

TC
Mount Vernon Cemetary

Trustees Meeting

July 9, 2009

ATTENDING; John McCormick III, Peter N. Rotando, Aaron Goodale, Cemetary Superintendent, Kevin McKee and local contractors, David Edilberti and David Merurio:

1. Meeting opened at 4:37 P.M. by Chairman, John McCormick III.
2. First order of business was to open the three submitted quotes for Phase 1- Site Clean up for the Expansion Work. Deadline for submission of quotes for this work was ~~12:00~~^{4:30} P.M. on July 9, 2009. Chairman, John McCormick III, explained to contractors that the Board of Trustees for Mount Vernon Cemetary are the General Contractors for the expansion Program.

Quotes opened and read at this meeting are as follow;

David Mercurio & Son Construction	\$4,995.00
Dave Edilberti Backhoe Service	\$4,500.00
Rotti Construction Co., Inc.	\$3,950.00

Mr. Edilberti and Mr. Mercurio left the meeting after shaking hands with members of the Board.

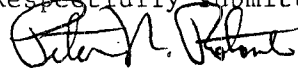
3. Motion made by Aaron G. and seconded by Peter R. to award the Phase 1 Work to Rotti Construction Co., Inc. of West Boylston for the amount of \$3,950.00. Unanimously approved.
4. Superintendent, Kevin McKee reported to the Board that repairs to the Zero-turn mower have been completed and the unit is now operational.
5. Motion made by Aaron G. and seconded by Peter R. to accept the minutes from the June 30, 2009. Unanimously approved.
6. Motion by Peter R. and seconded by Aaron G. to accept the Superintendents Monthly Report for June, 2009. Unanimously approved.
7. Motion made by Peter R. and seconded by Aaron G. to pay the monthly bills. Unanimously approved.
8. Board met with Mr. Scott Podlesney and Ms. Divonne Burgess of 137 Worcester Street, West Boylston, Mass. who now own and reside at this address to explain the cemetary expansion plan and answer any questions that they may have. They mentioned that they had a damaged tree on their property which was hanging over

Continued

Mount Vernon Cemetary property. Board members knew of this situation. The residents of 137 Worcester Street requested that the Cemetary Trustees remove this tree. Members of the Board agreed that the tree was a hazard and would hamper work in this area. Board agreed to remove this tree as long as the residents at 137 Worcester Street would give the Board written permission to do so. The residents of 137 Worcester Street gave the Board written permission to take this action. Permission on file.

9. Motion by Peter R. and seconded by Aaron G. to hold another meeting on Thursday, July 23, 2009 at 4:30 P.M.. Unanimously approved. Jack M. will post at the town hall.
10. Superintendent Kevin McKee discussed the Eagle Scout Program that was earlier submitted by Izaak Tucker from Holden, Massachusetts. Board members reviewed the ideas of Mr. Tucker and determined that the only work that would be completed in this cemetary would be the trimming and cleaning of flat stones and/or the wire brush cleaning of veterans markers and priming and painting of same with the supervision of the Cemetary Superintendent. Also there would be a limited number of individuals allowed to participate in this operation. The Board will await a reply from Mr. Tucker.
11. Motion made by Aaron G. and seconded by Peter R. to adjourn the meeting at 5:35 P.M.. Unanimously approved.

Respectfully submitted,


Peter N. Rotando, Clerk

We hereby give permission to the West Boylston
Cemetery Dept. to cut down the dead tree on the
back left corner of our property at 137 Worcester St.
West Boylston, MA

Scott Podlesney

Scott Podlesney

Devonne Burgess

Devonne Burgess

July 9, 2009

Phase 1 – Site Clean up for Cemetery Expansion Work

This quote is for the clean up of the Town of West Boylston- Mount Vernon Cemetery property. This includes the removal/or relocation, of several piles of accumulated debris and/or materials from the site or to another location on cemetery property.

Group #1

Piles #1 and #2 and area #3 will be totally removed from cemetery and town property and disposed of in accordance to ALB rules and regulations. Contractor must be ALB certified and take sole responsibility for transport and disposal of all vegetative and woody debris generated from site.

Group #2

Wood chip pile #4, compost piles #5 & #6, and loam piles #7 and #8 will all be moved to cemetery property by railroad tracks. The Board of Trustees and/or Superintendent will show the contractor specific location to dump this assorted material. The equipment transporting the relocation of this material will enter and exit the cemetery using the Church Street entrance by the Chapel. They will utilize the DPW entrance and continuing down behind the fire station to arrive at the dump location, exiting in reverse direction. Consideration in opening cemetery side roads, may be given, if a six (6)-wheel dump truck is used for this task.

Group #3

Area #9 which covers the entire area marked by stakes, flagged with yellow caution tape will be cleared of all vegetative and woody debris larger than 1-1/2" will be disposed of under the requirements as described in Group #1, making sure no loam or top soil is removed with it.

All stones or rocks greater than 6" in diameter within Area #9, including the stonewall and its materials, will be buried in Area #10 to a point greater than six (6) feet below final grade.

Any metal found will be removed accordingly from cemetery property and disposed of, lawfully, at the expense of the contractor.

Deadline for Submission of Quote

JULY 9, 2009 12:00p.m.(NOON)

Work to be completed by July 21, 2009

General Requirements and Considerations for Mount Vernon Cemetery Expansion Project

- The Mount Vernon Board of Trustees is now accepting quotes for new construction of our cemetery.
- The process will be broken down into several phases describing specific work to be completed. As each phase of work is completed a new quote request will open for the next step in construction. We feel this gives all contractors a fair opportunity to provide competitive quotes and allows us to uphold the higher standards we are seeking in the work performed by each contractor. The benefit to this will allow the Trustees to give the contractor a more accurate job scope rather than guessing size of structures and volumes of material.
- The contractor must allow The Board of Trustees and/or The Superintendent to observe/inspect any and all parts of site work.
- Contractors will contact the Superintendent at 508 662 1391 to pick up and sign for an outline and plan specifications for each and every phase in which they wish to submit a quote.
- All contractors are expected to visit the site and examine all contract documents before submitting a quote. Inspect and be thoroughly familiar with the same and conditions under which work will be carried out. Neither the Town of West Boylston, the Mount Vernon Cemetery Board of Trustees, nor the Engineer will be responsible for errors, omissions and/or charges for extra work arising from Contractor's failure to familiarize themselves with the contract documents or existing conditions. By submitting a quote, the contractor agrees and warrants that he has had the opportunity to examine the site and the contract documents, that he is familiar with the conditions and requirements of both and where they require, in any part of the work, a given result to be produced, that the contract documents are adequate and that he/she will produce the required result.
- The contractor shall give all notices and comply with all applicable laws, ordinances, codes, rules and regulations. Before starting any work, the contractor shall examine the drawings and the specifications for compliance with applicable codes and regulations bearing on the work and shall immediately report any discrepancy it may discover to The Mount Vernon Board of Trustees. Where the requirements of the drawings and specifications fail to comply with the applicable code or regulation, the Board of Trustees shall modify the contract to conform to the code or regulation.
- NO leftover material or items used in the construction of this cemetery will leave Mount Vernon Cemetery property, except as otherwise stated by the Board of Trustees.
- The awarded contractor shall furnish all necessary labor, materials, tools, equipment, and transportation necessary for the performance and completion of the work.
- The contractor shall layout the work from base lines and benchmarks indicated on drawings and be responsible for all lines, levels, and measurements of all work executed under the contract. The contractor shall verify the figures before laying out the work and will be held responsible for any error resulting from his/her failure to do so.
- The contractor shall maintain an adequate inspection system and perform such inspections as will ensure that the work performed under the contract conforms to contracts requirements.

- All material brought onto site will be clean of any petroleum products and or other harmful contaminants, including yet not limited to carcinogens, and or PCB's. It would be contractor's responsibility to remove and replace material if found to be contaminated, including any and all installations of work completed to date.
- The contractors responsibility will terminate when all work has been completed, the final inspection made, and the work accepted by The Mount Vernon Cemetery Board of Trustees.
- NO RANDOM VISITS. All contractors must contact Superintendent Kevin McKee at 508 662 1391 prior to any site visit, respectively for grieving families and funeral services.
- All work performed by contractor(s) will be guaranteed for 1 year from date of completion and sign off from Board of Trustees, including yet not limited to final grade, failure of the construction or materials utilized by awarded contractor.
- The Contractor will observe throughout construction, consideration of site access, including repair or replacement of damaged roadways, vegetation, waterlines/spigots, and/or any graves or markers from moving equipment and product within cemetery grounds, caused by the contractor and/or any of its material delivery agents.
- Contractor will complete work in a timely fashion with consideration of delays caused by funeral services, weather, and waterline installation.
- Contractor will promote and maintain a safe, clean, and organized jobsite throughout the project.
- Contractor will be required to "shut down" all equipment and work duties when family and funeral homes enter cemetery for funeral services. Contractor will be advised the day before of scheduled interments. No deviation from this protocol will be allowed.

OSHA Compliance

- Contractor will, if necessary, provide OSHA certification for his/her self and all employees as OSHA regulations state, including open excavation, trench work and competent man.
- Contractor will follow rules and regulations for open excavations and provide necessary resources (trench boxes/shoring/appropriate side wall & spoil pile slopes) for work onsite.
- If contractor is investigated and OSHA shuts down work, it will be the Board of Trustees decision as to continue service and payment to awarded contractor.

Insurance

- Prior to being awarded the bid the contractor will provide Mount Vernon Cemetery with insurance certificates naming the Town of West Boylston including, yet not limited to workman's compensation, general liability, and automobile liability insurance.

Licenses

-The contractor and any employee utilizing equipment and or applications in which licensure is required, will have and hold the proper license for said usage. No Exceptions. A copy of the license each employee holds should be submitted with the Insurance Certificates.



David Mercurio & Son Construction

206 Lancaster Street, West Boylston, MA 01583: (508) 835-4842

July 9, 2009

Town of West Boylston: Cemetery Commission

West Boylston, MA

ATTN: Cemetery Commission

RE: Phase 1 – Site cleanup for cemetery expansion work at Mount Vernon Cemetery

Scope of work to include groups 1, 2, and 3 listed in Cemetery Commissions Phase 1 – site cleanup for cemetery expansion work. To be completed by July 21, 2009.

Total Quote:

\$4,995.00

PROPOSAL

ROTTI CONSTRUCTION CO., INC.

46 Lancaster Street

WEST BOYLSTON, MASSACHUSETTS 01583

835-4917 835-4433

PROPOSAL SUBMITTED TO Mount Vernon Cemetery		PHONE	DATE 7/9/09
STREET Worcester St.		JOB NAME Site Clean up	
CITY, STATE AND ZIP CODE W. Boylston, Ma.		JOB LOCATION expansion area	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Clean up of Town of West Boylston - Mount Vernon Cemetery property as outlined in scope sheet titled: "Phase I - Site Clean up for Cemetery Expansion Work." This includes Group #1, Group #2, Group #3 as stated.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Three Thousand Nine Hundred Fifty dollars (\$ **3,950.00**).

Payment to be made as follows:

All material is guaranteed to be as specified. All work completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

Walter Bort

Note: This proposal may be withdrawn by us if not accepted within **30** days.

Acceptance of Proposal — The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

*Dave Edilberti Backhoe Service
288 West Boylston Street
West Boylston, MA 01583
(508) 835-3446, (508) 835-2458
(fax)*

Estimate

DATE

7/9/2009

NAME / ADDRESS

*West Boylston Cemetery Dept
35 Worcester Street
West Boylston, Ma. 01583*

DESCRIPTION

Work to be done known as phase 1 site clean up for cemetery expansion work.

Look forward to hearing from you.

TOTAL \$4,500.00

SIGNATURE _____