

CORRESPONDENCE
10/24/16

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#1



Massachusetts Municipal Association
One Winthrop Square
Boston, MA 02110
(800) 882-1498 * Fax (617) 695-1314

**Massachusetts Municipal Association
Fall Conference for Selectmen
October 29, 2016**

**The College of the Holy Cross, Worcester, MA
Hogan Center | 4th Floor | Suite A, B, C**

- 8:00 a.m. **Registration, Networking and Continental Breakfast**
- 8:30 a.m. **Welcome and Introductions**
Ellen Allen, Norwell Selectman and President, Massachusetts
Selectmen's Association
- 8:45 a.m. **MMA Legislative Update**
Geoff Beckwith, Executive Director, Massachusetts Municipal
Association
- 9:15 a.m. **Keynote Speaker:**
Speaker Robert DeLeo, Massachusetts House of Representatives
- 10:15 a.m. **Break**
- 10:30 a.m. **Breakout Session A: Budgeting Basics**
This session will outline budgeting best practices including
stabilization funds, debt rating agencies, and budget management in
times of crisis.
Colleen Corona, Former Selectman, Easton
Moderator: **Ellen Allen**, Selectman, Norwell
- Breakout Session B: Municipal Best Practices**
Sean Cronin, Senior Deputy Commissioner of Local Services
Zack Blake, Director, Technical Assistance Bureau
Moderator: **Paul DeRensis**, Selectman, Sherborn
- 11:40 a.m. **Break**
- 11:45 a.m. **Breakout Session C: Open Meeting Law / Public Records Law**
This session will explain how to comply with these critically important and
evolving open meeting and public records laws using real examples and
highlighting common mistakes.
Matt Feher, Counsel, Burns & Levinson LLP
Moderator: **Michelle Ciccolo**, Selectman, Lexington
- Breakout Session D: Mastering the Art of Town Communication**
Nicole Keiser, Communications and Media Relations Consultant
Julie Jacobson, Town Administrator, Auburn
Moderator: **Joshua Ostroff**, Former Selectman, Natick
- 1:00 p.m. **Networking and Lunch Buffet**
- 2:00 p.m. **Adjournment**

#2

From: Allison Ferreira
Sent: Thursday, October 13, 2016 2:56 PM
To: Selectman Distribution; Colleen Lieb
Cc: Robert G. Nunes
Subject: Early Voting Grant Approval Letter

Good afternoon,

I wanted to inform the Board of Selectmen that I applied for and received a 2016 Early Voting Weekend Hours Incentive Grant in the amount of \$1,000. Attached please find the approval letter I received from the State Elections Division.

For public convenience, the Town Clerk's Office has decided to offer extended weekend hours on **Saturday, October 29th from 9:00 AM to 1:00 PM** for early voting. These grant funds may be used for the spending relating to the implementation of early voting for the November 8, 2016 State Election. These funds may also be used toward signage, advertisements in the newspaper, extra poll workers on election day, or any other costs for the entirety of early voting.

For your convenience, I have also attached additional correspondence regarding the State Election of November 8, 2016 including early voting and absentee voting information.

Respectfully,
Allison

Allison J. Ferreira, CMMC

Town Clerk

Town of Middleborough

20 Centre Street, 1st Floor

Middleborough, MA 02346

(508) 946-2415 phone

(508) 946-2308 fax

aferreira@middleborough.com



The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Elections Division

October 11, 2016

Allison J. Ferreira
20 Centre Street
Middleborough, Massachusetts 02346

Dear Ms. Ferreira:

I am writing to confirm receipt of the application and signed agreement for the 2016 Early Voting Weekend Hours Incentive Grant. The application has been reviewed and approved.

Accordingly, the amount of the grant is \$1,000, based on the number of registered voters in your municipality and the amount of hours you have agreed to open for early voting during the weekend of October 29th, 2016 and October 30th, 2016. The grant amount of \$1,000, will be disbursed to your municipality soon. Please note that after the early voting period ends, you will need to submit certification as to the actual weekend hours the municipality was open.

Thank you for participating in this program to expand voting opportunities. Please do not hesitate to contact me with any questions.

Very truly yours,

A handwritten signature in blue ink that reads "Michelle K. Tassinari".

Michelle K. Tassinari
Director and Legal Counsel
Elections Division



OCTOBER 24TH–NOVEMBER 4TH
Monday through Friday from 8:45AM to 5:00PM

****EXTENDED HOURS****

Saturday, October 29th from 9:00 AM to 1:00 PM

We are excited to announce that all registered voters will be able to vote before Election Day for the first time ever in Massachusetts. Early voting will begin on October 24, 2016 and continue through November 4, 2016. Prior to the enactment of this new law, the only way a registered voter was allowed to vote prior to Election Day was through absentee voting. Although absentee voting will still be available for registered voters who qualify, only those who will be absent from their city or town on Election Day, or have a disability that prevents them from going to the polls, or have a religious belief preventing the same, are legally allowed to vote by absentee ballot.

Unlike absentee voting, early voting is for every registered voter. Registered voters do not need an excuse or reason to vote early. Regardless of whether a voter wants to take advantage of early voting, vote absentee or vote on Election Day, the first step is making sure you are registered. To check to see if you are registered to vote and to find information on how to register to vote, you may visit the Secretary of the Commonwealth's website: www.sec.state.ma.us/ele. If you need to register to vote, you may do so online by visiting: www.RegisterToVoteMA.com. All you need is a license or an I.D. issued by the Registry of Motor Vehicles to apply online. To be eligible to vote in the November 8th State Election, you must register to vote or make any necessary changes to your voter registration by **October 19th, 2016**.

Early voting may be done in person or by mail. In the Town of Middleborough, early voting may be done in person at the Town Clerk's Office, Annex Building, 20 Centre Street, Middleborough, MA during the following dates and times: **October 24th to November 4th, Monday through Friday from 8:45AM to 5:00PM.**

For public convenience, the Town of Middleborough has also decided to offer the following extended weekend hours: **Saturday, October 29th from 9:00 AM to 1:00 PM.**

Also, registered voters have the option to request an early voting ballot through the mail. Simply fill out an application and mail it to Middleborough Town Clerk's Office, 20 Centre Street, 1st Floor, Middleborough, MA 02346. You may find the application on the Secretary of the Commonwealth's website: <http://www.sec.state.ma.us/ele>.

Please note: Once a voter has cast an early voting ballot, the voter may no longer vote at the polls on Election Day.

For the first time in Massachusetts, the first choice all voters will make is which day to vote. Early voting will make the most fundamental right of our citizens more convenient than ever to exercise. We encourage all of our citizens to exercise that right and take advantage of the opportunity to vote on their schedules.

ABSENTEE VOTING

Absentee voting is permitted prior to each Election until Noon the day before the Election. For the State Election on November 8, 2016 Absentee Voting ends on Monday, November 7, 2016 at 12 Noon. In order to be eligible to vote by absentee ballot in Massachusetts, a voter must be prevented from voting at their polling place on Election Day, due to:

- Absence from the voter's city or town on Election Day; or
- Physical disability; or
- Religious belief.

Early voting will be available for biennial November state elections only, beginning with the November 8, 2016 State Election.

STATE ELECTION IS TUESDAY, NOVEMBER 8, 2016 – POLLS OPEN - 7AM - 8PM

***Last day to register to vote and change party enrollment for State Election: Wednesday, October 19, 2016**

Political Parties and Political Designations

When you register to vote, you may choose to enroll in a political party or political designation or may choose to remain "Unenrolled," which is commonly referred to as "independent."

Choosing to Enroll in a Political Party: There are four political parties in Massachusetts: **Democratic Party, Republican Party, Green-Rainbow, United Independent Party**

If you enroll in any of these four political parties you may only vote in that party's primary. Enrollment in a political party does not affect your right to vote in a general election. In a general election, all voters receive the same ballot and vote for the candidate of their choice regardless of party enrollment.

Choosing No Enrollment in a Political Party: If you do not wish to enroll in a party, check the box next to "**No Party (Unenrolled)**" on the voter registration form. If you do not enroll in a party, you may still vote in state and presidential primaries by choosing a party ballot and will remain Unenrolled.

Choosing to Enroll in a Political Designation: In addition to the four political parties, there are certain legal political designations in which you may enroll. If you enroll in any political designation you may vote in the state or presidential primary of your choice.

Change Party Enrollment or Political Designation: Once you make an enrollment choice, you may change your enrollment status by notifying your election official in writing at least twenty (20) days before a primary or election. Please refer to the following link for further information regarding Political Parties/Political Designations from the Secretary of the Commonwealth's Election Division page: <http://www.sec.state.ma.us/ele/elepar/paridx.htm>

Polling Locations/Hours

The Town of Middleborough has four (4) polling locations:

- **PRECINCT 1** **Oak Point Club House, 202 Oak Point Drive**
- **PRECINCTS 2, 4, 6** **Middleborough High School Gymnasium, 71 East Grove Street**
- **PRECINCT 3** **South Middleborough Fire Station, 566 Wareham Street**
- **PRECINCT 5** **Council on Aging, 558 Plymouth Street**



PLEASE DO NOT HESITATE TO CONTACT THE TOWN CLERK'S OFFICE AT (508) 946-2415 WITH ANY QUESTIONS.

#3



TOWN OF MIDDLEBOROUGH HEALTH DEPARTMENT

Robert E. Buker
Health Officer

PH: 508-946-2408
FX: 508-946-2321

MEMO

TO: Board of Selectmen

FROM: Robert Buker

DATE: October 13, 2016

RE: Middleborough Housing Initiative

The Health Department was recently made aware of a program in place at the State Attorney's General Office which deals with the issue of abandoned properties through court ordered receivership. The objective of this program is to bring blighted and/or abandoned properties up to code for living standards with the added benefit of tax revenue and general aesthetics of areas.

Upon learning about this program, the Health Department reached out to the Attorney General's Office for more information. Three representatives, in turn, very kindly took the time to visit Middleborough and present their Abandoned Housing Initiative program. The presentation included an explanation of how the Town of Middleborough could utilize this very effective tool in co-op with the office of the Attorney General to strive for these same objectives at a municipal level.

Essentially, what this would be for the Health Department (and the Town as a whole) is a well guided and strongly assisted navigation of the Plymouth County Housing Court system in order to obtain compliance, utilizing measures up to and including receivership of properties.

Attached is a copy of the Initiative being proposed by the Health Department, and a flow chart to help explain the model. We look forward to discussing this further with the Board soon. Also, I would like to commend Catherine Hassett for bringing this to my attention and Margaret Juneau for her follow up work with setting up the presentation date and preparing the attached documents.

Middleborough Housing Initiative

1. Related Strategic Priority

Obtain compliance with Chapter II of the State Sanitary Code from blighted and/or abandoned properties.

2. Initiative Context and Expected Results

Develop a working co-op between the Town of Middleborough and the State Attorney General's Office "Abandoned Housing Initiative." The goal of this local initiative is to expedite the legal processes of compelling current owners to bring blighted properties up to code, or to have a plan in place to legally appoint a receiver to do so.

3. Team

Initiative lead:	Robert Buker, Health Officer
Team members: (Abandoned Housing Initiative Task Force)	Catherine Hassett, Health Inspector Margaret Juneau, Health Inspector Lance Bengamino, Fire Chief Robert Whalen, Bldg Inspector Mellio Gazza, Wiring Inspector Jon Catalano, Plumbing Inspector
Proposed start date:	10/03/2016
Proposed end date:	N/A

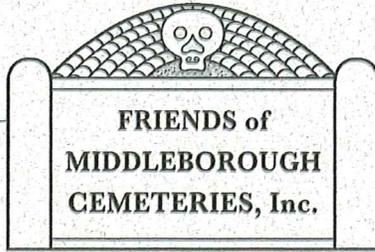
4. Resources Required

Financial and other resource implications:	<i>It is not anticipated that additional hires or other major costs will be associated with implementing this initiative. Conversely, this initiative is aimed at improving the Town's blighted properties and expanding tax revenue.</i>
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5. Initiative Work Plans and Interdependencies

Objectives	Outcomes	Lead	Due Date / Milestones	Interdependencies
<i>List by objectives for initiative in chronological order of estimated completion</i>	<i>List the expected outcomes for each objective</i>	<i>Designate the person who will own initiative</i>	<i>MM/YYYY</i>	<i>List requirements from departments/ functions within the organization (i.e., fundraising, training, HR, evaluation, etc.) needed to achieve each objective</i>
<i>Identify properties</i>	<i>Prioritize by need</i>			
<i>The M.H.D. send demand letters</i>	<i>Removal of some of the properties from the list</i>			
<i>Obtain warrants & Notify A.G.'s office</i>	<i>Gain access for interior inspection</i>			
<i>Inspect</i>	<i>Generate list of code violations</i>			
<i>Monitor progress</i>	<i>Proper work towards goals</i>			
<i>Final inspection for Chapter II</i>	<i>Compliance of the State Sanitary Code & Occupancy</i>			

#4



Diane Stewart

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The "Friends of Middleborough Cemeteries, Inc." invites you to our  
"CIVIL WAR VETERANS PHOTO GALLERY RECEPTION"

Tuesday, November 1, 2016 - 6:30 PM  
Middleborough Public Library  
Community Room

**R.S.V.P. by October 25, 2016**  
e-mail [clerk@FriendsofMiddleboroughCemeteries.org](mailto:clerk@FriendsofMiddleboroughCemeteries.org)  
or by post-mail to P.O.Box 172, Middleboro, MA, 02346

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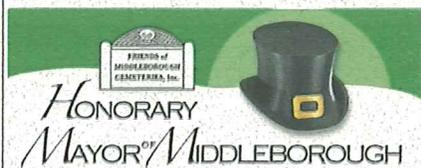
Since 2014, this charity has been cleaning the headstones of the
Veterans of the Civil War buried throughout Middleborough.

There are 400+ headstones throughout 14 cemeteries.
These stones immortalize the participation of each soldier in this historical event.

On exhibit will be many "before and-after" photographs of these newly cleaned monuments.

This gallery advances one of our purposes: to preserve and promote
the memory of those interred within Middleborough.

The gallery will open from November 1 to November 30, 2016.



This program is enabled in part by the proceeds of our
Honorary Mayor of Middleborough election-style fundraising event.
Votes are cast in Dollars and voting is open to everyone!
www.FriendsofMiddleboroughCemeteries.org