



Merrimac Select Board

Select Board Meeting

07/08/24

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

Recorded and televised

PRESENT: Gustison, Gorzynski, Bruno, Adams

ABSENT: Manni

III. APPROVE AGENDA

1. Motion to approve agenda

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Irina Gorzynski, Member
SECONDER:	Wayne Adams
AYES:	Gustison, Gorzynski, Bruno, Adams
ABSENT:	Manni

IV. MINUTES APPROVAL

1. Merrimac Select Board - Select Board Meeting - Jun 24, 2024 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Janet Bruno, Board Member
SECONDER:	Irina Gorzynski, Member
AYES:	Gustison, Gorzynski, Bruno, Adams
ABSENT:	Manni

V. APPROVAL OF PAYROLL AND VENDOR WARRANT OF JUNE 24, 2024

1. Motion to approve

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Irina Gorzynski, Member
SECONDER:	Rob Gustison
AYES:	Gustison, Gorzynski, Bruno, Adams
ABSENT:	Manni

VI. CORRESPONDENCE

1. Larry Fisher's resignation from Light Commission

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.

Janet Bruno brings forward that Larry Fisher resigned from Light Commission. She thanks him. Appointment to the vacancy is made by the select board until the next election. Bruno says if anyone has an interest to contact the select board. Fisher is available to talk to anyone who is interested to give info about the position.

VII. AGENDA ITEMS

1. Town Administrator's Report

10. Motion to approve time off

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rob Gustison
SECONDER:	Irina Gorzynski, Member
AYES:	Gustison, Gorzynski, Bruno, Adams
ABSENT:	Manni

2. Recommendation for Principal Assessor

Principal assessor position was posted for 2 weeks. McLeod met with Heather Roche who applied for the position and currently serves as the assistant assessor. The Board of Assessors met and also recommend Roche for the position. McLeod reads a letter, submitted by Chris Manni in his absence, recommending Heather Roche. McLeod recommends the hiring. Motion to hire Heather Roche as principal assessor effective 7/1/24.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Irina Gorzynski, Member
SECONDER:	Janet Bruno, Board Member
AYES:	Gustison, Gorzynski, Bruno, Adams
ABSENT:	Manni

3. MGL C30A Sec 21A 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. (If Needed)

Not held.

4. Performance Evaluation Eileen Murray

Brienne Walsh recommends 1% performance increase for Murray.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Janet Bruno, Board Member
SECONDER:	Rob Gustison
AYES:	Gustison, Gorzynski, Bruno, Adams
ABSENT:	Manni

5. FY25 Appointments

Motion to appoint and amend; Bruno reads appointments. Mentions 2 vacancies on Historical Commission and 1 vacancy on the Affordable Housing Board of Trustees.

Motion to approve the appointments as presented

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rob Gustison
SECONDER:	Wayne Adams
AYES:	Gustison, Gorzynski, Bruno, Adams
ABSENT:	Manni

6. Police Dept. New Hires

Chief Eric Shears interviewed 5 police officers; his selection is currently full time police officer in Haverhill; conditional offer to him. He will hopefully have everything for the next meeting.

7. Motion to appoint Stephen M Ringuette to Firearms Licensing Clerk

Stephen M. Ringuette is a special police officer; he has opted not to remain certified. Shears wants to have him process firearm permits and to appoint him firearms licensing clerk;

RESULT:	APPROVED [UNANIMOUS]
AYES:	Gustison, Gorzynski, Bruno, Adams
ABSENT:	Manni

8. Animal Control Officer

Chief Eric Shears extended an offer to Brad DiCenzo for animal control officer position. He is a full time animal control officer in North Andover, part time in Haverhill. Gorzynski says it's 15 hours, if he's full time in North Andover how will he fill Merrimac's shift. Shears says DiCenzo has assured him that he will be available. Motion to hire Brad DiCenzo as Merrimac animal control officer

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rob Gustison
SECONDER:	Irina Gorzynski, Member
AYES:	Gustison, Gorzynski, Bruno, Adams
ABSENT:	Manni

9. Reimbursement Requests

Motion to sign Ch 90

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rob Gustison
SECONDER:	Irina Gorzynski, Member
AYES:	Gustison, Gorzynski, Bruno, Adams
ABSENT:	Manni

10. Fire Dept. Staffing Plan

Fisher speaks to difficulty covering shifts. Gorzynski asks if we can work with other communities. He said they need a minimum of 3 full time per shift. McLeod ask if Fisher has a plan if money wasn't an object-how many people. He says he would need 8 people total to cover all shifts around the clock coverage. He has a part time admin. assistant. They just shot a recruitment video for per diem positions. Bruno says all agree that something needs to happen. This is more of an update. Bruno says the Fire Dept. does an amazing job.

11. Fire-Roof Change Order

\$175,000 was voted last town meeting to fix leaks on the roof. They are allowed to do a change order up to 20%;Fisher got a quote for \$25,000 which is within the 20%. Not asking for additional money. Entire roof has been repaired, this is an encapsulation process. Motion for Bruno to sign

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Irina Gorzynski, Member
SECONDER:	Rob Gustison
AYES:	Gustison, Gorzynski, Bruno, Adams
ABSENT:	Manni

12. Year End Transfer Request - Highway Dept.

Bob Sinibaldi says that Bear Hill Rd. is complete. Will be painted before fall. He reminds the board that the roadways are public safety as well. The transfer is for paving- over budget on Orchard St and Town Forest and Mill from Bear Hill Rd. Estimates had been based on previous contracts. Motion to approve transfer

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Irina Gorzynski, Member
SECONDER:	Rob Gustison
AYES:	Gustison, Gorzynski, Bruno, Adams
ABSENT:	Manni

13. Statement

Wayne Adams gives an update on the light dept activity at Burnside Ln; says he spoke with Mary Usovich who said analysis on site would be done September, and the contract is between \$3000-\$6000; the transformers were to be drained per Bob Sinibaldi.

VIII. ADJOURN

1. Motion to adjourn at 8:08 pm

Light Dept. has been included in the master plan, but they have not participated in any of the meetings. Old Home Days is looking for volunteers.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rob Gustison, Irina Gorzynski
SECONDER:	Wayne Adams
AYES:	Gustison, Gorzynski, Bruno, Adams
ABSENT:	Manni



Agenda Item
Finance
07/08/24

Town Administrator's Report

Subject:

Attachments:

Clohecy Recommendation

Searle Recommendation

Sinibaldi Recommendation

Manni Letter of Recommendation

From: [Joyce Clohecy - Assessor Board Member](#)
To: [Jennifer Penney - Select Board \(X3080\)](#)
Subject: Principal Assessor Position
Date: Monday, July 8, 2024 8:21:54 AM

Joyce E. Clohecy, Assessor
21 Lincoln St.
Merrimac, Ma 01860
978-828-5679

Honorable Board of Selectmen

Please accept this as my recommendation of Heather Roche for the position of Principal Assessor for the Town of Merrimac.

For the 9 years I have worked with her in the Assessor's office I have been extremely impressed by her attention to detail, her computer skills and her ability to learn. As Assistant Assessor she has had the capability to perform many of the tasks of Assessor. She has taken courses and received her certification by the state a few years ago to serve as an Assessor. She works daily with and has full knowledge of the tax assessment and Tax collector software programs used by the Town of Merrimac.

Heather has forged outstanding relationships with the Department of Revenue and with other offices within Town Hall. She works well with the public.

Get [Outlook for iOS](#)

Attachment: Clohecy Recommendation (Town Administrator's Report)

June 22, 2024

To whom it may concern,

I am writing this brief letter on behalf of **Heather Roche** who is currently the Assistant Assessor in the Town of Merrimac, MA.

Having been a resident of Merrimac for the past 34 years, I currently hold a position on the Board of Assessors here in town.

I would like to show my support for Heather Roche who has shown the residents to be efficient, remarkable and reliable as a town employee.

The various software tools which she utilizes for this Assessor position is outstanding as well as the positive communication and rapport she has with all the departments within town as well as regulatory compliance with outside agencies.

Equipped with the knowledge she has acquired over her years in this Assessor position, I have no doubt the Town of Merrimac is in good hands with her at the helm.

Respectfully submitted,



Susan Grelle Searle
Board of Assessors
Town of Merrimac, MA
ssearle@townofmerrimac.com

Gena Sinibaldi
2 Farrington Field Road
Merrimac, MA 01860
978-857-5432

Attn: Select Board of the Town of Merrimac, MA

Re: Heather Roche / Appointment to Principal Assessor

This letter will serve as my recommendation for Heather Roche to be appointed to the position of Principal Assessor.

In the short time I have been on the Board of Assessors, I have been extremely impressed with the depth of knowledge that Heather displays in her current position as Assistant Assessor. I consider her to be highly organized and detail-oriented, has excellent computer skills and an in-depth knowledge of the Patriot Properties CAMA system all of which are crucial to the Principal Assessor position. In the past eight years in this position she has also forged important relationships with the Department of Revenue and other state personnel.

Based on my observations during several meetings over the past two months, Heather appears to have been performing all the work of a Principal Assessor, and I feel that her promotion to this position would be a seamless one, and highly beneficial to the town.

Sincerely,

Gena Sinibaldi
Board of Assessors
Merrimac, MA

Attachment: Sinibaldi Recommendation (Town Administrator's Report)

To my fellow Select Board members,

In my absence, I am writing to highly recommend Heather Roche for Principal Assessor. I have had the pleasure of working closely with Heather for a few years now and I can confidently say that she would be a great selection for our open Assessing position.

In addition to her professional abilities, Heather is a pleasure to work with. She consistently demonstrates strong communication skills with the public and her colleagues and a willingness to go above and beyond to achieve results.

I believe that Heather Roche would excel in the Principal Assessor position and contribute significantly to our town in this role. Please take this as my recommendation in my absence at tonight's meeting and thank for you considering my position.

Sincerely,

Chris Manni, Merrimac Select Board Chair



Agenda Item
Merrimac Select Board
07/08/24

Recommendation for Principal Assessor

Subject:



Agenda Item
Merrimac Select Board
07/08/24

MGL C30A Sec 21A 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. (If Needed)

Subject:



Agenda Item
Council on Aging
07/08/24

Performance Evaluation Eileen Murray

Subject:

Please see the enclosed positive performance evaluation for Eileen Murray, Food & Nutrition Director for the Merrimac COA. Recommendation is for the 1%.



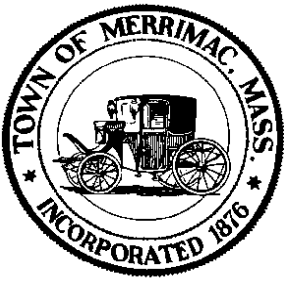
Agenda Item
Merrimac Select Board
07/08/24

FY25 Appointments

Subject:

Attachments:

FY25 BOS Appointments and Amended Appointments



MEMO

TO: Honorable Select Board

FROM: Jennifer Penney, Executive Assistant

DATE: 6/26/24

SUBJECT: Boards & Committees-Appointments

Please amend and appoint for Fiscal Year 2025.

Affordable Housing Board of Trustees – Members serve 2-year terms. Please appoint members to a 2-year term ending 6/30/26. Selectmen Representative is appointed annually with a term ending 6/30/25.

1. Brienne Walsh -2 year term ending 06/30/26

Capital Planning Committee – Three members at large serving 3-year rotating terms; Finance Committee and Selectmen Representatives annually. Please appoint for member at large term ending 6/30/27 and amend FY25 appointment of Sandy Venner who is currently serving a 3 year term ending 6/30/26.

1. David Cressman- 3 year term ending 6/30/27

Council on Aging Board – Council on Aging is made up of seven (7)- eleven (11) members with two (2) alternates. Members serve a 3-year term. Please member for a term ending 6/30/27 and amend FY25 appointment of Donna Doherty who is currently serving a 3 year term ending 6/30/26.

Please appoint the members listed below to a 3-year term ending 6/30/27.

1. Kathy Devaney – 3-year term ending 6/30/2027

Vacancies

Affordable Housing Board of Trustees- 1 vacancy for a remaining 1-year term ending 6/30/25.
Historical Commission- serve 3 year terms- 2 vacancies.



Agenda Item
Merrimac Select Board
07/08/24

Police Dept. New Hires

Subject:

Attachments:

Police Dept. Personnel

From: [Eric M. Shears](#)
To: [Jennifer Penney - Select Board \(X3080\)](#)
Subject: Select Board Agenda Items for July 8, 2024
Date: Thursday, June 27, 2024 12:02:08 PM

Looking to get on the next agenda to discuss the following:

1. Appoint Brad DiCenzo as Merrimac's next Animal Control Officer. I have extended an offer and working through pre-employment requirements with him. I anticipate those requirements to be met by the next meeting of the Select Board.
2. Update the Select Board on the full-time police officer process.

Thank you,

E

From: Jennifer Penney - Select Board (X3080) <selectmen@townofmerrimac.com>
Sent: Tuesday, June 25, 2024 3:15 PM
To: acolburn@merrimaclibrary.org; Alyssa Sexton - ISD (X3060) <asexton@townofmerrimac.com>; Ann Murphy - Senior Ctr (X3101) <amurphy@townofmerrimac.com>; Anne Jim - Accounting (X3005) <ajim@townofmerrimac.com>; Robert Sinibaldi - DPW (X3604) <dpwdir@townofmerrimac.com>; Brienne Walsh - Senior Center (X3107) <bwalsh@townofmerrimac.com>; Carol McLeod - Finance (X3040) <cmcleod@townofmerrimac.com>; Cable Access (X3020) <cablaccess@townofmerrimac.com>; Cemetery Trustees <cemetery@townofmerrimac.com>; Chris Berube - BOH Chair <cberube@townofmerrimac.com>; Chris Gaudet - Commission on Disability <COD@townofmerrimac.com>; Chris Manni - Chairman <selectman2@townofmerrimac.com>; Chris Perkins - Wastewater (X3500) <cperkins@townofmerrimac.com>; Debbie Ketchen - BOH Agent (X3050) <healthagent@townofmerrimac.com>; Gwen Lay Sabbagh - Clerk (X3030) <townclerk@townofmerrimac.com>; Heather Roche - Assessing (X3010) <hroche@townofmerrimac.com>; Irina Gorzynski - Select Board Member <igorzynski@townofmerrimac.com>; Janet Bruno - Select Board Member <jbruno@townofmerrimac.com>; Jimmy Clark - Water (X3600) <jclark@townofmerrimac.com>; Julie Gilchrist - BOH (X3050) <boh@townofmerrimac.com>; Justin Bartholomew (jbartholomew@prsd.org) <jbartholomew@prsd.org>; Justin Craig - Wastewater (X3502) <jcraig@townofmerrimac.com>; Kara Kosmes (kkosmes@whittier.tec.ma.us) <kkosmes@whittier.tec.ma.us>; Karen Guilmette - Finance (X3090) <kguilmette@townofmerrimac.com>; Kathy Marshall <kmarshall8712@comcast.net>; Kevin Hunt (veterans@cityofnewburyport.com) <veterans@cityofnewburyport.com>; Kiersten Cray <kcray@merrimacfire.org>; King, Julie <julieking@prsd.org>; Larry Fisher <lfisher@merrimacfire.org>; Leo Reynolds - Superintendent - Highway (X3200)

Attachment: Police Dept. Personnel (Police Dept. New Hires)



Agenda Item
Merrimac Select Board
07/08/24

Animal Control Officer

Subject:

Attachments:

AnimalControlOfficer (002)

Conditional Offer Extended to ACO Candidate

DiCenzo ACO Conditional Offer (002)_Redacted



Eric M. Shears
Chief of Police

Merrimac Police Department

2 Jana Way
Merrimac, Massachusetts 01860

Tel: 978-346-8321
Fax: 978-346-0592



7.8.a

ANIMAL CONTROL OFFICER

Position Purpose:

The purpose of this position is to enforce all relevant state statutes and town laws as they relate to the control and regulation of animals, ensure the safe return, care and handling of all residential animals, and provide protection to the residents of Merrimac from annoyance, intimidation, irritation, and injury from animals; performs all other related work as required.

Supervision:

Supervision Scope: Performs a variety of very responsible functions requiring the exercise of judgment, initiative and discretion in dealing with the public and in interpreting and applying relevant state laws and town bylaws.

Supervision Received: Works under the policy direction of the Chief of Police referring specific problems to supervisor only when clarification or interpretation of town policy or procedure is required. Works according to established department and town policies and procedures, standards, or special directives, instructions and intent.

Job Environment:

Majority of work is performed outdoors with possible exposure to weather extremes of hot and cold temperatures and inclement weather. Frequently subjected to the stress of emergencies and dangerous situations; risk of injury is possible due to handling of animals including bites and scratches. Work may be performed outside of normal business hours and on the weekends; 24/7 coverage for emergencies. Administrative work is performed in an office environment.

Operates an automobile/light truck, firearm, animal capture devices, traps, cages, muzzles, and nets; utilizes standard office machines including telephones, copier and computer.

Makes frequent contact with animal owners, town residents, local veterinarians/animal hospitals, rescue groups, state agencies, other town departments, and local animal control offices. Communication may require considerable persuasiveness to influence the behavior of others.

Has access to limited department-related confidential information.

Errors could result in danger to public health and safety, personal injury, confusion, delay of services, and cause adverse public relations.

Attachment: AnimalControlOfficer (002) (Animal Control Officer)

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Responsible for the enforcement of Massachusetts General Laws Chapters 140, 129, 49, and any other applicable laws pertaining to the regulation, inspection, and control of dogs and other animals, including those under the Town of Merrimac's animal bylaws and any Federal Laws which may also apply.
- The officer serves for the protection of persons, animals, and property from the dangers of uncontrolled animals, as well as provide for the welfare and protection of domestic and wild animals by aiding injured, stray, sick, or trapped animals.
- Works for the overall concerns of public safety, public health, and animal protection.
- Educates the public concerning the proper care and management of domestic animals and coexistence with wildlife.
- Responds to emergency calls; telephone, pager, and radio requests for animal assistance.
- Maintains complete log of calls and complaints received; investigates complaints.
- Explains and enforces the provisions of applicable Massachusetts General Laws and town bylaws; issues citations as necessary.
- Patrols the Town as needed to secure and transport any dogs found to be in violation of bylaws; impounds such dogs when necessary.
- Controls, restrains, and when necessary, picks up and transports lost, injured, unleashed, or dangerous animals to veterinarian or kennel.
- Seeks to return animals to proper owners.
- Destroys rabid animals.
- Maintains and submits appropriate department records and reports.
- Submits fees and receipts to the Treasurer as required.
- Responsible, with the cooperation of the Town Clerk, for the licensing of all dogs within the Town.
- Obtain compliance through persuasive measures if necessary, or issue citations and testify before the Board of Selectmen and/or the District Court.
- Completes forms, letters, etc. associated with impoundment of dogs, quarantined animals, and the assessment of fines. Appears in court as necessary to prosecute violators.
- Provides first aid and rescue operations for injured animals.
- Removes dead animals from public ways with the assistance of highway department as needed.
- Responds to emergency animal assistance requests.
- Picks up and packages animals for testing by the State when necessary.
- Investigates cruelty and neglect of animals; investigates dog bites, cat bites, etc.
- Investigates animal complaints/violations by observing the areas of alleged complaints/violations and conducting interviews with available witnesses to determine if laws are being violated.
- Performs similar or related work as required.

Recommended Minimum Qualifications:Education, Training and Experience:

- High school education;
- Completion of animal control certification courses helpful;
- Three to five years of experience in animal handling and control or related field; or any equivalent combination of education and experience.

Special Requirements:

- Possession of a valid motor vehicle operator's license.
- Possession of a license to carry firearms.
- Animal Control Officer MA Certification within 1 year; highly recommended.
- Mace Permit
- First Aid

Knowledge, Ability and Skill:*Knowledge:*

- Thorough working knowledge of applicable Massachusetts General Laws and town bylaws governing the control and regulation of animals.
- Working knowledge of canine, feline, and large animal behavior and diseases.
- Basic knowledge of animal husbandry and emergency veterinary procedures.
- Knowledge of animal behavior and ability to determine a stray animal's potential to be adopted into a home.

Ability:

- Ability to effectively and tactfully communicate with others as it relates to explaining regulations, taking enforcement action, and investigating complaints.
- Ability to maintain detailed records.
- Ability to apprehend and control vicious animals and care for them humanely.
- Ability to maintain composure during emergencies, in dangerous situations, and while communicating with agitated/angry residents.
- Ability to enforce laws and regulations firmly and impartially.

Skill:

- Skills in operating above-mentioned equipment.
- Excellent problem solving skills.
- Compassion for animals.
- Bookkeeping and computer skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequent light to moderate physical effort is generally required in performing duties. Very good mobility and physical conditioning required to spend majority of shift walking/running/standing, climbing trees, chasing animals, handling large/excitable/dangerous animals, and using hands to operate all tools and equipment. Ability to talk and hear sounds. Occasionally lifts and/or moves objects weighing up to 50 pounds. Accesses all levels of structures/barns/houses and traverses uneven terrain. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

From: [Eric M. Shears](#)
To: [Jennifer Penney - Select Board \(X3080\)](#)
Cc: [Carol McLeod - Finance \(X3040\)](#)
Subject: Conditional Offer Extended to ACO Candidate
Date: Thursday, June 20, 2024 12:38:38 PM
Attachments: [image003.png](#)
[DiCenzo ACO Conditional Offer.pdf](#)
[AnimalControlOfficer.pdf](#)

Good afternoon,

I have spoken to a few existing Animal Control Officers (ACO) from a number of jurisdictions as I look to hire our new part-time ACO. One of the ACO's was I spoke to was Mr. Brad DiCenzo. He is currently the Town of North Andover's Animal Control Officer. After our initial conversation, he reached out and is very interested in taking on the ACO responsibility in our community.

I interviewed him on June 13, 2024. He is interested in picking up additional hours in our community and assures me he will be available when needed. He is very knowledgeable and a certified ACO through the Commonwealth who regularly keeps up with his training and education. He is familiar with completing barn inspections as required by the Board of Health. He is also a proponent of community education and outreach (Rabies Clinics, ect.) He trains new ACO's in Haverhill when they are hired to make sure they understand their responsibilities. He has spoken to the North Andover Chief, who is OK with him picking up additional hours and will allow him to respond to an emergency in Merrimac if needed. These don't happen often – but when they do, he assured me he will be available to our community. He is looking forward to an opportunity with us. He loves to work and is passionate about animals.

After speaking with him on (2) occasions, a review of his resume detailing his education and experience; I believe he will be a great asset to our community and I am looking forward to working with him. I believe he will be available and fulfill his ACO responsibilities in our Community.

As a result, I extended a conditional offer of employment to him today which he promptly accepted. I will be conducting a back ground investigation and scheduling pre-employment exams in the coming weeks. I would anticipate requesting appointment at the **July 8, 2024 Select Board meeting**. I have attached the Conditional Offer for your file.

Respectfully submitted,

E

Eric M. Shears
 Chief of Police
 Merrimac Police Department
 2 Jana Way
 Merrimac, MA 01860
 (978) 346-8321 – P

Attachment: Conditional Offer Extended to ACO Candidate (Animal Control Officer)

(978) 346-0592 – F
eshears@merrimacpolice.org

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





Eric M. Shears
Chief of Police

Merrimac Police Department

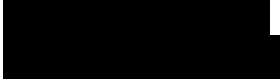
2 Jana Way
Merrimac, Massachusetts 01860

Tel: 978-346-8321
Fax: 978-346-0592



June 20, 2024

Mr. Brad S. DiCenzo



Re: Conditional Offer of Employment for the position of Animal Control Officer

Dear Mr. DiCenzo,

I am pleased to make this conditional offer of employment to you as the Animal Control Officer for the Town of Merrimac. Final approval of your appointment as the Animal Control Officer is made by the Merrimac Select Board, and is subject to a satisfactory background investigation, and your successful completion of the required medical exam, psychological exam and drug screen. We will contact you concerning the above listed tasks.

If you are not already certified, you will need to successfully complete the Massachusetts Animal Control Officer Certification within 1 year. You will also need to obtain a Massachusetts license to carry a firearm.

Once appointed, you will be considered a probationary employee for a period of twelve (12) months, and during that twelve (12) month probationary period you may be discharged by the Town with or without cause.

You will be paid a stipend based upon (15) hours a week, \$25.14 per hour – Bi-Weekly gross pay of \$754.20. There is no set schedule however, you need to be available to complete calls and barn inspections. I will also require that you log your weekly hours. I have attached our Animal Control Officer Job Description for your review.

If you have any questions, please consult with Mrs. Joelle Mather, Administrative Assistant to Chief Shears. We welcome you and wish you a long and safe career with our Police Department.

Sincerely,

Eric M. Shears
Chief of Police

Attachment: DiCenzo ACO Conditional Offer (002)_Redacted (Animal Control Officer)



Agenda Item
Public Works
07/08/24

Reimbursement Requests

Subject:

Attachments:

CH90 Reimbursement Request Bear Hill Rd SB TO SIGN 6.27.24

FUNDING PROGRAM: Chapter 90 ☒ Municipal Small Bridge ☐ Complete Streets ☐ Other ☐

Contract #: 0050883

City/Town: Merrimac Project Name: Bear Hill Phase II

Location(s): Bear Hill Road

Length: 5280 Feet Width: 26 Feet

Work was Started: 05 / 11 / 24 and Completed: 05 / 31 / 24

Work was Suspended: / / and Resumed: / /

Done by: Force Account ☐ Advertised Contract ☒ Other ☐

City/Town submitted Contractor Evaluation to MassDOT Prequalification Unit, if applicable (Chapter 90 only): Yes ☒ No ☐

*** REMARKS:**

100 % work complete, requesting project balance of \$34,422.30 to be transferred to Uncommitted Balance

EXPENDITURES:	State Funds @ 100%	\$292,196.12
	Municipal Funds	\$
	Other Funds- APPA	\$29,779.44
	TOTAL PROJECT EXPENDITURES	\$321,975.56

SCOPE OF WORK:

1.5 " wear surface, cold in place existing asphalt

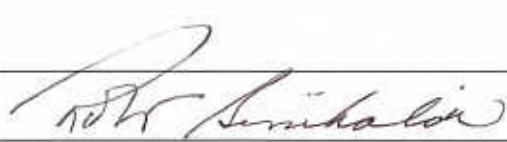
CERTIFICATION

The undersigned hereby certify under penalties of perjury that documentation to substantiate the above expenditures is available for examination in accordance with Executive Order No. 195 (April 27, 1981) and Chapter 11, Section 12.

We further certify that all equipment rental costs are within the approved limits established by the MassDOT Highway Division, that the Municipality has complied with all applicable statutes and regulations, that the requests for reimbursements for allowable project expenses actually incurred are in conformance with the "Chapter 90" Project Request, and that the Municipality will be responsible for the future maintenance of this project including the cost thereof.

Copies of the notification published in the Central Register and notice in a newspaper of local circulation required by Chapter 149, Section 44J, and the prevailing wages as determined by the Department of Labor and Industries obtained in compliance with Chapter 149, Section 27F, of the General Laws, as applicable, must be attached.

PREPARED & REVIEWED BY:

	
DPW Dir	7.8.2024
Highway Officer's Title	Date
	
Accounting Officer's Title	Date
TOWN ACCOUNTANT	07/08/2024

SIGNED:

Duly Authorized Municipal Officials	Date

- Include additional contract numbers if other Chapter 90 Funds were also used. List street names, total amounts charged to each location, extra work orders, etc. Use back if necessary, or attach supporting papers.
- If project uses multiple funding sources, please submit for individual project reimbursements.
- List sources, names, amounts and date contract expires.

Submit this Form to District Highway Director



State Aid Reimbursable Programs Reimbursement Request

City/Town: Merrimac Project Name: Bear Hill Phase II

Contract # 0050883

Program Type: Chapter 90 ☒ Complete Streets ☐ Shared Streets ☐ Small Bridge ☐ Other ☐

Project request was approved on 08/08/23 For \$ 326,618.42

at 100% Reimbursement Rate = \$ 326,618.42

- 1) Attached are forms which document payment of approved expenditures totaling \$ 321,975.56 for which we are requesting \$ 292,196.12 at the approved reimbursement rate of 100%.
- 2) The amount expended to date on this project is \$ 292,196.12 Including this payment.
- 3) Is this request for a FINAL payment on this project? ☒ Yes ☐ No
If yes: Include a "Final Report"
- 4) Remarks:

100% of work completed as of today

CERTIFICATION

- A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.

[Signature]
(Signed)

DPW DIR
(Municipal Highway Official Title)

7.8.2024
(Date)

- B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.

REVIEWED AND APPROVED FOR TRANSMITTAL

by [Signature] Signed: _____

TOWN ACCOUNTANT
(Accounting Officer's Title)

DATE 07/08/2024

(Duly Authorized)

Submit this form to the District State Aid Engineer and Highway Director.



STATE AID REIMBURSABLE PROGRAMS - MATERIALS - HED 454 FORM

Updated 12/2017

City/Town of: Merrimac

PROJECT NAME: Bear Hill Road Phase 2

PROGRAM TYPE: Chapter 90 ☒ Muni Bridge ☐ Complete Streets ☐ Other

MATERIALS for period beginning 5/29/2024 and ending 6/11/2024
both inclusive, on account of Contract 50883 with MassDOT Highway Division,

VENDOR NAME	ITEM #	QTY.	UNIT	UNIT PRICE	AMOUNTS	CHECK #	REMARKS
				\$	\$		
Mass Environmental Police	Detail		HOURLY		\$ 812.50		
Merrimac Police Dept	Detail		HOURLY		\$ 708.50		
EJ Paving	Tack	675	GAL	\$ 8.0000	\$ 4,600.00		
EJ Paving	Asphalt	1671.87	TONS	\$ 81.4000	\$ 136,090.22		
Indus	Adjust Manhole	10	EA	\$ 1,150.0000	\$ 11,500.00		
Indus	Adjust WG Small	12	EA	\$ 775.0000	\$ 9,300.00		
Indus	CIR w/ Fog Seal	14756	SY	\$ 6.0500	\$ 89,273.80		
Indus	Liquid Asphalt	9841	GAL	\$ 4.6200	\$ 45,465.42		
Indus	Portland Cement	22	TONS	\$ 255.0000	\$ 5,610.00		
Indus	Asphalt CIR	5720.22	DOL	\$ 1.0000	\$ 5,720.22		
Indus	Flagger OT	27	HOURLY	\$ 122.4000	\$ 3,304.80		
Indus	Flagger ST	80	HOURLY	\$ 81.6000	\$ 6,528.00		
Tread Milling	Cold Plane	1038	SY	\$ 2.9500	\$ 3,062.10		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
TOTAL					\$ 321,975.56		

"To the best of my knowledge the purchases of materials or services appearing on this sheet are not in conflict with Chapter 779 of the Acts of 1962.

Signed under the penalty of perjury."

Supervisor / Foreman

7.8.2024

Date

Town Accounting Approval

Date



Agenda Item
Merrimac Select Board
07/08/24

Fire Dept. Staffing Plan

Subject:

Discussion Requested by Rob Gustison



Agenda Item
Merrimac Select Board
07/08/24

Fire-Roof Change Order

Subject:

Attachments:

Fire-Roof change order

JD Rivet Merrimac Fire Department 2200 SF- change order

From: [Larry Fisher](#)
To: [Kiersten Cray](#); [Jennifer Penney - Select Board \(X3080\)](#)
Subject: Fwd: Roof change order
Date: Tuesday, July 2, 2024 4:52:06 PM

Carol would like this on the agenda for the Select Board meeting on Monday.

Thank you,
 Larry
 Sent from my mobile office on iPhone

Begin forwarded message:

From: "Carol McLeod - Finance (X3040)" <cmcleod@townofmerrimac.com>
Date: July 2, 2024 at 4:29:10 PM EDT
To: Larry Fisher <lfisher@merrimacfire.org>
Cc: Chris Manni - Chairman <selectman2@townofmerrimac.com>, Robert Gustison II - Select Board Member <rgustison@townofmerrimac.com>, Kiersten Cray <kcray@merrimacfire.org>
Subject: Re: Roof change order

Please send to Jen to get it added for Mondays meeting.

Thank you

Sent from my iPhone

On Jul 2, 2024, at 10:30 AM, Larry Fisher <lfisher@merrimacfire.org> wrote:



Good morning, Carol,

I have attached the change order for the roof. It has been explained by the product representative that per the AG's office that a change order under the TR04 contract is allowed up to 20% of the contract value. The change does in fact reflect less than 20% and will allow us to take advantage of the product and crews being onsite thus saving the taxpayers additional cost. The special article was funded at \$175,000. We have spent/approved \$146,525 to date. I would think that we would move forward with this \$25,000 change order but wanted to

Attachment: Fire-Roof change order (Fire-Roof Change Order)

make sure we are all on the same page.

Thank you,

Larry S. Fisher
Fire Chief/ EMD

Merrimac Fire Department
16 East Main Street
Merrimac, MA 01860
978-346-8211

Please be aware the Massachusetts Secretary of State has determined that most emails to and from the Town of Merrimac are public records, therefore cannot be kept confidential.

[MGL: Chpt.66, Sec.10 Public Records Law.](#)

<Roof Change order- edited spelling- 7.1.2024.pdf>

Attachment: Fire-Roof change order (Fire-Roof Change Order)



J.D. Rivet & Co., Inc.

ROOFING · SHEET METAL

2257 MAIN STREET
SPRINGFIELD, MA 01107
TEL. (413) 543-5660

July 1, 2024

Larry Fisher lfisher@merrimacfire.org
Rob Verreault-Garland Inc.
16 E Main Street
Merrimac, MA 01860

RE: MERRIMAC FIRE DEPARTMENT, ADDITIONAL WORK, 16 E
MAIN ST, MERRIMAC, MA 01860

2,200 sf Additional Garland Liquitec Coating

- 1.) Install approximately 2200 sf of additional Liquitec Coating over approximate area indicated in the roof area map.
 - a. Includes cleaning.
 - b. Includes stripping in seams.

Roof Area



Total Additional Cost: \$25,000.00 (Twenty-Five Thousand Dollars)

Eric Despres, Vice President of Operations (edespres@rivetroofing.com)

Acceptance of Proposal /Changes:

Signature : _____
Name: _____

Date: _____
Title: _____

www.Rivetroofing.com

Attachment: JD Rivet Merrimac Fire Department 2200 SF- change order (Fire-Roof Change Order)



Agenda Item
Merrimac Select Board
07/08/24

Year End Transfer Request - Highway Dept.

Subject:

Attachments:

Year End Transfer Request - Highway Dept.



YET #: FY
BAE#: _____
(Accountant Use Only)

7.12.a

Request for Appropriation Transfers Between or Within Departments

Date: 7/8/2024

Board of Selectmen & Finance Committee

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), Massachusetts General Laws and Municipal Modernization Act of 08/09/2016:

AMOUNT REQUESTED	\$ 15,000
To be Transferred From (Name of Approp): <u>Highway Salaries</u>	GL#01-420-5113
Present Balance in Above Appropriation	\$ 29,244.26
To be Transferred To (Name of Approp): <u>Highway Misc. Expenses</u>	GL#01-420-5580
Present Balance in Source of Appropriation	\$-1,201.41

Request Submitted By (Signature Required): _____

Officer or Department Head

Reasons for Transfer:

Board of Selectmen	Finance Committee
Date of Meeting: <u> / / </u>	Date of Meeting: <u> / / </u>
Signatures: _____	Number Present & Voting: _____
_____	Approved By Majority (list vote): _____
_____	Transfer Disapproved (checkmark): _____
Transfer Disapproved (checkmark): _____	Signature: _____
	Chairman, Finance Committee

Please Note:

1. This alternative year-end transfer procedure applies for the last two month of the fiscal year (May & June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Finance Committee.
2. This procedure may not be used to transfer from a Municipal Light or School Department.
3. Copy of signed original of this request will be distributed to the Selectmen, Finance Committee, Town Accountant, & requesting dept.

REV 05/15/23

Attachment: Year End Transfer Request - Highway Dept. (Year End Transfer Request - Highway Dept.)