

NEW BUSINESS

9-30-13

Jacqueline Shanley

From: Clare Cole <clare.cole.cpa@gmail.com>
Sent: Thursday, September 26, 2013 10:12 AM
To: Jacqueline Shanley
Subject: Cultural Council appointment

Jackie,

Carleton Donchess is applying for appointment to the Cultural Council. He introduced himself to the Council at our last meeting and the Council agreed to support his appointment. I will try to make it to the next BOS meeting to support his appointment in person but if I can't make it, would you pass on the Council's support to Mr. Donchess' appointment to the Selectmen.

Thanks

Clare Cole, Co-Chair

Middleborough Cultural Council

September 20, 2013

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

Dear Sirs,

Please consider my application for an appointment to the Middleborough Cultural Council.

I have a long-standing interest in the arts and culture. I would like to broaden this appreciation while also serving our town.

I have lived in Middleborough for over 25 years and have previously served several terms on the Historical Commission. I have attached a vita for your consideration.

Yours truly,



Carleton Donchess
45 Cross Street
Middleborough, MA 02346

Carleton M. Donchess
45 Cross Street
Middleborough, MA 02346

EDUCATION

1986 to 1988 **BENTLEY UNIVERSITY**, Waltham, MA 02254
MSA *Master of Science in Accountancy*

1980 to 1981 **BABSON COLLEGE**, Wellesley, MA 02181
MBA *Master of Business Administration*

1975 to 1979 **STONEHILL COLLEGE**, North Easton, MA 02356
BSBA, Cum Laude
Major: *Marketing Management*
Minor: *Communications*

CERTIFICATIONS

CMA, Certified Management Accountant (Certificate #10,008)
U.S. Department of Defense Secret Clearance (inactive)
F.C.C. Broadcast License, elements one, two and nine with
Broadcast endorsement

**PUBLICATIONS
& REVIEWS**

Text published:
South-Western Publishing, 2002
Co-authored test bank for *Financial Accounting*, Antle/Garstka

Article published:
Kanban, Just in Time for Just in Time; Massachusetts CPA Review,
Spring 1990 pgs. 15-20 (cover article).

Reviews and editorial consulting:
John Wiley Publishing, *Jiambalvo, Managerial Accounting 3e, 2008*
Addison Wesley, *Gitman, Managerial Finance, 11e*
McGraw-Hill, Garrison, *Managerial Accounting, 11e*
McGraw-Hill, *Edmonds, Managerial Accounting*
Prentice-Hall, Reimers, *Financial Accounting, first edition*
McGraw-Hill, *Hilton, Managerial Accounting, second edition*
McGraw-Hill, *Meigs/Meigs Financial Accounting 8'th edition*,
McGraw-Hill, *Chasteen Intermediate Accounting 4/e*,
John Wiley Publishing, *Business World 2 2/e*,

1/97 to present

Department Graduate Curriculum Committee Chair

Responsibilities include overseeing periodic Department Graduate Committee meetings and with the concurrence of the Department Chairperson and Graduate Coordinator, the submission of new graduate courses and program modifications.

9/84 to present

Professor of Accounting and Finance

Bridgewater State University, Bridgewater, MA

Responsible for instructing sections of Principles of Accounting, Managerial Accounting, Managerial Finance, Accounting & Finance for Managers and Intermediate Accounting. Responsible for academic advising. Involved in participation in both departmental and college governance committees.

Other teaching experience

University of Massachusetts/Boston

University of Massachusetts/Dartmouth (MBA Program and Undergraduate)

Massasoit Community College

Dean College

Fisher College

Responsible for instructing sections of Finance, Accounting Principles, Managerial Accounting, Business Organization, Cost Accounting, Business Mathematics, Statistics, Small Business Management, Marketing, Human Resource Management, Statistics, Microeconomics, Macroeconomics and Principles of Management.

1/97 to 6/05

1/08 to 6/08 (acting)

Department Chairperson and Professor of Accounting & Finance

Bridgewater State University, Bridgewater, MA

Founding chairperson, responsible for overseeing all operations involving the Department of Accounting & Finance and instructing courses. Under my supervision the department created a new major in Accounting & Finance, a master's concentration in accounting, minors in Accounting & Finance and Actuarial Science and several new Certificate programs. Oversaw compliance of Massachusetts Board of Accountancy education standards.

Developed official web page for the School of Management and Department of Accounting and Finance. Participated in college task forces on technology planning, data warehousing and Banner implementation. Participated on CART Advisory Board and numerous other advisory boards and search committees.

1/97 to 8/08

DGCE Coordinator, Department of Accounting & Finance

Responsible for all operations involving the evening undergraduate and graduate evening program. Oversaw changes in program ensuring 150-hour compliance, assisted in creating and modifying several graduate programs resulting in substantial enrollment increases. Developed proposal for MSA (Master of Science in Accountancy (in-progress) and assisted with the development of an Accounting Concentration within proposed MBA.

6/79 to 9/81

Technical Recruiter, B&M Associates, Waltham, MA

Responsibilities included the recruitment and placement of engineers, programmers, designers and all engineering support personnel for the military, aerospace, commercial aircraft and electronics industries. Interfaced with client management regarding future technology needs and assisted with budget development. Within this capacity I was exposed to all areas of engineering including state-of-the-art telecommunications developments.

6/78 to 6/79

Station General Manager, WSHL-FM, Easton, MA

Duties included: Development and oversight of annual budget, coordination of station officers, liaison between school administration and station management and implementation of Federal Communications Rules and Regulations. Organized the first Southeastern Massachusetts College Radio Convention and was elected first chairman of the six station group. I also successfully negotiated with the school administration for \$30,000 in funds to increase the station's power by tenfold. I then followed up by completing an FCC construction permit application totaling almost 1,000 pages of documentation. Under my direction, several articles concerning the station were published nationally.

6/73 to 6/79
(part-time)

Shaw's Supermarket, Stoughton, MA

Responsibilities included: Substitute department management, correspondent for chain newspaper and President of employees activity organization.

AWARDS

Selected to "Who's Who of Outstanding American College and University Students".
Awarded Jaycees Certificate of Exceptional Community Service.



Town of Middleborough

Massachusetts

**BOARD OF SELECTMEN
APPLICATION FOR LICENSE (PLEASE TYPE OR PRINT CLEARLY)**

DATE 9/24/2013
NAME OF APPLICANT Bill Seckinger
ADDRESS OF APPLICANT 13 HARDING ST. LAKEVILLE
ASSESSORS MAP & LOT _____
DAYTIME TELEPHONE 1-508-923-0505

NAME OF BUSINESS Muckey's LIQUORS
OWNER OF PROPERTY TO BE LICENSED BILL SECKINGER
ADDRESS OF PROPERTY TO BE LICENSED 200 OAK POINT DRIVE
ASSESSORS MAP & LOT _____

TYPE OF LICENSE REQUESTED (Check One)

2nd Hand _____ WRPD _____
Class I Automobile Dealer License _____ Earth Removal Permit _____
Class II Automobile Dealer License _____ Liquor License X
Class III Automobile Dealer License _____ Junk Dealer _____
Entertainment _____ Other Beer & Wine

Anticipated Start Date for Business: 10-16-2013
Days & Hours of Operation: 6 PM TO 10 PM FAST = 2 Middleboro

fundraiser for Middleboro Veterans Memorial Park
Has the applicant previously held a similar license in the Town of Middleborough or elsewhere?

If yes, explain:
YES 200 OAK POINT DRIVE

Signature Bill Seckinger

DATE OF HEARING: _____

Please bring to the Treasurer/Collector's office @ the Town Hall Annex, 20 Center Street, 3rd floor to obtain confirmation/signature that no outstanding taxes/municipal charges exist.

Dear Treasurer/Collector:

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

Does Property Owner/Applicant/Petitioner owe Taxes/Municipal Charges? _____



Town of Middleborough
Massachusetts

BOARD OF SELECTMEN
APPLICATION FOR LICENSE (PLEASE TYPE OR PRINT CLEARLY)

DATE 9-20-13
NAME OF APPLICANT BARTENDING SERVICES OF N.E.
ADDRESS OF APPLICANT _____
ASSESSORS MAP & LOT _____
DAYTIME TELEPHONE _____

NAME OF BUSINESS COUNCIL ON AGING - SURPRISE Birthday Party
OWNER OF PROPERTY TO BE LICENSED T. OF MIDDLEBOROUGH
ADDRESS OF PROPERTY TO BE LICENSED _____
ASSESSORS MAP & LOT _____

TYPE OF LICENSE REQUESTED (Check One)

2nd Hand _____ WRPD _____
Class I Automobile Dealer License _____ Earth Removal Permit _____
Class II Automobile Dealer License _____ Liquor License 1 DAY - ALL ALCOHOL
Class III Automobile Dealer License _____ Junk Dealer _____
Entertainment _____ Other: _____

Anticipated Start Date for Business: SAT. OCT. 5, 2013
Days & Hours of Operation: 1:00 PM - 5:00 PM

Has the applicant previously held a similar license in the Town of Middleborough or elsewhere?
If yes, explain: YES

* Signature Brenda L. Krystofalaki

DATE OF HEARING: 9.30.13

Please bring to the Treasurer/Collector's office @ the Town Hall Annex, 20 Center Street,
3rd floor to obtain confirmation/signature that no outstanding taxes/municipal charges exist.

Dear Treasurer/Collector:

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

Does Property Owner/Applicant/Petitioner owe Taxes/Municipal Charges? _____

LICENSE APPLICATION

Date... 9/24/13

Name of Business... Autumn's

Name of Applicant/Petitioner... Lori A. Thibeault

Address/Location for Permit Use... 29 Center St Middleboro, MA 02346

Assessor's Map and Lot# for Permit Use... 50P lot 6227

Address of Applicant/Petitioner... 277 Old Center Street Middleboro, MA 02346

F.I.D. # of Applicant/Petitioner... 4

Email Address... CCWAMPUM@hotmail.com

Hours of Operation... 9am - 8pm mon-sat

Please provide description of merchandise for sale... Wampum Jewelry, Gifts, hand crafted items ect. Hand bags, Clothing, Consignment S, fish, b.g. poles ect.

email
LORI APPROVED

Lori A Thibeault
Signature of Applicant

the Board of Selectmen, as to whether or not the above s the Town of Middleborough any outstanding taxes paid for more than one year.

plicant owe taxes/municipal charges: NO (Yes or No)

Signed: Virginia Matracco (Treasurer/Collector)



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: jmcndhd@middleborough.com

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

FAX
(508) 947-5447

Date: September 26, 2013
To: Board of Selectmen
From: Judy M. MacDonald, Treasurer/Collector

Bond Anticipation Note

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
	<u>\$1,657,183.00</u>	

Dated: October 10, 2013

Due: October 10, 2014

Results of telephone bids, Thursday, September 26, 2013:

<u>Bank</u>	<u>Bid Amount</u>	<u>Interest</u>
Century Bank	\$1,657,183.00	0.45
Eastern Bank	\$1,657,183.00	0.60
Peoples United	\$1,657,183.00	0.64
Uni Bank	\$1,657,183.00	0.65

Bid awarded, subject to Selectmen's approval to:

Century Bank	\$1,657,183.00	0.45%
estimated interest	\$7,457.32	

Jacqueline Shanley

From: Charles Cristello
Sent: Thursday, September 26, 2013 10:44 AM
To: Jacqueline Shanley
Subject: FW: North Carver Water District
Attachments: Amendment (Carver water).docx

Here it is. Thanks

From: Decas, Murray & Decas [<mailto:decasmurraydecas@yahoo.com>]
Sent: Friday, September 20, 2013 11:56 AM
To: Charles Cristello
Subject: North Carver Water District

September 20, 2013

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

RE: Extension of time to provide services to North Carver Water District

Dear Charlie:

I enclose a draft amendment as requested. I understand that the extension is with respect to the time to provide the mutual aid and meter reading/billing services.

Very truly yours,

Daniel F. Murray
Town Counsel
DFM/s
Enclosure
#12,674

AMENDMENT TO TERMINATION/SERVICE AGREEMENT

WHEREAS the Town of Middleborough ("Middleborough"), the North Carver Water District (the "District") and the Town of Carver ("Carver") are parties to an agreement dated May 31, 2011 entitled TERMINATION/SERVICE AGREEMENT (the "Agreement"); and

WHEREAS the Agreement provides that Middleborough shall provide to the District emergency back-up and response mutual aid with respect to repairs to the District's water distribution system (Paragraph 2) and meter readings and water billing services with respect to the District's water customers (Paragraph 3) (collectively the "Services"); and

WHEREAS the parties desire to amend the Agreement to extend the time for Middleborough to provide the Services.

NOW THEREFORE the undersigned parties hereby amend the Agreement by extending the time for provision of Services as provided in Paragraph 4 of the Agreement from December 31, 2012 to December 31, 2013.

The parties ratify and confirm the Agreement as hereby amended.

WITNESS the hands and seals of the undersigned this _____ day of _____, 2013.

TOWN OF MIDDLEBOROUGH

By:

Board of Selectmen

TOWN OF CARVER

By:

Board of Selectmen

NORTH CARVER WATER DISTRICT

By:

Board of Water Commissioners



Town of Middleborough
Massachusetts

PLANNING DIRECTOR
Ruth McCawley Geoffroy

Planning Board

Telephone (508) 946-2425
Fax (508) 946-1991

September 24, 2013

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

Re: **Tanglewood Estates, Street Trees** - Approval of Surety Expenditure to
Replace/Maintain 35 Street Trees:

Honorable Board:

The Planning Board requests that you authorize the expenditure of surety monies held to complete the planting and maintenance of street trees at Tanglewood Estates (Saddleworth Way, Chadderton Way & Pendleton Court) in Middleborough at your next available meeting because of the season, time is of the essence for tree planting.

A Letter of Credit for Twenty-One Thousand Two Hundred & Fifty Dollars (\$21,250.00) was placed to insure that thirty four (34) street trees are deemed acceptable by the Town of Middleborough Planning Board pursuant to the applicable Town of Middleborough Rules and Regulations, conditions of approval of said Definitive Subdivision Plan in accordance with a "Performance Bond – Secured by Letter of Credit" dated June 6, 2007. Please note that a dead tree was added to the list on August 30, 2011, making the total number of trees thirty five (35).

The Middleborough Planning Board made a demand on the contractor, Timothy Dellarocco dba Dellarocco Landscaping to replace and maintain the street trees that have died or become diseased, or show poor growth; however the contractor failed to perform the necessary work in conformance with the Middleborough Subdivision Rules and Regulations and conditions of approval of said Definitive Subdivision Plan in accordance with the "Performance Bond – Secured by Letter of Credit".

Should you have any questions, please do not hesitate to contact the Planning Department.

Sincerely,

Michael J. Labonte, Chairman
Middleborough Planning Board

cc: Daniel F. Murray, Esq.

September 10, 2013
W-P Project No. T10069

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

**Subject: Revised Proposal for Engineering Services
Comprehensive Wastewater Management Plan (CWMP)**

Dear Mr. Cristello:

As requested, this is our revised proposal to perform a Comprehensive Wastewater Management Plan (CWMP).

Wright-Pierce understands the process to obtain approval for a CWMP through the Massachusetts Department of Environmental Protection (DEP), and the requirements of the DEP 1996 CWMP Guidelines. We have recently completed CWMP's for several communities with similar wastewater planning needs to Middleborough's including Leominster, Lunenburg, Orleans, Sandwich and Falmouth. Wright-Pierce has also completed wastewater planning efforts for other communities in Massachusetts including Sharon, Tisbury, Spencer and the Martha's Vineyard Commission.

We understand that the primary goal for this project is the need to prepare a CWMP to satisfy one of five requirements to be eligible for consideration for DEP's zero percent (0%) SRF loan for Nutrient Management Projects. The SRF Loan Application is to address the following five items as required by the Massachusetts Zero Percent (0%) Interest Loan Program Regulations (310 CMR 44.04), and which are outlined below:

1. **CWMP** - The Town must complete a CWMP and include a copy of the DEP approval letter.
2. **Project Purpose** – Provide a narrative explanation that the project is primarily intended to remediate or prevent nutrient enrichment of surface waters.
3. **Smart Growth Controls** - The Town must adopt "flow neutral" land use controls subject to the approval of DEP/DHCD that is intended to limit wastewater flows to the amount authorized under zoning and regulations.
4. **Regional Water Resources Management** - The Project must be deemed consistent with regional water resources management plans.
5. **Enforcement** - The Town is not subject, due to permit violation, to any enforcement or administrative consent orders.

As noted above, we recently completed a fast-track CWMP for the City of Leominster, which had many similar wastewater needs as the Town of Middleborough. Leominster had a wastewater treatment



facility which needed to be upgrade for nutrient removal, an existing collection system that serves 85 percent of the residents, and no plans to extend their sewers. Similar to Middleborough, Leominster's primary goal for completing their CWMP was to position themselves for the zero percent (0%) SRF loan. Wright-Pierce understands the tasks that need to be completed to develop a CWMP for the Town of Middleborough that meets the MA DEP requirements for approval.

Based on our current understanding of the project and need to streamline the effort in order to meet the schedule and minimize costs, we propose the following Scope of Services (SOS), schedule and fee for the Town's consideration:

SCOPE OF SERVICES

The proposed Scope of Services (SOS) is intended to meet the requirements of the 1996 DEP CWMP Guidelines and includes three CWMP phases as listed below:

- Phase 1 - Existing Conditions and Needs Assessment
- Phase 2 - Alternatives Identification and Screening
- Phase 3 - Detailed Evaluation of Alternatives, Recommended Plan and Draft/Final Report

Typical CWMPs can include four phases; however we have combined the typical third and fourth phases into one Phase 3 for this project in an effort to streamline the approach. Also, the level of effort for the Phase 2 and Phase 3 reports are based on the finding of the Phase 1.

The SOS includes utilizing the exiting *Middleborough Project Evaluation Report* to develop the CWMP Phase I - Existing Conditions and Needs Assessment for the non-sewered areas and existing wastewater collection and treatment system infrastructure. The proposed scope of work for this task considers that approximately 33 percent of the Town is already sewerred and that the Town has no current or future plans to extend their existing collection system to non-sewered areas. We intend to use the descriptions and mapping of the existing conditions and needs assessment presented in the *Project Evaluation Report* (PER) completed by the Town in 2007, and we are assuming that this existing information will satisfy the DEP CWMP requirements. If the DEP determines that the existing information is not sufficient to satisfy the CWMP requirements for this Phase, then we may need to develop the additional effort scope and fee for the Town's consideration.

Based on our recent experience completing the Leominster CWMP and subsequent submittal of the zero-percent (0%) SRF loan application for Nutrient Management Projects, it is our understanding that a MEPA Environmental Notification Form (ENF) may be necessary to obtain approval of Middleborough CWMP. Therefore, we have included the preparation efforts to complete this as a Additional Services task and fee. Further, based on our understanding that the Town has no plans to extend the existing collection system, a MEPA Environmental Impact Report (EIR) should not be required and is not included in the SOS.

LIST OF ASSUMPTIONS AND ITEMS NOT INCLUDED

Below is a summary of Wright-Pierce's assumptions and exclusions regarding the proposed Scope of Services:



- We have conducted an initial review of the *Town's Project Evaluation Report- Assessment of the Wastewater, Stormwater, and Water Systems and the Area Near Woods Pond* and have identified the appropriate sections of this report to include into the CWMP Phase I - Existing Conditions and Needs Assessment. As indicated above, if this existing information does not satisfy the DEP requirements, we may need to perform additional efforts to get DEP approval. If/when necessary, we will develop a proposed scope and fee for any additional efforts required by the DEP to obtain approval for the CWMP.
- The engineering fee is based on the assumption that there will be no more than two "needs areas" identified in the Phase I Needs Assessment. If additional "needs areas" are identified that will require additional effort, we may request additional scope and fee.
- No assistance with the application process for the SRF loan or other funding tasks is included in the SOS.
- Based on our past experience, it is our understanding that a MEPA Environmental Notification Form (ENF) may be required for approval of the CWMP. The preparation effort for completing and filing the ENF is listed below as an Additional Services fee.
- It is assumed that a MEPA Environmental Impact Report (EIR) is not required and the preparation efforts are not included in the SOS.
- It is assumed that only one public hearing is required and this will occur at the completion of the CWMP.
- It is assumed that no Project/Citizen's Advisory Committee (PAC/CAC) will be established for the CWMP and will not be required by DEP. Therefore, we have assumed that there will be only minor revisions or edits to all phases of the CWMP report.
- No hydrogeological or other field or site investigations will be performed.
- The Town will provide all current and relevant planning and other information necessary to complete the CWMP.
- No assistance with preparation of permitting applications is included in the SOS.
- No subcontractor's services are anticipated and are not included in the SOS.
- It is assumed that the project will be locally funded and that there are no MBE/WBE requirements for the project.

PROJECT SCHEDULE

A complete town-wide CWMP typically can take 1-½ to 3 years to complete. The intent for the Middleborough CWMP to be completed in 9 months provided there are no unanticipated issues that arise as we performing this work. As discussed, we will attempt to complete the CWMP in 6-months, again provided there are no major unanticipated issues that need to be addressed and there is no "float" in the project schedule. The Town and DEP will need to "buy-in" to this schedule and its limitations for this project to be successful.

Wright-Pierce will update the schedule as the project progresses.

COMPENSATION

We propose to complete the streamlined CWMP for the Town according to the proposed Scope of Services and schedule for the lump sum fee of \$140,500, as outlined in the table below. If determined necessary by DEP we will develop the Environmental Notification Form (ENF) for the Additional Services fee of \$9,700 as indicated below.



TASK DESCRIPTION	FEE
Task I – Project Administration, Regulatory Coordination, Meetings	\$ 13,900
Task II – CWMP Development ¹	
• Phase 1 - Existing Conditions and Needs Assessment	\$ 33,000
• Phase 2 – Alternatives Identification and Screening	\$ 24,000
• Phase 3 – Detailed Evaluation of Alternatives, Recommended Plan and Draft/Final Report	\$ 65,500
Task IV – Expenses (Printing, Mileage, Postage, etc.)	\$ 4,100
Total Lump Sum Engineering Fee =	\$ 140,500

Additional Service

Task III – Environmental Notification Form (ENF) ²	\$ 9,700
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Notes:

1. Scope and fee for Phase 2 and Phase 3 reports are based off of the findings of Phase 1.
2. ENF has been listed as a separate task and will only be completed as directed by DEP/MEPA

We appreciate the opportunity to submit this proposal and look forward to continuing to work with you and the Town of Middleborough. Please feel free to call us at 978-416-8030 should you have any questions regarding our proposal.

Very truly yours;
WRIGHT-PIERCE

John W. Braccio, P.E.
Vice President

Jon W. Hume, P.E.
Senior Project Manager

JWH/mas

Enclosures

**TOWN OF MIDDLEBOROUGH, MASSACHUSETTS
COMPREHENSIVE WASTEWATER MANAGEMENT PLAN (CWMP)
REVISED SCOPE OF SERVICES (SOS)/PLAN OF STUDY (POS)**

TASK I- PROJECT MANAGEMENT REGULATORY COORDINATION, MEETINGS

1. Prepare and submit a detailed Scope of Services/Plan of Study to DEP for review and approval at the project outset. Goal is to have the Scope of Services that is included in the Agreement be the same document that is approved by DEP. Any changes to the Scope of Services by DEP that are not included in the Agreement Scope of Services between the Town and Wright-Pierce will be subject to an associated amendment to the fee for the project.
2. Prepare and submit monthly invoices
3. Attend three project meetings with the Town that are scheduled as appropriate (3 meetings included).
4. Schedule management and coordination: The schedule for obtaining an approved CWMP in 9 months is aggressive. In order for this project schedule to be met, Wright-Pierce has assumed that no MEPA EIR is required. In addition, the schedule does not allow time to wait for DEP and/or other agency review and feedback on project deliverables.

PUBLIC PARTICIPATION

1. Development of and coordination with a Project Advisory Committee (PAC) or Citizen's Advisory Committee (CAC) is not planned and not included in the scope of services. The Town, at its own discretion, can make certain project progress meetings open to the public.
2. As this CWMP will take a streamlined approach and be completed on a fast-track schedule, a formal public participation program will not be implemented. Rather, one public hearing will be held as part of the project. The public hearing will be held near the completion of the Project. The intent is to have a draft of the recommended plan available for review in advance of the public hearing.

**TASK II- COMPREHENSIVE WASTEWATER MANAGEMENT PLAN (CWMP)
DEVELOPMENT**

PHASE 1 – EXISTING CONDITIONS, FUTURE REQUIREMENTS AND PROBLEM IDENTIFICATION AND NEEDS ASSESSMENT

1. Assemble and review all relevant prior studies of Middleborough wastewater collection and treatment facilities and master planning and incorporate relevant and current information as part of the CWMP. It is assumed that Town will assemble and provide the necessary prior studies and relevant information to Wright-Pierce if not already provided. The fundamental studies that will be used as the primary basis for the CWMP include:
 - Water Pollution Control Facilities Upgrades Draft Preliminary Report by EPG- January 2013

- Project Evaluation Report (PER) Assessment of the Wastewater, Stormwater, and Water Systems and the Area Near Woods Pond by Weston & Sampson. – September, 2005
 - Report on Evaluation of Existing Sewer System and Treatment Plant by CDM - September, 1976
2. Identify the General Environmental Conditions in and around Middleborough (Town staff to assist in this task). This will include:
- a. Description of Basin-Wide Initiatives and Other Facilities Plans for Town's Watershed Basin:
- Compile a bibliography of existing reports, plans and initiatives that impact the land use and conditions of Middleborough and the watershed basin. South Eastern Regional Planning & Economic Development District (SRPEDD), DEM, DEP, EPA, and other entities may have plans for inclusion in the bibliography.
 - Identify important components of other plans that may impact Middleborough's wastewater management plans.
 - Compile information for the Narragansett Watershed, Taunton River Watershed, and Buzzard Bay Watershed.
- b. Description of the Town's built/human environment (based on current, relevant information provided by Town staff):
- Review and integrate relevant information presented in the previous Project Evaluation Report, the Town's Master Plan if one exists, census data, zoning regulations and currently planned and future large scale developments to describe the current population and land uses within the Town.
 - Meet with the Middleborough Planning Board to describe recent and anticipated development trends, both residential and commercial, and to describe any conservation or open space efforts.
 - Develop a base map based exclusively on data layers available from Mass GIS.
 - Indicate locations of existing conservation land on the base map.
- c. Description of the natural environmental systems based on reviewing and summarizing information compiled in previous studies:
- Coordinate with SRPEDD and Middleborough Conservation Commission to identify known locations and issues of critical environmental concern.
 - Describe the regional climate conditions using available recent NOAA data.
 - Describe the soils in Middleborough using current NRCS soils conditions reports and maps as informational sources. Board of Health (BOH) database information on soils, perc rates and groundwater information will also be used. The BOH staff will be interviewed to gather specific field observations and experiences regarding Middleborough soils information. Indicate areas containing soils that are poorly suited to onsite disposal on the base map.
 - Describe the regional hydrologic conditions using current reports published by USGS, DEM, or other agencies as informational sources.
 - Describe the regional hydrogeologic conditions using previous reports published by USGS, DEM, SRPEDD or other agencies as informational sources.

- Describe the regional water quality conditions using the latest reports from the BOH summer water quality testing for specific water bodies in the Town and other reports as published by USGS, DEM, DEP, EPA, SRPEDD or other agencies as informational sources. Indicate the locations of any historically troubled surface water bodies on the base map.
- Describe the wetlands or species habitats in Middleborough using latest reports published by the Conservation Commission, DEM, Natural Heritage, SRPEDD or other agencies as informational sources. Indicate these locations on the base map.
- Describe the flood plain locations in Middleborough using current FEMA maps as informational sources. Indicate these locations on the base map.
- Describe the regional air quality and noise conditions using current DEP, EPA and other available informational sources.

d. Compile the summary information from this task into the Phase 1 report.

3. Describe the Town of Middleborough Existing Water System and Supply Sources.

The Middleborough Department of Public Works Water Division is responsible to manage the Town's surface and groundwater supplies. Wright-Pierce will summarize a description of the existing water system in the Phase 1 report using the Town's PER Report, emphasizing the following items:

- A brief description of the Town's existing water supply, treatment and distribution systems.
- A summary of water use trends and future water demands.
- A review of recent and ongoing water conservation efforts and summary of the potential for further demand reduction.
- A description of Middleborough's permit conditions under the Water Management Act as compared to the future water demands.

4. Describe the current Sewered Wastewater Collection and Treatment Systems and Non-Sewered Wastewater Management Systems, and Determine Wastewater Management Needs. This will include:

a. Develop description of the Town's Existing Wastewater Systems. This effort will include:

- Develop summary description of the Town's existing wastewater facilities including the collection, treatment and effluent disposal systems, as described in previous studies (PER).
- Review, evaluate and summarize the existing and future wastewater flows and loads.
- Review and summarize the current status of the wastewater treatment facilities, including:
 - Current and future permit conditions (NPDES permit limits, compliance schedule and other conditions).
 - Physical conditions of facilities.
 - Historical modifications and upgrades to the facilities.
 - Planned upgrades and modifications to treatment facilities including headworks, clarifiers, nutrient removal, aeration system upgrades, generator, SCADA, etc.).

- The basis for this section will primarily be the preliminary designs of facilities upgrades by Wright-Pierce and the Water Pollution Control Facilities Upgrades Draft Preliminary Report by EPG- January 2013
 - Review and summarize the current status of the wastewater collection system, including:
 - Current and future permit conditions (NPDES conditions for infiltration/inflow work and reporting).
 - Physical conditions of collection system.
 - Recent modifications and upgrades to the collection system.
 - Review and summary of I/I investigations and SSES work completed in the last decade.
 - Planned I/I rehabilitation projects/tasks (rehabilitation tasks/projects remaining).
 - Describe the Town's current septage receiving and pretreatment program, including the quantity of septage pumped from Middleborough's septic systems.
 - Meet with the Board of Health to collect available relevant information, and develop summary description of the current situation of the Town's onsite subsurface wastewater disposal systems. Describe the Board of Health septic system regulations and procedures. Septage disposal, pumping records, new system installation, and repair procedures will be reviewed and explained.
- b. Develop description of division of non-sewered Areas into Study Areas:
- Create distinctive Study Areas for which wastewater management needs can be assessed and solutions analyzed. The size of the individual Study Areas will be small enough so that customized solutions will be developed. Should significantly different natural conditions be found within existing neighborhoods, areas may be subdivided to reflect specific characteristics. Study Areas will also include open land that has been targeted for development.
- c. Summarize existing conditions of non-sewered areas and identify and evaluate problems for each Study Area including:
- Develop a streamline "Needs Assessment" for the project based on the results of the previous studies. This will include categorization of each Study Area "needs" into broad groupings. Examples of these needs groupings could be; Public Health; Water Supply Protection; Protection of Surface Waters (from nutrient enrichment); and enabling smart growth/other desired/required development (Chapter 40B or 40R projects for example).
 - Develop a short-list of the Study Areas down to a strategic number so that the analysis can be focused and cost-effective (i.e, exclude conservation restricted land and other non-developable land areas). Study Areas will not include the areas of the Town that are already sewerred.
 - Review water quality data collected in previous studies and update as appropriate (specifically looking for areas near bacteria impacted ponds or receiving waters); query the available GIS system information (specifically looking for areas with high unit water use); and review BOH variances collected in previous studies and update as appropriate.

- Perform brief visual survey to determine overall characteristics of each Area. Survey will: identify natural characteristics surrounding the Area, such as the presence of woodlands, water bodies, floodplain or wetlands; comment on the development characteristics of the neighborhood such as density of development; note the presence or absence of trees or ledge outcroppings; describe the overall topography of the Area, including the severity and direction of street grades, and if houses are significantly higher or lower than street elevations; identify signs of failed on-site systems; and identify, characterize and list by street address any commercial properties. This survey will be "drive-by with appropriate stops" in nature, as opposed to a detailed lot-by-lot review.
- Compile recent Board of Health records for the Areas, including: septage pumping records; sites that have failed Title 5 inspections; sites that have been issued system repair or replacement permits; and properties that have applied for financial assistance for system repairs. Locate system problems on base map.
- Identify current lot sizes and zoning regulations within each Area. Consult assessor's maps and zoning regulations, and discuss known variances from the regulations with the Board of Health and Planning Board. It is assumed that the Assessors information necessary for these tasks will be available via electronically from the Town.
- Identify the potential for subdivision of land and further development within each Area. Review the Town's Master Plan and zoning regulations, and consult with the Planning Board. Identify and evaluate planned and potential Chapter 40B and 40R housing projects in Middleborough. Indicate these potential developments on base map.
- Identify the development potential of land adjacent to each Area. Review the Town's Master Plan and zoning regulations, and consult with the Planning Board. Indicate potential development on base map.
- Combine information on current zoning and planned growth to estimate current and future wastewater flows from each Area. Develop a flow calculation spreadsheet based on the assessor's database. Spreadsheet to include information necessary to summarize current flow and projected future flow estimates. It is assumed that the Assessors information necessary for these tasks will be available electronically from the Town.
- Perform a soils evaluation to determine the characteristics of soils in each Area. The program will focus on assessing the feasibility of using on-site systems or groundwater discharge systems. This evaluation will consist of a review of previous studies along with available BOH records and soils data. Field investigations are not included within this Scope.
- Compile and analyze existing groundwater quality data as provided by previous studies and the Town. Current BOH groundwater quality data will be collected and evaluated.
- Evaluate alternatives for legal and/or zoning regulations which control the number of tie-ins to existing and future sewers.
- Review and evaluate the Town's current Sewer Use Regulations/Ordinance if one exists.

- d. Rank non-sewered Areas by need for wastewater management:
 - Apply a rating formula to each non-sewered Area (including undeveloped lands,) and present the rating criteria and Area conditions in a decision matrix to illustrate how each Area's rating was determined.
 - Rank the non-sewered Areas according to their respective wastewater needs as determined by the calculated rating
 - e. Based on high rankings, recommend non-sewered Areas that require off-site solutions and therefore, further investigation in the CWMP:
 - Summarize the Needs Areas into groupings that will range from the favorable scenario of the Area being capable handling current and expanded use with onsite systems to the least favorable scenario of the areas simply not being adequate for onsite disposal (offsite solution is appropriate). The final grouping of Needs Areas will establish the baseline for the Areas to be considered in Phase 2.
5. Prepare Phase 1 Report:
- Compile the conclusions of all tasks and produce the draft Phase 1 report.
 - Review report with the Town and revise and finalize Phase 1 report.

PHASE 2 –ALTERNATIVES IDENTIFICATION AND SCREENING AND MANAGEMENT TECHNIQUES

1. Determine Potential Locations for Off-Site Collection and Treatment Facilities. This effort will include:
 - a. Develop siting criteria.
 - b. Compile a list of potential sites for construction of decentralized wastewater treatment facilities (including groundwater discharge):
 - Using assessor's information, identify undeveloped parcels with sufficient acreage, proximity to need areas, and distance from environmentally sensitive areas to develop a list of potential sites.
 - Perform a literature search to determine the general soils and groundwater conditions of each site.
 - Using the selection criteria and information in the above tasks, screen the identified sites to form a short-list of potential sites.
 - Rank the potential sites according to the desktop hydrogeologic evaluation and the evaluation criteria.
 - Update the base map to reflect the locations of the potential sites.
 - c. Describe the selection criteria and the list of potential off-site treatment sites. Incorporate this task into the Phase 2 report.
2. Develop Overview of Wastewater Management Techniques and Technologies. This will include:

a. Review technical, operational and permitting considerations of potential on-site solutions as appropriate:

- Technical considerations:
 - Identify ideal, adequate and prohibitive soil types.
 - Identify preferred and prohibitive groundwater separations.
 - Identify spatial constraints such as lot size, proximate to property lines and proximity to wells.
 - Identify other facilities, such as septic tanks, leaching fields and/or electric Town power sources that must be present for any proposed technology to be feasible.
- Operational considerations:
 - Describe the maintenance required to sustain a proposed system's operation.
 - Describe conditions that may cause the system to operate ineffectively.
 - Identify the residuals produced by the process.
- Describe the overall advantages and disadvantages of potential on-site systems with regard to:
 - Disposal of wastewater
 - Continued limitations on growth
 - Capital and O & M costs
 - Pollution potential from failing or improperly maintained systems
 - Odors
 - Reliability
 - Redundancy
 - Environmental impacts
- Group the technologies into similar categories, and assess the general permitting and regulatory requirements for the on-site systems.

b. Review technical, operational and permitting considerations of potential decentralized treatment solutions as appropriate:

- Technical considerations:
 - Describe the wastewater loading rates and characteristics that are well suited and poorly suited for the technology
 - Describe site conditions, including climate, soils, and groundwater elevation, that promote efficient treatment
 - Describe the conditions that hinder operations
 - Identify other treatment trains that must be paired with the technology to gain regulatory approval or adequate effluent quality
 - Estimate the required land area for a decentralized treatment facility
- Operational considerations:

- Describe the staffing and training requirements to operate the facility
 - Identify the materials/chemicals required to operate the system
 - Identify the residuals produced by the process, and the requirements for residuals disposal
 - Describe required maintenance schedules and procedures
 - Describe the advantages and disadvantages of decentralized treatment solutions with regard to:
 - The non-centralized disposal of wastewater
 - The limitation of growth
 - Location of treatment facilities
 - Odor control
 - The technologies reliability
 - The technologies performance
 - Any significant environmental impacts
 - Potentially higher capital and operations costs
 - Assess the general permitting/regulatory requirements of each decentralized solution, including:
 - Board of Health approval
 - Conservation Commission approval
 - Possible Army Corps of Engineers 404 permit
 - Possible DEP 401 Water Quality Certification
 - DEP groundwater discharge permits
 - DEP approval for some I/A technologies
 - Other applicable permitting and regulatory requirements
- c. Review technical, operational and permitting considerations of potential additions (sewer extensions) to the existing centralized wastewater collection system:
- Review previously described technical considerations associated with the different wastewater collection system alternatives available:
 - Conventional sewers (gravity sewers, pump stations and force mains)
 - Low pressure sewers
 - Small diameter gravity sewers
 - STEP and vacuum systems will not be considered
 - Describe the operational considerations associated with different collection system components, such as:
 - Odor control
 - Lower O&M on conventional sewers
 - Higher O&M on low pressure and pump stations
 - Describe the overall advantages and disadvantages of a centralized wastewater solution, including:
 - Management/control of facilities

- o Capital and O&M costs
 - o WWTF effluent monitoring and control
 - Describe the overall general permit/regulatory requirements for the construction of wastewater collection systems, including:
 - o Possible Conservation Commission approval
 - o DEP sewer extension permit
 - o Easements and/or property takings
 - d. Review previously detailed watershed-based (wastewater and non-wastewater) management techniques and update as appropriate: Review local and regional conservation initiatives, and briefly describe conservation issues.
 - e. Summarize the information generated for Task 2. To the maximum extent possible, present the information in a format that facilitates the evaluation of potential technologies using the general screening criteria. This will become a chapter of the Phase 2 report.
3. Screening of the Potential Solutions and Techniques/Technologies:
- a. Develop a technology evaluation form based on the screening criteria (if/as necessary).
 - b. Complete a technology evaluation form for each potential technology (if/as necessary).
 - c. If necessary, develop a decision matrix summarizing the information on the technology evaluation forms. The matrix would consist of criteria on one axis, technologies on the other, and numerical ratings in the array.
 - d. Summarize the screening process and recommendation of candidate technologies for further examination in Phase 3. This will become a chapter of the CWMP Phase 2 report.

PHASE 3 - DETAILED EVALUATION OF ALTERNATIVES, DEVELOPMENT OF RECOMMENDED WASTEWATER MANAGEMENT PLAN AND DRAFT AND FINAL WASTEWATER MANAGEMENT PLAN REPORT

- 1. Pair candidate solutions with Needs Areas to create viable alternatives:
 - a. Describe conditions present in each Area, including a summary of conditions described in the Phase 1 report:
 - For each Area:
 - o Identify on-site solutions that are not feasible because area conditions (e.g. soils, lot size, and groundwater) are prohibitive for the technology.
 - o Identify on-site solutions that are not preferred because area conditions are not ideal for the technology.
 - o Identify on-site solutions that are technically feasible because area conditions align with conditions that are conducive for implementation of the solution.

- o Create a short-list of viable on-site solutions for each Area.
- b. Pair needs Areas with nearby potential sites for decentralized treatment facilities and describe the collection/conveyance system from the Area to the site:
 - Describe the conditions present at each potential site and create a short-list of viable decentralized technologies for each site.
 - Describe the viable centralized alternatives.
 - Compile the viable alternatives into solutions for each Area and combination of Areas and potential sites, as necessary.
2. Prepare general conceptual designs of each viable option (Note – the level of effort for this task depends on the number of Needs Areas and the number of solutions under consideration). In the case of on-site solutions, conceptual designs will consist of selecting representative lots and representing the I/A technology (if necessary) on those lots. For decentralized solutions, a collection system schematic in the Area and a preliminary facility layout on the site will be developed. For the centralized solutions, a schematic wastewater collection system layout indicating the destination of the wastewater will be presented.
 - a. For each viable alternative, identify the associated general environmental impacts:
 - Water quality and quantity including the amount of groundwater recharge vs. surface water discharge.
 - Solid/hazardous waste generation (including septage or residuals disposal).
 - Odors, air and noise.
 - Visual, historical, open space and recreation impacts.
 - Wetlands, habitat and flood plain impacts.
 - Growth and development consideration.
 - Aesthetic compatibility of the system with the surrounding environment.
 - b. For each viable alternative, prepare a preliminary present-worth cost analysis for construction and operation of systems in each Area or site:
 - Establish budgetary costs for components of potential wastewater management systems.
 - Estimate quantities for each viable technology in each Area or potential site.
 - Calculate a budgetary capital cost of each viable option for each Area or potential site, including ancillary costs to develop the solution.
 - Estimate the operation and maintenance cost of each viable alternative for each Area, including any unique costs.
 - c. Compile the conceptual designs for each Area and combinations of Areas and sites. This will include schematic layouts, evaluation matrices for environmental impacts, and a present-worth calculation to estimate the preliminary costs
3. Apply the selection methodology to each of the viable alternative conceptual designs:
 - a. Develop a viable alternative evaluation form based on the selection methodology set forth. The impetus behind the form and format of the form will be similar to the one developed for the technology screening process.

- b. Complete an evaluation form for each viable alternative.
 - c. Generate a decision matrix summarizing the information on the evaluation forms.
 - d. Develop a recommended preferred technology for each Area or combination of Areas and sites. This will become a chapter of the Phase 3 report.
4. Final Wastewater Management Plan Refinement.
- a. Develop a conceptual summary of the recommended wastewater management systems which may include, on-site, decentralized and centralized systems
 - Prepare schematic design presenting wastewater collection system routes and connection to existing system.
 - Locate proposed pumping stations.
 - Indicate present and future design flows.
 - If applicable, provide a general summary of decentralized treatment facilities to accommodate current and future flows.
 - Identify potentially impacted wetlands and estimate any required replication.
 - Outline water conservation programs.
 - b. Review and evaluate existing Inter-municipal Agreements (IMAs) with the other Towns. It is our understanding that the Town has no existing IMAs.
 - c. Identify and generally summarize the environmental impact of the preferred alternative:
 - Assess the aesthetics impacts of decentralized facilities, if applicable.
 - Assess the alternative impacts to groundwater quality, particularly in any Zone II's, if applicable.
 - Estimate the quantities of residuals produced by the treatment facilities and indicate the potential disposal methods.
 - Indicate the potential for odor generation or air pollution.
 - Assess the reduced risk to human health by discontinuing use of septic systems for areas that this was determined to be the best solution.
 - Identify any general impacts to wetlands or species habitat and indicate any mitigation measures (no wetlands delineation is included in the Scope of Services).
 - Estimate average power consumption by the operation of the proposed facilities.
 - Indicate the materials and chemicals required to operate the facilities.
 - Assess how the proposed alternatives might impact projected growth patterns.
 - Prepare a complete flow table for both the existing and proposed sewers for each proposed alternative.
 - d. Identify the regulatory considerations and permit requirements of the preferred alternatives.
 - e. Prepare a planning level present-worth cost analysis for the recommended plan, including both capital and O & M costs.
5. Compile the separate selected components of the overall plan into a single Recommended Wastewater Management Plan:

- Combine the selected preliminary solutions into a single recommended plan.
 - Assess the cumulative environmental impacts of the recommended plan.
 - Develop a final cost estimate for the recommended plan.
 - Assess the “cost-per-household” of the recommended plan by comparing the final cost estimate to the number of households served by the recommended plan.
6. Develop an Implementation Plan:
- Prepare a brief project implementation plan.
 - Review existing intermunicipal agreements if any do exist.
 - Identify a plan for financing the project including possible sources of funding.
 - Outline a proposed project schedule, including sequencing of construction contracts, permits and project compliance.
7. Compile all of the Phase 3 efforts into a report. This report will serve as the draft version of the Comprehensive Wastewater Management Plan:
- Distribute the Phase 3 report to the Town. Assume 20 copies will be distributed.
8. Facilitate public review process:
- Distribute draft CWMP to Town and stakeholders for review prior to public hearing.
 - Facilitate the CWMP public review process.
 - Prepare materials, including summary sheets, maps and graphics, for a Public Hearing.
 - Attend one Public Hearing.
 - Compile a summary of comments received from the public meeting/review process.
9. Revise the draft CWMP report into the Final CWMP report based on feedback from the Public Hearing and review and feedback from DEP and other stakeholders:
- 20 final copies will be provided for final distribution

TASK III- ENVIRONMENTAL NOTIFICATION FORM

1. Environmental Notification Form - Contact DEP/MEPA at project outset to review if MEPA involvement is necessary. Based on our experience it is currently anticipated that a MEPA Environmental Notification Form (ENF) will be required for the CWMP. Hence, preparation of an ENF is included in the Scope of Services. A MEPA EIR is not included in this Scope of Services. If a MEPA EIR is ultimately required, this will be an addition to the Scope of Services and will affect the project completion schedule.

MIDDLEBOROUGH WATER POLLUTION CONTROL FACILITY UPGRADE
PROFESSIONAL SERVICES AGREEMENT

AMENDMENT NO. 1

The Agreement for Professional Services between the Town of Middleborough (the "Owner") and Wright-Pierce (the "Engineer") on the Middleborough Water Pollution Control Facility Project (the "Project"), is revised, as follows:

1. The Owner hereby authorizes the Engineer to prepare a Comprehensive Wastewater Management Plan ("CWMP") as described in the letter dated September 10, 2013 from Wright-Pierce to Charles J. Cristello, Town Manager, a copy of which is attached at Exhibit A.
2. The fee for the additional engineering services authorized in this Amendment No. 1 shall be in the lump sum amount of \$140,500, as described in Exhibit A.
3. If DEP determines that it is necessary to develop an Environmental Notification Form ("ENF") for the Project, the Owner and Wright-Pierce hereby agree that Wright-Pierce will prepare and submit the ENF for an additional fee in the lump sum amount of \$9700. (See Exhibit A).

Signed and sealed this _____ day of September 2013.

Engineer

Wright-Pierce

Owner

Town of Middleborough
BOARD OF SELECTMEN

ATTACHMENT B

SCOPE OF OPM SERVICES THROUGHOUT PROJECT

(Revised September 2013 by Amendment No.1)

Amendment No.1

The agreement is amended to include services for tasks during Phase A and B tasks as described below.

Funding for services for tasks in Phase C, D and E is contingent on future funding authorization by the Town.

Compensation:

Compensation for services during each Phase will be on a lump-sum basis for the amounts shown below:

<u>Phase</u>	<u>Fee</u>
A Tasks A1 to A7	\$93,344
B Tasks B1 to B14	\$225,542

Future Phases:

C Tasks C1 to C9	\$838,932
D Task D1 to D6	\$11,340
E Task E1 to E2	\$11,340

ATTACHMENT B

SCOPE OF OPM SERVICES THROUGHOUT PROJECT

(Revised September 2013 by Amendment No.1)

SCOPE OF SERVICES

The OPM's scope of work generally involves representing the Awarding Authority and shall act as the Awarding Authority's agent and consultant throughout this project as outlined in MGL Chapter 149, Section 44A 1/2. As such, the OPM shall be responsible for the total management of the Project as the Awarding Authority's representative and shall report to the Town Manager. The OPM's duties shall include, but not be limited to, providing advice and consultation with respect to design, value engineering, scope of work, cost estimating, general contractor and subcontractor prequalification, pursuant to MGL Chapter 149, Section 44D 1/2 or 44D 3/4 when applicable, scheduling, bidding, and construction; and the selection, negotiation with and oversight of a designer and a general contractor for the project, ensuring the preparation of time schedules which shall serve as control standards for monitoring performance of the building project, and assisting in project evaluation including, but not limited to, written evaluations of the performance of the design professional, contractors and subcontractors.

The OPM shall be responsible for overall project oversight, including all services associated with the project management of a first-class, publicly constructed facility in Massachusetts similar in size and scope to the Project and as described herein. Through observation, advice and consultation, the OPM will endeavor to protect the Town of Middleborough against defects, deficiencies in the work, cost additions/overruns and delays in the completion of the project.

The OPM shall not have responsibility for the design or the construction of the project. Such responsibilities shall remain with the Designer and the General Contractor ("Contractor").

The OPM shall provide the following services:

A. Entire Project

A1. Compliance with all Federal, State, and Local Laws, Rules and Regulations:

Endeavor to maintain that the Project remains in full compliance with all applicable Federal, State and Local laws, rules and regulations, including: the Town of Middleborough Designer Selection Procedures, approved November 1, 1996; MGL Chapter 7, Sections 38A 1/2 - 38M; MGL Chapter 149, Sections 44A - 44M; and this Request for Qualifications (RFQ) for OPM Services.

A2. Consultation with Awarding Authority:

- a. Attend regular meetings with the Town Manager, the Designer, the contractor(s), consultants and engineers during the course of the Project to advise the Awarding Authority on budget, schedule, quality, scope, and all other proprietary issues. Attendance at up to ten (10) meetings will be provided.
- b. Serve as the Awarding Authority's representative in the oversight and administration of the design contract, negotiations with the designer if required, the coordination of the design team's activities, and in the

provision of leadership with respect to the implementation of the design, bidding and construction phases by all parties. The OPM shall also serve as the Awarding Authority's representative in the oversight and administration of the construction contract, including maintaining certificates of insurance, bonds, and so forth from the contractor, designer, and others as necessary.

c. Of significant importance to the success of the project is compliance with various Grant and gift requirements, and application for reimbursement from applicable grantors. The OPM shall be familiar with this process and ensure that the project meets all of the requirements to receive the maximum reimbursement and/or funding, as may be applicable, with supporting documentation.

Coordinate with the MADEP regarding the State Revolving Fund (SRF) program with an emphasis on pursuing the low-interest loan program for Nitrogen reduction projects. Submit a Project Evaluation Form (PEF) for the project in 2013. Attend up to three meetings with the MADEP.

A3. Cost Estimating and Cost Control Management:

a. The OPM shall provide cost control management services throughout the duration of the project, including design and construction phases, to control and contain the cost of the project within the limits of the total project cost budget as determined by the Awarding Authority, including lifecycle cost analysis.

Provide review of detailed construction costs prepared by the Designer. Detailed independent estimates by the OPM are not included in the scope of services.

Lifecycle cost analyses services are not included in the scope of services.

b. The OPM shall also provide value management services, which includes value engineering and analysis of the building systems and design during all design and construction phases of the project. The goal is to reduce both the initial capital cost of the project, reduce long-term operational (life-cycle) costs, and yet maintain the Town of Middleborough desired level of quality, utility, function and performance of the facility. A Notice to Proceed to each successive design and construction phase of the project will not be issued by the Awarding Authority until the OPM analysis concludes that the project is within the total project and/or construction cost budget.

Prepare for and attend two (2) Value Engineering sessions at the end of the Schematic Design Phase and Design Documents Phase. Each session will be conducted over a one-day period with representatives from the Town and Designer. The Designer will provide detailed construction cost estimates one week prior to each session.

A4. Total Project Budget and Cash Flow Reports:

The OPM shall assist the Awarding Authority and Designer in the preparation of available Grant applications that may be able to reduce project costs. Review and update, on a monthly basis, the existing total project budget (including estimated construction costs and all "soft" costs anticipated to be associated with the project) during all phases of the work. Advise the Awarding Authority if it appears that the project budget will not be met and make recommendations for corrective action. Develop monthly cash flow reports and forecasts for the total project and advise the Awarding Authority of variances between actual, budgeted and

projected project costs. Establish a format acceptable to the Awarding Authority for reporting budget and cash flow information.

A5. Project Invoices and Accounting Records:

The OPM shall review and take appropriate action upon all project-related invoices, including the retainage authorized on Designer [see MGL Chapter 7, Section 38G (d)], and Contractor requisitions. Establish a procedure with the Awarding Authority for the processing of invoices. The OPM shall maintain accounting records on all project-related expenditures, including the Designer's requests for payment, contractor requisitions, furniture, furnishings, and equipment purchases, and the like.

Construction-related records shall also include construction base contract work performed under unit costs, change order work performed on the basis of actual costs of labor and materials, change order work performed under unit costs, compliance with prevailing wages, and compliance with all state and Town of Middleborough MBE/WBE requirements as applicable. All cost documentation and accounting records shall be maintained in a form suitable for submission as may be required, reimbursement, and audit.

A6. Master Project Schedule/Monthly Status Reports:

The OPM shall assist in the development of a Master Project Schedule, and shall advise the Awarding Authority on all schedule issues; monitor all aspects of the project's status and schedule, and advise the Awarding Authority, on a monthly basis at a minimum or more frequently as necessary, when actual or potential constraints to achieving the schedule and/or goals of the Awarding Authority have been created; and make recommendations for corrective action. Among other details, the project schedule shall include all milestones required to submit any required applications for project fund reimbursement and major decisions required by the Awarding Authority. The schedule shall also include the Awarding Authority's occupancy requirements with the appropriate allowance for procurement of technology, furniture and equipment.

A7. Communications, Documentation, and Public Meetings:

The OPM shall maintain all project related communications, collect all project related documentation, and establish and maintain a document control system. The OPM shall establish procedures for reviews, approvals, changes, submittals, RFI's, and a project change log among others. The OPM shall also serve as the Awarding Authority's representative at all project meetings; and shall attend and make presentations as may be required regarding the project at public meetings and forums.

B. Pre-Design, Design and Construction Procurement Phases

B1. Designer Selection and Negotiations:

a. The OPM shall report to the Town of Middleborough Town Manager, and shall provide advice and consultation to the Town Manager to assure that the Town of Middleborough receives the highest quality design services for the project, including advice and consultation in the drafting of the Designer Request for Qualifications, Scope of Work and contract documents. This includes compliance with all Town of Middleborough Selection Procedures; compliance with MGL Chapter 7, Sections 38A 1/2 thru 38M regarding the Designer selection process, including the selection of the best qualified Designer for the project, negotiating a fee for design services, and contract negotiations with the successful Designer; and compliance

with MGL Chapter 7, Section 40N regarding an affirmative marketing program for state-assisted local projects and the Town of Middleborough's Minority or Women Business Enterprise Participation requirements.

b. The OPM shall establish procedures for the evaluation of the Designer and shall prepare the Designer's final evaluation for submission to DCAM, after Awarding Authority approval, at the conclusion of the project.

B2. Additional Pre-Design and Design Requirements:

The OPM shall provide advice and consultation to the Awarding Authority and Designer on a preliminary design review and space needs evaluation, including coordination of participation of all stakeholders, other interested parties, and the general public; shall assist in the establishment of ensuing design criteria and the development of the project scope; shall assist with alternative site selection if required; and shall examine alternative solutions.

B3. Design Documents and Cost Estimate Review (also see Section A3):

Review the accuracy and completeness of the design and bid documents and cost estimates as soon as they are prepared by the Designer, the Designer's consultants, and the cost estimator. Promptly notify the Designer, cost estimator, and Awarding Authority of any problems or omissions. Provide materials, labor and help to identify and resolve coordination conflicts in the construction documents. Review construction factors relating to costs and the goals of the Awarding Authority including, but not limited to: alternative designs or materials, including alternative ice cooling systems, geotechnical studies and soil analysis, life cycle costs, green design concepts, green technology, site use and design issues, value engineering, project phasing, accessibility compliance, and possible economies of scale opportunities.

Reviews by the OPM shall be conducted at the end of the Schematic Design, Design Development and Final Design Phase. Review shall be focused on civil-site, process, mechanical, electrical and control systems. Architectural and structural design reviews are not included. Review comments from the OPM on drawings and specifications shall be summarized and presented to the Designer for review. The Designer shall consider the comments from the OPM and modify the design plans and specifications as appropriate. Review of cost estimates shall be limited to a review of the detailed cost breakdown of items prepared by the Designer. Green design concepts, green technology and Life cycle cost estimates are not included in the scope of services.

B4. Local Officials, Utilities, and Maintenance:

Verify that the Designer coordinates with, reviews with, and incorporates appropriate input from local officials (i.e. Town Manager, Treatment Plant staff, inspectional services, fire department, police department, utilities, etc.) as appropriate for the facility systems, safety, operation, and maintenance.

B5. Value Engineering (also see Section A3):

Manage and conduct the value engineering process to provide a higher degree of confidence that design aspects, construction materials and methods specified are the most appropriate and cost effective for their application. Identify for the Awarding Authority's consideration any changes in design which reduce the cost

of construction while satisfying the Awarding Authority's requirements. Analyze schedule implications of alternative building and mechanical systems and other design element changes as may be proposed during the design phase. If at any point in the design process, projected cost estimates exceed construction or project cost limits, recommend to the Awarding Authority appropriate reductions/changes in scope to remain within budget.

The OPM shall select a VE team that shall have demonstrated experience in facilitating value engineering workshops and will propose a team of experts in the following focus areas:

- Wastewater treatment process control including secondary treatment systems, phosphorus removal, disinfection, and sludge thickening,
- Electrical systems,
- HVAC systems, and
- SCADA systems.

Prior to each workshop, the designer of the treatment plant upgrades will be required to provide the selected VE team with appropriate documents and cost estimates needed for the initial evaluation and the workshop.

Each VE workshop shall be conducted over a one (1) day period at the end of the Schematic Design Phase and Design Development Phase.

B6. Construction Planning:

Identify and assist in procurement of additional design consultants if required. Identify long-lead items, including Awarding Authority provided items, and make appropriate recommendations to the Awarding Authority and the Designer for inclusion of such items of material or equipment in the Designer's specifications. Ensure that the Awarding Authority identifies such items in any notices to proceed issued to contractors. Make recommendations to the Awarding Authority and the Designer to expedite procurement of long-lead items in order to ensure delivery by the required dates. Incorporate detailed procurement data into the project schedule updated monthly.

B7. Bonds and Insurance Certificates (also see Section A2.b.):

The OPM shall receive certificates of insurance and, where applicable, bonds from all parties required to provide them, such as the Designer, the Contractor, their various consultants and subcontractors, and vendors, and forward them to the Awarding Authority, and Town Counsel. The OPM shall develop and maintain a bonding and insurance log identifying all parties required to provide bonds or insurance and noting certificates received, coverage expiration dates, and renewal status. Copies of such log shall be provided to the Awarding Authority on a regular basis.

B8. Constructability Review / Review of Contract Documents:

Review the project drawings and specifications. Promptly notify the Designer, and the Awarding Authority of any design problems or omissions identified in the drawings and specifications. Help to identify and resolve

coordination conflicts in the construction documents. Comments shall be provided as part of the review conducted during Task B3.

B9. Special Services:

The OPM shall be responsible, with the Awarding Authority's approval, for selecting, retaining and coordinating the professional or other services of special consultants, contractors, and testing laboratories required for the Project and or provided by the Designer or Contractor (i.e., project photos, hazmat removal, existing condition surveys, and so forth). Such services shall be included by amendment.

B10. Permits, Licenses, and Approvals:

Working with the Awarding Authority's counsel, the Designer, and others, the OPM shall maintain, and monitor the master list of permits, licenses and approvals required for the Project and shall update it as necessary through project completion identifying each permit, the party responsible for obtaining it, and status. This will include, but may not be limited to:

- a. Town of Middleborough Planning Board (Site Plan Review)
- b. Town of Middleborough Conservation Commission
- c. Town of Middleborough Board of Appeals
- d. Town of Middleborough Building Commissioner
- e. Town of Middleborough Fire Department
- f. MEPA Review as may be required per 31 OCMR11.00
- g. Mass. Contingency Plan, 310CMR40.00
- h. MGL c.21E

B11. Meetings:

The OPM shall attend regular meetings with the Town Manager to review the project and take minutes at these meetings. Attendance is also required at all pre-bid and preconstruction meetings. The OPM shall attend up to seven (7) meetings.

B12. Public Forums and Presentations:

At the Awarding Authority's request, the OPM shall prepare for and attend administrative and/or public meetings to provide project information and inform public forums of details about the project. The OPM shall attend up to eight (8) presentations.

B13. Construction Mitigation Plan:

The OPM shall develop, in consultation with the Awarding Authority and interested citizens, a detailed program to monitor and mitigate the impacts of project construction on nearby residents, businesses, abutters and the neighborhood. Safety is paramount.

B14. Construction Procurement (Bidding) Phase:

a. Assist the Awarding Authority in the development of procurement strategy. Prepare for the Awarding Authority's review of all bid and contract documents. Assist the Designer and Awarding Authority with the General Contractor and Sub-Contractor bid process as required by MGL Chapter 149, Sections 44A - 44M; the certification of General Contractors and Subcontractors as required by MGL Chapter 149, Section 44D; and the pre-qualification of general bidders and filed sub-bid contractors as required by MGL Chapter 149, Sections 44D 1/2 and 44D3/4. The timeliness of the presented review should allow for an appropriate time frame for the procurement process. The level of effort for the pre-qualification of general bidders and filed sub-bidders is estimated to be eighty hours. Prolonged efforts during the prequalification process will be brought to the attention of the town. Any protests from rejected general contractors or sub-contractors will be referred to Town Counsel for further action.

b. Coordinate a pre-bid conference with the Designer. Provide a review of each addendum for the Awarding Authority prior to the receipt of all bids. In conjunction with the Designer and Procurement Officer, evaluate the qualifications of the apparent low bidders, evaluate the bids for completeness, full responsiveness and make recommendations to the Awarding Authority for the award of the contracts or rejection of the bids.

c. Review all construction bids for the purpose of advising the Awarding Authority as to whether the bids are based upon the payment of the prevailing wage rates established for the project by the Massachusetts Department of Labor and Workforce Development, and federal wage rates as established by the Davis-Bacon Act if applicable; compliance with State and Town of Middleborough MBE/WBE requirements; and in conformity with public building construction requirements. The OPM shall inform the Awarding Authority of any bid, which does not realistically appear to contemplate either the actual payment of said prevailing wage rates to laborers to be employed on the project, or to meet mandated M/WBE requirements.

d. Assist the Awarding Authority and the Designer with bid protests, re-bidding and/or renegotiating contracts. The services in the previous sentence shall be provided by amendment. Assist the Awarding Authority and the Designer with a pre-award conference with the successful bidder and with preparing construction contracts.

C. Construction Phase

C1. Clerks of the Works:

Subject to the Awarding Authority's approval, develop a job description for and retain, supervise and manage a Clerk of the Works for daily full-time construction monitoring of all the anticipated construction. Said job description shall be consistent with the best interests of, and be approved by, the Awarding Authority. Tasks shall include keeping a daily log containing a record of weather, the contractor's work on the site, number of workers, safety status on the Project, equipment in use, work accomplished, contractor materials stored, problems encountered, verbal instructions and interpretations given to contractors, as well as scheduling and coordinating all required testing and other similar relevant tasks. The Clerk of the Works shall also monitor the storage and protection of Awarding Authority purchased materials, furniture and equipment.

Services shall be provided for an estimated duration of construction of 2 years.

C2. Job Meetings:

The OPM shall attend all construction job progress meetings with the Designer, the Contractor, the Clerk of the Works, and/or other persons, as necessary or appropriate, at reasonable times and places to discuss procedures, progress, problems, scheduling, and the like. At all such meetings, the OPM shall act as a representative of the Awarding Authority. The OPM shall work with the Designer to set up a schedule for such meetings. Meeting minutes shall be prepared by the Designer and reviewed by the OPM on the Awarding Authority's behalf. The OPM shall identify any significant issues of work quality, contract performance, scheduling and work progress raised at the job meetings in a monthly (or as appropriate) progress report to the Awarding Authority. The OPM shall present, at the next job meeting, any significant issues not included in the minutes of the previous meeting.

C3. Applications for Payment:

a. In coordination with the Designer and Clerk of the Works, the OPM shall review the contractor's draft application for payment, or "pencil requisition", together with any supporting data requested by the Awarding Authority or submitted by the Contractor. The OPM shall provide written comments thereon to the Designer and Awarding Authority, with recommendations as to the amounts due. The OPM shall also review and comment on vendor requisitions, including those of testing companies, utility companies and equipment or furnishing providers. The OPM shall request through the Designer that the Contractor provide the appropriate subcontractor lien waivers as the Project progresses.

b. In coordination with the Designer and Clerk of the Works, the OPM shall review all contractor and subcontractor payrolls for compliance with all federal and state prevailing wage rates, and state and Town of Middleborough MBE/WBE requirements.

C4. Performance Monitoring:

The OPM with the assistance of the Clerk of the Works shall monitor and observe the performance of the work and quality assurance program, and shall make recommendations to the Awarding Authority and the Designer with respect to rejection of work which, in the OPM's opinion, does not conform to the Contract Documents. The OPM shall endeavor to obtain satisfactory performance from the General Contractor, and

shall recommend a course of action to the Awarding Authority when requirements of a contract or the Awarding Authority's construction mitigation plan are not being fulfilled. Particular attention shall be paid to work compensated by means of unit prices (ledge removal, if any, trenching, and the like), time and material activities, and so forth.

C5. Changes in the Work:

The OPM shall prepare and maintain a master project change log, incorporating all change directives, change orders, change requests, and change proposals, noting who initiated same and status, and recording estimated cost and final cost. The OPM shall review all change orders and shall, when requested by the Awarding Authority, identify sufficient funds and negotiate on behalf of the Awarding Authority with all parties involved. It is a goal of the Town of Middleborough to keep the number of changes to a minimum.

All Change Orders must be in writing and approved by the Awarding Authority. The OPM shall distribute updated copies of the master project change log to the Awarding Authority, the Designer and the Contractor on a monthly basis.

C6. Claims:

The OPM shall assist the Designer in the review, evaluation, resolution and documentation of claims including but not limited to claims for additional time, claims for additional cost, claims for concealed or unknown conditions, and claims for errors or omissions in the plans and specifications, and demands for direct payments. The OPM shall provide all support and assistance necessary in any claims related matters or litigation.

C7. Submittals and RFI's:

In collaboration with the Designer, the OPM shall establish, implement and advise the Contractor of procedures for expediting, processing and obtaining the Designer's approval of shop drawings, product data, and submittal logs for identification of scheduling issues and provide comments thereon to the Designer. The OPM shall make recommendations to the Awarding Authority and the Designer with respect to the use of substitutions and monitor status of submittals through the general contractor's submittal logs.

C8. Construction Schedule:

During construction the OPM shall review the construction schedule furnished by the Designer, Consultants, and the General Contractor. The OPM shall obtain and promptly review monthly updates of the general status of schedule milestones, schedule slippage, recommended site "walk-throughs", and other noteworthy information. If an update indicates that the previously approved project construction schedule might not be met, the OPM shall bring such issues to the attention of the Awarding Authority immediately and recommend corrective action.

C9. Special Services:

The OPM shall be responsible, with the Awarding Authority's approval, for selecting, retaining and coordinating the professional or other services of special consultants, contractors, and testing laboratories required for the Project and not provided by the Designer or General Contractor; and shall assist the

Awarding Authority with the selection and procurement of furniture and fixtures. Such services shall be provided by amendment.

D. Project Closeout and Move-In Phase

D1. Coordination of Awarding Authority's Purchases of Materials and Equipment, and Moving and Relocation Activities:

The OPM shall coordinate, schedule and monitor the delivery, storage, protection, final placement or installation and security of purchased materials, systems and equipment (FF&E) that are a part of the Project until such items are incorporated into the Project, or accepted for beneficial use by the Awarding Authority. The OPM shall maintain complete records related to such items including specifications, vendor contracts and purchase orders.

The OPM shall coordinate the relocation and moving activities for the relocation and moving of furniture, furnishings, equipment and supplies around the upgraded facility. The OPM shall supervise the procurement of moving services and shall cooperate and assist the Awarding Authority and facility personnel in the planning and execution of such relocation and moving activities.

The duration of this phase of the project is estimated to be four weeks.

D2. Other Construction-Related Records:

The OPM shall maintain a file for the building project throughout the duration of the project. The file shall include all project contracts, drawings, specifications, addenda, change orders and other documentation of construction, including copies of approved shop drawings, product data, samples, warranties, guarantees, certification manuals, valve charts, photographic documentation, and similar required submittals. All documents shall be organized in good order and marked to record changes and selections made during construction. The OPM shall make all such records available to the Designer and upon completion of the Project shall deliver one complete set to the Awarding Authority in an inventoried, organized format approved by the Awarding Authority, suitable for immediate use.

D3. Testing and Start-Up:

With the Designer and the Awarding Authority's water pollution control facility maintenance personnel, the OPM shall ensure procurement of utilities; and shall schedule, coordinate and observe the contractor's final testing, flushing, commissioning and start-up of utilities, operational systems and equipment.

The duration of this phase of the project is estimated to be four weeks.

D4. Training:

The OPM shall coordinate instructional visits and training of Town staff by equipment representatives.

D5. Substantial Completion:

When the Designer considers the contractor's work or a designated portion thereof substantially complete, the OPM shall jointly with the Contractor prepare for the Designer a list of incomplete or unsatisfactory items

and a schedule for their completion. The OPM shall assist the Designer in conducting inspections to determine whether the work or designated portion thereof is substantially complete, and preparing any resultant punch list as well as help where possible to expedite the completion of the work in accordance with project schedule.

D6. Final Completion:

Following the Designer's Issuance of a Certificate of Substantial Completion for the work or designated portion thereof, the OPM shall coordinate the correction and completion of the remaining work for inspection by the Designer. The OPM shall evaluate the completion of the work and make recommendations to the Designer in conducting final inspections. The OPM shall make recommendation to the Awarding Authority with respect to release of any funds retained from the General Contractor and Designer.

E. Post Construction Phase

E1. Evaluations:

Within 45 days after completion of the building project, the OPM shall prepare evaluations of the Designer, Contractor and Sub-Contractors for Awarding Authority review and approval, and submittal to DCAM. The evaluations will be completed using DCAM standard evaluation forms, and the information contained therein shall be certified by the OPM that it represents a true and accurate analysis of their performance record on this project. For Designer evaluations see MGL Chapter 7, Section 38E (g); for Contractor evaluation see MGL Chapter 149, Section 44D (7); and for Sub-Contractor evaluation see MGL Chapter 149, Section 44D (16).

E2. Special Services:

The OPM shall provide services as necessary to monitor and assist in any required project audit; shall develop and monitor all warranty period assessments and work until turned over to the Awarding Authority and/or Police Department personnel; shall assist the Awarding Authority with any commissioning requirements, ceremonies and logistics if required; and shall conduct a commissioning post-occupancy evaluation for the Awarding Authority.

Services for Tasks E1 and E2 shall be provided based on eighty hours of services.



MIDDLEBOROUGH WATER POLLUTION CONTROL FACILITY UPGRADE
OWNER'S PROJECT MANAGER AGREEMENT
AMENDMENT NO. 1

The Agreement for Project Management Services between the Town of Middleborough (the "Owner") and Environmental Partners Group, Inc. (the "Project Manager") on the Middleborough Water Pollution Control Facility Project (the "Project"), is revised, as follows:

1. The Owner hereby authorizes the Project Manager to perform Project Management Services during the following phase of the Project:

B. Pre-Design, Design and Construction Procurement Phases, as described in the Agreement, as revised by this Amendment No. 1.

2. The project management fee for the services authorized in this Amendment No. 1 shall not exceed \$318,886, except to the extent that the Owner agrees to a subsequent amendment to the fee to reflect the actual hours incurred on performing Task Item B14a.

3. In the event the Town subsequently approves funding to permit the Project to proceed into the Construction Phase, the Project Manager shall perform the services described in Tasks C1 to C9, D1 to D6, and E1 to E2 of the Agreement, as amended, for the following amounts, as described on Attachment A.

C Tasks C1 to C9	\$838,932
D Tasks D1 to D6	\$ 11,340
E Tasks E1 to E2	<u>\$ 11,340</u>
Future Phases Total	\$861,612

4. The revisions to the Agreement, as authorized in this Amendment No. 1, are described on Attachment B.

Signed and sealed this _____ day of September 2013.

Project Manager

Owner

**Environmental Partners
Group, Inc.**

**Town of Middleborough
Town Manager
Charles J. Cristello**

GOALS 2013-2014

Rotary Improvements

Financial Liability of Regionalization (Retirement)

Single Page Permitting Guidelines

Nemasket Flooding

Increase Recycling and Trash Pickup

Attracting Businesses

Surrounding Community Status

Increase Bike Paths

Assess Impacts of New Proposed Development

Collaboration Among Departments

Reach Out To Region re Rotary

Collaborate With More Towns re Grants

Improve Bio Ready Status

Bond Issue For Road Improvements

Get On Tourism Map

Assess Operating Costs

More Communication Between Boards & Committees
Attraction of Green Energy