

# **NEW BUSINESS**

**7-28-14**

## Jacqueline Shanley

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**From:** Wasylyk, Mary (SEN) <Mary.Wasylyk@masenate.gov>  
**Sent:** Monday, July 21, 2014 5:01 PM  
**To:** Jacqueline Shanley  
**Subject:** Middleborough Rotary Advisory committee

**Importance:** High

Hi Jackie,

Following up to our conversation last week relative to the rotary advisory committee (aka the rotary task force). The representatives from Middleborough by virtue of their position are:

The Middleborough Town Manager

A representative of the Middleborough Board of Selectmen

The Middleborough Town Planner

Two Middleborough residents at large to be appointed by the Board of Selectmen

Do you know if these appointments have been made?

Please advise.

*Mary*

Mary Wasylyk

Chief of Staff

Office of Senator Marc R. Pacheco

State House, Room 312B

Boston, MA 02133

CRANBERRY CAPITAL OF THE WORLD



Phone: 508-946-2405 Fax: 508-946-0058

Town of Middleborough Massachusetts

BOARD OF SELECTMEN

APPLICATION FOR LICENSE (PLEASE TYPE OR PRINT CLEARLY)

DATE July 14, 2014 NAME OF APPLICANT <sup>H.</sup> William Fuller <sup>MR.</sup> + Stephanie ~~Attending Service of N.E. Inc~~ ADDRESS OF APPLICANT 13 West End Ave ASSESSORS MAP & LOT 442/5545 NAME OF BUSINESS ~~Auto Glass / MASSACHUSETTS Community College~~ OWNER OF PROPERTY TO BE LICENSED KRAZY DAYS ADDRESS OF PROPERTY TO BE LICENSED ASSESSORS MAP & LOT

TYPE OF LICENSE REQUESTED (Check One)

- 2nd Hand Furniture Class I License Class III License Common Victualer 2nd Hand Clothing Class II License Liquor License  Other

Anticipated Start Date for Business August 1st / 2nd August 1st - MASSACHUSETTS Hours requested: 10 AM - 1 AM - MASSACHUSETTS 8/1 - 3 PM - 8 PM - MASSACHUSETTS

Has the Applicant previously held a similar license in the Town of Middleborough or elsewhere? If yes, explain: YES, SIMILAR REQUESTS FOR LAST YR KRAZY DAYS

Signature [Handwritten Signature]

DATE OF HEARING

APPROVED/DENIED

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

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

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

[Large Handwritten Signature]

I, the Clerk of the Board of Selectmen of the Town of Middleborough, Massachusetts, certify that at a meeting of the board held \_\_\_\_\_, 20\_\_, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: that the maximum useful life of the following departmental equipment to be financed by borrowing the respective amounts listed below, authorized by votes of the Town under the following articles at the May 27, 2014 Annual Town Meeting, is hereby determined pursuant to G.L. c.44, §7(9) to be as follows:

<u>Article</u>	<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
10	Personnel Protective Equipment	\$100,000	<u>10</u> years
11	Mower	92,000	<u>10</u> years
11	Pick-Up/Plow	61,000	<u>10</u> years
10	Command Vehicle	55,000	<u>5</u> years
12	Voting Booths and Covers	24,500	<u>5</u> years
12	Animal Control Vehicle	22,000	<u>5</u> years
11	Cabs and Chassis	20,000	<u>5</u> years
12	Carpeting	19,995	<u>5</u> years

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Clerk of the Board of Selectmen

# MIDDLEBOROUGH POLICE DEPARTMENT

99 NORTH MAIN STREET  
MIDDLEBOROUGH, MA 02346

(508) 947-1212  
Fax (508) 947-1009



Bruce D. Gates  
Chief of Police

July 16, 2014

Board of Selectmen  
Town Hall  
Middleborough, MA 02346

RE: Auxiliary Appointments

Honorable Board,

I would recommend appointing the following as Auxiliary Police Officers:

James Braga  
Nichole Lapham  
Tyler Silva

They all graduated from the Municipal Police Training Committee basic course of training for Reserve/Intermittent Police Officers academy on July 13, 2014.

They were all background cleared before they enrolled in the academy which started in February 2014.

Respectfully Submitted,

  
Bruce Gates,  
Chief of Police

C/c Charles Cristello  
Town Manager

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

**NOTICE OF BETTERMENT AGREEMENT** July 2, 20<sup>14</sup>  
**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 April 18, 2014 with Rene & Barbara Boulay  
(insert date) (insert name(s) of property owner(s))**

**with respect to real estate located at 137 Rocky Meadow Street  
(insert address of property)**

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

**Registry of Deeds in Book 5466, Page 305  
(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

Seventeen Thousand Seven Hundred Five & .00/100 (\$ 17,705.00 )  
(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.

\_\_\_\_\_  
Allin Frawley, Chairman

\_\_\_\_\_  
Leilani Dalpe, Vice Chairman

\_\_\_\_\_  
John M. Knowlton

\_\_\_\_\_  
Diane Stewart

\_\_\_\_\_  
Stephen J McKinnon

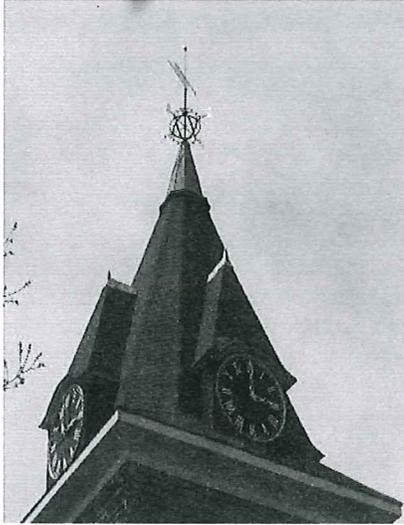
Board of Selectmen  
Town of Middleborough

**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:**



# Fall Festival and Craft Fair

September 27, 2014  
9A.M. to 2P.M.

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

We are again requesting permission to use barriers to block off Plymouth Street in front of the North Congregational Church on Saturday, September 27, 2014 from 8AM to 3PM for our annual Fall Festival and Craft Fair

9.27.14

We are also requesting that the barriers from the highway department are made available to us, as they have been in the past.

If you have questions or concerns, please contact me directly at 508-947-8609.

Sincerely yours,  
Gordon Cass, North Congregational Church  
PO Box 1209  
Middleborough, MA 02346

## Jacqueline Shanley

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**From:**  
**Sent:** Tuesday, July 22, 2014 3:08 PM  
**To:** Jacqueline Shanley  
**Subject:** Dylan Berio light up gold request  
**Attachments:** ltr for gold world project 2014.docx

Dear Jackie,

Thank you so much for taking the time to speak with me about the Gold World Project and request for the town to light up in gold in September. I have attached the letter for you . I greatly appreciate your acknowledgement to this that is near and dear to our hearts. Have a great day.

Sincerely,

*Dawn Berio*



June 13, 2014

Dear Ms. Jackie Shanley,

September, Childhood Cancer Awareness Month, is fast approaching. I am sending you this email to ask if you would kindly consider joining dozens of other landmarks and iconic buildings across the United States this September to raise awareness by either lighting up your flag pole, town office or town structure by illuminating them in gold, the color of childhood cancer awareness on September 1, 2014 in honor of Childhood Cancer Awareness Month. It would mean a great deal to our family to see the town's structure's illuminate in gold this year to show their support and help raise awareness.

My name is Dawn Berio, a resident of Middleborough for the past 17 years. I am also the proud mother of two boys, Hayden 14-1/2 and Dylan (pictured above) age 6 1/2. You may already know Dylan and know his story. Dylan was diagnosed with three brain tumors on June 10, 2014 (one tumor is inoperable). Dylan has lost 50% of his vision and has endured 2 brain surgeries and is currently on his fourth protocol of chemotherapy treatment to continue to keep his tumors. On January 2, 2014 Dylan's MRI scanned showed three new tumors which prompted doctors to put him on his current chemotherapy for two years. Currently all his tumors and vision are stable. Dylan does not let this stop him from doing everything he loves. Playing baseball, playing trucks and cars and being a policeman which is his dream to be when he grows up. He loves his community tremendously. Dylan has a long journey to endure with chemotherapy treatments and possibly more surgeries until he is a teenager and get radiation treatment to hopefully rid him of these tumors once and for all. Until then he will be off and on chemotherapy to keep his tumors stable.

I have seen too many children in the childhood cancer community die of this horrible disease. In our community of Middleborough we have been saddened with losing two of our own children to this horrible disease within four months of each other.

In March 2014 I joined as community on Facebook called "The GOLD WORLD Project" started in March 2014 by Tony Stoddard from Sandown, NH who lost his son Cole at age 5 to Neuroblastoma, a form of brain cancer. The project's goal is to bring awareness to childhood cancer by lighting up, wearing and going gold in September. Awareness works, awareness is needed, and awareness will lead to more funding and research for childhood cancer so someday there will be a cure for all forms of childhood cancer. Please check out "The GOLD WORLD Project" and their accomplishments at <https://www.facebook.com/thegoldworldproject> They have received support from our Boston's own Zakim Bridge and Prudential Tower and Atlantic Wharf as well as other landmarks like Niagara Falls, Ben Franklin Bridge, and the Battleship New Jersey which will light up this year on September 1<sup>st</sup> to show support to Childhood Cancer Awareness month as well as other landmarks across the USA across the country.

I would like to take the time within the next couple of months to meet with you to sit down and discuss the project and invite you to participate in this that is very near and dear to our hearts and family.

Sincerely,

Dawn M. Berio

## Cancer Facts

It is impossible to measure the impact that childhood cancer has on its victims and their families by using statistics but research funding decisions are often based on numbers. Here are some facts about childhood cancer for you to consider:

### Cancer Facts

- Everyday **SEVEN** kids will die from Cancer. That's **2,555** every year.
- Cancer is the leading cause of death by disease in children and adolescents in the United States. (Source: National Cancer Institute)
- Each year in the United States, approximately 13,500 children and adolescents 18 and under are diagnosed with cancer, that's more than a classroom of kids a day. (Sources: Center for Disease Control and Children's Oncology Group)
- One out of every 300 males and one out of every 333 females in America will develop cancer before their 20th birthday. (Source: American Society of Clinical Oncology)
- More than 40,000 children undergo treatment for cancer each year. (Source: CureSearch)
- Approximately 20 percent of all children with cancer will die for their disease, a secondary cancer, or complications from treatment. (National Cancer Institute)
- Childhood cancer does not discriminate, sparing no ethnic group, socio-economic class or geographic region. (Source: Centers for Disease Control data)
- About one in 500 young adults is a childhood cancer survivor. Nearly 2/3 of the survivors later experience significant and chronic medical problems or develop secondary cancers as adults that result from the treatment of their original cancer. (Source: UCSF Benioff Children's Hospital)

• In the last 20 years, the U.S. Food and Drug Administration (FDA) has approved only two pediatric cancer drugs—Clolar (clofarabine) and Erwinaze (asparaginase Erwinia chrysanthemi)—that were initially studied in children. Other drugs for children’s cancers were first studied in or approved for adults with cancer. (American Association for Cancer Research)

• The average age of death for a cancer victim to lose 69 years of productivity to society. (Source:

• Childhood cancer survivors cancers later in life. (Source:

• Cancer treatments can and endocrine system. permanently (Source: National Cancer

• Radiation to a child’s brain function, or if radiation is the ability to read, do basic National Cancer Institute)

• Physical and neurocognitive prevent childhood cancer survivors activities and eventually work, isolation. (Source: National Cancer

child with cancer is 8, causing a childhood expected life years; a significant loss of Kids V. Cancer)

are at significant risk for secondary National Cancer Institute)

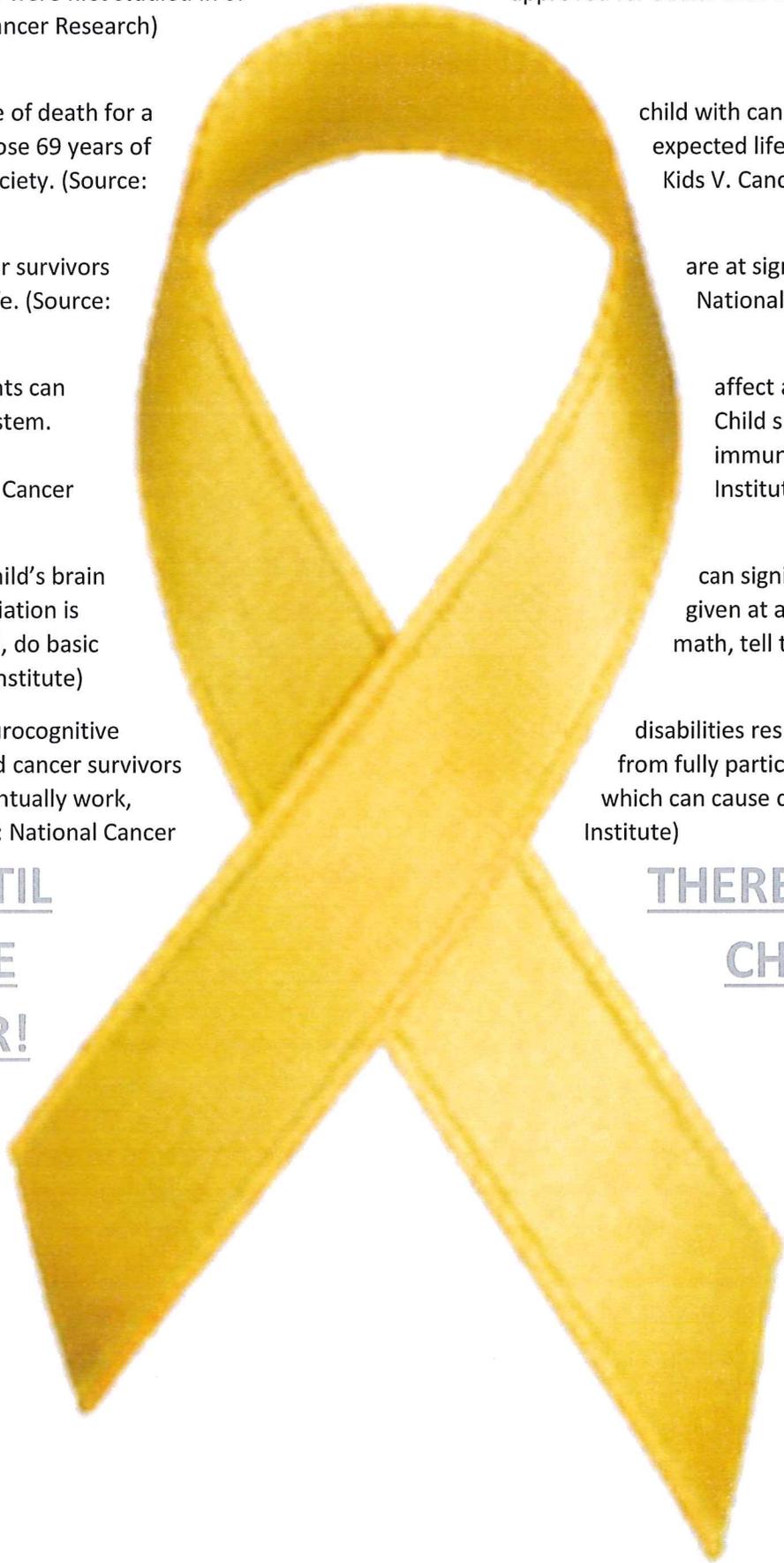
affect a child’s growth, fertility, Child survivors may be immunologically suppressed. Institute)

can significantly damage cognitive given at a very young age, limiting math, tell time or even talk. (Source:

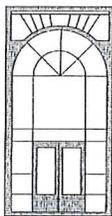
disabilities resulting from treatment may from fully participating in school, social which can cause depression and feelings of Institute)

UNTIL  
CURE  
CANCER!

THERE’S A CURE!  
CHILDHOOD



Window  
to the World



**Middleborough Public Library**  
102 North Main St., Middleborough, MA 02346

Danielle M. Bowker  
Director

July 23, 2014

Board of Selectmen  
Town Hall  
Middleborough, MA 02346

Dear Members,

At the July 14, 2014 Library Board of Trustees meeting, the members voted to recommend that the Selectmen appointment Mr. Stephen Conway to fill the vacancy created when Mrs. Sara Cederholm opted not to be reappointed. The term of office remains in effect until June 30, 2017. We would like to thank the other gentleman who expressed interest in serving on the Board.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Danielle Bowker".

Danielle M. Bowker  
Library Director

**COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM**



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under [Guidance For Vendors - Forms](#) or [www.mass.gov/osd](http://www.mass.gov/osd) under [OSD Forms](#).

<b>CONTRACTOR LEGAL NAME:</b> (and d/b/a): <b>Town of Middleborough</b>		<b>COMMONWEALTH DEPARTMENT NAME:</b> Department of Energy Resources <b>MMARS Department Code:</b> DOER-ENE	
<b>Legal Address: (W-9, W-4,T&amp;C):</b> 10 Nickerson Ave, Middleborough, MA		<b>Business Mailing Address:</b> 100 Cambridge Street, Ste 1020, Boston, MA 02114	
<b>Contract Manager:</b> Sandra Richter		<b>Billing Address (if different):</b>	
<b>E-Mail:</b> srichter@mged.com		<b>Contract Manager:</b> Paul Carey	
<b>Phone:</b> 508-946-3702	<b>Fax:</b>	<b>E-Mail:</b> paul.s.carey@state.ma.us	
<b>Contractor Vendor Code:</b>		<b>Phone:</b> 617-626-7372	<b>Fax:</b> 617-727-0030
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD__ (Note: The Address Id Must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b>	
		<b>RFR/Procurement or Other ID Number:</b> PON-ENE-2014-028	
<b>X NEW CONTRACT</b>		<b>___ CONTRACT AMENDMENT</b>	
<b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department) <input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <b>Department Procurement</b> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach <u>Employment Status Form</u> , scope, budget) <input type="checkbox"/> <b>Legislative/Legal or Other:</b> (Attach authorizing language/justification, scope and budget)		Enter <b>Current Contract End Date</b> <u>Prior</u> to Amendment: ____, 20__. Enter <b>Amendment Amount:</b> \$ _____. (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</b> <input type="checkbox"/> <b>Amendment to Scope or Budget</b> (Attach updated scope and budget) <input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget) <input type="checkbox"/> <b>Legislative/Legal or Other:</b> (Attach authorizing language/justification and updated scope and budget)	
The following <b>COMMONWEALTH TERMS AND CONDITIONS (T&amp;C)</b> has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <b>Rate Contract</b> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <b>Maximum Obligation Contract</b> Enter Total Maximum Obligation for total duration of this Contract (or <b>new</b> Total if Contract is being amended). \$ <u>191,000</u>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: __agree to standard 45 day cycle __ statutory/legal or Ready Payments (G.L. c. 29, § 23A); __ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See <u>Prompt Pay Discounts Policy</u> .)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) The purpose of this Contract is to provide grant funding to the Town of Middleborough for the installation of clean energy projects at drinking water/wastewater facilities.			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of ____, 20__, a date <b>LATER</b> than the <u>Effective Date</u> below and <b>no</b> obligations have been incurred <b>prior</b> to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of ____, 20__, a date <b>PRIOR</b> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>April 30, 2015</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the " <b>Effective Date</b> " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b>		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b>	
X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)		X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: <u>Charles Cristello</u>		Print Name: <u>Stephen A. White</u>	
Print Title: <u>Town Manager</u>		Print Title: <u>Chief Financial Officer</u>	

*Incorporated 1669*  
*344 Years of Progress*



CRANBERRY CAPITAL  
OF THE WORLD



**Town of Middleborough**  
*Massachusetts*

**MEMORANDUM**

CHARLES J. CRISTELLO  
Town Manager

508-947-0928  
FAX 508-946-2320

To: Board of Selectmen

From: Charles J. Cristello, Town Manager

Date: July 24, 2014

RE: **RESTARTING THE PROCESS TO LEASE THE BANK BUILDING SPACE**

You were recently notified that Arthur Battistini will not be seeking to sign a lease for the first floor of the bank building. I believe we have exhausted our ability to market this space without some professional assistance. I have looked into the procurement laws in relation to hiring a commercial real estate broker to assist us with finding a new tenant. It is my understanding that the value of a broker's commission for a five year lease at current market rents will allow us to choose a broker without going through a competitive bidding process. We will, however, have to go through the same procurement process that we undertook last fall: distribution of a Request for Proposals, Goods and Services Bulletin publication, advertisements, etc.

I recommend that you authorize me to work on an agreement with a local commercial broker for your consideration so we can put the property back on the market as soon as possible.

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