

# **NEW BUSINESS**

**12-12-11**

The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE  
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

070000035

LICENSEE NAME:

HTF, Inc. d/b/a Harry's Bar & Grille

ADDRESS:

407 W. Grove St.

CITY/TOWN:

Middleboro

STATE Ma

ZIP CODE

02346

**TRANSACTION TYPE (Please check all relevant transactions):**

- Change of Hours  
 Change of DBA  
 Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL  
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND  
SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION  
P. O. BOX 3396  
BOSTON, MA 02241-3396**

## **Change of Hours Checklist**

**This application will be returned if the following documentation is not submitted:**

- Vote of Corporate Board or LLC

Note: No fee is required for this transaction as formal ABCC approval is not necessary

**CORPORATE RESOLUTION AND CERTIFICATE OF INCUMBANCY**

**H.T.F., INC.**

Dina E. Fisher, as Clerk of the Corporation, acting in her corporate capacity as a corporate officer of H.T.F., Inc., a Massachusetts corporation, does hereby certify that said corporation is duly organized and existing under the laws of the Commonwealth of Massachusetts, and that at a duly called special meeting of the directors and shareholders of H.T.F., Inc. held on November 25, 2011 at which meeting a quorum was present, the following vote, which vote has never rescinded or revoked, was passed:

VOTED: That the President be hereby authorized and directed in the name and on behalf of the Corporation and in his discretion, to execute and deliver on behalf of the corporation all documents necessary to alter and amend the All Alcoholic Beverage Liquor License for the restaurant known as Harry's Bar and Grille, in Middleborough, Massachusetts, such that the permissible hours for the serving of alcoholic beverages shall be:

Monday-Saturday 8am-1am  
~~Sunday 10am-1am~~

As Clerk of the Corporation, I further certify that the following person or persons are currently duly elected officers of H.T.F., Inc.:

President      David T. Fisher  
Treasurer    Joan C. Fisher  
Clerk          Dina E. Fisher

I DO FURTHER CERTIFY that the above vote has not been altered, amended, rescinded or repealed.

VOTED: To adjourn.

A true copy,

Attest:

  
Dina E. Fisher - Clerk

November 29, 2011

The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE  
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

070000068

LICENSEE NAME:

Thomastowne, LLC. d/b/a The Riverside

ADDRESS:

58 East Grove St.

CITY/TOWN:

Middleboro

STATE Ma

ZIP CODE

02346

**TRANSACTION TYPE (Please check all relevant transactions):**

- Change of Hours  
 Change of DBA  
 Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL  
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND  
SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION  
P. O. BOX 3396  
BOSTON, MA 02241-3396**

## **Change of Hours Checklist**

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- Vote of Corporate Board or LLC

Note: No fee is required for this transaction as formal ABCC approval is not necessary

**CORPORATE RESOLUTION AND CERTIFICATE OF INCUMBANCY**

**THOMASTOWNE LLC.**

David T. Fisher, as Manager of the LLC, acting in his capacity as a manager of THOMASTOWNE LLC, a Massachusetts limited liability company, does hereby certify that said company is duly organized and existing under the laws of the Commonwealth of Massachusetts, and that at a duly called special meeting of the members of THOMASTOWNE LLC, held on November 25, 2011 at which meeting a quorum was present, the following vote, which vote has never rescinded or revoked, was passed:

VOTED: That the David T. Fisher, Manager, be hereby authorized and directed in the name and on behalf of the Company and in his discretion, to execute and deliver on behalf of the company all documents necessary to alter and amend the All Alcoholic Beverage Liquor License for the restaurant known as The Riverside, in Middleborough, Massachusetts, such that the permissible hours for the serving of alcoholic beverages shall be:

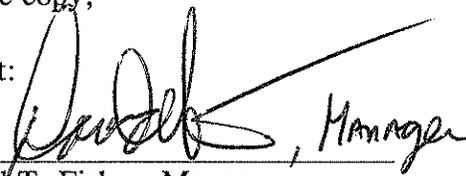
Monday-Saturday 8am-1am  
~~Sunday 10am-1am~~

I DO FURTHER CERTIFY that the above vote has not been altered, amended, rescinded or repealed.

VOTED: To adjourn.

A true copy,

Attest:

  
\_\_\_\_\_  
David T. Fisher- Manager

November 29, 2011

The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE  
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

070000054

LICENSEE NAME:

Dave's Diner, Inc. d/b/a Dave's Diner

ADDRESS:

390 W. Grove St.

CITY/TOWN:

Middleboro

STATE Ma

ZIP CODE

02346

**TRANSACTION TYPE (Please check all relevant transactions):**

- Change of Hours  
 Change of DBA  
 Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL  
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND  
SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION  
P. O. BOX 3396  
BOSTON, MA 02241-3396**

## **Change of Hours Checklist**

**This application will be returned if the following documentation is not submitted:**

- Vote of Corporate Board or LLC

Note: No fee is required for this transaction as formal ABCC approval is not necessary

**CORPORATE RESOLUTION AND CERTIFICATE OF INCUMBANCY**

**DAVE'S DINER, INC.**

Dina E. Fisher, as Clerk of the Corporation, acting in her corporate capacity as a corporate officer of DAVE'S DINER, Inc., a Massachusetts corporation, does hereby certify that said corporation is duly organized and existing under the laws of the Commonwealth of Massachusetts, and that at a duly called special meeting of the directors and shareholders of DAVE'S DINER, Inc. held on November 25, 2011 at which meeting a quorum was present, the following vote, which vote has never rescinded or revoked, was passed:

VOTED: That the President be hereby authorized and directed in the name and on behalf of the Corporation and in his discretion, to execute and deliver on behalf of the corporation all documents necessary to alter and amend the Wine and Malt Beverages License for the restaurant known as Dave's Diner, in Middleborough, Massachusetts, such that the permissible hours for the serving of alcoholic beverages shall be:

Monday-Saturday 8am-1am  
~~Sunday 10am-1am~~

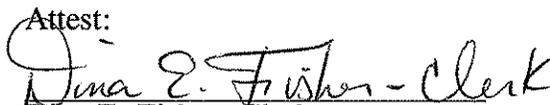
As Clerk of the Corporation, I further certify that the following person or persons are currently duly elected officers of Dave's Diner, Inc.:

President	David T. Fisher
Treasurer	Joan C. Fisher
Clerk	Dina E. Fisher

I DO FURTHER CERTIFY that the above vote has not been altered, amended, rescinded or repealed.

VOTED: To adjourn.

A true copy,

Attest:  
  
Dina E. Fisher - Clerk

November 29, 2011

Selectmen,

Please vote the **2012 Liquor licenses** as follows:

- 1.) To approve all **Section 12** (Restaurants & Clubs) liquor license renewals as presented on the attached spreadsheet, **except for:**

Shooters  
Tikki Buddha  
Christopher Building Association  
VFW

subject to the receipt of the certificate required by Chapter 304 of the Acts of 2004, signed by the Building Commissioner and the Fire Chief.

- 2.) To approve **Section 12** liquor license renewals for:

Shooters  
Tikki Buddha  
Christopher Building Association  
VFW

subject to receipt of the certificate of liquor liability insurance required by Chapter 116 of the Acts of 2010, receipt that any outstanding taxes have been paid, and the receipt of the certificate required by Chapter 304 of the Acts of 2004, signed by the Building Commissioner and the Fire Chief.

Thank you.

Jackie

Selectmen,

Please vote the **2012 Package Store Liquor licenses** as follows:

1.) To approve all Package Store liquor licenses as presented on the attached spreadsheet **except for:**

Gola Gola, Inc.

2.) To approve the renewal of Gola Gola Inc.'s Package Store liquor license, subject to receipt that outstanding taxes have been paid.

Thank you.

Jackie

# LIQUOR LICENSES 2012

ISSUED TO	Map/Lot	ADDRESS	TYPE OF LICENSE	Owes Taxes Yes/No
Middleborough Lodge 1274 Of d.b.a. BPOE of USA Building Assn. Clifford M. Lefebvre, Manager	M50N, L5968	24 High Street	Club - All Alcohol	NO
Wamkinguash Rod and Gun Club, Inc. Eugene Femino, Manager	M103, L1884	110 Pine Street (P. O. Box 307)	Club - All Alcohol	NO
Mitchell Memorial Club, Inc. Robert Monroe, Manager	M58E, L2618	29 Elm Street	Club - All Alcohol	NO
Christopher Building Association Robert E. Brady, Manager	M049, L5868	262 W. Grove Street	Club - All Alcohol	NO
John J. Glass, Jr. Post 2188, VFW Wayne E. Packard, Manager	M50N, L5974	12 Station Street	Veterans' Club - All Alcohol	NO
Thomastowne LLC d.b.a. The Riverside Gid A. Fisher, Manager	M058, 5557	58 E. Grove Street	Restaurant - All Alcohol	NO
DesRosiers, Inc. d.b.a. The Hideaway Restaurant Damon DesRosiers, Manager	M50N, L5918	9 Station Street (P. O. Box 589)	Restaurant - All Alcohol	NO
Middleboro Restaurants, Inc. d.b.a. Fireside Grille Tracy Gaucher, Manager	M048, L966	30 Bedford St. (Rtes. 18 & 44)	Restaurant - All Alcohol	NO
Lorenzo's Italian Restaurant & Lounge, Inc. Angela Maffeo, Manager	M048, L2833	500 West Grove Street	Restaurant - All Alcohol	
H.T.F., Inc. d.b.a. Harry's Bar & Grille Dina E. Fisher, Manager	M048, L3973	407 West Grove Street	Restaurant - All Alcohol	NO

# LIQUOR LICENSES 2012

ISSUED TO	Map/Lot	ADDRESS	TYPE OF LICENSE	
Buddy's Pizza Pub, Inc.	M048, L395	547 W. Grove Street	Restaurant - All Alcohol	NO
<b>d.b.a. Buddy's Pizza Pub</b>				
Michael Parsons, Manager				
Role Enterprises, Inc.	M50N, L5294	254 Center Street	Restaurant - All Alcohol	NO
<b>d.b.a. The Central Café</b>				
Michael Parsons, Manager				
The Cabin, Inc.	M065, L2925	114 East Grove Street	Restaurant - All Alcohol	NO
<b>d.b.a. The Cabin</b>				
Todd Reimels, Manager				
Tiki Buddha, Inc.	M058, L5347	10 Merchants Way, Suite 1	Restaurant - All Alcohol	NO
<b>d.b.a. Tiki Buddha Restaurant</b>				
Peter Wan Bun Wong, Manager				
Center Avenue, LLC	M50N, L5919	160 Center Ave.	Restaurant - All Alcohol	NO
<b>d.b.a. Center Ave. Café</b>				
Shawn A. Lemmo, Manager				
Stoney's Restaurant, Inc.	M48, L3074	456 West Grove Street	Restaurant - All Alcohol	NO
<b>d.b.a. Stoney's Pub</b>				
Catherine M. Urolatis, Manager				
LittleJohn's Restaurant	M072, L5571	360 Wareham Street	Restaurant - All Alcohol	YES
<b>d.b.a. Shooter's Steakhouse &amp; Sports Bar</b>				
John Hoban, Manager				
Lands End Enterprises, Inc.	M50N, L5913	444 Centre Street	Restaurant - Wine & Malt	NO
<b>d.b.a. Farrars Flat Iron Café</b>				
Deborah Locke, Manager				
Cape Donuts Plus, Inc.	M072, L2051	194 East Grove Street	Restaurant - Wine & Malt	NO
<b>d.b.a. Apazidis Family Restaurant</b>				
Ioannis Apazidis, Manager				

# LIQUOR LICENSES 2012

ISSUED TO	Map/Lot	ADDRESS	TYPE OF LICENSE	
Dave's Diner, Inc.	M048, L4758	390 West Grove Street	Restaurant - Wine & Malt	NO
<b>d.b.a. Dave's Diner</b> John Spinetto, Manager				
Gurukrupa, I, LLC	M58E, L2569	422 West Grove Street	Package Store - All Alcohol	NO
<b>d.b.a. Middleboro Discount Liquors</b> Narendra H. Patel, Manager				
Keyour, Inc.	M58J, L3573	3 East Grove Street (Unit B)	Package Store - All Alcohol	NO
<b>d.b.a. Seven Star Liquors</b> Arvind K. Patel, Manager				
Gola Gola, Inc.	M058, L5347	10 Merchant's Way	Package Store - All Alcohol	YES PP11 #409
<b>d.b.a. Jamies Fine Wine &amp; Spirits, II</b> Gina M. Pangione, Manager				
<b>Savas Liquors, Inc.</b> Irakli Savas, Manager	M50P, L5379	167 Center Street	Package Store - All Alcohol	NO
Vir Liquors, Inc.	M072, L4698	353 Wareham Street	Package Store - All Alcohol	NO
<b>d.b.a. Kurt's Corner</b> Darshak V. Patel, Manager				
<b>Capeway Convenience Store, Inc.</b> Peter Coletti, Manager	M101, L1694	578 Wareham Street	Package Store - Wine & Malt	NO
<b>The Convenience Store</b> Joseph Sayah, Manager	M048, L3899	414 W. Grove Street	Package Store - Wine & Malt	NO
B&B Village Enterprises, Inc.	M065, L795	208 Wareham Street	Package Store - Wine & Malt	NO
<b>d.b.a. Village Market</b> Christopher Moorby, Manager				

# LIQUOR LICENSES 2012

ISSUED TO	Map/Lot	ADDRESS	TYPE OF LICENSE	
New England Farms, Inc.	M087, L1495	447 Wareham Street	Package Store - Wine & Malt	NO
Thomas Pratt, Manager		P.O. Box 145, Assonet 02702		

Selectmen,

- 1.) Please vote to approve all **2012 Weekday Entertainment licenses** as presented on the attached spreadsheet, except for Shooters.
- 2.) Please vote to approve 2012 Weekday Entertainment license for Shooters, subject to receipt that all taxes have been paid.

Thank you.

Jackie

## WEEKDAY ENTERTAINMENT LICENSES 2012

ISSUED TO	Map/Lot	ADDRESS	ENTERTAINMENT	Owes Taxes Yes/No
Burt Wood School of Performing Arts/ The Alley Theatre	M50P, L5389	133 Center Street	Varies	NO
Role Enterprises, d.b.a. The Central Café	M50N, L5294	254 Centre Street, P.O. Box 425 Mail: 304 Tispaguin St. Attn Mark Hannon	Renewing but has no entertainment at moment.	NO
Middleboro Restaurants, Inc. d.b.a. Fireside Grille	M048, L966	30 Bedford Street	Functions & duet in lounge	NO
Harry's Bar & Grille	M048, L3973	407 West Grove Street	Occasional D.J. or band	NO
Knights of Columbus (Christopher Bldg Assoc.)	M049, L5868	262 West Grove Street	M-Sat. 9 a.m. - 1 a.m.	NO
Middleboro Lodge of Elks #1274	M50N, L5968	24 High Street	M-Sun. 10 a.m. - 1 a.m.	NO
Mitchell Memorial Club, Inc.	M58E, L2618	29 Elm Street	Functions-Dj's various hours	NO
Thomastowne LLC, d.b.a. The Riverside	M058, 5557	58 E. Grove Street	D.J. or band	NO
John J. Glass, Jr. Post 2188 VFW	M50N, L5974	12 Station Street Mail: P.O. Box 289	M-Sat 8 a.m. - 1 a.m.	NO
Little John's Restaurant, d.b.a.	M072, L5571	360 Wareham Street	M-Sat. 11 a.m. - 1 a.m.	YES
Shooter's Steakhouse & Sports Bar			w/D.J.'s on Fri. & Sat.	

Selectmen,

- 1.) Please vote to approve all **2012 Sunday Entertainment licenses** as presented on the attached spreadsheet, except for Shooters.
- 2.) Please vote to approve 2012 Sunday Entertainment license for Shooters, subject to receipt that all taxes have been paid.

Thank you.

Jackie

## SUNDAY ENTERTAINMENT LICENSES 2012

ISSUED TO	MAP/LOT	ADDRESS	ENTERTAINMENT	Owes Taxes Yes/No
Burt Wood School of Performing Arts/ The Alley Theatre	M50P, L5389	133 Center Street	1 p.m. - TBD	NO
Little John's Restaurant d.b.a.	M072, L5571	360 Wareham Street	11 a.m. - 1 a.m.	YES
Shooter's Steakhouse & Sports Bar				
Middleboro Restaurants, Inc. d.b.a. Fireside Grille	M048, L966	30 Bedford Street	1 p.m. - 12 a.m.	NO

Selectmen,

- 1.) Please vote to approve all **2012 Automatic Amusement Device licenses** as presented on the attached spreadsheet, except for Shooters.
- 2.) Please vote to approve 2012 Automatic Amusement Device license for Shooters, subject to receipt that all taxes have been paid.

Thank you.

Jackie

## AUTOMATIC AMUSEMENT DEVICE LICENSES 2012

ISSUED TO	Map/Lot	ADDRESS	DEVICES	Owes Taxes Yes/No
Harry's Bar & Grille	M048, L3973	407 West Grove Street	1 Juke Box	NO
Hideaway Restaurant	M50N, L5974	9 Station Street Mail: P.O. Box 589	1 Juke Box	NO
Buddy's Pizza	M048, L395	547 West Grove Street	1 Juke Box	NO
Middleboro Lodge of Elks #1274	M50N, L5968	24 High Street	1 Juke Box 1 Pool Table	NO
			1 Video Game	
Mitchell Memorial Club	M58E, L2618	29 Elm Street	3 Devices	NO
Papa Gino's Of America	M48, L3798	438 W. Grove Street - Suite C Mail: 600 Providence Hwy, Dedham, MA 02026 ATTN: Kathy Watts, Accts Payable	1 Device	NO
Role Enterprises - Central Café	M50N, L5294	254 Center Street, P.O. Box 425 Mail: 304 Tispaguin St. Attn: Mark Hannon	1 Juke Box	NO
Royal Café - Center Ave Café	M50N, L5919	160 Center Ave.	1 Pool Table 2 Juke Boxes	NO
Veterans of Foreign Wars	M50N, L5974	12 Station Street Mail: P.O. Box 289	1 Juke Box	NO
Little John's Restaurant d.b.a.	M072, L5571	360 Wareham Street	1 Juke Box	YES
Shooter's Steakhouse & Sports Bar			4 Video Games	
Tiki Buddha	M058, L5347	10 Merchant's Way, Suite 1	1 Juke Box	NO



Allison J. Ferreira  
Town Clerk

# TOWN OF MIDDLEBOROUGH

*Town Clerk's Office*

*Bank Building, 20 Centre Street*

*Middleborough, Massachusetts 02346-2250*

*508-946-2415 phone*

*508-946-2308 fax*

## MEMORANDUM

**TO:** Board of Selectmen

**FROM:** Allison J. Ferreira, Town Clerk

**DATE:** December 9, 2011

**RE:** *Class I, II, III Dealer and Taxi Licenses for 2012*

Attached please find lists for Class I, II, and III Dealer Licenses and Taxi Licenses to be renewed for 2012. I have included the number of vehicles/units, hours of operation, and any conditions granted by the Board of Selectmen.

Please be advised I have not received the required license renewal application, worker's compensation affidavit, or current bond for a Class II Dealer License for Sports Ltd. (Robert Weaver d/b/a). Mr. Weaver came into my office on December 7, 2011 and informed me he owed taxes to the Town of Middleborough that he could not pay at this time but would attempt to pay before the end of the year. The Board may want to vote this particular license contingent upon required documentation being filed with the Town Clerk and payment of taxes before January 1, 2012.

In addition, our Building Commissioner conducted inspections of the Class I and II Dealers and reported A & C Motorcycles, LLC to be in violation of the 18 vehicle maximum license they were issued for 2011. Upon inspection, they had 27 motorcycles located inside and 1 motorcycle outside.

Should you have any questions or concerns, please do not hesitate to contact me.

# CLASS I DEALER LICENSES 2012

DEALER	ADDRESS	# OF VEHICLES/ UNITS	HOURS OF OPERATION	CONDITIONS	LICENSE #	PAID
Bud's Trailer Repair Gerald Waino (508) 947-0980  *Call to pick up license	16 Cushman St.	15 unit maximum	Mon - Fri (8 am -8 pm)  Sat (8am - 6 pm)			11/29/11
C & E Automotive d/b/a C & E Yamaha of Middleboro  Mail license to: 201 West Grove St.	201 West Grove St.	Unknown	Unknown	None (Granted 1/17/2000?)		12/1/11
H. Tinkham & Sons, Inc. d/b/a Heritage Carriage  Mail license to: 103 Everett Street (*mail reminder and license to mailing address**)	72 East Grove St.	Maximum number of trailers available for sale not to exceed 114	Unknown	<ul style="list-style-type: none"> <li>Issue two separate Class I licenses for each location</li> </ul>		11/29/11

# CLASS I DEALER LICENSES 2012

DEALER	ADDRESS	# OF VEHICLES/ UNITS	HOURS OF OPERATION	CONDITIONS	LICENSE #	PAID
H. Tinkham & Sons, Inc. d/b/a Heritage Carriage  Mail license to: 103 Everett Street (**mail reminder and license to mailing address**)	103 Everett St.	35 horse trailers maximum	Unknown	<ul style="list-style-type: none"> <li>Issue two separate Class I licenses for each location</li> </ul>		11/29/11
Metro Imports, Inc. d/b/a Metro Volkswagen Michael A. Grieco (508) 822-1000  Mailing Address: 1651 New State Highway Raynham, MA 02767	3 Chalet Road	156 total vehicles allowed on site for sale	Mon - Sat (7:30am- 9pm) Sun (10am - 6 pm)	<ul style="list-style-type: none"> <li>Granted by BOS on 12/5/11</li> </ul>		

# CLASS I DEALER LICENSES 2012

DEALER	ADDRESS	# OF VEHICLES/ UNITS	HOURS OF OPERATION	CONDITIONS	LICENSE #	PAID
Metropolitan Waste Equipment, Inc. Gil Ledoux (800) 878-5491  Mailing Address: 1074 Turnpike St., Stoughton, MA 02072 (*mail reminder to mailing address**)  *Call to pick up license	22 Cambridge St. Unit 6	No job related vehicles on premises overnight	Unknown			

# CLASS II DEALER LICENSES 2012

DEALER	ADDRESS	# OF VEHICLES/ UNITS	HOURS OF OPERATION	CONDITIONS	LICENSE #	PAID
A & C Motorcycles, LLC Anne Petrino-Taft (508) 947-2453	461 Wareham St.	18 vehicle maximum	Mon - Sat (9 am - 7 pm) Sun (11 am - 5 pm)			
(The) Auto Liquidation Group Vincent A. DiRusso (617) 275-3095	66-68 West Grove St.	51 vehicle maximum	Mon - Fri (8 am - 8 pm) Sat (9 am - 6 pm) Sun (by appointment)			12/2/11
*Mail license to home address c/o Vincent A. DiRusso 91 South Main Street Middleborough, MA						
Exit 3 Truck Center Alfred J. Colarusso (508) 947-3467	448 Wareham St.	25 vehicle limit	Mon - Sat (9 am - 5 pm)	<ul style="list-style-type: none"> <li>Center lane between vehicle display lines to be kept open for emergency vehicle access</li> </ul>		11/28/11
*Mail license to 448 Wareham St. Middleborough, MA						
Frank's A42ble Used Cars Cheryl A. Salemme (d/b/a) (508) 947-1613	451 Wareham St.	15 vehicle maximum	Mon - Fri (9 am - 5 pm) Sat & Sun (9 am - 12 pm)	<ul style="list-style-type: none"> <li>BOS granted on 8/9/10</li> </ul>		

# CLASS II DEALER LICENSES 2012

DEALER	ADDRESS	# OF VEHICLES/ UNITS	HOURS OF OPERATION	CONDITIONS	LICENSE #	PAID
Freiday's Auto Sales, Inc. Joseph T. Freiday (508) 946-6161  *Call to pick up license	138 South Main St.	Amount of cars not to exceed 40 provided there is safe access for emergency vehicles, if not the amount shall be reduced to 38	Mon - Thurs (8 am - 8 pm) Fri (8 am - 6 pm) Sat (9 am - 5 pm) Sun (12 pm - 5pm)	<ul style="list-style-type: none"> <li>BOS granted 7/1/02</li> <li>Standard waterless handwash cleaning system to be used</li> <li>All necessary modifications and conditions of the Health, Zoning and Building Departments to be instituted</li> </ul>		11/29/11
Gabriel, Jacob & Isaac, Inc. d/b/a United Middleboro Petroleum Nick Khoury (508) 946-6166  *Mail license to 99 West Grove St. Middleborough, MA	99 West Grove St.	15 vehicle limit	Mon - Sat (9am - 6 pm) Sun (12pm - 6pm)			12/6/11

# CLASS II DEALER LICENSES 2012

DEALER	ADDRESS	# OF VEHICLES/ UNITS	HOURS OF OPERATION	CONDITIONS	LICENSE #	PAID
Gas Depot & Service RNT Brothers, Inc. d/b/a Raheel Ghatfor (508) 310-3850  *Call to pick up license	5 Station St.	3 vehicle maximum	Mon - Sat (9am - 6 pm)			11/18/11
Hylan Group, LLC d/b/a Hylan Auto Sales Todd H. Walantis (508) 923-1000  *Call to pick up license	90 East Grove St.	55 vehicle maximum	Mon - Fri (9 am - 6 pm) Sat (9 am - 3 pm) Sun (by appointment)			
Josef's Auto Sales, Inc. Joseph F. Pursley (508) 947-5400  Mail license to 428 Wareham St. Middleborough, MA	428 Wareham St.	30 vehicle maximum	Mon - Fri (8 am - 8 pm) Sat (8 am - 6 pm)			11/28/11

# CLASS II DEALER LICENSES 2012

DEALER	ADDRESS	# OF VEHICLES/ UNITS	HOURS OF OPERATION	CONDITIONS	LICENSE #	PAID
Junior's Automotive Sales & Service, Inc. George Damato (508) 947-9483  *Call to pick up license	359 West Grove St.	60 vehicle maximum	Mon - Fri (7 am - 8 pm) Sat (8 am - 6 pm) Sun (by appointment)			11/22/11
Kelly's Tire Mart, Inc. Kevin Kelly (508) 947-4859  *Mail license to 523 West Grove St. Middleborough, MA	523 West Grove St.	10 vehicle maximum	Unknown			11/28/11
LD Auto Sales Leonel P. DaCosta (d/b/a) (508) 947-6492/ (508) 277-2551  *Call to pick up license	254 Wood St.	1 car limit	Mon - Sat (8am - 8pm)	Car to be parked on the driveway in the bermed area		11/17/11
Leavens, Gerard F. Gerard Leavens (508) 923-0790  *Call to pick up license	211 Rocky Meadow St.	No storage, display of vehicles or signage	N/A	<ul style="list-style-type: none"> <li>• BOS granted on 3/29/10</li> <li>• Internet sales only</li> </ul>		

# CLASS II DEALER LICENSES 2012

DEALER	ADDRESS	# OF VEHICLES/ UNITS	HOURS OF OPERATION	CONDITIONS	LICENSE #	PAID
Norm's Repair Norman Chisholm (508) 947-7433  *Mail license to 256 Old Centre St. Middleborough, MA	256 Old Centre St.	Maximum number of 10 unregistered vehicles for sale on the property; maximum number of 10 unregistered vehicles on the property for repair purposes	Unknown	<ul style="list-style-type: none"> <li>BOS voted stipulations on 1/22/01 to appear on license pertaining to # of vehicles</li> </ul>		12/2/11
Platinum Auto Export Efie Saliba (617) 792-9577  *Call to pick up license	18 West Grove St.	No vehicles to be displayed on the property	Unknown			12/6/11
R & S Auto Sales Robert D. Stolz d/b/a (508) 947-2488  *Mail license to 161 Wareham St. Middleborough, MA	161 Wareham St.	50 vehicle limit	Unknown	<ul style="list-style-type: none"> <li>Fence to be erected along front of property for vehicles to be on display behind it</li> </ul>		12/5/11

# CLASS II DEALER LICENSES 2012

DEALER	ADDRESS	# OF VEHICLES/ UNITS	HOURS OF OPERATION	CONDITIONS	LICENSE #	PAID
Re. 28 Auto Works Hilary J. Bury d/b/a (508) 822-5823  *Mail license to 463 Wareham St. Middleborough, MA	463 Wareham St.	10 vehicle maximum	Mon - Sat (9 am - 5pm)			11/29/11
Runwell, Inc. John M. Vacca, Jr. (508) 947-0611  *Mail license and reminder to 23 Clark Road Lakeville, MA 02347	195 East Grove St.	45 vehicle limit	Mon - Fri (8am - 6 pm) Sat (8 am -2pm)			12/7/11
Southeast Motors, Inc. Michael Murphy (508) 947-8700  *Mail license to 603 Wareham St. Middleborough, MA	603 Wareham St.	40 vehicle limit	Mon - Thurs (9 am - 8pm) Fri (9 am -6 pm) Sat (9 am - 5pm)	<ul style="list-style-type: none"> <li>Berm must be around perimeter of parking lot - no cars to be stored on the impervious surface</li> </ul>		12/7/11
Spectrum Motors Robert Hollstein (508) 965-7360 *Call to pick up license	217 Centre St.	No vehicles are to be displayed	N/A			Will fax bond, rec'd license application and workers' comp form 12/7/11

# CLASS II DEALER LICENSES 2012

DEALER	ADDRESS	# OF VEHICLES/ UNITS	HOURS OF OPERATION	CONDITIONS	LICENSE #	PAID
Sport's Ltd. Robert Weaver d/b/a (508) 947-0068	539 Wareham St.		Mon - Fri (8 am - 8pm) Sat (8 am - 6pm)	<ul style="list-style-type: none"> <li>• As of 2/9/08, the BOS voted the following three condition are to be included on the license:</li> <li>• No unregistered vehicles parked or repaired on the street or outside of the property lines;</li> <li>• No car carriers or wreckers, under your control, parking along the street</li> <li>• Employee vehicles may not be parked on the street</li> </ul>		Spoke to on 12/6/11 - came in on 12/7/11 and said he owed taxes and could not pay right now and will try to pay by end of year

# CLASS II DEALER LICENSES 2012

DEALER	ADDRESS	# OF VEHICLES/ UNITS	HOURS OF OPERATION	CONDITIONS	LICENSE #	PAID
TNS Auto Karl Irving and Anthony P. Louise Bertelli d/b/a (508) 413-0105 *Call to pick up license	668 Wareham St., Unit 6	Internet sales and sale of up to 14 second hand vehicles maximum	Unknown	<ul style="list-style-type: none"> <li>Vehicles to be stored in the lot at 668 Wareham St.</li> </ul>		12/7/11
Topham Automotive, Inc. Brian Topham (508) 947-2022 *Call to pick up license	85 East Grove St.	6 vehicle maximum	Mon - Fri (8 am - 5 pm) Sat (9 am - 2 pm)			12/8/11
Yankee Auto Sales William McDermott d/b/a (508) 947-7854 *Call to pick up license	85 Everett St.	Only two vehicles for sale at one time	Unknown			11/28/11

# CLASS III DEALER LICENSES 2012

DEALER	ADDRESS	# OF VEHICLES / UNITS	HOURS OF OPERATION	CONDITIONS	LICENSE #	PAID
Freedman's, Inc. Richard Kessler (508) 947-0965  *Call to pick up license	162 East Grove St.		Unknown			
Hank Zion Auto Salvage, Inc. Jeffrey Reposa (508) 947-2321  *Call to pick up license	124 Bedford St.		Unknown			11/22/11
Middleboro Auto Salvage Cedric P. Zion and David A. Zion (d/b/a) (508) 947-2691  *Call to pick up license	170 Bedford St.		Unknown			

# CLASS III DEALER LICENSES 2012

DEALER	ADDRESS	# OF VEHICLES / UNITS	HOURS OF OPERATION	CONDITIONS	LICENSE #	PAID
Walter L. Pittsley Auto Salvage John Sylvia, Jr. (508) 947-2255  *Mail license to 153 Wareham St. Middleborough, MA	151 Wareham St.		Unknown			12/2/11
Walter W. Zion Used Auto Parts, Inc. Scott K. Zion (508) 947-1790  *Mail license to 128 Bedford St. Middleborough, MA	128 Bedford St.		Unknown			12/7/11

# TAXI LICENSES 2012

DEALER	ADDRESS	# OF VEHICLES/ UNITS	HOURS OF OPERATION	CONDITIONS	LICENSE #	PAID
Superior Taxi Maurice DeLongchamps d/b/a (508) 947-2424	453 Centre St.	6 vehicles	Unknown			11/22/11
*Call to pick up license						

**MASSACHUSETTS COMMUNITY DEVELOPMENT BLOCK GRANT FY 2012  
Community Development Fund I 2012  
APPLICATION COVER SHEET**

**Applicant**

Community: Town of Middleborough  
Address: 10 Nickerson Avenue  
Middleborough, MA 02346

Other Participating Communities: Bridgewater, Middleborough

Individual who prepared Grant Application: Jane Kudcey

Contact Person

Name: Jane Kudcey  
Title: Program Manager  
Address: Middleborough Office of Economic  
and Community Development  
Phone: 508-946-2402 Fax: 508-946-2413  
Email: janekudcey@verizon.net

**Proposed use of CDBG Funds**

1. Property/Acquisition	\$0
2. Clearance/Demolition	\$0
3. Relocation (Permanent)	\$0
4. Housing Rehabilitation	\$633,060
5. Community Economic Development	\$0
6. Public Facilities/Infrastructure	\$0
7. Planning	\$151,979
8. Public Social Services	\$0
9. General Administration	\$135,398
<b>Total CDBG Grant Request:</b>	<b>\$920,437</b>

**AUTHORIZATION**

Alfred P. Rullo  
\_\_\_\_\_  
Name of Chief Elected Official  
Chair, Board of Selectmen  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature Chief Elected Official (CEO)

\_\_\_\_\_  
Date

*To the best of my knowledge, information in this application is true and correct. I have read and agree to the following certifications: Displacement of Non-CDBG Funds Certification, Anti-displacement and Relocation Assistance Certification, Chief Elected Official Certification, Chief Financial Officer's Certification, and Program Income Certification.*

## FY 2011 MASSACHUSETTS CDBG PROGRAM

**CHIEF ELECTED OFFICIAL (CEO) CERTIFICATION FORM (page 1 of 3)**

On behalf of the applicant, of which I am a duly authorized local official empowered to sign such documents, I certify that the following actions have or will be taken:

1. The applicant possesses the legal authority to make a grant submission.
2. The applicant will minimize displacement resulting from CDBG-funded projects whenever possible, and comply with relocation requirements governing the CDBG program.
3. The project will be conducted in accordance with Title VI and Title VIII of the Civil Rights Act and, further, the applicant will affirmatively further fair housing consistent with 24 CFR 570.487(b).
4. The applicant has provided opportunities for citizen participation, has conducted a public hearing, and has provided information to citizens regarding the project that is to be submitted for CDBG funding consistent with Section 104(a) (2) of Title I of the Housing and Community Development Act of 1974, as amended.
5. The applicant will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by low- and moderate-income persons unless: (A) CDBG funds are used to pay the portion of such assessment that relates to non-CDBG funding or; (B) the applicant certifies to the State that, for the purposes of assessing properties owned and occupied by low- and moderate-income persons who are not very low-income, the applicant does not have sufficient CDBG funds to comply with the provisions of "A" above.
6. In applying for this grant from the Massachusetts Community Development Block Grant Program, the applicant understands that its Chief Elected Official is ultimately responsible for compliance with all requirements of the Program, including providing sufficient management oversight to carry out the activities requested hereunder.

**Certification Regarding the Use of Force**

The Community further certifies that:

1. The applicant wills adopt/has adopted and will enforce a policy to prohibit the use of excessive force by law enforcement agencies within their jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

**CHIEF ELECTED OFFICIAL (CEO) CERTIFICATION FORM (page 2 of 3)**

2. The policy to be adopted or has been adopted is contained in:
  - a. a local legislative act (such as an ordinance); or
  - b. a local administrative act (such as a written statement of policy by the local chief executive); or
  - c. an executive order; or
  - d. a regulation within the police department.
3. The community understands that a new policy need not be adopted if they have and are enforcing a written policy that meets the requirements of Section 519 of the Housing and Community Development act of 1974, as amended.

**Certification Regarding Lobbying**

The Community further certifies that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, or renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an employee or officer of congress, or an employee of a member of congress in connection with this shall complete and submit standard form - III, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers, (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

**CHIEF ELECTED OFFICIAL (CEO) CERTIFICATION FORM (page 3 of 3)**

**Certification Regarding Disclosure Requirements for Activities  
Receiving \$200,000 or More**

The undersigned shall comply with the requirements of full disclosure for any project or activity proposed for and receiving funding equal to \$200,000 or more. Disclosure will include providing information regarding:

- assistance from other government sources in connection with the project;
- financial interests of persons involved in the project (from planning to development to implementation of the project or activity), such financial interests exceeding \$50,000 or 10% of the project assistance requested, whichever is lower; and
- sources and uses of other funds involved in the project.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By: \_\_\_\_\_  
Signature, Chief Elected Official  
(Lead Applicant Only)

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**MEMORANDUM OF AGREEMENT FOR TWO YEAR CONTRACT  
EXTENSION BETWEEN TOWN OF MIDDLEBOROUGH AND GENERAL  
MUNICIPAL EMPLOYEES GROUP ("GMEG")**

The Town of Middleborough ("the Town") and the General Municipal Employees Group ("GMEG") hereby agree that the collective bargaining agreement between the Town and GMEG will be extended for two (2) years, through June 30, 2012, with the changes agreed to by the parties' negotiating teams and set forth below. This offer and Agreement shall be considered **off-the-record** until ratified by GMEG's membership and the Board of Selectmen. The bargaining teams shall sponsor and support such ratification.

If ratified by both parties' principals, a new comprehensive Collective Bargaining Agreement shall be drafted which incorporates the material terms of this Agreement into the unchanged provisions of the 2007-2010 Agreement. Failing ratification by both parties' principals, the Agreement shall be deemed void and both parties will be free to return to their prior bargaining positions.

Unless otherwise specified, any changes in the existing Contract reflected by the language changes set forth below will take effect July 1, 2010.

1. **ARTICLE 18- OVERTIME/COMPENSATORY TIME-** Effective upon ratification by both parties, change section 5 to read as follows:

"5. At any one time, employees may have accumulated no more than 80 (eighty) hours of compensatory time."

2. **ARTICLE 22- HEALTH INSURANCE-** Replace existing language with the following:

"The Town's contribution to the PPO plan it offers will be 60 % (sixty percent) of the monthly premium. The Town's contribution to the HMO plan it offers will be

80% (eighty percent) of the monthly premium. Except for the Town's contribution toward the monthly premium, the employee will be obligated to pay all other costs associated with the health insurance coverage, except that the Town will provide reimbursements, after July 1, 2010, for the following:

a. Effective July 1, 2010-December 31, 2010, the amount by which a co-pay for a 90-day drug prescription or refill (Tier 3) exceeds \$60. Effective January 1, 2011-June 30, 2012, the amount by which a co-pay for a 90-day drug prescription or refill (Tier 3) exceeds \$50;

b. Effective July 1, 2010-June 30, 2012, the amount by which a deductible for a hospital admission exceeds \$300;

c. Effective July 1, 2010-December 31, 2010, the amount by which a deductible for a day surgical procedure exceeds \$75. Effective January 1, 2011 through June 30, 2012, the amount by which a deductible for a day surgical procedure exceeds \$25

d. Effective January 1, 2011 through June 30, 2012, the amount by which a co-pay to see a specialist physician exceeds \$15.

e. After an employee on an individual HMO plan has expended a total of more than \$160 in a fiscal year to pay any increase from fiscal year 2010 in the co-pays and deductibles described in a, b, c and d ("the increases"), the Town will reimburse the full amount of the increases in those co-pays and deductibles.

f. After an employee on an a family HMO plan has expended a total of more than \$ 420 in a fiscal year to pay any increase from fiscal year 2010 in the co-pays and deductibles in a, b, c and d ("the increases"), the Town will reimburse the full amount of the increases in those co-pays and deductibles.

g. Increases paid by the employee in FY 11 under either the July 1, 2010-December 31, 2010 or January 1-June 30, 2011 reimbursement program will be cumulative for purposes of determining whether the employee reached the \$160 or \$420 ceiling in FY 2011.

The reimbursement of the amounts described above will be done under a reimbursement procedure established by the Treasurer/Collector's office. Compliance with the procedure is a condition precedent for reimbursement.

Any reduction in the reimbursement program on or after June 30, 2012 is subject to the Town meeting any bargaining obligation it has to implement the reduction.

The Town will make available and pay the administrative costs for a Flexible Spending Account (FSA) that covers medical expenses and dental care."

3. Effective upon ratification by both parties, **DELETE EXISTING ARTICLE 24("REOPENER") AND INSERT "ARTICLE 24-"MISCELLANEOUS"**:

"1. Employees shall be given the opportunity to develop and refresh professional knowledge and skills and maintain educational requirements for licenses and certifications (job related education and training) With advance notice to and approval of the Town Manager, the Town will reimburse a bargaining unit member for conferences, seminars, courses and/or training that enhance the member's ability to perform job duties ("job-related education/training"). In making a decision as to any proposed job-related education/training, the Town Manager will reasonably consider the cost, available funds, how much it will enhance the member's performance of job duties, whether and how much funding the Town has provided for the member in the past and competing requests for such reimbursements. A member will be eligible for a maximum reimbursement of \$500 per fiscal year."

"2. Up to five (5) bargaining unit members will be allowed time off without loss of pay or benefits to attend bargaining sessions that are scheduled by mutual agreement during the regular work day."

"3. Any bargaining unit member, who, with the written approval of the Town Manager, is assigned to a position in a higher classification in the bargaining unit, will receive compensation at Step 1 of the Pay Grade of that position beginning with the twenty-first (21st) consecutive day of the new assignment, subject to budget availability or Town Meeting appropriation."

"4. In the event that the Town voluntarily agrees to provide any Town side bargaining unit with a more generous reimbursement of health insurance co-pays and deductibles for Fiscal Year 2011 than that set forth above, the Town agrees to reopen bargaining on that issue only with GMEG if GMEG so requests. No bargaining unit in the Middleborough Gas & Electric Department constitutes a Town side bargaining unit for purposes of this provision.

In the event that the Town voluntarily agrees to provide any Town side bargaining unit with a salary increase for Fiscal Year 2011, the Town agrees to reopen bargaining on that issue only with GMEG if GMEG so requests. No bargaining unit in the Middleborough Gas & Electric Department constitutes a Town side bargaining unit for purposes of this provision."

- 4. **NEW ARTICLE 25-TERM OF CONTRACT-** "The duration of this contract shall be from July 1, 2010 through June 30, 2012."
  
- 5. The Union waives any claims related to health insurance changes made by the Town up to and including the date that the Contract is ratified, including without limitation any claims raised or which could have been raised in MUP-10-5864. Upon ratification, the Union will withdraw MUP-10-5864, with prejudice to re-filing.

GMEG

*John Mafey*  
*James Balda*  
*Chris White*  
*Roger Brunelle*  
*Virginia Mavroukas*

12/5/11  
DATED:

TOWN OF MIDDLEBOROUGH

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATED:

## Jacqueline Shanley

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**From:** Charles Cristello  
**Sent:** Thursday, December 08, 2011 4:03 PM  
**To:** Jacqueline Shanley  
**Subject:** FW: Sample Town Consent Letter  
**Attachments:** sample consent letter.doc

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**From:** Borin, Bertha (OCD) [<mailto:bertha.borin@state.ma.us>]  
**Sent:** Thursday, December 08, 2011 12:26 PM  
**To:** Charles Cristello  
**Subject:** Sample Town Consent Letter

Mr. Cristello:

As we discussed on the phone, I am attaching a sample consent letter for the Giarusso (Johnson) refinance. Please call me if you have any further questions.

Bertha

*Bertha Borin*

LIP/HOP Program Assistant  
Department of Housing and  
Community Development  
100 Cambridge Street, 3rd Floor  
Boston, Massachusetts 02114  
617-573-1309 (W)  
617-573-1330 (F)

TOWN OF \_\_\_\_\_

[DATE]

Carleene Giarrusso (Johnson)

SAMPLE

[NAME OF HOMEOWNER]  
[ADDRESS OF HOMEOWNER]

11 Anderson Ave.

Dear \_\_\_\_\_:

At their meeting of [DATE], the \_\_\_\_\_ Board of Selectmen voted to approve your request to refinance your home at [ADDRESS OF HOMEOWNER].

The vote of approval stipulated that the loan be at a fixed rate and the principal loan amount should not exceed [\$\_\_\_\_\_].

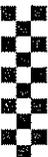
You may now proceed with your loan, subject to obtaining the prior written approval of the Department of Housing and Community Development. By copy of this letter to that Agency, we are confirming that the Town of \_\_\_\_\_ has approved your request.

Sincerely,

Town Administrator/Manager

Enclosure

cc: Department of Housing and Community Development



508-946-0058



# Commonwealth of Massachusetts DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Deval L. Patrick, Governor • Timothy P. Murray, Lt. Governor • Tina Brooks, Undersecretary

## LOCAL INITIATIVE PROGRAM REFINANCING YOUR FIRST MORTGAGE OR OBTAINING A SECOND MORTGAGE

Dear Local Initiative Program (LIP) Homeowner:

The following is a summary on how to refinance your first mortgage or to obtain a second mortgage under the LIP program. *We wish to emphasize that before you may close on a new first or second mortgage, your town/city and the Department of Housing and Community Development (DHCD) must review your written request to refinance, and issue a written approval.*

To begin the review process, please mail the following information to your town/city and DHCD:

- A letter from you, the Homeowner, requesting approval to refinance or obtain a second mortgage. Your letter should include:

- o The amount of the refinance or second mortgage requested
- o The reason for the request (i.e., better interest rate, cash out, etc.)
- o A phone number where you may be reached during the day
- o The name and contact number of the closing attorney
- o The full name of the lending institution

- The following information is required from your lender

1. Commitment Letter or any written documentation of the new loan terms which must include:
  - o Interest Rate ✓
  - o Loan Type (i.e., Conventional, Fixed) ✓
  - o Rate Lock Expiration Date ✓
  - o Points ✓
  - o Length of Loan (i.e., 15yr, 30yr) ✓
  - o APR (Annual Percentage Rate) ✓
2. Complete copy of an Appraisal Report for the property, completed by a certified residential appraiser. The home should be appraised as a market rate property and the appraisal report should be no older than 120 days past its completion date.
3. Payoff Statement showing all current debt on the property

*Jacqueline*  
*This is*  
*the paper*  
*and this*  
*is all*  
*it says?*  
 ??

The above documents should be mailed to the following address:  
 The Department of Housing and Community Development  
 100 Cambridge Street, Suite 300  
 Boston, MA 02114  
 Attn: Division of Housing Development - LIP Program

Please contact your town or city hall for information on who will review your refinance or second mortgage request. You may inquire at the Board of Selectmen's office, the Housing Authority or the Planning Department.

