

MEMORANDUM

Date: July 14, 2015

To: Select Board

From: Tim Neyhart

Re: New Alternate Inspector

I would like to request that your Board consider appointing Mr. Thomas Quinlan, Jr. to the position of Alternate Building Inspector.

The reason for the request is that sometimes it has been very difficult to get one of the Alternates, as listed below, to fill my position when needed. I wish to have a number of Alternate Inspectors appointed so I can be assured that one or more can help out when needed. With Mr. Quinlan being a Hadley resident; we can call upon his services during emergencies as well as when I am on vacation. He will be able to also perform after hour inspections where upon mileage expenses will be greatly minimized.

For your convenience I have listed the appointed Alternate Inspectors to date and also have attached a copy of Mr. Quinlan's resume.

To date the Town has appointed the following:

Mr. David Waskiewicz

Mr. Steven Reno

Mr. Carl Dietz

Thank you for your consideration.

Thomas F. Quinlan, Jr.
OUTLINE OF EXPERIENCE

2014 to Present

Full time Building Commissioner for the Town of Southampton, MA. Part-time Local Building Inspector for City of Easthampton & Town of Sunderland, MA.

1986 to 2013

Owned and operated my own construction business (Quinlan Builders). Have estimated and coordinated all aspects of jobs from ordering materials and coordinating all employees as well as subcontractors, to the payroll and paying suppliers, for both residential and commercial jobs.

Have done various commercial and residential work from demo to complete build outs. I have built and sold approximately 50 residential homes, developing the land and dealing with Town Boards for approval for many projects. I have estimated these homes along with many other projects including additions, bathrooms, kitchens, siding, roofing, etc. during which time I also ran my crew along with all needed subcontractors. I also did the estimating and ordering of all needed materials. This also included the finances to pay payroll and suppliers.

Some examples of the commercial projects I ran are as follows: restaurants such as Gitano's (Italian restaurant) in Westfield, Subways, Furnari Jewelry Shop, O'Connell's Convenient Stores, Dream Machine (arcade), a billiards-bar and many other commercial projects including metal framing, suspended ceilings, and commercial ceilings. I've built complete commercial buildings as well as remodeling of office space for specific uses (doctors office, dentist, etc.).

1985 to 1986

Worked for my father as a supervisor for Tom Quinlan Roofing and Remodeling. This included estimating jobs, running of crews and coordinating all employees and subcontractors. This included both residential and commercial projects.

1980 to 1985

Worked for my father as an apprentice for Tom Quinlan Roofing and Remodeling. This included both residential and commercial projects.

1985

Attended Roger Williams College for one semester of architecture.

1983 to 1985

Worked at Stop & Shop Supermarkets in produce stocking shelves.

Thomas F. Quinlan Jr.
9 Hillside Drive
Hadley, MA 01035

I just wanted to tell you a little about myself and why I feel I would qualify for your position with my past experience.

I grew up in Hadley, Massachusetts and currently live at 9 Hillside Drive with my two children. I attended Hadley Public Schools. I graduated in 1985 from Hopkins Academy. During high school I worked for my father's company, Tom Quinlan Roofing & Remodeling, involving all types of construction. I also worked part-time in 1983 through 1985 for Stop & Shop stocking shelves. I went to Roger Williams College as an architecture major in 1985 for one semester. I found I preferred to be out working in the field, and so after one semester went back to work for my father's company (Tom Quinlan Roofing & Remodeling). At this time I helped to run a crew on various residential and commercial projects. I continued to take night classes at STCC for a year and a half. During this time I completed my apprenticeship and received my Construction Supervisor's License.

In 1988 I started my own construction company, Quinlan Builders. Since then I have done various commercial and residential work from demo to complete build outs. I have built and sold approximately 50 residential homes, developing the land and dealing with Town Boards for approval for many projects. I have estimated these homes along with many other projects including additions, bathrooms, kitchens, siding, roofing, etc. during which time I also ran my crew along with all needed subcontractors. I also did the estimating and ordering of all needed materials. This also included the finances to pay payroll and suppliers.

Some examples of the commercial projects I ran are as follows: restaurants such as Gitano's (Italian restaurant) in Westfield, Subways, Furnari Jewelry Shop, O'Connell's Convenient Stores, Dream Machine (arcade), a billiards-bar and many other commercial projects including metal framing, suspended ceilings, and commercial ceilings. I've built complete commercial buildings as well as remodeling of office space for specific uses (doctors office, dentist, etc.).

I have also been approved by the Commonwealth of Massachusetts Department of Public Safety to proceed with the examination process to become certified as a building code enforcement official. I have taken my 1A, 1B, as well as my 3B Exams and passed all three. I am now certified Local Building Inspector. Enclosed is my passing test certificates as well as my certification.

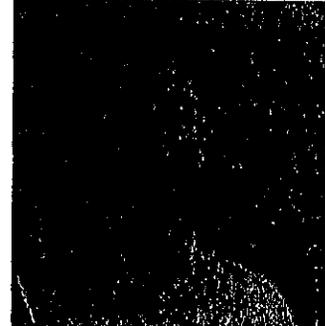
My Construction Supervisor's License (unrestricted #CS53107) is up to date. I have received my Lead Abatement License. I also carry a Mass Realtor's License.

Thank you for your time and I hope this information will help in the choosing of who you hire for this position.

Examination Score Report

This report certifies that THOMAS F QUINLAN, ID No. 029-46-2761, has taken an examination through Prometric and achieved the results detailed below.

THOMAS F QUINLAN
9 HILLSIDE DRIVE
Hadley, MA 01035



Examination: 1A - Building Inspector - One-and Two-Family Dwellings
Exam Date: 04/01/2014
Grade: PASS

Congratulations! You passed the 1A - Building Inspector - One-and Two-Family Dwellings examination for the National Certification Program for Construction Code Inspectors (NCPCCI). A score of 70 percent or higher is required for passing. **Please Note: Numerical total score and diagnostic code information are not reported to passing candidates to avoid the potential misuse of scores in the workplace.**

In order to obtain your license or certificate, please contact the appropriate code organization listed in the front of the NCPCCI Candidate Information Bulletin. They will provide you with the information and/or application you need to apply for your certificate or license.

If you have any questions or need a copy of the Registration Form or Bulletin, please visit our Web site at www.prometric.com, call 800.864.5309, or write to:

Prometric
ATTN: NCPCCI Registration
1260 Energy Lane
St. Paul, MN 55108

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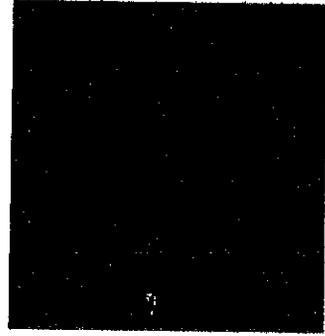
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TFQ JR

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Examination Score Report

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THOMAS F QUINLAN
9 HILLSIDE DRIVE
Hadley, MA 01035



Examination: 1B - Building Inspector - General
Exam Date: 11/13/2014
Grade: PASS

Congratulations! You passed the 1B - Building Inspector - General examination for the National Certification Program for Construction Code Inspectors (NCPCCI). A score of 70 percent or higher is required for passing. **Please Note: Numerical total score and diagnostic code information are not reported to passing candidates to avoid the potential misuse of scores in the workplace.**

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1260 Energy Lane
St. Paul, MN 55108

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11/13/2014

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Examination Score Report

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THOMAS F QUINLAN
9 HILLSIDE DRIVE
Hadley, MA 01035



Examination: 3B - Fire Protection - General
Exam Date: 05/11/2015
Grade: PASS

Congratulations! You passed the 3B - Fire Protection - General examination for the National Certification Program for Construction Code Inspectors (NCPCCI). A score of 70 percent or higher is required for passing. **Please Note: Numerical total score and diagnostic code information are not reported to passing candidates to avoid the potential misuse of scores in the workplace.**

In order to obtain your license or certificate, please contact the appropriate code organization listed in the front of the NCPCCI Candidate Information Bulletin. They will provide you with the information and/or application you need to apply for your certificate or license.

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ATTN: NCPCCI Registration
1260 Energy Lane
St. Paul, MN 55108

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5-11-15

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The Commonwealth of Massachusetts



State Board of Building Regulations and Standards

Hereby certifies that

Thomas F. Quinlan, Jr.

Meets the qualifications as provided under the provisions of chapter 143 s 3 as amended by chapter 168 of the Acts of 1992, and is certified as a

Local Inspector

In testimony whereof, this certificate is issued on said date.

May 14, 2015

Date

Administrator / Chief

Certificate Number: BO-1885

MEMORANDUM

Date: July 15, 2015

To: Select Board

From: Municipal Buildings Committee

Re: Surveying of Town properties

The Municipal Buildings Committee voted last night to accept the estimate from Holmberg & Howe Professional Land Surveyors for professional services in surveying the below listed town properties:

1. DPW Garage & Wastewater Treatment Plant 230 Middle Street
2. Hadley Town Hall 100 Middle Street
3. Russell School 135 Russell Street
4. Senior Center 46 Middle Street

Attached is a copy of the estimate. The MBC requests the Select Board to vote to proceed in the surveys.

Sincerely;

MBC members



Via Email
inspections@hadleyma.org

June 2, 2015, Revised June 15, 2015

Tim Neyhart
Town of Hadley
100 Middle Street
Hadley, MA 01035

RE: Survey Projects

Dear Mr. Neyhart:

Holmberg & Howe, Inc. is pleased to provide this revised proposal for land surveying services for town owned land located at 230 South Middle Street (Wastewater Treatment Plant/DPW), 100 Middle Street (Town Hall), 135 Russell Street (Russell School) and 46 Middle Street (Senior Center).

General Scope of Services

The basic scope of services is the same for all locations:

- Research at the Registry of Deeds and Town Hall.
- Fieldwork to locate sufficient evidence to determine the property lines.
- Preparation of a recordable plan.
- Setting of monumentation at the property corners, where applicable.

1. 230 South Middle Street – Wastewater Treatment Plant/DPW

This property was taken by the Town by two instruments in 1963 and 1967 respectively. The 1963 instrument references an unrecorded plan done for the Town by Tighe & Bond in 1962. This property should be a straight forward survey project based on preliminary research.

Fee: \$3,225

87 Union Street, P.O. Box 945 Easthampton, MA 01027-0945
Telephone (413) 529-1700 Facsimile: (413) 529-2237
e-mail: lholmberg@holmberghowe.com

2. 100 Middle Street (Town Hall) & 135 Russell Street (Russell School)

With the two properties essentially located next to each other, it makes sense to combine the sites into a single project.

The difficulty of these two sites is their age; both locations may be part of the earliest defined tracts in Hadley and finding the source deeds may be difficult. The property lines of the Russell School lot appear to have been delineated by recorded surveys located on the south, west and north and, assuming monumentation can be found and verified, should be reproducible without the source deed.

The Town Hall lot may be a different story. The property may originally been laid out by the first maps of the Town so the records within the Town itself will have to be investigated with the assistance of the Town Clerk and Historical Commission. I have found the reputed source deeds for the Congregational Church from 1841; unfortunately, these deeds have no dimensions. According to a 1929 deed from the Church to Henry Johnson, now the Farm Museum, there may indeed be a strip of land between the Town Hall and the Museum that belongs to the Church.

Fee: \$4,800 estimated

Due to the uncertainty about the amount of time required to conduct the deed research, we have provided a budget figure based on ten (10) hours of research time. If the entire time is not needed, it will be deducted from the final invoice. If it appears the research will go beyond the allotted time, we will meet with the Town to discuss options.

3. 46 Middle Street (Senior Center)

This site, while physically close to the Town Hall, is far enough away to be considered a separate project in terms of a final plan. However, fieldwork can be conducted in conjunction with the Town Hall/ Russell School Project to save on the mobilization costs.

Preliminary research on this site has been encouraging; the question remains as to whether there is sufficient monumentation to recreate property lines.

Fee: \$3,225

If Projects 2 and 3 are done concurrently, the combined fee will be \$7,500 estimated. The uncertainty clause in Project 2 is still applicable.

Deliverables for each Project

- A recordable Mylar Plan
- Eight (8) paper prints

Estimated Completion Date

The estimated completion date is 30 days from the receipt of Authorization to Proceed.

This proposal constitutes an agreement when signed by both parties, Holmberg & Howe, Inc. ("Surveyor") and Town of Hadley ("Client"). In the event that the Surveyor is obstructed or delayed in the completion of said services by any act of the Client or the Client's agents or by any act beyond the control of the Surveyor including, but not limited to, inclement weather, excessive snow or ice on the ground, illness, strikes, failure of equipment, unanticipated degree of difficulty encountered in performing said services, or delay created within or by approving agencies, then the time herein fixed for the completion of the services shall be extended for a period of time equivalent of the time lost by reason of any or all of the aforementioned causes. If the Surveyor encounters significant unforeseen conditions that may require modification of this Agreement, the Surveyor shall immediately inform the Client verbally of the problems encountered followed by a written explanation. The Surveyor shall suspend work on the project until the Client has been consulted and the Agreement has been renegotiated.

TERMINATION: This Agreement may be terminated by either party upon five (5) days written notice in the event of persistent failures of performance of material terms and conditions of the Agreement by the other party through no fault of the termination party. The Surveyor shall then be paid for the services completed up to the time of the termination dated based upon the above-described fees.

OWNERSHIP OF DOCUMENTS: All documents, including original drawings, estimates, specifications, field notes and data are and shall remain the sole and exclusive property of the Surveyor as instruments of service. Data concerning survey control will remain the exclusive property of the Surveyor. The Client may, at his expense, obtain record prints of electronic data (except survey control) and drawings, in consideration of which the Client will use them solely in connection with the above-described project.

STANDARDS: All survey work will comply with the technical and procedural standards for the practice of land surveying in Massachusetts as defined by 250 CMR Section 6.

CERTIFICATIONS: Surveyor will provide a Surveyor's Certificate or an ALTA Certification only on projects for which we have performed a full boundary survey, or an ALTA survey, respectively. The need for any Certificate must be specified in advance of any work on the project and may result in renegotiation of the fee prior to providing services.

RIGHTS OF ENTRY: The signing of this contract gives authorization for Surveyor's personnel to enter upon the site to conduct site examinations, surveys, and other work as required to accomplish the Scope of Services. The Client understands that these surveys and tests may require the cutting of trees and brush. If the Client is not the record Owner of the site at the time this contract is executed, it shall be the Client's responsibility to obtain right of entry from the Owner of record.

LIMITATION OF PROFESSIONAL LIABILITY: To the fullest extent permitted by law, the total liability in the aggregate, of Surveyor and Surveyor's officers, directors, employees, and independent professional associates, to the Client and/or Owner and any one claiming by, through or under Client and/or Owner, for any and all injuries, losses, expenses, or damages whatsoever to the extent caused by the negligent, errors, omissions, of Surveyor or Surveyor's officers, directors, employees, or any of them, shall not exceed the total compensation received by Surveyor under this Agreement.

AMENDMENT OF AGREEMENT: This Agreement may be amended only in writing signed by the Client and the Surveyor.

APPLICABLE LAW: Unless otherwise specified, the Agreement shall be governed by the laws of the Commonwealth of Massachusetts.

TERMS: Statements will be rendered at the completion of the work, and are due within thirty (30) days. A finance charge of 1 ½% per month (18% per year) on all sums will be added to the then unpaid balance after thirty (30) days from the date of billing.

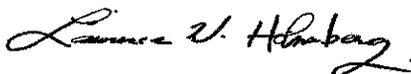
COLLECTION: The Client agrees to pay all costs of collection, including reasonable attorney's fees.

This proposal is null and void unless executed by the Client and returned to the Surveyor within thirty (30) days.

Thank you for asking us to prepare this proposal. If you have any questions regarding this proposal, please call. We look forward to working with you.

Very truly yours,

Holmberg & Howe, Inc.



Lawrence W. Holmberg
Project

Holmberg & Howe, Inc.
Land Surveyors

Manager