

**SELECT BOARD MEETING AGENDA\* REVISED 05.16.2024 – 3:30 p.m.**

*Donn B. Griffin Room, Town Hall  
732 Main Street, Harwich, MA  
Executive Session 5:00 P.M.  
Regular Meeting 6:00 P.M.  
Monday, May 20, 2024*

**Remote Participation Optional:**

**Please join my meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/730259077>

**You can also dial in using your phone.**

Access Code: 730-259-077

United States: [+1 \(224\) 501-3412](tel:+12245013412)

*\*As required by Open Meeting Law, you are hereby informed that the Town will be video and audio taping as well as live broadcasting this public meeting. In addition, anyone in the audience who plans to video or audio tape this meeting must notify the Chair prior to the start of the meeting.*

**I. CALL TO ORDER**

**II. EXECUTIVE SESSION**

- A. Pursuant to G.L. c. 30A, sec. 21(a)(2) to conduct strategy sessions in preparation for negotiations with all non-union personnel and to conduct contract negotiations with non-union personnel;
- B. Pursuant to MGL c. 30A §21(a)(7) to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements, the Open Meeting Law, MGL c. 30A §§ 22(f), (g) to review, approve and or discuss the possible release of executive session meeting minutes dated March 4, 2024; April 1, 2024; April 8, 2024; April 29, 2024

**III. PLEDGE OF ALLEGIANCE**

**IV. PUBLIC COMMENTS/ANNOUNCEMENTS**

- A. Recognize Harwich Resident Ella Lombard who will turn 103 on May 21, 2024 – **Revised 5.16.2024**

**V. CONSENT AGENDA**

- A. Approve Select Board Meeting Minutes for the following dates:
  - 1. May 6, 2024
  - 2. May 7, 2024
  - 3. May 13, 2024

**VI. NEW BUSINESS**

- A. Discussion and vote on Committee Reappointments
- B. Discussion and vote on the Miscellaneous Reappointments
- C. Vote to approve the annual Harwich Police Department Reappointments

**VII. OLD BUSINESS**

- A. Select Board Member Howell to provide an update on the Harwich Accessibility Rights Committee (HARC)
- B. Town Administrator update on traffic studies

**VIII. CONTRACTS**

- A. Discussion and vote on the recommendation of the Designer Selection Committee to award the Great Sand Lakes Sewer Design contract to GHD, Inc.

**IX. TOWN ADMINISTRATOR’S REPORT**

**X. SELECT BOARD’S MEMBER REPORT**

**XI. CORRESPONDENCE**

**XII. SELECT BOARD WORKSHOP**

- A. Discussion on Select Board Goals and Objectives for Fiscal Year 2025; Votes may be taken

**XIII. ADJOURNMENT**

*\*Per the Attorney General’s Office: The Select Board may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following “New Business.” If you are deaf or hard of hearing or a person with a disability who requires an accommodation contact the Select Board’s Office at 508-430-7513.*

**Authorized Posting Officer:**

\_\_\_\_\_  
Danielle Freiner, Executive Assistant

**Posted by:** \_\_\_\_\_

Town Clerk

**Date:** \_\_\_\_\_

May 16, 2024

# **CONSENT AGENDA**



**MINUTES  
SELECT BOARD MEETING  
HARWICH COMMUNITY CENTER  
100 OAK STREET, HARWICH, MA 02645  
REGULAR MEETING – 5:45 P.M.  
MONDAY, MAY 6, 2024**

**MEMBERS PARTICIPATING:** Julie Kavanagh, Chair, Michael MacAskill, Vice Chair, Jeff Handler, Clerk, Don Howell, Member, Peter Piekarski, Member

**OTHERS PRESENT:** Joseph F. Powers, Town Administrator and Attorney Amy Kwesell, KP Law

**I. CALL TO ORDER:** Ms. Kavanagh called the meeting of the Harwich Select Board to order on Monday, May 6, 2024, at 5:45 p.m.

**II. PLEDGE OF ALLEGIANCE**

Ms. Kavanagh invited all attendees to join in the Pledge of Allegiance.

**III. 2024 ANNUAL TOWN MEETING**

A. Discussion and possible votes on Articles in the 2024 Annual Town Meeting Warrant and proposed Motions

**IV. JOINT MEETING WITH SELECT BOARD & FINANCE COMMITTEE  
BEGINNING AT 6:00 P.M. IN THE MEDIA ROOM**

A. Discussion and possible votes on Articles in the 2024 Annual Town Meeting Warrant and proposed Motions

The board discussed motions and article details for the following Annual Town Meeting Warrant Articles:

- Article 4
- Article 12
- Article 16
- Article 21
- Article 39

Mr. MacAskill motioned to reconsider Article 16. Seconded by Mr. Howell.

Voted 4-0-1 (Mr. Piekarski abstained), vote carried in favor.

The Select Board joined the Finance Committee in the media room at 6:15 p.m.

Mr. Hughes, Chair, agrees with the Select Board there was no reason to meet jointly.

May 5, 2024

**V. ADJOURNMENT**

Mr. MacAskill moved to adjourn at 6:18 p.m. Seconded by Mr. Handler.

Voted 5-0, unanimously in favor.

Respectfully submitted,

Danielle Freiner

DRAFT

**MINUTES  
SELECT BOARD MEETING  
HARWICH COMMUNITY CENTER  
100 OAK STREET, HARWICH, MA 02645  
REGULAR MEETING – 5:45 P.M.  
TUESDAY, MAY 7, 2024**

**MEMBERS PARTICIPATING:** Julie Kavanagh, Chair, Michael MacAskill, Vice Chair, Jeff Handler, Clerk, Don Howell, Member, Peter Piekarski, Member

**OTHERS PRESENT:** Joseph F. Powers, Town Administrator and Attorney Amy Kwessel, KP Law

**I. CALL TO ORDER:** Ms. Kavanagh called the meeting of the Harwich Select Board to order on Tuesday, May 7, 2024, at 5:50 p.m.

**II. PLEDGE OF ALLEGIANCE**

Ms. Kavanagh invited all attendees to join in the Pledge of Allegiance.

**III. 2024 ANNUAL TOWN MEETING**

A. Discussion and possible votes on Articles in the 2024 Annual Town Meeting Warrant and proposed Motions

The board discussed Article 39 as written in the Annual Town Meeting Warrant.

No votes were taken.

**IV. ADJOURNMENT**

Mr. Howell moved to adjourn at 6:00 p.m. Seconded by Mr. Handler.

Voted 5-0, unanimously in favor.

Respectfully submitted,

Danielle Freiner

May 7, 2024

**MINUTES  
SELECT BOARD MEETING  
DONN B. GRIFFIN ROOM, TOWN HALL  
732 MAIN STREET, HARWICH, MA 02645  
MONDAY, MAY 13, 2024 - 6:00PM**

**MEMBERS PARTICIPATING:** Julie Kavanagh, Chair, Michael MacAskill, Vice Chair, Jeff Handler, Clerk, Don Howell and Peter Piekarski

**ALSO PARTICIPATING:** Meggan Eldredge, Assistant Town Administrator and Ed Spellman, Interim Treasurer

**I. CALL TO ORDER:**

Ms. Kavanagh called the meeting of the Harwich Select Board to order on Monday, May 13, 2024 at 6:00PM and read the Open Meeting Law Notice.

**II. PLEDGE OF ALLEGIANCE:**

Ms. Kavanagh invited all attendees to join in the Pledge of Allegiance.

**III. REVIEW AND APPROVAL OF MUNICIPAL BOND RESULTS:**

A. Review and approval of Bond results

Ms. Eldredge noted that Harwich has maintained its Triple A Bond Rating and that there are documents for the Select Board Members to sign.

B. Vote to award the sale of Municipal Bonds

Mr. Spellman described the documents and noted that the total for the Municipal Bonds is \$6,855,000 which includes 5 different Bond issues. He described the Bond issues in detail and explained that the Bonds were done competitively. He described that process and noted the interests amounts.

Mr. Handler moved: I, the Clerk of the Select Board, of the Town of Harwich, Massachusetts, certify that a meeting of the Board held May 13, 2024 at which all members of the Board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the Board in my custody, voted that the sale of the \$6,855,000 General Obligation Municipal Purpose Loan of 2024 Bonds of the Town dated May 22, 2024 to Fidelity Capital Markets, a Division of National Financial Services, LLC at the price of \$7,189,979.42 and accrued interest if any is hereby approved and confirmed. The Bond shall

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be payable on May 15th of the years in the principle amounts and bear interest at the respective rates s follows: As presented. Further voted, the Bonds maturing in May 15, 2049 and May 15, 2051 and May 15, 2054 shall be subject to mandatory redemption or mature as follows: As presented. Further voted, the connection of the marketing of the sale of the Bonds, the preparation and distribution of the Notice of Sale and preliminary official statement dated April 25, 2024 and the final official statement dated May 7, 2024 each in the sum form as may be approved by the Interim Town Treasurer be and hereby are ratified, confirmed and adopted. Further voted, that the Bonds shall be subject to redemption at the option of the Town upon such terms and conditions as set forth in the official statement. Further voted, the Interim Town Treasurer and the Select Board be and hereby are authorized to execute and deliver the continuing disclosure undertaking in compliance with SEC Rule 15c 2-12 in such form as may be approved by the Bond Council to the Town which undertaking shall be incorporated by the reference in the Bonds for the benefit of the holders of the Bonds from time to time. Further voted that we authorize and direct the Interim Town Treasurer to establish post issuance Federal tax compliance procedures and continuing disclosure procedures in such forms as the Interim Town Treasurer and Bond Council seem sufficient or if such procedures are currently in place to review and update said procedures in order to monitor and maintain the tax exempt status of the Bonds and to comply with relevant security laws. Further voted, that any certificates of documents relating to the Bonds may be executed in several counterparts, each of which shall be regarded and an original and all of which shall constitute one and the same document. Delivery of an executed counterpart of a signature page to a document by electronic mail in a PDF file or by other electronic transmission shall be effective as delivery of a manual executed counterpart signature page to such document and electronic signatures on any of the documents shall be deemed original signatures for the purpose of the documents and all matters related thereto having the same legal effect as original signatures. Further voted that each member of the Select Board, the Town Clerk and the Interim Town Treasurer be and hereby are authorized to take any and all actions and execute and deliver such certificates, receipts and other documents as may be determined by them or any of them to be necessary or convenient to carry into effect provisions of the foregoing votes. I further certify that the votes were taken at a meeting open to the public, no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting which agenda included the adoption of the above votes, was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the Office of the Town Clerk is located or if applicable in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03b at least 48 hours not including Saturday, Sundays and legal holidays prior to the time of the meeting and remain so posted at the time of the meeting that no deliberations of decisions in connection with the sale of the Bonds were taken in Executive Session all in accordance with General Law Chapter 30A 18-25 as amended. Seconded by Mr. Howell.

Vote: 5:0 in favor. Motion carried.

Ms. Eldredge distributed documents that required signatures from Board Members.

May 13, 2024

Mr. MacAskill requested a moment of silence to acknowledge the tragic passing of Trooper Steven Culver.

Ms. Kavanagh asked for a moment of silence in remembrance of State Trooper Steven Culver.

Ms. Eldredge noted the road closures this Wednesday and Thursday due to the funeral and wake for Trooper Culver. There will be details posted on the website.

#### **IV. PHASE 3 WASTEWATER CONTRACTS:**

A. Vote to award the Phase 3 Sewer Project Contracts to Robert B. Our Company, Incorporated:

- \* Contract 1-E with all three bid alternates in the amount of \$21,389,513.75
- \* Contract 2-W with the first two bid alternates in the amount of \$9,896,128.05

Mr. Handler moved to award the Phase 3 Sewer Project Contracts to Robert B. Our Company, Incorporated: Contract 1-E with all three bid alternates in the amount of \$21,389,513.75 as well as Contract 2-W with the first two bid alternates in the amount of \$9,896,128.05. Seconded by Mr. Howell.

Mr. Howell stated that whenever a vote is taken for debt exclusion or borrowing, it doesn't immediately show up in the tax bill. It takes a couple of years before bond obligations are completed. He emphasized that this is yet another thing that hasn't hit the tax bill yet and will not for a while.

Vote: 5:0 in favor. Motion carried.

B. Vote to authorize Town Administrator to sign:

1. Notice of Award documents for Construction Projects
2. Construction Contract documents for Construction Projects
3. State Revolving Funds related documents for State Revolving Funds funded Construction projects

Mr. Handler moved to authorize Town Administrator to sign:

1. Notice of Award documents for Construction Projects
2. Construction Contract documents for Construction Projects
3. State Revolving Funds related documents for State Revolving Funds funded Construction projects

Seconded by Mr. Piekarski.

Vote: 5:0 in favor. Motion carried.

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## **V. PUBLIC COMMENTS/ANNOUNCEMENTS:**

Mr. Handler will be securing his next office hours within the next few days and will post it as soon as the date and time are chosen.

Bernadette Waystack, Chair of the Harwich Cultural Council, announced that they will be holding their Annual Grant Reception for this year's Grand recipients on June 13th from 4:00 to 6:00 at the Cultural Arts Municipal Building. She thanked everyone for their support at Town Meeting. She also gave a brief background of the Cultural Council as an LLC and explained that they work with and support the Cultural Affairs Department in Town.

Karen Bajekis of Rainbow Way in Harwich was present. She is Chairperson of the MLK Action Team, the racial justice advocacy arm of the Nauset Interfaith Association. She is also representing the Cape Cod Chapter of the NAACP as a member. She noted that there were other members and people of interest in attendance. Ms. Bajekis was present to request support from the Select Board to promote a better understanding of the new Federal holiday, June 19th. She listed suggested measures and noted why they are being requested. There is more information about the organization on their website and she noted that she can be reached by using her email address.

Ms. Kavanagh thanked Ms. Bajekis for the information and commented that they will get back to her with any further discussion.

Emily Mitchell, Town Clerk was present. She gave information regarding the Annual Town Election. Details are on the Town's Website.

Patrick Otton of Harwich was present. He expressed his appreciation for placement of the Petitions on the Warrant at Town Meeting and the discussions regarding the Petitions. He commented on what he had heard regarding Citizens' Petitions, processes and procedures and that he had been told the three Petitions that he'd presented were not properly vetted. He explained why he thought they had been vetted. He expressed his concern and confusion.

Ms. Kavanagh clarified that what was said did not imply that anything that was done, was done irregularly. Her understanding was that everybody there was talking about having a vetting process, wanting them to be fully vetted by the Town vs them being Petition Articles. She explained that it was not about Mr. Otton specifically but that they public would be more comfortable if there was more input from Town Departments on the Petitions.

Mr. Otton commented that he had been told he had to have a public hearing on the Petitions.

Mr. MacAskill responded, noting that the debate on Town Meeting Floor wasn't the Select Board or the Finance Committee. They had taken their positions prior to Town Meeting. The debate was with the people in town saying that they wanted more information. The request for a public

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hearing was so that the public would have more information. He explained the costs associated with the petition and explained that the people at Town Meeting said no to the Articles because they either did not know what the ramifications were or they didn't support them. He also said that Mr. Otton cannot hold a public hearing.

Ms. Kavanagh suggested that Mr. Otton request to be on agendas for meetings so his petitions can be discussed and those Committees will decide if they want to hold a public hearing.

Mr. Otton commented that it is a sad comment on Harwich that a youth was not allowed to speak at Town Meeting.

Ms. Kavanagh commented that not everybody voted against that person speaking.

Dave Callahan, noted that he is a member of the Real Estate and Open Space Committee but the questions and comments he made are his own and have not been discussed or endorsed by the Committee. He referred to last week's Agenda for the Community Preservation Committee meeting noting that there was to be a review of the Judah Eldredge Acquisition. He had raised questions at that meeting that he thought someone from Administration would address. He had not received answers and chose to speak at the Select Board meeting to see if his questions could be addressed in an upcoming Board meeting or upcoming report. He listed his detailed questions.

Ms. Kavanagh thanked Mr. Callahan for his questions and noted that Mr. Powers was ill and not in attendance but she will follow up and get answers.

Mr. MacAskill announced the River Herring Celebration and gave the details. He also recognized Mr. Dixon, the Monomoy Civics and Government teacher who will be receiving the American Lawyers Alliances Teacher of the Year Award.

Mr. Howell commented that they have to figure out a different way of listing the Finance Committee. It is not one of the Select Board's Committees. It is selected by the Town Meeting through the Moderator. He noted that it is confusing to say the Select Board Committee vacancies.

Carolyn Carey, Community Center Director was present and explained the fairy doors, fairy wings and packets.

Ms. Kavanagh noted that the Candidates Forum is May 14, 2024 and she gave details.

#### A. Committee Vacancy List as of May 8, 2024

Mr. Handler listed the Select Board Committee vacancies as of May 8, 2024. He also noted that the Citizens Activity Vacancy Form is in the packet and online.

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## **VI. CONSENT AGENDA:**

A. Vote to approve the Town Administrator's recommendation to grant permission by VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC d/b/a EVERSOURCE ENERGY to relocate one jointly owned pole on 158/10A on Archibald Circle, Harwich, MA

Mr. Handler moved to approve the Town Administrator's recommendation to grant permission by VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC d/b/a EVERSOURCE ENERGY to relocate one jointly owned pole on 158/10A on Archibald Circle, Harwich, MA. Seconded by Mr. Howell.

Mr. Piekarski asked if the abutters' concerns had been brought to the various Department Heads. He also noted that the addition had already occurred.

Ms. Eldredge responded that it did occur and the packet includes a memo from the Zooming Officer. She also replied that yes, the addition had already occurred and they will be looking at permits after the fact through the Building Department and possible Zoning relief was well.

Mr. Piekarski commented that he is inclined to vote against this on principle.

Ms. Kavanagh noted that the utility pole is not owned by the property owner.

Ms. Eldredge noted that there is a possibility that this could drag out. Also, the regulatory staff is on top of this now. She explained that this motion could be denied or postponed to a further date.

Mr. Howell withdrew his second.

The Select Board has taken no action on this issue.

Mr. Howell requested that Ms. Eldridge convey the Board's concerns.

B. Approve the Select Board Meeting Minutes from April 29, 2024

Mr. Handler moved to approve the Select Board Meeting Minutes from April 29, 2024 with the correction of Mr. Sutton to Mr. Sutphin. Seconded by Mr. Howell.

Vote: 5:0 in favor. Motion carried.

## **VII. PRESENTATIONS:**

May 13, 2024

## A. Update from District Attorney Robert Galibois

District Attorney Robert Galibois was present and distributed some information to Board Members and to Ms. Eldredge. D.A. Galibois gave an update, highlighting four topics for the Board's consideration. The first was Human Trafficking. He described what Human Trafficking is and Orleans Police Chief Scott MacDonald's goal of setting up a Task Force comprised of a Police Officer from each town, working specifically on Human Trafficking investigation efforts. He described his intention to bring more awareness to the subject, to reach out to survivors and also, what he and others are doing in that effort. He requested that the Board put the described QR Code on any website or literature where there may be room. The second topic was the newly created position of Chief of Vulnerable Adults and Human Rights. He gave a brief background of Chief Courtney Scalise. He also noted that there have been four high profile incidents regarding human rights in the last month and he described each incident. The third subject was Community Engagement. He specifically noted the need for a Specialty Mental Health Court. There is now a Mental Health Court within the Barnstable District Court. Mr. Galibois mentioned the creation of the position of a Community Engagement Officer and the responsibilities of that Officer. He spoke of the coalition named The DA and Us noting its goals and that it is comprised of everyday citizens, local elected officials and law enforcement types. He asked that anyone who may be interested in being involved, contact his office. The fourth subject was the DA's budget. He noted services that he would like his office to provide but would need more money in the budget to do so. He stated that between October and December of this year, he hopes to come back. He is asking stakeholders across the Cape and the Islands to join the DA's efforts to increase their budget. He will bring specific information when he returns.

Mr. Handler asked, if DA Galibois had an unlimited amount of funds, what three things would he bring to the Board.

DA Galibois replied, hate incidents and he would want to have just as many Prosecutors as he has community people. He explained the reasons those are important to him.

Ms. Kavanagh asked if there is an increase in Human Trafficking due to the increase in the transient type of population.

DA Galibois replied that it has always been here, it is nothing new. He also described the current training taking place for Law Enforcement.

## **VIII. NEW BUSINESS:**

### A. Discussion on Annual Town Meeting timeline and process

Ms. Kavanagh noted that the normal timeline is included in the packet. The Board's discussion is on how to improve the timeline. She commented that they talk about budgets earlier and earlier but a lot of budget information is not available before September/October.

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Ms. Eldredge commented that the real holdups in getting a comprehensive budget to the Board are the outside sources which she listed. Some budget numbers are not available until early spring and it is difficult for Administrations to offer a comprehensive budget without that information. She added that they work closely with the Finance Division to estimate amounts but they cannot offer the Board definite numbers until they receive them.

Ms. Kavanagh noted that there were delays with some financial information this year but she hopes that going forward, they will have information within the timelines.

Mr. Howell stated that there are problems with time and information dissemination. He was told by several Department Heads that they were asked to start developing their budgets approximately 60 days later than they had been the last couple of years. He was not concerned about the top line budgets. He does not view last year's budget for any department as a jumping off point, it's always that and more. That requires information also. He was not satisfied with the amount of information, commenting that they used to get line items. Earlier was one, line items is another and it's disgraceful that the FinCom had to put in a Freedom of Information Request to get some information. They are supposed to be parallel to the Select Board, they represent Town Meeting and they are supposed to have time to vet these things. He commented that he has an 8 inch binder with 3/4 of an inch of information. He noted that 20-25 years ago, the Select Board received a binder that was full of information including every single person and all other accounts as line items for a Department Budget. That information takes a while to digest and he feels that they are taking a different bus route and still getting to the same location at the same time. He is looking for this to be backed up more to allow them more time to be able to do their job. They have no way of determining what the schools are doing other than to set some sort of parameters and to anticipate whatever. Getting Free Cash certified earlier and understanding what the asks are from the different Department Heads, there is no reason why they can't start assembling that information in August and early September in anticipation of a submission. There are drop dead deadlines and it seemed disjointed this year.

Mr. MacAskill thanked Ms. Kavanagh for putting this on the agenda as early as she did, every year is an issue and starting now will make it a little better. He noted that this year was the first he did not receive a budget timeline with the targets they were supposed to hit. He would like to go back to having the budget timeline. He would like to continue this conversation but also give the Finance Committee or at least the Chair, a seat at the table. He commented that some of the deadlines are not realistic, they are cramming a lot of work into the end and then trying to do the best they can in an inadequate amount of time. They are waiting for things but they don't have to wait for everything and he suggested that they can get started on the budget process earlier by looking at the larger departments and using estimates for insurance etc. He commented on the different amounts of information they received in different years. The MUNIS Line Item Report was something that was requested and should be added to the list. He asked if Line 2 on the chart, Current Financial Assessment to the Select Board, Town Administrator 142 days, is the

same as the five year forecast that they always heard of but did not get this year. He noted that it's been several years since they have had an actual five year forecast.

Ms. Eldredge replied that the one that is, by the first Tuesday of October, is the five year forecast. This past year they were transitioning in Finance and did not have that.

Mr. MacAskill noted that they could look at a five year forecast without an up to date number for this year. He doesn't see why they wouldn't start looking at where they think they will end up based on this year's budget, as early as they possibly can. They will start talking about Articles in a month. They already know the customary Articles and suggested starting to build a Warrant without numbers on it. He also noted that the timeline does not work. It creates frustration for the Finance Committee. Regarding the transitions in the Finance Department, everybody knows about it and needs to be a bit more patient when transitioning from one Finance Director to another. He also noted that regarding Free Cash, the Board should create a policy and they need to have information early so they can make educated decisions. He recommends working with the Finance Committee to get their opinion. Then, push it so they are 30 days early until they can do a Charter change. The drop dead dates don't work. Regarding the Budget Message from the Select Board to the Department Heads, it is very unrealistic. The Budget Message this year needs to say contractual obligations being one line item, contract obligations being another line item and then pick a realistic percentage. He would also like input from the Department Heads.

Ms. Kavanagh commented that choosing a realistic percentage as Mr. MacAskill suggested makes sense. She also feels they should look at the Charter in terms of changing the need to publish the Warrant in the Chronicle because that is what puts a crunch on at the end. It doesn't need to be in the paper when there is the website, Warrant books and multiple ways to advertise the Warrant. She also suggested that a joint meeting with the Finance Committee would give them a chance to talk about next year, how to make it better, the pieces just mentioned and how the Select Board and FinCom work. She did note that they got Free Cash a week earlier this year than last year.

Dana DeCosta of Chatham Rd., Harwich was present. He commented that what he has learned about this process, he learned as a Selectman in the 1990's. He learned from the Finance Committee that they can live with drafts and one liners. Mr. DeCosta commented that the day after the Warrant deadline, the Select Board could write the one liners. He also comment that when he was on the Select Board, if an Article wasn't ready or a bid wasn't in, they took the Articles out of the Warrant. He noted that many customary Articles and one liners could be written now with an asterisk that said the actual number of the budget will be put in later. He noted that the Finance Committee will want work with the Select Board any way they can to help support that. He asked that, after the Finance Committee and Select Board have had their joint meeting, that they communicate on all the changes. He commented that the Finance Committee received information far too late this year.

Ms. Kavanagh noted that if FinCom is looking for information, it would be helpful to the Select Board for the FinCom to ask for that information. She feels that is why it is important for the two to have a meeting to be sure they are on the same page and communicate better.

Mr. DeCosta stated for the record that the Finance Committee did give the Finance Director and the Town Administrator a copy of the reports that they would like to get and the format they would like them in each year. They did receive most of those but it was the time crunch this year that was the issue. He suggested that the Budget Message include that Articles not submitted by the deadline will not be included.

Linda Cebula was present speaking for herself and the By-Law Charter Review Committee. She noted that she sat on the Finance Committee and the Select Board, each for six years. Ms. Cebula commented that they received full written Articles by the deadline, not one liners. She added that this year, the Charter Review Committee didn't get Articles to review until the end of March and if anything had been wrong, they'd have been bringing it to Town Meeting Floor. She commented that it didn't do any good for the public. She described how changes in the draft budget were explained when she sat on the Board. She commented that the presentation of information could be greatly improved, transparent and understandable and made suggestions on how that can be accomplished.

Ms. Kavanagh responded that in the years that she has served on the Board, every year was different. She doesn't feel that anybody's been uniformed year after year on any Select Board. There have been a lot of changes, not unlike any other town.

Ms. Cebula commented that there are certain basics of communication and information providing that don't change from person to person. They have financial people and Town Administration that have to reinvent the wheel every time a new person is there and that is unnecessary. The By-Law Charter Review Committee is certainly happy to work with the Select Board on Charter changes, there is wording and dating that can be changed. They stand ready to help.

Ms. Kavanagh commented that, as they have been building the website, they are hoping to use the website more effectively including having Articles explained.

Ms. Cebula commented that by having the Citizen's Petition up front, it created a more robust, even discussion.

Mark Kelleher of West Harwich was present and commented that Orleans, Chatham and Yarmouth have 6:00PM start times and suggested that the Select Board consider that for next year.

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Mr. DeCosta noted that he now serves on the State Finance Committee and a lot of towns are now trending to put Town Meeting documents in one folder on their website to be accessible to everybody. He suggested that it is something to consider.

Mr. Handler agreed with everything that was said. He commented that it is encouraging to feel that everybody wants the same thing. Everyone wants to receive information earlier so they can do a better job for the town, in getting the most important part of their year right. He also feels that being the liaison to the Finance Committee as a freshman was a big mistake and he would not recommend it going forward. He heard two different narratives regarding late and not late.

Ms. Kavanagh commented that it was Mary Anderson that made Mr. Handler the liaison.

Mr. Handler added that he would like to stay the liaison because he will do a much better job the second time. He added that it wasn't poor communication, it was no communication. It was as if they were two teams trying to get to the same place at one time and that was suboptimal and not the way anyone should be doing business. He stated that they have to do a better job of collaboration with everybody who is involved in this. He liked the idea of bringing in Department Heads early to talk about their budgets early on. The Freedom of Information Act Request he feels is obnoxious. The Finance Committee should get everything they ask for either through the Select Board or Administration. He hopes there will be more conversation in the near future to create a strategy and a plan to have a better system to move forward for his year two.

Ms. Kavanagh commented that all they have talked about is helpful and it will be helpful for their Goals and Objectives discussion as well.

Mr. Howell noted one specific thing that has to do with a large issue they went through this year. He asked Kathleen Barrette, Finance Director for an idea of how long it is from when they close the books and send something to the State for certification of Free Cash to the time it is certified.

Ms. Barrette replied that this year will be an exception. They have two reps but one is out on leave and will not be back until late October. There will be a 3 to 4 week delay in getting Free Cash submitted and it will take 3 to 4 weeks for the certification. Ms. Barrette explained the process the State goes through to calculate the Town's Free Cash.

Mr. Howell commented that they had a number floated to the Board sometime around December that was roughly double what was certified.

Ms. Barrette replied that she was asked to estimate Free Cash and she did not feel comfortable doing that. She added that it was never double what was going to be the Free Cash.

Mr. Howell commented that the number had not come from Ms. Barrette but he will review his notes for the exact date and amount. The actual amount changed everything and forced them to rethink the budget.

May 13, 2024

Ms Barrette noted that the biggest impact of the Free Cash was on the Capital, not the Operating Budget. She feels this is a continuing trend and that it isn't going anywhere but down. The Budget is tight with no cushioning in the Operating Budget. It's a financially responsible choice but there are now more asks of the Budget and they need more funding sources. Ms. Barrette explained how the Town and the State work together and that the goal is to finish in a timely manner so the Town will have time to make good decisions. The Finance Department intends to start sooner but they are still facing tremendous challenges in the Treasurer's Office. The Budget process was stressful for the Finance Department as well and they are hoping for better conversations moving forward.

Ms. Kavanagh commented that they have talked about improving the process in the past. She hopes that by the end of June there will have been meetings and further discussion.

Mr. MacAskill added that he had mentioned a policy on Free Cash, he thinks it is something the Board should revisit. He would also like to understand more about the Financial Director's comment about tremendous challenges the Treasurers's Office is still facing. That is concerning to him.

B. Vote to approve a request for a Hawkers and Peddlers license for Association to Preserve Cape Cod, 482 Main Street, Dennis, to sell plants on June 7, 2024, outside at 9 Sisson Road

Mr. Handler moved to vote to approve a request for a Hawkers and Peddlers license for Association to Preserve Cape Cod, 482 Main Street, Dennis, to sell plants on June 7, 2024, outside at 9 Sisson Road. Seconded by Mr. Howell.

Vote: 5:0 in favor. Motion carried.

C. Vote to approve a request for a 2024 Seasonal Common Victaullers license renewal for Sundae School IC Holding LLC d/b/a Sundae School Ice Cream, 606 Route 28

Mr. Handler moved to vote to approve a request for a 2024 Seasonal Common Victaullers license renewal for Sundae School IC Holding LLC d/b/a Sundae School Ice Cream, 606 Route 28. Seconded by Mr. Howell.

Vote 5:0 in favor. Motion carried.

## **IX. OLD BUSINESS:**

A. Discussion and vote to schedule the Brooks Academy Museum Stakeholder Forum

Ms. Kavanagh suggested scheduling the Brooks Academy Museum Stakeholders Forum during the first two week in June. She asked for Board members input.

May 13, 2024

Mr. MacAskill asked if the full Board needed to be involved.

Ms. Kavanagh does not feel the full Board needs to be involved if Board members are in agreement.

Mr. Howell commented that he thinks Mr. Handler is interested and he (Mr. Howell) is the liaison. There is a list of some people who may be stakeholders. He asked that if they go that route, not all members involved, that he and Mr. Handler be allowed to expand to what they think they need to hear.

Mr. MacAskill commented that he does not think they all have to attend. He is fine with not attending. It is an informational gathering, and they can report back to the Board with next steps.

Mr. Howell noted that his point was that they could expand out the constellation of people they could hear from rather quickly if it's just two Board members doing it rather than it being an full agenda item with an attached list of people.

Ms. Kavanagh does not feel they all have to attend and she is fine not attending.

Mr. Piekarski also will not attend.

Mr. Handler clarified that he would like to be part of that meeting.

Mr. Howell clarified that he had suggested that it be he and Mr. Handler attending the meeting.

Lynne Zalesak of the Brooks Academy Commission was present and noted that she is unavailable to meet June 5th through June 10th. She is amiable any other time. She described the list of stakeholders she compiled including all the major Departments and the Historical Society.

Mr. Handler commented that the presentation the Garden Club did was second to none and he feels their involvement in this process is important and it will make the end product that much better. He doesn't feel they need to be at this meeting because the less people they have to try and work around to get at the table, the easier and the quicker they'll be able to get to that table.

Ms. Cebula is interested in attending as representing there Historic Society.

Mr. Howell noted that there is a contract Administration issue too. Mr. Powers has a list people and they definitely need some staff to attend the meeting.

Mr. Handler noted that they need that list before they can formalize a date.

May 13, 2024



Ms. Kavanagh noted that Mr. Powers has a list of stakeholders who should attend which would include Ms. Zalesak's group and also representation from the Select Board. This item was on the agenda to discuss when the meeting can be scheduled. The stakeholders should be at that meeting.

Ms. Zalesak commented that the Americans with Disabilities Act (ADA) people should attend as making the building accessible is a major issue.

Ms. Kavanagh noted that Ms. Eldredge is the ADA representative.

Mr. MacAskill suggested referring this to the Town Administrator to send out an invite.

Ms. Kavanagh will have a follow up meeting with Mr. Powers, they will decide dates and copy to all.

Mr. Piekarski requested a copy of the engineering study that was done on the Brooks Academy Museum.

Ms. Eldredge will provide that copy.

#### **X. TOWN ADMINISTRATOR'S REPORT:**

Ms. Eldredge noted two contracts that were approved which she described in detail.

Mr. MacAskill noted a mountain of wood chips at the dump and that eventually they will have to pay to get rid of them. He asked if they could work with the Department of Public Works (DPW) Director and if it would be appropriate to offer them to local landscapers.

Ms. Eldredge will make that suggestion.

Ms. Eldredge noted that the third contract for the Harbormaster went to the Finance Committee for a Reserve Fund Transfer and she described that in detail.

Ms. Eldredge made two employment announcements, one for a Program Aid for the Cultural Affairs Department and the other for a part time, per diem Town Chef.

#### **XI. SELECT BOARD'S MEMBER REPORT:**

Mr. Piekarski referred to the Golf Fuel Article/Project and asked for an update and status on that 2017 Article 18.

May 13, 2024

Mr. Handler noted that John Ketchum had brought up the Broadband topic up a long time ago. He knows from his own research that a lot has been happening with Broadband on Cape Cod. He will be asking Administration, through the Chair, to have that topic on an Agenda so they can understand where the Town has been going with that over the last couple of months. Mr. Ketchum has met with the Town Administrator and Mr. Handler asked for an update.

Ms. Kavanagh thanked Michael Ford for rallying and returning to his position as Moderator on the second evening.

**XII. CORRESPONDENCE:**

None

**XIII. ADJOURNMENT:**

Mr. Handler moved to adjourn. Seconded by Mr. Howell.

Vote 5:0 in favor. Motion carried.

Meeting adjourned.

Respectfully submitted,

Judi Moldstad  
Board Secretary

May 13, 2024

# **NEW BUSINESS**

## OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

Joseph F. Powers, *Town Administrator*

Meggan M. Eldredge, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA 02645



# Memo

To: Select Board

From: Joseph F. Powers, *JFP* Town Administrator

CC: Meggan M. Eldredge, Assistant Town Administrator  
Natasha Lyon, Executive Assistant

RE: 2024 Reappointments

Date: May 14, 2024

---

Attached are the 2024 Committee and Miscellaneous Reappointments list. Committee members were notified of their upcoming term expiration date via mail on March 5, 2024. Members that wished to not be reappointed have been removed from the list and acknowledgment of their service to the town will be sent at the end of their term (June 30, 2024).

Recommendations/nominations from select committees, whose members are comprised of other committees such as Community Preservation Committee, Traffic Safety Committee, Capital Outlay Committee, and Community Center Facilities Committee, will be requested to submit their recommendations after reappointments.

Attached is the 2024 Miscellaneous Reappointments list. These appointments are for a one-year term.

## 2024 Reappointment List- New Term Expiration 6/30/2027

Last Name	First Name	Organization Name	Membership	Expiration
Walkley	Charles	Bikeways Committee	Full	6/30/2027
Dickson	Kenneth	Board of Appeals	Full	6/30/2027
Waystack	Richard	Board of Assessors	Full	6/30/2027
Howell, RN	Pamela	Board of Health	Full	6/30/2027
Hall	Sandra	Brooks Academy Museum Commission	Full	6/30/2027
Cassidy	Janet	Brooks Academy Museum Commission	Full	6/30/2027
Hall	Sandra	Bylaw Charter Review	Full	6/30/2027
Donahue	Noreen	Bylaw Charter Review	Full	6/30/2027
Eldredge	Cynthia	Cemetery Commission	Full	6/30/2027
Chilaka	Angelina	Community Center Facilities Committee	Full	6/30/2027
Eldredge	Heath	Community Center Facilities Committee	Full	6/30/2027
Maslowski	Mary	Community Preservation Committee	Full	6/30/2027
Chase	Bradford	Conservation Commission	Full	6/30/2027
Beltis	Gerald	Constables	Full	6/30/2027
Waystack	Richard	Council on Aging	Full	6/30/2027
White	Justin	Council on Aging	Full	6/30/2027
Bathelt	John	Council on Aging	Alternate	6/30/2027
Brown	Victoria	Cultural Council	Full	6/30/2027
Leach	Jacqueline	Cultural Council	Full	6/30/2027
Fuller	Carol	Golf Committee	Full	6/30/2027
Czech	Charles	Harwich Energy Committee	Full	6/30/2027
Dimauro	Anthony	Harwich Housing Committee	Full	6/30/2027
Bodin	Arthur	Harwich Housing Committee	Full	6/30/2027
Maslowski	Mary	Historical/Historic District Commission	Full	6/30/2027
Maslowski	Mary	Planning Board	Full	6/30/2027
Munns	Harry	Planning Board	Full	6/30/2027
Porter	Carol	Real Estate and Open Space Committee	Full	6/30/2027
Green	Katherine	Real Estate and Open Space Committee	Full	6/30/2027
Thorngate-Smith	Marcia	Real Estate and Open Space Committee	Full	6/30/2027
Mahan	John	Recreation and Youth Commission	Full	6/30/2027
Wentworth	Brian	Recreation and Youth Commission	Full	6/30/2027
Fahle	Eric	Treasure Chest Committee	Full	6/30/2027
Bulger	Jean	Treasure Chest Committee	Alternate	6/30/2027
Murray	Tricia	Voter Information Committee	Full	6/30/2027
Brutti	Larry	Waterways Committee	Full	6/30/2027
Shevory	Richard	Waterways Committee	Alternate	6/30/2027
Henderson	Meredith	Youth Services Committee	Full	6/30/2027



**Miscellaneous Committee Re-appointments for approval:**

May 20, 2024

<u>Organization</u>	<u>Expiration</u>	<u>First Name</u>	<u>Last Name</u>
ADA Coordinator	6.30.2025	Meggan	Eldredge
Barnstable County Waste Management Advisory	6.30.2025	Lincoln	Hooper
Barnstable County Regional Emergency Planning Committee	6.30.2025	Joseph	Powers
Barnstable County Regional Emergency Planning Committee ( <b>Alternate</b> )	6.30.2025	Craig	Thornton
Cape Cod Regional Transit Authority Representative	6.30.2025		
Cape Cod Joint Transportation Committee	6.30.2025	Joseph	Powers
Cape Cod Joint Transportation Committee ( <b>Alternate</b> )	6.30.2025	Lincoln	Hooper
Forest Warden	6.30.2025	David	LeBlanc
Hazardous Materials Coordinator	6.30.2025	David	LeBlanc
Health Officer	6.30.2025	Carrie	Schoener
Local Emergency Planning Committee	6.30.2025	David	LeBlanc
Local Organization Committee on Hazardous Waste	6.30.2025	Carrie	Schoener
Municipal Coordinator for Toxic Waste	6.30.2025	David	LeBlanc
Right-To-Know Coordinator for Hazardous Materials	6.30.2025	David	LeBlanc
Oil Spill Coordinator	6.30.2025	David	LeBlanc
Shellfish Constable	6.30.2025	Don	Yanuzzi
Tree Warden	6.30.2025	Lincoln	Hooper





# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541 Fax 508-432-2530




DAVID J. GUILLEMETTE  
Chief of Police

KEVIN M. CONSIDINE  
Deputy Chief

## Memorandum

TO: Board of Selectmen

FROM: David J. Guillemette  
Chief of Police 

DATE: May 8, 2024

SUBJECT: Annual Appointments/Sworn Positions – FY25

The following is a list of annual appointments for the Harwich Police Department by assignment and rank for fiscal year 2025 (July 1 2024-June 30 2025).

**Chief:** David J. Guillemette

**Deputy Chief:** Kevin M. Considine

**Operations Lieutenant:** Adam E. Hutton

**Administrative Lieutenant:** Aram V. Goshgarian

**Sergeant:** Robert C. Brackett (Detective)  
Paul P. Boorack  
Amy R. Walinski  
Peter P. Petell  
Tyler J. Vermette

<b>Officers:</b>		
Neil A. Nolan	T. Paul Ulrich ( <i>Detective</i> )	Thomas D. Clarke
Marc W. Harris	Derek J. Dutra	Mark T. Holmes
( <i>Detective/Prosecutor</i> )		
Keith T. Kannally	James Connery	Brendan R. Brickley
Thomas J. Griffiths	John J. Larivee	Ronald Ruggiero
Daniel J. Donovan	Colin J. Thomas	Thomas C. Radzik
Drew Ridenour	Jessica C. Ferreira	Richard Pellegrino
Kyleigh Lopes	Charles McCaffrey	James Hinesley
Scott McFarland ( <i>Student</i>	Rachid Arnick ( <i>Student</i>	De'Andre Bennett ( <i>Student</i>
<i>Officer</i> )	<i>Officer</i> )	<i>Officer</i> )
Jake Fugate ( <i>Student Officer</i> )	VACANT	



**\*CHIEF, LIEUTENANT, AND SERGEANT APPOINTMENTS ALSO CARRY APPOINTMENTS AS THE "ASSISTANT HARBORMASTER".**

**\*\*ALL OF THE ABOVE APPOINTMENTS (CHIEF/LIEUTENANT/SERGEANT AND OFFICER) SHOULD CARRY THE PHRASE "KEEPER OF THE LOCK-UP" AND "AGENTS FOR LICENSING AUTHORITY UNDER CHAPTER 138 M.G.L.**

**Animal Inspector/Animal Control Officer:**

Jennifer L. Harrington

**Year-Round Special Officers/Keeper of the Lock-Up:**

Joseph Stone  
Richard Campbell  
Richard E. Buttrick

Robert F. Horgan  
Robert D. Hadfield  
John F. Sullivan

**Non-Enforcement Police Chaplain:**

Vacant

**Matrons/Keeper of the Lockup:**

Diane E. Nicholson

\*\*\*

# **OLD BUSINESS**



## OFFICE OF THE TOWN ADMINISTRATOR


732 MAIN STREET, HARWICH, MA 02645

Joseph F. Powers, *Town Administrator*  
Meggan M. Eldredge, Assistant Town Administrator

Phone (508) 430-7513  
Fax (508) 432-5039

# MEMO

TO: Harwich Select Board

FROM: Joseph F. Powers, Town Administrator 

CC: Meggan M. Eldredge, Assistant Town Administrator

RE: Update on traffic studies

DATE: Friday, May 17, 2024

---

This memorandum is submitted relative to the agenda item for your meeting on May 20, 2024 under “Old Business: B. Town Administrator update on traffic studies”.

As you know, you discussed traffic relative to Queen Anne Road generally at your meeting on April 29, 2024. This discussion led to Board directive for me, as Town Administrator, to “get back to the Board regularly on...” traffic that may relate to several confirmed and/or perceived future property developments as well as a known project underway in South Dennis, MA which will impact upon on North Harwich directly (the “Love Lane H.A.C. Family Transition Center”).

To date:

- I had a conversation with Steve Rhoads, VHB, Inc. who provides input and expertise to the Town on matters pertaining to streets and roadways generally;
- I contacted Steve Tupper and Colleen Medeiros at the Cape Cod Commission’s Transportation Department to discuss these topics; and
- I followed up on a conversation with Jerry Beltis of the Traffic Safety Committee wherein he had previously offered to assist me in accessing previous traffic studies done for the town.

As of this writing, I am awaiting response from the Commission’s representatives as well as from Mr. Beltis.

Lastly, the Board has received (via Deputy Police Chief Kevin M. Considine) a traffic study provided to Harwich Police Department from the Dennis Police Department which was

conducted by Vanasse & Associates, Inc. regarding the ongoing project at Love Lane in South Dennis.

I received a constituent inquiry on that specific topic and have informed the constituent that you may be discussing that matter generally at your meeting on May 20<sup>th</sup> as it relates to traffic studies in general.

I have also come across a website resource via the Town of Dennis which may provide direct information on the Love Lane H.A.C. Family Transition Center.

That site can be found at: <https://www.town.dennis.ma.us/987/Love-Lane-HAC-Family-Transition-Center>.

Thank you for your attention to this matter.

# **CONTRACTS**



# Memo

To: Joseph F. Powers, Town Administrator

From: Meggan Eldredge, Assistant Town Administrator *ME*

RE: Designer Selection Committee Findings for Great Sand Lakes Sewer Design

Date: May 15, 2024

---

In accordance with M.G.L. C. 7C, a request for proposals for design work was issued for the Great Sand Lakes Sewer Design. Two proposals were submitted for the design of the Great Sand Lakes Sewer System by the deadline of April 30, 2024. The submittals came from GHD, Inc. as well as Environmental Design and Research, Landscape Architecture, Engineering and Environmental Services, D.P.C. (EDR).

The proposals contained a sealed non-price proposal and a sealed price proposal. Non-price proposals were distributed to the members of the designer selection committee consisting of the following:

- Carrie Schoener
- Meggan Eldredge
- Roman Greer
- Lincoln Hooper
- Johnathan Long

Each member used a standard designer selection scorecard to evaluate each proposal. On Thursday, May 2, 2024, the designer selection committee convened to review the scorecard results and evaluate the proposals as a team. The attached spreadsheet has tallied the scorecard results and point to GHD, Inc. as having the highest score.

Two categories appear to set the firms apart: Experience and Quality of Like Work and Public Sector Knowledge. It was noted that both firms had qualified staff and could adhere to the given schedule for the project, and that both firms provided an acceptable approach and capacity to do the work.

The proposal from GHD, Inc. stood out due to the extensive list of similar work done on Cape Cod, while EDR provided examples of work outside the immediate region. GHD, Inc. also excelled in proving extensive public sector knowledge, including being our existing engineering firm for Phase 3 of our current sewer project.

Based on the two proposals provided, the designer selection committee is recommending GHD, Inc. to be awarded the design contract for the Great Sand Lakes Sewer Design.



**OFFICE OF THE TOWN ADMINISTRATOR**


732 MAIN STREET, HARWICH, MA 02645

Joseph F. Powers, *Town Administrator*  
Meggan M. Eldredge, Assistant Town Administrator

Phone (508) 430-7513  
Fax (508) 432-5039

# MEMO

TO: Harwich Select Board

FROM: Joseph F. Powers, Town Administrator 

CC: Meggan M. Eldredge, Assistant Town Administrator

RE: Award of Great Sand Lakes Design Contract

DATE: Friday, May 17, 2024

---

This memorandum is submitted relative to the agenda item for your meeting on May 20, 2024 under "Contracts A. Discussion and vote on the recommendation of the Designer Selection Committee to award the Great Sand Lakes Sewer Design contract to GHD, Inc..

Attached is a memorandum from the Assistant Town Administrator to me as Town Administrator dated May 15, 2024 regarding the recent work of the Designer Selection Committee Findings for the Great Sand Lakes Sewer Design project.

I concur with the findings of the Committee and their recommendation that you award a contract to:

**GHD, Inc.**

Additionally, I recommend as the Chief Procurement Officer for the Town, that you further vote to authorize me to negotiate with the award as allowed under the statutes.

Lastly, the design will ultimately lead to a construction project which will be governed by MGL, c.30, §39M.



GREAT SAND LAKES SEWER DESIGN  
DESIGNER SELECTION COMMITTEE SCORECARD RESULTS

		ME	CS	LH	JL	RG	TOTAL POINTS
EDR	EXPERIENCE AND QUALITY OF LIKE WORK	3	5	3	4	3	18
GHD	EXPERIENCE AND QUALITY OF LIKE WORK	4	5	5	5	5	24
EDR	STAFF	3	5	5	5	4	22
GHD	STAFF	5	4	5	4	4	22
EDR	PUBLIC SECTOR KNOWLEDGE	2	4	5	4	3	18
GHD	PUBLIC SECTOR KNOWLEDGE	5	4	5	4	4	22
EDR	SCHEDULE	3	5	5	5	3	21
GHD	SCHEDULE	4	5	5	4	4	22
EDR	APPROACH	3	4	5	4	4	20
GHD	APPROACH	4	5	5	4	4	22
EDR	CAPACITY	4	4	4	4	3	19
GHD	CAPACITY	4	4	4	4	3	19

Total points

EDR	118
GHD	131





**Non-Price Proposal**

# **Great Sand Lakes Sewer Collection System Design**

**Prepared for Town of Harwich**

**April 30, 2024**

**→ The Power of Commitment**



1545 Iyannough Rd  
Hyannis, MA 02601  
[www.ghd.com](http://www.ghd.com)



**April 30, 2024**

Joseph F. Powers  
Office of the Town Administrator  
732 Main Street  
Harwich, MA 02645

**Re: Request for Proposals - Great Sand Lakes Sewer Collection System Design**

Dear Mr. Powers,

The town of Harwich is seeking proposals from qualified engineering firms to develop final design plans for gravity collection systems, pressure pipelines and pump stations to serve the Great Sand Lakes community, and improve the freshwater quality in the town. GHD is pleased to provide our qualifications for the Great Sand Lakes Sewer Collection Design project. We have enjoyed a solid working relationship with the Town over the past five years and we look forward to continuing to partner with you to address your nitrogen impairment issues through the next step of the Town's sewerage program.

Our ability to serve the Town begins with our senior leaders. **J. Jefferson Gregg, PE, BCEE**, recognized throughout the Cape for his collection system management skills, has played a role in the over 100 miles of sewerage on the Cape that GHD has been a part of in the past 15 years, including the 10 miles of sewerage for the Phase 3 project in Harwich. Jeff is supported by our local Hyannis, Massachusetts-based staff, including **Marc Drainville, PE BCEE, LEED** who has overseen all of our work with the Town of Harwich since we began our work together in 2020.

By selecting GHD, our experienced local team will work with you as your partner to realize a successful project outcome. Aspects of our experience that are very beneficial to the needs of Harwich include the following:

- **We are local and dedicated to the Cape.** We have had a full service office operating on Cape Cod for nearly 30 years. We have local experts in all phases of wastewater needs including planning, treatment, and most importantly for this proposal, sewerage, available to the Town.
- **We have local licensed professionals.** Marc Drainville and Jeff Gregg are both based out of our Hyannis office and have been Massachusetts licensed professionals for over 20 years each. In fact, we have eight Massachusetts licensed professionals in our Cape Cod office and all are dedicated to municipal wastewater work and available to assist the Town of Harwich.
- **We have extensive experience on Cape Cod. Cape Cod is a unique environment.** Having an office here for 30 years, we know the area and we know the people. We do not experience the challenges that new engineering firms face because we know how to structure projects for successful outcomes on the Cape.
- **We have unparalleled successful experience with sewerage on Cape Cod.** In the past 15 years alone, we have over 100 miles of sewerage (gravity and low pressure) and over 30 pumping stations under design or installed – all on Cape Cod and this experience is very beneficial to the Town of Harwich as you start down a path of a very tight design schedule.
- **We have proven success with cost estimating for large infrastructure projects on the Cape.** Our projects are designed to proceed to implementation. We know the bidding environment and are in the best position to prepare the Town for implementation of the Great Sand Lakes project.

We know the Great Sand Lakes area very well and have thoroughly considered the project schedule and project needs, including several needs that were not identified in the RFP. Having just completed a collection system design for the Town, we are in a unique position to act fast and meet your current tight funding deadlines. We meet deadlines so that projects can proceed to implementation as planned. We have a project team ready to hit the ground running once awarded the project.

**→ The Power of Commitment**



We are confident that the information in our submission is complete and demonstrates that GHD can provide technically sound, cost-effective solutions that will satisfy the Town's high expectations for this project while providing lasting community benefit. We have enjoyed an excellent relationship with the Town of Harwich over the past several years and we eagerly look forward to continuing this relationship.

Regards,

A handwritten signature in blue ink, appearing to read "Marc Drainville".

**Marc Drainville, PE BCEE LEED**  
Principal / Client Manager  
+1 774 470-1634  
Marc.Drainville@ghd.com

A handwritten signature in black ink, appearing to read "J. Jefferson Gregg".

**J. Jefferson Gregg, PE BCEE**  
Project Director  
+1 774 470-1640  
Jeff.Gregg@ghd.com



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# 1. Qualifications



→ The Power of Commitment



# Qualifications

We have reviewed the list of required qualifications in the RFP and confirm that we meet and/or exceed these requirements, as per the table below.

**Table 1** GHD Qualifications

Qualifications	GHD offers the Town of Harwich	GHD Proposal Response
A. Applicants must be registered and licensed in the Commonwealth of Massachusetts.	Confirming that GHD is registered and licensed in the Commonwealth of Massachusetts to provide the engineering services outlined in the RFP.	Section 1
B. Applicants must have at least five (5) years' experience providing Engineering services in the Commonwealth of Massachusetts.	Confirming that GHD has at least five (5) years' experience providing Engineering services in the Commonwealth of Massachusetts. We have over 30 years of this experience.	Section 4
C. Applicants must have at least three (3) years' experience providing Engineering services to Massachusetts municipalities.	Confirming GHD has at least three (3) years' experience providing Engineering services to Massachusetts municipalities. We have over 30 years of this experience.	Section 4
D. It is mandatory that the applicants have prior experience of having worked on and successfully completed the following types of projects of similar scope:  1. Gravity Sewer, Low Pressure, Force Main and Pump Station Design.  Include names (s) and telephone numbers of contact person (s) for each project.	GHD has extensive experience working on and successfully completing similar types of projects of similar scope. Although GHD has an extensive resume for this type of work, we have included <b>only our Cape Cod experience</b> for your consideration in this proposal.	Section 4
E. Applicants must demonstrate working knowledge of Massachusetts state laws relating to the public bidding laws, including, but not limited to Chapters 30 and 149 of the Massachusetts General Laws.	The GHD team has working knowledge of and highly successful track record with Massachusetts state laws relating to the public bidding laws and have demonstrated this knowledge throughout this document.	Section 2
F. Applicants must identify any and all consultants that may assist them in the performance of work pursuant to this Proposal. Said consultants must meet all requirements as noted in Items A – E above.	GHD will work with the following consultants as part of this project: <ul style="list-style-type: none"> <li>- <b>Grady Consulting, L.L.C.</b> (Surveyor)</li> <li>- <b>Public Archaeology Laboratory, Inc.</b> (Archaeological)</li> <li>- <b>Desmond Well Drilling, Inc.</b> (Geotechnical)</li> </ul> All consultants above meet the requirements as noted in items A – E above. We have provided additional information on our consultants in the Project Team section.	Section 3
G. Applicants utilizing third party consultants (engineering, cost estimating, etc.) must have worked together and collaborated on at least one municipal project of similar or greater scope.	GHD has worked with our subconsultants on several sewerage projects.	Section 3 & 4
H. Applicants must sign the Agreement (attached) between the Town of Harwich and the Designer prior to commencing work.	GHD has no issues with signing the agreement if selected for award.	To be signed upon award

# Firm Background

## GHD at a Glance

### History

Established in 1928 and privately owned by our people, GHD is a full-service civil and environmental engineering consulting firm. Our local office is in Hyannis at 1545 Lyannough Road, Route 132. We are approximately 17 miles or 20 minutes from the Harwich Town Offices. From this office, we serve clients as far west as central Massachusetts and as far north as New Hampshire, but our core client base is on Cape Cod and the Islands.

GHD has over 11,000 global resources with approximately 500 in the Northeast region that support all aspects of design delivery for water / wastewater projects.

### Services

Our local office is a full service production office with capabilities in all aspects of municipal infrastructure engineering including study, design, and construction phase services while specializing in the following service areas:



# 25+ Years of Experience

We have provided wastewater engineering services on Cape Cod for more than 25 years.

### Wastewater

Wastewater is the primary market of the Hyannis office. We serve as the on-call wastewater engineer for several Towns on Cape Cod. Our experiences range from small sewer studies to major municipal planning including regionalization, design and oversight of new treatment facilities, cost planning, and major collection system expansions.

### Water

Our office offers similar services for drinking water including design, planning, and modeling of treatment, storage, and distribution facilities.

### Stormwater

Our office offers design, planning, and permitting services for dealing with stormwater. We have an award winning project resume on Cape Cod for dealing with stormwater pollution in congested areas.

### Civil

We provide full civil engineering services including stormwater, site development, roads, and parking facilities.

### Costal Resilience

Coastal vulnerability, climate change, and sea level rise are taken into consideration for our assignments. We have an excellent track record of acquiring grant funds for resilience related projects.

### Other

Additionally, we provide numerous other services including GIS database development, asset management, and grant writing. Although our local office specializes in the above services, we can also provide a broad range of services including all facets of Civil and Environmental Engineering including architectural services.



## Local Approach with Global Expertise

The GHD team will be lead from our Hyannis office, which includes a staff of 22. However, our company provides the associated services such as structural, mechanical, electrical, instrumentation, SCADA, security, and other services. This allows for the design work to stay in-house. Our core clients are small, vibrant towns, just like the Town of Harwich. Our office works, acts, and thinks locally so that the specific needs of a seasonal community—like Harwich—are specifically addressed. We provide planning and design services similar to that of which Harwich is in the process of implementing for other Cape towns. We understand the challenges that your Town faces.

## Our Firm

### About GHD

Established in 1928, GHD is employee-owned and operates across five continents—Asia, Australia, Europe, and North and South America—and the Pacific Region. We began as a water / wastewater firm, and continue that tradition throughout the world as evidenced by our top ten international ranking by Engineering News Record in sewer/wastewater work. Our people offer decades of knowledge as well as a deep understanding of the challenges facing businesses and communities today.



**#06 in US firms**  
**#06 in sewer/waste**  
**#08 in water**  
**#05 in hazardous waste**



We rank #29 in ENR's Top 150 Global Design Firms 2023 ranking published by Engineering New Record (ENR)



## The Measure of Our Success

The cornerstone of our business is our client-service-led culture. We understand the markets in which our clients operate, and we recognize their business challenges and project drivers. We are connected to our clients' businesses, responsive to their needs, and insightful about their challenges.

We partner with you and work to exceed your expectations. In a fast-changing market, GHD is committed to remaining employee-owned and delivering reliable, consistent, and high-quality performance. Our people are united by the core values of safety, teamwork, respect, and integrity. These values strengthen our relationships with our clients and the communities in which we operate.

GHD's Quality Policy statement supports our client-serviced strategy and provides guidance to our connected network of professionals. GHD's Quality Management System was first certified to ISO 9001 in Australia in February 1993 and in North America in December 1999. Since initial certification, our third-party certified Quality Management System has evolved and improved alongside GHD's international expansion. We are committed to the continual improvement and effectiveness of our Quality Management System to meet our compliance goals.

Our interdisciplinary services have evolved and grown through the broad range of needs that have been identified by our clients. We provide a comprehensive range of services at every stage of the project life cycle to help our clients investigate, plan, develop, design, build, maintain, and improve assets.

## Our People

To achieve the goals of our clients, we work as a team and collaborate effectively to address challenges, develop solutions, and deliver positive outcomes. Our people connect through knowledge, skill, and experience, adopting innovative practices, technical capabilities, and robust systems to create responsive, cost-effective, and lasting community benefits. Considered leaders in their respective disciplines, our people share and leverage collective knowledge and project experience to deliver greater value to our clients.

Our service model provides a framework for active collaboration and leadership that is aligned with our strategy to respond to the demands of water, energy, and urbanization. This framework provides the basis for contemporary thinking and implementation of innovative practices, leading technologies, and active risk management.

## Local Approach Backed by Global Expertise

Globally, we have delivered projects in more than 90 countries with various projects in the Environmental field. In Massachusetts, our business is nearly 100% water/wastewater. Our core business and our passion match your issues. Our local experts, experienced in Wastewater Management in southeastern Massachusetts, are backed by a global firm as they work with you in addressing your wastewater infrastructure needs. We work locally and act locally. Put simply, we work where our clients are.

For more information visit [www.ghd.com](http://www.ghd.com)

## GHD Financial Stability

The company is financially viable and no actions have been taken against the company for matters of bankruptcy or insolvency.

## Location

Our full-service Hyannis, Massachusetts office will perform the Town's wastewater management needs. This office has been providing services and serving local municipal clients for over 30 years. The Project Team will be managed from this office located at:

1545 Iyannough Road, Hyannis, MA 02601

Marc R. Drainville, PE, BCEE is the Principal-in-Charge of our Massachusetts work.

Our office in Hyannis consists of 22 employees including 15 engineers, all of whom are focused on municipal water, stormwater, and wastewater projects from planning through design and construction.

We manage and complete all of our southeastern Massachusetts projects out of our Hyannis office.

GHD Inc. (GHD) is a private corporation licensed to provide professional engineering services in the Commonwealth of Massachusetts (License Certificate No. 0015031).

# Firm Disciplines

Our wastewater experience in Massachusetts includes components of traditional wastewater system design from planning to collection to pumping to treatment to recharge/reuse. Our local team has knowledge and experience in chemistry, biology, hydraulics, process equipment, instrumentation and controls, materials handling, and site layout. We also have LEED APs and Envision certified engineers on staff to guide sustainable designs, and as a result, we pay particular attention to energy efficiency in designs.

## Wastewater System Planning and Design

Our Massachusetts experience and combined skills include:

- Comprehensive Wastewater Management Planning
- Facilities planning, technology and cost evaluations, feasibility studies, and pilot studies
- **Wastewater collection and pumping including gravity, vacuum, and low pressure sewers, as well as projects with combined systems**
- **Wastewater collection, pumping, and treatment infrastructure upgrades**
- Detailed civil, process, hydraulic, mechanical, structural, architectural, electrical, and controls design
- Construction engineering and management
- Biological process and interactive mass balance modeling
- Start-up and commissioning services, and operator training
- Optimization of existing systems to improve performance
- Energy efficiency evaluations, carbon footprinting, and sustainability assessments

In addition, GHD is a leader in wastewater treatment and enhanced nitrogen and phosphorus removal, both in the United States and abroad. In fact, in Massachusetts, nearly all of our projects involve nutrient removal. The breadth of our experience employing technologies to best fit the needs of our clients is second to no other. Our firm's leadership in this area has been demonstrated by:

- GHD staff have served as contributors to several comprehensive Manuals of Practice published by the Water Environment Federation and the Association for Civil and Environmental Engineers including "Biological Nutrient Removal Operation in Wastewater Treatment Plants" (2005), "An Introduction to Process Modeling for Designers" (2009), "Design of Municipal Wastewater Treatment Plants" (2010), and the upcoming "Manual of Practice on Bio-film Reactors"
- Proposed Project Principal Marc Drainville served as contributing author and reviewer for various chapters in TR-16, Guides for Design of Wastewater Treatment Works in New England. He co-authored the chapters that provide the guidelines for design of Biological Treatment Processes (Chapter 6) and the design of Physical and Chemical Processes for Advanced Treatment (Chapter 7) as well as other critical wastewater treatment and collection design standards.
  - This document is currently being updated and Marc Drainville and Anastasia Rudenko (also from the Hyannis office) are serving on chapter updates for Biological Treatment Processes, Chemical Processes for Advanced Treatment, Disinfection and Effluent Recharge.
- GHD staff served as co-chairs and speakers for Water Environment Federation workshops on Nutrient Removal Technology held at numerous national conferences, in addition to presenting dozens of presentations on the subject at regional, national, and international conferences over the past two decades.



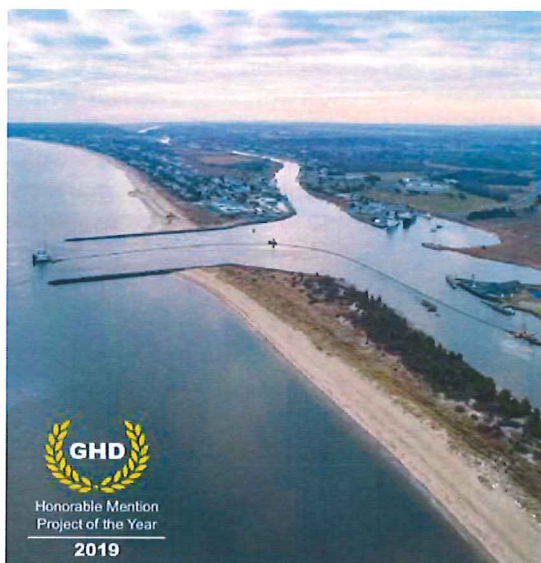
## Full Array of In-House Disciplines

GHD is a full service engineering firm with in-house architectural and engineering disciplines to support all of our projects. This includes the following disciplines:

- Architecture
- Geotechnical
- Structural
- Landscape Architecture
- Electrical
- Mechanical
- Plumbing
- HVAC
- Security Technology
- Fire Safety & Protection
- Digital/SCADA
- Construction Administration/inspection

## Local Experience

Our Hyannis office has significant infrastructure upgrade experience including new and replacement collection systems, new and upgraded pumping stations, and greenfield and retrofitted wastewater treatment facilities. We have gained this experience through our work on significant projects in southeastern Massachusetts (numerous project profiles are provided in Section 4).



## Award Winning Projects

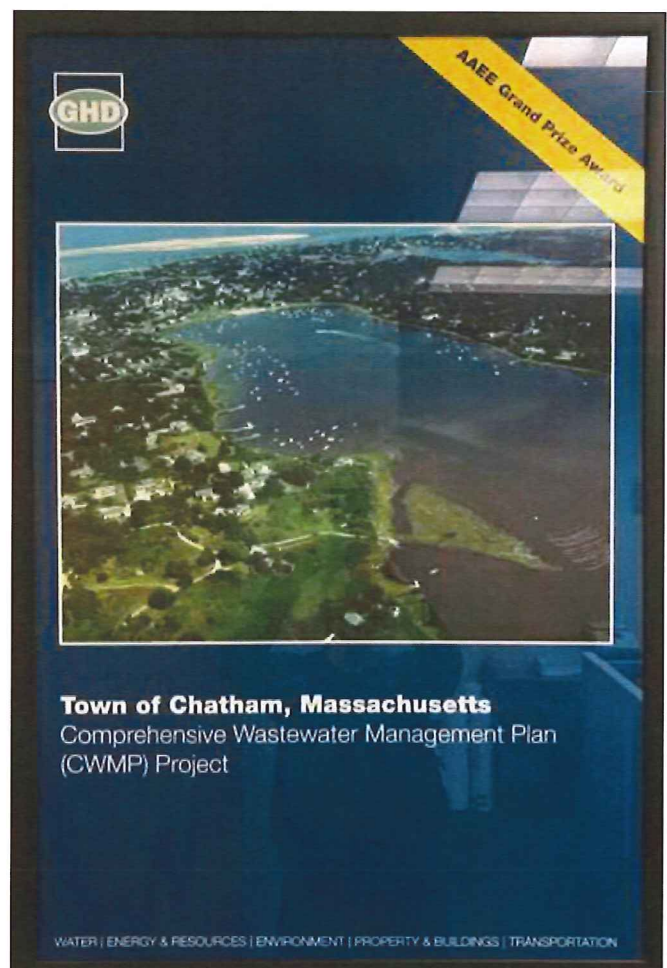
GHD's award-winning projects have included recent projects that are relevant to the Town of Harwich's needs.

First, our Comprehensive Wastewater Management Plan that was completed for the Town of Chatham won the National Grand Prize Award from the American Academy of Environmental Engineers.

This project included a town-wide evaluation of septic systems, extensive sewerage, a comprehensive financial plan, nitrogen TMDLs, and nitrogen removal to the limit of technology (3 mg/L).

This plan also included regionalization with its neighboring town...your Town of Harwich. This project is now in its fifteenth year of implementation.

In addition, we recently completed an award winning outfall installation. This project was in Rehoboth Beach, Delaware and consisted of a new pumping station and 600-feet of ocean outfall which was partially directionally drilled and partially installed via open cut.



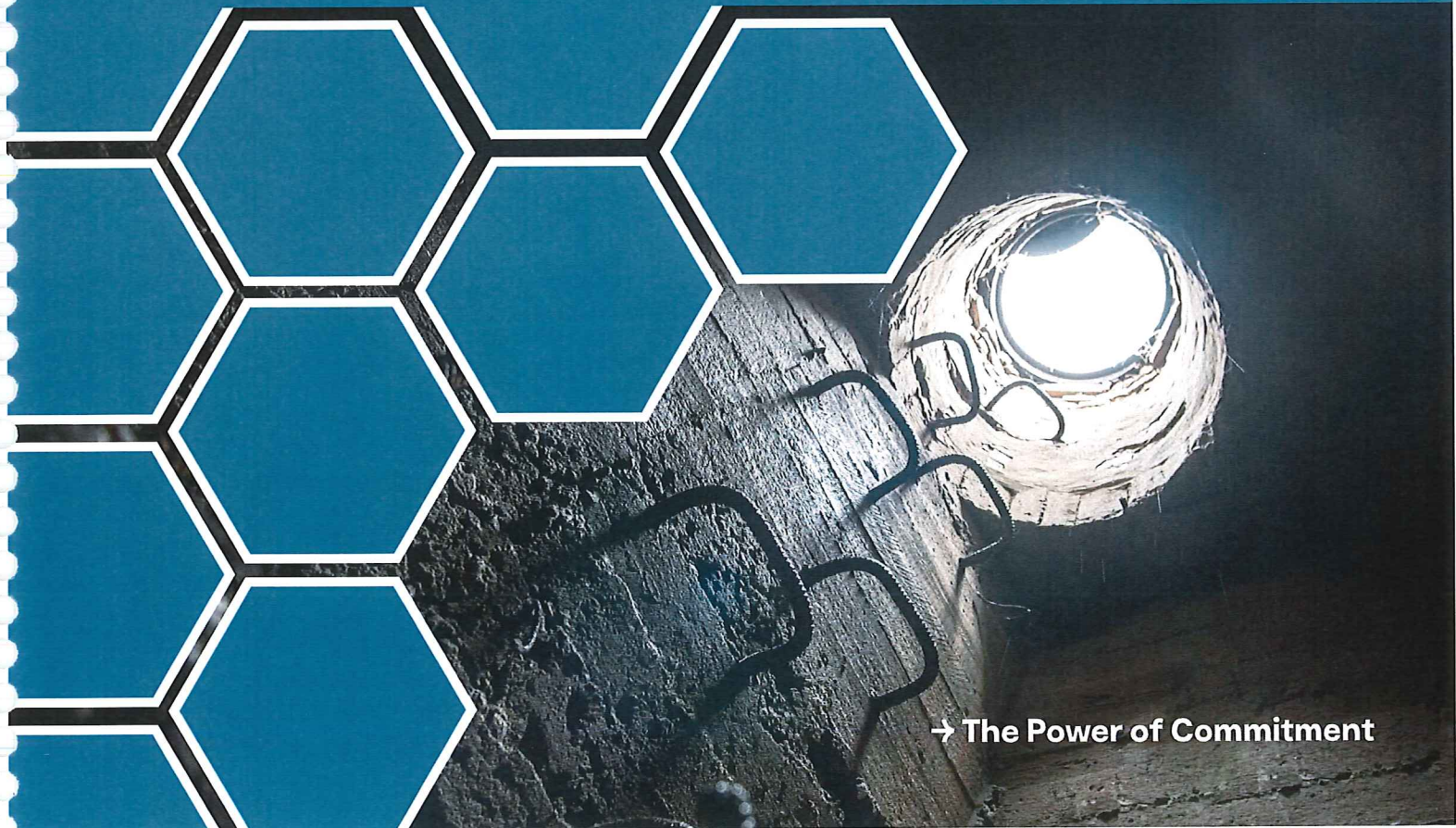
## Our Services

The full range of GHD's discipline capabilities are shown below.

- Agriculture
- Air & Noise
- Aquatic Sciences
- **Asset & Facilities Management**
- Automation
- Aviation
- Bridges
- Building Sciences / Physics
- Chemicals
- **Climate Change**
- Communication Systems
- Construction Contracting
- Contamination Assessment & Remediation
- Dams
- Data Sciences
- Decommissioning, Closure & Rehabilitation
- Digital Design
- **Electrical Engineering (Buildings)**
- Electrical Engineering (Industrial)
- Emergency Response
- Engagement, Communication & Communities
- EPCM
- Fire & Life Safety
- Food Processing
- Forensic Engineering
- Forestry Management
- Geology
- Geotechnical
- HSE Systems & Industrial Hygiene
- HVAC
- Hydraulics (Buildings)
- Hydrogeology
- Impact Assessment & Permitting
- Industrial Water & Waste Management
- Information Services
- **Instrumentation & Control**
- **Integrated Water Management**
- Intelligent Transport Systems
- Interior Design
- Irrigation
- **Land Development & Municipal Engineering**
- **Landscape Architecture**
- Light Rail
- Maritime & Coastal Engineering
- Materials Handling
- Materials Technology
- Minerals Processing
- Mining Engineering
- Mining Geosciences
- Natural Resources
- Oil & Gas
- Pavement Engineering
- **Planning**
- Plant Engineering
- Policy & Economics
- Power Delivery
- Power Generation
- **Project Management**
- Railways
- Renewable Energy
- Resource Evaluation
- Risk
- Road Network Management
- Road Systems
- Security & Communication
- Spatial Sciences
- **Structures**
- Tailings (Mines & Residue)
- Transportation Planning & Traffic Engineering
- Tunnels
- Waste Management
- **Wastewater & Stormwater Collection Systems**
- **Wastewater Treatment & Recycling**
- **Water & Wastewater Strategy & Planning**
- **Water Efficiency**
- **Water Transmission & Distribution**
- **Water Treatment & Desalination**
- **Waterways & Coastal**



## 2. Understanding of the Project



→ The Power of Commitment



# Understanding

The Great Sand Lakes area is part of the planned sewer areas in the Town's Comprehensive Wastewater Management Plan (CWMP). The CWMP has this area included in one of its Phases.

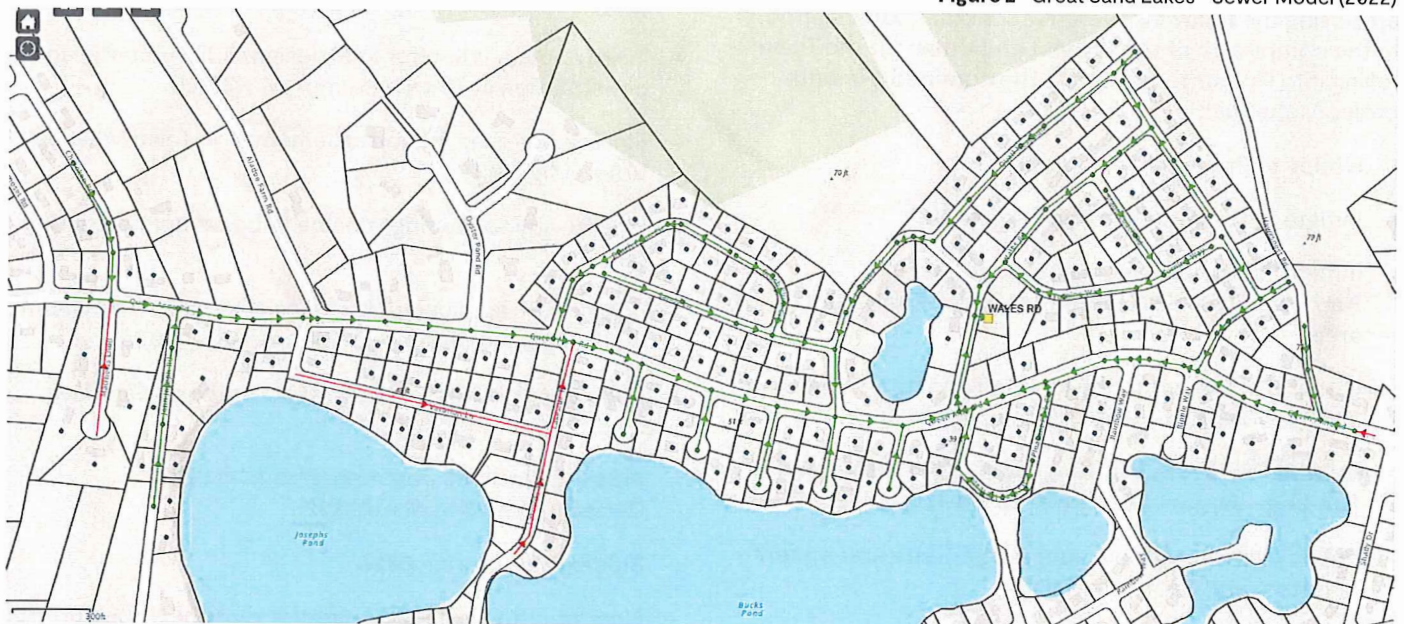
GHD has worked with the Town Administration, the Water and Sewer Department, the Department of Public Works, the Board of Health, and the Planning Department on recent town efforts including the CWMP update and Phase 3 sewer design. Through our recent work with the Town on the Phase 3 Sewer Extension Project we developed a keen understanding of your collection system design challenges. And our recent work on the CWMP update has allowed us to develop a sharp understanding of your needs for nutrient management and groundwater protection.

Our team has developed a sewer model for the area that will be used as the initial basis for this work. Through these efforts we have an excellent understanding of the regulatory, growth, and local issues that will be addressed through this project. We will review these as part of our project approach.

The sewer model layout of the project area is shown below. This is generally the area shown in the Town's approved Comprehensive Wastewater Management Plan. In a conceptual sense, it includes sewerage from Samoset Rd on the west to Hawksnest Rd on the east with at least one pumping station. The service area will be connected to existing infrastructure either on Route 39 or Queen Anne Rd. The area is anticipated to include the following major infrastructure components:

Feature	Numbers
Gravity Sewer	17,000 ft
Low Pressure Sewer	4,000 ft
Force Mains	4,400 ft
Manholes	100

Figure 1 Great Sand Lakes - Sewer Model (2022)



# Approach

We understand that project success will be measured by our ability to:

- Provide a design that maximizes gravity sewer
- Meet the Town's schedule for design for funding purposes
- Meet the Town's budget throughout design
- Meet the Town and SRF schedule to assure project funding
- Provide a design that meets operational needs and neighborhood aesthetics

Our team offers a proactive project approach which involves engaging Town management and operations throughout the project. This approach is designed to achieve project success.

## Project Schedule

To secure SRF project funding for construction of the collection system, the design must submit the MassDEP Cleanwater State Revolving Fund Project Evaluation Report (PEF) by Mid-August 2024. Based on the Town's existing funding for design, this project upon completion will have SRF submittable design drawings. We are proposing the following tentative schedule with regards to the completion of this project and a plan for the Town rolling into Construction due to the confined 6-month project schedule:

- Notice to Proceed - July 1, 2024
- Initiate Survey and Soil Boring program
- Initiate Public Archaeological Laboratory - Archaeological desktop/street drive assessment of area
- Confirm pumping station location and force main connection point - July-September 2024
- **Submit Project Evaluation Form to SRF program for funding - August 2024** (this is a hard deadline)
- Public Archaeological Laboratory PS site assessment (if necessary) September 2024
- Host neighborhood meeting in September 2024

- 30% Design Review September
- 60% Design Review November
- Submit MassDEP WP68 permit application - November/December 2024
- Sealed Plans and Specifications for SRF Submission - December 2024 for Town Final Review
- Submit Planning/Zoning Board of Appeals/Conservation Commission Permitting as required (need complete design drawings)

Tasks anticipated to occur after Project Completion and required prior to go to Construction:

- Preparation of SRF Submittal Package - IUP and Application are not available until 2025
- The Town would anticipate being listed on the Intended Use Plan after the first of the new year (2025)
- Attend permitting meetings (Planning/Zoning/Conservation)
- Address Town Comments - Spring 2025
- Address MassDEP WP68 Permit Application Comments - anticipated 4-6 months after application (March-May) - although this could extend to up to a year
- Town appropriation for final design/SRF submittal and construction at Town Meeting - May 2025
- Finalize pumping station easement with Town Meeting Vote - May 2025
- Finalize any soil borings unable to be completed during design
- Submit SRF application for MassDEP review - between June 2025 and due date of Mid-October 2025
- Receive MassDEP SRF comments between October 2025 - December 2025
- Address Final SRF comments from MassDEP - December 2025 to March 2026
- Bidding early spring 2026
- Construction Project Contractor must be signed up and have Notice to Proceed by June 30, 2026



## Project Approach

Though we have developed a sewer model of the Great Sand Lakes area, our team understands that the reasoning and basis for decisions made through that process will need to be validated and the project baseline will be updated. In the kickoff meeting, we will review this prior concept and from there establish the areas of focus for the team including confirmation of extent of service area, potential pumping station location, design preferences (materials and equipment), permitting needs, paving requirements and other available data from the Town that will be useful in completing the design.

The discussions below are designed to illustrate how the project will progress. We will facilitate biweekly meetings and provide minutes for each meeting. The action items identified at each meeting will serve as a check in to keep team members accountable.

### 30% Design – Through September 2024

The purpose of the preliminary design phase is to develop the project to a 30% design stage for the purpose of internal and Town reviews. It will mainly consist of the development of Basis of Design Memoranda and preliminary drawings. A permitting plan will be developed. Permitting needs are anticipated to be significant with MassDEP, Planning, Zoning, and possibly archaeological and conservation. Included in this phase would be field investigations consisting of soil borings and site survey work. Given the schedule, it is likely that this work would be initiated soon after the notice to proceed, in the summer/fall. The Basis of Design Memoranda would be produced for review by the design team and Town. The intent of these memos is to produce a clear Basis of Design for internal and external use including the MassDEP WP68 permit. These memoranda are dynamic and are updated as the project progresses. Due to the compressed timeframe, the design team will try to replicate the pumping station design layout and aesthetics as developed as part of Phase 3.

### 60% Design – Through Early November 2024

During the 60% design phase, drawings will be progressed to include sections and details, and technical specifications will be developed. This project will be bid under M.G.L. Chapter 30 39M, and will therefore only require bids from general contractors. As we develop the 60% design, we prepare a cost estimate for the project.

### Sealed SRF Submission – Through December 2024

The SRF submission set will be developed in order to be submitted by Mid-October of 2025. Unless otherwise directed, we will incorporate the boilerplate documents developed by GHD for the Harwich Phase 3 Sewer Extension Project, which will allow GHD to maintain the expedited schedule and save money. These documents incorporate the guidance provided by the Town during that project and were used for that and subsequent construction Contract Documents. An updated construction cost estimate will be provided as part of this submittal.

At this point in the design, we will break out bid alternates for the Town's consideration. We are currently in an unpredictable economic climate coupled with a high cost of construction, supply chain concerns, and overcommitted construction contractors. It is prudent to consider the division of work and prioritize work segments, as needed, in a way that creates best value for you. This way the entire project is protected. We will prioritize alternates after the SRF package is submitted in the next phase of work.



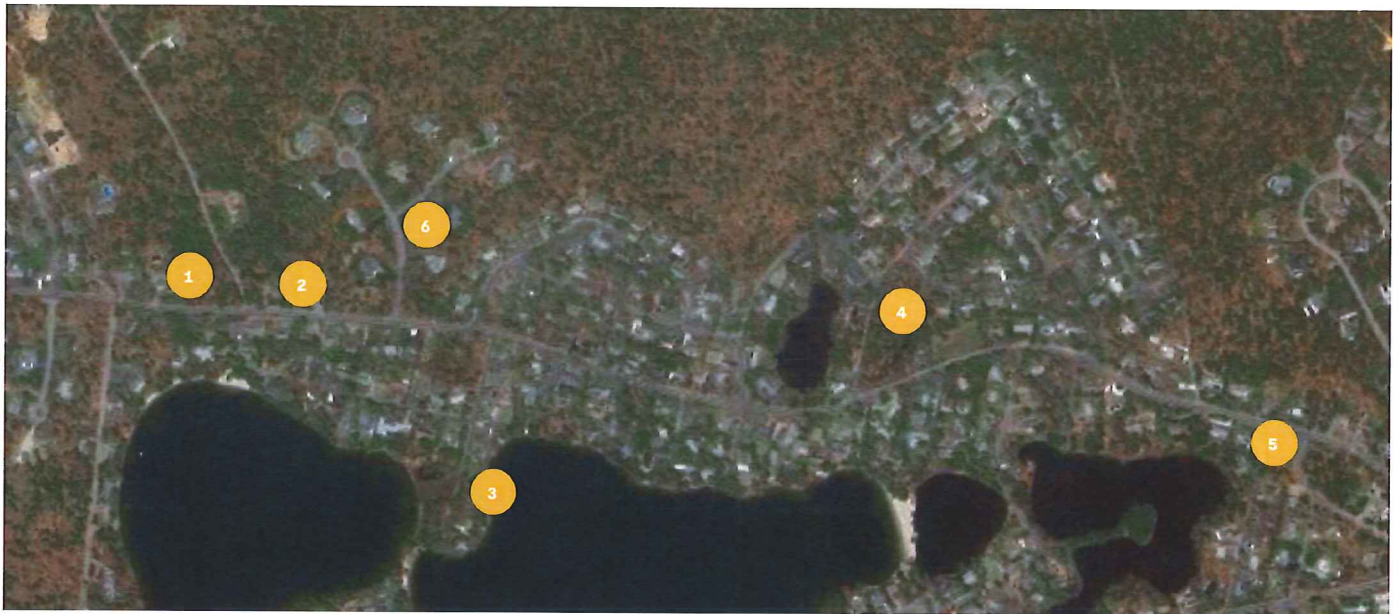


# Challenges and Solutions

For this sewer extension project, the infrastructure improvements bring certain challenges in order for this to be a successful project. However, we have thought through these challenges and offer solutions that we can review as a team. These Challenges & Solutions are flagged on the following map.

**Table 2** Great Sand Lakes – Challenges and Solutions

#	Challenge	Solution
1	Existing major gas main in roadway	Review with DPW and National Grid and consider possible second pumping station location if needed to adjust depths.
2	Existing drainage within roadway	Review with DPW and identify any future drainage improvements that may be incorporated within the design area.
3	Pressure Sewer Areas	Engage with neighborhood and Town to see if there are alternative locations for pumping stations or options to reduce the number of grinder pump connections.
4	Pumping Station Location – Permitting, Public Acceptance	Conduct early assessments on archaeology, resource areas, endangered species, and neighborhood aesthetics; initiate permitting as early as possible; and engage with stakeholders.
5	Connection to Phase 2 or Chatham Phase 1D-1 service areas	Maximize the use of the sewer modeling available for both Harwich and Chatham that GHD has performed and present a cost analysis on the two connection points for Town decision making.
6	Additional neighborhoods not initially identified within the modeled area	Review the project area extents to maximize gravity connections and maximize properties as approved by the Select Board.



**Figure 2** Great Sand Lakes – Challenges and Solutions



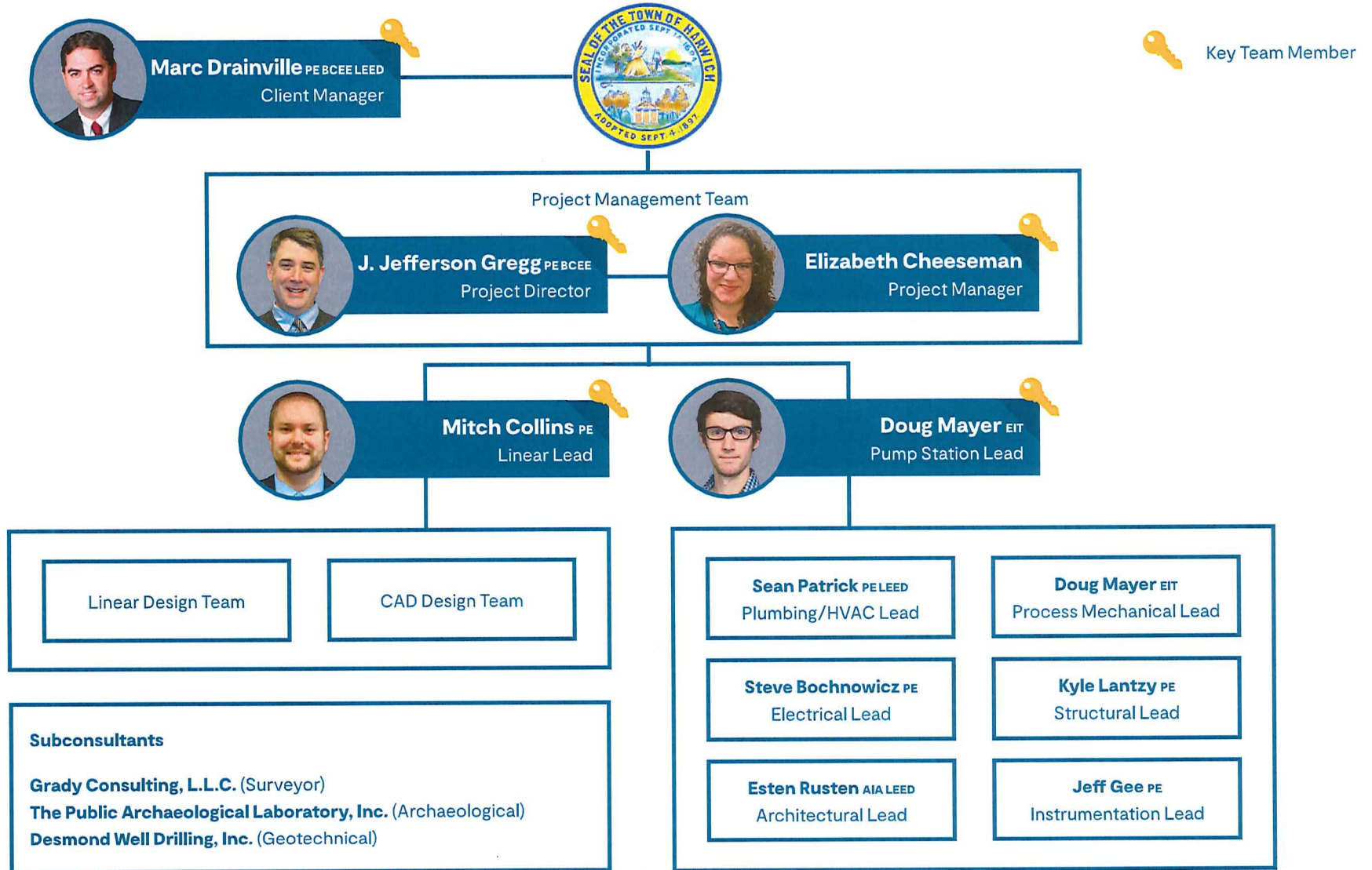
# 3. Project Team



→ The Power of Commitment



# → Organizational Chart



## → Key Team Members



**Marc Drainville** PE BCEE LEED | **Client Manager**

Marc has over 30 years of experience in a variety of wastewater engineering projects. Marc leads all of our local civil and environmental engineering work. He has led the comprehensive wastewater planning and implementation of over 100 million dollars of wastewater expansion in the towns of Chatham, Harwich, Falmouth, Oak Bluffs, Eastham, Mashpee, and Uxbridge.



**J. Jefferson Gregg** PE BCEE | **Project Director**

Jeff has over 25 years of experience in civil and environmental engineering, focusing on nutrient management, facilities planning, and the design and construction of wastewater treatment facilities and collection systems. He is currently the Project Manager for the Harwich Phase 3 Sewer Design Project. He has served as the project manager for Chatham's wastewater expansion for the past decade. He also serves on the project team for the Mashpee and Falmouth wastewater planning/implantation.



**Elizabeth Cheeseman** | **Project Manager**

Elizabeth has over 20 years of experience in a variety of wastewater and stormwater projects including, but not limited to sanitary sewer design, replacement, and rehabilitation of sanitary sewers. She is currently managing and coordinating work on sewer replacement, sewer rehabilitation, inflow/infiltration programs, stream restorations, and a wastewater treatment project.



**Mitch Collins** PE | **Linear Lead**

Mitch has 10 years of engineering experience, specifically experience with sanitary sewer design and replacement (gravity and force mains); quantity take-offs for sanitary sewer projects; hydraulic modeling (building, loading, validating, and analyzing) for wastewater collection/conveyance systems. He is the Project Engineer and QA/QC for the Harwich Phase 3 Sewer Extension Project. Additional experience includes analyzing flow metering data for wastewater collection system rehabilitation; evaluating wet weather flow data for diurnal patterns, rainfall derived inflow/infiltration, and RTK values; assisting with inflow/infiltration program development; completing sewage facilities planning modules and WQM permits; and completing development reviews



**Doug Mayer** EIT | **Pump Station Lead**

Doug has 12 years of engineering experience, with 9 years of wastewater-specific project experience at the study, design, and construction administration phases. Technical focus has been process mechanical design for collection system and wastewater treatment plant projects with repeated experience designing new and rehabilitated pumping stations. Doug is currently managing the design of several wastewater design projects, managing delivery schedules, and fostering collaboration across trade disciplines. He also provided QA/QC for the Harwich Phase 3 Sewer Extension Project pumping station design.

Resumes for key team members can be found in **Appendix A**.



# Consultants

GHD has assembled a team to provide the Town with the necessary leadership and technical expertise to support the development of final design plans and specifications for the Great Sand Lakes Sewer Collection System Design. Our subconsultant team has previous experience working with GHD and our local management team.

Information on our teaming partners and their role in the project are provided herein.



## Grady Consulting, L.L.C.

### *Surveyor*

Grady Consulting, L.L.C. (Grady) is a family owned and operated professional Civil Engineering, Land Surveying, and Landscape Architecture Company that has been serving the South Shore and Upper Cape Cod and beyond since 1998. Rick, Kevin, and Darren Grady are brothers who grew up in Kingston, Massachusetts, who each received civil engineering degrees from Northeastern University. They are all principal engineers, Massachusetts soil evaluators, and Massachusetts Title 5 System Inspectors.

Grady Consulting purchased Robert C. Bailey Company of Pembroke, MA in 2016 and Ross Engineering Co. in Norwell, MA in February of 2022. They also have access to thousands of survey records from local companies. Their staff includes Professional Land Surveyors, Civil Engineers, Project Managers, and Technical Designers. They implement a "Field to Finish" workflow to streamline the process of surveying, design, and permitting.

Grady will use a drone survey for this project for an efficient and high quality survey.

Grady and GHD have teamed up on several projects in both Mashpee and Falmouth, for a total of nearly \$10M of sewer projects.

Grady, PAL, and Desmond all have over five years experience providing services in Massachusetts and have been providing services to Massachusetts municipalities for well over three years.



## Public Archaeology Laboratory, Inc.

### *Archaeological*

Public Archaeology Laboratory, Inc. (PAL) is a private, not-for-profit corporation based in Pawtucket, Rhode Island that provides cultural resource management services in archaeology, architectural history, historic preservation planning, and education for federal and state agencies and municipalities, utility and transportation companies, engineering firms, residential and commercial property owners, Native American Tribes, and others. PAL staff assist clients in navigating historic preservation review and planning processes by providing expert consultation, cultural resources documentation, and compliance with Section 106 of the National Historic Preservation Act and the National Environmental Policy Act.

Established in 1982, PAL has successfully completed more than 5,000 projects in the Massachusetts, Mid-Atlantic, and elsewhere in the United States and in the Caribbean. With a staff of more than 50 archaeologists, architectural and industrial historians, historians, preservation planners, conservators, and technical specialists, PAL uses a multidisciplinary approach to provide clients with responsive service, expert advice, and high-quality products. The principal investigators for archaeological investigations are Registered Professional Archaeologists who specialize in pre-contact, historic, and industrial archaeology. All project personnel meet the professional qualifications standards established by the National Park Service (36 CFR Appendix A to Part 61).



Their products withstand rigorous technical review and include technical reports, National Register of Historic Places nominations, federal and state historic rehabilitation tax credit applications, and HABS/HAER/HALS and state-level documentation. Staff are available to provide expert testimony and educational documents and presentations. Consistency in their professional capabilities generates client confidence and long-term relationships, including numerous on-call services contracts. The PAL team understands that flexibility and responsiveness are key elements in supplying outstanding service to our clients. They have the management skills and support systems to ensure that all projects, regardless of size, are completed on time and within budget.

PAL and GHD have teamed up on a number of projects in Harwich, Mashpee, and Chatham.



## Desmond Well Drilling, Inc.

### **Geotechnical**

Desmond Well Drilling, Inc., (Desmond) is an experienced Cape Cod well drilling company providing geotechnical and environmental drilling services.

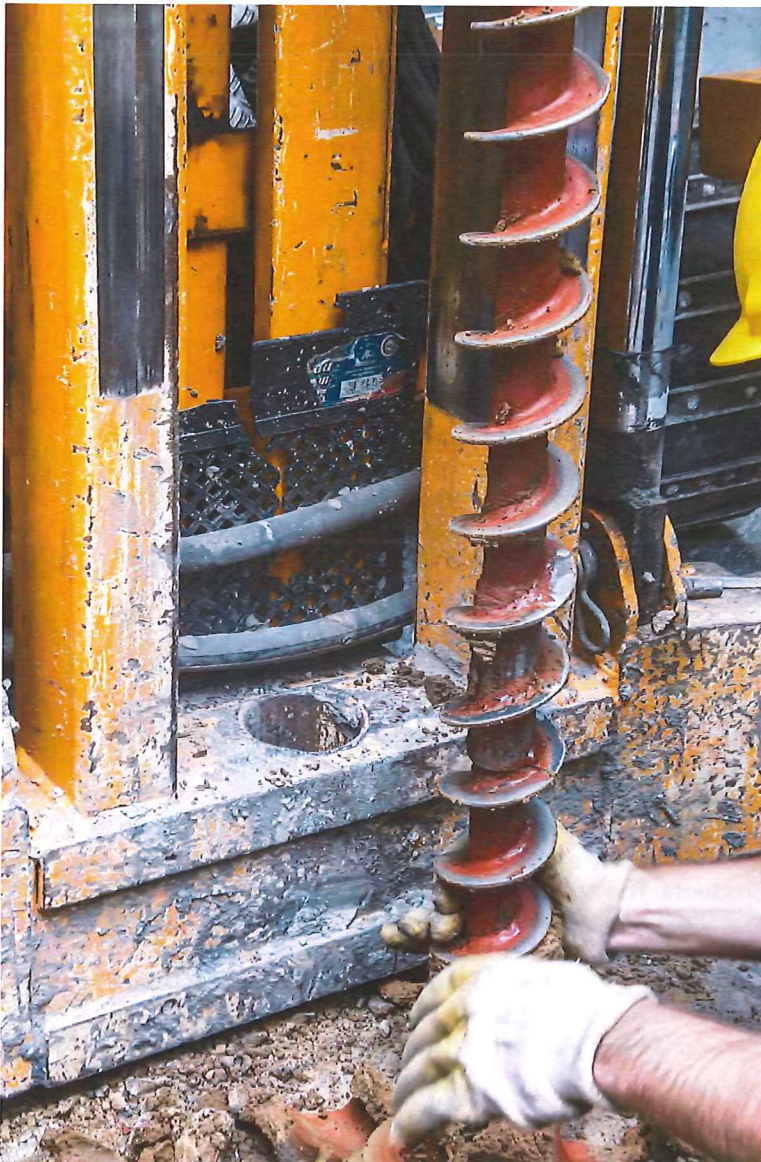
Cape Cod Test Boring is a division of Desmond Well Drilling, Inc., boasting four drill rigs including three truck mounted CME auger rigs and a track mounted CME45 with hollow stem auger and direct push capabilities to meet environmental drilling needs: monitoring well installation, split spoon soil sampling, standard penetration testing, 21E projects, percolation testing, and more.

Desmond has been drilling on Cape Cod since 1979 and only drills in unconsolidated materials. Their drillers have experience in successfully managing drilling and split spoon soil sampling in Cape Cod's unique drilling environment. With three truck mounted hollow stem auger drill rigs and a CME45C track machine, Desmond Well Drilling, Inc. is prepared to address environmental drilling needs for this project.

All four drill rigs feature an automatic hammer for standard penetration testing. Both CME45 drill rigs mounted on Ford 550 trucks are equipped with four-wheel drive for access to your smaller, tougher job sites. The CME75 drill rig mounted on a Peterbilt can meet larger needs. The CME45 track rig is also configured for direct-push sampling.

Desmond operates with 200 feet of solid stem augers and hollow stem augers for 2-inch monitoring wells. Additional equipment includes a Ditch Witch vacuum truck, a Pulstar hydraulic pump hoist truck, a steam cleaner, two air compressors, a grouting machine, generators, two mini-excavators, a Ditch-Witch trencher, and a Dingo. The Ditch Witch FX25 trailer vacuum truck is a valuable tool to assist with utility pre-clearing complementing Dig Safe mark outs.

Desmond and GHD have teamed up on a number of projects in Falmouth, Harwich, Mashpee, and Chatham.





# 4. Project Experience



→ The Power of Commitment



# Project Experience

GHD has extensive local experience with projects of similar size to the Great Sand Lakes project. In this section, we will present our projects as well as show our Cape Cod sewerage experience. Here we review the following:

- Project Management Experience
- Cost Estimating and Funding
- Cape Cod Sewering Experience

## 1. Project Management Experience

Our project delivery model is based on understanding scope, technical excellence, proactive communications, and robust project management tools. With our team's recent contract work on the Town of Harwich Phase 3 Sewering project, we are familiar with the Town's processes, requirements, and expectations.

Our success in applying project management principles was developed over years of managing projects of all sizes for municipal clients, from one-of-a-kind projects to modest, yet equally complex projects—setting us apart. It all starts with the right people, the discipline, and the tools to maintain and manage the project.

Our project management philosophy is defined not merely as “on time and within budget”, but as having met your goals. The key factors that we consider critical for successful project completion include:

- Frequent and clear communication
- Documentation of decisions and assignments
- Accountability for completion of tasks
- Continuous refinement of scope and approach so that the two are consistent

## Project Controls

GHD project managers have a number of project control tools at their disposal, starting with GHD's internal financial software. We employ BST10, which provides for accurate reporting to our clients, and data management for our project managers. Management of scope, schedule, and budget is done through an Earned Value System coupled with our scheduling tools described below. For this project, Risk Management will be handled through our bi-weekly meetings with the Town, in which we will address items which the Town believe could impact the team's ability to meet critical milestones or project goals.

## Scheduling

Essential to a project's success is having a full understanding of the project schedule and critical path. Schedule slippage is the most common reason for project cost overruns during a project's life and causes other issues such as unhappy residents, impacted businesses, and other stakeholder issues. Our project management team led by Jeff Gregg is well versed in Critical Path Method (CPM) scheduling and will provide monthly updates to the entire team as the design progresses.





## QA/QC (Quality Assurance/Quality Control) Program

### ***Managing Costs through Quality Control***

Providing quality engineering services and products is a core element of GHD's business practice and core values. We have earned a reputation for exceptional technical work and outstanding quality deliverables. This has been accomplished largely by our staff providing strong technical leadership, engineers at each level paying close attention to the details, and milestone QC reviews.

***Our experience has shown us that QA/QC are necessary processes that a lot of firms talk about, but few firms actually implement on a consistent basis. We have a core group of professionals dedicated to your project, and we have experts who can provide technical guidance as required by the team as well as quality control reviews of our deliverable.***

The GHD QA/QC Program is based upon the ACEC Guidelines of practice "Quality Assurance for Consulting Engineers" and the firm's years of experience in the environmental field. Our QA/QC Program includes project review sessions, manuals of practice and guidelines developed by the firm, and standing committees which develop the firm's standards.

In design work, GHD uses manuals of practice as well as its own design guidelines to ensure a quality product. Any time work within a project necessitates either straying from a design standard or creating a new standard, the firm's risk management policy dictates that the issue must be reviewed as part of the QA/QC process.

## Communication and Town Involvement

Project success begins with the engineering team, but it continues and ends with Town involvement. We know through our experience that the Town wants to be an active participant in the development of its wastewater projects. Therefore, we have incorporated a series of biweekly meetings or workshops with the Town throughout the design. This was done successfully for the Harwich Phase 3 Sewer Area.

Frequent and clear communication is the foundation for a successful project. We document decisions, action items, and assignments during all project meetings. We are accountable to meeting our commitments by discussing past assignments at the beginning of each meeting and continually refine our approach to scope as required.

## Massachusetts Construction Law

GHD is well versed in Massachusetts construction law including Chapters 30B and 149. We provide guidance and assistance on simple equipment procurement under Chapter 30B to complex construction projects bid under Chapters 30B or Chapter 149. Our construction documents are uniquely tailored to Massachusetts complex bidding laws.

For the Town of Harwich, we have assisted with simple equipment procurements under Chapter 30B and developed bid documents for complex multi-million dollar construction projects.





## 2. Cost Estimating and Funding

Our team has extensive experience with:

### Massachusetts State Revolving Fund (SRF)

Our team is experienced in assisting our clients to identify and obtain sources of funding for local public utility and wastewater infrastructure projects. GHD prepares grant applications, cost estimates, and supports compliance during project delivery.

The following table highlights a few examples where GHD supported local municipalities to secure SRF and other unique infrastructure funding for projects that are similar to the Great Sand Lakes project.

# Funding Assistance

Our team has assisted municipalities, agencies, and Towns like Harwich secure millions of dollars in SRF funding. The table below highlights several of the larger projects which have received funding.

**Table 3** Recent Massachusetts Municipal Projects

Project	Funding Source	Year Completed
Chatham – Phase 1 Contract 2	SRF	2012
Chatham – Phase 1 Contract 3	SRF	2012
Chatham – Phase 1 Contract 4	SRF	2012
Chatham Stage Harbor PS – Phase 1B	SRF	2015
Chatham Oyster Pond – Phase 1C-1	SRF	2015
Falmouth Little Pond Sewer Service Area	SRF	2018
Falmouth Recharge Beds 14 & 15	SRF	2018
Falmouth Existing Lift Station Upgrade	SRF	2019
Chatham Oyster Pond – Phase 1C-2	SRF	2019
Uxbridge WWTF Upgrades	SRF	2020
Chatham Oyster Pond – Phase 1C-3&4	SRF	2022
Chatham/Harwich Regionalization Connection	SRF	2022
Wareham WWTF Improvements – Phase 1	SRF	2023
Chatham Queen Anne Pumping Station Upgrade	SRF	Under Construction
Chatham Phase 1E-2	SRF	Under Construction
Chatham Phase 1C-5	SRF	Under Construction
Chatham Phase 1D-2A	SRF	Under Construction
Chatham Mill Pond Pumping Station	SRF	Under Construction
Mashpee Phase 1 WRRF and Collection System	SRF	Under Construction
Harwich Phase 3 (Contract 1-E/2-W)	SRF	Bid Phase
Falmouth Great Pond Sewer Service Area	SRF	Under Design
Mashpee Phase 2 WRRF and Collection System	SRF	Under Design



## Cost Estimating

We use industry cost data to provide comprehensive and accurate cost estimating at several levels of design, including initial concept level and feasibility phase estimation to assure compliance with project funding restraints. Additionally, we provide comparative cost estimating and value engineering cost benefit analyses where needed for alternative design reviews and selection processes. The following table includes a listing of our engineer's estimate of probable construction cost versus the actual low bid price for recent multi-million dollar projects in Massachusetts.

Due to the Pandemic, the current economic climate is challenging. The Wareham WWTF project listed below was bid when the economic climate was very volatile and material costs were spiking. We were the "low bidder" for this project. Because of this climate, we informed the Town well before the Bid Opening that costs were rising quickly and contractors were busy. We collectively agreed to break out bid Alternates. This allowed the project to be affordable within the established appropriation. As the uncertainty of this economic climate has continued, we have adjusted to these conditions and have been very successful in cost estimating efforts despite the uncertainty about material costs and supply chain issues. We propose to maintain a practice of including add alternate options in bidding to allow the Town the maximum financial flexibility to protect the project funding.

**Table 4** Multi-Million-Dollar Projects

Project	Year Bid	GHD Estimate	Low Bid
Chatham WPCF – Phase 1 Contract 1	2010	\$34,500,000	\$31,196,000
Chatham – Phase 1 Contract 2	2010	\$2,500,000	\$2,269,350
Chatham – Phase 1 Contract 3	2010	\$6,200,000	\$5,213,480
Chatham – Phase 1 Contract 4	2010	\$3,200,000	\$1,921,183
Chatham Stage Harbor PS – Phase 1B	2013	\$4,506,765	\$3,494,045
Chatham Oyster Pond – Phase 1C-1	2014	\$2,848,357	\$2,308,287
Falmouth Phase 2 Improvements	2016	\$3,717,000	\$3,438,000
Falmouth Little Pond Sewer Service Area	2015	\$28,140,000	\$20,418,167
Falmouth Recharge Beds 14 & 15	2015	\$3,270,000	\$1,548,400
Falmouth Existing Lift Stations Upgrade	2015	\$1,550,000	\$1,568,666
Uxbridge WWTF Upgrades	2016	\$31,100,000	\$29,191,431
Chatham Oyster Pond Phase 1C-2	2016	\$3,486,672	\$2,475,753
Chatham Oyster Pond Phase 1C-3&4	2019	\$8,120,742	\$7,295,572
Chatham / Harwich Regionalization Connection	2019	\$8,293,780	\$6,888,326
Wareham Equalization Basins	2020	\$2,140,000	\$1,698,026
Wareham WWTF Improvements – Phase 1	2021	\$8,000,000	\$8,797,885
Chatham Queen Anne Pumping Station Upgrade	2022	\$2,072,000	\$2,040,450
Chatham Phase 1E-2	2023	\$5,433,000	\$5,740,826
Chatham Phase 1C-5	2023	\$7,850,000	\$7,976,897
Chatham Phase 1D-2A	2022	\$10,286,743	\$8,478,406
Chatham Mill Pond Pumping Station	2023	\$2,220,000	\$2,963,000
Mashpee Phase 1 Bid Alternate Rebid (Sewer Extension Project)	2024	\$5,200,000	\$4,653,258
Harwich Phase 3 Sewer Extension (Contract 1-E)	2024	\$27,550,000	\$21,401,076
Harwich Phase 3 Sewer Extension (Contract 2-W)	2024	\$12,400,000	\$10,350,418



## Cost Control

A key component of controlling construction costs is to design with construction in mind. Rather than send projects to outside entities or a separate cost estimating group, estimating for projects of this size is done by our design team. Our engineers are the people talking with vendors, manufacturers, and contractors and they have their finger on the pulse of the water industry and know the bidding climate on Cape Cod. In addition to this, we use industry cost data to provide comprehensive and accurate cost estimating at several levels of design, including initial concept level and feasibility phase estimation to assure compliance with project funding restraints. We provide comparative cost estimating and value engineering cost benefit analyses where needed for alternative design reviews and selection processes. We are proud of our cost estimating record for our Southeast Massachusetts clients and ask that you review that record on the list of multi-million dollar water projects presented herein.





## → Cape Cod Sewering Experience

GHD has significant sewerage experience nationally. However, we will present only our recent Cape Cod sewerage experience below.

**Table 5** GHD Cape Cod Major Sewer System Project Experience over the last 10 years

Project	Scope Description	Est. Project Cost	Final Project Cost
Harwich Phase 3 Sewer Extensions (Contracts 1-E & 2-W)	Design of approximately 10 miles of gravity, pressure sewer and force main piping and five pumping stations serving East Harwich. Project is bidding as two contracts.	\$50M	TBD - Currently out to Bid
Mashpee Phase 2 Sewer and WRRF Expansion	Design of approximately 20 miles of gravity, pressure sewer and force main piping and eight pumping stations. The project also includes improvements and expansion to the Water Resource Reclamation Facility (WRRF)	\$90M	TBD - Currently in Design
Falmouth Great Pond Sewer Extension	The Great Pond Sewer Service Area design includes two lift stations. One of the two lift stations is a booster station being designed for existing and future conditions addresses high headloss, low flow conditions under startup that adds to the complexity of design. This station pumps several miles to the existing WWTF. This station will serve future sewer expansions as part of the Town's Comprehensive Planning to meet nitrogen removal needs of their other watersheds.	\$53M	TBD - Currently in Design
Mashpee Phase 1 Sewer Extension	Design of approximately 8 miles of gravity sewer, pressure sewer and force main piping and 3 pumping stations. Project was bid in three contracts.	\$22.7M	\$22.7M
Chatham Phase 1C-5 Sewer Extension	Design of approximately 2 miles of gravity sewer, pressure sewer and force main piping and 3 pumping stations.	\$11.3M	\$11.5M
Chatham Phase 1E-2 Sewer Extension	Design of approximately 1 mile of gravity sewer, pressure sewer and force main piping and 1 pumping station.	\$7.2M	\$6.7 M
Chatham Phase 1D-2A Sewer Extension	Design of approximately 3 miles of gravity sewer, pressure sewer and force main piping and 2 pumping stations.	\$11.1M	\$12.2M*
Chatham Phase 1D-1 Sewer Extension	Design of approximately 5 miles of gravity sewer, pressure sewer and force main piping and 1 pumping station.	\$10.3M	\$10.5M
Chatham Phase 1C 3&4 Sewer Extension	Design of approximately 5 miles of gravity sewer, pressure sewer and force main piping and 3 pumping stations.	\$13.3M	\$10.2M
Chatham Phase 1C-2 Sewer Extension	Design of approximately 3 miles of gravity sewer and pressure sewer.	\$4.2M	\$2.7M
Chatham Phase 1C-1 Sewer Extension	Design of approximately 2 miles of gravity sewer and pressure sewer and one pumping station.	\$5.4M	\$3.9M
Falmouth Little Pond Sewer Extension	Design of approximately 17 miles of gravity sewer, pressure sewer and force main piping and 2 pumping stations.	\$22.3M	\$20.5M

\* Contract is approaching final completion, however final balancing change order has not been issued and the town changed the scope of the project after the project commenced to address other needs in the town





# Sanitary Sewer Extension Design/Construction

## Client

Town of Chatham  
Rob Faley - Director, Public Works  
rfaley@chatham-ma.gov  
508 945-5154

## Location

Chatham, MA

## Date

2009 - Ongoing

## Value

Chatham has appropriated over \$110 Million for collection system work since 2010 for design and construction.

The Town of Chatham, a small community at the elbow of Cape Cod, is proceeding with the implementation of Phase 1 of their approved Comprehensive Wastewater Management Plan (CWMP) to address Total Maximum Daily Loads (TMDLs) for nitrogen which impacts their coastal embayments.

To meet the TMDLs the Town voted to install a town-wide collection system, the first phase of which includes work on several major roadways and a state highway scheduled for resurfacing. The Town also sought to integrate several needed paving, stormwater, and water main replacement or extension projects into their sewer installation projects to maximize efficiency.

An aggressive schedule was put in place to secure funding from the American Reinvestment and Recovery Act for Phase 1A, and the Town has since participated in the State Revolving Fund (SRF) program for all their subsequent projects.

The initial implementation of the project (Phase 1A) included installation of over 60,000 linear feet of gravity, small diameter pressure sewer, and force mains along what has become the "backbone" of the Town's collection system as it continues to expand.



Phase 1A work included replacement of an existing force main and connected existing and new areas of the Town to the newly upgraded water pollution control facility, located in the western part of the Town. Improvements also included the construction of five new suction lift type pumping stations and a small grinder pump station.

Since the initial work, completed in 2013, the Town has followed with multiple projects across four subsequent "subphases" (Phases 1B through 1E) adding 11 more pumping stations, thousands of feet of collection system, and improvements to some of the Town's pre-existing, aging infrastructure installed in the late 1960s and early 1970s, including upgrading three major existing pumping stations.

Based on the quality of the work and service provided during the development of the CWMP, the preliminary sewer design, and subsequent sewer design and construction projects, GHD was hired to complete subsequent phases of the sewer design.

The Town and GHD identified those areas where:

- Installation of sewers would allow easy expansion into neighborhoods which surround the impacted coastal embayments.
- Other infrastructure projects were anticipated and which could be combined into the Town's collection system projects.

An example of project coordination was at State Route 28, which runs through the center of the Town, and which was slated by MassDOT for resurfacing. The Town wanted to make sure their sewer utilities were installed before the State resurfaced the road and issued a moratorium on the work.

GHD provided construction phase services, including project management and a resident project representative.

Due to the location of the work, the Town and GHD implemented a large public information and education program. Traffic management plans were developed to minimize traffic and business disruptions during construction. A project website is kept updated to provide drivers with construction-related information and schedules. This assists in keeping the public informed on the project, and as work progresses, provides updates on upcoming work and detours.







# Sanitary Sewer Extensions Design/Construction

## Client

Town of Falmouth  
Amy Lowell - Wastewater Supt.  
amy.lowell@falmouthma.gov  
508 457-2543 ext 3091

## Location

Falmouth, MA

## Date

2013 - Ongoing

## Value

With a construction cost of \$20 million, the Little Pond project made use of a \$40 million SRF loan and was completed in 2016. The design of the Great Pond system has just begun and has an anticipated engineering and construction value of \$53 million, including design services.

The Town of Falmouth is proceeding with the implementation of their collection system as part of their approved South Coast Embayments Comprehensive Wastewater Management Plan and Targeted Watershed Management Plans for Little Pond and Great Pond to address Total Maximum Daily Loads (TMDLs) for nitrogen with an initial focus on these coastal embayments.

These projects include installation of over 32 miles of gravity, small diameter pressure sewer and force mains; 17 miles serving Little Pond and 15 miles serving Great Pond.

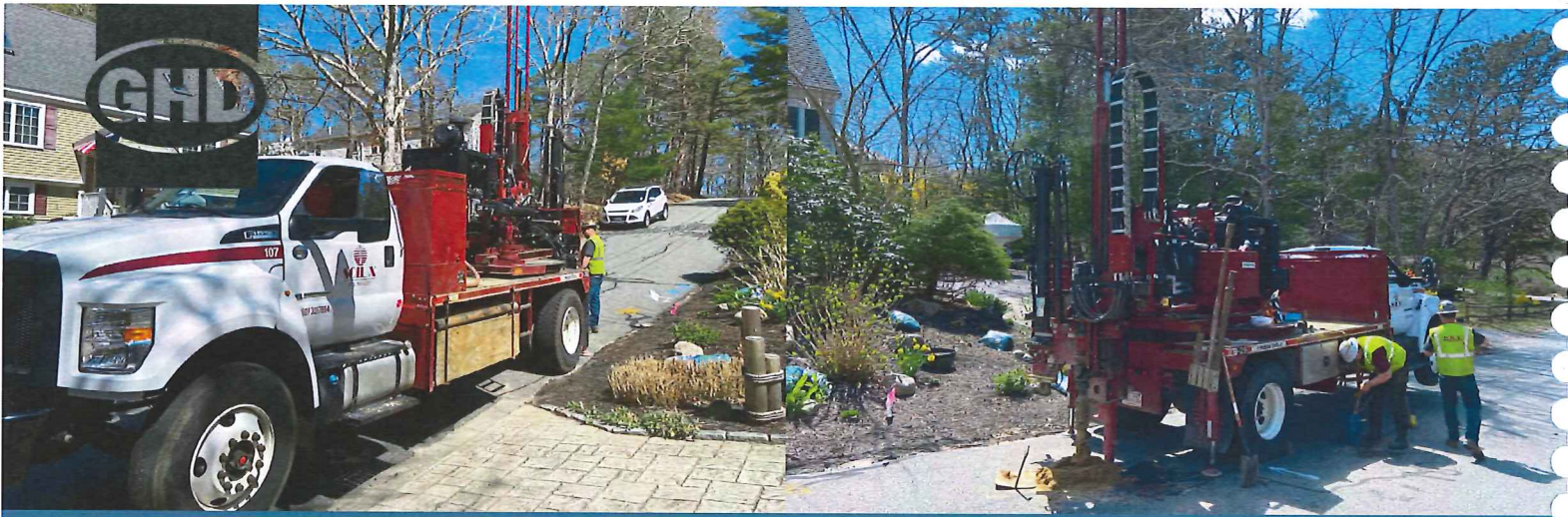
The Little Pond Sewer Service Area includes 2 new lift stations to serve this area and a small portion of the Great Pond Sewer Service Area (currently in design).

The Great Pond Sewer Service Area design includes two lift stations. One of the two lift stations is a booster station being designed for existing and future conditions addresses high headloss, low flow conditions under startup that adds to the complexity of design. This station pumps several miles to the existing WWTF. This station will serve future sewer expansions as part of the Town's Comprehensive Planning to meet nitrogen removal needs of their other watersheds.

Based on the quality of the work and service provided during the development of the CWMP and the design and construction of the Little Pond Sewer Service area improvements, GHD was hired to complete Great Pond sewer project.

These two projects are key in the Town's desire to address nitrogen TMDLs and improve water quality while aligning with State and regional funding opportunities.





# Phase 1 and 2 Sewer System Design

## Client

Town of Mashpee  
Jared Meader - Superintendent of Wastewater Management  
jmeader@mashpeeema.gov  
508 539-1400

## Location

Mashpee, MA

## Date

2019 - Ongoing

## Value

Mashpee has appropriated \$62 million for engineering and construction for Phase 1. Design and construction of Phase 2 is estimated to be over \$100 million.

The Town of Mashpee is proceeding with the implementation of the first two phases of a collection system in accordance with their approved Comprehensive Wastewater Nitrogen Management Plan to address Total Maximum Daily Loads (TMDLs) for nitrogen with an initial focus on Popponneset Bay.

The initial implementation of the project included installation of over 40,000 linear feet of gravity, small diameter pressure sewer and force mains, as well as three pump stations. The work is in conjunction with the design and construction of the Town's first major municipal wastewater treatment facility, located adjacent to the existing transfer station. The collection system targets one of the Town's most impacted subwatersheds, the Mashpee River and Popponneset Bay, and the collection system targets areas in close proximity to the new facility.

Phase 2 of the project expands the collection system to the north and the south, furthering treatment of water in the Popponneset Bay watershed. This phase also targets neighborhoods around Mashpee-Wakeby and Santuit Ponds, two freshwater systems that have suffered from nutrient impacts. This phase includes approximately 20 miles of gravity, low pressure sewers, and force mains as well as six pump stations.

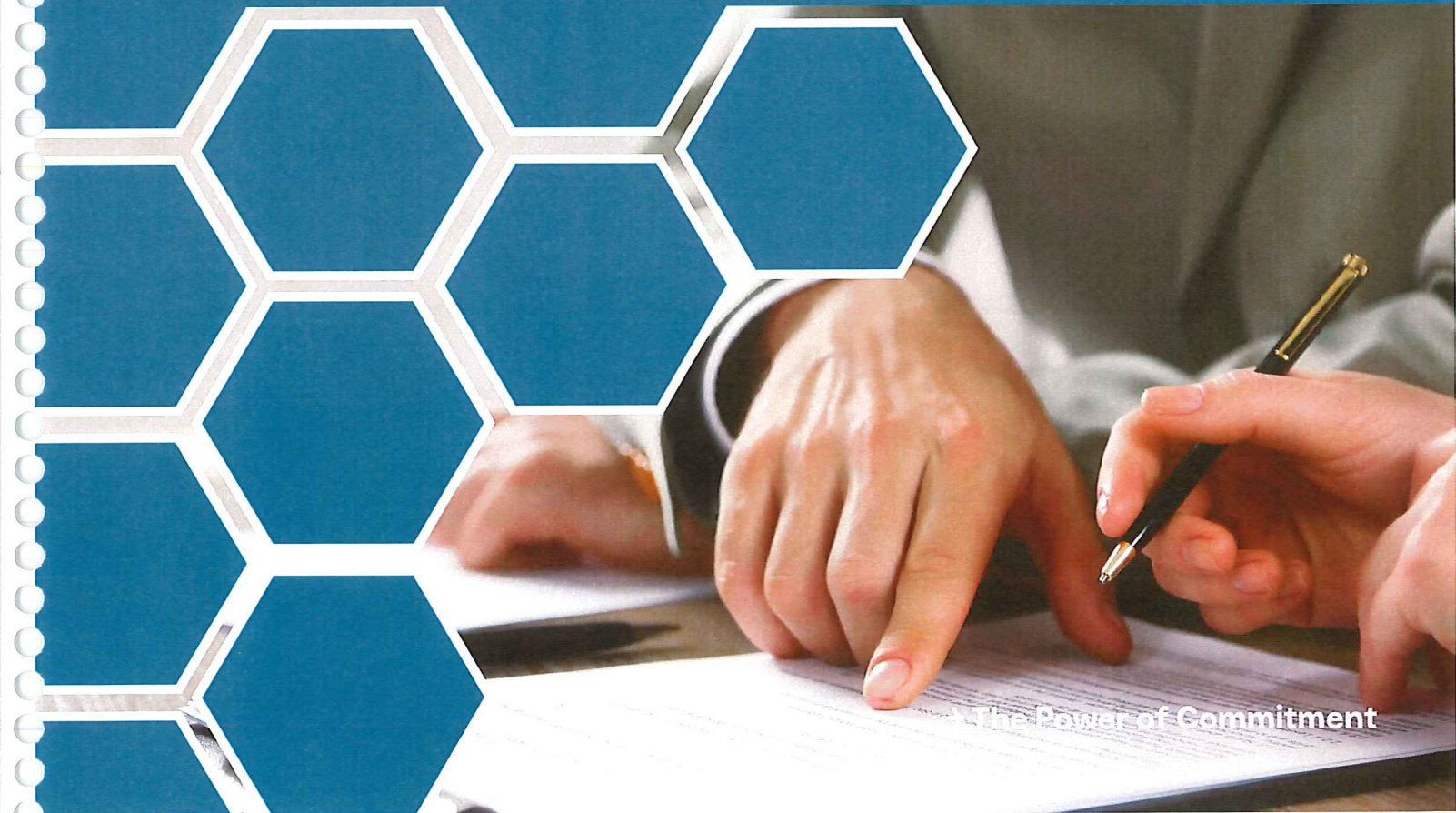
Based on the quality of the work and service provided during the development of the CWMP and the design and construction of the Phase 1 system, GHD was hired to complete the second phase of the sewer design.

Phase 1 is currently in construction and the collection system is anticipated to be completed in 2024. Design has begun for Phase 2 and is scheduled to be submitted to MassDEP for State Revolving Fund (SRF) program funding in the fall of 2024, with construction commencing in 2025.

These two projects are key in the Town's desire to address nitrogen TMDLs and improve water quality while aligning with State and regional funding opportunities.



# 5. Forms

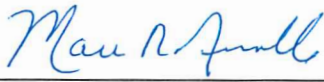


The Power of Commitment

## CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word "person" shall mean natural person, business, Town, corporation, union, committee, club, or other organization, entity, or group of individuals.



\_\_\_\_\_  
**Signature**

Marc Drainville  
\_\_\_\_\_

**Typed name**

Principal  
\_\_\_\_\_

**Title**

GHD Inc.  
\_\_\_\_\_

**Name of Business**

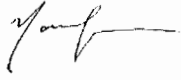
**REVENUE ENFORCEMENT AND PROTECTION STATEMENT**

“Pursuant to M.G.L., Chapter 62C, §29A, I hereby certify under the penalties of perjury that

\_\_\_\_\_ GHD Inc. \_\_\_\_\_, to my best knowledge and Belief, has filed all Massachusetts tax returns and paid all Massachusetts taxes required Under law.”

98-0425935  
\_\_\_\_\_  
Social Security Number  
OR  
Federal Identification Number

\_\_\_\_\_  
GHD Inc.  
\_\_\_\_\_  
Signature of Individual or Corporate Name

By:  \_\_\_\_\_  
Corporate Officer (if applicable)

Maria Erassova  
Assistant Vice President - Tax



**CERTIFICATE OF AUTHORITY**  
**(Corporations Only)**

At a duly authorized meeting of the Board of Directors of \_\_\_\_\_  
Name of Corporation

it was VOTED that \_\_\_\_\_ of this company is  
Name and Title

authorized to execute contracts and bonds in the name of and on behalf of this  
company, and affix its corporate seal hereto; and such execution of any contract  
obligation in this company's name and on its behalf, said obligation to be valid and  
binding upon this company.

A True Copy Attested,

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name & Title of Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that I am the clerk of \_\_\_\_\_; that the  
Name of Corporation

above vote has not been amended or rescinded and remains in full force and effect as  
of the date of this contract.

Name of Clerk: \_\_\_\_\_

Corporate Seal

**PLEASE SEE FOLLOWING PAGE FOR GHD  
CERTIFICATE OF AUTHORITY**



GHD INC.

OFFICER'S CERTIFICATE

I, Lindsay Ray, certify that I am the duly elected and qualified Officer and Assistant Company Secretary of GHD Inc. (the "Corporation"), and that, as such, I am authorized to execute this Certificate on behalf of the Corporation. I do hereby certify, in the name of and on behalf of the Corporation, and solely in my capacity as described above, as follows:

By virtue of a Board Resolution adopted by the Board of Directors of the Corporation effective July 20, 2023, which resolution remains in effect as of the date hereof, and which resolution establishes, among other things, GHD signing authorities, that Marc Drainville is authorized to execute proposals and contracts in the name and on behalf of the Corporation, and affix its Corporate Seal thereto, and that such execution of any contract or obligation in the Corporation's name on its behalf under seal of the Corporation, shall be valid and binding upon this Corporation.

IN WITNESS WHEREOF, I have signed this certificate of the Corporation this 24<sup>th</sup> day of April, 2024.

By:   
Name: Lindsay Ray  
Title: Assistant Company Secretary

→ The Power of Commitment 1

## Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
 requester. Do not  
 send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>GHD Inc</b>	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>2055 Niagara Falls Blvd, Ste 3</b>	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code <b>Niagara Falls, NY 14304</b>	
	<b>7</b> List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number	
[ ] [ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]	
or	
Employer identification number	
9 8 - 0 4 2 5 9 3 5	

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Name <b>Raul Rosa</b>	Date <b>3/13/2024</b>
------------------	--------------------------	-----------------------	-----------------------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



# 6. Designer Selection Board Application



→ The Power of Commitment



**Commonwealth of Massachusetts**  
**Standard Designer Application**  
**Form for Municipalities and Public**  
**Agencies not within DSB**  
**Jurisdiction (Updated July 2016)**

1. Project Name/Location For Which Firm Is Filing:  
 Great Sand Lakes Sewer Collection System Design  
 Town of Harwich

2. Project #  
 n/a  
 This space for use by Awarding Authority only.

3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:  
 GHD Inc.  
 1545 Iyannough Rd, Hyannis, MA 02601

3. Name Of Proposed Project Manager:  
 For Study: (if applicable) Not applicable  
 For Design: (if applicable) Elizabeth Cheeseman

3b. Date Present and Predecessor Firms Were Established:  
 1928

3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:  
 1240 N Mountain Rd, Harrisburg, PA 17112  
 5788 Widewaters Pkwy, Syracuse, NY 13214

3c. Federal ID #:  
 98-0425935

3g. Name and Address Of Parent Company, If Any:  
 Not applicable

3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):  
 Marc Drainville, PE BCEE LEED AP  
 Principal  
 Email Address: marc.drainville@ghd.com  
 Telephone No: +1 774 470 1634 Fax No.:

3. Check Below If Your Firm Is Either:
- (1) SDO Certified Minority Business Enterprise (MBE)
  - (2) SDO Certified Woman Business Enterprise (WBE)
  - (3) SDO Certified Minority Woman Business Enterprise (M/WBE)
  - (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE)
  - (5) SDO Certified Veteran Owned Business Enterprise (VBE)

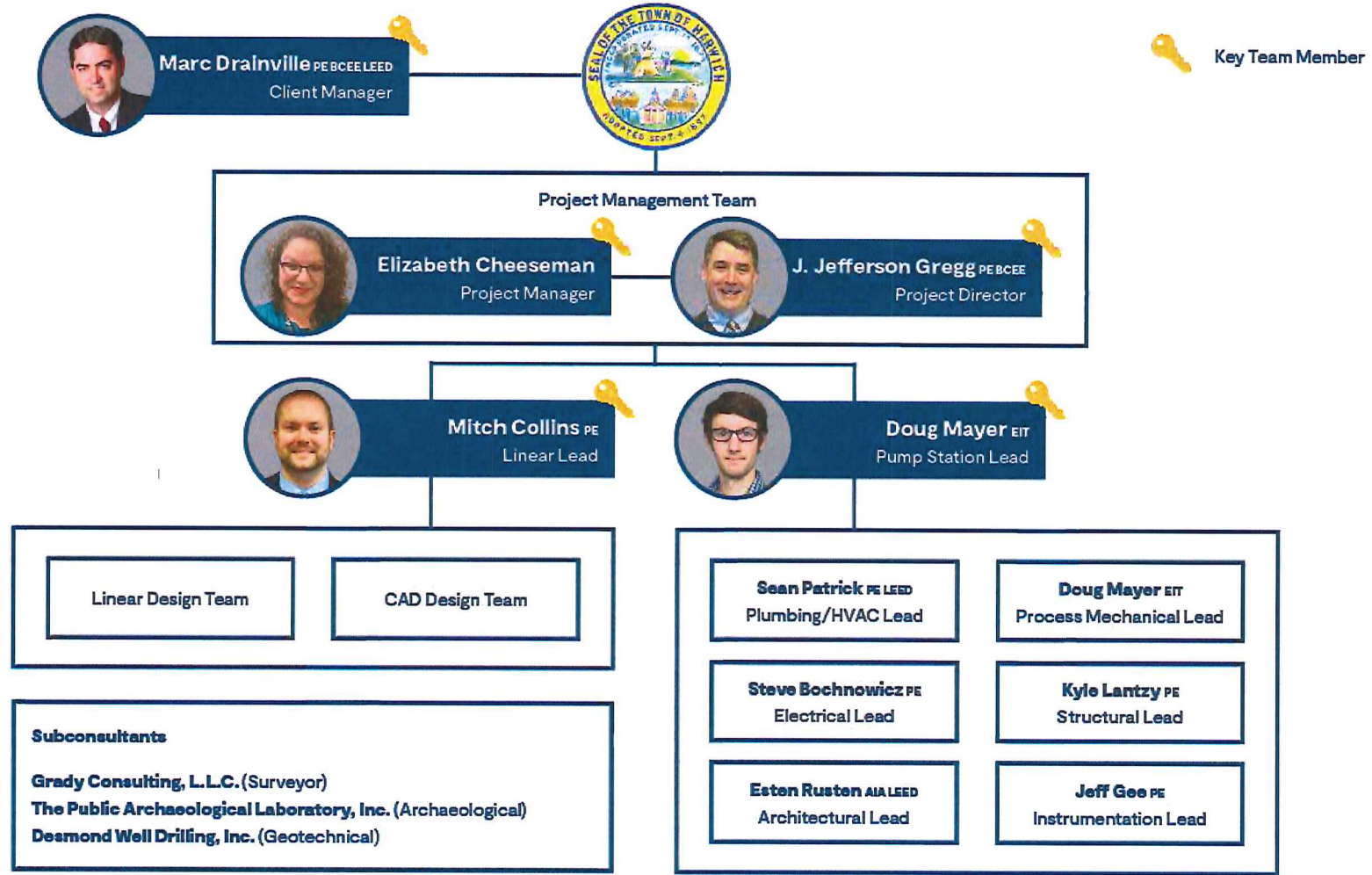
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):

Admin. Personnel	<u>1</u>	( <u>    </u> )	Ecologists	<u>    </u>	( <u>    </u> )	Licensed Site Profs.	<u>    </u>	( <u>    </u> )	Other	<u>2</u>	( <u>    </u> )
Architects	<u>    </u>	( <u>    </u> )	Electrical Engrs.	<u>    </u>	( <u>    </u> )	Mechanical Engrs.	<u>    </u>	( <u>    </u> )		<u>    </u>	( <u>    </u> )
Acoustical Engrs.	<u>    </u>	( <u>    </u> )	Environmental	<u>    </u>	( <u>    </u> )	Planners: Urban./Reg.	<u>    </u>	( <u>    </u> )		<u>    </u>	( <u>    </u> )
Civil Engrs.	<u>15</u>	( <u>7</u> )	Fire Protection	<u>    </u>	( <u>    </u> )	Specification Writers	<u>    </u>	( <u>    </u> )		<u>    </u>	( <u>    </u> )
Code Specialists	<u>    </u>	( <u>    </u> )	Geotech. Engrs.	<u>    </u>	( <u>    </u> )	Structural Engrs.	<u>    </u>	( <u>    </u> )		<u>    </u>	( <u>    </u> )
Construction Inspectors	<u>2</u>	( <u>    </u> )	Industrial	<u>    </u>	( <u>    </u> )	Surveyors	<u>    </u>	( <u>    </u> )		<u>    </u>	( <u>    </u> )
Cost Estimators	<u>    </u>	( <u>    </u> )	Interior Designers	<u>    </u>	( <u>    </u> )		<u>    </u>	( <u>    </u> )		<u>    </u>	( <u>    </u> )
Drafters	<u>2</u>	( <u>    </u> )	Landscape	<u>    </u>	( <u>    </u> )		<u>    </u>	( <u>    </u> )	Total	<u>22</u>	( <u>7</u> )

Numbers for GHD Hyannis office only.

5. Has this Joint-Venture previously worked together?  Yes  No not applicable

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



Mass Registration Numbers:  
J. Jefferson Gregg - 41518  
Marc Drainville - 43294

7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers.</u> Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm: Marc Drainville, Principal	a. Name and Title Within Firm: Jeff Gregg, Senior Project Manager
b. Project Assignment: Client Manager	b. Project Assignment: Project Director
c. Name and Address Of Office In Which Individual Identified In 7a Resides: 1545 Iyannough Rd, Hyannis, MA 02601 MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: 1545 Iyannough Rd, Hyannis, MA 02601 MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/>
d. Years Experience: With This Firm: <u>31</u> With Other Firms: _____	d. Years Experience: With This Firm: <u>27</u> With Other Firms: _____
e. Education: Degree(s) /Year/Specialization BS, Civil & Environmental Engineering, 1991 MS, Environmental Engineering, 1994	e. Education: Degree(s) /Year/Specialization BS, Civil and Environmental Engineering, 1994 MS, Civil Engineering, 1996
f. Active Registration: Year First Registered/Discipline/Mass Registration Number 1997, Environmental Engineering, MA #43294	f. Active Registration: Year First Registered/Discipline/Mass Registration Number 2000, Civil Engineering, MA #41518
g. Current Work Assignments and Availability For This Project:  Current assignments: 30 hours/week Availability for Harwich: 4 hours/week	g. Current Work Assignments and Availability For This Project:  Current assignments: 22 hours/week Availability for Harwich: 8 hours/week
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):  Harwich Phase 3 Sewer Extension Project. Oversaw the Design of new wastewater collection and pumping station facilities.  Water Pollution Control Facility and Sewer Expansion and Pumping Station Improvements; Town of Chatham. Oversaw the Design, construction, and start-up support for new wastewater collection, treatment, and recharge facilities to address nitrogen TMDLs.  See resume included in Appendix A of the Non-Price Proposal for additional projects.	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):  Harwich Phase 3 Sewer Extension Project. Design of new wastewater collection and pumping station facilities.  Water Pollution Control Facility and Sewer Expansion and Pumping Station Improvements; Town of Chatham. Design, construction, and start-up support for new wastewater collection, treatment, and recharge facilities to address nitrogen TMDLs.  See resume included in Appendix A of the Non-Price Proposal for additional projects.



<p>a. Name and Title Within Firm: Elizabeth Cheeseman, Project Manager</p>	<p>a. Name and Title Within Firm: Mitch Collins, Engineer</p>
<p>b. Project Assignment: Project Manager</p>	<p>b. Project Assignment: Linear Lead</p>
<p>c. Name and Address Of Office In Which Individual Identified In 7a Resides:  1240 N Mountain Rd, Harrisburg, PA 17112</p> <p style="text-align: right;">         MBE <input type="checkbox"/>          WBE <input type="checkbox"/>          SDVOBE <input type="checkbox"/>          VBE <input type="checkbox"/> </p>	<p>c. Name and Address Of Office In Which Individual Identified In 7a Resides:  1240 N Mountain Rd, Harrisburg, PA 17112</p> <p style="text-align: right;">         MBE <input type="checkbox"/>          WBE <input type="checkbox"/>          SDVOBE <input type="checkbox"/>          VBE <input type="checkbox"/> </p>
<p>d. Years Experience: With This Firm: <u>19</u> With Other Firms: <u>17</u></p>	<p>d. Years Experience: With This Firm: <u>11</u> With Other Firms: _____</p>
<p>e. Education: Degree(s) /Year/Specialization BS, 2001, Environmental Engineering AS, 1998, Environmental Engineering</p>	<p>e. Education: Degree(s) /Year/Specialization BS, 2013, Civil Engineering</p>
<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number N/A</p>	<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number 2023, Civil, PA #PE094274</p>
<p>g. Current Work Assignments and Availability For This Project:  Current assignments: 20 hours/week Availability for Harwich: 20 hours/week</p>	<p>g. Current Work Assignments and Availability For This Project:  Current assignments: 19 hours/week Availability for Harwich: 21 hours/week</p>
<p>h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</p> <p>2025 Contract 1 and 2024 Contract 2 Small Diameter Sewer Rehabilitation; Pittsburgh Water &amp; Sewer. Design manager for condition assessment and rehabilitation design.</p> <p>AR-23B/C and PC-32A Sanitary Sewer Improvement Projects; Susquehanna Township Authority. Project coordinator for sanitary sewer improvements that address inflow and infiltration consent order.</p> <p>See resume included in Appendix A of the Non-Price Proposal for additional projects.</p>	<p>h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</p> <p>Harwich Phase 3 Sewer Extension Project (1-E &amp; 2-W). QA/QC of 60% sanitary sewer design (1-E) and final linear design (both).</p> <p>PC-2E/2F Trunk Line Replacement; Lower Paxton Township. Sanitary sewer replacement design replacement and storm sewer replacement design.</p> <p>See resume included in Appendix A of the Non-Price Proposal for additional projects.</p>

a. Name and Title Within Firm:	Doug Mayer, Engineer	
b. Project Assignment:	Pump Station Lead	
c. Name and Address Of Office In Which Individual Identified In 7a Resides:	5788 Widewaters Pkwy, Syracuse, NY 13214	MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/>
d. Years Experience: With This Firm:	12	With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	BS, 2008, Forest Engineering	
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	2008, EIT	
g. Current Work Assignments and Availability For This Project:	Current assignments: 21 hours/week Availability for Harwich: 19 hours/week	
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	<p><b>Queen Anne Pump Station;</b> Town of Chatham. Relocation and re-design of suction lift collection system pumping station.</p> <p><b>Oyster Pond, Independence Lane, Pond View West, Old Mill Boatyard, and Mill Pond Pump Stations;</b> Town of Chatham. Design and calculation reviews, final pump selection, and design updates for several in-progress pump stations.</p> <p>See resume included in Appendix A of the Non-Price Proposal for additional projects.</p>	

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <u>ONLY</u> Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	C. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1) Harwich Phase 3 Sewer Extension (Contracts 1-E and 2-W); Harwich, MA Marc Drainville (PIC)	Design of approximately 10 miles of sewers (gravity and low pressure) and 5 pumping stations and associated force mains.	Town of Harwich, MA, Joseph Powers, Town Administrator, 732 Main Street, Harwich Center, MA 02645, (508) 430-7514	2026	\$43,000	\$6,500
(2) Chatham 1D-2A Sewer Extension Project, Chatham, MA Marc Drainville (PIC)	Design of approximately 3 miles of gravity sewer, pressure sewer and force main piping and 2 pumping stations.	Town of Chatham, MA, Robert Faley, DPW Director, 221 Crowell Rd, Chatham, MA 02633	Dec 2024	\$12,000	\$2,600
(3) Great Pond Sewer Extension Project, Town of Falmouth, MA, Marc Drainville (PIC)	Design of approximately 15 miles of sewer (gravity and low pressure) and construction of two pumping stations	Amy Lowell - Wastewater Superintendent; 416 Gifford Street, Falmouth, MA 02540, 508-457-2543x3091	2026	\$40,000	\$3,900
(4) Mashpee Phase 2 Sewer Project, Town of Mashpee, MA, Marc Drainville (PIC) ?	Design of approximately 20 miles of gravity, pressure sewer and force main piping and eight pumping stations. The project also includes improvements and expansion to the Water Resource Reclamation Facility (WRRF)	Jared Meader ; Superintendent of Wastewater Management - Mashpee Town of Mashpee Massachusetts 16 Great Neck Road North, Mashpee, MA 02649   (508) 539-1400	2026	\$90,000	\$5,900
(5) Chatham Phase 1D-1 Chatham/Harwich Regionalization Connection Project; Town of Chatham, MA, Marc Drainville (PIC)	Design of approximately 5 miles of gravity sewer, pressure sewer and force main piping and 1 pumping station.	Robert Duncanson, Ph.D. Director Natural Resources (Retired), 261 George Ryder Road, Chatham, MA 02633, 774-353-7038	2020	\$10,500	\$1,500



8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant Name: Desmond Well Drilling.					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1) Chatham Sewer Design Chatham, MA Jeff Gregg	Soil Borings	GHD 1545 Iyannough Road Hyannis, MA 02601 USA D 774-470-1639 F 774-470-1631 E darlene.zelinski@ghd.com	2012 - 2021	\$238,000	
(2) Mashpee Sewer Design Mashpee, MA Jeff Gregg	Soil Borings	GHD 1545 Iyannough Road Hyannis, MA 02601 USA D 774-470-1639 F 774-470-1631 E darlene.zelinski@ghd.com	2021	\$133,180	
(3) Falmouth Sewer Design Falmouth, MA Jeff Gregg	Soil Borings	GHD 1545 Iyannough Road Hyannis, MA 02601 USA D 774-470-1639 F 774-470-1631 E darlene.zelinski@ghd.com	2013 - 2018	\$120,600	
(4) Orleans Sewer Design Orleans, MA Tom Parece	Soil Borings	AECOM-MA 250 APPOLLO DRIVE CHELMSFORD, MA 01824 Mark Owens 978-2040983	2017 - 2020	\$290,043	
(5)					

Sub-Consultant Name: Public Archaeology Laboratory					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1) Harwich Phase 3 Sewer Extension (Contracts 1-E and 2-W); Harwich, MA, Marc Drainville (PIC)	Archaeological Survey, Review and Permitting	Town of Harwich, MA, Joseph Powers, Town Administrator,732 Main Street, Harwich Center, MA 02645, (508) 430-7514	2026	\$43,000	\$50
(2) Chatham 1D-2A Sewer Extension Project, Chatham, MA, Marc Drainville (PIC)	Archaeological Survey, Review and Permitting	Town of Chatham, MA, Robert Faley, DPW Director, 221 Crowell Rd, Chatham, MA 02633	Dec 2024	\$12,000	\$12
(3) Chatham Phase 1E-2 Sewer Extension Project; Town of Chatham, MA, Marc Drainville (PIC)	Archaeological Survey, Review and Permitting	Town of Chatham, MA, Robert Faley, DPW Director, 221 Crowell Rd, Chatham, MA 02633	2025	\$6,700	\$6
(4) Chatham Phase 1C-3&4 Sewer Extension Project; Town of Chatham, MA, Marc Drainville (PIC)	Archaeological Survey, Review and Permitting	Robert Duncanson, Ph.D. Director Natural Resources (Retired), 261 George Ryder Road, Chatham, MA 02633, 774-353-7037	2022	\$10,200	\$8
(5) Chatham Phase 1D-1 Chatham/Harwich Regionalization Connection Project; Town of Chatham, MA, Marc Drainville (PIC)	Archaeological Survey, Review and Permitting	Robert Duncanson, Ph.D. Director Natural Resources (Retired), 261 George Ryder Road, Chatham, MA 02633, 774-353-7038	2020	\$10,500	\$5

Sub-Consultant Name: Grady Consulting

a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1) Falmouth Great Pond Phase 1 Sewer System Richard Grady	Perform Existing conditions survey and plan for 14.6 miles of roadway for proposed sewer mains	GHD Inc. Sandra L. Tripp 1545 Iyannough Road Hyannis, MA 02601	6/30/2024		\$316,780
(2) Mashpee Phase 2 WRRF and Collection System Richard Grady	Perform Existing conditions survey and plan for 24.3 miles of roadway for proposed sewer mains	GHD Inc. Robert Drake 1545 Iyannough Road Hyannis, MA 02601	8/30/2024		\$414,567
(3) Taunton First Light Casino Survey Richard Grady	Conduct Topographic Survey and plan of 44 acres including 4,500 of roadway	William Scully, PE Kimley-Horn 404 Wyman Street, Suite 385 Waltham, MA 02451	8/16/2024		\$40,000
(4) Minot Avenue/Onset Ave Traffic Planning Study	Topographic survey and Plan of 2,000 l.f. of roadway	Town of Wareham c/o William Scully, PE Kimley-Horn 404 Wyman Street, Suite 385 Waltham, MA 02451	5/9/2025		\$9,500
(5) Swain School Site and St. Dorothy's/Main St Site	Existing conditions survey of 2 municipal sites in Wilmington, MA	Town of Wilmington c/o P-Three Inc. Dan Pallotta 150 Longwater Drive, Suite 203 Norwell, MA 02061	3/18/2024		\$19,500



9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C.*	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
P	St, Sch, DD, CD, AC	1. Town of Falmouth Little Pond Sewer System, Town of Falmouth, MA PIC: William Hall Jr (design) – retired; PIC: Marc Drainville (construction)	Amy Lowell - Wastewater Superintendent 416 Gifford Street, Falmouth, MA 02540 508-457-2543, ext 3091	\$20,000	2019 (R)
P	St, Sch, DD, CD, AC	2. Town of Falmouth WWTF Phase I and II upgrades, Town of Falmouth, MA PIC: William Hall Jr (design) – retired; PIC: Marc Drainville (construction)	Amy Lowell - Wastewater Superintendent 416 Gifford Street, Falmouth, MA 02540 508-457-2543, ext 3091	\$5,000	2018 (N)
P	St, Sch, DD, CD, AC	3. Town of Uxbridge WWTF Upgrade, Town of Uxbridge, MA PIC: Marc Drainville	Benn S. Sherman, PE - Director of Public Works 147 Hecla Street, Uxbridge, MA 01569 508-278-8616	\$35,000	2021 (R)
P	St, Sch, DD, CD, AC	4. Town of Uxbridge West River Pump Station Upgrade, Town of Uxbridge, MA PIC: Marc Drainville	Benn S. Sherman, PE - Director of Public Works 147 Hecla Street, Uxbridge, MA 01569 508-278-8616	\$2,000	2021 (R)
P	St, Sch, DD, CD, AC	5. Town of Uxbridge Douglas Street Sewer Extensions, Town of Uxbridge, MA PIC: Marc Drainville	Benn S. Sherman, PE - Director of Public Works 147 Hecla Street, Uxbridge, MA 01569 508-278-8616	\$400	2019 (R)
P	St, Sch, DD, CD	6. Town of Mashpee WRRF, Town of Mashpee, Massachusetts PIC: Marc Drainville	Mike Rapacz - Sewer Commission Chair Town Hall, Mashpee, MA 02649 508-539-1400	\$18,000	2024 (N)
P	St, Sch, DD, CD	7. Town of Mashpee Contracts 2 and 3 sewerage, Town of Mashpee, Massachusetts PIC: Marc Drainville	Mike Rapacz - Sewer Commission Chair Town Hall, Mashpee, MA 02649 508-539-1400	\$20,000	2024 (N)
P	St, Sch, DD, CD, AC	8. Town of Wareham WPCF phased upgrades, Town of Wareham, MA PIC: Marc Drainville	Guy Campinha - Director of Water Pollution Control 6 Tonys Lane, Wareham, MA 02571 508-295-6144	\$12,000	2022 (N)
P	St, Sch, DD, CD	9. Town of Harwich Phase 3 Sewering, Town of Harwich, MA PIC: Marc Drainville	Dan Pelletier - Superintendent of Water and Wastewater 196 Chatham Rd, Harwich, MA 508-432-0304	\$20,000	XXXXX
P	St, Sch, DD, CD	10. Town of Harwich Rt 28 Watermain, Town of Harwich, MA PIC: Marc Drainville	Dan Pelletier - Superintendent of Water and Wastewater 196 Chatham Rd, Harwich, MA 508-432-0304	\$2,000	2024 (R)
P	St, Sch	11. Town of Oak Bluffs WWTF, Town of Oak Bluffs, MA PIC: Marc Drainville	Patrick Hickey - Facilities Manager 17 Pennsylvania Avenue, Oak Bluffs, MA 02557 508-693-0343	\$18,000	XXXXX
P	St, Sch, DD, CD, AC	12. Town of Provincetown Porous Pavement Phased Upgrade of Commercial Street, Town of Provincetown, MA PIC: Marc Drainville	Rich Waldo - Director of Public Works 2 Mayflower St, Provincetown, MA 508-487-7060	\$5,000	2020 (R)

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St, Sch., D.D., C.D.,A.C.*	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
P	St, Sch, DD, CD, AC	13. Town of Chatham Phased Sewer Extensions, Town of Chatham, MA PIC: Marc Drainville	Robert Duncanson, Ph.D. - Director, Natural Resources 261 George Ryder Road, Chatham, MA 02633 508-945-5165	\$7,000 (1C-3&4) \$4,000(1C-5) \$7,000 (1D-1) \$10,000 (1D-2A)	2021 On Hold 2021 2023
				\$11,000 (1D-2B) \$3,000 (1E-2) \$1,000 (1E-1)	On Hold On Hold 2021 All are (N)
P	St, Sch, DD, CD, AC	14. Town of Oak Bluffs High School Pump Station Improvements; PIC Marc Drainville	Patrick Hickey, Facilities Manager; 17 Pennsylvania Ave, Oak Bluffs, MA 02557; 508-693-0343	\$500	2025 (R)
P	St, Sch, DD, CD	15. Town of Chatham Phased Stormwater Upgrades, Town of Chatham, MA PIC: Marc Drainville	Robert Duncanson, Ph.D. - Director, Natural Resources 261 George Ryder Road, Chatham, MA 02633 508-945-5165	\$2,000 (Crowell Rd) \$600 (Main Street) \$400 (Fish Pier)	2023 (R) 2023 (R) 2023 (R)
P	St, Sch, DD, CD	16. Town of Chatham Pump Station Upgrades, Town of Chatham, MA PIC: Marc Drainville	Robert Duncanson, Ph.D. - Director, Natural Resources 261 George Ryder Road, Chatham, MA 02633 508-945-5165	\$2,000 (Mill Pond PS) \$2,000 (Queen Anne PS)	On Hold (R) 2024 (R)
P	St, Sch, DD, CD, AC	17. Wareham WPCF Phase II Upgrade; PIC Marc Drainville	Town of Wareham; Scott Kraihanzel; 508-295-6144	\$20,000	2026 (R)
P	St, Sch, DD, CD, AC	18. Field Pond Pump Station Upgrade and Force Main Replacement; PIC Marc Drainville	Milford Sewer Dept; John Mainini;508-473-2054	\$5,000	2026 (R)
P	St, Sch, DD, CD, AC	19. Town of Chatham Biosolids Upgrade; PIC Sandra Tripp	Robert Duncanson, Ph.D. - Director, Natural Resources 261 George Ryder Road, Chatham, MA 02633 508-945-5165	\$5,000	2026 (R)
P	St, Sch, DD, CD	20. Harwich Water Department, Pleasant Lake Tank Improvements, Harwich, MA	Dan Pelletier - Superintendent of Water and Wastewater 196 Chatham Rd, Harwich, MA 508-432-0304	\$200	2020
P	St, Sch, DD, CD, AC	21. Town of Uxbridge Collection System Improvement; PIC Marc Drainville	Benn Sherman, PE - Director of Public Works; 147 Hecla Street, Uxbridge, MA 01569; 508-278-8616	\$1,000	Annual Contracts since 2021
P	St, Sch, DD, CD	22. Mashpee Phase 2 Sewer and WRRF Expansion	Jared Meader - Superintendent of Wastewater Mgmt 16 Great Neck Road North, Mashpee, MA 02649 (508) 539-1400	TBD - Currently in Design	2027 (N)
P	St, Sch, DD, CD	23. Falmouth Great Pond Sewer Extension	Amy Lowell - Wastewater Superintendent 416 Gifford Street, Falmouth, MA 02540 508-457-2543, ext 3091	TBD - Currently in Design	2027 (N)

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

The qualifications of our firm are demonstrated in the technical proposal. Important portions of our proposal where we distinguish ourselves from our competition are as follows and are attached to the end of this form: Cover letter (this presents all the ways we separate ourselves from our competition), Approach (here we show our keen understanding of the design and all other factors important to the town), Cost Estimating and Funding (here we show our success with cost estimating and experience with State SRF funding) and Cape Cod Sewer Experience (here we show only our recent Cape Cod Sewer Experience).

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
Beazley Insurance Company Inc.	\$1M	V29594230501	December 1, 2024

12. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer **YES** or **NO**. If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).

Yes. However, we cannot provide any further information because claims arise from GHD's contracts with other clients and the information cannot be disclosed.

13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.	See following page titled "GHD Inc. Directors & Officers"			e.			
c.				f.			

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.	See following page titled "GHD Inc. Directors & Officers"			e.			
c.				f.			

15. Names Of All Owners (Stocks Or Other Ownership):

Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline
a. GHD Holdings US LLC	100%			d.			
b.				e.			
c.				f.			

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted by \_\_\_\_\_ Printed Name and Title Marc Drainville, Principal Date April 30, 2024  
 (Signature)



1545 Iyannough Rd  
Hyannis, MA 02601  
[www.ghd.com](http://www.ghd.com)



**April 30, 2024**

Joseph F. Powers  
Office of the Town Administrator  
732 Main Street  
Harwich, MA 02645

**Re: Request for Proposals - Great Sand Lakes Sewer Collection System Design**

Dear Mr. Powers,

The town of Harwich is seeking proposals from qualified engineering firms to develop final design plans for gravity collection systems, pressure pipelines and pump stations to serve the Great Sand Lakes community, and improve the freshwater quality in the town. GHD is pleased to provide our qualifications for the Great Sand Lakes Sewer Collection Design project. We have enjoyed a solid working relationship with the Town over the past five years and we look forward to continuing to partner with you to address your nitrogen impairment issues through the next step of the Town's sewerage program.

Our ability to serve the Town begins with our senior leaders. **J. Jefferson Gregg, PE, BCEE**, recognized throughout the Cape for his collection system management skills, has played a role in the over 100 miles of sewerage on the Cape that GHD has been a part of in the past 15 years, including the 10 miles of sewerage for the Phase 3 project in Harwich. Jeff is supported by our local Hyannis, Massachusetts-based staff, including **Marc Drainville, PE BCEE, LEED** who has overseen all of our work with the Town of Harwich since we began our work together in 2020.

By selecting GHD, our experienced local team will work with you as your partner to realize a successful project outcome. Aspects of our experience that are very beneficial to the needs of Harwich include the following:

- **We are local and dedicated to the Cape.** We have had a full service office operating on Cape Cod for nearly 30 years. We have local experts in all phases of wastewater needs including planning, treatment, and most importantly for this proposal, sewerage, available to the Town.
- **We have local licensed professionals.** Marc Drainville and Jeff Gregg are both based out of our Hyannis office and have been Massachusetts licensed professionals for over 20 years each. In fact, we have eight Massachusetts licensed professionals in our Cape Cod office and all are dedicated to municipal wastewater work and available to assist the Town of Harwich.
- **We have extensive experience on Cape Cod. Cape Cod is a unique environment.** Having an office here for 30 years, we know the area and we know the people. We do not experience the challenges that new engineering firms face because we know how to structure projects for successful outcomes on the Cape.
- **We have unparalleled successful experience with sewerage on Cape Cod.** In the past 15 years alone, we have over 100 miles of sewerage (gravity and low pressure) and over 30 pumping stations under design or installed – all on Cape Cod and this experience is very beneficial to the Town of Harwich as you start down a path of a very tight design schedule.
- **We have proven success with cost estimating for large infrastructure projects on the Cape.** Our projects are designed to proceed to implementation. We know the bidding environment and are in the best position to prepare the Town for implementation of the Great Sand Lakes project.

We know the Great Sand Lakes area very well and have thoroughly considered the project schedule and project needs, including several needs that were not identified in the RFP. Having just completed a collection system design for the Town, we are in a unique position to act fast and meet your current tight funding deadlines. We meet deadlines so that projects can proceed to implementation as planned. We have a project team ready to hit the ground running once awarded the project.

**→ The Power of Commitment**

# Approach

We understand that project success will be measured by our ability to:

- Provide a design that maximizes gravity sewer
- Meet the Town’s schedule for design for funding purposes
- Meet the Town’s budget throughout design
- Meet the Town and SRF schedule to assure project funding
- Provide a design that meets operational needs and neighborhood aesthetics

Our team offers a proactive project approach which involves engaging Town management and operations throughout the project. This approach is designed to achieve project success.

## Project Schedule

To secure SRF project funding for construction of the collection system, the design must submit the MassDEP Cleanwater State Revolving Fund Project Evaluation Report (PEF) by Mid-August 2024. Based on the Town’s existing funding for design, this project upon completion will have SRF submittable design drawings. We are proposing the following tentative schedule with regards to the completion of this project and a plan for the Town rolling into Construction due to the confined 6-month project schedule:

- Notice to Proceed - July 1, 2024
- Initiate Survey and Soil Boring program
- Initiate Public Archaeological Laboratory - Archaeological desktop/street drive assessment of area
- Confirm pumping station location and force main connection point - July-September 2024
- **Submit Project Evaluation Form to SRF program for funding - August 2024** (this is a hard deadline)
- Public Archaeological Laboratory PS site assessment (if necessary) September 2024
- Host neighborhood meeting in September 2024

- 30% Design Review September
- 60% Design Review November
- Submit MassDEP WP68 permit application - November/December 2024
- Sealed Plans and Specifications for SRF Submission - December 2024 for Town Final Review
- Submit Planning/Zoning Board of Appeals/Conservation Commission Permitting as required (need complete design drawings)

Tasks anticipated to occur after Project Completion and required prior to go to Construction:

- Preparation of SRF Submittal Package - IUP and Application are not available until 2025
- The Town would anticipate being listed on the Intended Use Plan after the first of the new year (2025)
- Attend permitting meetings (Planning/Zoning/Conservation)
- Address Town Comments - Spring 2025
- Address MassDEP WP68 Permit Application Comments - anticipated 4-6 months after application (March-May) - although this could extend to up to a year
- Town appropriation for final design/SRF submittal and construction at Town Meeting - May 2025
- Finalize pumping station easement with Town Meeting Vote - May 2025
- Finalize any soil borings unable to be completed during design
- Submit SRF application for MassDEP review - between June 2025 and due date of Mid-October 2025
- Receive MassDEP SRF comments between October 2025 - December 2025
- Address Final SRF comments from MassDEP - December 2025 to March 2026
- Bidding early spring 2026
- Construction Project Contractor must be signed up and have Notice to Proceed by June 30, 2026

## Project Approach

Though we have developed a sewer model of the Great Sand Lakes area, our team understands that the reasoning and basis for decisions made through that process will need to be validated and the project baseline will be updated. In the kickoff meeting, we will review this prior concept and from there establish the areas of focus for the team including confirmation of extent of service area, potential pumping station location, design preferences (materials and equipment), permitting needs, paving requirements and other available data from the Town that will be useful in completing the design.

The discussions below are designed to illustrate how the project will progress. We will facilitate biweekly meetings and provide minutes for each meeting. The action items identified at each meeting will serve as a check in to keep team members accountable.

### 30% Design – Through September 2024

The purpose of the preliminary design phase is to develop the project to a 30% design stage for the purpose of internal and Town reviews. It will mainly consist of the development of Basis of Design Memoranda and preliminary drawings. A permitting plan will be developed. Permitting needs are anticipated to be significant with MassDEP, Planning, Zoning, and possibly archaeological and conservation. Included in this phase would be field investigations consisting of soil borings and site survey work. Given the schedule, it is likely that this work would be initiated soon after the notice to proceed, in the summer/fall. The Basis of Design Memoranda would be produced for review by the design team and Town. The intent of these memos is to produce a clear Basis of Design for internal and external use including the MassDEP WP68 permit. These memoranda are dynamic and are updated as the project progresses. Due to the compressed timeframe, the design team will try to replicate the pumping station design layout and aesthetics as developed as part of Phase 3.

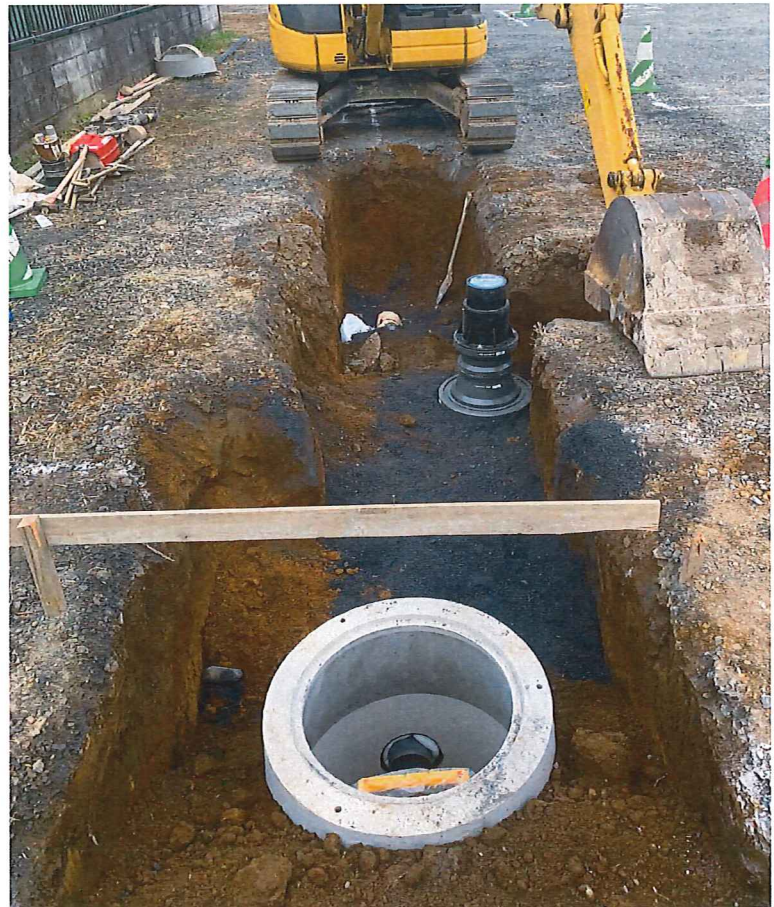
### 60% Design – Through Early November 2024

During the 60% design phase, drawings will be progressed to include sections and details, and technical specifications will be developed. This project will be bid under M.G.L. Chapter 30 39M, and will therefore only require bids from general contractors. As we develop the 60% design, we prepare a cost estimate for the project.

## Sealed SRF Submission – Through December 2024

The SRF submission set will be developed in order to be submitted by Mid-October of 2025. Unless otherwise directed, we will incorporate the boilerplate documents developed by GHD for the Harwich Phase 3 Sewer Extension Project, which will allow GHD to maintain the expedited schedule and save money. These documents incorporate the guidance provided by the Town during that project and were used for that and subsequent construction Contract Documents. An updated construction cost estimate will be provided as part of this submittal.

At this point in the design, we will break out bid alternates for the Town's consideration. We are currently in an unpredictable economic climate coupled with a high cost of construction, supply chain concerns, and overcommitted construction contractors. It is prudent to consider the division of work and prioritize work segments, as needed, in a way that creates best value for you. This way the entire project is protected. We will prioritize alternates after the SRF package is submitted in the next phase of work.





## 2. Cost Estimating and Funding

Our team has extensive experience with:

### Massachusetts State Revolving Fund (SRF)

Our team is experienced in assisting our clients to identify and obtain sources of funding for local public utility and wastewater infrastructure projects. GHD prepares grant applications, cost estimates, and supports compliance during project delivery.

The following table highlights a few examples where GHD supported local municipalities to secure SRF and other unique infrastructure funding for projects that are similar to the Great Sand Lakes project.

# Funding Assistance

Our team has assisted municipalities, agencies, and Towns like Harwich secure millions of dollars in SRF funding. The table below highlights several of the larger projects which have received funding.

**Table 3** Recent Massachusetts Municipal Projects

Project	Funding Source	Year Completed
Chatham – Phase 1 Contract 2	SRF	2012
Chatham – Phase 1 Contract 3	SRF	2012
Chatham – Phase 1 Contract 4	SRF	2012
Chatham Stage Harbor PS – Phase 1B	SRF	2015
Chatham Oyster Pond – Phase 1C-1	SRF	2015
Falmouth Little Pond Sewer Service Area	SRF	2018
Falmouth Recharge Beds 14 & 15	SRF	2018
Falmouth Existing Lift Station Upgrade	SRF	2019
Chatham Oyster Pond – Phase 1C-2	SRF	2019
Uxbridge WWTF Upgrades	SRF	2020
Chatham Oyster Pond – Phase 1C-3&4	SRF	2022
Chatham/Harwich Regionalization Connection	SRF	2022
Wareham WWTF Improvements – Phase 1	SRF	2023
Chatham Queen Anne Pumping Station Upgrade	SRF	Under Construction
Chatham Phase 1E-2	SRF	Under Construction
Chatham Phase 1C-5	SRF	Under Construction
Chatham Phase 1D-2A	SRF	Under Construction
Chatham Mill Pond Pumping Station	SRF	Under Construction
Mashpee Phase 1 WRRF and Collection System	SRF	Under Construction
Harwich Phase 3 (Contract 1-E/2-W)	SRF	Bid Phase
Falmouth Great Pond Sewer Service Area	SRF	Under Design
Mashpee Phase 2 WRRF and Collection System	SRF	Under Design

## Cost Estimating

We use industry cost data to provide comprehensive and accurate cost estimating at several levels of design, including initial concept level and feasibility phase estimation to assure compliance with project funding restraints. Additionally, we provide comparative cost estimating and value engineering cost benefit analyses where needed for alternative design reviews and selection processes. The following table includes a listing of our engineer's estimate of probable construction cost versus the actual low bid price for recent multi-million dollar projects in Massachusetts.

Due to the Pandemic, the current economic climate is challenging. The Wareham WWTF project listed below was bid when the economic climate was very volatile and material costs were spiking. We were the "low bidder" for this project. Because of this climate, we informed the Town well before the Bid Opening that costs were rising quickly and contractors were busy. We collectively agreed to break out bid Alternates. This allowed the project to be affordable within the established appropriation. As the uncertainty of this economic climate has continued, we have adjusted to these conditions and have been very successful in cost estimating efforts despite the uncertainty about material costs and supply chain issues. We propose to maintain a practice of including add alternate options in bidding to allow the Town the maximum financial flexibility to protect the project funding.

**Table 4** Multi-Million-Dollar Projects

Project	Year Bid	GHD Estimate	Low Bid
Chatham WPCF – Phase 1 Contract 1	2010	\$34,500,000	\$31,196,000
Chatham – Phase 1 Contract 2	2010	\$2,500,000	\$2,269,350
Chatham – Phase 1 Contract 3	2010	\$6,200,000	\$5,213,480
Chatham – Phase 1 Contract 4	2010	\$3,200,000	\$1,921,183
Chatham Stage Harbor PS – Phase 1B	2013	\$4,506,765	\$3,494,045
Chatham Oyster Pond – Phase 1C-1	2014	\$2,848,357	\$2,308,287
Falmouth Phase 2 Improvements	2016	\$3,717,000	\$3,438,000
Falmouth Little Pond Sewer Service Area	2015	\$28,140,000	\$20,418,167
Falmouth Recharge Beds 14 & 15	2015	\$3,270,000	\$1,548,400
Falmouth Existing Lift Stations Upgrade	2015	\$1,550,000	\$1,568,666
Uxbridge WWTF Upgrades	2016	\$31,100,000	\$29,191,431
Chatham Oyster Pond Phase 1C-2	2016	\$3,486,672	\$2,475,753
Chatham Oyster Pond Phase 1C-3&4	2019	\$8,120,742	\$7,295,572
Chatham / Harwich Regionalization Connection	2019	\$8,293,780	\$6,888,326
Wareham Equalization Basins	2020	\$2,140,000	\$1,698,026
Wareham WWTF Improvements – Phase 1	2021	\$8,000,000	\$8,797,885
Chatham Queen Anne Pumping Station Upgrade	2022	\$2,072,000	\$2,040,450
Chatham Phase 1E-2	2023	\$5,433,000	\$5,740,826
Chatham Phase 1C-5	2023	\$7,850,000	\$7,976,897
Chatham Phase 1D-2A	2022	\$10,286,743	\$8,478,406
Chatham Mill Pond Pumping Station	2023	\$2,220,000	\$2,963,000
Mashpee Phase 1 Bid Alternate Rebid (Sewer Extension Project)	2024	\$5,200,000	\$4,653,258
Harwich Phase 3 Sewer Extension (Contract 1-E)	2024	\$27,550,000	\$21,401,076
Harwich Phase 3 Sewer Extension (Contract 2-W)	2024	\$12,400,000	\$10,350,418



## → Cape Cod Sewering Experience

GHD has significant sewerage experience nationally. However, we will present only our recent Cape Cod sewerage experience below.

**Table 5** GHD Cape Cod Major Sewer System Project Experience over the last 10 years

Project	Scope Description	Est. Project Cost	Final Project Cost
Harwich Phase 3 Sewer Extensions (Contracts 1-E & 2-W)	Design of approximately 10 miles of gravity, pressure sewer and force main piping and five pumping stations serving East Harwich. Project is bidding as two contracts.	\$50M	TBD - Currently out to Bid
Mashpee Phase 2 Sewer and WRRF Expansion	Design of approximately 20 miles of gravity, pressure sewer and force main piping and eight pumping stations. The project also includes improvements and expansion to the Water Resource Reclamation Facility (WRRF)	\$90M	TBD - Currently in Design
Falmouth Great Pond Sewer Extension	The Great Pond Sewer Service Area design includes two lift stations. One of the two lift stations is a booster station being designed for existing and future conditions addresses high headloss, low flow conditions under startup that adds to the complexity of design. This station pumps several miles to the existing WWTF. This station will serve future sewer expansions as part of the Town's Comprehensive Planning to meet nitrogen removal needs of their other watersheds.	\$53M	TBD - Currently in Design
Mashpee Phase 1 Sewer Extension	Design of approximately 8 miles of gravity sewer, pressure sewer and force main piping and 3 pumping stations. Project was bid in three contracts.	\$22.7M	\$22.7M
Chatham Phase 1C-5 Sewer Extension	Design of approximately 2 miles of gravity sewer, pressure sewer and force main piping and 3 pumping stations.	\$11.3M	\$11.5M
Chatham Phase 1E-2 Sewer Extension	Design of approximately 1 mile of gravity sewer, pressure sewer and force main piping and 1 pumping station.	\$7.2M	\$6.7 M
Chatham Phase 1D-2A Sewer Extension	Design of approximately 3 miles of gravity sewer, pressure sewer and force main piping and 2 pumping stations.	\$11.1M	\$12.2M*
Chatham Phase 1D-1 Sewer Extension	Design of approximately 5 miles of gravity sewer, pressure sewer and force main piping and 1 pumping station.	\$10.3M	\$10.5M
Chatham Phase 1C 3&4 Sewer Extension	Design of approximately 5 miles of gravity sewer, pressure sewer and force main piping and 3 pumping stations.	\$13.3M	\$10.2M
Chatham Phase 1C-2 Sewer Extension	Design of approximately 3 miles of gravity sewer and pressure sewer.	\$4.2M	\$2.7M
Chatham Phase 1C-1 Sewer Extension	Design of approximately 2 miles of gravity sewer and pressure sewer and one pumping station.	\$5.4M	\$3.9M
Falmouth Little Pond Sewer Extension	Design of approximately 17 miles of gravity sewer, pressure sewer and force main piping and 2 pumping stations.	\$22.3M	\$20.5M

\* Contract is approaching final completion, however final balancing change order has not been issued and the town changed the scope of the project after the project commenced to address other needs in the town

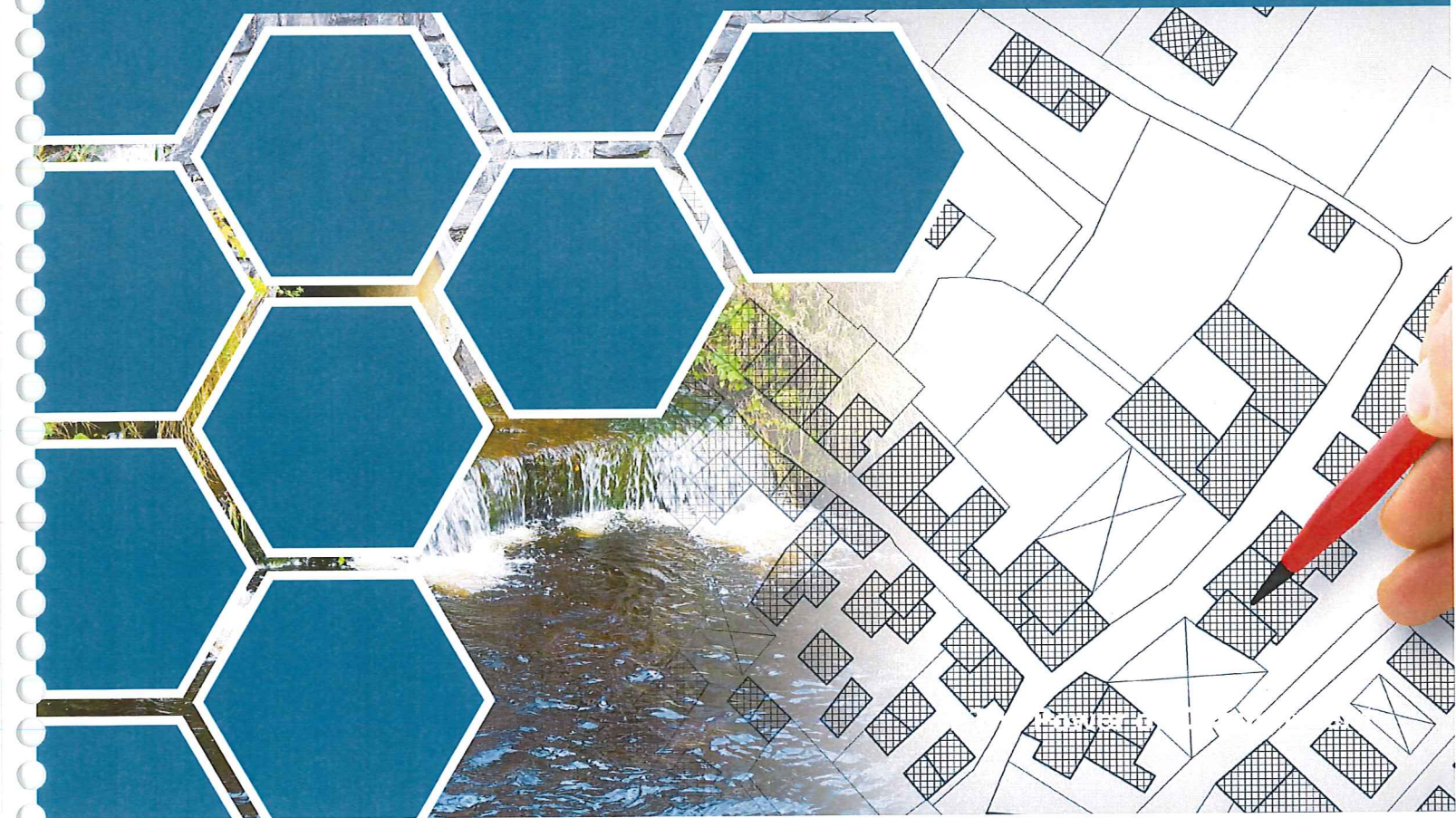


**GHD INC.  
DIRECTORS & OFFICERS**

As of July 20, 2023

Jim Giannopoulos 455 Phillip Street, Waterloo, ON N2L 3X2	Board Chairman/Director/ Executive Vice-President
Ashley Wright 999 Hay Street, Perth, Western Australia 6000	Director
Ted Whiton 2235 Mercury Way, Suite 150, Santa Rosa, CA 95407	Director/President
Mike Moran 100 Milverton Drive, Suite 404, Mississauga, Ontario L5R 4H1	Director/Treasurer
Tom Klin 45 Farmington Valley Drive, Plainwell, CT 06062	Director/ Executive Vice-President
Rachel McCaffery 410 Eagleview Boulevard, Suite 110, Exton, PA 19341	Director
Duncan Findlay 4747 N. 22nd Street, 2nd Floor, Phoenix, AZ 85016	Company Secretary
Lindsay Ray 455 Phillip Street, Waterloo, ON N2L 3X2	Assistant Company Secretary
Kia Booker 320 Goddard Way, Suite 200, Irvine, CA 92618	Assistant Company Secretary
Raul Rosa 455 Phillip Street, Waterloo, ON N2L 3X2	Assistant Treasurer
Maria Erassova 455 Phillip Street, Waterloo, ON N2L 3X2	Assistant Vice-President - Tax

# 7. Miscellaneous





# Miscellaneous

Our team is experienced in assisting our clients to identify and obtain sources of funding for local public utility and wastewater infrastructure projects. GHD prepares grant applications and cost estimates and supports compliance during project delivery. GHD has specialized experience working with communities on various types of project funding. The following is our experience with grant funding:

## 1. Massachusetts Grant Funded Projects

The Hyannis office of GHD has been assisting municipalities with the development and submission of various grants to supplement project funding. Grant funding is available through a variety of federal and state programs that can offset project costs to the client. Since 2004, GHD has assisted with the acquisition of over 35 million dollars' worth of project funding for numerous infrastructure related projects. The following representative list showcases the projects that the Hyannis GHD office has secured funding for.

**Table 6** Massachusetts Project Grant Funding Secured by GHD

Year	Client/Town	Grant	Summary of Work	Amount Awarded
2004	Wellfleet	CZM CPR <sup>1</sup>	Construction of stormwater facilities on Commercial Street and Railroad Avenue	\$55,000
2005	Orleans	CZM CPR <sup>1</sup>	Stormwater assessment of Town Cove Outfall Pipe	\$37,000
2005	Bourne	CZM CPR <sup>1</sup>	Design of stormwater facilities at Conservation Pond	\$25,000
2005	Provincetown	CZM CPR <sup>1</sup>	Construction of stormwater facilities on Atlantic Avenue	\$94,000
2006	Bourne	CZM CPR <sup>1</sup>	Construction of stormwater facilities at Conservation Pond	\$138,000
2006	Orleans	NOAA Habitat Restoration	Purchase of a precast concrete culvert for Skaket Beach Road	\$25,000
2006	Provincetown	CZM CPR <sup>1</sup>	Construction of stormwater facilities on Commercial Street	\$117,000
2006	Orleans	CZM CPR <sup>1</sup>	Construction of stormwater facilities at Windmill Park and Town Cove biofilter	\$91,000
2008	Brewster	CZM CPR <sup>1</sup>	Design of stormwater facilities on Stony Brook Road	\$21,000
2008	Brewster	319 Program <sup>2</sup>	Construction of stormwater facilities on Stony Brook Road	\$345,000
2008	Brewster	604(b) Program <sup>3</sup>	Paines Creek and Stony Brook Road watershed stormwater mitigation project	\$58,000
2009	Barnstable	ARRA <sup>4</sup>	Wind turbine and solar array installation	\$5,800,000

<sup>1</sup> Massachusetts Office of Coastal Zone Management Coastal Pollution Remediation Program

<sup>2</sup> Massachusetts Department of Environmental Protection Section 319 Nonpoint Source Competitive Grants Program

<sup>3</sup> Massachusetts Department of Environmental Protection 604b Grant Program Water Quality Management Planning

<sup>4</sup> American Recovery and Reinvestment Act



Year	Client/Town	Grant	Summary of Work	Amount Awarded
2009	Provincetown	CZM CPR <sup>1</sup>	Design of outfall rehabilitation for the West End parking lot	\$20,000
2009	Provincetown	319 Program <sup>2</sup>	Stormwater best management practices in the Provincetown Harbor watershed	\$334,000
2009	Provincetown	604(b) Program <sup>3</sup>	Provincetown Harbor stormwater mitigation project	\$90,000
2010	Provincetown	CZM CPR <sup>1</sup>	Rehabilitation of the West End parking lot drainage outfall pipe	\$116,000
2010	Brewster	CZM CPR <sup>1</sup>	Design and permitting of stormwater facilities on Paines Creek Road	\$20,000
2010	Chatham	ARRA <sup>4</sup>	Sewering of various locations	\$1,000,000
2010	Chatham	USDA RD <sup>5</sup>	Wastewater treatment facility upgrades	\$19,000,000
2010	Oak Bluffs	USDA RD <sup>5</sup>	Wastewater treatment and sewer upgrades	\$1,600,000
2011	Provincetown	NRCS <sup>6</sup>	Good Templar Landing rehabilitation	\$163,000
2011	Orleans	NRCS <sup>6</sup>	Installation of stormwater facilities at six locations	\$400,000
2011	Brewster	NRCS <sup>6</sup>	Installation of stormwater facilities at Paines Creek Road and Saints Landing	\$284,000
2011	Brewster	CZM CPR <sup>1</sup>	Construction of stormwater facilities on Paines Creek Road	\$118,000
2012	Provincetown	MassWorks <sup>7</sup>	Reconstruction of Commercial Street – Phase I	\$1,000,000
2013	Barnstable	MassCEC <sup>8</sup>	Feasibility Study to assess anaerobic digestion options at the Hyannis WPCF	\$27,000
2013	Provincetown	319 Program <sup>2</sup>	Reconstruction of Commercial Street – Phase II	\$600,000
2013	Provincetown	604(b) Program <sup>3</sup>	Commercial Street Phase III preliminary design	\$74,000
2014	Falmouth	CCWPC/Cape Cod Commission <sup>9</sup>	Acapasket peninsula groundwater analysis	\$25,000
2014	Halifax	DER PP <sup>10</sup>	Monponsett Ponds and Stump Brook sustainable flow project	TBD
2015	Eastham	MADEP WIP <sup>11</sup>	Wastewater management planning	\$30,000

<sup>5</sup> United States Department of Agriculture Rural Development Program

<sup>6</sup> Natural Resource Conservation Service Cape Cod Water Resources Restoration Project

<sup>7</sup> Massachusetts Executive Office of Housing and Economic Development MassWorks Infrastructure Program

<sup>8</sup> Massachusetts Clean Energy Center

<sup>9</sup> Cape Cod Water Protection Collaborative

<sup>10</sup> Massachusetts Division of Ecologic Restoration Priority Project Program

<sup>11</sup> Massachusetts Department of Environmental Protection Water Infrastructure Planning and Technical Assistance Grant

<sup>12</sup> Massachusetts Department of Environmental Protection Sustainable Water Management Initiative

<sup>13</sup> Massachusetts Office of Coastal Zone Management Coastal Resiliency Program

<sup>14</sup> Wastewater Asset Management

<sup>15</sup> Southeast New England Program Watershed Grants

Year	Client/Town	Grant	Summary of Work	Amount Awarded
2015	Halifax	SWMI <sup>12</sup>	Assessment of sustainability of East and West Monponsett Ponds	\$70,000
2015	Oak Bluffs	CZM CR <sup>13</sup>	Dukes County emergency generator installation	\$188,000
2015	Wareham	CZM CR <sup>13</sup>	Sewer pump station assessment	\$125,000
2015	Falmouth	CCWPC <sup>9</sup>	Acapasket peninsula groundwater analysis – Phase 2	\$50,000
2015	Barnstable	MassCEC <sup>8</sup>	Raw wastewater energy recovery pilot	\$15,000
2015	Uxbridge	WWAM <sup>14</sup>	Development of an asset management plan for the Uxbridge WWTF	\$16,000
2016	Uxbridge	MassWorks <sup>7</sup>	Douglas Street sewer installation	\$250,000
2016	Uxbridge	Commonwealth of MA	Stormwater feasibility study	\$15,000
2016	Provincetown	MassWorks <sup>7</sup>	Reconstruction of Commercial Street – Phase III	\$1,960,000
2016	Eastham	CCWPC <sup>9</sup>	Salt Pond groundwater analysis and PRB investigation	\$49,000
2016	Halifax	SWMI <sup>12</sup>	Feasibility assessment of automated controls at the Stump Brook Dam	\$60,000
2016	Wareham	CZM CR <sup>13</sup>	Permit level design of three priority sewer pump stations	\$195,000
2016	Cotuit Water	USDA RD <sup>5</sup>	Construction of an elevated water storage tank	\$500,000
2017	Provincetown	604(b) Program <sup>3</sup>	Commercial Street Phase IV preliminary design	\$40,000
2017	Halifax	319 Program <sup>2</sup>	Alum treatment of West Monponsett Pond	\$331,000
2017	Wareham	CZM CR <sup>13</sup>	Final design of three priority sewer pump stations	\$135,000
2018	Provincetown	USDA NRCS <sup>9</sup>	Reconstruction of Commercial Street – Phase IV	\$2,025,000
2018	Provincetown	CZM CPR <sup>1</sup>	Design of Commercial Street Phase V	\$95,000
2018	Orleans	USDA NRCS <sup>9</sup>	Barley Neck Landing Improvements	\$120,000
2018	Wareham	SNRP <sup>15</sup>	Conceptual Design of WPCF Expansion	\$400,000
2018	Wareham	CZM CR <sup>12</sup>	Sewer Pump Station Bypass Installation	\$150,000
2018	Wareham	CZM CR <sup>12</sup>	Vulnerability Assessment of Overflow Lagoons	\$60,000
2019	Wareham	CZM CR <sup>12</sup>	Final Design of the Overflow Lagoons	\$151,140
2022	Chatham	NRCS	Stormwater Improvements at several sites	\$40,000
2023	Provincetown	NRCS	Provincetown Commercial Street – Phase V	\$2,000,000



# Appendix A

# Resumes





A GHD Principal

# Marc R Drainville PE, BCEE, LEED AP

## Senior Manager – Wastewater Processes



### Location

Hyannis, Massachusetts, USA

### Experience

30 years

### Qualifications/Accreditations

- Registered Professional Engineer, MA and NH
- Board Certified Environmental Engineer
- American Academy of Environmental Engineers LEED Accredited
- M.S., Environmental Engineering, Cornell University, 1994
- B.S., Civil Engineering, Worcester Polytechnic Institute, 1991

### Key technical skills

- Experience in a variety of phases of environmental engineering with an emphasis on wastewater treatment.
- Specialties include nutrient removal and sludge and biosolids management.

### Memberships

- American Academy of Environmental Engineers and Scientists

### Relevant experience summary

Marc has over 30 years of experience in a variety of wastewater engineering projects. Marc leads all of our local civil and environmental engineering work. He has led the comprehensive wastewater planning and implementation of over 100 million dollars of wastewater expansion in the towns of Chatham, Harwich, Falmouth, Oak Bluffs, Eastham, Mashpee, and Uxbridge.

### Wastewater/Water

#### Project Director

- Edgartown WWTF Capital Improvement and Asset Management Plan
- Edgartown I/I Study
- Uxbridge WWTF Upgrade Design
- Uxbridge WWTF Upgrade Construction
- Uxbridge West River Pump Station Design
- Uxbridge West River Pump Station Construction
- Uxbridge Douglas Street Sewer Replacement
- Uxbridge I/I Removal Evaluation
- Uxbridge Bernat Interceptor and Force Main Corrosion Evaluation and Repair
- Uxbridge Asset Management Evaluation
- Falmouth WWTF Upgrade Construction Phase Services
- Falmouth Little Pond Collection System Construction Phase Services
- Falmouth CWMP Update
- Falmouth – Evaluation of Five Pumping Stations
- Oak Bluffs WWTF Plant Evaluation
- Oak Bluffs CWMP
- Oak Bluffs I/I Study
- Chatham 1C-2 Sewer Construction Phase Services

- Chatham 1D Sewer Design
- Chatham Mill Pond Pump Station Design
- Chatham 1E Sewer Design
- Chatham Virtualized SCADA Upgrade
- Chatham Road and Stormwater Improvements: Mill Pond Road and Oyster Pond Furlong
- Cotuit Water Tank Replacement Construction
- Cotuit SCADA and Security Camera
- Franklin Pierce University; Rindge, NH RBC Replacement
- Franklin Pierce University; Rindge, NH WWTF Evaluation

### Stormwater

#### Project Director

- Provincetown Commercial Street Reconstruction Design
- Provincetown Commercial Street Reconstruction Phase III and Phase IV:
  - Provincetown Grant Development:
  - Commercial Street Reconstruction Preliminary Design, \$94,000 MassDEP 604(b) Grant
  - Commercial Street Reconstruction Final Design & Construction, \$1M MassWORKS Grant
  - Commercial Street Reconstruction Final Design & Construction, Phase III, \$2M MassWORKS Grant

- Commercial Street Reconstruction Preliminary Design Phase IV, \$40,000 MassDEP 604(b) Grant
- Browne Street Outfall Rehabilitation
- Orleans Town-Wide Stormwater Inventory
- Orleans Town-Wide Stormwater Mapping
- Orleans Town-Wide Stormwater BMP Rehabilitation
- Orleans Rock Harbor Road Drainage Improvements
- Orleans Road and Stormwater Improvements: Granny's Lane, Sea Mist Avenue, Brewster Cross Road, Sparrowhawk Landing, Mill Pond Landing Rayber Road, and Giddiah Hill Road
- Orleans Uncle Harvey's Pond Stormwater Mitigation Improvements
- Halifax Monponsett Ponds Stormwater Mapping
- Stormwater Grants:
  - Southern New England Coastal Watershed Restoration Program Nutrient Management Grant Application – Wareham WPCF Monitoring, \$120,000
  - CZM Coastal Community Resilience Grant Program FY15, Pump Station Assessment, \$125,000
  - CZM Coastal Community Resilience Grant Program FY17, Priority Pump Station Permit Design, \$195,000
  - CZM Coastal Community Resilience Grant Program FY18, Final Pump Station Permit Design, \$135,000

## **Water/Wastewater Treatment**

### ***Plant Evaluation, Upgrade, and Groundwater Disposal of Wastewater***

#### **Project Manager |**

#### **Town of Falmouth | Massachusetts, USA**

Performed a study related to the evaluation of existing mechanical, structural and natural systems for the Town wastewater treatment facility and recommendations for improvements and costs associated with the options and recommendations. Further work includes the design and implementation of recommendations as well as the design of new groundwater disposal facilities for wastewater effluent.

### ***Plant Evaluation***

#### **Project Manager |**

#### **Town of Oak Bluffs | Massachusetts, USA**

Performed a study related to the evaluation of existing mechanical, structural and natural systems for the Town wastewater treatment facility and recommendations for improvements and costs associated with the options and recommendations.

### ***Plant Evaluation***

#### **Project Manager |**

#### **Town of Edgartown | Massachusetts, USA**

Performed a study related to the evaluation of existing mechanical, structural and natural systems for the Town wastewater treatment facility and recommendations for improvements and costs associated with the options and recommendations.

### ***Plant Evaluation***

#### **Project Manager |**

#### **Town of Wareham | Massachusetts, USA**

Performed a study related to the evaluation of existing mechanical, structural and natural systems for the Town wastewater treatment facility and recommendations for improvements and costs associated with the options and recommendations.

### ***Comprehensive Wastewater Treatment Plan***

#### **Project Manager |**

#### **Town of Uxbridge | Massachusetts, USA**

Performed a study related to the wastewater needs for the Town for a 20-year planning period. Included in this project was an evaluation of existing mechanical, structural and natural systems for the Town wastewater treatment facility and recommendations for improvements and costs associated with the options and recommendations.

### ***Water Pollution Control Facility Design***

#### **Project Manager |**

#### **Town of Chatham | Massachusetts, USA**

Project Design of improvements to the 1.0 million gallons per day plant for a full facility upgrade. Project involved the implementation of recommendations from the wastewater facilities plan, and featured the installation of new oxidation ditches and denitrification filters designed to achieve average effluent total nitrogen of 3.0 mg/L.

### ***Comprehensive Wastewater Treatment Plan***

#### **Project Manager |**

#### **Town of Uxbridge | Massachusetts, USA**

Project included the planning for wastewater collection and treatment facilities for a design flow of 2.5 mgd. Treatment limits include a TN of 8 mg/L and TP of 0.2 mg/L.

### ***Wastewater Treatment Facility Upgrade***

#### **Project Manager |**

#### **Town of Uxbridge | Massachusetts, USA**

Project included the design of upgrades to the treatment facility for a design flow of 1.5 mgd. Upgrade included the full facility including preliminary, secondary, tertiary and disinfection treatment facilities.



### ***Engineering Feasibility and Cost Analyses of Nitrogen Reduction***

**Project Manager |  
Massachusetts Department of Environmental  
Protection | Massachusetts, USA**

The study commissioned by the Department included 21 wastewater facilities in the Blackstone and Connecticut River watersheds evaluated the feasibility of reducing nitrogen levels to 8 to 10 mg/L and to 3 to 5 mg/L total nitrogen.

### ***Water Pollution Control Facility Upgrade***

**Project Manager |  
Town of Westport | Connecticut, USA**

Design of improvements to the 3.3 million gallon per day plant. Project involved the implementation of recommendations from the wastewater facilities plan, and featured the installation of new oxidation ditches designed to achieve an average effluent total nitrogen of 3.2 mg/L, two new 100-foot diameter secondary clarifiers, ultraviolet disinfection, return sludge pumps, flow distribution structures, a new plant water pumping and distribution system, a new headworks screen with screenings compactor, new grit equipment, and sludge handling facility improvements consisting of conversion of existing digesters into storage tanks and installation of a new gravity belt thickener.

### ***Phosphorus Removal***

**Project Manager |  
City of Danbury | Connecticut, USA**

Evaluation of low level phosphorus removal technologies. The study evaluated various treatment levels including 0.2 mg/L, 0.6 mg/L, and 1 mg/L.

### ***Study and Design of a Post-Anoxic Nitrogen Removal Process***

**Project Manager |  
City of Danbury | Connecticut, USA**

The design featured fiberglass reinforced plastic baffle walls, a supplemental carbon system, and a methanol feed and aeration control system.

### ***Preliminary Treatment Facilities***

**Project Manager |  
Upper Blackstone Water Pollution Abatement  
District | Millbury, Massachusetts, USA**

Design of improvements to the 160 million gallons per day facility. Project involved the design of a new 80 million gallon per day grit and screenings removal facility with influent screens, screenings compactors, grit tanks with chain and bucket grit removal systems, and aerated grit blowers. It also included the rehabilitation of the existing grit and screening facility with similar equipment as the new facility. All tanks and channels were covered with low profile aluminum covers and the odorous air was sent to a new biofilter.

### ***Water Pollution Control Facility***

**Project Manager |  
Town of Manchester | Connecticut, USA**

Design of an ultraviolet disinfection system for the 8.1 million gallon per day plant. Project involved the implementation with recommendations from a previous study and featured a new ultraviolet disinfection system and liquid hypochlorite system.

### ***Wastewater Treatment Facility***

**Project Manager |  
Town of Elkton | Maryland, USA**

Design of the sludge processing component of the 3.8 million gallon per day facility. The project involved the design and implementation of converting existing primary clarifiers into aerated sludge holding tanks and a new Solids Processing and Chemical Feed Facility that included two belt filter presses, an indirect sludge dryer, a biofilter and a scrubber, chemical feed pumps and tanks, and a dry sludge conveying system and storage silo.

### ***Tank Conversion***

**Project Manager |  
City of Winsted | Connecticut, USA**

Conversion of existing aeration tanks to Bardenpho reactors. The upgraded 1.4 million gallon per day facility will achieve an average annual total nitrogen of 5.3 mg/L and allow the plant to meet its effluent limits through the year 2014.

### ***Wastewater Treatment Facility Cost-Effective Analysis***

**Project Manager |  
City of Winsted | Connecticut, USA**

Evaluation of the facility to determine cost-effective nitrogen removal alternatives. The study investigated a wide range of alternatives and included a detailed cost estimate for the three most promising alternatives – payment of nitrogen credits, convert to Modified Ludzack-Ettinger, convert to Bardenpho. Additional nitrogen removal-related and other improvements were also included in the analysis.

### ***Water Pollution Control Facility Construction Phase Improvements***

**Project Manager |  
Town of Barnstable | Massachusetts, USA**

The upgrade consisted of a full rehabilitation of the pretreatment facility, various pump replacements, a new aeration system and a supervisory control and data acquisition system upgrade.

### ***Clarifier Project***

#### **Project Manager |**

**Town of Oak Bluffs | Massachusetts, USA**

Design and construction of an influent screen and primary clarifier project.

### ***Water Treatment Plant Study***

#### **Project Manager |**

**Town of Oak Bluffs | Massachusetts, USA**

Evaluation of a new septage receiving and sludge processing facility. The study evaluated various technologies available for septage receiving, treatment, and sludge thickening and dewatering.

### ***Wastewater Facilities Plan, and Infiltration and Inflow (I/I) Study***

#### **Project Engineer |**

**Town of Darien | Connecticut, USA**

Preparation of the plan and study. The wastewater facilities plan identified the future needs of the Town's wastewater collection system and the areas which will likely require sewer extensions in the near future. The I/I study identified the areas of Town with excessive I/I and developed a recommended sewer rehabilitation plan based upon a cost-effective analysis of the cost of treatment and the cost of sewer rehabilitation.

### ***Wastewater Facilities Plan***

#### **Project Engineer |**

**Upper Blackstone Water Pollution Abatement District | Millbury, Massachusetts, USA**

The study evaluated the facility's ability to handle wet weather flow while maintaining treatment and also proposed modifications for biological nutrient removal. Existing unit processes evaluated in the study included headworks (screens), grit removal, flow measurement, primary clarifiers, secondary clarifiers, return activated sludge pumping and disinfection.

### ***Design and Expansion***

#### **Project Engineer |**

**Annapolis Water Reclamation Facility | Anne Arundel County, Maryland, USA**

Plant design and expansion from a 10 to a 13 million gallon per day facility. Project includes constructing new aeration tanks and reconfiguring the existing activated sludge basins into a Bardenpho process. Detailed design also includes new nitrate recycle pumps, submersible mixers, a new ferric chloride feed system for phosphorous removal, a new liquid chlorine disinfection and bisulfite dechlorination system, new primary sludge pumps, new raw sewage pumps, and a new emergency holding pond. Responsibilities include equipment sizing and selection as well as specification preparation.

### ***Pilot Study***

#### **Project Engineer |**

**Upper Blackstone Water Pollution Abatement District | Millbury, Massachusetts, USA**

The project involved the piloting of the A/O and A2/O processes to determine the performance of these processes under cold weather conditions and a variety of loading conditions. The data collected during the study will be used to calibrate process models to allow for the development of the process model for the full-scale nitrogen and phosphorus removal facility.

### ***Coastal Infrastructure/Climate Change***

#### ***Final Design to Increase the Coastal Resilience for Three Vulnerable Priority Pumping Stations***

#### **Project Principal |**

**Town of Wareham | Massachusetts, USA**

Final design of retrofit measures to dry flood-proof three priority dry pit/wet pit pumping stations in the Town of Wareham. The design was funded by the Massachusetts Coastal Zone Management (CZM).

### ***Pump Station Hazard Mitigation***

#### **Project Manager |**

**Town of Oak Bluffs | Massachusetts, USA**

This Massachusetts Coastal Zone Management (CZM) funded project included the construction and installation of a new 250 kW generator for the Town's largest sewer pump station at an elevation above the Base Flood Elevation and sea level rise. Sea level rise was calculated using the National Oceanographic and Atmospheric Administration's (NOAA's) sea level projections. The generator installation will allow the Town to maintain pump station operation in the event of a power failure.





# J. Jefferson Gregg P.E., BCEE

## Project Director



### Location

Hyannis, MA USA

### Experience

25+ years

### Qualifications/Accreditations

- M.S. Civil/Environmental Engineering, 1996
- B.S. Civil Engineering, 1994
- Registered Professional Engineer: Massachusetts, 2001
- American Academy of Environmental Engineers and Scientists: BCEE, 2013

### Key technical skills

- Facilities planning, design, and construction for wastewater and solid waste engineering projects

### Memberships

- American Society of Civil Engineers
- Boston Society of Civil Engineers
- Water Environment Federation
- New England Water Environment Association
- American Academy of Environmental Engineers and Scientists

### Relevant experience summary

Jeff has over 25 years of experience in civil and environmental engineering, focusing on nutrient management, facilities planning, and the design and construction of wastewater treatment facilities and collection systems. He has served as the project manager for Chatham's wastewater expansion for the past decade. He also serves on the project team for the Mashpee and Falmouth wastewater planning/implantation.

### Project experience – Design and Construction

#### *Harwich Phase 3 Sewer Extension Project*

**Sr. Project Manager |  
Town of Harwich | Harwich, Massachusetts, USA**

The project included the design for new wastewater collection and pumping station facilities as part of the implementation of the Town's Comprehensive Plan to address nitrogen TMDLs.

Project has included design of five pumping stations and over 10 miles of collection system split over two contracts.

Projects have included securing substantial funding through SRF 0% financing through Massachusetts Department of Environmental Protection.

#### *Chatham Water Pollution Control Facility and Sewer Expansion and Pumping Station Improvement Projects – CWMP Implementation (multiple projects)*

**Sr. Project Manager |  
Town of Chatham | Chatham, Massachusetts, USA**

These projects included the design, construction, and start-up support services for new wastewater collection, treatment, and recharge facilities as part of the implementation of their Comprehensive Plan to address nitrogen TMDLs.

Project has included design of over 14 separate sewer extension and pumping station construction contracts, and coordination of resources from the majority of the U.S. operating center and GHD global.

In addition, the initial design and construction project included a new treatment facility to achieve the limit of technology in nitrogen removal.

The first four contracts for the WPCF, pumping stations, and two major sewer extensions were fast-tracked to

secure the funding, and design of those was completed and bid for all contracts in less than nine months. The subsequent contracts are being completed in phases. Projects have included securing substantial American Recovery and Reinvestment Act funds through the U.S. Department of Agriculture and 0% SRF financing through Massachusetts Department of Environmental Protection.

### ***Falmouth Little Pond Service Area Sewer Expansion Project***

**Project Manager |  
Town of Falmouth | Falmouth, Massachusetts, USA**

This project included the design, construction, and start-up support services for new gravity and low pressure sewer systems, and an effluent recharge site for the Town as identified in their Comprehensive Wastewater/Targeted Watershed Management Plan. Project included improvements to several existing wastewater lift stations in Town in addition to the design and construction of two new wastewater lift stations. First major sewer extension in the Town as part of implementation of their comprehensive planning to address nitrogen TMDLs.

### ***Barnstable Sewer Collection System Extensions (multiple projects)***

**Project Manager |  
Town of Barnstable | Barnstable, Massachusetts, USA**

These projects included the design, construction, and start-up support services for new wastewater collection facilities as part of the implementation of their facilities planning efforts to address nitrogen TMDLs. These projects included the design of three separate sewer extension and pumping station projects in Town to address sensitive estuaries and provide future expansion for additional portions of the Town for sewerage. Project was also coupled with two water main replacement projects to address aging infrastructure within these areas at the same time.

### ***Mashpee Phase 1 Sewer Extensions***

**Sr. Engineer – QA/QC |  
Town of Mashpee | Mashpee, Massachusetts, USA**

This project included the design, construction, and start-up support services for new gravity and low pressure sewer systems, and associated pumping stations for the Town as identified in their Watershed Nitrogen Management Plan. Project included the design and construction of four new wastewater pumping stations. First major sewer extension in the Town as part of implementation of their comprehensive planning to address nitrogen TMDLs.

### ***Barnstable Vacuum Sewer Collection System***

**Project Engineer |  
Town of Barnstable | Barnstable, Massachusetts, USA**

This project included the design, construction, and start-up support services of the first vacuum sewer system in Massachusetts. Responsible for sewer layout, detailed design drawings, construction cost estimation, and preparation of contract documents. Also responsible for project coordination with Town, regulatory agencies, and local utilities.

Construction duties included providing technical assistance on the design, conducting periodic site visits, review of shop drawings, reviewing requests for information, and review of payment requests.

### ***Barnstable Bournes Pond Inlet Widening and Bridge Replacement Project***

**Project Manager |  
Town of Falmouth | Falmouth, Massachusetts, USA**

This project includes the design and permitting of an enlarged inlet and bridge replacement at Menauhant Beach as part of the Town's Comprehensive Planning efforts to address excess nitrogen loads to Bournes Pond. Coordination of the design team including several subconsultants, permit coordination with MassDEP, Coastal Zone Management, US Army Corps, and local Conservation Commission.

### ***Wastewater Treatment Facility Upgrade and Expansion***

**Project Manager |  
Franklin Pierce University | Rindge, New Hampshire, USA**

The upgrade included conversion of the existing facility from a surface water discharge to a groundwater discharge, upgrade of the rotating biological contactor units, conversion of existing settling tanks to an anoxic reactor for denitrification, and creation of new sand infiltration basins. Design responsibilities included design, construction administration, and permitting.

Construction duties included general construction administration, shop drawing review, responding to requests for information, addressing and coordinating the Groundwater Discharge Permit and other permitting requirements, development of the wastewater treatment facility operations and maintenance manual, and conducting periodic site visits.

***Marstons Mills Middle School Wastewater Treatment Facility Upgrade and Expansion***

**Project Manager |  
Town of Barnstable | Barnstable, Massachusetts,  
USA**

The upgrade and expansion of the school's existing 32,000 gallons per day rotating biological contactor facility to 43,000 gallons per day included design of a new gravity sewer collection system, a new pre-equalization and primary settling tank, a new ultraviolet disinfection system, additional leaching facilities, and miscellaneous piping and denitrification filter modifications. System design allowed the facility to meet Massachusetts Department of Environmental Protection's Interim Guidelines for Reclaimed Water Use in effect at the time.

Construction duties included general construction administration, shop drawing review, responding to requests for information, addressing and coordinating the Groundwater Discharge Permit and other permitting requirements, development of the wastewater treatment facility operations and maintenance manual, and conducting periodic site visits.

***Barnstable Secondary Clarifier Construction***

**Project Manager and Resident Project Representative |  
Town of Barnstable | Barnstable, Massachusetts,  
USA**

This project was part of the Town's facility planning process and included the construction of an 85-foot diameter secondary clarifier and associated equipment. Duties included observation of all phases of construction, daily field reports, coordination of all quality assurance and quality control testing for soils and cast-in-place concrete, and shop drawing review. This project also included the coordination and conducting of monthly progress meetings with the contractor and the owner, processing payment requisitions, and coordination of sub-consultants.

**Project experience – Planning**

***Falmouth Nutrient Management Services and Comprehensive Wastewater Management Planning***

**Project Manager |  
Town of Falmouth | Falmouth, Massachusetts, USA**

These services focused on septic system nitrogen impacts on the Town's southern coastal embayments and West Falmouth Harbor. Responsibilities include evaluation and development of alternatives to address nitrogen impacts; and evaluation of traditional and alternative solutions including sewers, inlet widening,

and PRBs. Responsibilities also include development of Final Comprehensive Wastewater Management / Targeted Watershed Management Plans; associated technical memorandums supporting these projects; technical support for watershed permitting; and 30 percent design of collection system expansion.

***Mashpee Watershed Nitrogen Management Plan***

**Project Manager |  
Town of Mashpee | Mashpee, Massachusetts, USA**

The plan focused on the evaluation of multiple shared watersheds and nitrogen loading impacts on the watersheds in the Town from septic systems and various other sources. Responsibilities included the study of existing conditions; evaluation of the existing package wastewater treatment facilities; evaluation of alternative wastewater collection and treatment scenarios for nitrogen reduction to achieve total maximum daily loads, and cost development. Responsibilities also included the development and preparation of the Needs Assessment Report, Technology Screening Report, Alternative Scenarios Analysis Report, and the Draft and Final Recommended Plan and Environmental Impact Reports.

***Chatham Comprehensive Wastewater Management Plan and On Call Services***

**Project Manager |  
Town of Chatham | Chatham, Massachusetts, USA**

These services included completion of the Town's comprehensive wastewater management plan to reduce nitrogen impacts from septic systems to meet nitrogen total maximum daily loads and other wastewater needs; and approval of the plan through the local, county, state and federal review processes. Responsibilities included development and presentation of the planning documents and recommended plan, flows and loadings, cost estimation, evaluation of traditional and alternative wastewater collection, treatment and recharge systems, and long-term planning and support through implementation.

***Eastham Comprehensive Wastewater Management Planning***

**Sr. Project Engineer |  
Town of Eastham | Eastham, Massachusetts, USA**

Project focused on wastewater and nitrogen management needs for watersheds including Salt Pond, Nauset Estuary, Town Cove, and Rock Harbor. Responsibilities include updating previous studies based on latest Massachusetts Estuaries Reports and Section 208 Area-wide Water Quality Management Plan planning tools developed by the Cape Cod Commission, and support and technical review and management of demonstration/pilot projects for permeable reactive



J. Jefferson Gregg | Project Director

barriers (PRBs), and shellfish aquaculture for use in nitrogen management.

***Barnstable Nutrient Management Planning***

**Project Manager |  
Town of Barnstable | Barnstable, Massachusetts,  
USA**

This project focused on the need to manage nutrient impacts from septic systems to water resources in Town including drinking water, embayments, and freshwater ponds. Responsibilities included development of solutions and approaches to address septic system impacts.

***Provincetown Wastewater Facilities Plan***

**Project Engineer |  
Town of Provincetown | Provincetown,  
Massachusetts, USA**

This project focused on septic system impacts on the harbor and groundwater. Responsibilities included study of existing conditions, evaluation of alternatives and development of planning costs. Responsibilities also included development and preparation of the Draft and Final Facilities Plan and Environmental Impact Report documents for the project.



# Elizabeth Cheeseman

## Project Manager – Northeast Water & Wastewater



### Location

Harrisburg, USA

### Experience

20 years

### Qualifications/Accreditations

- Bachelor of Science Degree, Environmental Engineering, Wentworth Institute of Technology, 2001
- Associates of Science Degree, Environmental Engineering, Wentworth Institute of Technology, 1998
- Howell Cheney RVTS – HVAC, 1996

### Affiliations

- American Public Works Association (APWA) Board Member (Current President)
- Water Environment Federation (WEF)
- Pennsylvania Water Environment Association PWEA)
- Yoga Alliance

### Relevant experience summary

Elizabeth has over 20 years of experience in a variety of wastewater and stormwater projects including, but not limited to sanitary sewer design, replacement, and rehabilitation of sanitary sewers. She is currently managing and coordinating work on sewer replacement, sewer rehabilitation, inflow/infiltration programs, stream restorations, and a wastewater treatment project.

### Project Experience – GHD

#### *Consolidated Planning Level Sewer Program*

**Project Engineer |  
Aqua Pennsylvania | Bryn Mawr, Pennsylvania, USA**

Project Engineer for the preparation of the approach for the capital improvement and operations plan to be utilized for the development of risk and decision trees to be used in Info Asset 360 and development of cost estimation for sewer rehabilitation and replacement projections for planning purposes.

#### *2025 Small Diameter Sewer Rehabilitation Contract 1 – Beltzhoover Neighborhood*

**Design Manager |  
Pittsburgh Water and Sewer Authority | Pittsburgh, Pennsylvania, USA**

Design Manager for the Condition assessment and rehabilitation design for CIPP Lining, rehabilitation, excavated point repairs, raising manholes to grade, installing new manholes as junctions, and the associated access of 7 miles of combined sewers 15" to 24" in diameter. Manage CCTV subcontractors, work with team and client on development of a risk analysis and info

asset planner flow chart., advising on permitting needs and procedures, and design and construction drawings.

#### *2024 Small Diameter Sewer Rehabilitation Contract 2 – Westwood Neighborhood*

**Deputy Project Manager |  
Pittsburgh Water and Sewer Authority | Pittsburgh, Pennsylvania, USA**

Deputy Project Manager for the Condition assessment and rehabilitation design for CIPP Lining, rehabilitation, excavated point repairs, raising manholes to grade, installing new manholes as junctions, and the associated access of 11 miles of combined sewers 15" to 36" in diameter. Manage CCTV subcontractors, work with team and client on development of a risk analysis and info asset planner flow chart., advising on permitting needs and procedures, and design and construction drawings.

**2022 Stormwater Emergency Stormwater Projects**

**Project Manager |  
Susquehanna Township Authority | Harrisburg,  
Pennsylvania, USA**

Project Manager for a sanitary sewer improvement project that addresses inflow and infiltration consent order project. This project involves the replacement and rehabilitation of sanitary sewer mains, manholes, laterals, and building sewers on both public and private property, public outreach and communications, bidding, and construction.

**West Side Interceptor Project Preliminary Investigations and Basis of Design Report**

**Project Coordinator |  
Town of Amherst | New York, USA**

Project Coordinator for the Basis of Design Report that focuses on the recommended alternative (Alternative 4) in a prior report, which consists of a relief 30 MGD pumping station and 36-inch diameter force main scenario. The project had the lowest capital costs and would achieve the goals of the project within a scalable schedule to meet future demands created from redevelopment activities.

**AR-23B/C Sanitary Sewer Improvement Project**

**Project Coordinator |  
Susquehanna Township Authority | Harrisburg,  
Pennsylvania, USA**

Project Coordinator for a sanitary sewer improvement project that addresses inflow and infiltration consent order project. This project involves the replacement and rehabilitation of sanitary sewer mains, manholes, laterals, and building sewers on both public and private property, public outreach and communications, bidding, and construction.

**PC-32A Sanitary Sewer Improvement Project**

**Project Coordinator |  
Susquehanna Township Authority | Harrisburg,  
Pennsylvania, USA**

Project Coordinator for a sanitary sewer improvement project that addresses inflow and infiltration consent order project. This project involves the replacement and rehabilitation of sanitary sewer mains, manholes, laterals, and building sewers on both public and private property, public outreach and communications, bidding, and construction.

**Summerdale Phases 1 and 2 Sanitary Sewer Improvements**

**Project Manager |  
East Pennsboro Township | Enola, Pennsylvania,  
USA**

Project Manager for 3 miles of 8-inch diameter sanitary sewer improvement projects that included pipe replacement, CIPP mainline lining, and T-liners.

**Inflow and Infiltration Program**

**Project Manager |  
East Pennsboro Township | Enola, Pennsylvania,  
USA**

Project Manager for the development of the Townships inflow and infiltration program. Development of the approach working with the Township to develop a sanitary sewer basin metering and control basin program to document pre-and post- sewer improvements and cost benefit analysis for flow reduction.

**Project Experience – Other**

**Senior Project Manager |  
Dawood Engineering Inc. | Harrisburg, Pennsylvania,  
USA | February 2020 – February 2022**

Client Manager for 1st Class Township; managing the municipal group that consists of 7 team members, and managing capital improvement and maintenance projects, budgets, land development and subdivision plans and construction inspection. Responsible for leading the team and growing business in the water management and municipal sectors. Responsible for building a team that is cohesive and works well during a pandemic time. Manages across discipline departments to get projects completed. Responds to quick turnarounds on grant applications, client requests, designs and bringing projects to construction. Hired, mentored, and managed team members that are diverse in age and experience.

**Senior Project Manager |  
Mr. Rehab, LLC | Mechanicsburg, Pennsylvania, USA  
| April 2017 – February 2020**

Bid and manage public and private sanitary sewer and manhole evaluation and rehabilitation projects ranging in cost from \$5,000 to \$9.2 million. Work with operations on completing projects within contract parameters. Work with clients, engineers, the public, subcontractors, and team members on finding solutions to issues that arise in a timely and professional manner.



**Environmental Engineer |  
Church & Dwight Co., Inc. | York, Pennsylvania, USA  
| March 2015 – March 2017**

Responsible for managing, budgeting, creating and training on Environmental Programs for a 1.1 million square foot consumer goods manufacturing facility on 234 acres with approximately 800 employees at a 24/7 manufacturing site with four different products, including an FDA regulated facility and distribution center with DOT Hazardous Materials Shipping. Evaluated sustainable reuse and waste disposal options, ways to reduce energy and water use, air pollution control, storm water management, hazardous materials reporting, managing wastewater, water usage with the Susquehanna River Basin Commission, annual reporting. Work with plant management, corporate, and cross functional teams inside and outside of the organization.

- Development of a GASB 34 asset management program
- Preparation of Proposals
- Identification for work opportunities with existing & potential clients

**Environmental Engineer |  
ARRO Consulting Inc. | Lititz, Pennsylvania, USA |  
October 2003 – February 2015**

Key Projects:

- Environmental Consultant responsible for client management and interaction, budgets, estimating, scheduling, field activities, regulatory compliance for several types of manufacturing and operating facilities by developing and implementing Environmental programs and processes.
- Management of Residual, Universal, and Hazardous Waste
- Work with team members on giving out tasks and being given tasks.
- A food-manufacturing client has received one of the best overall corporate environmental audit results in North America Division in 2011 with a rating of 88.5% and 4 years zero violations – PA DEP, EPA.
- Project Manager for Municipal Sewage Facilities Planning & Sewage Management Programs. Sanitary Sewer Improvement Projects and I/I Analyses.
- Lead engineer for two multi-municipal sewage facilities plans, working with regulatory agencies and additional work performed on working with municipalities on their intermunicipal agreements, public comment, and outreach.

Lead engineer for the following:

- Asset & utility management projects
- Sanitary sewer rehabilitation projects
- Collection & conveyance system
- Environmental compliance for various projects (NPDES, PNDI, PHMC, WQM, Act 167 Storm water, & MS4)
- Knowledgeable on all phases of design & construction of wet infrastructure
- Preparation of construction documents



# Mitchell A Collins PE

## Project Engineer



### Location

Harrisburg, PA

### Experience

10 years

### Qualifications/Accreditations

- Bachelor of Science – Civil Engineering, The Pennsylvania State University, 2013
- Minor – Environmental Engineering, The Pennsylvania State University, 2013
- Professional Engineer: PA

### Key technical skills

- Linear design – sanitary sewer
- Wastewater hydraulic modeling (Bentley SewerGEMS/SewerCAD)

### Relevant experience summary

Mitchell's experience includes sanitary sewer design and replacement (gravity and force mains); quantity take-offs for sanitary sewer projects; hydraulic modeling (building, loading, validating, and analyzing) for wastewater collection/conveyance systems.

### Project experience – Sanitary Sewer Linear Design/Replacement

#### *PC-2E/2F Trunk Line Replacement Project*

**Lead Design Engineer | Lower Paxton Township Authority | Harrisburg, Pennsylvania, USA | August 2023 - Current**

Completed sanitary sewer design replacement of approximately 4,000 LF of existing gravity main (8-inch to 10-inch), 20 existing manholes, and 21 existing laterals. Completed storm sewer design replacement of approximately 130 LF of existing pipe, new inlet, and new headwall/endwall. Assisted with PADEP permit and E&S/NPDES submissions. Assisted with preparing project specifications. Performed quantity take-off and assisted with engineer's opinion of probable construction costs.

#### *Harwich Phase 3 Sewer Extension Project (Contracts 1-E & 2-W)*

**Project Engineer & QA/QC | Town of Harwich | Massachusetts, USA | June 2023 - Current**

Completed QA/QC of 60% sanitary sewer design for approximately 33,000 LF of gravity main, 4,200 LF of low-pressure main, 5,300 LF of pump station force mains, and associated sewer laterals for Contract 1-E and approximately 13,000 LF of gravity main, 2,000 LF of low-pressure main, 2,700 LF of pump station force mains, and associated sewer laterals for Contract 2-W. Assisted with final linear design of both contracts to

contract bidding. Performed quantity take-off and assisted with engineer's opinion of probable construction costs. Addressed RFIs during bidding.

#### *Pump Station No. 4 – Force Main Replacement Project*

**Project Manager | Hamilton Township Municipal Authority | Chambersburg, Pennsylvania, USA | 2021 - 2023**

Managed the replacement of approximately 6,100 LF of 8-inch with 10-inch PVC/HDPE through horizontal directional drilling and trench dig-up and installation of 9 ARV/flushing chambers. Completed QA/QC of final design, quantity take-off, and engineer's opinion of probable construction costs. Reviewed shop drawing submittals. Addressed RFIs during bidding, design questions from contractor, and issues that occurred during construction.

#### *Spring Creek 1 Trunk Replacement Project*

**Design Engineer | Lower Paxton Township Authority | Harrisburg, Pennsylvania, USA | 2020 - 2022**

Completed sanitary sewer design of approximately 1,050 LF of existing gravity main (8-inch to 18-inch) through replacement, 300 LF of existing gravity main (12-inch) through pipe bursting, replacement of 8 existing manholes and 60 LF of existing laterals. Assisted with PADEP permit and E&S/NPDES submissions. Performed quantity take-off and assisted with engineer's opinion of probable construction costs.

Reviewed shop drawing submittals. Addressed RFIs during bidding and design questions from contractor during construction.

***Mini-Basins BC-7A/7B/7C/7D/8C/8D Sewer Improvements Project***

**Design Engineer | Lower Paxton Township Authority | Harrisburg, Pennsylvania, USA | 2019 - Current**

Completed sanitary sewer design of approximately 33,400 LF of existing gravity main through replacement, 1,000 LF of existing gravity main through pipe bursting, and 1,700 LF of existing gravity main through lining; replacement of 185 existing manholes, and replacement of 400 existing laterals/building sewers. Assisted with PADEP permit and E&S/NPDES submissions. Performed quantity take-off and assisted with engineer's opinion of probable construction costs. Reviewed shop drawing submittals. Addressed RFIs during bidding and design questions from contractor during construction.

***Spring Creek Mini-Basin SC-2B Sanitary Sewer Repairs***

**Design Engineer | Lower Paxton Township Authority | Harrisburg, Pennsylvania, USA | 2020 - 2021**

Completed sanitary sewer design lining of approximately 16,000 LF of existing gravity main, 76 existing manholes, and 100 existing laterals. Assisted with PADEP permit and E&S/NPDES submissions. Performed quantity take-off. Reviewed shop drawing submittals.

***Mini-Basins BC-2A/2B/2C/5B Sewer System Improvements Project***

**Project Engineer | Lower Paxton Township Authority | Harrisburg, Pennsylvania, USA | 2020 - 2021**

Assisted with sanitary sewer design replacement of approximately 33,400 LF of existing gravity main (8-inch to 18-inch), 150 existing manholes, and 520 existing laterals/building sewers. Completed QA/QC of final design. Assisted with PADEP permit submissions. Assisted with quantity take-off.

***Drainage Areas AR-23B/23C Sanitary Sewer Improvements***

**Project Engineer & QA/QC | Susquehanna Township Authority | Harrisburg, Pennsylvania, USA | March - May 2023**

Completed QA/QC of quantity take-off for project bidding for replacement of 10,000 LF of 8-inch sanitary sewer lines, manholes, and associated laterals/building sewers and for rehabilitation of 7,500 LF of 8-inch and 10-inch sanitary sewer lines via CIPP lining and manhole lining.

***Various LPTA Sanitary Sewer Projects***

**Project Engineer | Lower Paxton Township Authority | Harrisburg, Pennsylvania, USA**

Assisted with completing the WQM Part II Permit Application and engineer's report for the following projects: Nyes Road System Improvements, PC-2A Trunk Line Lining, and Trunk A Upgrade & Relocation.

***East Conococheague Interceptor Replacement & E-7 Basin Flow Diversion***

**Staff Engineer | Borough of Chambersburg | Pennsylvania, USA**

Completed the Sewage Facilities Component 3 Planning Module for the replacement of 2,200 LF of the East Conococheague interceptor and diversion to the West Conococheague Interceptor due to capacity restrictions. Assisted with drafting the engineer's report for the WQM Part II Permit. Used the hydraulic model to determine the design flows for the interceptor replacement.

Completed the Sewage Facilities Component 3 Planning Module for a new pump station/force main to divert E-7 Basin flows to the West Conococheague Interceptor and abandon a portion of elevated sanitary sewer on a deteriorating stone retaining wall. Assisted with completing the WQM Part II Permit Application for the project, including the engineer's report.

***Lenhart Road Sanitary Sewer Replacement***

**Staff Engineer | Hatfield Township Municipal Authority | Hatfield, Pennsylvania, USA | 2016 - 2017**

Assisted with developing an Act 537 Plan Special Study to divert flows from the Pine Street Drainage Basin to the Lenhart Road Drainage Basin to reduce the hydraulic overload in Pine Street. Assisted with completing the WQM Part II Permit for the project.

**Project experience – Sanitary Sewer Civil Site**

***Hamilton Township Municipal Authority Pumping Station No. 14 Upgrade***

**Project Manager | Hamilton Township Municipal Authority | Chambersburg, Pennsylvania, USA | 2019 - 2022**

Managed the replacement/upgrade of the dry-pit installation submersible sewage pumps, VFDs, yard piping, control panel, concrete work, and associated electrical work at Pump Station No. 14. Addressed RFIs during bidding. Completed site visits during construction and addressed contractor design questions.



## **Project experience – Sanitary Sewer Hydraulic Modeling**

### ***LPTA Inflow & Infiltration Program***

**Project Engineer | Lower Paxton Township Authority | Harrisburg, Pennsylvania, USA | 2014 - Current**

Built and validated the hydraulic model of the Beaver Creek and Nyes Road Interceptors using Bentley SewerGEMS software. Analyzed the model to evaluate the success of the program to date, identified remaining existing and future system restrictions, reprioritized future rehabilitation and upgrade projects, and evaluated potential storage options to meet Consent Decree requirements. Updated the previously developed hydraulic models of the Spring Creek and Paxton Creek drainage basin interceptors with completed rehabilitation projects and conveyance improvements. Evaluated the reduction of hydraulic overload and overflows. Identified remaining rehabilitation/upgrade projects to meet Consent Decree requirements. Used the models to develop a database to track system capacity for future growth and planning modules.

### ***STA Inflow & Infiltration Program***

**Project Engineer | Susquehanna Township Authority | Harrisburg, Pennsylvania, USA | 2015 - Current**

Built and validated the hydraulic model of the Asylum Run Interceptor using Bentley SewerGEMS software. Analyzed the model to evaluate the success of the program to date, identified remaining existing and future system restrictions, and evaluated future rehabilitation and upgrade projects. Expanded the scope and updated the Paxton Creek Interceptor hydraulic model with completed rehabilitation projects. Analyzed the model to identify remaining system restrictions and future rehabilitation/upgrade projects. Used the models to develop a database to track system capacity for future growth and planning modules.

### ***Hamilton Hydraulic Model Development***

**Project Engineer | Hamilton Township Municipal Authority | Chambersburg, Pennsylvania, USA | 2017 - Current**

Built and validated the hydraulic model of the Authority's conveyance system in all three drainage basins using Bentley SewerGEMS. Analyzed the hydraulic models with existing flows and future growth to identify system restrictions and future improvement options. Used the models to develop a database to track system capacity for future growth and planning modules.

Updated and calibrated the Authority's Cashtown low-pressure system hydraulic model in Hydromatic LPS. Used the models to develop a database to track

system capacity for future growth and planning modules.

### ***Broad Street/Pine Street Hydraulic Models***

**Project Engineer | Hatfield Township Municipal Authority | Hatfield, Pennsylvania, USA | 2015 - Current**

Built and validated the hydraulic models of the Broad Street and Pine Street conveyance lines using Bentley SewerGEMS. Analyzed the models with existing flows to identify system restrictions and future improvement options to remove hydraulic overload as part of the Authority's I/I Mitigation Plan.

### ***Shippensburg Hydraulic Model Development***

**Project Engineer | Borough of Shippensburg | Pennsylvania, USA | 2017 - 2018**

Built and validated the hydraulic model of the Borough's collection/conveyance system using Bentley SewerCAD. Evaluated the model with dry weather and wet weather flow data to determine hydraulic capacity, identify system restrictions, and recommend capacity improvement options.



# Douglas Mayer EIT

## Engineer



### Location

Syracuse, New York

### Experience

12 years

### Qualifications/Accreditations

- BS Forest Engineering, 2008
- Engineer In Training: New York

### Key technical skills

- Pumping station design

### Memberships

New York Water Environment Association (NYWEA)

### Relevant experience summary

Doug has 12 years of engineering experience, with 9 years of wastewater-specific project experience at the study, design, and construction administration phases. Technical focus has been process mechanical design for collection system and wastewater treatment plant projects with repeated experience designing new and rehabilitated pumping stations. Doug is currently managing the design of several wastewater design projects, managing delivery schedules, and fostering collaboration across trade disciplines.

#### ***Field Pond Pump Station***

Project Engineer |  
Town of Milford | Massachusetts, USA

Replacement of two 150hp centrifugal pumps, VFD starters, instruments and controls, valves, and sections of degraded force main to rehabilitate the Field Pond sewage collection system pump station.

#### ***Queen Anne Pump Station***

Role: Project Engineer |  
Town of Chatham | Massachusetts, USA

Relocation and re-design of a suction lift collection system pumping station including all new wet well, two 15hp suction lift pumps, instruments and controls, and force main for the Queen Anne Pump Station.

#### ***Oyster Pond, Independence Lane, Pond View West, Old Mill Boatyard, and Mill Pond Pump Stations***

Project Engineer |  
Town of Chatham | Massachusetts, USA

Design and calculation reviews, final pump selections, and design updates for several in-progress suction lift and grinder pump stations for the Chatham collection system.

#### ***Inflow and Infiltration Field Study***

Field Project Engineer |  
City of Watertown | New York, USA

Field collection of smoke testing data of the combined and separated sewer system of the City to identify sources of I/I and potentially improper connections,

resulting in an engineering report for recommended capital project improvements.

#### ***Phase II Pump Station Improvements***

Project Engineer |  
Town of Harrison | New York, USA

Population analysis, sizing, and rehabilitation design for three collection system submersible pump stations including rehabilitated and new wet wells, valves and valve vaults, instruments and controls, and force mains.

#### ***Buffalo Sewer Authority Willert Park PCM Study***

Project Engineer |  
Buffalo Sewer Authority | Buffalo, New York, USA

Desktop analysis of seasonal flow meter and rain gauge data to establish baseline sewer conditions; analysis of storms and storm response in the collection system before and after rehabilitation projects; and production of visualization materials to summarize the data and analysis for deliverables.



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# **CORRESPONDENCE**



## MESSAGE FROM DISTRICT ATTORNEY ROBERT J. GALIBOIS

From our first day in office, January 4, 2023, we began serving this community with our mission front and center: Protect the public. Ensure equal access to justice.

My first order of business was appointing Jessica Elumba as the First Assistant District Attorney. Ms. Elumba is the first woman to hold this position in the history of the Cape and Islands District. Nearly 25 years of prosecutorial experience at every level of our criminal justice system qualifies her to lead our office, which handles thousands of criminal cases across five District and Juvenile Courts, three Superior Courts, and the Appeals Unit.

We began by assembling a professional staff whose resumes reflect deep and varied experience, always with the same goal: In partnership with the communities we serve, pursue truth and justice, protect the innocent, and ensure public safety.

The Cape and Islands District Attorney's goal is to improve quality of life for all citizens. Fair and effective prosecutions must be linked with progressive prevention initiatives and outreach.

An exciting development during our first year, and another first for the District, was the creation by the Trial Court of a Mental Health Specialty Court Session. We have appointed a dedicated Mental Health Specialty Court Prosecutor to address mental health issues, with a goal shared by the Trial Court: Identify appropriate treatment to reduce recidivism.

We also worked with the Edgartown District Court to bring an inaugural Recovery Court Session to Martha's Vineyard. We look forward to joining with the Court and many dedicated service providers on Martha's Vineyard to help people addressing a substance use disorder.

Early in our administration, the entire Cape and Islands Legislative Delegation joined our efforts to seek additional funding to provide professional, proactive services.

*Continued on page 2*



### 2023 Annual Report Highlights

Page 2 - Message from District Attorney *continued*

Page 2 - The Numbers

Page 2 - Community Partnerships

Page 3 - Diversion Programs - *New Recovery and Mental Health Sessions!*

Page 3 - *New!* Human Trafficking Unit!

Page 4 - *New!* Mental Health Court!

Page 4 - Budget



**MESSAGE FROM DA  
ROBERT J. GALIBOIS  
Continued -**

One result: The creation of a Child Protection and Human Trafficking Unit within the office to work closely with local, state, and federal authorities to identify, target, and prosecute those who prey on the vulnerable through unlawful labor practices and sexual exploitation.

We have also launched a Diversity, Equity, and Inclusion Committee with support from many groups throughout our communities. We look forward to training practices developed by our DEI Committee and to improving recruitment efforts to bolster and diversify our staff.

Transparency remains a hallmark of this administration. In my first year in office, I appeared before 22 Select Boards (and The Barnstable Town Council), as well as meeting with County officials, every police chief on the Cape and Islands, and state and federal leaders to update them on accomplishments and goals of the office and address any questions.

That same outreach continues with many community leaders to maintain a channel of communication and openness.

To serve as the Cape and Islands District Attorney is a privilege. I embrace the responsibilities of this job with excitement as I go to work every day.

Onward,  
Robert J. Galibois

**The Numbers**

- There were 168 trials in 2023.
- 553 cases were disposed of via guilty pleas.
- 9,391 charges were disposed of.

**State Police Detective Unit / Anti-Crime Task Force**

In 2023, the Unit investigated 541 cases. 424 cases were unattended deaths. The remaining 117 cases were everything from assisting towns with downloading cellphone usage, narcotics cases to sexual assaults investigations.

**Juvenile Justice Unit**

In 2023, the Juvenile Justice Unit handled 1,338 charges in juvenile court 87 cases which otherwise would have been prosecuted in the Juvenile Court were diverted through their participation in the CIDAO's Juvenile Diversion Program. This program is an alternative to formal prosecution.

**Domestic Violence Unit**

The unit handled 1,883 domestic violence charges in 2023, 48 in Superior Court and 1,835 in District Court. At the end of 2023 it was actively managing 860 ongoing charges.

**Victim Witness Advocate Unit**

In 2023, CIDAO Victim Witness Advocates supported victims and witnesses through the court process for 5,385 charges arraigned and 4,191 charges disposed of. At the close of 2023 the advocates were actively supporting victims of and witnesses to 6,344 crimes charged.

**Child Protection and Human Trafficking Unit**

The Unit handled 178 charges of child abuse in 2023. The CIDAO had ADA's present at 124 SAIN (Sexual Assault Intervention Network) Team interviews. The CIDAO has recently started data collection on Human Trafficking.

**Community Partnerships**

The CIDAO team has been actively engaged in building collaborations to strengthen relationships in the community. The office is building connections and partnering with the diverse groups serving the community with resources for everything from domestic violence prevention and child abuse prevention to food security and substance use disorder treatment and recovery programs.

The office has provided financial support to 11 local programs encompassing many needs in our community including: Big Brothers Big Sisters, Boys & Girls Club of Cape Cod (see photo above), Calmer Choice Inc., Champ Homes, Children's Place, Falmouth Gun Safety Coalition, Inc., Family Table Collaborative, ROAR, WE CAN, Youth Firesetting Intervention Team Program and Behavioral Health Innovators.







### **Social Media Summit**

The CIDAO works closely with schools and helps school officials, parents, guardians and students to better understand bullying, cyberbullying, social media and device safety, and cyber safety. The CIDAO team also facilitated their first parent and guardian Social Media Summit with Barnstable Police Department in June. During the 2022/23 school year, the CIDAO presented to hundreds of adults and over a thousand students on these important topics.

### **Recovery Court**

Recovery Court is a special session of the Barnstable District Court, Falmouth District Court and now the Martha's Vineyard District Court. Referrals to Recovery Court often come from the district attorney, defense attorneys, and probation officers.

The mission of the Recovery Court Program is to provide judicial intervention, treatment, and intensive supervision to individuals who have committed criminal acts as a direct or indirect result of their substance use disorder.

Participants are required to become gainfully employed or involved in an educational/vocational program. They are also expected to complete strategies for long-term recovery and substance-free life goals. Emphasis is on securing and strengthening social supports, reviewing career or employment advancement issues, restoring family/marital relationships, developing healthy leisure time activities, and considering spirituality in recovery.

When the team feels that a participant is ready, he or she will be asked to come to a case conference meeting to talk to the Drug Court team about the Drug Court experience to be considered for eligibility for graduation.

In 2023, there were 9 Recovery Court graduates! See photo above.



### **Diversion Programs**

The CIDAO recognizes that at times, the need for services outweighs the need to prosecute. Adult Diversion Programs are offered in lieu of court involvement, while still holding individuals accountable. Specifically, veterans, those with mental health needs, or substance use disorders can benefit from Diversion Programs which provide structure and can facilitate in accessing services people may need to prevent criminal records.

### **Introducing New Human Trafficking Unit**



Under DA Galibois' leadership the office has built a "Child Protection and Human Trafficking Unit." The first step was hiring ADA Vanessa Madge as the Chief of the Unit. Vanessa comes to the CIDAO with over a decade of experience working as a Child Abuse Prosecutor with Plymouth County and Human Trafficking Prosecutor with the Attorney General's Office.

The office has also formed a "Committee to Address Human Trafficking." The goals of the committee are to build awareness of the issue, train police officers to identify those being targeted and victimized, to work with community groups to ensure that there is a safety net in place for victims, and to prosecute offenders.





**Fiscal Budget FY22:**

The FY'22 budget was \$5,755,659

- \$5,439,924 was our main appropriation and \$315,735 was money for State Police Overtime.
- We also received \$26,647 for ADA Retention Monies.
- We spent \$24,145 in funds we received on Sexual Assault Evidence Collection Kit (SAECK) Testing.

**New! Mental Health Court**

This fall, the CIDAO was proud to become a part of the Barnstable Mental Health Session (BMHS) – Enhancing public safety, treatment and quality of life for the community. A collaboration between the Barnstable District Court and the Department of Mental Health.

BMHS seeks to improve outcomes for individuals with primary mental health disorders while improving public safety. Using a treatment-focused model, BMHS program goals include: Identifying individuals with serious mental health and co-occurring disorders who are involved with the criminal justice system and would benefit from additional support and monitoring, identifying individual service needs and linking them to community-based services as an alternative to incarceration, providing ongoing contact with providers to verify and encourage participants to uphold meaningful involvement in mental health and substance abuse treatment, and continued coordination of services among treatment providers, courts, attorneys, probation officers and houses of correction to ensure participants are accessing needed services within the community to sustain public safety.

**Diversity, Equity and Inclusion Committee**

The new administration has formed a Diversity, Equity and Inclusion Committee. Five staff members from the CIDAO and 19 people from the wider community are engaged and are working on the following initiatives: Internal assessment, communications, community engagement, education and training, and recruitment and retention.



**Community-Based Juvenile Justice**

The CIDAO meets monthly during the school year with local schools to address Community-Based Juvenile Justice. This initiative, required by state law, brings together schools, law enforcement and youth-serving agencies together to address school violence, undertake violence prevention efforts and assist schools in providing a safe and supportive learning environment. Convened by ADAs and Community Outreach personnel from the CIDAO, these meetings provide a forum for information sharing about school issues, as well as confidential conversations about court-involved students and those at risk. The program has established solid partnerships and avenues of communication to build and strengthen relationships that help school communities, at-risk youth, and their families.

**Contact Information:**

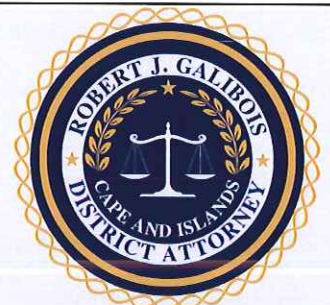
Barnstable: 3231 Main Street Barnstable, MA 02630 – 508-362-8110

Falmouth: 161 Jones Road Falmouth, MA 02540 – 508-457-1834

Orleans: 237 Rock Harbor Road Orleans, MA 02653 – 508-255-7007

Martha's Vineyard, Edgartown District Court 508-627-3751, P.O. Box 1284, DA's Office in courthouse – P.O. Box 1115 – 508-627-3751

Nantucket District Court: P.O. Box 1800, 508-228-0460, DA'S office -508-228-4642





The Cape and Islands District Attorney's Office

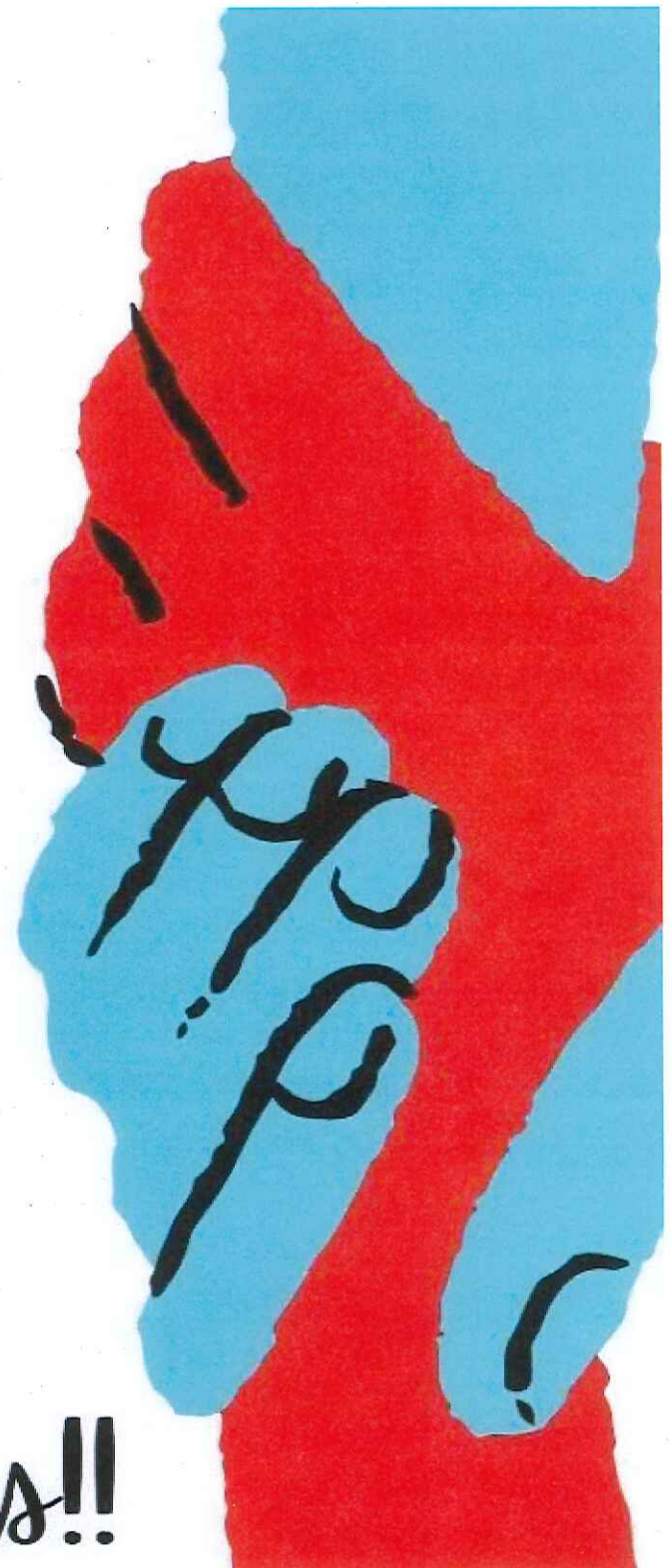
# The DA and Us

District Attorney Galibois has always believed it is fundamentally important for the office to be integrated with the communities it serves. To facilitate this, a Community Engagement Officer has been tasked with building and running the "The DA and Us Program". This program, which launched in early 2024, will organize small groups of people from each of the towns across the Cape and the Islands to meet with the Community Engagement Officer on a periodic basis to discuss important topics unique to each community.

The Cape and Islands District Attorney's Office recognizes that Barnstable, Dukes, and Nantucket Counties encompass twenty-three individual towns, all of whom have needs that differ in some ways from their neighboring communities. To make sure that our office is providing the support necessary to meet those needs, we are calling on members of the community who would want to be involved in these town-based coalitions to join us and be proactive in accomplishing necessary change in our hometowns.

If you, or someone you know would like to learn more about or to participate in "The DA and Us" program please call the Main office or email our Community Engagement Officer Kelly Quealy at [kelly.quealy@mass.gov](mailto:kelly.quealy@mass.gov)

## Calling all volunteers!!





**THURSDAY-JUNE 13TH 2024**

**4-6 PM**

**THE 204: THE CULTURAL ARTS AND  
MUNICIPAL BUILDING**

**GRANTS RECEPTION**



**HARWICH**  
CULTURAL COUNCIL

Please join us for a reception to celebrate the rich cultural life of Harwich and to honor the awardees of Harwich Cultural Council grants for 2024. Grant recipients are cordially invited to share materials and information about their awarded projects and their greater body of work, for which there will be display space provided.

Light refreshments will be served

**RSVP by June 2nd to Dinah Lane at  
DinahatHCC@gmail.com. Please include the  
number of attendees and guests coming.**

**The public is invited  
and welcome to  
attend!**



**Mass  
Cultural  
Council**