



**Fairhaven Select Board
Meeting Minutes
November 22, 2021**

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FAIRHAVEN,
MASS.

Present: Chairman Robert Espindola, Vice-Chairwoman Stasia Powers, Clerk Keith Silvia, Interim Town Administrator Wendy Graves, and Administrative Assistant Vicki Oliveira

The meeting was videotaped by Cable Access and Zoom meeting application.

Chairman Robert Espindola opened the meeting at 6:32 pm in the Town Hall Banquet Room.

Minutes

Ms. Powers made a motion to approve the Open Session minutes of November 8, 2021. Mr. Silvia seconded. Vote was unanimous. (3-0)

Town Administrator Report

Ms. Graves will discuss more during the Town Administrator planning item (E7)

Committee Liaison Reports

Ms. Powers met with the Cable Advisory Committee school using some other types of streaming services.

Mr. Silvia said the Historical Commission held the first demo delay hearing. The commission had a walk through at the property and will make their determination at the next meeting.

Mr. Silvia said the Rogers Reuse Committee met and discussed putting out a new Request for Proposal (RFP). The Town did not receive the historical grant that would have been used for Rogers School.

Mr. Silvia attended the reading of Pirates Gold by Andrew Coe and wanted to buy book but they were all sold out.

Mr. Espindola said Broadband has not met since the last Select Board meeting but Mr. Espindola and Broadband Chairman Sean Powers met with school representatives to discuss possible locations for fiber optics. Mr. Espindola also met with the Board of Public Works to discuss Broadband. Ms. Graves will be looking for parcels for this project.

Commission on Disability

Mr. Espindola read a letter from Jenna Benoit requesting to join the Commission on Disability. Ms. Benoit, via zoom, said she was very excited about joining the commission. Commission Chairperson Marcus Ferro said the commission is just relaunching after COVID and they are trying to do some great things and are always looking for new members.

Ms. Powers made a motion to appoint Jenna Benoit to the Commission on Disability. Mr. Silvia seconded. Vote was unanimous. (3-0)

Fairhaven Homecoming Day Fair

Mr. Espindola read a letter from Homecoming Day Fair Chairperson Barbara Acksen requesting the use of Town Hall and assistance from town departments.

Motion to approve the Homecoming Day Fair on June 25, 2022 and request that Ms. Acksen submit the paperwork associated with holding the fair. Mr. Silvia seconded. Vote was unanimous. (3-0)

Homecoming Banner

Mr. Espindola read a letter from Fairhaven Improvement Association (F.I.A.) President Frank Fostin regarding hanging the Homecoming Day Fair banner prior to the fair day, over the Town Hall as they have done for the past 44 years. F.I.A will be repairing the wire that holds the banner.

Ms. Powers made a motion to create a standing order effective November 22, 2021 that will allow the annual Homecoming Day Fair banner to fly for 2 weeks prior to the fair and one week after the fair. Mr. Silvia seconded. Vote was unanimous. (3-0)

Meet and Greet Precinct 6

There was no one from Precinct 6 who wished to speak.

Remove“Children” Sign

Mr. Espindola said there was a request to remove the “Children” sign at 8 Chambers Street. The Police have approved the removal of this sign.

Ms. Powers made a motion to approve the removal of the “children” sign from 8 Chambers Street. Mr. Silvia seconded. Vote was unanimous. (3-0)

15-Minute Parking Sign – Fairhaven Pharmacy, 72 Main Street

Mr. Espindola read request from Fairhaven Pharmacy at 72 Main Street for a 15-minute parking sign for their customers. The Police Department has approved the addition of this sign.

Ms. Powers made a motion to approve the 15-minute parking sign at Fairhaven Pharmacy in front of 72 Main street. Mr. Silvia seconded. Vote was unanimous. (3-0)

Change of Manager – Ice House, LLC

At 7:00 pm Mr. Espindola opened the public hearing for the change of manager at the Ice House. There were no comments or questions from anyone in the meeting.

Ms. Powers made a motion to approve the change of manager for Ice House LLC 136 Huttleston Ave. Mr. Silvia seconded. Vote was unanimous. (3-0)

At 7:02 pm Mr. Espindola closed the hearing.

Mr. Silvia left room at 7:02 pm

Update from The Collins Center on Town Administrator Search Process

Collins Center consultant, Mary Aicardi, informed the Board that there were two late withdrawals as the committee was scheduling interviews. The interviews were conducted with the remaining 5 candidates and narrowed to 2 to forward to the committee. The Committee recently learned that one of the two has withdrawn.

The recommendation is to repost the position with a short deadline, indicating the search has been extended. The screening committee will meet in early December and try to have interviews in December, or worst case, the first of January.

Both Mr. Espindola and Ms. Powers expressed their disappointment but feel the committee has made the right decision to bring the most qualified candidate to Fairhaven.

Mr. Silvia returned at 7:05 pm

Updates from the Stratford Group Housing Project

Mr. Espindola said he reached out to the Stratford Group regarding the application process so the residents could be updated on the progress. Mr. Espindola said the applications will be available on December 1, 2021 with the deadline being January 31, 2022. Resident can go to: <https://www.hallkeen.com/listing/oxford-school-residences> for more information.

Town Administrator Planning and Time Sensitive Responsibilities

Mr. Espindola and Ms. Graves had a meeting to discuss various projects/issues that have been delayed due to the Town Administrator search. Ms. Graves has produced a list of items that need to be worked on and cannot wait until a new Town Administrator is hired. (Attachment A) The goal is to try to bring some of these things forward now and to not overwhelm the new person.

Mr. Espindola and Ms. Graves spoke with former town administrator Mark Rees, who is willing to do specific projects to help out and will not be doing any day to day operations.

Mr. Rees will sit with Ms. Graves and propose an employment agreement for a part-time work from home position and come in to Town Hall as needed.

Ms. Powers made a motion to support authorization of Ms. Graves to hire Mr. Rees, former Fairhaven Town Administrator, for a part-time position as a part time special coordinator for the Town of Fairhaven starting as soon as an employment arraignment can be worked out. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mask Mandate update

Mr. Espindola read a memo from Health Agent Dave Flaherty suggesting “the Board maintain its policy for a Strong Mask Advisory” for all municipal buildings.

Wreaths Across Fairhaven

Mr. Espindola read a memo from the Veterans Agent reminding residents that since 2019, the Veterans Office with the help of the Fairhaven Improvement Association, will be holding the

“Wreaths Across Fairhaven” at Riverside and Nasketucket cemetery. Anyone who is interested in donating can do so through the Veterans wreath gift account. (Attachment B)

Grant Awards

Mr. Espindola said the Town has been awarded the following grants (Attachment C):

- Green Communities: \$184,956
- Community Planning: \$75,000
- Sustainable Materials Recovery Program: \$11,000

Deadline for submission of Town Report Cover Photos

Mr. Espindola said the submission for town report cover photos is January 3, 2022.

Notes and Announcements

Mr. Espindola stated the Commissioner of Trust Funds and the Charter Committee each has a vacancy.

Mr. Silvia would like an item on the agenda for the next meeting regarding an email from Clifford and Kenny.

Mr. Espindola remind residents about The Turkey Trot on Thanksgiving Day in morning.

Ms. Powers reminded residents the annual Thanksgiving Day football game is in Dartmouth this year. There will be a parade, pep rally and bon fire on Wednesday night.

The Select Board wished everyone a Happy Thanksgiving.

At 7:46 pm, Ms. Powers made a motion to adjourn. Mr. Silvia seconded. Vote was unanimous. (3-0)

Respectfully submitted,



Vicki L. Oliveira
Administrative Assistant
(Approved 12/6/2021)

- A. Town Administrator Time sensitive projects
- B. Wreaths across Fairhaven memo
- C. Grant award letters

Attachment A

Town Administrator planning and time sensitive responsibilities	
1	Goals & Objectives Session
2	Decide ARPA Funding
3	Town Counsel Replacement
4	Reform Wellness
5	Public Safety Facility
6	Land Swap Union Wharf
7	Boat Slip issue
8	Real Estate Matter-North Street
9	RFP's for Broadband
	A. Engineering
	B. Project Management
	C. Construction
	D. Open Access Operations
10	Special Town Meeting 2/14/22
11	DOR Audit
12	Melanson Audit
13	Set Tax Rate
14	Capital Budget
15	GF Budget
16	Hiring- COA Director and 2 Clerks

Attachment B

November 22, 2021

To: Selectboard Members

From: Brad Fish, VSO

We started a tradition of laying Wreaths Across Fairhaven in 2019 in association with the Fairhaven Improvement Association.

We gather with anyone who wishes to attend at Riverside Cemetery to place the wreaths in general areas throughout. Jane and myself place wreaths also in Nasketucket and Woodside Cemeteries.

We started out this tradition in a humble way and have continued even through last year during the pandemic.

We advertise that the Veterans Services Office will accept donations for the expense of purchasing the wreaths, ribbons, decals and stands. All donations are listed and sent to the Town Accountant to enter into the Veteran Wreaths Gift Account.

All donor names are read aloud at Riverside Cemetery.

This year we will gather on December 4, 2021 at 10:00 AM.

Brad Fish

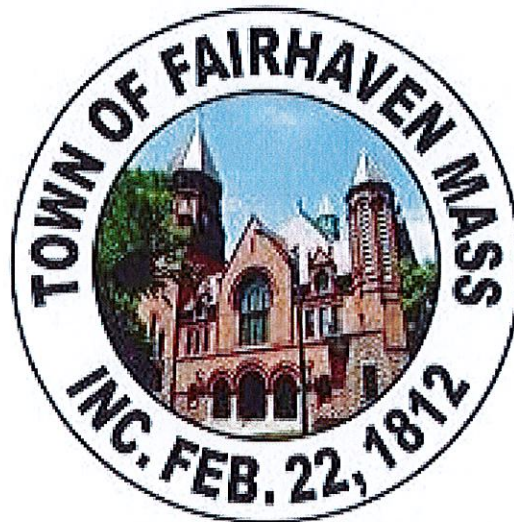
WREATHS ACROSS FAIRHAVEN



THE VETERANS SERVICE
OFFICE IS NOW TAKING
DONATIONS FOR OUR
WREATH LAYING IN
OUR FAIRHAVEN
CEMETERIES ON
DECEMBER 4, 2021

PLEASE SEE BRAD OR
JANE TO DONATE BY
NOVEMBER 29, 2021

Fairhaven 2021 Competitive Round Projects



March 17th, 2021

Disclaimer

This report is not for general use and is the property of Energy Source.

All savings estimates, and rebates must be considered estimated until reviewed and approved by the utility companies designated within this report.

For any questions regarding this report, please contact Rich Finn, Director of Project Development, for Energy Source, Inc. at 781-267-8495. Any additional use of this report is prohibited unless permission is given in writing from Energy Source, Inc.

Item	Power (kW)	Power (kW)	Power (kW)
1	30 kW	30 kW	30 kW
2	25 kW	25 kW	25 kW
3	30 kW	30 kW	30 kW
4	15 kW	15 kW	15 kW

The estimated energy savings of 1,111 kWh can be realized from the measures...
 based on an estimate total cost savings of \$2,544 can be realized.

ECM #1 – High Efficiency Transformers at the Fairhaven High School

Existing Condition

Fairhaven High School uses low voltage transformers to step voltage down from 480V to 120/208V. The transformer process is not 100% efficient and there are two different types of losses associated with the process; core losses and winding losses. Transformer efficiency has improved over time and high-efficiency transformers are now available with reduced losses, which can save substantial amounts of energy.

Energy Conservation Measure Details

It is recommended that (11) eleven standard efficiency transformers are replaced with Rex High Efficiency Transformers. By implementing this measure, the overall energy consumption of the transformers will decrease which will lead to annual energy cost savings.

The scope of work includes the following:

- Furnish and install eleven Rex High Efficiency Transformers
- Removal of existing Transformers

Below is a summary of existing & proposed transformer sizes/quantities:

Existing Standard Efficiency Transformers	Qty	Proposed High Efficiency Transformers	Qty
300 kVA	1	300 kVA	1
75 kVA	5	75 kVA	5
30 kVA	4	30 kVA	4
15 kVA	1	15 kVA	1

An estimated annual energy savings of 53,191 kWh can be realized from this measure; therefore, an estimated total cost savings of \$9,574 can be obtained.

Implementation

The implementation of this measure requires the purchase and installation of eleven Rex high-efficiency transformers as well as the removal of the old transformers. The installation of the transformers will require a temporary shutdown of power for affected areas. It is recommended that the project be completed during the summer months, if possible, to minimize/avoid disruptions to the school. The total material and installation cost of the transformers is shown below:

Energy Conservation Measure	Total Project Cost	Estimated Utility Incentives	Net Customer Cost	Annual Savings		Payback (yrs)
				kWh	Cost	
High Efficiency Transformers	\$84,127	\$10,638	\$73,489	53,191	\$9,574	7.7

Utility incentives of \$10,638 are estimated to be obtained as well; therefore, the adjusted customer cost is estimated at \$73,489. The simple payback is calculated as follows:

$$\text{Payback Period} = \frac{\text{Customer Cost}}{\text{Cost Savings}} = \frac{\$73,489}{\$9,574} = 7.7 \text{ years}$$

ECM #2 – Building Automation Controls & VFD's at the Fairhaven High School

Existing Condition

Fairhaven High School has an existing building automation system. However, many pieces of HVAC equipment are not tied into this system and are reliant on antiquated and poorly performing pneumatic controls. Functionality is very limited with these controls so often times equipment runs much longer than necessary and excessive energy is consumed.

Energy Conservation Measure Details

It is recommended that additional HVAC equipment is integrated into the existing building management system. This will allow for advanced scheduling, optimal start/stop, demand control ventilation, DDC temperature control, trending capabilities, remote access, as well as alert notifications. The result will be a much tighter controlled system that consumes less energy and provides valuable information for the facilities staff. Below is a listing of the proposed scope of work for this measure:

Stage & Auditorium: ACU-2&3

- A Honeywell Spyder control panel will be fabricated and programmed to operate each RTU.
- A Honeywell TR42 room sensor will be used to control the unit with local temperature adjustment.
- A VFD will be furnished and installed on the supply fan. The fan will modulate based on heat, cool, and ventilation demands.
- A CO2 sensor will be installed for demand control ventilation.
- Optimum start/stop schedules will be utilized.
- Outside air damper actuator will be converted from pneumatic to electronic.
- Existing pneumatic HW Valve will be retrofitted to electronic.

Main Office: ACU-1 + VAV Boxes (9)

- A Honeywell BACnet Spyder controller will be furnished, installed, and programmed for each terminal box.
- A hard-wired digital wall sensor with set point and temporary occupancy will be furnished and installed for each zone.
- Existing 24VAC transformers are to be reused.
- A modulating hot water valve will be furnished to replace the existing baseboard radiation pneumatic valve.
- A Honeywell Spyder control panel will be fabricated and programmed to operate the RTU.
- The RTU will be programmed to operate as VVT zoning.
- A VFD will be furnished and installed on the supply fan. The fan will modulate based on heat, cool, and ventilation demands.
- A CO2 sensor will be installed for demand control ventilation.
- Optimum start/stop schedules will be utilized.
- Outside air damper actuator will be converted from pneumatic to electronic.

Café H/V-3

- A Honeywell Spyder control panel will be fabricated and programmed to operate the air handling unit.
- A Honeywell TR42 room sensor will be used to control the unit with local temperature adjustment.
- A VFD will be furnished and installed on the supply fan. The fan will modulate based on heat, cool, and ventilation demands.
- A CO2 sensor will be installed for demand control ventilation.
- Optimum start/stop schedules will be utilized.
- Outside air damper actuator will be converted from pneumatic to electronic.
- Existing pneumatic baseboard HW Valve will be retrofitted to electronic.
- Existing pneumatic duct reheat HW Valve will be retrofitted to electronic.

Exhaust Fan Controls (13)

- BACnet RIB relays will be used to start/stop exhaust fans and monitor run status.
- Existing pneumatic damper actuators will be converted from pneumatic to electronic.

AHU-1 thru AHU-4 (these units are already tied to the BMS)

- A VFD will be furnished and installed on the supply fan. The fan will modulate based on heat, cool, and ventilation demands.

Implementation

The implementation of this measure requires the purchase and installation of the necessary sensors, actuators, valves, and controllers. Programming and training are also included in the scope of work. The pricing quoted is for 1st shift work so it is recommended that this project is installed over the summer. The total material and installation cost of the control system is shown below:

Energy Conservation Measure	Total Project Cost	Estimated Utility Incentives	Net Customer Cost	Annual Savings		Annual Savings		Total Cost Savings	Payback (yrs)
				kWh	Cost	Therms	Cost		
Energy Management System with VFD's	\$99,300	\$9,600	\$89,700	105,631	\$19,014	4,868	\$4,868	\$23,882	3.8

Utility incentives of \$9,600 are estimated to be obtained; therefore, the adjusted customer cost is estimated at \$89,700. The simple payback is calculated as follows:

$$\text{Payback Period} = \frac{\text{Customer Cost}}{\text{Cost Savings}} = \frac{\$89,700}{\$23,882} = 3.8 \text{ years}$$

Notes / Clarifications:

- During commissioning, any mechanical deficiencies will be documented, and repairs will be quoted as required.
- All control wiring to be installed per electrical code.
- All exposed wiring to be installed in EMT. All wiring above acoustical ceilings to be open plenumcable.
- One-year warranty on labor, materials, and workmanship.
- Point-to-point CAD control drawings will be provided.
- All work is to be during normal business hours, Monday-Friday: 7:00AM-3:30PM.

ECM #3 – LED Lighting at the Fairhaven High School

Existing Condition

Fairhaven High School has already converted most of the lighting in the building to LED's. There are, however, many 8" downlights that still utilize compact fluorescent bulbs.

Energy Conservation Measure Details

It is recommended that the 8" fluorescent downlights be retrofitted with new 8" LED downlights. These LED lights consume less energy and have an extremely long life.

Implementation

The implementation of this measure requires the purchase and installation of (106) new LED downlights. Also included is recycling of the old compact fluorescent bulbs. The total material and installation cost of the LED downlights is shown below:

Energy Conservation Measure	Total Project Cost	Estimated Utility Incentives	Net Customer Cost	Annual Savings		Payback (yrs)
				kWh	Cost	
LED Lighting	\$14,767	\$0	\$14,767	17,384	\$3,129	4.7

There is currently an upstream rebate available for the proposed LED downlights of \$15 per fixture. This rebate has been factored into the above pricing and the net customer cost is \$14,467. The simple payback is calculated as follows:

$$\text{Payback Period} = \frac{\text{Customer Cost}}{\text{Cost Savings}} = \frac{\$14,767}{\$3,129} = 4.7 \text{ years}$$



energysource

Installation and Warranty Information

If you decide to proceed with this proposal, Energy Source will be responsible for the following tasks:

- Develop final equipment specifications and equipment layout
- Processing and filing of applications for utility incentives
- Material ordering and receiving
- Dismantling and removing existing systems from premises
- Construction
- Final walk-through with you
- Development and delivery of comprehensive project completion manual.

Installation

All installation staff will agree to submit to a CORI check before proceeding with project.

The removal and disposal of asbestos and toxic materials if present are the owner's responsibility and should be determined before proceeding with the project.

Warranty

Included with your project is a one-year warranty on all labor and materials provided by Energy Source. At the end of the first-year materials remain covered by standard warranties provided by their manufacturers. Warranty periods begin when the installation is completed. The owner has a one-month period following the completion of the installation to accept or reject work performed by Energy Source, after which time we will assume that the work has been accepted.



Commonwealth of Massachusetts

DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Charles D. Baker, Governor ♦ Karyn E. Polito Lt. Governor ♦ Jennifer D. Maddox, Undersecretary

October 1, 2021

Ms. Wendy Graves
Interim Town Administrator, Town of Fairhaven
40 Center Street
Fairhaven, MA 02719

Dear Ms. Graves:

RE: Fairhaven 997 Application

Thank you for submitting this application to the FY2022 Community One Stop for Growth. The three One Stop partner agencies worked together to carefully review and evaluate all eligible applications and recommended the most ready and highest-impact projects for a grant. Your application was reviewed by the program(s) that could best serve the project's funding needs.

On behalf of the Baker-Polito Administration, I am pleased to inform you that a grant in the amount of **\$75,000.00** from the **Community Planning** grant program has been approved. Congratulations on being one of the successful applicants.

This award is contingent the execution of a grant contract between the Town of Fairhaven and the Department of Housing and Community Development DHCD and the satisfaction of its special conditions and requirements. We will send the grant contract to the contact person identified in your application. We will also send grant administration and contract requirement guidance to highlight contractual and regulatory obligations before proceeding with activities authorized for grant funding. If you have any questions, please contact Chris Kluchman, FAICP, Acting Director at Chris.Kluchman@mass.gov, and Filipe Zamborlini, Community Grants Coordinator at Filipe.Zamborlini@mass.gov.

Finally, please note that **public announcement of this award is embargoed** until the Administration has had the opportunity to formally announce it through a local event and/or media release. Please refrain from sharing or publicizing news about this award outside of your organization until it is officially announced.

Congratulations once again. We look forward to working with you to address the Town of Fairhaven's housing and community development needs.

Sincerely,

Jennifer D. Maddox
Undersecretary, DHCD



Wendy Graves <wgraves@fairhaven-ma.gov>

Fwd: Community Planning Grant Embargo Lifted

1 message

Paul Foley <pfoley@fairhaven-ma.gov>
To: Wendy Graves <wgraves@fairhaven-ma.gov>

Thu, Nov 18, 2021 at 1:59 PM

Wendy,
Please find attached the award letter and below is the email lifting the embargo on announcing it.
Let me know if you need anything else.
Thanks,
Paul

Paul H. Foley, AICP
Director of Planning & Economic Development
Fairhaven, Massachusetts

Town Hall, 40 Center Street
(508) 979-4082 EXT. 122

----- Forwarded message -----

From: **Zamborlini, Filipe (OCD)** <Filipe.Zamborlini@mass.gov>
Date: Mon, Oct 25, 2021 at 3:37 PM
Subject: Community Planning Grant Embargo Lifted
To: Zamborlini, Filipe (OCD) <filipe.zamborlini@state.ma.us>
Cc: Kluchman, Chris (OCD) <chris.kluchman@state.ma.us>

Dear Community Planning Grantees,

The Community Planning Grant Program has been publicly announced today. **The embargo in place until this announcement is lifted effective immediately for the Community Planning Grant Program.** Please let us know if you have any questions. Please find a press release including the announcement here: Baker-Polito Administration Announces Over \$66 Million in MassWorks Funding | Mass.gov.

Best,
Filipe

Filipe Zamborlini

Community Grants Coordinator, Community Services Division
Department of Housing and Community Development (DHCD)
100 Cambridge Street, Suite 300
Boston, MA 02114
filipe.zamborlini@mass.gov

Please note: DHCD staff are working remotely, I check email frequently and will respond as soon as possible.



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

November 15, 2021

Dear Ms. Wendy Graves,

Congratulations! I am pleased to notify you that the Town of Fairhaven has been awarded a Recycling Dividends Program grant of \$11,000 through the Sustainable Materials Recovery Program. I want to thank you for your commitment to reducing waste and increasing recycling for the benefit of our communities and the environment.

Enclosed you will find further instructions from the Department of Environmental Protection on next steps. Please feel free to contact Wilfred Mbah if you have any questions.

Governor Charles D. Baker

A handwritten signature in black ink that reads "Charles Baker".

Lt. Governor Karyn E. Polito

A handwritten signature in black ink that reads "Karyn Polito".



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Kathleen A. Theoharides
Secretary

Martin Suuberg
Commissioner

November 15, 2021

Wendy Graves
Interim Town Administrator
Town of Fairhaven
40 Center Street
Fairhaven, MA 02719

Dear Ms. Graves,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Fairhaven Recycling Dividends Program funds under the Sustainable Materials Recovery Program. The Town of Fairhaven has earned 10 points and will receive \$11,000.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. The Recycling Dividends Program (RDP) provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling, and waste reduction. We are awarding over \$3.1 million in RDP payments to 226 municipalities in this round of funding. The next application for SMRP funding will be released in April 2022.

Recycling programs play a vital role in limiting our dependence on landfills and incinerators, reducing greenhouse gas emissions and supporting economic activity in the Commonwealth. Recycling Dividend Program funds foster investment in local programs including recycling equipment, organics diversion, outreach and education, pilot programs, school recycling, toxics reduction and more. MassDEP has invested in developing nationally recognized tools to assist municipalities with reducing recycling contamination and improving public awareness of smart recycling practices. We encourage you to utilize the [Recycling IQ Kit](#) and [Recycle Smart MA](#) website and to consult with your MassDEP [Municipal Assistance Coordinator](#) for assistance in implementing these best practices.

To accept your Recycling Dividends Program (RDP) award, please sign and return the attached RDP Contract via email before January 15, 2022. After we receive your signed contract, funds will be sent to your community. Should you have any questions, please email Wilfred Mbah at Wilfred.Mbah@mass.gov.

The increased challenge of maintaining our vital solid waste and recycling programs during a pandemic underscores the critical role of local government in keeping our communities safe and clean. Thank you for your continued commitment to recycling and waste reduction in Massachusetts.

Sincerely,

Martin Suuberg
Commissioner

cc: **Vincent Furtado, Public Health Superintendent**