NEW BUSINESS

2-24-14

South Shore Race Management, LLC

January 31, 2014

Board of Selectmen
10 Nickerson Avenue
Middleboro, MA 02346

Board of Selectmen,

I am requesting the use of public roads to hold the 1st Annual Colleen Celia Memorial 5K Walk/Run on Saturday, July 19th, 2014 at 7:30 am. The event would begin and end at Henry B. Burkland Elementary School located at 41 Mayflower Avenue. Request for school use has been submitted per school use request guidelines. All participants are expected to be off the roads in less than an hour. The proposed course map is attached.

Colleen recently passed away during the birth of her 4th child. Her children attend Burkland Elementary School which is why this location was chosen. The event will serve as a fundraiser, organized at the request of her family, to raise money to help the family with living expenses.

Thank you,

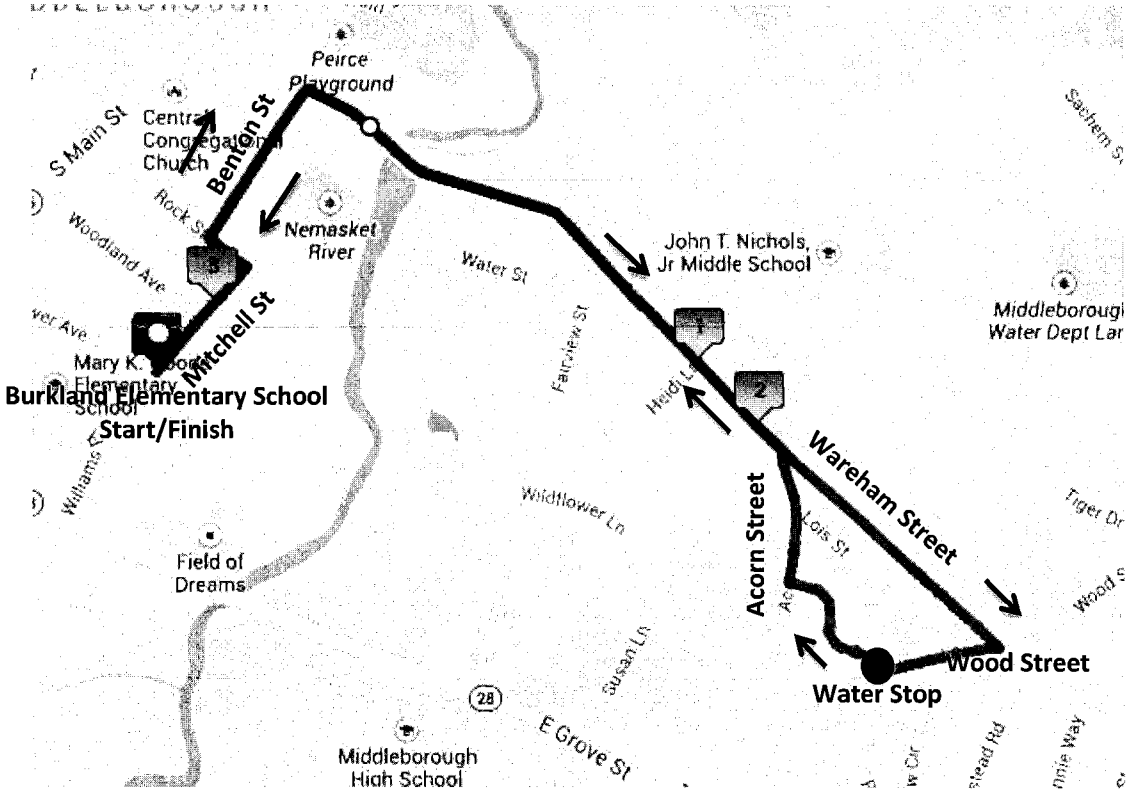
Anne Marie Winchester
(781) 820-6161

PO Box 1480, Duxbury, MA 02331
Tel: (781) 820-6161

www.southshoreracemgmt.com
southshorerace@hotmail.com

11 Toby Lane, Plympton, MA 02367
Tel: (781) 254-5863

COLLEEN CELIA MEMORIAL 5K WALK/RUN



Jacqueline Shanley

From: Lance Benjamino
Sent: Friday, February 07, 2014 12:04 PM
To: Jacqueline Shanley
Subject: RE: Colleen Celia 5K 7-19-14

Jackie,

Regarding the Colleen Celia 5K, I have no issues as long as any barriers used are easily moveable and they have an emergency plan.

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

From: Jacqueline Shanley
Sent: Wednesday, February 05, 2014 1:07 PM
To: Chief Bruce Gates; Lance Benjamino; Christopher Peck
Subject: Colleen Celia 5K 7-19-14

Good Afternoon,

Please see attached and provide any comments/concerns/requirements to this office. This matter will be on the Board's agenda for 2/24/14.

Thank you.

Jackie Shanley
Executive Assistant to Board of Selectmen
Town of Middleborough
10 Nickerson Ave.
Middleborough, MA 02346
508 946-2405 Tel.
508 946-0058 Fax
jshanley@middleborough.com

Jacqueline Shanley

From: Chief Bruce Gates <bruce.gates@mpdmail.com>
Sent: Wednesday, February 05, 2014 1:22 PM
To: Jacqueline Shanley
Subject: RE: Colleen Celia 5K 7-19-14

No issues

From: Jacqueline Shanley [mailto:jshanley@middleborough.com]
Sent: Wednesday, February 05, 2014 1:07 PM
To: Chief Bruce Gates; Lance Benjamino; Christopher Peck
Subject: Colleen Celia 5K 7-19-14

Good Afternoon,

Please see attached and provide any comments/concerns/requirements to this office. This matter will be on the Board's agenda for 2/24/14.

Thank you.

Jackie Shanley
Executive Assistant to Board of Selectmen
Town of Middleborough
10 Nickerson Ave.
Middleborough, MA 02346
508 946-2405 Tel.
508 946-0058 Fax
jshanley@middleborough.com

Town of Middleborough

Massachusetts

BOARD OF SELECTMEN

APPLICATION FOR LICENSE
(PLEASE TYPE OR PRINT CLEARLY)

DATE 2/14/14
NAME OF APPLICANT William Fuller Bartending Service of N.E.
ADDRESS OF APPLICANT 13 West End Ave
ASSESSORS MAP & LOT 49Q / 5595
DAYTIME TELEPHONE 508 923 4744

NAME OF BUSINESS Alley Theatre
OWNER OF PROPERTY TO BE LICENSED Howland Inv. Trust
ADDRESS OF PROPERTY TO BE LICENSED 133 Center St.
ASSESSORS MAP & LOT 50P / 5389

TYPE OF LICENSE REQUESTED (Check One)

2nd Hand Furniture_____
Class I License_____
Class III License_____
Common Victualler_____
Entertainment_____

2nd Hand Clothing_____
Class II License_____
Liquor License ✓ ~~All~~ ~~Alcohol~~ BEER/WINE
Automatic Amusement_____
Other_____

Anticipated Start Date for Business MARCH 1, 2014 - Comedy Show
Hours requested: 6pm - 1 pm

Has the Applicant previously held a similar license in the Town of Middleborough or elsewhere?
If yes, explain:
yes, similar requests and subsequent approval

Signature [signature]

DATE OF HEARING_____ APPROVED/DENIED

Do not write below line: To be Completed by Treasurer/Collector:

Please inform this department, as well as the Board of Selectmen, as to whether or not the above listed property owner/applicant/petitioner owes the Town of Middleborough any outstanding taxes and/or municipal charges that remain unpaid for more than one year.

Does Property Owner/Applicant/Petitioner owe Taxes/Municipal Charges?_____

Town of Middleborough

Massachusetts

BOARD OF SELECTMEN

APPLICATION FOR LICENSE (PLEASE TYPE OR PRINT CLEARLY)

DATE 2/20/14
NAME OF APPLICANT Shawn Lemmy
ADDRESS OF APPLICANT 107 Oak Street
ASSESSORS MAP & LOT ~~SON-5919~~
DAYTIME TELEPHONE 508-858-7842

NAME OF BUSINESS Centre Ave LLC
OWNER OF PROPERTY TO BE LICENSED Centre Ave Realty Trust (Shawn Lemmy)
ADDRESS OF PROPERTY TO BE LICENSED 160 Centre Ave
ASSESSORS MAP & LOT SON-5919

TYPE OF LICENSE REQUESTED (Check One)

2nd Hand ____
Class I Automobile Dealer License ____
Class II Automobile Dealer License ____
Class III Automobile Dealer License ____
Entertainment ____

WRPD ____
Earth Removal Permit ____
Liquor License ____
Junk Dealer ____
Other Automatic Amusement Device - Multigame machine

Anticipated Start Date for Business: ____
Days & Hours of Operation: M - Sat 8-1 Sun 12-1

Has the applicant previously held a similar license in the Town of Middleborough or elsewhere?
If yes, explain:
yes adding one

Signature [signature]

DATE OF HEARING: ____

Please bring to the Treasurer/Collector's office @ the Town Hall Annex, 20 Center Street, 3rd floor to obtain confirmation/signature that no outstanding taxes/municipal charges exist.

Dear Treasurer/Collector:
Please inform this department as to whether or not the above listed property owner/applicant/petitioner owes the Town of Middleborough any outstanding taxes and/or municipal charges that remain unpaid for more than one year.

Does Property Owner/Applicant/Petitioner owe Taxes/Municipal Charges? no

Judy M. MacDonald [signature]

AMENDMENT TO OCTOBER, 2013 AGREEMENT BETWEEN TOWN OF MIDDLEBOROUGH AND THE PUBLIC EMPLOYEE COMMITTEE RELATED TO THE TOWN JOINING THE GROUP INSURANCE COMMISSION

The Town and the Public Employee Committee agree to amend their October, 2013 Agreement by adding the following sentence to subsection a. of Section 2. Implementation: "However, if the Fallon Select HMO plan is not available through the GIC for fiscal year 2015, the Town will increase its premium contribution toward two (2) PPO-type plans offered by the GIC---UniCare Indemnity Plan/Community Choice and the UniCare State Indemnity Plan/Plus---from 60 % to 75% through June 30, 2017. The Town will not be obligated to pay more than 60% of the premium cost of these plans beyond June 30, 2017, but, in its exclusive discretion, may decide to do so.

President, AFL-CIO Council 93, Local 1700 (School Secretaries)	PEC Representative, AFL-CIO Council 93, Local 1700 (School Secretaries)
President, General Municipal Employees Group	PEC Representative, General Municipal Employees Group
President, Middleborough Clerical/COA Union	PEC Representative, Middleborough Clerical/COA Union
President, Middleborough DPW Union	PEC Representative, Middleborough DPW Union
President, Middleborough Education Association	PEC Representative, Middleborough Education Association
President, Middleborough G&E Clerical Unit	PEC Representative, Middleborough G&E Clerical Unit
President, Middleborough G&E Electric Division	PEC Representative, Middleborough G&E Electric Division

President, Middleborough G&E Gas Division

PEC Representative, Middleborough G&E Gas Division

President, Middleborough Library Staff Assn.

PEC Representative, Middleborough Library Staff Assn.

President, Middleborough Mini Bus Drivers

PEC Representative, Middleborough Mini Bus Drivers

President, Middleborough Police Patrol Officers

PEC Representative, Middleborough Police Patrol Officers

President, Middleborough Police Superior Officers

PEC Representative, Middleborough Police Superior Officers

President, Middleborough Professional Firefighters Assn.

PEC Representative, Middleborough Professional Firefighters Assn.

President, SEIU Local 888 AFL-CIO
(School Custodians)

PEC Representative, SEIU Local 888 AFL-CIO
(School Custodians)

PEC Representative, Middleborough Retirees

AMENDMENT TO OCTOBER, 2013 AGREEMENT BETWEEN TOWN OF MIDDLEBOROUGH AND THE PUBLIC EMPLOYEE COMMITTEE RELATED TO THE TOWN JOINING THE GROUP INSURANCE COMMISSION

The Town and the Public Employee Committee agree to amend their October, 2013 Agreement by adding the following sentence to subsection a. of Section 2. Implementation: "However, if the Fallon Select HMO plan is not available through the GIC for fiscal year 2015, the Town will increase its premium contribution toward two (2) PPO-type plans offered by the GIC—UniCare Indemnity Plan/Community Choice and the UniCare State Indemnity Plan/Plus---from 60% to 75% through June 30, 2017. The Town will not be obligated to pay more than 60% of the premium cost of these plans beyond June 30, 2017, but, in its exclusive discretion, may decide to do so.

_____
Stephen J. McKinnon, Chairman

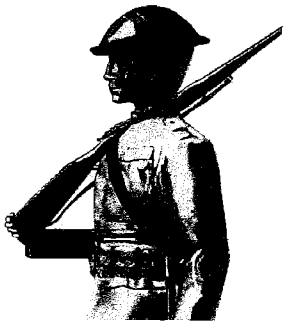
_____
Allin Frawley, Vice Chairman

_____
Ben Quelle

_____
Leilani Dalpe

_____
John M. Knowlton
BOARD OF SELECTMEN

Disabled American Veterans
Cpl. William F. Reardon
Chapter 57
P.O. Box 57
Taunton, Massachusetts 02780
(508) 823-0409



February 12, 2014

Officers 2013 - 2014

Commander
Ronald Bettencourt

Sr. Vice Commander
William Kreger

Jr. Vice Commander
Alfred H. Hinds

Adjutant:
Tanya Trzeciak

Treasurer:
David Trzeciak

Quartermaster:
Norman Willoughby

Chaplain:
Walter Elliot

Officer Of The Day
James L. Gray

Sergeant at Arms
Michael Clark

Lead Service Officer
Mortin E. Morin

Legislative Officer
Ronald Bettencourt

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

Dear Sirs/Madams:.

Once again, the Disabled American Veterans, Cpl William F. Reardon, Chapter 57 requests permission to conduct our annual Forget Me Not Fund Raising event in the Town of Middleborough during **June 28 and July 4 2014.**

This is the only fundraising drive the Disabled American Veterans conduct to raise funds which enable us to assist disabled veterans and their families. As we see more and more young disabled veterans returning to us from serving their country, we are even more in need of resources to serve them. The Cpl William F. Reardon Chapter 57 makes itself available to assist any disabled veteran and his/her family, not just members of our chapter. Requests for assistance are judged on a case-by-case basis. The thing we fear most is that we will not have the funds available to help these worthy veterans.

We appreciate your assistance with our annual fund drive.

Sincerely,

Tanya Trzeciak
Adjutant

(DAV Chapter 57 is a non-profit 501-(c)(4) organization.)

Environmental Partners GROUP
A partnership for engineering solutions.

January 17, 2014

Mr. Charles J. Cristello
Town Manager
Middleborough Town Hall
10 Nickerson Avenue
Middleborough, MA 02346

RE: Owner's Project Management Services
Middleborough Water Pollution Control Facility Upgrade
Designer Invoice #6 (WP #91689): November 2013

Dear Mr. Cristello:

As requested, Environmental Partners Group Inc. has reviewed the invoice submitted by Wright Pierce (WP) for services provided in November 2013 for services related to Permitting Services, Phase F, Task 2.

Environmental Partners has reviewed WP invoice #91689 and the progress on the tasks during this period. WP provided comments on the WPCF NPDES Draft permit (Task 2.B.1) and began work on the Notice of Intent for the Conservation Commission (Task 2.B.2). In our opinion, the invoice is commensurate with progress on the specific tasks shown in the invoice breakdown and an overall progress of 10% complete.

Environmental Partners recommends that the invoice be paid in full in the amount of $3,750.10. If you have any questions or require additional information, please do not hesitate to contact me at pcm@envpartners.com or (617) 657 0276.

ENVIRONMENTAL PARTNERS GROUP, INC.

Paul C. Millett, P.E.
Project Manager

Attachments:

WP Invoice November 2013. #91689

WRIGHT-PIERCE
Engineering a Better Environment

Water
Wastewater
Infrastructure

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

Attention: Charles Cristello, Town Mgr.

Invoice # : 91689
Project : 12760
Phase : F
Project Name : Middleborough, MA WPCF Upgrade
Invoice Date : Dec-13-2013

For Professional Services Rendered for the Period Oct-26-2013 To Nov-29-2013

RELATED TO: Task II Permitting Assistance

REFERENCE: Contract dated May 13, 2013.

Total Project Fee Authorized	37,501.00
Percent Complete as of 11/29/2013	10.00
Fee Earned To Date	3,750.10
Less Previous Billings	0.00
Amount Due this Invoice	**3,750.10**

BILLING RECAP

Previous Billings	0.00
Current Billing Amount	3,750.10
Fee Earned To Date	3,750.10
Amount Received	
Balance Due	

Invoices are due upon receipt. If not paid by Jan-13-2014, interest will be computed at the rate stated in the agreement.

CC: Jon W. Hume

99 Main Street
Topsham, ME 04086 USA
Phone 207.725.8721 | Fax 207.729.8414

Middleborough - Water Pollution Control Facility (WPCF) - Task II Permitting Assistance

Wastewater Engineering Services (Wright-Pierce Project # 12760 Phase F)

Work Progress by Task

Period: October 26th,2013 through November 29 , 2013

Task No	Task Description	Total Fee	% Complete This period	Fee Earned This Period	Overall % Complete	Overall Fee Earned	Comments
II. Permitting Assistance		**37,501**	**10%**	**3,750**	**10%**	**3,750**	
2.B.1	NPDES Permit Review		50%	-	50%	-	
2.B.2	NOI Permit Review		10%	-	10%	-	
2.B.3	Natural Heritage and Endangered Species Program (NHESP) and filing fees		0%	-	0%		
2.B.4	Application to the Zoning Board of Appeals for work in flood plain		0%	-	0%		
2.B.5	Conservation Commission additional permits		0%	-	0%	-	
2.B.6	Other permits		0%	-	0%	-	
	Total:	**37,501**	**10%**	**3,750**	**10%**	**3,750**	*Wright-Pierce 30-Nov-2013*

Environmental Partners GROUP
A partnership for engineering solutions.

January 17, 2014

Mr. Charles J. Cristello
Town Manager
Middleborough Town Hall
10 Nickerson Avenue
Middleborough, MA 02346

RE: Owner's Project Management Services
Middleborough Water Pollution Control Facility Upgrade
Designer Invoice #7 (WP #91690): November 2013

Dear Mr. Cristello:

As requested, Environmental Partners Group Inc. has reviewed the invoice submitted by Wright Pierce (WP) for services provided in November 2013 for services related to Subcontractor Services, Phase G, Task 1.

Environmental Partners has reviewed WP invoice #91690 and the progress on the tasks during this period. WP provided survey services (Task 1.B.1) and engaged their lead & asbestos subconsultant (Task 1.B.2). In our opinion, the invoice is commensurate with progress on the specific tasks shown in the invoice breakdown.

Environmental Partners recommends that the invoice be paid in full in the amount of $3,094.28. If you have any questions or require additional information, please do not hesitate to contact me at pcm@envpartners.com or (617) 657 0276.

ENVIRONMENTAL PARTNERS GROUP, INC.

Paul C. Millett, P.E.
Project Manager

Attachments:

WP Invoice November 2013. #91690

WRIGHT-PIERCE
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Town of Middleborough
Middleborough Town Hall
10 Nickerson Avenue
Middleborough, MA 02346

Invoice # : 91690
Project : 12760
Phase : G
Project Name : Middleborough, MA WPCF Upgrade
Invoice Date : Dec-13-2013

Attention: Charles Cristello, Town Mgr.

For Professional Services Rendered for the Period Oct-26-2013 To Nov-29-2013

RELATED TO: Subcontractor Services

REFERENCE: Contract dated May 13, 2013.

Total Project Fee Authorized	77,357.00
Percent Complete as of 11/29/2013	4.00
Fee Earned To Date	3,094.28
Less Previous Billings	0.00
Amount Due this Invoice	**3,094.28**

BILLING RECAP

Previous Billings	0.00
Current Billing Amount	3,094.28
Fee Earned To Date	3,094.28
Amount Received	
Balance Due	

Invoices are due upon receipt. If not paid by Jan-13-2014, interest will be computed at the rate stated in the agreement.

CC: Jon W. Hume

99 Main Street
Topsham, ME 04086 USA
Phone 207.725.8721 | Fax 207.729.8414

Middleborough - Water Pollution Control Facility (WPCF) - Subcontracts

Wastewater Engineering Services (Wright-Pierce Project # 12760 Phase G)

Work Progress by Task

Period: October 26th,2013 through November 29 , 2013

Task No	Task Description	Total Fee	% Complete This period	Fee Earned This Period	Overall % Complete	Overall Fee Earned	Comments
1. Design Development Subcontractor Services		**77,357**	**4%**	**3,094**	**5%**	**3,750**	
1.B.1	Survey		10%	-	10%	-	
1.B.2	Lead & Asbestos Testing		10%	-	10%	-	
1.B.3	Geotechnical		5%	-	0%		
1.B.4	Environmental Testing		0%	-	0%		
1.B.5	Others Services		0%	-	0%	-	
	Total:	**77,357**	**4%**	**3,094**	**5%**	**3,750**	*Wright-Pierce 30-Nov-2013*

Environmental Partners GROUP
A partnership for engineering solutions.

January 17, 2014

Mr. Charles J. Cristello
Town Manager
Middleborough Town Hall
10 Nickerson Avenue
Middleborough, MA 02346

RE: Owner's Project Management Services
Middleborough Water Pollution Control Facility Upgrade
Designer Invoice #5 (WP #91687): November 2013

Dear Mr. Cristello:

As requested, Environmental Partners Group Inc. has reviewed the invoice submitted by Wright Pierce (WP) for services provided in November 2013 for services related to Schematic Design, Phase A Tasks 1.A.1 through 1.A.21.

Environmental Partners has reviewed WP invoice #91687 and the progress on the tasks during this period. At the December 3, 2013 design review meeting, WP and Environmental Partners reviewed the progress on the schematic design. In our opinion, the invoice is commensurate with progress on the specific tasks shown in the invoice breakdown and equal to an overall schematic design that is 59% complete.

Environmental Partners recommends that the invoice be paid in full in the amount of $92,337.14. If you have any questions or require additional information, please do not hesitate to contact me at pcm@envpartners.com or (617) 657 0276.

ENVIRONMENTAL PARTNERS GROUP, INC.

Paul C. Millett, P.E.
Project Manager

Attachments:

WP invoice and cover letter November 2013. #91687

Middleborough - Water Pollution Control Facility (WPCF) Upgrade

Wastewater Engineering Services (Wright-Pierce Project # 12760 Phase A)

Work Progress by Task

Period: October 26 through November 29, 2013

Task No	Task Description	Total Fee	% Complete This period	Fee Earned This Period	Overall % Complete	Overall Fee Earned	Comments on Work Performed
1.0 SCHMATIC DESIGN PHASE		409,046	23%	92,337	59.0	241,337	
1.A.1	Meetings		10%	-	60%	-	
1.A.2	Confirm Site Layout and Access Road		50%	-	60%	-	
1.A.3	Confirm Layout of all Site Utilities		25%	-	75%	-	
1.A.4	Prepare Preliminary layout of 5-stage Bardenpho		10%	-	70%	-	
1.A.5	Evaluate Option 2 - Converting Primary Clarifiers		0%	-	100%	-	
1.A.6	Complete Building Code Review		10%	-	35%	-	
1.A.7	Confirm Preliminary Room Sizes and Architectural them for buildings		25%	-	60%	-	
1.A.8	Prepare revised building layouts (hand sketches, sections, elev, equipment layouts) for 1,500 sq. ft building		40%	-	75%	-	
1.A.9	Complete selection and size of all major process equipment (screenings, grit removal, clarifiers, aeration basins, filters, disinfection, sludge handling, odor control, etc.)		15%		75%	-	
1.A.10	Prepare Process Control narratives		25%	-	25%	-	
1.A.11	Confirm building ventilation and A.C. requirements		50%	-	50%	-	
1.A.12	Confirm building H.V.A.C. and fire protection/ sprinkler requirements		20%	-	20%	-	
1.A.13	Determine facility potable water, non-potable water concepts		50%	-	60%	-	
1.A.14	Confirm Building and Facility Structual requirements		15%	-	25%	-	
1.A.15	Develop P&ID for each treatment process		15%		20%		
1.A.16	Prepare a facility SCADA system schematic		10%		10%		
1.A.17	Confirm Preliminary Electrical Loads and Voltages and modify one-line diagram		30%		60%		
1.A.18	Prepare a Security Plan		15%		25%		
1.A.19	Prepare a Conceptual Plan for Radio & Telephone		10%		10%		
1.A.20	Prepare an Estimate of Probably Construction Cost		20%		60%	-	
1.A.21	Prepare a Schematic Design Report (Conceptual Design Report)		15%		75%		
1.A.22	Attend one two-day value engineering workshop with OPM		0%		0%		
1.A.23	Attend one day workshop with Client and OPM		0%		0%		
1.A.24	Revised the Schematic Design Report based on workshop		0%		0%		
	Total:	409,046	23%	92,337	59%	241,337	*Wright-Pierce 30-Nov-2013*

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December 20, 2013
W-P Project No. 12760

Mr. Paul C. Millett
Environmental Partner's Group, Inc.
Town of Middleborough - Owner's Project Manager
1900 Crown Colony Drive
Suite 402
Quincy, MA 02169

Subject: Middleborough, Ma- Water Pollution Control Facility (WPCF) Upgrade
Wright-Pierce November 2013 Invoices

Dear Paul:

Please find the attached summary of progress completion and accompanying invoices for engineering services completed through November 2013 related to the Middleborough WPCF Upgrade. A brief summary of the work completed for each of the three phases is summarized below:

Middleborough WPCF Upgrade – Wright Pierce Project #12760 Phase A

- Task 1.A.1. – Meetings
  - Performed site visits with WPCF staff to observe the Huber, Fournier, and FKC Sludge Dewatering presses.
  - Performed Site visits with WWTF staff to observe headworks screens (Climber and Multi-Rakes).
- Task 1.A.2. – Confirm Site Layout and Access Road
  - Our civil engineer was on site to investigate the access road issues and other site details.
- Task 1.A.3. – Site Utilities
  - Continued to confirm evaluate/investigate site utilities
- Task 1.A.4 – Prepare Preliminary Layout of 5-Stage Bardenpho
  - Performed process modeling through Biowin.
  - Determined locations of internal baffle walls for the Aeration Tanks.
  - Established plant wide mass balance.
- Task 1.A.6 – Complete Building Code Review
  - Updated NFPA-820 memo.
  - Conducted a site visit on November 20th with Architects/ Civil/ Structural/ Electrical/ Instrumentation project team to do a building code review and to review the recommended upgrades to the WPCF.
  - Finalized electrical loading list
- Task 1.A.7 – Confirm Preliminary Room Sizes and Architectural them for Buildings
  - Evaluated preliminary room sizes and building modifications to Control Building

- Develop CAD layout for the new Screenings Building and Pretreatment Building.

- Task 1.A.8 – Prepare building layouts for 1,500 sq. ft. Building Addition
  - Reviewed building modifications with WPCF staff and made edits as discussed.
  - Updated the CAD layout.
- Task 1.A.9. – Complete Selection and Size of all Major Process Equipment
  - Obtained information and additional details for the upgrade to the pretreatment facilities including screenings and grit removal.
  - Obtained information and additional details for the upgrade to the primary clarifiers.
  - Obtained information and additional details for the upgrade to the secondary clarifiers.
  - Continued to evaluate the size and locations for the new chemical feed systems (polymer, ferric, sodium hypochlorite, sodium bisulfite).
  - Obtained information and additional details for the upgrade to the tertiary treatment systems.
  - Continued to evaluate the size and locations for new sludge dewatering equipment including the rotary screw press, rotary drum press and belt filter presses.
- Task 1.A.10. – Prepare Process Control Narratives
  - Began discussions for the new process control and how they would be implemented at the WPCF.
- Task 1.A.11. – Confirm Building Ventilation and AC requirements
  - Mechanical engineer performed site visit to evaluate existing buildings.
  - Started to review HVAC layouts for the existing and new buildings.
- Task 1.A.12. – Confirm Building HVAC and Fire Protection requirements
  - Started to review HVAC layouts for the existing and new buildings.
- Task 1.A.13 – Determine potable and non-potable water concepts
  - Evaluated water requirements and sources for the mechanical fine screen.
  - Evaluated water requirements and sources for the sludge dewatering equipment.
- Task 1.A.14 – Confirm Building and Facility Structural Requirements
  - Evaluated structural requirements for the existing tanks and for the new filter building.
  - Evaluated structural requirements for the new 1,500-sq. ft. addition.
- Task 1.A.15. – Developed P&ID for each Treatment Process
  - Developed process flow schematics/diagrams for the existing and proposed processes.
- Task 1.A.16. – Prepared a facilities SCADA system schematic
  - Mechanical engineer performed site visit to evaluate existing buildings.
  - Started to review HVAC layouts for the existing and new buildings.
- Task 1.A.17 – Confirm Preliminary Electrical Loads and Voltages and Modify one-line Diagram
  - Developed a one-line diagram.
  - Prepared electrical loading list
- Task 1.A.18. – Prepare Security Plan
  - Continue to develop a security plan.
- Task 1.A.19. – Prepare Conceptual Plan for Radio and Telephone
  - Started to develop a conceptual plan for radio and telephone.
- Task 1.A.20. – Prepare an Estimate of Probably Construction Cost
  - During this period we continued to develop our estimate of the probable construction cost based on our Conceptual Design Report.
- Task 1.A.21. – Prepare Schematic Design Report
  - Continued to develop and prepare the Schematic Design Report

Middleborough WPCF Task II Permitting Assistance – Wright Pierce Project #12760 Phase F

- Task 2.B.1. – NPDES Permit Review
  - Reviewed NPDES Draft Permit and provided comments to the Town
- Task 2.B.2. – NOI Permit Review
  - Started to prepare the Notice-of-Intent (NOI) for the Conservation Committee

Middleborough WPCF Subcontracts – Wright Pierce Project #12760 Phase G

- Task 3.B.1. – Survey
  - Prepared the sub-contracts with the surveyor. Meet with the surveyor at the site to discuss the project in detail.
  - Survey work currently on-going.
- Task 3.B.2. – Lead and Asbestoes (L&A) Testing
  - Prepared the sub-contracts with the L&A contractor.
  - Meet with the testing agency at the site to discuss the project in detail.
- Task 3.B.3. – Geotechnical
  - Prepared the sub-contracts with the geotechnical engineer for the project..

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

Very truly yours,

WRIGHT-PIERCE

Jon W. Hume, P.E.
Project Manager

WRIGHT-PIERCE
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Wastewater
Infrastructure

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

Invoice # : 91687
Project : 12760
Phase : A
Project Name : Middleborough, MA WPCF Upgrade
Invoice Date : Dec-13-2013

Attention: Charles Cristello, Town Mgr.

For Professional Services Rendered for the Period Oct-26-2013 To Nov-29-2013

RELATED TO: Schematic Design

REFERENCE: Contract dated May 13, 2013.

Total Project Fee Authorized	409,046.00
Percent Complete as of 11/29/2013	59.00
Fee Earned To Date	241,337.14
Less Previous Billings	149,000.00
Amount Due this Invoice	**92,337.14**

BILLING RECAP

Previous Billings	149,000.00
Current Billing Amount	92,337.14
Fee Earned To Date	241,337.14
Amount Received	40,418.74
Balance Due	**200,918.40**

Invoices are due upon receipt. If not paid by Jan-13-2014, interest will be computed at the rate stated in the agreement.

CC: Jon W. Hume

99 Main Street
Topsham, ME 04086 USA
Phone 207.725.8721 | Fax 207.729.8414

Middleborough - Water Pollution Control Facility (WPCF) Upgrade

Wastewater Engineering Services (Wright-Pierce Project # 12760 Phase A)

Work Progress by Task

Period: October 26 through November 29, 2013

Task No	Task Description	Total Fee	% Complete This period	Fee Earned This Period	Overall % Complete	Overall Fee Earned	Comments on Work Performed
1.0 SCHMATIC DESIGN PHASE		**409,046**	**23%**	**92,337**	**59.0**	**241,337**	
1.A.1	Meetings		10%	-	60%	-	
1.A.2	Confirm Site Layout and Access Road		50%	-	60%	-	
1.A.3	Confirm Layout of all Site Utilities		25%	-	75%	-	
1.A.4	Prepare Preliminary layout of 5-stage Bardenpho		10%	-	70%	-	
1.A.5	Evaluate Option 2 - Converting Primary Clarifiers		0%	-	100%	-	
1.A.6	Complete Building Code Review		10%	-	35%	-	
1.A.7	Confirm Preliminary Room Sizes and Architectural them for buildings		25%	-	60%	-	
1.A.8	Prepare revised building layouts (hand sketches, sections, elev, equipment layouts) for 1,500 sq. ft building		40%	-	75%	-	
1.A.9	Complete selection and size of all major process equipment (screenings, grit removal, clarifiers, aeration basins, filters, disinfection, sludge handling, odor control, etc.)		15%		75%	-	
1.A.10	Prepare Process Control narratives		25%	-	25%	-	
1.A.11	Confirm building ventilation and A.C. requirements		50%	-	50%	-	
1.A.12	Confirm building H.V.A.C. and fire protection/ sprinkler requirements		20%	-	20%	-	
1.A.13	Determine facility potable water, non-potable water concepts		50%	-	60%	-	
1.A.14	Confirm Building and Facility Structual requirements		15%	-	25%	-	
1.A.15	Develop P&ID for each treatment process		15%		20%		
1.A.16	Prepare a facility SCADA system schematic		10%		10%		
1.A.17	Confirm Preliminary Electrical Loads and Voltages and modify one-line diagram		30%		60%		
1.A.18	Prepare a Security Plan		15%		25%		
1.A.19	Prepare a Conceptual Plan for Radio & Telephone		10%		10%		
1.A.20	Prepare an Estimate of Probably Construction Cost		20%		60%	-	
1.A.21	Prepare a Schematic Design Report (Conceptual Design Report)		15%		75%		
1.A.22	Attend one two-day value engineering workshop with OPM		0%		0%		
1.A.23	Attend one day workshop with Client and OPM		0%		0%		
1.A.24	Revised the Schematic Design Report based on workshop		0%		0%		
	Total:	**409,046**	**23%**	**92,337**	**59%**	**241,337**	*Wright-Pierce 30-Nov-2013*

Incorporated 1669
344 Years of Progress

CRANBERRY CAPITAL
OF THE WORLD

Town of Middleborough
Massachusetts

CHARLES J. CRISTELLO
Town Manager

508-947-0928
FAX 508-946-2320

MEMORANDUM

To: All Department Heads

From: Charles J. Cristello, Town Manager

Date: February 24, 2014

Re: Board of Selectmen Budget Review Schedule FY15

Enclosed please find a revised schedule of the Board of Selectmen Budget Review for FY15. As you know, all times are approximate. Please contact Caroline LaCroix, Assistant to the Town Manager, if you have a conflict.

MARCH 10, 2014

General Government

7:30 PM
- Finance Committee
- Law Department
- Zoning

7:45 PM
- Planning Board
- Town Accountant
- Assessors

8:15 PM
- Health Department
  Animal Control
- Town Clerk
  Elections & Registrations
- Conservation Commission

8:45 PM
- Treasurer/Collector
  Debt Service
  Employee Fringe Benefits
  Unclassified

MARCH 12, 2014

Human Services/Cultural/ Recreation/DPW

7:30 PM
- Historical Commission
- Park Department
- Council on Aging
- Veterans Services
- Library

8:00 PM
- Highway Department
- DPW – Administration
- DPW – Highway
- DPW – Tree Warden
- Trash Disposal Enterprise

8:30 PM
- Water Enterprise System
- Wastewater Enterprise System

MARCH 17, 2014

Public Safety/General Government

7:45 PM
- Information Technology
- Fire Department
- Sealer of Weights and Measures
-

8:30 PM
- Building Department
- Police Department
-

9:00 PM
- Selectmen
- Town Manager
  Administrative Office Building