

Thompson, Donna

From: Thompson, Donna
Sent: Thursday, May 7, 2026 5:03 PM
To: 'southshorelaundry777@gmail.com'
Cc: Oram, Jennifer; Erin Gallagher; Maricell Navarro; Cleo Chaves - Corcoran Property Management (CChaves@jmcandco.com)
Subject: South Shore Laundry Services
Attachments: SOUTH SHORE LAUNDRY SIGNUP LIST 2026.05.07.docx

Clark Jackson
South Shore Laundry
153 Market Street
Rockland, MA 02370
(781) 878-3110
southshorelaundry777@gmail.com

Dear Clark,

Thank you for taking time to meet with Maricell Navarro, Cleo Chaves, and me to review the upcoming laundry services for Lincoln School Apartments residents.

As you know, the laundry room will be closed for renovations starting Monday, May 11, 2026, and we would like you to start your services on Tuesday May 12, 2026.

To recap our discussion:

- Cleo provided you with a key for your driver so he can enter the building through the rear door.
- Cleo will remove the furniture from the alcove at the rear door and you will set up a laundry bin there.
- You will set up a second laundry bin for residents, as needed.
- Residents have signed up for either Tuesday or Thursday laundry services:
 - For residents who signed up for Tuesday laundry services:
 - Residents will place their laundry in the laundry bin by **Monday night**.
 - South Shore Laundry will pick up items Tuesday morning.
 - South Shore Laundry will **deliver cleaned laundry** to residents' doors **on Thursday**.
 - For residents who signed up for Thursday laundry services:
 - Residents will place their laundry in the laundry bin by **Wednesday night**.
 - South Shore Laundry will pick up items Thursday morning.
 - South Shore Laundry will **deliver cleaned laundry** to residents' doors **on Saturday**.

All residents who enrolled in laundry services received two labeled laundry bags and written instructions today. At this time, 32 residents have signed up. I anticipate additional enrollments once residents realize the laundry room will be closed starting Monday.

Attached is the current list of enrolled residents. I will provide updated versions as needed. The Lincoln School Apartments Board of Managers has approved payment for one laundry bag per resident each week. Residents

have been instructed to use only their assigned laundry day so you can better anticipate your workload. Please let me know if any resident submits more than one bag in a week so I can follow up with them directly.

Payment process:

- You will submit weekly invoices to me.
- My office will review each invoice and forward it to Erin Gallagher, Regional Property Manager for Corcoran, for payment.
- You will also contact Erin to discuss enrollment in their bill-payment system.

I am copying Erin Gallagher on this email so you have her contact information and can contact her about Corcoran's payment system requirements.

I am looking forward to working with you. Please let me know if you have any questions.

Best regards,

Donna Thompson



Town of Hingham Massachusetts

Land Use and Development Coordinator
Town of Hingham
210 Central Street
Hingham, MA 02043
(781) 804-2314 (w)
(781) 783-4026 (c)
thompsond@hingham-ma.gov

The Hingham Zoning Board of Appeals will never ask for payment online or by wire transfer. If you are suspicious of any request for payment, please call us directly to confirm the request is legitimate. See [Town of Hingham Fraud Alert](#) for more information on this issue.

Hours for Zoning/Land Use and Development are:

Monday - 7:30 am to 5 pm

Tuesday - 7:30 am to 7 pm

Wednesday - 7:30 am to 5 pm

Thursday - 7:30 am to 5 pm