

Michael Morrissette, Chairman  
Dr. David Tapscott, Vice Chairman  
Dr. Joann Lindenmayer, Member

**Town of Uxbridge  
Board of Health**  
21 South Main Street, Room 204  
Uxbridge, MA 01569  
Phone: (508) 278-8600 X 8

**Minutes of the Uxbridge Board of Health meeting held on Wednesday, January 23, 2019 at 5:15 pm in the Board of Selectmen Meeting Room, 21 South Main Street, Uxbridge, MA**

**Present:** Michael Morrissette, Chair, David Tapscott, Vice Chair, Joann Lindenmayer, Member  
Also present, Kristin Black, Health Agent and Nancy Centrella, Admin. Assistant

**Meeting called to order:** The time being 5:16 pm and the meeting duly posted with a quorum present, Chairman Morrissette called the meeting to order.

Mike opened the meeting with a moment of silence in honor of James Malley, who passed earlier in the month. Jim was the town's Septic Engineer and friend to many.

*(the agenda was taken out of order)*

**OLD BUSINESS**

**1. Peter Maloney, 43 South Main St. – Non-compliance with Order to Correct – Housing**

John St. George, Maintenance, spoke about the work they are in the process of trying to complete. It took a while for Peter to get the approvals from the Historic Commission. Then they had trouble finding a company that would come out this time of year to do the work. They have Braza coming on Friday, Jan. 25<sup>th</sup> with a lift to work around the windows. They are working now to get all outside work done first and then they will work on the inside. One of the tenants is requiring a 2 week notice to come in to her apartment. Kristin said that she will help, if they need her to reach out to the tenant. They do have an electrician adding smoke detectors, and the proper permits were pulled. Also, a couple of the railings need to be fixed and some of the balusters as well. They stopped accepting rent until all of the necessary requirements have been met. They have some items on order, but they take 6 weeks to come in. John will forward all paperwork to Kristin.

**Motion:** David Tapscott moved to grant the owner of 43 South Main St. a 30-day extension on the pending orders to correct. Joann Lindenmayer seconded and the motion was passed unanimously with a vote of 3-0-0.

**2. Emergency Dispensing Site Drills and Training**

Mike spoke about the training held on January 17<sup>th</sup> at the High School saying that it was great experience to have all of the Depts. attend to help get prepared for any emergency in the future. Kristin said that the walk through drill is an annual Public Health Emergency Preparedness requirement. We will be ordering supplies to have on hand that will be made available through PHEP funds. J.J. Burke sent his after action report which highlights our immediate goals going forward, and Kristin will follow up with the Depts. involved. Joann said that having shelters available during power outages would be an immediate need. The High School has been used in the past. The Emergency Handbook will be updated with all of this information.

**3. Municipal Trash Program Update**

Kristin and David attended a conference about contracts and the bidding process. The goal is to get the RFP to legal for review in the next week or two. There have been concerns that property taxes will be affected by this program if homeowners decide not to opt in. Kristin said that is not the case. Bob Sidalski, Pratt Trucking, asked about the goal for the program. Kristin said that it would be a municipal contract with a curbside hauler for a weekly trash/recycle program at a discounted rate. Homeowners would have the option of opting in, it will not be mandatory. We will be notifying all curbside haulers in town when the RFP is ready. Bob asked about the grant funds that were awarded to the town. The funds would be used to cover the costs of the equipment and start-up of the program. Bob spoke about his services to the town and he has worked with other towns to get these municipal



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programs started. Ray Talke, community member, asked if the program will have to be passed at Town Meeting. Kristin said that we may need a vote if we have to set up a new account, but the program itself will have a contract executed through the town and will be signed off by the Town Manager.

**4. Clark University Research Plan: Uxbridge Aquifer and Atlas Project Update**

David and members from Clark University did testing of wells and streams at the sites on Millville Rd. and South St. Results showed no contaminants. The atlas project is still on-going. He is working with Clark to continue testing in other areas.

**5. Discussion on current Private Well regulations**

David has been looking at ours and researching other towns as well. DEP has model regulations and certain guidelines. Secondary contaminants may not directly affect public health, but they do affect the quality of drinking water. Will treatment be required? Will re-testing be required with change of ownership? Some towns require treatment systems and that they be registered on the deed. DEP standards for public systems should be the same for private wells. David will continue to explore and will present a draft for review.

**6. Discussion on current Animal Keeping regulations**

Joann has looked at MA Assoc. Health Board's template which is quite different from what we use. She has reached out to Kevin Sullivan, Animal Control Officer, the MSPCA and the Animal Rescue League with some questions regarding kennels and shelters. She will also be reaching out to the Zoning Board regarding their bylaws in Agricultural and Residential zones. Legislation on Animal Cruelty may affect our regulations as well. There are many gray areas that she is hoping to get answers on to present a draft at the next meeting.

**NEW BUSINESS**

**1. Title 5 Review – Request for Proposal for a Regional Engineering Services Agent**

Nancy met with 3 of the towns that Jim Malley serviced to discuss the RFP. Jeanne Gniadek, Northbridge Board of Health Administrator, has drafted the RFP for 6 towns and she will be the primary contact person for all interested applicants. Each town will contract with the applicant individually.

**2. FY20 Draft Budget**

Kristin presented the draft saying that she was asked by management to be conservative with the numbers. The total actually went down from last year because of the longevity from the previous Admin. Assistant. All union employees receive a 2% increase, but non-union employees have not had an increase since 2012. She did put in for a 2% increase for the Health Agent and Food Inspector to mirror the union employees. The Finance Committee will need to approve the budget and will let us know if any changes need to be made.

*Motion: Joann Lindenmayer moved to approve the FY20 budget as proposed. David Tapscott seconded and the motion was passed unanimously with a vote of 3-0-0.*

**3. 2019 Local Board of Health Internship, Mass. Department of Public Health**

Internship opportunities through MDPH are available each year. Lelie Fowle, who worked with BOH last year, was our first intern. We would like to apply again. It will depend on Leslie's evaluation as to whether or not we are approved for another intern. We could use help with Emergency Planning, Private Well Regulations, etc. The application due date is Feb. 8<sup>th</sup>.

**4. 2019 Meeting Dates**

The 3<sup>rd</sup> Wednesday has become a conflict for Joann. We will check to see if the 4<sup>th</sup> Wednesday of every month is available.



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**5. 2019 Uxbridge Clean-up Day**

Kristin has been talking with Bonnie Combs, Blackstone Heritage Corridor to coordinate a date. We are looking at Saturday, April 6<sup>th</sup> with a rain/snow date of April 27<sup>th</sup> or May 4<sup>th</sup>. We are trying to avoid any conflict with town sports programs. We may try to engage with some sports teams to help with this community event.

**ADMINISTRATIVE**

**Approval of Meeting Minutes: 12/17/2018, 12/18/2018**

*Motion: Joann Lindenmayer moved to accept the December 18, 2018 minutes as written. David Tapscott seconded and the motion was passed unanimously with a vote of 3-0-0.*

*Motion: David Tapscott moved to accept the December 17, 2018 minutes as written. Joann Lindenmayer seconded and the motion was passed unanimously with a vote of 3-0-0.*

**ANY OTHER MATTER THAT MAY LAWFULLY COME BEFORE THE BOARD**

**ADJOURNMENT 6:40 pm**

*Motion: Joann Lindenmayer moved to adjourn the meeting, David Tapscott seconded and the motion was passed unanimously with a vote of 3-0-0.*

***Attachments:***

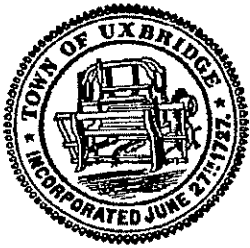
- ***Re-Inspection Summary for 43 South Main St., Unit 3R***
- ***Draft of the RFP for Regional Engineering Services Agent***
- ***Draft of Board of Health FY20 Budget***
- ***Sign in sheet***

  
Michael Morrissette, Chairman

  
David Tapscott, Vice Chairman

  
Joann Lindenmayer, Member





**Town of Uxbridge  
Board of Health**  
21 South Main Street, Room 204  
Uxbridge, MA 01569  
Phone # (508) 278-8600 X 8  
Email: [boh@uxbridge-ma.gov](mailto:boh@uxbridge-ma.gov)

## RE-INSPECTION SUMMARY

December 18, 2018

Via certified mail, return receipt and first class mail

✱ 7013 2630 0000 4927 6116

Peter Maloney  
P.O. Box 54  
Southboro, MA 01772

Property: 43 South Main St., Unit 3R, Uxbridge MA, 01569

Dear Mr. Maloney:

The Board of Health (BOH) re-inspected your property at 43 South Main Street on Thursday, December 13<sup>th</sup> at 4pm. The occupants of Unit 3R, Talia Velazquez and Joseph Felicies, were present during the inspection. Unit 3R and common areas excluding the basement were inspected. The basement could not be inspected at the time of the visit because there was no available lighting on the basement stairs.

The following violations previously noted in the August 15, 2018 Inspection Report/Order to Correct were NOT corrected as of the re-inspection on December 13<sup>th</sup>.

1. The parlor heater is not protected from the hardwood floor by a heat resistant barrier and constitutes a fire hazard.
2. The back stairway leading to the basement and the basement area is lacking adequate lighting.
3. The back stairway and hallways are obstructed with children's toys and construction materials.
4. The roof on the park street side of the house is in need of repair. It is temporarily covered with a tarp and there is evidence of an active leak in Unit 3R.
5. The ceiling in Unit 3R is peeling or has water damage and needs repair near the bay window, above the bed, and in the closet off the bedroom.
6. The ceiling in the front hallway is peeling.
7. There is an open hole in the floor of the front hallway.
8. The eaves around much of the structure are rotting, not rodent-proof or watertight and need repair.
9. The flashing on the front porch is damaged/missing.
10. The back stairway/hallway has holes in the walls and exposed electrical wires.
11. The main entry door glass pane was repaired but the trim around the door is damaged and needs repair.
12. Construction materials and debris are found throughout the common areas including hallways, stairways and the basement. All construction materials and supplies should be stored in a clean and sanitary condition that does not hinder egress.

I was unable to re-inspect the following violations due to inadequate lighting at the time of my visit.





BOARD OF HEALTH  
TOWN OF UXBRIDGE

43 South Main St, Unit 3R, Re-inspection on 13DEC18

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1. Loose wires are strung along the ceiling in the basement area, which is an access path to the electrical boxes. Wires are dangling and constitute a safety hazard.
2. The basement has construction materials, an old water heater, and trash/rubbish and should be cleaned to provide safe egress.
3. In the basement, a water meter is improperly maintained. It appears that a system was removed but not properly disconnected and plumbing was left hanging.
4. The basement stairway does not have a handrail.

Additionally, during the re-inspection, the following violation was found:

1. The support column on the front porch closest to Park Street is rotten and structurally unsound.

As we discussed over the phone the week of December 10<sup>th</sup>, the Board of Health is requesting your appearance at the Board of Health meeting on December 18<sup>th</sup> at 5:30pm to discuss these outstanding violations.

Failure to comply with an Order to Correct may result in court action and fines.

Please feel free to call this office with any questions at (508) 278-8600 x8.

Regards,



Kristin Black  
Town of Uxbridge  
Health Agent/Housing Inspector



**REQUEST FOR PROPOSALS  
REGIONAL ENGINEERING SERVICES AGENT**

The Towns of Blackstone, Douglas, Millbury, Northbridge, Sutton, and Uxbridge acting by and through its Board of Health (the Boards) pursuant to a delegation of authority under G.L. c. 30B, § 19, will accept written proposals by interested applicants for the position of **Regional Engineering Services Agent**. The purpose of this request for proposals (RFP) is to make the position available on a fair and competitive basis but in a manner that will ensure the highest possible quality of service for the Boards.

1. Procedure for Obtaining RFP and Submitting Proposals.

- 1.1 Copies of this RFP may be obtained by requesting a copy by telephone, fax , mail or email [jgniadek@northbridgemass.org] from the Northbridge Board of Health at the address given below. (The Northbridge Board of Health shall serve as the primary contact person for all matters relating to this RFP. It shall be the responsibility of the Northbridge Board of Health to share all information relative to this RFP process with the member Boards of Health noted above.)
- 1.2 All proposals must be submitted to the Northbridge Board of Health at the following address:

Town of Northbridge - Board of Health  
14 Hill Street  
Whitinsville, MA 01588  
Attn: Paul R. McKeon, Chairman  
Phone (508) 234-3272

on or before **February 14, 2019**. Proposals should be clearly marked "**Regional Engineering Services Agent Proposal**" on the outside of the envelope.

- 1.3 Written questions concerning this RFP may be submitted to the Board, at the address given above, no later than 7 days before the deadline for submission of proposals. The Boards will endeavor but shall not be required to answer any such request for information. If it does, the answer shall be provided to all persons who have obtained copies of this RFP and filed applications in the Board of Health Office.
- 1.4 Proposals will be opened and recorded in a register in the presence of witnesses on February 19, 2019 as a part of the regular Northbridge Board of Health meeting starting at 7:00 PM. Representatives of each Board of Health may be present at this meeting. The contents of the responses to the RFP are not public information during the evaluation process. The Boards will evaluate the proposals based on the criteria listed in section 2 by **March 11, 2019**. Successful

applicants will be required to execute a contract for the position in a form acceptable to the Towns [or substantially in the Form attached hereto as Exhibit C], within thirty days from the date of notice of acceptance of a proposal, or within such further time as the **Boards** agree.

## 2. Evaluation Criteria.

All proposals must comply with the requirements listed in Section 5. The most advantageous proposal which complies with those requirements will be chosen.

## 3. Instructions and Conditions for Bidders.

- 3.1 Each applicant shall submit a professional resume detailing work experiences, licenses, certifications, professional trainings, memberships in professional associations and three (3) personal and/or professional references.
- 3.2 Each applicant shall submit a Price Proposal detailing their proposed fees for services and inspections as noted in Section 4.
- 3.3 Each applicant shall agree to execute a contract in a form satisfactory to the **Boards** [or substantially the form attached hereto as Exhibit C], and shall execute the certificates attached hereto as Exhibit D. All proposals shall be unconditional; no proposal that purports to impose conditions not included in this RFP will be deemed responsive. The **Boards** may, however, waive minor informalities and omissions in the proposal if it decides, in its sole discretion, that such informality or omission is not prejudicial to the interests of the **Boards** or to fair competition.
- 3.4 The **Boards** reserves the right to interview or to seek additional information relating to criteria already in the RFP from any candidate after opening of bids but before entering into a contract, to reject any proposal if it deems it to be in the best interests of the **Boards**, and to award a contract to the next qualified applicant. The Towns reserve the right to check references identified by any candidate or associated with any previous employer of any candidate. Consistent with the provisions of G.L. c. 30B, § 6, the **Boards** reserves the right to award the contract based on considerations other than price.
- 3.5 All proposals shall be deemed to be public records within the meaning of G.L. c. 4, § 7(26). If an applicant believes that the RFP requires the disclosure of technical, proprietary, or trade secret information that the Applicant is not willing to make public, such information should not be submitted. No part of the proposal may be designated as confidential.
- 3.6 Proposals may be corrected, modified, or withdrawn prior to the deadline for submission of proposals by submitting the required number of copies of such correction, modification, withdrawal or a new submission, clearly marked on the

outside envelope with the appropriate heading, by the deadline listed in section 1. Proposals may not be withdrawn or modified for a period of [60] days after the opening of proposals.

#### 4. General Description and Services to be provided:

4.1 Scope of Services – The **Boards** require a qualified environmental engineer/agent to provide review, inspection and enforcement services for state and Board of Health regulations for the following:

- ♦ Review of on-site wastewater disposal and treatment systems, including soil testing, design plans, and inspection of installation construction for new systems and upgrades and repairs;
- ♦ Review of on-site well permit proposal plans, water quality and quantity test results, and treatment units;
- ♦ Review of site plan, subdivision plan, and other project plans for treatment of wastewater equal to or in excess of 10,000 gallons per day;
- ♦ Board of Health compliance review for building permits, complaint investigations regarding wastewater treatment flows, and other such environmental services as the Board may require;
- ♦ General consultation to the Board of Health; and
- ♦ Assistance to the Board in preparation of regulations.

**Please see Exhibit A for an estimated number of the above services rendered in each municipality based on calendar year 2018.**

#### 4.2 Service Requirements

The successful candidate will be required to execute a contract including the following duties and requirements:

- A. Inspection schedule: Availability for inspections should be clearly noted in proposal.
- B. Attendance at board meetings – **only as necessary** – at the discretion of each Board of Health.
- C. Office conferences and /or meetings
  - ♦ available for private consults (by appointment)
  - ♦ once-weekly in-office consultation with Board of Health office
  - ♦ available for emergency (including weekends)
- D. Equipment and Communications – Applicant should have:
  - ♦ Telephone, cellular phone, answering machine and/or voice mail
  - ♦ Fax machine
  - ♦ Computer, software and printer

- ♦ Email and internet access
- ♦ Own transportation
- ♦ Field and office equipment required to perform all duties

## 5. Qualifications

### 5.1 Minimum Evaluation Criteria

No proposer shall be considered to be responsive or responsible unless he or she possesses the following education, training and experience:

- (a) Bachelors degree in civil or environmental engineering;
- (b) Registration as a Professional Engineer (PE) and/or Registered Sanitarian (RS) in the Commonwealth of Massachusetts; and
- (c) Certification as an Inspector and Soil Evaluator under 310 CMR 15.000 (Title 5).

### 5.2 Comparative Evaluation Criteria

All proposers will be evaluated by the **Boards**, according to the following criteria and standards. (Where nothing is indicated as "not advantageous," proposals meeting minimum criteria shall be deemed at least "advantageous"):

See Next Page entitled: Selection Criteria

### Selection Criteria

Criterion	Not Advantageous	Advantageous	Highly Advantageous
Duration of Experience and Equivalency of Experience	less than two years service, or duties in other municipalities substantially more limited in scope than specified in Section 4 of this RFP	Between two and five years service; some experience in substantially all areas specified in Section 4.	In excess of five years service; some experience in substantially all areas specified in Section 4.
Title 5 Experience - Education and Training		Proposer meets minimum criteria, i.e. training sufficient to obtain state Title 5 certifications	Proposer demonstrates participation in educational programs on Title 5 (as student or instructor) substantially beyond minimum criteria.
Title 5 - design, construction and maintenance		Proposer meets minimum criteria	Proposer has substantial experience in the design, construction and/or maintenance of sewage disposal systems.
Experience with systems with design capacities in excess of 10,000 gpd	No experience	Some experience and familiarity with state groundwater discharge permit regulations	Proposer has experience with the design, construction and/or maintenance of such systems
Innovative/ Alternative Systems	Proposer is not generally familiar with such systems, their features and components	Proposer demonstrates knowledge of the types of systems currently approved by DEP and their application	Proposer has experience with the design, construction and/or maintenance of such systems
Drinking Water Supplies	Proposer has limited knowledge of, or experience in, installation of wells or testing of potable water supplies	Proposer has some experience installing or inspecting on-site well installation, and is familiar with water quality and quantity requirements for such installation.	Proposer has both such experience and familiarity, and has received additional training or education in toxicology and/or hydrogeology
Stormwater Management	Proposer has little or no experience in implementation of state Stormwater Management Policy or similar regulations	Proposer has such experience	Proposer has such experience and additional education or training in hydrology and experience in modeling groundwater flows
Drafting of Regulations	Proposer has little or no experience in drafting regulations or policies	Proposer has experience preparing local regulations	Proposer has substantial experience in development and drafting of state, local and or statewide model policies and regulations
Service Plan		Proposer meets minimum qualifications	Proposer offers availability and accessibility to Board members and to the public substantially greater than this RFP requires
References	Negative references given regarding expertise, diligence in performing job functions, or relations with employers or public	Proposer receives no negative references	Excellent references

## 6. Available Funds

Payment to the Regional Engineering Agent shall be dependent upon applications for services received by the **Boards** per Price Proposal submitted and incorporated into contract as proposed in Exhibit B.

Each municipality shall be responsible for direct payment to the Regional Engineering Agent for services rendered in each municipality.

## 7. Method of Selection

The Board will review all applications received and may conduct interviews for all qualified applicants. **Proposers should submit proposed salary/compensation requirements in a separate sealed envelope, marked "Price Proposal"**, which should be submitted along with the remainder of the proposal.

It should be noted that the evaluation criteria are designed to evaluate individuals and not companies. If the applicant is a company, whose staff will collectively fulfill the requirements, the company should submit qualifications of each individual that will be working on behalf of the Towns. Proposals, where the work is done under supervision of a qualified individual, will be deemed non-responsive.

After the applicants are ranked, the **Boards** will award a contract for professional services to the candidate offering the most advantageous combination of outstanding qualifications and a competitive price. If the **Boards** are unable to successfully award a contract to this individual, the Board will attempt to award a contract to the next most highly ranked candidate, etc., until the position is filled.

The **Boards** may, at their discretion, seek to contract individually, rather than as a region, with any applicant for engineering services solely for their individual municipality and are not obligated to contract with the Regional Engineering Agent selected by the majority of the **Boards**.

The **Boards** reserves the right to re-advertise for this position if no suitable candidate is found.

## 8. Time Schedule

The Board of Health would like to enter into a contract for services on or before **April 1, 2019**.



**EXHIBIT A**  
**ESTIMATED PERMITS / APPLICATIONS**  
**2018- PER MUNICIPALITY**

	<b>BLACKSTONE</b>	<b>DOUGLAS</b>	<b>NORTHBRIDGE</b>	<b>SUTTON</b>	<b>UXBRIDGE</b>	<b>MILLBURY</b>
Soils Evaluation Applications	<b>15</b>	<b>61</b>	<b>15</b>	<b>42</b>	<b>51</b>	<b>10</b>
Plan Reviews	<b>27</b>	<b>52</b>	<b>19</b>	<b>42</b>	<b>45</b>	<b>8</b>
Septic Installs	<b>30</b>	<b>30</b>	<b>22</b>	<b>31</b>	<b>32</b>	<b>11</b>
D-Box/Tank Replacements	<b>5</b>	<b>3</b>	<b>5</b>	<b>13</b>	<b>1</b>	<b>2</b>
Subdivision Reviews	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
Commercial Testing	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>
Well Permit Applications	<b>6</b>	<b>21</b>	<b>4</b>	<b>21</b>	<b>N/A</b>	<b>13</b>

**EXHIBIT B  
PRICE PROPOSAL FORM**

The Regional Environmental Engineer Agent's work for the work described in this RFP is compensated as follows:

**A. Municipalities covered under this Proposal** – you may choose to cover one or more of the municipalities noted below – please check each town covered under this proposal:

\_\_\_\_\_ **Blackstone**                      \_\_\_\_\_ **Douglas**                      \_\_\_\_\_ **Northbridge**  
 \_\_\_\_\_ **Millbury**                      \_\_\_\_\_ **Sutton**                      \_\_\_\_\_ **Uxbridge**

**B. Services for large projects**

For services described as follows under "Scope of Services"

"Review of site plan, subdivision and other project plans including plans for treatment of wastewater equal to or in excess of 10,000 gallons per day;"

the Engineer/Agent is paid by the developer proposing such projects to evaluate the project on behalf of the Board of Health under a separate contract, which is based on an hourly fee. For the purposes of the cost proposal, the Applicant should state the hourly fee (or hourly fees on a sliding scale) to be charged for these services.

**B. Other services specified in the Scope of Services for the Board**

For other services listed under "Scope of Services", the Board will entertain a fixed price proposal for providing these services.

Percolation/deep-hole soils evaluation .....	\$ _____
Percolation test only .....	\$ _____
Deep-hole soils evaluation only .....	\$ _____
Single percolation test.....	\$ _____
Single deep-hole soils evaluation .....	\$ _____
Design Plan review .....	\$ _____
Subsequent design plan reviews when necessary) .....	\$ _____
Septic installation inspections .....	\$ _____
(4 inspections: Bottom, Component, Grading & Stabilization)	
Percolation/plan review extension review .....	\$ _____
Review of Site Plans, Subdivision Review, Other Projects .....	\$ _____
Well Permit Application Review .....	\$ _____
Water Quality and Quantity Report Review .....	\$ _____
Miscellaneous Complaints/Issues .....	\$ _____

*Please list any additional services that you feel are not noted within this scope for which payment of a fee is necessary:*

**Evaluation of Cost Proposal:** The different elements of the cost proposal will be evaluated by the **Boards**. The lowest rates will be considered most advantageous.

Applicant shall specify whether the above rates shall be increased each fiscal year as it is the intent of the **Boards** to contract for engineering agent services for a period of three (3) years.

**EXHIBIT C**  
**PROPOSED CONTRACT FORMAT**  
**FOR PUBLIC AND ENVIRONMENTAL HEALTH ENGINEER/AGENT**  
*It is anticipated that each Municipality will enter into its own contract with the selected Agent for Engineering Services.*

**THIS IS AN AGREEMENT** between the Town of \_\_\_\_\_, a municipal corporation in Worcester County, Massachusetts, acting by its Board of Health (hereinafter referred to as the "BOARD") and \_\_\_\_\_ (hereinafter referred to as the "AGENT"), for the provision of Public and Environmental Health Engineer/Agent services commencing on \_\_\_\_\_, **2019** as follows:

**I. SERVICES TO BE PROVIDED**

1. Services required to enforce the Local, State, and Federal public and environmental health laws and regulations that are the responsibility of the BOARD. This does not include the Right to Know Laws, Lead Paint / Asbestos Detection Services, Housing Inspection, Food Establishment Inspections, Expert Witness or Court Enforcement Services. This does include:

A. Review of subsurface sewage disposal systems, including soil evaluation, design plans, and inspection of construction.

B. Review of on-site well permit proposals, water quality and quantity test results, and treatment units.

C. Review of Building Permit applications for compliance with Board of Health requirements in accordance with the policies set forth by the BOARD.

D. Investigation of complaints regarding wastewater overflows, illegal dumping, hazardous waste, and the like.

2. General Consultation to the BOARD.

3. General Guidance to concerned parties needing services within the jurisdiction of the Board of Health insofar as regulatory requirements are concerned.

4. Attendance at BOARD regular meetings when necessary as requested by the Board of Health.

5. Attendance at BOARD special meetings when possible and when special circumstances require.

6. Perform all work requested by the BOARD that falls under the normal duties of a Public and Environmental Health Agent. This does not include general clerical/secretarial services.

7. Perform all work for the BOARD that is compensated as provided by Chapter 593 of the Acts of 1989, M.G.L. Chapter 44, Section 53F, as provided by the Board of Health regulations. This shall include review of Site Plans, Subdivision Plans, Gravel Removal Plans, MEPA submittal reviews and any other projects as directed by the BOARD.

## II. PERIOD OF SERVICE AND PAYMENT TO AGENT

1. The work will be compensated in the following manner:

For work that is compensated as provided by Chapter 593 of the Acts of 1989, MGL Chapter 44, Section 53F, compensation shall be made according to the following schedule:

Percolation/deep-hole soils evaluation .....	\$ _____
Percolation test only .....	\$ _____
Deep-hole soils evaluation only .....	\$ _____
Single percolation test.....	\$ _____
Single deep-hole soils evaluation .....	\$ _____
Plan review .....	\$ _____
Plan review (subsequent reviews when necessary) .....	\$ _____
Septic inspections .....	\$ _____
(Bottom, Component, Grading & Stabilization)	
Percolation/plan review extension review .....	\$ _____
Subdivision review .....	\$ _____
Well Permit review .....	\$ _____
Water Quality/Quantity review .....	\$ _____
Miscellaneous Complaints/Issues.....	\$ _____

2. At no time will any provision of this agreement make the BOARD liable for payment for performance of work under this agreement in excess of the amounts which have been designated by the BOARD for expenditure for the purpose of this agreement.

The AGENT will not incur any expenses exceeding the allotted amount unless and until the BOARD has notified the AGENT in writing that such allotted amount has been increased and has specified in such notice an increased amount constituting the total amount allotted for this work.

In the event that the AGENT expects the allotted amount will be exceeded by the performance of the required work, the AGENT shall notify the BOARD in writing as soon as such situation is anticipated.

### **III. INDEMNITY**

The agent shall indemnify, and save the BOARD, harmless from and against any and all costs (including but not limited to litigation expenses and attorney's fees), liability, fines, claims, penalties, damages, suits or proceedings whatsoever for injury to persons (including death) or damage to property due to the negligence by acts or omissions of the AGENT, provided however, the AGENT'S obligations hereunder shall not apply when such injury or damage to the extent such injury or damage may be determined to be the sole negligence of the BOARD.

This contract may be cancelled by either party provided written notice is given at least thirty (30) days in advance of the cancellation date to the non-breaching party.

In witness whereof, the parties hereto have made and executed this Agreement as of the day and year set forth below.

**BOARD OF HEALTH**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACCEPTED BY AGENT**

\_\_\_\_\_ **DATE** \_\_\_\_\_

**ACCEPTED BY TOWN MANAGER**

\_\_\_\_\_ **DATE** \_\_\_\_\_

**EXHIBIT D  
CERTIFICATIONS**

**CERTIFICATE OF NON-COLLUSION**

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

\_\_\_\_\_  
Signature of individual submitting bid or proposal

\_\_\_\_\_  
Name of business

**TAX COMPLIANCE CERTIFICATION**

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

\_\_\_\_\_  
Signature of person submitting bid or proposal

\_\_\_\_\_  
Name of business





ALL VALUES IN GRAY SHADED BOXES ARE CALCULATED AND AUTOMATICALLY POPULATED. PLEASE DO NOT ALTER SHADED BOXES DIRECTLY				DEPARTMENTAL COMMENTARY - PLEASE EXPLAIN THE NEED FOR THE SUPPLEMENTAL REQUEST, IF IT WILL BE OFFSET BY ADDITIONAL OUTSIDE REVENUES, AND IF THIS IS AN IMMEDIATE NEED TO MAINTAIN OPERATIONS.	
Code	Description	Level Service Budget (R&A) [W1-W6]	Supplemental Request	Final Adj. GF Budget	
5112	Administrative Salaries - Union and non union administrative positions.	40,833		40,833	
5118	Other Regular Salaries - Public Safety, Public Works, and other permanent positions not otherwise classified.	60,291	1,206	60,291	This supplemental requests if for a 2% increase for the Food Inspector & Health agent. The Health Agent and Food Inspector rates have not increased in at least 8 years if not longer. The rate for the Dennis Costello, Food Inspector/Health Agent was \$35/hr in 2012. In order to retain staff, it is important to keep our payrates in line with other communities.
5190	Stipends; Pensionable - Includes Educational Incentives, Hazard Pay, Longevity, Police Quinn, Police/Fire Holiday, Training Stipends, License & Certification Stipends, Police Court Time (Conducted during regularly scheduled work hours), IOD, Personal Time/Vacation Time/Bereavement time paid, and Retroactive Pay.	237		237	longevity
5195	Stipends; Non-Pensionable - Includes Clothing Allowances, Severance and Unused Vacation time, Town sponsored Tuitions, State of Emergency Overtime, Bonuses, Workers Compensation payments, and Unused Sick Time.	2,988		2,988	barn stipend
5270	Rentals and Leases - Includes both small equipment (copies, vehicle leases etc.) and building or space rentals. Large equipment leases (heavy vehicles or machinery, etc should be classified under Capital Leases.)	385		385	copier lease
5304	Advertising and Legal Notices - The cost of advertising in print and electronic publications for programs, collections, and public hearings and information meetings including Town Meetings, elections, and legal hearings held by Boards and Committees.	220		220	T&G costs
5308	Professional Development - The cost to attend meetings and other professional development training and seminars. Does not include any reimbursement for meals or travel to attend trainings, those are recorded under business travel.	900		900	MAHB, MHOA, additional training for EP and increase professional development by members
5311	Medical - Includes drug testing and evaluation, workers compensation and IOD assessments. For schools also includes the cost of nursing and doctors services.	6,000		6,000	Salmon VNA
5300	Other Professional Services - The cost of additional services provided by an outside vendor that is not otherwise classified above.	5,900		5,900	\$600 suspect rabies, \$1500 VCA Blackstone Valley Animal Hospital, \$3800 Professional services water & soil testing and other consulting services, Sharps Disposal Services
5340	Telecommunications - Cost of phone, fax, cellphone, internet, and other communication services.	300		300	mobile phone
5345	Postage & Mailing - USPS, FedEx, and UPS mailing and shipping service, postage, and supplies associated with shipping.	400		400	postage and mailing
5420	Admin & Office Supplies - Includes any and all consumable supplies including office supplies, paper, bottled water, coffee club or recurring food supplies.	1,000		1,000	general office supplies
5710	Business Travel - Fuel, tolls, hotel, mileage reimbursement, and other travel related costs. Does not include dues and membership, training or meeting costs.	500		500	mileage stipend for food/housing inspector (\$250/each/yr)
5730	Dues/Memberships/Licensing - Cost of professional memberships or licensure required for position.	210		210	membership MAHB (\$150), MHOA (\$60)
	<b>Totals</b>	<b>120,165</b>	<b>1,206</b>	<b>120,165</b>	



Current Total Salary for Food Inspector/Health Agent

Position	Rate	Hours	Annual Salary X 52.2
Health Agent	35	25	45675
Food Inspector/Health Agent	35	8	14616
<b>Total</b>			<b>60291</b>

Without supplemental budget is -0.68% change  
 With 2% salary increase budget is 0.32% change

	Current Budget FY19	Proposed Change from FY19	proposed change
Current Budget FY19	120,983		
Supplemental 2%	61496.82	1205.82	1.00% 121,371 388 0.32%
Supplemental 3%	62099.73	1808.73	1.51% 121,974 991 0.82%
Supplemental 4%	62702.64	2411.64	2.01% 122,577 1,594 1.33%
Supplemental 5%	63305.55	3014.55	2.51% 123,180 2,197 1.83%

Rate Increase on \$35/hr		
2%	3%	4%
35.7	36.05	36.4
		36.75





Uxbridge Town Hall  
21 South Main Street, Room 204  
Uxbridge, MA 01569  
508-278-8600 x8 p  
508-278-8604 f

**TOWN OF UXBRIDGE  
BOARD OF HEALTH**

11/23/2019

**Sign-In Sheet**

	<b>NAME (please PRINT)</b>	<b>ADDRESS</b>
1.	Bob Stodolski - Platt Trucking	P.O. Box 795 Webster, MA 01570
2.	Ray Talke	172 W. HARTFORD AVE.
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

