

NEW BUSINESS

4-28-14

Jacqueline Shanley

From: Lance Benjamino
Sent: Wednesday, April 23, 2014 3:56 PM
To: Jacqueline Shanley
Subject: RE: M.S. Bike Ride 6-21-14
Attachments: 14 MS Bike Ride.pdf

Jackie,

No objections, please ensure they have an EMS plan and any barriers, if used, are readily moveable for emergency vehicle access. Attached please find signed Event Notification Form.

Thank you,

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

From: Jacqueline Shanley
Sent: Wednesday, April 23, 2014 3:40 PM
To: Chief Bruce Gates; Lance Benjamino; Christopher Peck
Subject: M.S. Bike Ride 6-21-14

Good Afternoon,

Please see attached and provide this office with any concerns, requirements, or objections. This matter is scheduled for a vote by the Board at its 4/28/14 meeting.

Thank you.

Jackie

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



National
Multiple Sclerosis
Society
Rhode Island
Chapter

National Multiple Sclerosis Society
Rhode Island Chapter
205 Hallene Road, Suite 209
Warwick, RI 02886
(401) 738-8383 Fax (401)738-8469

Board of Selectmen: Selectmen2013Q1Web@middleborough.com
Chief Benjamino: LBenjamino@middleborough.com
Town Manager Mr. Cristello: ccristello@middleborough.com

April 23, 2014

Dear Middleborough officials:

We are seeking approval to ride through the Town of Middleborough for our Bike MS: Ride the Rhode event this year. Bike MS is a 150-mile charity bike ride – not a race – that winds through Rhode Island and Massachusetts on Saturday and Sunday, June 21-22, 2014. This is our 27th year riding through the local area, and we anticipate over 1000 cyclists participating. Last year we raised over \$600,000!

Our confirmed start/finish location is at the Hasbro, Inc. parking lot in Pawtucket, RI. After leaving Hasbro, Inc. on Saturday morning, June 21st, we will travel 76 miles to our overnight accommodations at Wheaton College in Norton, MA. We will depart from Wheaton on Sunday morning, June 22nd, and return 70 miles to Hasbro for our finish line celebration.

We ride through many towns in the area and as you can see from the attached portion of the route, we are in Middleborough for 19 miles on Saturday, June 21st. I would appreciate your assistance in gaining the necessary permission, if any, for the event. If you could return the signed form to us at MS Society, 205 Hallene Rd, Suite 209 in Warwick, RI 02886, I would greatly appreciate it, or if you would prefer, I would be happy to pick it up.

Best regards,

Megan Cutler
Director of Development
National MS Society RI Chapter
Megan.Cutler@nmss.org

* Passing through Middleborough
between 9 AM + 1pm.

JOIN THE MOVEMENT

June 21, 2014

2014 DAY 1				
TOTAL	LEG	TURN	ROAD	TOWN
		START	Narragansett Park Dr.	Pawtucket
0.5	0.5	RIGHT	Beverage Hill	
0.7	0.2	RIGHT	Newport Ave.	
1.2	0.5	RIGHT	Into Slater Park near ball fields	
1.5	0.3	BEAR LEFT	At stop sign	
2.2	0.7	RIGHT	Armistice	
2.6	0.4	RIGHT	Newman	Seekonk
3.7	1.1	LEFT	Read ***USE CAUTION***	
4.5	0.8	LEFT	Read	
5.6	1.1	LEFT	Pine	Rehoboth
5.7	0.1	RIGHT	Homestead	
8.3	2.6	RIGHT	Fairview	
10.9	2.6	BECOMES	New	
12.4	1.5	LEFT	Regional	Dighton
12.8	0.4	LEFT	Horton	
14.7	1.9	RIGHT	Williams	
14.9	0.2	LEFT	Center	
17.5	2.6	BECOMES	Elm	Berkley
18.8	1.3	RIGHT	Berkley	
18.9	0.1	RIGHT	REST STOP 1 Berkley Community School (59 South Main ST.)	18.9
19.7	0.8	STRAIGHT	Becomes North Main	Freetown
21.2	1.5	LEFT	Elm *****Use Caution*****	
21.3	0.1	RIGHT	Elm	
21.7	0.4	BECOMES	Slab Brigde Road	
24.4	2.7	BECOMES	Bullock	
25.9	1.5	LEFT	Chipaway Road	
27.8	1.9	STRAIGHT	Braley Rd.	
29.9	2.1	RIGHT	Chace Rd.	
30.5	0.6	STRAIGHT	at Rotary Mason Rd.	
31.2	0.7	LEFT	Route 18 Middleboro Rd.	
32.3	1.1	BEAR RIGHT	Morton Rd.	
32.9	0.6	BECOMES	North Rd.	Rochester
33.3	0.4	STRAIGHT	North Rd.	
34.1	0.8	RIGHT	Snipatut Rd.	
36.2	2.1	RIGHT	Pine St.	
36.4	0.2	BEAR LEFT	Pine St.	
36.9	0.5	LEFT	REST STOP 2 Rochester Memorial School (16 Pine Street)	18.0
36.9	0.0	LEFT	Hartley	
37.6	0.7	BEAR LEFT	Hartley	
38.1	0.5	BEAR LEFT	Neck Rd.	
41.2	3.1	STRAIGHT	Neck Rd. turns to Marion	Middleboro
44.3	3.1	STRAIGHT	Marion	
45.2	0.9	STRAIGHT	Marion	

46.3	1.1	RIGHT	Cherry		
47.2	0.9	LEFT	East Grove ***USE CAUTION***		
48.1	0.9	LEFT	REST STOP 3/LUNCH Middleboro HS (71 East Grove St)		11.2
48.1	0.0	STRAIGHT	Fairview		
48.6	0.5	LEFT	Warehouse		
49.1	0.5	RIGHT	North Main St.		
49.4	0.3	RIGHT	East Main st.		
50.8	1.4	LEFT	Plymouth ***USE CAUTION***		
52.2	1.4	RIGHT	Plymouth		
52.2	0.0	STRAIGHT	Plymouth- Cross Rt. 44		
53.3	1.1	STRAIGHT	Summer	Middleboro	
54.2	0.9	LEFT	Murdock		
54.9	0.7	BEAR RIGHT	Murdock		
54.9	0.0	RIGHT	Plymouth		
55.4	0.5	BEAR RIGHT	Plymouth		
57.1	1.7	BEAR LEFT	REST STOP 4 Pratt Free School (36 Plymout St)		9.0
58.5	0.0	STRAIGHT	Old Pleasant Street		
58.5	0.0	LEFT	Plymouth		
58.5	0.5	BEAR LEFT	Green		
58.8	0.3	LEFT	Beech		
59.3	0.5	RIGHT	Pine		
59.9	0.6	RIGHT	Spruce		
60.3	0.4	LEFT	Pine turns to Old Pleasant	Bridgewater	
62.3	2.0	LEFT	Pleasant		
63.6	1.3	RIGHT	East Elm	Raynham	
63.7	0.1	RIGHT	East Elm		
64.7	1.0	RIGHT	Ann St.		
65.0	0.3	Bear LEFT	Robinson		
65.8	0.8	RIGHT	Broadway Rt. 138		
67.8	2.0	LEFT	Foundry ***USE CAUTION***		
68.4	0.6	LEFT	REST STOP 5 Southeastern Regional HS (250 Foundry)	Easton	11.3
69.4	1.0	LEFT	Prospect		
69.7	0.3	LEFT	Howard turns to Lincoln	Norton	
72.8	3.1	RIGHT	Bay		
72.9	0.1	LEFT	Plain		
75.5	2.6	RIGHT	Pine		
75.8	0.3	LEFT	Filmore		
76.1	0.3	RIGHT	FINISH Wheaton College		7.7

19.1 miles

April 2, 2014

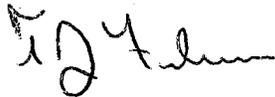
Board of Selectman
10 Nickerson Ave.
Middleboro, MA 02346

Dear Sir or Madam:

We are requesting to run a road race on June 7th, 2014 and a Triathlon on July 13th, 2014. The course for the road race and triathlon will begin at Camp Yomechas and run along Rt. 28 to Rocky Gutter, Purchase St., Thomas St., Tispaquin St. and back on Rt. 28 to the camp.

I will be notifying the police department that we will be need police detail that day. If you have any questions please feel free to contact me at 508-947-1390.

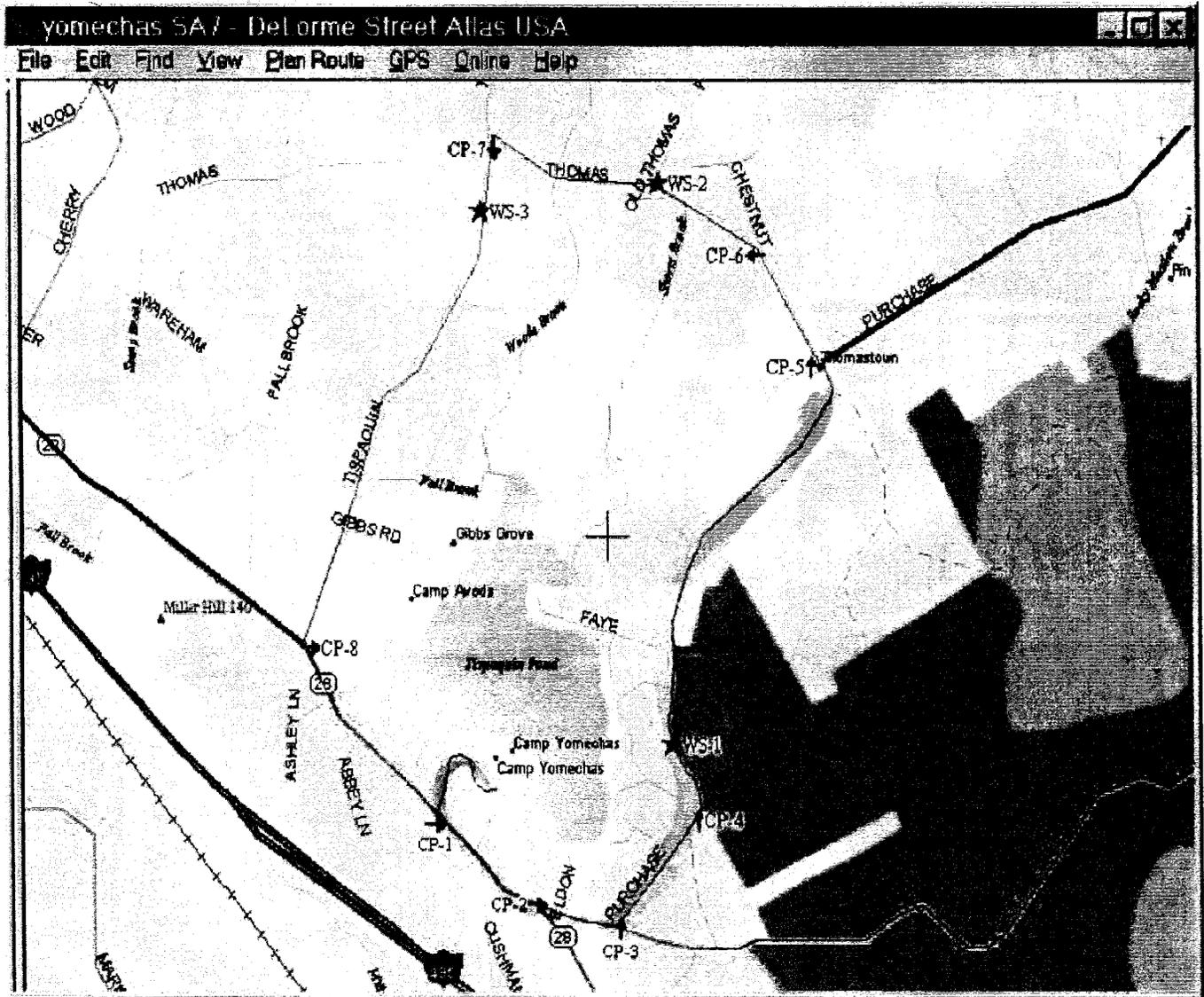
Sincerely,



Todd Filicchia
Fitness & Membership Director

5 and 10k

Camp Yomechas Walk-A-Thon



CP=1 to CP 5
5K

CP=1 to CP 8
10K

- **Start time 9 am finish time 11 am**
- **Start & Finish at 375 Wareham Street Middleboro Mass Camp Yomechas Entrance**

**WATER STATION #1 (CAMP SITE #23) (start of 5k & 10k) walkers will go first

Volunteer (dirt split – hidden field)

Water Station Rd. and Rt. 28

Rocky Gutter & Rt. 28

Rocky Gutter Yield Sign

Rocky Gutter & Purchase St.

MILE MARKER 1 – 17 PURCHASE ST.

WATER STATION #2 -17 PURCHASE ST.

Curve on Purchase St. #38

WATER STATION #3

(Across the St. from 107 Purchase St./white rope)

MILE MARKER 2 – 107 PURCHASE ST.

Western Star Morgan's sign

Chestnut & Purchase St.

WATER STATION #4 – 231 THOMAS ST.

MILE MARKER 3 – 236 THOMAS ST.

Thomas & Chestnut St.

Thomas & Tispaquin

MILE MARKER 4 107 TISPAQUIN AND THOMAS ST.

WATER STATION #5 (Fred Weston Memorial
Across from Black Brook Path)

WATER STATION #6 33 Tispaquin St.
(Corner of Tispaquin and Gibbs)

Tispaquin & Rt. 28 back to camp entrance & to the finish.

Camp Entrance (Finish Road Race)

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

April 17, 2014

Mr. Richard McNair
29 Susan Lane
Middleborough, MA 02346

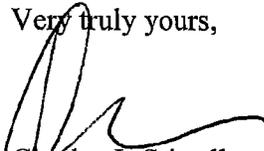
Dear Mr. McNair:

I am happy to appoint you to the Conservation Commission subject to the approval of the Board of Selectmen pursuant to Massachusetts General Laws Chapter 40, Section 8C. This appointment is for a three year term through June 30, 2017.

By copy of this letter, I am asking the Selectmen to approve your appointment at their meeting on Monday, April 28, 2014.

In appointing you, I expect that you will make every effort to attend our Annual Town Meeting scheduled for Tuesday, May 27, 2014 and our Special Town Meeting usually held in early October. Thank you for your willingness to serve the Town of Middleborough.

Very truly yours,



Charles J. Cristello
Town Manager

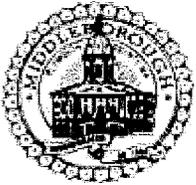
cc: Board of Selectmen
Allison Ferreira, Town Clerk
Conservation Commission

Jacqueline Shanley

From: Chief Bruce Gates <bruce.gates@mpdmail.com>
Sent: Friday, April 18, 2014 11:07 AM
To: Jacqueline Shanley
Cc: Charles Cristello
Subject: MPD HEADER2

MIDDLEBOROUGH POLICE DEPARTMENT

**99 NORTH MAIN STREET
MIDDLEBOROUGH, MA 02346
(508) 947-1212
Fax (508) 947-1009**



**Bruce D. Gates
Chief of Police**

April 18, 2014

Board of Selectmen
Town Hall
Middleborough, MA

RE: Seasonal Officers, Matrons

Honorable Board,

This is a request to appoint the following Auxiliary Police Officers as Seasonal Police Officers as authorized under M.G.L. Chapter 31 Section 1. They would work primarily in the downtown area from May 4 thru August 22, 2014.

George Andrade
Stephen Bliss
Douglas Blanchette
Bryan Derochea
Charles Lemieux
Patrick Mills
Raymond Meleski
Daniel Newton
Andrew Sederquist
Robert Stephanian

Zachary Trocki

I would also recommend the Board appoint the following as Police Matrons:

Robin Vivona

Dawn Savery

Respectfully Submitted,

Bruce Gates,
Chief of Police

March 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 #11 (WP #92500): January 2014**

Dear Mr. Cristello:

As requested, Environmental Partners Group Inc. has reviewed the invoice submitted by Wright Pierce (WP) for services provided in January 2014 for services related to Schematic Design, Phase A Tasks 1.A.1 through 1.A.21.

Environmental Partners has reviewed WP invoice #92500 and the progress on the tasks during this period. The work furthers the design approach and scope including development of technical memoranda for individual design disciplines, and continued development of the schematic design report. 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 approximately 97% complete.

Environmental Partners recommends that the invoice be paid in full in the amount of \$81,774.62. 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 January 2014. #92500

February 21, 2014
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 January 2014 Invoices

Dear Paul:

Please find the attached summary of progress completion and accompanying invoices for engineering services completed through January 2014 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 meetings with WPCF staff.
 - Performed site visits to confirm field information
- Task 1.A.2. – Confirm Site Layout and Access Road
 - Performed CAD layouts for turning radius for trucks for new access road for entrance to the WPCF.
- Task 1.A.3. – Site Utilities
 - Continued to confirm evaluate/investigate site utilities.
 - Reviewed current leachate and septage receiving practices.
- Task 1.A.4 – Prepare Preliminary Layout of 5-Stage Bardenpho
 - Performed process modeling through Biowin.
 - Updated locations of internal baffle walls for the Aeration Tanks.
 - Developed technical memos.
- Task 1.A.6 – Complete Building Code Review
 - Continue to review the building codes.
 - Developed technical memos for SDR (included Arch, Stru, Mech, Instr, and Elect).
- Task 1.A.7 – Confirm Preliminary Room Sizes and Architectural them for Buildings
 - Continue to evaluated preliminary room sizes/ building modifications to Control Building
 - Develop schematic drawings for the new Screenings Building, Pretreatment Building, Tertiary Building and Sludge Building.
- Task 1.A.8 – Finalize building layouts for 1,500 sq. ft. Building Addition



- Task 1.A.9. – Complete Selection and Size of all Major Process Equipment
 - Obtained information and additional details for the upgrade to the aeration tank layout.
 - Obtained information and additional details for the upgrade to the blowers and mixers.
 - Obtained information and additional details for the upgrade to the tertiary treatment systems.
- Task 1.A.10. – Prepare Process Control Narratives
 - Continue to develop process control strategies and how they would be implemented at the WPCF.
 - Developed specific process control strategies for the technical memos in the SDR.
- Task 1.A.11. – Confirm Building Ventilation and AC requirements
 - Mechanical engineer provided technical memo for the SDR.
 - Developed HVAC layouts for the new Tertiary Treatment Building.
- Task 1.A.12. – Confirm Building HVAC and Fire Protection requirements
 - Continued 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 sludge dewatering equipment.
- Task 1.A.14 – Confirm Building and Facility Structural Requirements
 - Structural engineer developed a plant wide technical memo for the SDR.
- Task 1.A.15. – Developed P&ID for each Treatment Process
 - Developed process flow schematics/diagrams for the existing/proposed treatment processes for the SDR.
- Task 1.A.16. – Prepared a facilities SCADA system schematic
 - Develop a SCADA system schematic for the SDR
- Task 1.A.17 – Confirm Preliminary Electrical Loads and Voltages and Modify one-line Diagram
 - Develop technical memo for SDR.
 - Finished a one-line diagram for the SDR.
- Task 1.A.18. – Prepare Security Plan
 - Continue to develop a security plan.
- Task 1.A.19. – Prepare Conceptual Plan for Radio and Telephone
 - Continued to develop a conceptual plan for radio and telephone.
- Task 1.A.20. – Prepare an Estimate of Probably Construction Cost
 - Refined our estimate of the probable construction cost for the SDR.
- Task 1.A.21. – Prepare Schematic Design Report
 - Continued to develop and prepare the Schematic Design Report (SDR).

Middleborough WPCF Task III Pilot Testing – Wright Pierce Project #12760 Phase D

- Task 3.A.7. – Review Pilot Testing Data and Performance Report
 - Requested additional information for the vendors to supplement their pilot testing reports
- Task 3.A.8. – Pilot Testing Report
 - Continue to develop a technical memo to summarize the results of the pilot testing report.



Middleborough WPCF Subcontracts – Wright Pierce Project #12760 Phase G

- Task 3.B.1. – Survey
 - Survey work was on going (55% completed) during this period.
- Task 3.B.2. – Lead and Asbestos (L&A) Testing
 - L & A testing was completed and reviewed a draft L&A field report.
- Task 3.B.3. – Geotechnical
 - Meet on-site with the geotechnical engineer.
 - Perform field visits to ensure the drill rigger was drilling in the correct locations.

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

A handwritten signature in black ink, appearing to read "Jon W. Hume".

Jon W. Hume, P.E.
Project Manager

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

Invoice # : 92500
Project : 12760
Phase : A
Project Name : Middleborough, MA WPCF Upgrade
Invoice Date : Feb-13-2014

Attention: Charles Cristello, Town Mgr.

For Professional Services Rendered for the Period Dec-28-2013 To Jan-31-2014

RELATED TO: Schematic Design

REFERENCE: Contract dated May 13, 2013.

Total Project Fee Authorized	409,048.00
Percent Complete as of 1/31/2014	<u>97.00</u>
Fee Earned To Date	396,774.62
Less Previous Billings	315,000.00
Amount Due this Invoice	<u><u>81,774.62</u></u>

BILLING RECAP

Previous Billings	315,000.00
Current Billing Amount	81,774.62
Fee Earned To Date	<u>396,774.62</u>
Amount Received	149,000.00
Balance Due	<u><u>247,774.62</u></u>

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

CC: Jon W. Hume

**Middleborough - Water Pollution Control Facility (WPCF) Upgrade
Wastewater Engineering Services (Wright-Pierce Project # 12760 Phase A)**

Work Progress by Task

Period: December 28, 2013 Through January 31, 2014

Task No	Task Description	Total Fee	% Complete This period	Fee Earned This Period	Overall % Complete	Overall Fee Earned	Comments on Work Performed
1.0 SCHEMATIC DESIGN PHASE		409,046	20%	81,774	97.0	396,800	
1.A.1	Meetings		10%	-	80%	-	
1.A.2	Confirm Site Layout and Access Road		20%	-	90%	-	
1.A.3	Confirm Layout of all Site Utilities		10%	-	95%	-	
1.A.4	Prepare Preliminary layout of 5-stage Bardenpho		10%	-	90%	-	
1.A.5	Evaluate Option 2 - Converting Primary Clarifiers		0%	-	100%	-	
1.A.6	Complete Building Code Review		20%	-	95%	-	
1.A.7	Confirm Preliminary Room Sizes and Architectural them for buildings		10%	-	90%	-	
1.A.8	Prepare revised building layouts (hand sketches, sections, elev, equipment layouts) for 1,500 sq. ft building		10%	-	95%	-	
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.)		10%	-	95%	-	
1.A.10	Prepare Process Control narratives		25%	-	75%	-	
1.A.11	Confirm building ventilation and A.C. requirements		20%	-	95%	-	
1.A.12	Confirm building H.V.A.C. and fire protection/ sprinkler requirements		30%	-	80%	-	
1.A.13	Determine facility potable water, non-potable water concepts		20%	-	95%	-	
1.A.14	Confirm Building and Facility Structural requirements		40%	-	90%	-	
1.A.15	Develop P&ID for each treatment process		40%	-	90%	-	
1.A.16	Prepare a facility SCADA system schematic		50%	-	90%	-	
1.A.17	Confirm Preliminary Electrical Loads and Voltages and modify one-line diagram		20%	-	95%	-	
1.A.18	Prepare a Security Plan		40%	-	90%	-	
1.A.19	Prepare a Conceptual Plan for Radio & Telephone		50%	-	90%	-	
1.A.20	Prepare an Estimate of Probably Construction Cost		20%	-	95%	-	
1.A.21	Prepare a Schematic Design Report (Conceptual Design Report)		5%	-	90%	-	
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	20%	81,774	97%	396,800	<i>Wright-Pierce 31-Jan-2014</i>

March 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
Pilot Testing Invoice #6 (WP #92501): January 2014**

Dear Mr. Cristello:

As requested, Environmental Partners Group Inc. has reviewed the invoice submitted by Wright Pierce (WP) for services provided in January 2014 for Pilot Testing Services, Phase D, Task 3A.

Environmental Partners has reviewed the invoice and the progress on the tasks during this period. During this period, WP continued to review pilot test data, coordinated with Town staff, and continued development of the pilot test report. Total percent complete for this period is 5%, for a total to date of 90% for this task.

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 \$5,715.30.

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 January 2014. #92501

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

Invoice #: 92501
Project: 12760
Phase: D
Project Name: Middleborough, MA WPCF Upgrade
Invoice Date: Feb-13-2014

Attention: Charles Cristello, Town Mgr.

For Professional Services Rendered for the Period Dec-28-2013 To Jan-31-2014

RELATED TO: Pilot Testing

REFERENCE: Contract dated May 13, 2013.

Total Project Fee Authorized	114,306.00
Percent Complete as of 1/31/2014	<u>90.00</u>
Fee Earned To Date	102,875.40
Less Previous Billings	97,160.10
Amount Due this Invoice	<u><u>5,715.30</u></u>

BILLING RECAP

Previous Billings	97,160.10
Current Billing Amount	5,715.30
Fee Earned To Date	<u>102,875.40</u>
Amount Received	90,301.74
Balance Due	<u><u>12,573.66</u></u>

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

CC: Jon W. Hume

Middleborough - Water Pollution Control Facility (WPCF) - Pilot Testing Services
Wastewater Engineering Services (Wright-Pierce Project # 12760 Phase D)
Work Progress by Task
Period: December 28 through January 31, 2014

Task No	Task Description	Total Fee	% Complete This period	Fee Earned This Period	Overall % Complete	Overall Fee Earned	Comments
3.A PILOT TESTING SERVICES		\$114,306	5%	\$ 5,715	90%	\$ 102,875	
3.A.1	Conduct meetings with plant staff		0%	-	100%	-	
3.A.2	Develop Pilot Testing Protocol		0%	-	100%	-	
3.A.3	Coordinate with three disc manufacturers		5%	-	100%	-	
3.A.4	Work with WPCF staff to identify location. Plant staff to assist with set-up of pilot units.		0%	-	100%	-	
3.A.5	Coordinate with plant staff to provide coagulant (Ferric Chloride)		0%	-	100%	-	
3.A.6	Perform Periodic Site Visits During Pilot Testing		0%	-	100%	-	
3.A.7	Review Pilot Test Data and Performance Reports		10%	-	90%	-	
3.A.8	Develop a Technical Memorandum to summarize the pilot testing		20%	-	70%	-	
Total:		\$ 114,306	5%	\$ 5,715	90%	\$ 102,875	<i>Wright-Pierce 31-Jan-2014</i>

March 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 #12 (WP #92502): January 2014**

Dear Mr. Cristello:

As requested, Environmental Partners Group Inc. has reviewed the invoice submitted by Wright Pierce (WP) for services provided in January 2014 for services related to Subcontractor Services, Phase G, Task 1.

Environmental Partners has reviewed WP invoice #92502 and the progress on the tasks during this period. WP provided survey services (Task 1.B.1) to a 55% complete level, completed the lead & asbestos survey (Task 1.B.2), and coordinated with the geotechnical subconsultant (Task 1.B.3). In our opinion, the invoice is commensurate with progress on the specific tasks shown in the invoice breakdown and an overall progress of approximately 36%.

Environmental Partners recommends that the invoice be paid in full in the amount of \$13,924.26. 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 January 2014. #92502

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

Invoice # : 92502
Project : 12760
Phase : G
Project Name : Middleborough, MA WPCF Upgrade
Invoice Date : Feb-13-2014

Attention: Charles Cristello, Town Mgr.

For Professional Services Rendered for the Period Dec-28-2013 To Jan-31-2014

RELATED TO: Subcontractor Services

REFERENCE: Contract dated May 13, 2013.

Total Project Fee Authorized	77,357.00
Percent Complete as of 1/31/2014	<u>36.00</u>
Fee Earned To Date	27,848.52
Less Previous Billings	13,924.26
Amount Due this Invoice	<u><u>13,924.26</u></u>

BILLING RECAP

Previous Billings	13,924.26
Current Billing Amount	13,924.26
Fee Earned To Date	<u>27,848.52</u>
Amount Received	0.00
Balance Due	<u><u>27,848.52</u></u>

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

CC: Jon W. Hume

Middleborough - Water Pollution Control Facility (WPCF) - Subcontracts

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

Work Progress by Task

Period: November 30, 2013 through December 27, 2013

Task No	Task Description	Total Fee	% Complete This period	Fee Earned This Period	Overall % Complete	Overall Fee Earned	Comments
I. Design Development Subcontractor Services		77,357	18%	13,924	36%	27,848	
1.B.1	Survey		30%	-	90%	-	
1.B.2	Lead & Asbestos Testing		55%	-	75%	-	
1.B.3	Geotechnical		10%	-	25%	-	
1.B.4	Environmental Testing		0%	-	0%	-	
1.B.5	Others Services		0%	-	0%	-	
Total:		77,357	18%	13,924	36%	27,848	<i>Wright-Pierce 31-Jan-2014</i>

Jacqueline Shanley

From: Andrea Priest
Sent: Thursday, April 17, 2014 1:21 PM
To: Jacqueline Shanley
Subject: OCES Board

Hi Jackie

Did you receive from OCES for the nomination of candidate to serve on their board. I brought my copy to my board meeting and we voted.

On April 16th 2014, at the Middleborough Council on Aging Board of Directors meeting, the board voted to approve the nomination of Richard Young, COA Boar Member, to serve as Board Director for Old Colony Elder Services for the July 1, 2014- June 30, 2015.

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



Old Colony Elder Services

Providing services to the community since 1974

April 7, 2014

Stephen J. McKinnon, Chairman
Board of Selectmen
10 Nickerson Avenue
Middleborough, MA 02346

Dear Mr. McKinnon:

On June 24, 2014, Old Colony Elder Services (OCES) will hold its annual election of Board Directors to serve for the next fiscal year (July 1, 2014 – June 30, 2015). In order to facilitate the voting process, we ask that your nomination be chosen at the April or May Selectmen's meeting. Andrea Priest is the current OCES Board Director.

As each of the 23 cities and towns in OCES' service area is represented by 1 Director, the Board of Selectmen is invited to nominate 1 representative to OCES' Board of Directors for 2014-2015 following recommendations from the Council on Aging. **Please notify us by letter on official town letterhead by May 15th or earlier.**

When selecting your nominee please consider carefully the responsibilities of an OCES Board Director as stated in OCES' By-Laws and outlined below.

- All Directors have the duty to act in the best interest of the organization and in accordance with the organization's mission; take reasonable care when making decisions; and, stand aside when there is a conflict of interest.
- All new Board members must participate in the annual orientation session.
- Attendance at full board and committee meetings is a very important aspect of fulfilling the role of an OCES Board Director. All Directors are expected to follow the Board attendance policies. If a Board member is absent from three (3) consecutive board meetings, he/she forfeits his/her directorship on the Board.

If you have any questions, please call Barbara Bartone at 508-584-1561 x238 (or email Barbara at bbartone@oldcolonyelderservices.org).

Thank you,

Diana L. DiGiorgi
Executive Director/CEO

CC: COA Director
DLD:bb

Second Hand/Pawnbroker/Junk Dealer/Old Metals Licenses
Effective 5/1/14 - 4/30/15

Store Name	Location	Contact Name	License Type	Hours of Operation
K & M Thrift & Collectibles, Inc.	52 Centre Street	Mike & Kathy Peltz	2nd Hand	Mon-Sat 10 am - 8 pm

**TOWN OF MIDDLEBOROUGH'S OFF THE RECORD OFFER MEMORANDUM OF AGREEMENT
BETWEEN TOWN OF MIDDLEBOROUGH AND G.M.E.G. (General Municipal Employees Group)
TO OFFER A STIPEND IN EXCHANGE FOR OPTING OUT OF THE TOWN'S HEALTH PLAN**

Dated: March 31, 2014

ARTICLE 22 GROUP INSURANCE

Add a new provision D, which reads as follows:

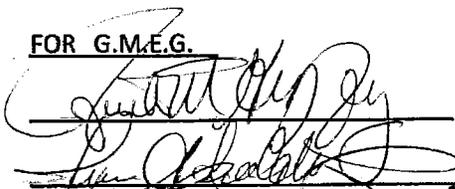
Effective July 1, 2013, a bargaining unit member who is otherwise eligible for enrollment in a town health insurance plan, and has been enrolled in a Town plan continuously for two consecutive fiscal years, will receive an annual stipend for opting out/waiving participation in town health insurance in the amount of \$1,000 (individual plan) or \$2,500 (family plan). In addition to the above, other conditions for the annual stipend are:

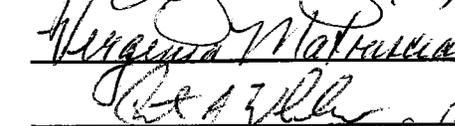
- The employee is not covered under a town plan subscribed to by another employee of the Town or School Department; and,
- The employee provides documentation satisfactory to the Employer of alternative health insurance coverage. The documentation shall be provided during open enrollment.

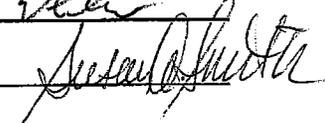
If there is a qualifying event which means that an employee who is receiving an opt out payment needs to re-enroll in Town health insurance, the payment will be pro-rated based on the number of months that the employee was not enrolled.

Assuming the employee stays off the health insurance for a full year, the first half of the stipend will be paid during the 6th month and the second half of the stipend will be paid during the 12th month.

FOR G.M.E.G.




Virginia Matriciano

4/10/14 
DATED:

TOWN OF MIDDLEBOROUGH

DATED:

Incorporated 1669



CRANBERRY CAPITAL
OF THE WORLD



DIVISIONS

- Highway
- Sanitation
- Insect & Pest Control
- Tree Warden
- Wastewater
- Water

*Town of Middleborough
Massachusetts*

Department of Public Works
48 Wareham Street
Middleborough, MA 02346
Phone 508-946-2481 Fax 508-946-2484

Christopher Peck
D. P. W. Director

April 22, 2014

Ms. Liz Lapointe
State Aid Manager
MassDOT District 5
1000 County Street
Taunton, Ma 02780

Subject: WRRRP Letter of Intent- Town of Middleborough

Dear Ms. Lapointe,

It is the intent of the Town of Middleborough Department of Public Works to utilize the Winter Rapid Recovery Road Program (WRRRP) funds on town accepted roadway in the following manner:

Cracksealing

This work will be completed under the Town's existing SERSG contract for Polymer-Modified Crack Sealing with Sealcoating Inc. The following roadways will be cracksealed as needed:

- Spruce Street,
- Plymouth Street (East Main Street to Carver TL)
- Old Center Street (Rt. 44 to Rt. 18)
- Plympton Street
- East Main Street (Nemasket River Bridge to Wood Street)
- Wall Street
- Marion Road.

Pavement Coldplane and Overlay, drainage frame/grate/covers replacement, street sign replacement

Deteriorated sections of pavement will be cold planed and overlaid by DPW staff, damaged drainage frames, grates and/or covers will be replaced and any damaged street signs will be replaced on the following roadways:

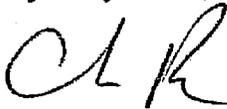
- Thompson Street (Route 105)
- Purchase Street
- Wall Street
- Rocky Meadow Street
- Wareham Street
- Wood Street
- Plymouth Street

Pavement Coldplane and Overlay, drainage frame/grate/covers replacement, street sign replacement cont.

Summer Street
Highland Road
Miller Street
Beech Street
Pine Street
France Street
East Street
Cushman Street
Walnut Street
Thomas Street
Tispaquin Street
Stone Street

If you have any question please call me at 508-946-2481.

Very Truly Yours,



Christopher Peck
Director of Public Works

Cc: Charlie Cristello, Town Manager



Deval L. Patrick, Governor
Richard A. Davey, Secretary & CEO

massDOT

Massachusetts Department of Transportation

April 9, 2014

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

Dear Mr. Cristello:

Given the extraordinary winter season the Commonwealth faced this past year and the serious toll it took on our roads, we are pleased to announce a "Winter Rapid Recovery Road" program designed to benefit all 351 cities and town across the Commonwealth. Governor Patrick has approved \$40 million for a statewide program. We are designating \$30 million of that as direct aid, as apportioned via the Chapter 90 formula, for cities and towns and \$10 million for improvements to state roads.

MassDOT is issuing a one-time contract allowing the **Town of Middleborough** the draw down of **\$131,103** for the reimbursement of specific purpose road and road facility repairs resulting from this harsh winter. Eligible projects include (a) patching of potholes, cracking and other surface defects, including paving projects, (b) repair and or replacement of signage, guardrail, storm grates, or road striping or painting, or (c) projects identified through written agreement between the MassDOT Highway Division District Office and the **Town of Middleborough**.

The contract requires obligation of funds for specific projects no later than June 30, 2014 with the expectation that the projects and all related expenditures are completed by September 30, 2014. There will be no exceptions to the "use it or lose it" provisions of this agreement. The intent of the program is to help cities and towns make immediate and necessary repairs to your roadway network during this construction season.

Should you have any questions, please call Paul Jay at (857) 368-9150 or Maria Conti at (857) 368-9144

Richard A Davey
Secretary and Chief Executive Officer

Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot



Deval L. Patrick, Governor
Richard A. Davey, Secretary & CEO

massDOT
Massachusetts Department of Transportation

Winter Rapid Recovery Road Program (WRRRP)
Rules and Regulations
April 9, 2014

1. **Eligible projects** include (a) patching of potholes, cracking and other surface defects, including paving projects, (b) repair and or replacement of signage, guardrail, storm grates, or road striping or painting, or (c) projects identified through written agreement between the MassDOT Highway Division District Office and the specific city or town.
2. We have enclosed **A MassDOT Standard Contract Form**. The highlighted items must be completed, signed and **returned within one week of receipt**.
3. Under the WRRRP, determination of the amount of the funds **allocated** for each city and town is based upon the parameters of the Ch 90 program; Road Miles, Population, and Employment. Please note neither the WRRRP nor any expenses incurred to be reimbursed under the WRRRP fall under the Chapter 90 program.
4. Monies for each specific city or town will be encumbered by MassDOT. This results in the monies being **obligated** on The Commonwealth's accounting system for the purpose of effecting the reimbursement of bills paid by the cities and towns for projects as delineated above.
5. Projects must be **physically completed** by June 30, 2014.
6. Copies of invoices from the communities, along with evidence of payment to **contractors, must be received** by the respective District Office State Aid Engineers by August 1, 2014. District Offices will then process the reimbursement paperwork through MassDOT Headquarters. These invoices must be clearly marked as "WRRRP Eligible." Invoices received at the District Offices after August 1 will not be reimbursed.
7. If the total amount of invoices submitted to MassDOT for the WRRRP is less than the total funds allocated, the remainder of this funding is lost and will be de-obligated. This is the "Use it or Lose it" rule.
8. Cities and Towns will be **reimbursed by September 30th** for their expenditures pertaining to the WRRRP program up to the specified amount as per the Secretary's letter of April 9th.

Ten Park Plaza, Suite 4160, Boston, MA 02116

Tel: 857-368-4636, TTY: 857-368-0655

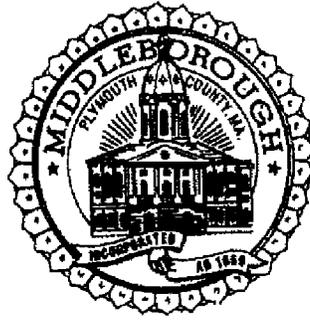
www.mass.gov/massdot

MASSDOT STANDARD CONTRACT FORM



This form is issued and published by the Massachusetts Department of Transportation (MassDOT or Department). Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval.

CONTRACTOR LEGAL NAME: (and d/b/a):		DEPARTMENT NAME: Massachusetts Department of Transportation MMARS Department Code: DOT	
Legal Address: (W-9, W-4,T&C):		Business Mailing Address: 10 Park Plaza, Boston, MA 02116	
Contract Manager:		Billing Address (if different):	
E-Mail:		Contract Manager:	
Phone:	Fax:	E-Mail:	
Contractor Vendor Code:		Phone:	Fax:
Vendor Code Address ID (e.g. "AD001"): AD _____ (Note: The Address ID Must be set up for EFT payments.)		MMARS Doc ID(s):	
		RFR/Procurement or Other ID Number:	
X NEW CONTRACT		___ CONTRACT AMENDMENT	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input type="checkbox"/> Department Procurement (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input checked="" type="checkbox"/> Legislative/Legal Exemption or Other: (Attach authorizing language/justification, scope and budget)		Enter Current Contract End Date Prior to Amendment: _____, 20 ____ Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> Amendment to Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Legislative/Legal Exemption or Other: (Attach authorizing language/justification and updated scope and budget)	
The MassDOT TERMS AND CONDITIONS form (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract.			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for MassDOT/Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ _____			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___ % PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___ % PPD. If PPD percentages are left blank, identify exemption: ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); ___ federal grant/trust; <input checked="" type="checkbox"/> initial payment (subsequent payments must be scheduled to support payee cash flow needs and standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation.) This agreement is for the Winter Rapid Recovery Road Program (WRRRP).			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below subject to any required approvals) and no obligations have been incurred prior to the Effective Date . <input type="checkbox"/> 2. may be incurred as of _____, 20 ____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date . <input type="checkbox"/> 3. were incurred as of _____, 20 ____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth and MassDOT from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of June 30, 2014 , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (Incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the MassDOT Terms and Conditions, this Standard Contract Form including the Instructions and Contractor Certifications , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATORY FOR THE CONTRACTOR: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: _____ Print Title: _____		AUTHORIZING SIGNATORY FOR MassDOT: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: _____ Print Title: _____	



Town of Middleborough

Indirect Cost Report

For

Fiscal Year 2015

Prepared by

Judy Mac Donald Treasurer/Collector 04/18/2014

Approved by the Board of Selectman 00/00/2014

April 18, 2014

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

Honorable Board Members:

The fiscal year 2015 Indirect Cost review is performed annually to update the indirect cost for the town. The departments involved have now been well established for the assessment of indirect costs. The Indirect Cost review covers the Water, Wastewater, Trash Collection, School and Gas and Electric Departments.

In assessing indirect costs each department head supplying services, reviewed direct application time of their personnel. This report reflects conservative hours expended on these tasks. .

The Data Processing Department in 1993 was assigned the task to properly affix a standardized proportional cost of the department's operation. The established method of charging computer time by CPU hour (Central Processing Unit) was developed. Other customers who have requested computer time and services have been assessed by this procedure. This method of CPU hourly charging was reviewed in 1996 by the Town's Auditors and again in 1999, 2003, 2007 and 2008, also by the Massachusetts Department of Revenue in 1999, 2005 and 2008 and was found to be sound.

Again, this review identifies the cost of doing business and this cost should be borne by the people receiving the service and not the general taxpayers of the Town of Middleborough.

This report summarizes the results of the 2015 fiscal year I.T.D. study to determine the amount of indirect cost provided by the Town in support of the Water, Wastewater, School, Trash Collection and Gas and Electric Department.

The benefit mark ups have been included in the report which impacts the Water, Wastewater, and Trash Collection, Gas and Electric and the School Department cost.

Objectives

1. Determine the level of service that is provided by the various

Town Departments in support of the listed Departments.

2. *Calculate the associated salary, fringe benefits that are related to the level of service.*
3. *To establish an on-going formula and process that can be adjusted, year to year, for annual costs in establishing indirect charges.*

Findings

The review resulted in the following departments and boards being identified as providing services for the Department's transactions:

*Town Treasurer/ Collector
Town Accountant
Board of Selectmen
Town Manager
Water/Wastewater Commissioners
Town Hall
Police Department
Assessors Office
Health Department
Law Department
Town Audit
Information Technologies Department
Administration/Fringe Benefits**

**Fringe benefits of 35% are assessed on the salaries associated with the level of service.*

Summary sheets have been prepared for the above departments that outline the basic functions and transactions performed and the resulting indirect costs.

Note: the actual salary cost for the fiscal year 2015 was used. Where two or more employees were executing the duties an averaging of salaries was used to calculate an hourly rate.

Recommendations

This report recommends that the Town Assess the Water, Wastewater, Trash Collection, School and Gas and Electric Departments for incurred indirect costs based on operational requirements for fiscal year 2015. (Note, these indirect charges include Pension, Insurances and Health Insurances (which are charged at billed cost)) and that the indirect cost for fiscal year 2015 be set at:

WATER	\$ 1,669,615.
WASTE WATER	\$ 696,757.
Trash Collection	\$ 412,029.
SCHOOL	\$ 8,255,480.
GAS and ELECTRIC	\$ 2,569,635.

*Judy MacDonald
Treasurer/Collector*

Exhibit 'A'

(Indirect Labor Cost Analysis Fiscal Year 2015)

Treasurer

Annual Labor Cost

(X 52 Weeks)

Treasurer

Hourly

Rate

	Water	Wste/Wtr	School	G&E	Trash
51.770 (wk hrs)	3.800	3.800	5.250	4.850	3.800
(ann cost)	10,230	10,230	14,133	13,056	10,230

Asst./Treasurer

33.470 (wk hrs)	2.000	2.000	6.750	5.250	2.000
(ann cost)	3,481	3,481	11,748	9,137	3,481

Payroll

25.900 (wk hrs)	3.250	2.750	1.125	3.350	3.250
(ann cost)	4,377	3,704	1,515	4,512	4,377

Acct/Payable

25.900 (wk hrs)	2.750	2.750	4.250	3.130	2.750
(ann cost)	3,704	3,704	5,724	4,215	3,704

Reconciliation

33.470 (wk hrs)	1.500	1.500	3.500	2.200	1.500
(ann cost)	2,611	2,611	6,092	3,829	2,611

Collection Staff

25.900 (wk hrs)	2.250	2.250	0.000	0.000	2.250
(ann cost)	3,030	3,030	0.000	0.000	3,030
	27,432	26,759	39,212	34,750	27,432

Plus 35% Benefit

Mark Up

Total A/ Labor Cost

	9,601	9,366	13,724	12,162	9,601
	37,034	36,125	52,936	46,912	37,034

Town Accountant

Annual Labor Cost

(X 52 Weeks)

Town Accountant

Hourly

Rate

	Water	Wste/Wtr	School	G&E	Trash
50.010 (wk hrs)	3.250	3.250	5.250	3.250	3.250
(ann cost)	8,452	8,452	13,653	8,452	8,452

Account/Payable

25.900 (wk hrs)	4.850	4.850	6.750	3.250	4.850
(ann cost)	6,532	6,532	9,091	4,377	6,532
	14,984	14,984	22,744	12,829	14,984

Plus 35% Benefit

Mark Up

Total A/ Labor Cost

	5,244	5,244	7,960	4,490	4,942
	20,228	20,228	30,704	17,319	19,926

Exhibit 'A'

(Indirect Labor Cost Analysis Fiscal Year 2015)

Assessors Department

Annual Labor Cost
(X 52 Weeks)

Assessor/ Appraiser

Hourly Rate	Water	Wste/Wtr	School	G&E	Trash
(wk hrs) 1.125	1.125	1.125	0.125	0.150	1.125
44.980 (ann cost)	2,631	2,631	292	351	2,631

Assessors Staff

(wk hrs) 2.750	2.750	2.750	0.250	0.250	2.750
25.900 (ann cost)	3,704	3,704	337	337	3,704
	6,335	6,335	629	688	6,335

Plus 35% Benefit

Mark Up

Total A/ Labor Cost

2,217	2,217	220	241	2,089
8,552	8,552	849	928	8,424

Water Commissioners

Annual Labor Cost
(X 52 Weeks)

Confidential Secretary

Hourly Rate	Water	Wste/Wtr	School	G&E
(wk hrs) 1.125	1.125	1.125	0.000	0.000
29.560 (ann cost)	1,729	1,729	0.00	0.00
	1,729	1,729	0.00	0.00

Plus 35% Benefit

Mark Up

Total A/ Labor Cost

605	605	0.00	0.00
2,335	2,335	0	0

Board of Selectmen

Annual Labor Cost
(X 52 Weeks)

Confidential Secretary

Hourly Rate	Water	Wste/Wtr	School	G&E	Trash
(wk hrs) 1.000	1.000	1.000	1.000	0.250	1.00
29.560 (ann cost)	1,537	1,537	1,537	384	1,537
	1,537	1,537	1,537	384	1,537

Plus 35% Benefit

Mark Up

Total A/ Labor Cost

538	538	538	134	538
2,075	2,075	2,075	519	2,075

Town Hall

Annual Labor Cost
(X 52 Weeks)

Custodian

Hourly Rate	Water	Wste/Wtr	School	G&E	Trash
(wk hrs) 1.270	1.270	1.270	1.270	1.270	1.270
19.370 (ann cost)	1,279	1,279	1,279	1,279	1,279
	1,279	1,279	1,279	1,279	1,279

Plus 35% Benefit

Mark Up

Total A/ Labor Cost

448	448	448	448	448
1,727	1,727	1,727	1,727	1,727

Exhibit 'A'

(Indirect Labor Cost Analysis Fiscal Year 2015)

Town Manager
Annual Labor Cost
 (X 52 Weeks)

Town Manager

Hourly Rate	Water	Wste/Wtr	School	G&E	Trash
(wk hrs) 4.000 74.429 (ann cost)	4.000 15,481	4.000 15,481	3.000 11,611	0.700 2,709	1.250 4,838

Assist. to Town Manager

(wk hrs) 2.000 30.780 (ann cost)	2.000 3,201	2.000 3,201	1.500 2,401	0.350 560	1.000 1,601
	18,682	18,682	14,012	3,269	6,438

Plus 35% Benefit
Mark Up

Total A/ Labor Cost

6,539	6,539	4,904	1,144	2,253
25,221	25,221	18,916	4,414	8,692

Health
Annual Labor Cost
 (X 52 Weeks)

Health Agent

Hourly Rate	Water	Wste/Wtr	School	G&E	Trash
(wk hrs) 0.000 44.980 (ann cost)	0.000 0	0.000 0	1.000 2,339	0.000 0	0.000 0

Nursing Staff

(wk hrs) 0.000 32.490 (ann cost)	0.000 0	0.000 0	3.000 5,068	0.000 0	0.000 0
	0	0	7,407	0	0

Plus 35% Benefit
Mark Up

Total A/ Labor Cost

0	0	2,593	0	0
0	0	10,000	0	0

Police
Annual Labor Cost
 (X 52 Weeks)

School Resource Officer

Hourly Rate	Water	Wste/Wtr	School	G&E	Trash
(wk hrs) 0.000 30.380 (ann cost)	0.000 0	0.000 0	20.000 15,798	0.000 0	0.000 0

C/G High School

(wk hrs) 0.000 29.060 (ann cost)	0.000 0	0.000 0	3.000 2,267	0.000 0	0.000 0
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C/G May/Burkland

(wk hrs) 0.000 29.060 (ann cost)	0.000 0	0.000 0	3.000 2,267	0.000 0	0.000 0
	0	0	20,331	0	0

Plus 35% Benefit
Mark Up

Total A/ Labor Cost

0	0	0	7,116	0	0
0	0	27,447	0	0	

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Exhibit 'A'

(Indirect Labor Cost Analysis Fiscal Year 2015)

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Total A/ Labor Cost
Total A/ Labor Cost

0	0	0	0	0
95,445	94,536	142,927	70,092	76,150

Exhibit 'B'

(Indirect Computer Central Processing Cost Analysis Fiscal Year 2015)

Treasurer/Collector Department

Central Processor Unit Hours

(X 52 Weeks)

Treasurer

<u>Hourly Rate</u>		<u>Water</u>	<u>Wste/Wtr</u>	<u>School</u>	<u>G&E</u>	<u>Trash</u>
	(wkly hrs)	1.950	1.950	4.250	2.750	1.950
27.82	(ann cost)	2,821	2,821	6,148	3,978	3,388

Asst./Treasurer

	(wkly hrs)	1.000	1.000	3.875	2.650	1.000
27.82	(ann cost)	1,447	1,447	5,605	3,833	1,738

Payroll

	(wkly hrs)	1.130	1.130	4.525	3.000	1.130
27.82	(ann cost)	1,635	1,635	6,546	4,340	1,963

Acct/Payable

	(wkly hrs)	0.653	0.653	2.380	0.590	0.653
27.82	(ann cost)	944	944	3,443	853	1,134

Reconciliation

	(wkly hrs)	0.950	0.950	1.688	1.358	0.950
27.82	(ann cost)	1,374	1,374	2,441	1,964	1,651

Collection Staff

	(wkly hrs)	0.875	0.875	0.000	0.175	0.875
27.82	(ann cost)	1,266	1,266	0	253	1,520
		9,486	9,486	24,183	15,222	11,394

Town Accountant

Central Processor Unit Hours

(X 52 Weeks)

Town Accountant

<u>Hourly Rate</u>		<u>Water</u>	<u>Wste/Wtr</u>	<u>School</u>	<u>G&E</u>	<u>Trash</u>
	(wkly hrs)	1.125	1.125	2.625	2.125	1.125
27.82	(ann cost)	1,627	1,627	3,797	3,074	1,955

Account/Payable

	(wkly hrs)	3.650	3.650	4.063	0.688	3.650
27.82	(ann cost)	5,280	5,280	5,877	995	6,342
		6,907	6,907	9,675	4,069	8,297

Assessors Department

Central Processor Unit Hours

(X 52 Weeks)

Assessor/ Appraiser

<u>Hourly Rate</u>		<u>Water</u>	<u>Wste/Wtr</u>	<u>School</u>	<u>G&E</u>	<u>Trash</u>
	(wkly hrs)	0.844	0.844	0.094	0.051	0.844
27.82	(ann cost)	1,221	1,221	136	74	1,466

Assessors Staff

	(wkly hrs)	0.865	0.865	0.865	0.150	0.865
27.82	(ann cost)	1,251	1,251	1,251	217	1,503
		2,472	2,472	1,387	291	2,969

Exhibit 'B'

(Indirect Computer Central Processing Cost Analysis Fiscal Year 2015)

Water Commissioners

Central Processor Unit Hours

(X 52 Weeks)

Confidential Secretary

<u>Hourly Rate</u>	<u>Water</u>	<u>Wste/Wtr</u>	<u>School</u>	<u>G&E</u>
27.82	0.875	0.750	0.000	0.000
(wkly hrs)	1,266	1,085	0	0
(ann cost)	1,266	1,085	0	0

Board of Selectmen

Central Processor Unit Hours

(X 52 Weeks)

Confidential Secretary

<u>Hourly Rate</u>	<u>Water</u>	<u>Wste/Wtr</u>	<u>School</u>	<u>G&E</u>	<u>Trash</u>
27.82	0.650	0.650	0.650	0.033	0.650
(wkly hrs)	940	940	940	47	1,129
(ann cost)	940	940	940	47	1,129

Town Hall

Central Processor Unit Hours

(X 52 Weeks)

Custodian

<u>Hourly Rate</u>	<u>Water</u>	<u>Wste/Wtr</u>	<u>School</u>	<u>G&E</u>	<u>Trash</u>
27.82	0.000	0.000	0.000	0.000	0.000
(wkly hrs)	0.00	0.00	0.00	0.00	0.00
(ann cost)	0.00	0.00	0.00	0.00	0.00

Town Manager

Central Processor Unit Hours

(X 52 Weeks)

Town Manager

<u>Hourly Rate</u>	<u>Water</u>	<u>Wste/Wtr</u>	<u>School</u>	<u>G&E</u>	<u>Trash</u>
27.82	2.200	1.500	0.600	0.025	2.200
(wkly hrs)	3,182	2,170	868	36	3,823
(ann cost)	3,182	2,170	868	36	3,823

Assist. to Town Manager

27.82	6.300	3.600	0.968	0.056	3.250
(wkly hrs)	9,113	5,208	1,400	81	4,701
(ann cost)	12,296	7,378	2,268	118	8,524

Health Department

Central Processor Unit Hours

(X 52 Weeks)

Health Agent

<u>Hourly Rate</u>	<u>Water</u>	<u>Wste/Wtr</u>	<u>School</u>	<u>G&E</u>
27.82	0.000	0.000	0.500	0.000
(wkly hrs)	0.00	0.00	723	0.00
(ann cost)	0.00	0.00	723	0.00

Nursing Staff

27.82	0.000	0.000	0.800	0.000
(wkly hrs)	0.00	0.00	1,157	0.00
(ann cost)	0.00	0.00	1,881	0.00

Exhibit 'B'

(Indirect Computer Central Processing Cost Analysis Fiscal Year 2015)

DPW Office Personnel Adm

<u>Central Processor Unit Hours</u> (X 52 Weeks)	<u>Hourly Rate</u>	<u>Water</u>	<u>Wste/Wtr</u>	<u>School</u>	<u>G&E</u>	<u>Trash</u>
	(wk hrs)	0.000	0.000	0.000	0.000	2.000
27.82	(ann cost)	0.00	0.00	0.00	0.00	2,893
		0	0	0	0	2,893

DPW Office Person Clerk

<u>Central Processor Unit Hours</u> (X 52 Weeks)	<u>Hourly Rate</u>	<u>Water</u>	<u>Wste/Wtr</u>	<u>School</u>	<u>G&E</u>	<u>Trash</u>
<u>Senior Clerk</u>	(wkly hrs)	0.000	0.000	0.000	0.000	12.000
27.82	(ann cost)	0.00	0.00	0.00	0.00	17,359

School Personnel using the System

<u>Central Processor Unit Hours</u> (X 52 Weeks)	<u>Hourly Rate</u>	<u>Water</u>	<u>Wste/Wtr</u>	<u>School</u>	<u>G&E</u>
<u>School Payroll</u>	(wkly hrs)	0.00	0.00	11.75	0.00
27.82	(ann cost)	0.00	0.00	16,997	0.00

School Financials

27.82	(wkly hrs)	0.00	0.00	20.00	0.00
	(ann cost)	0.00	0.00	28,931	0.00
		0.00	0.00	45,929	0.00

Water/Waste Water Personnel

<u>Central Processor Unit Hours</u> (X 52 Weeks)	<u>Hourly Rate</u>	<u>Water</u>	<u>Wste/Wtr</u>	<u>School</u>	<u>G&E</u>
<u>Personnel</u>	(wkly hrs)	15.00	15.00	0.00	0.00
27.82	(ann cost)	21,699	21,699	0.00	0.00
		21,699	21,699	0.00	0.00

Central Processor Unit Hours
Total Annual Cost

<u>Water</u>	<u>Wste/Wtr</u>	<u>School</u>	<u>G&E</u>	<u>Trash</u>
55,066	49,967	86,263	19,746	52,565

Water Department

(Indirect Cost for Fiscal Year 2015)

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Administration						
<u>Treasurer</u>	33,452	33,452	33,452	35,591	36,658	37,034
<u>Town Accountant</u>	19,060	19,060	19,060	19,442	20,005	20,228
<u>Assessors</u>	8,059	8,059	8,059	8,220	8,467	8,552
<u>Water Commissioner</u>	2,075	2,075	2,075	2,178	2,203	2,335
<u>Board of Selectmen</u>	1,844	1,844	1,844	1,936	2,075	2,075
<u>Town Hall</u>	1,627	1,627	1,627	1,660	1,710	1,727
<u>Town Manager</u>	75,673	63,061	63,061	57,592	59,320	25,221
<u>Law Office</u>	6,000	6,000	6,000	16,947	6,200	6,000
<u>I.T. Department</u>	70,170	66,139	66,139	61,776	63,629	55,066
	217,960	201,317	201,317	205,342	200,267	158,238
Employee Benefits						
Retire Ply/County	110,997	121,244	132,488	153,379	146,967	166,435
FICA	10,000	10,292	10,292	10,292	10,292	10,292
Health/Life	250,399	268,702	268,309	250,556	265,285	238,422
Unemployment	0	0	0	0	0	0
Workers Comp.	20,610	25,046	25,510	22,535	24,010	23,286
HealthIns.Mig.Fund	0	4,000	4,000	7,357	0	5,616
	392,006	429,284	440,599	444,119	446,554	444,051
Insurance						
Property	11,635	10,588				
Liability	29,291	12,774				
Boiler/Machinery	1,490	811				
Automobile	7,947	6,146				
Inland Marine		210				
Umbrella	5,369	655				
Public Officials	13,835	2,973				
	69,567	34,157	54,560	46,488	47,659	53,835
Borrowing						
	0	1,272,992	1,182,405	1,153,259	1,123,828	1,008,571
	0	1,182,405	1,153,259	1,123,828	1,008,571	1,008,571
Other						
Audit	4,920	4,920	4,920	4,920	4,920	4,920
	684,453	1,942,669	1,883,801	1,854,128	1,823,228	1,669,615
Total Indirect						

Wastewater Department

(Indirect Cost for Fiscal Year 2015)

Administration	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
<u>Treasurer</u>	29,840	32,722	32,722	34,718	35,760	36,125
<u>Town Accountant</u>	17,925	19,060	19,060	19,442	20,025	20,228
<u>Assessors</u>	7,535	8,059	8,059	8,220	8,467	8,552
<u>Sewer Commissioner</u>	1,985	2,075	2,075	2,178	2,236	2,335
<u>Board of Selectmen</u>	1,764	1,844	1,844	1,936	2,000	2,075
<u>Town Hall</u>	1,482	1,627	1,627	1,660	1,710	1,727
<u>Town Manager</u>	49,288	37,836	37,836	28,796	29,660	25,221
<u>Law Office</u>	6,000	6,000	6,000	20,813	6,180	6,000
<u>I.T. Department</u>	69,757	63,672	60,014	56,056	57,738	49,967
	185,576	172,895	169,237	173,819	163,776	152,230

Employee Benefits						
Retirement Ply/Con	59,921	65,127	78,287	86,550	97,977	94,732
FICA	5,665	7,000	8,000	8,000	8,000	8,000
Health/Life	89,500	113,758	99,618	86,282	75,506	71,706
Unemployment	0	0	0	0	0	0
Workers Comp.	24,833	9,774	9,853	9,658	10,290	9,975
Health Ins.Mig.Fund		0	2,500	2,387	0	1,848
	179,919	195,659	198,258	192,877	191,773	186,261

Insurance						
Property	3,300	3,510	2,636			
Liability	8,783	12,180	4,357			
Boiler/Machinery	553	447	202			
Automobile	12,670	3,973	3,964			
Inland Marine			158			
Umbrella	3,322	3,221	288			
Public Officials	6,337	4,756	3,062			
	28,628	28,087	14,667	18,810	19,302	21,811

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Borrowing						
	0	0	341,577	298,866	294,135	331,535
	0	0	341,577	298,866	294,135	331,535

Other						
Audit	4,680	4,920	4,920	4,920	4,920	4,920

Total Indirect Offset	394,123	396,641	723,739	689,292	673,906	696,757
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* See attached

Trash Department

(Indirect Cost for Fiscal Year 2015)

Administration	FY 2009	FY 2010	FY 2012	FY 2013	FY 2014	FY 2015
<u>Treasurer</u>			33,452	35,591	36,659	37,034
<u>Town Accountant</u>			19,061	19,343	19,924	19,926
<u>Assessors</u>			8,059	8,178	8,423	8,424
<u>Board of Selectmen</u>			1,366	1,936	1,992	2,075
<u>Town Hall</u>			1,627	1,660	1,711	1,727
<u>Town Manager</u>			7,883	8,999	9,269	8,692
<u>Law Office</u>			6,000	6,000	6,612	6,000
<u>I.T. Department</u>			57,584	55,606	57,275	52,565
			135,032	137,313	141,865	136,443
Employee Benefits						
Retire Ply/County			65,500	84,688	97,977	94,208
FICA			5,101	5,101	5,101	5,500
Health/Life			100,705	74,856	116,512	105,866
Unemployment			0.00	0.00	0.00	0.00
Workers Comp.			32,107	28,973	30,870	29,924
HealthIns .Mig. Fund			2,500	2,015	0	3,144
			205,913	195,633	250,460	238,642
Insurance						
Property			335			
Liability			2,883			
Boiler/Machinery			26			
Automobile			3,037			
Inland Marine			3,884			
Umbrella			205			
Public Officials			1,982			
			12,352	27,998	28,324	32,024
Borrowing						
				0	0	
			125,260		0	
			125,260		0	0
Other						
Audit			4,920	4,920	4,920	4,920
Total Indirect			483,475	365,864	425,569	412,029

School Department

(Indirect Cost for Fiscal Year 2015)

<u>Administration</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
<u>Treasurer</u>	47,455	47,455	47,455	50,875	52,603	52,936
<u>Town Accountant</u>	28,931	28,931	28,931	29,510	30,341	30,704
<u>Board of Selectmen</u>	1,366	1,844	1,844	1,936	2,034	2,075
<u>Town Manager</u>	16,040	16,040	16,040	18,482	18,852	18,916
<u>Town Hall</u>	1,627	1,627	1,627	1,660	1,693	1,727
<u>Health Clinics/Insp.</u>	8,876	8,877	8,877	9,612	9,804	10,000
<u>Police Services</u>	49,968	33,751	33,751	36,770	37,505	27,447
<u>Assessors</u>	800	800	800	816	816	849
<u>Law Office</u>	6,000	6,000	6,000	6,000	6,000	6,000
<u>I.T. Department</u>	114,901	103,607	103,607	96,775	96,775	86,263
	275,964	248,932	248,932	252,436	256,423	236,917

Employee Benefits

Retirement	875,024	960,721	1,023,216	1,214,802	1,273,710	1,461,799
Teacher Early Retire.	0	0	0	0	0	-
FICA	275,274	286,215	295,000	295,000	295,000	300,100
Health/Life	4,859,211	4,342,072	4,282,061	4,281,803	4,617,388	4,348,926
Health/Retired Staff	1,811,064	1,416,734	1,708,056	1,611,009	1,348,556	1,272,492
Unemployment	125,000	125,000	125,000	125,000	125,000	125,000
Workers Comp.	184,223	208,526	225,942	199,595	212,660	206,238
Health Ins. Mig. Fund	43,000	55,000	15,000	159,419	0	143,880
	8,172,796	7,394,268	7,674,275	7,886,628	7,872,314	7,858,435

Insurance

Property	68,650	61,485				
Liability	25,113	14,867				
Boiler/Machinery	9,086	4,708				
Automobile	14,128	17,545				
Umbrella	7,516	1,840				
Public Officials	0	3,963				
School Board	17,769	13,511				
	142,262	117,919	145,480	124,086	127,279	143,886

Maintenance

Highway Department	28,736	28,736	29,507	29,507	29,507	30,097
Building Inspections	2,422	2,422	2,422	2,422	2,422	2,422
	31,158	31,158	31,929	31,929	31,929	32,519

Shared Services

It Director						(20,515)
Facilities Manager						(6,682)
						(27,197)

Other

Audit	10,920	11,480	11,480	10,920	10,920	10,920
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Total Ind Offset

	8,633,100	7,803,757	8,112,096	8,305,999	8,298,865	8,255,480
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Gas and Electric Department

(Indirect Cost for Fiscal Year 2015)

Administration	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
<u>Treasurer</u>	41,757	41,757	41,757	45,085	46,997	46,912
<u>Town Accountant</u>	15,462	15,462	15,462	16,645	17,469	17,319
<u>Assessors</u>	875	875	875	892	928	928
<u>Board of Selectmen</u>	461	461	461	484	519	519
<u>Town Manager</u>	3,743	3,743	3,743	4,312	4,312	4,414
<u>Town Hall</u>	1,627	1,627	1,627	1,660	1,693	1,727
<u>Law Office</u>	2,500	2,500	2,500	2,500	2,500	2,500
<u>I.T. Department</u>	25,162	23,718	23,718	22,152	22,152	19,746
	91,587	90,143	90,143	93,730	96,569	94,065

Employee Benefits						
Retirement Ply/C	675,788	810,972	832,841	952,269	979,777	1,012,216
FICA	57,000	59,000	59,000	59,000	59,000	59,000
Health/Life	1,049,353	842,227	875,605	909,116	823,931	771,251
Mig. Fund	15,840	12,000	0	22,146	0	19,752
	#####	#####	1,767,446	1,942,531	1,862,708	1,862,219

Insurance

0	0	0	0	0	0
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Other

Audit	2,340	2,460	2,460	2,460	2,460	2,460
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Sub Total

1,891,908	1,816,802	1,860,049	2,038,721	1,961,709	1,958,744
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In Lieu of Taxes

Total	372,000	392,784	380,000	531,715	566,440	610,891
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Total Offset

2,263,908	2,209,586	2,240,049	2,570,436	2,528,149	2,569,635
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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: Board of Selectmen

FROM: Charles J. Cristello, Town Manager 

DATE: April 25, 2014

RE: Water, Wastewater and Trash Rates for FY15

Water

In 2011, you agreed to implement a long term financing strategy recommended by Amory Engineers P.C. to fund our water infrastructure capital needs. In keeping with that strategy I am recommending a 4% increase for FY 2015 effective July 1, 2014. This will represent an \$8.54 annual increase for a single family household and a \$24.44 annual increase for a family of four. As you know we will be requesting \$4.25 million for a treatment plant for the East Main Street well and \$1.75 million for the development of the Mizaras well site at next month's Annual Town Meeting.

Wastewater

In 2011, you agreed to support a 30 year financing strategy assuming State Revolving Fund (SRF) financing of 2% to pay for the upcoming federally mandated upgrade of our wastewater treatment plant. We were recently informed that we made the 2014 list for SRF funding. We are also taking steps to qualify for 0% funding for a portion of the project. In keeping with that strategy I am recommending a 15% increase for FY 2015 effective July 1, 2014. This will represent a \$68.89 annual increase for a family of four. We met with the EPA and DEP staff this week and were told that we are close to receiving our NPDES permit which will allow us to proceed to final design with the goal of finishing both the design and the Comprehensive Wastewater Management Plan (CWMP) by October 15th.

Trash

You did not increase trash rates in FY 2012, FY 2013 or FY 2014. I am again recommending no increase in trash rates for FY 2015.

c: Christopher Peck, DPW Director
Joseph Silva, Water Superintendent
Todd Goldman, Wastewater Superintendent



Bank Building, 20 Centre Street, Middleborough, Massachusetts 02346

April 15, 2014

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

Dear Members of the honorable Board:

On April 8, 2014 the Middleborough-Lakeville Herring Fishery Commission voted unanimously to recommend the following appointment as a **VOLUNTEER OBSERVER** for a one-year term ending September 30, 2014:

Brad Day

Middleborough, MA 02346

He has shown continuing commitment to the operation of the Commission and the protection of the annual herring migration. We feel he will be an asset to the Commission. We request that you consider him for appointment at your earliest opportunity.

We request that home addresses and telephone numbers not be published or placed on appointment cards.

Sincerely,

David J. Cavanaugh
Chairman

Jacqueline Shanley

From: Jane Kudcey
Sent: Wednesday, April 23, 2014 10:10 AM
To: Jacqueline Shanley
Subject: BOS meeting 4/28
Attachments: Middleboro_SCR_ContrFY14 Final.docx

Hi Jackie,

Please leave a spot for me on the BOS meeting next Monday:

Jane Kudcey of the OECD is requesting that the Board vote to approve the Chair to sign the Memorandum of Understanding (MOU) with the Southeast Regional Planning and Economic Development District (SRPEDD) to assist the Town with identifying potential affordable housing initiatives.

I am attaching a draft of the MOU, I am asking SRPEDD to take a final look at it, so I may need to send you a new one.

Thanks

Jane

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

This Cooperative Agreement made as of this _____ day of _____, by and between the Town of MIDDLEBOROUGH and the Southeastern Regional Planning & Economic Development District (SRPEDD);

WITNESS TO:

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

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

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

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

Representing Middleborough:

Representing SRPEDD

Board of Selectmen, Chair

Stephen C. Smith, Executive Director

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

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

SUMMARY OF REQUEST

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

WORK PROGRAM

SRPEDD shall complete the following tasks:

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

The TOWN OF MIDDLEBOROUGH shall complete the following tasks:

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

Deliverables:

- State housing initiative information.
- Attendance by DHCD staff person at a MAH meeting.
- Map of potential sites. **(Documents to include the .pdfs for all graphics as well as the GIS files including data, geodata base and/or shape files and plotting formats as specified by AppGeo personnel).**
- Draft of one zoning bylaw and program application.
- A copy of the electronic version of documents in Microsoft Word and PDF format on cd/dvd.
- Attendance at a maximum of six (6) meetings by SRPEDD staff.

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

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

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