

NEW BUSINESS

11-23-15

MIDDLEBOROUGH POLICE DEPARTMENT

99 NORTH MAIN STREET
MIDDLEBOROUGH, MA 02346
(508) 947-1212
Fax (508) 947-1009



Joseph M. Perkins
Chief of Police

November 2, 2015

Board of Selectmen
Town Hall
Middleborough, MA 02346

RE: Civil Service Requisition

Honorable Board:

Please entertain this request to requisition a Civil Service list to start the hiring process for four Police Officers.

The four positions will fill three existing openings and an anticipated retirement. The academy start date is February 1, 2016 and will be filled based on the date of applications.

The hiring and training process for new Police Officers is a year long process. The Civil Service requisition, background investigations, interviews, psychological and physical testing must all be completed before we can even apply to have an officer enter the academy. It is critical we start the process now even though they will not go on the payroll until February, 2016.

These entry level positions should be able to be funded within our current budget for the remainder of FY16.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "J. Perkins", is written over the typed name and title.

Joseph Perkins
Chief of Police

cc: Robert Nunes

Jacqueline Shanley

From: Jane Kudcey
Sent: Wednesday, November 18, 2015 11:55 AM
To: Jacqueline Shanley
Cc: Robert G. Nunes
Subject: BOS meeting 11/23
Attachments: MDI Grant Cover Sheet.pdf

Hi Jackie,

Please put me on the meeting for the 23rd:

The OECD is requesting that the Board vote to approve and to have the Chair sign the cover sheet for the Department of Housing and Community Development's Mass Downtown Initiative Technical Assistance application. The OECD will be applying for assistance for a marketing study of the downtown to foster economic development.

I am attaching the cover sheet for Allin to sign,

Thanks,

Jane



2016 Downtown Technical Assistance Application Cover Sheet

Massachusetts Downtown Initiative Program

Application Deadline: 5:00 p.m. on December 4, 2015

Community Name:	Town of Middleborough
Date of Application:	12/4/2015
Title of Project:	Economics of Downtown Middleborough Marketing Study

Principal Contact: Please print clearly.

Name:	Jane Kudcey	Address:	20 Centre St.
Title:	Director, OECD		Middleborough, MA
Phone:	508-946-2402		02346
Email:	jkudcey@middleborough.com		

Name & Signature of the Chief Executive Officer or Chief Elected Official (Required):

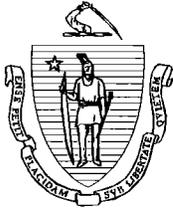
Name & Title: Please Print	Allin J. Frawley
Signature:	

(REQUIRED FOR SUBMISSION) Check one box for the type of assistance being requested:

- Business Improvement District
- Design
- Economics of Downtown
- Housing
- Parking
- Small Business Support
- Way finding/Branding

See attached program description for more information relating to the designated topics.

Summary Statement: Please describe your request in 25 words or less: The Middleborough OECD is requesting funds for a marketing analysis of the downtown as a tool to foster economic growth.



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Komegay, Undersecretary

**Massachusetts Downtown Initiative
FY2016 Technical Assistance Program**

I. INTRODUCTION

The Department's Massachusetts Downtown Initiative (MDI) offers a range of services and assistance to communities seeking help on how to revitalize their downtowns. The primary mission of the MDI is to make downtown revitalization an integral part of community development in cities and towns across the Commonwealth. MDI's guiding principle is that the most effective approach to downtown revitalization is a holistic one that addresses economic and community development needs, and provides a framework of interrelated activities that promote positive change in a downtown to keep it healthy and prosperous.

Through the Technical Assistance Program, MDI provides consultant services to assist a community with its downtown revitalization efforts.

II. CHANGES TO THIS YEAR'S APPLICATION

The changes to this application include the removal of the technical assistance categories – Walkability & Creative Economy. There will be an additional technical assistance grant in one of remaining technical assistance categories.

III. ELIGIBLE APPLICANTS

All **non-entitlement** Community Development Block Grant (CDBG) communities are eligible to apply. **Entitlement communities are not eligible (see Exhibit 1 for list of entitlement communities).**

IV. USE OF FUNDS

Funds are to be used exclusively for technical assistance in the form of consultant services to address a specific issue in the categories listed in Section V. The consultant used to deliver the technical assistance will be chosen by MDI staff from a list of pre-qualified consultants. A grantee community can expect its consultant to develop a specific scope of services that may include research, analysis, preliminary design ideas, and a strategic outline of next steps. The community and consultant must agree upon a final product resulting from the technical assistance. In addition, the community is responsible for involving all pertinent stakeholders, as appropriate, in the process of delivering the technical assistance. Communities must agree to share the final products with DHCD and with other communities through reports, meetings and workshops, and to highlight these activities on the web, in print or using other media outlets. Communities must also agree to participate in the FY16 MDI workshops, as appropriate.

The grant does not pay for staff salaries, software, or physical improvements.

IV. MAXIMUM AWARD AMOUNT

Consultant services up to \$10,000 per award will be provided. DHCD reserves the right to reduce the amount of the award from the original request.

The technical assistance provided is limited. The total funds available are \$80,000. DHCD will fund as many qualifying projects as are possible from the funds available.

V. ELIGIBLE ACTIVITIES FOR FUNDING

Applications will be accepted in the following categories:

- **Business Improvement Districts (BID):**

Requests for assistance may address any aspect of creating or maintaining a BID, including but not limited to: review of the proposed district, development of a local strategy for BID implementation, assistance with creating a BID Memorandum of Understanding, and creation of a petition.

If your community would like to take a different approach to downtown management, please discuss the approach with Emmy Hahn, MDI Program Coordinator for grant eligibility.

- **Design:**

Requests for assistance may address any design issues related to downtown or town center revitalization, including but not limited to: preliminary design guidelines, sign and facade program, concepts for streetscape design.

- **Economics of Downtown:**

Requests for assistance may address any economic development issue related to downtown or town center revitalization, including but not limited to: a review of market areas for the downtown, feasibility studies, building reuse, or business development.

- **Housing:**

Requests for assistance may address any aspect of determining how to increase housing in the downtown or town center, including but not limited to: a housing plan, market analysis for suitable housing mix, zoning recommendations, and second story development assistance.

- **Parking:**

Requests for assistance may address any aspect of parking management, including but not limited to: inventorying existing parking, analysis of existing and future parking needs, and a parking management plan.

- **Small Business Support:**

Requests for assistance may address any aspect of assisting small business in a downtown, including but not limited to development of a retail program to strengthen existing businesses

- **Way finding/Branding:**

Requests for assistance may address any aspect of developing a public way finding system and the creation of a distinguishable image or logo that carries through the various streetscape elements, including but not limited to: creation of public design elements that will be used throughout the downtown, way finding plan, cost analysis for implementation, and branding of a downtown through historic elements.

It is DHCD's intention to award one grant in each category. If an insufficient number of grants are received in any of the categories, or application scores are significantly lower in one or more categories, DHCD reserves the right to adjust the awards as needed.

VI. APPLICATION REVIEW

Please include the following with your application:

- Application Cover sheet- with original signature
- Downtown/town center target area map with area delineated.
- List of individuals comprising a downtown organization or committee that will assist with implementation. Please identify individuals' public or private affiliation.
- Narrative – **The narrative should not exceed 4 pages. Please use 12 pt. Arial font in and 1 inch margins.**
 - Description of issue to be addressed.
 - Proposed project costs and scope of service
 - Evidence of strong public/private partnership
 - Positive outcomes expected as a result of the requested assistance
 - Demonstration of a community's ability to begin implementation of recommended action(s) within one to three months of completion of Downtown Technical Assistance award.

If support documentation will be included with the application, please do not submit whole reports or plans. Specific pages or reference to pages on a website would be preferred.

A. Evaluation Criteria

Applications will be reviewed to determine overall consistency with the goals of the MDI, support of the Department of Housing and Community Development's (DHCD) and the Commonwealth's priorities and initiatives, and impact on local downtown/town/village center revitalization efforts. DHCD will evaluate applications based on the following:

- Presents a complete description of issue to be addressed.
- Presents reasonable/feasible project costs & scope of services.

- Provides evidence of strong public/private partnership.
- Describes long-term and tangible outcomes as a result of assistance.
- Demonstrates community's ability to implement recommended action(s) within one to three months following the consultant's final product/assistance.

B. Application Scoring

Applications are evaluated to determine how well the proposed projects meet the goals of the MDI, support DHCD's and the Commonwealth's priorities and initiatives, and their impact on local downtown/town/village center revitalization efforts. Points are given on the basis of how well the proposed assistance/project meets each of the five criteria below. A project can score to a maximum of 15 points.

0- Does Not Meet 1- Minimally Meets 2- Clearly Meets 3- Strong Response

<ul style="list-style-type: none"> • Presents a complete description of issue to be addressed. -Brief history of issue and current situation. 	
<ul style="list-style-type: none"> • Presents reasonable/feasible project costs & scope of services. -Outline of the work that will be covered by consultant. This is not the final scope and can be modified if grant is awarded. 	
<ul style="list-style-type: none"> • Provides evidence of strong public/private partnership. Demonstrates that the assistance will be undertaken by both the private and public sector and that there is support for following up on the assistance. 	
<ul style="list-style-type: none"> • Describes long-term and tangible outcomes as a result of assistance. 	
<ul style="list-style-type: none"> • Demonstrates community's ability to implement recommended action(s) within one to three months following the consultant's final product/assistance. 	

DHCD will resolve tie scores in the competition by applying the criteria below in the following order:

1. Supports DHCD's and the Commonwealth's priorities and initiatives. These include: Gateway Plus Action Grant activities, the Commonwealth's Sustainable Development Principles and MDI activities in c40R; c43D or Growth District Initiative target areas.
2. An application from the community or region with the higher Community-Wide Needs score will be funded;
3. If scores remain tied after the application of steps #1 and 2, DHCD will conduct a lottery to randomly select the funded application(s).

VII. APPLICATION PROCESS

1. Communities may submit only one application.
2. Applicants must designate **one** of the technical assistance categories listed above under which its application is to be reviewed.
3. **All e-mailed applications and hard copy cover sheet are due at DHCD by 5:00 pm on December 4, 2015.**
4. **Communities must submit completed applications by e-mail. Completed applications should be e-mailed to Elizabeth.hahn@state.ma.us .**
5. **A hard copy of the cover sheet with the original signature of the CEO sent via US mail or other delivery service must be received at DHCD by 5:00 PM on December 4, 2015. An emailed application will not be considered complete until the signed cover sheet is received.**
6. A hard copy of the cover sheet with the original signature of the CEO must be submitted to:
Massachusetts Downtown Initiative
DHCD -- Attention: Emmy Hahn
100 Cambridge Street, Suite 300
Boston, MA 02114
7. Fax copies will not be accepted.
8. It is the responsibility of the applicant to ensure that its application is received by DHCD by the application deadline. All cover sheets will be logged and date stamped and kept on file as public records.
9. DHCD reserves the right to request additional information from applicants during the review process in order to address omissions or seek clarification, as necessary.
10. Applicants are strongly urged to consult with MDI staff to discuss their proposals in advance of application submission. Please contact: Emmy Hahn, MDI Coordinator, at (617) 573-1364 or elizabeth.hahn@state.ma.us

VIII. AWARDS

There will be an initial review of all the applications, and a limited number may be selected for a site visit, prior to making awards. Awards will be based on scores and the degree to which the application supports DHCD's and the Commonwealth's priorities and initiatives, as listed in Section VI. Awards for technical assistance will be announced on or about January 29, 2016.

Communities that receive awards will be expected to answer a survey within six months on the impact of the grant.

EXHIBIT 1

**LIST OF ENTITLEMENT COMMUNITIES IN MASSACHUSETTS
as of Federal Fiscal Year 2016**

ARLINGTON	MALDEN
ATTLEBORO	MEDFORD
BARNSTABLE	NEW BEDFORD
BOSTON	NEWTON
BROCKTON	NORTHAMPTON
BROOKLINE	PEABODY
CAMBRIDGE	PITTSFIELD
CHICOPEE	PLYMOUTH
FALL RIVER	QUINCY
FITCHBURG	REVERE
FRAMINGHAM	SALEM
GLOUCESTER	SOMERVILLE
HAVERHILL	SPRINGFIELD
HOLYOKE	TAUNTON
LAWRENCE	WALTHAM
LEOMINSTER	WESTFIELD
LOWELL	WEYMOUTH
LYNN	WORCESTER
	YARMOUTH

Plymouth County Development Council,

134 Court St.
Plymouth, MA 02360

Invoice

Date	Invoice #
10/26/2015	5743

Bill To
Middleborough Tourism Leilani Dalpe 10 Nickerson Ave. Middleborough, MA 02346

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			10/26/2015			

Quantity	Item Code	Description	Price Each	Amount
	Annual Mtg.	Leilani Dalpe	30.00	30.00
<p>DATE <u>11.23.15</u> WARRANT _____</p> <p>INVOICE _____</p> <p>ACCT. NO. _____</p> <p>ACCT. NAME _____</p> <p>VENDOR _____ VOUCHER _____</p> <p>AMOUNT <u>\$30.00</u> _____</p> <p>APPROVED BY _____</p>				

			Total	\$30.00
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OF THE WORLD



Town of Middleborough
Massachusetts

508-947-4095

ZONING BOARD OF APPEALS

November 16, 2015

Middleborough Board of Selectmen
Middleborough Town Hall
10 Nickerson Avenue
Middleborough, MA 02346

Re: Change in chairmanship

Dear Honorable Board:

At the Zoning Board of Appeals meeting held on November 12, 2015, the Zoning Board of Appeals elected Darrin DeGrazia as Chairman. This fills the vacancy that resulted from the recent resignation of Bruce G. Atwood.

Also, The Zoning Board of Appeals respectfully requests that the Board of Selectmen change Mr. DeGrazia's status from alternate board member to regular board member.

If you need any further information on this matter please contact the zoning office.

Sincerely,

Edward Braun (m)
Dr. Edward Braun, Vice Chairman
Zoning Board of Appeals

Jacqueline Shanley

From: Robert G. Nunes
Sent: Tuesday, November 17, 2015 11:56 AM
To: Jacqueline Shanley; Selectman Stephen J. McKinnon; Selectman Allin Frawley; Selectman Diane C. Stewart; Selectman John M. Knowlton; Selectman Leilani Dalpe
Cc: Attorney Dan Murray
Subject: FW: Vacancy – Board of Appeals

Hello all,

Please see Dan's email below regarding the ZBA vacancy.

Bob

From: decas.murray.decas@verizon.net [mailto:decas.murray.decas@verizon.net]
Sent: Tuesday, November 17, 2015 11:08 AM
To: Robert G. Nunes
Subject: Vacancy – Board of Appeals

November 17, 2015

Robert G. Nunes, Town Manager (*via email*)

RE: Vacancy – Board of Appeals

Bob:

You advised that the ZBA has a vacancy by resignation. G.L. Chapter 41, Section 11 governs the procedure to fill a vacancy on an appointed board consisting of two or more members. Section 11 provides for a joint meeting of the Board of Selectmen and the ZBA to fill the vacancy. This differs from the Board of Selectmen's sole power to appoint ZBA members/Alternates for full terms not involving a vacancy (see Section 9.2.2 of Zoning By-Law and G.L.C. 40A, §12).

Members of the Board of Selectmen may but are not required to vote/appoint the ZBA's candidate to fill the vacancy at the Section 11 joint meeting.

The Board of Selectmen may advertise/solicit for persons who might be interested in being appointed to fill a ZBA members/Alternate vacancy.

Very truly yours,

Daniel F. Murray

Town Counsel

DFM/k

15-103-1