

NEW BUSINESS

7-23-12

LICENSE

APPLICATION

Date...7-10-2012...

Name of Business...OUR LITTLE SECRET.....

Name of Applicant/Petitioner...SARAH PITTA.....

Address/Location for Permit Use...465 CENTER STREET.....

Assessor's Map and Lot# for Permit Use...SON-5176.....

Address of Applicant/Petitioner...167 CENTER AVE #2.....

F.I.D. # of Applicant/Petitioner...46-0529206.....

Daytime Telephone...774-223-1228.....

Email Address...SBPITTA@GMAIL.COM.....

Please provide general description of merchandise for sale:

CLOTHING, BOOKS, HOUSEHOLD DECOR

Sarah Pitta
Signature of Applicant

TO: TREASURER/COLLECTOR
FROM: SELECTMEN'S OFFICE

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

Does this Property Owner/Petitioner/Applicant owe taxes/municipal charges: NO (Yes or No)

Signed: Judy M. Macdonald (Treasurer/Collector)

[Handwritten initials]

LICENSE APPLICATION

Date: July 2, 2012
 Name of Business: The Children's Nest - Boutique + Consignment
 Name of Applicant/Petitioner: Amy R. Craig
 Address/Location for Permit Use: 5 Wareham St. Suite B, Middleboro
 Assessor's Map and Lot# for Permit Use: 50P-6264
 Address of Applicant/Petitioner: 17 Webster St. Middleboro, MA 02346
 F.I.D. # of Applicant/Petitioner: 45-5481279
 Daytime Telephone: 339-499-8632 cell
 Email Address: thechildrensneat@yahoo.com

Please provide general description of merchandise for sale:
Childrens new and consigned clothing, baby gear, handmade items, cloth diapers.

Amy R. Craig
 Signature of Applicant

TO: TREASURER/COLLECTOR
 FROM: SELECTMEN'S OFFICE

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

Does this Property Owner/Petitioner/Applicant owe taxes/municipal charges: No
 (Yes or No)

Signed: [Signature]
 (Treasurer/Collector)

COMMONWEALTH OF MASSACHUSETTS
TOWN OF MIDDLEBOROUGH
BOARD OF SELECTMEN (BOARD OF HEALTH)

NOTICE OF BETTERMENT AGREEMENT June 28, 2012.
NOTICE OF BETTERMENT

TO THE REGISTER OF DEEDS OF PLYMOUTH COUNTY

NOTICE is hereby given that the Board of Selectmen of the Town of Middleborough acting as a Board of Health pursuant to General Laws, Chapter 111, Section 127B 1/2 entered into a Betterment Agreement

Dated March 14, 2012 with Gina M. Driscoll
(insert date) (insert name(s) of property owner(s))

with respect to real estate located at 569 Wareham Street
(insert address of property)

in Middleboro, Massachusetts and described in a deed recorded in the Plymouth County

Registry of Deeds in Book 28575, Page 90-91
(insert book and page)

or filed as Document Number _____ with the Plymouth
(insert document number of deed)

District of the Land Court. The purpose of the Betterment Agreement is to authorize and enable the aforesaid property owner(s) to cause the said property to be serviced properly

by a septic system funded by financial assistance from the Town of Middleborough in the sum of up to and not exceeding

Twenty One Thousand Six Hundred Fifty & .00/100 (\$ 21,650.00).
(insert amount in writing) (insert amount in numbers)

The aforesaid property owner(s) shall be responsible to pay the Town of Middleborough for all funds advanced to the owner(s) pursuant to the Betterment Agreement together with interest.

The Betterment Agreement and this Notice shall be subject to the provisions of Chapter 80 of the General Laws relative to the apportionment, division, reassessment and collection of Assessment, abatement and collections of assessments and to interest. The lien for betterment under Chapter 80, the Betterment Agreement and this Notice of Betterment Agreement shall take effect by operation of law on the day immediately following the due date of such assessment or apportioned part of such assessment.

This Notice of Betterment Agreement shall be a betterment under Chapter 80.

Alfred P. Rullo Jr., Chairman

Allin Frawley, Vice Chairman

Steven P. Spataro

Ben Quelle

Stephen J. McKinnon

Board of Selectmen
Town of Middleborough

Commonwealth of Massachusetts
County of Plymouth

On This _____ day of _____ 20 _____ before me the
undersigned Notary Public, personally appeared _____, proved
to me through satisfactory evidence of identification which was _____
to be the person whose name is signed on the preceding or attached document, and
acknowledged to me that he/she signed it voluntarily for its stated purpose(s).

Signature of Notary
Jacqueline M. Shanley

(Seal)
My commission expires:

COMMONWEALTH OF MASSACHUSETTS
TOWN OF MIDDLEBOROUGH
BOARD OF SELECTMEN (BOARD OF HEALTH)

NOTICE OF BETTERMENT AGREEMENT June 28, 2012.
NOTICE OF BETTERMENT

TO THE REGISTER OF DEEDS OF PLYMOUTH COUNTY

NOTICE is hereby given that the Board of Selectmen of the Town of Middleborough acting as a Board of Health pursuant to General Laws, Chapter 111, Section 127B 1/2 entered into a Betterment Agreement

Dated September 15, 2011 with Karen Lee Howland & Rachel L. Beal Dunbar
(insert date) (insert name(s) of property owner(s))

with respect to real estate located at 333 Marion Road
(insert address of property)

in Middleboro, Massachusetts and described in a deed recorded in the Plymouth County

Registry of Deeds in Book 26932, Page 56
(insert book and page)

or filed as Document Number _____ with the Plymouth
(insert document number of deed)

District of the Land Court. The purpose of the Betterment Agreement is to authorize and enable the aforesaid property owner(s) to cause the said property to be serviced properly

by a septic system funded by financial assistance from the Town of Middleborough in the sum of up to and not exceeding

Three Thousand Two Hundred Thirty & .00/100 (\$ 3,230.00)
(insert amount in writing) (insert amount in numbers)

The aforesaid property owner(s) shall be responsible to pay the Town of Middleborough for all funds advanced to the owner(s) pursuant to the Betterment Agreement together with interest.

The Betterment Agreement and this Notice shall be subject to the provisions of Chapter 80 of the General Laws relative to the apportionment, division, reassessment and collection of Assessment, abatement and collections of assessments and to interest. The lien for betterment under Chapter 80, the Betterment Agreement and this Notice of Betterment Agreement shall take effect by operation of law on the day immediately following the due date of such assessment or apportioned part of such assessment.

This Notice of Betterment Agreement shall be a betterment under Chapter 80.

Alfred P. Rullo Jr., Chairman

Allin Frawley, Vice Chairman

Steven P. Spataro

Ben Quelle

Stephen J. McKinnon

Board of Selectmen
Town of Middleborough

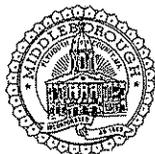
Commonwealth of Massachusetts
County of Plymouth

On This _____ day of _____ 20 _____ before me the
undersigned Notary Public, personally appeared _____, proved
to me through satisfactory evidence of identification which was _____
to be the person whose name is signed on the preceding or attached document, and
acknowledged to me that he/she signed it voluntarily for its stated purpose(s).

Signature of Notary
Jacqueline M. Shanley

(Seal)
My commission expires:

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 
RE: Water, Wastewater and Trash Rates for FY13
DATE: July 20, 2012

Water

Last year you agreed to implement a long term financing strategy recommended by Amory Engineers P.C. to fund our water infrastructure capital needs (see attached memo). In keeping with that strategy I am recommending a 4% increase for FY 2013 effective July 1, 2012. This will represent a \$7.90 annual increase for a single family household and a \$22.60 annual increase for a family of four.

Wastewater

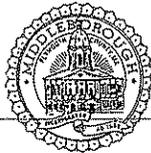
Last year you agreed to support a 30 year financing strategy assuming State Revolving Fund financing of 2% to pay for the upcoming federally mandated upgrade of our wastewater treatment plant. In keeping with that strategy I am recommending a 15% increase for FY 2013 effective July 1, 2012. This will represent a \$52.09 annual increase for a family of four. For your information we have interviewed four firms to be the Owner's Project Manager (OPM) on the project. We are required to hire an OPM before beginning designer selection on this project. I expect to have a recommendation to you on the OPM at your next meeting.

Trash

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

c: Andy Bagas, DPW Director
Joseph Silva, Water Superintendent
Todd Goldman, Wastewater Superintendent

Incorporated 1669
335 Years of Progress



CRANBERRY CAPITAL
OF THE WORLD



Town of Middleborough
Massachusetts

JOHN F. HEALEY
Town Manager

508-947-0928
FAX 508-946-2320

MEMORANDUM

To: Board of Selectmen

From: Charles J. Cristello, Town Manager 

Date: July 20, 2011

Re: Water and Wastewater Rates for FY 12

Water

Based on the Capital Improvement Plan developed for the Town by Amory Engineers, P.C. which you reviewed in a workshop last month and at your last regularly scheduled meeting I am recommending a 4% increase for FY 2012 effective July 1. This will represent a \$7.60 annual increase for a single family household and a \$21.72 annual increase for a family of four. The Capital Improvement Plan demonstrates that we will be able to address a number of significant capital projects over the coming years including new source development, satellite well installations, water treatment facilities and replacing and adding a new storage tank.

Wastewater

The Town's wastewater engineers Camp, Dresser and McKee have given you four options to consider to fund the anticipated federally mandated upgrade of our wastewater treatment plant. I am recommending you adopt the 30 year alternative assuming State Revolving Loan Fund (SRF) financing of 2%. This is the least costly option and will have the least impact on our ratepayers due to the longer-term bonds and subsidized financing rate. I am also recommending adopting a rate smoothing alternative to avoid 20-30% increases in future years. I am recommending a 15 % increase for FY 2012 effective July 1. This will represent a \$45.30 annual increase for a family of four. Fortunately, we currently have one of the lowest wastewater rates in the Commonwealth. Even after paying for the plant upgrade estimated at \$30 million, Middleborough will still have a wastewater rate below the state average.

Please feel free to contact me if you have any questions



Town of Middleborough

Indirect Cost Report

For

Fiscal Year 2013

Prepared by
Judy Mac Donald Treasurer/Collector 07/20/2012

Approved by the Board of Selectman 00/00/2012

July 20, 2011

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

Honorable Board Members:

The fiscal year 2013 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 2013 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 2013 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 2012. (Note, these indirect charges include Pension, Insurances and Health Insurances (which are charged at billed cost)) and that the indirect cost for fiscal year 2013 be set at:

WATER	\$ 1,843,421.
WASTE WATER	\$ 674,699.
Trash Collection	\$ 365,685.
SCHOOL	\$ 8,305,999.
GAS and ELECTRIC	\$ 2,570,436.

*Judy MacDonald
Treasurer/Collector*

Support Functions Performed

Functions Performed by Treasurer/Collector Department

Treasurer:

Functions performed:

1. Banking Services:

- a. Transportation to the bank of all daily receipts.
- b. Pick up deposit bags and receipts.
- c. Enter all deposits into account register.
- d. Review summarization of receipts.
- e. Complete wire transfers to pay power bills, review Warrants for G&E.
- f. Review bad checks returned to office.
- g. Invest all Town funds.
- h. Maintain all Town capital project accounts.
- I. Maintain depreciation account for G&E.
- j. Reconcile all account balances with Accountant.
- k. Maintain School Scholarship funds.
- L. Voucher and issue Scholarship checks to students.

2. Employee Benefits:

- a. Analyze and breakdown cost for Plymouth County Retirement For the Gas and Electric, Water, Waste water, Schools and General Government contributions.
- b. Bill semi-annually for Town retirement.

Treasurer/Collector Continued

- c. Provide employees with information and obtain information from retirement board for Town employees when requested.
- d. Prepare and submit to the Town Accountant and Finance Committee the annual budget for Health and Life Insurance.
- e. Attend various health insurance meetings during the year, reviewing insurance costs and benefits.

3. Payroll:

- a. Review and approve Quarterly reports to State and Federal Government.
- b. Review and approve W-2's and year end reports filed with State and Federal Government.

4. Debt:

- a. Prepare and submits to the Town Accountant and the Finance Committee the Annual budget.
- b. Maintain all capital project accounts voucher payments, wire transfers and billing.
- c. Responsible for all bidding on Notes and Bonds, reviewing issued debt, legal services, etc.

5. Collections:

- a. Review and approve all municipal lien certificates.
- b. Review Gas and Electric, Water and Waste Water liens.
- c. Recover payment on bad checks.
- d. Review Real Estate, Personal Property, Motor Vehicle Excise Commitment and Warrants upon receipt from the Assessors Department.
- e. Resolve problems dealing with the Collection of revenues.

Assistant Treasurer/Collector:

Functions performed:

1. Banking Services:

- a. Responsible for banking services in absence of the Treasurer.

2. Employee Benefits:

- a. Prepare and submit paperwork to retirement board when employees are hired, terminated or retired.
- b. File monthly reports with the County Retirement and vouchers employee's contributions.
- c. Provide employees with information and obtains information when requested pertaining to retirement.
- d. Track creditable service for retiring employees.
- e. Distribute yearly statements of employee contributions.
- f. Enroll employees in health insurance.
- g. Bill on a monthly basis for active and retired employees.
- h. Pay health claims and vouchers bills.
- I. Contact Medicare and social security to resolve problems for retirees.
- j. Handle all problems and complaints employees have pertaining to health insurance, including contacting insurance company to resolve problems.
- k. Submit paperwork for life insurance for new hires.
- L. File beneficiary claim forms upon death.
- m. Maintain and update life insurance files.
- n. Voucher and pay monthly bills on life insurance.

3. Payroll:

- a. Compile information and prepare quarterly tax reports for Federal, State and FICA taxes.
- b. Compile information and proofs, runs W-2's and prepare Federal and State reports.
- c. Answers any questions regarding voluntary deductions.
- d. Voucher, reconcile and pay weekly or monthly bills dealing with voluntary deductions.

Payroll Clerk

Functions performed:

- a. Verify and enter payroll data weekly, except for Schools.
- b. Track, voucher and pay various payroll deductions which include, Federal, State, FICA taxes, credit unions, union dues, payroll levies, deferred compensation, US bonds, etc.
- c. Input changes when raises are given, calculates and verify changes before entering, except for the school.
- d. Assist in the running, bursting and sorting of W-2's.
- e. Runs, bursts and sorts weekly payroll.
- f. Maintains all employee files for pay purposes.

Accounts Payable Clerk

Functions Performed:

- a. Process checks, vouchers for payment, except the school.
- b. Files all payment warrants.
- c. Files all processed checks.
- d. Pairs up invoices and checks.
- e. Processes all incoming and out going mail.

Reconciliation Clerk

Functions Performed:

- a. Total and verify schedule of payments to Treasurer.
- b. Enter daily receipts into cashbook.
- c. Summarize receipts at month end and prepare schedule of Treasurer receipts.
- d. Processes payments to the Commonwealth of Mass.
- e. Process refunds from power companies.
- f. Reconcile deposits, vendor, capital, payroll and depreciation accounts monthly.
- g. Verify and enter all adjustments to reconciled accounts.

Collection Department:

Functions Performed:

- a. Prepare all municipal lien certificates including Gas and Electric balances.
- b. Collect and report all liens including Gas and Electric.
- c. Reconcile all liens including the Gas and Electric to the Town Accountants records.
- d. Provide assistance to Gas and Electric personnel on the lien and collection process once the lien is committed to the Assessors office.
- e. Advertise and record all tax takings.
- f. Collection of Revenue for the operation of Town Departments, excluding the Gas and Electric, except for liens.

Functions Performed by Town Accountant's Office

Accountant:

Functions performed:

- a. Code and analyze monthly cash receipts received from Treasurer.
- b. Enter data into computer, verify and authorize posting to files.
- c. perform monthly transfers of cash for indirect costs owed to general fund.
- d. Book monthly commitments and other journal entries as needed.
- e. Analyze general ledger and book transfers.
- f. Report Gas and Electric as separate fund for state schedule A report.
- g. Review bills and gives direction as to procedure for any problems.
- h. Answer questions and supply copies of bills upon request.
- I. Work with Finance Committee and other financial officers in determining direct cost for Town meeting action.

Accounting Staff Responsibilities:

- a. Verify invoice amounts and additions for all vendor payments.
- b. Code vendor numbers on bills if not provided.
- c. Enter all data into computer for processing of warrant.
- d. Verify; run warrants, checks, check registers and payments by vendor reports.
- e. Notify Selectmen for signatures and separate copies, forward checks, bills and warrants to the Treasurer.

Accounting Staff Responsibilities (continued)

- f. Stamp paid bills with payment date and file by warrant number.
- g. Run monthly reports of all accounts.
- h. Answer questions and supply copies of bill upon request.
- I. Verify vendor FID numbers and contact vendors by mail or telephone if number is not supplied.
- j. Analyze payroll labor distribution for the State report.
- k. Verify all hourly/salary increases per contracts.
- L. Process fiscal year end vendor report for the State.
- m. Process calendar year report for the State.
- n. Run year-end 1099's.

Board of Selectmen

Confidential Secretary

Functions performed:

- a. Set hearings for pole placement reviews.
- b. Post meetings.
- c. Maintain Meeting Minutes.
- d. Produce policy documents established by the Board.
- e. Maintain all correspondence and telephone messages.

Functions Performed by Town Manager's Office

Town Manager

Functions performed:

- a. Maintain all duties and responsibilities as required by the Town Charter.
- b. Maintain all duties and responsibilities as required by the Board of Selectmen.
- c. Maintain all duties and responsibilities as required by the State Law.

Functions Performed by Town Manager's Office (continued)

Assistant to the Town Manager

Functions performed:

- a. Produce policy documents established by the Town Manager.
- b. Maintain all correspondence and telephone messages.
- c. Maintain all accounts assigned to the Department.
- d. Perform all duties as the Procurement Officer.

Water & Wastewater Commissioners

Confidential Secretary

Functions performed:

- a. Set hearings for rate reviews.
- b. Post meetings.
- c. Maintain Meeting Minutes.
- d. Produce policy documents established by the Commissioners.
- e. Distribute all documents directed by the Commissioners.
- f. Maintain all correspondence and telephone messages.

Functions Performed by Police Department

Cross/Guard High School

Burkland/Mayflower

Functions performed:

These positions, one at the exit to the high school and one at the rear entrance of the Burkland/Mayflower on RT 28 across from the plaza are manned in the afternoon at school completion time to assist the departure of the buses and students.

School Resource Officer

Functions performed:

This position is directly assigned daily to the school system and supplies police resources and related court services as the name implies.

Functions Performed by Health Department

Health Officer

Functions performed:

This position is directly responsible for the food and sanitary inspection at the schools.

Health Nurses

Functions performed:

These positions are directly responsible for health clinics at the schools.

Functions Performed by the Law Office

Functions performed:

This is a proportioned cost of Town Councils activity for the Town in support of the identified departments.

Functions Performed Within the Town Audit

Functions performed:

This is a proportioned cost of Towns Audit activity's for the identified departments.

Functions Performed by Town Hall

The Town Hall charge is based on square foot assessment for each user department and then is proportionately adjusted for the processing of the Gas and Electric, Water, Waste Water, School and General Government activity. The formula for establishing square footage charge is to take the Town Hall budget and divide it by the total square footage available.

Functions Performed by Information Technologies Department

The I.T. Department's charge is based on a simple formula of CPU (Central Processing Unit) hourly charge. This charge is reflective of the annual budgetary cost of the department divided by the hours available on the system, which is 8,736 hours per year. Therefore, a Fiscal year budget divided by 8,736 equals a CPU hourly charge. This hourly charge is affected by the operation budget and therefore will increase or decrease each year. The method of using the CPU hours by department (assessed for Gas and Electric, Water/Wastewater, School processing access) multiplied by this hourly rate develops the indirect charges:

Water Department

(Indirect Cost for Fiscal Year 2013)

Administration

	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	
<u>Treasurer</u>	30,308	33,452	33,452	33,452	35,591	
<u>Town Accountant</u>	17,925	19,060	19,060	19,060	19,442	
<u>Assessors</u>	7,535	8,059	8,059	8,059	8,220	
<u>Water Commissioner</u>	1,985	2,075	2,075	2,075	2,178	
<u>Board of Selectmen</u>	1,764	1,844	1,844	1,844	1,936	
<u>Town Hall</u>	1,482	1,627	1,627	1,627	1,660	
<u>Town Manager</u>	86,246	75,673	63,061	63,061	57,592	
<u>Law Office</u>	6,000	6,000	6,000	6,000	6,000	
<u>I.T. Department</u>	76,876	70,170	66,139	66,139	61,776	
	233,651	217,960	201,317	201,317	194,395	

Employee Benefits

Retire Ply/County	109,009	110,997	121,244	132,488	153,379	
FICA	9,270	10,000	10,292	10,292	10,292	
Health/Life	230,500	250,399	268,702	268,309	250,556	
Unemployment	0	0	0	0	0	
Workers Comp.	43,459	20,610	25,046	25,510	22,535	
HealthIns.Mig.Fund	0	0	4,000	4,000	7,357	
	392,238	392,006	429,284	440,599	444,119	

Insurance

Property	12,760	11,635	10,588			
Liability	18,777	29,291	12,774			
Boiler/Machinery	2,725	1,490	811			
Automobile	17,542	7,947	6,146			
Inland Marine			210			
Umbrella	5,536	5,369	655			
Public Officials	18,436	13,835	2,973			
	75,776	69,567	34,157	54,560	46,488	

Borrowing

	0	0	1,272,992	1,182,405	1,153,259	
	0	0	1,272,992	1,182,405	1,153,259	

Other

Audit	4,200	4,920	4,920	4,920	5,160	
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Total Indirect

	705,865	684,453	1,942,669	1,883,801	1,843,421	
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Wastewater Department

(Indirect Cost for Fiscal Year 2013)

Administration	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
<u>Treasurer</u>	29,840	32,722	32,722	32,722	34,718
<u>Town Accountant</u>	17,925	19,060	19,060	19,060	19,442
<u>Assessors</u>	7,535	8,059	8,059	8,059	8,220
<u>Sewer Commissioner</u>	1,985	2,075	2,075	2,075	2,178
<u>Board of Selectmen</u>	1,764	1,844	1,844	1,844	1,936
<u>Town Hall</u>	1,482	1,627	1,627	1,627	1,660
<u>Town Manager</u>	49,288	37,836	37,836	37,836	28,796
<u>Law Office</u>	6,000	6,000	6,000	6,000	6,000
<u>I.T. Department</u>	69,757	63,672	60,014	60,014	56,056
	185,576	172,895	169,237	169,237	159,006

Employee Benefits					
Retirement Ply/Coi	59,921	65,127	78,287	66,856	86,570
FICA	5,665	7,000	8,000	8,000	8,000
Health/Life	89,500	113,758	99,618	101,904	86,282
Unemployment	0	0	0	0	0
Workers Comp.	24,833	9,774	9,853	10,932	9,658
Health Ins.Mig.Fund		0	2,500	2,500	2,387
	179,919	195,659	198,258	190,192	192,897

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	2,973		
	28,628	28,087	14,578	22,000	18,770

Landfill Offset					
Landfill Offset	*0	*0	*0	*0	*0

Borrowing					
	0	0	341,577	311,035	298,866
	0	0	341,577	311,035	298,866

Other					
Audit	4,680	4,920	4,920	4,920	5,160

Total Indirect Offset	394,123	396,641	723,650	697,384	674,699
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* See attached

Trash Department

(Indirect Cost for Fiscal Year 2013)

Administration

	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
<u>Treasurer</u>			33,452	33,452	35,591
<u>Town Accountant</u>			19,061	19,061	19,343
<u>Assessors</u>			8,059	8,059	8,178
<u>Board of Selectmen</u>			1,366	1,366	1,936
<u>Town Hall</u>			1,627	1,627	1,660
<u>Town Manager</u>			7,883	7,883	8,999
<u>Law Office</u>			6,000	6,000	6,000
<u>I.T. Department</u>			57,584	57,584	55,606
			135,032	135,032	137,313

Employee Benefits

Retire Ply/County	65,500	77,455	84,688
FICA	5,101	5,101	5,101
Health/Life	100,705	103,205	74,856
Unemployment	0.00	0.00	0.00
Workers Comp.	32,107	32,798	28,973
HealthIns.Mig.Fund	2,500	2,500	2,015

	205,913	221,059	195,633
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Insurance

Property	335
Liability	2,883
Boiler/Machinery	26
Automobile	3,037
Inland Marine	3,884
Umbrella	205
Public Officials	1,982

	12,352	32,360	27,579
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Borrowing

		0	0
	125,260	119,413	0
	125,260	119,413	0

Other

Audit	4,920	4,920	5,160
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Total Indirect

	483,475	512,784	365,685
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School Department

(Indirect Cost for Fiscal Year 2013)

Administration	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
<u>Treasurer</u>	44,320	47,455	47,455	47,455	50,875
<u>Town Accountant</u>	27,246	28,931	28,931	28,931	29,510
<u>Board of Selectmen</u>	1,307	1,366	1,844	1,844	1,936
<u>Town Manager</u>	15,823	16,040	16,040	16,040	18,482
<u>Town Hall</u>	1,482	1,627	1,627	1,627	1,660
<u>Health Clinics/Insp.</u>	9,307	8,876	8,877	8,877	9,612
<u>Police Services</u>	49,968	49,968	33,751	33,751	36,770
<u>Assessors</u>	750	800	800	800	816
<u>Law Office</u>	6,000	6,000	6,000	6,000	6,000
<u>I.T. Department</u>	125,882	114,901	103,607	103,607	96,775
	282,084	275,964	248,932	248,932	252,436

Employee Benefits					
Retirement	861,578	875,024	960,721	1,023,216	1,214,802
Teacher Early Retire.	0	0	0	0	0
FICA	275,274	275,274	286,215	295,000	295,000
Health/Life	6,048,000	4,859,211	4,342,072	4,282,061	4,281,803
Health/Retired Staff	0.00	1,811,064	1,416,734	1,708,056	1,611,009
Unemployment	125,000	125,000	125,000	125,000	125,000
Workers Comp.	335,258	184,223	208,526	225,942	199,595
Health Ins. Mig. Fund	0	43,000	55,000	15,000	159,419
	7,645,110	8,172,796	7,394,268	7,674,275	7,886,628

Insurance					
Property	66,440	68,650	61,485		
Liability	33,779	25,113	14,867		
Boiler/Machinery	9,841	9,086	4,708		
Automobile	15,593	14,128	17,545		
Umbrella	7,751	7,516	1,840		
Public Officials	0	0	3,963		
School Board	13,633	17,769	13,511		
	147,037	142,262	117,919	145,480	124,086

Maintenance					
Highway Department	27,109	28,736	28,736	29,507	29,507
Building Inspections	2,398	2,422	2,422	2,422	2,422
	29,507	31,158	31,158	31,929	31,929

Other					
Audit	10,920	10,920	11,480	11,480	10,920

Total Ind Offset	8,114,658	8,633,100	7,803,757	8,112,096	8,305,999
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Gas and Electric Department

(Indirect Cost for Fiscal Year 2013)

Administration	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	
<u>Treasurer</u>	38,055	41,757	41,757	41,757	45,085	
<u>Town Accountant</u>	14,616	15,462	15,462	15,462	16,645	
<u>Assessors</u>	821	875	875	875	892	
<u>Board of Selectmen</u>	441	461	461	461	484	
<u>Town Manager</u>	3,692	3,743	3,743	3,743	4,312	
<u>Town Hall</u>	1,482	1,627	1,627	1,627	1,660	
<u>Law Office</u>	2,500	2,500	2,500	2,500	2,500	
<u>I.T. Department</u>	27,567	25,162	23,718	23,718	22,152	
	89,174	91,587	90,143	90,143	93,730	

Employee Benefits						
Retirement Ply/C	675,721	675,788	810,972	832,841	952,269	
FICA	55,120	57,000	59,000	59,000	59,000	
Health/Life	925,000	1,049,353	842,227	875,605	909,116	
Mig. Fund	0	15,840	12,000	0	22,146	
	1,655,841	1,797,981	1,724,199	1,767,446	1,942,531	

Insurance						
	0	0	0	0	0	

Other						
Audit	2,100	2,340	2,460	2,460	2,460	

Sub Total						
	1,747,115	1,891,908	1,816,802	1,860,049	2,038,721	

In Lieu of Taxes						
Total	372,000	372,000	392,784	380,000	531,715	

Total Offset						
	2,119,115	2,263,908	2,209,586	2,240,049	2,570,436	

Jacqueline Shanley

From: Charles Cristello
Sent: Friday, July 13, 2012 9:12 AM
To: Jacqueline Shanley
Cc: Bob Silva
Subject: FW: cable agreement

Jackie, Put on for a vote on the 23rd. Charlie

From: Decas, Murray & Decas [<mailto:decasmurraydecas@yahoo.com>]
Sent: Thursday, July 12, 2012 2:23 PM
To: Charles Cristello
Subject: cable agreement

July 12, 2012

Charles J. Cristello, Town Manager (*via email*)

RE: Channel 9 Cable Agreement with Lake CAM

Dear Charlie:

I think it is OK to have the Middleborough Selectmen sign the referenced agreement.

Very truly yours,

Daniel F. Murray
Town Counsel
DFM/s
12-103-4

**AGREEMENT BETWEEN THE TOWN OF LAKEVILLE
AND THE TOWN OF MIDDLEBOROUGH FOR
TEMPORARY USE OF LAKEVILLE'S COMCAST
CHANNEL 9 BY MIDDLEBOROUGH'S ACCESS
CORPORATION**

July 9, 2012

This agreement, between the Town of Lakeville through Lakeville Community Access Media, Inc. (LakeCAM), and the Town of Middleborough through Middleborough Community Cable Access Media (MCCAM), addresses the temporary use of Lakeville's Comcast Channel 9 by Middleborough Community Cable Access Media (MCCAM). Channel 9 is Lakeville's channel and will remain so.

In order to provide local programming to certain Middleborough residents who are fed by the Lakeville system, Lakeville Community Access Media, Inc. (LakeCAM), agrees to broadcast MCCAM Channel 9 on its Channel 9 so that those residents served by Lakeville's Comcast system can view it. Content for MCCAM Channel 9 is determined by the Cable Access Director at MCCAM; the content on Channel 9 in Lakeville will be the exact same broadcast as MCCAM Channel 9 in Middleborough. This agreement will become effective immediately and remain effective until Lakeville's new facility is operational, which is expected to be on or before September 23, 2012. MCCAM Channel 9 will be conveyed through the Comcast facility for transmission on Lakeville's Channel 9, similar to the airing of the Rotary Auction in the spring this year.

This agreement will end on or before September 23, 2012, but may be extended by mutual agreement of all parties.

**LAKEVILLE COMMUNITY
ACCESS MEDIA, INC.**

**MIDDLEBOROUGH BOARD
BOARD OF SELECTMEN**

*Incorporated 1669
335 Years of Progress*



CRANBERRY CAPITAL
OF THE WORLD



Town of Middleborough
Massachusetts

508-947-0928
FAX 508-946-2320

Town Manager

MEMORANDUM

TO: Board of Selectmen
FROM: Charles J. Cristello, Town Manager
RE: Terms for Permanent Cable Committee Members
DATE: July 6, 2012

Recently you appointed two new members to the Permanent Cable Committee, one to a one year term and one to a three year term. The Permanent Cable Committee is one of the committees where the existing members do not have terms. I am recommending that you appoint the existing members to the following terms which I have discussed with Mr. Silva who chairs the Permanent Cable Committee.

Appointee	Term ending June 30,
Robert W. Silva	2015
Stephen Callahan	2015
Robert Denise	2014
Kevin Franzosa	2014
Maureen Candito	2014
Adam Pelletier	2013
Mark Mobley	2013

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR STATE PRIMARY ELECTION
SEPTEMBER 6, 2012

PLYMOUTH, SS.

To either of the Constables of the Town of Middleborough

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in the State Primary Election to vote at the polling places listed below:

Precinct 1	Oak Point Club House 202 Oak Point Drive
Precincts 2, 4, 6	Middleborough High School Gymnasium 71 East Grove Street (Route 28)
Precinct 3	South Middleborough Fire Station 566 Wareham Street (Route 28)
Precinct 5	Leonard E. Simmons Senior Multi Service Center 558 Plymouth Street

on **THURSDAY, THE SIXTH DAY OF SEPTEMBER, 2012**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primary Election for the candidates for the following office:

SENATOR IN CONGRESS.....FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS.....NINTH CONGRESSIONAL DISTRICT
COUNCILLOR.....FIRST COUNCILLOR DISTRICT
SENATOR IN GENERAL COURT.....FIRST PLYMOUTH & BRISTOL DISTRICT
REPRESENTATIVE IN GENERAL COURT.....SECOND PLYMOUTH DISTRICT
REPRESENTATIVE IN GENERAL COURT.....TWELFTH PLYMOUTH DISTRICT
REPRESENTATIVE IN GENERAL COURT.....TWELFTH BRISTOL DISTRICT
REGISTER OF DEEDS.....PLYMOUTH DISTRICT
CLERK OF COURTS.....PLYMOUTH COUNTY
COUNTY COMMISSIONER.....PLYMOUTH COUNTY

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 23RD day of JULY, 2012.

Alfred P. Rullo, Jr.

Stephen J. McKinnon

Steven P. Spataro

Allin Frawley

Ben Quelle

Board of Selectmen
Town of Middleborough

Pursuant to the instructions contained in the above warrant, I have notified and warned all the 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 Middleborough Gazette on the 2ND day of August, 2012, that date being more than seven days before the time specified for said meeting.

Bruce Gates, Police Chief

July 12,2012

To The Honorable Board of Selectmen

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

Dear Mr. Chairman

On September 15, 2012 the Middleborough Memorial High School Class of 1962 will join together to celebrate 50 years since their graduation from the Middleborough Public School System.

Prepared with that education, members of the class have traveled the world. Many served their country in the Armed Forces, and some gave their lives in that service. The class produced mothers, fathers, artists, musicians, police officers, rocket scientists, professors, doctors, librarians, printers, factory workers, restaurateurs, missionaries, secretaries, health care providers, to name just a few.

In 1962 the class graduated 148 members, but 34 of our classmates are no longer with us.

In honor of all of the past and present Class of 1962 members, this letter is written to you with the request that you will join us in marking this occasion, and that September 15, 2012 be named by the Board of Selectmen as "Middleborough Memorial High School Class of 1962 Day" in honor of our 50 year celebration.

Thank you for you consideration.



Gerald E Savard, OD
President
MHS Class of 1962

100 Plymouth Street, Middleboro, MA 02346 - - - 508.947.0565 - - -

June, 2012

Dear Friends:

Thank you for your support of the 2012 Middleboro Fire Local #3653 Fill the Boot Drive which will be held from August 24th - Aug 26th. Middleboro Fire has raised over \$28,000.00 in the past six years for Muscular Dystrophy thanks to the support of the Middleboro Community and their efforts to make a difference!

MDA is funded entirely through special events put on by special people, like the Middleboro Firefighters to provide services that benefit families living with a muscle disease in the local community. The dollars raised helps MDA provide comprehensive services including visits to local MDA clinics, summer camp for children ages 6-17, repairs on medical equipment, and advance its research efforts to find treatments and cures for over 40 neuromuscular diseases.

Thank you for helping MDA make a difference!



Melanie Britto
Executive Director
508-821-1533
mbritto@mdausa.org

Make a Muscle, Make a Difference®

R. RODNEY HOWELL, M.D., Chairman of the Board • GERALD C. WEINBERG, President & CEO • SUZANNE LOWDEN, Treasurer
OLIN F. MORRIS, Executive Committee Chairman • STANLEY H. APPEL, M.D., Medical Advisory Committee Chairman
LOUIS M. KUNKEL, Ph.D., Scientific Advisory Committee Chairman



Incorporated 1669
341 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

July 18, 2012

To: Charles Cristello

From: Andrew Bagas

A handwritten signature in black ink, appearing to read "Andrew Bagas".

RE: Wood Street Culvert Contract

Attached please find four (4) contracts for the Wood Street Culvert Replacement. The contracts have been reviewed and signed by Town Counsel and the Town Accountant.

Please have the Board of Selectmen sign the contracts and return them to me.



89 Rocky Meadow Street
Middleborough, Massachusetts 02346-3011

774-766-4166
www.giogroup.com

June 28, 2012

Mr. Andrew Bagas, Director
Middleborough Department of Public Works
48 Wareham Street
Middleborough, MA 02346

Re: Wood Street Culvert Replacement – Contract 2012-2

Dear Mr. Bagas:

Enclosed are four sets of Contract Documents for the referenced contract. All sets have been reviewed for completeness and are ready for review by Town Counsel and execution by the Selectmen.

The documents should be signed and dated by the Town Counsel and Town Accountant in the spaces provided on Page 00500-21. The Selectmen should sign page 00500-21 and date pages 00500-1, 00610-2 and 00610-4

Upon execution, please return one copy to the GIO Group and C. Naughton and retain two copies (including the one labeled “original”) for your file.

We also enclose a copy of the Notice to Proceed which should be dated (in two locations) then signed by the Town Manager and sent to C. Naughton for acknowledgement.

Please call if you have any question.

Very truly yours,

A handwritten signature in black ink, appearing to read "Brian P. Giovanoni".

Brian P. Giovanoni, P.E.

GIO Group, Inc.
enc.

SECTION 00680
NOTICE TO PROCEED

To: C. Naughton Corp.
48 Dorothea Drive
Weymouth, Massachusetts 02188

Date: _____

Work: Wood Street Culvert Replacement
and Appurtenant Work
Middleborough, MA

You are hereby notified to commence Work in accordance with the Agreement dated _____, 2012, and you are to complete the Work within the time allotted in Section 00200 of the Contract Documents.

FOR THE TOWN OF MIDDLEBOROUGH

Town Manager

ACCEPTANCE OF NOTICE

Receipt of this NOTICE TO PROCEED
is hereby acknowledged by:

This the _____ day of _____, 2012

By: _____

Title: _____

END OF SECTION

FOR SETTLEMENT PURPOSES ONLY

**MEMORANDUM OF AGREEMENT RE: CONSOLIDATION OF SCHOOL AND
TOWN INFORMATION TECHNOLOGY SERVICES**

The Town of Middleborough (“the Town”), the General Municipal Employees Group (“GMEG”) and Roger Brunelle (“Brunelle”), the Town’s Information Technology Director, hereby agree to the following resolution of all issues, including the conclusion of Brunelle’s employment with the Town, related to the Town’s consolidation of information technology services with the Middleborough School Department.

1. Brunelle will submit the attached letter of resignation, confirming that he is irrevocably resigning and retiring from his position as Town Information Technology Director effective October 4, 2012.
2. The Town will keep Brunelle on paid sick leave up to and including October 3, 2012. In addition, the Town will pay Brunelle \$10,835.48 in sick leave buyback and \$13,834.06 for his unused vacation. By making these payments, the Town will satisfy any financial obligations to Brunelle.
3. The Town will not be obligated to fill the position of Information Technology Director (“ITD”). The duties of that position, as determined by the Town, will be assumed by the ITD for the Middleborough School Department. In Fiscal Year 2013, but no later than October 4, 2012, the town will fill the currently vacant GMEG position titled, “Data Processing Administrative Technical Assistant,” with the duties of the position determined by the Town.
4. The parties acknowledge the completion of any bargaining obligations under C. 150E and compliance with any pertinent provisions of the collective bargaining agreement between GMEG and the Town.

5. Brunelle remises, releases and forever discharges the Town of Middleborough and GMEG, their officers, agents, employees, appointed and elected officials, both individually and in their official capacity, from any and all grievances, claims or causes of action of any kind related to or arising out of his employment with the Town and the terms and circumstances under which it is concluding, including without limitation any claims under the GMEG collective bargaining agreement, any express or implied oral or written contractual agreements, any Town policies or practices and any Massachusetts and federal laws (other than COBRA rights and retiree health insurance), including without limitation M.G.L. c. 150E. Brunelle further acknowledges that this Agreement is meant to comply with the Older Worker Protection Act of 1990. Therefore:

a. He knowingly and voluntarily waives any and all claims under the Age Discrimination in Employment Act of 1967, or any other statute prohibiting discrimination based upon age, in exchange for consideration of value to which he would not otherwise be entitled;

b. The Town is hereby giving him notice to consult an attorney, and he has consulted with counsel of his own choosing;

c. He has been given up to 21 days to consider the signing of this Agreement, and he understands that he may revoke this Agreement within a period of seven days after he signs it by giving written notice to the Town Administrator. The Agreement shall not become effective or enforceable until this revocation period has expired. If he should sign this Agreement before the end of the twenty-one (21) day period, such signing shall be considered notice to the Town of his intent to waive his right to consider the Agreement for the twenty-one days. In the event that he exercises his right to rescind this Agreement, all obligations of the Town under this Agreement will cease upon such rescission.

d. He understands the terms of this agreement and enters into it voluntarily with full knowledge of its meaning.

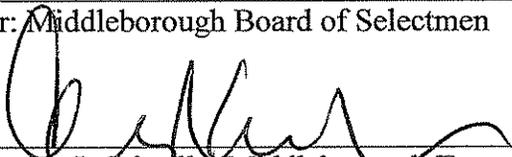
6. Prior to entering this Agreement, the parties acknowledge that this is a fair disposition of this matter and that they have been afforded and exercised the opportunity

to consult legal representation of their own choosing. They acknowledge that they sign this agreement voluntarily, without coercion.

7. This Agreement constitutes the entire agreement and understanding of the parties, and supersedes all prior agreements and understandings of the parties, if any, whether oral or written. This Agreement may not be modified, altered, amended or repealed, except upon the written consent of all parties hereto. More than one copy of this Agreement may be signed and the parties agree that each signed copy shall be deemed an original.

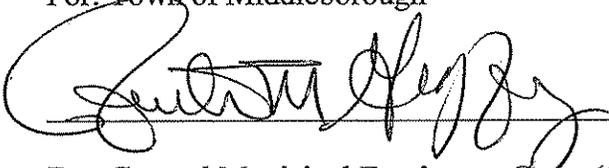
8. The Agreement and the terms herein may not be used to prejudice the position of the parties in any pending or future matter and, therefore, shall not be admissible in any matter or proceeding except one to enforce its terms.

For: Middleborough Board of Selectmen Date



Charles J. Cristello, Middleborough Town Manager Date

For: Town of Middleborough



For: General Municipal Employees Group(GMEG) Date



Roger Brunelle Date

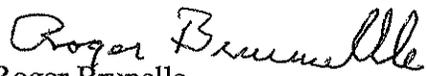
July 19, 2012

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

Dear Board Members,

This is to advise you that I am irrevocably resigning and retiring from my position as Information Technology Director effective October 4, 2012.

Sincerely,


Roger Brunelle

Date: June 19, 2012

To: Middleborough Board of Selectmen

From: Chairman Al Rullo

Subject: Proposed Transfer of Duties from BOS to Town Manager

I have been looking at ways to reduce the workload of our secretary as well eliminating some of the more routine items which appear on our agenda each week.

I am recommending that we transfer Town Hall rentals and Town Hall Lawn Signage request to the office of the Town Manager. These items do not take a great deal of time during our meetings but do place a much larger demand on our secretary's time. The board does not add value to the approval process and it is my opinion that it would be more appropriate to be handled by the Town Managers office. The Board will be kept informed with a report listing all the approvals made.

I am therefore requesting your support for this approval.

MIDDLEBOROUGH POLICE STATION BUILDING COMMITTEE

Middleborough Town Hall
10 Nickerson Avenue
Middleborough, MA 02346
(508) 947 - 0928
FAX (508) 946-2320

REQUEST FOR QUALIFICATIONS

July 25, 2012

POLICE STATION FEASIBILITY STUDY

A. Introduction

The Town of Middleborough through its duly established Police Station Building Committee is issuing this Request for Qualifications (RFQ) soliciting proposals from qualified architectural/engineering firms for a feasibility study and site evaluation for the renovation/expansion of the Middleborough Police Station (the Project).

The Project is to be managed by the Police Station Building Committee acting on behalf of the Town of Middleborough and will be coordinated with other appropriate Town departments as needed.

The selection procedure that applies to the RFQ is the designer selection procedure for municipalities for the procurement of design services for a building project pursuant to M.G.L. c. 7 Sections 38A 1/2-38O.

The scope of services involves the preparation of a feasibility study, schematic design, and cost estimates that will be needed before the Town presents an Article to Town Meeting to fund the final design and construction of the Project. If the Article is approved, it is the intention of the Committee to continue the design services through final design, the preparation of construction documents and the administration of the construction contract.

During the selection of the Designer for the Feasibility/Schematic Design Phase, the Building Committee will consider whether applicants are qualified to perform the later phases of the design services, should those services be required after the Town Meeting vote.

The Police Station Building Committee has established a lump sum design fee of \$50,000 for design services during this Phase of the design, to cover the architectural and engineering services, consultants, testing and borings, and other investigations described in the scope of services.

The deadline for submitting proposals is Thursday, August 23, 2012 at 2 p.m., at which time all proposals received will be recorded. Proposals received after the delivery deadline shall be rejected and returned, unopened, to the sender. Proposers must deliver one (1) original and nine

Town of Middleborough Request for Qualifications

(9) copies of the proposal (see Section I, Proposal Requirements). If the Middleborough Town Hall is closed at the time of the delivery deadline due to uncontrolled events such as fire, wind, or building evacuation, the proposal delivery deadline will be postponed until 2:00 p.m. on the next normal business day on which the Middleborough Town Hall is open. In such event, proposals will be accepted until that later date and time.

Proposals must be received by the applicable deadline at the following address:

Middleborough Police Station Building Committee
c/o Town Manager's Office
Town of Middleborough
10 Nickerson Avenue
Middleborough, MA 02346

The Police Station Building Committee will hold a pre-proposal conference for interested architectural/engineering firms on Thursday, August 9, 2012 at 2:00 p.m. in the Middleborough Town Hall, 10 Nickerson Avenue, Middleborough. Proposers are strongly encouraged to attend the pre-proposal conference, however, such attendance is not mandatory.

Conforming proposals received by the applicable deadline will be reviewed by the Police Station Building Committee following the submission deadline. Proposals will not be public records available for inspection until after the Police Station Building Committee has completed its review and an architectural/engineering firm is awarded a contract. One or more contracts may be awarded to the responsive and responsible architectural/engineering firm (and any qualified participating consultants or sub-contractors) submitting the overall most advantageous proposal, taking into consideration the team's qualifications and experience, understanding of the project's goals, staff capacity, and references. The Police Station Building Committee anticipates that a contract award decision will be made within 30 days of the proposal submission deadline.

The Police Station Building Committee reserves the right to reject any proposal which, in its judgment, fails to meet the requirements of this RFQ or which is incomplete, conditional, or obscure, or which contains additions or irregularities, or in which errors occur in addition to the foregoing. The Police Station Building Committee also reserves the right to reject any and all proposals if it deems such rejection(s) to be in the best interest of the Town. The Police Station Building Committee also reserves the right to waive minor discrepancies, to permit a proposer to clarify discrepancies, and/or to conduct discussions with any and all proposers in any manner necessary to serve the best interests of the Police Station Building Committee or the Town. Any fees or other expenses of the proposer associated with this RFQ process are solely the responsibility of the respective proposer.

Except for questions addressed during the pre-proposal conference, questions about this RFQ must be directed in writing to Caroline R. LaCroix, Assistant to the Town Manager, Town of Middleborough. Correspondence may be sent to Ms. LaCroix by mail at 10 Nickerson Avenue, Middleborough MA, 02346, or by fax to 508-946-2320, or email at clacroix@middleborough.com, and must be received no later than Wednesday, August 15, 2012

Town of Middleborough Request for Qualifications

at 2:00 p.m. All questions received by the deadline will be answered in writing or by email, and the responses to substantive questions will be distributed to all proposers on record as having received this RFQ.

B. Project Description

The Police Station Building Committee, in conjunction with the Middleborough Board of Selectmen, seeks proposals for architectural and engineering services for preparation of a feasibility study and site evaluation for a renovation/expansion to the Middleborough Police Station. The selected architectural/ engineering firm will work with the Police Station Building Committee to complete the scope of services as outlined in Section C – Scope of Services. The target date for completion of all major services under this RFQ is December 31, 2012.

The current Middleborough Police Station was built in 1819. It originally housed the Col. Peter Peirce general store for many years, later a district court and since 1935 the Middleborough Police Department. It is one of the most historically significant structures in Middleborough, individually listed on the National Register and located within a National Register District. However, it no longer adequately functions adequately as a headquarters for a modern day police department. Among the deficiencies are inadequate workspace, lack of storage space, no personnel decontamination facilities, inadequate security for personnel and records, dangerous conditions for prisoner control and movement, and compromised confidential interview areas. The building lacks central air conditioning, has inadequate heating and electrical systems, and has rotting windows and beams in the basement, to name some of the more obvious problems.

After investigating moving the Police Station to other locations in town the Police Station Building Committee has decided to evaluate whether the renovation/expansion of the existing Police Station is feasible. The Committee hired Roth & Seelen to develop a preliminary program and conceptual plan for the site, which the Committee endorsed in March, 2012. The conceptual plan calls for a 15,000 +/- sq.ft. addition on the Jackson Street side of the building in what is currently a municipal parking lot which would house the dispatch, booking, holding and officer-in-charge functions. The 10,000 +/- sq.ft. renovation and infill addition in the existing building would house administrative offices, conference rooms, storage, utilities, and future expansion space. The preliminary program and conceptual plan is attached to this RFQ.

If construction is funded by the Middleborough Town Meeting and any required ballot elections, the Police Station Building Committee may recommend that the architectural/engineering firm be retained for final design and construction phase services for the police station, contingent on both the Town of Middleborough and the architectural /engineering firm successfully negotiating a scope and fee for additional services. The decision to retain the architectural/engineering firm for such additional services will be at the sole discretion of the Police Station Building Committee, the Middleborough Town Manager and the Middleborough Board of Selectmen.

Town of Middleborough Request for Qualifications

C. Scope of Services

The scope of services under this RFQ includes, but is not limited to the following tasks:

1. Perform a condition assessment of the existing Police Station building including architectural, structural, mechanical, electrical, plumbing and fire protection systems. Conduct a hazardous materials survey to determine the presence, if any, of asbestos, lead paint, petroleum product or other hazardous materials that will require special consideration for disposal/handling during construction.
2. Conduct a topographic survey of the entire property and the adjacent town owned parcel. At a minimum, the survey shall include property boundaries; roadway layouts; existing above ground and underground utilities; locations of existing buildings, trees and other appurtenances.
3. Work with the Police Station Building Committee to refine and update the preliminary building program. Meet with the Middleborough Police Chief and review the *Middleborough Police Station Renovation/Addition Concept II Plans* dated March 5, 2012 prepared by Roth & Seelen, Inc. Meet with the Police Station Building Committee to finalize the program.
4. Prepare Schematic Design plans. At a minimum, schematic design shall include the following:
 - a. Conduct a subsurface investigation (soil borings, test pits, etc.) to obtain information pertaining to the existing soil conditions. Prepare a geotechnical report summarizing subsurface data and test results with recommendations for foundation design criteria.
 - b. Review available site maps and surveys for zoning compliance, wetlands, flood plain and environmental issues. Attend related hearings and meetings as required.
 - c. Develop a schematic site plan and building layout along with a summary showing the approximate percentage of the tract to be occupied by building(s), by parking and other paved circulation areas, and by open areas, and the approximate number of vehicular parking spaces. The schematic site plan shall conform to the requirements of the Middleborough Planning Board Site Plan Review;
 - d. Prepare a locus map, identifying the site within a plan of the neighborhood, accompanied by photographs of surrounding buildings, features, and landscapes, that provides an understanding of the physical context of the site;
 - e. Prepare schematic design drawings of the proposed building showing interior layouts and exterior elevations indicating materials;
 - f. Identify all applicable permits required for the proposed construction;
 - g. Prepare a schematic design cost estimate. The estimate shall include hard construction costs as well as soft costs such as engineering fees, testing, legal and inspection services, furniture, and communications equipment. The final schematic design cost estimate will establish the project budget;

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- h. Meet with the Police Station Building Committee to review the Schematic Design plans and cost estimates;
5. Prepare for and attend one public presentation to present the Schematic Design and to answer and receive input from the general public.

D. Additional Considerations

1. The proposed facilities must provide for efficient operations and administrative layout. Areas to be considered and provided for include, but are not limited to, employee and public facilities, work area operations flow, noise suppression, energy efficiency, low maintenance, administrative meeting areas (including provision for storage), visitor meeting areas, and parking for the public and staff.
2. The design process will emphasize cost effective concepts consistent with code, regulation and professional standard for public facilities. In addition, the design should be flexible to allow for future program modifications.
3. Design and materials concepts and cost estimates are to consider minimizing life-cycle costs.

E. Schedule

It is the intent of this Project to complete the Police Station feasibility study and site evaluation by December 31, 2012 to allow sufficient time to prepare an article requesting final design funding for Town Meeting. Meeting this schedule is critical to the success of the Project. The architectural/engineering firm must prepare a project timeline to meet this schedule and demonstrate that they have the resources to complete the project on time.

F. Proposal Requirements

To be eligible for review, the proposer shall submit one (1) original and nine (9) copies of its proposal, which shall contain all of the following information, arranged in the order listed below:

1. A cover page, identifying the name of the project as "Police Station Feasibility Study". Include the name of the architectural/engineering firm, official address, contact person, voice telephone and email address.
2. A cover letter which must be signed by the individual with authority to bind the proposal team to contractual commitments.

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3. If the proposal team involves more than one firm, the proposal must also identify all subconsultants or subcontractors in addition to the architectural/engineering firm, with full contact information for each such participating entity or individual.
4. An outline of the experience of the architectural/engineering firm with regard to similar projects considered relevant, including a summary of change order costs to overall project costs in such identified projects.
5. Provide a proposed scope of work and services for the Project, including critical dates and a proposed Project schedule assuming a Notice to Proceed on October 1, 2012.
6. A staffing plan with resumes that identifies the principal in charge, the project manager, and key personnel who will work on the Project, and an organizational chart of the Project team.
7. A description of the firm's history, size, experience, and capabilities available to complete the scope of work. The qualifications section of the proposal must include:
 - a) A description of the architectural firm, its practice, specializations, staffing, and current staff capacity, and experience working for local government clients in the Commonwealth of Massachusetts;
 - b) A description of the team's experience with municipal public safety projects. The description of experience must include a list of all public safety building projects within the past ten (10) years in which the development team included any member of the team proposed for this Project
 - c) A description of the team's experience with National Register historic renovation/expansion projects.
 - d) Resumes and evidence of appropriate and current Massachusetts licenses or registrations (where applicable) for all individuals who will be assigned to work on this Project;
 - e) A list of the architectural firm's current contractual commitments.
9. Include a completed "*Standard Application Form for Municipalities and Public Agencies not with DSB Jurisdiction*" as published by the Commonwealth of Massachusetts. An electronic version is available at the mass.gov website.
10. Submit at least three (3) separate written professional references with persons who are familiar with the work of the firm's staff that will be assigned to this project; at least one (1) reference shall be municipal references in the Commonwealth of Massachusetts. References shall include full contact information for each reference (name, title, mailing address, telephone number, and email address, the name of the project(s), and the date(s) of service). References must be available to be contacted by person, phone and/or correspondence as to the firm's past performance.

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11. Provide a Certificate of Non-Collusion (Attachment A of this RFQ).
12. Provide a Certificate of Good Standing and/or Tax Compliance from the Commonwealth of Massachusetts (Attachment B of this RFQ), or a statement that this certificate has been applied for.

Outside of the documents required under 9, 10, 11, and 12 above and attached resumes, the architectural firm shall limit its presentation to 15 double sided pages.

G. Designer Qualifications and Selection

Evaluation Criteria – The Police Station Building Committee will evaluate submitted proposals based upon the following criteria:

- Experience with design of similar Police Station building projects
- Experience with the renovation/expansion of historically significant National Register structures
- Qualifications of individuals to be assigned to the Project
- Understanding of the Project
- Quality of references
- Demonstrated capacity to manage projects in a public-sector environment
- Desirability of proposed project schedule
- Adherence to proposal requirements
- Thorough knowledge of Commonwealth of Massachusetts procurement requirements
- Adherence to project budgets and minimization of change orders

The Police Station Building Committee may invite the top ranked firms for interviews and/or presentations. The Police Station Building Committee reserves the right to reject any and all proposals, waive informalities, and award contracts as may be in the best interests of the Town of Middleborough.

The selected designer will be expected to execute a design contract with Middleborough that will be in substantial compliance with the sample design contract that is attached to the RFQ.

H. Municipal Contact

Questions regarding this Request for Qualification and related issues should be addressed to:

Town of Middleborough Request for Qualifications

Caroline R. LaCroix
Assistant to the Town Manager
Town of Middleborough
10 Nickerson Avenue
Middleborough, MA 02346

Email: clacroix@middleborough.com

I. General Information

1. All work under this RFQ must be completed no later than December 31, 2012, unless extended in writing by the Town.
2. All proposal, proposal response inquiries, or correspondence relating to or in reference to this RFQ, and all reports, charts, displays, schedules, exhibits and other documentation submitted by any proposer, including but not limited to the successful proposer, shall become the property of the Town when received.

The successful Proposer will be required to provide a certificate of insurance demonstrating that it has Workers Compensation Insurance, Employees Liability Insurance, Automobile Liability Insurance and Professional Liability Insurance. The Town of Middleborough shall be named as "additional insured" on all policies except Worker's Compensation and Professional Liability insurance. The Professional Liability Insurance policy shall provide coverage in an amount not less than \$2,000,000. All required insurance policies shall require a thirty (30) day notice of cancellation to the Town of Middleborough.

ATTACHMENT A

CERTIFICATE OF NON-COLLUSION

Pursuant to M.G.L.C. 40, §4B1/2, the undersigned certifies under penalties of perjury that this proposal is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

COMPANY NAME

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINTED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

DATE

ATTACHMENT B

CERTIFICATE OF COMPLIANCE WITH STATE TAX LAWS

Pursuant to M.G.L.C. 62C, §49A (b) and M.G.L.C. 151A, §19A, I hereby certify under the penalty of perjury that

_____, has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

SIGNATURE OF INDIVIDUAL OF CORPORATE OFFICE*

SOCIAL SECURITY NUMBER/FEDERAL IDENTIFICATION NUMBER**

CORPORATE NAME (IF APPLICABLE)

NAME AND TITLE OF CORPORATE OFFICE (IF APPLICABLE)

* Approval of a contract or other agreement will not be granted unless this certification clause is signed by the proposer. For all corporations, a certified copy of the authorizing vote of the Board of Director must be provided.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Massachusetts General Laws, Chapter 62C, §49A.

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ATTACHMENT C

STANDARD DESIGNER APPLICATION FORM FOR MUNICIPALITIES AND PUBLIC
AGENCIES
NOT WITHIN DSB JURISDICTION 2005

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ATTACHMENT D

SAMPLE DESIGN CONTRACT

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ATTACHMENT F

MIDDLEBOROUGH POLICE STATION RENOVATION/ADDITION CONCEPT II PLANS