



**SPENCER**  
MASSACHUSETTS



COMMUNITY  
PARADIGM  
ASSOCIATES, LLC

## Position Opportunity

### **Utilities and Facilities Superintendent**

*The Town of Spencer, Mass.*, (pop. 11,963), a charming semi-rural community in Central Worcester County, seeks a skilled Utilities and Facilities Superintendent to provide direction and oversight of the Highway and Water departments, transfer station, Town buildings, street lighting, and traffic signals. This position supervises the work of highway field operations, construction, maintenance, and engineering of roads and related infrastructure, vehicles, buildings and grounds, traffic sign and markings maintenance, operation of transfer station, and other. Provides day-to-day management of the water system; manages personnel; and oversees GIS services. Spencer is located halfway between Boston and Springfield on Route 9 and is rich in history and open space.

Candidates should have a bachelor's degree in engineering and preferably be licensed as a Professional Engineer, plus 5-7 years of experience in a related position involving design and construction, use of heavy equipment, project management, permitting, and budget and personnel management or any equivalent combination of education and experience, required.

**Annual Salary:** \$120,000+/- DOQ. EOE.

For additional information related to the position, the Town of Spencer, and the application process, visit [www.communityparadigm.com](http://www.communityparadigm.com) or contact Bernard Lynch, Managing Principal, Community Paradigm Associates, at [BLynch@communityparadigm.com](mailto:BLynch@communityparadigm.com). To apply, send résumé and cover letter in a single PDF via email, in confidence, by June 17, 2023, 3:00 p.m. EST to: [Apply@communityparadigm.com](mailto:Apply@communityparadigm.com). Subject: Spencer U&F Supt.



## Ongoing Projects

### HIGHWAY

- **MassDOT/Meadow Road Reconstruction:** This is a Federally/State funded Transportation Improvement Project (TIP) to reconstruct Meadow Road from West Main Street (Rt 9) to Pleasant Street (Rt 31). This \$10M project will bid in the summer of 2023.
- **MassDOT/Route 9 Reconstruction Project:** This is a Federally/State funded Transportation Improvement Project (TIP) to reconstruct West Main Street (Rt 9) between Water Street and Route 49. The \$8M project is slated to be advertised in 2024 and completed by the end of 2025.
- **Pavement Management Program:** Completing the \$19 million road paving program. The Town has funded a \$19 million road paving program. Funds enough remain for some additional improvements.
  - **Pleasant Street / Smithville Road Reconstruction:** This \$1.9M is approximately 25% complete and is currently working on some last-minute sewer improvements. J. H. Lynch Construction is on track to complete this project this construction season (2023).
- **Valley & Mill:** This \$591,439.75 Community Development Block Grant (CDBG) Construction Project has been awarded to Ludlow Construction. Construction is expected to be completed toward the end of July.
- **Ash Street Sidewalk Improvements:** Howard-Stein-Hudson is the engineer of record for this Complete Streets Grant-funded project. Design drawings are nearly completed and ROW acquisitions must be prepared for the fall town meeting. The project consists of roadway and sidewalk reconstruction including a new crosswalk on Main St. and reconstructing all sidewalks, ramps, and crosswalks on Ash St. from Main St. to Cherry St. Received Notice from DEP that we received \$400,000 toward the \$622,500.00 sidewalk project.
- **Hastings Road Bridge:** Received bids for this small bridge grant project. Once the project is awarded, construction is scheduled to begin immediately and be completed this year. The \$500,000 MassDOT Grant will cover most of the \$743,187 project.
- **North Spencer Road (RT31) Bridge Project:** This is a MassDOT TIP Project that is currently being designed by Bayside Engineering. Construction is scheduled to begin this \$3.2M project in 2024.

- **Salt Shed**: Construction of a new fabric salt storage facility for the Highway Department. The town utilizes approximately 3,000 TPY of road salt but our current salt shed only has a capacity of 300 Tons. Therefore, we are constantly ordering salt during the winter months. The Town has funded a portion of the fabric Salt Shed project but it is not yet fully funded. Design is being finalized and by next capital cycle the design should be complete and we should have a solid value.
- **Dry Storage Shed**: Bid documents have been prepared but the estimated cost is beyond our budget, therefore we need to re-evaluate the design of a metal structure.
- **Annual Bid Documents**: Preparing bid documents for Line Striping, patch paving, materials, etc.
- **319b Water Quality Grant**: finalizing a lengthy 319b grant process for stormwater Best Management Practices (BMPs).
- **Ongoing Projects**: Working with consultants on a variety of projects including Dam Maintenance and inspections, NPDES MS4 Stormwater Permitting, etc.
- **Misc.**: Driveway Permits, Trench Permits, Stormwater Permits, Complaints, etc.

## **WATER**

- **Filter Tank Relining Project**: Working with Tata & Howard on the Replacement of six water filtration tanks for the Water Department. The current water filtration tanks are degraded and need replacement. Design process has begun.
- **SCADA SYSTEM**: Capital approved funding for the new SCADA system.
- **Water Dept Roof Project**: Currently prepared bid documents for the replacement of the membrane roof at the Water Department, after multiple leaks have occurred. Replaced ceiling tiles damaged by water leaks, no noticeable leaks have occurred since replacement.
- **Water Regulations / Policies**: The Commissioners would like to work on revising the Water Regulations.
- **RT9 Waterline Project**: CHA is currently working on the redesign of Route 9 Highway and the Water Department has contracted with them to design and replacement of the waterline in this stretch of road. Design is nearly complete.
- **Survey Monuments** at 17 South Spencer Road. Contracted a survey to install 3 granite bounds around the Cranberry Meadow Well Site.
- **Bemis Street Water Main Repair**: As part of our annual system Capital improvements, this is the next project funded under Capital with Retained Earnings.
- **Ford Ranger Replacement**: Purchase a new utility vehicle for the water dept.

## **TRANSFER STATION / LANDFILL**

- **New Trailer**: New Compactor/ Hauling Trailer has been approved at Town Meeting. Bid documents need to be prepared and publicized.
- **Building Enclosure/Shelter**: Working with Baypath Vocational High School to construct an 8' x 8' employee shelter building that has heating and cooling capabilities.
- **Storage Container**: A New Roll Off Storage Container for the waste Oil Tank needs to be purchased.
- **Fork Lift**: A new Fork Lift needs to be purchased.
- **Rates / Usage**: Starting to evaluate the rates vs. usage of the Transfer Station.
- **Landfill Solar Agreement**: Exploring issues with the current Landfill Solar Agreement as they pertain to maintenance.

## **BUILDINGS / GROUNDS**

- 1) **Library Building Envelope**: LiRo Corp. is finalizing the Library Building Envelope Study. Partial Funding to make various improvements to the building are available but additional funding is required to implement all the improvements. Final report is forthcoming.
- 2) **Library HVAC**: The bids were opened for Library HVAC Project on February 14, 2022. The Apparent Low Bidder is at \$673,400. The Engineer's Estimate was \$391,487.51. The available Budget appears to be \$431,488. Project was not awarded and must be re-bid in order to proceed. The trustees are considering Scope Change or seeking more funds. No Change This Month. Funding Status uncertain.
- 3) **Fire Station Bathroom**: Project has been awarded to Baskin Builders of Hampden, MA. Project is ongoing.
- 4) **Green Communities Grant**: We have been notified we are awarded \$170,335 for this grant round for the following projects:
  - \$20,964, Police Station —Weatherization
  - \$26,486, Water Dept. —Weatherization
  - \$29,737, Highway Dept.— Weatherization
  - \$20,798, Library —Weatherization
  - \$67,350, Highway Dept.—Infrared heaters
  - \$5,000, Town—Administrative assistance