

# **NEW BUSINESS**

**11-24-14**

October 8, 2014

Honorable Board of Selectmen  
Town Hall  
Middleboro, Massachusetts 02346

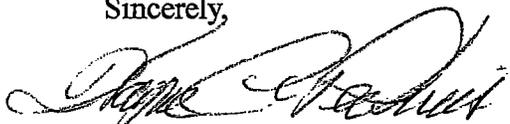
Dear Honorable Board,

It has come to my attention due to the death of the member and the resignation of another member there are currently two openings at the Council on Aging. I would ask that you would consider me to be appointed to one of these positions.

As a former selectman for nine years, I am very familiar with the budget and multiple programs that are offered at the Council On Aging. I would like to help them to continue to grow and prosper in helping the elderly from Middleboro. Because of this, I would be honored to serve in this capacity.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in cursive script, appearing to read "Wayne C. Perkins".

Wayne C. Perkins

November 3, 2014

Middleborough Board of Selectmen  
10 Nickerson Ave  
Middleborough, MA 02346

Dear Selectmen,

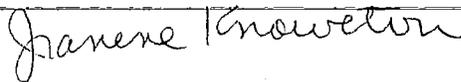
I am writing to you in the hopes that you would consider appointing me to one of the open seats on the Middleborough Council on Aging Board of Directors. I would be honored to serve my community as a volunteer. I have been a town resident since 1995, my husband and I are firm believers in community involvement. I enjoyed volunteering in the local schools when my children were younger. Then I was secretary and concession stand coordinator for the Middleborough Youth Soccer Association for several years.

More recently in my current job I spend time monthly working with seniors in Berkley and at the COA in Lakeville. This past September working together with the staff at the Lakeville COA we held a very successful Senior Wellness Day complete with the SouthCoast Health Screening Bus and a hot dog lunch for all seniors.

I respectfully ask for you to consider my request to be appointed to the open seat on the Middleborough COA Board of Directors.

Sincerely yours,

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Jeanine Knowlton

Community Preservation Committee of Middleboro,

February 8, 2014

Dear Committee Members,

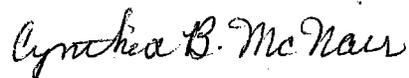
I am writing to express my interest in joining your committee as an opening has occurred. I feel I have the experience needed to contribute to the committee.

I earned my Master's at U Mass-Boston and CAGS at Boston University. I have an additional 60 graduate credits from courses taken at U Mass Boston and Fitchburg Univ. Though many of the courses had to do with teaching, they also included many history and science courses including conservation and about the need of wet lands.

In the community over the years, I was a Girl Scout leader, Cub Scout leader, Sunday school teacher, 4-H leader, all in Middleboro. Though I am a retired after teaching 39 years, I still teach as a substitute teacher.

More recently, I am president of the Middleborough Historical Association which manages the History Museum. In fact I have been on the board of the MHA since 1990. It is in this capacity that I became knowledgeable of CPA, studying it so I could write the grant successfully to bring much needed climate control to protect the collections. In November, I am stepping down as president which will free up much of my time so I can contribute to the town in another capacity.

Sincerely,



Cynthia B. McNair

Laura Stevens  
5 Nemasket St  
Middleboro, MA 02346  
603-418-0957

September 26, 2014

Community Preservation Committee  
Middleboro, MA 02346

To the Community Preservation Committee:

I would like to be considered for the open spot on the committee.

I am a returning resident of Middleboro. My family and I lived in Middleboro for eight years prior to our move to NH. I have served on the Friends of the Middleboro Library and volunteered in the Middleboro PTA.

In New Hampshire, I was an active volunteer with the organizations Seacoast Family Promise and Blue Ocean Society. Seacoast Family Promise helps homeless families by offering overnight shelter and guidance in a path toward self-sufficiency. Blue Ocean Society is a group dedicated to protecting marine mammals in the Gulf of Maine.

I support the vision of the Middleboro CPA, in particular the Open space goals of strengthening Middleboro's farms forest and fisheries and protecting water quality and the community housing goals of meeting housing needs of low and moderate income families.

Thank you for considering me for this position, I look forward to hearing from you.

Laura Stevens

**TOWN OF MIDDLEBOROUGH  
SOUTH COAST RAIL TECHNICAL ASSISTANCE**

This Cooperative Agreement made as of this 2<sup>nd</sup> day of June, by and between the Town of MIDDLEBOROUGH and the Southeastern Regional Planning & Economic Development District (SRPEDD);

WITNESS TO:

WHEREAS the Town of Middleborough has requested that SRPEDD work with the town to identify and create a plan to implement zoning tools to promote affordable housing production.

WHEREAS SRPEDD has agreed to allocate a portion of its South Coast Rail Technical Assistance grant from the Commonwealth of Massachusetts for this purpose; and,

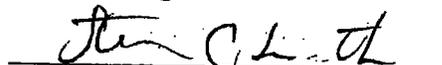
NOW, THEREFORE, the parties hereto do mutually covenant and agree as follows:

1. **SCOPE OF SERVICES:** The services to be performed by SRPEDD and the Town of Middleborough under this Cooperative Agreement are detailed in Attachment A.
2. **TIME OF PERFORMANCE:** The services to be performed under the Cooperative Agreement shall commence on December 15, 2013 and all services required hereunder shall be performed on or before December 31, 2014.
3. **PAYMENT:** The total cost of the services to be performed by SRPEDD shall not exceed \$20,000. These funds will come from SRPEDD's South Coast Rail Technical Assistance account and shall be performed at no cost to the Town of Middleborough.

Representing Middleborough:

  
\_\_\_\_\_  
Board of Selectmen, Chair

Representing SRPEDD

  
\_\_\_\_\_  
Stephen C. Smith, Executive Director

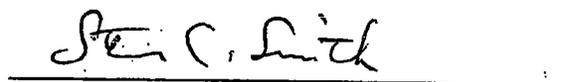
**AMENDMENT**

2. **TIME OF PERFORMANCE:** The services to be performed under this Cooperative Agreement shall be performed on or before June 30, 2015.

Representing Middleborough:

\_\_\_\_\_

Representing SRPEDD:

  
\_\_\_\_\_  
Stephen C. Smith, Executive Director

**ATTACHMENT A**  
**Town of Middleborough**  
**South Coast Rail Technical Assistance,**  
**Scope of Services**

Date Announced: October 16, 2013  
Completion Date: December 31, 2014  
Technical Assistance: [Maximum of] \$20,000

**SUMMARY OF REQUEST**

Middleborough requests SRPEDD's assistance to review with the town its current (2005) and proposed (2011) Housing Production Plan (HPP) including the planned production and implementation strategies to promote affordable housing; assist with identifying new affordable housing initiatives including the creation of additional strategies for implementation; and, assist with the identification of potential sites for development/redevelopment in addition to those already identified in the HPP.

**WORK PROGRAM**

**SRPEDD shall complete the following tasks:**

1. **Review with the town on current tools to promote affordable housing.**
  - SRPEDD staff will review the current Town of Middleborough Housing Production Plan (HPP) to become familiar with the town's housing needs and implementation strategies for meeting these needs.
  - SRPEDD will coordinate with the Middleborough Planning Board and Planning Department on planning and zoning priorities as they relate to affordable housing as well as the Town's affordable housing initiatives.
  - SRPEDD staff will compile information on the state's new housing initiatives and its goals for developing 10,000 multi-family housing units per year.
  - SRPEDD staff will assist the Middleborough At Home (MAH) committee to become familiar with implementation strategies for the HPP and the state housing initiatives and strategies to promote affordable housing.
    - SRPEDD staff will arrange for Department of Housing and Community Development to attend a committee meeting and give an overview of its housing initiatives.
    - SRPEDD staff will review the details of the HPP's implementation strategies and the state's new initiative requirements with the MAH so that they can be very familiar with each initiative and understand the benefits and requirements of each.
2. **Assist with the evaluation of the 2011 HPP implementation strategies and state initiatives with MAH to determine which measures may be appropriate for adoption in Middleborough**
  - Review goals of each initiative and implementation strategy requirements to determine which lines up with housing needs and goals of the community.
  - Identify which initiative(s) would be the most appropriate for the Town and have the greatest chance of implementation in Middleborough.
  - Once MAH determines the initiative(s) and or strategies with which they would like to progress, SRPEDD will draft a description of the initiatives and strategies in a compatible format for inclusion in the HPP draft plan. **SRPEDD staff will assist with identification of potential sites for development/redevelopment by providing technical support to MAH as they identify potential sites and evaluate site suitability and impact. This will include GIS mapping of parcels and related data.**
3. **SRPEDD staff will assist with the drafting of zoning and/or completion of program applications necessary for the implementation of existing HPP strategies and new state initiative as identified by the Town.**

**The TOWN OF MIDDLEBOROUGH shall complete the following tasks:**

- The Town of Middleborough, through MAH, will arrange all meetings, including those with representative(s) of Middleborough Departments or Boards as required and provide meeting times, locations, create an agenda and post any meetings with the town clerk, as required.
- The Town of Middleborough will provide necessary data as needed from the town.
- The Town of Middleborough will provide a copy of the Middleborough Housing Production Plan to SRPEDD or any current draft that may be underway.

**Deliverables:**

- Description of new State housing initiative information formatted to be inserted into the Town's 2011 Draft HPP.
- Attendance by DHCD staff person at a MAH meeting.
- Map of potential HPP Implementation Strategy sites and New State Initiative sites. (Documents to include the .pdfs for all graphics as well as the GIS files including data, geodata base and/or shape files. **SRPEDD will forward these GIS files to the Middleborough IT Department and AppGeo for inclusion in the Town's GIS System.**)
- Draft of zoning bylaw(s) and/or program applications.
- A copy of the electronic version of documents in Microsoft Word and PDF format on cd/dvd.
- Attendance at a maximum of six (6) meetings by SRPEDD staff.

**Additional copies of maps and documents are available for the following fees:**

11" x 17" color maps:	\$10 each
'D' size (22" x 34") maps:	\$30 each
'E' size (34" x 44") maps:	\$40 each
Documents:	10 cents per page



Water  
Wastewater  
Infrastructure

November 20, 2014  
W-P Project No. 12760 Phase H

Mr. Robert G. Nunes  
Town of Middleborough - Town Manager  
10 Nickerson Avenue  
Middleborough, MA 02346

Subject: Middleborough, Ma- Comprehensive Wastewater Management Plan (CWMP)  
Wright-Pierce October 2014 Invoices

Dear Mr. Nunes:

Please find the attached invoice for engineering services completed through October 2014 related to the Middleborough Comprehensive Wastewater Management Plan (CWMP) and Environmental Notification Form (ENF). A brief summary of the work completed for the CWMP and ENF is summarized below:

**Middleborough CWMP Phase III – Wright Pierce Project #12760 Phase H**

- Finalized 20 year present worth cost for both study areas.
- Finalized figures, tables, are appendixes for Phase 3 CWMP
- Submitted draft Phase 3 CWMP to DEP

**Middleborough Environmental Notification Form (ENF) – Wright Pierce Project #12760 Phase I**

- Submitted ENF and CWMP to MEPA for review
- Received comments from MEPA review process and developed responses

We appreciate the opportunity to work with the Town on this important project. Please feel free to contact me on my direct line if you have any questions at (978) 416-8030.

Very truly yours,

WRIGHT-PIERCE

Jon W. Hume, P.E.  
Project Manager

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Offices Throughout New England | [www.wright-pierce.com](http://www.wright-pierce.com)

40 Shattuck Road, Suite 305  
Andover, MA 01810 USA  
Phone 978.416.8000 | Fax

978.470.3558



Water  
Wastewater  
Infrastructure

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

Invoice #: 96727  
Project: 12760  
Phase: H  
Project Name: Middleborough MA - WPCF Upgrade  
Invoice Date: Nov-20-2014

Attention: Charles Cristello, Town Mgr.

For Professional Services Rendered for the Period Sep-27-2014 To Oct-31-2014

RELATED TO: CWMP

REFERENCE: Contract dated May 13, 2013.

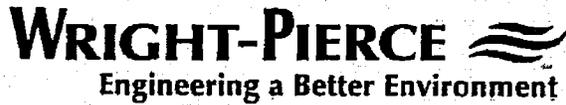
Total Project Fee Authorized	140,500.00
Percent Complete as of 10/31/2014	<u>100.00</u>
Fee Earned To Date	140,500.00
Less Previous Billings	133,475.00
Amount Due this Invoice	<u><u>7,025.00</u></u>

BILLING RECAP

Previous Billings	133,475.00
Current Billing Amount	<u>7,025.00</u>
Fee Earned To Date	140,500.00
Amount Received	118,775.00
Balance Due	<u><u>21,725.00</u></u>

Invoices are due upon receipt. If not paid by Dec-20-2014, interest will be computed at the rate stated in the agreement.

CC: Jon W. Hume



Water  
Wastewater  
Infrastructure

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

Invoice #: 96723  
Project: 12760  
Phase: I  
Project Name: Middleborough MA - WPCF Upgrade  
Invoice Date: Nov-19-2014

Attention: Charles Cristallo, Town Mgr.

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For Professional Services Rendered for the Period Sep-27-2014 To Oct-31-2014

RELATED TO: CWMP - ENF

REFERENCE: Contract dated May 13, 2013.

Total Project Fee Authorized	9,700.00
Percent Complete as of 10/31/2014	<u>100.00</u>
Fee Earned To Date	9,700.00
Less Previous Billings	4,850.00
Amount Due this Invoice	<u><u>4,850.00</u></u>

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BILLING RECAP

Previous Billings	4,850.00
Current Billing Amount	4,850.00
Fee Earned To Date	<u>9,700.00</u>
Amount Received	4,850.00
Balance Due	<u><u>4,850.00</u></u>

Invoices are due upon receipt. If not paid by Dec-19-2014, interest will be computed at the rate stated in the agreement.

CC: Jon W. Hume