

NEW BUSINESS

12-14-15

WESTON FOREST COMMITTEE

Jacqueline Shanley

From: fdunphy
Sent: Friday, November 13, 2015 5:05 PM
To: Jacqueline Shanley
Cc: Mark Belanger
Subject: Weston Town Forest Committee

I am writing to notify the Board of Selectmen and Weston Town Forest Committee of my interest on the opening of a seat on the Committee. I am a very conservation minded person and strongly believe land preservation is paramount in this great town of Middleborough. We must preserve and protect as much open space as possible for our future generations to enjoy as we have in the past. I have really enjoyed walking the trails at the Forest, and living only a few blocks away for the last twenty years I can attest to what a great place to visit and enjoy for all the residents. As the President of the Middleboro Sportsmens Club I am constantly applying my beliefs in preservation to the membership regarding our property as well. I do believe I can be an asset to the Committee and hope that you will consider me for membership.

regards,

Frank Dunphy

Council on Aging

Jacqueline Shanley

From: Andrea Priest
Sent: Thursday, December 10, 2015 9:35 AM
To: Jacqueline Shanley
Subject: COA

Jackie

The COA Board of Directors voted on their recommendations for the COA Board Appointments. Will this be on for Monday night? If yes I can let the candidates know in case they want to be present. Do you need anything else?

Applicant Anne E. Renaux filling Barbara Chadwick's seat, term expires June 2018
Applicant David Singer filling Annette Holmes' seat, term expires June 2018
Applicant Elizabeth A. McLean filling Betty Murphy's, term expires June 2018

thanks

Andrea M. Priest
Executive Director
Middleboro Council on Aging
558 Plymouth Street
Middleboro, MA. 02346
apriest@middleborough.com
508-946-2490
Fax 508-946-2489

Middleboro, MA 02346

September 29, 2015

Middleborough Board of Selectmen

Middleborough Town Hall

10 Nickerson Avenue

Middleborough, Mass. 02346

Dear Ladies & Gentlemen of the Board:

The purpose of this letter is to advise you that I am interested in being a member of the Board of Directors for the Middleboro Council of Aging. I understand that there is a vacancy at this time for a position with the Board for a period of three (3) years.

I am quite familiar with all of the numerous activities and good works that the COA provides for the elderly, as well as the disabled members of our community. Several years ago my husband was a participant in the Day Care program. He attended for several years, until his Alzheimers disease progressed to the point that he needed services that a social day care could no longer provide. Namely, he needed to be supervised by a registered nurse who could administer medications and other personal issues that he was unable to manage by himself.

Shortly after leaving the Day Care Program at Middleboro he suffered a stroke and the last two (2) years of his life he was confined to a nursing home.

My resume would not be lengthy, since I was employed by the Commonwealth of Massachusetts, Department of State Police, at their Middleboro facility on West Grove Street for a total of forty three (43) years. I retired from that position as Administrative Secretary II on July 31, 2013. However, prior to my State service, I was employed in the Medical Records Section at the Brockton Hospital for a number of years. My primary duties at that time were as a Medical Transcriber.

Should you find it necessary, I would gladly provide you with references. Since being a resident of the town since 1973, I am quite familiar with many past and present residents who would speak on my behalf.

Very truly yours,



Anne E. Renaux

Recvd 9-30-15

Jacqueline Shanley

From:
Sent: Thursday, October 01, 2015 4:20 PM
To: Jacqueline Shanley
Subject: Board of Directors position

Re: Advertised COA BOD position.....

My name is David Singer, Middleborough resident for the last 11 years, currently residing at Oak Point. Retired from business and most recently having been associated with the Young Marine program as Commander of the Southern NE Regiment responsible for up to 400 youngsters and their leaders in 5 battalions while serving concurrently, also, as a battalion commander and a local unit commander. I am a member of 4 veterans organizations, senior vice commander in one and as chaplain in two others. My wife and I are COA members and she volunteers at the COA as well as taking advantage of the outstanding art program. I would very much like to be a part of the group that shares the responsibility for managing the programs at our local COA. I can be reached at [redacted] or respond by email to this address.

With Regards,
David Singer

October 24, 2015

Middleboro Board of Selectmen

Nickerson Avenue

Middleboro, MA 02346

RE: Middleboro Council of Aging, Board of Directors, open position

Please accept this letter as my Letter of Intent.

Experience includes:

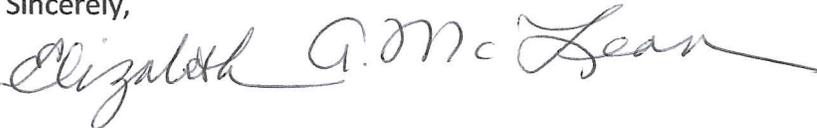
Over 14 years working with the geriatric population (professionally), as well as taking full responsibility for 10 family members (from 1985 to 2002) .

Formerly principle owner of 2 businesses: real estate (residential) and a very lucrative antique business, with my husband of 30 years, Douglas S. McLean

Currently retired from professional work, I am a Justice of The Peace, Notary Public, Ordained Minister, as well as, volunteering at the COA. Also served on the Middleboro Lions Board of Directors for 3 years.

Thank you for the opportunity to apply for the Council of Aging's Board of Directors.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth A. McLean". The signature is written in black ink and is positioned above the printed name.

Elizabeth A. McLean

Middleboro, MA 02346



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, 2015

RE: Class I, II, III Dealer Licenses for 2016 *AJF*

Attached please find lists for the renewal of Class I, II, and III Dealer Licenses. I have included the hours of operation and any conditions granted by the Board of Selectmen on these lists.

Kindly include in your vote these licenses will be issued contingent upon payment of any outstanding taxes owed to the Town of Middleborough prior to January 1, 2016 and all required documentation being filed with the Town Clerk.

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

LAW OFFICES OF JOHN D. RYDER

67 Main Street
P.O. Box 1263
Lakeville, MA 02347

REPLY TO:
P.O. Box 1263
Lakeville, MA 02347

Ph. (508) 947-0910
Fx. (508) 947-9575

December 9, 2015

Board of Selectmen
c/o Jackie Shanley, Executive Assistant
10 Nickerson Avenue
Middleboro, MA 02346

RE: Walter L. Pittsley Auto Salvage
Class III Dealer License #74

Dear Ms. Shanley:

This office represents James Gouveia, Jr. as Trustee of J. Sylvia Realty Trust, record owner of the premises located at 151 Wareham Street, Middleborough, Massachusetts.

This letter is to inform the Board of Selectmen that individual holder of the above referenced Dealer License #74, namely, John R. Sylvia, Jr., died on June 25, 2015. A copy of his death certificate is enclosed. Also, the aforesaid John R. Sylvia had a life interest in the real estate which was terminated upon his death. The current owner is the aforesaid James Gouveia, Jr.

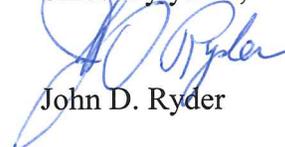
Upon information and belief, Elmer Wing and Sandra Wing have been occupants of the subject property since the death of John R. Sylvia, Jr. without the permission of the owner of the property, James Gouveia, Jr. as Trustee.

Elmer Wing and Sandra Wing were served no trespass orders on July 14, 2015. See copies enclosed.

Upon information and belief, Elmer Wing and Sandra Wing have not vacated the subject premises since receiving the Orders Not to Trespass. As a result thereof, James Gouveia, Jr. has now filed a complaint in the Superior Court Department against the Wings for a declaratory judgment and injunctive relief.

The purposes of this letter is to inform the Board of Selectmen as to the status of the above-reference Class III Dealers License #74.

Sincerely yours,



John D. Ryder

JDR/pab
Enclosures



52



Commonwealth of Massachusetts
Registry of Vital Records and Statistics
CERTIFICATE OF DEATH

State File # 2015 029943
Registered # 2015-142

Form R-301 07012014

DECEDENT	Place of Death	NEMASKET HEALTHCARE CENTER, MIDDLEBOROUGH, MA				
	Date of Death	JUNE 22, 2015	Age	80 YRS	Sex	MALE
	Current Name	SYLVIA JR, JOHN R				
	Surname at Birth or Adoption	SYLVIA	SSN	016-28-6197		
	AKA	---				
	Date of Birth	APRIL 05, 1935	Birthplace	ROCHESTER, MASSACHUSETTS		
	Residence	314 MARION ROAD, MIDDLEBOROUGH, MASSACHUSETTS 02346				
	Race	WHITE	Education	HIGH SCHOOL GRADUATE OR GED		
	Marital Status	WIDOWED	Occupation/Industry	PROPRIETOR/AUTO SLAVAGE		
	Last Spouse - Last (Surname at Birth or Adoption), First, Middle	SYLVIA, PRISCILLA, E (PITTSLEY)		U.S. Veteran	NO	
Mother/Parent Name - Last (Surname at Birth or Adoption), First Middle	SYLVIA, EVELYN MAY (ENNES)		Birthplace	MASSACHUSETTS		
Father/Parent Name - Last (Surname at Birth or Adoption), First Middle	SYLVIA, JOHN R (SYLVIA)		Birthplace	MASSACHUSETTS		
MEDICAL CERTIFIER	Part I. Cause of Death - Sequentially list immediate cause then antecedent causes then underlying cause				Interval between onset and death	
	a. Immediate Cause (Final condition resulting in death)	GASTRO INTESTINAL BLEED			4 WKS.	
	b. Due to or as a consequence of:	MYELOFIBROSIS			--- MOS.	
	c. Due to or as a consequence of:	---			---	
	d. Due to or as a consequence of:	---			---	
MEDICAL CERTIFIER	Part II. Other significant conditions contributing to death but not resulting in underlying cause			Manner of Death:		
	ENCEPHALOPATHY, H. PYLORI, SEVERE ANEMIA, HYPERTENSION, SPLENOMEGALY, THROMBOCYTOPENIA			NATURAL		
				Time of Death: 11:30 AM		
			Result of Injury: NO			
Certifier			MICHAEL C RANDON, MD		Lic # 26535	
Addr.			46 CLARA HOWARD WAY, N EASTON, MASSACHUSETTS 02356			
DISPOSITION	Funeral Licensee/ Designee	EDGAR R CHALIFOUR		Lic # 6461		
	Facility/Addr.	WILLIAM EGGER CO. INC. DBA ASHLEY FUNERAL HOME, MIDDLEBOROUGH, MASSACHUSETTS				
	Immediate Disposition	BURIAL				
	Date of Immediate Disposition	JUNE 29, 2015				
	Place/Address	ST. MARY CEMETERY, WOOD STREET, MIDDLEBOROUGH, MASSACHUSETTS 02346				
Date of Record	JUNE 26, 2015					
Date of Amendment	---					
			<p><i>Allison J. Ferreira</i></p> <p>CLERK, TOWN OF MIDDLEBOROUGH</p>			

A TRUE COPY ATTEST:

Allison J. Ferreira

TOWN CLERK

NO TRESPASS ORDER

Date: July 14, 2015

To: Elmer Wing
Sandra Wing
130 County Street
Lakeville, MA 02347

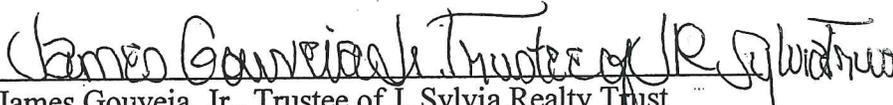
ORDER NOT TO TRESPASS

You are hereby forbidden to enter upon or remain in or upon the property of James Gouveia, Jr. as Trustee of J. Sylvia Realty Trust situated at 151 Wareham Street in Middleboro, Massachusetts.

This forbidding is absolute and unconditional, and is to continue to be in force and effective, regardless of whatever real, pretended reason, purpose, motive, intention, or emergency you may have, pretend to have, or offer as an excuse for your entering or wanting to enter said premises.

This notice is given under Massachusetts General Laws, Chapter 266, Section 120, which among other things provides that a person trespassing in violation of a notice such as this may be arrested on the spot without a warrant.

A copy of this Notice will be given to the Police Department for the Town of Middleboro.


James Gouveia, Jr., Trustee of J. Sylvia Realty Trust

COMMONWEALTH OF MASSACHUSETTS

Plymouth, ss.

July 14, 2015

On this 14th day of July, 2015, before me, the undersigned notary public, personally appeared James Gouveia, Jr., Trustee of J. Sylvia Realty Trust, proved to me through satisfactory evidence of identification which was a Massachusetts driver's license, to be the person whose name is signed on the above document, and acknowledged to me that they signed it voluntarily for its stated purpose.


John D. Ryder, Notary Public
My commission expires:
October 31, 2019



Plymouth County Sheriff's Office 22 Cottage Street, Brockton MA 02301 Telephone (508) 580-2110
Plymouth, SS

July 16, 2015

I hereby certify and return that on 7/14/2015 at 3:31 PM I served a true and attested copy of the Notice Not to Trespass in this action in the following manner: To wit, by delivering in hand to Elmer Wing at 151 Wareham Street Middleboro, MA 02346 . Attest (1 copy) (\$5.00) Basic Service Fee (\$30.00) Conveyance (\$4.50) P&H (no mailing) (\$1.00) Travel (\$3.20) Total: \$43.70

Deputy Sheriff Gregory Kamon

Deputy Sheriff



Plymouth County Sheriff's Office 22 Cottage Street, Brockton MA 02301 Telephone (508) 580-2110
Plymouth, SS

July 16, 2015

I hereby certify and return that on 7/14/2015 at 3:31 PM I served a true and attested copy of the Notice Not to Trespass in this action in the following manner: To wit, by delivering in hand to Sandra Wing at 151 Wareham Street Middleboro, MA 02346 . Attest (1 copy) (\$5.00) Basic Service Fee (\$30.00) P&H (no mailing) (\$1.00) Total: \$36.00

Deputy Sheriff Gregory Kamon

Deputy Sheriff

NO TRESPASS ORDER

Date: July 14, 2015

To: Elmer Wing
Sandra Wing
130 County Street
Lakeville, MA 02347

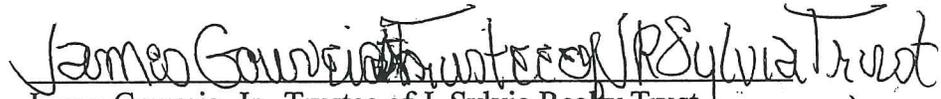
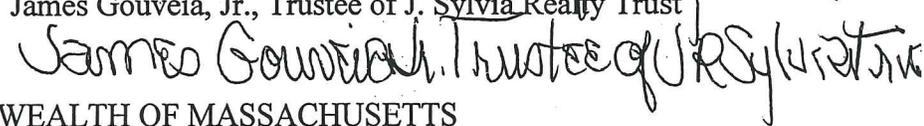
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A copy of this Notice will be given to the Police Department for the Town of Middleboro.


James Gouveia, Jr., Trustee of J. Sylvia Realty Trust


COMMONWEALTH OF MASSACHUSETTS

Plymouth, ss.

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Plymouth, SS

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Deputy Sheriff Gregory Kamon

Deputy Sheriff



Plymouth County Sheriff's Office
Plymouth, SS

22 Cottage Street, Brockton MA 02301 Telephone (508) 580-2110

July 16, 2015

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Deputy Sheriff Gregory Kamon

Deputy Sheriff

CLASS I DEALER LICENSES 2016

DEALER	ADDRESS	HOURS OF OPERATION	CONDITIONS
<p>Metropolitan Waste Equipment, Inc. Gil Ledoux (800) 878-5491</p> <p>Mailing Address: 1074 Turnpike St., Stoughton, MA 02072 (*mail reminder to mailing address*)</p>	<p>22 Cambridge St. Unit 6</p>	<p>Mon - Fri (7:30am – 4:30 pm)</p>	<ul style="list-style-type: none"> • No job related vehicles on premises overnight. They sell brand new garbage trucks.
<p>South Shore Tent Trailer, LLC Robert Barnaby 774-222-3955</p>	<p>899 Plymouth St.</p>		<ul style="list-style-type: none"> • *Internet sales only *No storage, display of vehicles for sale, repair or production *No signage

CLASS II DEALER LICENSES 2016

DEALER	ADDRESS	HOURS OF OPERATION	CONDITIONS
A & C Motorcycles, Inc. Anne Petrino-Taft (508) 947-2453	461 Wareham St.	Mon – Sat (9 am -7 pm) Sun (11am – 5 pm)	<ul style="list-style-type: none"> • 18 vehicle maximum
(The) Auto Liquidation Group Vincent A. DiRusso (617) 275-3095 *Mail license to home address c/o Vincent A. DiRusso 91 South Main Street Middleborough, MA	66-68 West Grove St.	Mon – Fri (8 am – 8 pm) Sat (9 am – 6pm) Sun (by appointment)	<ul style="list-style-type: none"> • 51 vehicle maximum
Classic Car Connections James Godinho d/b/a (508) 863-2979	9 Oak Street	Mon – Sat 4 hours per day	<ul style="list-style-type: none"> • Internet sales only
Exit 3 Truck Center Alfred J. Colarusso (508) 947-3467 (508) 397-0019 cell *Mail license to 448 Wareham St. Middleborough, MA	448 Wareham St.	Mon – Sat (9 am – 5 pm)	<ul style="list-style-type: none"> • Center lane between vehicle display lines to be kept open for emergency vehicle access. • 25 vehicle limit
Frank's A42ble Used Cars	451 Wareham St.	Mon – Fri (9 am – 5 pm)	<ul style="list-style-type: none"> • BOS granted on 8/9/10.

CLASS II DEALER LICENSES 2016

DEALER	ADDRESS	HOURS OF OPERATION	CONDITIONS
Robert J. Cloutier d/b/a		Sat & Sun (9 am – 4 pm)	<ul style="list-style-type: none"> • 15 vehicle maximum
Freiday's Auto Sales, Inc. Joseph T. Freiday (508) 946-6161	138 South Main St.	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"> • BOS granted 7/1/02 • Standard waterless handwash cleaning system to be used • All necessary modifications and conditions of the Health, Zoning and Building Departments to be instituted • Amount of cars not to exceed 40 provided there is safe access for emergency vehicles, if not the amount shall be reduced to 38
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.	Mon – Sat (9am – 6 pm) Sun (12pm –6pm)	<ul style="list-style-type: none"> • 15 vehicle limit

CLASS II DEALER LICENSES 2016

DEALER	ADDRESS	HOURS OF OPERATION	CONDITIONS
Gas Depot & Service RNT Brothers, Inc. d/b/a Raheel Ghafoor (508) 310-3850 *Call to pick up license	5 Station St.	Mon – Sat (9am – 6 pm)	<ul style="list-style-type: none"> • 3 vehicle maximum
Hylan Group, LLC d/b/a Hylan Auto Sales Todd H. Walantis (508) 923-1000	119 East Grove St.	Mon – Fri (9 am – 6 pm) Sat (9 am – 3 pm) Sun (by appointment)	<ul style="list-style-type: none"> • 27 vehicle maximum
Josef's Auto Sales, Inc. Joseph F. Pursley (508) 947-5400 Mail license to 428 Wareham St. Middleborough, MA	428 Wareham St.	Mon – Fri (8 am – 8 pm) Sat (8 am – 6 pm)	<ul style="list-style-type: none"> • 30 vehicle maximum
Junior's Automotive Sales & Service, Inc. George Damato (508) 947-9483	359 West Grove St.	Mon – Fri (7 am – 8 pm) Sat (8 am – 6 pm) Sun (by appointment)	<ul style="list-style-type: none"> • 60 vehicle maximum

CLASS II DEALER LICENSES 2016

DEALER	ADDRESS	HOURS OF OPERATION	CONDITIONS
Kelly's Tire Mart, Inc. Kevin Kelly (508) 947-4859 *Mail license to 523 West Grove St. Middleborough, MA	523 West Grove St.	Mon – Fri (8 am -6 pm) Sat (8 am – 3 pm)	<ul style="list-style-type: none"> • 10 vehicle maximum
LD Auto Sales Leonel P. DaCosta (d/b/a) (508) 277-2551	254 Wood St.	Mon – Sat (8am – 8pm)	<ul style="list-style-type: none"> • Car to be parked on the driveway in the bermed area • 1 car limit
Leavens, Gerard F. Gerard Leavens (508) 923-0790	211 Rocky Meadow St.	Non-specific	<ul style="list-style-type: none"> • BOS granted on 3/29/10 • INTERNET sales only • No storage, display of vehicles or signage

CLASS II DEALER LICENSES 2016

DEALER	ADDRESS	HOURS OF OPERATION	CONDITIONS
<p>Leonard's Auto LLC Arthur Leonard, Jr. (508) 923-4779</p>	<p>407B Wareham Street</p>	<p>Mon – Fri (8am – 6pm) Sat (9am – 2pm)</p>	<ul style="list-style-type: none"> • No additional pavement shall be added to create the parking spaces. The parking areas shall be used for the sale of used retail ready cars. There shall be no repairs of fluid additions on the premises. There shall be a 6' chain link fence, with privacy slats, between the applicant's property and the nearest abutter. They will maintain a treed and/or a landscaped buffer zone to the eastern side of the property. Parking spaces shall be 10' x 20'. There shall be six retail parking spaces and two general parking spaces, for a total of eight. • Maximum of six (6) retail ready cars for sale.

CLASS II DEALER LICENSES 2016

DEALER	ADDRESS	HOURS OF OPERATION	CONDITIONS
Platinum Auto Export, Inc. Elie Saliba (617) 792-9577 *Call to pick up license	18 West Grove St.	Non-specific	<ul style="list-style-type: none"> • WHOLESALER • No vehicles to be displayed on the property.
Priority Pre-Owned, LLC Gerald M. Stein (508) 946-1800 *Mail reminder to 58 Pebble Brook Drive Middleborough, MA	161 Wareham St.	Mon – Fri (8am to 6pm) Sat (8am to 4pm) Sun (10 am to 1 pm)	<ul style="list-style-type: none"> • Fence to be erected along front of property for vehicles to be on display behind it • 50 vehicle limit
Rte. 28 Auto Works Hilary J. Bury d/b/a (508) 822-5823 *Mail license to 463 Wareham St. Middleborough, MA	463 Wareham St.	Mon – Sat (9 am – 5pm)	<ul style="list-style-type: none"> • 10 vehicle maximum
Runwell, Inc. John M. Vacca, Jr. (508) 947-0611 *Mail license and reminder to 23 Clark Road Lakeville, MA 02347	195 East Grove St.	Mon – Fri (8am – 6 pm) Sat (8 am -2pm)	<ul style="list-style-type: none"> • 45 vehicle limit
Southeast Motors, Inc. Michael Murphy	603 Wareham St.	Mon – Thurs (9 am – 8pm)	<ul style="list-style-type: none"> • Berm must be around perimeter of parking

CLASS II DEALER LICENSES 2016

DEALER	ADDRESS	HOURS OF OPERATION	CONDITIONS
(508) 947-8700 *Mail license to 603 Wareham St. Middleborough, MA		Fri (9 am -6 pm) Sat (9 am – 5pm)	lot – no cars to be stored on the impervious surface. <ul style="list-style-type: none"> • 40 vehicle limit
Spectrum Motors Robert Hollstein (508) 965-7360 *Call to pick up license	217 Centre St.	Mon – Fri (9am – 5pm)	<ul style="list-style-type: none"> • WHOLESALER • No vehicles are to be displayed
Sport's Ltd. Robert Weaver d/b/a (508)947-0068 (508) 736-5305 cell	539 Wareham St.	Mon – Fri (8 am – 8pm) Sat (8 am – 6pm)	<ul style="list-style-type: none"> • As of 2/9/08, the BOS voted the following three condition are to be included on the license: • No unregistered vehicles parked or repaired on the street or outside of the property lines; • No car carriers or wreckers, under your control, parking along the street • Employee vehicles may not be parked on the street • 25 vehicle limit

CLASS II DEALER LICENSES 2016

DEALER	ADDRESS	HOURS OF OPERATION	CONDITIONS
TNS Auto Karl Irving d/b/a (508)413-0105 Mail reminder to Karl Irving at 44 Wood Street, Bridgewater, MA 02324	668 Wareham St., Unit 6	Non-specific	<ul style="list-style-type: none"> • Vehicles to be stored in the lot at 668 Wareham St. • INTERNET sales and sale of up to 14 second hand vehicles maximum, if needed.
Topham Automotive, Inc. Brian Topham (508)947-2022	85 East Grove St.	Mon – Fri (8 am – 5 pm) Sat (9 am – 2 pm)	<ul style="list-style-type: none"> • 6 vehicle maximum
Ventura Motors Robert J. Ventura d/b/a (508) 947-4615	307 Wood St.	Non-specific	<ul style="list-style-type: none"> • WHOLESALER • 3 vehicle maximum
Xtreme Power Cycles, LLC Kate Ellen McIchargey	668 Wareham St, Unit 3	Non-specific	<ul style="list-style-type: none"> • Internet Sales Only • No storage of vehicles • No signage
Yankee Auto Sales William McDermott d/b/a (508)947-7854	85 Everett St.	Mon – Fri (8am – 5pm) Sat (by appointment)	<ul style="list-style-type: none"> • Only two vehicles for sale at one time

CLASS III DEALER LICENSES 2016

DEALER	ADDRESS	HOURS OF OPERATION	CONDITIONS
Freedman's, Inc. Richard Kessler (508)947-0965 *Call to pick up license	162 East Grove St.	Mon -Fri (8:30 am. - 4:30 pm)	Salvage Yard
Hank Zion Auto Salvage, Inc. Jeffrey Reposa (508) 947-2321 *Call to pick up license	124 Bedford St.	Mon – Fri (7am – 5pm) Sat (7am – 1pm)	Salvage Yard
Middleboro Auto Salvage Cedric P. Zion and David A. Zion (d/b/a) (508) 947-2691 *Call to pick up license	170 Bedford St.	Mon-Fri (8:30 am -5pm) Sat (8 am-2pm)	Salvage Yard

CLASS III DEALER LICENSES 2016

DEALER	ADDRESS	HOURS OF OPERATION	CONDITIONS
Walter W. Zion Used Auto Parts, Inc. Scott K. Zion (508) 947-1790 (508) 947-3199 *Mail license to 128 Bedford St. Middleborough, MA	128 Bedford St.	Mon – Fri (7am – 5pm) Sat (7am – 2pm)	Salvage Yard

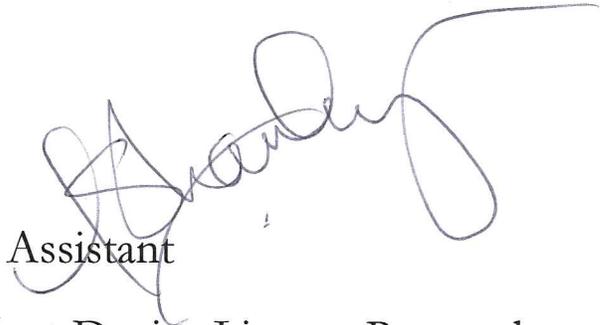
December 14, 2015

TO: Board of Selectmen

FROM: Jackie Shanley, Executive Assistant

RE: 2016 Automatic Amusement Device License Renewals

Please vote to approve all **2016 Automatic Amusement Device** license renewals, as presented, subject to receipt of all required renewal documentation.

A handwritten signature in blue ink, appearing to read "Jackie Shanley", is written over the "FROM:" line of the email header. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

2016 AUTOMATIC AMUSEMENT DEVICE LICENSES

ISSUED TO	Map/Lot	ADDRESS	DEVICES	FEE	PAID
Harry's Bar & Grille	M048, L3973	407 West Grove Street	1 Juke Box	\$100.00	
Hideaway Restaurant	M50N, L5974	9 Station Street Mail: P.O. Box 589	1 Juke Box	\$100.00	
Middleboro Lodge of Elks #1274	M50N, L5968	24 High Street	1 Juke Box 1 Video Game	\$200.00	
Mitchell Memorial Club	M58E, L2618	29 Elm Street	1 Juke Box 1 Arcade, 1 Golf Machine	\$300.00	
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 Plush Crane device	\$100.00	
Role Enterprises - Central Café	M50N, L5294	254 Center Street, P.O. Box 425 Mail: 304 Tispaquin St. Attn: Mark Hannon	1 Juke Box	\$100.00	
Royal Café - Center Ave Café	M50N, L5919	160 Center Ave.	1 Pool Table 1 Juke Box 1 Multi Game	\$300.00	
John F. Glass, Jr. Post 2188, VFW	M50N, L5974	30 Station Street	2 Juke Boxes 1 Bowling Game 1 Shooting Game	\$500.00	

2016 AUTOMATIC AMUSEMENT DEVICE LICENSES

			1 Golf Game		
Tiki Buddha	M058, L5347	10 Merchant's Way, Suite 1	Amusement machine-Midway Games, Inc.	\$100.00	
Boston/Cape Cod KOA	M041, L2235R	438 Plymouth Street	1 Race Car 1 Pac Man 1 Pinball	\$300.00	

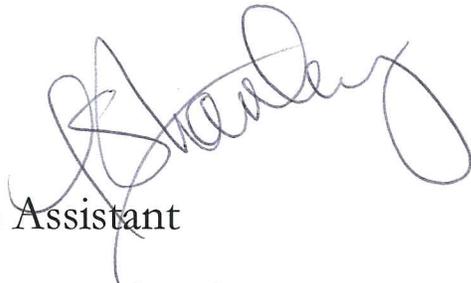
December 14, 2015

TO: Board of Selectmen

FROM: Jackie Shanley, Executive Assistant

RE: 2016 Entertainment License Renewals

Please vote to approve all **2016 Entertainment** license renewals, as presented, subject to receipt of all required renewal documentation.

A handwritten signature in black ink, appearing to read "Jackie Shanley", is written over the "FROM:" line of the email header.

2016 ENTERTAINMENT LICENSES

ISSUED TO	Map/Lot	ADDRESS	ENTERTAINMENT	FEE	PAID
Burt Wood School of Performing Arts/ The Alley Theatre	M50P, L5389	133 Center Street	M-Sat. 1 pm - 12 a.m. Various kinds	\$100	
Role Enterprises, d.b.a. The Central Café	M50N, L5294	254 Centre Street, P.O. Box 425 Mail: 304 Tispaquin St. Attn Mark Hannon	9 pm to 12 a.m. twice/yr. Band	\$100	
Middleboro Restaurants, Inc. d.b.a. Fireside Grille	M048, L966	30 Bedford Street	Thur, Fri, Sat 8 am-11 pm Acoustic Singers	\$100	
Harry's Bar & Grille	M048, L3973	407 West Grove Street	Guitarist or Trivia M-Sat. 10 a.m. - 12 a.m.	\$100	
Knights of Columbus (Christopher Bldg Assoc.)	M049, L5868	262 West Grove Street	Sat. 7 pm - 12 a.m. DJ	\$100	
Middleboro Lodge of Elks #1274	M50N, L5968	24 High Street	M-Sat. 10 a.m. - 1 a.m. Band/DJ	\$100	
Mitchell Memorial Club, Inc.	M58E, L2618	29 Elm Street	Functions-Dj's various hours	\$100	
The Boston Tavern	M058, 5557	58 E. Grove Street	D.J. or band M-Sat 10 a.m. - 12 a.m.	\$100	
John J. Glass, Jr. Post 2188 VFW	M50N, L5974	30 Station Street	Fri & Sat DJ & Live band 8 p.m. - 12 a.m.	\$100	
Dave's Diner	M48, L4758	390 West Grove Street	Mon-Sat 10 a.m. - 12 a.m. DJ/Trivia/Guitarist	\$100	
Buddy's Pizza Pub, Inc.	M48, L395	547 West Grove Street	Fri & Sat 9 pm-12 a.m Karaoke/Live Music/DJ	\$100	

2016 ENTERTAINMENT LICENSES

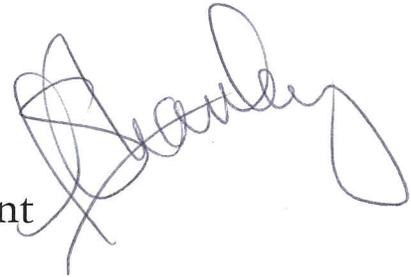
Tiki Buddha	M58, L5347	10 Merchant's Way	Fri & Sat 9 p.m. - 1 a.m.	\$100	
			Kareoke		
			Fri. 11:30 a.m. to 1 a.m.		

December 14, 2015

TO: Board of Selectmen

FROM: Jackie Shanley, Executive Assistant

RE: 2016 **Sunday** Entertainment License Renewals

A handwritten signature in blue ink, appearing to read "Jackie Shanley", is written over the "FROM:" line of the email header.

Please vote to approve all **2016 Sunday Entertainment** license renewals, as presented, subject to receipt of all required renewal documentation.

2016 SUNDAY ENTERTAINMENT LICENSES

ISSUED TO	MAP/LOT	ADDRESS	ENTERTAINMENT	FEE	PAID
Burt Wood School of Performing Arts/ The Alley Theatre	M50P, L5389	133 Center Street 508 946-1071	1 p.m. - 12 a.m.	\$50	
Middleboro Restaurants, Inc. d.b.a. Fireside Grille	M048, L966	30 Bedford Street 508 947-5333	1 p.m. - 12 a.m. Acoustic singer	\$50	

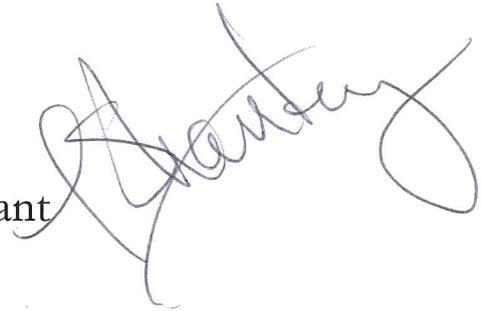
2016 Common Victualler Licenses		
Business Name	Location	Applicant
Andrews Restaurant	469 Center Street	Paula Carey
Apazidis Family Restaurant	194 East Grove Street	John Apazidis
Best Pizza	3 East Grove Street	Miam Darazi
Buddy's Pizza Pub	547 West Grove Street	Christopher Mastrangelo
LBK,LLC-Burger King #5173	460 West Grove Street	LBK
Peace Mirror Inc. -dba The Cabin	114 East Grove Street	Jonathan Bell
Capeway Convenience	578 Wareham Street	Peter Coletti
Capeway Rovers (Seasonal)	Off Plymouth Street	David Payne
Center Ave Café	160 Center Avenue	Shawn Lemmo
Central Cafe	254 Center Street	Mark Hannon
China Sails	3 East Grove Street	Jin Chun zheng
Christopher Bldg Assoc. K of C	262 West Grove Street	Ron Ellis
Coffee Milano	58 Center Street	Margaret Gudmundsson
D'Angelo Sandwich Shop	422 West Grove Street	Jay Howland
Dave's Diner	390 West Grove Street	David Fisher
Donna's Dawgs	656 Wareham Street	Donna Vickery
East Grove Donuts- Dunkin Donuts	1 East Grove Street	Fernando Sardinha
58 East Grove St Inc-Boston Tavern	58 East Grove Street	Dennis Barbato
Middleboro Restaurants-Fireside Grille	30 Bedford Street	Middleboro Restaurants
Friendlys Ice Cream	40 Bedford Street	Catherine Smith
HTF Inc.- Harry's Bar & Grille	407 West Grove Street	David Fisher
DesRosiers Inc-Hideaway Restaurant	9 Station Street	Damon DesRosiers
J&J Donuts Honey Dew	57 Center Street	Jovane Cividini
Land End Enterprises-Farrar's Flat Iron	444 Center Street	Deborah Locke
Lindo's Pizza	2 Wareham Street	Emil Khalil
Lorenzo's Italian Restaurant	500 West Grove Street	Angela Maffeo
McDonalds	14 East Clark Street	Brenda Stewart
Middleboro House of Pizza	29 North Main Street	Theo Franzis
Middleboro Lodge of Elks #1274	24 High Street	Mark Sullivan
Middleboro Persy's Place	43 Bedford Street	R. Newton Heston
Mitchell Memorial Club	29 Elm Street	Mitchel Memorial Club Inc.
N&L Donuts-Dunkin Donuts	565 West Grove Street	Fernando Sardinha
Business Name	Location	Applicant

December 14, 2015

TO: Board of Selectmen

FROM: Jackie Shanley, Executive Assistant

RE: 2016 Liquor License Renewals

A handwritten signature in blue ink, appearing to read "Jackie Shanley", is written over the "FROM:" line of the memo.

Please vote to approve all **2016 Liquor license** renewals, as presented, subject to receipt of the certificate required by Chapter 304 of the Acts of 2004, signed by the Building Commissioner and Fire Chief for all Section 12 liquor licensed premises.

LIQUOR LICENSES 2016

Updated 12/11/15

LIC #	ISSUED TO	ADDRESS/TELEPHONE	TYPE OF LICENSE
7	Middleborough Lodge 1274 Of d.b.a. BPOE of USA Building Assn. Santina M. Capozzi, Manager	24 High Street	Club - All Alcohol
11	Wankinquoah Rod and Gun Club, Inc. Eugene Femino, Manager	110 Pine Street (P.O. Box 307)	Club - All Alcohol
16	Mitchell Memorial Club, Inc. Richard Andrews, Manager	29 Elm Street	Club - All Alcohol
41	Christopher Building Association Robert E. Brady, Manager	262 W. Grove Street	Club - All Alcohol
9	John J. Glass, Jr. Post 2188, VFW Roger L. Card, Jr., Manager	12 Station Street	Veterans' Club - All Alcohol
68	58 East Grove, Inc. d.b.a. Boston Tavern Dennis Barbato, Manager	58 E. Grove Street	Restaurant - All Alcohol
10	DesRosiers, Inc. d.b.a. The Hideaway Restaurant Damon DesRosiers, Manager	9 Station Street (P.O. Box 589)	Restaurant - All Alcohol
8	Middleboro Restaurants, Inc. d.b.a. Fireside Grille Tracy Greene, Manager	30 Bedford St. (Rtes. 18 & 44)	Restaurant - All Alcohol

LIQUOR LICENSES 2016

Updated 12/11/15

LIC #	ISSUED TO	ADDRESS/TELEPHONE	TYPE OF LICENSE
18	Lorenzo's Italian Restaurant & Lounge, Inc. Angela Maffeo, Manager	500 West Grove Street	Restaurant - All Alcohol
35	H.T.F., Inc. d.b.a. Harry's Bar & Grille Dina E. Fisher, Manager	407 West Grove Street	Restaurant - All Alcohol
39	Buddy's Pizza Pub, Inc. d.b.a. Buddy's Pizza Pub Christopher Mastrangelo, Manager	547 W. Grove Street	Restaurant - All Alcohol
49	Role Enterprises, Inc. d.b.a. The Central Café Michael Parsons, Manager	254 Center Street	Restaurant - All Alcohol
56	Peace Mirror, Inc. d.b.a. The Cabin Jonathan D. Pell, Manager	114 East Grove Street	Restaurant - All Alcohol
57	Tiki Buddha, Inc. d.b.a. Tiki Buddha Restaurant Peter Wan Bun Wong, Manager	10 Merchants Way, Suite 1	Restaurant - All Alcohol
63	Center Avenue, LLC d.b.a. Center Ave. Café Shawn A. Lemmo, Manager	160 Center Ave.	Restaurant - All Alcohol

LIQUOR LICENSES 2016

Updated 12/11/15

LIC #	ISSUED TO	ADDRESS/TELEPHONE	TYPE OF LICENSE
65	Stoney's Restaurant, Inc. d.b.a. Stoney's Pub Catherine M. Urolatis, Manager	456 West Grove Street	Restaurant - All Alcohol
54	Dave's Diner, Inc. d.b.a. Dave's Diner John Spinetto, Manager	390 West Grove Street	Restaurant - All Alcohol
50	Cape Donuts Plus, Inc. d.b.a. Apazidis Family Restaurant Ioannis Apazidis, Manager	194 East Grove Street	Restaurant - Wine & Malt
30	Gurukrupa, I, LLC d.b.a. Middleboro Discount Liquors Narendra H. Patel, Manager	422 West Grove Street	Package Store - All Alcohol
27	Keyour, Inc. d.b.a. Seven Star Liquors Arvind K. Patel, Manager	3 East Grove Street (Unit B)	Package Store - All Alcohol
22	Gola Gola, Inc. d.b.a. Jamies Fine Wine & Spirits, II Gina M. Pangione, Manager	10 Merchant's Way	Package Store - All Alcohol
23	Savas Liquors, Inc. Irakli Savas, Manager	167 Center Street	Package Store - All Alcohol

LIQUOR LICENSES 2016

Updated 12/11/15

LIC #	ISSUED TO	ADDRESS/TELEPHONE	TYPE OF LICENSE
29	Vir Liquors, Inc. d.b.a. Kurt's Corner Darshak V. Patel, Manager	353 Wareham Street	Package Store - All Alcohol
45	Puriba, Inc. d.b.a. Capeway Convenience Store Victoria A. Patel, Manager	578 Wareham Street	Package Store - Wine & Malt
48	Sunup Corporation Rama Chundururu, Manager	414 W. Grove Street	Package Store - Wine & Malt
28	B&B Village Enterprises, Inc. d.b.a. Village Market Kerry Bearse, Manager	208 Wareham Street	Package Store - Wine & Malt
67	New England Farms, Inc. Thomas Pratt, Manager	447 Wareham Street P.O. Box 145, Assonet 02702	Package Store - Wine & Malt
70	The Convenience Store, Inc. d.b.a. Joe's Joseph Sayah, Manager	26 High Street	Package Store - Wine & Malt

Jacqueline Shanley

From: Evan Melillo
Sent: Friday, December 11, 2015 9:02 AM
To: Board of Selectmen
Cc: Robert G. Nunes; Attorney Dan Murray; Jane Lopes
Subject: RE: Town Building Rental Policy
Attachments: Town Hall Rental Application Draft 2015.pdf

Hello All,

Please see attached document for the Board of Selectmen's next meeting. For your consideration are changes made since the last meeting marked in green. In addition to requested changes, there is a note on the Oliver House's \$2,500 damage deductible, as well as a new possible home owner's insurance requirement for private functions.

Thanks,

Evan Melillo
Assistant to the Town Manager
Town of Middleborough
10 Nickerson Avenue
Middleborough, MA 02346
(508) 947 – 0928
emelillo@middleborough.com

From: Evan Melillo
Sent: Friday, December 04, 2015 2:20 PM
To: Board of Selectmen
Cc: Robert G. Nunes; Attorney Dan Murray
Subject: Town Building Rental Policy

Hello all,

Attached to this email please find a proposed building use policy draft document that will be presented for the Board to consider. The document draft will be introduced and explained at the meeting, the yellow highlights are areas that have been changed, and the blue highlights are the areas that have been advised by Town Counsel.

Thanks,

Evan Melillo
Assistant to the Town Manager
Town of Middleborough
10 Nickerson Avenue
Middleborough, MA 02346
(508) 947 – 0928
emelillo@middleborough.com

TOWN OF MIDDLEBOROUGH

POLICY FOR THE USE OF TOWN FACILITIES AND GROUNDS

The use of all grounds and facilities including the Town Hall, Town Hall Annex, Green School, and Oliver Estate's House and Grounds by the public shall be permitted and encouraged when such uses do not interfere with Town business or violate other provisions of Town policy, by-laws or state and federal laws. The parties using Town facilities shall be responsible for the conduct of the people whom they admit, and for any infraction of the rules and regulations and shall pay the cost of any damage caused by them or their patrons during the period of their use of the building, equipment or grounds.

Approval and scheduling shall be done by the Middleborough Town Manager.

Exceptions to rental fees are provided on page 5.

Exceptions to insurance is provided on page 10.

Waiver of any fees will be at the sole discretion of the Middleborough Town Manager.

Rental fee payment is due at the time of application. The custodian/security person must be paid by check or money order at the beginning of any event, unless payment in full has been made in advance. The renting group or individual will tender payment to the employee on duty. Checks are to be made payable to the Town of Middleborough for the amount due, taking into consideration the established hourly rate of the custodian/security person. A receipt will be given for payment. The payment will then be given to the Assistant to the Town Manager for deposit to the appropriate account(s). The employee/security person will be paid by the Town for services rendered.

RULES AND REGULATIONS FOR THE USE OF BUILDING AND GROUNDS

Users of the facilities and grounds must observe the following rules and regulations:

1. The individual/organization listed on the application will be held liable for any damage occurring to the building, grounds, equipment or other contents during the period covered by the application and event. Repairs and/or replacement will be made and costs assessed for said damage/replacement. Any repair/replacement bill remaining unpaid for more than thirty (30) days, after demand in writing has been made and sent by first class mail to the individual/organization listed on the application, will be assessed any additional charges as allowed by Town By-Law or state law. Cost of collection, including legal fees will be the responsibility of the individual/organization.
2. Adequate adult supervision must be provided at all times.
3. An applicant for the Grand Ball Room at Town Hall and/or Oliver Estate House and Grounds must submit a \$500 refundable check, made payable to the Town of Middleborough, at the time of application. This sum will be refunded if the area is left clean and undamaged.
4. The use of the building is confined to the area or facility stipulated in the application. **All other areas of the building or grounds are strictly out of bounds.**
5. **The Town of Middleborough is relieved of any liability.** All groups must sign and return to the Town Manager's office an Indemnity Agreement or Insurance Policy as applicable, see page 10 for exceptions.
6. Access to the building will not be granted unless a custodian/security person is present. The custodian/security person must remain on duty during the entire period covered by the application. The custodial/security fee exception is on page 5. If the custodian/security person has been signed off and additional cleaning is required by the custodial staff the group/individual renting the facility will be charged for this cleaning.
7. There shall be **NO SMOKING INSIDE THE BUILDING.** Smoking is allowed outside and tobacco products must be properly extinguished and deposited in receptacles provided.
8. Serving of alcohol will be allowed in the grand ballroom at Town Hall as well as the Oliver House estate at the sole discretion of the Board of Selectmen and with the appropriate license approval, insurance requirements and signed indemnification agreement. It must be under the supervision of and dispensing by a bonded bar-tending service. Applications must be submitted jointly by the organization and bar-tending service.
9. Any organization or individual desiring to serve alcoholic beverages must first obtain the appropriate license and prior approval by vote of the Board of Selectmen. The licensee shall provide proof of a policy of liability insurance to cover liability claims, including liquor liability claims. The Town of Middleborough will be named as an additional insured. Coverage will be provided by and at the expense of the licensee and in the amount(s) as required under the Insurance Requirements section of the application.
10. In addition to liquor liability insurance, any organization or individual desiring to serve alcoholic beverages is required to provide a liquor licensing fee of either \$30 or \$50 (see page 6) and an additional charge of \$100.00 will be assessed to offset the additional insurance cost to the Town. The group/individual will also be required to provide, at their own expense, a paid police detail. For in-Town nonprofits, the paid Police Officer detail requirement is at the discretion of the Town Manager. The number of officers required will be at the sole discretion of the Police

Chief. Custodians/security personnel have been advised not to allow dispensing of alcohol until and unless the police officer is in attendance.

11. The group or individual renting the facility is responsible for securing and paying any police, outside security or other EMT services required.
12. Conservation of heat, lights, and water must be a priority.
13. The renter shall not cause or allowed to be caused any attachments of any kind to the walls, floors ceilings, chandeliers or any other part of Town facilities. Any request for attachments must be submitted with the application and have prior approval from the **Town Manager**.
14. Use of other equipment:

PIANO IN GRAND BALLROOM

- a. When not in use, the cover is to be left on the piano and bench.
- b. The piano may not be moved under any circumstances. Anyone violating this provision will be responsible for any required re-tuning resulting from the movement.
- c. No renter shall place or cause to be placed any light, lamp or other illuminating device on the piano unless protective material is placed under the illumination so as not to mar the finish.
- d. Whether or not the cover is on the piano and/or bench, **NO** food, drinks, radios or other items are to be put on the piano and bench.

PUBLIC ADDRESS SYSTEM

The Town will allow the public address system and podium to be used should the group/individual require it.

ELEVATOR FOR BALLROOM:

The elevator is provided for handicapped access to all floors. Weight limitations must be adhered to when transporting equipment or additional furnishings to the grand ballroom. You must plan accordingly and make your own arrangements for bringing items to the second floor.

OTHER EQUIPMENT:

Prior approval from the **Town Manager** must be obtained before any other equipment or furnishings are brought into the building. These items must be listed on the application. You must also provide protective coverings on the bottom of any such equipment so as to prevent serious damage to floors. The custodian/security person should be consulted if you have a question.

13. Use of Grounds: Because of the underground sprinkler system at Town Hall, vehicles are not allowed on the lawn area. In-ground stakes are also prohibited.
14. Materials considered by the **Town Manager** to be a safety or fire hazard will not be permitted.
15. Candles and other open flames are prohibited. Use of sterno burners in conjunction with food service is allowed.
16. Parking of vehicles is the responsibility of the renting organization/individual, and must be handled so that driveways are not obstructed for use of other vehicles or fire department apparatus. Driveways must be kept clear at all times. Illegally parked cars will be towed at vehicle owner's expense.

17. Adhere strictly to the time limits on your application. A stay of even five minutes extra may cost the sponsoring organization/individual additional fees.
18. The sponsoring organization/individual must present a copy of the approved "Town Hall Application & Utilization Agreement" form to the custodian/security person on duty. Custodians/security persons have been instructed not to allow anyone in the building without the appropriate signed form.
19. The custodian/security personnel will report any damage of building, grounds or equipment to the Town Manager who will then make a report to the Board of Selectmen.
20. Please be considerate of the neighbors. Any complaints received will be kept on file and may adversely affect future requests by any individual/organization.
21. Leave the grounds and building in the same condition you found them.
22. Cancellations must be made by notifying the **Town Manager's Office** or by telephone (508) 947-0928 two weeks prior to the planned event or activity. A refund will be given for unused deposits, rental fee and any pre-paid custodial/security personnel costs paid. However, if the funds have been turned over to the Town Accountant for deposit to the Town accounts you may have to wait until a Town Meeting for return of your money.
23. Insurance requirements and amounts will be at the sole discretion of the Town Manager and in accordance with the Insurance Requirements section of the application on **page 10**.
24. Any additional conditions set by the Town Manager with the application approval must be strictly adhered to as well as these rules and regulations.
25. Any violations of these rules and regulations, additional conditions as stated by the Town Manager, Town policy, by-law, state or federal law will result in the function being shut down immediately. Any deposits or fees already paid will be forfeited and any fees due will be assessed and the loss of future privileges will result.

Approved by the **Middleborough Town Manager** on _____.

RENTAL FEES FOR USE OF TOWN FACILITIES & GROUNDS

Due to the costs of and the need to maintain the facility rental fees will be charged in accordance with the fee schedule adopted from time to time by the **Town Manager**. The following definitions apply in determining fees:

Rental Exception #1. Governmental departments, boards, committees, or commissions do not pay for the use of the building. However, they are required to fill out an application for use in the case of a special event/activity to assure dates requested are available. Applications by Middleborough Governmental boards, committees or commissions for regularly scheduled meetings are not required.

Rental Exception #2. Any civic organization, individual, business, or group of individuals who are utilizing the building/grounds for fund raising or the direct benefit of the Town, **and the activity is setup and run by a Town department, or committee** does not pay rental fees for the use of the building/grounds. However, use of Town buildings/grounds without fees by any fund-raising, charitable, or non-profit organizations with events or meetings not expressly setup and run by a Town department, or committee violates the Massachusetts Constitution.

Security Exception #1. In the event a board, committee or commission has a scheduled evening meeting the security fee **is waived** if an event/activity is of a meeting-type purpose and the chairman of such board, committee or commission has accepted responsibility for securing the building. However, the building must be vacated at the conclusion of the board, committee or commission meeting. **Please note: Theatrical rehearsals are not considered meeting-type purposes and fees will be charged accordingly, see next page.**

Security Exception #2. The only other exception to the payment of security personnel fees is if such personnel are on duty as part of their normal work schedule or offices are open during normal working hours. However, custodial or cleaning services will be at the expense of the individual/organization renting the facility if required.

All other organizations, individuals, groups or businesses will be required to pay the rental and custodial/security fees as established by the Middleborough Board of Selectmen.

Any donation to the building fund would not be unwelcome.

Applications are still required even if rental fees are waived.

**A paid police officer detail is required for any outside school-related event involving non-Middleboro residents.

**Voted 10/6/03

***Revised 3/15/10

RENTAL FEE SCHEDULE (Draft 12/3/2015)

<u>Meetings & Gatherings:</u>	<u>Residents</u>	<u>Non-Residents</u>
Grand Ballroom, Oliver Estate House, and/or Oliver Estate Grounds	\$100.00 per 8 hour period.	\$350 per 8 hour period.
Non-Profit Organizations wishing to use the Grand Ballroom	\$100.00 (Prior \$150) per 8 hour period.	\$200.00 per 8 hour period.
*First floor meeting, conference room	\$20.00 per 8 hour period	\$40.00 per 8 hour period
**Town Hall grounds	\$5.00 per 8 hour period	\$20.00 per 8 hour period

*Outside activities must request access to inside bathrooms from the Town Manager. In addition, the use of the sanitary facilities, custodial/security personnel and associated fees will be required. If a designated volunteer has been approved the custodial/security fees may be waived if requested. However, cleaning of the bathrooms will be the responsibility of the renter organization/individual and a voluntary donation by the organization or individual would be appreciated to defray the cost of bathroom supplies. If additional custodial service is required even after your cleaning you will be billed.

**Voted by Board of Selectmen on 12/7/15

Theatrical productions:

Rehearsals (Grand Ballroom)	\$150 (Tech week & performance)
Additional rehearsal schedules	\$25.00 per 8 hour period.

CUSTODIAL/SECURITY FEE SCHEDULE

Personnel Costs	One and one-half the current hourly rate of pay of the head custodian: Fy 16 \$30 and FY17 \$31. Plus 10% for administrative costs, with a minimum of 3 hours.
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OTHER FEE REQUIREMENTS

One-day "All Alcoholic" beverage license	\$50.00 to be paid @ Town Clerk's Office upon picking up approved license.
One-day "Beer & Wine" beverage license	\$30.00 (cannot be waived)
Offset additional insurance cost for serving of alcohol	\$100.00 must be submitted with application (cannot be waived)
Refundable Security Deposit	\$500.00 must be submitted with Grand Ballroom as well as the Oliver Estate House and Grounds applications and will be refunded in accordance with the rules and regulations.

*Permits are required if a catering service is being used. Please check with the Health Department, 20 Centre Street, 2nd Floor.

APPLICATION AND UTILIZATION AGREEMENT
TOWN FACILITIES AND GROUNDS
MIDDLEBOROUGH, MASSACHUSETTS

PLEASE SUBMIT PAYMENT WITH APPLICATION

DATE OF APPLICATION _____
ORGANIZATION/INDIVIDUAL _____
ADDRESS _____
CITY, STATE, ZIP _____ TEL _____

BARTENDING SERVICE CO-APPLICANT _____
OWNER NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
TEL.# _____

DATE(S) OF EVENT _____ APPROXIMATE NUMBER OF PARTICIPANTS _____
(ATTACH SEPARATE SHEET IF NECESSARY)

TIME OF DAY(S) REQUIRED _____ TO _____

Be sure to include any set-up or dismantling day(s)/time requirements.

BRIEFLY DESCRIBE TYPE OF ACTIVITY _____

ASSIGNED SPACE (PLEASE CHECK ALL THAT APPLY) TOWN HALL ANNEX MEETING ROOM
 TOWN HALL MEETING ROOM GRAND BALLROOM* TOWN HALL GROUNDS
 GREEN SCHOOL OLIVER ESTATE HOUSE OLIVER ESTATE FRONT LAWN
 OLIVER ESTATE FORMAL GARDENS OLIVER ESTATE CONSERVATION OPEN SPACE**

If using grounds, will building access be required for sanitary facilities (? _____)

*Note – There is no air conditioning available in the Grand Ballroom and Oliver Estate

**Note - Oliver Estate Conservation Open Space is not currently available

Are you requesting a one-day alcoholic beverage license? _____ Licensing fee of \$ _____ plus \$100.00
required at time of application. This will be refunded if license denied prior to event or activity.

Food will be served _____ Name of Caterer _____ Telephone # _____

***If food is to be served, please contact the Health Department for the appropriate permits.**

We expect to bring in the following additional equipment/furnishings _____

Any required insurance policy/indemnification agreement must be attached to application.

Rental Deposit (for Grand Ballroom, Oliver Estate House, and Oliver Estate Grounds) \$500.00

Check # _____ (must be tendered with application and will be returned within two-weeks if no damage to
building, grounds or equipment has been reported).

Rental Cost _____ One-day alcoholic beverage license fee _____ Personnel Cost _____ Total Cost _____

Name of Designated Town Official volunteering to perform security service _____

Signature of Volunteer _____

Application Approved by Town Manager (date) _____ Fees Waived _____ Fees Due _____

I/we _____ hereby acknowledge return of our \$500.00 refundable payment.

**APPLICATION AND UTILIZATION AGREEMENT
TOWN FACILITIES AND GROUNDS**

In connection with my/our planned use of the Town Hall and/or grounds, I/we hereby agree to the following:

I/we agree to abide by all conditions as set forth in this application and the rules and regulations as established by the Board of Selectmen.

I/we agree that no activities unrelated to this purpose will be conducted on the premises.

I/we agree to hold harmless and indemnify and defend the Town of Middleborough, its agents, servants, employees and volunteers from and against any and all claims for injury to any person and/or damage to or loss of any personnel property of any nature arising out of my/our contracted use of the property or facilities of the Town for this function and that which may occur outside of the **Town premises** or arise from activities which occur on or about the **Town premises**.

I/we agree to assume total responsibility for assuring that:

- a. the participants at the meeting/event will conduct themselves in a safe and orderly fashion;
- b. no dangerous or unlawful activities will take place on the premises or grounds;
- c. no Town or other property will be removed from the building or grounds;
- d. participants will confine themselves to the specified areas of the building and grounds designated for the event;
- e. participants will leave the building and grounds in a clean and orderly condition;
- f. the participants will promptly leave the premises at the time scheduled for their departure.
- g. participants will abide by all rules and regulations as established by the Board of Selectmen

I/we agree to refrain from placing signs or decorations anywhere on the premises except as specified below. And if allowed will not place or cause to be placed in contradiction to the rules and regulations.

I/we understand that Town employees and/or designated volunteers in attendance at the scheduled event/meeting, except as specified below, are there for the sole purpose of providing participants with access to the portion of the building and grounds that have been set aside for their use. If payment for custodial services has been made, please note here.

I/we agree to abide by all requests of Town employees and designated volunteers who are present at the event pertaining to the use of the building and grounds.

I/we hereby certify that no alcoholic beverages of any type will be consumed at the event/activity, unless authorized and appropriate licensing has been obtained in advance and as established by the rules and regulations.

I/we agree to provide a security deposit (if applicable) in the amount of \$500.00 refundable to me/us within two weeks after the event if, in the sole judgement of the **Town Manager**, I/we have fully complied with the terms of this Agreement and the Rules and Regulations.

I/we require/request use of the following

Chair set up _____ PA system/Podium set up _____ Piano _____

I/we agree to the following additional conditions:

APPLICATION AND UTILIZATION AGREEMENT
TOWN FACILITIES AND GROUNDS

By signing below I/we acknowledge receipt of a copy of the rules and regulations and agree to abide by them and any other conditions established in this application.

Authorized Signature of Organization

Name—Please Print

Individual Signature

Name—Please Print

Signature of Owner – Co-Applicant (Bartending Service)

Business Name—Please Print

Original to be kept with security bond/deposit in the Town Manager's office. Two copies given to applicant (one for your records and the other given to the custodian/security personnel in charge of the event/activity.)

**TOWN OF MIDDLEBORO INSURANCE REQUIREMENTS
FOR USE OF TOWN-OWNED FACILITIES AND GROUNDS**

Exception. In-Town non-profit organizations operating for the benefit of the Town may receive an insurance waiver from the Town Manager. Other non-profit organizations must seek a waiver from the Town Manager. *Private functions must submit a copy of their home renter's insurance. Private businesses are not eligible for waiver.

* No such document is historically required

** \$2,500 deductible for damages

Name of Organization: _____

Address: _____

City, State, Zip: _____

Description of Function: _____

Location of Town Facility: _____

Date and Time of Use: _____

A. *Workers Compensation Insurance*

Insurance Company: _____

Policy #: _____

Policy Term: _____

Coverage A	Statutory, Commonwealth of Massachusetts
Coverage B	\$500,000 per insuring agreement

B. *Commercial General Liability Insurance*

Insurance Company: _____

Policy #: _____

Policy Term: _____

Each Occurrence	\$1 Million
Fire Damage (any one fire)	Policy Minimum
Medical Expense	Policy Minimum
Personal Injury & Advertising Injury	\$1 Million
General Aggregate	\$1 Million **
Products/Completed Operations Aggregate	\$1 Million

**applies solely to Town of Middleborough activities

C. *Commercial Automobile Liability:*

Insurance Company: _____

Policy #: _____

Policy Term: _____

Combined Single Limit, Bodily Injury & Property Damage	\$1 Million
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Applicable to: "owned, non-owned & hired automobiles"

D. *Other Insurance Requirements:*

Type of Insurance (i.e. liquor liability, etc)

Insurance Company: _____

Policy #: _____

Policy Term: _____

Limits of Liability _____ \$ _____

Additional Conditions:

- a. Except for the Workers' Compensation coverage, the Town of Middleboro is included on all policies as an additional insured.
- b. The Town of Middleborough, Office of the Town Manager, will be provided at least a 30 day advance written notice of cancellation, material change in coverage, or intention not to renew.
- c. The insurance coverage referenced above is provided on the "occurrence" form of coverage.
- d. If an "Acord" form of certificate is used, this document must be attached to the Acord form and referenced as a special policy provision in the Description of operations section of the Acord form.
- e. Terms and conditions contained on any form to which this document is attached will not reduce the coverage or minimize the benefit of this document to the Town of Middleborough.

I, a licensed insurance agent/broker, have the authority to bind the insurance companies listed above to the terms of this agreement.

Date: _____

Signed: _____

Agency: _____

Address: _____
