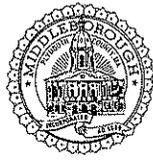


*Incorporated 1669*  
*335 Years of Progress*



CRANBERRY CAPITAL  
OF THE WORLD



**Town of Middleborough**  
**Massachusetts**

Town Manager

508-947-0928  
FAX 508-946-2320

**TOWN MANAGER'S REPORT**  
**APRIL 29, 2011**

Attached please find correspondence from the office of the Town Manager for your review. Thank you.

Charles J. Cristello  
Town Manager

*Incorporated 1669*  
*335 Years of Progress*



CRANBERRY CAPITAL  
OF THE WORLD



**Town of Middleborough**  
**Massachusetts**

Town Manager

508-947-0928  
FAX 508-946-2320

**MEMORANDUM**

To: Board of Selectmen

From: Charles J. Cristello, Town Manager *CC*

Date: April 28, 2011

Subject: *Town Clerk Finalists*

We received 46 resumes for the Town Clerk position. A screening panel comprised of me, Town Clerk Anita Tekle of Concord, and Town Administrator Edwin Thorne of Pembroke interviewed eight candidates last week. We are unanimously recommending the following four finalists, presented in alphabetical order, to be interviewed by the Board of Selectmen.

Allison Ferreira, currently Assistant to the Town Manager in Middleborough  
Caroline LaCroix, formerly Director of Administrative and Community Services in Weymouth  
Elizabeth Nichols, currently Assistant Town Clerk in Carver  
Marianne Staples, currently Town Clerk in Blackstone

I have reserved Monday, March 16<sup>th</sup> for your interviews. All of the finalists are able to interview on that date. I suggest that you vote to schedule interviews for that date at your meeting Monday evening. Assuming you make your appointment the following week it would allow the new Town Clerk to spend several weeks with Eileen Gates prior to her retirement.

Please feel free to contact me if you have any questions.

# ALLISON J. FERREIRA

, Middleborough, MA 02346

Town Clerk Screening Committee  
c/o Middleborough Public Library  
102 North Main Street  
Middleborough, MA 02346

To Whom It May Concern:

I am submitting my application for the position of Town Clerk. Given my related experience and qualifications, I feel I would be best suited for this position. I have worked as the Assistant to the Town Manager for the Town of Middleborough for the past five years and have been a Middleborough resident for over nine years. I am a dedicated Town employee, I am passionate about our community, and I possess extraordinary organizational and communication skills.

My experience in working in the Town Manager's office would be a tremendous asset should I be afforded the opportunity to transition into the Town Clerk's role. The Town Manager's office is an extremely busy office with constant interaction with the general public and Town employees. I feel I would be invaluable as the Town Clerk with my knowledge of the overall operation of the Town of Middleborough and my ability to serve the public in a professional manner.

In addition to my municipal experience, I have also had the privilege of working in the private sector with first rate attorneys for eleven years at some of the most prestigious law firms in Boston. I have also expanded upon my computer training while working for the private sector and have attended numerous seminars to further my education. I am always eager to learn and am enthusiastic about new challenges. I am looking forward to applying the skills I have acquired through the combination of my experience in both public and private sector to the Town Clerk's Office.

As the Town Clerk I would introduce new and innovative ideas to improve the efficiency of the office, similar to what I have accomplished in my role as the Assistant to the Town Manager. I would focus on improving organization, technology, and records management within the office. I would work closely with the New England Association of City and Town Clerks as well as various other municipal clerks throughout Massachusetts on ways to improve the office in a cost effective manner.

I have enclosed my resume to provide a summary of my qualifications for your review. In addition, I have also enclosed several letters of recommendation. I would sincerely appreciate the opportunity to serve the Town of Middleborough as the next Town Clerk. I coin the most impressive quality a candidate may possess which is humble confidence. I am certain this confidence will shine through in my knowledge, dedication and appreciation in working for the Town.

Thank you for your consideration.

Sincerely,



Allison J. Ferreira

# ALLISON J. FERREIRA

---

## Professional Experience:

### TOWN MANAGER'S OFFICE, TOWN OF MIDDLEBOROUGH

March 2006 – present

*Assistant to the Town Manager* for the Town of Middleborough; perform supervisory, management and administrative duties of a complex nature in assisting the Town Manager to administer, manage and coordinate the Town's functions; exercise considerable independent judgment in providing professional advice to department heads and staff concerning the overall operation of the Town; represent the Town Manager and keep him informed with regard to Town business and administrative financial affairs; supervise custodial staff; frequent contact with local, state and federal officials, community leaders, press, and general public; administer various insurance policies for the Town including but not limited to workers' compensation and Town liability insurance; act as liaison to insurance companies and prepare all supporting documents and reports; maintain vehicle fleet schedule for all Town departments; coordinate the compilation of the Annual Town Report; act as a representative of the Town Manager in communications with residents and facilitate their interaction with various Town departments; independently respond to oral and written inquiries, requests and complaints; responsible for coordination of random drug/alcohol testing and pre-employment physicals of DOT employees and new hires; coordinate building maintenance functions for Town Hall buildings; perform CORI background checks for new hires appointed by the Town Manager; regularly update Town web site with news/announcements, employment opportunities and procurement information for the Town; participate in interviewing clerical staff; act as Chief Procurement Officer with responsibilities including issuing of purchase orders, assisting Department Heads with all procurements, bid procedures and request for proposals, ensuring competitive bidding and notifying bidders of awards for all departments and activities of the Town, maintain lists of bids and related information, advertise bids, prepare public notices regarding employment opportunities and arrange for advertising and interviews; assist with the compilation of Town Manager and Administrative Office Building budgets; serve on Safety Committee and Wellness Committee.

### CROWE & MULVEY, LLP, BOSTON, MA

May 2005 – March 2006

*Legal Assistant* to a partner in law firm specializing in medical malpractice and personal injury; maintained calendar and organized depositions and court appearances; reviewed all incoming correspondence and independently prepared discovery, pleadings, trial materials and client/matter files for each case; implemented new discovery schedule; supervised two law clerks and coordinated monthly meetings to meet deadlines; extensive contact with clients pertaining to highly sensitive catastrophic cases; responsible for all travel arrangements and billing.

### MERRICK, LOUISON & COSTELLO, LLP, BOSTON, MA

February 2004 – May 2005

*Human Resources Coordinator/Legal Assistant* in seven attorney law firm specializing in representation of municipalities, public agencies and law enforcement officers in civil rights and negligence actions. Responsible for all areas of human resources within the firm including recruitment and training of new employees; preparation of company manuals policies and orientation materials; administering office move to additional office space; implementation of new technology and computer upgrades necessary for expansion; legal assistant to managing partner and Tax Title Director including preparation of legal files, overseeing Tax Title Department; and performing legal research at the Massachusetts Land Court.

### JACKSON LEWIS, LLP, BOSTON, MA

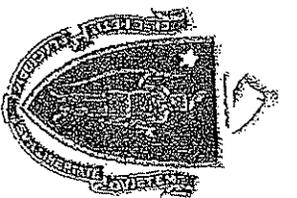
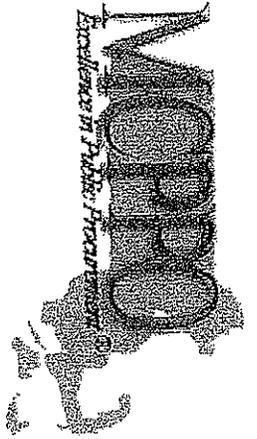
May 2003 – February 2004

*Legal Assistant* to partner and associate specializing in labor litigation; prepared pleadings, discovery, case assessments and budget reports; drafted employee manuals for clients; scheduled client meetings; coordinated all travel arrangements; organized firm meetings; assisted in organization of office move; frequent interaction with clients.

## Education/Training:

Aquinas College, Milton, MA, Associate's Degree; June 1995- G.P.A. 3.85, Dean's List, Phi Theta Kappa Honor Society

- Certification for Public Contracting Overview in the Massachusetts Certified Public Purchasing Official Program
- CORI Certified
- Notary Public
- Open Meeting Law Training 4/6/2011



The Commonwealth of Massachusetts  
 Office of the Inspector General  
 One Ashburton Place, Boston, MA 02108

**Massachusetts Certified Public Purchasing Official Program**

Hereby presents this certificate to

**Allison Ferreira**

For successful completion of the seminar

**Public Contracting Overview**

Boston, Massachusetts

September 26 - 28, 2006

*Gregory W. Sullivan*

Gregory W. Sullivan  
 Inspector General

Qualifies for 20 Professional Development  
 Points based on the State Plan for  
 Professional Development.



Qualifies for 17 MCPPO points toward  
 recertification.



20 CPE credits -- "In accordance with the standards of the National Registry of CPE Sponsors, CPE credit has been granted based upon a 50 minute Hour."  
 The Commonwealth of Massachusetts Office of the Inspector General is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE sponsors. State Boards of Accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Ave. North, Ste. 700, Nashville, TN 37219-2417.  
[www.nasba.org](http://www.nasba.org) Sponsor ID#103866.  
 Field of Study: Specialized Knowledge and Applications  
 Instructional / Delivery Method: Group-Live

**T0: Middleborough Town Clerk Screening Committee**

Dear Committee Members,

3-30-2011

Last Sunday (3-27-11) was the fifth anniversary of Allison (Greig) Ferreira's employment with the Town of Middleborough. I hired Allison to replace the retiring Administrative Assistant, Sue McCusker.

At the time of her interview, Allison Greig was working as a legal secretary at a firm in Boston. If anything, she was over qualified for the position when it came to her clerical, office administration and computer skills, and I could only offer her a salary that was about \$20,000 less than she was making. But, Allison had a plan to marry a local carpenter and to start a family, and she was looking forward to ending her long commute to and from Boston each day. Her plan and my need for a highly skilled Assistant providentially met that day.

Allison's skill, temperament and attention to detail were a perfect match for this position, and, in no time at all, Allison took charge and more than met my expectations.

Allison's arrival coincided with a very tumultuous period in the Town's history. Frequent Town Meetings, annual budget cuts and major projects such as contracting out the management of the Brook St. Landfill added to the day to day workload. And then, in early 2007, the contentious Wampanoag Tribal Casino proposal led to the largest Town Meeting ever held in Massachusetts, attended by over 4000 voters on a hot day in July, under tents at the High School. To make things even more difficult for Allison, I retired that summer. Allison was left to deal with all the issues and a new boss. The Selectmen hired an Interim Town Manager late in the year, and hired a permanent Town Manager the following year.

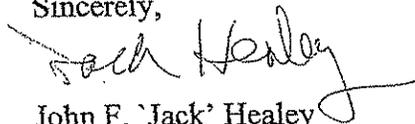
Through it all, Allison was the consummate professional, the "rock" that held it all together.

I, frankly, cannot think of a person better suited- by virtue of her knowledge of the Town, professional skills and demeanor, sensitivity to issues and attention to the needs of the public- to perform the duties of the Town Clerk/ Registrar of Voters than Allison Ferreira.

I know Allison well, and I know she will work tirelessly to perform, and where possible, improve the service of the office of the Town Clerk, just as she has done in her current position.

I recommend Allison without reservation for appointment to the position of Town Clerk of the Town of Middleborough.

Sincerely,

  
John F. 'Jack' Healey  
Retired Town Manager

March 29, 2011

To Whom It May Concern:

I am writing this letter in support of Ms. Allison Ferreira in her application to become the next Town Clerk for the Town of Middleborough.

I was the Interim Town Manager for the Town from October, 2007 until July, 2008. I have had the distinct pleasure and opportunity to work with Allison.

As you can imagine, this was a most difficult time for the Town as well as Ms. Ferreira, because of the transition that was going on and the uncertainty surrounding the work that had to be done by the Office of the Town Manager. I can state unequivocally that I could not have done this job without the assistance of Ms. Ferreira. Her daily commitment to excellence and professionalism made my job that much easier. Her daily interaction with the public, the Board of Selectmen, and the Town Manager is what in my opinion separates her from all that apply for the position of Town Clerk. I found her to be polite and courteous to all that came to her; and always went the extra mile to be of assistance. Her work ethic and attention to detail was most helpful to me.

In my opinion, based on my observation of her performance and professional attitude the Town of Middleborough will be well-served to have Allison Ferreira as the next Town Clerk.

I would be more than happy to meet with anyone, to discuss why Allison is the best choice for the Town.

I can be reached at [redacted] anytime.

Very truly yours



Stephen J. Lombard

Mattapoisett, Mass. 02739



CROWE & MULVEY, LLP

Attorneys at Law

PHILIP J. CROWE, JR.  
ELIZABETH N. MULVEY<sup>1\*\*\*</sup>  
FLORENCE A. CAREY<sup>†</sup>  
DAVID W. SUCHECKI\*  
MICHAEL J. HARRIS\*  
SHARON D. RANDALL, RN, JD  
DENISE M. KIGHT, CNM, MSN  
BARBARA M. WELCH, RN, MSN, JD<sup>‡</sup>  
ROBERT M. CROWLEY, JR.

ALSO ADMITTED:  
▲ MAINE  
\* NEW HAMPSHIRE  
‡ RHODE ISLAND  
● CONNECTICUT

April 5, 2011

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

RE: Allison Ferreira

Dear Mr. Cristello:

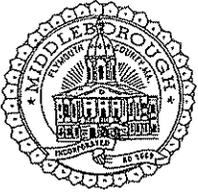
I understand that Allison Ferreira has recently applied for the Town Clerk position for the Town of Middleborough. I am an attorney with the firm of Crowe & Mulvey, LLP located in Boston. I had the privilege of employing Ms. Ferreira as my secretary/administrative assistant from May of 2005 to March of 2006. During that time, I came to know Ms. Ferreira on both a professional and personal level. I found her to be extremely likeable, responsible and mature. Ms. Ferreira's ability to converse and meet with clients, and assist both myself and our other staff members with anything that was thrown her way, is a true testament to what an incredibly organized, patient and dependable person she is.

As my secretary, I relied on Ms. Ferreira to have a great deal of client interaction. She consistently maintained a professional yet compassionate demeanor that helped give comfort to our clients, many of whom have suffered a very serious loss. Her verbal and written communication skills far exceeded my expectations on every level. In addition, I found Ms. Ferreira to be impeccably organized. She worked independently and always exercised good judgment. In short, Ms. Ferreira is an extremely professional, hard-working and considerate woman, who always gives her personal best.

I am pleased to provide you with this letter and my foremost recommendation of Allison Ferreira. I hope that you will give strong consideration for this fine candidate's application for your Town Clerk position. I am confident she will not only meet but will exceed your expectations. If I can be of any further assistance, please feel free to give me a call.

Sincerely,

David W. Suchecki



## Assessor's Office

10 Nickerson Avenue  
Middleborough, Massachusetts 02346

Telephone (508) 946-2410  
Fax (508) 946-4430

April 5, 2011

To Whom It May Concern:

I have had the pleasure of knowing and working in the same building with Allison Ferreira for over 5 years. In that time she has proven to be a person I can always turn to when I or someone in my office needs help. I strongly feel that she will have no problem taking charge of an office, handling employee matters and working effectively with other department heads.

Allison exhibits the kind of qualities that any employer would be lucky to have. She has proven that she can handle an extremely busy office and would have no problem organizing the workflow to more efficiently serve the public. She consistently demonstrates the capability to take charge of any situation with energy and enthusiasm. Allison puts her heart into everything she does.

Allison has a wonderful way with the people she serves in her current position and will be a superb addition to the Town Clerk's office as well. If you hire Allison it will be the best decision you could make....you won't regret it.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Erickson". The signature is written in dark ink and is positioned above the printed name and title.

Barbara Erickson, M.A.A.  
Assessor/Appraiser for the  
Middleborough Board of Assessors



Town of Middleborough  
20 Centre Street, Second Floor  
Middleborough, Massachusetts 02346

Robert J. Whalen  
Building Commissioner  
Tel. 508-946-2426  
Fax 508-946-2305

April 6, 2011

Board of Selectmen  
10 Nickerson Ave  
Middleborough, MA 02346

Dear Board of Selectmen,

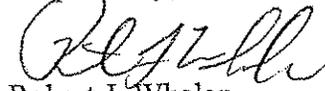
This letter is in reference to Allison Ferreira who is applying for the position of Town Clerk for the Town of Middleborough. Please accept my recommendation for her candidacy for this position.

In my position as Building Inspector, I have had the opportunity to work with Allison on a daily basis. I am confident that she has the technical expertise that this position would demand. Her ability to communicate effectively with people would complement her other qualities. Allison has always exemplified good character, professionalism and great integrity. During the four months that the town was without a town manager her leadership ability proved to be a benefit. Allison had no problem prioritizing tasks and designating them to the appropriate department heads.

I think that it would be very beneficial to the Town of Middleborough to have Allison Ferreira as Town Clerk.

If you have any questions please do not hesitate to call me.

Respectfully,

  
Robert J. Whalen  
Building Commissioner

April 2, 2011

Town Clerk Screening Committee  
c/o Middleborough Public Library  
102 North Main Street  
Middleborough, MA 02346

To the Members of the Town Clerk Screening Committee:

Please accept my cover letter and resume for the position of Town Clerk for the Town of Middleborough, Massachusetts. I hold a Master's Degree in Public Administration from the University of Rhode Island and have served in a high level managerial position for eleven years while employed by the Town of Weymouth, Massachusetts.

As the Director of the Department of Administrative and Community Services for eight years, I was responsible for the supervision of full-time, part-time and seasonal personnel and oversight of services and programs delivered to residents. In this leadership role, I developed and presented the departmental operating, capital and revolving budget to the Mayor and Town Council. I served as staff liaison to six municipal citizen committees and assumed oversight of meeting postings, agenda preparation, filing of minutes and records retention management. Lastly, I attended evening meetings, public hearings, neighborhood associations and parent-teacher councils to present municipal information.

Prior to that, I served as the Assistant to the Executive Administrator for three years in the Board of Selectmen's office. I assumed responsibility for the coordination and distribution of all agenda packets and collection and issuance of municipal licenses issued by the Board. I assembled and produced the warrant for all town meetings and ensured compliance with the local bylaw on its posting and advertisement. Lastly, parking ticket collections and hearings were conducted in the office and I assisted the clerk in the office whenever necessary by writing receipts or attending hearings.

My last salary was seventy thousand dollars and I am more than willing to discuss the starting salary for this position if selected. I am extremely interested in serving my hometown and would welcome the opportunity to work under the direction of the Town Manager. Thank you in advance for considering my candidacy. Should you have any questions or require additional information, kindly contact me at home at \_\_\_\_\_ or via email to \_\_\_\_\_.

Sincerely,



Caroline R. LaCroix

Middleborough, MA 02346

Caroline Rose LaCroix

Middleborough, Massachusetts 02346

Experience: Town of Weymouth, Massachusetts

8/2001 – 1/2/2008

Director of Administrative and Community Services

Appointed by the Mayor as the first department head for newly created Department of Administrative and Community Services. Senior managerial position responsible for supervision of six municipal divisions; recreation, elder services, youth and family services, veterans services, emergency management/civil defense and maintenance of town buildings. Performed highly complex administrative duties including policy development, personnel management and contract negotiations, development and oversight of operating, capital and revolving budgets, procurement, facility management, and constituent services. Worked with multiple volunteer boards and commissions, residents of all ages, elected officials and state agencies. Directly supervised nine employees.

Responsible for special projects as directed by the Mayor. Served on park improvement committee specializing in playground and skate park acquisition and installation and update of existing field permit guidelines. Assigned to the Department of Public Works for eighteen months to assist with development and execution of reorganization of labor force, implementation of physical inventory paper tracking system, development and implementation of protocols for municipal sanitary sewer capacity, management, operations and maintenance system (CMOM) and implementation of constituent tracking system.

Responsible for coordination and implementation of two new special events; Senior Picnic and Weymouth Day. Budget for two events exceeded \$60,000 and required coordination of amusements, transportation, facility management and entertainment with emphasis on volunteer recruitment and management.

1/2000 – 8/2001

Director of Administrative Services

Responsible for working with municipal departments and divisions to complete special projects assigned by the Mayor. Integral part of municipal transition team to transcend government from town to city form including development of municipal code of ordinances, development of departmental program based budget and mission statement, and relocation and establishment of municipal offices. Assisted with coordination of oral and written correspondence, speech writing, analysis of human service departments and creation and supervision of human services working group with special emphasis on veterans, youth and families, recreation, elder services, human resources, emergency management and libraries.

4/1996 – 1/2000

Assistant to the Executive Administrator

Served as key staff member to Executive Administrator and five member Board of Selectmen. Worked closely with the Executive Administrator and all municipal departments to carry out policy directed by Board of Selectmen. Responsible for conducting analytical assignments and research on critical matters in conjunction with development of agenda packets for board meetings. Handled licensing applications, constituent services, warrant article development and publication and procurement. Attended all meetings of the Board of Selectmen and other municipal meetings when assigned.

11/1995 – 4/1996

Town of Westwood, Massachusetts

Independent Contractor

Worked independently under the direction of the Executive Secretary of the Town of Westwood to complete municipal projects including employee handbook, transportation grant for bus service within industrial park and salary survey research.

10/1995 – 4/1996

Middleborough Downtown Partnership, Middleborough, Massachusetts

Staff Person

Served as staff person to assist with verification of properties within downtown business district. Completed survey research and assisted with downtown merchant community meeting to organize Founder's Day event. Assisted with correspondence to local businesses and consultants and responded to telephone inquiries.

7/1/1994 – 6/30/1995

Town of Groton, Connecticut

Management Assistant, Town Manager's Office and Personnel Department

Responsible for special projects assigned by Town Manager and Town Council; staff assistance (report writing, executive research), responding to citizen requests, preparing executive correspondence, staffing boards and commissions, preparing agenda items for Town Council agenda packets, conducting analytical assignments under the direction of the Town Manager. Assisted with budget preparation, analysis and compilation. Coordinated media relations projects including annual report, town map, employee newsletter and town-wide public photo contest.

Assisted the Personnel Director in the areas of recruitment and selection, training and development, employee relations and implementation of DOT's Drug and Alcohol Testing Program for CDL drivers. Reviewed wage schedules, reclassification requests, coordination of employee wellness committee and comprehensive salary survey of forty-five municipalities within Massachusetts, Rhode Island and Connecticut.

8/1992 – 6/1994

Management Intern, Town Manager's Office

Special projects under the direction of the Town Manager and Town Council; citizen requests, executive correspondence, media relation projects and personnel assignments. Developed economic development marketing materials and provided staff support to the division.

Education:

M.P.A. (1993) - University of Rhode Island, Kingston, RI.

B.A. (1988) - University of Massachusetts, Dartmouth, MA.  
Major in Political Science, minor in History.

Other information:

Notary Public

Lecturer of South Middleborough Grange #337

Leader, Southeastern Area Junior Grange

East Middleborough 4 – H Fair Publicity Chairperson

Middleborough Historical Association member

Middleborough Elementary PTA member

Actively involved in operation of family farm; hay, turkeys, rabbits, eggs

References:

To be furnished upon request

Elizabeth A. Nichols

New Bedford, MA 02740

March 27, 2011

Town Clerk Screening Committee  
Town of Middleborough  
c/o Middleborough Public Library  
102 North Main St.  
Middleborough, MA 02346

Dear Screening Committee Members:

Attached you will find my resume for the position of Town Clerk. After reading it you will see I am more than qualified to fill the opening.

I have been the Assistant Town Clerk in the Town of Carver for the past five and a half years. I believe what sets me apart from other Assistant Clerks is that I work for a Clerk who believes in passing on her knowledge. Aside from my regular duties of keeping the vital records in order, issuing business certificates, burial permits, fishing licenses, etc., she includes me in all aspects of the Town Clerk's office. I am very involved in the budget, elections, and Town Meeting. I have been part of meetings with the Capital Outlay and Community Preservation Committees for project funding. I also played a role in disseminating information, to employees and committees, regarding the new Ethics and Open Meeting Laws. In addition, I had a part in the hiring of our Record's Technician. In the absence of the Town Clerk, due to running opposed on the ballot, I conducted the 2010 Annual Town Election.

As a former manager I know how important it is to include staff in all aspects of business. I always lead with a team approach. I also believe in sharing information and training my staff to perform to the best of their abilities.

In addition to my experience in municipal government, I have a Bachelor of Science degree in Business Administration from Northeastern University. I am well versed in Excel, Microsoft Word, and Access. I also am a Notary Public. I look forward to becoming a Certified Municipal Clerk.

Taking into consideration my experience, skills, and education, I am looking to start my salary at \$55,000.00 per year.

I am a hard worker who is very detailed oriented and organized. I know I would do an excellent job for you and the Town of Middleborough.

I appreciate your time and consideration. I look forward to hearing from you soon.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth A. Nichols".

Elizabeth A. Nichols

/ean

Attachment

## Elizabeth A. Nichols

New Bedford, MA 02740

---

### Professional Profile

A resourceful, dedicated, and detail oriented communicator, administrator, and colleague with a proven track record in administrative management and municipal government. Able to integrate prior career skills and knowledge and successfully apply them to any given challenge or responsibility.

### Education

BS, Business Administration-Management, Northeastern University, Boston, MA, Cum Laude

### Professional Experience

Town of Carver, Carver, MA

2005-Present

*Assistant Town Clerk*

- ◆ **Manage** annual **budget** for the Town Clerk's Office
- ◆ Responsible for **accurate filing** and retaining of **vital records**
- ◆ Submit **monthly reports** to the State regarding vital records and fishing/wildlife
- ◆ Make weekly **deposits** of fees collected
- ◆ Assist Town Clerk in the **set-up and execution** of Local/State/Federal elections and Town Meetings
- ◆ Keep **accurate voting lists** and street listings
- ◆ Notary Public

Mutual Bank, Whitman, MA

2003-2005

*Assistant Branch Manager*

- ◆ **Originated** and completed mortgage and loan applications
- ◆ Trained staff on **financial products** and services offered by bank
- ◆ Provide effective front-end **customer service**
- ◆ Efficiently and accurately **post to general ledger accounts**
- ◆ Efficiently and accurately make deposits and withdrawals
- ◆ Professionally handle **telephone and walk-in inquiries**
- ◆ **Supervise** front-line tellers
- ◆ Assist Manager in day-to-day operations
- ◆ Keep accurate customer records
- ◆ Vault balancing

Ocean Spray Cranberries, Lakeville, MA  
*Manager, Guest Relations (1998-2002)*

1985-2002

- ◆ Effectively managed the company's visitors' center and gift shop
- ◆ Managed the **annual budgets** for both the gift shop and visitors' center
- ◆ Submitted **monthly reports** regarding budgets and visitor admissions
- ◆ Handled the hiring and termination of employees with sensitivity and the awareness of **privacy laws and confidentiality standards**
- ◆ Efficiently handled **scheduling**, advertising, public relations, security, and building maintenance issues

*Public Relations Representative (1994-1998)*

- ◆ Professionally managed the corporate scholarship program
- ◆ Effectively **planned** and executed **corporate events**, trade show exhibits, and exhibits
- ◆ Appropriately implemented public relations and authored effective press releases
- ◆ Performed all public relations functions

*Assistant Public Relations Representative (1992-1998)*

- ◆ Efficiently worked on all aspects of **employee communications**
- ◆ Worked as a valuable team member while **planning, executing**, and perfecting **corporate event** presentations

*Consumer Correspondent (1986-1994)*

- ◆ Handled high-volume **consumer telephone and written inquiries**
- ◆ Actively handled the launch of a corporate 800-line operation
- ◆ Assisted in the dissemination of consumer inquiry data

*Word Processor (1985-1986)*

- ◆ Accurately and efficiently performed all **general clerical and administrative duties** for the Credit Department

### Computer Skills

Microsoft Windows™, Excel™, and Word™, Internet, Email, and various database applications

### Professional Associations

Society of Consumer Affairs Professionals, International Association of Culinary Professionals, International Association of Business Communicators, Cooperative Communicators Association, Guest Relations Association

## **Community Involvement**

United Way Pledge Volunteer, Church School Teacher, Senior Girl Scout Mentor, Women's Guild Member

## **References**

Available upon request

March 29, 2011

Town Clerk Screening Committee  
c/o Middleborough Public library  
103 North Main Street  
Middleborough, MA 02346

Dear Mr. Cristello:

I would like to apply for the position of Town Clerk in the Town of Middleborough.

I have held the position of Town Clerk in Blackstone since 1998 and although I consider myself fortunate that the townspeople have kept me elected in this position for nearly 13 years, I feel the challenge of a bigger community is my calling.

As you can see from my resume, I not only have the qualifications and skills necessary for the position of Town Clerk, but I also possess a strong sense of what municipal government is all about; customer service and giving back to the community by involvement. I possess a clear knowledge of Massachusetts General Laws pertaining to elections, census, vital records, open meeting laws and ethics training. I work consistently well with the Secretary of the Commonwealth and the many departments governing the Town Clerk's Office.

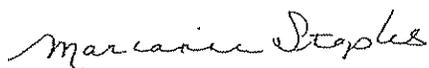
My career accomplishments in Blackstone include streamlining our census-taking to a more safe and cost-effective manner. I've cross trained my staff so that all Town Clerk personnel can effectively perform any task and duty of this office. I've maintained my budget during these difficult financial times by trimming excess expenses and holding the line on spending. I am up to date with new regulations affecting the Town Clerk's Office including the new open meeting laws and ethics regulations.

My appointments by the Governor include: Notary Public, Justice of the Peace and Commissioner to Qualify. I am certified by the Massachusetts Town Clerk's Association as a Certified Massachusetts Municipal Clerk.

Salary requirements are negotiable.

Thank you for your time and consideration.

Sincerely,



Marianne E. Staples, C.M.M.C.  
Town Clerk of Blackstone

Marianne E. Staples, C.M.M.C.

Blackstone, MA 01504

**OBJECTIVE:** To obtain the Town Clerk position with the Town of Middleborough that will utilize my extensive knowledge and abilities as a Town Clerk.

**EXPERIENCE:**

7/98-Present

**TOWN CLERK**

*Town of Blackstone, Blackstone, MA*

- Successfully executes elections and town meetings.
- Conducts annual census with an average 84% respondent rate. Prepares street lists from data gathered from the census.
- Microfilms all records according to the Massachusetts Retention Schedule.
- Budget preparation and presentation given to town officials while being fiscally responsible.
- Provides dog licenses for the community.
- Provides business licenses for the community.
- Accurate record management for town boards, committees, and commissions.
- Records and preserves original birth, marriage and death records.
- Administers the oath of office to all elected and appointed officials.
- Submits bylaws and zoning ordinances approved at town meeting to the Attorney General for final approval.
- All other duties and tasks of a Town Clerk.

10/94-7/98

**CUSTOMER SERVICE/BANK TELLER**

*Benjamin Franklin Savings Bank*

- Utilize thorough knowledge of banking policies and procedures to assist and inform customers of account choices as well as research and resolve problems with accounts.
- Maintain confidentiality in all customer transactions and encounters.
- Uphold all FCID requirements.
- Microfilm and maintain accurate records of all daily transactions.

**Marianne E. Staples, C.M.M.C.**

**EDUCATION:**

- 2002**                    **CERTIFIED MASSACHUSETTS MUNICIPAL CLERK**  
*Massachusetts Town Clerk's Association*
- Successfully completed and attained the designation of Certified Massachusetts Municipal Clerk.
- 2001**                    **THREE YEAR EDUCATIONAL PROGRAM**  
*Salve Regina University/New England Municipal Clerk's Institute*
- Successfully completed the 3-year program necessary to attain the designation of Certified Municipal Clerk.
- 1994-Present**                    **CANDIDATE FOR ASSOCIATES DEGREE IN BUSINESS**  
*Community College of Rhode Island*
- General Studies with a concentration in business. GPA 3.0

**APPOINTMENTS:**

- Notary Public, Commonwealth of Massachusetts
- Justice of the Peace, Commonwealth of Massachusetts
- Commissioner to Qualify

**COMMUNITY SERVICE:**

- Meals-on Wheels
- Middle School Mentor
- Community Reading Day
- Blackstone SHARE food program secretary
- Assistant Girl Scout Leader

WARRANT FOR SPECIAL TOWN MEETING

Middleborough, Massachusetts

To Bruce Gates, Police Chief or any of the  
Police Officers of the Town of Middleborough

 DRAFT

Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn all the inhabitants of said Town, qualified to vote in Town affairs, to meet in the Auditorium of the Middleborough High School, on Monday, June 6, 2011 at 7:00 P.M., to act on the following articles:

ARTICLE 1. To see if the Town will vote to raise and appropriate and/or transfer a sum of money from taxation, free cash, another specific available fund, the Stabilization Fund, an existing appropriation or account, or other available source, to supplement and/or adjust departmental budgets for Fiscal Year 2011, or act anything thereon.

ARTICLE 2. To see if the Town will vote to raise and appropriate and/or transfer a sum of money from taxation, free cash, another specific available fund, the Stabilization Fund, an existing appropriation or account, or other available source for unpaid bills from prior years, or act anything thereon.

ARTICLE 3. To see if the Town will vote to raise and appropriate and/or transfer a sum of money of money from taxation, free cash, another specific available fund, the Stabilization Fund, an existing appropriation or account, the Wastewater Enterprise Unreserved/Retained Earnings account, or other available source to fund sick leave buy-backs or act anything thereon.

Given, under our hands at Middleborough, this 9<sup>th</sup> day of May, 2011.

\_\_\_\_\_  
Alfred P. Rullo, Jr., Chairman

\_\_\_\_\_  
Stephen J. McKinnon, Vice Chairman

\_\_\_\_\_  
Steven P. Spataro

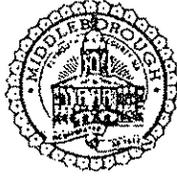
\_\_\_\_\_  
Allin Frawley

\_\_\_\_\_  
Ben Quelle

**BOARD OF SELECTMEN**

Pursuant to the instructions contained in the above warrant, I have notified and warned all inhabitants of said Town of Middleborough, qualified to vote as expressed in said warrant, to meet at the time and place for the purpose specified by causing an attested copy of the same to be published in the Middleboro Gazette on the 19<sup>th</sup> day of May, 2011, that date being more than fourteen days before the time specified for said meeting.

\_\_\_\_\_  
BRUCE GATES  
Police Chief



**DRAFT**

## ANNUAL MEETING WARRANT

Middleborough, Massachusetts

To Bruce Gates, Police Chief or any of the  
Police Officers of the Town of Middleborough

Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn all the inhabitants of said Town, qualified to vote in Town affairs, to meet in the **Auditorium of the Middleborough High School, on Monday, June 6, 2011, at 7:30 P.M.**, to act on the following articles:

ARTICLE 1. To hear the report of any committee or officer of the Town, to appoint any committee, or act anything thereon.

ARTICLE 2. To see if the Town will vote to raise and appropriate a sum of money by taxation or from available funds in the treasury to defray expenses of the Town for the fiscal year beginning on July 1, 2011, relating to all or any of its officers, boards or departments and for purposes authorized by law, or act anything thereon.

ARTICLE 3. To see if the Town will vote to transfer from the income from the sales of gas and electricity for the purpose of fixing the tax rate a sum of money to the Assessors for the purpose of fixing the tax rate for Fiscal Year 2012, or act anything thereon.

ARTICLE 4. To see if the Town will vote to transfer \$96,950 from the receipts reserved for the Water Pollution Abatement Trust Loan Repayment Account in order to meet the Town's obligation for payment of the Water Pollution Trust Loan, or act anything thereon.

ARTICLE 5. To see if the Town will vote pursuant to Section 53E ½ of Chapter 44 of the General Laws, as amended, to authorize and/or reauthorize establishment of one or more revolving funds for the purpose of funding certain activities and operations of certain departments and programs of the Town during Fiscal Year 2011, or act anything thereon.

<b>Municipal Fire Alarm System</b>	<b>Not to exceed \$15,000</b>
<b>Hazardous Materials Incident Training &amp; Materials</b>	<b>Not to exceed \$50,000</b>
<b>Recycling Program</b>	<b>Not to exceed \$2,500</b>
<b>Composting Bin Program</b>	<b>Not to exceed \$2,500</b>
<b>Herring Fishery Program</b>	<b>Not to exceed \$100,000</b>
<b>Recreation and Sports Program</b>	<b>Not to exceed \$100,000</b>
<b>Zoning Map, Bylaws and</b>	<b>Not to exceed \$2,500</b>
<b>Subdivision Rules &amp; Regulations</b>	

ARTICLE 6. To see if the Town will vote to raise and appropriate and/or transfer a sum of money from taxation, free cash, another specific available fund, the Stabilization Fund, an

existing appropriation or account or other available source to fund one or more collective bargaining agreements, or act anything thereon.

ARTICLE 7. To see if the Town will vote to raise and appropriate and /or transfer a sum of money from taxation, free cash, another specific available fund, the Stabilization Fund, an existing appropriation or account or other available source for the purpose of reimbursing Town employees and retired Town employees and other persons enrolled in the Town's health insurance plans for some of the increases in health insurance HMO and PPO deductibles and co-payments paid by said employees and retirees and other persons during Fiscal Year 2012 and in excess of the amounts of such deductibles and co-payments applicable during Fiscal Year 2010, and to pay any related costs, or act anything thereon.

ARTICLE 8. A NEW DAY (formerly Womansplace Crisis Center) requests from the Town of Middleborough that \$1,500 be raised and appropriated to A New Day in fiscal year 2012 in lieu of services provided to the sexual assault survivors and their families.

By petition

ARTICLE 9. To see if the Town will vote to accept Clause 56 of G.L. c.59, ss 5 which would allow members of the Massachusetts National Guard or military reservists who are on active duty to obtain a reduction of all or part of their real and personal property taxes for any fiscal year they are serving in a foreign country, or act anything thereon.

ARTICLE 10. To see if the Town will vote to raise and appropriate the sum of \$200,000.00 by borrowing under General Laws, Chapter 44, by borrowing from the Massachusetts Water Pollution Abatement Trust pursuant to General Laws Chapter 29C, or by raising and appropriating said sum from some other source for the purpose of funding the Town's program to repair, replace or upgrade septic waste disposal systems, or act anything thereon.

ARTICLE 11. To see if the Town will vote to raise and appropriate and/or transfer the sum of \$400,000 from taxation, free cash, another specific available fund, the Stabilization Fund, an existing appropriation or account or other available source, or by borrowing to purchase a new engine for the Fire Department, or act anything thereon.

ARTICLE 12. To see if the Town will vote to raise and appropriate and/or transfer the sum of \$242,000 from taxation, free cash, another specific available fund, the Stabilization Fund, an existing appropriation or account or other available source, or by borrowing to purchase a new sander for the Public Works Department, a new utility truck for the Wastewater Department, and a new van for the Water Department, or act anything thereon.

ARTICLE 13. To see if the Town will vote to raise and appropriate and/or transfer the sum of \$144,200 from taxation, free cash, another specific available fund, the Stabilization Fund, an existing appropriation or account or other available source, or by borrowing to repair the Town Hall Cupola and to make exterior repairs to the Town Hall Annex and Public Library, or act anything thereon.

ARTICLE 14. To see if the Town will vote to raise and appropriate and/or transfer the sum of \$528,000 from taxation, free cash, another specific available fund, the Stabilization Fund, an existing appropriation or account or other available source, or by borrowing to replace windows, repave the parking lot, and upgrade the fire alarm system at the Elementary Complex, or act anything thereon.

ARTICLE 15. To see if the Town will vote to raise and appropriate and/or transfer the sum of \$176,000 from taxation, free cash, another specific available fund, the Stabilization Fund, an existing appropriation or account or other available source, or by borrowing to repair the gymnasium divider at the Nichols Middle School, replace part of the floor tiles at

Middleborough High School, and install security cameras and access control card readers at all school buildings, or act anything thereon.

ARTICLE 16. To see if the Town will vote to raise and appropriate and/or transfer the sum of \$253,095 from taxation, free cash, another specific available fund, the Stabilization Fund, an existing appropriation or account or other available source, or by borrowing to purchase staff/classroom computers, printers, and file servers, LCD projectors and instructional technology, and computer network infrastructure for the School Department and to purchase computers, servers, monitors, printers, and related hardware for various Town departments, or act anything thereon.

ARTICLE 17. To see if the Town will vote to accept River's Edge Drive and Edge Water Lane as Town ways laid out by the Board of Selectmen, to authorize the Selectmen to acquire by eminent domain or by gift the fee in said ways as shown on the road layout plan on file with the Town Clerk entitled "Road Layout Plan of River's Edge Drive and Edgewater Lane – Middleborough, Massachusetts 02346" consisting of five sheets, dated October 15, 2007, revised through February 14, 2008 and prepared by Atlantic Design Engineers, L.L.C., and any related easements as shown on said plan, to authorize the Board to complete construction of the ways and related easements, to raise and appropriate a sum of money by borrowing for the cost of construction, and to meet this appropriation to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow a sum of money under General Laws, Chapter 44 and to authorize the Board of Selectmen to assess betterments for the cost of construction under General Laws, Chapter 80, or act anything thereon.

ARTICLE 18. To see if the Town will vote to transfer the care, custody, management, and control of land and building (Freight House), Assessors Map and lot #: Map 50M: lots 5058 (10 Cambridge Street), 5089 (2 Cambridge Street), 5852 (15 Station Street), and R.O.W. (discontinued road, Centre Avenue) to the Board of Selectmen for the purpose of sale and conveyance of the properties, or act anything thereon.

ARTICLE 19. Local Adoption of Chapter 43D Expedited Permitting – South Middleborough Property

To see if the Town will vote to accept the provisions of chapter 43D of the MA General Laws as amended pursuant to Section 11 of chapter 205 of the acts of 2006, and to approve the filing of an application with the Interagency Permitting Board for the designation of land generally bounded by Route 28 (Wareham Street) and Route 495, totaling 134.6 acres, assessor's Map #:88: Lots 3449, 3488, 4234, 4285, 5056 and Map #94: :Lots 1026, 274, 5966 as a Priority Development Site, or act anything thereon.

ARTICLE 20. To see if the Town will vote pursuant to Section 53E ½ of Chapter 44 of the General Laws, as amended, to authorize establishment of an Administrative Services revolving fund for the purpose of funding certain activities and operations of the Conservation Commission during Fiscal Year 2012, or act anything thereon.

ARTICLE 21. To see if the Town will vote to adopt the following by-law –  
Community Preservation Bylaw

#### Section 1: Establishment

The Town of Middleborough hereby establishes a Community Preservation Committee, consisting of nine (9) voting members pursuant to MGL Chapter 44B, Section 5. The composition of the committee, the appointment authority and the term of office for the committee members shall be as follows:

One member of the Conservation Commission as designated by the Commission for a term of three years.

One member of the Historical Commission as designated by the Commission for a term of three years.

One member of the Housing Authority as designated by the Authority for a term of three years.

One member of the Planning Board as designated by the Board for an initial term of two years and thereafter for a term of three years.

One member of the Park Commission as designated by the Commission for an initial term of one year and thereafter for a term of three years.

Two at-large members to be appointed for a term of two years and thereafter for a term of three years.

Two at-large members to be appointed for a term of one year and thereafter for terms of three years.

The initial four at-large members shall be appointed by majority vote during a joint meeting of the statutory members of the Community Preservation Committee and the Board of Selectmen. Further, prior to this joint meeting, the Board and the Committee shall each receive the applications of interested persons and may interview the applicants. Thereafter, the appointment of at-large members shall be by majority vote during a joint meeting of the Board of Selectmen and all members of the Community Preservation Committee.

Notwithstanding the terms of office set forth above, in the event that a person no longer serves in the position or on the commission, board or authority designated above, such person shall be deemed to have vacated his or her position on the Community Preservation Committee.

Should any of the commissions or boards who have appointing authority under this Section be no longer in existence for what ever reason, the appointing authority for that commission, board or authority shall become the responsibility of the Board of Selectmen.

## Section 2: Duties

1. The community preservation committee shall study the needs, possibilities and resources of the town regarding community preservation. The committee shall consult with existing municipal boards, including but not limited to, the Board of Selectmen, the conservation commission, the historical commission, the planning board, the parks commissioners and the housing authority, or persons acting in those capacities or performing like duties, in conducting such studies. As part of its study, the committee shall hold one or more public informational hearings on the needs, possibilities and resources of the town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the town.
2. The community preservation committee shall make recommendations to Town Meeting for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the acquisition, creation, preservation and support of community housing; and for the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created with Community Preservation Funds. With respect to community housing, the community preservation

committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

3. The community preservation committee may include in its recommendation to the Town Meeting a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or recommended action to set aside for later spending funds for general purposes that are consistent with community preservation.

#### Section 3: Requirement for a quorum and cost estimates

The community preservation committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the community preservation committee shall constitute a quorum. The Community Preservation Committee shall approve its actions by majority vote of the quorum. Recommendations to the Town Meeting shall include their anticipated costs.

#### Section 4: Amendments

This section may be amended from time to time by a majority vote of the Town Meeting, provided that the amendments would not be in conflict with Chapter 44B of the Massachusetts General Laws.

#### Section 5: Severability

In case any section, paragraph or part of this by-law be for any reason declared invalid or unconstitutional by any court of last resort, every other section, paragraph or part shall continue in full force and effect.

#### Section 6: Effective Date

Following Town Meeting approval of this bylaw, this Section shall take effect immediately upon approval by the Attorney General of the Commonwealth. Each appointing authority shall have thirty days after approval by the Attorney General to make their initial appointments.

ARTICLE 22. To see if the Town will vote to rescind the vote under Article 19 of the Town Meeting and allow the Board of Selectmen to appoint members of the Rent Board, or act anything thereon.

ARTICLE 23. To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth to enact special legislation to provide that any agreement for a term of more than two (2) years made by the Town with any other governmental unit under the provisions of Section 4A of Chapter 40 of the General Laws respecting the sale by the Town of Middleborough of water or wastewater treatment services shall be subject to authorization by the Town Meeting, or act anything thereon.

ARTICLE 24. To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth to enact legislation to allow the Board to impose reasonable fees for the employment of outside consultants under the provisions of General Laws Chapter 44, Section 53G in connection with its review of earth removal permit applications under the Town's Earth Removal By-law, or act anything thereon.

ARTICLE 25. To see if the Town will vote to adopt the following by-law –

Section 1. A record owner of a lot of land which abuts a Town way who intends to construct a building or other structure on the lot and which construction requires a building permit shall, before commencement of construction, file a written notice of intent to construct with the Director of the Town's Department of Public Works (the "Director"). The notice shall contain the street address of the lot on which construction is to take place, the name(s) of the record owner(s) of the lot, a description of the proposed construction, the estimated dates when construction will take place, and the vehicles, equipment and machinery which will be used in such construction. Upon receipt of such notice, the Director may require the record owner of the lot to provide to the Town a monetary bond ("bond") in an amount not to exceed Two Thousand Dollars (\$2,000.00). The Director in determining whether to require a bond and the amount of the bond shall take into consideration the nature of the proposed construction, when the proposed construction is to occur, the vehicles, equipment and machinery likely to be used in such construction, the condition of the Town way on which the lot abuts and the purpose of the bond as set forth in Section 2.

Section 2. The purpose of a bond under this by-law is to provide money to the Town to defray the cost to restore or repair a Town way which incurs damage caused by or arising from the use of vehicles, equipment or machinery in connection with the construction of a building or structure on a lot which abuts the Town way.

Section 3. If the Director requires a bond, the record owner of a lot shall provide such bond to the Town before commencement of construction.

Section 4. When a record owner of a lot who provided a bond pursuant to this by-law notifies the Director that construction has been completed including completion of any related lot grading and/or landscaping, the amount of the bond shall be refunded to the record owner less an amount determined by the Director for the cost to restore or repair the Town way on which the lot abuts which way incurred damage caused by vehicles, equipment or machinery in connection with construction on the lot. The Town shall retain such amount determined by the Director for the cost to restore or repair the Town way and refund the remainder of the bond amount to the record owner of the lot who provided the bond.

Section 5. Violation of Section 1 or Section 2 hereof by a record owner of a lot shall be punished by a fine of One Hundred Fifty Dollars (\$150.00) for each violation.

ARTICLE 26. To see if the Town will vote to authorize the Board of Selectmen to acquire easements in two parcels of land by gift, purchase or eminent domain in connection with the project to improve drainage on Thompson Street, such parcels being shown on a plan entitled "DRAINAGE EASEMENT PLAN, Map 14 Plot 732, Map 23 Lot 766, 174 & 176 Thompson Street, Middleboro, Mass. Date: March 14, 2011." By Michael J. Koska & Associates, Inc. Said property owners are Goldman, 174 Thompson Street and Ribeiro, 176 Thompson Street, or act anything thereon.

ARTICLE 27. To see if the Town will vote to authorize the Board of Selectmen to acquire easements in one parcel of land by gift, purchase or eminent domain in connection with the project to improve the intersection of Rocky Meadow Street at Tispaquin Street, such parcel being shown on a plan entitled "ROADWAY EASEMENT PLAN FOR ROCKY MEADOW AND TISPAQUIN STREETS, Map 44 Plot 5527, Middleboro, Mass. Date: March 30, 2011." By Michael J. Koska & Associates, Inc. Said property owner is Rudolph, 52 Rocky Meadow Street, or act anything thereon.

Given, under our hands at Middleborough, this 9<sup>th</sup> day of May, 2011.

---

Alfred P. Rullo, Jr., Chairman

---

Stephen J. McKinnon, Vice Chairman

---

Steven P. Spataro

---

Allin Frawley

---

Ben Quelle

**BOARD OF SELECTMEN**

Pursuant to the instructions contained in the above warrant, I have notified and warned all inhabitants of said Town of Middleborough, qualified to vote as expressed in said warrant, to meet at the time and place for the purpose specified by causing an attested copy of the same to be published in the Middleboro Gazette on the **19th day of May, 2011**, that date being more than seven days before the time specified for said meeting.

---

BRUCE GATES  
Police Chief

*Incorporated 1669*  
*335 Years of Progress*



CRANBERRY CAPITAL  
OF THE WORLD



**Town of Middleborough**  
**Massachusetts**

Town Manager

508-947-0928  
FAX 508-946-2320

April 25, 2011

Michael O'Brien  
7 Corrine Parkway  
Middleborough, MA 02346

Dear Mr. O'Brien:

It is my pleasure to offer you the position of Sanitation Department Refuse Collector/Operator effective Friday, April 29, 2011, pending a pre-employment physical and CDL drug and alcohol screening.

Your hourly pay will be \$18.3799 for 40 hours (Grade 7, Step 1). This position is a DPW Union position and all benefits under the Agreement will apply.

Congratulations!

Very truly yours,

Charles J. Cristello  
Town Manager

CJC/ajf

cc: Board of Selectmen  
Treasurer/Collector  
Town Clerk  
Andrew Bagas, DPW Director  
David Blanton, DPW Union Steward

# TOWN OF BRIDGEWATER

## OFFICE OF THE TOWN MANAGER

cc: Anna N.  
BOS

Troy B.G. Clarkson  
Town Manager



508.697.0919  
508.697.1468 (Fax)  
Tclarkson@Bridgewaterma.org

Academy Building, 66 Central Square  
Bridgewater, MA 02324

April 15, 2011

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

Re: Request from Bridgewater to partner in a CDBG Grant Application

Dear Mr. Cristello:

At a meeting of the Bridgewater Town Council last evening, upon the recommendation of the Council's Committee on Community and Economic Development, it was unanimously agreed and voted that Bridgewater request a partnership with you in a Fiscal Year (FY) 2011 regional Community Development Block Grant (CDBG) application.

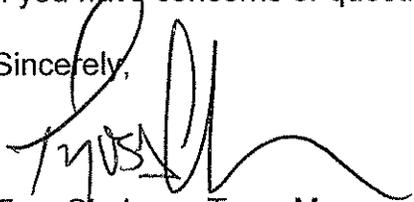
For the last several months, a Town of Bridgewater/ Bridgewater State University committee called the 2020 Downtown Improvement Committee (DIC) has met to study Bridgewater's needs. It researched various towns' improvements, made site visits and heard several presentations. Included in those presentations, was one from Middleborough's Office of Economic and Community Development officer Anna Nalevanko—who we also claim as a Bridgewater resident. Overall, it is clear that CDBG provides communities unparalleled opportunities and, specifically, we were impressed your CDBG successes.

Bridgewater currently lacks Community Development staff to support such efforts, but we offer support from the DIC membership. We will pursue all means possible to offer support in the grant application/administration process.

We hope you will accept Bridgewater as a partner for your upcoming CDBG application.

If you have concerns or questions, please do not hesitate to contact either of us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Troy Clarkson', with a large, stylized initial 'T'.

Troy Clarkson, Town Manager

A handwritten signature in black ink, appearing to read 'Peter Colombotos', with a large, stylized initial 'P'.

Peter Colombotos, Chair  
Committee on Community  
and Economic Development

Cc: Anna Nalevanko  
Shirley Krasinski, Chair, DIC  
Michael Berolini, President, Bridgewater Town Council

Incorporated 1669  
175 Years of Progress



CRANBERRY CAPITAL  
OF THE WORLD



*Town of Middleborough*

*Massachusetts*

Department of Public Works

48 Wareham Street

Middleborough, MA 02346

Phone 508-946-2481 Fax 508-946-2484

Andrew P. Bagas  
D. P. W. Director

DIVISIONS

Highway

Sanitation

Insect & Pest Control

Tree Warden

Wastewater

Water

Date: April 6, 2011

To: Whom It May Concern

From: Kenneth Capalbo  
Mechanic/Foreman

Re: Surplus Vehicles

1988 Chevrolet GMT 400 Pick Up-Transmission gone and frame rotted.

1987 Chevrolet V30CON-Transmission gone, front differential and cab rotted.

In my opinion, neither of these vehicles are worth putting any money into.



The Commonwealth of Massachusetts

County of Plymouth  
Sheriff's Department

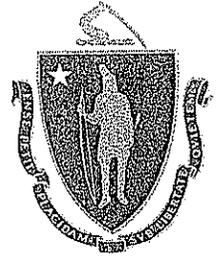
24 Long Pond Road

Plymouth, MA 02360

Telephone: (508) 830-6200

Fax: (508) 830-6316

www.pcsdma.org



April 20, 2011 Gerald C. Pudolsky  
Special Sheriff

Joseph D. McDonald, Jr.  
Sheriff

Dear Charles J. Cristello,

Accredited by:



American Correctional Association



National Commission on  
Correctional Health Care

With the end of the fiscal year approaching, we find ourselves at the Sheriff's office working to close a \$3.7 million budget gap. And like you, we are forced to address the realities of this shortfall and what it means for the upcoming fiscal year.

"Do more with less" has been the Sheriff's motto during this economic downturn; and we've done it over and over. So today, it is difficult to swallow, but we are at the point where funding simply is not available to continue operation of the Plymouth Bristol Emergency Alert/Notification System (also known as the Communicator) come July 1.

Please know we are exploring every option. We know how valuable this service has been to the communities of Plymouth County for the last 7 years and to Bristol County over the last year. The public is accustomed and expecting this form of communication from their public safety officials.

Nicole Callahan and I are very proud to have pioneered this communication tool here in Southeastern Massachusetts. It is frustrating to accept years of progress could slip away due to a lack of \$115,000 in funding.

I am sending this letter out of respect for our ongoing partnership and hope I will write again with more promising news of our restored funding.

If you are compelled, a letter of support from your department may assist us in our funding appeal. As always, I may be reached at 508-830-6324.

Sincerely,

James P. Muscato  
Assistant Superintendent of Law Enforcement