

1. Agenda

Documents:

[6 29 22 AGENDA.PDF](#)

[6 29 22 PACKET.PDF](#)



**TOWN OF DIGHTON  
BOARD OF SELECTMEN  
SPECIAL MEETING  
Wednesday, June 29, 2022 at 6:00 p.m.  
Via Zoom Only**

**Zoom Meeting Information**

Join Zoom Meeting

[https://us02web.zoom.us/j/81860153811?pwd=kP\\_TU91mgKW3kVdO\\_p-IHa48\\_7KFNK.1](https://us02web.zoom.us/j/81860153811?pwd=kP_TU91mgKW3kVdO_p-IHa48_7KFNK.1)

Meeting ID: 818 6015 3811

Passcode: 846476

Phone: 1 929 205 6099 US (New York)

***This agenda is subject to revisions/additions prior to the meeting***

- 1) Public Input may be provided using the following methods:
- Contact our office at [boardofselectmen@dighton-ma.gov](mailto:boardofselectmen@dighton-ma.gov) to provide input prior to the meeting.
  - Via Zoom/Call in by Phone: See Information Above
- 2) Continued Play on Dighton Channel 9 and on YouTube at: [www.youtube.com/townofdighton](http://www.youtube.com/townofdighton)

**This meeting is being recorded. "The listing of matters are those reasonably anticipated by the Chair which may be discussed at 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".**

**1. Call to Order**

**2. Executive Session:**

**Under Massachusetts General Laws Chapter 30A, Section 21(a)(3)**

3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

- Dighton Firefighters Local 4332
- Dighton Police Officers Local 306

TOWN CLERK  
DIGHTON, MA  
*[Signature]*

2022 JUN 29 PM 4: 23

RECEIVED

**Under Massachusetts General Laws Chapter 30A, Section 21(a)(7)**

7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements.

**Executive Session Minutes:**

- Approval of the Board of Selectmen's Executive Session Meeting Minutes of June 22, 2022

**3. Return to Open Session**

**4. Pledge of Allegiance**

**5. New Business**

- Review/Discuss/Act: Memorandum of Understanding between Town of Dighton and Dighton Police Officers Massachusetts Coalition of Police Local 306

- b. Review/Discuss/Act: Collective Bargaining Agreement between Town of Dighton and Dighton Firefighters Local 4332
- c. Review/Discuss/Act: One Year Cleaning Services Contract between Town of Dighton and M & S Cleaning Services – 33 Homestead Avenue, Rehoboth, MA
- d. Review/Discuss/Act: Fiscal Year 2022 Two-Week Vacation Carry Over Requests

- 6. **Public Input**
- 7. **Adjournment**

RECEIVED

2022 JUN 27 PM 4:23

TOWN CLERK  
DIGTON, MA  
BY *[Signature]*



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TOWN CLERK  
DIGHTON, MA  
BY *[Signature]*



**TOWN OF DIGHTON, MASSACHUSETTS**  
**979 Somerset Avenue, Dighton, MA 02715**

**Contract for Services – Long Form**

This agreement made and entered into this **29th** day of **July, 2022**, by and between Aaron Weremay, M&S Cleaning Service, 33 Homestead Ave, Rehoboth, MA 02769 (Legal name and address) (hereinafter called "**Contractor**") and the Town of Dighton, MA (hereinafter referred to as the "**Town**").

Whereas the Town desires to enter into a contract for services, and the Contractor represents itself as competent and qualified to accomplish the specific requirements of this contract to the satisfaction of the Town in accordance with procurement requirements outlined in M.G.L., Chapter 30B, therefore this contract is entered into under the following terms and conditions:

1. The Contractor agrees to perform the services for regular cleaning services for Dighton Town Hall, Old Town Hall, Dighton Public Library, Dighton Police Department with temporary additional cleaning and disinfecting and cleaning after special events at Old Town Hall as listed in "Attachment A" consisting of seven pages, attached hereto and made a part hereof and initialed by both parties." Only those attachments specifically referenced in this Contract for Services shall apply. The terms and conditions as contained in this Contract for Services shall take precedence over any conflicting terms as may be attached hereto and made a part hereof.
2. **Term of the Contract:** From **July 1, 2022** to **June 30, 2023**.  
(Start Date) (Month/Day/Yr) (Completion Date) (Month/Day/Yr)
3. **Responsible Town Official** **Michael P. Mullen, Jr., Town Administrator**.  
(Name of Town Official Responsible for Administering this Contract)
4. **Payment:**
  - a. The Town shall compensate the Contractor for the services at the rate of \$2,600.00/month.
  - b. In no event shall the Contractor be reimbursed for time other than that actually spent providing the described service(s).
  - c. Payment will be made upon submittal and approval of the Town's Payment Voucher(s). The Town agrees to make all reasonable efforts to process payments within (30) days, in arrears, in accordance with the procedures and regulations of the Town
  - d. Reimbursement for Travel:  
 All Travel is part of this contract. No reimbursement will be made.  
 Contractor will be reimbursed for pre-approved travel in an amount not to exceed \$\_\_\_\_\_. **Original** receipts for tolls, parking, etc., must be submitted. Any expense claimed by the Contractor for which there is no supporting documentation shall be disallowed.
  - e. The total of payments made against this contract shall not exceed \$32,000.00 in aggregate costs, not including other related duties or incidental cleanup to improve the appearance of the cemetery to be assigned at the hourly rates stated above.

f. The Town's payment terms are Net 30 days from date of receipt of vendor's invoice.

5. **Contractor's Certification:** Contractor certifies that this Contract is in full compliance with all applicable regulations and requirements of law, as set forth herein. Contractor further certifies under the pains and penalties of perjury that pursuant to M.G.L. c.62C, s. 49A, that the Contractor has filed all state tax returns, paid all taxes and complied with all laws of the Commonwealth of Massachusetts relating to taxes; and that pursuant to M.G.L. c151A, s. 19A(b) has complied with all laws of the Commonwealth relating to contributions and payment in lieu of contributions to the Employment Security System; and with all laws of the Commonwealth relating to Worker's Compensation, c. 152. The Contractor also represents that (s)he/it is qualified to perform the described service(s) and has obtained all requisite licenses and permits, as may be required, to perform those services.
6. **Funding and Fiscal Year Appropriations:** Appropriations for expenditures by agencies of the Town and authorization to spend for a particular purpose are ordinarily made on a fiscal year basis. The fiscal year of the Town is the twelve (12) month period ending June 30 of each year. The obligations of the Town under this Contract for the present or any subsequent fiscal year following the fiscal year in which this contract is executed are subject to the appropriation to the Town of funds sufficient to discharge the Town's obligation which accrues in this or any subsequent fiscal year. In the absence of such appropriations or authorization, this Contract shall be terminated immediately upon the contractor's receipt of notice to said effect without liability for damages, penalties or other charges arising from early termination. Expenditures for Contracted Services that will extend beyond a single fiscal year shall not exceed in any fiscal year the amount appropriated and authorized for said fiscal year. The Contractor's yearly costs as contained herein, may not exceed the amount appropriated for said year.
7. **Termination:** The Contract may be terminated without cause by either party by giving written notice to the other at least thirty (30) calendar days prior to the effective date of termination stated in the notice. If Contractor fails to fulfill his/her obligations, the Town may terminate this contract by giving written notice to the Contractor at least seven (7) calendar days before the effective date of termination stated in the notice. The notice shall state the circumstances of the alleged breach and may state a period during which the alleged breach may be cured, which cure shall be subject to approval by the Town.
8. **Obligations in Event of Termination:**
  - a. Upon termination, all finished or unfinished documents, data, studies, and reports prepared by the Contractor pursuant to this Contract, shall become the property of the Town.
  - b. The Town shall promptly pay the Contractor for all services performed to the effective date of termination, subject to indemnification provisions of Clause 18 hereof and subject to offset of sums due the Contractor against sums owed by the Contractor to the Town.
9. **Conflict of Interest:** No officer or employee of the Town shall participate in any decision relating to this Contract which affects his/her personal interest or the interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, as set forth in M.G.L. c.268A. No officer or employee of the Town shall have any interest, direct or indirect, in this Contract or the proceeds thereof.
10. **Record Keeping, Audit, and Inspection of Records:** The Contractor shall maintain books, records and other compilations of data pertaining to the requirements of the Contract to the extent and in such detail as shall properly substantiate claims for payment under the Contract. All such records shall be kept for a period of six (6) years or for such longer period as is specified herein. All retention periods start on the first day after final payment under this Contract. If any litigation, claim, negotiation, audit or any other action involving the records is commenced prior to the expiration of the applicable retention period, all records shall be retained until completion of the action and resolution of all issues resulting therefrom, or until the end of the applicable retention period, whichever is later. The Town, or any of its duly authorized representatives or designees shall have the right at reasonable times and upon reasonable notice, to examine and copy, at reasonable expense, the books, records and other compilations of data of the Contractor which pertain to the provisions and requirements of this Contract. Such access shall include on-site audits, review, and copying of the records.

- 11. Political Activity Prohibited, Anti-Boycott Warranty:** The Contractor may not use any contract funds and none of the services to be provided by the Contractor may be used for any partisan political activity or to further the election or defeat of any candidate for public office. During the term of this Contract, neither the Contractor nor any controlled group, within the meaning of s.993 (a) (3) of the Internal Revenue Code, as amended, shall participate in or cooperate with any international boycott, as defined in s.993 (b) (3) and (4) of the Internal Revenue Code of 1954, as amended; nor shall either engage in conduct declared to be unlawful by M.G.L. c.151E s.2.
- 12. Publicity, Publication, Reproduction and Use of Contract Products or Materials:** Unless provided otherwise by law or the Town, title and possession of all data, reports, programs, software, equipment, furnishings, and any other documentation or product paid for with Town funds shall vest with the Town at the termination of the Contract. The Contractor shall at times obtain the prior written approval of the Town before it, any of its officers, agents, employees or subcontractors, either during or after termination of the Contract, makes any statement bearing on the work performed or data collected under this Contract to the press or issues any material for publication through any medium of communication. If the Contractor, or any of its subcontractors, publishes a work dealing with any aspect of performance under the Contract, or of the results and accomplishments attained in such performance, the Town shall have a royalty-free non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use the publication. The Contractor shall use reasonable means to inform the public that the Town provides financial support for its operations and services by explicitly stating on publicity material, stationery, posters and other written materials, and on its premises the following: "This program is supported in part (in full) by the Town of Dighton, Massachusetts."
- 13. Confidentiality:** The Contractor shall comply with all laws and regulations relating to confidentiality and privacy as defined by M.G.L. c.66A, including but not limited to any rules or regulations of the Town.
- 14. Assignment by Contractor and Subcontracting:** The Contractor shall not assign or in any way transfer any interest in this Contract without the prior written consent of the Town, nor shall (s)he/it subcontract any services without the prior written approval of the Town.
- 15. Nondiscrimination in Employment and Affirmative Action:** The Contractor shall not discriminate against any qualified employee or applicant for employment because of race, color national origin, ancestry, age, sex, religion physical or mental handicap or sexual orientation. The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment including, but not limited to: "Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and M.G.L. c.151B.
- 16. Choice of Law:** This Contract shall be construed under and governed by the laws of the Commonwealth of Massachusetts. The Contractor agrees to bring any federal and or state legal proceedings arising under this contract in which the Town is a party in a court of competent jurisdiction within the Commonwealth of Massachusetts. This paragraph shall not be construed to limit any other legal rights of the parties.
- 17. Force Majeure:** Neither party shall be liable to the other or be deemed to be in breach of this Contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include, but are not limited to acts of God or of a public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or unusually severe weather. Dates or times of performance shall be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
- 18. Risk of Loss:** The Contractor shall bear the risk of loss for any Contractor materials used for a Contract and for all deliverables and work in process.



**19. Indemnification and Contractor's Liability:** Contractor hereby assumes the entire responsibility and liability for all Work, supervision, labor and materials provided under this Contract, whether or not erected in place, and for all plant, scaffolding, tools, equipment, supplies and other things provided by the Contractor until final acceptance of the entirety of the Work by the Town. In the event of any loss, damage or destruction thereof from any cause. Contractor shall be liable therefor, and shall repair, rebuild and make good said loss, damage or destruction at the Contractor's cost, subject only to the extent that any net proceeds are payable under any builder's risk property insurance that may be maintained by Town or Contractor, if any.

Contractor shall be liable to the Town for all costs the Town incurs as a result of any failure of Contractor or any of its suppliers or subcontractors of any tier to perform.

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the Town, and their respective officers, directors, employees and agents ("Indemnified Parties") from and against all claims, damages, demands, losses, expenses, fines, causes of action, suits or other liabilities, (including all costs, reasonable attorneys' fees, consequential damages and punitive damages) arising out of or resulting from, or alleged to arise out of or arise from, the performance of Contractor's work under the Contract, and any Work Order whether such claim, damage, demand, loss or expense is attributable to bodily injury, personal injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom; but only to the extent attributable to the negligence of the Contractor or any entity for which it is legally responsible or vicariously liable; and regardless whether the claim is presented by an employee of Contractor. Such indemnity obligation shall not be in derogation or limitation of any other obligation or liability of the Contractor or the rights of the Town contained in this Contract or otherwise. This indemnification shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor under any workers' compensation acts, disability benefits acts or other employee benefits acts and includes any loss or injury suffered by an employee of the Contractor. This indemnification shall be in addition to any indemnity liability imposed by the Contract Documents, and shall survive the completion of the Work or the termination of the Work or the termination of the Contract.

Contractor's assumption of liability is independent from, and not limited in any manner by the Contractor's insurance coverage obtained pursuant to Article 20 or otherwise.

**20. Contractor's Insurance:** Prior to commencing the Work, Contractor shall procure, and thereafter maintain, at its own expense, until final acceptance of the Work or later as required by the terms of the Contract, insurance coverage required by the Contract Documents and this Contract. At a minimum, and subject to modification, the types of insurance and minimum policy limits specified shall be maintained in a form and from insurers acceptable to the Town as set forth below.

The insurance will provide a defense and indemnify the Town, but only with respect to liability for bodily injury, property damage and personal and advertising injury caused in whole or in part by the Contractor's acts or omissions or the acts or omissions of those acting on the Contractor's behalf.

Proof of this insurance shall be provided to the Town before the Work commences, as set forth below. To the extent that the Contractor contracts with any other entity or individual to perform all or part of the Contractor's Work, the Contractor shall require the other contractors to furnish evidence of equivalent insurance coverage. In all respects, terms and conditions as set forth herein, prior to the commencement of work by the Contractor. In no event shall the failure to provide this proof, prior to the commencement of the Work be deemed a waiver by the Town of Contractor's or sub-contractor's insurance obligations set forth herein.

In the event that the insurance company(ies) issuing the policy(ies) required by this exhibit deny coverage to the Town, the Contractor or the Sub-Contractor will upon demand by the Town, defend and indemnify the Town at the Contractor's or Sub-Contractor's expense.

**Commercial General Liability Insurance**

\$1,000,000 Each Occurrence Limit (Bodily Injury and Property Damage)

\$2,000,000 General Aggregate per Project

\$2,000,000 Products & Completed Operations Aggregate

\$1,000,000 Personal and Advertising Injury Limit

**Business or Commercial Automobile Liability Insurance**

\$1,000,000 combined single limit per accident

**Workers' Compensation and Employers' Liability Insurance**

\$100,000 Each Accident

\$100,000 Each Employee for Injury by Disease

\$500,000 Aggregate for Injury by Disease

The Town, along with their respective officers, agents and employees, shall be named as additional insureds for Ongoing Operations and Products/Completed Operations on the Contractor's and any Sub-Contractor's Commercial General Liability Policy, which must be primary and noncontributory with respect to additional insureds. The Contractor shall continue to carry Completed Operations Liability Insurance for at least three (3) years after either ninety (90) days following Substantial Completion of the Work or final payment to the Contractor on any individual Project, whichever is later.

It is expressly understood by the parties to this Contract that it is the intent of the Parties that any insurance obtained by the Town is deemed excess, non-contributory and not co-primary in relation to the coverage(s) procured by the Contractor, the sub-contractor or any of their respective consultants, officers, agents, subcontractors, employees or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of the aforementioned may be liable by operation of statute, government regulation or applicable case law. To the fullest extent permitted by applicable state law, a Waiver of Subrogation Clause shall be added to the General Liability, Automobile and Workers Compensation Policies in favor of Town and this clause shall apply to the Town's officers, agents and employees, with respect to all Projects during the policy term.

Prior to commencement of Work on any individual Project, Contractor shall submit a Certificate of Insurance in favor of Town and an Additional Insured Endorsement (in a form acceptable to the Town) as required hereunder. The Certificate shall provide for thirty (30) days' notice to Town for cancellation or any change in coverage. Copies of insurance policies shall promptly be made available to the Town upon request.

- 21. Time of Performance:** Contractor will commence Work when directed by Town and will proceed with the Work in a prompt and diligent manner in accordance with the Project Schedule, as such Schedule may be amended from time to time by the Town.
- 22. Safety:** The Town makes no representation with respect to the physical conditions of safety of any Project Site. The Contractor shall, at its own expense, preserve and protect from injury its employees engaged in the performance of the Work and all property and persons which may be affected by its operations in performing the Work. The prevention of accidents to workers engaged in the Work and others affected by the Work is the responsibility of the Contractor and Contractor shall comply with all federal, state, labor and local laws, regulations and codes concerning safety as shall be applicable to the Work and to the safety standards established by the Town during the progress of the Work. Contractor shall indemnify, defend and hold harmless the Town and their respective officers, directors, agents and employees from any costs, expenses or liability (including attorneys' fees, fines or penalties) arising out of the Contractor's failure to comply with aforesaid laws, regulations and codes.
- 23. Cleanup:** Contractor shall clean up the areas used by Contractor for its Work on a daily basis and remove from each Project site, or to a specified location on the Project site as directed by the Town and in a manner that will not impede either the progress of the Project or of other trades, all rubbish, waste material excess material and debris resulting from the Work.
- 24. Waivers:** All conditions, covenants, duties and obligations contained in this Contract can be waived only by written agreement. Forbearance or indulgence in any form of manner by a party shall not be construed as a waiver nor in any way limit the legal or equitable remedies available to that party.
- 25. Amendments:** No amendment to this Contract shall be effective unless it is signed by authorized representative(s) of both parties and complies with all other regulations and requirements by law.

- 26. **Entire Agreement:** The parties understand and agree that this Contract and attachments (if any) supersede all other verbal and written agreements and negotiations by the parties relating to the service under this contract.
- 27. **Notice:** Unless otherwise specified in an attachment hereto, any notice hereunder shall be in writing addressed to the persons and addresses indicated below.
- 28. In witness whereof, the parties hereto set their hands and seals on the date first above written.

I, the Contractor, or acting on behalf of the Contractor, certify under the pains and penalties of perjury that to the best of my knowledge and belief, the following information is true, correct, and complete.

TOWN OF DIGHTON, MASSACHUSETTS  
TOWN ADMINISTRATOR

CONTRACTOR: \_\_\_\_\_  
Legal Name

By: \_\_\_\_\_  
Signature/Date

By: \_\_\_\_\_  
Signature/Date

Michael P. Mullen, Jr., Town Administrator  
Name and Title – Please type or print

\_\_\_\_\_  
Name and Title – Please type or print

Board of Selectmen  
Department Name

Social Security No: \_\_\_\_\_  
(if an individual)

Address: 979 Somerset Avenue  
Dighton, MA 02715

Federal Employer's ID No. \_\_\_\_\_  
(If a Company or Corporation)

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

Telephone: 508 669 6431 #1

Telephone: \_\_\_\_\_

In accordance with M.G.L. c. 44 § 31C, this is to certify that an appropriation in the amount of this agreement is available therefor and that the Dighton Board of Selectmen and Michael P. Mullen, Jr., has been authorized to execute the Agreement and approve all requisitions and change orders.

By: \_\_\_\_\_

\_\_\_\_\_

Town Accountant

Print Name

\_\_\_\_\_

\_\_\_\_\_

(Date)

Account(s) To Be Charged

**NOTE: THE CONTRACTOR IS HEREBY NOTIFIED THAT THIS FORM CONSTITUTES A SUBSTITUTE W-9, OR M-9, FORM AND THAT PAYMENTS UNDER THIS CONTRACT ARE CONSIDERED TAXABLE INCOME ON THE CONTRACTOR'S FEDERAL AND STATE ANNUAL TAX RETURNS AND WILL BE REPORTED TO THE INTERNAL REVENUE SERVICE. A FORM 1099 WILL BE SENT TO CONTRACTOR'S LEGAL ADDRESS, AS NOTED IN PARAGRAPH 24 ABOVE. THIS FORM MAY NOT BE USED AS A SUBSTITUTE FOR THE W-8 FORM, REQUEST FOR CERTIFICATION OF FOREIGN STATUS.**



**Town of Dighton**  
Office of the Town Administrator  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: (508) 669-6431  
Fax: (508) 669-5667

## ***Written Solicitation of Quotes*** ***Cleaning Services***

### **Scope of Work**

In accordance with Chapter 30B, the Town of Dighton seeks quotes from qualified companies to complete the following services:

1. **Cleaning Specifications for Dighton Town Hall, 979 Somerset Avenue**

*Weekly on Thursdays, unless otherwise noted:*

- a. Clean floors in all offices/rooms
- b. Vacuum all carpeted areas
- c. Empty all wastebaskets
- d. Wiping down and dusting all flat surfaces and door knobs
- e. Clean rest rooms (replace toilet paper, hand soap & towels as required)
- f. Dust paneling, bookshelves and desks
- g. Wipe down/office disinfectant as part of COVID-19 protocols (3x/week)

*Monthly:*

- a. Clean all glazing/glass

*Annually:*

- a. Shampoo all carpeting in upper and lower level

2. **Cleaning Specifications for Old Town Hall, 1111 Somerset Avenue**

*Weekly on Thursdays, unless otherwise noted:*

- a. Clean floors in all offices/rooms, including meeting room
- b. Vacuum all carpeted areas
- c. Empty all wastebaskets
- d. Wiping down and dusting all flat surfaces and door knobs
- e. Clean rest rooms on each floor (replace toilet paper, hand soap & towels as required)
- f. Dust paneling, bookshelves and desks

*Monthly:*

- a. Clean all glazing/glass

*Annually:*

- a. Shampoo all carpeting on lower level
- b. Meeting Room floor (second floor) to be polished annually in late May

3. **Cleaning Specifications for the Dighton Public Library (12’x60’) modular unit and lower Town Hall Youth Services room, 979 Somerset Avenue**

*Weekly on Thursdays, unless otherwise noted:*

- a. Clean floors in all offices/rooms
- b. Vacuum all carpeted areas
- c. Empty all wastebaskets
- d. Wiping down and dusting all flat surfaces and door knobs
- e. Clean rest rooms (replace toilet paper, hand soap & towels as required)
- f. Dust paneling, bookshelves and desks
- g. Wipe down/office disinfectant as part of COVID-19 protocols (1x/week)

*Monthly:*

- a. Clean wooden shelving and trim with wood soap

*Quarterly:*

- a. Window cleaning

*Annually:*

- a. Shampoo all carpeting

4. **Cleaning Specifications for Dighton Police Department and Communication Headquarters, 1458 Somerset Avenue**

*Three times per week*

**COMMUNITY ROOM  
/KITCHEN**

<b>XX</b>	Clean Countertops and Tables
<b>XX</b>	Clean small Kitchen Appliances
<b>XX</b>	Microwave inside and out ( <b>AS NEEDED</b> )
<b>XX</b>	Wipe Down tables
<b>XX</b>	Clean Refrigerator exterior

**RESTROOMS/LOCKER  
ROOMS**

<b>XX</b>	Clean and Disinfect Sink and Shower
<b>XX</b>	Clean and Disinfect Counters
<b>XX</b>	Clean and Disinfect Toilet inside and out
<b>XX</b>	Lights, Mirrors and counters
<b>XX</b>	Replace toilet paper ( <b>AS NEEDED</b> )

<b>XX</b>	Wipe down Cabinets <b>(AS NEEDED)</b>
<b>XX</b>	Dishwasher exterior
<b>XX</b>	Empty Trash/Replace Bag
<b>XX</b>	Clean and Disinfect Sink
<b>XX</b>	Vacuum
<b>XX</b>	Mop

**LOBBY/BOOKING  
/CELLS**

<b>XX</b>	Dust
<b>XX</b>	Vacuum
<b>XX</b>	Mop Floor and Cells
<b>XX</b>	Clean Glass
<b>XX</b>	Clean and Disinfect Sinks and Toilets

**VESTIBULE**

<b>XX</b>	Vacuum
<b>XX</b>	Clean Glass
<b>XX</b>	Dust
<b>XX</b>	Mop

<b>XX</b>	Replace Paper Towels <b>(AS NEEDED)</b>
<b>XX</b>	Refill Soap <b>(AS NEEDED)</b>
<b>XX</b>	Vacuum
<b>XX</b>	Mop
<b>XX</b>	Empty Trash/replace Bag

**ALL OFFICES/DISPATCH  
COMMUNICATIONS**

<b>XX</b>	Dust Desks and Shelving
<b>XX</b>	Vacuum
<b>XX</b>	Mop
<b>XX</b>	Empty Trash
<b>XX</b>	Change Trash Bags
<b>XX</b>	Clean Glass
<b>XX</b>	Shampoo Carpets Bi- Annually

**HALLWAYS**

<b>XX</b>	Clean and Disinfect Rub Rails and Door Handles
<b>XX</b>	Vacuum
<b>XX</b>	Mop

Cleaning area **excludes** the Sallyport, Mechanical Room, Electrical Room 1, Electrical Room 2 and the custodian closet.

All trash is to be placed in trash receptacles located inside the fenced-in parking lot area.

Contractor is to supply all cleaning equipment solutions, wax, hand towels, toilet tissues, and any other necessary supplies to accomplish tasks listed above.

Contract will be awarded only upon successful CORI of the listed personnel who will be performing the services. Any and all parties working inside the building must pass a CORI check. A confidentiality/business agreement must be read, given and signed by any and all parties working inside of the building.

### **Dighton Public Department and Communication Headquarters - ALTERNATE 1**

Quotes must also include a separate price for cleaning five days a week as the Town is considering cleaning services for five days a week. Should the Town award a contract for five days a week, the lowest and responsible bidder will be determined based upon a comparison with the other five-day per week quotes. The Town reserves the right not to award a contract under Alternate 1.

5. **Temporary Additional/Cleaning Disinfecting of Town Departments due to COVID-19 Pandemic**
  - a. Additional Wipe down/office disinfectant at Dighton Town Hall
  - b. Additional Wipe down/disinfectant at Old Town Hall
  - c. Additional Wipe down/office disinfectant of Dighton Public Library
  - d. Wipe down disinfectant and cleaning of Prime Time (1059 Somerset Ave) (1x/week)
  - e. Wipe down of Dighton Highway Department (2011 County Street) breakroom, bathroom and sign-out area (2x/week)

The above cleaning regiment is based on current COVID-19 cleaning protocols. The Town of Dighton reserves the right to cancel and/or modify said regiment at any time during the contract period.

6. **Cleaning after special events/functions at the second-floor meeting room at 1111 Somerset Avenue (Old Town Hall).**

Such cleaning will take place on an as needed/as requested basis. Please provide the cost of a cleaning in this room, including removal of trash, cleaning of bathrooms, and sweeping and/or mopping of floors.

Contractor is to supply all cleaning equipment solutions, wax, hand towels, toilet tissues, etc. References must be supplied upon request.

An optional pre-proposal meeting and site visit will be held on Wednesday, June 15, 2021 at 10:00 a.m. at Dighton Town Hall, 979 Somerset Avenue, Dighton, MA 02715, followed by site visits to Prime Time, Old Town Hall, Dighton Police Department, Highway Department and Library.

### **Quotes must be received by Wednesday, June 22, 2022 at 2:00 p.m.**

Quotes can be submitted to Michael P. Mullen, Jr., Chief Procurement Officer, 979 Somerset Avenue, Dighton, MA 02715 using the accompanying pricing spreadsheet. Quotes will be accepted electronically at [mmullen@dighton-ma.gov](mailto:mmullen@dighton-ma.gov) and must be received by the deadline.



Services are to begin the week of July 4, 2022. The term of the contract will expire on June 30, 2023. The Town reserves the right to extend the awarded contract for an additional one year at the sole discretion of the Town.

The Town will vote to award the bid within ten (10) days of the receipt of bids. The time for award may be extended for up to ten (10) additional days by mutual agreement between the Town and the apparent lowest responsive and responsible bidder.

The Town reserves the right to reject any and all bids. The Town will award the bid to the lowest eligible and responsible bidder. The cost for item 6 concerning as-necessary cleanings will not be counted towards the aggregate amount.

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**Pricing spreadsheet included on the next page**

Town of Dighton  
*Written Solicitation of Quotes*  
*Cleaning Services*

Pricing Spreadsheet, per Scope of Work requirements

Location	Cost	Frequency
<b>Dighton Town Hall</b>	\$495.00	per month
<b>Old Town Hall</b>	\$235.00	per month
<b>Dighton Public Library</b>	\$235.00	per month
<b>Dighton Police Department and Communication Headquarters</b>	\$865.00	per month
<b>Temporary COVID-19 related cleaning</b>	\$720.00	per month, as needed
<b>Special Event Old Town Hall Cleaning</b>	\$50.00	per event

**M&S Cleaning Service**  
**33 Homestead Ave.**  
**Rehoboth, MA 02769**  
**508-252-3259**  
**774-644-4625**

# Proposal

DATE	ESTIMATE #
6/20/2022	1202

BILL TO
Town Of Dighton 979 Somerset Ave. Dighton, MA 02715

DESCRIPTION	AMOUNT
Cleaning Services for FY2023 for Town of Dighton. All prices monthly except special event cleaning @ Old Town Hall (which is per instance). All prices include supplies and quarterly/annual services	0.00
Town Hall	495.00
Old Town Hall	235.00
Dighton Public Libray	235.00
Dighton Police Station	865.00
Temporary COVID-19 Related Cleaning	720.00
Special Event Cleaning @ Old Town Hall (per instance)	50.00

Total	2,600.00
Balance Due	2,600.00



**Town of Dighton**  
**Town Administrator**  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: (508) 669-6431  
Fax: (508) 669-5667

June 28, 2022

Selectman Leonard E. Hull, Chairman  
Selectman Peter D. Caron, Clerk  
Selectman Kenneth J. Pacheco  
Dighton Board of Selectmen  
979 Somerset Avenue  
Dighton, MA 02715

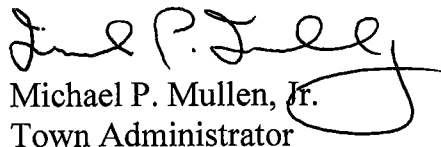
Dear Members of the Board:

In accordance with Article 7 of the Town Administrator's employment contract, I respectfully request the ability to carry over two weeks (80 hours) of vacation time from Fiscal Year 2022 into Fiscal Year 2023.

As we have discussed previously, due to a number of extenuating factors during the course of the last year, I have not had the ability to fully utilize all of my vacation time in FY22; however I am not requesting to buy back or roll over any additional time other than the two weeks (80 hours) of vacation time requested herein.

Thank you for your time and consideration. Please do not hesitate to let me know if you have any questions.

Sincerely,

  
Michael P. Mullen, Jr.  
Town Administrator

## Michael Mullen

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**From:** Jocelyn Tavares <JTavares@sailsinc.org>  
**Sent:** Thursday, June 23, 2022 2:44 PM  
**To:** Michael Mullen; Leeanne Kerwin  
**Subject:** To add to agenda for BOS Special Meeting

Hi Mike and Leeanne,

Thank you for your help with this. I appreciate you adding this to the next BOS meeting.

Library staff on the clerical contract have vacation time that we are requesting to be carried over:

Britt Grealish-Rust 67.2 hours to carry over  
Phyllis Haskell 10.5 hours to carry over  
Lorie Van Hook 37.75 hours to carry over

The odd numbers seen above are the result of the balancing of time to the 4 day workweek. Britt and Phyllis have had their personal and sick time adjusted, but they still will have a little bit of vacation time that has not been accounted for (to my knowledge). This was reflected in the Memorandum of Understanding with library employees and the union.

I appreciate this - the memorandum of understanding was a late thought. I just want to make sure that we encompass all of the benefitted time.

Jocelyn

--

*Please remember when writing or responding, the Massachusetts Secretary of State has determined that e-mail is a public record. The information in this e-mail, including attachments, may contain privileged and confidential information intended only for the person(s) identified above.*

Jocelyn Tavares  
Director  
Dighton Public Library  
Temporary Address:  
979 Somerset Avenue  
Dighton, MA 02715  
508-669-6421  
<https://www.dightonlibrary.org/>  
*she/her/hers*



**Town of Dighton**  
**Board of Selectmen**  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: (508) 669-6431

June 27, 2022

**To: Board of Selectmen**

**From: Karin Brady**

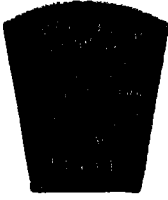
**RE: Vacation Time Rollover Request**

By this letter I am respectfully to bring forward 80 hours of vacation time into FY23.

Thank you for your consideration in this matter.

Sincerely,

Karin L. Brady  
Executive Assistant  
Board of Selectmen/Town Administrator  
Town of Dighton



**DIGHTON POLICE DEPARTMENT**

1448 Somerset Ave  
Dighton MA 02715  
Phone: (508) 669-6711



June 27, 2022

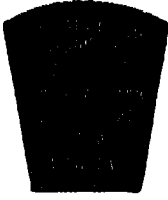
To: Board of Selectmen  
From: Robert MacDonald  
Ref: Vacation Carry Over

I am requesting that I may carry over 10 vacation days from FY2022 to our FY2023 fiscal year.

Respectfully Submitted,

Robert L. MacDonald  
Chief of Police

RLM/klb



**DIGHTON POLICE DEPARTMENT**

1448 Somerset Ave  
Dighton MA 02715  
Phone: (508) 669-6711



June 27, 2022

To: Board of Selectmen

From: Shawn Cronin

Ref: Vacation Carry Over

I am requesting that I may carry over 10 vacation days from FY2022 to our FY2023 fiscal year.

Respectfully Submitted,

LT. Shawn Cronin

SC/klb



# Town of Dighton Highway Department

Date 6/23/22

To: Whom it May Concern

From: Michael Berube

Re: Vacation time to be carried over to next fiscal year of 20'23

Please consider 55 hrs. vacation days to be carried over to the next fiscal year. Thanks for your consideration.

Sincerely,



\*Maximum 80 hours

# Town of Dighton Highway Department

Date 6/27/22

To: Whom it May Concern

From: Thomas Ferry

Re: Vacation time to be carried over to next fiscal year of 23

Please consider 50 vacation hours to be carried over to the next fiscal year. Thanks for your consideration.

Sincerely,



\*Maximum 80 hours

# Town of Dighton Highway Department

Date 6-27-22

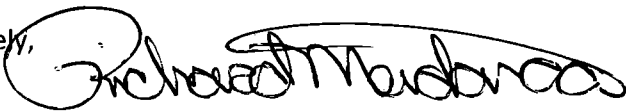
To: Whom it May Concern

From: Richard Mendonca

Re: Vacation time to be carried over to next fiscal year of 2023

Please consider 16 vacation hours to be carried over to the next fiscal year. Thanks for your consideration.

Sincerely,

Handwritten signature of Richard Mendonca in black ink.

\*Maximum 80 hours

# Town of Dighton Highway Department

Date 6/24/22

To: Whom it May Concern

From: James Woodson

Re: Vacation time to be carried over to next fiscal year of 23

Please consider 5/40hrs. vacation days to be carried over to the next fiscal year. Thanks for your consideration.

Sincerely,



\*Maximum 80 hours