

MEETING MINUTES
BOARD OF SELECTMEN
Tuesday, January 12, 2021 7:00 PM
This meeting was recorded

NOTE: Due to the state of emergency in Massachusetts due to the COVID-19 outbreak, this meeting was held via ZOOM, an internet-based meeting space.

Present: Acting Chair Brian Cresta, Tim Houten, Kosta Prentakis

Absent: Chair Rick Kassiotis

Others Attending: Town Administrator Andy Sheehan, Assistant Town Administrator Tanya Shallop, Minutes Secretary Judi Stickney, Paul Pellicelli, Adam Stone, Town Moderator Barbara Piselli, Town Clerk Ilene Twiss, Sally Kerans

7:03 PM With a quorum present, Acting Chair Brian Cresta called the meeting to order.

ROUTINES

- **Warrant Approval:** Town Administrator Andy Sheehan provided a brief review of Warrant #2114: Payroll: \$750,586, Bills Payable: \$977,070; and Warrant #2115: Payroll: \$710,830, Bills Payable: \$367,439, noting that the Town Accountant had reviewed the warrants and requested the Board's approval. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Houten**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the warrants as presented.

Roll Call (Called by Clerk Houten):

CRESTA: Yes
PRENTAKIS: Yes
HOUTEN: Yes

- **Sudden Passing of Former Selectman Joe Pascucci:** Acting Chair Brian Cresta announced the untimely recent passing of former Selectman Joe Pascucci. He asked for a moment of silence.
- **Minutes:** After a brief review of available minutes, the Board took the following action:
On a **MOTION** made by **Houten**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously by roll call vote to accept the minutes of December 15th and December 22nd, 2020 as written.

Roll Call (Called by Clerk Houten):

CRESTA: Yes
PRENTAKIS: Yes
HOUTEN: Yes

- **Town Administrator's Report:** Town Administrator Andy Sheehan provided the Board with information and updates on the following:

- **Happy Holidays:** Sheehan expressed his hope that everyone had a happy and healthy holiday season and wished everyone a happy new year.
- **Neighbors in Need:** Sheehan advised the Board that Neighbors in Need were able to help 36 families and 63 children in Middleton this holiday season.
- **Nomination Papers are Available:** Sheehan announced that nomination papers are available from the Town Clerk and must be returned with a minimum of 35 signatures by March 30th.
- **COVID-19 State of Emergency:** Sheehan reported that the state is in the process of setting up COVID-19 vaccination sites. There is reason to believe there will be a vaccination site in the Tri-Town area. He hopes to have clear information by the end of the week. Shout out to the First Responders and all those involved in setting up the vaccination site in Topsfield for the First Responders yesterday. A discussion ensued on the vaccination sites and when they will be available for Middleton residents.
- **Budget Discussions:** Sheehan advised the Board that he, Tanya, and Sarah Wood have been meeting this week with department heads to review budget requests. Discussions will continue this week and follow-up meetings next week. He said the February 6th operating budget summit and the March 6th capital budget summit will be held via Zoom, as well as the March 25th budget hearing and warrant reading. He will keep the Board apprised of updates to the budget discussions. Sheehan noted that the Governor is required to release the budget by the end of January which will give a better sense of local aid to cities and towns.

7:21 PM Public Comment Period: There were no public comments.

7:22 PM State Representative Sally Kerans, 13th Essex District: Acting Chair Brian Cresta introduced State Representative Sally Kerans to the Board, noting that she was here to meet the Board and hear the Board's priorities. Rep. Kerans advised the Board that she learned yesterday that those aged 65 and over are now eligible to receive the vaccine when it becomes available to Middleton. Cresta advised the Representative that they are currently working on building a municipal complex at the former golf course on South Main Street and asked Kerans to keep an eye out for any assistance they may be eligible for with that project. Discussion turned to CPA funds and what the Town has been able to do with their funds. After discussion, Cresta thanked the Representative for meeting with them. Kerans advised the Board that she was going to try to have a Zoom meeting for all her constituents and local legislators and invited the Board members to keep in touch with her.

8:02 PM Review the January 28, 2021 Special Town Meeting Warrant: Town Administrator Andy Sheehan advised that this is for the Special Town Meeting which must be called when the Town receives a citizen petition. The deadline for posting the meeting is this Thursday. After a brief review of the warrant, he asked the Board to vote to open and close the warrant. A brief discussion ensued on whether they would be able to hold the meeting on January 28th, due to the current surge in the pandemic. Town Moderator Barbara Piselli advised the Board that she is authorized to continue the meeting for 30 days and plans to do so. If it is necessary due to public health concerns, she can issue additional 30 day continuations. After discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Houten**, the Board of Selectmen **VOTED** unanimously by roll call vote to open and close the Warrant for the Special Town Meeting for January 28th, 2021.

Roll Call (Called by Clerk Houten):

CRESTA: Yes
PRENTAKIS: Yes
HOUTEN: Yes

8:12 PM Vote to Open the May 11, 2021 Annual Town Meeting Warrant: After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Houten**, the Board of Selectmen **VOTED** unanimously by roll call vote to open the Warrant for the Annual Town Meeting on May 11th, 2021.

Roll Call (Called by Clerk Houten):

CRESTA: Yes
PRENTAKIS: Yes
HOUTEN: Yes

8:17 PM Discussion of Water Management Act Permit Renewal: The Town Administrator provided the Board with background information on the status of DEP's Order to Correct, as well as DEP's request to dedicate certain open space parcels for water supply protection. Sheehan noted the parcels are already under the Conservation Commission's jurisdiction and that this is an additional level of protection. Sheehan advised that they have completed many of the Order to Correct issues, many of which were documents that needed to be provided. A Wellhead Protection Bylaw will be on the Annual Town Meeting. This was going to be on the 2020 Annual Town Meeting warrant but was taken off to keep the meeting short. DEP was informed and there was no penalty for that. Danvers has enhanced water conservation and a water use mitigation plan, which DEP has recommended for Middleton. Middleton is working on that as well, noting that additional fees for water hook-ups may help pay for the programs. He added that they are working with Danvers on these. He reminded the Board that Middleton is getting close to its withdrawal limits under the Water Management Act permit; without substantial progress DEP will not grant more withdrawal capacity. There was also a private well/irrigation bylaw on the books which was rescinded several years ago. To get the points they need from DEP, he is planning to bring that back for the Annual Town Meeting. In the meantime, they will ramp up outreach and education to residents on how to conserve water. A lengthy discussion ensued on water conservation, with Selectman Cresta advising the Board that he is opposed to reintroducing private well bylaw. After discussion, the Town Administrator asked for a vote to designate the parcels for water supply protection, as outlined by the DEP and highlighted on the map in the packet.

On a **MOTION** made by **Houten**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously by roll call vote to transfer the parcels, the property as listed in the packet, for water supply protection.

Roll Call (Called by Clerk Houten):

CRESTA: Yes
PRENTAKIS: Yes
HOUTEN: Yes

8:35 PM **Vote to Appoint or Reappoint the Following Members to the Bylaw Review Committee for the Terms Noted:**

- Jeffrey Garber, through June 30, 2022
- Meghan Walter, through June 30, 2024
- Richard Cardinale, through June 30, 2024
- Ilene Twiss (ex-officio), through June 30, 2022

On a **MOTION** made by **Prentakis**, second by **Houten**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint the following to the Bylaw Review Committee for the terms, as noted:

- Jeffrey Garber, through June 30, 2022
- Meghan Walter, through June 30, 2024
- Richard Cardinale, through June 30, 2024
- Ilene Twiss (ex-officio), through June 30, 2022

Roll Call (Called by Clerk Houten):

CRESTA: Yes
PRENTAKIS: Yes
HOUTEN: Yes

8:05 PM **Vote to appoint the following individuals to the positions and for the terms as noted:**

- Gary Paul as Interim Plumbing & Gas Inspector with a term through June 30, 2021
- Todd Moreschi as Alternate Plumbing Inspector with a term through June 30, 2021

On a **MOTION** made by **Prentakis**, second by **Houten**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Gary Paul as Interim Plumbing & Gas Inspector with a term through June 30, 2021, and Todd Moreschi as Alternate Plumbing Inspector with a term through June 30, 2021.

Roll Call (Called by Clerk Houten):

CRESTA: Yes
PRENTAKIS: Yes
HOUTEN: Yes

8:36 PM **Discussion of Municipal Tax Relief Committee; Call for Members:** The Town Administrator provided the Board with a brief history and information on the Municipal Tax Relief Committee, which he advised is again needed in Town to assist some of the residents struggling to pay their taxes, particularly those impacted by COVID. Sheehan added that the inactive committee currently consists of Jeff Garber whose term expires in 2022, Bob Murphy whose term expires in 2023, and Belinda Young (ex-officio) whose term expires in 2023. They are looking to add two additional members. Selectman Prentakis advised he will contact the Town Administrator tomorrow to offer to serve on the committee.

8:38 PM **Vote to Accept the Following Donations and Gifts:**

- Richard & Jean Beck, \$500 to the Middleton Food Pantry
- Bostik, \$2,000 to the Middleton Food Pantry
- Bostik, \$3,500 to the Middleton Food Pantry
- Margaret Lee & Christopher Sansoucie, \$1,000 to the Middleton Food Pantry

- **Mary Ann & John Erickson, \$500 to the Middleton Food Pantry**
- **Femcroft Holdings, LLC DBA Femcroft Country Club, \$1,000 to the Middleton Food Pantry**

On a **MOTION** made by **Prentakis**, second by **Houten**, the Board of Selectmen **VOTED** unanimously by roll call vote to accept, with significant thanks, the following donations to the Middleton Food Pantry, from: Richard & Jean Beck, \$500; Bostik, \$2,000; Bostik, \$3,500; Margaret Lee & Christopher Sansoucie, \$1,000; Mary Ann & John Erickson, \$500; Femcroft Holdings, LLC DBA Femcroft Country Club, \$1,000.

Roll Call (Called by Clerk Houten):

CRESTA: Yes
PRENTAKIS: Yes
HOUTEN: Yes

8:41 PM New Business:

- **Upcoming Masconomet School Committee Meetings:** Selectmen Prentakis provided the Board with a brief update on the upcoming meetings that the Masconomet School Committee will be holding regarding the budget and to go to Masconomet’s website for the Zoom meeting information to attend.
 - **January 13th:** *Budget Subcommittee meeting to start talking about the coming budget*
 - **January 14th:** *Policy Subcommittee meeting to discuss possible changes to district agreements*

8:43 PM Executive Session: Pursuant to GL c. 30A, s. 21(a)(2) with respect to negotiations with non-union personnel, with the Police Chief Candidate.

On a **MOTION** made by **Cresta**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session, pursuant to GL c. 30A, s. 21(a)(2) with respect to negotiations with the Police Chief candidate and will not return to open session but will adjourn in the memory of Joe Pascucci.

Roll Call (Called by Clerk Houten):

CRESTA: Yes
PRENTAKIS: Yes
HOUTEN: Yes

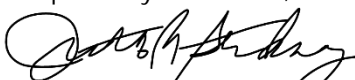
9:01 PM Adjourn

With no further business, the Board of Selectmen’s meeting of January 12, 2021 adjourned at 9:01 PM.

Upcoming Meetings:

January 26, 2021 Regular BOS meeting
February 6, 2021 Operating Budget Summit
February 9 & 23 Regular BOS meetings

Respectfully submitted,


 Judith A. Stickney, Minutes Secretary

Tim Houten, BOS Clerk

Documents either distributed to the Board of Selectmen before the meeting in a packet or at the meeting:

- Agenda: December 22, 2020
- Warrants
 - Warrant #2114: Payroll: \$750,586, Bills Payable: \$977,070
 - Warrant #2115: Payroll: \$710,830, Bills Payable: \$367,439
- Minutes:
 - December 15, 2020
 - December 22, 2020
- Special Town Meeting Warrant, January 28, 2021
- Bylaw Review Committee Mission
- MGL Chapter 60, Section 3F: Voluntary donation to municipal veterans assistance fund by designation on municipal property tax or motor vehicle excise bills
- Letter and supporting material from COA Director to Board of Selectmen, Re: Middleton Food Pantry Donation / Richard Beck, 1/4/21
- Letter and supporting material from COA Director to Board of Selectmen, Re: Middleton Food Pantry Donation/ Bostik, 12/29/20
- Letter and supporting material from COA Director to Board of Selectmen, Re: Middleton Food Pantry Donation / Christopher Sansoucie, Maryann Erickson, Ferncroft Holdings LL, 12/29/20
- Average Tax Bills in Essex County
- Announcement: 2021 Middleton Annual Town Meeting & Election Schedule
- Calendar: FY2022 Operating and Capital Budgets May 11th Annual Town Meeting, May 18th Annual Town Election