

**Board of Selectmen  
Hearing Room  
Stoneham Town Hall  
Tuesday, July 12, 2016  
7:00 P.M.**

| ITEM                | TIME      | DESCRIPTION   | DISPOSITION |
|---------------------|-----------|---|-------------|
| <b>Open Session</b> |           |   |             |
| 1                   | 7:00 p.m. | Pledge of Allegiance  |             |
| 2                   |           | Recommendation of TA Screening Committee – Patricia Walsh                                   |             |
| 3                   |           | Scheduling of TA Interviews – Ann Marie O’Neill   |             |
| 4                   |           | Abandonment of Easement – Charles Houghton  |             |
| 5                   |           | 370-380 Main Street – Construction Access – Charles Houghton                                |             |
| 6                   |           | Committee Appointments – Cultural Counsel – Nicole Tammaro                                  |             |
| 7                   |           | Department Head Report – Library - Nicole Langley   |             |
| 8                   |           | Approve Minutes – 3/8/16; 6/7/16; 6/16/16; 6/21/16; 6/23/16; 6/30/16                        |             |
| 9                   |           | Proclamation – ADA – Susan Coughlin/Shawn McDuff  |             |
| 10                  |           | Internet Policy/Use by Municipal Groups – Ann Marie O’Neill                                 |             |
| 11                  |           | Open Meeting Law Decision – 6/9/16 – William Solomon  |             |
| 12                  |           | Proposal for Open Space and Recreation Plan/ Contract and Scope by MAPC – Ann Marie O’Neill |             |
| 13                  |           | \$50,000 Grant Discussion – Anthony Wilson  |             |

- 14 Department Head Request Process – Ann Marie O’Neill
- 15 Veteran’s Day Memorial Run/Walk Temporary Road Closure – Megan Day
- 15 Report of Interim Town Administrator – Robert Markel
- 16 Miscellaneous



**TOWN OF  
STONEHAM  
MASSACHUSETTS 02180**

**OFFICE OF THE TOWN CLERK**  
Telephone: (781) 279-2650  
FAX: (781) 279-2653  
Email: town.clerk@ci.stoneham.ma.us

**Maria Sagarino**  
Town Clerk

May 11, 2016

To whom it may concern:

I, Maria Sagarino, duly elected and qualified Town Clerk of Stoneham, Massachusetts hereby certify that the following vote was passed at the Annual Town Meeting held on May 2, 2016:

**Article 21. Voted** that the Town abandon a fifteen foot (15.00') wide drainage easement described as follows:

A certain drainage easement in the Town of Stoneham, Middlesex County, Commonwealth of Massachusetts bounded and described as follows:

SOUTHERLY: by Cabot Road, three and seventy-five hundredths feet (3.75') and eleven and fifty-four hundredths feet (11.54');  
EASTERLY: one hundred twelve and ninety-nine hundredths feet (112.99');  
NORTHERLY: by land now or formerly of Cortina, sixteen and twenty-eight hundredths feet (16.28');  
and  
WESTERLY: one hundred nine and fifty-one hundredths feet (109.51')

Shown as 15' Drain Easement on a plan entitled "Supplementary Plan Showing Existing Drainage Easements on Lot 8A & Lot 9A on Cabot Road Stoneham, Mass." dated January 27, 1968 drawn by Francis E. Burke RLS recorded at Middlesex South District Registry of Deeds as Plan No. 143 of 1968

Said Drainage Easement being no longer needed for the purpose for which it was intended. The Town Administrator and Board of Selectmen are hereby authorized to take any action necessary to declare said easement abandoned, or do anything in relation thereto.

**Passed Unanimously**

Sincerely,

  
Maria Sagarino  
Town Clerk

Property address: 8 Brentwood Road, Stoneham, MA 02180

## ABANDONMENT OF DRAINAGE EASEMENT

The **Town of Stoneham**, a municipal corporation with a principal place of business at 35 Central Street, Stoneham, Massachusetts 02180 ("Grantor"), by and through its Board of Selectmen in accordance with the authority granted by the General Laws of the Commonwealth of Massachusetts, including M.G.L. c.40, §3, and authorized by a vote of the Stoneham Town Meeting on May 2, 2016, (Article 21), for consideration of One Dollar (\$1.00) paid, the receipt and adequacy of which is hereby u/d/t 12/29/2011 and recorded at Middlesex South District Registry of Deeds at Book 58207, Page 349 acknowledged, hereby grants to **Neal A. Winston, Trustee of The 8 Brentwood Road Realty Trust** ("Grantee"), all its right, title, and interest in a drainage easement in the portion of the land of the said **Neal A. Winston, Trustee of The 8 Brentwood Road Realty Trust**, with a principal place of business at 440 Broadway, Somerville Massachusetts, meaning and intending by this Deed to declare the abandonment of said easement being more particularly described as follows:

A certain drainage easement in the Town of Stoneham, Middlesex County, Commonwealth of Massachusetts bounded and described as follows:

- SOUTHERLY: by Cabot Road, three and seventy-five hundredths feet (3.75') and eleven and fifty-four hundredths feet (11.54');  
EASTERLY: one hundred twelve and ninety-nine hundredths feet (112.99');  
NORTHERLY: by land now or formerly of Cortina, sixteen and twenty-eight hundredths feet (16.28'); and  
WESTERLY: one hundred nine and fifty-one hundredths feet (109.51')

Shown as 15' Drain Easement on a plan entitled "Supplementary Plan Showing Existing Drainage Easements on Lot 8A & Lot 9A on Cabot Road Stoneham, Mass." dated January 27, 1968 drawn by Francis E. Burke RLS recorded at Middlesex South District Registry of Deeds as Plan No. 143 of 1968

For Grantor's title see deed of Patricia Ann Smith a/k/a Patricia Jackson, Trustee, Sandra Cara Donna Living Trust, dated December 29, 2011 and recorded at the Middlesex South District Registry of Deeds in Book 58207, Page 346.

(the rest of this page left intentionally blank)

Witness my hand and seal this \_\_\_\_ day of June, 2016.

**TOWN OF STONEHAM**  
**By its Board of Selectmen**

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**Ann Marie O'Neill**  
Chairman, Board of Selectmen

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**Thomas Boussy**  
Board of Selectmen

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**Caroline Colarusso**  
Board of Selectman

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**George E. Seibold**  
Board of Selectman

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**Anthony W. Wilson**  
Board of Selectman

COMMONWEALTH OF MASSCHUSETTS  
Middlesex, ss

On this \_\_\_\_\_ day of June 2016 before me, the undersigned Notary Public personally appeared **Ann Marie O'Neill, Thomas Boussy, Caroline Colarusso, George E. Siebold, and Anthony W. Wilson** and who proved to me through satisfactory evidence of identification which was my personal knowledge of the identity of the principals, to be the persons whose names are signed on this Abandonment of Drainage Easement and acknowledged to me that they signed said document voluntarily and for its stated purpose in their capacity as Board of Selectmen for the Town of Stoneham, a municipal corporation.

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Notary Public:  
My Commission Expires:



**CONSTRUCTION, INC.**

**COMMERCIAL • RESIDENTIAL • INDUSTRIAL • INSTITUTIONAL**

Project – 380 Main Street  
Stoneham, MA

6/28/16

Re: Use of sidewalk for construction – Temporary walk path through 5 parking spots

Seaver Construction would like to request permission from the Town of Stoneham to occupy the sidewalk in front of the proposed project at 380 Main Street during construction. It would require taking 4 spaces. There will be jersey barriers installed along traffic side of walk, 6' high chain link fence with protective mesh along existing curb and 2 ADA accessible ramps from existing walk to new temporary walk path. Duration of the project is expected to be 10 months. Please see attached drawing.

Regards,

John Galasso  
Project Manager

RMARKEL@STONEHAM-MA.COM

**CONSTRUCTION MANAGEMENT • GENERAL CONTRACTORS**

215 LEXINGTON STREET • WOBURN, MASSACHUSETTS 01801  
PHONE 781.935.0130 • FAX 781.935.0048

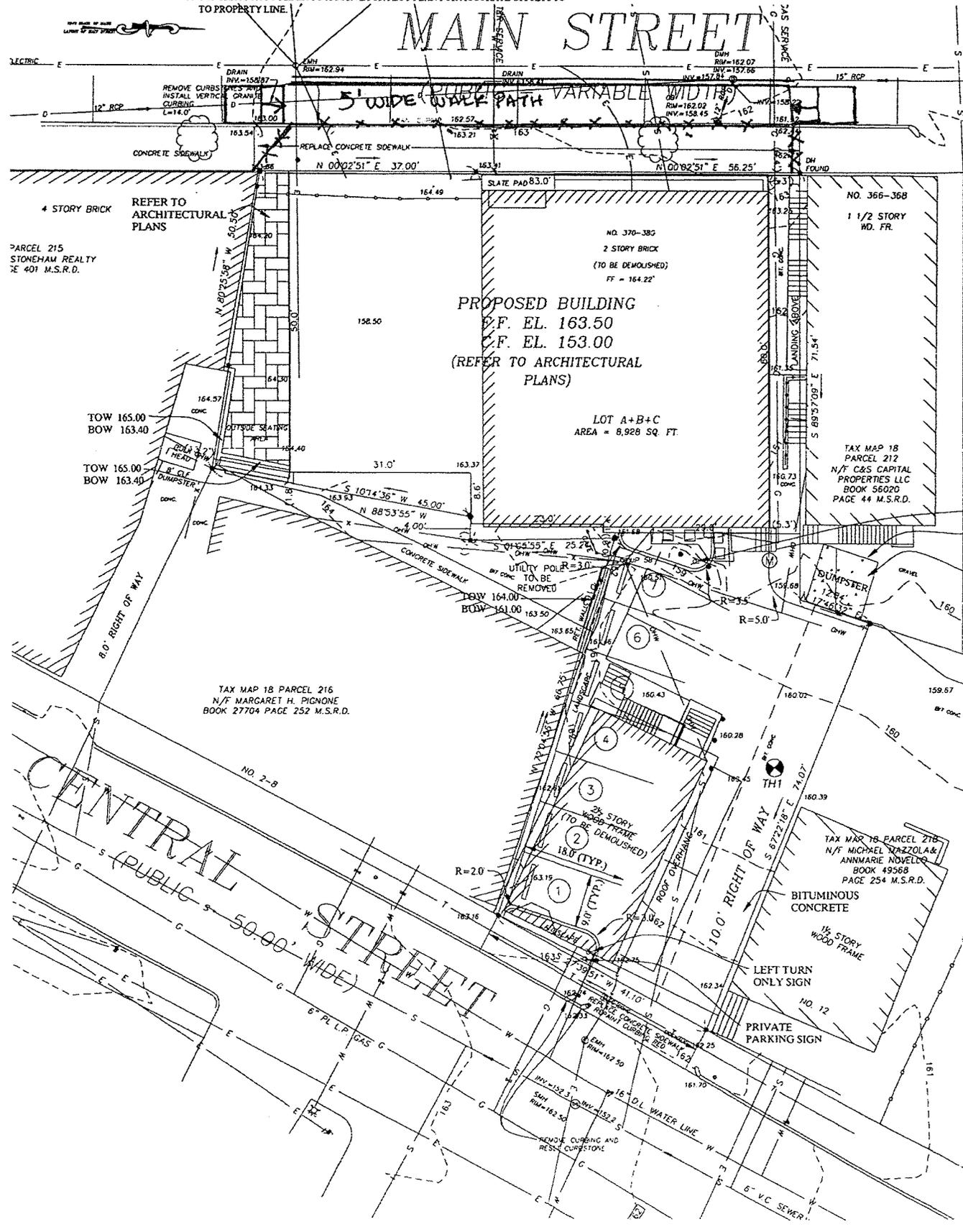
WWW.SEAVERCONSTRUCTION.COM

**LEGEND**

|       |                  |
|-------|------------------|
| TF    | SOIL TEST PIT    |
| R     | RI               |
| I     | INVERT           |
| o     | PROP. DOWN SPOUT |
| 98    | PROP. CONTOUR    |
| +99.7 | PROP. SPOT EL.   |

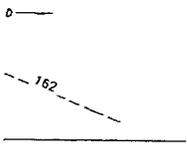
**LAYOUT & GRADING NOTES**

1. CONSULT ALL DRAWINGS AND SPECIFICATIONS FOR COORDINATION REQUIREMENTS BETWEEN ALL TRADES PRIOR TO COMMENCING NEW CONSTRUCTION.
2. LOCATION OF EXISTING UTILITIES SHOWN ARE DIAGRAMMATIC ONLY. CONTRACTOR SHALL CONTACT THE PROPER AUTHORITIES IN WRITING TO CONFIRM THE LOCATIONS OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. ANY DAMAGE INCURRED DURING CONSTRUCTION TO ANY UTILITY SHALL BE REPAIRED BY THE CONTRACTOR AT NO ADDITIONAL COST TO OWNER.
3. CONTRACTOR TO REFER TO A SURVEYOR PLOT PLAN FOR ACCURATE OFFSETS TO PROPERTY LINE.



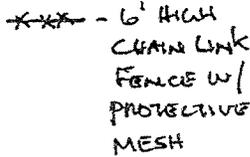
| Horizon | Depth | Texture | Mottles | Color    | Other | Elevation |
|---------|-------|---------|---------|----------|-------|-----------|
| C1      | 2"    | FHL     | -       | N/A      | -     | 160.7     |
| C2      | 9"    | FHL     | -       | 7.5YR4/1 | -     | 159.8     |
| B1      | 46"   | LS      | -       | 5YR3/2   | -     | 158.5     |
| B2      | 78"   | SL      | -       | 10YR5/6  | -     | 158.8     |
| A       | 95"   | LS      | -       | 10YR5/2  | -     | 152.8     |

NO REFUSAL  
 NO NOTTLING  
 NO WATER



TAX MAP 18 P.  
 N/ ROBERT & K/  
 BOOK 17744 PAGE

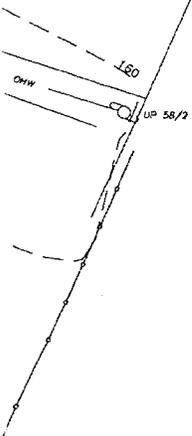
LEGEND



5' WIDE WALK PATH

PRIVATE  
 PARKING SIGN  
 ENCLOSED  
 DUMPSTER AREA

10' X 10'  
 CONCRETE  
 PAD



GENERAL NOTES

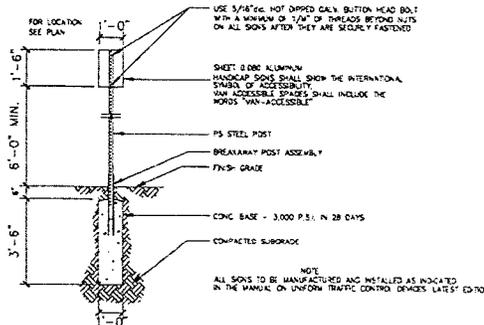
- EXISTING CONDITIONS SURVEY INFORMATION OBTAINED FROM BENCHMARK SURVEY, STONEHAM, MA. OWNER/CLIENT ASSUMES ALL RESPONSIBILITY FOR SOURCES AND AUTHORIZATION TO USE ELECTRONIC AND RECORD FILES.
- THE CONTRACTOR SHALL VERIFY ALL EXISTING INFORMATION ON THE GROUND AND SHALL REPORT ALL DISCREPANCIES TO THE ENGINEER IMMEDIATELY FOR A DECISION PRIOR TO CONSTRUCTION.
- ALL AREAS OUTSIDE OF THE LIMIT OF WORK LINES SHALL NOT BE DISTURBED IN ANY MANNER BY THE CONTRACT OPERATIONS. THE CONTRACTOR SHALL KEEP OUT OF THESE AREAS AND PRESERVE THEIR EXISTING CHARACTER.
- INSTALL TEMPORARY EROSION CONTROL MEASURES PRIOR TO CONSTRUCTION FOR APPROVAL BY THE DESIGN ENGINEER.
- PROVIDE SMOOTH TRANSITION AT CHANGES IN GRADE EXCEPT AS INDICATED ON THE DRAWINGS AND AS DIRECTED BY THE ENGINEER.
- THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL UNDERGROUND UTILITY LINES, ACTIVE OR NOT, AND SHALL MAINTAIN A CLOSE AND CONSTANT CONTACT WITH ALL UTILITY COMPANIES INVOLVED. CALL DIG-SAFE 888-344-7233
- ALL ELEVATIONS ARE REFERENCED TO TOWN OF STONEHAM SEWER DATUM.
- CONTRACTOR SHALL COMPLY WITH ALL REQUIREMENTS, PERMITTING, AND LICENSES ISSUED AT THE FEDERAL, STATE AND LOCAL AGENCIES.
- CONTRACTOR SHALL COORDINATE ALL SITE UTILITY IMPROVEMENTS WITH THE TOWN OF STONEHAM OFFICIALS.
- ENGINEER IS TO BE CONTACTED BY CONTRACTOR TO PERFORM AS BUILT MEASUREMENTS.
- OWNER/DEVELOPER IS TO COMPLY WITH ALL OF MASSACHUSETTS DEP SITE DEVELOPMENT REGULATIONS.
- SNOW IS TO BE REMOVED OFF SITE.
- CONSTRUCTION FENCE IS REQUIRED FOR THE DURATION OF THE CONSTRUCTION.
- ANY CONSTRUCTION THAT WOULD ENCROACH THE PUBLIC SIDEWALKS AND/OR STREETS MUST BE ACCOMPANIED BY A POLICE DETAIL AS REQUIRED BY THE TOWN BY-LAW.
- DEMOLITION AFFIDAVIT MUST BE FILLED OUT PRIOR TO DEMOLITION.
- EXISTING BUILDING DEMOLITION WILL REQUIRE AN ASBESTOS ABATEMENT.
- FIRE DEPARTMENT DETAIL WILL BE REQUIRED WHEN THE EXISTING BUILDING IS DEMOLISHED.
- STANDARD PEST, NOISE AND DUST MITIGATION PROCEDURES ARE TO BE COMPLIED WITH.
- LOCK BOX REQUIRED ON SITE. LOCATION TO BE DETERMINED BY STONEHAM FIRE DEPARTMENT.
- ALL SPRINKLER CONNECTIONS, VALVES, AND FIRE ALARM PANEL LOCATIONS TO BE DETERMINED BY STONEHAM FIRE DEPARTMENT.
- A CONSTRUCTION FENCE IS REQUIRED FOR THE DURATION OF CONSTRUCTION.

DRAINAGE NOTES:

- CONTRACTOR IS RESPONSIBLE FOR THE VERTICAL AND HORIZONTAL CONTROLS OF THE PROJECT.
- INSTALLATION OF THE SUBSURFACE CHAMBERS IS TO BE PERFORMED ACCORDING TO RECOMMENDATIONS FROM THE MANUFACTURER.
- THE MINIMUM CLEARANCE FROM THE BOTTOM OF THE SUBSURFACE DRAINAGE SYSTEM TO REFUSAL OR GROUNDWATER IS 24 INCHES. IN THE EVENT THAT THIS CLEARANCE CANNOT BE MAINTAINED, ENGINEER IS TO BE NOTIFIED.
- ALL DRAINAGE PIPING IS SDR35 PVC.
- SYSTEM WILL REQUIRE PERIODIC INSPECTION.

AS BUILT NOTE:

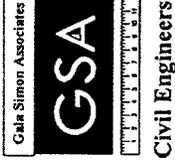
CONTRACTOR IS TO CONTACT ENGINEER FOR AS-BUILT MEASUREMENTS PRIOR TO BACK FILLING DRAINAGE SYSTEMS.



1 FREE STANDING ALUMINUM SIGN  
 C-1 SCALE: NTS

SITE PLAN  
 SCALE: 1" = 10'

Gala Simon  
 Associates Inc.  
 394 LOWELL STREET, SUITE 18  
 LEXINGTON, MA 02420  
 Tel: (781) 876-2962



LAYOUT PLAN

382 MAIN STREET  
 STONEHAM, MASSACHUSETTS

|              |                    |
|--------------|--------------------|
| Job No. 1532 | Date: 12/29/15     |
| Drawn By: AG | Scale: AS SHOWN    |
| Rev#         | Date: Description: |
|              |                    |
|              |                    |

C-1

# CULTURAL COUNCIL SPOT

2016 JUL 5 PM 5:50  
CITY OF STONHAM

CANDIDATE FOR COMMITTEE/BOARD

Name: NICOLE TAMMAYO (Email) [REDACTED]

Address: 6 WAVERLY ST [REDACTED]  
(Cell#) [REDACTED]

(Work) [REDACTED] (Tel.) [REDACTED]

(Home) [REDACTED] (Tel.) [REDACTED]

How did/do you hear about the position? WEB PAGE

Have you given your time previously as a volunteer? Y  N

If Y, in what capacity/ies? WORK FOR BRIAN GILLIS FOR SUE RIFF

Why do you want to become a committee/board member? What would you like to get out of this experience?  
KNOWING I CAN HELP STONHAM  
W/SOME COOL ART

What interests, activities or hobbies do you enjoy? PHOTOGRAPHY,  
FANCING

Previous/current Occupation/s, Position: SALES ↑

Education/Training, Hobbies or Other Skills: SEE ABOVE

Other organizations to which s/he belongs: -

How long do you think you'd like to be involved with the board? UNTILL YOU FOSS ME 😊

Are you prepared to attend a training/information session/board meeting? YES

Are you willing to undergo a CORI background check? Y  N

What are his/her current interests (in the board/committee)? UNSURE ...

Comments: HAVE NOT MET YOU FOLKS YET

Sponsor: - Date: 6-27-16 CORI: -

# *Town of Stoneham*

## *A Proclamation*

**We, the Board of Selectmen** of the Town of Stoneham, Massachusetts, by virtue of the authority vested in us by the people of the Town of Stoneham as elected officials, do hereby proclaim **Tuesday, July 26, 2016**, as

**Spirit of the 25th Anniversary of the  
Americans with Disability Act (ADA)**

We urge all citizens of the Town of Stoneham, its community leaders, businesses and government officials, to celebrate the contributions that people with disabilities have made and continue to make.

As the Board of Selectmen of the Town of Stoneham, we renew our commitment to upholding the nondiscrimination principles of the ADA.

We urge that all citizens support the efforts of the Independent Living Center of the North Shore and Cape Ann, Inc., which is the voice of all persons with disabilities and their families. This proclamation is an acknowledgement of the rights of all persons with disabilities under the ADA and their daily activities, struggles and triumphs here in our Town of Stoneham.

Given at the Executive Chamber of the Board of Selectmen, the Town of Stoneham, this 12th day of July, in the year of our Lord, two thousand sixteen.

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Ann Marie O'Neill, Chairwoman

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Caroline Colarusso, Vice Chairwoman

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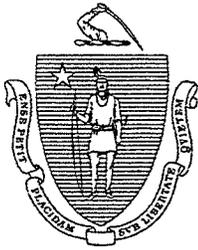
Anthony Wilson, Secretary

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Thomas Boussy

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George Seibold



THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL

ONE ASHBURTON PLACE  
BOSTON, MASSACHUSETTS 02108

MAURA HEALEY  
ATTORNEY GENERAL

TEL: (617) 727-2200  
[www.mass.gov/ago](http://www.mass.gov/ago)

June 29, 2016

OML 2016 – 86

William Solomon, Esq.  
Stoneham Town Counsel  
319 Main Street  
Stoneham, MA 02180

**RE: Open Meeting Law Complaint**

Dear Attorney Solomon:

This office received a complaint from Susan Keeler on March 24, 2016, alleging that the Stoneham Board of Selectmen (the Board) violated the Open Meeting Law, G.L. c. 30A, §§ 18-25. The complaint was originally filed with the Board on or about February 16, 2016, and former Board Chair Thomas Boussy responded, on behalf of the Board, by letter dated March 17, 2016. In her complaint, Ms. Keeler alleges that a quorum of the Board deliberated outside of a noticed meeting.

Following our review, we find that the Board did not violate the Open Meeting Law. In reaching our determination, we reviewed the initial complaint, the Board's response, and the complaint filed with our office requesting further review. We also reviewed the notice and minutes of the Board's January 19, 2016 meeting. Finally, we spoke by telephone with Mr. Boussy on May 17, 2016 and reviewed your letter, dated June 15, 2016, which included an affidavit from you detailing your individual conversations with the other four Board members.<sup>1</sup>

FACTS

We find the facts as follows. The Board is a five-member public body, thus three members constitute a quorum. During a Board meeting held on June 10, 2014, the Stoneham High School Class of 1982 Beautification Committee (the Beautification Committee), a non-profit organization, submitted an initial proposal to the Board for the

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<sup>1</sup> For purposes of clarity, we will refer to you in the third person hereafter.

installation of a “splash fountain” on the Town Common. Chris Oneschuck, President of the Beautification Committee, informed the Board at that time that the Beautification Committee “would be back with a more finalized plan.” Ms. Oneschuck did not appear again before the Board to discuss the project until January 19, 2016.

Mr. Boussy, who was Board chair during this time, regularly organized and participated in community events on the Town Common. Because of Mr. Boussy’s involvement with these events, he had the opportunity to speak with residents, neighborhood groups and business groups, many of whom expressed to him their opinion about the proposed fountain project. In September 2015, Ms. Oneschuck reached out to the Town Planner to discuss the proposed project. Knowing about Mr. Boussy’s involvement with the Town Common, the Town Planner asked him to speak with Ms. Oneschuck. On September 14, 2015, Mr. Boussy had a conversation with Ms. Oneschuck and two other Beautification-Committee members. During this conversation, Mr. Boussy stated that in order to get the project approved, they would need public support which, he said, might be difficult to garner based on the feedback he had received from residents.

Subsequently, during the January 19, 2016 Board meeting, Ms. Oneschuck informed the Board that the project would not go forward, in part, because of her private conversation with Mr. Boussy in September. According to Ms. Oneschuck, Mr. Boussy said that he and “two other Selectmen” do not want the fountain in the middle of the Town Common. Mr. Boussy contended that he did not make that statement and that he did not speak with other Board members about the project outside of a meeting. Based on Attorney Solomon’s affidavit, the other Board members did not communicate about the issue outside of a meeting. According to the Board’s January 19, 2016 meeting minutes, some of the Board members expressed surprise that Mr. Boussy had met with Ms. Oneschuck.

### DISCUSSION

The Open Meeting Law requires that all meetings of a public body be properly noticed and open to members of the public, unless the public body convenes an executive session. See G.L. c. 30A, §§ 20(a)–(b), 21. The Law’s purpose is “to eliminate much of the secrecy surrounding deliberations and decisions on which public policy is based.” Ghiglione v. School Committee of Southbridge, 376 Mass. 70, 72 (1978). A “meeting” is defined, in relevant part, as “a deliberation by a public body with respect to any matter within the body’s jurisdiction.” G.L. c. 30A, § 18. The law defines “deliberation” as “an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction[.]” Id.

The complainant alleges that based on Ms. Oneschuck’s statement during the January 19, 2016 Board meeting—that Mr. Boussy told her that he and two other selectmen did not support the fountain—the Board must have discussed the issue outside of a meeting. We agree with the complainant that this statement, on its face, might support a finding that Mr. Boussy spoke with two other Board members about the project. However,

based on our review, we find no evidence that the Board actually deliberated outside of a meeting in violation of the Open Meeting Law. Rather, it appears that Mr. Boussy, on his own initiative, spoke with Ms. Oneschuck about the proposed fountain. No other Board member was present for this conversation. Furthermore, based on our conversation with Mr. Boussy as well as Attorney Solomon's affidavit attesting to his individual conversations with the other Board members, there is no evidence that the Board otherwise discussed the proposed fountain outside of a meeting. Accordingly, we find that the Board did not violate the Open Meeting Law.

### CONCLUSION

For the reasons stated above, we find that the Board did not violate the Open Meeting Law. We now consider the complaint addressed by this determination to be resolved. This determination does not address any other complaints that may be pending with our office or the Board. Please feel free to contact our office at (617) 963-2540 if you have any questions.

Sincerely,



Hanne Rush  
Assistant Attorney General  
Division of Open Government

cc: Steven Stamm  
Stoneham Board of Selectmen

This determination was issued pursuant to G.L. c. 30A, § 23(c). A public body or any member of a body aggrieved by a final order of the Attorney General may obtain judicial review through an action filed in Superior Court pursuant to G.L. c. 30A, § 23(d). The complaint must be filed in Superior Court within twenty-one days of receipt of a final order.

 **MAPC 50 YEARS**  
THE HOSPITALITY AREA PLANNING COUNCIL  
1968 - 2018

**CONTRACT FOR PROFESSIONAL SERVICES**  
**BY AND BETWEEN THE**  
**METROPOLITAN AREA PLANNING COUNCIL**  
**AND**  
**THE TOWN OF STONEHAM**

This agreement is made and entered into by and between the **METROPOLITAN AREA PLANNING COUNCIL** [**"MAPC"**] a public body politic and corporate, established by Chapter 40B, Sections 24 through 29 of the Massachusetts General Laws with its principal office at 60 Temple Place, Boston, Massachusetts, 02111, and the **TOWN OF STONEHAM** [**"Stoneham"**], with its principal office at 35 Central Street, Stoneham, MA, 02180.

Witnesseth that the parties have AGREED as follows:

**Article I**  
**Description and Scope of the Work**

1. **MAPC** will provide professional services to undertake and perform all appropriate tasks to produce the **Stoneham Open Space and Recreation Plan** and related work products as described in **MAPC's** proposal dated June 29, 2016 [the "Proposal"], attached as Attachment A, "Preparation of the Town of Stoneham Open Space and Recreation Plan (OSRP), Data, Engagement, Vision, and Results, *MAPC's Scope of Work for the Town of Stoneham OSRP*" and incorporated herein.

**Article II**  
**Time of Performance**

2. **MAPC** shall commence work immediately upon execution of this Agreement and shall complete performance no later than June 30, 2017. Time shall be of the essence in relation to **MAPC's** performance under this Agreement. Reasonable extensions shall be granted at the written request of **MAPC**, provided the justifying circumstances are beyond the reasonable control of **MAPC** and without fault of **MAPC**. In the event of such an extension, all other terms and conditions of this Agreement, except the dates of commencement and completion of performance, shall remain in full force and effect between the parties unless modified in writing.

**Article III**  
**Revisions in the Work to be Performed**

3. If during the term of this Agreement, **Stoneham** requires revisions or other changes to be made in the scope or character of the work to be performed, **Stoneham** will promptly notify **MAPC**. For any changes to the scope of work, **MAPC** shall notify **Stoneham** of associated costs in writing. **MAPC** shall make the necessary changes only upon receipt of a written acceptance of the costs and a written request from **Stoneham**.
4. **Stoneham** will neither unreasonably request revisions nor unreasonably withhold final acceptance of work by **MAPC**. Any revisions or changes requested by **Stoneham** will not unreasonably depart from the current understanding of the nature and scope of the work to be performed.

**Article IV**  
**Payment for Services**

5. **Stoneham's** total payment to **MAPC** under this Agreement shall not exceed **\$20,000** as stated in the Proposal, unless otherwise authorized in writing pursuant to paragraph three (3). **Stoneham** anticipates using funds provided for this Plan by the State under Community Compact. This amount shall include any and all expenses and costs incurred by **MAPC** in performing the work. **MAPC agrees to commit up to \$5,000 in Technical Assistance to this Open Space and Recreation Plan project.**
6. **Stoneham** shall make payment to **MAPC** as on the schedule and based on the milestones and deliverables set forth in the Proposal.

**Article V**  
**Ownership and Confidentiality of Material, Work Products**

7. **MAPC** shall afford **Stoneham** unlimited access to any work product, including but not limited to all work papers, data, reports, questionnaires and other material prepared, produced or collected by **MAPC** under this Agreement.
8. **MAPC** reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, and otherwise use, and authorize others to use, the copyright in any work developed under this agreement, and any rights of copyright acquired with funds provided under this Agreement.
9. **Stoneham** and **MAPC** shall have both unlimited rights to any data first produced or delivered under this Agreement.
10. Upon completion of this project or termination for or without cause, **MAPC** shall return any documents, models, tools, plans or items whatsoever belonging to or supplied by **Stoneham**.

**Article VI**  
**Indemnification**

11. The parties agree to individually assume responsibility for any and all claims, losses, or liability arising from any act, omission, or failure of itself, its subrecipients, subcontractors, officers, agents, and employees relating to this agreement. The parties further agree to hold each other harmless from such claims to the extent permitted by law.

**Article VII**  
**Assignment**

12. The parties shall not assign nor transfer their respective interests in this Agreement, in part or in whole, without the prior written consent of the other.

**Article VIII**  
**Severability**

13. In the event any provision of this Agreement is found by a court of appropriate jurisdiction to be unlawful or invalid, the remainder of the Agreement shall remain and continue in full force and effect.

**Article IX**  
**Termination of Agreement**

14. **Stoneham** or **MAPC** may terminate this Agreement upon immediate written notice should the other party fail to perform substantially in accordance with the terms of the Agreement with no

fault attributable to the other.

15. In the event of a failure to materially perform by **MAPC**, the notice of such breach shall be accompanied by the nature of the failure, and shall set a date at least 60 days later by which **MAPC** shall cure the failure. If **MAPC** fails to cure within the time as may be required by the notice, **Stoneham** may at its option, terminate the Agreement.
16. Notwithstanding any language to the contrary within this Agreement, **Stoneham** may terminate this agreement without cause at any time, effective sixty days beyond a termination date stated in a written notice of termination. In the event of termination, **MAPC** shall be compensated for work product and services performed prior to the date of termination. In no event shall **MAPC** be entitled payment for any services performed after the effective date of termination, and under no circumstances shall the total price paid under the contract exceed the amount referenced in paragraph five (5).

**Article X**  
**Compliance with Conflict of Interest Laws**

17. **MAPC** warrants and represents to **Stoneham** that, to the best of its knowledge, no officer or employee of **MAPC** who has participated in the preparation or negotiation of this Agreement, or who will participate in the execution of this Agreement, nor such employee's spouse, parents, children, brothers or sisters, partner, any business organization in which he or she is serving as officer, director, trustee, partner or employee, nor any person with whom he or she is negotiating or has any arrangement concerning prospective employment, has a financial interest in this Agreement, except as permitted under Massachusetts General Laws, Chapter Two Hundred Sixty-Eight A, Section Six. **MAPC** further warrants and represents to **Stoneham** that, to the best of its knowledge, no employee of **MAPC** has a financial interest, either directly or indirectly, in the Agreement except as permitted under Massachusetts General Laws, Chapter Two Hundred Sixty-Eight A, Section Seven.

**Article XI**  
**Governing Law and Jurisdiction**

18. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts. Both parties agree to submit their respective jurisdiction and venue to the state and federal courts in the Commonwealth of Massachusetts to resolve any disputes or disagreements that may arise under any provision of this Agreement.

**Article XII**  
**Complete Agreement**

19. This Agreement, and the Exhibits attached hereto and incorporated herein constitute a total agreement of the parties and supersede all prior agreements and understandings between the parties, and may not be changed unless agreed upon in writing by both parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on the date written below.

*For the METROPOLITAN AREA PLANNING COUNCIL*

X \_\_\_\_\_

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

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

Title: \_\_\_\_\_

*For the TOWN OF STONEHAM*

X \_\_\_\_\_

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

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

Title: \_\_\_\_\_

\* \* \* \* \*

## Attachment A

# Preparation of the Town of Stoneham Open Space and Recreation Plan (OSRP)

## Data, Engagement, Vision, and Results *MAPC's Scope of Work for the Town of Stoneham OSRP*

**June 29, 2016**

### Project Approach

MAPC's Open Space and Recreation Plans (OSRPs) are informed by data, animated by deep public engagement, and dedicated to producing actionable results. Our approach has been perfected over the multiple OSRPs we have crafted for municipalities in Greater Boston and through our required review of all other such plans put forward in the region.

Stoneham's OSRP will meet the latest Division of Conservation Services (DCS) requirements, and be written in accordance with the *Open Space and Recreation Plan Requirements* (the Requirements) and the *Open Space and Recreation Planner's Workbook* (the Workbook). Note that MAPC Principal Planner Ralph Willmer, who will oversee work on the Stoneham OSRP, was a co-author of the 2001 update to the Workbook.

MAPC will work directly with the Town of Stoneham and the Open Space and Recreation Committee overseeing the project to determine the community's park and recreation assets and to understand the Town's key challenges as it plans for the next seven years.

We propose immersing ourselves in the community for a day at the beginning of the project. This immersion will allow us to become familiar with Stoneham's open space and recreation resources and with issues that have changed since the 1997 Stoneham OSRP was prepared. We will ask for a tour of the key facilities and open spaces so we can learn more about the resources to protect and the specific future needs to be addressed. MAPC will also want to meet with Community Development staff, the Conservation Commission staff, and the committee established to oversee the project. Such meetings are a critical element in ensuring that all members of the team are in general agreement as to the scope and conduct of the work.

Preparation is central to making the most out of any meeting. Prior to this initial meeting, MAPC will review the 1997 OSRP and any other relevant Stoneham plans so that we are familiar with all previous public input relevant to Open Space and Recreation Plan. We will prepare an outline that identifies the roles of both MAPC and the Town in collecting the necessary information to complete the Plan in a timely manner. At the meeting, we will establish a schedule and plan for outreach to other relevant Town commissions and boards such as Open Space and Recreation Committee, Bike and Greenway Committee, Cultural Council, Disability Commission, Council on Aging, and the Conservation Commission.

The Town of Stoneham OSRP was last updated in 1997. MAPC will review the 1997 OSRP as a basis for understanding the goals of the community at that time, and to determine what sections of

the report may provide data for the 2017 update. MAPC will use our extensive and flexible database, MAPC's *Metro Boston Data Common*, to quantify and document changes since the previous plan. Demographic changes, such as in age, gender, disabilities, race, environmental justice and related data, as well as changes in housing and income, will all be considered. Our goal is to use this data to support programs and facility improvements that meet the open space and recreation needs of all of Stoneham's residents, regardless of age, background, or ability.

It will be important to understand what improvements to park and recreation facilities have been made, as well as any recent open space acquisitions, changes to municipal infrastructure, and zoning amendments. Any updates with respect to facilities and acquisitions will be reflected in changes to the inventory in Section 5 of the Plan.

An important aspect of the plan will be community engagement. MAPC will work with Stoneham to develop an inclusive process to ensure that all stakeholders – even those who are often under-represented in the planning process – have an opportunity, and are encouraged to participate in the plan. We will reach out to the people who live, work, and play in Stoneham in interesting, energizing, and accessible ways.

MAPC will work with the appropriate town staff/committee to undertake the Americans with Disabilities Act (ADA) Self Evaluation of the existing parks and conservation areas. MAPC will train Committee members/Staff in undertaking this ADA evaluation; to save costs on this project the Committee/Town Staff will undertake the majority of the evaluations of the facilities.

#### Scope of Services

MAPC will prepare the 2017 OSRP in accordance with the Requirements and the Workbook as described above.

Some of the information necessary for the OSRP will be best obtained from our databases by our Data Services group, and some will be best be requested from various Town departments, boards and commissions. MAPC will identify what information is required and work with the town to get access to it.

MAPC will prepare the OSRP as follows:

- Plan Summary – Brief summary of the Plan, the planning process, and the Town's overall aspirations for open space and recreation.
- Introduction – This section will set forth the purpose of the Plan and the Community Vision, and will describe the public process that created that vision.
- Community Setting – MAPC will elaborate on the regional context of the Plan and how it fits into MAPC's *MetroFuture* goals and objectives. *MetroFuture* is the regional land use and policy plan for Metro Boston. Certain subsections of the 1997 OSRP may not require significant updating (such as the history of Stoneham), but others will: the population and demographic data, land use, growth and development patterns, infrastructure issues, among others. MAPC will work with the Town to gather this information. Where appropriate, MAPC will present the information in graphic as well as in narrative form to make the document easier to read.
- Environmental Inventory and Analysis – This section will include information relating to vegetation, fisheries, and wildlife, scenic resources and unique environments, and environmental challenges. The Workbook details what is required. While there is environmental data that can be obtained from the MassGIS system, it will be important to

augment what is available from state or MAPC resources with local data from such sources as the Stoneham Conservation Commission.

- Inventory of Lands of Conservation and Recreation Interest –MAPC will work with the Town to ensure that the 1997 OSRP list of Lands of Conservation and Recreation Interest matrix is updated to reflect new acquisitions, park improvements, changes in the use or condition of open space and park land, changes in availability of lands (some may have been developed since 1997) and other new information. This inventory will reflect all public, private, and non-profit lands, including any Chapter 61, 61A, and 61B parcels. If needed, we will expand upon the description of the Town's primary open spaces and add photographs and maps to provide more detail about those important resources. MAPC will work with the Open Space and Recreation Committee to coordinate this work.
- Community Vision – This section will include the vision and goals as determined through the public outreach process. Visioning is an important part of MAPC's work, and an exercise in which we have developed a particular facility. When it comes to visioning, we bring our community outreach and meeting design expertise, and we don't neglect our sense of fun. The result is a vision that reflects the community's values and aspirations, and that, in its creation, piques interest and buy-in.
- Analysis of Needs – MAPC will reach out to a wide range of stakeholders – from sports leagues to historic/cultural groups to environmental advocates and others – to understand their assessment of the Town's open space and park resources and future resource protection, community, and management needs. Based on this outreach and on an evaluation of the Town's open space and recreational facilities, MAPC will prepare an analysis of needs to determine where municipal resources can be employed to improve Stoneham's facilities. The needs analysis will address the public health/land use connection and how the Town can provide opportunities to people of all ages, abilities, and backgrounds. MAPC will incorporate relevant information from the 2012 Statewide Comprehensive Outdoor Recreation Plan (SCORP) and the MAPC MetroFuture Regional Plan to assess regional needs. Regionally significant resources utilized by Stoneham residents will also be considered in this analysis. In order to ensure that the Stoneham Open Space and Recreation Plan considers open space planning in a regional context, MAPC will devote a portion of a regular North Suburban Planning Council meeting to regional open space issues. Additionally, management and facility maintenance needs will be considered.
- Goals and Objectives – This section will include the goals and objectives derived from the public outreach process and the evaluation of the information presented in the previous sections of the Plan.
- Seven Year Action Plan – Note that the Town can seek to prepare a seven year action plan rather than the five year plan as described in the Workbook. Although the Workbook has not been officially updated to reflect that change, DCS has been allowing communities to prepare plans that cover an additional two years. This is the most significant section of the Plan, since it will detail the specific actions to be taken, the timeline for implementation, the parties responsible for proceeding with each action item, and the associated funding opportunities where appropriate. The goal is to prepare and implement a program that is achievable and that prioritizes those actions the Town deems most important. MAPC will recommend that a list of significant accomplishments in implementing the recommendations in the 1997 Plan be delineated in this section.

- Public Comments – MAPC will collect all the required endorsement letters and any public comments to append to the Plan.
- References – The relevant sources and reference documents will be listed.
- MAPC will prepare the eight required maps, including the Action Plan Map, for the Plan as described in the Workbook and incorporate them into the applicable sections of the Plan. The Action Plan Map is to be derived from the initial public and staff input, MAPC data analysis, and the needs assessment and will be presented at the second public forum.

#### Public Participation and Outreach Process

MAPC will meet four times with the Committee to obtain information, discuss the planning process, and develop public outreach that reaches as diverse an audience as possible.

The most effective way to achieve participation is to work with the Town to reach out to the identified organizations and attend one of their meetings. With guidance from the Town, MAPC will identify several appropriate organizations that represent the various populations in Stoneham; MAPC and/or committee members will reach out to and meet with these organizations to gather input for the plan.

The purpose of the first public meeting is to present preliminary findings and to solicit input that will be used to generate a community vision and goals. This meeting is for the general public, and will be broadly advertised through the press and through town committee contacts.

The second public meeting will focus on obtaining public input on the draft recommendations and the Action Plan Map. This meeting will also be advertised for the general public, but will be hosted in conjunction with a local organization representing the one of the harder-to-reach segments of the population (e.g., youth, seniors, linguistically isolated, low income).

MAPC will discuss the specific format for these meetings with Town staff and the committee and will prepare the necessary presentation material and maps for these meetings.

#### Report Preparation

MAPC will prepare a draft Open Space and Recreation Plan for Town review and comment. This is an iterative process conducted by emailing drafts and soliciting revisions, and that may involve one meeting to iron out any major issues. Upon receipt of the Town's comments, MAPC will prepare a final Plan for submission to DCS. MAPC will work with the Town to ensure that the letters of support are incorporated into Section 10 of the Plan. Any changes required by DCS will be addressed by MAPC and the Plan will be resubmitted for final DCS approval.

#### Schedule

MAPC anticipates completion of the Plan for submittal and approval by DCS by June 2017; we suggest that the schedule be discussed at the kick-off meeting, specifically regarding the timing of the public forums.

The DRAFT schedule shown below will be made more specific by working with the Committee.

- Project kick-off: July – August 2016
- Data collection and assessment: July – September 2016
- Begin preparation of Draft Plan: September – October 2016

- First public forum: October 2016
- Draft Plan: November 2016 – March 2017
- Second public forum: March 2017
- Final Plan: April – May 2017

#### Budget

MAPC estimates total cost to complete the above will be \$25,000, to be paid for by a \$20,000 Community Compact grant by the state to the town, and by \$5,000 in Technical Assistance provided by MAPC under the District Local Technical Assistance program.

## **Tier**

# **1**

**Complete Streets Training and Policy Development**

Receive technical assistance through Baystate Roads workshops to develop of your community CS Policy.

## **Tier**

# **2**

**Prioritization Plan Development**

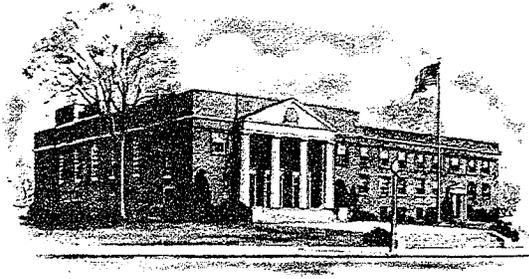
Gain up to \$50,000 of funding towards technical assistance to develop your CS Prioritization Plan.

## **Tier**

# **3**

**Project Approval and Construction NTP**

Receive up to \$400,000 per community for the construction of CS projects or elements in larger overall projects. Apply for Chapter 90 funding to expense design.



TOWN OF  
**STONEHAM**  
 MASSACHUSETTS

| Town of Stoneham<br><b>COMPLETE STREET POLICY</b> |              |
|---|--------------|
| Effective Date                                    | July 1, 2016 |
| Expiration Date                                   | None         |
| Date Last Revised                                 |              |
| Selectmen vote to introduce policy                | June 2, 2016 |
| Selectmen vote to adopt policy                    | TBD          |

**COMPLETE STREETS POLICY**

Vision and Purpose:

The Town of Stoneham’s Complete Streets Policy identifies the Town’s commitment to Complete Streets and set a plan for implementation of Complete Streets. Stoneham is a mature inner-core suburb located 10 miles north of Boston at the junction of Interstates 93 and 95, which provides residents with strong access to Boston and regional job centers. Stoneham’s size makes gives it a potential to be a very walkable community. Forty-Five percent of residences are within a 1 mile walking distance of the Stoneham Town common and almost 40% to 60% are within ½ mile walking distance of the main street retail district. Furthermore, the vast majority of students in Stoneham (96.6%) do not have bus transportation. Stoneham recognizes the need to better balance between different transport modes in our transportation planning and projects.

Complete Streets principles will tie together existing resources within Stoneham including a new Bikeway/Greenway, the Town Common, and local retail businesses, contributing to economic viability and safety. It will improve the safety, health, and quality of life in our community by providing accessible and efficient connections between home, school, work, recreation and retail destinations and enhance the pedestrian and vehicular environments throughout the community.

Stoneham’s Complete Streets policy will accommodate all road and sidewalk users by creating a road network that meets the needs of individuals utilizing a variety of transportation modes. It is the intent of the Town of Stoneham to formalize the plan, design, operation and maintenance of streets so that they are safe for all users of all ages and abilities as a matter of routine. Complete Streets addresses safety and accessibility for all the users of our roadways, trails and transit systems. This policy directs decision-makers to consistently plan, design, and construct streets to accommodate all anticipated users including, but not limited to pedestrians, bicyclists, motorists,

transit riders, and commercial and emergency vehicles. The Town of Stoneham recognizes that all users of various modes of transportation, including people of all ages and abilities, are legitimate users of streets and deserve safe facilities.

Core Commitment:

The Town of Stoneham recognizes that all projects, new, maintenance, or reconstruction, are potential opportunities to apply Complete Streets design principles. The Town will, to the maximum extent practical, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages and abilities.

Where feasible, Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects as appropriate. All transportation infrastructure and street design projects requiring funding or approval by the Town of Stoneham, as well as projects funded by the state and federal government, such as the Chapter 90 funds, City improvement grants, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Funding and other state and federal funds for street and infrastructure design shall adhere to (comply with) the Town of Stoneham Complete Streets Policy. Private developments and related street design components or corresponding street-related components shall adhere to (comply with) the Complete Streets principles. In addition, to the extent practical, state-owned roadways will comply with the Complete Streets resolution, including the design, construction, and maintenance of such roadways within Town boundaries.

Transportation infrastructure may be excluded, upon approval by the Board of Selectmen, where documentation and data indicate that:

1. Facilities where specific users are prohibited in Town Code or by law, such as interstate freeways or pedestrian malls. An effort will be made, in these cases for accommodations elsewhere.
2. Where cost or impacts of accommodation is excessively disproportionate to the need or probable use or probable future use.

Best Practices:

The Town of Stoneham Complete Streets policy will focus on developing a connected, integrated network that serves all road users of all abilities. Complete Streets will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects.

Implementation of the Town of Stoneham Complete Streets Policy will be carried out cooperatively within all departments in the Town of Stoneham with multi-jurisdictional cooperation, to the greatest extent possible, among private developers, and state, regional, and federal agencies.

Complete Streets principles include the development and implementation of projects in a context sensitive manner in which project implementation is sensitive to the community's physical, economic, and social setting. The context-sensitive approach to process and design includes a range of goals by considering stakeholder and community values on a level plane with the project need. It includes goals related to livability with greater participation of those affected in order to gain project consensus. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions.

The Town of Stoneham recognizes that "Complete Streets" may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

The Town of Stoneham recognizes the importance of prioritizing projects and project areas in a cohesive manner to achieve the largest impact. Priority will be given to projects within a radius of the downtown retail district and radius from schools.

The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets including:

- The Massachusetts Department of Transportation [Project Design and Development Guidebook](#)
- The latest edition of American Association of State Highway Transportation Officials (AASHTO) [A Policy on Geometric Design of Highway and Streets](#)
- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Design Controls (2009).
- The Architectural Access Board (AAB) 521CMR Rules and Regulations
- ADA Accessibility Standards ([www.ada.gov](http://www.ada.gov))
- Documents and plans created for the Town of Stoneham, such as:
  - The Tri-Community Bikeway/Greenway 100% design plans (MassDOT, July 2015, MPO Project ID 604652)
  - [The Stoneham Town Center Strategic Action Plan](#) (MAPC December 2014)
  - Community Compact Complete Streets initiative (ongoing)

Complete Streets implementation and effectiveness should be constantly evaluated for success and opportunities for improvement. The town will develop performance measures to gauge implementation and effectiveness of the policies.

#### Implementation:

The Town shall make Complete Streets practices a routine part of everyday operations, shall approach every transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

The Town shall review and either revise or develop proposed revisions to all appropriate planning documents (master plans, open space and recreation plan, etc.), zoning and subdivision codes, laws, procedures, rules, regulations, guidelines, programs, and templates

to integrate Complete Streets principles in all Street Projects on streets. A committee of relevant stakeholders designated by the Town Administrator will be created to implement this initiative.

The Town shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure, including accessibility of infrastructure. The information will prioritize projects to eliminate gaps in the sidewalk, street crossings and bikeway network.

The Town will reevaluate Capital Improvement Projects prioritization to encourage implementation of Complete Streets implementation.

The Town will make its best effort to train pertinent town staff and decision-makers on the content of Complete Streets principles and best practices for implementing policy through workshops and other appropriate means.

The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way and will make a best faith effort to coordinate with adjacent municipalities to ensure a seamless network of facilities for all users of the roadway.

The Town will seek out appropriate sources of funding and grants for implementation of Complete Streets policies.

\_\_\_\_\_  
Ann Marie O'Neill, Chairman

\_\_\_\_\_  
Caroline Colarusso, Vice Chairman

\_\_\_\_\_  
Anthony Wilson, Secretary

\_\_\_\_\_  
Thomas Boussy

\_\_\_\_\_  
George Seibold



# Scope of Work

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## Task 1: Compile Existing Data and Studies

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HSH has worked in and around the Town of Stoneham. Some of the existing data and studies done in the Town are already in our files, and others will need to be gathered. To contribute to better decision-making for the prioritization plan and to meet MassDOT's requirements for the same, we will gather the following and more:

- Capital Investment Plans;
- Network gap analysis (bicycle, pedestrian, and transit);
- Roadway maintenance plans;
- Pavement management systems;
- Private development projects;
- ADA assessments;
- Bicycle and pedestrian assessments and inventories;
- Roadway Safety Audits;
- Bus and transit stop and route maps;
- Existing roadway projects in design development;
- Town GIS data layers; and
- Town signals inventories.

## Task 2: Data Collection

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MassDOT's Complete Streets funding program is an opportunity to fund projects that create a safer and more livable environment for the residents of Stoneham. HSH sees the Prioritization Plan element of the Complete Streets program not only as a list of projects and justifications for the importance, but as an opportunity to create tools that will have lasting benefits for the Town's planning and public works staff. These tools can serve the purpose at hand, and in the future they can assist staff in identifying opportunities that attend new development and other construction projects. The following tools, if kept updated as changes occur, may help the Town make smarter planning decisions for decades to come. Many of these maps will be improved through one or more community meetings where public input will be gathered.

- **Bicycle and pedestrian demand map** – This map will be contributed by the MAPC. It takes into account destinations, population densities, and many other factors to predict the potential pedestrian and bicycle demand for all routes in the Town.



- **Bicycle Level of Stress map** – Based on a methodology adapted from Professor Peter Furth’s, the Bicycle Level of Stress Map is a visual tool that illustrates the existing low-stress network in the Town. According to a study by Jennifer Dill at Portland State University, 60% of people would bike if it felt safe to do so. The low stress map shows where this part of the population would and would not feel safe riding. It is a very useful tool for identifying the projects that would most benefit mode shift toward cycling.
- **Pedestrian Environmental Quality Map** – Pedestrians make their walking choices not only on safety, but on the quality and attractiveness of their environment. This map measures by roadway segment by analyzing a number of variables such as traffic volume, sidewalk width, and the presence of physical buffers, as well as vegetation, certain characteristics of nearby buildings, and lighting.
- **Pedestrian Intersection Assessment** – Using the Town’s existing signal inventory and a pedestrian demand map, HSH will assess priority improvements for the Town’s intersections.
- **Bicycle and Pedestrian Crash Map** – Using data from the Registry of Motor Vehicles, HSH will create a simple bicycle and pedestrian crash map to better understand where the Town’s most dangerous intersections for active transportation users are.
- **ADA Access Map** – Narrow, obstructed, or nonexistent sidewalks and intersections with non-compliant ADA ramps will be identified with the help of the Town’s ADA ramp inventory, public input, and the results of the Pedestrian Environmental Quality Map.
- **Bus Boardings Map** – Using APC data from the MBTA, stops will be mapped according to the number of weekday passengers who board there daily.

All of these maps will be available in PDF or printed form and the information they provide will contribute to a full report along with the Prioritization Plan.

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## Task 3: Project Identification

---

Based on the Town’s priorities, HSH will assist in creating a set of evaluation criteria with which potential improvement projects can be ranked and chosen. Maps and assessments created for the prioritization plan will help determine how well individual projects meet the evaluation criteria and help identify new projects. HSH will utilize Wikimaps, an online, crowd-sourcing survey tool used to collect public input based on lived experience. Upon visiting the site, users can select from a designer-selected range of options, in the example below their mode of travel and identify specific locations of concern or need for improvements through the use of “pin drops.” Users can select issues from a listing of check boxes and/or provide written comments of their experience to better inform



the project team of local issues and context sensitive concerns. As the amount of user input increases, patterns of “hot spots” or locations that are a concern for all modes are identified.

Refer to the appendix of this document for an example.

Input gathered at up to four (4) meetings will add to the information gathered and a ranked project list will be created. A meeting will be scheduled with each of the following groups:

- Board of Selectman;
- Stakeholders;
- Municipal staff; and
- General public.

---

## Task 4: Prioritization Plan

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With the list created and ranked, HSH planners will work with the Town and take into account geographic equity, as well as equity between transportation modes, to ensure a prioritization plan that takes into account many needs. Projects that address multiple needs will be highlighted. HSH will provide order-of-magnitude cost estimates and schedules for the top 15 projects chosen by the Town, based on the established evaluation criteria. Additionally, HSH will make recommendations for construction in the form of a schedule projecting the prioritized projects out 5 years. HSH will compile the plan in a final report and submit it to the Town for submittal to MassDOT.

## Fees for Services

---

Fees will be billed on a Time and Materials basis and in accordance with the attached fee schedule. The fees for labor and direct costs are summarized by task in the table below. The total cost for the scope as described in this letter is estimated at an upset fee limit of **\$49,991.09**.

Materials or reimbursable (direct) expenses will be billed at cost. Materials or reimbursable expenses are actual expenditures made by HSH in the interest of the Project and include but are not limited to printing, photocopying, delivery charges, postage, research materials, local transportation, and any other expenses incurred in the interest of the Project. Reimbursable expenses do not include permit filing fees.

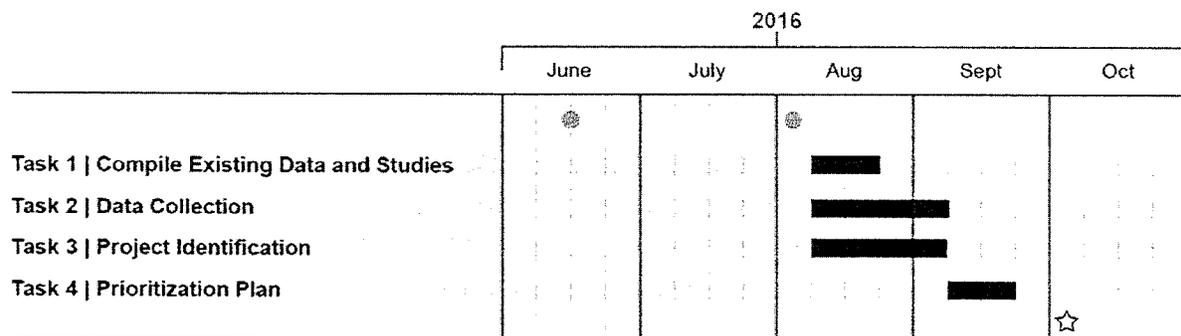
Meetings are budgeted as outlined above; additional meetings, if required, will be billed at the hourly rates shown in the attached rate schedule. Additional team and agency meetings generally cost between \$400 and \$600 per meeting, depending on the duration of each meeting and the staffing



required. Additional community meetings range higher at up to \$1,000 per meeting depending on the need to provide supporting materials/graphics and the overall length of the meeting and any possible team preparation. All additional meetings will be invoiced on a time and materials basis based solely on hours expended as well as any travel costs.

While HSH feels the scope of work and associated fee provided in this proposal is appropriate for this type and size of development in this location and that it will be acceptable to reviewing agencies, should the scope of work change either by request of the Client, reviewing agencies, or the community, HSH will provide an additional services request for advance review and approval by the Client.

## Schedule



● Submit to Municipality    ● Notice to Proceed    ■ Task    ☆ Submit plan to MassDOT  
 Submit Tier 3 Funding Application



# Appendix

Below is an example of a Wikimap developed for Mount Auburn Street in Cambridge. As made clear through the exercise below, the intersection of Mount Auburn Street and Fresh Pond Parkway has been identified as a problematic intersection amongst all modes.



**MOUNT AUBURN STREET  
TRANSPORTATION STUDY**

Where would you improve transportation on Mount Auburn Street?

Click **ADD POINTS** to add to the map.

**ADD AS MANY POINTS AS YOU WOULD LIKE**

ADA

Bicyclist

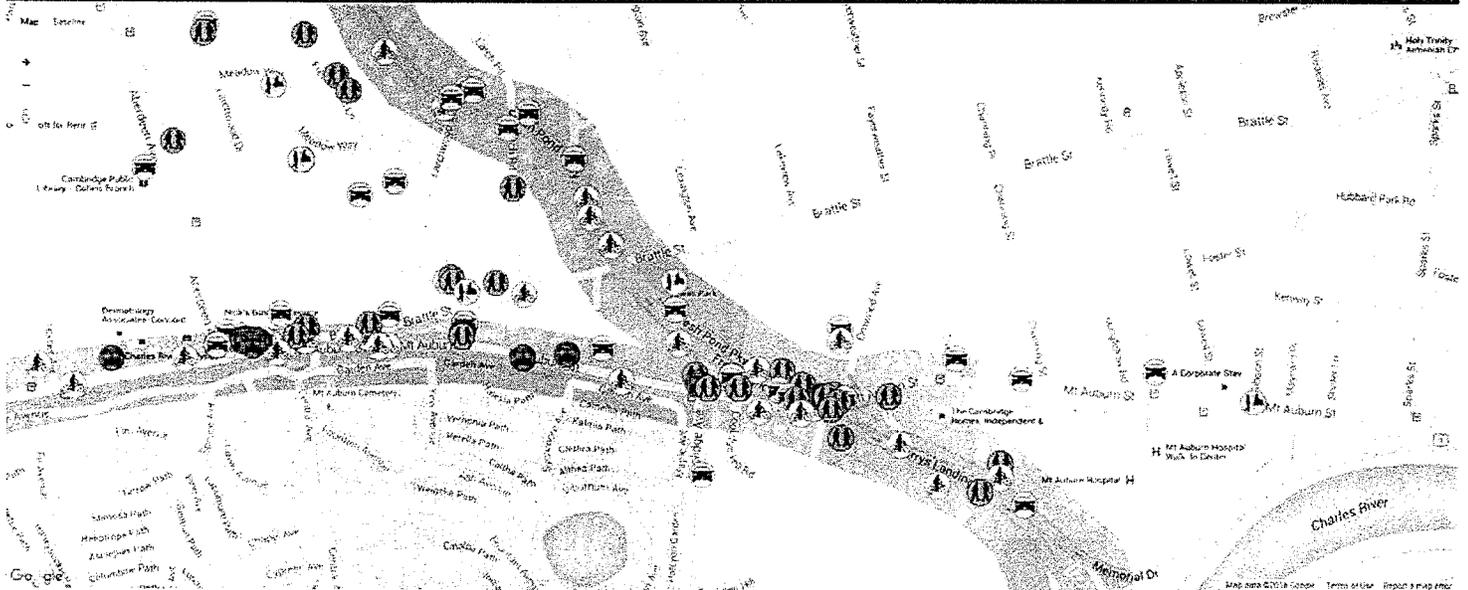
Driver

Local Business Owner

Pedestrian

Transit Rider

**Mt Auburn Street Corridor Study**
About & Help - **ADD POINTS**
agross@hutchinson.com



June 22, 2016

Ms. Ann Marie O'Neill  
Chairman  
Board of Selectmen  
Town of Stoneham  
35 Central Street  
Stoneham, MA 02180

Dear Chairwoman O'Neill:

On behalf of the Veterans Day Memorial Race Committee, I am requesting permission for temporary road closures and police detail on November 11, 2016 for the Second Annual Veterans Day Memorial 5K Run/Walk. With your approval, we plan to use the same route and schedule as last year.

**Veterans Day Memorial Run/Walk Overview**

Name: Veterans Day Memorial 5K Run/Walk  
Date: Friday, Nov. 11, 2016  
Time: 11:30AM – 1:30PM  
Number of participants: Between 200 – 250

The plan is for race participants to attend the town's Veterans Day Ceremony from 10:45 AM – 11:11AM on the Common (or in Town Hall if weather does not permit). After the ceremony, they will proceed to the north side of Emerson Street for the race start at 11:30. The race will conclude on the west side of Central Street. We estimate that it will take approximately two hours for everyone to complete the course.

We request that Emerson Street be closed from 9:30AM – 1:30PM to allow the timing company to set up and break down the starting line, as well as allow for participants to assemble. We also request that Central Street (from the intersection of Emerson to the intersection of Common Street) be closed from 10:00AM – 1:30PM to allow for set up and break down of the finish line and to give participants adequate time to complete the course.

Please let me know if you need any additional information from the committee. I can be reached anytime at (603) 883-1111 or by email at [megan.day@townofstoneham.com](mailto:megan.day@townofstoneham.com)

Thank you in advance for you time.

Sincerely,



Megan Day  
49 Perkins Street  
Stoneham, MA 02180

Enclosure: USATF Course Route and Certification



**Road Running Technical Council**  
**USA Track & Field**  
**Measurement Certificate**

recognized by



Name of the course Stoneham Strong 5K Distance 5 km

Location (state) MA (city) Stoneham

Type of course: road race  calibration  track  Configuration: keyhole

Type of surface: paved 100 % dirt - % gravel - % grass - % track - %

Elevation (height above sea level) Start 151 ft. Finish 153 ft. Highest 212 ft. Lowest 91 ft.

Straight line distance between start & finish 376 ft. Drop -0.12 m/km Separation 2.29 %

Measured by (name, address, phone & e-mail) Bob Kennedy, 18 Riverview Rd, Durham, NH 03824  
508-577-4105; osprey02554@yahoo.com

Race contact (name, address & phone) David Poland, 192B Salem St, Wakefield MA 01880  
781-454-9130; StonehamStrong5K@gmail.com

Measuring Methods: bicycle  steel tape  electronic distance meter

Number of measurements of entire course: 2 Date(s) when course measured: Jun 15, 2013

Race date: Jun 23, 2013 Course certification effective date: Jun 17, 2013

Certification code: MA13018JK

Notice to Race Director  
 Use this Certification Code in *all* public  
 announcements relating to your race.

***Be It Officially Noted That***

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

*Validation of Course* — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a validation remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

***This certification expires on December 31 in the year*** **2023**

**AS NATIONALLY CERTIFIED BY:**

*Justin Kuo*

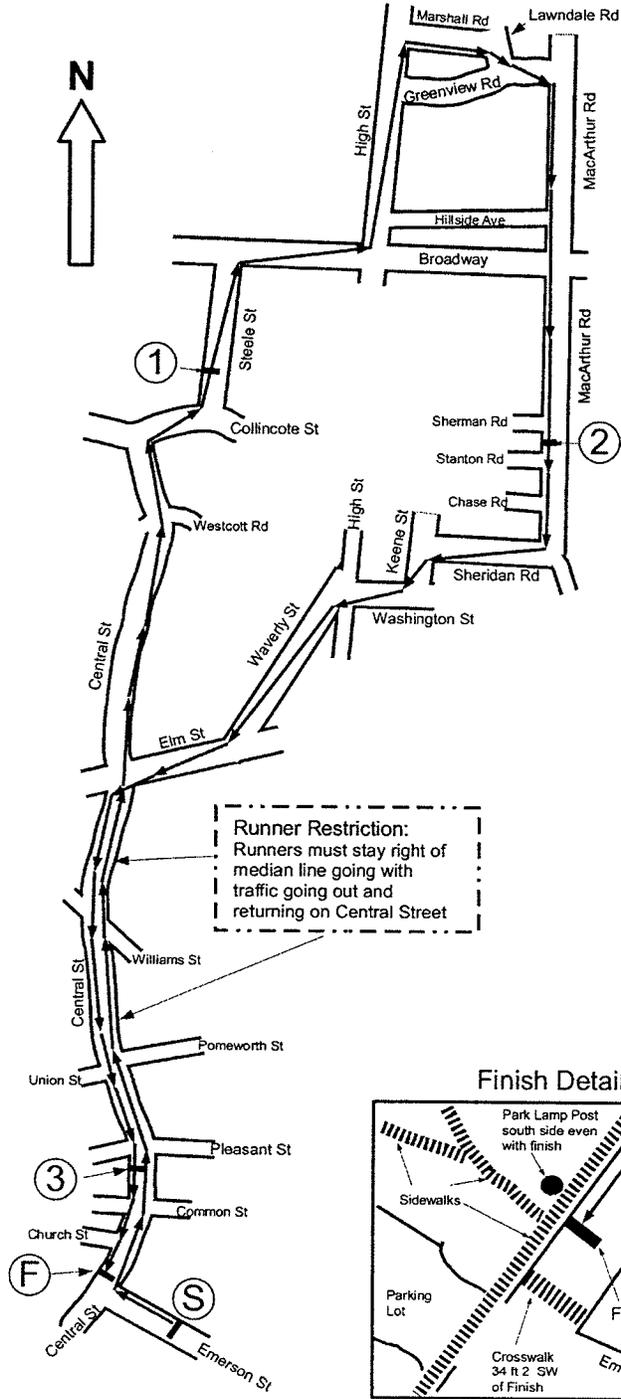
Date: Jun 27, 2013

Justin Kuo • USATF/RRTC National Certifier • 39 Oakland Road, Brookline, MA 02445-6700  
 Phone: 617-731-9889 • Fax: 617-939-0992 • Email: jkuo@usatfne.org

Stoneham Strong 5K  
Stoneham, Massachusetts



**USATF Certification #MA13018JK**  
**Effective 6/17/2013 - 12/31/2023**  
**Drop -0.12 m/Km, Separation 2.29%**



**Start:** Start and Finish, and all mile markers are marked with P-K nails and yellow paint (UP = Utility Pole).

**Start:** On north side of Emerson St even with west edge of driveway between 16 & 18 Emerson, and 22 ft 6 inches NW of UP 125-3 Bell Atlantic on opposite side.

**Mile 1:** On west side of Steele St even with north side of the front walkway to 6 Steele St, and 12 ft 4 inches N of sewer manhole cover in center of Steele St.

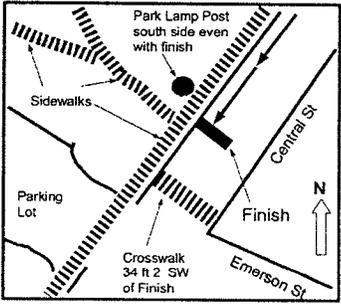
**Mile 2:** On west side of MacArthur Rd about mid-way between Stanton Rd to the south and Sherman Rd to the north, and 4 ft S of UP VZ 6 on same side.

**Mile 3:** On west side of Central St 1 ft 8 inches N of UP with "Caution Children" sign, 5 ft 2 inches N of north edge of Faith Quest Community Church driveway, and about 100 ft S of intersection of Central and Pleasant Streets.

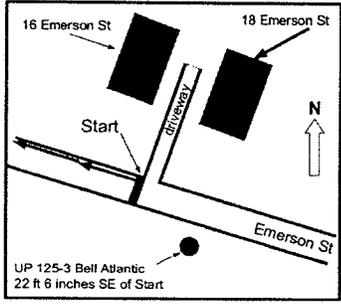
**Finish:** On west side of Central St even with south edge of lamp post on north side of Park walkway, and 34 ft 2 inches NE of north edge of Central St crosswalk at intersection with Emerson St.

Measured June 16, 2013  
By Bob Kennedy  
Oyster River Running Company  
oyster.river.run@gmail.com  
508-577-4105

**Finish Details**



**Start Details**



**North Suburban Child  
and Family Resource  
Network**

**Woodville School  
30 Farm St.**

**Wakefield, MA 01880**

**781-246-5187**

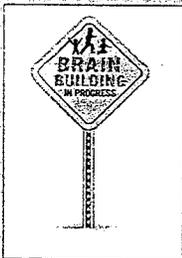
**Email:**

[nrsfamilynet@hallmarkhealth.org](mailto:nrsfamilynet@hallmarkhealth.org)

**Website:**

[www.hallmarkhealth.org](http://www.hallmarkhealth.org)  
(listed under programs)

**Sick policy:** We ask that you do not attend programs if you or your child are not feeling well or are exhibiting any of the following symptoms: severe coughing, frequent sneezing, runny nose, fever, sore throat, conjunctivitis, vomiting or diarrhea. If your child is prescribed an antibiotic, please wait a full 24 hours before attending. The staff reserves the right to ask a family to leave a program if any of the above symptoms are present.



A list of Brain Building in Progress events can be found at [brainbuildinginprogress.org](http://brainbuildinginprogress.org) as well as a comprehensive list of "Brain Building Zones" and events that are easily searched by community throughout the year. Also, check out the #IamABrainBuilder conversation on Twitter.

The North Suburban Child and Family Resource Network supports parents, caregivers and educators of children prenatal through entering kindergarten in Lynnfield, Melrose, North Reading, Reading, Stoneham, Wakefield and Winchester as well as other surrounding communities. Funding is provided by a grant from the MA Dept. of Early Education and Care through the Wakefield Public Schools in collaboration with Hallmark Health System. Our goal is to help parents and caregivers create a healthy home environment as well as to promote family well-being through education and community support.

## New and Expectant Parents and Infants

**Hello Baby, Now What?**

(Birth – 12 months) **Drop-in.**

**Mondays, July 11 – August 22,  
10:30 am – Noon, Location:**

Melrose Church of the Nazarene, 2 Short Street, Melrose. Join a play and learn group with your baby! We will talk, sing, share joys and challenges, and make new friends.

Guest speakers are invited based on the interests of parents in the group. Feel free to come any time during the group.

Have questions or topics you would like to see addressed? Feel free to contact Kathy at [kharlow@hallmarkhealth.org](mailto:kharlow@hallmarkhealth.org).

**Hallmark Health System** also offers additional programs for new and expecting parents including The Baby Café and Feeling Fit and Fabulous.

**For more information, visit**  
[www.hallmarkhealth.org](http://www.hallmarkhealth.org)

## Family Resource Network In The Community

Join staff members from the Family Resource Network from 10 am – 11 am for a morning of fun with friends. Please make sure you sign in. We will bring bubbles, puzzles, books, and information regarding other family fun and resources in the community. We will gather to sing songs, read a book, bring out the parachute or have a parade. This is a great opportunity to meet old friends or come and make new friends. Don't forget your sunscreen, a drink and a snack. If it is raining and we are scheduled for an outdoor location, we will not be playing. Call the Family Resource Network at 781-246-5187 if you are in doubt. **Drop-in.**

**Family Resource Network In The Community Locations Time: 10:00 am – 11:00 am**

|                      |   |
|----------------------|---|
| Tuesday, July 12     | Steele Park (behind Stoneham Town Hall), Pine Street, Stoneham        |
| Wednesday, July 13   | Mapleway Playground, Greenwood Avenue, Wakefield                      |
| Thursday, July 14    | Lynnfield Library Children's Room, 18 Summer Street, Lynnfield        |
| Tuesday, July 19     | Flint Memorial Library, Activity Room, 147 Park Street, North Reading |
| Wednesday, July 20   | Mapleway Playground, Greenwood Avenue, Wakefield                      |
| Thursday, July 21    | Ginn Field, 35 Waterfield Road, Winchester                            |
| Tuesday, July 26     | Tot Lot, Bancroft Street (by the tennis courts), Reading              |
| Wednesday, July 27   | Mapleway Playground, Greenwood Avenue, Wakefield                      |
| Thursday, July 28    | Steele Park (behind Stoneham Town Hall), Pine Street, Stoneham        |
| Tuesday, August 2    | Ginn Field, 35 Waterfield Road, Winchester                            |
| Wednesday, August 3  | Mapleway Playground, Greenwood Avenue, Wakefield                      |
| Thursday, August 4   | Flint Memorial Library, Activity Room, 147 Park Street, North Reading |
| Tuesday, August 9    | Tot Lot, Bancroft Street (by the tennis courts), Reading              |
| Wednesday, August 10 | Mapleway Playground, Greenwood Avenue, Wakefield                      |
| Thursday, August 11  | Lynnfield Library Children's Room, 18 Summer Street, Lynnfield        |
| Tuesday, August 16   | Steele Park (behind Stoneham Town Hall), Pine Street, Stoneham        |
| Wednesday, August 17 | Mapleway Playground, Greenwood Avenue, Wakefield                      |
| Thursday, August 18  | Ginn Field, 35 Waterfield Road, Winchester                            |

**Melrose Recreation Dept. - Story Time & Parachutes**

**Registration required, call: 781-979-4179**

**Ages:** 2-5 years old **Cost:** \$14 **Time:** 10:15 am – 11:00 am **Dates:** Fridays, July 15 – Aug 5 **Location:** \*See Below Lay your blanket down and join the Melrose Recreation Department as Kathy Harlow from the Family Resource Network reads books and sings songs. Kathy will share ideas of things to do with kids at home to reinforce the story and keep literacy a part of each day. After we read, all participants will have a chance to work off that energy by running underneath and all around our giant parachute. After the class, stay and enjoy the Pizza Party Friday event.

**Dates & Locations for Story Time & Parachutes:** \*Location for this program changes each Friday\*

**July 15** Gooch Park (Florence & Maple St.); **July 22** Hesseltine Park (Hesseltine Ave.); **July 29** Lincoln Park (Pleasant St. Rear Lincoln School); **Aug 5** Common Park (Laurel and Foster St.) **Registration required online**  
[www.cityofmelrose.org](http://www.cityofmelrose.org) or call the Melrose Recreation Dept. at 781-979-4179.