

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: May 26, 2020
TIME: 2:46 PM

RESCHEDULED (formerly 9:30 AM)

**BOARD OF CEMETERY COMMISSIONERS
MEETING NOTICE & AGENDA**

May 28, 2020

3 PM Exclusively by Zoom, Video Conferencing

Join Zoom Meeting

<https://us02web.zoom.us/j/84252750758?pwd=MjlhaEdna1d2RzZCRnlYenBvaVI4UT09>

Meeting ID: 842 5275 0758

Password: 754647

One tap mobile

+13126266799,,84252750758#,,1#,754647# US (Chicago)

+19292056099,,84252750758#,,1#,754647# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

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In the event that audio is lost, the meeting will stop until it is restored. If the audio cannot be restored, the meeting will end and be rescheduled.

AGENDA

- Review and vote on submitted quotes issued by DPW Cemetery Department for 1. renovation of the circular planting beds at Highland Meadow Cemetery, 2. Pruning and removing of invasive species in planting border at Highland Meadow Cemetery and 3. replacement of shrubs and perennials at Veterans section at rear of Belmont Cemetery
- Invoice #1616262 from Stantec for water monitoring work at Highland Meadow Cemetery. \$3042.84
- Approval of minutes

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: May 26, 2020
TIME: 2:45 PM

CANCELLED – RESCHEDULED TO 3 PM

**BOARD OF CEMETERY COMMISSIONERS
MEETING NOTICE & AGENDA**

May 28, 2020

9:30 AM Exclusively by Zoom, Video Conferencing

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Meeting ID: 842 5275 0758

Password: 754647

Find your local number: <https://us02web.zoom.us/u/kezaSMXe61>

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**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: May 26, 2020
TIME: 8:57 AM

**BOARD OF CEMETERY COMMISSIONERS
MEETING NOTICE & AGENDA
May 28, 2020**

9:30 AM Exclusively by Zoom, Video Conferencing

Join Zoom Meeting

<https://us02web.zoom.us/j/84252750758?pwd=MjlhaEdna1d2RzZCRnlYenBvaVI4UT09>

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- Invoice #1616262 from Stantec for water monitoring work at Highland Meadow Cemetery. \$3042.84
- Approval of minutes

*D. Muzzioli
Associates, Inc.*

LANDSCAPING — GENERAL CONTRACTORS

22 Hough Road, Belmont, MA 02478

PHONE: 617-489-5332 FAX: 617-489-3522

May 18, 2020

Highland Meadow Cemetery
700 Concord Ave
Belmont, MA 02478

- Perform pruning and clean-up of the landscape border for Highland Meadow Cemetery that runs from the entrance gate to the corner at the Day School driveway and on the rock wall to the right of the cemetery entrance from entrance gate to gate to cell tower. Clean up includes removal of invasive and competitive species within the designated areas. Major clean ups will be conducted in the Spring and Fall. Spring will include edging, weeding, thatching lawn, and removing debris. Fall clean up will include removing all leaves. Apply fertilizer, crab grass control, and weed killing on the grass throughout the growing season.

Total estimated cost-Materials and labor: \$12,500.00

- Remove what is left of original planting. Roto till planting area with new compost and loam. Plant the original planting design in both circular planters after removing all current plants. (55) Leucothe Coast #2, (2) Maple Sugar Green Mountain 2" caliber, Maple Red October Glory 2"-2.5", (25) Hydrangea Oakleaf Snow Queen #7, (195) Blueberry Lowbush. 2 quart. Mulch two areas when completed. Use organic compost to backfill new plants.

Total estimated cost-Materials: \$10,860.00

Total estimated cost-Labor \$5,520.00

- Remove all plantings from the two circular beds. Reduce the size of the beds with new sod. In the center of each planting bed Pour sonna tubes for each bench leg and install granite benches 60"x14"x4". Benches can be dedicated to people voted on by cemetery commission. These benches would have great views of the cemetery, allow a place for loved ones to sit and reflect, significantly reduce yearly maintenance and take away the deer and rabbit factor which clearly have been eating the plants. I see many elderly citizens being forced to sit in there cars to spend time with there loved ones as there is no seating. Around the benches plant a row of 10 box woods. There is a massive future cost savings to this project as it removes yearly mulching, plant replacement, pruning, and trimming.

Total estimated cost-Materials and labor: \$8,170.00

Extras:

- Plant a total of 44 Tru Dwarf Boxwoods on both sides of sidewalk and circular sections

Total estimated cost-Materials and labor: \$3,250.00

Deduct \$500 to not do the circular sections

*D. Muzzioli
Associates, Inc.*

LANDSCAPING — GENERAL CONTRACTORS

22 Hough Road, Belmont, MA 02478

PHONE: 617-489-5332 FAX: 617-489-3522

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practice. All workers are fully covered by workers compensation and liability insurance. Insurance certificates are available upon request.

The opportunity to quote this project is greatly appreciated. I look forward to working with you! If you have any comments or suggestions regarding our services, I would be happy to meet with you and discuss them!

Sincerely,
Connor T. Maguire
D. Muzzioli Associates

Accepted by: _____
Print Date

Accepted by: _____
Signed Date

Invoice Number	1616262
Invoice Date	January 31, 2020
Purchase Order	195601874
Customer Number	135410
Project Number	195601874

Bill To

Town of Belmont, MA
 Accounts Payable
 Office of Community Development
 19 Moore Street
 Belmont MA 02478-0900
 United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project	Highland Meadow Hydro			
	Project Manager	Moore, Donald F	Contract Upset	46,410.00
	Current Invoice Total (USD)	3,042.84	Amount Billed to Date	3,042.84
			For Period Ending	January 24, 2020

Top Task	200	Hydrogeological Assessemnt		
<u>Professional Services</u>				
Billing Level			Current Hours	Current Rate
Administrative		Gaudet, Tracy H	0.50	54.40
Sr. Hydrogeologist		Moore, Donald F	11.00	139.53
Sr. Technician		Bline, Bruce	4.00	102.71
		Subtotal Professional Services	<u>15.50</u>	<u>1,972.81</u>

Disbursements				
		Direct - Other Direct Expenses		840.00
		Direct - Vehicle (mileage)		230.03
		Subtotal Disbursements		<u>1,070.03</u>

Top Task Subtotal	Hydrogeological Assessemnt		3,042.84
	Total Fees & Disbursements		<u>3,042.84</u>
	INVOICE TOTAL (USD)		3,042.84

Due upon receipt or in accordance with terms of the contract



5217 Monroe St.
 Toledo, OH 43623
 (419) 843- 9804
<http://www.gprsinc.com>

INVOICE : 300934

Bill To: 25881
 Stantec Consulting Services Inc.
 5 Dartmouth Drive
 Suite 200
 AUBURN NH 03032
 USA

Job Location: 700 Concord Ave - Highlands Cemetery
 Belmont, MA

SRO Num	PO Number	Job Number	Paid With	GPRS Technician	Date
171612		195601874/200		PARKER, SEAN	1/14/2020

Description

Ground Penetrating Radar Systems performed the following work on this project:

Scanning the specified area to locate underground utilities and other significant anomalies. A tracer signal was sent along any accessible metallic utility or tracer wire, and the area was scanned with GPR to locate any additional targets. The locations of any detected utilities and anomalies were marked directly at the site with paint, flags, stakes, or other appropriate means, and results were reviewed with onsite personnel.

- Scanning the areas around proposed soil borings. Typically a 10' radius around each proposed soil boring will be scanned. A total of 6 boring locations were scanned.
- The client requested that we scan and perform GPR services at 700 Concord Ave -Highlands Cemetery in Belmont, MA for 6 proposed soil boring drill locations.

Invoice Amount \$800.00

Tax \$0.00

Total Invoice \$800.00

TERMS & CONDITIONS - Full terms and conditions at : <http://www.gprsinc.com/termsandconditions.html>

Site Contact : Donald moore	Phone: (603) 498-3244	Email: Donald.moore2@stantec.com
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We are going green! Please send your accounts payable contact name and email address to invoices@gprsinc.com

----- Detach below and mail with payment -----

Remit To

Ground Penetrating Radar Systems, LLC
 PO BOX 932
 TOLEDO, OH 43697

Invoice Amount : \$800.00

Date : 1/22/2020

Invoice # : 300934

Bill to # : 25881

SRO # : 171612

Expense Report: US3024885



Name: Bline, Bruce; 85255
Expense Dates: 2020-01-02 to 2020-01-02
BC: 1956
Last Approver: Moore, Donald F
Purpose: BPB Belmont Mileage Expenses 01-02-20

Submit Date: 2020-01-03
Lines Missing Receipt: 0
Report Total: 78.20 USD
Reimbursement Total: 78.20 USD

Payment Method	Date	Expense Type	Receipt Amount	Reimb. Amount	Mileage	Merchant Name	Expense Location	Project No.	Task No.
1 Mileage	2020-01-02	Direct - Vehicle (mileage)	78.20 USD	78.20	136			195601874	200
Justification: Mileage round trip Auburn to Belmont									

Expense Report: US3034539



Name: Moore, Donald F; 85260
Expense Dates: 2020-01-02 to 2020-01-14
BC: 1956
Last Approver: Gendron, Craig R
Purpose: billable travel to Belmont, MA

Submit Date: 2020-01-14
Lines Missing Receipt: 0
Report Total: 140.88 USD
Reimbursement Total: 140.88 USD

Payment Method	Date	Expense Type	Receipt Amount	Reimb. Amount	Mileage	Merchant Name	Expense Location	Project No.	Task No.
1 Mileage	2020-01-02	Direct - Vehicle (mileage)	71.88 USD	71.88	125			195601874	200
Justification: RT travel to Bemont for Site visit									
2 Mileage	2020-01-14	Direct - Vehicle (mileage)	69.00 USD	69.00	120			195601874	200
Justification: RT travel to Belmont for Util markout									

Pemberton Garden Services Inc.

1010 Pleasant St. Unit #2 Belmont, MA 02478

Estimate produced by: Mark Saidnawey



Client: Belmont Highland Meadows Cemetery

Date: 5/12/2020

	Qty	Cost	Sub-Total	Total Cost
Planting Area #1 (Large Tree Bed)				
Project Manager/Design Time/Shopping	4	\$100.00	\$400.00	
2 Gardeners/hour	12	\$135.00	\$1,620.00	
Assorted Perennials - Type TBD	30	\$15.00	\$450.00	
Assorted Shrubs - Type TBD	21	\$95.00	\$1,995.00	
Blueberry bushes	12	\$49.00	\$588.00	
Compost	30	\$9.99	\$299.70	
Mulch after Planting	1.5	\$70.00	<u>\$105.00</u>	
Total			\$5,457.70	
Planting Area #2 (Ilex bed)				
Project Manager/Design Time/Shopping	2	\$100.00	\$200.00	
2 Gardeners/hour	8	\$135.00	\$1,080.00	
Assorted Shrubs - Type TBD	30	\$95.00	\$2,850.00	
Compost	30	\$9.99	\$299.70	
Mulch after Planting	1	\$70.00	<u>\$70.00</u>	
Total			\$4,499.70	
Perform pruning and clean-up of the landscape border for Highland Meadow Cemetery that runs from the entrance gate to the corner at the Day School driveway and on the rock wall to the right of the cemetery entrance from entrance gate to gate to cell tower. Clean up includes removal of invasive and competitive species within the designated areas.				
4 Gardeners/hour for 4 days - Discounted labor	32	\$250.00	\$8,000.00	
Diposal of debris will be made my by the town of Belmont. If we are needed to dispose of materials there will be an additional charge.				
Total			\$8,000.00	
Total for all Parts of Proposal				\$17,957.40
<i>The information above is an estimate. Final costs could vary. If any of this work is done in less time and with less materials the cost will be less.</i>				