

CORRESPONDENCE

2-1-16

1	Xfinity	Form 500
2	COA	Job Posting - Van/Bus Driver
3	Massasoit Community College	Spring 2016 Corporate Education Courses
4	Fire Chief	FY16 SAFE Grant Award \$7,754
5	Harmon Law Offices	Notice of Mortgage Foreclosure Sale
6	Farm Family Casualty Insurance	Property Loss Notification, 102 Chestnut Street
7	DEP	Order of Conditions re 45 Cross Street
8	Police Chief	E911 Grant Award \$101,000
		Pedestrian Safety Grant \$3,000
		Under Age Drinking Enforcement Grant \$2,500
		Traffic Enforcement OUI Patrol Grant \$5,000
		Traffic Enforcement Seat Belt Grant \$2,500
9	Town Clerk	Notification of Vacancy on Middleborough Affordable
		Housing Committee



January 27, 2016

Via UPS

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

Dear Chairman and Members of the Board:

Pursuant to G.L. Ch. 166A, Section 10, Comcast is pleased to provide a copy of its Form 500 for 2015. The Form 500 contains information on customer video service related issues in your community and how Comcast responded, including the time taken to resolve these complaints. For the Form 500, the Massachusetts Department of Telecommunications and Cable defines a complaint as:

Any written or verbal contact with a cable operator in connection with subscription in which a person expresses dissatisfaction with an act, omission, product or service that is (1) within the operator's control, and (2) requires a corrective measure on the part of the operator.

Comcast also has forwarded a copy of the enclosed Form 500 to the Department of Telecommunications and Cable.

If I can be of further assistance on any matter related to the Form 500, please contact me at 617-279-6017.

Very truly yours,

A handwritten signature in black ink that reads "Mary O'Keefe". The signature is written in a cursive, flowing style.

Mary O'Keefe
Senior Manager of Government Affairs

cc: Department of Telecommunications and Cable

XC: Cable Committee



Form 500 Complaint Data

26-Jan-16

Code Key: Avg. Resolution Time

<1> Less than 1 Day <2> 1-3 Days <3> 4-7 Days <4> 8-14 Days
 <5> 15-30 Days <6> >30 Days

Code Key: Manner of Resolution

A. Resolved to the satisfaction of both parties.
 B. Resolved, customer dissatisfied. C. Not Resolved.

Town	MIDDLEBOROUGH	Total Complaints	Avg Resolution Time (see code above)	Manner of Resolution (see code key above for the manner represented by the letters below) The number below each letter indicates the number of complaints resolved in that manner.		
Year	2015			A.	B.	C.
Subscribers	4400					
Advertising/Marketing		1	<2>	1	0	0
Appointment Service Call		1	<2>	1	0	0
Billing		33	<2>	33	0	0
Customer Service		0	<1>	0	0	0
Equipment		5	<2>	5	0	0
Installation		5	<2>	5	0	0
OTHER	DAMAGE	0	<1>	0	0	0
OTHER	PROGRAMMING	0	<1>	0	0	0
Reception		1	<3>	1	0	0
Service Interruption		2	<3>	2	0	0

Form 500 Service Interruption Data

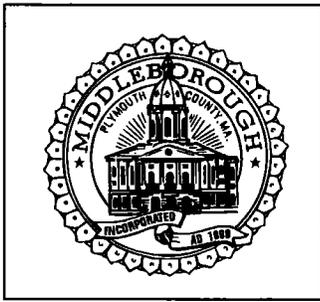
26-Jan-16

Code Key: Duration of Service Interruption

<1> Less than 1 Day <2> 1-3 Days <3> 4-7 Days <4> 8-14 Days <5> 15-30 Days <6> >30 Days

Town	Middleborough	Year	2015	Subscribers	4280
		Date of Service Interruption		Duration of Service Interruption (see Code Key above)	
Middleborough		6/21/2015 12:24:00 PM		<1>	
Middleborough		11/25/2015 3:18:00 PM		<1>	
Middleborough		11/3/2015 3:46:00 AM		<1>	
Middleborough		8/4/2015 2:46:00 AM		<1>	
Middleborough		7/31/2015 1:17:00 AM		<1>	
Middleborough		6/21/2015 2:08:00 PM		<1>	
Middleborough		6/20/2015 9:45:00 PM		<1>	
Middleborough		6/10/2015 5:29:00 PM		<1>	
Middleborough		6/4/2015 2:40:00 PM		<1>	
Middleborough		4/6/2015 11:09:00 AM		<1>	
Middleborough		3/24/2015 6:22:00 PM		<1>	
Middleborough		2/5/2015 7:01:00 AM		<1>	
Middleborough		7/24/2015 2:39:00 PM		<1>	
Middleborough		6/21/2015 2:14:00 AM		<1>	

2



LEONARD E. SIMMONS SENIOR MULTI-SERVICE CENTER

Middleborough Council on Aging
558 Plymouth Street, Middleborough, MA 02346

Andrea M. Priest
Executive Director
508-946-2490
508-946-2489 fax
508-946-4446 TDD
Email: apriest@middleborough.com

Posting Date January 25, 2016

JOB DESCRIPTION: VAN/BUS DRIVER

- 20 hour (minimum) position with benefits
- Possession of a Massachusetts Commercial Driver's License including an endorsement for the operation of passenger transport vehicles.
- Starting Wage of \$14.2176 per hour

GENERAL DESCRIPTION:

Under direct supervision of the Dispatcher on duty (or in his/her absence, the Assistant to the Executive Director), transports elderly and disabled persons and COA volunteers on GATRA (Greater Attleboro and Taunton Regional Transit Authority) and COA vehicles, transports home delivered meals and other supplies and performs related duties such as vehicle maintenance and cleaning and recordkeeping.

DUTIES/RESPONSIBILITIES:

- Provides transportation for elderly, disabled and/ or physically challenged persons and volunteers to Senior Multi-Service Center programs and activities, medical appointments, shopping trips, recreation activities, education and training sites and other assigned trips.
- Under some circumstances, may transport school children and other special populations.
- Transports home delivered meals and other supplies on COA delivery vehicles, as assigned.
- Maintains a safe driving environment for COA passengers at all times.
- Assumes passenger compliance at all times with seat belt and other safety measures required by law
- Assists passengers to safely enter and leave the bus or van.
- Maintains ongoing radio contact with the COA dispatcher when on the road.
- Immediately reports any passenger complaints, accidents, injuries, damage to the vehicle and other unusual occurrences to the Dispatcher or Assistant to the Executive Director.

JOB DESCRIPTION, VAN/BUS DRIVER

- Maintains interior and exterior of their assigned vehicle(s) in clean condition.
- Conducts appropriate pre-trip inspections to ensure safe operation of vehicles and presence of safety equipment.
- Checks engine oil and other fluid levels and air pressure in tires.

- In collaboration with the Dispatcher, assures that assigned vehicles receive periodic repair and maintenance checks.
- Maintains all required records and statistics.
- Assumes responsibility for enforcing the “no smoking” policy on GATRA and COA passenger vans and buses at all times.
- Observes highest possible level of confidentiality for all individuals served by the COA.
- Assumes other related duties as circumstances may require as determined by the Executive Director or, in his/her absence, by the Assistant to the Executive Director.

EDUCATION/QUALIFICATIONS

- High School graduation and a minimum of three years experience in transporting passengers (preferably involving work with senior citizens) or a combination of education and experience deemed equivalent to this.
- Possession of a Massachusetts Commercial Drivers License including an endorsement for the operation of passenger transport vehicles.
- Health status and lifting ability consistent with the need to provide assistance to elderly and disabled persons in wheelchairs who require help in entering and leaving COA buses and vans.
- Willingness to undergo a vision test and examination by a licensed physician at the time of hiring and any time after hiring to assure a level of health and visual acuity consistent with driving responsibilities.

QUALIFICATIONS

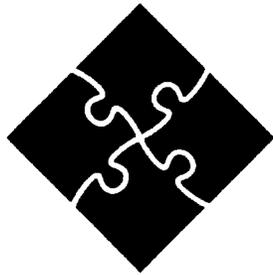
- Willingness to undergo random drug and alcohol screening tests, in compliance with Federal regulations.
- CPR certification or willingness to obtain this as a condition of hiring.
- Willingness to consider and respond positively, whenever feasible, to requests to perform scheduled overtime, evening, weekend and holiday duties.
- Willingness to work scheduled overtime, evening, weekend and holiday hours, if, in the judgment of the Executive Director, such assignments are needed.

CRITICAL KNOWLEDGE, ATTITUDE AND SKILLS

- Ability to relate well to elderly persons and volunteers.
- Maturity of judgment, as exemplified by an ongoing concern for the safety and general wellbeing of COA passengers.
- Strong desire to function as a member of a team with other COA staff members to assure that the transportation program functions efficiently and effectively in all its aspects.
- Good sense of humor.
- Willingness to work long and irregular hours.

Posting Closes: February 5, 2015

Pursuant to Federal Regulations 51.55 (e) (k) (6), the Town of Middleborough does not discriminate on the basis of handicapped status in admission or access to or treatment in its programs and activities.



CORPORATE EDUCATION

at Massasoit Community College

Training Solutions that fit your business.

Spring 2016 Corporate Education Courses

TITLE	LOCATION	DATE(S)	DAY	HOURS	COST
Introduction to QuickBooks	Middleborough	1/13/16	W	9:00 AM - 12:00 PM	\$79.00
Introduction to Excel	Canton	1/19/16	T	9:00 AM - 12:00 PM	\$79.00
Introduction to Access	Canton	1/27/16	W	9:00 AM - 12:00 PM	\$79.00
ServSafe	Canton	2/1 & 2/8/16	M	8:30 AM - 1:00 PM	\$199.00
Intermediate Excel	Canton	2/2/16	T	9:00 AM - 12:00 PM	\$79.00
ServSafe Exam	Canton	2/8/16	M	11:00 AM - 1:00 PM	\$99.00
Introduction to Access	Brockton	2/10/16	W	9:00 AM - 12:00 PM	\$79.00
Customer Service for Allied Health	Brockton	2/19 - 3/11/16	F	9:00 AM - 12:00 PM	\$209.00
Intermediate Access	Canton	2/23/16	T	9:00 AM - 12:00 PM	\$79.00
Reports & Dashboards with Excel	Middleborough	2/24/16	W	1:00 PM - 5:00 PM	\$89.00
Public Speaking/Presentation Skills	Plymouth	2/26 - 3/11/16	F	9:00 AM - 12:00 PM	\$179.00
Advanced Formulas in Excel	Brockton	3/2/16	W	9:00 AM - 12:00 PM	\$79.00
Intermediate Access	Brockton	3/9/16	W	9:00 AM - 12:00 PM	\$79.00
Non Profit Management	Plymouth	3/18 - 4/15/16	F	9:00 AM - 12:00 PM	\$209.00
ServSafe	Brockton	3/21 & 3/28/16	M	8:30 AM - 1:00 PM	\$199.00
Intro to Project Management Software	Middleborough	3/23/16	W	1:00 PM - 5:00 PM	\$89.00
ServSafe Exam	Brockton	3/28/16	M	11:00 AM - 1:00 PM	\$99.00
Pivot Tables in Excel	Canton	3/29/16	T	9:00 AM - 12:00 PM	\$79.00
Introduction to Excel	Brockton	4/1/16	F	9:00 AM - 12:00 PM	\$79.00
Intro to Project Management Software	Canton	4/5/16	T	8:00 AM - 12:00 PM	\$89.00
Building Better Work Relationships	Canton	4/6/16	W	9:00 AM - 12:00 PM	\$89.00
Cool Tips for PowerPoint	Middleborough	4/14/16	Th	2:00 PM - 5:00 PM	\$79.00
Customer Service for Allied Health	Plymouth	4/22 - 5/13/16	F	9:00 AM - 12:00 PM	\$209.00
Intermediate Word	Brockton	4/27/16	W	9:00 AM - 12:00 PM	\$79.00
ServSafe	Plymouth	5/2 & 5/9/16	M	8:30 AM - 1:00 PM	\$199.00
Intermediate Excel	Brockton	5/4/16	W	9:00 AM - 12:00 PM	\$79.00
OSHA	Brockton	5/6 & 5/13/16	F	8:00 AM - 2:30 PM	\$209.00
ServSafe Exam	Plymouth	5/9/16	M	11:00 AM - 1:00 PM	\$99.00
Introduction to iPads	Middleborough	5/12/16	Th	2:00 PM - 5:00 PM	\$79.00
Advanced Formulas in Excel	Canton	5/17/16	T	9:00 AM - 12:00 PM	\$79.00
Intermediate iPads	Middleborough	5/19/16	Th	2:00 PM - 5:00 PM	\$79.00
Google for Small Business	Plymouth	5/20/16	F	8:00 AM - 12:00 PM	\$89.00

*** Schedule is subject to change or cancellation**

For more information, please contact:

508-588-9100 x 1322 or email: slitcoff@massasoit.mass.edu

Visit us online <http://www.massasoit.edu/corporate-and-community-education/corporate-education/current-schedule/index>

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Jacqueline Shanley

From: Lance Benjamino
Sent: Tuesday, January 12, 2016 11:35 AM
To: Jacqueline Shanley
Cc: Robert G. Nunes; Evan Melillo
Subject: SAFE Grant
Attachments: FY16 BOS Letter.pdf; FY16 Award Letter.pdf

Importance: High

Dear Honorable Board,

I am pleased to inform you that the Middleborough Fire Department has been awarded a FY16 Student Awareness of Fire Education (S.A.F.E.) Grant through the Massachusetts Department of Fire Services (DFS) in the amount of Seven Thousand Seven Hundred and Fifty-Four dollars (\$7,754.00). See attached.

This S.A.F.E. grant will be utilized to continue our fire education and prevention programs in the school system and throughout our senior citizen population.

Respectfully,

Lance Benjamino
Chief of Department
Middleborough Fire Department
125 North Main Street
Middleborough, MA 02346
firechief@middleborough.com



Lance M. Benjamino
Fire Chief

Middleborough Fire Department
125 North Main Street
Middleborough, Massachusetts 02346
firechief@middleborough.com



Tel: 508-946-2461
Fax: 508-946-2464

Board of Selectmen
Town of Middleborough
10 Nickerson Ave.
Middleborough, MA 02346

January 12, 2016

Dear Honorable Board,

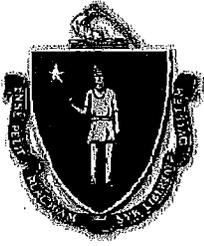
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This S.A.F.E. grant will be utilized to continue our fire education and prevention programs in the school system and throughout our senior citizen population.

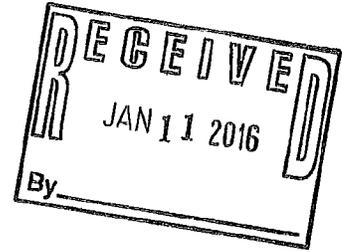
Respectfully,

A handwritten signature in cursive script that reads "Lance Benjamino".

Lance Benjamino
Chief of Department



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617)725-4000



CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

January 7, 2016

Chief Lance M. Benjamino
Middleborough Fire Department
125 N. Main Street
Middleborough, MA 02346

COPIY

Dear Chief Benjamino:

Congratulations! We are pleased to inform you that the Middleborough Fire Department has been awarded \$4,837.00 for Student Awareness of Fire Education (S.A.F.E.) and \$2,917.00 for Senior SAFE grants. We look forward to working with you and your community on this public fire and life safety initiative.

Additional correspondence, including all the necessary documents needed to execute this award will be provided by the Executive Office of Public Safety and Security, Department of Fire Services within the next two weeks.

Feel free to contact Cynthia Ouellette at cynthia.ouellette@state.ma.us if you have any questions.

Sincerely,

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

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HARMON LAW OFFICES, P.C.

150 CALIFORNIA STREET
NEWTON, MASSACHUSETTS 02458
TEL (617) 558-0500
FAX (617) 244-7304
Business Hours: Monday-Friday 8:00 AM-to 5:30 PM
SERVING MASSACHUSETTS, NEW HAMPSHIRE AND RHODE ISLAND

January 20, 2016

Town of Middleboro - Board of Selectmen
10 Nickerson Ave
Middleboro, MA 02346-2287

NOTICE OF MORTGAGE FORECLOSURE SALE

Re: CitiMortgage, Inc. / LaBollita, Derek / LaBollita, Julie

Pursuant to Massachusetts General Laws, Chapter 244, Section 14, as amended, enclosed is a copy of the Notice of Mortgagee's Sale of Real Estate.

This notice is provided to you because an examination of the record title shows that you hold an interest of record in the property.

CitiMortgage, Inc.
Present holder of mortgage
By its Attorney,

Harmon Law Offices, P.C.

KAP/CGS/201009-1445
Enclosure
CERTIFIED MAIL NO.
RETURN RECEIPT REQUESTED



NOTICE OF MORTGAGEE'S SALE OF REAL ESTATE

By virtue and in execution of the Power of Sale contained in a certain mortgage given by Derek J. LaBollita and Julie M. LaBollita a/k/a Jule M. LaBollita to CitiMortgage, Inc., dated July 14, 2005 and recorded with the Plymouth County Registry of Deeds at Book 30935, Page 263, of which mortgage the undersigned is the present holder, for breach of the conditions of said mortgage and for the purpose of foreclosing, the same will be sold at Public Auction at 10:00 a.m. on February 24, 2016, on the mortgaged premises located at 64 Granite Road, Middleboro, Plymouth County, Massachusetts, all and singular the premises described in said mortgage,

TO WIT:

That certain parcel of land with the buildings thereon situate in the Town of Middleboro, Plymouth County, Massachusetts, being shown as Lot 3 on a certain plan entitled, "Greystone Estates" Comprehensive Permit Plan of Land in Middleboro, MA. (Plymouth County) prepared for MDC Development, February 8, 2001, rev. (latest) 8/10/01, John W. DeLano & Associates, Inc., Registered Land Surveyors and Engineers, 27 Jefferson Street, Taunton, MA., said plan being filed in Plymouth Deeds in Plan Book 45, Page 115 as Plan No. 862 of 2001, to which plan reference is hereby made for a more particular description.

For mortgagor's(s') title see deed recorded with Plymouth County Registry of Deeds in Book 23105, Page 44.

These premises will be sold and conveyed subject to and with the benefit of all rights, rights of way, restrictions, easements, covenants, liens or claims in the nature of liens, improvements, public assessments, any and all unpaid taxes, tax titles, tax liens, water and sewer liens and any other municipal assessments or liens or existing encumbrances of record which are in force and are applicable, having priority over said mortgage, whether or not reference to such restrictions, easements, improvements, liens or encumbrances is made in the deed.

TERMS OF SALE:

A deposit of Ten Thousand (\$10,000.00) Dollars by certified or bank check will be required to be paid by the purchaser at the time and place of sale. The balance is to be paid by certified or bank check at Harmon Law Offices, P.C., 150 California Street, Newton, Massachusetts 02458, or by mail to P.O. Box 610389, Newton Highlands, Massachusetts 02461-0389, within thirty (30) days from the date of sale. Deed will be provided to purchaser for recording upon receipt in full of the purchase price. The description of the premises contained in said mortgage shall control in the event of an error in this publication.

Other terms, if any, to be announced at the sale.

CITIMORTGAGE, INC.
Present holder of said mortgage

By its Attorneys,
HARMON LAW OFFICES, P.C.
150 California Street
Newton, MA 02458
(617) 558-0500
201009-1445 - YEL



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PO BOX 22091
ALBANY NY 12201-2091
Tel: (800) 948-3276
Fax: (518) 431-5980

JANUARY 21, 2016
BOARD OF SELECTMAN
10 NICKERSON AVENUE
Middleboro, Ma. 02346

Re: Insured: Pink Family Living Trust
Claim #: 20-G-2YP883
Date of Loss: 01/17/2016
Property Location: 102 Chestnut Street Middleboro, Ma 02346

To whom it may concern:

Farm Family Casualty Insurance Company writes to provide notice as required by Massachusetts General Laws c. 139, §3B in connection with the matter referenced above that Farm Family has received notice of loss or damage likely in excess of \$1,000.

You must notify us by certified mail within 10 days of the date of this notice if you intend to initiate proceedings designed to perfect a lien against our insured otherwise we will proceed with payment.

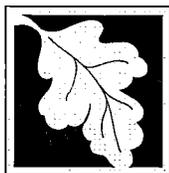
Please contact us at 1-800-948-3276 with any questions.

Sincerely,

James Peterson
Farm Family Casualty Insurance Company
800-948-3276 ext. 7638

[Faint, illegible text, likely bleed-through from the reverse side of the page]

BOS (7)



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
WPA Form 5 – Order of Conditions
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:
SE220-1261
MassDEP File #
eDEP Transaction #
Middleborough
City/Town

A. General Information

Please note:
this form has been modified with added space to accommodate the Registry of Deeds Requirements

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. From: Middleborough
Conservation Commission

2. This issuance is for (check one):
a. Order of Conditions b. Amended Order of Conditions

3. To: Applicant:
Carleton Donchess
a. First Name b. Last Name

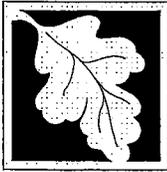
45 Cross Street
c. Organization
d. Mailing Address
Middleborough MA 02346
e. City/Town f. State g. Zip Code

4. Property Owner (if different from applicant):
same
a. First Name b. Last Name

45 Cross Street
c. Organization
d. Mailing Address
Middleborough MA 02346
e. City/Town f. State g. Zip Code

5. Project Location:
45 Cross Street Middleborough
a. Street Address b. City/Town
Map 040 Lot 3773
c. Assessors Map/Plat Number d. Parcel/Lot Number

Latitude and Longitude, if known: 41d54m33s 70d55m47s
d. Latitude e. Longitude



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 5 – Order of Conditions

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:
SE220-1261
MassDEP File #

eDEP Transaction #
Middleborough
City/Town

A. General Information (cont.)

6. Property recorded at the Registry of Deeds for (attach additional information if more than one parcel):

Plymouth

a. County

7287

c. Book

b. Certificate Number (if registered land)

139

d. Page

7. Dates: November 16, 2015 January 7, 2016 January 14, 2015
a. Date Notice of Intent Filed b. Date Public Hearing Closed c. Date of Issuance *13*

8. Final Approved Plans and Other Documents (attach additional plan or document references as needed):

Buffer Zone Disturbance Plan for #45 Cross Street in Middleborough, MA

a. Plan Title

Outback Engineering

b. Prepared By

11/20/2015

d. Final Revision Date

Paul J. Babineau, Registered Professional Land Surveyor

1"=30'

e. Scale

f. Additional Plan or Document Title

g. Date

B. Findings

1. Findings pursuant to the Massachusetts Wetlands Protection Act:

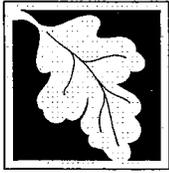
Following the review of the above-referenced Notice of Intent and based on the information provided in this application and presented at the public hearing, this Commission finds that the areas in which work is proposed is significant to the following interests of the Wetlands Protection Act (the Act). Check all that apply:

- a. Public Water Supply
- b. Land Containing Shellfish
- c. Prevention of Pollution
- d. Private Water Supply
- e. Fisheries
- f. Protection of Wildlife Habitat
- g. Groundwater Supply
- h. Storm Damage Prevention
- i. Flood Control

2. This Commission hereby finds the project, as proposed, is: (check one of the following boxes)

Approved subject to:

- a. the following conditions which are necessary in accordance with the performance standards set forth in the wetlands regulations. This Commission orders that all work shall be performed in accordance with the Notice of Intent referenced above, the following General Conditions, and any other special conditions attached to this Order. To the extent that the following conditions modify or differ from the plans, specifications, or other proposals submitted with the Notice of Intent, these conditions shall control.



Massachusetts Department of Environmental Protection
 Bureau of Resource Protection - Wetlands
WPA Form 5 – Order of Conditions
 Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:
 SE220-1261
 MassDEP File #
 eDEP Transaction #
 Middleborough
 City/Town

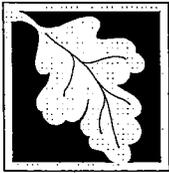
B. Findings (cont.)

Denied because:

- b. the proposed work cannot be conditioned to meet the performance standards set forth in the wetland regulations. Therefore, work on this project may not go forward unless and until a new Notice of Intent is submitted which provides measures which are adequate to protect the interests of the Act, and a final Order of Conditions is issued. **A description of the performance standards which the proposed work cannot meet is attached to this Order.**
- c. the information submitted by the applicant is not sufficient to describe the site, the work, or the effect of the work on the interests identified in the Wetlands Protection Act. Therefore, work on this project may not go forward unless and until a revised Notice of Intent is submitted which provides sufficient information and includes measures which are adequate to protect the Act's interests, and a final Order of Conditions is issued. **A description of the specific information which is lacking and why it is necessary is attached to this Order as per 310 CMR 10.05(6)(c).**
3. Buffer Zone Impacts: Shortest distance between limit of project disturbance and the wetland resource area specified in 310 CMR 10.02(1)(a) 0
 a. linear feet

Inland Resource Area Impacts: Check all that apply below. (For Approvals Only)

Resource Area	Proposed Alteration	Permitted Alteration	Proposed Replacement	Permitted Replacement
4. <input type="checkbox"/> Bank	a. linear feet	b. linear feet	c. linear feet	d. linear feet
5. <input checked="" type="checkbox"/> Bordering Vegetated Wetland	<u>4,050 s.f.</u> a. square feet	<u>4,050 s.f.</u> b. square feet	<u>4,050 s.f.</u> c. square feet	<u>4,050 s.f.</u> d. square feet
6. <input type="checkbox"/> Land Under Waterbodies and Waterways	a. square feet e. c/y dredged	b. square feet f. c/y dredged	c. square feet	d. square feet
7. <input type="checkbox"/> Bordering Land Subject to Flooding	a. square feet	b. square feet	c. square feet	d. square feet
Cubic Feet Flood Storage	e. cubic feet	f. cubic feet	g. cubic feet	h. cubic feet
8. <input type="checkbox"/> Isolated Land Subject to Flooding	a. square feet	b. square feet		
Cubic Feet Flood Storage	c. cubic feet	d. cubic feet	e. cubic feet	f. cubic feet
9. <input checked="" type="checkbox"/> Riverfront Area	<u>2,733 s. f.</u> a. total sq. feet	<u>2,733 s. f.</u> b. total sq. feet		
Sq ft within 100 ft	<u>2,733 s. f.</u> c. square feet	<u>2,733 s. f.</u> d. square feet	<u>2,733 s. f.</u> e. square feet	<u>2,733 s. f.</u> f. square feet
Sq ft between 100-200 ft	<u>0</u> g. square feet	<u>0</u> h. square feet	<u>0</u> i. square feet	<u>0</u> j. square feet



Massachusetts Department of Environmental Protection
 Bureau of Resource Protection - Wetlands
WPA Form 5 – Order of Conditions
 Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:
 SE220-1261
 MassDEP File # _____
 eDEP Transaction # _____
 Middleborough
 City/Town

B. Findings (cont.)

Coastal Resource Area Impacts: Check all that apply below. (For Approvals Only)

	Proposed Alteration	Permitted Alteration	Proposed Replacement	Permitted Replacement
10. <input type="checkbox"/> Designated Port Areas	Indicate size under Land Under the Ocean, below			
11. <input type="checkbox"/> Land Under the Ocean	_____	_____		
	a. square feet	b. square feet		
	_____	_____		
	c. c/y dredged	d. c/y dredged		
12. <input type="checkbox"/> Barrier Beaches	Indicate size under Coastal Beaches and/or Coastal Dunes below			
13. <input type="checkbox"/> Coastal Beaches	_____	_____	_____ cu yd	_____ cu yd
	a. square feet	b. square feet	c. nourishment	d. nourishment
14. <input type="checkbox"/> Coastal Dunes	_____	_____	_____ cu yd	_____ cu yd
	a. square feet	b. square feet	c. nourishment	d. nourishment
15. <input type="checkbox"/> Coastal Banks	_____	_____		
	a. linear feet	b. linear feet		
16. <input type="checkbox"/> Rocky Intertidal Shores	_____	_____		
	a. square feet	b. square feet		
17. <input type="checkbox"/> Salt Marshes	_____	_____	_____	_____
	a. square feet	b. square feet	c. square feet	d. square feet
18. <input type="checkbox"/> Land Under Salt Ponds	_____	_____		
	a. square feet	b. square feet		
	_____	_____		
	c. c/y dredged	d. c/y dredged		
19. <input type="checkbox"/> Land Containing Shellfish	_____	_____	_____	_____
	a. square feet	b. square feet	c. square feet	d. square feet
20. <input type="checkbox"/> Fish Runs	Indicate size under Coastal Banks, Inland Bank, Land Under the Ocean, and/or inland Land Under Waterbodies and Waterways, above			
	_____	_____		
	a. c/y dredged	b. c/y dredged		
21. <input type="checkbox"/> Land Subject to Coastal Storm Flowage	_____	_____		
	a. square feet	b. square feet		
22. <input type="checkbox"/> Riverfront Area	_____	_____		
	a. total sq. feet	b. total sq. feet		
Sq ft within 100 ft	_____	_____	_____	_____
	c. square feet	d. square feet	e. square feet	f. square feet
Sq ft between 100-200 ft	_____	_____	_____	_____
	g. square feet	h. square feet	i. square feet	j. square feet



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B. Findings (cont.)

* #23. If the project is for the purpose of restoring or enhancing a wetland resource area in addition to the square footage that has been entered in Section B.5.c (BVW) or B.17.c (Salt Marsh) above, please enter the additional amount here.

23. Restoration/Enhancement *:

a. square feet of BVW

b. square feet of salt marsh

24. Stream Crossing(s):

a. number of new stream crossings

b. number of replacement stream crossings

C. General Conditions Under Massachusetts Wetlands Protection Act

The following conditions are only applicable to Approved projects.

1. Failure to comply with all conditions stated herein, and with all related statutes and other regulatory measures, shall be deemed cause to revoke or modify this Order.
2. The Order does not grant any property rights or any exclusive privileges; it does not authorize any injury to private property or invasion of private rights.
3. This Order does not relieve the permittee or any other person of the necessity of complying with all other applicable federal, state, or local statutes, ordinances, bylaws, or regulations.
4. The work authorized hereunder shall be completed within three years from the date of this Order unless either of the following apply:
 - a. The work is a maintenance dredging project as provided for in the Act; or
 - b. The time for completion has been extended to a specified date more than three years, but less than five years, from the date of issuance. If this Order is intended to be valid for more than three years, the extension date and the special circumstances warranting the extended time period are set forth as a special condition in this Order.
 - c. If the work is for a Test Project, this Order of Conditions shall be valid for no more than one year.
5. This Order may be extended by the issuing authority for one or more periods of up to three years each upon application to the issuing authority at least 30 days prior to the expiration date of the Order. An Order of Conditions for a Test Project may be extended for one additional year only upon written application by the applicant, subject to the provisions of 310 CMR 10.05(11)(f).
6. If this Order constitutes an Amended Order of Conditions, this Amended Order of Conditions does not extend the issuance date of the original Final Order of Conditions and the Order will expire on _____ unless extended in writing by the Department.
7. Any fill used in connection with this project shall be clean fill. Any fill shall contain no trash, refuse, rubbish, or debris, including but not limited to lumber, bricks, plaster, wire, lath, paper, cardboard, pipe, tires, ashes, refrigerators, motor vehicles, or parts of any of the foregoing.



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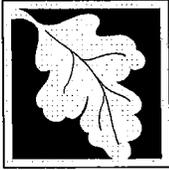
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C. General Conditions Under Massachusetts Wetlands Protection Act

8. This Order is not final until all administrative appeal periods from this Order have elapsed, or if such an appeal has been taken, until all proceedings before the Department have been completed.
9. No work shall be undertaken until the Order has become final and then has been recorded in the Registry of Deeds or the Land Court for the district in which the land is located, within the chain of title of the affected property. In the case of recorded land, the Final Order shall also be noted in the Registry's Grantor Index under the name of the owner of the land upon which the proposed work is to be done. In the case of the registered land, the Final Order shall also be noted on the Land Court Certificate of Title of the owner of the land upon which the proposed work is done. The recording information shall be submitted to the Conservation Commission on the form at the end of this Order, which form must be stamped by the Registry of Deeds, prior to the commencement of work.
10. A sign shall be displayed at the site not less than two square feet or more than three square feet in size bearing the words,
"Massachusetts Department of Environmental Protection" [or, "MassDEP"]
"File Number SE220-1261 "
11. Where the Department of Environmental Protection is requested to issue a Superseding Order, the Conservation Commission shall be a party to all agency proceedings and hearings before MassDEP.
12. Upon completion of the work described herein, the applicant shall submit a Request for Certificate of Compliance (WPA Form 8A) to the Conservation Commission.
13. The work shall conform to the plans and special conditions referenced in this order.
14. Any change to the plans identified in Condition #13 above shall require the applicant to inquire of the Conservation Commission in writing whether the change is significant enough to require the filing of a new Notice of Intent.
15. The Agent or members of the Conservation Commission and the Department of Environmental Protection shall have the right to enter and inspect the area subject to this Order at reasonable hours to evaluate compliance with the conditions stated in this Order, and may require the submittal of any data deemed necessary by the Conservation Commission or Department for that evaluation.
16. This Order of Conditions shall apply to any successor in interest or successor in control of the property subject to this Order and to any contractor or other person performing work conditioned by this Order.



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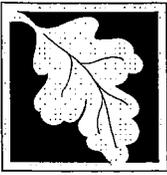
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C. General Conditions Under Massachusetts Wetlands Protection Act (cont.)

17. Prior to the start of work, and if the project involves work adjacent to a Bordering Vegetated Wetland, the boundary of the wetland in the vicinity of the proposed work area shall be marked by wooden stakes or flagging. Once in place, the wetland boundary markers shall be maintained until a Certificate of Compliance has been issued by the Conservation Commission.
18. All sedimentation barriers shall be maintained in good repair until all disturbed areas have been fully stabilized with vegetation or other means. At no time shall sediments be deposited in a wetland or water body. During construction, the applicant or his/her designee shall inspect the erosion controls on a daily basis and shall remove accumulated sediments as needed. The applicant shall immediately control any erosion problems that occur at the site and shall also immediately notify the Conservation Commission, which reserves the right to require additional erosion and/or damage prevention controls it may deem necessary. Sedimentation barriers shall serve as the limit of work unless another limit of work line has been approved by this Order.
19. The work associated with this Order (the "Project")
- (1) is subject to the Massachusetts Stormwater Standards
- (2) is NOT subject to the Massachusetts Stormwater Standards

If the work is subject to the Stormwater Standards, then the project is subject to the following conditions:

- a) All work, including site preparation, land disturbance, construction and redevelopment, shall be implemented in accordance with the construction period pollution prevention and erosion and sedimentation control plan and, if applicable, the Stormwater Pollution Prevention Plan required by the National Pollution Discharge Elimination System Construction General Permit as required by Stormwater Condition 8. Construction period erosion, sedimentation and pollution control measures and best management practices (BMPs) shall remain in place until the site is fully stabilized.
- b) No stormwater runoff may be discharged to the post-construction stormwater BMPs unless and until a Registered Professional Engineer provides a Certification that:
- i.* all construction period BMPs have been removed or will be removed by a date certain specified in the Certification. For any construction period BMPs intended to be converted to post construction operation for stormwater attenuation, recharge, and/or treatment, the conversion is allowed by the MassDEP Stormwater Handbook BMP specifications and that the BMP has been properly cleaned or prepared for post construction operation, including removal of all construction period sediment trapped in inlet and outlet control structures;
 - ii.* as-built final construction BMP plans are included, signed and stamped by a Registered Professional Engineer, certifying the site is fully stabilized;
 - iii.* any illicit discharges to the stormwater management system have been removed, as per the requirements of Stormwater Standard 10;



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C. General Conditions Under Massachusetts Wetlands Protection Act (cont.)

iv. all post-construction stormwater BMPs are installed in accordance with the plans (including all planting plans) approved by the issuing authority, and have been inspected to ensure that they are not damaged and that they are in proper working condition;

v. any vegetation associated with post-construction BMPs is suitably established to withstand erosion.

c) The landowner is responsible for BMP maintenance until the issuing authority is notified that another party has legally assumed responsibility for BMP maintenance. Prior to requesting a Certificate of Compliance, or Partial Certificate of Compliance, the responsible party (defined in General Condition 18(e)) shall execute and submit to the issuing authority an Operation and Maintenance Compliance Statement ("O&M Statement") for the Stormwater BMPs identifying the party responsible for implementing the stormwater BMP Operation and Maintenance Plan ("O&M Plan") and certifying the following:

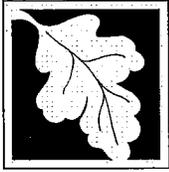
i.) the O&M Plan is complete and will be implemented upon receipt of the Certificate of Compliance, and

ii.) the future responsible parties shall be notified in writing of their ongoing legal responsibility to operate and maintain the stormwater management BMPs and implement the Stormwater Pollution Prevention Plan.

d) Post-construction pollution prevention and source control shall be implemented in accordance with the long-term pollution prevention plan section of the approved Stormwater Report and, if applicable, the Stormwater Pollution Prevention Plan required by the National Pollution Discharge Elimination System Multi-Sector General Permit.

e) Unless and until another party accepts responsibility, the landowner, or owner of any drainage easement, assumes responsibility for maintaining each BMP. To overcome this presumption, the landowner of the property must submit to the issuing authority a legally binding agreement of record, acceptable to the issuing authority, evidencing that another entity has accepted responsibility for maintaining the BMP, and that the proposed responsible party shall be treated as a permittee for purposes of implementing the requirements of Conditions 18(f) through 18(k) with respect to that BMP. Any failure of the proposed responsible party to implement the requirements of Conditions 18(f) through 18(k) with respect to that BMP shall be a violation of the Order of Conditions or Certificate of Compliance. In the case of stormwater BMPs that are serving more than one lot, the legally binding agreement shall also identify the lots that will be serviced by the stormwater BMPs. A plan and easement deed that grants the responsible party access to perform the required operation and maintenance must be submitted along with the legally binding agreement.

f) The responsible party shall operate and maintain all stormwater BMPs in accordance with the design plans, the O&M Plan, and the requirements of the Massachusetts Stormwater Handbook.



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C. General Conditions Under Massachusetts Wetlands Protection Act (cont.)

- g) The responsible party shall:
 1. Maintain an operation and maintenance log for the last three (3) consecutive calendar years of inspections, repairs, maintenance and/or replacement of the stormwater management system or any part thereof, and disposal (for disposal the log shall indicate the type of material and the disposal location);
 2. Make the maintenance log available to MassDEP and the Conservation Commission ("Commission") upon request; and
 3. Allow members and agents of the MassDEP and the Commission to enter and inspect the site to evaluate and ensure that the responsible party is in compliance with the requirements for each BMP established in the O&M Plan approved by the issuing authority.

- h) All sediment or other contaminants removed from stormwater BMPs shall be disposed of in accordance with all applicable federal, state, and local laws and regulations.
- i) Illicit discharges to the stormwater management system as defined in 310 CMR 10.04 are prohibited.
- j) The stormwater management system approved in the Order of Conditions shall not be changed without the prior written approval of the issuing authority.
- k) Areas designated as qualifying pervious areas for the purpose of the Low Impact Site Design Credit (as defined in the MassDEP Stormwater Handbook, Volume 3, Chapter 1, Low Impact Development Site Design Credits) shall not be altered without the prior written approval of the issuing authority.
- l) Access for maintenance, repair, and/or replacement of BMPs shall not be withheld. Any fencing constructed around stormwater BMPs shall include access gates and shall be at least six inches above grade to allow for wildlife passage.

Special Conditions (if you need more space for additional conditions, please attach a text document):

See Attached.

- 20. For Test Projects subject to 310 CMR 10.05(11), the applicant shall also implement the monitoring plan and the restoration plan submitted with the Notice of Intent. If the conservation commission or Department determines that the Test Project threatens the public health, safety or the environment, the applicant shall implement the removal plan submitted with the Notice of Intent or modify the project as directed by the conservation commission or the Department.

Standard Conditions

DEP File #: SE220-1261

Applicant: Carlton Donchess

1. A member of the Conservation Commission or its agent may enter and inspect the property and the activity that are the subjects of this Order of Conditions (OOC) at all reasonable times, with or without probable cause or prior notice, and until a Certificate of Compliance (COC) is issued, for the limited purpose of evaluating compliance with this OOC.
2. The term "applicant" as used in this OOC shall refer to the owner, any successor in interest or successor in control of the property referenced in the Notice of Intent, supporting documents and this OOC. The Commission shall be notified in writing within 30 days of all transfers of title of any portion of property that take place prior to the issuance of the COC.
3. This document shall be included by reference in all contracts, plans and specifications dealing with the activity that is the subject of this OOC, and that are created or modified after the issuance date of this OOC, along with a statement that this OOC shall supersede any conflicting contractual arrangements, plans or specifications.
4. The applicant shall provide a copy of this OOC to the person or persons supervising the activity that is the subject of this OOC, and will be responsible for ensuring that all persons performing the permitted activity are fully aware of the terms and conditions of this OOC.
5. If any change is made in the above-described plan(s) which may or will alter an area subject to protection under the Wetlands Protection Act, 310 CMR 10.00, the applicant shall inquire from this Commission or its agent, prior to implementing the change in the field, whether the change is significant enough to require the filing of a new Notice of Intent. Any errors in the plans or information submitted by the applicant shall be considered changes and the above procedures shall be followed.
6. It is the responsibility of the applicant to complete any review required by all agencies with jurisdiction over the activity that is the subject of this OOC, and to procure all required permits or approvals before any work commences. These reviews, permits and approvals may include but are not limited to the following:
 - a. Review by the U.S. Army Corps of Engineers for any Category 2 or Individual Permit activity, and procurement of any permits or approvals identified by the Corps;
 - b. Review by the Department of Environmental Protection (DEP) and procurement of any permits or approvals identified by DEP;

Standard Conditions

DEP File #: SE220-1261

Applicant: Carleton Donchess

- c. Review by the Massachusetts Natural Heritage and Endangered Species Program for any projects within estimated and/or priority habitat and any permits or approvals identified by the Program;
 - d. Review by local planning boards, boards of health, zoning boards, and building inspectors, and procurement of any permits or approvals required by these boards or agencies.
7. All construction materials, earth stockpiles, landscaping materials, slurry pits, waste products, refuse, debris, stumps, slash, or excavate may only be stockpiled or collected in areas as shown and labeled on the approved plan(s), or if no such areas are shown must be placed or stored outside all resource areas and associated buffer zones (unless authorized to do so) under cover and surrounded by a double-staked row of hay bales to prevent contact with rain water.
8. No material of any kind may be buried, placed or dispersed in areas within the jurisdiction of the Commission by activities that are the subject of this OOC, except as are expressly permitted by this OOC or the plans approved herein.
9. There shall be no pumping of water from wetland resource areas.
10. All waste products, grubbed stumps, slash, construction materials, etc. shall be deposited at least 100 feet from wetland resource areas unless specified in this OOC.
11. No fuel, oil, or other pollutants shall be stored in any resource area or the buffer zone thereto, unless specified in this OOC or expressly authorized by the Commission or their agent.
12. Any material placed in wetland resource areas by the applicant without express authorization under this OOC shall be removed by the applicant upon demand by the Conservation Commission or its agent.
13. There shall be no underground storage of fuel or other hazardous substance in areas within the jurisdiction of the Conservation Commission.
14. Removal and storage of hazardous waste, if in an area subject to protection under the Wetlands Protection Act shall be as follows:
 - a. Removal and storage shall be conducted only when approved and directed by DEP, the U.S. Environmental Protection Agency (EPA) or other applicable state or federal agency under which remedial activities are

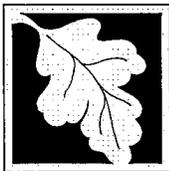
Standard Conditions

DEP File #: SE220-1261

Applicant: Carleton Donchess

- b. directed and shall be conducted in the manner specified in the Notice of Intent and appropriate agency directives.
 - c. All hazardous materials, products and waste produced , stored or removed must be handled, treated and disposed of in accordance with local, state and federal law regulating such materials and must be located outside of the buffer zone to wetland resource areas, unless specifically authorized by the OOC and appropriate state and federal licensing and permitting agencies.
 - d. No hazardous waste shall be introduced or discharged into or toward wetland resource areas.
 - e. No hazardous waste shall be introduced or discharged into the sanitary or sewage systems in such a manner which will result in an impact to wetland resource areas unless approved by the Conservation Commission, board of health, DEP and/or EPA.
 - f. Identification of all types of hazardous materials used, produced or stored shall be submitted to the Conservation Commission in writing.
15. No trash dumpsters will be allowed within 100 feet of areas subject to protection under the Wetlands Protection Act unless authorized by the OOC.
16. This OOC shall pertain to the roadways, utilities within the roadway layout, and associated drainage facilities. Individual lot construction, including driveways, lot utilities, sewage and water, if under the Commission's jurisdiction, shall require individual Notices of Intent and/or Requests for Determination.
17. This OOC authorizes only the activity described on the approved plans(s) and approved documents referenced in this OOC. Any other or additional activity in areas within the jurisdiction of the Commission will require separate review and approval by the Commission or its agent.

Strict compliance with these Standard Conditions may be waived when in the judgment of the Conservation Commission such action is in the public interest and not inconsistent with the Wetlands Protection Act.



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D. Findings Under Municipal Wetlands Bylaw or Ordinance

1. Is a municipal wetlands bylaw or ordinance applicable? Yes No
2. The _____ hereby finds (check one that applies):

Conservation Commission

- a. that the proposed work cannot be conditioned to meet the standards set forth in a municipal ordinance or bylaw, specifically:

1. Municipal Ordinance or Bylaw

2. Citation

Therefore, work on this project may not go forward unless and until a revised Notice of Intent is submitted which provides measures which are adequate to meet these standards, and a final Order of Conditions is issued.

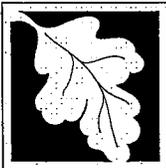
- b. that the following additional conditions are necessary to comply with a municipal ordinance or bylaw:

1. Municipal Ordinance or Bylaw

2. Citation

3. The Commission orders that all work shall be performed in accordance with the following conditions and with the Notice of Intent referenced above. To the extent that the following conditions modify or differ from the plans, specifications, or other proposals submitted with the Notice of Intent, the conditions shall control.

The special conditions relating to municipal ordinance or bylaw are as follows (if you need more space for additional conditions, attach a text document):



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E. Signatures

This Order is valid for three years, unless otherwise specified as a special condition pursuant to General Conditions #4, from the date of issuance.

Please indicate the number of members who will sign this form.
 This Order must be signed by a majority of the Conservation Commission.

The Order must be mailed by certified mail (return receipt requested) or hand delivered to the applicant. A copy also must be mailed or hand delivered at the same time to the appropriate Department of Environmental Protection Regional Office, if not filing electronically, and the property owner, if different from applicant.

1/13/2016
 1. Date of Issuance
Seven
 2. Number of Signers

Signatures:

Adam Guaraldi [Signature]

John Medeiros [Signature]

Janet Miller [Signature]

John Neely [Signature]

Jacqueline Schmidt [Signature]

Diane C. Stewart [Signature]

Steven Ventresca [Signature]

by hand delivery on
1/13/2016
 Date

by certified mail, return receipt requested, on

 Date

F. Appeals

The applicant, the owner, any person aggrieved by this Order, any owner of land abutting the land subject to this Order, or any ten residents of the city or town in which such land is located, are hereby notified of their right to request the appropriate MassDEP Regional Office to issue a Superseding Order of Conditions. The request must be made by certified mail or hand delivery to the Department, with the appropriate filing fee and a completed Request of Departmental Action Fee Transmittal Form, as provided in 310 CMR 10.03(7) within ten business days from the date of issuance of this Order. A copy of the request shall at the same time be sent by certified mail or hand delivery to the Conservation Commission and to the applicant, if he/she is not the appellants.

Any appellants seeking to appeal the Department's Superseding Order associated with this appeal will be required to demonstrate prior participation in the review of this project. Previous participation in the permit proceeding means the submission of written information to the Conservation Commission prior to the close of the public hearing, requesting a Superseding Order, or providing written information to the Department prior to issuance of a Superseding Order.

The request shall state clearly and concisely the objections to the Order which is being appealed and how the Order does not contribute to the protection of the interests identified in the Massachusetts Wetlands Protection Act (M.G.L. c. 131, § 40), and is inconsistent with the wetlands regulations (310 CMR 10.00). To the extent that the Order is based on a municipal ordinance or bylaw, and not on the Massachusetts Wetlands Protection Act or regulations, the Department has no appellate jurisdiction.

Jacqueline Shanley

From: Robert G. Nunes
Sent: Wednesday, January 27, 2016 8:12 AM
To: Police Chief Joseph Perkins
Cc: Debbie Batista; Irene Hudson; David Beals; Board of Selectmen
Subject: RE: E911 Grant Awards

Categories: Red Category

Good work Chief.

I'll post on my FB page.

From: Joseph Perkins [<mailto:jperkins@mpdmail.com>]
Sent: Wednesday, January 27, 2016 7:55 AM
To: Robert G. Nunes
Cc: Debbie Batista; Irene Hudson; David Beals
Subject: E911 Grant Awards

Bob,

The State of Massachusetts Department of E911 notified me yesterday that we will be receiving \$101 thousand dollars in grant funding for the remainder of FY'16. \$48 thousand will be used for department wide E911 training and \$53 thousand was awarded for departmental support. Special thanks to Sergeant Deborah Batista who wrote the grant and Administrative Assistant Irene Hudson who helped coordinate the supporting department data.

Additionally, last week EOPS notified MPD that we were receiving the following grants for FY '16: Pedestrian Safety Grant \$3,000, Under Age Drinking Enforcement \$2,500, Traffic Enforcement OUI Patrol \$5,000 and Traffic Enforcement Seat Belt \$2,500. Special thanks to Sergeant David Beals who wrote the grants and Administrative Assistant Irene Hudson who helped coordinate the supporting department data.

Joe

Chief Joseph M. Perkins
Middleboro Police Department
99 N. Main Street
Middleboro, MA 02346



9

TOWN OF MIDDLEBOROUGH

Town Clerk's Office

Bank Building, 20 Centre Street

Middleborough, Massachusetts 02346-2250

508-946-2415 phone

508-946-2308 fax

Allison J. Ferreira
Town Clerk

MEMORANDUM

TO: Board of Selectmen

cc: Middleborough Affordable Housing Committee

FROM: Allison J. Ferreira, Town Clerk 

DATE: January 25, 2016

RE: Vacancy on Middleborough Affordable Housing Committee

Please be advised I received the attached correspondence from the Chairman of the Middleborough Affordable Housing Committee regarding Laura O'Connor who has had three unexcused consecutive absences from Middleborough Affordable Housing Committee.

Pursuant to Article 31 of the Town of Middleborough By-Laws, three unexcused consecutive absences of any member of an appointed board at duly called meetings shall constitute a vacancy. The Town Clerk shall be notified in writing by the Chairman of an appointed agency regarding vacancies occurring within such agency and the vacancy shall be filled within fourteen (14) days of such notification by the Board of Selectmen and appointed agency involved. Such appointments shall be for the unexpired term of the member being replaced.

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

Incorporated 1669
344 Years of Progress



CRANBERRY CAPITAL
OF THE WORLD



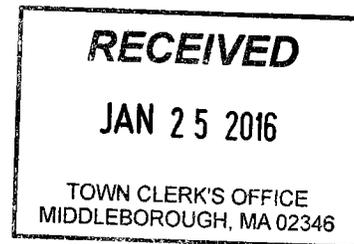
Town of Middleborough
Massachusetts

AFFORDABLE HOUSING COMMITTEE

January 21, 2016

Allison Ferreira
Middleborough Town Clerk

RE: Member absences



Dear Allison,

This letter serves to inform the Town that the Affordable Housing Committee has a vacancy for the term previously held by Laura O'Connor.

On May 22, 2015 Laura O'Connor sent an email saying she must resign due to a potential conflict of interest with her work. We were informed that an email did not suffice and that she must submit a letter stating the same, which she has not. We were then informed that once an appointed member has not attended three consecutive meetings that the Selectmen may appoint someone to fill the vacancy. Since Ms. O'Connor has not attended any meetings of the Affordable Housing Committee since May 2015, those absences would fulfill the requirement.

The Affordable Housing Committee therefore requests that the vacancy be advertised and a new member be appointed. The term for this position expires June 30, 2016.

If there is more information needed, please contact me at 508.947.3824x16.

Sincerely,

Josephine A. Ruthwicz

Josephine A. Ruthwicz
Chairman

May 22, 2015

Dear MAH committee members,

Please accept this as my letter of resignation from the committee.

Although I have thoroughly enjoyed working with all of you, and I have learned a lot about affordable housing, I must resign due to potential conflict of interest with my work.

If I can be of assistance to you, please feel free to call or email me.

Sincerely,

Laura K. O'Connor

Middleboro, MA 02346