



**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519  
(508) 839-5335 ext 1100 • FAX (508) 839-4602  
[www.grafton-ma.gov](http://www.grafton-ma.gov)

**BOARD OF SELECTMEN  
MEETING**  
August 4, 2015  
Municipal Center, Conference Room A  
7:00 p.m.

**CALL TO ORDER**

**1. SCHEDULE**

- a) [GURR – Jon Delli Priscolli- To discuss 8 Upton Street and Super Park](#)

**2. APPOINTMENTS**

Board of Selectmen

- a) [Cooper T. Cerulo – EDC](#)  
b) [CMRPC – Tim McInerney and Craig Dauphinais](#)  
c) [Patricia Myers – Information Technology Committee](#)

**3. RESIGNATIONS**

**4. NEW BUSINESS**

- a) [Vote to Sign IMA- Central Mass Regional Stormwater Coalition](#)  
b) [Vote and Award Contract to Integrated Solutions Group for Cable Studio AV Equipment Upgrade in Fin Com Room](#)  
c) [Vote and Award Contract to Page Contracting, Inc. for South Grafton Community House Roof Repairs](#)  
d) [Vote to sign Commissioning Agreement with Moriarty and Associates](#)

**5. SELECTMEN REPORTS / TA REPORTS**

**6. CORRESPONDENCE**

## **7. DISCUSSION**

- a) [Draft October Town Meeting Warrant](#)
- b) [Boulevard –Discuss the possibility of making Boulevard a one way street.](#)
- c) [LPG Fire Safety Consultant Update](#)
- d) [Workshop Schedule](#)
- e) [Cable’s Use of Old Police Station](#)

## **8. MEETING MINUTES**

[7/7/15](#)

### **EXECUTIVE SESSION**

MGL Chapter 30A, Sec. 21(3)  
Litigation Update  
Litigation Strategy  
Union Negotiations  
Land Negotiation  
Non Union Negotiations  
Strategy for Negotiations  
Minutes

### **ADJOURN**

Mr. Jon Delli-Priscoli of the Grafton Upton Railroad Company will discuss his letter dated, May 11, 2015 regarding knowledge of the planned Super Park location.

# Grafton & Upton Railroad Company

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42 Westboro Road  
P.O. Box 100  
Grafton, MA 01536  
508-481-6095 \* Fax 508-460-0578

May 11, 2015

Brook Padgett, Chairman  
Board of Selectmen  
Town of Grafton  
Grafton Memorial Municipal Center  
30 Providence Road  
Grafton, MA 01519

Dear Chairman Padgett:

We have reviewed your Town Counsel's recent May 7<sup>th</sup> correspondence to Attorney John Mavricos in response to his April 30<sup>th</sup> letter to yourself (the "Lawyers Correspondence").

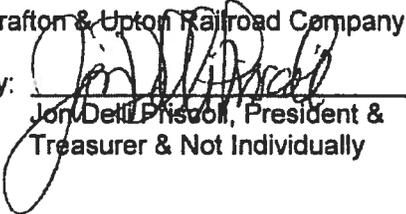
We would request that you place us on the Board of Selectmen's agenda at a mutually agreeable date and time in order to allow all of us to directly discuss the issues raised in the Lawyers Correspondence.

I would briefly state in part in reference to the foregoing that the Grafton & Upton Railroad ("GURR") had no knowledge of the planned Super Park until reading about it on line during early April, 2015. And notwithstanding our written notice as to 8 Upton Street, it is the Town of Grafton that has known "forever and a day" that the GURR's main line runs behind the Town Library and the proposed site of the so-called "Super Park".

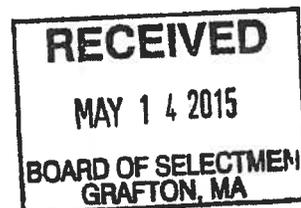
Please have your Town Administrator contact Stan Gordon in my office at 508-481-6095 to discuss and agree upon a mutually convenient date and time for us to come in and discuss 8 Upton Street & the Super Park with the entire Board of Selectmen.

Sincerely,

Grafton & Upton Railroad Company

By: 

Jon Dell Prisco, President &  
Treasurer & Not Individually



If the Board is in agreement, the Board will vote to appoint Cooper T. Cerulo to the Economic Development Commission.



## Grafton, MA

30 Providence Road

Phone: 508-839-5335

### Citizen Activity Form

*Good Government Starts with You*

**Date Submitted:** July 16, 2015

**Name:** Cooper T Cerulo

**Home Address:** 118 Ferry Street  
South Grafton, MA

**Mailing Address:** 118 Ferry Street  
South Grafton, MA

**Phone Number(s):** (508)-733-0959 - Cell

**Email Address:** coopercerulo@gmail.com

**Current Occupation:** Financial Advisor

**Narrative:** Potentially 3 to 4 hours a week to serve community. I hold the Series 7, 66, and Mass Life and Health Producers license. I also have extensive experience in Music and the arts if the community may ever need that.

*EDC*

I am primarily interested in learning mre info about the economic council, but see that there is already a financial advisor on the board. I'm not sure if you would want to admit another one, but I am interested. I work with a well-established and experienced team of advisors for Merrill Lynch in Westborough, MA, and recently moved to Grafton in March.

**Board(s) / Committee(s):**  AFFORDABLE HOUSING  
 AGRICULTURAL COMMISSION  
 BOARD OF ASSESSORS  
 BYLAW STUDY COMMITTEE  
 CABLE OVERSIGHT COMMITTEE  
 CAPITAL IMPROVEMENT PLANNING COMMITTEE  
 ECONOMIC DEVELOPMENT COMMISSION  
 HISTORIC DISTRICT COMMISSION  
 HISTORICAL COMMISSION  
 TRUSTEES OF SOLDIERS

If the Board is in agreement, the Board will vote to appoint Tim McInerney and Craig Dauphinais to the CMRPC.

If the Board is in agreement, the Board will vote to appoint Patricia Myers to the Information Technology Committee.



## Grafton, MA

30 Providence Road

Phone: 508-839-5335

### Citizen Activity Form

*Good Government Starts with You*

**Date Submitted:** July 26, 2015

**Name:** Patricia Myers

**Home Address:** 209 Magill Drive  
GRAFTON, MA 01519

**Mailing Address:** 209 Magill Drive  
GRAFTON, MA 01519

**Phone Number(s):** (508)625-1246 - Unspecified

**Email Address:** Triseg@comcast.net

**Current Occupation:** IT Security Analyst

**Narrative:** Over 25 years experience working in various aspects of IT.

**Board(s) / Committee(s):**  AMBULANCE COMMITTEE  
 INFORMATION TECHNOLOGY COMMITTEE

If the Board is in agreement, the Board will vote to sign the Inter Municipal Agreement with Central Mass Regional Stormwater Coalition.

**TOWN OF SPENCER AND TOWN OF GRAFTON**

**INTERMUNICIPAL AGREEMENT FOR PARTICIPATION IN THE  
CENTRAL MASSACHUSETTS REGIONAL STORMWATER COALITION  
(MUNICIPAL FY 2016)**

Agreement by and between the Town of Spencer, Massachusetts, acting by and through its Board of Selectmen ("Spencer") and the Town of Grafton, Massachusetts, acting by and through its Board of Selectmen ("Grafton"), pursuant to the provisions of Section 4A of Chapter 40 of the Massachusetts General Laws.

Whereas, Spencer is a founding member of the Central Massachusetts Regional Stormwater Coalition ("the CMRSWC"), a regional, efficiency-driven stormwater compliance project involving between 13 and 30 towns;

Whereas, Spencer has managed funds awarded to the CMRSWC by the Massachusetts Executive Office of Administration and Finance in previous state fiscal years through its Community Innovation Challenge (CIC) Grant program;

Whereas, Spencer has managed funds awarded to the CMRSWC by the New England Water Environment Association (NEWEA) through its Humanitarian Assistant Grant program;

Whereas, Spencer has managed matching shares contributed to the CMRSWC from participating communities in previous fiscal years, and has obtained intermunicipal agreements from each participating community for those contributions;

Whereas, the CMRSWC Steering Committee approved, at its May 2015 meeting, the expected annual contribution for participation in the CMRSWC in FY2016 to be Four Thousand Dollars, and No Cents (\$4,000.00);

Whereas, Grafton wishes to participate in the CMRSWC;

Whereas, Spencer and Grafton have determined that it would be in their best interests to enter into an intermunicipal agreement for the purpose of coordinating the contribution from each participating community under the terms and conditions hereinafter set forth; and

Whereas the Boards of Selectmen of Spencer and Grafton, have each voted at a duly posted open meeting to authorize this intermunicipal agreement pursuant to the provisions of Chapter 40, Section 4A of the Massachusetts General Laws.

Now, therefore, in consideration of these premises, and for other good and valuable consideration, the parties agree as follows.

1. Spencer agrees to be the lead community for the CMRSWC Project in municipal FY2016 and subsequent fiscal years and is responsible for making required payments for all CMRSWC subcontractors supplying services and all vendors supplying purchases in accordance with tasks authorized by the CMRSWC Steering Committee, managing the budget for authorized

tasks, and receiving any grants. If at some time Spencer is no longer able to serve in this role, the CMRSWC Steering Committee shall identify another member community to serve as the fiscal lead.

2. In order to fund the CMRSWC project, Spencer agrees to attempt to obtain intermunicipal agreements from all participating communities for each community's contribution.

3. Payment of the established fee for a municipal fiscal year entitles Grafton to participate in all services, activities, and events offered by the CMRSWC that year. This includes access to fee-based services (such as the online mapping and inspection platform, use of survey devices and water quality monitoring tools), receipt of Annual Report narratives and any regulatory updates, participation in pilot projects and partnerships, and attendance at training events and presentations. In the event that Grafton elects to withdraw, it shall retain ownership of products delivered in previous fiscal years during which it participated but will not have future access to fee-based services. If Grafton withdraws, it will be provided with a digital copy (GIS shapefile and Excel spreadsheet) of data within its boundaries managed by the CMRSWC online mapping and inspection platform through the end of the last fiscal year in which it participated. Infrastructure in Grafton will continue to be visible to other members on the platform.

4. This agreement shall become effective on August 4, 2015, and shall expire June 30, 2020. This extended commitment term decreases the effort to administer the CMRSWC and increases the strength of the CMRSWC's voice. Any member, including Grafton, shall be able to withdraw from the CMRSWC at any time with 60 days' notice, provided in writing to the Spencer Town Administrator (or, in the case of Spencer, to the CMRSWC Steering Committee). There will be no credit or pro-rating of the annual fee for withdrawal. The term of the agreement is subject to extension or revision by vote of the CMRSWC Steering Committee and written amendment signed by all parties.

5. In the event that a community participating in the CMRSWC withdraws, Spencer will attempt to replace said non-participating community for the next fiscal year such that the total number of participating communities remains around 30. Additional communities may be invited to participate at the approval of the CMRSWC Steering Committee.

6. The matching share for each participating community for each year shall be set at Four Thousand Dollars, and No Cents (\$4,000.00).

7. Each participating community shall make full payment of the fee identified above to the "Town of Spencer" prior to July 31 of each year, for participation during the fiscal year beginning July 1<sup>st</sup> of that same year. The fee may be adjusted only by vote of the CMRSWC Steering Committee and by written amendment signed by all parties, with Grafton able to withdraw from the CMRSWC at any time as noted in #4, above.

8. This agreement sets forth the entire understanding of the parties with respect to its subject matter. Any amendment of this agreement must be in writing and authorized by votes of the Boards of Selectmen of Spencer and Grafton. This agreement shall be governed by the laws of the Commonwealth of Massachusetts. If any provision of this agreement is declared by a

court of competent jurisdiction to be illegal, unenforceable, or void, then both parties shall be relieved of their obligations under that provision, and the remainder of the agreement shall be enforced to the fullest extent permitted by law.

Executed by the parties authorized representatives.

TOWN OF SPENCER  
By its Board of Selectmen

TOWN OF \_\_\_\_\_  
By its Board of Selectmen

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Chairman

\_\_\_\_\_

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Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

If the Board is in agreement, the Board will vote and award contract to Integrated Solutions Group for Cable AV equipment upgraded in the Finance Committee room.



**OFFICE OF THE  
TOWN ADMINISTRATOR**

30 Providence Road  
Grafton, MA 01519  
(508) 839-5335  
[www.grafton-ma.gov](http://www.grafton-ma.gov)

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**CABLE STUDIO EQUIPMENT BID LIST**

**TOWN OF GRAFTON, MA**

The attached Excel spreadsheet lists equipment and supplies for purchase by the Town of Grafton, MA for the Cable Television Oversight Committee. The town shall be responsible for installation of this equipment in the Municipal Center and at the studio of Grafton Community Television.

The bidder must make entries in the spreadsheet for unit pricing and for freight or other services. The bidder must also list hourly pricing for assisting the Town in configuring the equipment, such as IP addresses, and for possible termination of fiber optic cable. The bidder must also fill in those areas labelled as "open\*" and "open" for manufacturer and model number. The Town reserves the right to approve or reject these items and may request alternative equipment if the Town determines at its sole discretion that the proposed equipment fails to meet the requirements of the Town.

The spreadsheet will automatically multiply unit prices by quantities and will tabulate the total bid. All other cells, except for bidder entry, are locked and cannot be modified.

Where specific manufacturers and model numbers are given, the equipment to be supplied must comply with those specifics. Where the manufacturer and model number are shown as open\* and open the supplier shall determine a product that meets the requirements as stated under details and any other requirements normal for use with the equipment specified.

No substitutes are allowed for the specific items listed. The reason for exemption from state open bidding requirements are as listed below:

Items 1–5: The town already uses similar items and requires compatibility and user usage knowledge.

Item 6: The vendor may suggest an alternative, but the Town reserves the right to approve or reject any substitute.

Items 11,12: The town already uses similar items and has knowledge in use and configuration.

Items 16-18: OpenGear is a requirement allowing for numerous manufacturers. The vendor may supply any equivalent OpenGear equipment that achieves the functionality of the equipment shown.

Items 21-22: The town already has tools specific to the cable and connectors shown. Captive center pin connectors are a performance requirement for extended life and reliability.

Items 23-24: Amp brand connectors may not be supplied as they are not compatible with existing town crimp tools. Connectors intended for solid conductors must be used only with cable having solid conductors. We will accept (and actually prefer) stranded cable but the connectors supplied must be compatible with such stranded conductors.

Please contact, Robert Berger at [bergerr@grafton-ma.gov](mailto:bergerr@grafton-ma.gov) or 508-839-5335 with any questions.



Item	Manufacturer	Model	Description	Qty	Unit Price	Extended
1	Panasonic	AW-HE40S	Pan/Tilt Camera w/ HD-SDI output and POE	4		
2	Panasonic	AW-RP120	Camera Control Panel	1		
3	Broadcast Pix	Mica 1000	Production Switcher, Graphics,	1		
4	Broadcast Pix	Option 802	Panasonic Camera Control Option for above switcher	1		
5	Broadcast Pix	Option 241	Rack Mount for above switcher	1		
6	AJA	3G-AMA	Analog Audio to HD-SDI Embedder	1		
7	open*	open	24" Monitors: 1080p, IPS, HDMI input	3		
8	open*	open	24" Television IPS, HDMI input	1		
11	open*	open	Wall Mount for 24" Monitors and TV	3		
8	Surgex	SX-1120RT	Surge Suppressor Power Filter	1		
9	Cisco	SG300-28P	24 Port POE GigE Data Switch to Power Cameras	1		
10	Black Magic Design	Smartscope Duo 4K	Dual 4K Rack Mount Monitor with Waveform/Vector	1		
12	open*	open	DVI to HDMI adaptors to connect monitors	2		
13	open*	open	HDMI Cables. 20' length	4		
13	open*	open	10' USB 2.0 Extender Cable	4		
16	Ross,BMD,Cobalt*	OpenGearFrame	Frame w/ PS, Network Card	1		
17	Black Magic Design*	OpenGearConv, SDI-Analog	Converter HD/SD-SDI to Analog NTSC with Analog Audio Out	1		
18	Black Magic Design*	OpenGearConv, Optical Fiber	Optical Fiber, SDI to fiber, Fiber to SDI	1		
19	open*	open	HD-SDI to Fiber converter. 1310nm. LC Optical connector	1		
20	open*	open	Keyboard drawer, under counter style with mouse area	1		
19	Belden	1505	Digital video 75 Ohm Coax Cable. 1000 ft spool. one piece cable	1		
20	Kings	2065-2-9	75 Ohm BNC Crimp Connectors with captive center pin	100		
19	open*	open*	Cat 5e cable. plenum. shielded. solid. 1000 ft spool. one piece	1		
19	open*	open*	8p8c (RJ-45) crimp connectors for above. must be for solid	100		
			<b>Total Equipment</b>			
			Freight			
			<b>Total Non-Equipment Services</b>			
			<b><u>TOTAL SYSTEM COST</u></b>			



**INTEGRATED  
SOLUTIONS GROUP**

Broadcast | Lighting | Design  
A Division of The Camera Company

7/20/15

Town of Grafton  
30 Providence Rd.  
Grafton, MA 01519

Dear Mr. DeToma,

Thank you for choosing Integrated Solutions Group / The Camera Company for your upcoming project.

Please accept this letter as confirmation that The Town of Grafton has contracted with The Camera Company, Inc. (Integrated Solutions Group) for your upcoming video project, quote number Q150708.1.Grafton, for a total cost of \$48,196.00.

We look forward to working with you.

\_\_\_\_\_  
David Katz  
President-ISG/The Camera Company

7/20/2015

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer

\_\_\_\_\_  
Date

Integrated Solutions Group	7/8/2015	\$48,196.00	complete
CDA	7/14/2015	\$48,259.00	complete
HB	6/29/2015	\$50,855.00	complete
Pro AV Systems	6/16/2015	\$42,435.00	incomplete

Item	Manufacturer	Model	Description	Qty
1	Panasonic	AW-HE40S	Pan/Tilt Camera w/ HD-SDI output and POE	4
2	Panasonic	AW-RP120	Camera Control Panel	1
3	Broadcast Pix	Mica1000	Production Switcher, Graphics,	1
4	Broadcast Pix	Option 802	Panasonic Camera Control Option for above switcher	1
5	Broadcast Pix	Option 241	Rack Mount for above switcher	1
6	AJA	3G-AMA	Analog Audio to HD-SDI Embedder	1
7	open*	open	24" Monitors:1080p, IPS, HDMI input	3
7	open*	open	24" Television IPS, HDMI input	1
11	open*	open	Wall Mount for 24" Monitors and TV	3
8	SurgeX	SX-1120RT	Surge Suppressor Power Filter	1
9	Cisco	SG300-28P	24 Port POE GigE Data Switch to Power Cameras	1
10	Black Magic Design	Smartscope Duo 4K	Dual 4K Rack Mount Monitor with Waveform/Vector	1
12	open*	open	DVI to HDMI adaptors to connect monitors	2
13	open*	open	HDMI Cables, 20' length	4
	open*	open	10' USB 2.0 Extender Cable	4
16	Ross,BMD,Cobalt*	OpenGearFrame	Frame w/ PS, Network Card	1
17	Black Magic Design*	OpenGearConv, SDI-Analog	Converter HD/SD-SDI to Analog NTSC with Analog Audio Out	1
18	Black Magic Design*	OpenGearConv, Optical Fiber	Optical Fiber, SDI to fiber, Fiber to SDI	1
19	open*	open	HD-SDI to Fiber converter, 1310nm, LC Optical connector	1
20	open*	open	Keyboard drawer, under counter style with mouse area	1
19	Belden	1505	Digital video 75 Ohm Coax Cable, 1000 ft spool, one piece cable	1
20	Kings	2/9/2065	75 Ohm BNC Crimp Connectors with captive center pin	100
19	open*	open*	Cat 5e cable, plenum, shielded, solid, 1000 ft spool, one piece	1
19	open*	open*	8p8c (RJ-45) crimp connectors for above, must be for solid	100
			Total Equipment	
			Freight	
			Total Non-Equipment Services	
			TOTAL SYSTEM COST	



Item	Manufacturer	Model	Description	Qty	Unit Price	Extended
1	Panasonic	AW-HE40S	Pan/Tilt Camera w/ HD-SDI output and POE	4	\$3,594.00	\$14,376.00
2	Panasonic	AW-RP120	Camera Control Panel	1	\$4,344.00	\$4,344.00
3	Broadcast Pix	Mica1000	Production Switcher, Graphics,	1	\$21,549.00	\$21,549.00
4	Broadcast Pix	Option 802	Panasonic Camera Control Option for above switcher	1	\$895.00	\$895.00
5	Broadcast Pix	Option 241	Rack Mount for above switcher	1	\$95.00	\$95.00
6	AJA	3G-AMA	Analog Audio to HD-SDI Embedder	1	\$702.00	\$702.00
7	open*	open	24" Monitors: 1080p, IPS, HDMI input	3	\$177.00	\$531.00
7	open*	open	24" Television IPS, HDMI input	1	\$233.00	\$233.00
11	open*	open	Wall Mount for 24" Monitors and TV	3	\$45.00	\$135.00
8	SurgeX	SX-1120RT	Surge Suppressor Power Filter	1	\$588.00	\$588.00
9	Cisco	SG300-28P	24 Port POE GigE Data Switch to Power Cameras	1	\$656.00	\$656.00
10	Black Magic Design	SmartScope Duo 4K	Dual 4K Rack Mount Monitor with Waveform/Vector	1	\$937.00	\$937.00
12	open*	open	DVI to HDMI adaptors to connect monitors	2	\$27.00	\$54.00
13	open*	open	HDMI Cables, 20' length	4	\$27.00	\$108.00
13	open*	open	10' USB 2.0 Extender Cable	4	\$7.00	\$28.00
16	Ross,BMD,Cobalt*	OpenGearFrame	Frame w/ PS, Network Card	1	\$1,592.00	\$1,592.00
17	Black Magic Design*	OpenGearConv, SDI-Analog	Converter HD/SD-SDI to Analog NTSC with Analog Audio Out	1	\$466.00	\$466.00
18	Black Magic Design*	OpenGearConv, Optical Fiber	Optical Fiber, SDI to fiber, Fiber to SDI	1	\$466.00	\$466.00
19	open*	open	HD-SDI to Fiber converter. 1310nm, LC Optical connector	1	\$882.00	\$882.00
20	open*	open	Keyboard drawer, under counter style with mouse area	1	\$153.00	\$153.00
19	Belden	1505	Digital video 75 Ohm Coax Cable, 1000 ft spool, one piece cable	1	\$500.00	\$500.00
20	Kings	2065-2-9	75 Ohm BNC Crimp Connectors with captive center pin	100	\$2.00	\$200.00
19	open*	open*	Cat 5e cable, plenum, shielded, solid, 1000 ft spool, one piece	1	\$282.00	\$282.00
19	open*	open*	808c (RJ-45) crimp connectors for above, must be for solid	100	\$0.71	\$71.00



Item	Manufacturer	Model	Description	Qty	Unit Price	Extended
			Total Equipment			\$48,259.00
			Freight		\$967.00	
			Total Non-Equipment Services			
			<u>TOTAL SYSTEM COST</u>			<u>\$48,259.00</u>



275 Billerica Rd. Suite 3 Chelmsford, MA 01824  
 Phone: (978) 692-5111 Fax: (978) 692-5252

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Town of Grafton	<b>Date:</b>	6/16/2015
	<b>Quote #</b>	061615BS-1
	<b>RFQ #</b>	Verbal

<p><b>Additional Notes:</b> This document is the property of Pro AV Systems and the listed recipient. It cannot be reproduced or shared without the consent of a Pro AV sales representative.</p> <p>Please direct orders or questions to Ben Slattery - 978-692-5111, <a href="mailto:BEN@PROAVSI.COM">BEN@PROAVSI.COM</a></p> <p>Delivery to: Customer          Payment Terms: Net 30</p>	<i>Subtotal</i>	\$42,435.00
	<i>Sales Tax</i>	TBD
	<i>Shipping</i>	TBD
	<b>TOTAL</b>	<b>\$42,435.00</b>

**All Electrical to be provided by customer unless otherwise noted.**

QTY	Part #	DESCRIPTION	UNIT COST	TOTAL COST
4	AW-HE40SWPJ	PANASONIC SOLUTIONS COMPANY : Int. PT Cam HD-SDI Out White	\$3,450.00	\$13,800.00
1	AWRP120GJ	PANASONIC SOLUTIONS COMPANY : inch. Advanced Pan-tilt controller with IP/Serial control, Tracing Memory, Group Presets, Scene Files, 10 direct-access camera selection buttons, independent pan/tilt, zoom, and focus speed controls, dedicated on-panel camera adjustment knobs, and SD Card	\$4,495.00	\$4,495.00
1	Mica	Mica with 3 keys	\$16,900.00	\$16,900.00
1	1000	1ME Control Panel (1000 model)	\$5,995.00	\$5,995.00
1	802	Panasonic Camera Control	\$950.00	\$950.00
1	Mini Converter Optical Fiber	Independent bi-directional SDI to optical fiber and optical fiber to SDI.	\$295.00	\$295.00



Project #  
Date: 6/29/2015  
Ver# 1

Quoted To: Town of Grafton, MA  
30 Providence Road  
Grafton, MA 01519  
Mr. Robert Berger

Installation Site: Town of Grafton, MA  
30 Providence Road  
Grafton, MA 01519  
Mr. Robert Berger

Quoted By: William Mintzer

Project Name: Grafton Studio Bid

Item	Qty	Manufacturer	Model	Description	Unit	Total
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**Equipment**

1	4	Panasonic	AW-HE40S	PTZ Camera	3,594.00	14,376.00
2	1	Panasonic	AW-PR120	Camera Control Panel	4,344.00	4,344.00
3	1	Broadcast Pix	Mica 1000	MICA 1000 Switcher	21,549.00	21,549.00
4	1	Broadcast Pix	802	Camera Control	895.00	895.00
5	1	Broadcast Pix	241	Switcher Rackmount	95.00	95.00
6	1	AJA	3G-AMA	Analog Audio to HD-SDI Embedder	702.00	702.00
7	3	Samsung	S24D300H	24" Monitors with HDMI, IPS, and 1080p	177.00	531.00
8	1	Samsung	UN24H4500AFX	24" TV with HDMI and IPS	233.00	233.00
9	4	Chief	FTR4100	Small Monitor Wall Mounts for Above	45.00	180.00
10	1	Surgex	SX-1120RT	Power Conditioner	588.00	588.00
11	1	Cisco	SG300-28P	24-Port	656.00	656.00
12	1	Blackmagic	HDL-SMTWSCOPEDUO4K	SmartScope Duo 4K	937.00	937.00
13	2	Gefen	ADA-DVIM-2HDMIFN	DVI-to-HDMI Adapter for Monitor	27.00	54.00
14	4	KanexPro	KAN-HD25FTCL314	20-Foot HDMI Cable	27.00	108.00
15	4	UP Solutions	USB-AA-10	10-Foot USB Extension Cable	7.00	28.00
16	1	Ross	OG3-FR-CN	openGear Frame with PS and Networking	1,592.00	1,592.00
17	1	Blackmagic	CONVOPENGASA	Converter HD-SDI to Analog with Analog Audio	466.00	466.00
18	1	Blackmagic	CONVOPENGOF	Optical Fiber, SDI to Fiber, Fiber to SDI	466.00	466.00
19	1	Miranda	FIO991PTS13L	HD-SDI to Fiber Converter, 1310nm, LC Connector	882.00	882.00
20	1	TecNec	TN-KBD	Keyboard Drawer	153.00	153.00
21	1	Belden	1505A	1000-Foot Roll, Black	500.00	500.00
22	100	Kings	2065-2-9	75 Ohm Connector	2.00	200.00
23	1	Belden	1592A	1000-Foot Roll CAT5e	282.00	282.00
24	100	Ideal	IDL-85-366	RJ-45 Crimp Connectors	0.71	71.00
25						
26				Hourly Rate for Install Support/Programming	116.00	

**TOTAL EQUIPMENT: \$49,888.00**

**Technical Services**

1	HB	Engineering	system design & engineering	NA
2	HB	Drafting	drafting & documentation	NA
3	HB	Pre-installation	shop assembly & testing	NA
4	HB	Programming	system programming	NA
5	HB	Installation	on site installation & testing	NA
6	sub	Installation	sub-contract labor	NA
7	HB	UC Services	videoconference & unified communications	NA
8	HB	Project Management	project management & site coordination	NA
9	HB	G&A	general administration	NA
10	HB	Freight	freight in/out	967
11	HB	Site Warranty	6-months, see terms	no charge

**TOTAL NON-EQUIPMENT: \$967.00**

\* Prices shown are good for 30 days \*

**TOTAL PROJECT - excluding applicable taxes: \$50,855.00**

Sales tax  
**TOTAL PROJECT INCLUDING TAX: \$50,855.00**



# INTEGRATED SOLUTIONS GROUP

Broadcast | Lighting | Design  
A Division of The Camera Company

Date: July 8, 2015  
Signed: Marty Feldman, VP

**Please see comments  
in boldface type.**

## Prepared For: Town of Grafton, MA

Office of the Town Administrator  
30 Providence Road, Grafton, MA 01519  
Attn: Robert Berger, 508-839-5335, bergerr@grafton-ma.gov  
Quote #: Q150708.1.Grafton

Terms: Net 30  
Quote valid: 30 days.  
**3 Pages, Item 1-24.**

Item	Make	Model	Desc.	Qty.	Unit Pr.	Ext.
1	Panasonic	AW-HE40S	Pan/Tilt Camera w/ HD-SDI output and POE	4	\$3,419.00	\$13,676.00
2	Panasonic	AW-RP120	Camera Control Panel	1	\$3,995.00	\$3,995.00
3	Broadcast Pix	Mica 1000 <b>(Note: New designation: MC-DT with CP1000)</b> Option 802	Production Switcher, Graphics,	1	\$20,799.00	\$20,799.00
4	Broadcast Pix		Panasonic Camera Control Option for above switcher	1	\$865.00	\$865.00
5	Broadcast Pix	Option 241	Rack Mount for above switcher	1	\$181.00	\$181.00
6	AJA	3G-AMA	Analog Audio to HD-SDI Embedder	1	\$699.00	\$699.00
7	ASUS	VS248H-P	24" Monitors: 1080p, IPS, HDMI input	3	\$199.00	\$597.00
8	Samsung	UN24H4000 <b>Note: (No IPS) Unable to find IPS in a HDTV receiver in 24".</b> VST-4	24" Television, HDMI input	1	\$179.00	\$179.00
9	Sanus	SX-1120RT	Wall Mount for 24" Monitors and TV	3	\$25.00	\$75.00
10	SurgeX		Surge Suppressor Power Filter	1	\$665.00	\$665.00
11	Cisco	SG300-28PP-K9-JP <b>(Note: Your specification appeared incomplete. Please check.) There are numerous models.</b>	24 Port POE GigE Data Switch to Power Cameras	1	\$795.00	\$795.00

**Integrated Solutions Group**  
858 Providence Highway, Norwood, MA 02062  
Phone 781-769-7810 Fax 781-769-5750



If the Board is in agreement, the Board will vote and award contract to Page Contracting, Inc. for South Grafton Community House Roof Repairs.

## Roof Repairs, Grafton Community House 7/2015

Name & Address of Bidder	Price
Mike's Construction Co, 332 Mason Rd Ext. Dudley, MA 01571	7300.00

Page Contracting Inc, 122 Worcester Street, N. Grafton, MA 01536 774 293-1544	6975.00
Widow Logic, 31 Wheeler Road, N. Grafton, MA 01536 508 839-2201	Verbal quote of \$7000

# TOWN OF GRAFTON

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**DATE: AUGUST 4, 2015**

This Contract is entered into on, or as of, this date by and between the Town of Grafton, 30 Providence Road, Grafton, MA 01519 (the "Town"), and

Page Contracting Inc,  
122 Worcester Street,  
N. Grafton, MA 01536  
774 293-1544

**1. This is a Contract for the procurement of the following:**

Removal of 28 roof vents at the South Grafton Community House, repair sheathing and install ice and water protection and reshingle the roof.

**2. The Contract price to be paid to the Contractor by the Town is:**

Six-thousand, nine-hundred seventy-five dollars (\$6,975).

**3. Payment will be made as follows:**

3.1 Fees and Reimbursable Costs combined shall not exceed \$6,975 as more fully set forth in the Contractor Documents.

3.2 There shall be no further costs, fees or reimbursable charges due the Contractor under this Contract unless said fees and/or costs are so set forth in writing. The Town will not pay any surcharge or premium on top of the direct out of pocket expenses, if any.

3.3 Final payment including any unpaid balance of the Contractor's compensation shall be due and payable when the Project/Services is/are delivered to the Town when the project is completed and the services are complete and/or the goods are delivered and accepted.

**4. Definitions:**

4.1 **Contract Documents:** All documents relative to the Contract including (where used) Request for Proposals and all attachments thereto, Instructions to Bidders, Proposal Form, Specifications. The Contract documents are complementary, and what is called for by any one shall be as binding as if called for by all.

4.2 **Date of Substantial Performance:** The date when the work is sufficiently complete and the services are performed, in accordance with Contract documents, as modified by approved Amendments and Change Orders.

4.3 **Services:** shall mean furnishing of labor, time, or effort by the Contractor. This term shall not include employment agreements, collective bargaining agreements, or grant agreements.

4.4 **Work:** The services or materials contracted for, or both.

**5. Term of Contract and Time for Performance:**

This Contract shall be fully performed by the Contractor in accordance with the provisions of the Contract Documents on or before \_\_\_\_\_, unless extended, in writing, at the sole discretion of the Town, and not subject to assent by the Contractor. Time is of the essence for the completion of the Contract.

6. Subject to Appropriation:

Notwithstanding anything in the Contract Documents to the contrary, any and all payments which the Town is required to make under this Contract shall be subject to appropriation or other availability of funds as certified by the Town Accountant. In the absence of appropriation or availability as certified herein, this Contract shall be immediately terminated without liability for damages, penalties or other charges to the Town.

7. Permits and Approvals:

Permits, Licenses, Approvals and all other legal or administrative prerequisites to its performance of the Contract shall be secured and paid for by the Contractor.

8. Termination and Default:

8.1 Without Cause. The Town may terminate this Contract on seven (7) calendar days notice when in the Town's sole discretion it determines it is in the best interests of the Town to do so, by providing notice to the Contractor, which shall be in writing and shall be deemed delivered and received when given in person to the Contractor, or when received by fax, express mail, certified mail return receipt requested, regular mail postage prepaid or delivered by any other appropriate method evidencing actual receipt by the Contractor. Upon termination without cause, Contractor will be paid for services rendered to the date of termination.

8.2 For Cause. If the Contractor is determined by the Town to be in default of any term or condition of this Contract, the Town may terminate this Contract on seven (7) days notice by providing notice to the Contractor, which shall be in writing and shall be deemed delivered and received when given in person to the Contractor, or when received by fax, express mail, certified mail return receipt requested, regular mail postage prepaid or delivered by any other appropriate method evidencing actual receipt by the Contractor.

8.3 Default. The following shall constitute events of a default under the Contract: any material misrepresentation made by the Contractor to the Town; 2) any failure to perform any of its obligations under this Contract including, but not limited to the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor's reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the Town, (iv) failure to promptly re-perform within a reasonable time the services that were rejected by the Town as unsatisfactory, or erroneous, (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and non-discrimination, (vii) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract, and (viii) failure to comply with any and all requirements of state law and/or regulations, and Town bylaw and/or regulations.

9. The Contractor's Breach and the Town's Remedies:

Failure of the Contractor to comply with any of the terms or conditions of this Contract shall be deemed a material breach of this Contract, and the Town of Grafton shall have all the rights and remedies provided in the Contract documents, the right to cancel, terminate, or suspend the Contract in whole or in part, the right to maintain any and all actions at law or in equity or other proceedings with respect to a breach of this Contract, including "Damages" including but not limited to costs, attorney's fees or other damages resulting from said breach ("Damages") as well as specific performance, and the right to select among the remedies available to it by all of the above.

10. Statutory Compliance:

10.1 This Contract will be construed and governed by the provisions of applicable federal, state and local laws and regulations; and wherever any provision of the Contract or Contract Documents shall conflict with any provision or requirement of federal, state or local law or regulation, then the provisions of law and regulation shall control. Where applicable to the Contract, the provisions of the General Laws are incorporated by reference into this Contract.

10.2 The Contractor shall comply with all Federal, State and local laws, rules, regulations, policies and orders applicable to the Work provided pursuant to this Contract.

11. Conflict of Interest:

Both the Town and the Contractor acknowledge the provisions of the State Conflict of Interest Law (General Laws Chapter 268A), and this Contract expressly prohibits any activity which shall constitute a violation of that law. The Contractor shall be deemed to have investigated the application of M.G.L. c. 268A to the performance of this Contract.

12. Certification of Tax Compliance

This Contract must include a certification of tax compliance by the Contractor, as required by General Laws Chapter 62C, Section 49A (Requirement of Tax Compliance by All Contractors Providing Goods, Services, or Real Estate Space to the Commonwealth or Subdivision).

13. Non-Discrimination/Affirmative Action

The Contractor shall carry out the obligations of this Agreement in compliance with all requirements imposed by or pursuant to federal, State and local ordinances, statutes, rules and regulations and policies prohibiting discrimination in employment. Contractor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, physical or mental handicap or sexual orientation.

14. Assignment:

The Contractor shall not assign, sublet or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the Town, and shall not assign any of the moneys payable under this Contract, except by and with the written consent of the Town.

15. Condition of Enforceability Against the Town:

This Contract is only binding upon, and enforceable against, the Town if: (1) the Contract is signed by the Board of Selectmen or its designee; and (2) endorsed with approval by the Town Accountant as to appropriation or availability of funds.

16. Corporate Contractor:

If the Contractor is a corporation and is being executed by a party other than its president, it shall endorse upon this Contract (or attach hereto) its Clerk's Certificate certifying the corporate capacity and authority of the party signing this Contract for the corporation. Such certificate shall be accompanied by a letter or other instrument stating that such authority continues in full force and effect as of the date the Contract is executed by the Contractor. This Contract shall not be enforceable against the Town of Grafton unless and until the Contractor complies with this section.

17. Minimum Wage/Prevailing Wage:

The Contractor will carry out the obligations of this Contract in full compliance with all of the requirements imposed by or pursuant to G. L. c. 151, §1, *et seq.* (Minimum Wage Law) and the wage rates as set forth in G.L. c. 149 §26 to 27D (prevailing Wage).

18. Liability of Public Officials:

To the full extent permitted by law, no official, employee, agent or representative of the Town of Grafton shall be individually or personally liable on any obligation of the Town under this Contract.

19. Indemnification:

The Contractor shall indemnify, defend and save harmless the Town, the Town's officers, agents and employees, from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs, expenses, recoveries and judgments of every nature and description (including attorneys' fees) that may arise in whole or in part out of or in connection with the work being performed or to be performed, or out of any act or omission by the Contractor, its employees, agents, subcontractors, material men, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The Contractor further agrees to reimburse the Town for damage to its property caused by the Contractor, its employees, agents, subcontractors or material men, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, including damages caused by his, its or their use of faulty, defective, or unsuitable material or equipment, unless the damage is caused by the Town's gross negligence or willful misconduct.

The foregoing provisions shall not be deemed to be released, waived, limit or modified in any respect by reason of any surety or insurance provided by the Contractor under the Contract.

## 20. Insurance

### 20.1 Workers Compensation Insurance:

The Contractor shall provide by insurance for the payment of compensation and the furnishing of other benefits under Chapter 152 of the General Laws of Massachusetts (The Worker's Compensation Act) to all employees of the Contractor who are subject to the provisions of Chapter 152 of the General Laws of Massachusetts.

Failure to provide and continue in force such insurance during the period of this Contract shall be deemed a material breach of this Contract, shall operate as an immediate termination thereof, and Contractor shall indemnify the Town for all losses, claims, and actions resulting from the failure to provide the insurance required by this Article.

The Contractor shall furnish to the Town a certificate evidencing such insurance prior to the execution of this Contract before the same shall be binding on the parties thereto, except if specifically waived by the Town.

### 20.2 Professional Liability Insurance

Liability of \$1 million per claim and \$3 million aggregate.

Failure to provide and continue in force such insurance during the period of this Contract shall be deemed a material breach of this Contract, shall operate as an immediate termination thereof, and Contractor shall indemnify the Town for all losses, claims, and actions resulting from the failure to provide the insurance required by this Article.

### 20.3 Other Insurance Requirements

- a. Comprehensive commercial general liability insurance with limits of at least \$1 Million per occurrence and \$3 Million annual aggregate for property damage and \$1 Million per person and \$3 Million per occurrence for bodily injury, which shall include the Town of Grafton as an additional insured, and which shall cover bodily injury, sickness or disease, or death of any person including employees and those persons other than the Contractor's employees, and claims insured by usual personal liability coverage, death, or property damage arising out of the Work including injury or destruction of tangible property, including loss of use resulting therefrom.
- b. Motor vehicle insurance for any motor vehicles used in performing the Work, with limits of at least \$500,000 per person, and \$1 Million per accident.
- c. The intent of the Specifications regarding insurance is to specify minimum coverage and minimum limits of liability acceptable under the Contract. However, it shall be the Contractor's responsibility to purchase and maintain insurance of such character and in such amounts as will adequately protect it and the Town from and against all claims, damages, losses and expenses resulting from exposure to any casualty liability in the

performance of the work, including and not limited to Professional liability insurance where applicable.

All policies shall identify the Town as an additional insured (except Workers' Compensation) The Contractor must provide notice to the Town immediately upon the cancellation modification of the policy. All Certificates of Insurance shall be on the "MIIA" or "ACORD" Certificate of Insurance form, shall contain true transcripts from the policies, authenticated by the proper officer of the Insurer, evidencing in particular those insured, the extent of coverage, the location and operations to which the insurance applies, the expiration date and the above-mentioned notice clauses.

- d. The Contractor shall obtain and maintain during the term of this Contract the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts and acceptable to the Town.

#### 21. No Employment

The Contractor acknowledges and agrees that it is acting as an independent Contractor for all services rendered pursuant to this Contract, and neither the Contractor, nor its employees, agents, servants nor any person for whose conduct the Contractor is responsible shall be considered an employee or agent of the Town for any purpose and shall not file any claim or bring any action for any worker's compensation unemployment benefits and compensation for which they may otherwise be eligible as a Town employee as a result of work performed pursuant to the terms of this Contract.

#### 22. Payment

The Town agrees to make all reasonable efforts to pay to the Contractor the sum set forth in the Contractor's bid or proposal within thirty (30) days of receipt of an invoice detailing the work completed and acceptance from the Town of the work completed.

#### 23. Waiver and Amendment

Amendments, or waivers of any additional term, condition, covenant, duty or obligation contained in this Contract may be made only by written amendment executed by all signatories to the original Agreement, prior to the effective date of the amendment.

#### 24. Severability

If any term or condition of this Contract or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Contract shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

#### 25. Forum and Choice of Law

This Contract and any performance herein shall be governed by and be construed in accordance with the laws of the Commonwealth. Any and all proceedings or actions relating to subject matter herein shall be brought and maintained in the courts of the Commonwealth or the federal district court sitting in the Commonwealth, which shall have exclusive jurisdiction thereof. This paragraph shall not be construed to limit any other legal rights of the parties.

#### 26. Notices

Any notice permitted or required under the provisions of this Contract to be given or served by either of the parties hereto upon the other party hereto shall be in writing and signed in the name or on the behalf of the party giving or serving the same. Notice shall be deemed to have been received at the time of actual service or three (3) business days after the date of a certified or registered mailing properly addressed. Notice to the Contractor shall be deemed sufficient if sent to the address set forth on page 1 or furnished from time to time in writing hereafter.

#### 27. Binding on Successors:

This Contract is binding upon the parties hereto, their successors, assigns and legal representatives (and where not corporate, the heirs and estate of the Contractor). Neither the Town nor the Contractor shall assign or transfer any interest in the Contract without the written consent of the other.

28. Entire Agreement:

This Contract, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Contract supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

29. Change Orders

Change orders may not increase the contract price by more than twenty-five (25%) per cent, in compliance with General Laws Chapter 30B, §13.

**CERTIFICATION OF GOOD FAITH**

The undersigned certifies under pains and penalties of perjury that this contract has been obtained 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.

The Contractor by: Page Contracting  
Print Name

D. Page President  
Title/Authority

**CERTIFICATE OF STATE TAX COMPLIANCE**

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A  
Page Contracting Inc, authorized signatory for  
name of signatory  
Daniel Page, whose  
name of contractor  
principal place of business is at  
122 Worcester St Northampton  
does hereby certify under the pains and penalties of  
perjury that Daniel Page has  
name of contractor  
paid all Massachusetts taxes and has complied with all laws of the Commonwealth of  
Massachusetts relating to taxes, reporting of employees and contractors, and withholding  
and remitting child support.

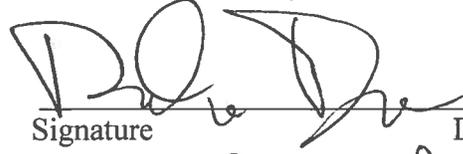
[Signature]

IN WITNESS WHEREOF the parties have hereto and to two other identical instruments set forth their hands and executed this as an instrument under seal this the day and year first above written.

The Town of Grafton by:

The Contractor by:

\_\_\_\_\_  
Chairman, Board of Selectmen

 7-29-15  
Signature Date

Daniel Page President  
\_\_\_\_\_  
Print Name & Title

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

**Page Contracting Inc**  
 122 Worcester St  
 N Grafton, ma 01536  
 united States

# QUOTATION

Quote Number: 20150709  
 Quote Date: Jul 14, 2015  
 Page: 1

Voice: 774-293-1544  
 Fax:

<b>Quoted To:</b> Town Of Grafton Providence Rd Grafton, MA 01519
--

Customer ID	Good Thru	Payment Terms	Sales Rep
Town Of Grafton	8/13/15	Net Due	

Quantity	Item	Description	Unit Price	Amount
		Community House South Grafton Remove 28 Roof vents, repair sheathing Install ice and water and reshingle roof		6,975.00
<b>Subtotal</b>				6,975.00
<b>Sales Tax</b>				
<b>TOTAL</b>				<b>6,975.00</b>

# PROPOSAL

*Mike's Const Co Inc  
332 Mason Rd Ext  
Dudley, MA 01571*

PROPOSAL NO.
SHEET NO. <i>7</i>
DATE <i>06-22-15</i>

PROPOSAL SUBMITTED TO:

NAME <i>Town of Grafton</i>
ADDRESS <i>30 Providence Rd Grafton, MA</i>
PHONE NO. <i>508-839-5335 Ext 1140</i>

WORK TO BE PERFORMED AT:

ADDRESS <i>Grafton</i>
DATE OF PLANS
ARCHITECT <i>Town of Grafton</i>

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

*100% I.B.S.H. Roof Vent*

*Total price for all work to be done including  
over material, door up \$7,300*

<b>RECEIVED</b>
<i>JUN 22 2015</i>
<b>INSPECTOR OF BUILDINGS TOWN OF GRAFTON</b>

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of

*Seven thousand three hundred + 00/100* Dollars (\$ *7,300*)

with payments to be made as follows:

Respectfully submitted *Michael Rocchini*

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Per \_\_\_\_\_

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. Payments will be made as outlined above.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

If the Board is in agreement, the Board will vote to sign Commissioning Agreement with Moriarty and Associates.

PAUL J. MORIARTY AND ASSOCIATES, INC.  
CONSTRUCTION CODE CONSULTANTS  
22 WASHINGTON STREET  
NORWELL, MASSACHUSETTS 02061

-----  
(781) 871-3200  
FX: (781-871-3223  
E MAIL: [MORIARTYASSOC@ADL.COM](mailto:MORIARTYASSOC@ADL.COM)

July 30, 2015

Robert Berger, CBO  
Building Commissioner  
**TOWN OF GRAFTON**  
30 Providence Road  
Grafton, Massachusetts 01519

Re: Grafton Municipal Center, *Schools and Library*  
Retro-Commissioning

Dear Sir:

We are pleased to submit this proposal to provide Professional Retro-Commissioning Services for the HVAC equipment and controls installed as part of the Honeywell Performance Contract (HPC) in Grafton, Massachusetts. The buildings that will be included are:

- Grafton Municipal Center
- Grafton High School
- Grafton Middle School
- Grafton Elementary School
- North Grafton Elementary School
- South Grafton Elementary School

We understand that the project has completed construction and the Owner seeks to verify that the systems are operating as intended. Our draft report dated September 22, 2014 and the Contract Documents by Honeywell Building Solutions dated November 9, 2012 were used to develop this proposal.

Prior to verifying the installed systems are operating as intended, we will review the Owner's Project Requirements (OPR) and Investment Grade Audit (IGA) to verify that the installed systems conform to the OPR and IGA. All equipment documentation submitted by the contractors as part of this construction process will be required for a thorough review.

The commissioning effort will verify and document the improvements to the following *suggested* mechanical systems:

Grafton Municipal Center

- All rooftop units (one new, three existing)
  - New controls provided by the HPC for existing equipment will be verified for correct operation.
- All water-to-air heat pumps (91 total) installed as part of this project.
- All equipment associated with the water source loop which serves the heat pumps. This includes the following:
  - All pumps
  - Boilers
  - Cooling tower
  - Heat exchanger

- All hydronic accessories associated with the water source loop.
- All VFDs and controls associated with this equipment.

Grafton High School

- Twelve existing H&V units
  - New controls provided by the HPC for existing equipment will be verified for correct operation.
- All equipment associated with the new main boiler plant and associated equipment and controls. This includes the following:
  - All pumps
  - Boilers
  - All hydronic accessories associated with the hot water system.
  - All controls associated with this equipment.

Grafton Middle School

- Four existing H&V units
  - New controls provided by the HPC for existing equipment will be verified for correct operation.
- Existing AHU-1 & AHU-2
  - New controls provided by the HPC for existing equipment will be verified for correct operation.
- Existing UV-9 & UV-10
  - New controls provided by the HPC for existing equipment will be verified for correct operation.
- New burners replaced in the main boiler plant and associated equipment and controls.

Grafton Elementary School

- Main boiler plant and associated equipment and controls including new variable frequency drives.
  - New controls provided by the HPC for existing equipment will be verified for correct operation.
- New domestic hot water boiler and associated equipment and controls.

North Grafton Elementary School

- Existing HV-1, 2 and 3
  - New controls provided by the HPC for existing equipment will be verified for correct operation.

- Existing multi-zone air handlers MZ-1 & MZ-2
  - New controls provided by the HPC for existing equipment will be verified for correct operation.
- Main boiler and associated equipment and controls.
- New electric domestic water heater and associated equipment.

South Grafton Elementary School

- Existing HV-1, 2, 3, 5 & 6
  - New controls provided by the HPC for existing equipment will be verified for correct operation.
- Main boiler plant and associated equipment and controls.
  - New controls provided by the HPC for existing equipment will be verified for correct operation.

This proposal is based on the following suggested scope of services:

- Review of OPR, IGA and Construction Documents.
- Review of control strategy and software.
- Perform a kick-off meeting with the Owner and installing contractors to review the commissioning process.
- Development of a commissioning schedule.
- Develop functional performance tests to be used to verify the correct installation and operation of the installed equipment.
- Perform onsite commissioning using the functional test procedures developed by BVH.
  - New systems and equipment will be fully functionally tested.
  - Existing equipment that has only had controls upgrades performed will be functionally tested to confirm the operation of the new controls.
  - The water loop heat rejection (cooling tower, associated equipment and controls) will need to be tested at the beginning of the cooling season.
- Tracking of all outstanding issues discovered during the commissioning process.
- Reverification after deficiency correction (24 hours assumed).
- Generate a report of items to be addressed for proper system operation.
- Report presentation and review meeting with the Owner.

**COMPENSATION**

We propose that the services associated with the commissioning be billed as a lump sum and billed monthly on a percentage of completion. The total cost of commissioning services is as follows:

**Commissioning Services:**

Grafton Municipal Center	\$16,560
Grafton High School	\$ 9,828
Grafton Middle School	\$ 3,744
Grafton Elementary School	\$ 2,496
North Grafton Elementary School	\$ 4,056
South Grafton Elementary School	\$ 5,304
Estimate of Reimbursable Expenses	<u>\$ 1,920</u>
<b>Grand Total</b>	<b>\$43,908</b>

We have included twenty four (24) hours for any retesting of equipment that failed the functional testing. Any additional time, if required, will be performed on an hourly basis.

To support the commissioning effort, some support time will be required by the Automatic Temperature Controls (ATC) Contractor, Mechanical Contractor(s), and the Air and Water Balancing Contractor. They will be required to be present during some of the functional performance testing and verification portion of the project. Their time has NOT been included in this proposal. We also recommend that the facilities personnel be involved during the functional performance testing to receive the benefit of system understanding and operation prior to building occupancy.

**HOURLY RATES\***

If additional services are required, they may be performed on a negotiated lump sum basis or on an hourly basis at our current hourly rates, as follows:

**2015 HOURLY RATES**

<i>Paul J. Moriarty</i>	<i>\$250.00</i>
<i>Brian Gore, P.E..</i>	<i>\$225.00</i>
<i>Principal-In-Charge</i>	<i>\$246.00</i>
<i>Project Manager – Design</i>	<i>\$204.00</i>
<i>Project Manager – Commissioning</i>	<i>\$186.00</i>
<i>Senior Engineer/Senior Designer</i>	<i>\$168.00</i>
<i>Technology Designer</i>	<i>\$168.00</i>
<i>Contract Administrator</i>	<i>\$156.00</i>
<i>Engineer / Designer</i>	<i>\$144.00</i>
<i>Commissioning Provider</i>	<i>\$144.00</i>
<i>CADD Operator</i>	<i>\$120.00</i>
<i>Clerical</i>	<i>\$ 84.00</i>

*\*Hourly rates are reviewed and adjusted on a yearly basis.*

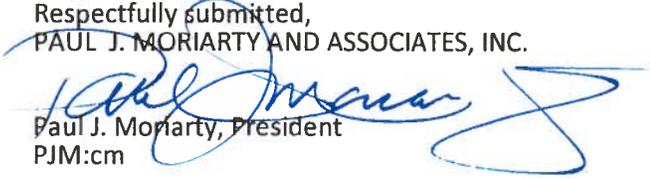
*\*It is estimated that a maximum of ten (10) meetings, at four (4) hour minimums, may be necessary. Such meetings to be called at the direction of the Building Official.*

**EXCLUSIONS:**

- Review of energy calculations or assumptions related to the Performance Contract.
- \* Any Contractor time associated with the commissioning effort.
- Any engineering services related to system corrections (if needed).
- Additional return visits to the project site to test equipment which was found incomplete beyond that which is indicated in this proposal.
- Any time beyond normal working hours (defined as 6:00 A.M. to 6:00 P.M.).

**We would like to thank you for the opportunity to submit this proposal. Please contact us to review the details of this proposal to make sure they meet your needs and the project's requirements. We look forward to working with you and the project team.**

Respectfully submitted,  
PAUL J. MORIARTY AND ASSOCIATES, INC.

  
Paul J. Moriarty, President  
PJM:cm

The Board will discuss the Draft October Town Meeting Warrant.

The Board will discuss the possibility of making Boulevard a one way street.

The Board will discuss the LPG Fire Safety Consultant with an update from the Town Administrator.

The Board will discuss the upcoming Workshop schedule.

The Board will discuss Cable's use of the old police station.

If the Board is in agreement, the Board will vote to accept the meeting minutes of July 7, 2015 as presented.



**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519  
(508) 839-5335 ext 1100 • FAX (508) 839-4602  
[www.grafton-ma.gov](http://www.grafton-ma.gov)

**BOARD OF SELECTMEN  
MEETING MINUTES**

July 7, 2015  
Meeting Minutes  
7:00 p.m.

6  
7  
8  
9  
10  
11  
12  
13  
14 A regular meeting was called to order at 7:00 PM. Attendees: Craig Dauphinais,  
15 Jennifer Thomas, Bruce Spinney, Dennis Flynn, Brook Padgett, Tim McInerney, Doug  
16 Willardson and Laura St. John-Dupuis.

17  
18 **Representative David Muradian – Update**

19  
20 Representative David Muradian addressed the Board been stuck in conference and has  
21 passed a one month supplemental budget, there is a possibility of a vote on the  
22 supplemental budget tomorrow and the expectation is the budget will pass.

23  
24 **Board of Selectmen-Boards and Committees Appointments**

25  
26 Mr. Padgett made a motion to affirm the appointments of Boards and Committee  
27 members per the list provided. Ms. Thomas seconded. All were in favor.

28  
29 Mr. Spinney made a motion to appoint Ed Prisby to the Affordable Housing Trust with  
30 the understanding that there could be a restructure of the Affordable Housing Trust in  
31 the fall. Mr. Flynn seconded. Mr. Spinney and Mr. Flynn were in favor. Ms. Thomas, Mr.  
32 Dauphinais and Mr. Padgett opposed. The motion failed.

33  
34 **Resignation of Cynthia Levine from the Commission on Disabilities**

35  
36 Ms. Thomas made a motion to accept the resignation of Cynthia Levine from the  
37 Commission on Disabilities. Mr. Padgett seconded. All were in favor.

38  
39 **Vote to approve Building Department Proposed Building Fees**

40  
41 Mr. Padgett made a motion to change building permit fees to \$5.00 per \$1,000 of the  
42 estimated cost of construction. Mr. Spinney seconded. Mr. Flynn opposed. Mr.  
43 Dauphinais, Mr. Spinney and Ms. Thomas were in favor. The motion carried.

45 Mr. Padgett made a motion to use Building Validation Data (BVD) for calculating fees.  
46 Mr. Spinney seconded. Mr. Dauphinais, Mr. Spinney, Mr. Padgett and Ms. Thomas  
47 were in favor. Mr. Flynn opposed. Motion carried.  
48

49 Mr. Padgett made a motion to Adopt Fire Protection Systems Inspections for Building &  
50 Fire Inspector's at a cost of \$200.00 per inspection with a time limit of 2 hours and  
51 \$25.00 for every fifteen minutes over the allotted time. Mr. Flynn seconded. All were in  
52 favor.  
53

54 Mr. Spinney made a motion to not adopt a Zoning Determination Fee of \$200. Mr. Flynn  
55 seconded. Ms. Thomas, Mr. Dauphinais, Mr. Spinney and Mr. Flynn were in favor. Mr.  
56 Padgett opposed. The motion carried.  
57

58 Mr. Dauphinais stated that this should be monitored in 6 month intervals. Mr. Berger  
59 stated that he would like to have 1 year and to review next June or July.  
60

#### 61 **Vote to Sign Bigelow Electric Contract- Generator Preventative Maintenance**

62

63 Mr. Spinney made a motion to sign Bigelow Electric contract for Generator Preventative  
64 Maintenance for three years. Mr. Padgett seconded. All were in favor.  
65

#### 66 **Vote to allow Town Administrator to Sign Contract with NFP Corporate Services-** 67 **Set up of Group Medical Insurance Program**

68

69 Mr. Spinney made a motion to allow the Town Administrator to sign the contract with  
70 NFP Corporate Services for the set up of Group Medical Insurance Program. Mr.  
71 seconded by Jennifer Thomas all were in favor.  
72

73 Mr. Spinney amended his motion to exclude the Notice of Disclosure. Ms. Thomas  
74 seconded. All were in favor.  
75

#### 76 **Vote to adopt "What If" LPG Facility Advisory Committee Charge**

77

78 Mr. The draft charge needs to be updated with the correct membership.  
79 All were in favor. None opposed. Dennis abstained.  
80

#### 81 **Selectmen Report**

82

83 Mr. Flynn stated that he will be sending out info regarding a Sr. Breakfast and will need  
84 to speak about that in a future meeting.  
85

86 Mr. Dauphinais stated that the Board should invite Dr. Paul Ash from the Town of  
87 Lexington to come in with shared services presentation. Mr. Flynn will contact Dr. Ash  
88 to check his availability.  
89

90 Ms. Thomas wanted to make sure the Board is going over the road pavement list. Mr.  
91 McInerney stated that the advisory committee will be meeting tomorrow, July 8<sup>th</sup> to  
92 discuss the roads for 2017. They will come to the July 21<sup>st</sup> BOS meeting.

93

94 **Town Administrator Report**

95

96 Mr. McInerney stated he will send out a memo to the Board of his report.

97

98 **Correspondence**

99

100 Mr. Spinney read correspondence from Rebecca Wetzel and correspondence to

101

102 **Boulevard and Jordan's Garage**

103

104 Mr. Dauphinais would like to put this item on a future agenda.

105

106 **DPW Advisory Committee -Review/Discuss Draft Financial Plan in Preparation for**  
107 **Fall Town Meeting.**

108

109 Mr. John Bechard Chairman of the DPW Building Committee addressed the Board and  
110 stated that tonight's discussion is to determine what the Board and DPW Advisory  
111 Committee will ask of the voters and what are the plans going forward.

112

113 Mr. Flynn stated that the big issue is the cost of the project, that there hasn't been a  
114 discussion in terms of priorities. The Finance Committee and others need to be involved  
115 so that a plan can be put together. What we've tried to do is to identify if we want to go  
116 forward with this sort of approach. It sort of requires for us to go forward with the entire  
117 project.

118

119 Mr. Willardson stated for 2017, 2018 and 2019 for a project to be completed 2020, there  
120 will be interest payments due but the first large payment will not be due in either 2020  
121 or 2021. Mr. McInerney stated this takes timing of borrow

122

123 Mr. Padgett stated that he likes a phased approach with not having to make a payment  
124 until 2020.

125

126 Mr. Bechard that the DPW Building Committee maybe a little bit ahead of the curve and  
127 that the Committee tried to come up with a scenario where the Town wasn't borrowing  
128 and paying before they doing what we need to be done.

129

130 Mr. Flynn stated that you have to have bond counsel. And the bond counsel will give  
131 specifics on how to spend and over what period of time. Need a close schedule that you  
132 will abide by.

133

134 Mr. Dauphinais stated that he is concerned about how the construction business can be  
135 volatile and asked how confident the consultation is in regards to the cost to start

136 construction. Mr. Bechard stated that the cost breakdown includes inflation numbers to  
137 cover this

138  
139 Mr. Flynn asked if the Board is ready to support the project is it timely to go for October?  
140 It will take some time to put together for October Town Meeting.

141  
142 Mr. Spinney stated that his dilemma with the current way we are doing this that at a  
143 certain point the Town may not have an appetite for spending and where does this  
144 leave the library for their building?

145  
146 Mr. Padgett stated that there are other projects that may come up. We have to show  
147 some leadership and to explain things because this is not a black and white issue. We  
148 would be asking for this money now and not spending the majority of it for 6 more years  
149 and would be well worth doing it that. If the Town doesn't agree, we have a  
150 responsibility to bring it back and explain it in a different way. A phased approach is a  
151 good idea. Maybe we can tie the library in.

152  
153 Mr. Dauphinais stated that he feels as long as we are borrowing all of the money up  
154 front. You could make a very good argument that this buiding is needed and stated that  
155 he supports this.

156  
157 Mr. Flynn suggests having a joint meeting with Fin Com and DPW building advisory  
158 committee.

159  
160 Mr. Spinney made a motion to adjourn at 9:02 PM. Ms. Thomas seconded. All were in  
161 favor.

162  
163 For more information, this and other meetings can be viewed on Grafton Community  
164 Television. [www.graftontv.org](http://www.graftontv.org)

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Craig Dauphinais, Chairman

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Date Approved

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Laura St. John-Dupuis, Recording Secretary