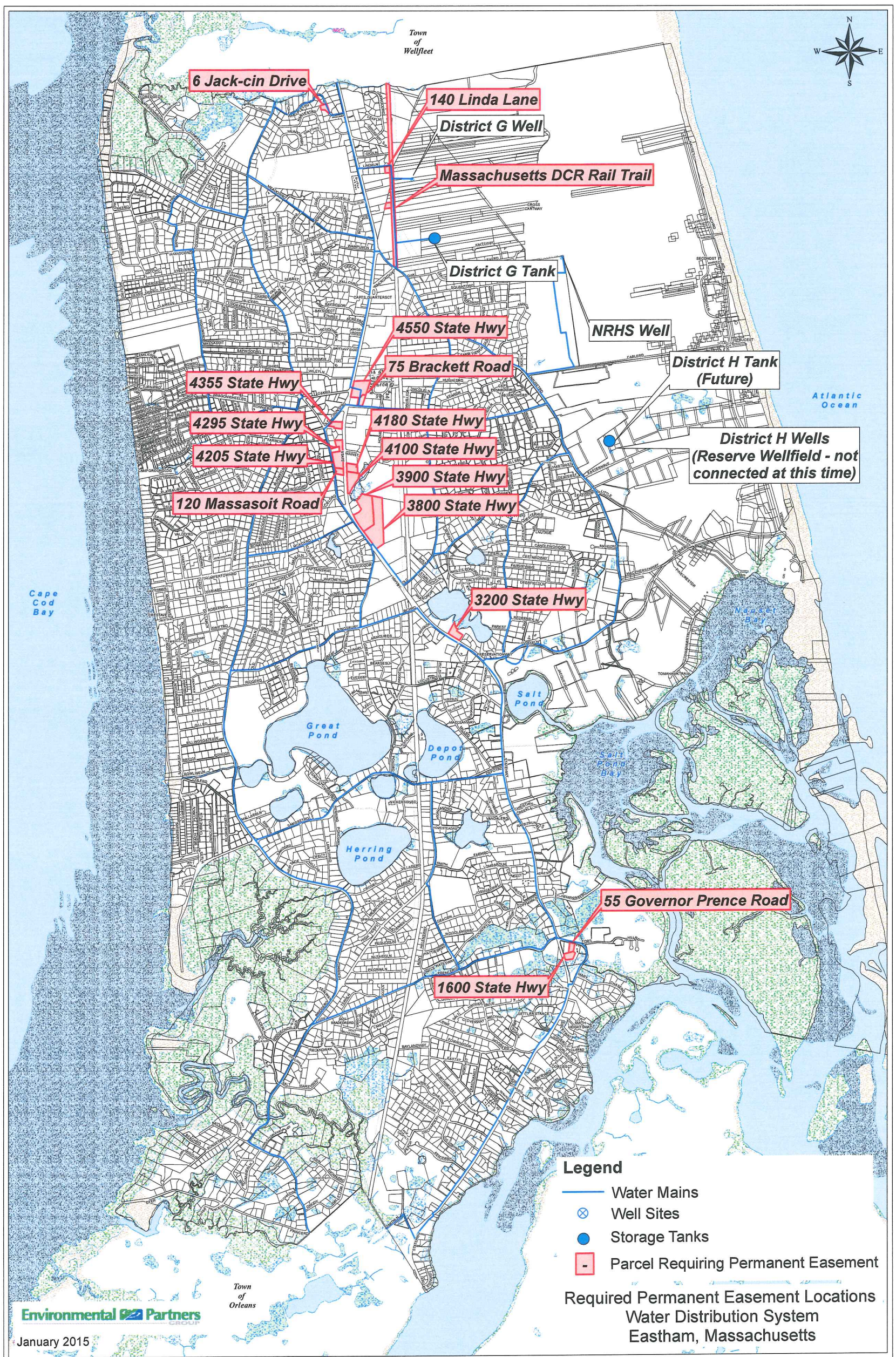
TO BID

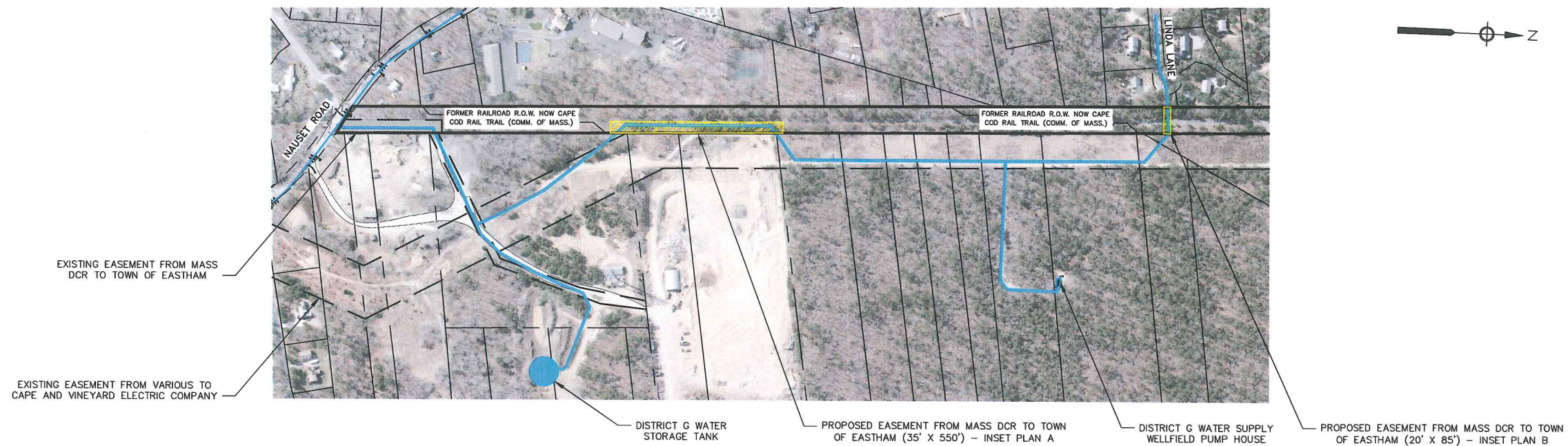
1. Sealed Bids for the **Contact 1-District G Water Storage Tank, Eastham, MA** project will be received by the Town Administrators Office at the Eastham Town Hall, 2500 State Highway, Eastham, Massachusetts 02642 until **2:30 p.m.** prevailing time on **March 11, 2015**, at which time said Bids will be publicly opened and read aloud. All bids shall be submitted within a sealed envelope addressed to the Town of Eastham and entitled "Contract 1-District G Water Storage."
2. In general and without limitation the work includes, but is not limited to, the installation of a 126-ft tall, 750,000 gallon composite style elevated water storage tank with a concrete pedestal and welded and painted steel reservoir, site work, utilities, painting, fencing, earthwork, associated equipment and controls, mechanical and electrical equipment, and all necessary and incidental appurtenances to complete the installation.
3. Drawings and other Contract Documents may be examined at the office of the Eastham Department of Public Works, 555 Old Orchard Road, Eastham, MA 02642, (508) 240-5973, and examined and obtained at Environmental Partners Group, Inc. 1900 Crown Colony Drive, Suite 402, Quincy, MA 02169, beginning on February 18, 2015, after 2:00 p.m. To obtain Contract Documents, a \$75 refundable deposit is required. Cash will not be accepted. Contact Ms. Deborah Nestel at Environmental Partners Group, Inc. at 617-657-0200.
4. Drawings and other Contract Documents will be mailed, if requested, upon receipt of a street address (not a P.O. Box) suitable for commercial carrier delivery, and an additional check in the amount of \$50.00, payable to Environmental Partners Group as a non-refundable postage and handling fee. Do not combine amounts into one check. Document deposits will be refunded upon return of the documents in good condition within fifteen (15) days after the opening of general bids. Drawings and Specifications must be returned to Environmental Partners Group, 1900 Crown Colony Drive, Suite 402, Quincy, MA 02169 for refunds of deposits; no Drawings and Specifications will be accepted at the bid opening.
5. A pre-bid meeting, with site visit to follow, will be held on **February 26, 2015 at 10:00 a.m.** at the Eastham Department of Public Works, 555 Old Orchard Road, Eastham, MA 02642.
6. It is the intent of this Contract to begin construction in April 2015, and to complete all construction activities within 400 calendar days.
7. Contract payment will be by the unit price method or the lump sum method as indicated on the Bid Proposal. No Bidder may withdraw his/her Bid for a period of ninety (90) calendar days after the actual date of the opening of the Bids.
8. Bidders shall certify that they do not, and will not, maintain or provide for their employees any facility that is segregated on a basis of race, color, creed, sex, national origin, or sexual preference.

9. Complete instructions for submitting bids can be found in the Instructions to Bidders, Section 00100.
10. For minimum qualifications of Bidders, refer to the Instruction to Bidders, Section 00100, Article 3.
11. Each bid shall also be accompanied by a bid security in the form of a certified, treasurer's or cashier's check, bid bond or cash in the amount of 5 percent of the value of the Bid.
12. Bidders shall certify that they do not, and will not, maintain or provide for their employees any facility that is segregated on a basis of race, color, creed, sex, national origin, or sexual preference.
13. State Minimum Wage Rates as determined by the Commissioner of Department of Labor and Industries under the provision of the Massachusetts General Laws, Chapter 149, Section 26 to 27D, as amended, apply to this project. It is the responsibility of the contractor, before bid opening, to request if necessary, any additional information on Minimum Wage Rates for those trades people who may be employed for the proposed work under this contract. Federal Minimum Wage Rates as determined by the United States Department of Labor under the Davis-Bacon Act also apply to this project. State and Federal Minimum Wage Rates are contained in Appendix A of the Contract Documents.
14. Successful bidder must furnish **100 percent Construction Performance Bond and 100 percent Construction Payment Bond** with a surety company acceptable to the Owner.
15. The bidding and award of the Contract shall be in full compliance with Sections 39M inclusive of Chapter 30 of the General Laws of the Commonwealth of Massachusetts as last revised.
16. The contract will be awarded to the bidder deemed by the awarding authority to be the lowest responsible and eligible bidder. The Owner reserves the right to waive any informality, to accept or reject, in whole or in part, any or all bids, or take whatever action may be deemed to be in the best interest of the Town of Eastham, Massachusetts.
17. The Owner also reserves the right to omit part or whole of any proposed work to be performed, as shown on the Contract Drawings, as may be required to maintain the total cost of work within available funds. Contract award will be contingent on approval of permits and funding agency approval.
18. Disadvantaged Business Enterprise (DBE) goals are applicable to the total dollars paid to the construction contract. The goals for this project are a minimum of **3.40 percent D/MBE participation and 3.80 percent D/WBE participation** by certified DBEs. The two low bidders shall submit completed DBE forms (EEO-DEP-190, EEO-DEP-191 and the DBE Certification of United States Citizenship form) by the close of business on the third business day after bid opening. Failure to comply with the requirements of this paragraph may be deemed to render a proposal non-responsive. No waiver of any provision of this section will be granted unless approved by the Department of Environmental Protection (MassDEP).

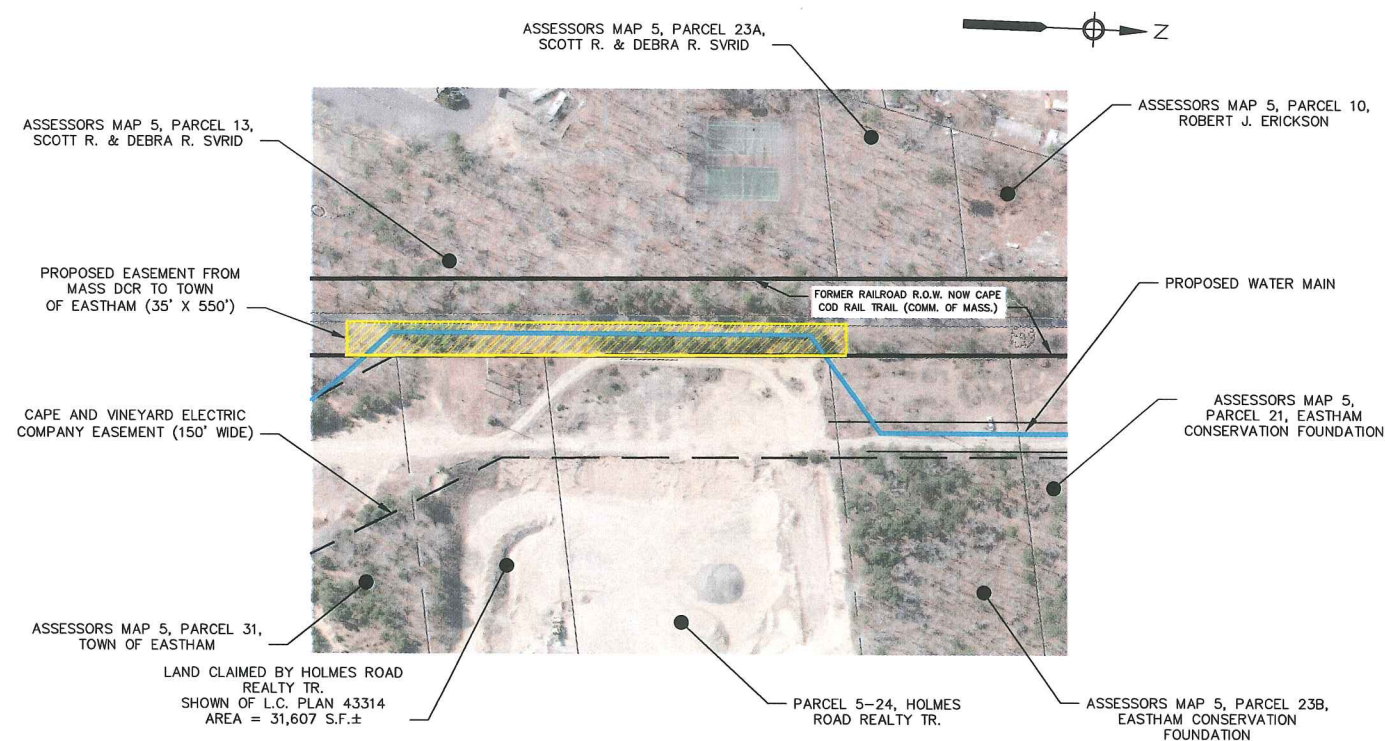
19. This project requires compliance with the Department of Environmental Protection's Diesel Retrofit Program.
20. This project is to funded in part by the Massachusetts Water Pollution Abatement Trust (the "Trust"). The Contractor shall comply with all funding requirements.

END OF SECTION 00020

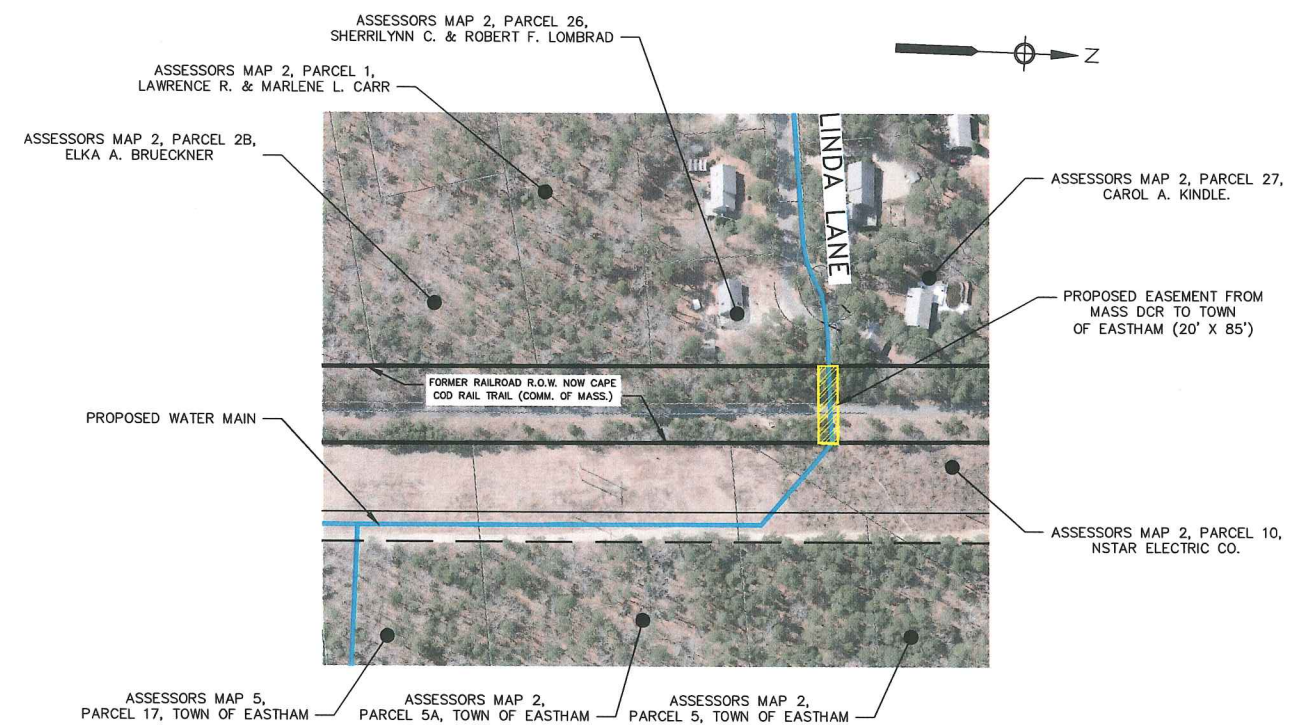




PLAN
SCALE: 1"=200'



INSET PLAN A
SCALE: 1"=100'



INSET PLAN B
SCALE: 1"=100'



Environmental Partners
A partnership for engineering solutions. **GROUP**

FOR REVIEW ONLY

MARK	DATE	DESCRIPTION

Scale	AS SHOWN
Date	FEBRUARY 2014
Job No.	217-1401.02
Designed by	GCS
Drawn by	GCS
Checked by	RJT
Approved by	MNW

THIS LINE IS ONE INCH LONG WHEN PLOTTED AT FULL SCALE ON A 22" X 34" DRAWING

CONTRACT 2
WATER SUPPLY WELLS, CONTROL BUILDING, & PIPING
EASTHAM, MASSACHUSETTS

REQUIRED DCR EASEMENT

FOR REVIEW
Sheet No.
FIG-A

February 17, 2015

To: Board of Selectmen

From: Sheila Vanderhoef, Town Administrator

Re: Board Appointment- David Schropfer

Cape Cod Regional Transit Authority Board- Principle Appointee

The following is the information needed to make a board appointment.

David Schropfer~Cape Cod Regional Transit Authority Board- Eastham's Principle Appointee

Mr. Schropfer would like to be appointed to the Cape Cod Regional Transit Authority Board as Eastham's principal member replacing Neil Andres who shall become the Alternate member to replace Sheila Vanderhoef. If appointed Mr. Schropfer's term would commence February 17, 2015. This appointment is for an indefinite term.

III b

February 17, 2015

To: Board of Selectmen

From: Sheila Vanderhoef, Town Administrator

Re: Committee Appointment- Jim Baughman

Community Preservation Committee- Conservation Commission Representative

The following is the information needed to make a committee appointment.

Jim Baughman~ *Community Preservation Committee- Conservation Commission Representative*

The Conservation Commission voted to nominate current member Jim Baughman to the Community Preservation Committee as the Conservation Commission Representative.

If the Board appoints him, his first term on the Community Preservation Commission as the Conservation Commission Representative will commence February 17, 2015 and expire June 30, 2016. He is to replace Linda Haspel who resigned December 1, 2014 and whose term was slated to end June 30, 2016.

Elizabeth Shaw

From: Shana Brogan [conservation@eastham-ma.gov]
Sent: Thursday, February 12, 2015 8:07 AM
To: admin@eastham-ma.gov
Subject: Community Preservation Committee

Hello Lisa,

The cons. comm. voted on Tuesday to nominate Jim Baughman to the community preservation committee. I assume that the BOS will have to vote to place him on the committee. Does he need to fill out an application as well?

Thank you,
Shana

Shana Brogan
Conservation Agent
Town of Eastham
508-240-5971 x 603

Community Preservation Committee Members

Edward Brookshire
P.O. Box 745
Eastham, MA 02642

Term ends – 6/30/2016
508-255-4061 (h) Joyfulcreations43@comcast.net
Appointed November 6, 2013 Term 2
Eastham Housing Authority Rep.

Josiah Holden Camp, Jr., ~Vice~Chair
10 Drake Circle
P.O. Box 791
Eastham, MA 02642

Term ends- 6/30/2015
508-240-2409 (h) camp@hartford.edu
Appointed 8/22/2012- Term 1
Historical Commission Rep.

Edmund Casarella
15 Seaside Drive
P. O. Box 1714
North Eastham MA 02651

Term ends-6/30/2017
508-255-0573 fcasarella@verizon.net
Reappointed 2014-Term 2
Recreation Commission Rep

Daniel Coppelman
235 Eldredge Drive
P.O. Box 384
North Eastham, MA 02651

Term ends - 6/30/2016
508-255-7539(h)
Appointed 12/1/14 – Term 1
coppelman@aol.com
Planning Board Rep.

L. Michael Hager
115 Shady Lane
Eastham MA 02642

Term ends-6/30/2017
774-207-0674 (h) 202-842-1466 (cell)
Appointed 11-3-2014 – Term 1
l_michaelhager@hotmail.com
Member-At-Large

Eileen Morgan
560 Campground Road
P. O. Box 781
North Eastham MA 02651

Term ends-6/30/2016
508-255-9585 (h) 978-835-9791(c)
Appointed 11/18/13-Term 1
baygetaway@comcast.net
Aff. Hous. Trust (Task Force) Com. Rep.

Judith Poulin~CLERK
12 Boat Meadow Way
Eastham, MA 02642

Term ends- 6/30/2015
508-255-3339 (h) 508-826-1450 (c)
Reappointed 7/1/2012- Term 2
JAPoulin@verizon.net
Member-At-Large

Peter Wade~CHAIR
625 Bridge Road
Eastham, MA 02642

Term ends- 6/30/2015
508-237-1399 (h) phwade@comcast.net
Reappointed 7/1/2012- Term 2
Open Space Representative

Need:

1 member to replace Linda Haspel, Cons. Comm. Rep. resigned 12-1-14 term ends 6/30/2016

Updated 12-9-14

Community Preservation Committee By-Law

1.0 Membership of the Committee. There is hereby established a Community Preservation Committee, consisting of nine (9) voting members pursuant to the provisions of G.L., c.44B, §5., appointed by the Board of Selectmen. The composition of the committee and the term of office for the committee members shall be as follows: **one member of the Conservation Commission as designated by said Commission; one member of the Historical Commission as designated by said Commission; one member of the Planning Board as designated by said Board; one member of the Recreation Commission, as designated by said Commission; one member of the Eastham Housing Authority as designated by said Authority; one member of the Eastham Affordable Housing Task Force as designated by said Task Force; one member of the Open Space Committee as designated by said Committee; and two at large individuals.** Each member of the Committee shall serve for a term of three years or until the person no longer serves in the position or on the board or committee as set forth above, whichever is earlier. Should any of the officers and commissions, boards, or committees who have recommending authority under this by-law be no longer in existence for whatever reason, the Board of Selectmen shall appoint a suitable person to serve in their place.

2.0 Duties. The Community Preservation Committee shall study the needs, possibilities and resources of the town regarding community preservation. The committee shall consult with existing municipal boards, including the conservation commission, the historical commission, the planning board, the department of public works, and the housing authority, or persons acting in those capacities or performing like duties, in conducting such studies. As part of its study, the committee shall hold one annual public informational hearing, or more at its discretion, on the needs, possibilities and resources of the town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the town.

The Community Preservation Committee shall make recommendations to the Board of Selectmen and Town Meeting for the acquisition, creation and preservation of open space, for the acquisition and preservation of historic resources, for the acquisition, creation and preservation of land for recreational use, for the creation, preservation and support of affordable housing and for rehabilitation or restoration of such open space, historic resources, land for recreational use and affordable housing that is acquired or created as provided in this section. With respect to affordable housing, the Community Preservation Committee may recommend the reuse of existing buildings or construction of new buildings on previously developed sites.

The Community Preservation Committee may include in its recommendation to the Board of Selectmen and Town Meeting, a recommendation to set aside for later spending, funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or to set aside for later spending funds for general purposes that are consistent with community preservation.

In every fiscal year, the Community Preservation Committee must recommend either that the legislative body spend, or set aside for later spending, not less than 10% of the annual revenues in the Community Preservation Fund in each of the following areas: (a) open space (not including land for recreational use), (b) historic resources, (c) affordable housing, or as otherwise authorized under Section 298 of Chapter 149 of the Acts of 2004.

3.0 Requirement for a quorum and cost estimates. The Community Preservation Committee shall comply with the provision of the Open Meeting Law, G.L. c.39, §23B. The committee shall not meet or conduct business without the presence of a majority of the members of the Community Preservation Committee. The Community Preservation Committee shall approve its actions by majority vote. Recommendations to the Board of Selectmen and Town Meeting shall include the committee's anticipated costs.

4.0 Amendments. This by-law may be amended from time to time by a majority vote of the Town Meeting, consistent with the provisions of G.L. c.44B.

5.0 Severability. In case any section, paragraph or part of this by-law is for any reason declared invalid or unconstitutional by any court, every other section, paragraph or part shall continue in full force and effect.

6.0 When Effective. Provided that Town Meeting approves Article 2 of the December 13, 2004 Special Town Meeting to adopt Section 298 of Chapter 149 of the Acts of 2004, and voters of the Town at the May 17, 2005 Annual Town Election approve adoption of same, this by-law shall take effect upon approval by the Attorney General of the Commonwealth and after all requirements of MGL.c.40, section 32 have been met. Each appointing authority shall have thirty (30) days after the effective date to make its appointments. **By-Law Adopted by Special Town Meeting on December 13, 2004.**

Conservation Commission Members

James Baughman

300 Samoset Road
Eastham MA 02642

Term ends 6/30/2017
508-255-8849 (h) 856-220-7986 (c)
Appointed 8/4/2014 – Term 1
jkawbau@gmail.com

Michael Harnett

P.O. Box 573
North Eastham, MA 02651

Term ends 6/30/2015
508-247-9691 (h) 973-738-4987 (c)
Appointed 9/17/2012- Term 1
MRH2681@gmail.com

Steven Kleinberg

15 Clayton Road
Eastham MA 02642

Term ends 6/30/16
917-699-3784
Appointed 2/18/2014 – Term 1
stevekleinberg1961@gmail.com

Steven LaBranche

2 Melinda Lane
P.O. Box 491
Eastham, MA 02642

Term ends - 6/30/2017
508-255-3773(h), 508-685-2774(c)
Reappointed 7/1/2014 - Term 3
stevl@ponderosa-landscape.com

Stephen Smith - CHAIR

9 Wood Duck Lane
P.O. Box 724
Eastham, MA 02642

Term ends - 6/30/2015
508-255-8226 (h) 978-290-3957(c)
Reappointed 7/1/2012 - Term 3
catboatsteve@aol.com

Mary Zdanowicz

20 Cross Cart Way
Eastham MA 02642

Term ends – 6/30/2015
774-316-4777 (h) 703-283-6649 (c)
Appointed 10/7/13 – Term 1
maryzdz@gmail.com

Need:

1 member to replace Linda Haspel resigned 12-1-14 term ends 6/30/2016

Updated: 12/4/14

Conservation Commission Charge

9-5-3 -Conservation Commission. A seven member Conservation Commission shall be appointed by the Board of Selectmen for three year overlapping terms. The Conservation Commission shall cooperate with the Planning Board and Board of Health and shall participate in joint meetings with them at least annually.

From Eastham Home Rule Charter-1992

2/17
agenda

III C

15 EastWind Drive
Eastham, Ma. 02642
Feb 5th , 2015

Sheila Vanderhoff
Administrator
Town of Eastham

Dear Sheila

I have not been able to participate on the Open Space Committee with the level of participation necessary to make a positive contribution I have conflicting schedules with other organizations that I have been involved with and also time limitations because of these organizations.

I must therefore, submit my resignation as a member of the OSC . My 3 years on the OSC went by very fast and I enjoyed working on the committee. Possibly, some time in the future I may be able to volunteer for the committee. Thank you and the BOS for allowing me the opportunity to serve the town of Eastham

Sincerely

Robert M. Jacovino

Robert M./ Jacovino
Cc: Board of Selectman

