

1. Agenda

Documents:

[2023.04.10\\_SB\\_AGENDA\\_AFTERNOON\\_2ND\\_REVISION.PDF](#)

2. Meeting Materials

Documents:

[SB\\_4.10.23\\_1\\_AGENDA\\_PACKET.PDF](#)

[2023.04.10\\_SB\\_AFTERNOON\\_AGENDA.PDF](#)

[2023.04.10\\_SB\\_AGENDA\\_AFTERNOON\\_REVISED.PDF](#)

**Town of Southborough, MA  
Meeting of the Select Board  
April 10, 2023 3:30 PM  
Training Room, Public Safety Building  
32 Cordaville Road, Southborough, MA 01772**

**2<sup>nd</sup> REVISED AGENDA**

**I. Call Meeting to Order**

**II. DPW Superintendent Position** (*Board may vote*)

- a. Interview
- b. Consideration of Appointment

**III. Adjournment**

Kathryn M. Cook, Chair

<b>UPCOMING MEETINGS</b>		
<i>April 25, 2023</i>		<i>May 2, 2023</i>

# TOWN OF SOUTHBOROUGH



## OFFICE OF THE SELECT BOARD

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662  
(508) 485-0710 · FAX (508) 983-7752 · [selectboard@southboroughma.com](mailto:selectboard@southboroughma.com)

TO Select Board  
FROM Vanessa Hale, Assistant Town Administrator  
RE Appointment of DPW Superintendent  
DATE April 4, 2023  
CC: Mark Purple, Town Administrator

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**Recruitment Process:** The position of DPW Superintendent was re-posted recently following the inability to secure a successful candidate in the first round. Once the Select Board contracted with Bernard Lynch from Community Paradigm, he handled the advertising, outreach and coordination.

**Recommendation:** After a detailed search, Mr. Lynch worked with me to screen the appropriate candidates and determine the pool of individuals to be further considered. Following that, virtual interviews were conducted by Mr. Lynch and myself. The strongest candidate, whom we determined to be the most suitable for Southborough, rose to the top quickly. A final interview was held in person and the panel agreed that Mr. Cundiff should be recommended for appointment. This panel consisted of Brian Ballantine, Finance Director, Mark Purple, Town Administrator and Brian Shea, former Selectman who also works professionally as an Engineer, with a distinct focus on municipal projects. The interview concluded with a site visit and tour of Southborough. Many thanks to Chris Leroy for his assistance.

The Town Administrator and I would like to recommend Mr. William Cundiff for appointment as DPW Superintendent. He has twenty-two years' experience as a department head in this area and also has varied and solid experience in the private sector prior to the municipal side. Mr. Cundiff is a certified P.E. In particular, he is well versed in the oversight of community/economic development, grants administration, green communities, pavement management, transfer station operations, water division maintenance, PFAS testing and procurement regulations.

His even-keeled nature, natural affinity to find compromise, ideas for communication of information to all businesses and residents and varied level of knowledge, skills and abilities make him a superb candidate to succeed Ms. Galligan.

**Summary:** Mr. Lynch has spoken to references and conducted a CORI check. He has communicated to me [and will share in person] that he believes him to be an excellent choice for the position.

Thank you for your consideration.

William J. Cundiff, P.E.



Bernard Lynch, Principal  
Community Paradigm Associates  
One Saddleback  
Plymouth, MA 02360

March 11, 2023

**Subject: Southborough - Superintendent of Public Works**

Dear Mr. Lynch:

Enclosed, please find a copy of my résumé that I am submitting for your consideration regarding the Superintendent of Public Works position that was advertised on the Massachusetts Municipal Association (MMA) website.

I am a Massachusetts Registered Professional Civil Engineer with over 30 years experience in Civil Engineering including project management; construction inspection; preparation of procurement documents; solid waste management; stormwater management; public road design and construction; building construction oversight, project permitting at the local, state and federal levels; and work with MassDOT District 3. Additionally, I have a strong computer background with experience in AutoCAD and GIS systems as well as php scripting. Furthermore, and of particular relevance, is the fact that I have worked for over 20 years as the Town Engineer/Department Head for the Town of Douglas Community Development Department as well as the Utilities & Facilities Superintendent for the Town of Spencer. I believe my diverse experience and municipal knowledge may prove to support me as an ideal candidate for this position.

If you have any questions or would like to schedule a time to meet, I may be reached at [REDACTED]. Thank you for your time and consideration.

Very truly yours,

A handwritten signature in blue ink that reads "Will. Cundiff".

William J. Cundiff, P.E.

Encl.

# **William J. Cundiff, P.E.**

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## **SPENCER UTILITIES & FACILITIES DEPARTMENT, Spencer, MA**

2/21 – Present: Utilities & Facilities Superintendent

The Utilities & Facilities Department is comprised of the Highway Department (9 employees), the Water Department (4 employees), the Transfer Station (5 employees), and the Utilities and Facilities Office (3 employees) and has a total annual operating budget of approximately \$1.9M. Projects managed during Mr. Cundiff's tenure include: HIGHWAY – \$9.5M Meadow Road Reconstruction TIP Project; Rt. 9 Reconstruction TIP Project; \$0.5M Hastings Road Small Bridge Grant; \$0.5M Paxton Road Bridge Rehabilitation Project; North Spencer Road Bridge Reconstruction TIP Project; Implementation of a Town-wide Pavement Management Plan including full-depth pavement reclamation, pavement mill & fill, and pavement overlay on various roads in Town utilizing CH90 Funds, WRAP Funds and local "FMPC" funds; managed several CDBG paving projects; obtained a \$400,000 complete streets grant for Ash Street sidewalk reconstruction; Capital Planning; and prepared annual contracts for line striping, line paint, patch paving, etc. WATER – Filter tank relining; Well cleaning and pump replacement; Water Storage Tank Ladder Replacement; PFAS testing; Capital Planning, etc. SOLID WASTE – Manage Transfer Station; prepare annual contracts; regulatory compliance; annual reporting, etc. UTILITIES & FACILITIES – New \$0.8M Salt Storage Shed; Green Communities projects; Library HVAC; Library Envelope Study; Fire Station Bathroom Renovation; NPDES MS4 stormwater permitting; MVP Grants; 319b Grants; etc.

## **DOUGLAS COMMUNITY DEVELOPMENT DEPARTMENT, Douglas, MA**

8/00 – 2/21: Town Engineer/Department Head

Mr. Cundiff was the director of the Community Development Department for the Town of Douglas. The department was comprised of a staff of two full time employees and two part time employees as well as the following boards: Building Facilities Construction Committee, Planning Board, Conservation Commission, Zoning Board of Appeals, Economic Development Commission, and Open Space Committee. Mr. Cundiff provided technical review and assistance for each of these boards. During his tenure in this capacity, Mr. Cundiff assisted the Planning Board in reviewing approximately 40 subdivisions and approximately 30 special permits; and the ZBA in reviewing 2 comprehensive permits (MGL Ch 40B) and approximately 15 site plans; and the Conservation Commission in the review of nearly 300 conservation filings.

In addition to providing these boards and committees a technical resource for interpretation of local bylaws, state laws and regulations and application submittal review, Mr. Cundiff assisted the Board of Selectmen with various municipal projects such as the following: a \$50M Elementary/Middle School Project, Library Accessibility Project; Purchase of Chapter 61A Land which has allowed the Town to create and sell residential building lots in order to offset all acquisition costs and retain 100 acres of land for future Municipal use; preparation of design and contract documents for the construction of an internal school connector road; Assisted the Chief Procurement Officer in creating RFP's, RFQ's and Contract Documents; Oversight of subcontractors, architects and engineers on numerous municipal projects (downtown improvements, water supply projects, stormwater projects, etc.); NPDES permitting; Oversaw and coordinated the completion of a number of failed residential subdivisions; advised the Board on creation and adoption of policies and procedures; etc.

## **ENCON, ENGINEERS & CONTRACTORS, INC., Whitinsville, MA**

Spring, 1996 – Present: President/Owner

Mr. Cundiff started this company in 1996, on a part-time basis with his employer's knowledge. The company was full-time between May 1999 and August 2000 with a staff of four during its peak period. Services provided by this company were primarily residential subdivision design, septic system design, site plan permitting, wetlands permitting, comprehensive permit application peer review and general land development projects. Mr. Cundiff was

# William J. Cundiff, P.E.

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also solely responsible for preparing proposals, determining fees, and negotiating with clients. The following is a brief summary of some of Mr. Cundiff's Projects:

Lynnfield Commons, Lynnfield, MA - Performed a peer review of this 200-unit comprehensive permit application. Review included compliance with applicable state level permitting processes such as the Wetlands Protection Act, stormwater management practices, compliance with the MassHighway Design Guidebook, and good engineering design practice.

Shawsheen Woods, Tewksbury, MA - Performed a peer review of this 16-unit comprehensive permit application. Review included compliance with applicable state level permitting processes such as the Wetlands Protection Act, stormwater management practices, and good engineering design practice.

Christopher Street, Stoneham, MA - Performed a peer review of this 8-unit comprehensive permit application. Review included compliance with applicable state level permitting processes such as the Wetlands Protection Act, stormwater management practices, and good engineering design practice.

Wattaquodock Hill Road, Bolton, MA - This project required creatively generating the maximum number of conforming and special permit lots for the 20 acre site while fully complying with Zoning and Board of Health regulations. Establishing control for the aerial survey, tying into the state plane coordinate system and the national geodetic vertical datum, wetlands permitting, soil testing, septic design, and planning board approval were required for this project.

Spencer Circle Subdivision, Wayland, MA - This proposed five lot subdivision design included establishing a site survey, performing soil testing and evaluation, strict stormwater design requirements for the 100-year design storm, determining if a local depression was an isolated land subject to flooding, public hearings, septic system design, and construction layout.

Ferry Street Residential Subdivision Project, Grafton, MA - This project consisted of a two phase, 60 acre proposed subdivision which is located on the Grafton – Sutton townline. Tasks associated with this project included wetlands delineation and permitting, roadway layout and design, sewer and drainage system design, surveying, and construction layout.

Shrewsbury Senior Center, Shrewsbury, MA - This project entailed completing site design and permitting for a \$1.6 million Senior Center building located adjacent to the Town Hall. Wetlands and a high groundwater made this site challenging for the design. However, all permits were issued in a timely manner and the design complied with all state and local regulations.

Saint Bernadette's Catholic Church, Northboro, MA - This project entailed performing all site design and permitting for the 18,500 square foot expansion to the existing building. The \$1.5 million expansion included the addition of 11 classrooms and an 8,250 square foot activity center. The septic design for the expansion and portions of the existing building were for a total design flow of 5,690 gallons per day. Topographic and property line survey, wetland delineation and permitting, site design, stormwater management and parking layout were also required as part of this project.

Cactus Pete's Restaurant, Worcester, MA - This project entailed expanding an existing parking area around the existing restaurant building. Parking design conformed with the local city ordinances. Stormwater design and permitting were also required for this project.

Brooks Pharmacy, Dudley & Tewksbury, MA - Both of these projects required site plan permitting and design for expansions to existing Brooks Pharmacy buildings. Existing and proposed condition design plans which detailed conformance to local bylaws were required for site plan approval. Stormwater management and control, septic system design, and parking layout were required for these submittals.

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## **DUCHARME & WHEELER, INC.**, Bolton, MA 01740

5/98 – 5/99: Project Manager

Mr. Cundiff was responsible for managing the Civil Engineering Department which consisted of a staff of five. As such, he was also responsible for briefing the field survey crew on projects and compiling the survey data as it was received. Mr. Cundiff prepared AutoCAD/Softdesk drawings for property boundary surveys, residential subdivision designs, septic plans, site plans, and wetland projects. Mr. Cundiff worked closely with the survey department manager in preparing plans, coordinated with aerial survey companies, and performed a variety of calculations. Furthermore, Mr. Cundiff prepared scopes of work, cost estimates and negotiated contracts while in this capacity.

## **CAMP DRESSER & MCKEE, INC.**, Cambridge, MA 02142

6/89 – 2/92; 6/95 – 5/98: Project Manager

Mr. Cundiff worked for Camp Dresser & McKee, Inc. for approximately 6 years. His duties varied dramatically over this period of time, however were primarily focused on Civil Engineering tasks which include: Structural Engineering, Solid Waste Management, Hazardous Waste Management, and Stormwater Management. Specific roles included onsite resident construction engineer and design engineer.

Landfill Expansion in Haverhill, MA - Resident Engineer for this \$1.6 Million project. Highlights include construction of a permanent groundwater dewatering system, leachate pump station, force and gravity sewers, and soil compaction and testing. Contractor oversight and direction for this project was a key to the project's success. Also, preparation of a Construction Certification Report was required for final DEP acceptance and approval.

Northbridge Waste Water Treatment Plant Sand Filter Bed Reconnection Project - Resident Engineer for the construction of approximately 350 linear feet of gravity sewer pipe and 150 feet of force main, as well as a small pump station.

Partyka Landfill in Chicopee, MA - Provided oversight and direction for the Contractor installing over twenty 2-foot diameter methane gas extraction wells and over 1,000 feet of gas collection piping.

Cedar Street Landfill in Cohasset, MA - This 10-acre closure design required preparation of Plans, Specifications and a Design Report for submittal to the Department of Environmental Protection (DEP). The design included a passive gas venting system, measures for stormwater control (100 year, 24 hour storm) and specified alternative capping materials (clay vs. synthetic).

South Essex Sewerage District (SESD) landfill in Peabody, MA - This 14-acre vertical expansion design required preparation of Plans, Specifications and a Design Report for submittal to the DEP. A conceptual closure design was also required as part of this project. Geogrid design for slope stability and differential settlement was required. This landfill was constructed as a back-up alternative for SESD sludge residuals.

Private Client in Haverhill, MA - This landfill design project was comprised of two phases: a 25-acre closure and a 7-acre expansion. Plans, Specifications and two Design Reports were prepared for this project. Project design highlights included an active gas collection system, a groundwater underdrain dewatering system, a stormwater infiltration basin, and slope stabilization.

Shawmut Avenue Landfill in New Bedford, MA - This 24-acre closure design required Plans and Specifications for a 3.5-foot soil cap, a passive gas venting system, and measures for stormwater control. Interaction with the State DEP and the Army Corp of Engineers was required for this project.

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Miscellaneous work on solid waste management projects included siting landfill facilities, projecting waste generation rates and quantities, optimizing landfill life and capacity, designing leachate collection systems, designing methane collection systems, post closure use analysis and a variety of other field work (surveying, groundwater & gas sampling, bimonthly inspections, etc.).

Central Artery/Tunnel Right-of-Way (CA/T ROW) in East Boston, MA - Sampled potentially hazardous soils and groundwater as part of a subsurface environmental characterization program along the CA/T ROW. These areas were then delineated and evaluated for "clearance" during the CA/T construction. Several "Clearance Documents" were then prepared which address areas of contaminated soils (elevated levels of TPH, PAH, VOCs, etc.) defined through the Environmental Characterization portion of the CA/T Project. These documents evaluated remedial alternatives for the contaminated soils on the basis of effectiveness, implementability, and cost. Alternatives included: minimal action, soil vapor extraction, bioremediation, fixation/solidification, incineration, mobile thermal treatment, asphalt processing, and landfilling.

CA/T ROW in East Boston, MA - Organized a sampling and analysis program for electrical equipment along the CA/T ROW. Based upon analytical results, with respect to PCB concentrations, cost-effective recommendations were made for the proper removal, disposal, or retrofitting of the PCB-contaminated equipment.

Hampton, NH Landfill Gas Recovery System Feasibility - Evaluated the feasibility of constructing a gas to energy recovery system at the 30 acre site.

**CDW CONSULTANTS, INC.**, Framingham, MA 01701  
6/94 – 6/95: Project Manager

Mr. Cundiff's primary responsibility during this position was performing environmental site assessments (21E's). However, occasionally, he would participate as field crew chief as part of a field survey crew.

**TIGHE & BOND, INC.**, Westfield, MA 01085  
2/92 – 3/94: Project Engineer

Mr. Cundiff's primary responsibility during his time at this position was primarily Civil Engineering (ie. Solid Waste Management and Resident Construction Inspection). Mr. Cundiff was the Resident Engineer for the closure of approximately half of a 26-acre sanitary landfill in South Hadley, MA, as well as for the closure of an 8.75-acre phase of the Amherst, MA sanitary landfill.

South Hadley, MA Phase I Closure - Independently prepared plans and specifications for this 10-acre, \$1 Million closure project. The design incorporated the use of a geosynthetic clay liner (GCL) cap, a passive gas venting system, and controls for stormwater runoff. State DEP interaction and approval was required as part of the project.

South Hadley, MA Sanitary Landfill - Resident Engineer for the closure of approximately half of a 26-acre landfill. The project required capping the site with a 6-inch sand venting layer, a GCL, a 12-inch sand drainage layer, 12-inches of loam, and vegetation, construction of a 1 acre paved recycling area, a perimeter access road, and a 1.2 acre-foot detention pond. Miscellaneous drummed hazardous wastes were encountered during construction and direction of the Hazmat team was also required.

Amherst, MA Sanitary Landfill - Resident Engineer for the closure of an 8.75-acre phase of the landfill. This \$700,000 Phase II closure project entailed using a GCL in place of the 18-inch low permeability soil cover currently required in the Massachusetts State Regulations: 310 CMR 19.000. Being the first landfill in



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Massachusetts to be capped with a GCL, the State Department of Environmental Protection (DEP) monitored the closure closely.

Mattapoissett, MA Sanitary Landfill Expansion - Determined the feasibility of constructing a 10-acre lined landfill expansion vs. utilizing private haulers for Town waste disposal.

Private Sanitary Landfill - Prepared a BWP SW 36 - Major permit application for the post closure use of this private landfill. Use of the site as a golf driving range was proposed by a private developer.

Greenfield, MA Landfill Gas Remediation Evaluation - As part of the State required Closure Alternatives Analysis (CAA) for landfills, an alternatives analysis was performed to obtain a cost effective remedial solution to prevent the horizontal migration of gases.

Various Projects - Prepared Existing Facility Permit Applications (EFPAs), Initial Site Assessments (ISAs), Comprehensive Site Assessments (CSAs), and Closure Alternatives Analysis (CAAs) for a number of landfills throughout Massachusetts, as required in the Landfill Technical Guidance Document (LAC) Manual and 310 CMR 19.000.

Miscellaneous Closure Designs include the following - Gloversville, NY - 100 acres; Mattapoissett, MA - 30 acres; Athol, MA - 30 acres; Greenfield, MA - 30 acres; Westfield, MA - 40 acres; the Kimberly Clark Landfill in Lee, MA - 10 acres; and Newtown, CT - 13 acres.

**REGISTRATION:** Massachusetts Professional Civil Engineer Number 39097.  
Massachusetts Registered Surveyor-In-Training.  
Massachusetts Certified Title 5 Soil Evaluator.  
Massachusetts Registered Septic Inspector.  
Massachusetts Certified Public Procurement Officer (MCPPO).

**EDUCATION:** MERRIMACK COLLEGE, N. Andover, MA 01845.  
Bachelor of Science in Civil Engineering: May [REDACTED]

**TRAINING:** OSHA 10-Hour Construction Health & Safety: June, 2006  
OSHA 40-Hour Health & Safety Trained.  
OSHA 8-Hour Health & Safety Refresher Course: February 1998.  
OSHA 8-Hour Health & Safety Supervisory Training Course: November 1991.  
OSHA Confined Space Entry Trained.

**AFFILIATIONS:** Massachusetts Association of Land Surveyors and Civil Engineers.  
American Society of Civil Engineers.  
Boston Society of Civil Engineers.

**Town of Southborough, MA  
Meeting of the Select Board  
April 10, 2023 3:30 PM  
McAuliffe Hearing Room  
Town House, 17 Common Street, Southborough**

Those wishing to watch or participate remotely can do so by accessing the meeting link at:  
<https://www.southboroughtown.com/remotemeetings>

**I. Call Meeting to Order**

**II. DPW Superintendent Position** (*Board may vote*)

- a. Interview
- b. Consideration of Appointment

**III. Adjournment**

Kathryn M. Cook, Chair

<b>UPCOMING MEETINGS</b>		
<i>April 25, 2023</i>		<i>May 2, 20223</i>

**Town of Southborough, MA  
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Kathryn M. Cook, Chair

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