



Merrimac Select Board

Select Board Meeting

04/08/24

I. IN THE EVENT THAT THE BOARD CANNOT MEET IN PERSON, THEY WILL MEET REMOTELY, PURSUANT TO AN ACT EXTENDING CERTAIN COVID-19 MEASURES ADOPTED DURING THE STATE OF EMERGENCY INCLUDING AN EXTENSION, UNTIL MARCH 21, 2025, OF THE REMOTE MEETING PROVISIONS OF HIS MARCH 12, 2020, EXECUTIVE ORDER SUSPENDING CERTAIN PROVISIONS OF THE OPEN MEETING LAW.

II. CALL TO ORDER

PRESENT: Beaulieu, Manni, Gorzynski

ABSENT:

III. APPROVE AGENDA

1. Motion to approve the agenda

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

IV. MINUTES APPROVAL

1. Merrimac Select Board - Select Board Meeting - Mar 25, 2024 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

V. APPROVAL OF PAYROLL AND VENDOR WARRANT OF APRIL 1, 2024

1. Motion to approve warrant

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

VI. CORRESPONDENCE

1. NORTHEAST MASSACHUSETTS MOSQUITO CONTROL Preliminary Proposed Budget FY25
2. Resident Letter of Praise of Police Sgt. Ringuette

Beaulieu gives kudos for the nice letter.

3. Electrify Merrimac 2024 Project Submission

The location of this meeting is wheelchair accessible and reasonable accommodations will be provided to persons with disabilities requiring assistance. If you need a reasonable accommodation, please contact the Town of Merrimac's ADA Coordinator, Robert Sinibaldi, at least two business days in advance of the meeting: commissioner@townofmerrimac.com or 978-346-0525.

4. AGO Releases MBTA Communities Law FAQ
5. 2024 Massachusetts Municipal Guide
6. Department Reports
7. Motion to file

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

VII. OLD BUSINESS

VIII. AGENDA ITEMS

1. Merrimac Youth Soccer Property Use Permit Request Donaghue School

Gorzynski says residents are upset about the field. Sinibaldi says the field is not going to be ready due to poor drainage. Have to rely on Town Forest and Emery St. field. Manni asks how long Donaghue would take to be ready. Sinibaldi says 2 weeks without any more rain. He says they will be installing drains during the summer. Long term - downstream structure can't handle it; pipes are undersized. Sinibaldi says there is not a magic fix. Manni says they have to reach out to baseball and soccer to see where they can play. Manni will call the organizers of these sports and Pentucket for alternatives. Sinibaldi feels the directive for field use should come from the DPW/Highway superintendent. Gorzynski wants to find a solution. Manni wants to focus on the short term. Motion to approve Merrimac Soccer plan for Donaghue and Town Forest

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

2. Merrimac Youth Soccer Property Use Permit Request Town Forest
3. Ms. Joelle Mather - 2024 Performance Evaluation

Motion to accept evaluation and award 1% increase.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

4. Steve Merritt Masonry Quote Town Hall Basement

Sub floor is rotted in the basement; Memorial Day weekend for repair. Will come out of the town hall renovation account. McLeod will confirm where the money is coming from. Motion to approve quote

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

5. Town Hall Window Replacement Quote

Addresses the remainder of the windows on the first floor. Meeting room B; finance director, and town clerk. We have a renovation account for the building. Work will take a week or week and a half each window. Manni wants to make sure that it's an optimal time for town clerk. Motion to approve the quote

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

6. Old Home Days One Day Liquor License Request 2024

Beer and malt license

7. Old Home Days Property Use Request 2024

Beaulieu says OHD Committee is developing 2 sets of plans. Potentially closing Locust St. They discuss notifying the abutters. Same area they usually close. Everything done by 11pm. Motion to approve the Old Home Days one day liquor and property request including contingency plan

RESULT:	APPROVED [2 TO 0]
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Manni, Gorzynski
ABSTAIN:	Beaulieu

8. Ride to End ALZ 2024

Motion to approve

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

9. Joe Brent Resignation_Merrimac Police

Motion to approve

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

10. Jamaco River Run Merrimac SB Presentation 2024

Motion to approve property use and one day liquor license

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

11. Conditional Offers of Employment - Highway Dept.

Sinibaldi says 2 offers for laborer positions; motion to make conditional offer to Jeremiah Clohecy and Casey George

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

12. Quotes for Air Duct Cleaning at Town Hall

Motion to approve

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

13. Sandy Venner's Service on Planning Board

Manni expresses gratitude for her service to the town. Motion to sign certificate.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

14. Potential Merrimac Farmers Market Question

Ron Ramsden inquires about starting a farmers market. They are looking at Thursdays; town parking lot; would need insurance policy. Beaulieu would be happy to follow up with him. Carry in, carry out trash.

15. Rent Control Board

Will send Gorzynski contact info for rent control board

16. Whittier/NECC Meeting

Whittier/Northern Essex Community College meeting with governor's office Wednesday at 2 on Zoom;

17. Next Meeting

Keeping 2 weeks and meet before town meeting; stay on regular schedule

IX. EXECUTIVE SESSION

1. to Conduct Strategy Sessions in Preparation for Negotiations with Non-Union Personnel or to Conduct Collective Bargaining Sessions or Contract Negotiations with Non-Union Personnel.

Motion at 7:51 PM will return to open meeting to adjourn; Roll call vote Manni yes; Beaulieu yes; Gorzynski yes; motion passes

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

2. DPW Department Contracts

Sinibaldi would like to have Leo Reynolds take on the superintendent role permanently. Personnel,

attentiveness, follows thru; would have him at \$90k, then increase in July. Offer him a contract for 3 years. Sinibaldi has no reservation. Tom Chigas has shown interest in the foreman position. Sinibaldi would like to offer him an interim position. Union contract rate. McLeod will draft the contracts for Sinibaldi and Reynolds. Motion by Beaulieu seconded by Gorzynski to offer Leo Reynolds the superintendent position at \$90,000 then July 1st \$92,500 Vote 3-0
Motion by Beaulieu seconded by Gorzynski to offer Tom Chigas the interim foreman position for a period of no longer than 6 months Vote 3-0

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

X. ADJOURN

1. Motion to come out of executive session and adjourn at at 8:19 PM

Roll call vote Manni yes; Beaulieu yes; Gorzynski yes; motion passes

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

**Merrimac Select Board****Select Board Meeting****03/25/24**

**I. IN THE EVENT THAT THE BOARD CANNOT MEET IN PERSON, THEY WILL MEET REMOTELY, PURSUANT TO AN ACT EXTENDING CERTAIN COVID-19 MEASURES ADOPTED DURING THE STATE OF EMERGENCY INCLUDING AN EXTENSION, UNTIL MARCH 21, 2025, OF THE REMOTE MEETING PROVISIONS OF HIS MARCH 12, 2020, EXECUTIVE ORDER SUSPENDING CERTAIN PROVISIONS OF THE OPEN MEETING LAW. TO JOIN REMOTE MEETINGS:
[HTTPS://MEET.GOOGLE.COM/PAW-BTHX-HPK](https://meet.google.com/paw-bthx-hpk)**

II. CALL TO ORDER

PRESENT: Beaulieu, Manni, Gorzynski

ABSENT:

III. APPROVE AGENDA

1. Motion to approve

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

IV. MINUTES APPROVAL

1. Merrimac Select Board - Select Board Meeting - Mar 11, 2024 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

V. APPROVAL OF PAYROLL AND VENDOR WARRANT OF MARCH 18, 2024

1. Motion to approve

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

VI. EXECUTIVE SESSION

1. 7:00 PM 1. to Discuss the Reputation, Character, Physical Condition or Mental Health, Rather Than Professional Competence, of an Individual, or Discuss the Discipline or Dismissal Of, or Complaints or Charges Against, a Public Officer, Employee, Staff Member or Individual.

Enter into executive session at 7:05 pm and will return to open meeting following
Roll call Manni yes; Beaulieu yes; Gorzynski yes; motion passes

The location of this meeting is wheelchair accessible and reasonable accommodations will be provided to persons with disabilities requiring assistance. If you need a reasonable accommodation, please contact the Town of Merrimac's ADA Coordinator, Robert Sinibaldi, at least two business days in advance of the meeting: commissioner@townofmerrimac.com or 978-346-0525.

03 25, 24

3. 7:15 PM 2. to Conduct Strategy Sessions in Preparation for Negotiations with Non-Union Personnel or to Conduct Collective Bargaining Sessions or Contract Negotiations with Non-Union Personnel.

RESULT: APPROVED [UNANIMOUS]
MOVER: Ben Beaulieu, Selectman
SECONDER: Irina Gorzynski, Member
AYES: Beaulieu, Manni, Gorzynski

VII. CORRESPONDENCE

1. Dangerous Dog Hearing Officer Training Flyer Methuen
2. Markey CDS Guide V1.2 1-29-2024
3. Mosquito Control Question
4. Free Clean Water Technical Assistance Program
5. Motion to file correspondence

RESULT: APPROVED [UNANIMOUS]
MOVER: Ben Beaulieu, Selectman
SECONDER: Irina Gorzynski, Member
AYES: Beaulieu, Manni, Gorzynski

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

1. Town Administrator's Report

Insurance Advisory Committee appointments-Motion to appoint IAC as listed by town administrator.
 Earmark for Donaghue school need contract and grant signed.

RESULT: APPROVED [UNANIMOUS]
MOVER: Ben Beaulieu, Selectman
SECONDER: Irina Gorzynski, Member
AYES: Beaulieu, Manni, Gorzynski

2. Annual Town Meeting Articles

Gorzynski questions Article 1 N. \$20,000 for Parks and Rec garage. Gorzynski was under the impression it was going to be demolished. There is an article for a feasibility study for the highway garage. Manni had voted in favor of the item at the Captial Planning PC meeting. Sinibaldi agrees with Gorzynski, but says for the time being we need to protect what we have. Motion made by Beaulieu to vote on every piece except N. to recommend and to put on warrant Vote 3-0

Article 1 N. Motion to recommend Vote Manni yes; Beaulieu yes; Gorzynski no; Vote 2-1 Gorzynski opposes; Motion by Beaulieu, second by Gorzynski to put on warrant Vote 3-0 in favor

Articles 2-9 all current fiscal transfers and free cash; Motion by Beaulieu, second by Gorzynski to include Articles 2-9 on town meeting Vote 3-0 in favor

Article 2 Motion by Beaulieu, second by Gorzynski to recommend Vote 3-0 in favor

Article 3 Motion by Beaulieu, second by Gorzynski to recommend Vote 3-0 in favor

Article 4 Motion by Beaulieu, second by Gorzynski to recommend Vote 3-0 in favor

Articles 5, 6, 7, 8, 9 Motion by Beaulieu, second by Gorzynski to recommend Vote 3-0 in favor

Article 10 Motion by Beaulieu, second by Gorzynski to approve warrant for town meeting; and to recommend Vote 3-0 in favor

Omnibus is \$100,000 in deficit-discussion of articles.

Minutes Acceptance: Minutes of Mar 25, 2024 7:00 PM (Minutes Approval)

Gorzynski discusses the full time assessor position and that residents are concerned about the salary. Manni suggests we move forward with it and look at options in the future. McLeod stresses that it's an extremely important position in the town as the assessors are the only ones who can set a tax rate.

Ch. 90-funds from taxes; Beaulieu thanks Finance Committee for their work.

Baumgardner wants to make it clear that this particular assessor will be hired and not elected. There is still an elected assessing board. Baumgardner feels that it could be confusing to the public.

Article 11 Motion by Beaulieu, second by Gorzynski to move to warrant for annual town meeting; and to recommend Vote 3-0 in favor

Motion by Beaulieu, second by Gorzynski to move articles 12-19 to town meeting warrant Vote 3-0 in favor

Motion by Beaulieu, second by Gorzynski to recommend articles 12-19 Vote 3-0 in favor

Article 20 defines when Finance Committee is appointed; to be done within the fiscal year; town moderator Baumgardner comments about the current bylaw in regard to Fin Com appointments. This is an attempt to line the appointments up with fiscal year.

Article 20 Motion by Beaulieu, second by Gorzynski to put on warrant; Vote to recommend article Vote 3-0 in favor

Article 21 Motion by Beaulieu, second by Gorzynski to put on warrant; Vote to recommend article Vote 3-0 in favor

Article 22 Motion by Beaulieu, second by Gorzynski to put on warrant; Vote to recommend article Vote 3-0 in favor

Article 23 no recommend from Finance Committee; veterans' exemption ; Gorzynski is fully in support; Beaulieu feels they could do it over a two-year period of time; Manni says they want to address it. Motion by Beaulieu, second by Gorzynski to amend Article 23 to Vote to increase the veteran tax exemption by 50% and vote recommend all in favor Vote 3-0

3. \$30K Earmark Contract

Motion to approve and sign earmark and the quotes

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

4. Request from Kendra Bowker to Put a Signup Sheet Out at Town Meeting

Kendra Bowker is present. She would like to form a green team in town. She would like to put out a signup sheet or have contact information. Manni thinks it's wonderful she wants to start a committee. The logistics of town meeting may not be the best place. Beaulieu supports the group but not sure about the location. Outside would be best. There's a lot of activity with checking in at town meeting. Bowker does not mind standing outside. The board recommends she not interfere and to be outside. Baumgardner thinks a great idea; it has been the practice of the town to not allow solicitation outside the business of town meeting. He agrees standing outside is a good idea.

5. Open Space Follow Up to Abutter Memo

Trail memo. The select board had some questions at a prior meeting; Gorzynski is ok with it; to send the letter on the board's behalf. Manni says to let the Open Space Committee has board support, but they should draft and mail the letter.

6. Interest in Volunteer to Serve-Pierina Travis

Reach out to Travis. There is an opening on Conservation Commission, and offer Rent Control Board vacancy as well.

7. Rent Control Board Appointments

Manni is looking for the Select Board to appoint Rent Control Board; Irina Gorzynski is on the board. Virginia Noble is also on the board and lives in the park. Motion to appoint Bronwyn Crocker to the Rent Control Board

RESULT: APPROVED [UNANIMOUS]
MOVER: Ben Beaulieu, Selectman
SECONDER: Irina Gorzynski, Member
AYES: Beaulieu, Manni, Gorzynski

8. MVMPO Appointee for Georgetown, Boxford, Groveland and Merrimac

Motion to take no position in the appointment

RESULT: APPROVED [UNANIMOUS]
MOVER: Ben Beaulieu, Selectman
SECONDER: Irina Gorzynski, Member
AYES: Beaulieu, Manni, Gorzynski

9. Nomination of Inspector of Animals

Motion to nominate Greg Pickering as inspector of animals

RESULT: APPROVED [UNANIMOUS]
MOVER: Ben Beaulieu, Selectman
SECONDER: Irina Gorzynski, Member
AYES: Beaulieu, Manni, Gorzynski

10. Lions Club Bucket Drive 2024 MAY 11

Motion to approve

RESULT: APPROVED [UNANIMOUS]
MOVER: Ben Beaulieu, Selectman
SECONDER: Irina Gorzynski, Member
AYES: Beaulieu, Manni, Gorzynski

11. Municipal Agricultural Commissions Survey

Manni will take a look at it and decide as to whom should complete the survey

12. Local Election Warrant

April 2nd at 7pm is candidates night. Will be televised. Motion to approve the warrant for annual town election

RESULT: APPROVED [UNANIMOUS]
MOVER: Ben Beaulieu, Selectman
SECONDER: Irina Gorzynski, Member
AYES: Beaulieu, Manni, Gorzynski

13. Property Use Request-Donaghue School Softball Field

Motion to approve

Minutes Acceptance: Minutes of Mar 25, 2024 7:00 PM (Minutes Approval)

RESULT: APPROVED [UNANIMOUS]
MOVER: Ben Beaulieu, Selectman
SECONDER: Irina Gorzynski, Member
AYES: Beaulieu, Manni, Gorzynski

14. Congressman Seth Moulton Merrimac Visit: March 27Th

Moulton will come to Merrimac to talk about our wastewater plant. The focus is on grants. Tour of facility. Point of the meeting is to answer any questions so that the congressman can advocate for Merrimac.

15. Whittier Regional Vocational Technical High School Spring Advisory Board Dinner

Manni cannot make it, nor can another board member. They'll meet at 12:30 pm with the superintendent then proceed to the wastewater plant.

16. Fire Department Grant and Signatory

Motion for chair to sign once presented

RESULT: APPROVED [UNANIMOUS]
MOVER: Ben Beaulieu, Selectman
SECONDER: Irina Gorzynski, Member
AYES: Beaulieu, Manni, Gorzynski

17. Certificates of Recognition

Tom Barry retirement; Gwen Lay Sabbagh 10 year anniversary.

18. EV Charging Station

The state is not considering our rest area for an EV charging station ; they are developing another area.

19. Announcement

Selectman Beaulieu announces that he is not running again. He's prioritizing his career. Manni thanks him for and says he is grateful for his service on the board and throughout the town. Beaulieu says it was a difficult decision.

X. EXECUTIVE SESSION

1. 7. to Comply With, or Act Under the Authority Of, Any General or Special Law or Federal Grant-In-Aid Requirements.

at 8:31pm Roll call vote Manni yes; Beaulieu yes; Gorzynski yes; motion passes

RESULT: APPROVED [UNANIMOUS]
MOVER: Ben Beaulieu, Selectman
SECONDER: Irina Gorzynski, Member
AYES: Beaulieu, Manni, Gorzynski

XI. ADJOURN

1. Motion to adjourn at 8:40 PM

RESULT: APPROVED [UNANIMOUS]
MOVER: Ben Beaulieu, Selectman
SECONDER: Irina Gorzynski, Member
AYES: Beaulieu, Manni, Gorzynski

**Merrimac Select Board**

2 School Street

Merrimac, MA 01860

Meeting: 04/08/24 07:00 PM

Department: Merrimac Select Board

Category: Information

Prepared By: Jennifer Penney

Initiator: Jennifer Penney

Sponsors:

SCHEDULED

CORRESPONDENCE (ID # 8610)

DOC ID: 8610

**NORTHEAST MASSACHUSETTS MOSQUITO CONTROL
Preliminary Proposed Budget FY25**



Commonwealth of Massachusetts
STATE RECLAMATION AND MOSQUITO CONTROL BOARD

**NORTHEAST MASSACHUSETTS MOSQUITO CONTROL
AND WETLANDS MANAGEMENT DISTRICT**

118R Tenney Street
Georgetown, MA 01833
Phone: (978) 352-2800
www.nemassmosquito.org



Operations

Barry Noone: *District Director*
Kimberly A. Foss.: *Entomologist*
Robyn A. Januszewski: *IT Coordinator / Biologist*
Steven Przyjemski: *Wetlands Project Coordinator*

Commissioners

John W. Morris, CHO: *Chair*
Vincent J. Russo, MD, MPH: *Vice Chair*
Paul Sevigny, RS, CHO
Joseph T. Giarrusso, *Conservation Officer*
Rosemary Decie, RS

March 28, 2024

Board of Selectmen
Merrimac Town Hall
2-8 School St.
Merrimac, MA 01860

RE: NEMMC Preliminary Proposed Budget for FY 2025

Dear Board of Selectmen,

Enclosed are Northeast Massachusetts Mosquito Control and Wetlands Management District's (NEMMC) Notice of Preliminary Proposed Budget for FY2025, Preliminary Proposed Budget for FY2025 Justification, and the FY2025 Budget Request for your review. Our staff at NEMMC is looking forward to another successful year serving your community. If you have any questions, please do not hesitate to contact me.

Best regards,

Barry Noone

Barry Noone
District Director



Commonwealth of Massachusetts
STATE RECLAMATION AND MOSQUITO CONTROL BOARD

**NORTHEAST MASSACHUSETTS MOSQUITO CONTROL
AND WETLANDS MANAGEMENT DISTRICT**

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John W. Morris, CHO: *Chair*
Vincent J. Russo, MD, MPH: *Vice Chair*
Paul Scivigny, RS, CHO
Joseph T. Giarrusso, *Conservation Officer*
Rosemary Decie, RS

Northeast Massachusetts Mosquito Control and Wetlands Management District (NEMMC)

NOTICE OF PRELIMINARY PROPOSED BUDGET FOR FY25

Notice is hereby given that the Northeast Massachusetts Mosquito Control and Wetlands Management District's (NEMMC) preliminary proposed budget for **FY25** is available online for viewing at <https://www.nemassmosquito.org/our-staff/pages/district-reports-budget> and summarized below. Certified budgets will be available online for viewing at <https://www.mass.gov/state-reclamation-and-mosquito-control-board-srmcb> following the May State Reclamation and Mosquito Control Board (SRB) meeting. Any questions, comments or concerns regarding this preliminary budget should be directed to: nemmc@mass.gov or Ashley.randle@mass.gov by April 15th.

1. The total preliminary dollar amount that the NEMMC District is proposing for FY25 is \$2,120,371. The chart found below highlights the preliminary budget request by NEMMC for the upcoming year with pertinent budget information that fully describes the "total trust fund account" budget amount available for NEMMC to expend in FY25.

A.	B.	C.	D.	E.	F.	G.	H.	I.
Project Name	Number of Employees	FY25 Preliminary Proposed Budget Amount	FY25 % Increase towards Operating Budget	FY25 % Increase towards Capital Budget	FY25 Total % Increase Over Certified FY24 Budget (Add D + E)	FY24 Estimated Balance Forward /Rollover Amount	FY24 Actual Budget Revenues	FY25 Total Est'd Funding Available in Trust Account (Add C + G)
Northeast Massachusetts Mosquito Control and Wetlands Management District (NEMMC)	9.8 Full Time 1 Seasonal	\$2,120,371	4%	0%	4%	\$338,337	\$2,038,819	\$ 2,458,708

2. The member municipalities within the NEMMC District together with each municipality's estimated proportionate share thereof expressed both as a percentage and as a dollar amount, are as set forth on Form SRB-1, Page 2.

3. As of the date of this notice, the District is comprised of 32 municipalities. If the composition of the NEMMC District changes because one or more municipalities join or withdraw from the District, the total preliminary budget will be adjusted pro rata.

4. A copy of this Notice, together with a copy of the preliminary budget proposed, has been delivered or mailed to the Chief Administrative Officer, Chief Executive Officer, or to the Finance Committee of each member municipality having a finance committee, and to the State Reclamation and Mosquito Control Board.

Project Name: Northeast Massachusetts Mosquito Control and Wetlands Management District

FY25 Proposed Cherry Sheet Assessments Estimates

Based on the preliminary proposed Project budget

Municipality	% of Total Budget	Project Share Amount*	State Reclamation Mosquito Control Board Share Amount*	Total Assessment Estimate*
Amesbury	2.55%	54,061	2,179	56,240
Andover	6.84%	144,928	5,841	150,769
Beverly	4.25%	90,100	3,631	93,731
Boxford	4.33%	91,909	3,704	95,613
Danvers	3.27%	69,372	2,796	72,168
Georgetown	2.41%	51,165	2,062	53,227
Groveland	1.69%	35,765	1,441	37,206
Hamilton	2.73%	57,918	2,334	60,252
Haverhill	6.98%	147,947	5,963	153,910
Ipswich	5.99%	127,043	5,120	132,163
Lynn	3.74%	79,382	3,199	82,581
Lynnfield	2.37%	50,238	2,025	52,263
Manchester By The Sea	2.03%	43,106	1,737	44,843
Marblehead	2.01%	42,637	1,718	44,355
Merrimac	1.59%	33,645	1,356	35,001
Methuen	4.96%	105,093	4,236	109,329
Middleton	2.74%	58,166	2,344	60,510
Nahant	0.40%	8,562	345	8,907
Newbury	4.34%	92,050	3,710	95,760
Newburyport	2.33%	49,507	1,995	51,502
North Andover	5.47%	116,058	4,678	120,736
Peabody	4.37%	92,724	3,737	96,461
Revere	2.56%	54,182	2,184	56,366
Rowley	3.32%	70,367	2,836	73,203
Salem	2.65%	56,115	2,262	58,377
Salisbury	2.93%	62,058	2,501	64,559
Saugus	2.84%	60,215	2,427	62,642
Swampscott	1.18%	24,970	1,006	25,976
Topsfield	2.39%	50,603	2,039	52,642
Wenham	1.44%	30,622	1,234	31,856
West Newbury	2.43%	51,558	2,078	53,636
Winthrop	0.86%	18,305	738	19,043
		\$2,120,371	\$85,456	\$2,205,827

*Assessment estimates are preliminary and will only be finalized after the State Reclamation & Mosquito Control Board budget certification meeting held annually in May/June.



Commonwealth of Massachusetts
STATE RECLAMATION AND MOSQUITO CONTROL BOARD

**NORTHEAST MASSACHUSETTS MOSQUITO CONTROL
AND WETLANDS MANAGEMENT DISTRICT**

118R Tenney Street
Georgetown, MA 01833
Phone: (978) 352-2800
www.nemassmosquito.org



Operations

Barry Noone: *District Director*
Kimberly A. Foss: *Entomologist*
Robyn A. Januszewski: *IT Coordinator / Biologist*
Steven Przyjemski: *Wetlands Project Coordinator*

Commissioners

John W. Morris, CHO: *Chair*
Vincent J. Russo, MD, MPH: *Vice Chair*
Paul Seigny, RS, CHO
Joseph T. Giarrusso, *Conservation Officer*
Rosemary Decie, RS

March 28, 2024

RE: FY25 Maintenance Estimate & Budget

Attached is the Northeast Massachusetts Mosquito Control and Wetlands Management District's (NEMMC) FY25 Maintenance Estimate & Budget Plan. The FY25 Spending Plan includes a 4% increase in operational costs compared to FY24, totaling an appropriation of \$2,120,371, ensuring sufficient finding for regular operations. Additionally, we continue allocating resources for capital facility and equipment plans, including the transition to electric vehicles (EV) mandated by MA Executive Order 594, aerial larviciding applications, and unforeseen virus incidents.

This budget reflects an 8% increase in the 2024 saltmarsh aerial larviciding applications and a 3% cost of living adjustment for our staff. With our current facility lease expiring in April 2025, we anticipate an increase beginning May 2025. Included in any leased locations is EV charging infrastructure, which we are hopeful will be assisted through grant funding.

Our FY24 rollover accounts for the delay in vehicle replacement over the past two years. Two new front-line trucks are on order and scheduled for arrival this May. A new Freightliner is on order with a delivery date of January 2025, this accounts for \$110,687 of the FY24 rollover. Funds are also earmarked for capital improvements and unforeseen expenses.

The recent hiring of a full-time Field Technician has brought NEMMC close to full staff for the first time in approximately six years. Environmental shifts necessitate resource adaptation, with all staff members contributing to field operations during summer months to meet the needs of member municipalities.

Addressing unknown virus incidents requires exceptional treatment applications, presenting ongoing challenges. NEMMC remains committed to a financially prudent long-term budget strategy to navigate such uncertainties.

Respectfully,

Barry Noone

Barry Noone
District Director

FY2024 SPENDING PLAN & FY2025 MAINTENANCE ESTIMATE & BUDGET REQUEST

DISTRICT NAME / ACCOUNT #: Northeast Mosquito Control / 2520-1500

SECTION I

	<u>FY2024</u>	<u>FY2025</u>	<u>NOTES:</u>
Prior Year Rollover:	\$374,258.46	\$324,325.58	
FY24 Certified Budget / FY25 Request:	\$2,038,818.52	\$2,120,371.26	FY25 4% increase
Other:			
Total Funds:	\$2,413,076.98	\$2,444,696.84	

Object Code	Description	<u>FY2024 (Est)</u>	<u>FY2025 (Est)</u>	<u>NOTES:</u>
A01	Salaries: Inclusive	\$846,261.00	\$865,743.00	3% cola
A08	Overtime Pay	\$20,000.00	\$20,000.00	
A11	Employee Related Settlements & Judgments	\$0.00	\$0.00	
A12	Sick-Leave Buy Back	\$0.00	\$0.00	
A13	Vacation-In-Lieu	\$0.00	\$0.00	
A14	Stipends, Bonus Pay and Awards	\$27,000.00	\$12,000.00	3 CDLs
AA1	Salaries: Supplemental	\$3,400.00	\$4,700.00	longevity incentive compensation 10+ years
AA	Payroll Actuals Summary:	\$896,661.00	\$902,443.00	
B01	Out of State Travel	\$500.00	\$500.00	
B02	In-State Travel	\$3,000.00	\$3,000.00	
B03	Overtime Meals			
B04	Job-Related Tuition: Inclusive: Undergraduate And Graduate			
B05	Conf Train Registration Memb	\$2,500.00	\$4,100.00	*additional certifications for new machine
B08	Industrial Clothing & Uniforms			
B10	Exigent Job Related Expenses	\$600.00	\$600.00	
B91	Empl Reimb Accounts Payable Non-Tax			
BXX	Other			
BB	Travel Summary:	\$6,600.00	\$8,200.00	
C01	Contracted Faculty			
C04	Contracted Seasonal Employees	\$41,704.00	\$30,000.00	
C23	Mgmt., Business Professional & Admin Services			
C98	Travel - Contracted Employees	\$500.00	\$500.00	out of pocket expenses ie. Licenses
CXX	Other			
CC	Seasonal Employees Summary:	\$42,204.00	\$30,500.00	
D09	Fringe & Payroll Tax	\$210,212.96	\$231,387.44	11/8/23 - amount calculated per FY24 memo 26.51% perm. / 2.11% contract
D15	Workers Comp			
D20	County Pension / Retirement	\$221,532.00	\$225,685.00	2/5/24 email with corrected FY25 rates *increased 4k
DXX	Other			
DD	Fringe / Pension Actuals / Summary	\$431,744.96	\$457,072.44	
E01	Office & Admin Supplies	\$3,750.00	\$3,750.00	
E02	Printing Expenses & Supplies	\$1,000.00	\$1,000.00	
E04	Central Reprographic Chgbk			
E06	Postage	\$500.00	\$500.00	

Attachment: NORTHEAST MASSACHUSETTS MOSQUITO CONTROL Preliminary Proposed Budget FY25 (NORTHEAST MASSACHUSETTS)

E12	Subscriptions & Licensing Fees			
E13	Advertising Expenses	\$2,000.00	\$2,000.00	1 legal notice & possible job posting
E14	Exhibits/Displays			
E15	Bottled Water	\$350.00	\$350.00	
E19	Fees, Licenses, Permits & Chrgbks			
E20	Motor Vehicle Chargeback	\$8,000.00	\$8,500.00	OVM chargebacks + telematics fees + safe driver program payable by the agency effective FY24/FY25
E22	Temporary Use of Space, Conferences And Conference Incidentals			
E32	Tort Claims Liab Mgnt Reduc Fd			
E42	In-State Travel			
E52	Taxable Reportable Damages To Claimant			
E53	Non-Employee Settlements and Judgments-Not Tax Reportable To Claimant-Claimant Sole Payee	\$600.00	\$600.00	MVA
EE2	Conf, Training & Registration	\$3,500.00	\$3,500.00	
EXX	Other			
EE	Admin Costs Actuals / Summary	\$19,700.00	\$20,200.00	
F05	Laboratory Supplies	\$3,850.00	\$3,850.00	
F06	Medical & Surgical Supplies			
F09	Clothing & Footwear	\$3,200.00	\$5,000.00	clothing allowance current staff + seasonal
F13	Farm & Garden Supplies			
F19	ManufactureSupply &Raw Materials	\$5,000.00	\$5,000.00	
F24	Vehicle Maint & Repair Parts	\$7,300.00	\$7,300.00	
FXX	OTHER			
FF	Lab/Materials/Vehicle - Summary:	\$19,350.00	\$21,150.00	
G01	Space Rental	\$107,645.00	\$107,645.00	*Note lease ends in 4/2025
G03	Electricity	\$8,160.00	\$8,160.00	
G05	Fuel For Vehicles	\$19,000.00	\$19,000.00	
G06	Fuel for Buildings / Heat Oil			
G08	Sewerage Disposal & Water			
G11	Natural Gas	\$6,732.00	\$6,732.00	
GXX	Other			
GG	Lease / Utilities / Fuel - Summary:	\$141,537.00	\$141,537.00	
HH1	Financial Services			
HH2	Engineering, Research & Scientific Services			
HH	Consultant Service Contracts	\$0.00	\$0.00	
J25	DPH Testing	\$16,500.00	\$25,000.00	est. 700+ pools-account for possible virus @ \$30ea(eff 8/2023)
J25	Laboratory Services			
J62	Board Memb Exps			
JJ2	Auxiliary Services		\$2,500.00	translation services
JJ3	Security Costs			
JJ	Program Operational Summary:	\$16,500.00	\$27,500.00	
K02	Educational Equipment			
K04	Motorized Vehicle Equipment	\$40,000.00	\$50,000.00	increased vehicle purchase cost - EV
K05	Office Equipment			

K06	Printing, Photocopying Equip			
K07	Office Furnishings	\$500.00	\$500.00	
K11	Heavy Equip, Trucks, Spray Equip	\$20,000.00	\$20,000.00	\$20k usual/ \$77k from rollover for dumptruck
KXX	OTHER			
KK	Programmatic Equipment - Summary:	\$60,500.00	\$70,500.00	
L25	Office Equipment Rental or Lease			
L26	Printing / Copy Equip Rent/Lease	\$2,700.00	\$2,700.00	
L44	Vehicle Equipment Maint/Repair	\$7,300.00	\$8,000.00	increased to cover average actuals
L46	Print/Copy Equip Maint/Repair			
L51	Heavy Equipment Maint/Repair	\$20,000.00	\$20,000.00	
L63	Program Equip Maint & Repair			
LXX	OTHER			
LL	Program Rentals /Heavy Equip Maint	\$30,000.00	\$30,700.00	
N50	Facility Maint/Repair	\$1,500.00	\$1,500.00	
N52	Facility Maint & Repair Tools	\$5,000.00	\$6,000.00	increased \$1k for actuals
N61	Lawns & Ground Equipment			
N64	Pesticides, Garden Tools&Supplies	\$230,000.00	\$230,000.00	
N70	Cleaners/Janitors	\$7,300.00	\$4,600.00	reduced to biweekly
N71	Exterminators/Pest Mgmt	\$200,000.00	\$230,000.00	Airsprays FY24 will average \$59k+/- & airport fee. 4 sprays budgeted
N73	Waste Removal Serv Non-Hazard	\$800.00	\$3,000.00	tire disposal fees & dumpster fee increase
NXX				
NN	Facility / Tools / Pesticide Summary:	\$444,600.00	\$475,100.00	
U01	Telecommunication Serv - Data	\$3,865.00	\$3,865.00	
U02	Tele Voice Services	\$14,375.00	\$9,000.00	
U03	Software & IT Licenses	\$12,525.00	\$12,525.00	Frontier increase +\$945
U04	Information Technology (IT) Chargeback			
U05	Info Tech Professionals			
U06	Info Tech Cabling			
U07	Info Tech Equipment	\$500.00	\$500.00	
U10	IT Equip. Maint. & Repair			
UXX	OTHER			
UU	IT / Phone Costs - Summary:	\$31,265.00	\$25,890.00	
	Total:	\$2,140,661.96	\$2,210,792.44	

**Merrimac Select Board**

2 School Street

Merrimac, MA 01860

Meeting: 04/08/24 07:00 PM

Department: Merrimac Select Board

Category: Recognition

Prepared By: Jennifer Penney

Initiator: Jennifer Penney

Sponsors:

SCHEDULED~~CORRESPONDENCE (ID # 8602)~~~~DOC ID: 8602~~**Resident Letter of Praise of Police Sgt. Ringuette****COMMENTS - Current Meeting:**

Beaulieu gives kudos for the nice letter.

Dear Chief Shears,

My family & I moved to Merrimac about 4 years ago. This is where we are putting down roots and where we are raising our 2 boys (3 & 5 yrs old). What struck us most profoundly when we moved here was the town's strong sense of community & safety. We appreciate that so much and we don't take it for granted. We know that your police department is a major reason why.

I know that you know what a strong police department you have, but I just wanted to take a minute to share with you what a profound impact it has had on my sons. I particularly want to show gratitude for Sergeant Ringuette.

About a month ago when we were out for a walk, Sergeant Ringuette drove by, stopped, and took the time to talk to my boys. That conversation lit up their world. They ran home and told their father about it. The next day they wanted to visit the police station, and it was Sergeant Ringuette who greeted my sons warmly, gave them a tour of the station, and allowed them to explore his police car. He did not have to do that. But he took the time and it made a huge impression. They have not stopped talking about that day since. Every time my boys spot Sergeant Ringuette driving by, they shout "That's our officer!" as if he belongs to them. They feel a deep sense of connection to the man who took the time to stop and talk to them.

Yesterday, my boys & I had a busy day which included preschool, a visit to the library, a hike in the woods, a ride on scooters & bikes around the neighborhood, and board games before bed. And we also saw Sergeant Ringuette drive past & say hello. He was a small moment in an otherwise full day, but at bedtime when I asked my sons, as I always do, what their favorite part of the day was, they both shouted in unison "Seeing Sergeant Ringuette!" Wow. It really hit me what an impact he has made on my boys. His kindness, professionalism, and dedication to his community has made all the difference to my family. We are so thankful for a police dept. that seeks to build community.



Merrimac Select Board

2 School Street
Merrimac, MA 01860

SCHEDULED

Meeting: 04/08/24 07:00 PM

Department: Merrimac Select Board

Category: Information

Prepared By: Jennifer Penney

Initiator: Jennifer Penney

Sponsors:

~~CORRESPONDENCE (ID # 8598)~~

~~DOC ID: 8598~~

Electrify Merrimac 2024 Project Submission

From: [Mary Usovicz](#)
To: [Carol McLeod - Finance \(X3040\)](#); [Alyssa Sexton - ISD \(X3060\)](#); [Anne Jim - Accounting \(X3005\)](#); [Benjamin Beaulieu - Clerk](#); [Robert Sinibaldi - ISD \(X3061\)](#); [Robert Sinibaldi - DPW \(X3604\)](#); [Brienne Walsh - Senior Center \(X3107\)](#); [Carol Traynor - Cemetery Trustees](#); [Chris Gaudet - Commission on Disability](#); [Chris Berube - BOH Chair](#); [Cable Access \(X3020\)](#); [Chris Manni - Chairman](#); [Chris Perkins - Wastewater \(X3500\)](#); [Debbie Ketchen - BOH Agent \(X3050\)](#); [dvance@townofmerrimac.com](#); [Eric M. Shears](#); [Greg Habgood \(ghabgood@merrimacfire.org\)](#); [Gwen Lay Sabbagh - Clerk \(X3030\)](#); [Heather Roche - Assessing \(X3010\)](#); [Jennifer Penney - SELECT BOARD \(X3080\)](#); [Jeremiah Murphy \(JMurphy@CityofNewburyport.com\)](#); [Jimmy Clark - Water \(X3600\)](#); [selectman1@townofmerrimac.com old](#); [Joelle Mather](#); [Justin Bartholomew \(jbartholomew@prsd.org\)](#); [Justin Craig - Wastewater \(X3502\)](#); [Kara Kosmes](#); [Karen Guilmette - Finance \(X3090\)](#); [Kelly Unsworth \(kunsworth@merrimaclibrary.org\)](#); [Kevin Hunt](#); [Kiersten Cray \(kcray@merrimacfire.org\)](#); [Larry Fisher \(lfisher@merrimacfire.org\)](#); [Maureen Lynch](#); [Michelle Barry - Tax \(X3091\)](#); [Samantha Holt - Conservation](#); [Justin Craig - Wastewater \(X3502\)](#); [Ricky Pinciario](#); [Sandy Venner - Affordable Housing](#); [Sandy Venner \(bobandven@msn.com\)](#); [Tina Journeay - DPW \(X3601\)](#); [Leo Reynolds - Interim Superintendent - Highway \(X3200\)](#); [Kathy Marshall - ZBA](#)
Subject: Electrify Merrimac
Date: Friday, March 15, 2024 9:18:58 AM
Attachments: [image001.png](#)
[Electrify Merrimac 2024 Project Submission App.pdf](#)

Dear Department Heads

Merrimac Municipal Light Department is kicking off round two of our Electrify Merrimac campaign. If you recall, we funded two projects last year- senior center and the historical museum. Attached is the in-take form for this year's round as well as example of last year's ballot. The form will also be available on our website www.merrimaclight.com

Please feel free to reach out to MMLD if you have any questions. Please feel free to send this information to any other organizations or non-profits in the community you feel would interest in being considered. Hopefully, MMLD will receive multiple submissions. On behalf of the staff and Commissioners, we want to thank you in advance for your consideration.

Sincerely,

Mary Usovicz
 General Manager



978-317-3434

ELECTRIFY MERRIMAC 2024!

MMLD is proud to announce a second round of funding for Electrify Merrimac

In 2023, MMLD launched a program to provide an opportunity for Town Departments and Non-profits to submit proposals to enhance energy efficiency or improve illumination for various projects throughout Merrimac. If your department or non-profit has a project that requires electrical needs, please fill out the application below.

All potential projects need to be submitted by July 15, 2024 at 4:00pm.

Use the application below to submit your project idea. Each application, if it meets these criteria, will be placed on a ballot. The ballots will be distributed through our bills, available on our website at merrimaclight.com, and at the annual Old Home Days event. Last year over 300 customers, voted for their favorite electrify Merrimac project. During Public Power Week in October, we will be announcing the recipients for this year's electrify Merrimac funding. Merrimac Light Department will be distributing up to \$5,000 per year not to exceed \$15,000 for a three year project.

Town Department or Non-Profit Name _____

First Name _____ Last Name _____

Email _____

Cell Phone _____ Office Phone _____

Description of the Electrical Project. Please be as detailed as possible.

Estimated Project Cost. Projects over \$5,000 would be considered as a multi-year project.



Safe, reliable, low cost electricity.

10 West Main Street | Merrimac, MA 01860
Phone: (978) 346-8311 | Fax: (978) 346-8312 | Email: office@merrimaclight.com

ELECTRIFY MERRIMAC 2024!

Once the projects have been decided on, we will create a ballot that you can print out and utilize to promote and encourage Merrimac residents to vote for your project.

Example Ballot from 2023:

ELECTRIFY MERRIMAC VOTE!

Vote for your favorite project! Merrimac Light will incur the cost of completing the project, \$5,000 to \$10,000 per year. The winner will be announced during Public Power Week, which starts October 1st.

We're using the Ranked Choice Voting system, so please rank all 4 choices, with 1 being your favorite and 4 being your least favorite.

☐ **Historical Museum would like to replace outdated fixtures** and provide improved lighting to improve efficiency and install climate control equipment to reduce energy costs and improve efficiency. Cost \$2,500 | Fully fund in one year

☐ **Helen R. Donaghue School Baseball Field Light Installation** for evening game usage. Cost \$20,000 | Fully Fund in two years

☐ **Police Department Permanent Speed Feedback Sign** for East Main Street, West Main Street and/or Broad Street. Cost \$5,000 per sign | Fully fund in two years

☐ **Convert the old incandescent light fixtures at Merrimac Senior Center** to high energy efficiency LEDs improving lighting for the seniors as well as reducing energy costs. Cost \$2,500 | Project Duration: One year

First Name: _____ Last Name: _____

Account Number (optional): _____

Email: _____

Cell Phone: _____ Home Phone: _____

Address: _____



10 West Main Street | Merrimac, MA 01860
Phone: (978) 346-8311 | Email: office@merrimaclight.com

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Email: _____

Cell Phone: _____ Home Phone: _____

Address: _____



10 West Main Street | Merrimac, MA 01860
Phone: (978) 346-8311 | Email: office@merrimaclight.com



10 West Main Street | Merrimac, MA 01860
Phone: (978) 346-8311 | Fax: (978) 346-8312 | Email: office@merrimaclight.com

**Merrimac Select Board**

2 School Street

Merrimac, MA 01860

Meeting: 04/08/24 07:00 PM

Department: Merrimac Select Board

Category: Information

Prepared By: Jennifer Penney

Initiator: Jennifer Penney

Sponsors:

SCHEDULED~~CORRESPONDENCE (ID # 8596)~~~~DOC ID: 8596~~**AGO Releases MBTA Communities Law FAQ**

From: [Fernandez, Robert \(AGO\)](#)
To: [Fernandez, Robert \(AGO\)](#)
Cc: [Landry, Anne \(AGO\)](#)
Subject: AGO Releases MBTA Communities Law FAQ
Date: Monday, April 1, 2024 12:42:50 PM

Good afternoon,

The Attorney General's Office has published a Q&A to provide answers to frequently asked questions we have received regarding the MBTA Communities Law. Please find it here:

<https://www.mass.gov/info-details/mbta-communities-law-qa>.

Please do not hesitate to be in touch with any questions.

Robert A. Fernandez

Senior Policy Coordinator

Policy & Government Affairs Division

Office of the Massachusetts Attorney General

(617) 963-2254

Attachment: AGO Releases MBTA Communities Law FAQ (AGO Releases MBTA Communities Law FAQ)



Merrimac Select Board

2 School Street
Merrimac, MA 01860

SCHEDULED

Meeting: 04/08/24 07:00 PM

Department: Merrimac Select Board

Category: Information

Prepared By: Jennifer Penney

Initiator: Jennifer Penney

Sponsors:

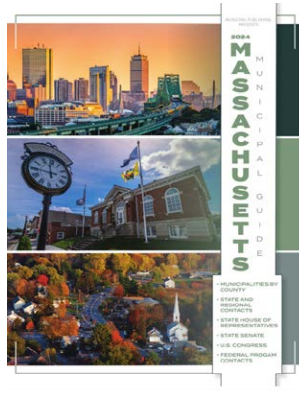
CORRESPONDENCE (ID # 8595)

DOC ID: 8595

2024 Massachusetts Municipal Guide

From: [Municipal Publishing](#)
To: [Municipal Publishing](#)
Subject: 2024 Massachusetts Municipal Guide
Date: Friday, March 22, 2024 12:00:16 PM
Attachments: [image001.png](#)

Municipal Publishing, LLC is proud to present the 2024 Massachusetts Municipal Guide. Please find your complimentary copy via the enclosed link. Feel free to forward this link to any and all interested parties. You are also welcome to post this guide on your website and/or social media and share it with your community. <https://ma-municipalities.com/2024/>



Laura Peterson
 Publisher

Click on the cover above to be taken directly to the guide or copy and paste the following URL into your web browser.

<https://ma-municipalities.com/2024/>

To notify us that you do not want to receive emails like this in the future, please advise by replying to this email with the word "Remove" in the subject line.

Municipal Publishing, LLC · 5120 State Highway 6 · Riesel, TX 76682



Merrimac Select Board

2 School Street

Merrimac, MA 01860

SCHEDULED

Meeting: 04/08/24 07:00 PM

Department: Merrimac Select Board

Category: Report

Prepared By: Jennifer Penney

Initiator: Jennifer Penney

Sponsors:

~~CORRESPONDENCE (ID # 8611)~~

~~DOC ID: 8611~~

Department Reports

April 2, 2024

To the Honorable Select Board,

The Town Clerk's Office has been extremely busy administering elections. We had a special election in January regarding Whittier Regional Vocational School, which at the ran simultaneously on the heels of the special election. While the Presidential Primary was under way we began preparations of the Local Election being held May 6th.

While this office processed the annual census and we also processed dog tags, both of which become available in January each year.

We are also in the middle of migrating the State Election computer system to a new updated system, and also migrating the State Vital Records system to a newer enhanced system.

The Annual Local Election Candidates Night is being held April 2, at Sargent Hall.

The Annual Drive Through Rabies Clinic is being held April 27, 2024 in partnership with the Merrimac Police Department and Amesbury Animal Hospital. The Clinic is held at the Merrimac Police Department, 2 Jana Way.

Respectfully,

Gwendolyn Lay Sabbagh

Town Clerk

Attachment: April 2 Town Clerk Report 2024 (Department Reports)



Merrimac Municipal Light Department 2024 Quarterly Report

The Board of Light Commissioners and staff are pleased to submit the Quarterly Report of the Merrimac Municipal Light Department (MMLD or Department) for the second quarter of 2024.

AIR BREAK SWITCHES

Reliability is one of the top three goals of the Merrimac Light Department. It is important to provide testing and maintenance of our system to uncover any issues. Testing air breaks to make sure they work. An air break allows to isolate outages and reduce the number of customers without power. We have 10 air breaks. Over the next three months, MMLD will be testing and repairing any issues with our air breaks.

GATEKEEPERS

New gatekeepers are being installed and tested this month. Gatekeepers are remote meter readers. These new gatekeepers will allow us to install all new meters throughout our service area over five years. In addition, the new meters will allow us to conduct dual readings. Therefore, we will have the capability of providing billing for on peak and off-peak pricing.

ELECTRIFY MERRIMAC ROUND 2

Last year, we awarded \$5,000 of Light department funding to two well deserved organizations, the Senior Center, and the Historical Museum, to upgrade their electrical needs. We have kicked off round two of "Electrify Merrimac." The applications for submittal are available on the Merrimac website www.merrimaclight.com. Town Departments and any nonprofit organizations can submit a proposal. Voting for the recipients of round two of Electrify Merrimac will occur in August at the Old Home Days. In October, the winners of round two will be announced.

MMLD 120TH ANNIVERSARY

Merrimac Light is turning 120 years old in 2024. The light department was created in 1904. We are in the process of planning a major safety fair during Power Week for our customers that will feature foods that were introduced at the Chicago World Fair in 1904. served-time hot dogs, cotton candy and ice cream were served to the public in 1904. We will serve local ice cream, cotton candy and hot dogs at our event as well. We have a sign being created for 10 West Main Street informing the public of our anniversary and information on our website regarding activities around the anniversary.

Respectfully submitted by the MMLD staff,
General Manager Mary Usovich and Team
Commissioners: Chair Norman Denault, Vice Chair Larry Fisher, Secretary Paula Hamel

From: [Chris Gaudet - Commission on Disability](#)
To: [Jennifer Penney - SELECT BOARD \(X3080\)](#)
Subject: COD January through March 2024 Quarterly Report
Date: Sunday, April 7, 2024 3:53:18 PM
Attachments: [COD January through March 2024 Quaterly Report.docx](#)

Hi Jen

Attached is the COD 2024 quarterly report.

Thank You
Chris Gaudet
Commission on Disabilities Chairman
Town of Merrimac
4 School Street
Merrimac, MA 01860

Attachment: COD January through March 2024 Quarterly Report (Department Reports)



Agenda Item
Merrimac Select Board
04/08/24

Merrimac Youth Soccer Property Use Permit Request Donaghue School

Subject:

Attachments:

Merrimac Youth Soccer Property Use Permit Request Donaghue School_Redacted

Pentucket_Regional_School_District-108475-1_ Donoghue

From: [JonathanDonaghue Field Caulfield](#)
To: [Jennifer Penney - SELECT BOARD \(X3080\)](#)
Subject: New submission from Property Use Permit
Date: Saturday, March 30, 2024 11:39:28 AM

Date
03/30/2024
Property Requested
Donaghue Field
Date and Time Property Requested For
4/20/24-6/22/24 Sat 7:45am - 12pm
Purpose of Request
Youth Soccer Practices and Games
Organization Name
Merrimac Youth Soccer
Is your group a for profit entity?
No
Name of Applicant
Jonathan Caulfield
Address
24 Grove St
Email
[REDACTED]
Phone
[REDACTED]
Additional Event Details
Is the event open to the public?
Yes
Will an admission be charged?
no
Is this a fundraiser?
no
Will there be music?
no
Will refreshments be served?

Attachment: Merrimac Youth Soccer Property Use Permit Request Donaghue School_Redacted (Merrimac Youth Soccer Property Use Permit

no
Will alcohol be served?
no
Will event take place on town roads?
No
Application Agreement
 I agree.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8.1.b

3/19/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LIC #40558248 Player's Health Cover USA Inc. 718 Washington Ave North #402 Minneapolis MN 55401	CONTACT NAME: PHONE (A/C, No, Ext): 612-345-9683 FAX (A/C, No): E-MAIL ADDRESS: certificates@playershealth.com
INSURED Massachusetts Youth Soccer Association 512 Old Union Turnpike Lancaster MA 01523	INSURER(S) AFFORDING COVERAGE INSURER A: Everest National Insurance Company INSURER B: Great American Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 108475**REVISION NUMBER:** 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☒ OTHER: PER EVENT	Y		SI8ML03109-231	9/1/2023	9/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 PARTICIPANT LEGAL LIAB \$ 1,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			SI8ML03109-231	9/1/2023	9/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED RETENTION \$ 0			SI8EX01870-231	9/1/2023	9/1/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Accident Medical			E758911-02	9/1/2023	9/1/2024	PER INJURY LIMIT \$ 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate issued for sanctioned activities of the state soccer association.

Certificate Holder is Additional Insured as required by written agreement per policy endorsement ECG 20 600 05 09. This certificate is issued on behalf of:

MERRIMAC SOCCER CLUB

Event - 3/25/2024 - 6/23/2024

CERTIFICATE HOLDER**CANCELLATION**Pentucket Regional School District
Donoghue School ~ Soccer Field
24 union St Ext
Merrimac

MA 01860

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

THIS ENDORSEMENT CHANGES THE COVERAGE PART. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – AUTOMATIC STATUS WHEN REQUIRED IN A WRITTEN AGREEMENT WITH YOU

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. Section II – Who Is An Insured** is amended to include as an additional insured any person or organization with whom you have a written agreement that such person or organization be added as an additional insured on your Coverage Part. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" but only to the extent caused, in whole or in part, by:
1. Your acts or omissions; or
 2. The acts or omissions of those acting on your behalf;
- in the performance of your operations for an additional insured.
- B.** The insurance afforded to an additional insured shall only include the insurance required by the terms of the written agreement and shall not be broader than the coverage provided within the terms of the Coverage Part.
- C.** The Limits of Insurance afforded to an additional insured shall be the lesser of the following:
1. The Limits of Insurance required by the written agreement between the parties; or
 2. The Limits of Insurance provided by this Coverage Part.
- D.** With respect to the insurance afforded to an additional insured, this insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of any act or omission of an additional insured or any of its employees.

POLICY NUMBER: SI8ML03109-231

COMMERCIAL GENERAL LIABILITY
ECG 24 522 04 02**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE**Name of Person or Organization:**ANY PERSON OR ORGANIZATION FOR WHOM THE NAMED INSURED HAS
AGREED BY WRITTEN CONTRACT TO FURNISH THIS WAIVER.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section **IV** – COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your operations or "your work" done under a written agreement that requires you to waive your rights of recovery. The written agreement must be made prior to the date of the "occurrence". This waiver applies only to the person or organization shown in the Schedule above.

POLICY NUMBER: SI8ML03109-231

COMMERCIAL GENERAL LIABILITY
ECG 24 520 04 02**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****AMENDMENT – OTHER INSURANCE
(PRIMARY NONCONTRIBUTORY)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. Paragraph a. Primary Insurance of 4. Other Insurance of **SECTION IV COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

a. Primary Insurance

This insurance is primary except when **b.** below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in **c.** below, except that we will not seek contribution from any party with whom you have agreed in a written contract or agreement that this insurance will be primary and noncontributory, if the written contract or agreement was made prior to the subject "occurrence" or offense.



Agenda Item
Merrimac Select Board
04/08/24

Merrimac Youth Soccer Property Use Permit Request Town Forest

Subject:

Attachments:

Merrimac Youth Soccer Property Use Permit Request Town Forest_Redacted

Town_of_Merrimac_~_Town_Forest_Field-108314-25

From: [JonathanTown Forrest Field Caulfield](#)
To: [Jennifer Penney - SELECT BOARD \(X3080\)](#)
Subject: New submission from Property Use Permit
Date: Saturday, March 30, 2024 11:33:01 AM

Date
03/30/2024
Property Requested
Town Forrest Field
Date and Time Property Requested For
4/1/24-6/22/24, M-F 4:30 - 7PM, Sat 7:30AM - 3pm
Purpose of Request
Youth Soccer Practice and Games
Organization Name
Merrimac Youth Soccer
Is your group a for profit entity?
No
Name of Applicant
Jonathan Caulfield
Address
24 Grove St
Email
[REDACTED]
Phone
[REDACTED]
[REDACTED] Event Details
Is the event open to the public?
Yes
Will an admission be charged?
No
Is this a fundraiser?
No
Will there be music?
No
Will refreshments be served?

No
Will alcohol be served?
No
Will event take place on town roads?
No
Application Agreement
 I agree.



CERTIFICATE OF LIABILITY INSURANCE

8.2.b
DATE (MM/DD/YYYY)
3/19/2024

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PRODUCER LIC #40558248 Player's Health Cover USA Inc. 718 Washington Ave North #402 Minneapolis MN 55401	CONTACT NAME: PHONE (A/C, No, Ext): 612-345-9683 FAX (A/C, No): E-MAIL ADDRESS: certificates@playershealth.com
INSURED Massachusetts Youth Soccer Association 512 Old Union Turnpike Lancaster MA 01523	INSURER(S) AFFORDING COVERAGE INSURER A: Everest National Insurance Company INSURER B: Great American Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 10120 16691

COVERAGES

CERTIFICATE NUMBER: 108314

REVISION NUMBER: 25

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☒ OTHER: PER EVENT	Y		SI8ML03109-231	9/1/2023	9/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 PARTICIPANT LEGAL LIAB \$ 1,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			SI8ML03109-231	9/1/2023	9/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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Certificate Holder is Additional Insured as required by written agreement per policy endorsement ECG 20 600 05 09. This certificate is issued on behalf of:
MERRIMAC SOCCER CLUB
Event - 3/25/2024 - 6/23/2024

CERTIFICATE HOLDER

CANCELLATION

Town of Merrimac ~ Town Forest Field Town Forest Rd Merrimac MA 01860	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

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1. Your acts or omissions; or
 2. The acts or omissions of those acting on your behalf;
- in the performance of your operations for an additional insured.
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1. The Limits of Insurance required by the written agreement between the parties; or
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POLICY NUMBER: SI8ML03109-231

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POLICY NUMBER: SI8ML03109-231

COMMERCIAL GENERAL LIABILITY
ECG 24 520 04 02**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****AMENDMENT – OTHER INSURANCE
(PRIMARY NONCONTRIBUTORY)**

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COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. Paragraph a. Primary Insurance of 4. Other Insurance of **SECTION IV COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

a. Primary Insurance

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Agenda Item
Merrimac Select Board
04/08/24

Ms. Joelle Mather - 2024 Performance Evaluation

Subject:

Attachments:

Ms. Joelle Mather - 2024 Performance Evaluation

From: [Eric M. Shears](#)
To: [Jennifer Penney - SELECT BOARD \(X3080\)](#)
Cc: [Joelle Mather](#)
Subject: Ms. Joelle Mather - 2024 Performance Evaluation
Date: Thursday, March 28, 2024 11:33:31 AM
Attachments: [Ms. Mather Performance Evaluation 03.26.24.pdf](#)

Good afternoon,

I have attached (1) Performance Evaluation to this email for my part-time administrative assistant. Our Evaluation Form differs from the Town's Form in both content and rating.

1. **Ms. Joelle Mather** was evaluated by me on 03/26/2024. The employees overall rated performance of Ms. Mather was Exceeds Standards (Performance is consistently above adequate skills levels. Achieves performance goals and objectives often beyond expectations.

Therefore, I would recommend to the Select Board that the employee receives a performance salary increase, up to 1% of employee's pay to be added to employee's hourly rate.

Ms. Mather's anniversary date is 3-13-2017. Her performance increase should be effective as of that date once it is approved by the Select Board.

Respectfully submitted,

E

Eric M. Shears
 Chief of Police
 Merrimac Police Department
 2 Jana Way
 Merrimac, MA 01860
 (978) 346-8321 – P
 (978) 346-0592 – F
eshears@merrimacpolice.org

"Be Nice, Stay Positive, Work as a Team, & Do your Job!"



Attachment: Ms. Joelle Mather - 2024 Performance Evaluation (Ms. Joelle Mather - 2024 Performance Evaluation)



Agenda Item
Merrimac Select Board
04/08/24

Steve Merritt Masonry Quote Town Hall Basement

Subject:

Attachments:

Steve Merritt Masonry Quote Town Hall Basement

**STEVE MERRITT MASONRY
THREE SPRING STREET
MERRIMAC MA 01860
PH/FAX 978-346-7667**

FULLY INSURED

PROPOSAL

March 27, 2024

To: Town of Merrimac
1 School St
Merrimac, MA 01860

Job location: Town Hall Entrance
1 School St.
Merrimac, MA

We hereby propose the following:

Install steel plate in basement under section of concrete to be removed from above,
Drill & pin rebar into concrete, pour new 3'x6' concrete at front entrance

Total for material and labor: \$10,500.00

All material is guaranteed to be as specified. All work to be 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.

Note: This proposal may be withdrawn by us if not accepted within 30 days from the date of proposal.

Authorized Signature: _____

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: _____

Attachment: Steve Merritt Masonry Quote Town Hall Basement (Steve Merritt Masonry Quote Town Hall Basement)



Agenda Item
Merrimac Select Board
04/08/24

Town Hall Window Replacement Quote

Subject:

Attachments:

Town Hall Window Replacement Quote

D. Waterhouse Builders
licensed and insured

3/25/24

Daniel A Waterhouse
47 West shore rd.
Merrimac MA, 01860
978-420-9664

HIC # 168120 exp. 12/20/24
License # cs-105003 exp. 2/10/25

Merrimac Town Hall
2 School st
Merrimac MA, 01860

Window estimate

There will be a total of 4 windows replaced at the Town Hall. They will be replaced with Marvin double hung windows. They will be new construction windows. They will be a custom size. The exterior of the windows will be yellow aluminum clad. The interior of the windows will be prefinished white pine. The grills will be simulated divided light. The grid pattern will be 6 over 6. Full screens are included. Each window will receive a rubber pan and will be flashed properly. The exterior trim will be replicated to match the existing historic design. The trim will be made out of PVC. The trim is rot and mold resistant. If any major rot or other damage is found the customer will be notified and a change order may be necessary. Spray foam will be used to seal the gaps between the window and the framing. The interior trim will be pre-primed pine. The trim will match the existing trim in the town hall. The interior and exterior trim will be painted to match the existing finishes.

- Price includes permit.
- A clean job site will be maintained at all times.
- A jobsite dumpster will be on site for the duration of the project.

Estimated time to complete project - 6-7 days **

First floor meeting room-	8,163.00
Town Clerks Office-	10,570.00
Selectmen's meeting room-	10,570.00
Finance director-	10,570.00
Total-	\$39,873.00

A down payment of \$13,291.00 is for the special order windows

Thank you, Dan Waterhouse

Town Officials signature- _____ Date- _____

Contractor's signature- _____ Date- _____

**This cost is an estimate based on known information at the time it was generated. Any additions, changes, or unforeseen issues will be subject to change orders.*

***Unforeseen changes in weather, job site conditions, changes or additions may affect the job completion date.*

Attachment: Town Hall Window Replacement Quote (Town Hall Window Replacement Quote)



Agenda Item
Merrimac Select Board
04/08/24

Old Home Days One Day Liquor License Request 2024

Subject:

Attachments:

Old Home Days One Day Liquor License Request 2024



**TOWN OF MERRIMAC
OFFICE OF THE BOARD OF SELECTMEN**

2-8 School Street, Merrimac, MA 01860
TEL (978) 346-8862 FAX (978) 346-7832
E-MAIL Selectmen@townofmerrimac.com

APPLICATION FOR SPECIAL ONE-DAY LIQUOR LICENSE

Section 14 License

Application must be submitted at least two weeks prior to event. Persons holding a special license must purchase alcoholic beverages from a licensed wholesaler/importer. A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. Application for the purpose of selling or dispensing the following beverages as permitted by law.

All Alcohol ☐ (Non-Profit Only)
Wine and Malt ☒

Purpose of Event Merrimac Old Home Days

Name of Applicant/Organization Merrimac Old Home Days, Inc.

Address 15 Burnside Lane

Telephone 978-504-1034 E-Mail bbeaulieu@merrimacohd.com

Non-Profit Organization yes ☒ no ☐

Event will take place at the following location Donaghue School Fields

Date of Event Aug. 9-10, 2024

Between the hours of 5-11pm

Is the event held by, or held for the benefit of, a business or non-profit group? Yes ☒ No ☐

Will there be a cash bar: ☒ Yes ☐ No

Is there an entrance fee or donation required? ☐ Yes ☒ No

Is the event open to the general public? ☒ Yes ☐ No

If the answer to ANY of these questions is YES:

A One-Day Special License is required. License applications must be put before the Board of Selectmen. All alcohol must be purchased by the licensee from a *wholesaler*. (list of wholesalers can be found at www.mass.gov/abcc)

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Merrimac.

Applicant's Signature

Please contact the Selectmen's Office at 978-346-8862 with any licensing questions you may have.

POLICE DEPARTMENT _____ (if necessary)

Date

BOARD OF SELECTMEN _____

Date

Attachment: Old Home Days One Day Liquor License Request 2024 (Old Home Days One Day Liquor License Request 2024)



Agenda Item
Merrimac Select Board
04/08/24

Old Home Days Property Use Request 2024

Subject:

Attachments:

Old Home Days Property Use Request 2024



TOWN OF MERRIMAC PROPERTY USE PERMIT

Date: 3/27/2024

Property Requested: Donaghue School Fields and Surrounding Areas

Date & Time Property Requested for: August 9, 10, 11, 2024

Purpose of Request: Merrimac Old Home Days

Organization Name: Merrimac Old Home Days Is your group a for profit entity? No

Name of applicant (Please Print): Ben Beaulieu

Address: 15 Burnside Lane

Email Address: bbeaulieu@merrimacohd.com Telephone Number: 978-504-1034

Insurance Coverage: Proof of liability coverage of \$1,000,000(min.) must be submitted upon approval of application.
Town of Merrimac listed as holder.

Additional Event Details

Is the event open to the public? Yes

Will an admission be charged? No

Is this a fundraiser? No

Will there be music? Yes

Will refreshments be served? Yes

If yes, name of vendor Multiple vendors to be booked

Will alcohol be served? Yes

If yes, please see application for One Day License.

Will event take place on town roads? Yes, for bike parade (See site plan/route map)

SITE PLAN/ROUTE MAP

Any application that includes street closures must be submitted at least 60 days before the event date. Provide a map that outlines the entire event venue including the names of all streets or areas that are part of the venue. If the event involves a moving route of any kind, include the direction of travel and all street closures

BOS Approved 10/21/19

APPLICATION AGREEMENT

I, the undersigned, as applicant or on behalf of applicant, signify that the information provided on this application is true and correct and hereby accept full responsibility for any damage to property or building and for the conduct of those attending the function for which the facility is requested. I agree to indemnify and hold harmless the Town and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the negligent act or omission of myself, any agent, anyone directly or indirectly, by them or anyone for whose acts by them may be liable, except where caused by the active negligence or willful misconduct of the Town. I also agree to provide the Town with a certificate of insurance listing the Town as the named insured. If permission is granted, I or my representative agrees to be present during the entire use of the facility. My signature below signifies that I agree to abide by all of the conditions of this application, the Property Use Policy and of any permit based on this application.

I also agree to pay to the Town of Merrimac all costs the Town may incur as a result of any failure to comply with all these conditions including damages due to the failure to leave the premises in a rentable condition.

I understand that I (or my designees) am responsible for obtaining any and all permits or licenses that may be required by law, rule or regulation for the above listed event.

3/27/2024

Signature

Date

Administrative Use Only:

Departmental Approval:

_____ Police Chief	Approved ☐ Denied ☐
_____ Fire Chief	Approved ☐ Denied ☐
_____ DPW Director	Approved ☐ Denied ☐

 Fee for Use: Yes ☐ No ☐ Amount, if any \$ _____

 Permits Required: Yes ☐ No ☐ Type of Permits: _____
☐ Conditions of approval are attached

 The Board of Selectmen has Approved ☐ Denied ☐

MERRIMAC BOARD OF SELECTMEN

Submit

BOS Approved 10/21/19



Agenda Item
Merrimac Select Board
04/08/24

Ride to End ALZ 2024

Subject:

Attachments:

Ride to End ALZ 2024

Merrimac App-24

Merrimac Log

Ride to End ALZ 2024-Chief Response

From: [Roger Mast](#)
To: [Jennifer Penney - SELECT BOARD \(X3080\)](#)
Cc: [Eric M. Shears](#)
Subject: Re: Ride to End ALZ 2024
Date: Wednesday, March 20, 2024 12:43:15 PM
Attachments: [Merrimac App-24.pdf](#)
[Merrimac Log.pdf](#)

All,
 My apologies, I didn't see the attachment. Hey, I'm from GA so go easy...
 Attached is the form and course log. COIs are being generated and I will send over as soon as I receive them.
 Thank you all and talk soon,

Roger

Roger M. Mast
 Vice President, Technical Operations
 Cadence Sports, Inc.
 (m) 678.357.6921
roger@cadencesports.com
www.cadencesports.com



On Tue, Mar 12, 2024 at 8:40 AM Jennifer Penney - SELECT BOARD (X3080)
 <selectmen@townofmerrimac.com> wrote:

Good Morning Roger,

The property form is the same. Please return the completed form to me for the board's approval. Thank you.

Best,

Jennifer Penney

Executive Assistant, Notary Public

Office of the Select Board

Attachment: Ride to End ALZ 2024 (Ride to End ALZ 2024)

Town of Merrimac

4 School St.

Merrimac, MA 01860

P: 978-346-8862

Hours: Monday 8-7; Tue.-Thur. 8-4

<https://townofmerrimac.com/select-board/>

Notice:

This email is subject to [MGL: Chpt.66, Sec.10 Public Records Law.](#)

From: Gwen Lay Sabbagh - Clerk (X3030) <townclerk@townofmerrimac.com>
Sent: Monday, March 11, 2024 7:07 PM
To: Jennifer Penney - SELECT BOARD (X3080) <selectmen@townofmerrimac.com>
Subject: FW: Ride to End ALZ 2024

Hi Jen,

Forwarding this along.

Thanks!

Gwen

From: Roger Mast <roger@cadencesports.com>
Sent: Monday, March 11, 2024 6:13 PM
To: Eric M. Shears <eshears@merrimacpolice.org>; jmather@merrimacpolice.org; Gwen Lay Sabbagh - Clerk (X3030) <townclerk@townofmerrimac.com>
Subject: Ride to End ALZ 2024

Good afternoon,

We are once again producing the Ride to End ALZ MA/NH on June 1. Fingers crossed for better weather this year.

Attachment: Ride to End ALZ 2024 (Ride to End ALZ 2024)

I wanted to check in and see if there have been any changes to the permit process. Is the Property Use Permit the right form to submit?

Thank you and nice to be working with you again,

Roger

Roger M. Mast

Vice President, Technical Operations

Cadence Sports, Inc.

(m) 678.357.6921

roger@cadencesports.com

www.cadencesports.com





TOWN OF MERRIMAC PROPERTY USE PERMIT

Date: 2/28/24

Property Requested: See attached detail

Date & Time Property Requested for: 6/1/2024

Purpose of Request: 28th annual charity bicycle ride

Organization Name: Alzheimers Association MA/NH Is your group a for profit entity? No

Name of applicant (Please Print): Roger Mast

Address: 320 Nevada St. Suite 201 Newton, MA 02460

Email Address: roger@cadencesports.com Telephone Number: 678-357-6921

Insurance Coverage: Proof of liability coverage of \$1,000,000(min.) must be submitted upon approval of application. Town of Merrimac listed as holder.

Additional Event Details

Is the event open to the public? Yes

Will an admission be charged? Yes. \$50 registration fee

Is this a fundraiser? Yes

Will there be music? No

Will refreshments be served? No

If yes, name of vendor NA

Will alcohol be served? No

If yes, please see application for One Day License.

Will event take place on town roads? Yes (See site plan/route map)

SITE PLAN/ROUTE MAP

Any application that includes street closures must be submitted at least 60 days before the event date. Provide a map that outlines the entire event venue including the names of all streets or areas that are part of the venue. If the event involves a moving route of any kind, include the direction of travel and all street closures

BOS Approved 10/21/19

Attachment: Merrimac App-24 (Ride to End ALZ 2024)

Client	2024 Date(s)
Texas Children's Hospital	1/20/2024
Hill Country Ride for AIDS	4/20/2024
Texas MS 150	4/27/2024
Bike MS: Round-Up Ride	5/4/2024
RTEA - Nation's Capital	5/4/2024
Chefs Cycle	5/6/2024
Ride for the Feast	5/11/2024
RTEA- New England	6/1/2024
LLS - AMBER	6/2/2024
RTEA - Colorado	6/9/2024
RTEA - South Carolina	7/12/2024
Courage Classic	7/20/2024
LLS - Scenic Shore	7/27/2024
24 Hours of Booty	7/26/2024
PELTONIA	8/3/2024
Obliteride	8/10/2024
Bike4Chai	8/21/2024
Bike HSS	9/14/2024
California Coast Classic	9/21/2024
Tx Mamma Jamma	9/21/2024
CASA	9/22/2024
MS 150: City to Shore	9/28/2024
Pelotonia Gravel Day	9/28/2024
PAA	9/30/2024
PACELINE	10/13/2024
RTEA - Minnesota	10/13/2024
LLS - Velo Palmetto	10/25/2024
Real Ale Ride	10/26/2024
BellRinger	10/26/2024
RTEA - Texas	11/9/2024
Turkey Trot	11/28/2024

APPLICATION AGREEMENT

I, the undersigned, as applicant or on behalf of applicant, signify that the information provided on this application is true and correct and hereby accept full responsibility for any damage to property or building and for the conduct of those attending the function for which the facility is requested. I agree to indemnify and hold harmless the Town and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the negligent act or omission of myself, any agent, anyone directly or indirectly, by them or anyone for whose acts by they may be liable, except where caused by the active negligence or willful misconduct of the Town. I also agree to provide the Town with a certificate of insurance listing the Town as the named insured. If permission is granted, I or my representative agrees to be present during the entire use of the facility. My signature below signifies that I agree to abide by all of the conditions of this application, the Property Use Policy and of any permit based on this application.

I also agree to pay to the Town of Merrimac all costs the Town may incur as a result of any failure to comply with all these conditions including damages due to the failure to leave the premises in a rentable condition.

I understand that I (or my designees) am responsible for obtaining any and all permits or licenses that may be required by law, rule or regulation for the above listed event.

Signature

2.28.24

Date

Administrative Use Only:

Departmental Approval:

Police Chief

Approved ☐ Denied ☐

Fire Chief

Approved ☐ Denied ☐

DPW Director

Approved ☐ Denied ☐Fee for Use: Yes ☐ No ☐ Amount, if any \$ _____Permits Required: Yes ☐ No ☐ Type of Permits: _____☐

Conditions of approval are attached

The Board of Selectmen has

Approved ☐ Denied ☐

MERRIMAC BOARD OF SELECTMEN

Submit

BOS Approved 10/21/19

Attachment: Merrimac App-24 (Ride to End ALZ 2024)

Ride to End ALZ New England																			
62 Mile																			
63.8																			
9:00:00 AM										Change Start Time Here									
ETA	ETA	ETA	ETA	ETA	INCR	FM	ACTION	LOCATION	FROM	LEA									
10 MPH	11.5MPH	15 MPH	20 MPH	23 MPH						City / Town	County	Agency	Qty	Time	Hours	Rate/Hr.	Total		
9:00:00	9:00:00	9:00:00	9:00:00	9:00:00	0.00	0.00		Hampton Beach State Park	START			NH Parks & Rec							
10:51:00	10:36:31	10:14:00	9:55:30	9:48:16	0.80	18.5	L	Merrimac St	Main St	Amesbury			1	0930-1130	3				
10:54:00	10:39:08	10:16:00	9:57:00	9:49:34	0.50	19	VL	becomes Pleasant Valley Rd	Beacon St	Amesbury									
11:00:00	10:44:21	10:20:00	10:00:00	9:52:10	1.00	20	CS	Pleasant Valley Rd	Riverfront Dr	Amesbury									
11:04:48	10:48:31	10:23:12	10:02:24	9:54:16	0.80	20.8	CS	Pleasant Valley Rd / River Rd	Amesbury / Merrimac townline	Amesbury									
11:09:36	10:52:42	10:26:24	10:04:48	9:56:21	0.80	21.6	VR	Skunk Rd	River Rd	Merrimac									
11:12:00	10:54:47	10:28:00	10:06:00	9:57:23	0.40	22	CS	becomes Emory St	Middle Rd	Merrimac									
11:15:36	10:57:55	10:30:24	10:07:48	9:58:57	0.60	22.6	L	East Main St / MA 110	Emery Street	Merrimac			1	0930-1130	3				
11:18:36	11:00:31	10:32:24	10:09:18	10:00:16	0.50	23.1	R	Bear Hill Rd	East Main St / MA 110	Merrimac									
11:30:00	11:10:26	10:40:00	10:15:00	10:05:13	1.90	25	CS	Bear Hill Rd	Merrimac MA (Essex Co) / Newton NH (Rockingham Co)	Newton	Rockingham								
11:36:36	11:16:10	10:44:24	10:18:18	10:08:05	1.10	26.1	CS	becomes Amesbury Rd	Bear Hill Rd	Newton									

Attachment: Merrimac Log (Ride to End ALZ 2024)

From: [Eric M. Shears](#)
To: [Jennifer Penney - SELECT BOARD \(X3080\)](#); [Roger Mast](#)
Subject: RE: Ride to End ALZ 2024
Date: Thursday, March 21, 2024 9:51:44 AM
Attachments: [image003.jpg](#)
[image001.png](#)

Good morning Jen,

I will not be available for the meeting on the 8th. However, I do not have any concerns about the request. This ride has passed through Merrimac without incident for the last several years.

Thank you,

Eric M. Shears
 Chief of Police
 Merrimac Police Department
 2 Jana Way
 Merrimac, MA 01860
 (978) 346-8321 – P
 (978) 346-0592 – F
eshears@merrimacpolice.org

“Be Nice, Stay Positive, Work as a Team, & Do your Job!”



From: Jennifer Penney - SELECT BOARD (X3080) <selectmen@townofmerrimac.com>
Sent: Wednesday, March 20, 2024 1:02 PM
To: Roger Mast <roger@cadencesports.com>
Cc: Eric M. Shears <eshears@merrimacpolice.org>
Subject: RE: Ride to End ALZ 2024

Hi Roger,

Your request will be on the April 8th board agenda. I will follow up with you the next day.

Best,

Jennifer Penney

Executive Assistant, Notary Public
 Office of the Select Board

Attachment: Ride to End ALZ 2024-Chief Response (Ride to End ALZ 2024)

Town of Merrimac
 4 School St.
 Merrimac, MA 01860
 P: 978-346-8862
 Hours: Monday 8-7;Tue.-Thur. 8-4

<https://townofmerrimac.com/select-board/>

Notice:

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From: Roger Mast <roger@cadencesports.com>
Sent: Wednesday, March 20, 2024 12:43 PM
To: Jennifer Penney - SELECT BOARD (X3080) <selectmen@townofmerrimac.com>
Cc: Eric M. Shears <eshears@merrimacpolice.org>
Subject: Re: Ride to End ALZ 2024

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 My apologies, I didn't see the attachment. Hey, I'm from GA so go easy...
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 Thank you all and talk soon,

Roger

Roger M. Mast
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 (m) 678.357.6921
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Executive Assistant, Notary Public
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Town of Merrimac
4 School St.
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Subject: Ride to End ALZ 2024

Good afternoon,
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I wanted to check in and see if there have been any changes to the permit process. Is the Property Use Permit the right form to submit?
Thank you and nice to be working with you again,

Roger

Roger M. Mast
Vice President, Technical Operations

Attachment: Ride to End ALZ 2024-Chief Response (Ride to End ALZ 2024)

Cadence Sports, Inc.
(m) 678.357.6921
roger@cadencesports.com
www.cadencesports.com





Agenda Item
Merrimac Select Board
04/08/24

Joe Brent Resignation_Merrimac Police

Subject:



Agenda Item
Merrimac Select Board
04/08/24

Jamaco River Run Merrimac SB Presentation 2024

Subject:

Attachments:

Jamaco River Run Merrimac SB Presentation 2024

Jamaco 5K River Run Annual Plan

June 15, 2024

Proposal to:
Merrimac Board of Selectmen
April 2024





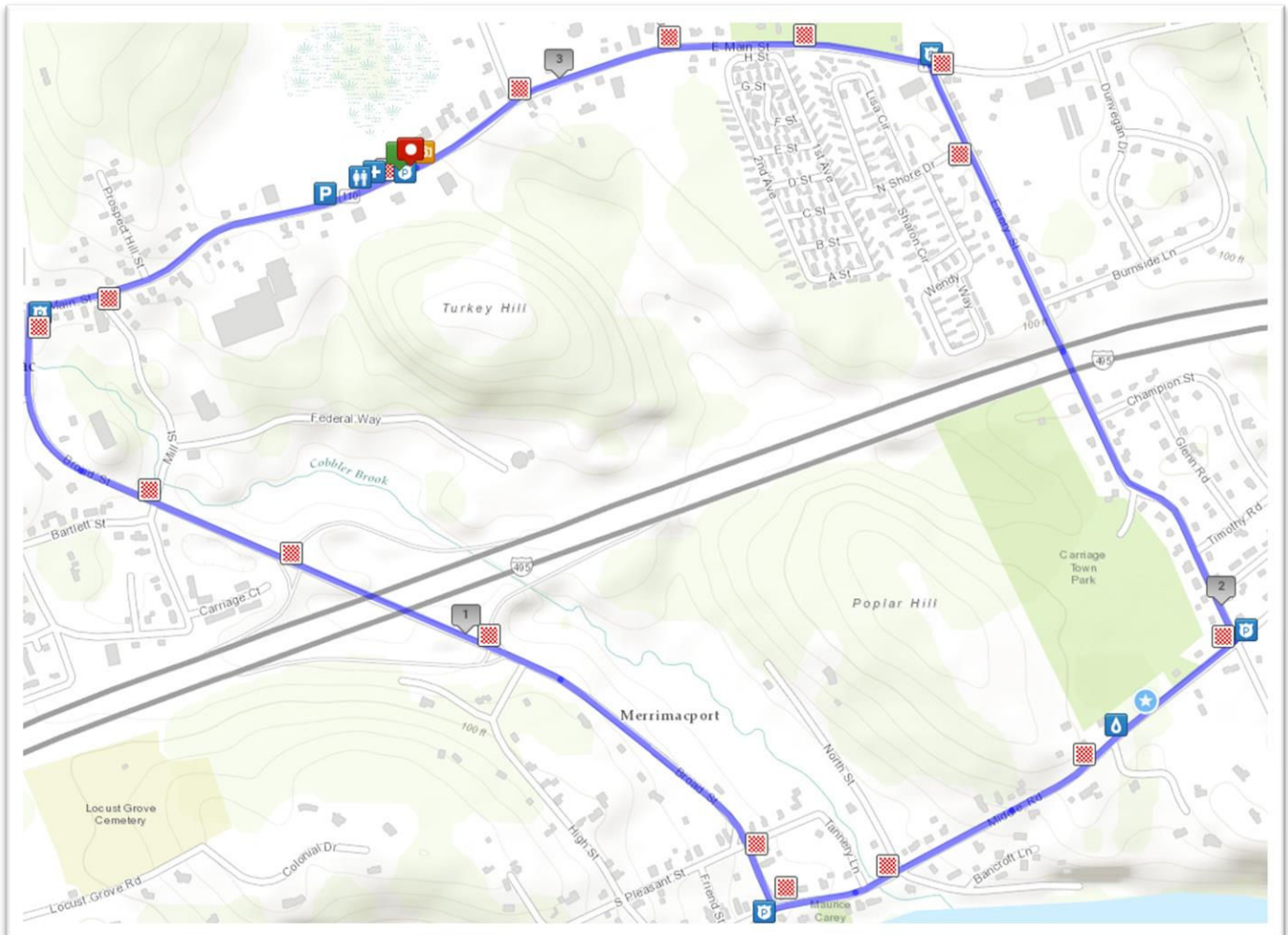
Jamaco 5K River Run

Proposal to the Merrimac Board of Selectmen

Race Date June 15, 2024

Table of Contents

Page 3	Town of Merrimac Property Use Application
Page 4	Town of Merrimac Application for Special One-Day Liquor License
Page 5	Insurance Certificate
Pages 6-7	Event Background, Mission Statement and Objectives
Pages 8-10	Impact Review
Page 11	Event Schedule
Page 12	Race Route and Notes
Page 13	Event Proceeds





Jamaco 5K River Run
Proposal to the Merrimac Board of Selectmen
Race Date June 15, 2024
Property Use Permit Application



TOWN OF MERRIMAC
PROPERTY USE PERMIT

Date: 3/24/24

Building or Property Requested: W on E. Main to S on Broad to E on Middle to N on Emery to W. on E. Main

Date & Time Property Requested For: Saturday June 15, 2023, 10 a.m. to 2 p.m.

Purpose of Request: 5K Road Race to Support Merrimac Youth Sports

Will you require a one day liquor license? Yes ☒ No ☐
If yes, a full license or beer & wine? Full ☐ Beer & Wine ☒

Is your group a for profit entity? Yes ☐ No ☒

Name of applicant (Please Print): Jamaco River Run - Jason Edic, President

Telephone Number: (617) 999-5624

Signature of Applicant: 

Name of Organization: Jamaco River Run

Administrative Use Only:

Departmental Approval: Department _____ Approved ☐ Denied ☐

The Merrimac Board of Selectmen have _____ Approved ☐ Denied ☐
your request with the following conditions:

Insurance required: Yes ☐ No ☐

Amount of Insurance: Comm. General Liability: _____

Fee for Use: Yes ☐ No ☐ Amount, if any \$ _____

Permits Required: Yes ☐ No ☐ Type of Permits: _____

MERRIMAC BOARD OF SELECTMEN



Jamaco 5K River Run
Proposal to the Merrimac Board of Selectmen
Race Date June 15, 2024
Application for Special One-Day Liquor License



TOWN OF MERRIMAC
OFFICE OF THE BOARD OF SELECTMEN
2-8 School Street, Merrimac, MA 01860
TEL (978) 346-8862 FAX (978) 346-7832
E-MAIL Selectmen@townofmerrimac.com

APPLICATION FOR SPECIAL ONE-DAY LIQUOR LICENSE

Section 14 License

Application must be submitted at least two weeks prior to event. Persons holding a special license must purchase alcoholic beverages from a licensed wholesaler/importer. A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. Application for the purpose of selling or dispensing the following beverages as permitted by law.

All Alcohol ☐ (Non-Profit Only)
Wine and Malt ☒

Purpose of Event Raise money for Merrimac Youth Sports

Name of Applicant/Organization Jamaco River Run

Address P.O. Box 28 Merrimac, MA 01860

Telephone 617-999-5624 E-Mail jasonedic@comcast.net

Non-Profit Organization yes ☒ no ☐

Event will take place at the following location Waterhouse Field - E. Main St.

Date of Event June 15, 2024

Between the hours of 10 a.m.-2 p.m.

Is the event held by, or held for the benefit of, a business or non-profit group? Yes ☒ No ☐

Will there be a cash bar: ☒ Yes ☐ No

Is there an entrance fee or donation required? ☐ Yes ☒ No

Is the event open to the general public? ☒ Yes ☐ No

If the answer to ANY of these questions is YES:

A One-Day Special License is required. License applications must be put before the Board of Selectmen. All alcohol must be purchased by the licensee from a *wholesaler*. (list of wholesalers can be found at www.mass.gov/abcc)

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Merrimac

Applicant's Signature [Signature]
Please contact the Selectmen's Office at 978-346-8862 with any licensing questions you may have.

POLICE DEPARTMENT _____ (if necessary)

Date

BOARD OF SELECTMEN _____

Date

**Jamaco 5K River Run**

Proposal to the Merrimac Board of Selectmen

Race Date June 15, 2024

Insurance Certificate (Note: this will be updated by 5/2024)

CERTIFICATE OF INSURANCE		PRINT DATE: 3/20/2023			
		CERTIFICATE NUMBER: 20230320962245			
AGENCY: Edgewood Partners Insurance Center 5909 Peachtree Dunwoody Road, Suite 800 Atlanta, GA 30328 678-324-3300 (Phone), 678-324-3303 (Fax)		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
NAMED INSURED: USA Track & Field, Inc. Jamaco River Run 130 East Washington Street, Suite 800 Indianapolis IN 46204		INSURERS AFFORDING COVERAGE: INSURER A: Accredited Surety and Casualty Company, Inc. NAIC# 26379 INSURER B: Allied World National Assurance Company NAIC# 19489			
EVENT INFORMATION: Jamaco River Run (6/17/2023 - 6/17/2023)					
POLICY/COVERAGE INFORMATION: THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	☒ Occurrence	1-TRE-IN-17-01338542-00	11/1/2022 12:01 AM	11/1/2023 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$4,000,000
	☒ Participant Legal Liability				EACH OCCURRENCE \$2,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$2,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$2,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
A	UMBRELLA/EXCESS LIABILITY				
	☒ Occurrence	1-TRE-IN-17-01338543-00	11/1/2022 12:01 AM	11/1/2023 12:01 AM	EACH OCCURRENCE \$3,000,000
					AGGREGATE \$3,000,000
B	OTHER				
	☒ EXCESS LIABILITY	0313-1301	11/1/2022 12:01 AM	11/1/2023 12:01 AM	EACH OCCURRENCE \$7,000,000
					AGGREGATE \$7,000,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:					
Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.					
The certificate holder is an additional insured per the following endorsement: Blanket Additional Insured (RSCG 03 03)					
The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 20 01)					
The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).					
Excess policy follows form of underlying General Liability.					
CERTIFICATE HOLDER: Town of Merrimac 4 School St. Merrimac MA 01860		NOTICE OF CANCELLATION: Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.			
		AUTHORIZED REPRESENTATIVE: 			



Jamaco 5K River Run

Proposal to the Merrimac Board of Selectmen

Race Date June 15, 2024

Mission Statement

Background

The youth sports programs of Merrimac require operating funds that far exceed the proceeds raised by registrations. Each of the four youth sports programs – softball, basketball, baseball and soccer – experience similar circumstances. The balance of funding required to operate the league typically comes from two sources: donations and fundraising.

Of the two categories, donations are typically semi-fixed (e.g. do not vary much from year to year), and fundraising efforts are required to fill the gap between operating costs and income. The Jamaco 5K River Run is intended to produce income that can be shared with Merrimac's youth sports programs and the Town of Merrimac. The Event Purpose section contains additional information related to operating costs versus income.

Mission Statement

We strive to create a long-lasting, annual event that serves to raise proceeds for Merrimac's four youth sports programs – softball, basketball, baseball and soccer, as well as proceeds for the Town of Merrimac's Parks and Recreation Department. In addition, this event must inherently promote fitness, a positive environment for participants, and promote a strong sense of community that will generate momentum for years to come.

Objectives to Meet Mission

The following objectives will allow this event to meet its mission:

1. Host an athletic event that will attract a large number of participants from within Merrimac and its surrounding towns. To ensure this event generates revenue, we will rely on registration costs, event sponsors, donations of time and effort, and proceeds sharing from vendors.
2. Maintain a meaningful partnership between the Town of Merrimac, its four youth sports programs and the respective Boards that run each.
3. Establish an annual event that creates a positive social environment for participants of all ages and abilities. The event must result in an enjoyable experience that generates a desire to return in forthcoming years. This will allow for continued growth and participation over time.
4. Provide an opportunity for Merrimac's youth sports programs to donate back to a town that has long been a valued partner in its efforts. Proceeds donated to Town will go to the Parks and Recreation Department, and disbursement of these funds will be at the discretion of the Department and Town.
5. Ensure that this event remains *incident free*. The safety of runners, spectators, volunteers, vehicles and neighbors will be critical and must be accounted for prior to, during and following the actual race. This objective includes minimizing or eliminating impacts to roads, businesses and private property.
6. Create a partnership between the youth sports programs that, over time, may result in the consolidation of each program into or under a single organization (i.e. Merrimac Youth Sports).



Jamaco 5K River Run
Proposal to the Merrimac Board of Selectmen
Race Date June 15, 2024
Event Purpose

The initial and ultimate purpose of this event is to raise money, through an organized fundraising activity, for Merrimac's four youth sports programs – softball, basketball, baseball and soccer. The need for such an effort is based upon each sports program's balance between:

1. Offering a high-quality, fun and educational experience for participants;
2. Offering an affordable registration rate for the parents of the participants;
3. Generating revenue outside of registration costs through fundraising and donations to cover the difference between operating costs and registration income; and,
4. Saving money over time in order to fund long-term improvements that far exceed typical annual expenditures. Examples of such include lights at baseball fields, scoreboards, site improvements, nets, etc.



Jamaco 5K River Run

Proposal to the Merrimac Board of Selectmen

Race Date June 15, 2024

Impact Review

As with any event, there will be impacts associated with this race and its execution. In order to minimize any potential undesired outcomes, a basic impact study has been conducted. This study is based upon research from similar events, as well as discussions with four other race directors. In addition, a planning meeting was held with Chief Shears to create the framework for an operations plan. The following are the results of the impact study, as well as planned/proposed solutions to each.

Impact 1: Traffic. Vehicular traffic will be impacted along East Main Street from the starting point to Broad Street, along the entire length of Broad Street including the on and off ramps to 495, along River Road to Middle Road, to Emery Street and back to the finish point (same as start point) along East Main Street. Based upon 2017-2023 participant levels, we expect 220-270 runners in 2024. NOTE: We use the term 'runners' as this will be marketed as a road run/race. However, we're confident that several 'walkers' will again participate in the race and will likely include strollers and/or jogger-type strollers.

Impact 1 Solution:

1. The race route at high traffic areas will be coned off with high visibility traffic cones, spaced at 50' intervals. High Traffic areas include the Start & Finish Lines, Main St. to Broad Street, Broad St. to the 495 On-Ramp, at the top of Middle Rd. (at the water stop) and the Main St. crossing at Emery St. All other areas will be marked along the shoulder of the road using dry spray paint to denote the limits of the running path. Participants will be instructed prior to the race (pre-race safety meeting at the start line) to remain between the edge of the road and the cones/painted marks.
2. Two-way traffic will be maintained throughout the race, with the exception of the start of the race. Police details will pause traffic in both directions, between the start line and Broad St. for a period of 60-90 seconds. This will allow the field of runners to cross East Main St. from the start line (at the edge of Waterhouse field), proceed to the opposite side of East Main St. and proceed towards downtown. The race will not begin until radio confirmation is received via police details that traffic has been halted. The police detail at Broad St. will allow traffic to proceed after the field has 'thinned out' in the coned-off area. **It is anticipated that the field will 'thin out' (e.g. the entire field will fit within the coned-off area) by the time the first runners reach Broad St.**
3. Police details will be present at (1) start/finish line, (2) Broad St./E. Main St., (3) Broad St./River Rd., (4) Middle Rd./Emery St., and (5) Emery St./E. Main St. Police detail locations are marked with a blue 'P' on the course map below.
4. Runners will proceed 'against traffic' in order to maintain clear line of sight.
5. In addition to police details, course marshals (adult volunteers) will be present at every intersection in order to liaise between runners, spectators and vehicles. Course marshal locations are marked with a red/white-checkered box on the course map below. There are 16 course marshal locations.
6. At the intersection of Emery St. and East Main St., a police detail will be posted to allow runners to cross to the north side (same side as Waterhouse field) of East Main St. From there, runners will proceed to the finish line.



Jamaco 5K River Run
Proposal to the Merrimac Board of Selectmen
Race Date June 15, 2024
Impact Review (continued)

Impact 2: Parking. It is not desirable to have vehicles parked on East Main St., at the Post Office, at the New Old Oak, or at any of the local businesses on the opposite side of the field.

Impact 2 Solution:

1. Parking will be on Waterhouse field, in the area denoted below.
2. A large sign will be placed at the entrance to the parking area.
3. Police details will direct traffic at the parking entrance location, beginning at 8:30 a.m. (race day registration opens at this time).
4. Volunteers will direct vehicles to designated parking locations. Rows will be designated with cones.
5. Based on field dimensions, the field is expected to hold approximately 245 vehicles in seven rows.
6. Overflow parking (if needed) will be coordinated at James F. Mullen Co. at 51 E. Main Street (2024 approval to be obtained).





Jamaco 5K River Run
Proposal to the Merrimac Board of Selectmen
Race Date June 15, 2024
Impact Review (continued)

Impact 3: Runner Safety. The potential for injury to a participant is present, although unlikely. According to discussions with other race directors and our own experience to date, the following is a potential:

1. Struck-by Vehicle. This item is addressed under the Impact 1 section.
2. Minor physical injury (strain/sprain/lacerations/abrasions)
3. Major physical injury (fracture)
4. Medical emergency (heart attack/stroke/etc.)

Impact 3 Solution:

1. On June 6, the course will be inspected by the race directors. Any hazards identified will be logged. Potential hazards include potholes, washouts (roadside) or sharp drops at the road shoulder. This list will be reviewed with the Director of the Department of Public Works for acceptable solutions (e.g. filling potholes, etc.). The race committee will also have volunteers available to complete the identified tasks the week prior to the race.
2. On June 14, the course will again be inspected by the race directors. Any hazards identified will be addressed on June 14 prior to the race.
3. A first aid station will be established at the finish line for treatment of minor injuries. The volunteer for the first aid station will be Ms. Anne Brady-Lozier (to be confirmed).
4. The race directors will make contact with the Merrimac Fire Department and request to have an ambulance on standby at the Waterhouse field during the race. As the fire department is directly on the race route, should there be a medical emergency, we anticipate that response time will be short (less than 5 minutes).

Impact 4: Post Race 'Incidents'. Based upon the race directors' experience and the 2017-2023 race experience, there is a very small potential for altercations and alcohol-related incidents.

Impact 4 Solution:

1. Following completion of the race, two police details will be assigned to patrol the post-race festivities areas. In addition, 2 volunteers will be assigned to these areas as well to ensure that incidents do not take place.
2. The alcohol (beer and wine only) service area will be cordoned off from the parking and other event areas. Only individuals who are twenty-one years of age or great will be allowed to purchase beer. This will be accomplished in two phases:
 - a. For registered participants, their ID will be checked at registration by a volunteer trained to do so. If the individual is 21+, he/she will be issued a colored, non-removable wrist bracelet. The bracelet signifies to the beer vendor that the wearer is entitled to one 'free' beer following the race. The beer vendor will take the bracelet (cut off) upon giving the individual the beer.
 - b. All bartenders at the event (supplied by brewery) will be TIPS certified tenders and will check each ID to ensure the purchaser is 21+. This will happen for every transaction of beer.
3. Post-race activities will last only three hours. The vendor and music areas will open at 10:30 a.m. and will be closed at 2:00 p.m.



Jamaco 5K River Run

Proposal to the Merrimac Board of Selectmen

Race Date June 15, 2024

Event Schedule

Date	Time	Item
1/31/24	N/A	Online registration opens
6/7/24	N/A	Course inspection by race directors
6/9/24 (Sunday)	N/A	Neighbor notifications (including Facebook)
6/10/24-6/14/24	N/A	Identified hazards corrected
	N/A	Location prep. (mowing, marking, restrooms etc.)
6/13/24 (Thursday)	6:00 p.m.	Vendor and volunteer meeting (New Old Oak) NOTE: Include MPD and MFD
	11:59 p.m.	Online registration closes
6/14/24 (Friday)	6:00 p.m.	Final course inspection by race directors
	6:30 p.m.	Race signs placed (weather dependent)
6/15/24 (Saturday)	6-9 a.m.	Field and course setup
	8:00 a.m.	Volunteer meeting and course marshal assignments
	8:30 a.m.	Parking begins and registration opens
	8:30 a.m.	Placement of cones
	9:30 a.m.	Music begins
	9:30 a.m.	Establish water station at top of Middle Rd.
	10:00 a.m.	Race Starts
	10:30 a.m.	Vendor area opens
	~11:05 a.m.	Race complete. Conduct bib count to ensure all runners are accounted for
	~11:05 a.m.	Race complete. Begin breakdown of course (signs, water station, cones, trash collection, etc.)
	11:00 a.m.	Awards ceremony (top 3 male, top 3 female, top 3 under 12)
	2:00 p.m.	Vendor area shut down
	2-5:30 p.m.	Clean up, break down
July 2024	~730 p.m.	Meet with Selectmen to review race and discuss methods for improvement

Attachment: Jamaco River Run Merrimac SB Presentation 2024 (Jamaco River Run Merrimac SB Presentation 2024)



Jamaco 5K River Run
Proposal to the Merrimac Board of Selectmen
Race Date June 15, 2024
Proceeds

From 2017-2020, Jamaco donated an equal portion of proceeds to each of the four sports programs in Merrimac. In 2021, the Jamaco Board elected to sponsor a capital improvement project for one of the sports programs each calendar year, in lieu of splitting smaller proceeds to four programs. Each program was requested to provide a proposal to Jamaco for consideration. All four programs submitted a proposal. The decision to award is based on several factors, including (1) need, (2) impact to its participants (3) feasibility of the project, and (4) cost of the project.

The decision to move to sponsorship of a capital improvement project was made in order to provide a *substantial* and long-lasting impact to the youth of the town. It's expected that the capital projects will be small to begin and have the potential to grow in size and impact as the race proceeds grow over time.

In 2021, Jamaco sponsored improvements to the Donaghue School basketball hoops. The main hoops at the gym were inoperable prior to 2021, set at a height of 10'-0". The height of the hoops prevented the younger basketball ages from hosting games where the required height of the hoop is 9'-0". Merrimac Youth Basketball proposed the installation of motor and hardware that allow for adjustable rim height. Jamaco proudly sponsored this project which was successfully completed before the 2021-22 youth basketball season. In addition, new backboard bumpers were installed to protect players and improve aesthetics.

In 2022, Jamaco proceeds sponsored the renovation of the softball field at the Donaghue School grounds. This work included recutting the entire infield, removal of the top layer of soils (clays that no longer drain well), reinstallation of infield mix, releveling of the field and installation of new base receivers. It also included rolling of the outfield to re-gain flatness. This work was completed in the Fall of 2023.

In 2023, Jamaco sponsored the renovation of the Babe Ruth Field, adjacent to the new playground on Locust St. The project included the removal of dozens of yards of grass (the grass had grown into the infield over the past two decades), and the import of 150 yards of new infield mix. The base paths and foul lines were re-laid out, and home plate was reset. Jamaco also contributed monies to Merrimac Baseball for the new T-Ball field on Locust/Union St. Extension.



Agenda Item
Merrimac Select Board
04/08/24

Conditional Offers of Employment - Highway Dept.

Subject:



Agenda Item
Merrimac Select Board
04/08/24

Quotes for Air Duct Cleaning at Town Hall

Subject:

Attachments:

Request for Quotes air duct cleaning FY24

Merrimac Town Hall Duct Cleaning Proposal 2023 Revised After Hours

C & S Air Duct Cleaning Quote

**Town of Merrimac
Request for Quotes**

8.12.a

Department:			
Purchase Description and Contract Terms:			
Air Duct Cleaning-Lower Level and First Floor-Town Hall			
Quality Requirements:			
Air Duct Cleaning Services. After hours required.			
Vendors Contacted	Total Price Quote	Unit Price(s) (if applicable)	Notes
Company: Continental Clean Air Contact: Mike Capillo Address: 606 North Ave. Date: Wakefield, MA 01880 Phone: 800-893-1117 Fax: Solicited By: J. Penney	\$ 5,718.78		Performed town hall service in 2020. Service after hours is included in price.
Company: C & S Air Duct Cleaning LLC Contact: 41 Grove St. Address: Merrimac, MA 01860 Date: 978-228-0001 Phone: Fax: Solicited By: J. Penney	\$ 5,880.00		Service after hours is included in price
Company: Contact: Address: Date: Phone: Fax: Solicited By:			
Recommendation C & S Air Duct Cleaning LLC Name: Jennifer Penney Signature	Title: Executive Assistant 12/6/2023		

Attachment: Request for Quotes air duct cleaning FY24 (Quotes for Air Duct Cleaning at Town Hall)

Continental Clean Air, Inc.
606 North Avenue
Wakefield, MA 01880
800-893-1117

Town Hall

November 30, 2023

Jennifer Penney
Town of Merrimac
4 School Street
Merrimac, MA 01806
selectmen@townofmerrimac.com

Services: Air Duct Cleaning, Air System Sanitizing & Disinfecting of all associated HVAC ductwork throughout Merrimac Town Hall **Basement and First Floor Level.**

1. All associated HVAC ductwork will be cleaned thoroughly.
2. All associated air duct systems will be disinfected and sanitized as needed.
3. All Main Supply and Return main feeds will be thoroughly cleaned using HEPA rated portable negative air machines (NIKRO Industries) and VIPER duct cleaning systems.
4. All supply diffusers and return diffusers will be removed (unless sealed), cleaned and hand washed completely.
5. All associated ductwork will be cleaned using HEPA portable negative air machines (NIKRO INDUSTRIES) and VIPER duct cleaning systems.
6. Access panels will be cut where necessary. Upon completion, all access holes will be appropriately secured and sealed.
7. CAA will provide all cleaners, Disinfectants, Sanitizing agents and materials.

Labor – Premium -

“ASCS” Premium Labor: Calculated Service hours for cleaning both levels.

“ASCS” Site – Supervision daily

HVAC Abatement Equipment -

HEPA Negative air equipment (Abatement Equipment) – 5000 cfm
Portable (vac) equipment, compressors and viper assemblies. Generators & Compressors.

Disinfectants, Sanitizers, Materials & Fuels -

ALL Filter media – M100 Medium Tack – Dust Lock Media Pads.
General materials, safety gloves, tyvek suits, cleaning sanitizing agents, fiberlock, vac filters
Tape, cloth rags, Heavy-duty trash bags.
HVAC Access panels & Hole Plugs
HVAC Sanitizers & Cleaning Agents
Diesel Fuels for Compressors and generators needed.

Conditions / Exclusions: Any HVAC Mechanical Cleaning & or New Filter Installations. After hours or weekend work. Floor level #2 is excluded in price. Parking to be provided by the owner.

Note: After business hours including Saturdays will be an additional premium of 25%

Estimate for daytime business hours: \$4,575.00

Estimate for after business hours: \$5,718.75

Thank you for contacting Continental Clean Air, Inc. We look forward to working with you!

C&S Air Duct Cleaning llc
41 Grove St
Merrimac, MA 01860

mitch@candsairductcleaning.com
+1 (978) 228-0001



Jennifer Penney

Bill to

Jennifer Penney
Town Of Merrimac
4 School Street
Merrimac, MA 01860

Ship to

Jennifer Penney
Town Of Merrimac
4 School Street
Merrimac, MA 01860

Estimate details

Estimate no.: 1695
Estimate date: 11/20/2023

#	Date	Product or service	SKU	Amount
1.		Commercial Unit All vents and supply/return trunks cleaned up to 10 vents.		\$2,000.00
2.		Commercial Unit All vents and supply/return trunks cleaned up to 10 vents.		\$2,000.00
3.		Commercial Ceiling unit over 10 vents \$45 per vent after the 20th vent, 44 vents total. 24 extra vents @ \$45 per vent.		\$1,080.00
4.		After hours Service Charge Work done during non work hours. 5pm-finish for 2 nights.		\$800.00
Total				\$5,880.00

Note to customer

This is a quote for 2 commercial basement system air duct cleanings with a combined vent count of 44. All air borne and other debris to be removed from all existing duct work using Nikro 5000 cfm Hepa-vacs in conjunction with Compressed air whips and rotary brushes. Scoope of work would take approximately 2 evenings, 6-8 hours per evening. If you would like to add the disinfection/deodorizing service with EPA approved Benefect all-natural disinfectant, it is an additional \$200 per system (\$400 total) An additional charge of \$800 for after hour Service (5pm - for 2 nights.) Please give me a call if you have any questions or if you would like to schedule. Mitch Cohen 978-228-0001

Attachment: C & S Air Duct Cleaning Quote (Quotes for Air Duct Cleaning at Town Hall)



Agenda Item
Merrimac Select Board
04/08/24

Sandy Venner's Service on Planning Board

Subject:

15 years of service; Last Planning Board meeting on 4/16.



Agenda Item
Merrimac Select Board
04/08/24

Potential Merrimac Farmers Market Question

Subject:

Attachments:

Potential Merrimac Farmers Market question_Redacted

From: [Ron Ramsden](#)
To: [Chris Manni - Chairman](#); [Benjamin Beaulieu - Clerk](#); [Jennifer Penney - SELECT BOARD \(X3080\)](#); [Irina Gorzynski - Select Board Member \(X3080\)](#)
Subject: Potential Merrimac Farmers Market question
Date: Sunday, March 24, 2024 9:16:15 AM

Hello,

A group of Merrimac residents have been meeting to explore the possibility of a Merrimac Farmers Market, kicking off in August and continuing through October of this year.

We are looking for guidance and approvals from the town on moving forward.

1. After polling residents of the Town the majority who responded have selected Thursdays from 3-7 pm as a potential market time. Would we have to receive permission from the town to have a Farmers Market? (I have talked with the Board of Health to inquire of what is needed for inspections)
2. The polling suggested a good place to hold the Farmers Market to be in the municipal parking lot across from the old Rhythm cafe, would this be a possibility? and if so what approval would we need?
3. Would an insurance policy be needed to cover the market or would a town insurance policy cover this?

Any guidance would be appreciated and I thank you for your time.

Regards,
Ron Ramsden
81 Church st


Attachment: Potential Merrimac Farmers Market question_Redacted (Potential Merrimac Farmers Market Question)



Agenda Item
Merrimac Select Board
04/08/24

- 1. to Conduct Strategy Sessions in Preparation for Negotiations with Non-Union Personnel or to Conduct Collective Bargaining Sessions or Contract Negotiations with Non-Union Personnel.**

Subject:



Agenda Item
Merrimac Select Board
04/08/24

DPW Department Contracts

Subject: