

Commonwealth of Massachusetts

NORWOOD AIRPORT COMMISSION

Mark P. Ryan, Chairman

Michael Sheehan, Vice Chairman

John J. Corcoran

2020

1

U

20

GWN OLERX

NORWOOD AIRPORT COMMISSION

POSTING

NOTICE IS HEREBY GIVEN THAT A PUBLIC MEETING OF THE NORWOOD AIRPORT COMMISSION WILL BE HELD:

DATE: Wednesday, September 9, 2020

TIME: 3:30 p.m.

PLACE: This meeting will be conducted digitally using Go To Meeting. Directions explaining how to join the meeting can be found on page three of the agenda.

The Chair reserves the right to call items on the agenda out of order. The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting at least forty-eight (48) hours prior to the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Items listed for executive session may be discussed in open session, in addition to or in lieu of discussion in executive session.

1. PROJECTS

• AIP project update: DuBois & King

2. MINUTES

- 8/12/20 regular business meeting
- 8/25/20 special business meeting

3. AIRPORT MANAGER'S REPORT

4. OLD BUSINESS

- West apron, DC-3 apron
- Flight Level, Lots A,B,C hangar modification requests

5. NEW BUSINESS

- Final FAA and MassDOT payment request, AGIS
- Post construction monitoring contract, years 1 and 2, DuBois & King
- Battery-powered zero-turn mower with solar canopy and attachments
- Southern Airways request to de-ice; park customer vehicles in main lot

6. CORRESPONDENCE:

- Final FAA and MassDOT payment request, AGIS
- Post construction monitoring engineering contract, years 1 and 2; *DuBois & King, Norwood Airport Commission*
- 8/12/20 *Norfolk Power Equipment* final invoice (#17-E11290); battery-powered mower with solar canopy and attachments
- 8/21/20 letter from R. Maguire to T. Mahoney, of MassDOT-Aeronautics, re: reimbursement check for AIP No. 3-25-0037-038-2018
- 8/13/20 letter from L. Lesperance, of FAA, to M. Ryan, of the NAC, re: FAA approval of ALP
- 9/4/20 letter from N. Burlingham, of Flight Level, to the NAC, re: south hangar construction
- 9/4/20 e-mail from M. Cestari, of Southern Airways, to R. Maguire re: year-round operations
- Energy New England, preliminary evaluation report, 7-28-20, with cost-effective energy use alternatives for Maj. Mark C. Welch Administration Building

7. EXECUTIVE SESSION

Purpose 3 for executive session (M.G.L. c. 30A, § 21(a)(3)) – To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the Norwood Airport Commission: (1) *Boston Executive Helicopters, LLC* v. Town of Norwood et al., U.S. District Court-Massachusetts Civil Action No. 1:15-cv-13647-RGS; and (2) *Boston Executive Helicopters* v. Norwood Airport Commission and Town of Norwood, Federal Aviation Administration Docket No. 16-15-05.

• 8/12/20 executive session minutes

Here is additional information about how to attend the meeting using GoToMeeting:

Norwood Airport Commission, Regular Business Meeting Wed, Sep 9, 2020 3:30 PM - 4:30 PM (EDT)

Please join my meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/158837365

You can also dial in using your phone. United States: <u>+1 (571) 317-3112</u>

Access Code: 158-837-365

New to GoToMeeting? Get the app now and be ready when your first meeting starts: https://global.gotomeeting.com/install/158837365



U.S. Department of Transportation Federal Aviation Administration

Federal Aviation Administration New England Region 1200 District Avenue Burlington, MA 01803

August 13, 2020

Mr. Mark Ryan Chairman, Norwood Airport Commission c/o Norwood Memorial Airport 125 Access Road Norwood, MA 02062

Dear Mr. Ryan:

We have completed our review of the Airport Layout Plan (ALP) for Norwood Memorial Airport, Norwood, Massachusetts. This letter acknowledges FAA's approval of the ALP.

This determination does not constitute FAA approval or disapproval of the physical development involved in the proposal. It is a determination with respect to the safe and efficient use of navigable airspace by aircraft and with respect to the safety of persons and property on the ground.

The FAA Reauthorization Act of 2018, section 163(d), has limited the FAA's review and approval authority for ALPs. The Act limits the FAA's authority to those portions of the ALP that:

- Materially impact the safe and efficient operation of aircraft at, to, or from the airport;
- Adversely affect the safety of people or property on the ground adjacent to the airport as a result of aircraft operations; or
- Adversely affect the value of prior Federal investments to a significant extent.

FAA's approval of this ALP is limited to existing facilities only (or those specific areas that FAA retains approval authority). The FAA has not made a determination on whether or not it retains review and approval authority for any proposed facilities depicted on the ALP associated with this letter (unless otherwise noted). Under Section 49 USC §47107(a)(16) (as revised per section 163(d) of Pub.L. 115-254), FAA must separately determine whether it retains approval authority for each individual proposed facility depicted on an ALP before construction occurs.

Although section 163(d) has limited the FAA's review and approval authority of proposed projects depicted on an ALP, airport sponsors must continue to maintain an up-to-date ALP in accordance with Federal law, 49 U.S.C. §47107(a)(16).

In approving the ALP, the FAA has considered matters such as the effects the proposal would have on existing or planned traffic patterns of neighboring airports, the effects it would have on the existing airspace structure and projected programs of the FAA, the effects it would have on the safety of persons and property on the ground, and the effects that existing or proposed manmade objects (on file with FAA) and known natural objects with the affected area would have on the airport proposal.

The FAA has only limited means to prevent the construction of structures near an airport. The airport sponsor has the primary responsibility to protect the airport environs through such means as local zoning ordinances, property acquisition, avigation easements, letters of agreement and other means.

Notwithstanding, all items of development shall comply with the requirements of the National Environmental Policies Act of 1969 (P.L. 91-190).

Approval of the plan does not indicate that the United States will participate in the cost of any development proposed. AIP funding requires evidence of eligibility and justification at the time a funding request is ripe for consideration.

When construction of any proposed structure or development indicated on the plan is undertaken, such construction requires normal 45-day advance notification to FAA for review in accordance with applicable Federal Aviation Regulations (i.e., Parts 77, 157, 152, etc.). More notice is generally beneficial to ensure that all statutory, regulatory, technical and operational issues can be addressed in a timely manner.

We are enclosing a copy of the approved ALP drawing for your records. If you have any questions, please contact me at (781) 238-7616.

In order to financially close the grant (AIP 3-25-0037-037-2017), please submit the final airport master plan document along with the final payment reimbursement and closeout package.

Sincerely,

Lisa J. Lesperance Lead Community Planner

Enclosure (1 signed ALP sheet)

Cc: Denise Garcia, MassDOT/Aeronautics Division, with enclosure Russ Maguire, Airport Manager, with enclosure Jeff Adler, Dubois & King, Inc, with enclosure



Commonwealth of Massachusetts

Norwood Memorial Airport Russ Maguire, A.A.E., ACE, Airport Manager

OFFICE Address 111 Access Road Norwood, MA 02062 MAILING ADDRESS 1111 Access Road Norwood, MA 02062

BY FED EX

August 21, 2020

MassDOT-Aeronautics Division Attn: Thomas Mahoney, Director of Airport Engineering Logan Office Center 1 Harborside Drive, Suite 205-N East Boston, MA 02128-2909

RE: Norwood Airport AIP No. 3-25-0037-38; Reimbursement Check (#717603) to MassDOT/Aeronautics Division

Dear Tom:

Please find enclosed check #717603 totaling \$386,438.34. This is a reimbursement to MassDOT-Aeronautics for the project marked as AIP No. 3-25-0037-38, which was the re-location and reconstruction of taxiway A.

As you know, the Norwood Airport Commission had to issue a payment in full to the project's contractor, *I.W. Harding, Inc.*, though, at the time, we couldn't submit a payment request to FAA because the grant project had not officially closed out. MassDOT agreed to 'front' the FAA's grant share in order to get the contractor paid. This was done with the expectation that MassDOT would be reimbursed by the Town once the project closed out and the FAA grant monies were received.

Thanks very much to MassDOT for its direct support on this project.

Sincerely,

Burs Magnie

Russ Maguire, Manager V Norwood Memorial Airport

Cc: Norwood Airport Commission

AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES\

POST MONITORING (YEARS 1 AND 2)

AIP NO. 3-25-0037-XX

AT THE

NORWOOD MEMORIAL AIRPORT NORWOOD, MA

SEPTEMBER 2020

Prepared By: DuBOIS & KING, INC. 15 Constitution Drive, Suite 1L Bedford, NH 03110

NORWOOD MEMORIAL AIRPORT NORWOOD, MA

Table of Contents

Page

Article A:	Collection of Data Not Used	3
Article B:	Studies, Design & Construction Drawings, Specifications & Construction Documents Not Used	3
Article C:	Permitting	3
Article D:	Administration	5
Article E:	General Provisions	5
Article F:	Performance	9
Article G:	Basis of Payment	9
Article H:	Assurance Statement of the Engineer	10
Article I:	Certifications of Engineer	11
Article J:	Cooperation	13
Article K:	Principal Parties Contract Approval Signatures	13
Contract Appr	oval	14

Attachments

Exhibit A - Employee Category & Hourly Salaries

Exhibit B - Overhead Summary Sheet

Exhibit C - Certificate of Insurance

Exhibit D - Engineering Fee Summary and Labor-hour Spreadsheets

AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE FOLLOWING:

POST CONSTRUCTION MONITORING (YEARS 1 AND 2)

For

TAXIWAY A RELOCATION

AIP NO. 3-25-0037-XX

AT THE

NORWOOD MEMORIAL AIRPORT NORWOOD, MASSACHUSETTS

THIS AGREEMENT entered into this _____ day of September 2020 by and between the Town of Norwood, acting through its Airport Commission, hereinafter referred to as the Owner, and the firm of DuBois & King, Inc., 15 Constitution Drive, Suite 1L, Bedford, NH 03110, referred to as the Engineer, for post construction monitoring services, in connection with improvements to the Norwood Airport as hereinafter specified:

WITNESSETH THAT:

WHEREAS, the Owner proposes to perform post construction monitoring related to the Taxiway A Relocation project.

Provide Environmental Monitoring services during the post-construction phase (years 1 and 2) of the Norwood Memorial Airport Safety Improvements Project. Our scope of work includes services associated with the monitoring of recently constructed wetlands for the Safety Improvement Project. The monitoring is specifically required by the Massachusetts Department of Environmental Protection ("MassDEP"). A more specific description of the work to be performed is provided below.

As requested, we will conduct the inspections and prepare the monitoring reports and technical memorandums required by the aforementioned permit conditions for a period of two (2) calendar years starting on July 1 of each year (2019 and 2020). This proposed scope of work does not include services or costs associated with years 3 through 5 of the 5-year monitoring period referenced in the permits.

WHEREAS, the Owner desires professional engineering services in connection with the aforesaid improvements to be monitored in compliance with the regulations of the Federal Aviation Administration (FAA), and the Massachusetts Department of Transportation – Aeronautics Division (MassDOT) hereinafter referred to as the State Aeronautics Division; and;

NOW THEREFORE, the Engineer for the fees and reimbursements estimated to total \$_49,975.00 for this project and not to be exceeded unless a supplemental agreement is executed by both parties to the Agreement with approval by the participating Agencies named above, agrees to furnish professional engineering services to the Owner in accordance with the following Articles:

ARTICLE A & B

Not used

ARTICLE C - PERMITTING

Task 1 - Inspection of Wetland Mitigation Sites Years 1 and 2

Special Condition 33a of the Variance requires (in part) that the Wetland Mitigation Site be inspected monthly between March and November for the first two growing seasons following construction to determine vegetation development and regulatory compliance. *Please note that this scope of work encompasses work commencing in October 2019 and includes only two inspections in 2019 and eight inspections in 2020 for a total of ten (10) inspections.* Each of these inspections will include an assessment of vegetation, soils, and hydrology as required and documented in a spreadsheet format as provided by MassDEP for inclusion and review as part of the annual report requirement detailed below.

Special Condition 33b of the Variance requires (in part) that the Wetland Mitigation Site be monitored for the first five (5) full growing seasons following construction. Inspections are required to occur once per growing season in accordance with the methodology and reporting requirements outlined in the referenced condition. Observations will occur one time during the growing season (in late summer/early fall). The first year of monitoring will be the first year that the site has been through a full growing season after completion of construction and planting (Spring 2019) with inspections beginning October 2019 for this cost estimate. This scope only addresses the first two years of monitoring post-construction. Each annual inspection will be accompanied by a monitoring report that will be submitted to the resource agencies for review.

The Annual reports will include the following information, as specified in the Variance Order:

• Vegetation sampling that shall consist of a point intercept tally, whereby three (3) evenly spaced parallel transects are established in a generally North to South configuration. All plant species, as well as un-vegetated areas, encountered at each 1 meter increment along each transect shall be tallied. The wetland indicator status of each vascular plant shall also be noted. The assessment shall also include a sum of the tallies for each transect, the cumulative sum of all tallies, a calculation of the relative abundance of each plant species arid its indicator status for the entire site.

• Establishment of three (3) representative points for soil evaluation adjacent to, but not on, each of the vegetation transects. The soil evaluation shall consist of digging a traditional soils evaluation hole at a minimum to the depth of the extant native soil. The color, depth, and texture of each observed layer (including the extant native soil) shall be documented. In addition, a well-lit photograph of the soil pedon adjacent to a visible measuring tape shall be provided. Any evidence of redoximorphic features, or the lack thereof, within the placed soil shall be documented. If redoximorphic features are present, the type, color, abundance, location (i.e. along macropores or within matrix), and depth shall be documented. The presence or lack of, saturation, free water or water weeping in from the sided shall also be documented, as well as any surface inundation.

• Each wetland replication area sampling event shall include hydrologic data collected from observation holes. These observation holes shall be at least twenty-four (24) inches deep, as measured from the surface. At a minimum, the EM shall record depth to apparent water table and/or depth of surface inundation, both as measured from the soil surface during each observation [see MassDEP Guidance document Delineating Bordering Vegetated Wetlands Under the Massachusetts Wetlands Protection Act (DEP 1995)].

• During each sampling event, color photographs shall be taken of each of the separate observation plots and each of the observation holes within the wetland replication area required by the preceding Special Conditions.

Based upon the data collected during sampling events, the EM shall render a conclusion within each report required by the preceding Special Conditions regarding the success of the wetland replication area relative to the performance standards at 310 CMR 10.55(4)(b); the design and planting plan proposed in the Final Plan of Record; and any other related criteria established by MassDEP in this Variance.

If, at the end of the second growing season, the EM, or MassDEP upon its own discretionary initiative, concludes that the wetland replication area has failed to meet the performance standards cited in this Special Condition, or does not become the wetland proposed in the final plan of record approved by this Variance Decision and WQC, then, no later than the end of that calendar year, the WS shall prepare and submit to MassDEP for MassDEP's written approval a corrective plan of action. Without limitation, the corrective plan of action shall propose a strategy that is consistent with the requirements of these Special Conditions and may include but is not limited to providing healthy wetland vegetation in sufficient quantity to achieve the 75 percent re-establishment criteria, or regrading the site as directed by the Applicant's EM or by MassDEP. The corrective plan of action shall be implemented as approved by MassDEP during the next growing season under the supervision of the EM....

ARTICLE D - ADMINISTRATION

- 1. Prepare the grant application including project justification, program narrative, and required attachments for submission to MassDOT and FAA. Distribute grant application to MassDOT and FAA. Coordinate with FAA and MassDOT.
- 2. Prepare contract, scope of services and fee schedule.
- 3. Coordinate with MassDOT and FAA for grant offer and execution and return to FAA.
- 4. Prepare FAA and MassDOT reimbursement requests (12) including supporting invoices and documentation.
- 5. The Engineer shall provide project administration support required due to Federal participation in the project; specifically, the Engineer shall consult and correspond, as necessary, with the Owner's financial officer on the following:
 - Obtaining data on funds expended and identifying which funds may be eligible for participation in Federal Grant payments.
 - Obtaining data on the Owner's administrative costs and identifying which costs may be eligible to satisfy Federal participation.
- 6. Maintain records for a period of seven years after the date of final completion.

ARTICLE E - GENERAL PROVISIONS

1. Additional Services

If, during the term of this Agreement, additional services are required, other than those services specified above, the Owner may, in writing, order the Engineer to perform such services, and for such services, the Engineer shall be paid for direct payroll plus 163.0% for overhead, plus approved subconsultants, plus a fixed fee of 12%, plus out-of-pocket expenses directly chargeable to the project.

Additional work, beyond the limits of this Agreement, will not be performed by the Engineer without the advance approval of the Owner and the concurrence of the Federal Aviation and Administration MassDOT Aeronautics Division in writing.

2. Termination of Agreement for Cause

If, through any cause, the Engineer shall fail to fulfill in timely and proper manner his obligations under this Agreement, or if the Engineer shall violate any of the covenants, agreements, or stipulations of this Agreement, the Owner shall thereupon have the right to terminate this Agreement by giving written notice to the Engineer of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, finished or unfinished documents, data, studies, and reports prepared by the Engineer under this Agreement shall, at the option of the Owner, become the property of the Owner and the Engineer shall be entitled to receive just and equitable compensation for any work completed on such documents. Payment is limited to acceptable services performed and unpaid as of the date of termination.

3. Termination for Convenience of the Owner

The Owner may terminate this Agreement any time by a notice in writing from the Owner to the Engineer. If the Agreement is terminated by the Owner as provided herein, the Engineer will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Engineer covered by this Agreement, less payments of compensation previously made: <u>Provided</u>, however, that if less than sixty percent of the services covered by this Agreement have been performed upon the effective date of such termination, the Engineer shall be reimbursed (in addition to the above payment) for the portion of the actual out-of-pocket expenses (not otherwise reimbursed under this Agreement) incurred by the Engineer during the Agreement period which are directly attributable to the uncompleted portion of the services covered by this Agreement.

4. Court Appearances

In any legal action in which the Owner requests the Engineer's professional services, including as an expert witness, the Engineer shall be paid for such professional services at three times the hourly wages set forth in Exhibit A. The Engineer shall be reimbursed for direct non-salary expenses, including, but not limited to, automobile travel at the current Federal maximum rate, commercial air travel at cost, long distance telephone, subsistence, printing and reproduction.

The fee is not related to the findings of any Court concerning the adequacy or inadequacy of the Engineer's services, but is to be paid by the Owner regardless of the decision of the Court.

These services exclude payment for preparation and court appearances for any matter involving a claim by the Owner against the Engineer (whether by Owner or a different party) or subject to the Engineer's obligation to indemnify and save the Owner harmless under Article E.22 below.

- 5. The Engineer shall be compensated for any additional expenses incurred by attending meetings at geographical locations other than: Bedford, N.H., Norwood, MA, Burlington, MA or Boston MA.
- 6. The Owner will cooperate in obtaining town authority approvals, give the Engineer access to the airport, issue Notices to Airmen for the Engineer and supply historical file data when needed by the Engineer.

- 7. The Engineer shall assign an experienced Registered Professional Engineer and any subsequent person in charge shall be designated in writing, and acceptable to the OWNER, FAA and MassDOT, to be in responsible charge of the work performed under the Agreement. The Engineer shall not replace the person in charge without written permission of the OWNER. The Engineer shall assign such personnel to the work as may be necessary from time to time to complete the work required.
- 8. When the tentative schedule, Article F, is extended by a length of time (greater than six (6) months) sufficient to cause a change in employee wage rates and project expense rates, due to circumstances beyond the control of the Engineer, the Engineer shall be entitled to renegotiate the uncompleted lump sum fee and cost-plus-fixed fee estimated amounts contained within this Agreement in proportion to the change in employee wage rates and project expense rates.
- 9. The Owner may extend the date for delivery of completed plans and contract documents beyond the time specified when the work has been delayed for reasons beyond the control of the Engineer, or due to a delay in submission of material being furnished by the Owner. The Engineer may present to the Owner in writing his request for extension of the allotted time together with its justification therefor. The Owner will evaluate such request and he may grant such extension of time as is warranted thereby after approval of the Federal Aviation Administration and the MassDOT Aeronautics Division.
- 10. The Engineer agrees that he will, before commencing the performance of this Agreement, secure and pay for Professional Liability Insurance in the amount as the Owner may require from time to time and Workmen's Compensation Insurance and Automobile Insurance and any other type of insurance as may be required by law and/or by the Owner, with limits in the amount(s) specified by law and/or by the Owner. Insurance will be provided by a responsible company(ies) authorized to do business in Massachusetts. The Engineer shall provide the Owner with duplicate originals of policies providing such insurance and shall provide reasonable evidence of providing an annual updated policy(ies) to the Owner (including, as applicable, certificate(s) of insurance and binders(s)). The Engineer shall promptly provide the Owner with duplicate originals of insurance and binders(s) in the event of any material change in the coverage limits, type of insurance, or the insurer providing any such insurance. Copies of all insurance policies (including, as applicable, certificate(s) of insurance, or the insurer providing any such insurance. Solve of all insurance policies (including, as applicable, certificate(s) of insurance, or the insurer providing any such insurance. Solve of all insurance policies (including, as applicable, certificate(s) of insurance, or the insurer providing any such insurance. Solve of all insurance policies (including, as applicable, certificate(s) of insurance, or the insurer providing any such insurance.

In addition, the Engineer shall procure and maintain insurance during the term of this Agreement as shown in Exhibit C.

The Owner shall be notified twenty (20) days in advance of any changes to the producer, type, and/or amount of coverage and/or any cancellation of coverage.

11. This Agreement shall be binding on the Owner and the Engineer and their respective legal representatives, successors (including successors in title), agents, employees, principals, managers, officials, officers, and assigns.

- 12. Neither party may assign, transfer or otherwise dispose of the Agreement or any of its rights hereunder or otherwise delegate any of its duties hereunder without the prior written consent of the other party, and any such attempted assignment or other disposition without such consent shall be null and void and of no force and effect.
- 13. This Agreement may be executed in any number of counterparts each of which counterparts, when executed and delivered, shall be deemed to be an original, and all of which counterparts, taken together, shall constitute but one and the same instrument.
- 14. The parties each knowledge and agree that this Agreement contains their complete agreement with respect to the subject matter hereof and supersedes all prior and contemporaneous oral and written agreements and discussions, and that this Agreement shall not be modified in any way except by a writing signed by all parties.
- 15. The failure by either party to enforce any provision of this Agreement will not constitute a waiver of future enforcement of that or any other provision.
- 16. In the event any part of this Agreement is deemed unenforceable for any reason, the remaining provisions of this Agreement shall remain in full force and effect.
- 17. The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the parties. This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts.
- 18. The parties agree that any action to enforce the terms of this Agreement shall be brought exclusively in a state or federal court of competent jurisdiction located within the Commonwealth of Massachusetts, and that the Parties expressly consent to the jurisdiction of said court.
- 19. Each term of this Agreement is contractual and not merely a recital.
- 20. In the performance of services under this Agreement, the Engineer acts at all times as an independent contractor. There is no relationship of employment or agency between the Owner and the Engineer, and neither party shall have nor exercise any control or direction over the method by which the other performs its work or functions aside from such control or directions as provided in this Agreement which the parties view as consistent with their independent contractor relationship.
- 21. The Engineer represents and warrants the Owner that it is not a party to any agreement, contract or understanding which would in any way restrict or prohibit it from undertaking or performing its obligations hereunder in accordance with the terms and conditions of this Agreement.

- 22. The Engineer agrees to indemnify, defend and save the Owner harmless from any and all manner of suits, claims or demands arising out of any errors, omissions or negligence by Engineer (including all its employees, subconsultants, subcontractors and agents) in performing the scope of services under the Agreement, or any breach of the terms of the Agreement by the Engineer (including all its employees, subconsultants, subcontractors and agents) and shall reimburse the Owner for any and all costs, damages and expenses, including reasonable attorney's fees, which the Owner pays or becomes obligated to pay, by reason of such activities, or breach. The provisions of this paragraph, shall be in addition to, and shall not be construed as a limitation on, any other legal rights of the Owner with respect to the Engineer, in connection with the Agreement.
- 23. The provisions of Federal and Massachusetts Law, as applicable to this Agreement, are hereby incorporated herein by reference.

ARTICLE F - PERFORMANCE

A tentative schedule for the execution of the above-mentioned engineering services shall be established at a pre-design conference attended by the Owner, the Engineer, Federal Aviation Administration and MassDOT Aeronautics Division and shall become part of this contract. The Engineer shall not start work until a completed, signed and an approved agreement is received by all parties. If so ordered in writing by the Owner, the Engineer may begin the agreement work prior to receiving a completed contract.

ARTICLE G - BASIS OF PAYMENT

The Owner hereby agrees to pay the Engineer for services performed under this Agreement a Lump Sum fee as follows:

- a. Payments are to be made to the Engineer monthly based on an estimated percent of completion.
- b. Attached to this contract is the certified "home-office" overhead cost factor (Exhibit "B"). The overhead factor of 163.67% will be used for the purpose of this Agreement.
- c. The out-of-pocket expenses will also include, but are not limited to, travel mileage billed at the maximum allowed Federal mileage rate, long distance telephone calls, faxes, and postage.
- d. Payment for any special cases, or additional services as defined in Article F, shall be made for labor-hours actually worked at the actual payroll rate plus 163.67% for overhead plus sub-consultant costs plus a fixed fee plus out-of-pocket expenses directly chargeable to the project.

- c. The fixed fee shall not be increased except by a Supplemental Agreement amendment for additional services, which substantially increases the scope of services or time for completion.
- f. Any state sales taxes for professional services, which may be applicable to the consulting engineer's services furnished under this contract shall be paid by the Owner.
- g. In the event payment to the Engineer is delayed beyond 60 days from the date of the Engineer's invoice, the Engineer shall receive at the current prime rate of the Chase Manhattan Bank, interest on the unpaid balance from said sixtieth day, subject to state limitations on maximum interest rates.

ARTICLE H - ASSURANCE STATEMENT OF THE ENGINEER

DuBois & King, Inc., the Engineer for the subject project, hereby assures that the services performed will be conducted in compliance with the following:

- a. <u>Compliance with Regulation</u>. The Engineer shall comply with the Regulation relative to nondiscrimination in Federally assisted programs of the Department of Transportation "DOT" Title 49 Code of Federal Regulation, Part 21, as they may be amended from time to time hereinafter referred to as the Regulations, which are herein incorporated by reference and made a part of this Agreement.
- Nondiscrimination. The Engineer with regard to the services performed, shall not discriminate on the grounds of race, color, sex or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Engineer shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of the Regulations.
- c. <u>Solicitations for Subcontracts.</u> In solicitations by competitive bidding or negotiation made by the Engineer for services to be performed under a subcontract including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Engineer of the Engineer's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- d. <u>Information and Reports.</u> The Engineer shall provide information and reports required by the Regulations, directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Owner or the MassDOT Aeronautics Division to be pertinent to ascertain compliance with such Regulations, orders and instructions, where any information required of an Engineer is in the exclusive possession of another who fails or refuses to furnish this information, the Engineer shall so certify to the Owner or the MassDOT Aeronautics Division as appropriate, and shall set forth what efforts it has made to obtain the information.

- e. <u>Sanctions for Noncompliance</u>. In the event of the Engineer's noncompliance with the nondiscrimination provisions of this contract, the Owner shall impose such contract sanctions as are appropriate, including but not limited to:
 - 1. withholding of payments to the Engineer under the Agreement until the Engineer complies, and/or
 - 2. cancellation, termination, or suspension of the Agreement, in whole or in part.
- f. <u>Incorporation of Provisions.</u> The Engineer shall include the provisions of paragraphs "a" through "e" in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Engineer shall take such action with respect to any subcontract or procurement as the Owner or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event an Engineer becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Engineer may request the Owner to enter into such litigation to protect the interests of the Owner and/or the interests of the United States and the State.
- g. <u>Disadvantaged Business Enterprise DBE Assurance Policy</u>. It is the policy of the Department of Transportation (DOT) that disadvantaged business enterprises, as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this agreement.
- h. <u>DBE Obligation.</u> The Engineer agrees to ensure that disadvantaged business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, Contractors shall take necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform Agreement. Contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

ARTICLE I - CERTIFICATIONS OF ENGINEER

<u>FAA</u>

I hereby certify that I am the President, CEO and duly authorized representative of DuBois & King, Inc. whose address is 15 Constitution Drive, Suite 1L, Bedford, NH 03110, and that neither I nor the above firm I here represent has:

- a. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Engineer) to solicit or secure this Agreement,
- b. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the Agreement, or
- c. paid, or agreed to pay, to any firm, organization, or person (other than a bona fide employee working solely for me or the above Engineer) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the Agreement; except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Federal Aviation Administration of the United States Department of Transportation, in connection with this Agreement involving participation of Airport Improvement Program (AIP) funds, and is subject to applicable State and Federal laws, both criminal and civil.

Jeffrey W. Tucker, P.E. President, CEO

MassDOT

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the penalty of perjury that I, to the best of my knowledge and belief, have filed all Massachusetts Tax Returns and paid all Massachusetts taxes required under law.

Federal ID. No. 03-0224555

DuBois & King, Inc.

Jeffrey W. Tucker, P.E. President, CEO

ARTICLE J - COOPERATION

The Engineer shall cooperate with representatives and employees of the Town of Norwood and also the representatives of the Federal Aviation Administration, State Aeronautics Agency so that the project may proceed expeditiously and economically. It is understood that the Owner, the Federal Aviation Administration, and the State Aeronautics Agency will furnish the Engineer with any data pertaining to this work, which they may have in their possession.

ARTICLE K - PRINCIPAL PARTIES CONTRACT APPROVAL SIGNATURES

DuBois & King, Inc.

Ву_____

Jeffrey W. Tucker, P.E. President, CEO

ACCEPTED ____2020

APPROVED, AS TO FORM

BY:

:_____ Mark Ryan, Chairman Norwood Airport Commission By_____ Airport Attorney

CONTRACT APPROVAL

The MassDOT Aeronautics Division this _____ day of _____, 2020, hereby approves this Contract between the Norwood Airport Commission and DuBois & King, Inc., for engineering services in connection with:

POST CONSTRUCTION MONITORING (YEARS 1 AND 2) TAXIWAY A RELOCATION

AIP NO. 3-25-0037-.

This approval is granted in accordance with Section 51K, Chapter 90 of the General Laws of Massachusetts, as amended, and in no way makes the MassDOT Aeronautics Division a party to the Agreement or is to be considered as a commitment of funding unless so voted by the MassDOT Aeronautics Division. This approval will in no way interfere with the right of either principal here above.

Administrator Jeffrey DeCarlo EXHIBIT "A"

EMPLOYEE CATEGORY AND HOURLY SALARIES

EXHIBIT A

DUBOIS & KING, INC.

EMPLOYEE CATEGORY AND HOURLY SALARIES

HOURLY

	SALARY <u>RANGE</u>
Project Director	\$40.00 - \$58.00
Project Manager	\$32.00 - \$49.00
Project Engineer/Resident Engineer	\$25.00 - \$40.00
Engineer	\$20.00 - \$30.00
Senior Tech/Drafter	\$18.00 - \$30.00
Tech/Drafter	\$16.00 - \$20.00
Administration Support	\$15.00 - \$29.00

* Fiscal year hourly salary was used to prepare estimated engineering cost spreadsheets. Actual rates used in the preparation of invoices may vary within the range specified above.

EXHIBIT "B"

OVERHEAD SUMMARY SHEET

DUBOIS & KING, INC.

STATEMENT OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD -- WITH FIELD RATE

YEAR ENDED OCTOBER 31, 2019

Disallowed Costs Proposed Company Wide Proposed Home Office Proposed Field Proposed	posed <u>Office</u> <u>Notes</u> <u>176.026</u> (1 17,239 (1 7,015 (1 35,551 (1 7,199 (1 25,120 (1	Percentage to Field Office 14.29%
DIRECT LABOR \$ 5,430,556 \$ - \$ \$ 5,430,556 \$ 4,654,530 \$ 7 FRINGE BENEFITS \$ 251,834 \$ - \$ \$ 251,834 \$ 234,595 \$ Holiday \$ 96,797 - \$ 96,797 \$ 89,782 Vacation \$ 535,199 - \$ 535,199 499,648	776.026 (1 17,239 (1 7,015 (1 35,551 (1 7,199 (1 25,120 (1	14.29%
FRINGE BENEFITS \$ 251,834 \$ - \$ 251,834 \$ 234,595 \$ Holiday \$ 96,797 - 96,797 89,782 Sick 96,797 - 9535,199 499,648 Vacation 535,199 - 535,199 499,648	17,239 (l 7,015 (l 35,551 (l 7,199 (l 25,120 (l	
Holiday \$ 251,834 \$ - \$ 251,834 \$ 234,595 \$ Holiday \$ 96,797 - 96,797 89,782 Sick 96,797 - 9535,199 499,648	17,239 (1 7,015 (1 35,551 (1 7,199 (1 25,120 (1	
Sick 96,797 - 96,797 89,782 Vacation 535,199 - 535,199 499,648	7,015 (l 35,551 (l 7,199 (l 25,120 (l	
Vacation 535,199 - 535,199 499,648	7,199 (1 25.120 (1	
	7,199 (1	
401k contributions 105,326 - 105,326 98,127	75 120 11	
ESOP contribution 550,000 - 550,000 524,880	25,120 (1	
Other fringe benefits 1,561,243 (4,046) 1,557,197 (a 1,334,674 2	22,523	14.29%
Total fringe benefits 3,100,399 (4,046) 3,096,353 2,781,706 3	114,647	
GENERAL OVERHEAD		
Salaries and wages:		0 70%
General and administration support 3,572,464 (165,866) 3,406,598 (a and (b 3,076,158 3	130,440 (m	9.70%
Field labor 58.291 - 58.291 - 2.072.159 - 7	30,291 (1	
Total salaries and wages 3,630,755 (165,866) 3,464,889 3,076,128 3	388,731	
Facilities expenses:	6040 (0	2 18%
Depreciation and amortization 464,447 (146,079) 318,368 (c 311,428	0,940 (II	2.18%
Rent and utilities 407,060 - 407,060 395,180	0,074 (n	2 18%
Real estate taxes 82,991 - 82,991 81,162	1,009 (1	2 18%
Office supplies 78,564 - 78,564 76,551	1.592 0	2.18%
Building maintenance and repairs 73,030 71,750 000 112 030 050	20.928	
Total facilities expenses	201720	
General and administrative expenses:	16 821	9.70%
Computer expense 189,872 (16,457) 173,415 (a 150,554	18 181	9.70%
Insurance 235,263 (47,826) 187,457 (c 105,250	11 207	9.70%
Other general and administrative 269,331 (153,193) 113,530 (1 174,252) 20,744	2 987	9.70%
Marketing 99,111 (08,505) 50,740 (a 27,707	9.337	9.70%
Telephone 97,990 (1,726) 90,202 (g 00,725)	7.874	9.70%
Vehicle and travel expenses 58,845 (17,07) 5,777 49,428	5.309	9.70%
Accounting and legal 34,57 - 54,57 44,850 40,500	4.350	9.70%
Equipment repairs and maintenance 44,850 - 47,85	3.320	9.70%
Professional licenses and fees 30,221 (1,576) 53,223 (all the 55,576)	3.043	9.70%
Training 51,559 - 51,505 - 51,005 - 51,	972	9.70%
Postage and shipping 10,019 2 10,012 2,264	2.392	9.70%
Subscriptions 24000 - 2001 - 3081 2.782	299	9.70%
Equipment rental 5,001 5,001 5,001 5,001	-	
Interest expense 125,149 (125,149) 0	-	
Federal current and deterred income taxes 156,730 (15,673) - 0	•	
State income taxes Total general and administrative expenses 1,472,667 (\$85,162) 887,505 801,418	86,087	
Total general overhead 6,209,514 (897,107) 5,312,407 4,816.661	495,746	
	810,393	
TOTAL FRINGE BENEFITS AND GENERAL OVERHEAD 5 9.199.913 5 1901.132) 5 0.190.100	No. of Concession, Name	

INDIRECT COST RATE AS PERCENTAGE OF DIRECT LABOR

FAR References & Notes (see Note C)

31.205-1 Public Relations and advertising costs have been disallowed. (a

31.205-6 Compensation for personal services related to incentive compensation has been disallowed. (b

31.205-49 Goodwill amortization has been disallowed. (c

31.201.1 General allowability for expenses related to the subsequent financial reporting period have been disallowed. (d

31.205-19 Insurance and indemnification for key officer life insurance premiums on behalf of the stockholders have been disallowed. (e

31.250-8 Contributions or donations; 31.205-14 Entertainment costs; and 31.205-47 Legal and other proceedings expenses have been disallowed. (f

104.43%

163.25%

- 31.205-14 Entertainment costs have been disallowed. (g
- 31.205-6 Compensation for personal services related to the personal use of company vehicles has been disallowed. (h

31.205-22 Lobbying and political activity has been disallowed. (i

- 31.205-20 Interest and other financial costs have been disallowed. G
- 31.205-41 Taxes have been disallowed. (k
- Field employee labor and fringe specifically identified (see Note A3). 0
- Indirect general administrative and support labor less identified field portion is allocated (see Note A3). Accounts allocated at a lower percentage to field offices (see facilities cost calculation in Note A3). (m
- (n

The accompanying notes are an integral part of this statement.

CERTIFICATE OF INSURANCE

EXHIBIT "C"



DUBOI-2

OP ID: SN

DATE (MM/DD/YYYY) 07/30/2020

CERTIFICATE OF LIABILITY INSURANCE

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

RODUCER	58	5-385-0428	CONTACT Thomas	M. Mullard	FAX	
07 Audubon Rd, 2-305			(A/C, No, Ext):	noole=nv c	(A/C, No):	
homas M. Mullard			ADDRESS: Stiller	poole ny.o		NAIG #
			INSU VI Coord	JRER(S) AFFOR	DING COVERAGE	37885
			INSURER A : AL Spec	statty mou	ance company	
NSURED JuBois & King, Inc.			INSURER B :			
O. Box 339 andolph. VT 05060			INSURER C :			
			INSURER D :			
			INSURER E :			
			INSURER F :			
COVERAGES	CERTIFICAT	E NUMBER:			REVISION NUMBER:	POLICY PERIOD
INDICATED. NOTWITHSTANDING CERTIFICATE MAY BE ISSUED OF EXCLUSIONS AND CONDITIONS OF	ANY REQUIREMER MAY PERTAIN, SUCH POLICIES	THE INSURANCE AFFORI LIMITS SHOWN MAY HAVI	DED BY THE POLICIE E BEEN REDUCED BY	S DESCRIBE	D HEREIN IS SUBJECT TO A	LL THE TERMS
TR TYPE OF INSURANCE	INSD WVD	POLICY NUMBER	(MM/DD/YYYY)	(MM/DD/YYYY)	LIMITS	and a second second second second
COMMERCIAL GENERAL LIABILI	TY				EACH OCCURRENCE \$	· · · · · · · · · · · · · · · · · · ·
	IR				PREMISES (Ea occurrence) \$	
					MED EXP (Any one person) \$	······
					PERSONAL & ADV INJURY \$	••••••••
GEN'L AGGREGATE LIMIT APPLIES PE	R:				GENERAL AGGREGATE \$	
POLICY JECT LOO					PRODUCTS - COMP/OP AGG \$	
OTHER:					COMBINED SINGLE LIMIT	
AUTOMOBILE LIABILITY					(Ea accident) \$	
ANY AUTO	FD				BODILY INJURY (Per person) \$	
AUTOS ONLY AUTOS HIRED AUTOS ONLY AUTOS O	XEQ				BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
					S	
UMBRELLA LIAB OCCL	IR			_	EACH OCCURRENCE \$	
EXCESS LIAB CLAIN	AS-MADE				AGGREGATE \$	
DED RETENTION \$					S OTH	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					STATUTE ER	
ANY PROPRIETOR/PARTNER/EXECUTIV					E.L. EACH ACCIDENT \$	
(Mandatory In NH)					E.L. DISEASE - EA EMPLOYEE \$	
DESCRIPTION OF OPERATIONS below		2222444444	00/04/0000	00/04/0004	E.L. DISEASE - POLICY LIMIT S	2 000 0
A Prof. Liability		DPR9964093	08/01/2020	08/01/2021	PER CLAIM	3,000,0
PollutionLiability					AGGREGATE	3,000,0
		and an other statements are an other statements and the statements are statem	and the second s	and the second se		

CERTIFICATE HOLDER	CANCELLATION
NORWO10 Norwood Airport Commission 111 Access Road	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Norwood, MA 02062	AUTHORIZED REPRESENTATIVE
	Matthew Mullard

© 1988-2015 ACORD CORPORATION. All rights reserved. The ACORD name and logo are registered marks of ACORD



DUBO&KI-01

KLAROCQUE

DATE (MM/DD/YYYY) 8/25/2020

CERTIFICATE OF LIABILITY INSURANCE

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

Hear in a surance inc. dow Lane	this	certificate does not confe	er rights to the certi	ficate holder in lieu of suc	ch endorsement(s).	rocque			
Iph, VT 05060 ADDRESS: MUNURER(s), AFFORDING COVERAGE NAIC # Insurer, A. Cacila Insurance 31325 Insurer, B. Star Insurance Star Insurance Insurer, S. Star Insurance Star Insurance Insurer, S. Star Insurance Star Insurance <tr< th=""><th>PRODUC Kinney 42 Mea</th><th>cer Pike Insurance Inc. Idow Lane</th><th></th><th></th><th>NAME: PHONE (A/C, No, Ext): (800) 29</th><th>96-5722 77</th><th>16 like.com</th><th>FAX (A/C, No):(802</th><th>) 728-4625</th></tr<>	PRODUC Kinney 42 Mea	cer Pike Insurance Inc. Idow Lane			NAME: PHONE (A/C, No, Ext): (800) 29	96-5722 77	16 like.com	FAX (A/C, No): (802) 728-4625
INSURERS INSURERS INSURERS Dubols & King, Inc. PO Box 339 INSURER D: INSURER D: Star Insurance INSURER D: INSURER D: INSURE D: INSURER D: INSURE D: I	Rando	lph, VT 05060			ADDRESS; Marocqu	- Wanney			NAIC #
INSUREA A, ACEDIA INSURAA, ACEDIA INSUREA D: 18023 Dubois & King, Inc. PO Box 339 Randolph, VT 05060 INSUREA D: INSUREA D: INSUREA D: INSUREA F: INSUREA D: IS TO CERTIFICATE NUMBER: REVISION NUMBER: IS TO CERTIFICATE NUMBER: INSUREA D: IS TO CERTIFICATE NUMBER: INSUREA D: IS TO CERTIFICATE NUMBER: REVISION NUMBER ISSUED TO THE NOULCES DECOMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOLUMENT WITH RESPECT TO WHICH THE INSUREA ADD UBBR POLICY NUMBER POLICY FRP. POLICY EXP LUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY THE DOLCIES DESCRIBED HEREIN IS UBJECT TO AULICH THE REMS, LUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY THE DOLCIES DESCRIBED HEREIN IS UBJECT TO AULICH THE REMS, LUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY THE DOLCIES DESCRIBED HEREIN IS SUBJECT TO AULICH THE REMS, LUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY THE DOLCIES DESCRIBED HEREIN IS SUBJECT TO AULICH THE REMS, LUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY THE DOLCIES DESCRIBED HEREIN IS SUBJECT TO AULICH THE REMS, LUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY THE DOLCIES DESCRIBED HEREIN IS SUBJECT TO AULICH THE REMS, LUSIONS AND COUNT ADVERTIGE ADVERTIGE ADVERSION AND HAVE BEEN REDUCED BY THE DOLCIES DESCRIBED HEREIN IS SUBJECT TO AULICH THE REMS, LUSIONS AND COUNT AUTOR ADVERSION AND HAVE BEEN REDUCED BY THE DOLCIES DESCRIBED HEREIN IS AUGUSTATION ADVERSION ADVERSION ADVERSION ADVERSION ADVERSION ADVERSUBJECT ADVERSION ADVERSION ADVERSION ADVERSION ADVERSION					INSU	JRER(S) AFFOR	DING COVERAGE		31325
Dubble & King, Inc. INSURER 0: PO Box 339 Randolph, VT 05060 INSURER 0: INSURER 0: INSURER 0: IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURE 0.ADD CLEAR DOCUMENT WITH RESPECT TO WHICH THESPECT TO WHICH THE SPECT SPECT SPECT SPECT TO WHICH THE SPECT S					INSURER A : ACadia I	nsurance			18023
Dubols & King, Inc. INSURER C : PO Box 339 INSURER C : Raddolph, VT 05060 INSURER C : INSURER F : INSURER F : IRAGES CERTIFICATE NUMBER: IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD ACTED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CENTRACT OR OTHER DOCUMENT WITH RESPECT TO ALL THE TERMS, LUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN RELED BY THE ODICID BY PAID CLAIMS. TYPE OF INSURANCE ADV5384526 8/7/2020 8/7/2020 RAM DE ZMON ADV5384526 8/7/2020 8/7/2020 PREMINE LIMIT APPLIES PER: OCCUME POLICY X SECONAL AAGREGATE YANTO ADV5384526 8/7/2020 8/7/2020 8/7/2020 8/7/2020 9/7/2021 SOBULY INJURY / PERSONAL AAGREGATE 4/000,000 COMMEND SINGLE LIMIT 9/010Y ADV5384526 8/7/2020 8/7/2020 9/7/2021 SOBULY INJURY / PERSONAL AAGREGATE 4/000,000 COMMEND SINGLE LIMIT 9/010Y ADV5384526 8/7/2020 8/7/2020	INSURE	D			INSURER B : Star Ins	urance col	mpany		10025
PO Box 339 Randolph, VT 05060 INSURER 0: INSURER 0: INSURER E: IRAGES CERTIFICATE NUMBER: REVISION NUMBER DADVE FOR THE POLICY PERIOD CONDITION OF SUCH POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED ADAVE FOR THE POLICY PERIOD TO CONTRICT THAT THE POLICIES OF INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN SUBJECT TO ALL THE TERMS. USIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SUBJECT TO ALL THE TERMS. THE CATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS. USIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOW MAY HAVE BEEN REDUCED BY PHOLOCIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS. TYPE OF INSURANCE ADDE AND POLICY NUMBER MINDDAYYY POLICY PER POLICY VER TYPE OF INSURANCE ADDE ADV5384526 MINDDAYYY POLICY PER POLICY VER CLAIMS-MADE X OCCUR ADV5384526 B/7/2020 B/7/2021 MMDDAYYY POLICY PER PERMISES IS BE COURTENDED \$ DAMAGE TO ARENTED DESCRIPTION OF OFERAL LABULTY COMBENED ALGOREGATE POLICY X JEEC UTOMOBILE LIABILITY COMMENCE SINCLE LIMIT SCHEBULED AUTOS ONLY XUTOS ONLY XU		Dubois & King, Inc	c.		INSURER C :				
INSURER E : INSURER F : INSURE F : INSURER F : INSURER F : INSURE F :		PO Box 339 Bandolph VT 050	03	3	INSURER D :				æ.
INSURERY : REVISION NUMBER: REVISION NUMBER: IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD CATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOLICIEMT WITH RESPECT TO WHICH THIS SUBJECT TO ALL THE TERMS, LUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, LUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, LUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY THE POLICY EXAMPLE. COLAMS. 11/1000 OF INSURANCE ADV5384526 B/7/2020 B/7/2021 DACH OCCURRENCE \$ 2,000,00 CLAIMS-MADE X OCCUR ADV5384526 B/7/2020 B/7/2021 DACH OCCURRENCE \$ 4,000,00 POLICY X TERM C COMMERCIAL GENERAL LIABILITY C COMMERCIAL GENERAL AGOREGATE \$ 4,000,00 POLICY X TERM C COMMERCIAL GENERAL AGOREGATE \$ 4,000,00 POLICY X TERM ADV5384526 B/7/2020 B/7/2021 BODILY INJURY (Par acdden) \$ 4,000,00 OTHER: CCCUR ADV5384526 B/7/2020 B/7/2021 BODILY INJURY (Par acdden) \$ 4,000		Randolphi, er eee			INSURER E :				2.53
IRAGES CERTIFICATE NUMBER: NEW SOURCE IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD CATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS USIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. USIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. TYPE OF INSURANCE ADV 5384526 8/7/2020 B/7/2020 B/7/2021 RECH OCCURRENCE CLAIMS.MADE ADV 5384526 B/7/2020 B/7/2020 B/7/2021 RECHORCINE RESIDENCE COMMERCIAL GENERAL LIABILITY EACH OCCURRENCE CLAIMS.MADE ADV 5384526 B/7/2020 B/7/2020 B/7/2021 RECHORCINCE RESIDENCE OTHER: COMBINED SINGLE LIMIT COMBINED CLAIMS ADV 5384526 B/7/2020 B/7/2021 B/2012Y ADV 5384526 B/7/2020 B/7/2021 B/2012Y ADV 5384526 B/7/2020 B/7/2021 B/2012Y ADV 5384526 B/7/2020 B/7/2021 <td></td> <td></td> <td></td> <td></td> <td>INSURER F :</td> <td></td> <td>DEVISION NII</td> <td>ARED.</td> <td></td>					INSURER F :		DEVISION NII	ARED.	
IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISED BELOW HAVE BEEN SOUTON OF ANY CONTRACT ON OTHER DOCUMENT WITH RESPECT TO WHICH THIS CATE, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT IN OTHER DOCUMENT WITH RESPECT TO ALL THE TERMS. LUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SUBJECT TO ALL THE TERMS. LUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS POLICY FYL MADDOTYYFYL MADDOTYYFYL MUMBER POLICY POLICY FYL MADDOTYYFYL MUMBER 2,000,000 \$ 2,00	COVE	RAGES	CERTIFICATE	ENUMBER:			REVISION NOT	VE FOR THE F	POLICY PERIOD
TYPE OF INSURANCE MODE SWOK NOT WATCH NUMBER POLICY NUMBER MMED XYYY LIMITS Z.000,00 COMMERCIAL GENERAL LABILITY CLAIMS-MADE ADV5384526 8/7/2020 8/7/2021 EACH OCCURRENCE PREMISES (Es docurrence) \$ 00,00 CLAIMS-MADE X OCCUR ADV5384526 8/7/2020 8/7/2021 BD EX (Any one person) \$ 10,00 ENVL AGGREGATE LIMIT APPLIES PER: POLICY DCC PRODUCTS - COMPLOP AGG \$ 4,000,00 OTHER: COMMENDATION OF PRODUCTS - COMPLOP AGG \$ 4,000,00 OTHER: COMMENDATION \$ 2,000,00 OTHER: COMMENDATION \$ 2,000,00 OTHER: COMMENDATION \$ 2,000,00 OTHER: COMMENDATION \$ 0 OWED DOLLY XUTOS \$ 0 OWED DOLLY XUTOS \$ 0 OWED DOLLY XUTOS ONLY ADV5384526 \$ 17/2020 \$ 17/2021 \$ 000LIV INJURY (Per person) \$ 0 OWERS COMPARATIONS 0 S \$ 0 \$ 0 \$ 0 \$ 0 DED X RETENTIONS 0 S 000,00 \$ 07/2021 \$ 07/2021 \$ 000,00 PERCENT PRATIEMERKECUTIVE <th>INDI CER EXC</th> <th>CATED. NOTWITHSTANDI TIFICATE MAY BE ISSUED LUSIONS AND CONDITIONS</th> <th>ING ANY REQUIREM O OR MAY PERTAIN S OF SUCH POLICIES.</th> <th>ENT, TERM OR CONDITION THE INSURANCE AFFORE LIMITS SHOWN MAY HAVE</th> <th>OF ANY CONTRAC</th> <th>T OR OTHER ES DESCRIB PAID CLAIMS</th> <th>ED HEREIN IS S</th> <th>TH RESPECT UBJECT TO AI</th> <th>TO WHICH THIS LL THE TERMS,</th>	INDI CER EXC	CATED. NOTWITHSTANDI TIFICATE MAY BE ISSUED LUSIONS AND CONDITIONS	ING ANY REQUIREM O OR MAY PERTAIN S OF SUCH POLICIES.	ENT, TERM OR CONDITION THE INSURANCE AFFORE LIMITS SHOWN MAY HAVE	OF ANY CONTRAC	T OR OTHER ES DESCRIB PAID CLAIMS	ED HEREIN IS S	TH RESPECT UBJECT TO AI	TO WHICH THIS LL THE TERMS,
COMMERCIAL GENERAL LIABILITY EACH OCCURRENCE \$ 2,000,00 CLAIMS-MADE X OCCUR ADV5384526 8/7/2020 8/7/2020 PREMISES IE accurrence) \$ 10,00 MED EXP (Any one person) \$ 2,000,00 PERSONAL & ADV INJURY \$ 2,000,00 2,000,00 ENTL AGGREGATE LIMIT APPLIES PER: GENERAL AGREGATE \$ 4,000,00 POLICY X JECT COMBINED SINCLE LIMIT \$ 2,000,00 OTHER: COMBINED SINCLE LIMIT \$ 2,000,00 UTOMOBILE LABILITY ADV5384526 8/7/2020 8/7/2021 BODILY INJURY (Per person) \$ VITOMOBILE LABILITY ADV5384526 8/7/2020 8/7/2021 BODILY INJURY (Per person) \$ VITOMOBILE LABILITY ADV5384526 8/7/2020 8/7/2021 BODILY INJURY (Per person) \$ ANY OS ONLY ADV5384526 8/7/2020 8/7/2021 BODILY INJURY (Per person) \$ COMBINE ELABILITY WORGSTREP S SOUNCY ANAGE \$ \$ ANY OS ONLY ADV5384526 8/7/2020 8/7/2021 BODILY INJURY (Per person) \$ Commercial ADV O S S \$	LTR	TYPE OF INSURANCE	ADDL SUBR	POLICY NUMBER	(MM/DD/YYYY)	IMM/DD/YYYY)		LIMITS	2 000 00
CLAIMS-MADE X OCCUR ADV5384526 8/7/2020 8/7/2021 PREMISES (Ear occurrence) \$ 00000 MED EXP (Any one person) \$ 2,000,000 PPRSONAL & ADV INJURY \$ 2,000,000 POLICY X PERSONAL & ADV INJURY \$ 4,000,000 PPRSONAL & ADV INJURY \$ 4,000,000 OTHER: COMBINED SINGLE LIMIT COMBINED SINGLE LIMIT \$ 2,000,000 UTOMOBILE LABILITY ADV5384526 8/7/2020 8/7/2021 BODILY INJURY (Per person) \$ (ANY AUTO SCHEDULED AUTOS ONLY AUTOS ONLY AUTOS ONLY AUTOS ONLY SCHEDULED AUTOS ONLY AUTOS ONLY AUTOS ONLY AUTOS ONLY S 5,000,000 COMRED O S S S 5,000,000 CONCESS LIAB CLAIMS-MADE ADV5384526 8/7/2020 8/7/2021 EACH OCCURRENCE \$ 5,000,000 CORRENS ATION O S S S S S S ORKERS COMPENSATION N / A WC0871481 8/7/2020 8/7/2021 S/AUTOE S<	A)	COMMERCIAL GENERAL LIA	BILITY	3			EACH OCCURREN	CE \$	500.00
MED EXP (Any one person) \$ 2,000,00 POLICY YE05 Loc PERSONAL & ADV INJURY \$ 2,000,00 OTHER: GENERAL AGGREGATE \$ 4,000,00 OTHER: COMBINED SINGLE LIMIT \$ 2,000,00 UTOMOBILE LABILITY ADV5384526 8/7/2020 8/7/2021 BODILY INJURY (Per person) \$ AUTOS ONLY ADTOS ADV5384526 8/7/2020 8/7/2021 BODILY INJURY (Per accident) \$ HREDS ONLY ADV5384526 8/7/2020 8/7/2021 BODILY INJURY (Per accident) \$ AUTOS ONLY ADV5384526 8/7/2020 8/7/2021 BODILY INJURY (Per accident) \$ MURE ELLALLAB X OCCUR \$ \$ \$ EXCESS LIAB CLAIMS-MADE ADV5384526 8/7/2020 8/7/2021 EACH OCCURRENCE \$ ORKERS COMPENSATION 0 \$ \$ \$ \$ \$ \$ DED X RETEINTON \$ 0 \$ \$ \$ \$ \$ DED X RETEINTON \$ 0 \$ \$ \$ \$ \$ DED X RETEINTON \$ 0 \$ \$ \$ \$ \$ \$		CLAIMS-MADE X C	OCCUR	ADV5384526	8/7/2020	8/7/2021	PREMISES (Ea oco	surrence) \$	10.00
ENL AGGREGATE LIMIT APPLIES PER: PERSONAL & ADV INJURY \$ 4,000,00 POLICY Y PEO LOC PRODUCTS - COMPIOP AGG \$ OTHER: COMBINED SINGLE LIMIT \$ 2,000,00 UTOMOBILE LIABILITY ADV5384526 8/7/2020 8/7/2021 BODILY INJURY (Per person) \$ (ANY AUTO SCHEDULED ADV5384526 8/7/2020 8/7/2021 BODILY INJURY (Per accident) \$ AUTOS ONLY AUTOS ONLY AUTOS ONLY BODILY INJURY (Per accident) \$ AUTOS ONLY AUTOS ONLY BODILY INJURY (Per accident) \$ AUTOS ONLY AUTOS ONLY BODILY INJURY (Per accident) \$ MIRED COCURRENCE \$ \$,000,00 DED X RETENTION \$ 0 \$ ORKERS COMPENSITION N / A \$ \$ N / A WC0871481 \$ \$ N / A N / A \$ \$ BIOLEY UND Y PROPRIETOR/PARTNERNEXECUTIVE Y/N Y N / A \$ \$ \$ ORKERS COMPENSITION N / A \$ \$ \$ Scheduly In MIR Y / N Y \$ \$ Standuary In MIR N / A \$							MED EXP (Any one	person) \$	2 000 00
ENL AGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE \$ POLICY X PEOF LOC PRODUCTS - COMPIOP AGG \$ OTHER: COMBINED SINGLE LIMIT \$ (ANY AUTO ADV5384526 8/7/2020 8/7/2021 BODILY INURY (Per porson) \$ (ANY AUTO SCHEDULED ADV5384526 8/7/2020 8/7/2021 BODILY INURY (Per porson) \$ AUTOS ONLY AUTOS ONLY AUTOS ONLY AUTOS ONLY BODILY INURY (Per porson) \$ (UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE ADV5384526 8/7/2020 8/7/2021 EACH OCCURRENCE \$ DED X RETENTIONS 0							PERSONAL & ADV	INJURY \$	4,000,00
POLICY Yeen Loc PRODUCTS - COMP/OP AGG \$ 1,000,000 OTHER: COMBINED SINGLE LIMIT \$ 2,000,000 UTOMOBILE LIABILITY ADV5384526 8/7/2020 8/7/2021 BODILY INJURY (Per proton) \$ AVTOS ONLY AUTOS ONLY AUTOS ONLY BODILY INJURY (Per proton) \$ AUTOS ONLY NON-OWNED BODILY INJURY (Per proton) \$ Cumbrella Liab X OCCUR \$ \$ EXCESS LIAB CLAIMS-MADE ADV5384526 8/7/2020 8/7/2021 AGGREGATE \$ ORKERS COMPENSATION 0 \$ \$ \$ \$ \$ VP POOPRICTOR N / A WC0871481 8/7/2020 8/7/2021 X PER OTH- Madatory in NH) Y/N WC0871481 8/7/2020 8/7/2021 E.L. EACH ACCIDENT \$ \$ \$	G	EN'L AGGREGATE LIMIT APPLIE	S PER:				GENERAL AGGRE	GATE \$	4 000.00
OTHER: COMBINED SINGLE LIMIT \$ 2,000,000 UTOMOBILE LABILITY ADV5384526 8/7/2020 8/7/2021 BODILY INJURY (Per person) \$ (ANY AUTO OWNED AUTOS ONLY AUTOS ONL		POLICY X JECT	LOC				PRODUCTS - CON	P/OP AGG \$	4,000,00
UTOMOBILE LIABILITY (Ea accident) \$ 2,000,000 (ANY AUTO ADV5384526 8/7/2020 8/7/2021 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ BODILY INJ		OTHER:					COMBINED SINGL	\$ E LIMIT	2,000,00
(ANY AUTO ADV5384526 8/7/2020 8/7/2021 BODILY INJURY (Per person) \$ OWNED AUTOS ONLY AUTOS AUTOS ONLY NON.OWNED AUTOS ONLY BODILY INJURY (Per person) \$ HIRED AUTOS ONLY NON.OWNED AUTOS ONLY NON.OWNED AUTOS ONLY BODILY INJURY (Per person) \$ (UMBRELLA LIAB X OCCUR NON.OWNED AUTOS ONLY AUTOS ONLY \$ \$ (UMBRELLA LIAB X OCCUR ADV5384526 8/7/2020 8/7/2021 EACH OCCURRENCE \$ DED X RETENTION \$ 0 \$ \$ \$ \$ ORKERS COMPENSATION NO EMPLOYER'S LIABILITY Y/N WC0871481 8/7/2020 8/7/2021 X \$ \$ NY PROPRIETOR/PARTNER/EXECUTIVE Y/N WC0871481 8/7/2020 8/7/2021 X \$ \$ \$ NY PROPRIETOR/PARTNER/EXECUTIVE N / A W/A \$<	A ,	UTOMOBILE LIABILITY					(Ea accident)	5	2,000,00
OWNED AUTOS ONLY AUTOS NULY BODILY INJURY (Per accident) S HIRED AUTOS ONLY NON-OWNED AUTOS ONLY BODILY INJURY (Per accident) S (UMBRELLA LIAB X OCCUR S S (UMBRELLA LIAB CLAIMS-MADE ADV5384526 8/7/2020 S/7/2021 EACH OCCURRENCE \$ (UMBRELLA LIAB 0 S)	ANY AUTO		ADV5384526	8/7/2020	8/7/2021	BODILY INJURY (F	er person) \$	
HRED AUTOS ONLY AUTOS ONLY AUTOS ONLY AUTOS ONLY Image: Constraint of the state of		AUTOS ONLY AUTO	OS				BODILY INJURY (F	er accident) \$	
(UMBRELLA LIAB X OCCUR S EXCESS LIAB CLAIMS-MADE ADV5384526 8/7/2020 8/7/2021 EACH OCCURRENCE \$ 5,000,000 DED X RETENTION \$ 0 S S S S S ORKERS COMPENSATION ND EMPLOYERS' LIABILITY Y/N WC0871481 8/7/2020 8/7/2021 EACH ACCIDENT \$ S NY PROPRIETOR/PARTNER/EXECUTIVE Y/N WC0871481 8/7/2020 8/7/2021 X PER OTH- STATUTE E.L. EACH ACCIDENT \$ 500,000 Handatory in NH) N/A N/A 8/7/2020 8/7/2021 E.L. DISEASE - EA EMPLOYEE \$ 500,000 yes, describe under ESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT \$ 500,000 IPTION OF OPERATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Statuted \$ \$		AUTOS ONLY AUTO	OS ONLY				(Per accident)	\$	
K UMBRELLA LIAB X OCCUR EACH OCCURRENCE \$ Choccurrence \$ \$ Choccurrence \$ Choccurrence \$ Choccurrence \$ Choccurrence \$ Choccurrence								\$	5.000.00
EXCESS LIAB CLAIMS-MADE ADV3384320 G/1/2020 G/1/2020 AGGREGATE \$ Clock (construction) DED X RETENTION \$ 0 \$ \$ \$ \$ ORKERS COMPENSATION ND EMPLOYERS' LLABILITY Y/N WC0871481 8/7/2020 8/7/2021 X PER OTH- STATUTE OTH- ER \$	A	UMBRELLA LIAB X C	DCCUR	ADV5294526	8/7/2020	8/7/2021	EACH OCCURREN	ICE \$	5,000,00
DED X RETENTION \$ V ORKERS COMPENSATION ND EMPLOYERS' LIABILITY Y/N WC0871481 8/7/2020 8/7/2021 X STATUTE ER V PROPRIETOR/PARTNER/EXECUTIVE N/A N/A 8/7/2020 8/7/2021 E.L. EACH ACCIDENT \$ 500,000 FriceR/MEMBER EXCLUDED? N/A In /A E.L. DISEASE - EA EMPLOYEE \$ 500,000 yes, describe under ESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT \$ 500,000 IPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) 500,000		EXCESS LIAB	CLAIMS-MADE	ADV5504520	0/112020	01112021	AGGREGATE	\$	0,000,000
ORKERS COMPENSATION ND EMPLOYVERS' LLABILITY Y/N WC0871481 8/7/2020 8/7/2021 E.L. EACH ACCIDENT 500,000 NY PROPRIETOR/PARTNER/EXECUTIVE N / A N / A E.L. EACH ACCIDENT \$ 500,000 Andatory In HH) E.L. DISEASE - EA EMPLOYEE \$ 500,000 yes, describe under ESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT \$ 500,000 IPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) \$ 500,000	D	DED X RETENTION \$	U	-4-1			V PER	OTH-	
NY PROPRIETOR/PARTNER/EXECUTIVE N / A Andatory In NH) E.L. EACH ACCIDENT \$ 500,00 E.L. DISEASE - EA EMPLOYEE \$ 500,00 ESCRIPTION OF OPERATIONS below EIL. DISEASE - POLICY LIMIT \$ 500,00 ESCRIPTION OF OPERATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)	BW	ND EMPLOYERS' LIABILITY	Y/N	W/C0871481	8/7/2020	8/7/2021	* STATUTE	ER	500.00
Aandatory in NH) E.L. DISEASE - EA EMPLOYEE \$ yes, describe under ESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT \$ 500,00 PTION OF OPERATIONS (LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)	A	NY PROPRIETOR/PARTNER/EXEC FFICER/MEMBER EXCLUDED?	N/A	1000011401	01112020		E.L. EACH ACCIDE	INT S	500,00
E.L. DISEASE - POLICY LIMIT S	(7	landatory in NH) ves. describe under					E.L. DISEASE - EA	EMPLOYEE \$	500.00
IPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)	D	ESCRIPTION OF OPERATIONS b	elow				E.L. DISEASE - PC		
IPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Romarks Schedule, may be attached if more space is required)									
Listed Under Section 3A of the Workers Compensation Policy: ME, NH, NY, VT	B w A O U U U U U U D ESCR Projec States	IPTION OF OPERATIONS / LOCA's	UTIVE Y/N N/A elow TIONS/VEHICLES (ACOR 1 and 2) of the Workers Comp	WC0871481 D 101, Additional Remarks Schedu Densation Policy: ME, NH,	8/7/2020 Ile, may be attached if mor NY, VT	8/7/2021 • space is requi	X PER STATUTE E.L. EACH ACCID E.L. DISEASE - E/ E.L. DISEASE - P(OTH- ER \$
	CER	TIFICATE HOLDER			CANCELLATION				
TIFICATE HOLDER CANCELLATION		Norwood Airport	Commission		SHOULD ANY OF THE EXPIRATIO	THE ABOVE I N DATE TI TH THE POLI	DESCRIBED POLI HEREOF, NOTIC	CIES BE CANC E WILL BE	ELLED BEFORE DELIVERED IN

111 Access Road Norwood, MA 02062

AUTHORIZED REPRESENTATIVE



EXHIBIT D

ENGINEERING FEE SUMMARY & LABOR-HOUR SPREADSHEETS

JOB NO: 520165 FILE NAME: post construction zis 1/20/2020		Post	Nerwood Airpo Construction Mor	ort Commission Noring (Years 1 a	and 2)					DUBOIS &	KING, INC.	
			MUNS	mary								
				al the second second	CATEGORIES (OF LABOR						
	П	PROJECT	PROJECT MANAGER / SENIOR ENGINEER	PROJECT ENGINEER / SPECIALIST	ENGINEERS / SENIOR DESIGNER	RESIDENT INSPECTOR	ELECTRICAL ENGINEER	Wetland Scientist	SENIOR TECHS / DRAFTERS	TECHS./ DRAFTERS	ADMIN. SUPPORT	TOTAL HOURS
Article C - Permitting		4	40	8	102	50	16	•	0	0	0	202
Article D - Administration		21	R	16	0	•	•	٥	0	0	78	147
	T 44.1 (J											
	Since into	3	71	97	201	20	16		0	Total Braine L	78	076
		7.2%	20.6%	10.3%	29.2%	5.7%	4.6%	%0'0	0.0%	0.0%	22.3%	240
	Total Hours:	25	72	36	102	20	16	0	0	•	78	
										Total Project H	a suno	349
		_										
4										Total Labor Co	=	S47.687

Vrticles A - F Direct Expenses Subsistence 							Г
Transportation:	Vans/Trucks	Miles @	\$0.540 / Mile =				
	Passenger Vehicles	500 Miles @	\$0.575 / Mile =	S288			
	Travel-Air/Ground/Parking	0	Allowance =				
Meals:	Partial Per Diem	0 Days @	S0 / Day =	20			-
	Full Per Diem	0 Days @	SO / Day =	So			_
Rooms & Lodging:	Hotel	0 Days @	SO / Day =	S0,	Subtotal =	\$288	
II. Project Support Expenses							
			Telephone/Fax =	\$0.00			-
			Postage =	\$0.00			
			Reproduction =	\$2,000.00			
			Copying =	\$0.00			
III. Subcontractors			Miscellaneous =	\$0.00	Subtotal =	\$2,000	
			Sinter	5			
			(autor	20			-
			Groundwater	S0			-
			VMP	SO			-
					Subtotal =	SO	
				Sub Total Expenses=		\$7,788	
	SUMMARY:	Total Direct Labor =	\$47,687				Г
		Total Direct Expenses =	\$2.268				
		Total Price =	\$49,975				
							٦

	Milcage	Per Diem	AMP	Tele/Fax	Postage	Reprodetn	Conving	Mise	Survey	Groundwater
lection		0	0	0	0	0	0	0		
		0	0	0	0	0	0	0		
18	-	0	0	0	0	2000	0	0		
	1 50	0	0	0	0	0	0	0		
	SOL	0	0	0	0	2000	0	0		

	JOB NO.: 620166 FILE NAME: post construction.xls 1/20/2020		Post C	Norwood Airpo Construction Mon	nt Commission Itoring (Years 1	and 2)					DUBOIS & F	KING, INC.	
				Article C -	Permitting								
						CATEGORIES	OF LABOR						
		п	Principal	Senior Consultant	Senior Professional	Project Professional	Staff Professional	Technician/GIS /Admin					TOTAL HOURS
Article C - Permitting Task 1 - Wetlands Mitication Monitoring													
Monitoring Coordination					10	9						_	20
2019 Monthly (2 VISIES) 2020 Monthly (8 visits)						12							12
Annual monitoring (2)				æ		16	16						4
Annual monitoring reports (2) Acency Coordination			4	24	9	40		16					38
nonsimino familia				æ			4						21
				j									0
								2					0
										-			0 0
													00
													0
													0
													0
													c
													00
										8			0
		Total Hours:	4	40	20	102	20	16	0	0	0	0	
									Total Project H	= sino			202
			2.0%	19.8%	9.9%	50.5%	%6.6	%6'2	%0.0	%0'0	%0'0	%0'0	
		I Otal Hours:	4	40	20	102	20	16	0	0	Total Daired Lot	0	CUC
		Hourty Rates:	\$245.00	SOLS ON	\$175 DD	\$135 DD	C125.00	C115.00	00.05	SD DD	L ULU SU DU L		202
		Direct Labor.	\$980	\$8,200	\$3,500	\$13.770	\$2,500	S1.840	SO	SO	SO	SO	
											Total Labor Cos	t II	\$30,790
											Total Labor Cos	t=	230./50

			TOTAL HOURS																		
DUBOIS & KING, INC.										SO					\$2,000	20	CS	\$2,000			
										Subtotal =					Subtotal =	Subtotal =	Subtotal =	Total =			
			Technician/GIS /Admin		So	SO	\$0	So	S	SO			22 000								
		DF LABOR	Staff Professional		/ Mile =	/ Mile =	Allowance =	/ Day =	/ Day =	/ Day =											
(2 pue		CATEGORIES (Project Professional			S0.540						Telephone/Fax =	Postage = Reproduction =	Copying =	Miscellaneous =				\$30,790	\$2,000	\$32,790
ort Commission itoring (Years 1:	Permitting		Senior Professional		Miles @	Miles @		Days @	Days @	Days @										= sesued	
Norwood Airpo Construction Mor	Article C -	1	Senior Consultant			0													Total Labor =	Total Direct Ex	Total Price =
Post			Principal			les	1/Parking												SUMMARY:		
			п		Vans/Trucks	Passenger Vehic	Travel-Air/Ground	Partial Per Diem	Full Per Diem	Hotel											
JOB NO.:621678X FILE NAME: post construction.xls 1(20/2020					Transportation:			Meals:		Kooms & Loaging:	23										
				I. Subsistence							II. Project Support Expenses					III> Subconsultants					

ICB NO - 620166												
ME: post construction.xls 1/20/2020		Post (Norwood Airpo	1 Commission toring (Years 1 al	1d 2)					DUBOIS & K	NG, INC.	
			Article D - Admini	strative Services								
				0	ATEGORIES C	IF LABOR						
		PROJECT DIRECTOR	PROJECT MANAGER / SENIOR ENGINEER	PROJECT ENGINEER / SPECIALIST	ENGINEERS / SENIOR DESIGNER	RESIDENT INSPECTOR	ELECTRICAL ENGINEER		SENIOR TECHS / DRAFTERS	TECHS / DRAFTERS	ADMIN. SUPPORT	TOTAL HOURS
vices												
tion tet AC and FAA mbursement requests (12) tance and Support		00 00 77 70 00 00	000044	<u>5</u> 4							9 9 9 9 v	o 9 20 3 33 33
	Total Hours:	21	32	16	•	0	0	0	0	•	78	
								Total Project H	iours =			147
	Total Hours:	0.142857143 21	21.8% 32	10.9% 16	0.0% 0	0.0% 0	0.0% 0	0.0% 0	%0.0 0	0.0% 0	53.1% 78	
										Total Project Ho	= SJN	147
	Hourty Rates:	S58.00	S50.00	\$45.00	\$25.00	S0.00	S0.00	\$29.00	\$22.80	S0.00	\$28.00	
	Direct Labor.	S1,218	\$1,600	S720	SO	SO	SO	SO	SO	SO	\$2,184	
										Total Direct Lab	or =	\$5,722
		Fringe Costs @ Fixed Fee		163.67% = 12.0% =		\$9,365 \$1,810				Total Labor Cos	-	S16.897

itssion (Years 1 and 2) (Services	CATEGORIES OF LABOR	AJECT ENGINEERS / RESIDENT ELECTRICAL SENOR TECHS / TECHS / ADMIN TOTAL NEER / SENOR ENGNEER DRAFTERS DRAFTERS DRAFTERS PLANER HOURS		S0.540 / Mile = S0	0 SU.S/S / Mile = S266 Allowance = S266	0\$ = keg/	0 / Day = S0 0 / Day = S0 Subtotal = S288		Telephone/Fax = \$0	Postage = SO	Composition = 50 Composition = 50	Miscellaneous = 50 Subtotal = 50	Total = \$288	\$16,897	= sacs	
Nowood Airport Commissi Post Construction Monitoring (Year Artide D - Administrative Ser		PROJECT PROJECT PROJECT MANAGER / ENGINEER SENIOR SECIALIS ENGINEER		Miles @	au Miles @	Days @	Days @ Days @							MMARY: Total Labor =	Total Direct Expenses =	Child She with CCCS and the second
2				Vans/Trucks	Travel-Air/Ground/Parkin	Partial Per Diem	Full Per Diem Hotel							ns		
JOB NO.: 620166 FILE NAME: post construction.xl 1/20/2020			cle D - Administration - Direct Expenses	Transportation:		Meals:	Rooms & Lodging:	II. Project Support Expenses								



August 21, 2020

Mr. Russ Maguire, Airport Manager Norwood Memorial Airport 111 Access Road Norwood MA 02062

SUBJECT: Norwood Memorial Airport AIP No. 3-25-0037-37 – AGIS FAA and MassDOT Payment Request No. - Final

Dear Mr. Maguire:

Attached please find copies of FAA and MassDOT Pay Request No. 9 - Final for the above referenced project. The payment request includes DuBois & King, Inc. invoice no 720065

The Commission should anticipate the following reimbursement sources for the total amount billed to date:

FAA	\$	8,770.90
MassDOT	\$	488.55
OWD	<u>\$</u>	488.54
Total	\$	9,770.90

The Commission should anticipate the following reimbursement sources for the total amount billed to date:

	Total	FAA	MassDOT	OWD
	Invoice			
Sponsors Administration Costs				
DuBois & King, Inc.	\$ 9,770.90	\$ 8,793.81	\$488.55	\$488.54
Total Recommended Payments	\$ 9,770.90	\$ 8,793.81	\$488.55	\$488.54

If you have any comments or questions don't hesitate to contact me at 603-637-1043.

Very truly yours, DuBOIS & KING, INC.

y adla

Jeffrey A. Adler, P.E., Senior Project Manager

REQUEST FOR ADVANCE OR REIMBURSEMENT	1. TYPE C PAYME REQUE	DF :NT :STED	a. "X" one or both ADVANG REIMBU b. "X" the applicat FINAL PARTIA	n boxes CE IRSEMENT ble box L	2. BASIS OF REQUEST			
3. FEDERAL SPONSORING AGENCY AND ORCELEMENT TO WHICH THIS REPORT IS SUBMI	4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY							
FAA/Airports Division			3-25-0037-37-2017					
5. PARTIAL PAYMENT REQUEST 6. EMPLOYER IDI NUMBER FOR THIS REQUEST NUMBER			TION	7. FINANCIAL A	SSISTANCE N NUMBER			
9-Final 04-6001254								
8. PERIOD COVERED BY THIS REQUEST From: 03/01/2020 To: 06/30/2020								
9. RECIPIENT ORGANIZATION								

Name:	Norwood Airport Commission
Street1:	111 Access Road
Street2:	
City:	Norwood
County:	
State:	MA: Massachusetts
Province:	
Country:	USA: UNITED STATES
ZIP / Posta	al Code: 02062

10. PAYEE (Where check is to be sent if different than item 9)

Name:	MassDOT - Aeronautics									
Street1:	Logan Office Center									
Street2:	One Harborside									
City:	East Boston									
County:										
State:	MA: Massachusetts									
Province:										
Country:	USA: UNITED STATES									
ZIP / Posta	al Code: 02128-2009									
11. COMPUTATIO	N OF AMO	UNT	OF REIMBURSEMENTS	S/A	ADVANCES REQUESTED					
---	-------------------------	--------------	---	-------------	--	-------	----------------------	-------	-----	-----------------------
PROGRAMS/FUNCTIO ACTIVITIES	NS/	(a)	20.106	(b)	b) (C)					TOTAL
a. Total program (As of other	of date) /30/2020	\$	329,047.00	\$	<u>ه</u>				\$	329,047.00
b. Less: Cumulative pro income	ogram	[
c. Net program outlays minus line b)	(Line a	[329,047.00						[329,047.00
d. Estimated net cash o advance period	outlays for	[[
e. Total (Sum of lines of	c & d)	[329,047.00						[329,047.00
f. Non-Federal share of on line e	amount	[[
g. Federal share of amo line e	ount on	[296,142.30						[296,142.30
h. Federal payments pr requested	eviously		287,348.49						[287,348.49
i. Federal share now re (Line g minus line h)	equested	[8,793.81						[8,793.81
j. Advances required by month, when	1st month								[
grantor agency for use in making	2nd month	[
prescheduled advances	3rd month	[
12. ALTERNATE C	OMPUTAT	ION	FOR ADVANCES ONLY							
a. Estimated Federal ca	ash outlays f	that	will be made during period	d co	covered by the advance				\$	
b. Less: Estimated bala	ance of Fed	eral	cash on hand as of begin	ning	ng of advance period					
c. Amount requested (L	ine a minus.	line	b)						\$	
13. CERTIFICATIO	N									
I certify that to the best conditions or other agree	of my know ement and	ledg that	e and belief the data on th payment is due and has r	ne r not	reverse are correct and that all the previously requested.	l out	lays were made in a	acco	ord	ance with the grant
SIGNATURE OR AUTH	IORIZED C	ERT	IFYING OFFICIAL					DAT	Ē	REQUEST SUBMITTED
TYPED OR PRINTED I		TITI	E							
Prefix:		First	Name: Mark			N	liddle Name:			
Last Name: Ryan	n		L				Suffix:			
Title: Chairman										
TELEPHONE (AREA C 781-255-5616	ODE, NUM	BER	R, EXTENSION)							
This space for agency u	use									
Public reporting burde	en for this co	ollect	tion of information is estim	nate	ed to average 60 minutes per r	resp	onse, including time	e for	re	viewing instructions,

searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

					PAGE	OF	PAGES
DEPARTMENT OF TRANSPORTATION		Form a	pproved		1. PROJECT	NO.	
FEDERAL AVIATION ADMINISTRATION		Budget	Bureau No. 04-R0004		3-25-003	7-37-2017	
					2. GRANT AG	GREEMENT	
SUMMARY OI	F PROJECT CO	STS			CONTRACT	NO.	9-Final
Print or type data requested. Read instructions of	on reverse before completing	ng form.					
3. SPONSOR'S NAME AND ADDRESS	1 Access Road No		4 MA 02062		4. PERIOD E	NDING	
	TACCESS Road, NO	1000	U MA 02002		6/30/2	020	
5. OFFICIAL NAME AND LOCATION OF AIRPO	DRT				6. MAXIMUM	FEDERAL FUND	S
Norwood Memorial Airport							
7. DESCRIPTION	8. LATEST REVISED TOTAL ESTIMATED COST		9. ACTUAL COS INCURRED TO DA	ST ATE	10. ESTIMAT OF TOTAL C AND TO BE I PRIOR TO (Date)	E OF AGGREGA OSTS INCURREI INCURRED	TE D
			AMOUNT	PERCENT	Al	MOUNT	PERCENT
			(a)	(b)		(a)	(b)
1. Administration	\$3,500.00		\$3,500.00	100%			
2. Engineering							
Data Collection	\$185,394.00		\$185,394.00	100%			
Studies	\$ 107,105.00	\$	107,105.00	100%			
Administration	\$33,048.00		\$33,048.00	100%	-		
Total	\$329,047.00		\$329,047.00	100%			
11. CERTIFICATION - I certify that the lat	est revised total estimation	ted cos	st shown above refle	cts the best in	I formation av	vailable as to th	e probable
total final cost of each item; that amounts and, when applicable, that the estimates of used and construction accomplished meet included in the project records.	shown as actual costs of the costs to be incurr t the requirements of th	incurre red refle ne plans	ed to date are true an ect the best informati s and specifications,	id correct and ion available. as evidenced	are supporte I further cert by certified	ed by records of tify that the mat test and inspec	f the sponsor; erials tion reports
DATE	SIGNATURE OF SPONS	OR'S EN	IGINEER				
FAA Form 5100-7 (a-70) SUPERSEDES PREV	IOUS EDITION						

INVOICE SUMMARY

AIP Grant Number: 3-25-0037-37-2017

PROJECT INFORMATION

Description: AGIS

GRANT RECIPIENT INFORMATION

Name: Norwood Airport Commission

Airport: Norwood Memorial Airport

Address: 111 Access Road

City/State: Norwood MA

Federal Share %: 9-Final Reimbursement No.

	(2)	(3)	(4)	(5)	(6)	(2)	(8)
Vendor/Class/Description	Invoice Number	Invoice Date	Due Date	Invoice Amount	AIP Eligible Costs	Non-Participating Costs	AIP Share
JuBois & King/ DuBois & King, AGIS	720065	7/15/20	Due	\$ 9,770.90	\$ 8,793.81	۲	\$ 8,793.81
						÷ خ	
						- \$	
						ۍ ۲	
				\$ -	- \$	÷	ب
				\$ -	- \$	÷ \$	÷
				\$ -	- \$	\$ '	ې چ
				\$ -	- \$	- \$	+ \$
				- \$	- \$	\$ '	، \$
				\$ -	- \$	- \$	، \$
				\$ -	- \$	\$ -	÷
				\$ -	\$ -	\$ -	\$ -
					AMOUNT OF TH	IS REIMBURSEMENT	\$ 8,793.81

I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due, which has not been previously requested and that all work is in accordance with the terms of the award.

Signature

Date

%06

287,348.49 296,142.30

PREVIOUS REIMBURSEMENTS

TOTAL REIMBURSEMENTS \$



Re: Norwood AKP Update/AGIS Survey/Obstructi

Norwood Memorial Airport 125 Access Road Norwood, MA 02062

TERMS: Net 30 days from invoice date, 1.5% per month charged thereafter. For Services Rendered Through 6/30/2020

AKP Update/AGIS Survey/Obstruction Analysis Data Collection, Studies, and Administrative Services

Professional Services

	Contract	% Work to	Amount	Previous	
	Amount	Date	Billable	Billings	To Be Billed
Article A: Data Collection	\$185,394.00	100.00%	\$185,394.00	\$185,394.00	\$0.00
Article B: Design	\$107,105.00	100.00%	\$107,105.00	\$100,143.18	\$6,961.82
Article E: Project Administration	\$33,048.00	100.00%	\$33,048.00	\$30,238.92	\$2,809.08
Total	\$325,547.00		\$325,547.00	\$315,776.10	\$9,770.90

Invoice Amount

Please remit payment to: PO Box 339, Randolph, VT 05060

28 North Main Street, PO Box 339, Randolph, VT 05060 802.728.3376 billing@dubois-king.com www.dubois-king.com

July 15, 2020 Invoice No: 720065 Project No: 323754L1

\$9,770.90

		INAMUDO	T ID		_				6	Ĩ					
TRANS	DEPT.	R/ORC	()	NUMB	ER	PV DATE	E AC	CT PER BFY			IE COMIMC	JNWEA		IASSAC	HUSELLS
PRC	DOT	1300		σ				20	- Contraction	and the second se	OFF PAYME	ICE OF 1	UCHER II	NPUT F	R ORM
ACT E/M E	SCHF	AY DATE		0	DFF LIAB ACCT		VEN I certify ti servic	NDOR'S CERTIFICATIO. hat the goods were shipped be rendered as set forth belo	or the w.		Massachı	usetts De Aeron	partment of autics Divis	f Transpo sion	ortation
								PLEASE SIGN IN INK)				VEN	IDOR NAME /	AND ADDR	ESS
		-	REF DOCUI	MENT ID		П							Town of N	lorwood	
DOG	UMENT T	OTAL	Ā	V DATE	VENDOR	INVOICE NI	UMBER	VENDC	IR CODE	ш	MP		11 LINCOLN	N STREET	
	\$488.55				AIP-3-25-0(037-037-201	7-PV#09	VC600	0191924				M boowod M	A 02062	
Ж	EFERENC	E ORDER		LINE	QUANTITY			DESCRIP1	NOI.				UNIT PRICE		AMOUNT
					0.05 0.05 0.05 0.05 0.05 0.05	Administra Land Acq. Architectu Project Ins Relocation Constructi Equipment Miscellane	tive Expense (S uisition ral Engineering I spection Fees h Expenses on and Project II t t	Sponsor Admin) Basic Fees mprovement					00'0\$ 00'0\$ 00'0\$ 00'0\$ 00'0\$ 00'0\$ 00'0\$		\$0.00 \$0.00 \$488.55 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
						Г						To	tal Due This P	>	\$488.55
N	SNANS	DEPT	R/ORG		NI IMBER	2	DEPT	APPROP	ALIS.	ORG	OB.I S/O	R.I PR	OG TY	PRC	D.I/CL/GRC
6	сī	рот	1300	CTDOT1:	30018OWDAMPU01	-	рот	68201301			P01				
ACT	RPTG	FUND	BS ACCT	DEPT.	VENDO	R INVOICE	NUMBER			Airnort Ma	DESCRIPT	TION	Analyceic		
	Ť	DISC			DATES OF SERVICE		F		QUANTITY		AM	10UNT:		M	D P/F
					4/11/20 to 6/30/20				1		Å	488.55			f
	O THE C	:OMPTR	OLLER C	JF THE CC	DMMONWEALTH	OF MASS	SACHUSETT	S:							
	-	ereby certif	fy under the	penalties of p	perjury that all laws of t	the Common	wealth governin	ig disbursements of publi	c funds and th∈	e regulations	thereof have b	een complik	ed with and ob	served.	
PREPARE	ED BY:						NAME/TITL	ij	Senior	Project Ma	mager		DAT	ü	
APPROVE	ED BY:						NAME/TITL	ü					DAT	 نن	
ENTERE	D BY:						NAME/TITL	4					DAT	Ц Ш	

Version 7 - 12/15/2016



Preliminary Facility Evaluation



Town of Norwood Airport

111 Access Rd Norwood, MA Auditor: Bill Branton

Energy New England 5 Hampshire Blvd Suite 100 Mansfield, MA 02048

July 28, 2020



[This page intentionally left blank].

Table of Contents

SECTION 1: Executive Summary
Introduction2
Facility Information3
Facility Description3
SECTION 2: Facility Energy Use
SECTION 3: Lighting Conservation Measures
Recommended Lighting Upgrades8
Lighting Efficiency Discussion10
SECTION 4: Sustainability Practices
Sustainability Chart
Appendices15
Glossary of Terms

SECTION 1: Executive Summary

Introduction

On behalf of the Norwood Municipal Light Department, Energy New England, LLC is pleased to provide the Town of Norwood Airport with this Preliminary Facility Evaluation Report. The purpose of this service is to provide a costefficient energy analysis of the facility while helping to identify possible ways to improve energy use and to establish priorities. This document includes an evaluation of the building's major energy systems, and, as important, it outlines the means to better control and manage the energy costs for the Town of Norwood Airport.

The Town of Norwood Airport may be able to implement some of the recommended measures itself. These include basic temperature setting adjustments and changes in routine operating and maintenance procedures. Other measures, particularly actions that require changes to equipment, will call for the services of an industry or equipment professional.

Once again, ENE commends the Town of Norwood Airport for its energy conservation efforts and for its interest in promoting and adopting some or most of the Energy Conservation Measures recommended within the report. If further assistance is needed, please feel free to contact ENE at 508-698-1200.

Facility Information

Facility:	Town of Norwood Airport
Address:	111 Access Rd. Norwood, MA
Utility:	Norwood Municipal Light Department
Account #:	2419869000
Rate:	СІ
Hours:	7am-5pm
Building Size:	7840 square feet
Contact:	Mark Raymond
Email:	mraymond@norwoodma.gov
Phone:	781-801-0947
Auditor:	Bill Branton
Site Visit Date:	July 17, 2020
Report Date:	July 28, 2020

Facility Description

The Norwood Airport Administration and Maintenance facility is a two-story, 7,840 square foot metal fabricated structure built on slab. The building was erected in 2012, so is only 8 years old at this time. There is approximately 2,000 square feet of office space, not seen, with the remaining space serving as a maintenance facility. Heating is provided from a newer gas infrared heater, which is augmented by large ceiling fans, also used for cooling. Limited hot water use is provided by a standard gas water heater.

Interior lighting is provided by aged Metal Halide Hi-Bay fixtures, with metal halide flood lighting for the runways and exterior. The office area is already equipped with LED lighting.



Garage Hi bay MH



Wall Packs



MH Floods



Stairway MH

SECTION 2: Facility Energy Use

DXS00100) Kel	lie	07/3	27/20	11:30:07	ΒI	NORWOOD L	IGHT DEPART	KENT INQUIR	Y			
ACCO	UNT N	UMBER:	: 24	19869000	ACCOUNT N	AME: TO	wn of Norwo	00	SVC_LOC	ATION: 11	ACCESS RD-SF	E BU SSN:	000-00-0000
DATE	TYPE	READ	DING	USAGE/KW	USAGE/CD	BASI	C CHARGE	PPA/FP AMT	TAX	DISCOUNT	PREV BAU	AMOUNT	BALANCE
ACTU	JAL	06-0	01-20	06-30-20									
07-07-20) B1	L-EL	16713	42	08 7	77.34	28.61			38.34-	1,056.84	767,61	767.61
	EL	-8AS		14	. 14								
	EL	-DIS		289	.80								
	EL	-TRN		462	.88								
	51	-NYP			.00								
	EL	-REN		10	.52								
06-18-20) P/	Y-EL										1,056.84	
ACTL	JAL	05-0	01-20	06-01-20									
06-08-20	81	L-EL	12505	54	78 1,0	54.08	54.78			52.02-	1,511.14	1,056.84	1,056.84
	EL	-BAS		14	.14								
	EL	-DIS		423	.66								
	EL	-TRN		602	.58								
	EL	-NYP			.00								
	EL	-REN		13	.70								
05-22-20) P/	Y-EL										1,511.14	
ACTU	JAL	04-0	01-20	05-01-20									
05-06-20) BI	L-EL	7027	81	79 1,6	42.63	81.79			81.11-	4,583.31	1,643.31	1,511.14
	EL	-BAS		14	.14								
	EL	-DIS		708	.35								
	EL	-TRN		899	.69								
	EL	-NYP			.00								
	EL	-REN		20	.45								
04-09-20) P/	Y-EL										2,804.89	
04-20-20) P/	Y-EL										1,910.59	
ACTU	JAL	03-0	01-20	04-01-20									
04-07-20) B1	L-EL	98848	94	10 1,9	10.86	94.10			94.37-	4,941.36	1,910.59	4,583.31
	EL	-BAS		14	.14								
	EL	-DIS		838	.09								
ACI	TUAL	02.	-01-20	03-01-20)	70.40				440.47	0 (70 70	2 2/2 //	1 01 21
03-06-2	20 8	BIL-EL	89438	3 110	2,2	70.18	110.59	·		112.13-	2,012.12	2,208.04	4,941.30
		L-BAS		1 014	1.19								
		L-DIS		1 21/	5 /0								
	5	I -NYP		1,210	00								
	1	L-REN		27	7.65								
	•••••					•••••			•••••				
ACT	TUAL	12-	-30-19	02-01-20)								
02-06-2	20 E	BIL-EL	78379	9 125	20 2,6	75.69	129.20	,		152.17-	2,674.05	2,6/2./2	2,6/2./2
		L-BAS		14	4.14								
		L-DIS		1,208	20.00								
	1	L-IN		1,421	00								
		- 9EM		23	30								
01-31-3	20 1	AY-EL										2,674.03	
								•••••			•••••		
AC	TUAL	12	-01-19	12-30-19	7	77 00	400.04			470 07	1 017 08	3 474 07	3 (7/ 07
01-07-2	20 8	SIC-EL	0245	y 125	20 2,0	.00	129.20	'		136.63-	, 917.90	2,014.03	2,0/4.03

Commercial Lighting Evaluation	– Town of Norwood Airport
--------------------------------	---------------------------

ACTUAL 12-05-19	10- BIL-EL EL-BAS EL-DIS EL-TRN EL-NYP EL-REN	31-19 52533	12-01-19 9444 14.14 841.68 1,038.84 .00 23.61	1,918.27	94.44	94.73-	1,049.90	1,917.98	1,917.98
12-03-19	PAY-EL							1,049.90	
ACTUAL	. 10-	01-19	10-31-19						
11-06-19	BIL-EL EL-BAS EL-DIS EL-TRN EL-NYP EL-REN	43089	5446 14.14 420.29 599.06 .00 13.62	1,047.11	54.46	51.67	370.71	1,049.90	1,049.90
10-25-19	PAY-EL							370.71	
ACTUAL	. 09-	01-19	10-01-19						
10-07-19	BIL-EL EL-BAS EL-DIS EL-TRN EL-NYP EL-REN	37643	2318 14.14 90.60 254.98 .00 5.80	365.52	23.18	17.99-	334.88	370.71	370.71
09-27-19	PAY-EL							334.88	
ACTUAL	. 08-	01-19	09-01-19						
09-06-19	BIL-EL EL-BAS EL-DIS EL-TRN EL-NYP EL-REN	35325	2155 14.14 73.21 236.83 .00 5.38	329.56	21.53	16.21·	281.94	334.88	334.88
08-26-19	PAY-EL		,					281.94	
			09-01-10	••••••			•••••		•••••
ACTUAL 08-06-19	BIL-EL EL-BAS EL-DIS EL-TRN EL-NYP	33172	1855 14.14 54.18 204.05 .00	277.01	18.55	13.62	228.09	281.94	281.94



Electric consumption jumped in the fall/winter of 2019/2020 as this site was being renovated and became more utilized with the addition of office space and staff.

SECTION 3: Lighting Conservation Measures

It is recommended that the aged metal halide lighting be upgraded to LED technology. LED conversion can be done in three different ways:

- The least expensive method would be direct replacement of just the lamps with compatible LED lamps, however, this leaves you with the possibility of ballasts eventually failing and some amount of energy used to run these ballasts.
- The next option is to **retrofit fixtures** with new LED tubes and replace the ballasts with new electronic ballasts or drivers.
- The other method is to remove the fixtures completely and replace with a new LED fixture. The cost of a retrofit is often as much as a new fixture since the retrofit is more time consuming.

The energy savings are about the same for either upgrade method. However, new fixtures can offer greater life, greater control capabilities, and avoid the inconvenience of the ballasts eventually failing. Some new fixtures are available with multiple controls for brightness, occupancy sensing, even "daylight harvesting" (where the fixture will dim when daylight allows).

Recommended Lighting Upgrades

Thought should be given to the directional optics of the new flood fixtures to ensure glare reduction for pilots, and to reduce light pollution. The Garage hibay lighting hours of use are sporadic, (weather dependent) even though this area has the least cost-effective result, an upgrade to LED for safety, maintenance, and the ability to restart lights make this a worthwhile consideration. Norwood Municipal Light Department (NMLD) has a Commercial Lighting Retrofit Program that has a Rebate of up to 50% of the project cost for up to \$15,000 for municipal accounts. The rebate would reduce the already short payback period from .9 years to half a year.

Norwood Airport		Existing Lighting Fixt	ures			
				Total	Annual	
Area	Qty	Fixture	Watts	Watts	Hours	kWh/Yr
Garage Hi bay	10	400W Metal Halide	455	4,550	624	2,839
Wall Packs	4	100W MH	120	480	8,760	4,205
Exterior Floods	16	1000W MH	1075	17,200	8,760	150,672
Stairway Spots	3	70W MH	95	285	8,760	2,497
Totals	33			22,515		160,213
Annual Electrical Cost/	Year @	0\$.182 kWh [\$/Yr]				\$ 29,159

		Suggested					
				Total	Watts		kWh
Area	Qty	Fixture	Watts	Watts	Saved	kWh/Yr	Savings
Garage Hi bay	10	New 125W LED Fixture	125	1,250	3,300	780	2,059
Wall Packs	4	New 20W LED Fixture	20	80	400	701	3,504
Exterior Floods	16	New 500W LED Fixture	500	8,000	9,200	70,080	80,592
Stairway Spots	3	New 20W LED Fixture	20	60	225	526	1,971
	33	Totals		9,390	13,125	72,086	88,126
		Annual Electrical Cost/Y	ear @\$.	182 kWh [\$	/Yr]	\$13,120	

	Economics				
	Annual Cost	Cost Per	Cost of	Total	Payback
Area	Savings	Fixture	Fixtures	Cost	in Years
Garage Hi bay	\$375	\$325	\$3,250	\$3,250	8.7
Wall Packs	\$638	\$140	\$560	\$560	0.9
Exterior Floods	\$14,668	\$690	\$11,040	\$11,040	0.8
Stairway Spots	\$359	\$125	\$375	\$375	1.0
	\$16,039		\$15,225	\$15,225	0.9

Total KW Saved	13.13
Total Annual Energy Savings [kWh/Year]	88,126
Total Annual Cost Savings [\$/Year]	\$16,039

Simple Payback	
Initial Capital Costs	\$15,225
Annual Energy Savings	\$16,039
Simple Payback in Years	0.9
Payback After Rebate	
Rebate	\$7,613
Net Investment	\$7,613
Simple Payback in Years after Rebate	0.5

Lighting Efficiency Discussion

LED tubes/fixtures are the latest in technology and provide the highest efficacy value (lumen light output per watt input) of any type of light source. They are 50% more efficient than T8 lamps and operate at 50 to 70 percent more efficient than metal halide sources. They also have great longevity with a tube life of over 50,000 hours instead of the 10,000 hours of the compact fluorescent lamps and 20,000 hours of the T8/T12 fluorescent lamps. Another benefit is that LED units do not contain mercury. LED technology has greatly improved in the last five years, providing much improved color rendering qualities and reliability

There are various choices in shape, wattage, lumens and color. Color is rated by kelvin temperature, with 2700-3500K described as warm, 4000-4500K as natural, 5000-6000K as daylight, and 6000-7000K as cool white.

Another factor to consider is the CRI or color rendering index of a light source. It is a quantitative measure of its ability to reproduce the colors of various objects faithfully in comparison with an ideal or natural light source. Color rendering describes how a light source makes the color of an object appear to human eyes and how well subtle variations in color shades are revealed. The Color Rendering Index (CRI) is a scale from 0 to 100 percent indicating how accurate a "given" light source is at rendering color when compared to a "reference" light source.

If the CRI is higher the CRI, then the color rendering ability is better. Light sources with a CRI of 85 to 90 are considered good at color rendering. Light sources with a CRI of 90 or higher are excellent at color rendering and should be used for tasks requiring the most accurate color discrimination.



Electronic Ballasts

It is important when upgrading to T8 or LED lamp/tube technology to match the lamp or tube with the proper electronic ballast. Many LED tubes only run on instant start ballasts, although newer tubes run on either instant or rapid start. T8 lamps come in a variety of lumen outputs so marrying them with a low, normal, or high ballast factor rated ballast will affect the final lumen output of the fixture. Rapid start and programmed rapid start ballasts should be used in areas where fixtures are switched on/off frequently in order to preserve lamp life.

Disposal Guidelines

The phosphor powder found inside fluorescent lamps contains mercury. For that reason, used fluorescent lamps need to be handled and disposed of carefully. When one breaks or implodes, it releases mercury into the air and anyone nearby may be exposed to the vapors. Consult the on-line Recycling Services Directory and Markets Guide for Massachusetts for a list of companies that recycle fluorescent fixtures. Look for the directory on the DEP's Recycling Home Page (www.state.ma.us/dep/recycle) under "Business & Industry." Fluorescent handlers are listed in the "Fluorescent Fixtures" section of the directory.

SECTION 4: Sustainability Practices

Sustainability is widely understood as "*meeting the needs of the present without compromising the ability of future generations to meet their own needs*¹."

Sustainability Chart

Energy Material	s Water	Biodiversity
TransportationPurchasiConsider rideDevelopsharing and publicpurchasitransportationto identifyoptionsthat utilizcontent aproduceproduceemissionvolatile ocompour(VOCs)Waste RVaste RConductstream adeterminopportunreuse, reand recyand recy	ng PolicyConduct a waaaudit to deterng policyopportunitiesy productswater savingsandfittings for alllowfittings for alllowfitturesuadit tosoforganicUse water effeorganicsprayers,eductiondishwashers,a wasteand irrigationudit tosystems.	Ater hinne for for hincrease storm- water infiltration to reduce run-off Use environmentally friendly pest control Compost ice dry,

¹ World Commission on Environment and Development, Our Common Future. Oxford: Oxford University Press, 1987, p.43.



About ENE

Energy New England (ENE) was founded in 1998 to enhance the competitive position of public power entities in response to deregulation and to attain operating efficiencies in energy risk management and retail account management. We are a municipal light plant cooperative established under Chapter 164, Section 47C of the Massachusetts General Laws. Our ownership is made up of light departments in Braintree, Taunton, Concord, Hingham, and Wellesley, Massachusetts.

ENE is the largest wholesale risk management and energy trading organization serving the needs of municipal utilities in the northeast. We currently manage the power supplies of over twenty municipal electric systems serving more than 1100 MW of electric load and more than 550 MW of generation in all six New England states. We advise on and/or conduct more than one billion kilowatt hours in wholesale power transactions and 100-150 million kilowatt hours in retail transactions annually. We also manage up to 250,000 therms of natural gas per day within our customers' portfolios, as well as up to 5,000 barrels per day of fuel oil.

ENE works with numerous businesses, residents and utilities to help promote the principles of conservation, efficiency, environmental stewardship, and advances the many benefits available through integrated sustainability planning. Additional information on ENE can be found at <u>www.ene.org</u>.

Appendices

Glossary of Terms

- Absorption cooling systems: Cooling or air conditioning systems powered by the energy supplied by heat (e.g., from steam or gas- or oil-fueled fires) rather than electricity.
- **Air conditioning set-point:** The room temperature that an air conditioning system is set to achieve; the higher the set-point, the lower the demand for energy.
- Ampere: The unit used to measure the flow of electric current.
- **Ballast:** The device that provides proper starting and operating voltages for *fluorescent* and *high intensity discharge* lamps. Also controls the amount of current these lamps draw.
- **Ballast efficiency factor (BEF):** The ratio of light output to energy input associated with a specific make/type of *ballast*.
- British Thermal Unit (BTU): A common measure of energy defined as the quantity of heat required to raise or lower the temperature of one pound of water one degree Fahrenheit.
- **Color rendition:** A number assigned to different types of lighting to indicate how closely it approximates natural light. The higher the number, the closer it is.
- **Compact fluorescent lamps:** *Fluorescent* lamps that screw into standard *incandescent* fixtures to provide comparable light levels using significantly less electricity.
- **Compressor:** The element of a vapor compression air conditioning cycle where *refrigerant* vapor pressure is increased so that it can surrender heat (see condenser).
- **Condenser:** The element of an air conditioning system where heat is surrendered from the *refrigerant* to the outside air or water.
- **Core-coil ballast:** The standard *ballast* design, now available in energy-efficient versions.
- **Cool storage:** The storage of cooling energy produced during off-peak hours in the form of ice or chilled water so that the energy can later be used during peak,

daytime hours.

- **Daylighting control:** A type of *lighting control* that adjusts indoor lighting in response to natural light levels.
- **Demand charge:** The part of an electricity bill that consists of a charge per *kilowatt* (kW) of peak demand over the period covered by the bill. (It is to be contrasted with the *energy charge*.)
- **Delamping:** Removing one or more lamps or fixtures to save on electricity, sometimes installing *reflectors* to minimize a loss of illumination.
- Electronic ballast: A new type of ballast that offers even more energyefficiency than high-efficient core-coil ballasts.
- Energy charge: The part of an electricity bill that is determined by the total amount of energy, measured in *kilowatt-hours* (kWh), consumed over the period covered by the bill. (It is to be contrasted with the demand charge.)
- Energy Efficiency Rating (EER): A measure of the relative energy efficiency of cooling/air conditioning/ heating equipment. It is obtained by dividing output in BTU per hour by watts of input. The higher the EER, the better.
- **Evaporator:** The component of an air conditioning system where *refrigerant* 'soaks up' heat from the environment to be cooled.
- Fluorescent lighting: Lighting that employs lamps with a fluorescent phosphor coating on the inside of the bulb. The lamps transform ultraviolet energy, generated by passing current through low pressure mercury vapor, into visible light.
- Foot-candle: The unit used to measure illumination. It is equal to one *lumen* per square foot of area.
- Gas air conditioning systems: Cooling systems that employ gas to power vapor compression cooling or to supply the heat needed for absorption cooling.
- **High-intensity discharge (HID) lighting:** Lighting produced by passing current through a vapor (rather than a wire, as in an *incandescent* bulb). The result is usually bright light, produced very efficiently. Common types are *mercury*,

metal halide, and high- and low-pressure sodium lamps.

- Incandescent lighting: Lighting produced by passing current through a fine tungsten wire, thus making it white hot.
- Kilowatt: A thousand watts. This unit is used to measure demand charge.
- **Kilowatt-hour:** A unit of work or energy equal to the power expended by one *kilowatt* over one hour. It is used to measure energy charge.
- LED: Light Emitting Diode, One of the most efficient and long lasting sources of lighting.
- Lighting control devices: Devices that automatically turn lighting off when not needed, and on again when it is. There are two major types: *daylighting* and *occupancy* controls.
- Lumens: The unit used to measure the "volume" of light emanating from a light source.
- **MBtu:** One thousand British Thermal Units.
- **MMBtu:** One million British Thermal Units.
- **Mercury vapor lamp:** An HID light source that generally produces bright white light.
- **Metal halide lamp:** An HID light source that generally produces bright white light. Metal halide lamps produce 50 to 90 lumens per watt of electricity.
- Occupancy control: A type of *lighting control* that turns lights off or on in response to electronic sensors set to detect the motion, sound or body heat of people in the room.
- Packaged air conditioning systems: Systems that incorporate all the basic components of the vapor compression air conditioning cycle: i.e., compressor, condenser, and evaporator.
- Packaged terminal air conditioning units: Window or wall air conditioning units.
- **Packaged water chillers:** Air conditioning systems that produce chilled water, usually for the purpose of cooling large areas (e.g., a large, multi-story building).

- **Payback, Simple:** Payback measures how long it takes to recover investment costs. By ignoring the time-value of money when computing the payback period, the result is the simple payback. The simple payback is calculated by dividing the measure cost by the first year cost savings.
- **Reflectors:** Mirror-type (specula), aluminum or film-reflecting materials that reflect out light normally trapped in fixture housings, and thus can minimize loss of illumination through *delamping*.
- **Refrigerant:** The substance in air conditioning/refrigeration systems that 'soaks up' heat from the area to be cooled and moves it to a place where it can be surrendered to the outside world.
- Sodium lamp: The most efficient type of HID light source. It is used most often for outdoor lighting applications. Low-pressure sodium lamps produce an intense yellow light while high-pressure sodium lamps yield golden-salmon light. High-pressure sodium lamps produce 55 to 115 lumens per watt of electricity
- Steam air conditioning systems: Cooling systems that employ steam to power turbines for vapor compression cooling or to supply the heat needed to make absorption cooling work.
- Therm: The measure of thermal energy commonly used for gas consumption: 1 therm = 100,000 BTU.
- Vapor compression: The cooling cycle used in most air conditioning and refrigeration systems. It involves three basic elements: compressor, condenser, and evaporator. (It is to be contrasted with the absorption cooling cycle).
- Volt: The unit used to measure electric potential difference and electromotive force.

Energy Conversion Reference

A common measure of energy is the British Thermal Unit (Btu). It is defined as the quantity of heat required to raise the temperature of one pound of water one degree Fahrenheit.

Its multiples, the MBtu and the MMBtu, are shown below:

	1 MBtu = 1,000 Btu	1 MMBtu = 1,000 MBt	u = 1,000,000 Btu
Electricity:	3.413 MBtu/kWh	Natural Gas:	100.0 MBtu/Therm
Fuel Oil:	138.7 MBtu/Gal	Propane:	92.0 MBtu/Gal
Coal:	27,000 MBtu/Ton		

POW	VOCOUR VER EQUIPMENT	5 Cushing Drive Wrentham, MA 02093 Tel: (508) 384-0011 Fax: (508) 384-8667	846 Bronco Highway Burrillville, RI 02830 Tel: (401) 710-9911 Fax: (401) 710-9466	45 Ca T∈ Fa	5 North Main S arver, MA 023 11: (774) 213-91 1X: (508) 465-09	Street 30 90 931
www info	whorfolkpower.com	***Please re	emit payment to Wrent	tham addr	ess***	
1110	enonorkpower.com		Branch	0000		
Ship To:	IN STORE PICKUP		01 - WRENTHA	AM		Daga
			Date	lime	(-)	. Page
		08/12/2020	8:5	8:32 (0)	L Inville a T	
		Account No	Phone No	FFFC1 F	110 NO 17	
		NORWO030	/812	DDDDDLD	EI1730	
Accession was	MODITOD MEMODIAL ATDOD	m	Still Ard			05
TUANCE 10:	NORWOOD MEMORIAL AIRPOR		Tay ID No			
	P.O. BOX 40		IAX ID NO .			=
	NORMOOD MA 02062				Sale	sperson
	NORWOOD MA 02082		FRED NOONAN			ਸ਼ਾਸ / ਸਾਸ
			TRED NOONAN			104 / 101
		FOUTPMENT T	NVOTCE			ana ang ang ang ang ang ang ang ang ang
		LQUITMENT				
escripti	on			Anoun	(L	
Stock #: New MG C New MEAN Industria	019185 Seria XR-60 INDUS GREEN CXR-60 INDUS 60" Z 1 pkg THE FOLLOWING OPTIONS:	l #: 120380 <mark>TR</mark> 6.25 HRS-7 HRS	9	25854,0	0	
	LAR PANELI					
XR-60-OL RV-BLAST	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET				
XR-60-OL RV-BLAST	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal:	25854.0	0	
XR-60-OL RV-BLAST RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET COU	Subtotal: NTER CHARGE:	25854.0 <mark>25854.0</mark>	0	
XR-60-OL RV-BLAST RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET COU	Subtotal: NTER CHARGE:	25854.0 <mark>25854.0</mark>	0 0	
XR-60-OL RV-BLAST RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 <mark>25854.0</mark>	0 0	
XR-60-OL RV-BLAST RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 25854.0	0 0	
XR-60-OL RV-BLAST RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 <mark>25854.0</mark>	0 0	
RX-60-OL RV-BLAST	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 <mark>25854.0</mark>	0 0	
XR-60-OL RV-BLAST RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 <mark>25854.0</mark>	0 0	
XR-60-OL RV-BLAST RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 <mark>25854.0</mark>	0 0	
XR-60-OL RV-BLAST RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 <mark>25854.0</mark>	0 0	
XR-60-OL RV-BLAST RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 25854.0	0 0	
XR-60-OL RV-BLAST RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 25854.0	0 0	
XR-60-OL RV-BLAST RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 25854.0	0	
RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 25854.0	0 0	
RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 25854.0	0 0	
XR-60-OL RV-BLAST RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 25854.0	0	
XR-60-OL RV-BLAST RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 25854.0	0	
XR-60-OL RV-BLAST RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 25854.0	0	
XR-60-OL RV-BLAST RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 25854.0	0 0	
XR-60-OL RV-BLAST RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 25854.0	0 0	
RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 25854.0	0	
RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 25854.0	0 0	
RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 25854.0	0 0	
RAF	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET	Subtotal: NTER CHARGE:	25854.0 25854.0	0	
WHOLEGOODS	K-AM ORANGE BEACON AND B DEBRIS BLOWER PACKAGE	RACKET COU	Subtotal: NTER CHARGE:	25854 . 0 25854 . 0	0 0	to the manufactur

PARTS POLICY: (1) Must provide exact model and serial numbers for all parts orders. (2) No returns on non-stocked parts. (3) Twenty-five percent restocking fee on all returned parts. (4) A ordered parts must be prepaid. (5) No returns after ten business days. (6) Must have original receipt. (7) No returns on electrical items. (8) Freight costs are non-refundable. GSA contract items prompt discount of 0.5% except on credit card purchases.

21

Zimbra

Items for September 9-330pm OWD AIrport Commission virtual meeting---re Southern Airways year-round operation at OWD

From : Mark Cestari < m.cestari@iflysouthern.com>

Subject : Items for September 9-330pm OWD AIrport Commission virtual meeting---re Southern Airways year-round operation at OWD

To: Russ Maguire <rmaguire@norwoodma.gov>

Cc: Ryan Dach <r.dach@iflysouthern.com>

Dear Russ:

Per our earlier conversations, relative to Southern Airways interest and intention in continuing our seasonal operation at OWD to a year-round service, here is a summary for you and you Airport Commissioners to review at your upcoming Sept 9, meeting:

As background, despite the widespread negative impact the COVID-19 pandemic has had on travel, in general and the airline industry specifically, Labor Day marks the completion of a very successful two-month 2020 operation of OWD-Nantucket service. Bookings were up significantly over 2019 and demand was sufficient for us to be able to offer single daily flights seven days a week and double daily service on peak weekend days.

Because of our successful season, we have received numerous requests from local residents and businesses to continue our service beyond our original October 13, 2020 planned suspension date. We would like to be able to accommodate our loyal customers, on a more extended basis. In order to accomplish this, we are asking you and the Commission for clarification on the following two items:

1.) Winter Operations: Since our Cessna Caravan begins and ends its work day at OWD, it will be coming out of and back to a warm hanger. Because of the short duration of the taxi times and flight duration between OWD-ACK, we should not have the need to de-ice that frequently. When we do, we will typically use ten, or less gallons of Type-4 fluid on the leading edges of the plane. This Type-4 fluid, is a very light liquid, unlike the more viscous Type-1 fluid, used on larger and faster aircraft.

We have our own de-icing equipment and are working with Flight Level Aviation, our Fix Based Operator and handler at OWD, on the logistics of possibly accomplishing this inside the hangar, so that all of the fluid could evaporate inside. It would also be desirable for us to have an outside, designated location, that is acceptable with the Airport Operating standards. **We ask for your input and direction on this item.**

2.) Overnight Parking: Since many of our regular customers are local businesses, or second home owners many of them make frequent, 1-2 day trips to Nantucket from OWD. Our average flight has 6-7 passengers and many of our travelers, fly in groups of 2 or more. Therefore, we estimate approx. 3 cars per flight. So assuming a generous 3-night stay, Southern's operation should only require 9-10 overnight spaces. We understand snow removal and other factors come into play in Norwood in the winter months and we want to be

Fri, Sep 04, 2020 11:00 AM @1 attachment

Zimbra

respectful of that. Our request of the Manager and the Commission is to designate 10 spots, 5 double (head to head) spots which would be partitioned as Southern spots. All of the plowing could be done around those 10 spots and we will advise our passengers that, in the event of a storm, they will be responsible for digging out and clearing their vehicle upon their return. **We ask for your input and direction on this item.**

Myself and our Director of Airport Station Operations, Mr. Ryan Dach, plan to attend the virtual commission meeting on Wed Sep 9 at 330pm. We look forward to speaking with you and the Commission members and addressing any questions, or concerns.

Many thanks for your help and consideration,

Mark

Mark R. Cestari Chief Commercial Officer mcestari@iflysouthern.com

c: 617.529.4122 o. 617.964.7435 www.iflysouthern.com



BWI/DC Area Hub D-37 Baltimore/Washington Int'l. Baltimore, MD 21240 PIT/mid-Atlantic Hub C-52 Pittsburgh Int'l. Airport Pittsburgh, PA 12370

MAILING ADDRESS:

Southern Airways Express HQ 101 North Riverside Drive #214 Pompano Beach, FL 33062

DRAFT ONLY

AIRPORT COMMISSION MEETING SPECIAL BUSINESS MEETING August 25, 2020

In Attendance:

Commissioners: Mark Ryan, Chairman; Michael Sheehan, Vice Chairman; John Corcoran; Russ Maguire, Airport Manager

Meeting Called to Order: 3:48 PM

NCM is recording this meeting.

NEW BUSINESS

 Representation of the Norwood Airport Commission (NAC) in communications protocol meetings with Boston Executive Helicopters, LLC

A general release and settlement agreement was signed with BEH. Part 6 is a communications protocol where NAC meets for 18 months with BEH to go over operational issues and disagreements. The airport manager, a representative from NAC, a Selectmen liaison and a representative from BEH shall meet monthly in a good faith effort to discuss operational issues and resolve specific disagreements or disputes that may arise. Mr. Ryan would like the representative of the NAC be someone from the law firm of Anderson, Kreiger as the airport attorneys. Mr. Sheehan discussed that he saw a disturbing email and stated that he feels Bernie Cooper is the epitome of a public servant. He would hope that Mr. Cooper will receive a personal apology from the sender of the email. Mr. Makarious spoke with BEH's counsel, Eric Loeffler to let him know that this item was on the agenda today, and that the Select Board is considering a similar vote.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to appoint a representative for NAC from the law firm of Anderson, Kreiger. Mr. Sheehan: Yes Mr. Corcoran: Yes Mr. Ryan: Yes

• Flight Level, Lots A, B, C hangar – modification request

Nick Burlingham and Bob Laurence from Flight Level discussed two items Flight Level would like feedback from the Commission on. The first item is, when the RFP came out the height of the hangar was limited to 28 feet. With the technical master plan update, it is conceivable that a taller building could be built there. Flight Level is constructing the building to accommodate solar panels. They would like to get as much height as possible. The second item has to do with hangar door size. The larger door requires more steel, and Flight Level would like a smaller door. The savings that go along with that Flight Level would like to apply to other parts of the building such as solar panels. Flight level would like an 80 foot door as opposed to a 96 foot door.

Peter Eichleay indicated that the reduced door size won't provide any limitation on what the bigger door would be able to accommodate. A larger door at 80% of the total building length would be a less reliable door, heavier than necessary and require more maintenance. The 80 foot length door is more suitable to the hangar.

Mr. Ryan – In May of 2019 the primary surface of 17/35 dictated the maximum height of the building to be 28 feet. Since then the primary surface calculation has changed because the width of the primary surface has been narrowed, and based on that the maximum building height can go from 28 feet to just over 65 feet. The tower would not want to lose visibility. Mr. Laurence indicated the height would be at or less than 35 feet. The frontage would still be the same.

Mr. Sheehan discussed the possibility that the door height doesn't meet the guidelines of the RFP and that this is a significant change and would like some guidance from legal counsel. Mr. Corcoran was concerned about the close proximity to the tower, and would like to make sure they don't have a problem with the line of sight of the helicopter pads. He also brought up that with the change of the door size if there are any fire protection requirements that might change.

Mr. Eichleay wanted to go on record stating reducing the size of the door was not just a cost cutting measure, but that it is the best thing for the hangar and the airport in that the larger door will be a maintenance and liability problem, and reducing it will not affect the number of aircraft that can go in, but will make the door more reliable.

On a motion by Mr. Corcoran and seconded by Mr. Sheehan, the Commission voted 3/0 to take this matter under advisement until the next meeting on September 9th.

Mr. Corcoran: Yes Mr. Sheehan: Yes Mr. Ryan: Yes

CORRESPONDENCE

- 8-20-20 letter from N. Burlingham of Flight Level, to the NAC re: modification requests for Lots A, B, C hangar
- 7-30-19 General Release and Settlement Agreement between Boston Executive Helicopters, LLC, the Norwood Airport Commission, et. al.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to adjourn the meeting.

Mr. Sheehan: Yes Mr. Corcoran: Yes Mr. Ryan: Yes

The minutes of the NAC will be published on the Town Website.

MEETING ADJOURNED: 4:00 PM

DRAFT ONLY

AIRPORT COMMISSION MEETING REGULAR BUSINESS MEETING August 12, 2020

In Attendance:

Commissioners: Mark Ryan, Chairman; Michael Sheehan, Vice Chairman; John Corcoran; Russ Maguire, Airport Manager

Meeting Called to Order: 3:42 PM

NCM is recording this meeting.

PROJECTS

 AIP Project update, DuBois & King, Jeff Adler The ultimate airport layout plan was approved. It is now being sent through MassDOT and FAA for signature. Once the final documents are returned from FAA they will be distributed back so everyone will have a final signed document.

On a motion by Mr. Sheehan and seconded by Mr. Ryan, the Commission voted 2/0 by roll call to approve FAA payment request No. 1 for AIP No. 3-25-0037-039-2020 in the amount of \$17,443.85 for post-monitoring years 1 and 2. Mr. Sheehan: Yes Mr. Ryan: Yes

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve the engineering contract with DuBois & King for environmental assessment phase 1 of taxiway C relocation in the amount of \$279,333.00. Mr. Sheehan: Yes Mr. Corcoran: Yes Mr. Ryan: Yes

MINUTES

• 7/15/20 Regular Business Meeting On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve the minutes.

Mr. Sheehan: Yes Mr. Corcoran: Yes Mr. Ryan: Yes 7/29/20 Regular Business Meeting
On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve the minutes.
Mr. Sheehan: Yes
Mr. Corcoran: Yes
Mr. Ryan: Yes

AIRPORT MANAGER'S REPORT

• Mr. Maguire let the written report stand.

There is no updated schedule for the construction of Lot A, B and C. There is a job meeting coming up.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve the Airport Manager's Report.

Mr. Sheehan: Yes Mr. Corcoran: Yes Mr. Ryan: Yes

OLD BUSINESS

• West Apron, DC-3 apron

To be discussed in Executive Session.

CORRESPONDENCE

- Agreement for professional engineering services: environmental assessment, phase 1, for taxiway C re-location and runway 17/35 paved safety areas
- FAA payment request #1 for AIP No. 3-25-0037-039-2020 (post construction monitoring, years 1 and 2)
- 8/4/20 letter to M. Ryan, of NAC, from J. Seltsam-Wilps, of FAA Airports Division, re: grant close-out for AIP No. 3-25-0037-038-2018
- 7/14/20 letter from Town-wide Facilities, to R. Maguire
- MassDOT standard contract, for administration building costs to be covered by FY 2021
- 7-2-20 Runway Safety Action Plan
- Audio transcript of 7/4/20 overflight complaint

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to file the correspondence. Mr. Sheehan: Yes Mr. Corcoran: Yes Mr. Ryan: Yes On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to adjourn for the purposes of Executive Session for Purpose 3 to discuss strategy with respect to litigation, if an open meeting may have a detrimental effect on the litigating position of the Norwood Airport Commission: (1) Boston Executive Helicopters, LLC v. Town of Norwood et al., U.S. District Court – Massachusetts Civil Action No 1:15-CV-13647-RGS; and (2) Boston Executive Helicopters v Norwood Airport Commission and Town of Norwood, Federal Aviation Administration Docket No. 16-15-05.

To vote on 7/15/20 executive session minutes.

The open session and executive session will be adjourned at the end of the executive session meeting.

Mr. Sheehan: Yes Mr. Corcoran: Yes Mr. Ryan: Yes

Adjourned for the purposes for Executive Session at 3:53 p.m.

The minutes of the NAC will be published on the Town Website.

MEETING ADJOURNED: 4:07 PM

TO: FROM: RE:

NORWOOD AIRPORT COMMISSION RUSS MAGUIRE, AIRPORT MANAGER MANAGER'S REPORT: 8/12/20—9/4/20

- Major Projects/Issues-

Taxiway Markings Project

On 8/19 and 8/20, airport management coordinated and supervised a markings project for taxiway A. At 100% MassDOT funding, the project included enhanced hold-short markings at the following intersections: taxiway A/taxiway D, taxiway A/taxiway C, taxiway A/Runway 10 approach end; and taxiway A/Runway 17 approach end. The compass rose on the north end of taxiway A was also re-marked.

Hangar Construction

The Airport Manager (AM) participated in weekly construction meetings organized by *Flight Level*, as the fixed-base operator moved forward in the construction of its new hangar south of the *Maj. Mark C. Welch Administration Building*.

COVID-19 Pandemic

Airport management continues to support the guidelines set forth by CDC, the Commonwealth and Town officials, while the airport operates without restrictions seven days a week. Airport management has kept normal business hours, providing full services that include inspections, NOTAM filings, general administration, project management, infrastructure and equipment maintenance, liaison work with FAA and MassDOT, capital planning and budgetary accounting. Airport management has also been available after hours, as needed.

Obstructions Analysis

On 7/9, airport management had worked with officials from MassDOT to corroborate earlier studies by both FAA and *DuBois & King* specific to possible vegetative obstructions in the protected airspace of three runway ends: runway 17, 35 and 28. This past month, on 8/21, airport management worked with a local contractor to remove the obstructions off the approach end of runway 35. These actions were then reported to FAA Flight Procedures.

Capital Planning

On 8/31, the AM and *DuBois & King* Project Manager, Jeff Adler, met with FAA and MassDOT officials to review and update Norwood Airport's five-year capital improvement plan. A follow-on meeting is expected.
Monthly Revenues

From 8/11/20 to 9/4/20, the Airport Manager issued one posting to the Treasurer's office, totaling \$18,023.65 in payments. These revenues are broken down as follows:

REVENUE TYPE	DEPOSIT DATE	AMOUNT	FLN FBO ¹	BEH FBO ²
Land Leases	9/3/20	\$14,065.43	\$14,065.43	\$0
Fuel Flowage Fees	9/3/20	3,258.22	\$3,258.22	N/A
Aircraft Tie-Down	N/A	N/A	N/A	N/A
Leases				
Security Badge Fees	9/3/20	\$700	N/A	N/A
Revolving – Insurance	N/A	N/A	N/A	N/A
Recovery				
General ³	N/A	N/A	N/A	N/A
Landing Fees	N/A	N/A	N/A	N/A
TOTAL		\$18,023.65	\$17,323,65	\$0

Monthly Fuel Flowage

For the month of July, Flight Level's bills of lading for fuel totaled 46,546 gallons. At \$.07/gallon, the Town received \$3,258.22 in flowage fees.

Air Traffic Count

For the Norwood Airport's August 2020 air traffic reports, see Attachments A-B.

¹ Flight Level Norwood, LLC ² Boston Executive Helicopters, LLC

³ General revenues include commercial permit and public records request fees, FEMA and insurance reimbursements, etc.

			FΑ	A CO	NTRACT	TOWER	- AIRPO	DRT OP	ERATIC	ONS CO	UNT RECO	ORD		
Facilit	y Name:	Norwoo	q				Location	: Norwo	od, MA			0 0	8 2 0	cation Ident.
					Airport	Operations	Count				acility Opera	ting Hou	rs → 1	500
					ITINERA	NT						LOCAL		
			FR					VFR						
Day	AC	AT	GA	IW	Total IFR	AC	AT	GA	IM	Total VFR	Civil	lilitary	Total Local	Airport
					Ops					Ops			sdo	Operations
01		3	16		19		1	147		148	132		132	299
02		10	13		23		З	97		100	80		80	203
03		4	6		13		12	82		94	48		48	155
04		5	5		10		5	42		47	114		114	171
05		6	20		29		8	105		113	108		108	250
90		2	17		24		16	123		139	72	2	74	237
07		9	12		18		9	108		114	160		160	292
80		2	20		22		2	110		112	54		54	188
60		5	14		19		8	147		155	140		140	314
10		7	11		18		7	143		150	238		238	406
11		5	15		20		12	77		89	112		112	221
12		4	10		4		9	62		68	80		80	162
13		7	11		18		2	105		107	94		94	219
14		5	14		19		5	157		162	134		134	315
15		5	7		12		1	13		14				26
16		10	37		47			14		14	52		52	113
17		24	14		38		3	110		113	220		220	371
18		7	14		21		13	103		116	108		108	245
19		0	16		25		9	86		92	134		134	251
20		13	6		22		8	122		130	124		124	276
21		6	10		1 20		16	103		119	98		98	237
22		9	18		24			94		94	14		14	132
23		21	20		41		~	88	8	89	50		50	180
24		17	23		40		6	92	2	103	148		148	291
25		4	7		11		15	122	2	139	78	10	88	238
26		2	9		8		4	91		95	62		62	165
27		17	16		33		-	27		28	100		100	161
28		6	24		33		4	142		146	254		254	433
29		9	15		21			5		5	4		4	30
30		4	15		19		2	95		97	52		52	168
31		9	5		11		8	153		161	186		186	358
Total		248	443		1 692		184	2965	4	3153	3250	12	3262	7107



			FAA CO	NTRAC	T TOWER C	VERFL	IGHT SI	JMMAR	Y RECO	DRD	
Facilit	ty Name	Norwoo	q			ocation: Norwood	I, MA			Mo. Yr. 0 8 2 0	Loc Ident.
					OVER	FLIGHT C	OUNT				
		Щ	R OVERFL	IGHTS			Υ	R OVERF	LIGHTS		
Day	AC	АТ	GA	IW	Total	AC	АТ	GA	W	Total	Total Overflights
01							4	14		18	18
02		27					4	22		26	26
03							6	10		16	16
04							9	9		12	12
05							14	12		26	26
90							9	20		26	26
07							9	12		18	18
08								12		12	12
60							10	22	2	34	34
10							4	54		58	58
11							9	52		58	58
12							14	12		26	26
13							2	32	9	40	40
14							4	26		30	30
15								2		2	2
16											
17							4	8		12	12
18							14	10		24	24
19							16	22	9	44	74
20							10	20		30	30
21							14	24		38	38
22								2		2	2
23								14		14	14
24								6	4	10	10
25							18	16		34	34
26							80	8		16	16
27							2	4		6	9
28							9	28		34	34
29											
30							9	16		22	22
31							9	18		24	24
Total							190	504	18	712	712