

NEW BUSINESS

9-29-14



September 2, 2014

Mr. Charles Cristello, Town Manager
Board of Selectmen
Town of Middleborough
10 Nickerson Ave.
Middleborough, MA 02346

**RE: *Engineering Review – WRPD Application
Cumberland Farms
150 South Main Street – Middleborough, MA
ADE Project #2518.26***

Dear Mr. Cristello:

Enclosed please find our invoice for Professional Services that were rendered on your behalf during our August 1, 2014 through August 15, 2014 billing period.

This invoice reflects completion of our final review, including comments on the Conditions of Approval.

If you have any questions, please do not hesitate to call me at (508) 888-9282.

Sincerely,

ATLANTIC DESIGN ENGINEERS, INC.

Richard J. Tabaczynski, P.E.
Vice President

RJT/rp

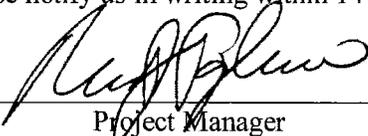


Invoice

Bill To:
Mr. Charles Cristello, Town Manager Board of Selectmen Town of Middleborough 10 Nickerson Avenue Middleborough, MA 02346

For Services Through
8/1 - 8/15/14

Invoice Date:	8/29/2014
Invoice #:	14-8351
Project No.	02518.26

Description	Hours/Qty	Rate	Amount
Engineering Review - WRPD Application - Cumberland Farms - 150 South Main St. - Middleborough, MA			
PE Eng'g/Plan - Richard Tabaczynski	15	100.00	1,500.00
Admin/Technical Support - Rebecca Peduzzi	0.5	45.00	22.50
24 X 36 B&W Prints	21	4.00	84.00
Total Reimbursable Expenses		0.00	84.00
<p>If you have a dispute with this invoice please notify us in writing within 14 days.</p> <p> Project Manager</p>			

Total	\$1,606.50
Payments/Credits	\$0.00
Balance Due	\$1,606.50

August 1, 2014

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

**RE: Owner's Project Management Services
Middleborough Water Pollution Control Facility Upgrade
Design Development Invoice #5 – Final Design
(WP #94718): June 2014**

Dear Mr. Cristello:

As requested, Environmental Partners Group Inc. has reviewed the invoice submitted by Wright Pierce (WP) for services provided in June 2014 for services related to Design Development (Final Design) - Phase C, Task 3.A.1 through 3.A.3.

Environmental Partners has reviewed WP's invoice and the progress on the tasks during this period. The work includes preparation of calculations, drawings and specifications towards the final design submittal. In our opinion, the invoice is commensurate with progress on the specific tasks shown in the invoice breakdown and equal to 15% complete for the overall Final Design scope.

Environmental Partners recommends that the invoice be paid in full in the amount of \$119,053.35 for this billing period. If you have any questions or require additional information, please do not hesitate to contact me at pcm@envpartners.com or (617) 657-0276.

ENVIRONMENTAL PARTNERS GROUP, INC.



Paul C. Millett, P.E.
Project Manager

Attachments:

WP invoice June 2014. #94718

July 18, 2014
W-P Project No. 12760

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

Subject: Middleborough, Ma- Water Pollution Control Facility (WPCF) Upgrade
Wright-Pierce June 2014 Invoices

Dear Paul:

Please find the attached summary of progress completion and accompanying invoices for engineering services completed through June 2014 related to the Middleborough WPCF Upgrade. A brief summary of the work completed for each of the phases is summarized below:

Middleborough WPCF Upgrade – Wright Pierce Project #12760 Phase B – 50% Design

- Task 2.A.1. – Complete selection and size of all major process equipment
 - Continued to develop design of the new Control Building pump room including dewatering feed pumps and RAS and WAS Pumps.
 - Continue to develop design of the mixing system for the Aeration Tanks (hyperbolic turbine mixer/aerator).
 - Continue to develop design of the sludge dewatering screw presses and sludge dewatering piping.
 - Developed site piping plan and profile.
 - Develop Septage Receiving Stage.
 - Develop Leachate receiving station
- Task 2.A.2. – Prepare mechanical drawings for process improvements
 - Continue to develop plans and sections in the Pretreatment Building, Control Building, Tertiary Filter Building, and Sludge Building.
- Task 2.A.3. – Complete constructability and operability review
 - Evaluated options to provide access for the Town's sludge trucks to do sludge removal and for chemical deliveries during the 2-year construction period.
 - Continue to develop constructability plan for the entire WPCF upgrade including how to maintain existing WPCF treatment.
 - Continued to evaluate the plan to include a temporary sludge dewater press.
- Task 2.A.4. – Prepare Site Plans
 - Continue to develop site wide piping plans.

July 18



- Task 2.A.5. – Coordinate with other disciplines on final room sizes and layouts.
 - Finalized all building floor plans, elevations, and sections for 50% design submittal.
- Task 2.A.6. – Finalize structural requirements for buildings and facilities.
 - Continue to develop all structural plans for 50% design submittal.
- Task 2.A.7. – Coordinate with Electrical and Building Services.
 - Finalize sizing of electrical rooms required for Pretreatment, Control, and tertiary Buildings.
- Task 2.A.8. – Finalize major and ancillary equipment sizing and line sizing calculations.
 - Developed layout and location of new effluent flow meter.
 - Finalized hydraulic calculations for 50% design submittal.
- Task 2.A.9. – Prepare sizing calculations for HVAC equipment.
 - Evaluated HVAC requirements for the Pretreatment Building and Control Building.
- Task 2.A.10. – Prepare HVAC Block Diagrams and HVAC Control philosophy.
 - Developed HVAC block diagrams for the Pretreatment and Control Buildings.
- Task 2.A.11. – Finalize all P&IDs for all processes. Summarize SCADA, I&C and control interfaces and equipment requirements
 - Finalized all SCADA, controls, and P& IDs for 50% design submittal.
- Task 2.A.12. – Finalize WPCF Security feature and plans.
 - Evaluated new entrance gate.
- Task 2.A.13. – Finalize number and location of MCCs.
 - Continued to develop locations of all MCCs for the completed WPCF upgrade.
- Task 2.A.14. – Update One-Line electrical diagrams and confirm all facilities load and power distribution.
 - Finalized one-line diagram for MCC-1, MCC-2, MCC-3 and MCC-4 for 50% submittal.
- Task 2.A.15. – Develop infrastructure requirements and layout for telephone, communications, data highways (LAN, WAN, SCADA), cable, and radio communications
 - Evaluated network diagram for all communications based highways for 50% design submittal.
- Task 2.A.16. – Develop lighting concepts and layouts for facilities interior and exterior lighting.
 - Finalized site lighting plan for the 50% design submittal.
- Task 2.A.17. – Prepare a first draft of technical specifications.
 - Updated Basis of Design Data submitted with the 50% design package.

Middleborough WPCF Upgrade – Wright Pierce Project #12760 Phase C – Final Design

- Task 3.A.1. – Preparation of Final Calculations
 - Continue to evaluated and update hydraulic calculations throughout the WPCF.
 - Performed design calculations and layout requirements for the new grit removal equipment including grit screw, aerated grit diffusers, grit classifier, grit pumps.
 - Performed design calculations and layout requirements for the new screening removal including the mechanical screen and screening washer/compactor.
 - Performed design calculations and layout requirements for the new septage receiving station including septage pumps, flow meter, and piping.
 - Performed design calculations and layout requirements for the new leachate receiving station including leachate pumps and piping.
- Task 3.A.2. – Preparation of Final Construction Drawings
 - Further developed civil site and yard piping plans.

July 18



- Continue to develop drawings for the pretreatment area including Pretreatment Building Addition.
- Prepared updated drawing for septage and leachate receiving stations.
- Prepared updated drawings for the mechanical screening and screenings washer/compactor.
- Task 3.A.3. – Preparation of Final Technical Specifications in CSI format
 - Developed specification sections for mechanical fine screen and screenings washer/compactor.
 - Developed specification sections for new grit removal equipment including grit screw, aerated grit diffusers, grit classifier, grit pumps.
 - Developed specification sections for the new septage and leachate receiving stations.

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

Very truly yours,

WRIGHT-PIERCE

Jon W. Hume, P.E.
Project Manager

WRIGHT-PIERCE 
Engineering a Better Environment

*See July 18, 2014 Cover Ltr.
from W.P.*
Water
Wastewater
Infrastructure

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

Invoice # : 94718
Project : 12760
Phase : C
Project Name : Middleborough MA - WPCF Upgrade
Invoice Date : Jul-10-2014

Attention: Charles Cristello, Town Mgr.

For Professional Services Rendered for the Period May-31-2014 To Jun-27-2014

RELATED TO: Final Design
REFERENCE: Contract dated May 13, 2013.

Total Project Fee Authorized	793,689.00
Percent Complete as of 6/27/2014	<u>15.00</u>
Fee Earned To Date	119,053.35
Less Previous Billings	0.00
Amount Due this Invoice	<u><u>119,053.35</u></u>

BILLING RECAP

Previous Billings	0.00
Current Billing Amount	119,053.35
Fee Earned To Date	<u>119,053.35</u>
Amount Received	
Balance Due	

Invoices are due upon receipt. If not paid by Aug-10-2014, interest will be computed at the rate stated in the agreement.

CC: Jon W. Hume

Middleborough - Water Pollution Control Facility (WPCF) Upgrade
Wastewater Engineering Services - Wright-Pierce Project # 12760 Phase C - Final Design Phase

Work Progress by Task

Period: May 31, 2014 Through June 27, 2014

Task No	Task Description	Total Fee	% Complete This period	Fee Earned This Period	Overall % Complete	Overall Fee Earned	Comments on Work Performed
3.0 DESIGN DEVELOPMENT PHASE		793,689	15%	119,053	15.0	119,053	
3.A.1	Preparation of final calculations.		25%	-	25%	-	
3.A.2	Preparation of final construction drawings.		25%	-	25%	-	
3.A.3	Preparation of final technical specifications in Construction Specifications Institute (CSI) format (Div. 0-1-2...16).		20%	-	20%	-	
3.A.4	Preparation of an estimate of probable construction costs at 90% design completion.		0%	-	0%	-	
3.A.5	Submit progress submittals at 90% design completion milestones to the Client and OPM for review.		0%	-	0%	-	
3.A.6	Coordination and attendance of two (2) one-day workshops to review the work products with the Client and OPM. Workshops to be scheduled at approximately 90% design completion.		0%	-	0%	-	
3.A.7	Incorporate workshop review comments into the final plans and specifications.		0%	-	0%	-	
Total:		793,689	15%	119,053	15%	119,053	<i>Wright-Pierce 27-Jun-2014</i>

Middleborough - Water Pollution Control Facility (WPCF) Upgrade
Wastewater Engineering Services - Wright-Pierce Project # 12760 Phase C - Final Design Phase

Work Progress by Task

Period: May 31, 2014 Through June 27, 2014

Task No	Task Description	Total Fee	% Complete This period	Fee Earned This Period	Overall % Complete	Overall Fee Earned	Comments on Work Performed
3.0 DESIGN DEVELOPMENT PHASE		793,689	15%	119,053	15.0	119,053	
3.A.1	Preparation of final calculations.		25%	-	25%	-	
3.A.2	Preparation of final construction drawings.		25%	-	25%	-	
3.A.3	Preparation of final technical specifications in Construction Specifications Institute (CSI) format (Div. 0-1-2...16).		20%	-	20%	-	
3.A.4	Preparation of an estimate of probable construction costs at 90% design completion.		0%	-	0%	-	
3.A.5	Submit progress submittals at 90% design completion milestones to the Client and OPM for review.		0%	-	0%	-	
3.A.6	Coordination and attendance of two (2) one-day workshops to review the work products with the Client and OPM. Workshops to be scheduled at approximately 90% design completion.		0%	-	0%	-	
3.A.7	Incorporate workshop review comments into the final plans and specifications.		0%	-	0%	-	
Total:		793,689	15%	119,053	15%	119,053	<i>Wright-Pierce 27-Jun-2014</i>

September 5, 2014

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

**RE: Owner's Project Management Services
Middleborough Water Pollution Control Facility Upgrade
Design Development Invoice #6 (WP #95223): July 2014**

Dear Mr. Cristello:

As requested, Environmental Partners Group Inc. has reviewed the invoice submitted by Wright Pierce (WP) for services provided in July 2014 related to Design Development (50% Design) - Phase B, Task 2.A.1 through 2.A.3, 2.A.6 through 2.A.16, and 2.A.18.

Environmental Partners has reviewed WP's invoice and the progress on the tasks during this period. The work includes continued design work following the 50% design submittal. In our opinion, the invoice is commensurate with progress on the specific tasks shown in the invoice breakdown and equal to approximately 94% complete for the 50% design submittal.

Environmental Partners recommends that the invoice be paid in full in the amount of \$26,137.40 for this billing period. If you have any questions or require additional information, please do not hesitate to contact me at pcm@envpartners.com or (617) 657-0276.

ENVIRONMENTAL PARTNERS GROUP, INC.


Paul C. Millett, P.E.

Project Manager

Attachments:

WP invoice and cover letter July 2014. #95223

EPG Received 8/22/14

August 12, 2014
W-P Project No. 12760

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

Subject: Middleborough, Ma- Water Pollution Control Facility (WPCF) Upgrade
Wright-Pierce July 2014 Invoices

Dear Paul:

Please find the attached summary of progress completion and accompanying invoices for engineering services completed through July 2014 related to the Middleborough WPCF Upgrade. A brief summary of the work completed for each of the phases is summarized below:

Middleborough WPCF Upgrade – Wright Pierce Project #12760 Phase B – 50% Design

- Task 2.A.1. – Complete selection and size of all major process equipment
 - Completed 50% design of the new Control Building pump room including piping systems for the dewatering feed pumps, RAS pumps, and WAS Pumps.
 - Completed 50% design of aeration blower layout in the control building basement.
 - Completed 50% design of the sludge dewatering screw presses and sludge dewatering piping.
- Task 2.A.2. – Prepare mechanical drawings for process improvements
 - Completed 50% design for the mechanical upgrades to the Pretreatment Building, Control Building, Tertiary Filter Building, and Sludge Building.
- Task 2.A.3. – Complete constructability and operability review
 - Completed 50% constructability plan for the entire WPCF upgrade including how to maintain existing WPCF treatment.
- Task 2.A.6. – Finalize structural requirements for buildings and facilities.
 - Completed 50% structural design for the upgrades to the WPCF including support of the Control Building Addition and the new sludge dewatering presses located in the Sludge Building.
- Task 2.A.7. – Coordinate with Electrical and Building Services.
 - Completed 50% design of all interior routing of electrical conduits in the Pretreatment Building and the Control Building.
- Task 2.A.8. – Finalize major and ancillary equipment sizing and line sizing calculations.



- Finalized all equipment submittals and related information for 50% design submittal.
- Task 2.A.9. – Prepare sizing calculations for HVAC equipment.
 - Completed 50% design for HVAC requirements for Sludge Building and Control Building Addition.
- Task 2.A.10. – Prepare HVAC Block Diagrams and HVAC Control philosophy.
 - Completed 50% design HVAC block diagrams for Sludge Building and Control Building Addition.
- Task 2.A.11. – Finalize all P&IDs for all processes. Summarize SCADA, I&C and control interfaces and equipment requirements
 - Completed 50% design for all SCADA, controls, and P& IDs for 50% design submittal.
- Task 2.A.12. – Finalize WPCF Security feature and plans.
 - Completed 50% design for WPCF security.
- Task 2.A.13. – Finalize number and location of MCCs.
 - Completed 50% design locations of all MCCs for the WPCF upgrade.
- Task 2.A.14. – Update One-Line electrical diagrams and confirm all facilities load and power distribution.
 - Completed 50% design submittal electrical One-Line diagrams.
- Task 2.A.15. – Develop infrastructure requirements and layout for telephone, communications, data highways (LAN, WAN, SCADA), cable, and radio communications
 - Completed 50% design submittal for new SCADA network.
- Task 2.A.16. – Develop lighting concepts and layouts for facilities interior and exterior lighting.
 - Completed 50% design for site lighting plan and all interior buildings.
- Task 2.A.18 – Completed 50% design estimate of probable construction cost.

Middleborough WPCF Upgrade – Wright Pierce Project #12760 Phase C – Final Design

- Task 3.A.1. – Preparation of Final Calculations
 - Continue to evaluate and update hydraulic calculations throughout the WPCF.
 - Performed design calculations and layout requirements for the new blowers for the aeration tanks.
 - Performed design calculations and layout requirements for the new dewatering feed pumps.
 - Performed design calculations and layout requirements for the new RAS pumps.
 - Performed design calculations and layout requirements for the new aeration tanks mixers and mixer aerators.
 - Used BIOWIN to confirm locations of internal baffle walls for Bardenpho 5 layout in new aeration tanks.
 - Performed design calculations and layout requirements for the new sludge holding tank mixers.
- Task 3.A.2. – Preparation of Final Construction Drawings
 - Further developed civil site and yard piping plans.
 - Continue to develop drawings for the pretreatment area including Pretreatment Building Addition.
 - Continue to develop drawings for the Control Building and Control Building Addition.
 - Located the new VFDs for the aeration blowers in the Control Building basement.
 - Further developed the new flow diversion structures and manholes to divert flow to the new Tertiary Treatment Building.



- Task 3.A.3. – Preparation of Final Technical Specifications in CSI format
 - Developed specification sections for new primary clarifier and secondary clarifiers.
 - Developed specification sections for new mixers and mixer aerators.
 - Developed specification sections for new aeration blowers.
 - Developed specification sections for new RAS pumps.

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

Very truly yours,

WRIGHT-PIERCE

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

Jon W. Hume, P.E.
Project Manager

WRIGHT-PIERCE 
Engineering a Better Environment

Water
Wastewater
Infrastructure

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

Invoice #: 95223
Project: 12760
Phase: B
Project Name: Middleborough MA - WPCF Upgrade
Invoice Date: Aug-08-2014

Attention: Charles Cristello, Town Mgr.

For Professional Services Rendered for the Period Jun-28-2014 To Jul-25-2014

RELATED TO: Design Upgrades Ph (50%)

REFERENCE: Contract dated May 13, 2013.

Total Project Fee Authorized	626,514.00
Percent Complete as of 7/25/2014	<u>94.17</u>
Fee Earned To Date	590,000.00
Less Previous Billings	563,862.60
Amount Due this Invoice	<u><u>26,137.40</u></u>

BILLING RECAP

Previous Billings	563,862.60
Current Billing Amount	26,137.40
Fee Earned To Date	<u>590,000.00</u>
Amount Received	313,257.00
Balance Due	<u><u>276,743.00</u></u>

Invoices are due upon receipt. If not paid by Sep-08-2014, interest will be computed at the rate stated in the agreement.

CC: Jon W. Hume

Middleborough - Water Pollution Control Facility (WPCF) Upgrade
Wastewater Engineering Services - Wright-Pierce Project # 12760 Phase B - 50% Design Phase Development

Work Progress by Task

Period: June 28, 2014 Through July 25, 2014

Task No	Task Description	Total Fee	% Complete This period	Fee Earned This Period	Overall % Complete	Overall Fee Earned	Comments on Work Performed
2.0 DESIGN DEVELOPMENT PHASE		626,514	4%	26,137	94.2	590,000	
2.A.1	Complete selection and size of all major process equipment (screenings, grit removal, clarifiers, aeration basins, filters, disinfection, sludge handling, odor control, etc.)		5%	-	100%	-	
2.A.2	Prepare mechanical drawings (plans, sections and elevations as necessary) for all process improvements		5%	-	100%	-	
2.A.3	Complete a constructability and operability review		5%	-	95%	-	
2.A.4	Prepare site plans that include facility layouts, site access, grading, drainage, and utilities		0%	-	100%	-	
2.A.5	Coordinate with other disciplines on final room sizes and layouts. Prepare and develop building floor plans, elevations, and sections for all buildings		0%	-	100%	-	
2.A.6	Finalize structural requirements for buildings and facilities. Prepare preliminary structural plans, sections, and details		15%	-	100%	-	
2.A.7	Coordinate with electrical and building services on all interior utility routing		15%	-	100%	-	
2.A.8	Finalize major and ancillary equipment sizing and line sizing calculations. Assemble catalog cut sheets and prepare equipment data sheets for all process equipment		5%	-	100%	-	
2.A.9	Prepare sizing calculations for HVAC equipment based on energy code requirements and selected building construction materials		15%	-	100%	-	
2.A.10	Prepare HVAC system block diagrams and confirm HVAC system control philosophy		15%	-	100%	-	
2.A.11	Finalize P&IDs for all processes. Summarize I&C, SCADA, and other control interfaces and equipment requirements (including location, number, manufacturer, and size).		15%	-	100%	-	
2.A.12	Finalize facility security features and plans		5%	-	100%	-	
2.A.13	Finalize the number and location of motor control centers (MCCs) to be provided and location of MCCs, and equipment to be powered from each MCC		10%	-	100%	-	
2.A.14	Update one-line electrical diagrams and confirm all facility loads and power distribution		10%	-	100%	-	
2.A.15	Develop infrastructure requirements and layout for telephone communications, data highways (LAN, WAN, SCADA), cable, and radio communications		15%	-	100%	-	
2.A.16	Develop lighting concepts and layouts for facility interior and exterior lighting		15%	-	100%	-	
2.A.17	Prepare a first draft of all facility technical specifications		0%	-	100%	-	
2.A.18	Prepare an estimate of probable construction costs after completion of the Design Development Phase.		10%	-	100%	-	
2.A.19	Attend one (1) two-day value engineering workshop to identify alternatives and cost savings, and review these with the Client and OPM - Address OPM 50% comments		5%	-	95%	-	
2.A.20	Attend one (1) two-day workshop to review the work products with the Client and OPM		100%	-	100%	-	
Total:		626,514	4%	26,137	94%	590,000	<i>Wright-Pierce 25-Jul-2014</i>

September 5, 2014

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

**RE: Owner's Project Management Services
Middleborough Water Pollution Control Facility Upgrade
Design Development Invoice #7 – Final Design
(WP #95224): July 2014**

Dear Mr. Cristello:

As requested, Environmental Partners Group Inc. has reviewed the invoice submitted by Wright Pierce (WP) for services provided in July 2014 for services related to Design Development (Final Design) - Phase C, Task 3.A.1 through 3.A.3.

Environmental Partners has reviewed WP's invoice and the final design drawings at WP's office on September 4, 2014. The work includes preparation of calculations, drawings and specifications towards the final design submittal. In our opinion, the invoice is commensurate with progress on the specific tasks shown in the invoice breakdown and equal to approximately 39% complete for the overall Final Design scope.

Environmental Partners recommends that the invoice be paid in full in the amount of \$191,946.65 for this billing period. If you have any questions or require additional information, please do not hesitate to contact me at pcm@envpartners.com or (617) 657-0276.

ENVIRONMENTAL PARTNERS GROUP, INC.



Paul C. Millett, P.E.
Project Manager

Attachments:

WP invoice July 2014. #95224

EPG Received 8/22/14

August 12, 2014
W-P Project No. 12760

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

Subject: Middleborough, Ma- Water Pollution Control Facility (WPCF) Upgrade
Wright-Pierce July 2014 Invoices

Dear Paul:

Please find the attached summary of progress completion and accompanying invoices for engineering services completed through July 2014 related to the Middleborough WPCF Upgrade. A brief summary of the work completed for each of the phases is summarized below:

Middleborough WPCF Upgrade – Wright Pierce Project #12760 Phase B – 50% Design

- Task 2.A.1. – Complete selection and size of all major process equipment
 - Completed 50% design of the new Control Building pump room including piping systems for the dewatering feed pumps, RAS pumps, and WAS Pumps.
 - Completed 50% design of aeration blower layout in the control building basement.
 - Completed 50% design of the sludge dewatering screw presses and sludge dewatering piping.
- Task 2.A.2. – Prepare mechanical drawings for process improvements
 - Completed 50% design for the mechanical upgrades to the Pretreatment Building, Control Building, Tertiary Filter Building, and Sludge Building.
- Task 2.A.3. – Complete constructability and operability review
 - Completed 50% constructability plan for the entire WPCF upgrade including how to maintain existing WPCF treatment.
- Task 2.A.6. – Finalize structural requirements for buildings and facilities.
 - Completed 50% structural design for the upgrades to the WPCF including support of the Control Building Addition and the new sludge dewatering presses located in the Sludge Building.
- Task 2.A.7. – Coordinate with Electrical and Building Services.
 - Completed 50% design of all interior routing of electrical conduits in the Pretreatment Building and the Control Building.
- Task 2.A.8. – Finalize major and ancillary equipment sizing and line sizing calculations.



- Finalized all equipment submittals and related information for 50% design submittal.
- Task 2.A.9. – Prepare sizing calculations for HVAC equipment.
 - Completed 50% design for HVAC requirements for Sludge Building and Control Building Addition.
- Task 2.A.10. – Prepare HVAC Block Diagrams and HVAC Control philosophy.
 - Completed 50% design HVAC block diagrams for Sludge Building and Control Building Addition.
- Task 2.A.11. – Finalize all P&IDs for all processes. Summarize SCADA, I&C and control interfaces and equipment requirements
 - Completed 50% design for all SCADA, controls, and P& IDs for 50% design submittal.
- Task 2.A.12. – Finalize WPCF Security feature and plans.
 - Completed 50% design for WPCF security.
- Task 2.A.13. – Finalize number and location of MCCs.
 - Completed 50% design locations of all MCCs for the WPCF upgrade.
- Task 2.A.14. – Update One-Line electrical diagrams and confirm all facilities load and power distribution.
 - Completed 50% design submittal electrical One-Line diagrams.
- Task 2.A.15. – Develop infrastructure requirements and layout for telephone, communications, data highways (LAN, WAN, SCADA), cable, and radio communications
 - Completed 50% design submittal for new SCADA network.
- Task 2.A.16. – Develop lighting concepts and layouts for facilities interior and exterior lighting.
 - Completed 50% design for site lighting plan and all interior buildings.
- Task 2.A.18 – Completed 50% design estimate of probable construction cost.

Middleborough WPCF Upgrade – Wright Pierce Project #12760 Phase C – Final Design

- Task 3.A.1. – Preparation of Final Calculations
 - Continue to evaluated and update hydraulic calculations throughout the WPCF.
 - Performed design calculations and layout requirements for the new blowers for the aeration tanks.
 - Performed design calculations and layout requirements for the new dewatering feed pumps.
 - Performed design calculations and layout requirements for the new RAS pumps.
 - Performed design calculations and layout requirements for the new aeration tanks mixers and mixer aerators.
 - Used BIOWIN to confirm locations of internal baffle walls for Bardenpho 5 layout in new aeration tanks.
 - Performed design calculations and layout requirements for the new sludge holding tank mixers.
- Task 3.A.2. – Preparation of Final Construction Drawings
 - Further developed civil site and yard piping plans.
 - Continue to develop drawings for the pretreatment area including Pretreatment Building Addition.
 - Continue to develop drawings for the Control Building and Control Building Addition.
 - Located the new VFDs for the aeration blowers in the Control Building basement.
 - Further developed the new flow diversion structures and manholes to divert flow to the new Tertiary Treatment Building.



- Task 3.A.3. – Preparation of Final Technical Specifications in CSI format
 - Developed specification sections for new primary clarifier and secondary clarifiers.
 - Developed specification sections for new mixers and mixer aerators.
 - Developed specification sections for new aeration blowers.
 - Developed specification sections for new RAS pumps.

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

Very truly yours,

WRIGHT-PIERCE

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

Jon W. Hume, P.E.
Project Manager



Water
Wastewater
Infrastructure

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

Invoice #: 95224
Project: 12760
Phase: C
Project Name: Middleborough MA - WPCF Upgrade
Invoice Date: Aug-08-2014

Attention: Charles Cristello, Town Mgr.

For Professional Services Rendered for the Period Jun-28-2014 To Jul-25-2014

RELATED TO: Final Design
REFERENCE: Contract dated May 13, 2013.

Total Project Fee Authorized	793,689.00
Percent Complete as of 7/25/2014	<u>39.18</u>
Fee Earned To Date	311,000.00
Less Previous Billings	119,053.35
Amount Due this Invoice	<u><u>191,946.65</u></u>

BILLING RECAP

Previous Billings	119,053.35
Current Billing Amount	191,946.65
Fee Earned To Date	<u>311,000.00</u>
Amount Received	0.00
Balance Due	<u><u>311,000.00</u></u>

Invoices are due upon receipt. If not paid by Sep-08-2014, interest will be computed at the rate stated in the agreement.

CC: Jon W. Hume

Middleborough - Water Pollution Control Facility (WPCF) Upgrade
Wastewater Engineering Services - Wright-Pierce Project # 12760 Phase C - Final Design Phase
Work Progress by Task

Period: June 28, 2014 Through July 25, 2014

Task No	Task Description	Total Fee	% Complete This period	Fee Earned This Period	Overall % Complete	Overall Fee Earned	Comments on Work Performed
3.0 DESIGN DEVELOPMENT PHASE		793,689	24%	191,946	39.2	311,000	
3.A.1	Preparation of final calculations.		15%	-	40%	-	
3.A.2	Preparation of final construction drawings.		15%	-	40%	-	
3.A.3	Preparation of final technical specifications in Construction Specifications Institute (CSI) format (Div. 0-1-2...16).		20%	-	40%	-	
3.A.4	Preparation of an estimate of probable construction costs at 90% design completion.		0%	-	0%	-	
3.A.5	Submit progress submittals at 90% design completion milestones to the Client and OPM for review.		0%	-	0%	-	
3.A.6	Coordination and attendance of two (2) one-day workshops to review the work products with the Client and OPM. Workshops to be scheduled at approximately 90% design completion.		0%	-	0%	-	
3.A.7	Incorporate workshop review comments into the final plans and specifications.		0%	-	0%	-	
Total:		793,689	24%	191,946	39%	311,000	<i>Wright-Pierce 25-Jul-2014</i>

September 26, 2014

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

**RE: Owner's Project Management Services
Middleborough Water Pollution Control Facility Upgrade
Comprehensive Wastewater Management Plan (CWMP)
Invoice WP #95712: August 2014**

Dear Mr. Cristello:

As requested, Environmental Partners Group Inc. has reviewed the invoice submitted by Wright Pierce (WP) for services provided in August 2014 for services related to the Comprehensive Wastewater Management Plan (CWMP).

Environmental Partners has reviewed WP's invoice #95712 dated September 12, 2014 and the progress on the project during this period. It is our understanding that WP is now working on Phase III of their scope, focused on Study Area 24 Savery Pond and Area 28 Woods Pond, wastewater collection alternatives and disposal methods, and associated cost estimates. Report preparation is also underway. WP reports that they are now 71.89 % complete, which appears reasonable given the work completed to date.

Environmental Partners recommends that the invoice be paid in full in the amount of \$35,000.00. If you have any questions or require additional information, please do not hesitate to contact me at pcm@envpartners.com or (617) 657 0276.

ENVIRONMENTAL PARTNERS GROUP, INC.


Paul C. Millett, P.E.
Project Manager

Attachments:

WP invoice, August 2014. #95712.



Water
Wastewater
Infrastructure

September 18, 2014
W-P Project No. 12760 Phase H

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

Subject: Middleborough, Ma- Comprehensive Wastewater Management Plan (CWMP)
Wright-Pierce August 2014 Invoices

Dear Charles:

Please find the attached invoice for engineering services completed through August 2014 related to the Middleborough Comprehensive Wastewater Management Plan (CWMP). A brief summary of the work completed for the CWMP is summarized below:

Middleborough CWMP Phase III – Wright Pierce Project #12760 Phase H

- Developed plan for a gravity sewer system in Study Area 24 Savery Pond and new pump station to pump wastewater to the Town's existing collection system.
- Established a plan for a gravity sewer system in Study Area 28 Woods Pond and new pump station to pump wastewater to the Town's existing collection system.
- Performed a 20 year present worth cost for both study areas.
- Developed figures, tables, are appendixes for Phase 3 CWMP

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

Very truly yours,

WRIGHT-PIERCE

Jon W. Hume, P.E.
Project Manager

Offices Throughout New England | www.wright-pierce.com

40 Shattuck Road, Suite 305
Andover, MA 01810 USA
Phone 978.416.8000 | Fax

978.470.3558



Water
Wastewater
Infrastructure

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

Invoice #: 95712
Project: 12760
Phase: H
Project Name: Middleborough MA - WPCF Upgrade
Invoice Date: Sep-12-2014

Attention: Charles Cristello, Town Mgr.

For Professional Services Rendered for the Period Jul-26-2014 To Aug-29-2014

RELATED TO: CWMP

REFERENCE: Contract dated May 13, 2013.

Total Project Fee Authorized	140,500.00
Percent Complete as of 8/29/2014	<u>71.89</u>
Fee Earned To Date	101,000.00
Less Previous Billings	66,000.00
Amount Due this Invoice	<u><u>35,000.00</u></u>

BILLING RECAP

Previous Billings	66,000.00
Current Billing Amount	35,000.00
Fee Earned To Date	<u>101,000.00</u>
Amount Received	51,300.00
Balance Due	<u><u>49,700.00</u></u>

Invoices are due upon receipt. If not paid by Oct-12-2014, interest will be computed at the rate stated in the agreement.

CC: Jon W. Hume

REALTY NETWORK ASSOCIATES, INC.
EXCLUSIVE RIGHT TO LEASE LISTING AGREEMENT

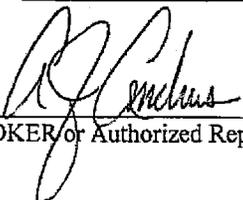
I/We, **THE TOWN OF MIDDLEBOROUGH** ("OWNER") hereby grant to **REALTY NETWORK ASSOCIATES, INC.**, a real estate Brokerage licensed under the laws of the Commonwealth of Massachusetts ("BROKER"), the exclusive right to LEASE the property described as **20 CENTRE STREET, MIDDLEBOROUGH, MA 02346** ("PROPERTY") on the following terms and conditions:

1. The BROKER is granted the exclusive right to LEASE the PROPERTY, as the OWNER'S agent, during the term of the Agreement. The OWNER agrees to refer all inquires to the BROKER and to cooperate in marketing the PROPERTY. If the PROPERTY is LEASED to a TENANT procured by the BROKER, by the OWNER, or by anyone else, the fee described in paragraph 9 shall be due.
2. The BROKER is authorized, at their sole discretion, to: (a) offer compensation to other licensed BROKERS such as LESSEE's agents, facilitators or referral agents; (b) place a listing for the PROPERTY in any multiple listing service; (c) place a sign on the PROPERTY; (d) photograph and advertise the PROPERTY in such media as the BROKER may select; and (e) place a lock box on the PROPERTY.
3. The OWNER authorizes the BROKER to disclose to prospective TENANTS all the information about the PROPERTY provided to the BROKER by the OWNER, all of which the OWNER represents to be true and accurate.
4. The OWNER agrees to comply with all applicable fair housing laws.
5. The OWNER is aware that there is a risk of injury to persons viewing the Property as well as a risk of loss or damage to property of the OWNER during any showing or open house, whether the showing is accompanied by the BROKER, via lockbox or otherwise. OWNER has the responsibility to prepare the Property for marketing to minimize the likelihood of injury, damage, and loss. OWNER agrees to indemnify, defend and hold BROKER and its agents harmless from any loss or claim of liability during any showing or open house. **The Owner's obligation to indemnify, defend and hold harmless shall apply only to loss or claim caused by OWNER and shall not apply to loss or claim caused by BROKER.**
6. OWNER understands and agrees that showings may be conducted by licensees other than the BROKER or its agents; and that inspectors or appraisers may conduct inspections and appraisals outside the presence of the BROKER. OWNER further understands and agrees that other licensees and prospective TENANTS are permitted to photograph and videotape the property unless expressly stated to the contrary.
7. The listing price for the PROPERTY shall be **\$2,250 PER MONTH**; or such other price as the OWNER may approve.
8. This Agreement shall begin on **SEPTEMBER 21, 2014** and end on **MARCH 21, 2015** and may be extended by agreement.
9. If within the term of this Agreement or any extension the PROPERTY is LEASED or the BROKER procures a TENANT who is ready, willing and able to LEASE at a price and on the terms set forth herein or on such other price and terms as the OWNER may agree, the BROKER shall be due a fee of 10%* of the TOTAL LEASE price. Said fee shall be paid at the time set for LEASE COMMENCEMENT and may be deducted from amounts held by BROKER as escrow agent. The aforesaid fee shall also be due upon LEASING within 120 days after expiration of this Agreement to any person who is introduced to the PROPERTY during the aforesaid term or any extension thereof, **if BROKER notified OWNER in writing of such introduction within thirty (30) days after such introduction, EXCEPT if the OWNER has entered into an exclusive agreement with another BROKER in good faith.**
10. The BROKER shall have no obligation to continue to market the PROPERTY after an offer has been accepted and shall have no obligation to present any offer once an offer has been accepted and while a transaction is pending.
11. The BROKER is not hired as a property inspector, tax advisor or attorney. If such services are desired, the OWNER should hire professionals in that field of service.
12. It shall not constitute a violation of any duty owed by the BROKER or by any agent associated with the BROKER to advise a prospective TENANT of the availability of a competing property or to assist a TENANT with the LEASING of another property.

13. ADDITIONAL TERMS:

- * THE BROKERS FEE SHALL BE 10% OF THE TOTAL LEASE AMOUNT OR A MINIMUM OF \$4,500 WHICH EVER IS GREATER, BUT, NOT TO EXCEED \$9,500 DUE FROM THE OWNER.

Dated: _____



BROKER or Authorized Representative

OWNER or Authorized Representative

OWNER or Authorized Representative

FY15 Community Innovation Challenge Grant

APPLICATION

Application deadline: October 10, 2014

Submission Instructions: This application form and all supporting documents must be submitted via email by October 10, 2014 to:
CICgrants@state.ma.us

Please read the Grant Guidelines before completing this application. Applications will not be considered complete unless all requested information is provided. Signoff by participating entities must be included (see form at end of application). Applications received after the deadline will not be considered.

For more information, contact:

Tim Dodd

CIC Grant Program Manager

Executive Office for Administration and Finance

Email: CICgrants@state.ma.us

Phone: 617-727-2040 ext. 35405

FY15 Community Innovation Challenge Grant

APPLICATION

Project title: CAPACITY BUILDING IN A REGIONALIZED MUNICIPAL STORMWATER ORGANIZATION THROUGH COLLABORATIVE DATA MANAGEMENT, EQUIPMENT SHARING, AND PROGRAM IMPLEMENTATION

Amount requested:

Identify the lead applicant entity:

If applying for internal efficiency grant: the single local government entity

If applying for regionalization grant: a lead municipality chosen from among municipalities participating in initiative; a lead school district among school districts considering forming a regional school district, a lead school district among school districts considering regionalizing services, a regional planning agency or council of governments, or a regional planning agency or council of governments serving as the administrative/fiscal agent on behalf of municipalities.

Lead applicant primary contact:

First Name, Last Name: William Ross, Town Manager

Name of Municipality: Town of Mansfield

Phone Number: (508) 261-7370

Email Address: wross@mansfieldma.com

Lead applicant secondary contact:

First Name, Last Name: Lara Thomas

Name of Municipality: Regional Administrator

Phone Number: 508 851-6441

Email Address: sersg@sersg.org

Check type of participating entities:

- Two or more municipalities seeking to collaborate
- Regional school(s)
- School districts considering forming a regional school district or regionalizing services
- Regional planning agency or council of government

FY15 Community Innovation Challenge Grant

APPLICATION

- Local government entity and non-profit seeking to collaborate
- Single municipality (for internal efficiency grant proposal)

List all participating entities:

Town of Abington	Town of Foxborough	Town of Plainville
Town of Bridgewater	Town of Lakeville	Town of Raynham
City of Brockton	Town of Mansfield	Town of Sharon
Town of Canton	Town of Middleborough	Town of Stoughton
Town of East Bridgewater	Town of North Attleborough	City of Taunton
Town of Easton	Town of Norton	Town of West Bridgewater
	Town of Norfolk	Town of Wrentham

Purpose of the grant:

The Southeastern Regional Services Group (SERSG) and its nineteen member communities propose to utilize 2015 Community Innovation Challenge Grant funding for capacity building within the Southeastern Massachusetts Stormwater Collaborative (SEMSWC). This collaborative directly helps these communities comply with the mandates of U.S. Environmental Protection Agency's (EPA's) Municipal Separate Stormwater Sewer System (MS4) General Permit by holding regional training programs, a common website for education and collaboration, and developing scopes of work for stormwater services that are used region-wide to establish cost savings through combined procurement.

SERSG was initiated in 1993 with a mission "to serve as a catalyst and implementer for member communities that desire to act jointly to solve governmental problems or to deliver services to their citizens more effectively or efficiently" and is thus uniquely positioned to undertake a regional approach to stormwater management and build on the successful efforts of its initial creation and the work of other stormwater collaboratives across the Commonwealth. Environmental Partners Group, an environmental consulting firm with a ten year history of directly assisting over 25 Massachusetts communities with EPA MS4 Permit compliance, has been selected by SERSG to assist the SEMSWC with implementing the grant objectives.

New MS4 permitting requirements for municipalities are still pending but EPA has conveyed its expectations and general requirements of the permit. To comply, communities must begin to establish the programs that will drive the compliance. Participating communities must be prepared to respond to the anticipated changes as well as to streamline municipal approaches to the issue of protecting local watersheds from the impacts of stormwater runoff in a cost effective manner. By partnering with our stormwater consultant, Environmental Partners Group, to manage the technical

FY15 Community Innovation Challenge Grant

APPLICATION

aspects of the project, we feel that we can further develop the collaborative and ensure the sustainability of our initial efforts.

Specific purpose of the grant funds, objectives, problems trying to address

The next phase of the SEMSWC's establishment is to sustain the formation of the group by procuring and developing common tools to build on the training, integrate the collaboration portal, and implement the requirements of the NPDES MS4 stormwater permit. The CIC grant funds will enable the SEMSWC to provide services that are used collectively to build on the ability of the regionalized organization to leverage its common membership for cost-effective and collaborative compliance.

Task 1: Regionalized Compliance Systems (RCS)

Task RCS-1: Framework for Mapping, Management, Tracking, and Reporting System

This task builds on the foundation of permit compliance – data management and reporting. Members of the SEMSWC group have already completed outfall mapping under the current MS4 Permit, and this task will integrate the existing data and mapping into a single GIS cloud-based system, accessible online in a secure environment. This allows for all communities to access data online and be an active participant in the mapping effort. Cloud-based GIS systems also allow for real time data upload during mapping events. But more than just a mapping exercise, this task will give member communities access to GIS capabilities without incurring the expense of a stand-alone GIS system for each community, and take the next development step by serving as the platform for procurement, tracking and reporting of required stormwater services.

This innovative method of sharing and evaluating Stormwater Management data uses an approach consistent with USEPA's watershed-based approach to the anticipated 2014 MS4 Permit.

EPA in its latest draft permit stated:

- "the mapping shall serve as a planning tool for the implementation and phasing of the IDDE program, demonstration of the extent of complete and planned investigations and corrections".
- "...permittee shall implement a catch basin inventory program ("CBIP") that utilizes a mapping element combined with record keeping to catalogue catch basin inspection, maintenance and management information."
- "The mapping shall serve as a planning tool for prioritizing implementation of the permittee's PCP."

IDDE programs and Good Housekeeping / Pollution Prevention tasks (such as street sweeping and catch basin cleaning) and Phosphorus Control Plans will need mapping, data entry and reporting methods to implement the program.

FY15 Community Innovation Challenge Grant

APPLICATION

Comprehensive and collaborative mapping will only be effective with a viable and easy-to-use database. Through the use of our stormwater consultant, Environmental Partners Group, the development of an online database for joint access by members of the collaborative will allow the group to evaluate surface water quality and stormwater on a regional basis. This method of sharing data on a regional basis uses an approach consistent with USEPA's watershed-based approach to the anticipated MS4 Permit.

The database and framework will include forms, already drafted through previous CIC grants, such as dry weather outfall inspections, catch basin inspections/cleaning, street sweeping locations, construction/post-construction inspections, water quality sampling, and other BMP inspections. This technology allows for flexibility for communities or their consultants to create additional inspection forms in formats usable and familiar to specific communities.

The framework will not force each community into a single approach nor inflict a budget crisis to upgrade to a local GIS system, but instead provides flexibility to expand mapping capability and scope in the future, preparing communities for compliance with the anticipated 2014 MS4 Permit.

By establishing the mapping and database framework, the communities can use the cloud-based mapping to import their own data, export reports and data for use at their preferred level of management. For example, some communities prefer to track their compliance using spreadsheets instead of GIS. In this application, the cloud-based data and mapping system can be accessed for an exported data spreadsheet for annual reporting and daily tracking.

There is a great cost benefit to each member of the group based on economy of scale. Individual communities need not invest in expensive GIS technology and software, but can use a GIS viewer and application on the web site to download and query their mapping database.

SEMSWC's RFPs (funded under the 2014 CIC grant program) will be updated to include the data collection necessary for street sweeping and catch basin cleaning, and other potential vendor services. The vendors hired to do the work must be able to collect and transfer the data to their clients. A consistent method of reporting must be established for vendors to report their activities back to the communities in the detail and format necessary to comply with the permit and useful to the communities. By establishing a centralized mapping and data management location, all communities can be sure vendors will provide the data they need, where they need it, and in the format they need, while saving costs and streamlining the procurement process. Vendors will be aware of and knowledgeable about the methods, which will ensure competitive bids and minimize data entry errors.

Task RCS-2: Purchase Tablets and GPS Computer Devices

This task would be the purchase of 19 Nexus 10 tablet computers, which would provide one tablet for each SERSG community. The purchase will also include a military grade protective case, a WiFi hotspot device with data service for three years, and a car charger for each of the 19 tablets, and a limited number of keyboard docking stations. By standardizing the tablets, vendors providing

FY15 Community Innovation Challenge Grant

APPLICATION

services in line with the MS4 permit, will know which device will provide compatibility for inputting data.

Additionally, this task would include the purchase of two Leica CS25 Viva GPS-enabled tablet devices to share among the SERSG community. The device has 1-cm horizontal and vertical accuracy, which better assists the communities with direction of flow and connectivity between their MS4 structures.

These devices were selected by SERSG as an appropriate device for the communities to implement field inspection of stormwater infrastructure. Use of these devices fully develops the objectives of several tasks under this project and is the necessary follow-up to training programs conducted under the 2014 CIC grant.

Task RCS-3: Equipment Purchases

Using grant funding, the SERSG would purchase equipment and tools to standardize the sampling and testing procedures, and provide potential contractors, vendors or volunteers with the information and protocols necessary to provide consistent services to all SEMSWC members. The intent of these purchases is to provide the regional collaborative with the tools for Public Education and Outreach, and specialized equipment for professional monitoring of stormwater samples in support of the IDDE program. Training will be provided by our consultant, Environmental Partners Group.

- 100 World Water Day water quality sampling kits, for use in public education and outreach with schools in SERSG communities;
- One (1) Enviroscape table, for use as a public education and outreach tool with schools in SERSG communities;
- Three (3) CHEMetrics I-1000 pH meters;
- Three (3) CHEMetrics I-1200 conductivity meters;
- Three (3) CHEMetrics I-1300 turbidity meters;
- Three (3) HACH fluoride colorimeter meters, plus materials for 100 tests;
- Three (3) HACH 890 Colorimeters 890, to test for ammonia, pH, conductivity, hardness, and chloride;
- Three (3) HACH surfactant kits, providing enough materials for 90 tests;
- Three (3) Horiba C-131 potassium meters;
- 19 Mini-Refrigerators

Task 2: Facility and Coordination

Under this task, Environmental Partners Group would provide support to SERSG by coordinating workshops and meetings of the Steering Committee, developing detailed minutes of those meetings, providing continuous project progress reports and updates, tracking the full Grant budget, and communicating frequently with lead contacts.

FY15 Community Innovation Challenge Grant

APPLICATION

Environmental Partners Group would also coordinate with other vendors or organizations supporting the work of the SERSG. This would include the Massachusetts DEP and DCR, private vendors who provide municipal stormwater services, watershed groups, among others.

Efforts or steps already taken to address the problem:

The EPA issued their original MS4 General Permit for Massachusetts communities in 2003; this Permit is still in effect until the planned re-issuance of the draft in late 2014. Since 2003, each of the nineteen member communities have implemented best management practices (BMP's) to meet the six Minimum Control Measures that EPA has mandated in order to demonstrate compliance with the General Permit. The six minimum control measures are: (1) Public Education & Outreach, (2) Public Involvement & Participation, (3) Illicit Discharge Detection and Elimination, (4) Construction Site Runoff, (5) Post-Construction Stormwater Management, and (6) Pollution Prevention/Good Housekeeping for Municipal Operations.

During the last round of CIC funding, many regional entities have taken up the cause for multi-community collaboration, and many communities have asked for common tools and procedures to help comply with the permit and provide a measure of certainty if audited by EPA. Despite regional approaches, each municipality is responsible to demonstrate compliance with the General Permit and is subject to being individually audited by the EPA. Watersheds, rivers, and streams don't stop at a municipal border, and knowledge of upstream issues in another community, can help downstream communities better tackle stormwater related impairments in their waterbodies. Individually tackling the permit requirements has also been less cost effective. The grant funding is intended to both ensure the municipalities' compliance with the existing 2003 permit as well as the anticipated requirements that EPA has indicated will be included in the new permit.

Benefits:

SERSG has a ten-year history of developing regional approaches to assist communities with realizing cost savings and economies of scale. The SEMSWC will similarly save communities money by having centralized stormwater training, education, procurement and implementation activities rather than having them initiated individually from each community. Not only will duplications be eliminated but a more streamlined approach to regional stormwater management will also result from integrating the storm-water related services, mapping and data management initiatives as well as developing standardized documents, data entry, and policies and procedures.

The SEMSWC communities have highly varying levels of resources – some have highly structured and well-staffed public works departments, others have no town engineer services and accomplish stormwater management by pulling together very limited resources and relying heavily on already overburdened town administrators. This grant funding can level the playing field and allow all participants to streamline their stormwater management efforts, increasing the efficiency of staff,

FY15 Community Innovation Challenge Grant

APPLICATION

and providing benefits to individual communities otherwise without the means to take on the burden of the permit requirements.

From a watershed perspective, tying the data and data management procedures together can enable municipalities to better identify illicit discharges and track their Good Housekeeping / Pollution Prevention activities. Additionally, non-profit watershed organizations (e.g., Taunton River Watershed Alliance, Neponset River Watershed Association) have a better means for targeting their initiatives to protect the regional watershed. Meeting and gaining consensus with the SEMSWC versus organizing 15 different meetings with individual communities is more effective for these non-profit organizations as well.

The funds requested are needed to ensure this stormwater collaborative fully sustains the initiative to develop and coordinate its formation. Once mapping data is integrated and standardized documents, data entry, and policies and procedures are developed, the ongoing costs will be significantly reduced for participating communities.

Cost impact:

Reducing redundancies in data/mapping management realizes economies of scale through joint procurements of equipment and services led by SERSG will have an immensely positive cost impact on participating communities. In fact, a majority of communities have no separate funding for stormwater management activities and would simply be unable to take on these initiatives without external funding.

Equipment shared between the SERSG communities realizes savings of over \$300,000 for RCS-2 alone and \$75,000 for RCS-3 by reducing the total number of equipment kits. In particular, GPS devices that are compatible with the requirements of the MS4 permit are extremely expensive to buy and maintain, especially since the devices are only needed intermittently and communities cannot justify the expense without a longer term use.

The viability of SEMSWC stems from the fact that SERSG will take on its activities as an additional project to benefit member communities. Further, the grant funding will allow communities to retain equipment and initiate the formal MS4 program management required by USEPA, which will benefit them without further cost for many years to come. The existence of a strong Steering Committee also assists greatly in our sustainability efforts as well as facilitating the process of applying for future funding should the need arise.

Measures of success:

Propose approach to evaluating and measuring the success of the initiative, both the success of implementing the proposed project and the success of the initiative or reform going forward once implemented. Include expected measurable improvements in service delivery or efficiency

Success of this program will be measured by the completion of work outlined in this proposal. If the benchmarks defined in each of the categories below re completed in the prescribed timeline, each

FY15 Community Innovation Challenge Grant

APPLICATION

of the member communities will then have a much more simplified method for further addressing the specific EPA permit requirements.

Establishing a regional database and mapping function will reduce the effort to manage and track Good Housekeeping / Pollution Prevention activities such as catch basin cleaning and street sweeping. Vendors providing these services can take on the addition permit requirements with a known level of effort that will provide better cost proposals. Sharing of equipment will enable the communities to avoid purchasing or renting equipment that is only used sporadically.

By having this regional information updated on the website, it better informs volunteers interested in watershed protection.

Project budget:

The total budget for this application request is \$201,500. Below is the a budget breakdown by task.

Task 1: Regionalized Compliance Systems (RCS)

Task RCS-1: Framework for Mapping, Management, Tracking, and Reporting System

- 1A: Online Data Sharing System (Database Development, Forms, Data Entry, Reports)
Estimated Budgetary Cost: \$40,300
- 1B: Stormwater System Mapping Framework Integration (Mapping Consolidation, Tracking, Permit Compliance)
Estimated Budgetary Cost: \$55,200

Task RCS-2: Purchase Tablets and GPS Computer Devices

Estimated Budgetary Cost: \$85,000

Task RCS-3: Equipment Purchases

Estimated Budgetary Cost: \$17,000

Task 2: Facility and Coordination

Estimated Budgetary Cost: \$4,000

Project timeline: See attached Spreadsheet attached as Appendix A

Identify innovative aspects of proposal:

SERSG's existence to coordinate the activities of the SESWC is one highly innovative aspect of this proposal. All nineteen member communities have signed an inter-municipal agreement pledging cooperation and support of SERSG. We are not creating an entirely new entity but rather relying on

FY15 Community Innovation Challenge Grant

APPLICATION

the organization's decade-long reputation for being able to facilitate regional approaches for communities in Southeastern Massachusetts to move this project forward.

The procurement of catch basin cleaning, street sweeping and other public works related services which are critical to successful stormwater efforts are already coordinated through SERSG and include annual Invitations for Bids as well as regular meetings of member DPW and Highway Superintendents.

However, the data collection and prioritization schemes that the new NPDES permit will require for these tasks will need data management and a common platform to efficiently compile the data and allow the member communities to create reports and prioritized programs. Although SERSG as a 501(c)(4) non-profit corporation is not eligible to serve as lead applicant, the relationship between SERSG and the Town of Mansfield will facilitate successful management of the grant.

Potential applicability to other local governments:

Establishment of the SEMSWC has relied on the work of other CIC funded stormwater initiatives as a model for our own and thus we would expect and welcome the opportunity to disseminate our model to other communities who may want to consider a regional approach to stormwater management. We have already discussed with other regional CIC funded organizations how to link our efforts through the website and the listserv. In particular, the database and mapping framework can serve as an example of how to bring disparate mapping expertise among communities in a workable, buildable, scalable and sustainable manner. The standardized data entry forms will become well known to vendors who commonly bid on municipal projects. These vendors work throughout the state and can provide similar services, and spread the technique, to other communities.

Expansion opportunities, including adding other contiguous communities in southeastern Massachusetts to the group, has already happened with Lakeville joining the SERSG and SEMSWC in 2014. Tracking our successes and challenges thoroughly and using the Steering Committee to serve as an ambassador for the model will greatly assist in these efforts.

Evidence of commitment among applicants/participants:

The communities that make up the SERSG and SEMSWC have committed to continuing the path they have forged by forming the Stormwater Collaborative. Each community has re-committed this year to develop the capacity building and sustainability of the Collaborative to continue this innovative idea.

FY15 Community Innovation Challenge Grant

APPLICATION

LOCAL SUPPORT DOCUMENTATION FORM

Project Title: CAPACITY BUILDING IN A REGIONALIZED MUNICIPAL STORMWATER ORGANIZATION THROUGH COLLABORATIVE DATA MANAGEMENT, EQUIPMENT SHARING, AND PROGRAM IMPLEMENTATION

Lead applicant primary contact:

First Name, Last Name: William Ross, Town Manager

Name of Municipality: Town of Mansfield

Phone Number: (508) 261-7370

Email Address: wross@mansfieldma.com

List all participating entities:

Town of Abington

Town of Foxborough

Town of Plainville

Town of Bridgewater

Town of Lakeville

Town of Raynham

City of Brockton

Town of Mansfield

Town of Sharon

Town of Canton

Town of Middleborough

Town of Stoughton

Town of East Bridgewater

Town of North Attleborough

City of Taunton

Town of Easton

Town of Norton

Town of West Bridgewater

Town of Norfolk

Town of Wrentham

FY15 Community Innovation Challenge Grant

APPLICATION

Sign on behalf of the Applicants:

_____ Signature	<u>Town of Abington</u> Entity
_____ Print Name	_____ Title
_____ Signature	<u>Town of Bridgewater</u> Entity
_____ Print Name	_____ Title
_____ Signature	<u>City of Brockton</u> Entity
_____ Print Name	_____ Title
_____ Signature	<u>Town of Canton</u> Entity
_____ Print Name	_____ Title

FY15 Community Innovation Challenge Grant

APPLICATION

Signature

Town of East Bridgewater
Entity

Print Name

Title

Signature

Town of Canton
Entity

Print Name

Title

Signature

Town of Foxborough
Entity

Print Name

Title

Signature

Town of Lakeville
Entity

Print Name

Title

Signature

Town of Mansfield
Entity

Print Name

Title

FY15 Community Innovation Challenge Grant

APPLICATION

Signature

Town of Middleborough
Entity

Print Name

Title

Signature

Town of North Attleborough
Entity

Print Name

Title

Signature

Town of Norton
Entity

Print Name

Title

Signature

Town of Plainville
Entity

Print Name

Title

Signature

Town of Raynham
Entity

Print Name

Title

FY15 Community Innovation Challenge Grant

APPLICATION

Signature

Town of Sharon
Entity

Print Name

Title

Signature

Town of Stoughton
Entity

Print Name

Title

Signature

City of Taunton
Entity

Print Name

Title

Signature

Town of West Bridgewater
Entity

Print Name

Title

Signature

Town of Wrentham
Entity

Print Name

Title

FY15 Community Innovation Challenge Grant

APPLICATION

Sign on behalf of the Applicants:

Applicants must submit documentation of demonstrated support for the proposed initiative and grant application from each participating entity through the local support documentation form at the end of the application. Please refer to the chart below to determine who should sign your application.

Town with a Board of Selectmen	Board of Selectmen (The chair or Town Manager may sign for the Board, provided that evidence shows that the Board authorized the Town Manager or chair to sign on behalf of the Board).
Town with a Town Council	Town Manager/ Administrator
Cities	Mayor, unless charter designates some other local office to be chief administrative or executive officer (i.e. City Manager). M.G.L. Ch. 4 Sec. 7
Regional school district	School Committee (The chair or superintendent may sign for the committee, provided that evidence shows that the committee authorized the chair or superintendent to sign on behalf of the committee)
Regional planning agencies and councils of governments	Executive Director
Special municipal districts	Directors or equivalent
Counties	Commissioners

_____	_____
Signature	Entity
_____	_____
Print Name	Title
_____	_____
Signature	Entity
_____	_____
Print Name	Title

FY15 Community Innovation Challenge Grant

APPLICATION

Signature Entity

Print Name Title

Duplicate this page if space needed for additional signatories

**Regionalizing Municipal Stormwater Management
Southeastern Massachusetts Stormwater Collaborative
Project Timeline 2015**

Task Name	Duration	Start	Finish	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Category 1: Regionalized Compliance System															
Task RCS-1: Stormwater System Database and Mapping Framework	10 months	1/1/2015	10/31/2015												
Task RCS-2: Purchase Tablets and GPS Computer Devices, and Training	4 months	3/1/2015	6/30/2015												
Task RCS-3: Equipment Purchases and Training	4 months	3/1/2015	6/30/2015												

Note: The project tasks shall be completed and all closeout documentation will be submitted to the Executive Office of Administration and Finance by December 31, 2015. The participating communities representatives narrowed the scope of work to tasks that could be achieved within the project timeframe.

Jacqueline Shanley

From: Judy MacDonald
Sent: Thursday, September 25, 2014 1:16 PM
To: Jacqueline Shanley
Cc: Charles Cristello
Subject: Bid results and Vote
Attachments: 37439704_1-Selectmen Vote (Middleborough) - Series A and B.doc;
20140925140635453.pdf; 20140925140626417.pdf; 20140925141038645.pdf

Hi Jackie,

I have included the bid results for the three pieces(the bond, refunding of the bond and the note) of the borrowing. The bid results letter I provided for the bond, the refunding bond and the short term note are for informational purposes, so the selectmen can see the results of all bids received. The vote is provided by Bond Counsel and needs to be voted as written. If you have any questions don't hesitate to ask.

Thanks,

Judy

Judy M Mac Donald
Treasurer/Collector
Town of Middleborough
20 Centre Street 3rd Floor
Middleborough, MA 02346
(PH) 508-946-2421
Fax 508-947-5447
jmcdnld@middleborough.com

VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Middleborough, Massachusetts (the "Town"), certify that at a meeting of the board held September 29, 2014, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: That in order to reduce interest costs, the Treasurer is authorized to issue refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of the General Laws, or pursuant to any other enabling authority, to refund the Town's \$10,177,000 General Obligation Refunding Bonds of 2004 dated March 1, 2004 maturing on March 1 in the years 2015 through 2024 (inclusive) in the aggregate principal amount of \$3,950,000 (the "Refunded Bonds") and that the proceeds of any refunding bonds issued pursuant to this vote shall be used to pay the principal, redemption premium, if any, and interest on the Refunded Bonds and costs of issuance of the refunding bonds.

Further Voted: that the sale of the \$2,462,716 General Obligation Municipal Purpose Loan of 2014 Bonds, Series A, dated October 1, 2014 (the "Series A Bonds"), to Janney Montgomery Scott LLC at the price of \$2,621,281.79 and accrued interest is hereby approved and confirmed. The Series A Bonds shall be payable on October 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2015	\$232,716	2.00%	2020	\$215,000	4.00%
2016	225,000	3.00	2021	215,000	3.00
2017	215,000	4.00	2022	195,000	4.00
2018	215,000	4.00	2024	320,000	2.25
2019	215,000	4.00	2027	415,000	2.75

Further Voted: that the Series A Bonds maturing on October 1, 2024 and October 1, 2027 (each, a "Term Bond") shall be subject to mandatory redemption or mature as follows:

Series A Term Bond due October 1, 2024

<u>Year</u>	<u>Amount</u>
2023	\$160,000
2024*	160,000

*Final Maturity

Series A Term Bond due October 1, 2027

<u>Year</u>	<u>Amount</u>
2025	\$160,000
2026	155,000
2027*	100,000

*Final Maturity

Further Voted: that the sale of the \$3,720,000 General Obligation Refunding Bonds, Series B, dated October 1, 2014 (the "Series B Bonds", and together with the Series A Bonds, the "Bonds"), to FTN Financial Capital Markets at the price of \$3,819,097.40 and accrued interest is hereby approved and confirmed. The Bonds shall be payable on March 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2015	\$435,000	2.00%	2020	\$415,000	2.00%
2016	455,000	2.00	2021	405,000	2.00
2017	435,000	2.00	2022	395,000	2.50
2018	430,000	2.00	2023	225,000	2.50
2019	420,000	2.00	2024	105,000	2.50

Further Voted: to approve the sale of a \$3,106,678 1.00 percent General Obligation Bond Anticipation Note of the Town dated October 10, 2014, and payable October 9, 2015 (the "Notes"), to Jefferies LLC at par and accrued interest, if any, plus a premium of \$20,661.00.

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated September 9, 2014, and a final Official Statement dated September 23, 2014 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated September 16, 2014, and a final Official Statement dated September 23, 2014, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Series A Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver continuing and significant events disclosure undertakings in compliance with SEC Rule 15c2-12 in such forms as may be approved by bond counsel to the Town, which undertakings shall be incorporated by reference in the Bonds and Notes, as applicable, for the benefit of the holders of the Bonds and Notes from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and Notes.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

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 sale of the Bonds and Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: September 29, 2014

Clerk of the Board of Selectmen

AM 37439704.1



JUDY M. MACDONALD
TREASURER AND COLLECTOR

Town of Middleborough
Office of the Treasurer and Collector
20 Centre Street, 3rd Floor
Middleborough, MA 02346-2270
email: jmcndnd@middleborough.com

TELEPHONE
(508) 946-2420
(508) 946-2421

FAX
(508) 947-5447

Date: 9/23/2014
To: Board of Selectmen
From: Judy M. MacDonald, Treasurer/Collector
Dated: Refunding of March 2004 Bond Issue
October 10, 2014

Borrowing:	\$2,073,855.00	Fire Station
	52,074.00	School Remodel
	20,345.00	Oliver Mills Park
	440,842.00	Water Land Acquisition
	1,001,680.00	Water Mains
	<u>131,204.00</u>	Drainage Improvement
	\$3,720,000.00	

Results of electronic bids, Tuesday, September 23, 2014:

<u>Bank</u>	<u>Bid Amount</u>	<u>Interest</u>	<u>Premium</u>	<u>NIC</u>	<u>True Int. Cost</u>
FTN Financial Capital Markets	\$3,720,000.	342,262.50	98,369.05	243,893.45	1.520883
Janney Montgomery Scott, LLC	3,720,000.	617,479.17	347,262.05	270,217.12	1.606339
Raymond James & Associates, Inc.	3,720,000.	471,657.29	209,316.80	262,340.49	1.617116
Southwest Securities, Inc.	3,720,000.	402,206.25	134,438.65	267,767.60	1.653942
Robert W. Baird & Co., Inc.	3,720,000.	436,958.33	166,579.80	270,378.53	1.657540
UBS Financial Services, Inc.	3,720,000.	350,604.17	81,787.40	268,816.77	1.683871
Sterne, Agee & Leach, Inc.	3,720,000.	488,883.33	211,695.80	277,187.53	1.691297

Bid awarded, subject to Selectmen's approval to:

FTN Financial Capital Markets	3,720,000.	342,262.50	98,369.05	243,893.45	1.520883
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JUDY M. MACDONALD
TREASURER AND COLLECTOR

Town of Middleborough
Office of the Treasurer and Collector

20 Centre Street, 3rd Floor
Middleborough, MA 02346-2270
email: jmcndld@middleborough.com

TELEPHONE
(508) 946-2420
(508) 946-2421

FAX
(508) 947-5447

Date: September 23, 2014

To: Board of Selectmen

From: Judy M. MacDonald, Treasurer/Collector 

Bond Anticipation Note

Dated: October 10, 2014

Due: October 9, 2015

Borrowing:	\$600,000.00	Police Station Planning
	345,000.00	Departmental Equipment
	215,000.00	Forestry Vehicle
	155,000.00	Elementary School Improvements
	115,000.00	High School Improvements
	70,000.00	School Department Technology
	69,000.00	Paving
	55,335.00	Building Equip. (Compressor & Carpeting)
	22,848.00	Town Hall Annex Roof Repair
	10,000.00	Traffic Signal
	1,000,000.00	Wastewater Treatment Facility Upgrade
	100,000.00	Fire Equipment
	92,000.00	Park Dept. Equipment
	61,000.00	Public Works Equipment
	55,000.00	Fire Command Vehicle
	30,000.00	Council on Aging Parking Lot
	25,000.00	Memorial Early Childhood Center Remodeling
	24,500.00	Voting Booths and Covers
	22,000.00	Animal Control Vehicle
	20,000.00	Cabs and Chassis for Public Works
	19,995.00	Library Carpeting
	<u>\$3,106,678.00</u>	

Results of telephone bids, Tuesday, September 23, 2014:

<u>Bank</u>	<u>Bid Amount</u>	<u>Rate</u>	<u>Interest</u>	<u>Premium</u>	<u>NIC</u>	<u>TIC</u>
Jefferies, LLC	\$3,106,678.	1.00	30,980.48	20,661.00	10,319.48	.333
Eastern Capital Markets	\$3,106,678.	1.00	30,980.21	20,504.07	10,476.14	.338162
T D Securities	\$3,106,678.	1.25	38,725.60	24,667.02	14,058.58	.453788

Bid awarded, subject to Selectmen's approval to:

Jefferies, LLC \$3,106,678.00 Net Interest Cost \$10,319.48

Jacqueline Shanley

From: Jane Kudcey
Sent: Wednesday, September 24, 2014 10:26 AM
To: Jacqueline Shanley
Cc: Charles Cristello
Subject: BOS Meeting 9/29
Attachments: CDBG FY10 grant extension request until 3-31-2015.pdf

Hi Jackie,

I need to ask the BOS to sign an extension request. I'd appreciate it if you'd put me on the agenda for Monday's BOS meeting:

The OECD is submitting a request to the Dept. of Housing and Community Development to extend the FY2010 CDBG grant to March 31, 2015 in order to access Program Income funds to continue its emergency housing repair program. The OECD is asking that the Board approve this extension request and authorize the Chair to sign it.

Please see the attached request form, let me know if you have any questions,

Thanks,

Jane

EXTENSION REQUEST PAGE

CDF I-G-2010-Middleborough-00630

Request Extension Date 3/31/2015

Justification

The OECD is requesting an extension of the CDBG FY2010 Grant in order to continue accessing Program Income funds for emergency home repairs. Five projects have been completed using these funds and a sixth project has been approved and awaiting bids. In addition, the OECD has two applications in progress and has received several inquiries for heater repairs in the past two weeks. The OECD is coordinating heater repairs with South Shore Community Action Council in order to leverage funds. By extending the grant to March, 2015, it will ensure that funds will be available to assist homeowners in need during the winter months.

I certify under the terms and conditions of the contract with DHCD, that the Chief Elected Official has approved this contract modification. A signed copy of the form will be retained in our files and available upon request.

9/24/2014

Massachusetts Community Development Block Grant Program

Budget and Program Revision Form

Community/Grantee: Town of Middleborough	Original Award: \$911,590.00
Program Name/Year:	Revision #: P-number (program revision) B-number (budget revision) E-number (extensions)
Grant #: CDF I-G-2010-Middleborough-00630	
Contract End Date: 09/30/2014	Date Revision Submitted: 09/24/2014

This request is for the following change(s). Grantee check all "Requested" that apply; DHCD will initial those that are approved in the approved column

Grantee Requested	An X in the left column indicates the item is included by the Grantee, an X in the right hand column indicates DHCD approval of the item when the form is signed.	DHCD Approved
	Budget Amendment to increase the grant award to	
	Budget Revision for:	
	<ul style="list-style-type: none"> Change in administrative dollars Transfer of funds from construction to non-construction or vice versa Cumulative transfers among separately budgeted activities which exceed or are expected to exceed 10% of the approved grant award if the grant award exceeds \$100,000 	
X	Program Extension (to increase period of availability of funds/period of performance) to 3/31/2015	
	<ul style="list-style-type: none"> This extension will extend period of performance beyond the end of the term of the current grant agreement 	
	Program Revision for:	
	<ul style="list-style-type: none"> Revision in scope or effectiveness of a project/program design or significant change in the accomplishment of the national objective or beneficiaries to be served. Changes in key personnel For non-construction projects, contracting out or subgranting or otherwise obtaining services of a third party to perform activities which are central to the purposes of the award if not specified in the application or grant award Other, specify 	

This request is submitted and all relevant information specified on page 4 is provided in attachments. I understand that the revision or extension requested is not approved unless and until this form is countersigned as "approved" or "approved with revisions" by the Associate Director and returned to me.

Authorized Signature for Grantee:	Date / / Print Name & Title:
--	---

Program Rep. initial and date:	Program manager signature and date:
---------------------------------------	--

This request # _____ is _____ approved as requested	_____ approved with the modifications shown on the _____ denied
_____ following pages numbered _____	

_____ Authorized signature for Mass. CDBG	Sandra L. Hawes, Associate Director, DCS _____ Print name, title, and date
--	--



Town of Middleborough Commission on Disability

September 24, 2014

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

Dear Honorable Members of the Board of Selectmen:

The Commission on Disability met on September 17, 2014 and voted to recommend the Board of Selectmen appoint Richard J. Stewart, Jr. as a new member of the Commission on Disability for a term to expire on June 30, 2016 to fill the unexpired term of Michelle McClellan who resigned in February of 2014.

Mr. Stewart has been attending Commission on Disability meetings recently and has expressed a sincere interest in joining the Commission. Attached please find his letter of interest for your review and consideration.

Should you have any questions or concerns, please do not hesitate to contact me at (508) 946-2415.

Very truly yours,

Allison J. Ferreira
Secretary to the Commission on Disability/
Town Clerk

/ajf

cc: Commission on Disability

September 16, 2014

Middleborough Disability Commission

Middleborough, Mass.

To Whom It May Concern:

I am writing this letter in the hopes of being able to become a member of the Disability Commission. I just recently graduated from Middleborough High School, and I am looking for a new group to join. I am interested in this Commission, as I have a disability myself and feel that I would be able to offer a lot of ideas and suggestions to make everything better for all disabled people.

I look forward to meeting with everyone.

Thank you for your consideration.

Sincerely,

Richard J. Stewart, Jr.



Middleboro High School Student Council

71 East Grove Street
Middleboro, Massachusetts 02346
508-946-2010
www.middleboro.k12.ma.us
Twitter: @mhsStuco1415

Kiley Kozloski – President
Kathleen D’Errico – Vice President
Samuel Botelho – SEMASC President
Nick Coletti – MASC Delegate

Paul Branagan, Advisor &
MASC Executive Director

September 19, 2014

Dear Members of the Middleborough Board of Selectmen,

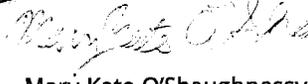
The Middleboro High School Student Council has been putting together the fourteenth annual Homecoming at the High School. Homecoming week is scheduled for October 6th-11th 2014. THE Homecoming game is scheduled for Saturday, October 11th against the Pembroke Titans.

On the morning of October 11th, we would like to host a small parade that would start at 2:45 and proceed from the High School, down Fairview Street, up Wareham, and turn onto Benton Street to reach Battis Field, where the homecoming game will be played. The parade would not be very large, consisting of small floats, one for each class, the band, and the twirlers.

To ensure safety and allow the parade to run smoothly, we would also ask for the assistance of a police cruiser leading the parade and a police cruiser trailing the parade, as well as assistance on certain corners where the parade will proceed through. We would like to know if you would agree to support this very successful event that truly brings our school together. This event would bring together the school community, and the Town of Middleborough as it celebrates its annual homecoming. If you have any questions, please contact Paul Branagan, the Student Council advisor, at 508-946-2010 ext. 3102. Thank you for your time and commitment to the students in Middleborough.

Sincerely,


Paul Branagan
Student Council
Advisor


Mary Kate O'Shaughnessy
Parade Coordinator


Lauren Foley
Parade Coordinator

"The Voice of Student Leadership"
2012, 2013 & 2014 MASC Gold Council of Excellence Award
2012 NASC Gold Council of Excellence

Jacqueline Shanley

From: Joseph Perkins <jperkins@mpdmail.com>
Sent: Thursday, September 25, 2014 3:18 PM
To: Jacqueline Shanley
Subject: RE: MHS Homecoming Parade Request

Jackie,

I received the same letter. I have no problem with the request. In fact, I plan on leading the parade with a cruiser and plan on attending the football game as Chief.

Thanks,
Joe

From: Jacqueline Shanley [<mailto:jshanley@middleborough.com>]
Sent: Thursday, September 25, 2014 2:58 PM
To: Lance Benjamino; jperkins@mpdmail.com
Subject: MHS Homecoming Parade Request

Good Afternoon,

Please see attached and advise this office of any restrictions/concerns/objections. This will be voted on by the Board at its 9/29 meeting.

Joe, please note they are asking for a cruiser to lead and follow the parade and assistance on certain street corners.

Thank you.

Jackie

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

Jacqueline Shanley

From: Lance Benjamino
Sent: Friday, September 26, 2014 1:22 PM
To: Jacqueline Shanley
Subject: RE: MHS Homecoming Parade Request

No issues.

Thank you,

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

From: Jacqueline Shanley
Sent: Thursday, September 25, 2014 2:58 PM
To: Lance Benjamino; jperkins@mpdmail.com
Subject: MHS Homecoming Parade Request

Good Afternoon,

Please see attached and advise this office of any restrictions/concerns/objections. This will be voted on by the Board at its 9/29 meeting.

Joe, please note they are asking for a cruiser to lead and follow the parade and assistance on certain street corners.

Thank you.

Jackie

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

MIDDLEBOROUGH POLICE DEPARTMENT

99 NORTH MAIN STREET
MIDDLEBOROUGH, MA 02346

(508) 947-1212

Fax (508) 947-1009



Bruce D. Gates
Chief of Police

TO: JACKIE SHANLEY
FROM: IRENE HUDSON
DATE: SEPTEMBER 24, 2014
RE: EQUITABLE SHARING AGREEMENT
& CERTIFICATION

Enclosed is the Federal Equitable Sharing Agreement and Certification that the Police Department submits each year to the Department of Justice and the Department of the Treasury. We certify to them how much money we've received and/or spent during the previous fiscal year of Federally forfeited cash, property, proceeds, and any interest earned thereon, which are equitably shared with participating law enforcement agencies.

The Middleborough Police Dept. doesn't receive much Federally forfeited cash, property or proceeds. As can be seen by the attached form we only have \$367.03 in the account. This account was established by Town Accountant Steve Dooney in 2011.

Please have Chairman Frawley sign on page 5 and return it to me as soon as possible.
Thank you.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Total spent on salaries under permitted salary exceptions		
b	Total spent on overtime		
c	Total spent on informants, "buy money", and rewards		
d	Total spent on travel and training		
e	Total spent on communications and computers		
f	Total spent on weapons and protective gear		
g	Total spent on electronic surveillance equipment	\$109.00	
h	Total spent on buildings and improvements		
i	Total transfers to other participating state and local law enforcement agencies (To populate, complete Table C)		
j	Total spent on other law enforcement expenses (To populate, complete Table D)		
k	Total Expenditures in Support of Community-Based Programs (To populate, complete Table E)		
l	Total Windfall Transfers (To populate, complete Table F)		
m	Total spent on matching grants (To populate, complete Table G)		
n	Total	\$109.00	\$0.00
o	Did your agency receive non-cash assets? <input type="radio"/> Yes <input checked="" type="radio"/> No If yes, complete Table H.		

Please fill out the following tables, if applicable.

Table A: Members of Task Force

Agency Name	NCIC/ORI/Tracking Number								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%;"></td> </tr> </table>								

Table B: Equitable Sharing Funds Received from other Agencies

Transferring Agency Name, City, and State	Justice Funds	Treasury Funds										
Agency Name: <input style="width: 400px;" type="text"/>												
NCIC/ORI/Tracking Number: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table>												

Table C: Equitable Sharing Funds Transferred to Other Agencies

Receiving Agency Name, City, and State	Justice Funds	Treasury Funds										
Agency Name: <input style="width: 400px;" type="text"/>												
NCIC/ORI/Tracking Number: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table>												

Table D: Other Law Enforcement Expenses

Description of Expense	Justice Funds	Treasury Funds

Table E: Expenditures in Support of Community-Based Programs

Recipient	Justice Funds	

Table F: Windfall Transfers

Recipient	Justice Funds	Treasury Funds

Table G: Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Table H: Other Non-Cash Assets Received

Source	Description of Asset
Justice <input type="radio"/>	
Treasury <input type="radio"/>	

Table I: Civil Rights Cases

Name of Case	Type of Discrimination Alleged			
		<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
	<input type="checkbox"/> Disability	<input type="checkbox"/> Age	<input type="checkbox"/> Other _____	

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section, 1400 New York Avenue, N.W., Washington, DC 20005.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the above-stated law enforcement agency ("Agency"), and (3) the governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited cash, property, proceeds, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By its signatures, the Agency agrees that it will be bound by the statutes and guidelines that regulate shared assets and the following requirements for participation in the federal Equitable Sharing Program. Receipt of the signed Equitable Sharing Agreement and Certification (this "Document") is a prerequisite to receiving any equitably shared cash, property, or proceeds.

- 1. Submission.** This Document must be submitted to aca.submit@usdoj.gov within 60 days of the end of the Agency's fiscal year. This Document must be submitted electronically with the Affidavit/Signature submitted by fax. This will constitute submission to the Department of Justice and the Department of the Treasury.
- 2. Signatories.** This agreement must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, chairperson, secretary, city attorney, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body's head is the person who allocates funds or approves the budget for the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, director, secretary, administrator, commissioner, and governor.
- 3. Uses.** Any shared asset shall be used for law enforcement purposes in accordance with the statutes and guidelines that govern the federal Equitable Sharing Program as set forth in the current edition of the Department of Justice's *Guide to Equitable Sharing for State and Local Law Enforcement (Justice Guide)*, and the Department of the Treasury's *Guide to Equitable Sharing for Foreign Countries and Federal, State, and Local Law Enforcement Agencies (Treasury Guide)*.
- 4. Transfers.** Before the Agency transfers cash, property, or proceeds to other state or local law enforcement agencies, it must first verify with the Department of Justice or the Department of the Treasury, depending on the source of the funds, that the receiving agency is a current and compliant Equitable Sharing Program participant.
- 5. Internal Controls.** The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury. Funds from state and local forfeitures and other sources must not be commingled with federal equitable sharing funds. The Agency shall establish a separate revenue account or accounting code for state, local, Department of Justice, and Department of the Treasury forfeiture funds. Interest income generated must be accounted for in the appropriate federal equitable sharing account.

The Agency agrees that such accounting will be subject to the standard accounting requirements and practices employed for other public funds as supplemented by requirements set forth in the current edition of the *Justice Guide* and the *Treasury Guide*, including the requirement in the *Justice Guide* to maintain relevant documents and records for five years.

The misuse or misapplication of shared resources or the supplantation of existing resources with shared assets is prohibited. Failure to comply with any provision of this agreement shall subject the recipient agency to the sanctions stipulated in the current edition of the *Justice or Treasury Guides*, depending on the source of the funds/property.
- 6. Audit Report.** Audits will be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Circular A-133. The Department of Justice and Department of the Treasury reserve the right to conduct periodic random audits.

Affidavit - Existing Participant

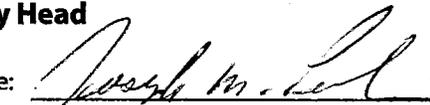
Under penalty of perjury, the undersigned officials certify that **they have read and understand their obligations under the Equitable Sharing Agreement** and that the information submitted in conjunction with this Document is an accurate accounting of funds received and spent by the Agency under the *Justice and/or Treasury Guides* during the reporting period and that the recipient Agency is in compliance with the National Code of Professional Conduct for Asset Forfeiture.

The undersigned certify that the recipient Agency is in compliance with the nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above? Yes No

If you answered yes to the above question, complete Table I

Agency Head

Signature: 
 Name: Joseph Perkins
 Title: Chief of Police
 Date: _____
 E-mail: jperkins@mpdmail.com

Governing Body Head

Signature: _____
 Name: Allin Frawley
 Title: Chairman, Board of Selectmen
 Date: _____
 E-mail: selectmanfrawley@middleborough.com

Subscribe to Equitable Sharing Wire:

The Equitable Sharing Wire is an electronic newsletter that gives you important, substantive, information regarding Equitable Sharing policies, practices, and procedures.

irene.hudson@mpdmail.com

Final Instructions:

- Step 1: Click to save for your records
- Step 2: Click to save in XML format

- Step 3: Email the XML file to aca.submit@usdoj.gov
- Step 4: Scan & email this Affidavit to aca.affidavit@usdoj.gov
 (Email subject line must include Agency NCIC/ORI Code)

FOR AGENCY USE ONLY

Entered by _____
 Entered on _____



FY End: 06/28/2014

Date Printed: September 24, 2014 11:33

NCIC: MA0121700 Agency: Middleborough Police Department

Phone: 508-946-2454

State: MA Preparer: Irene Hudson

E-mail: irene.hudson@mpdmail.com

K

COPY

Invoice# **INV-118**

Invoice date: 08/05/2013

Payment due by 08/12/2013

mytrackingdevicesTM
service provider

Irene Hudson (Town of Middleborough PD)

Ref. number: 1580

Amount due: \$109.00

Description	Qty/Hrs	Price/Rate	Total
Credits for tracking device	1.00	\$109.00	\$109.00

Total: \$109.00

Amount due: \$109.00

Additional comments: Payment information: Bank Name: Bank Of America Account Name: mytrackingdevices.com llc Account Number: 2290 4683 3737 ABA#: 026009593 Swift: BOFAUS3N Bank Address: 1 SE 3rd Avenue, Miami, Florida, USA 33131

Date 8-6-13

Warrant _____

Invoice _____

Acct. # 29.3280.10

Acct. Name Drug Forfeiture/Federal

Vendor _____

Amount 109.00

Approved by Marion Chua

TOWN OF MIDDLEBOROUGH / SCHEDULE OF DEPARTMENTAL BILLS PAYABLE

To the Accounting Officer:

The following named bills of the Police Department, amounting in the aggregate One hundred and nine and 00/100 dollars, have been approved by the Chief of Police, and you are requested to place them on a warrant for payment.

Date: August 13, 2013

Name: *Irene Hudson*

Title: Chief of Police

NAME	ADDRESS	AMOUNT		TOTAL	
Mytrackingdevices Service Provider	123 SE Ave #424 Miami, FL 33131	109	00	29.3280.10 Drug Forfeiture/Federal 109	00

I. What Is the Department of Justice Asset Forfeiture Program?

The Department of Justice Asset Forfeiture Program (the Program) is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations, deprives wrongdoers of the proceeds of their crimes, recovers property that may be used to compensate victims, and deters crime. The most important objective of the Program is law enforcement. Equitable sharing further enhances this law enforcement objective by fostering cooperation among federal, state, and local law enforcement agencies.

Federal law authorizes the Attorney General to share federally forfeited property with participating state and local law enforcement agencies.¹ The exercise of this authority is discretionary and limited by statute. The Attorney General is not required to share property in any case.

The Controlled Substances Act most fully states the intent of Congress in the sharing of forfeited property. Section 881(e)(3) of Title 21, United States Code, provides that:

The Attorney General shall assure that any property transferred to a State or local law enforcement agency...

(A) has a value that bears a reasonable relationship to the degree of direct participation of the State or local agency in the law enforcement effort resulting in the forfeiture, taking into account the total value of all property forfeited and the total law enforcement effort as a whole; and with respect to the violation of law on which the forfeiture is based; and

(B) will serve to encourage further cooperation between the recipient State or local agency and Federal law enforcement agencies.²

A Guide to Equitable Sharing for State and Local Law Enforcement Agencies applies only to the sharing of assets that were seized by Department of Justice investigative agencies and federal agencies participating in the Department of Justice Asset Forfeiture Program and that were forfeited judicially or administratively to the United States by the United States Attorney's Offices or Forfeiture Program participants. Participating agencies and components currently approved include:

U.S. Department of Justice agencies and components:

- Criminal Division, Asset Forfeiture and Money Laundering Section (AFMLS)
- Justice Management Division, Asset Forfeiture Management Staff (AFMS)
- Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Drug Enforcement Administration (DEA)

¹ 21 U.S.C. § 881(e)(1)(A) and (e)(3), 18 U.S.C. § 981(e)(2), and 19 U.S.C. § 1616a.

² 21 U.S.C. § 881(e)(3).

- Federal Bureau of Investigation (FBI)
- U.S. Attorney's Offices (USAO)
- U.S. Marshals Service (USMS)

Components outside of the U.S. Department of Justice:

- U.S. Department of Agriculture, Office of Inspector General (USDA-OIG)
- U.S. Department of Defense, Criminal Investigative Service (DCIS)
- U.S. Department of State, Bureau of Diplomatic Security (DSS)
- U.S. Food and Drug Administration, Office of Criminal Investigations (FDA-OCI)
- U.S. Postal Inspection Service (USPIS)

The FBI, DEA, ATF, and USPIS are the only agencies participating in the Department of Justice Program that directly adopt seizures by state or local law enforcement agencies. Under limited circumstances, the USAOs may directly adopt such seizures.³

As soon as assets are identified for seizure/forfeiture in a federal investigation or an adoptive forfeiture, the USAO or seizing agency handling the case should contact the USMS to discuss pre-seizure planning to determine the necessary resources for property management and disposal requirements.⁴ Pre-seizure planning is required to seize real property, businesses, or any unusual, complex, or unique assets (e.g., animals, property contaminated with hazardous material, leasehold agreements, partnership interests, valuable arts and antiques, or a large quantity of assets posing potential storage problems).

The U.S. Department of the Treasury administers its own Asset Forfeiture Program.⁵ For policies and participating agencies, please visit the Treasury Executive Office for Asset Forfeiture website at www.treas.gov/offices/enforcement/teofaf/.

³ In accordance with *Asset Forfeiture Policy Manual* (2008), Chap. 1, Sec. VIII.G.

⁴ See Pre-Seizure Planning Guide, USMS Pub. No. 106 (June 2000) for further information regarding pre-seizure planning.

⁵ Participating agencies in the Treasury Asset Forfeiture Program include the Internal Revenue Service (IRS), U.S. Immigration and Customs Enforcement (ICE), U.S. Customs and Border Protection (CBP), U.S. Secret Service (USSS), and U.S. Coast Guard.