

**BOARD OF SELECTMEN
MEETING AGENDA**

**Fuller Meadow School
Nathan Media Room
143 South Main Street, Middleton, MA 01949
Tuesday, April 24, 2018
7:00 PM**

This meeting is being recorded

1. 7:00 PM Warrant (including review of March 13, 2018 and April 10, 2018 Warrants)
Minutes:
 - March 22, 2018 Budget Hearing and Warrant Reading - Joint Meeting With Finance Committee
 - March 27, 2018 regular session
 - March 27, 2018 executive sessionTown Administrator updates and reports
2. 7:10 PM Vote to appoint Craig Hartwell of 6 Samos Circle as an Alternate Member of the Zoning Board of Appeals through June 30, 2018
3. 7:15 PM Vote to appoint Todd Moreschi of 34 North Liberty Street as Plumbing and Gas-Fitting Inspector through June 30, 2020
4. 7:20 PM Review of transfer station operations and sticker sales
5. 7:35 PM Discussion and review of May 8, 2018 Town Meeting Warrant including consideration of making recommendations to Town Meeting on warrant articles
6. 7:55 PM New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

The Board reserves the right to consider items on the agenda out of order. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Town of Middleton
Summary of Weekly Bills Payable and Payroll Warrants
Office of the Town Accountant

Warrant Date: 4/12/18

Warrant Number: #1821

Payroll Warrant Total:

\$ 640,198

<u>Department</u>	<u>Amount</u>	<u>Detail of Expenses</u>
Board of Health	\$8,134	
COA	\$8,696	
Election	\$0	
Electric Light	\$62,579	\$10,880 Overtime; \$1,694 Call Out
Fire	\$74,383	\$15,847 Overtime; \$33,997 Part time
Inspections	\$7,485	
Library	\$15,027	
Memorial Hall	\$33,423	
Planning	\$3,417	
Police	\$58,923	\$3,195 Overtime; \$1,708 Reserves
Police Details	\$4,242	
Public Works	\$27,423	\$639 Snow; \$896 Overtime
Recreation	\$0	
Senior Work Off	\$0	
School	\$334,014	
Teacher Balloon Pay	\$0	
Town Officers	\$2,451	

Bills Payable Warrant Total:

\$ 666,321

<u>Department/Expense Category</u>	<u>Amount</u>	<u>Detail of Expenses</u>
All Payroll Deductions	\$74,339	
Administrator	\$14,450	\$10,790 Attorney Fees
Accounting	\$25	Various Expenses
Assessor	\$5,813	Various Expenses
Clerk	\$0	
Cultural Council	\$0	
COA	\$1,518	Various Expenses
DPW	\$15,228	\$3,755 Equip Repairs; \$2,530 Water Testing
Fire	\$7,404	\$1,393 Fuel; \$1,290 Insulation
Health Director / IT	\$942	Various Expenses
Inspections	\$508	Various Expenses
Library	\$0	
MELD	\$119,700	\$48,448 Purchase Power; \$55,255 Purchase New Truck
Planning	\$66	Various Expenses
Police	\$6,862	\$2,290 Training
Recreation	\$0	
School	\$114,441	\$40,854 Tuition; \$27,373 Transportation; \$11,701 Electricity
Treasurer	\$299,608	\$286,353 Debt Service
Veterans Agent	\$5,418	

Town of Middleton
Summary of Weekly Bills Payable and Payroll Warrants
Office of the Town Accountant

Warrant Date: 3/15/18

Warrant Number: #1819

Payroll Warrant Total:

<u>Department</u>	<u>Amount</u>	<u>Detail of Expenses</u>
Board of Health	\$7,112	
COA	\$7,362	
Election	\$0	
Electric Light	\$88,460	\$35,352 Overtime; \$3,103 Call Out
Fire	\$70,631	\$17,094 Overtime; \$26,597 Part time; \$0 Longevity
Inspections	\$8,002	
Library	\$15,167	
Memorial Hall	\$34,771	
Planning	\$3,579	
Police	\$54,720	\$3,602 Overtime; \$2,263 Reserves
Police Details	\$5,268	
Public Works	\$29,500	\$4,293 Snow; \$0 Overtime
Recreation	\$0	
Senior Work Off	\$0	
School	\$316,021	
Teacher Balloon Pay	\$0	
Town Officers	\$2,451	

Bills Payable Warrant Total:

\$ 1,380,682

<u>Department/Expense Category</u>	<u>Amount</u>	<u>Detail of Expenses</u>
All Payroll Deductions	\$76,694	
Administrator	\$14,480	\$8,292 Memorial Hall Repairs
Accounting	\$28,176	\$24,431 MUNIS Licence
Assessor	\$0	
Clerk	\$0	
Cultural Council	\$0	
COA	\$1,434	Various Expenses
DPW	\$35,202	\$8,967 Salt; \$4,000 Tree Removal
Fire	\$6,872	\$1,497.35 Ambulance Billing; \$1,511.83 Fuel
Health Director / IT	\$6,208	\$2,520 IT Capital improvements
Inspections	\$484	Various Expenses
Library		\$3,572 Elevator Contract; \$3,405 Purchase Books
MELD	\$653,398	\$580,600 Purchase Power
Planning	\$2,090	Various Expenses
Police	\$6,772	\$1,330 Fuel
Recreation	\$0	
School	\$59,008	\$29,734 Annual maintenance of equipment
Treasurer	\$484,860	\$275,501 Health Insurance Deductions; \$119,650 Bond Payment
Veterans Agent	\$5,003	Various Expenses

Board of Selectmen and Finance Committee
Joint Meeting – Fiscal Year 2019 Budget Hearing and Warrant Reading
Flint Public Library
Downstairs Conference Room
March 22, 2018, 7:00 PM

Present: Board of Selectmen: Chair Brian Cresta, Kosta Prentakis, Timothy Houten, Rick Kassiotis; Finance Committee: Co-Chair Rich Gregorio, Co-Chair John Erickson, Michelle Cresta

Absent: Finance Committee Members: Toni Mertz, George Dow, Steve Cocciardi, John Mahoney

Others Present: Town Administrator Andrew Sheehan, Assistant Town Administrator Ryan Ferrara, Minutes Secretary Judi Stickney, Fire Chief Tom Martinuk, Police Chief James DiGianvittorio, Town Counsel Jay Talerman, COA Director Susan Gannon, Paul Richardson, Moderator Lynn Murphy, Chris Richardson, Peter Richardson, Library Director Melissa Gaspar, Health Agent Derek Fullerton, Town Clerk Ilene Twiss, Steve Greenberg, Assessor Brad Swanson, Jill Mann, David Bean, and others

7:10 PM Chairman Brian Cresta called the meeting to order at 7:10PM

7:10 PM **Approval of the March 3, 2018 Minutes:** The Board briefly reviewed the minutes of the March 3, 2018 joint meeting of the Board of Selectmen and Finance Committee Fiscal Year 2019 capital budget meeting and took the following action:

On a **MOTION** made by **Houten**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously to approve the minutes of March 3, 2018.

7:11 PM **Joint Public Hearing of the Middleton Board of Selectmen and the Middleton Finance Committee:** The Board of Selectmen and Finance Committee convened a joint public hearing to review the Fiscal Year 2019 budget and the May 8, 2018 Annual Town Meeting Warrant. Town Administrator Andrew Sheehan advised the Board that this hearing was duly advertised in the local newspaper, as required. He added that there are copies of the Draft Annual Town Meeting Warrant available for audience members to view, as the Boards reviewed the warrant articles. Sheehan provided a brief summary of the changes to the warrant this year, adding that there will be another joint meeting on Monday, April 2, to finalize the warrant.

Sheehan continued with a review of the proposed FY 19 budget, noting that the budget has gone down since their last joint meeting on March 3rd. At the request of FinCom member Gregorio, Sheehan pointed out that the total budget, currently, is at \$35,362,674.

Sheehan continued with a review of the warrant articles. There were questions, comments, and/or discussions on the following:

Article 1: Moderator Murphy requested that the article wording not include “and act on”. Sheehan will have that changed.

Article 2: The article amount will be left as a sum to be inserted for snow and ice removal.

Article 13: The Board of Assessors will be making some wording changes to the article.

Article 16: Sheehan noted this is the Chapter 90 funds and will be left as “sums of monies” because the Town hasn’t received the funds yet.

- Article 17:** Sheehan will check to ensure the numbers are current, before going to print. There was a question on the Information Technology portion of the omnibus capital article. Sheehan explained that the money would be used to update all information technology in town, where needed. Chair Cresta added that it's a new program to encompass all town departments, rather than a separate information technology line item for each department. A brief discussion ensued on technology overall and the use and non-use of the Chromebooks that were recently purchased.
- Article 18:** Chair Cresta requested that the funding sources include more information. Sheehan will include additional information.
- Article 21:** FinCom member Erickson asked if this needed to pass with a 2/3rds vote. Town Counsel advised only a majority vote is required.
- Article 23:** Attorney Jill Mann explained the premise of the citizen's petition article, noting there were some typos in the draft article, as printed.
- Article 24:** One of the petitioners explained why she felt the article, requiring a zoning bylaw review, was needed for the Town. Chair Cresta advised that a comprehensive zoning bylaw review was included in the contract with Town Counsel. The petitioner requested a copy of that contract and Sheehan will see that she gets it.
- Article 25:** The petitioner explained the premise of the citizen's petition article, requiring the Town to re-establish a zoning bylaw review committee. A discussion ensued on whether the Town's current bylaw review committee and a zoning bylaw review committee are the same. Town Counsel explained that Town Meeting may want to take a vote on clarifying responsibilities, as it may conflict with the Town Charter.
- Article 26:** David Bean, the petitioner, explained the article allowing transfer station stickers to be sold at the Treasurer-Collector's office, as well as at the Transfer Station. A discussion ensued on the wording of the article and whether it implied they would need to have someone at the Transfer Station 3 days each week to collect sticker fees.
- Article 27:** David Bean, the petitioner, explained the article allowing the sale of a transfer station sticker by showing a valid driver's license. A discussion ensued on the wording of the article. Town Counsel contributed to this discussion, agreeing that the wording is too nebulous.
- Article 28:** The petitioner, David Bean, explained the article which would install stair access to the recycle bins. A discussion ensued on the safety issues of the stairs.

A discussion ensued on the transfer station and the relative proposed citizen petition warrant articles. Chair Cresta advised that, because they are citizen's petitions, these articles will go to Town Meeting, as written, but suggested they might be withdrawn at Town Meeting, and changed through policies, rather than warrant articles.

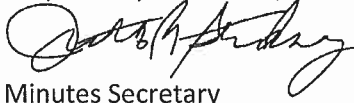
- Article 29:** Sheehan explained the premise of the sick leave bank, noting that the schools already have a sick leave bank. He added that he looked at the policies of several municipalities with sick leave banks to develop one for Middleton.

After review of all warrant articles, Sheehan advised that the draft warrant will be updated with tonight's suggested edits and will be ready for the next meeting on April 2nd. Chair Cresta advised that the Town Election will be held on Tuesday, May 15 this year, and on Tuesday from now on. Sheehan noted that nomination papers are due back on Tuesday.

8:53 PM ADJOURN

On a **MOTION** made by **Prentakis**, second by **Houten**, the joint hearing of the Board of Selectmen and Finance Committee adjourned at 8:53 PM.

Respectfully submitted,



Minutes Secretary

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

1. Agenda: March 22, 2018
2. Minutes of March 3, 2018
3. Town of Middleton Massachusetts Annual Town Meeting Warrant for Fiscal Year 2019 (DRAFT)
4. Calendar of Meetings and Election
5. Common Municipal Finance Terms

Minutes of the MIDDLETON BOARD OF SELECTMEN
Fuller Meadow School
Nathan Media Room
143 South Main Street, Middleton, MA 01949
March 27, 2018 7:00PM

Present: Chair Brian Cresta, Kosta Prentakis, Timothy Houten, Rick Kassiotis

Absent: None

Others Present: Town Administrator Andrew Sheehan, Assistant Town Administrator Ryan Ferrara, Minutes Secretary Judi Stickney, George Demeritt, Hayato Tsurumaki, Attorney Jill Mann, Attorney Jason Talerman, Attorney Tom Demakes

7:04 PM Chairman Brian Cresta called the meeting to order at 7:04PM

- **Warrant:** After a brief review of the weekly bills (\$981,980) and payroll (\$605,847) warrants by Town Administrator Andrew Sheehan, the Board took the following action:
 - On a **MOTION** made by **Prentakis**, second by **Houten**, the Board of Selectmen **VOTED** unanimously to approve warrant number 1820, dated 3/29/18, as presented.
- **Minutes:** After a brief review of the Minutes of February 27, 2018, the Board took the following action:
 - On a **MOTION** made by **Prentakis**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously to accept the minutes as presented.
- **Town Administrator's Report:** Town Administrator Andrew Sheehan provided the Board with updates and information on the following:
 - **Snow and Ice Budget Exhausted:** Sheehan advised the Board that there was \$50,000 in the budget before this last run of storms and it was exhausted with the last three storms. A brief discussion ensued on the possibility of being in a deficit situation if there are more storms.
 - **Storm Management:** Sheehan mentioned that the Town was in good shape over the two sizeable storms, as far as MELD, the DPW, and other departments. He added that the Town fared well due to the coordinated efforts of those departments.
 - **Budget Talks:** Sheehan advised they are continuing to finalize the budget talks and Town Meeting Warrant.
 - **Retirement of Rick Nash from Middleton Fire Department:** Sheehan advised the Board that the Fire Department held a reception today for retiring firefighter Rick Nash, who served on the Fire Department in both Middleton and North Reading for many years. Sheehan wished him well on his retirement.
 - **Public Facilities Siting:** Sheehan advised they are continuing to work with Gienapp on the 48 South Main Street site. He expects that it will be completed later this week or early next week. There will be an update at the next meeting.
 - **Cable Company Contracts Negotiations:** Sheehan advised the Board that the Cable Advisory Committee met tonight to get ready for the upcoming negotiations with Comcast and Verizon. He added that there will be an ascertainment hearing scheduled, as a requirement of the contract negotiations.

7:14 PM Vote to Appoint Hayato Tsurumaki of 2 Sheldon Circle as an Alternate Member of the Recreation Commission: Hayato Tsurumaki met with the Board of Selectmen to provide the Board with his interest and related experience to serve as an Alternate Member of the Recreation Commission. After the Board briefly reviewed the resume provided by Tsurumaki, they took the following action:

On a **MOTION** made by **Kassiotis**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously to appoint Hayato Tsurumaki as an alternate member of the Recreation Commission for a term ending June 30, 2018.

7:18 PM Vote to Appoint George Demeritt of 17 Mount Vernon Street as a Member of the Board of Health: Chair Cresta advised the Board that as a result of a recent resignation of Bob Ambrefe from the Board of Health, George Demeritt has offered to fill the vacancy. George Demeritt described to the Board his interest and related experience to fill the vacancy on the Board of Health. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously to appoint George Demeritt as a member of the Board of Health, for a term ending June 30, 2020.

7:24 PM Discussion Regarding Main Street Grill (245 South Main Street, licensee Mr. Spero J. N. Demakes): Attorney Tom Demakes met with the Board to discuss the issues related to compliance with the terms of its Common Victualler License to Expose, Keep for Sale and Sell All Kinds of Alcoholic Beverages to be Drunk on the Premises License, Common Victualler's License and Entertainment License. The Assistant Town Administrator, Ryan Ferrara, provided a brief history of the financial issues of the establishment, noting that they had provided everything the Town requested, except for the Certificate in Good Standing from Massachusetts Department of Revenue (DOR). Ferrara added that he got a call from the DOR today and they are drafting a letter to send to the Town stating that they are working together with Demakes on a payment plan to get up to date with taxes. Selectman Houten expressed disappointment with the establishment's lack of interest in returning calls to the Town Hall. Attorney Demakes expressed surprise in the lack of communication. He provided the Board with anecdotal information on the owners and how the operation of the restaurant has been an uphill battle, but they are doing very well now and getting on track. Chair Cresta suggested that the Board could hold a public hearing when it's time to renew the licenses to discuss the issues and to ensure that everything stays current. Attorney Demakes requested that the hearing be deferred unless and/or until there are further issues, as there are no issues currently. The Board will defer any action until their meeting on May 22nd.

7:38 PM Meeting with Attorney Jill Mann Regarding the Naming of a Roadway: Attorney Jill Mann met with the Board of Selectmen, on behalf of Eric Cudmore, Sean Walsh and Susan Surette, to name the roadway located at 49 North Liberty Street to Cuddy's Way.

On a **MOTION** made by **Houten**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously to name the roadway at 49R North Liberty Street to Cuddy's Way.

7:42 PM Vote to Lay Out the Following Roads as Public Ways:

- **Ohlson Way**
- **Zaloga Way**

In accordance with Massachusetts General Laws, Chapter 82§§ 21 through 23 and Chapter 383-3 of the Middleton Town Code: Name of Road: Ohlson Way, Location: Off of East Street, Owner: PC Development Trust, 2 Ross Lane, Middleton, MA 01949; and Name of Road: Zaloga Way, Location: Off of East Street, Owner: Ryebrook LLC, 403 Sutton Street, North Andover, MA 01845; The Board of

Selectmen briefly reviewed the Street Acceptance layout plan and considered laying out the roads as public Town ways. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously to layout Ohlson Way and Zaloga Way, as presented.

7:44 PM Review of May 8, 2018 Annual Town Meeting Warrant/Closing of the Warrant: Town Administrator Andrew Sheehan provided the Board with a draft copy of the Annual Town Meeting Warrant and a brief discussion ensued. The discussion concluded with Chair Cresta noting that the Board has discussed the Warrant during several recent meetings and he felt it was time to vote to close the Town Meeting Warrant. The Board members agreed and took the following action:

On a **MOTION** made by **Houten**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously to close the May 8, 2018 Annual Town Meeting Warrant.

7:49 PM Status update on Current Litigation and Other Town Legal Matters Presented by Town Counsel, Jason Talerman of Mead, Talerman & Costa, LLC: Jay Talerman met with the Board to provide a status update on recent activities and services the firm has provided for the Town, including:

- **Town Meeting Coverage:** Talerman advised that they are currently discussing who will attend Town Meeting, adding that the potential attorneys are getting themselves familiar with the Town.
- **Day-to-Day Updates:** Talerman advised he is in constant contact with the Assistant Town Administrator and the Town Administrator, reviewing policies and advising on any legal issues that come up from time to time.
- **Meeting Attendance:** Talerman advised they want to be more involved in the Town and appreciate being called to meetings, etc., noting they have a good team together who are ready to participate in Town committee and board meetings, and training, as needed. A discussion ensued on training that the firm can provide to the Town, especially Open Meeting Law training.

8:09 PM New Business:

- **April 10th Meeting:** Selectman Chair Cresta advised they were scheduled to meet April 10, but that meeting will not be taking place. However, the warrant still needs to be approved. He asked for a motion for Selectman Prentakis to sign the warrant for approval.

On a **MOTION** made by **Houten**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously to authorize Selectman Prentakis to sign the warrant for the April 10th meeting for approval.

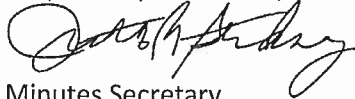
8:10 PM Executive Session

On a **MOTION** made by **Cresta**, second by **Houten**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session under Massachusetts General Laws Chapter 30A, Sections 21(a) 3, to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the litigating position of the public body, and upon completion of the Executive Session to return to open session and immediately adjourn without conducting any further business.

9:13 PM ADJOURN

With no further business, on a **MOTION** made by **Cresta**, the Board of Selectmen **VOTED** unanimously to return to open session and adjourn at 9:13 PM.

Respectfully submitted,



Minutes Secretary

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

1. Agenda: March 27, 2018
2. Town of Middleton Summary of Weekly Bills Payable and Payroll Warrants, 3/29/18, #1820
3. Minutes:
 - 2/27/18
4. Memo from Town Administrator to Superintendent of Public Works, et al, Re: FY18 Snow & Ice Deficit Spending Authorization, 3/14/18
5. Letter from Robert Ambrefe to Board of Selectmen, Re: Resignation, 3/16/18
6. E-Mail from Recreation Commission to Assistant Town Administrator, et al, Re: Recreation Commission Alternate Position, 3/7/18
7. Letter from George Demeritt to Board of Selectmen, Re: Board of Health Vacancy, 3/22/18
8. Town of Middleton Talent Bank Application: Hayato Tsurumaki: Recreation Commission
9. Resume: Hayato Tsurumaki
10. Planning Board Documentation of Action Taken by the Middleton Planning Board relative to the Definitive Subdivision Plan, 49R North Liberty, Permit # 18-02, 3/5/18
11. Letter from xfinity to Board of Selectmen, Re: Xfinity TV Changes, 3/8/18
12. Letter from xfinity to Board of Selectmen, Re: Annual Notice, 3/9/18
13. Letter from Commonwealth of Massachusetts Department of Telecommunications and Cable to Board of Selectmen, Re: License Expiration Notice, 3/7/18
14. Letter from Todd Moreschi to Town Clerk, Re: Resignation, 3/9/18
15. Letter from Danvers Town Manager to Middleton Town Administrator, Re: Drinking Water Contract Between Danvers and Middleton, 2/28/18
16. Letter from Middleton Stream Team to DPW Superintendent and Conservation Agent, Re: Greenscapes, 2/26/18
17. Letter from Town Administrator to 245 Middleton Pub Corporation, Re: 245 Middleton Pub Corporation d/b/a/ Main Street Grill, 3/19/18
18. Letter from Town Administrator to 245 Middleton Pub Corporation d/b/a Main Street Grill, Re: Licenses, 12/20/17
19. E-Mail from Administrative Secretary to Assistant Town Administrator, Re: Main Street Pub – 245 South Main Street, 3/22/18
20. 2018 Middleton Spring Election Schedule
21. Draft Annual Town Meeting Warrant, 5/8/18, revised 3/21/18
22. E-Mail from Town Clerk to Town Administrator, et al, Re: Citizens' Petition 2/28/18 – Change of Zoning Classification, 2/28/18
23. Paid Receipts for 245 Middleton Pub Corp, from Middleton Municipal Electric Dept. and Town of Danvers Water/Sewer Division

24. E-Mail from Director of Public Health to Town Administrator, et al, Re: BOH Candidate, 3/20/18
25. E-Mail from Mann & Mann PC to Assistant Town Administrator, et al, Re: Street Naming – North Liberty, 3/20/18
26. Letter from Martha Rowell-Ogden to Board of Selectmen, Re: Suggested Street Name, 9/2/14
27. Plan: Existing Condition Plan, 49R North Liberty Street, 2/27/18
28. Plan: Definitive Plan, 49R North Liberty Street, 2/27/18
29. Plan: Topographic Plan, 49R North Liberty Street, 2/27/18
30. Plan: Construction Details, 49R North Liberty Street, 2/27/18
31. Letter from Planning Board to Board of Selectmen, Re: Roadway Acceptance: Ohlson Way, 3/1/18
32. Letter from Planning Board to Board of Selectmen, Re: Roadway Acceptance: Zaloga Way, 3/1/18
33. Public Notice: Board of Selectmen, Roadway Layout, 3/27/18
34. Public Notice: Planning Board, Roadway Layout, 2/14/18

Ryan Ferrara

From: Ilene Twiss
Sent: Wednesday, March 14, 2018 3:44 PM
To: Andrew Sheehan; Ryan Ferrara
Subject: FW: Zoning Board of Appeals

FYI....Please see below.

Ilene

Please note my email address is now
ilene.twiss@middletonma.gov

Ilene B. Twiss
Middleton Town Clerk

Memorial Hall
48 South Main Street
Middleton, MA 01949
ilene.twiss@middletonma.gov
PH: (978) 774-6927
FAX: (978) 774-6167

From: Craig Hartwell [<mailto:craighartwell@gmail.com>]
Sent: Wednesday, March 14, 2018 2:35 PM
To: Ilene Twiss
Subject: Zoning Board of Appeals

Good afternoon!

Please consider this email as my Letter of Interest for appointment to the Zoning Board of Appeals. I am available for either a Full or Alternate position. If there is further information needed, please feel free to email me at the above address, or call me at [REDACTED] I look forward to the opportunity to serve our community in the future.

Thanks!

Craig Hartwell
6 Samos Cir

Todd R. Moreschi
34 North Liberty St.
Middleton, MA 01949
978.10.2695
trmphgf@comcast.net

Massachusetts Licensed Journeyman Plumber #25902

Employment History

January 2010 - Present

Todd R. Moreschi Plumbing, Heating & Gas Fitting - Middleton, MA
Sole Proprietor

Operate and manage a residential and commercial plumbing, heating and gas fitting business - interacting with customers, bidding jobs, performing the work and running the day-to-day operations.

November 2012-March 2015

Town of Middleton - Middleton, MA
Plow truck operator

Snow removal for roads, parking lots and municipal building lots.

October 2001-January 2010

Weinstein & Weinstein Plumbing Company- Lynnfield, MA
Job Foreman

Residential and commercial plumbing, heating and gas fitting.

February 1995-October 2001

Locke Mechanical Plumbing Company - Revere, MA
Apprentice Plumber 1995-2000
Became Journeyman Plumber in 2000

Residential and commercial plumbing, heating and gas fitting.

November 1992- March 1995

DJL Contracting - Middleton, MA
Plow truck operator

Snow removal for commercial parking lots.

High School Diploma - Masconomet High School - Boxford, MA

Journeyman Plumber/Gas Fitter Licensing - Northeast Vocational and Technical School - Wakefield, MA

Memberships and volunteer opportunities:

Middleton Selectman - May 2015 to present

Middleton Housing Authority Member - May 2010 to May 2015

Middleton Board of Trade - May 2010 to present

Topsfield Fair volunteer - October 2010 to present

Master Mason - Amity-Mosaic Lodge, Danvers, MA

References available upon request



OFFICE OF THE TOWN ADMINISTRATOR

Town of Middleton
Memorial Hall
48 South Main Street
Middleton, MA 01949-2253
978-777-3617
www.middletonma.gov

MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator

SUBJ.: Public Safety Complex
48 South Main Street

DATE: April 20, 2018

At the request of the Board, this email lays out the scenarios and steps that would have to be taken to build a public safety complex at 48 South Main Street. The presence of Memorial Hall and the dimensions of the property do not preclude use of the site for a public safety complex, but undoubtedly complicate it.

My office retained the services of Gienapp Design Associates (Gienapp) to undertake a fit study. The purpose of the fit study was to determine whether 48 South Main Street could accommodate a public safety complex. For cost efficiency and due to space constraints, Gienapp has shown Fire and Police stations with shared space in the middle. The shared space would consist of training space and administrative space.

Gienapp determined that a public safety complex could fit on the site and laid out three scenarios. The fit study memorandum with sketches is attached.

The scenarios are described in more detail in the attached Gienapp memorandum. All three scenarios require that Memorial Hall be demolished and each would impact the field space, leaving the area around the bandstand intact:

- Option A: This option calls for demolishing Memorial Hall to provide parking and separate public and restricted access drives into the site. No land acquisition is required.
- Option B: This option calls for demolishing Memorial Hall and acquiring land further south on South Main Street to provide restricted access. Public access to the facility would be via the existing driveway on the north (cemetery) side of 48 South Main Street.
- Option C: This option calls for demolishing Memorial Hall, creating a restricted ingress/egress in its place, and acquiring the two adjacent properties south of 48 South Main Street for parking and access driveways.

All three scenarios include a gated emergency access to Mount Vernon Street. Each of the options has pros and cons independent of the need to demolish Memorial Hall and acquire additional land. The pros and cons are discussed in the Gienapp memorandum.

Before embarking on developing a public safety complex at 48 South Main Street certain steps would need to be taken. The lot serves South Main Street by a relatively narrow neck and widens out to the main developable area of the lot. The placement of Memorial Hall in the center of the neck is a limiting factor in reaching the rear of the lot where a public safety complex could be developed. The existing ingress (12'6") and egress (17'0") driveways are too narrow to safely accommodate fire apparatus. There is inadequate space between the exterior walls of Memorial Hall and the property lines to sufficiently widen the driveways. Even if space was available to widen the driveways, it would be an unsafe situation to have the public transacting business where emergency vehicles are entering and exiting. This site restriction necessitates the removal/demolition of Memorial Hall. Under any of the scenarios, removing Memorial Hall from the site enables construction of dedicated public and restricted access drives, ensuring the safety of emergency responders and private citizens.

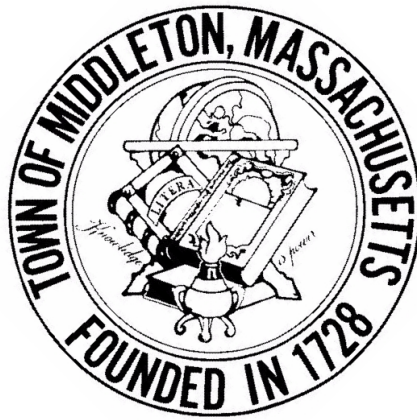
Before we could move out of Memorial Hall we would need to secure space elsewhere. This presents a separate set of logistical challenges and costs. Three obvious options exist: lease space, purchase existing space, or build new space elsewhere:

- Lease temporary space: Gienapp assesses our need at approximately 10,500 sf. There is no obvious space available that would suit our needs. I estimate the cost of leasing space to exceed \$100,000 per year. This is based on what Topsfield is paying to lease space while its Town Hall is being renovated and expanded. Topsfield is paying \$9,000/month (\$108,000/year) for 8,200 sf.
- Purchase existing space: There are not many obvious options for space that could be purchased for Town Offices. Two options come to mind:
 - Goddard School, 244 Maple Street: At 8,260 sf this space is close to what we need. The property is assessed at \$1,630,000. Estimated acquisition cost is \$2.5-3.5M plus additional costs to fit-up. The property is not currently on the market and nothing indicates its availability is imminent.
 - Muzichuk Block, 2 North Main Street: The benefit of the Muzichuk Block is that it keeps Town Offices in the center of Town. The building is 8,590 sf and is close to what we need. There appears to be adequate parking on or within walking distance of the site. The property is assessed at \$976,000. Estimated acquisition cost is unknown. Interior condition is unknown, but extensive renovation/fit-up should be expected, as well as costs to add an elevator. The property is not currently on the market and it is unknown if the owner is interested in selling.
- Build new Town Offices: This option calls for building a new Town Office building as phase 1 of the public facilities plan. Fire, Police, and COA would be pushed down the list. The most obvious location is the Town-owned Locus Street property. The primary drawback of this location is the distance from the geographic center of town. Gienapp estimates Town Offices requiring about 10,500 sf. Current construction costs run between \$400 and \$500/sf which puts the project at \$4.2-5.25M. We should expect this option would push out a new Fire Station by 3-5 years.

No matter what path is chosen, we will need to continue to invest in our existing buildings, if only to prevent further deterioration.

I look forward to discussing this at the meeting on April 24th.

Town of Middleton Massachusetts



Annual Town Meeting

Tuesday, May 8, 2018, 7:00 P.M.

Annual Town Meeting Warrant for
Fiscal Year 2019

Meeting to be held at Howe Manning School Gymnasium
26 Central Street, Middleton, MA

Town Warrant Dedications



Former Middleton Police Officer, Michele Nowak

Michele, a police officer for both Boxford and Middleton, died on September 23, 2017 due to a cardiac incident. She is

remembered as big-hearted, generous, always helpful, funny, devoted to family and dedicated to helping children in all three towns. Michele loved being a police officer and cared deeply for the kids she worked with under the DARE program. As one elementary school teacher stated, Michele, remembered the littlest details about the students and their lives, and she made everyone feel special. She would stop by the school for a special event, or to visit the science lab, or just to make a student feel better. Michele was the former President of the Massachusetts DARE Association, a long-time member of the Middleton Recreation Commission and a dedicated communicant of St. Agnes's Church in Middleton. Michele was a kind hearted, caring person who always had a smile on her face. She was a special individual who devoted her life to helping others and cared for all those around her. She will be remembered for her zest for life, her magnificent smile, her dedication to her community and her commitment to her husband and children. On behalf of a grateful community, we express our gratitude to Allyson, Christopher and Mark for sharing Michele with us. She will be missed.



Former Middleton Resident, Robert Porteous

Robert Porteous passed away on December 20, 2017 at the age of 89. A long-time resident of the Town of Middleton,

Bob loved Middleton and donated his time and expertise to better his home town. Committees and Boards Bob was active with included: The Finance Committee (1994-2008), Community Preservation Committee (2004-2010), Fire Station Renovation Committee (1998-2000), Jail Liaison Committee (1995-1999), Old Town Hall Feasibility Committee (2000-2001), Town Recycling Committee (1993-1998), School Building Committee (1994-2006) and Solid Waste Study Committee (1995-2013). An honorably discharged veteran, Bob served his country as a member of the United States Navy during World War II. Active in civic and social circles, he had attended Grace Chapel in Lexington. Robert was an active and outstanding Mason and was a member of the Mount Carmel Lodge A.F. & A.M. for 50 years. He was a devoted husband, father, grandfather and great grandfather who was devoted to his wife and family. Even in retirement, Bob was a regular presence at Memorial Hall checking in on his colleagues and friends and making sure that his numerous projects were still in sound condition and meeting his rigorous standards. Middleton benefited greatly from Bob's frequent and selfless contributions.



Former Middleton Town Clerk, Marilyn Beardsell

Marilynn J. Beardsell passed away on January 17, 2018 at the age of 75. A resident of both

Winthrop and Middleton she was a trailblazer who served as both as the first female taxi driver in Winthrop and first female Middleton Town Clerk (1984-1988). Other notable roles Marilyn served Middleton included: Council on Aging Transportation Coordinator (1980-1984), Recreation Commission (1970's-1980's), one of the founders of the Middleton Athletic Association, photographer for the Tri-Town Transcript (1970's-1980's) and school bus driver- elementary and high school (1970's). Marilyn loved to travel and won first place at the Topsfield Fair for her Japanese embroidery. Marilyn loved taking her grandchildren to story hour at the Flint Library, Pumpkin Festival, Chief Wills Day and other various town events. She was delighted to reconnect with the townspeople and share stories of the "Good ole days".

Other Town officials/employees who passed away over the past year:

John A. Goodwin - Former member of Planning Board, NS Regional Vocational Technical HS Planning Committee and Board of Health

Carl R. Peterson - Middleton Electric Light Department Manager and Past President Middleton Board of Trade

Congratulations to the following recent retirees from Town service:

Catherine Karanikos - Howe Manning School, Special Education Aide

Melissa Shoer - Tri-Town School District, ESL Program Coordinator

Lisa Rundquist - Flint Public Library, Librarian

Richard Nash - Fire Department

Steve Cocciardi - Finance Committee

Barbara Piselli - Zoning Board of Appeals

Linda Richards - Masconomet School Committee

Robert Ambrefe - Board of Health

We remember our Town officials and staff who passed away and thank our retirees for your outstanding dedication and service to the residents of Middleton.

Middleton Board of Selectmen

Brian M. Cresta, Chairperson

Timothy P. Houten

Rick Kassiotis

Kosta E. Prentakis, Secretary

Andrew J. Sheehan, Town Administrator

Ryan Ferrara, Assistant Town Administrator

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Interested in Town news and announcements?
Receiving board/committee meeting agendas/minutes?
Sign up for updates through the Town website at:
www.townofmiddleton.org/list.aspx

**FINANCE COMMITTEE
TOWN OF MIDDLETON
Report for Annual Town Meeting
May 8, 2018**



April 10, 2018

Dear Residents of Middleton:

Town Meeting is an extremely important tool in governing Middleton. It is the single most significant way we can hear from you to determine how you want your community to operate and understand your priorities. The decisions of how to govern Middleton are made by you, by your vote at Town Meeting, and then if necessary, at the voting booth. We are mandated to follow your decisions from these actions. We encourage all registered voters of Middleton to come to Town Meeting, and welcome to those of you attending, to voice their opinions, and tell us what you want for Middleton.

The year's Annual Town Meeting there are 32 articles. The Board of Selectmen and Finance Committee have worked diligently on your behalf to present a budget that we believe addresses the concerns and priorities of the entire community, and its appeal to the quality of life, while at the same time balances available revenues to be financially responsible. Article 8 of the Annual Town Meeting Warrant is the Omnibus budget for FY19. We believe that this budget takes into consideration the needs of the entire community while balancing the multiple needs and priorities of the entire town and its citizens.

The proposed FY19 budget is \$35,190,834. This is an increase of 4.4%. The following table outlines the budget changes:

Total Town Budget Potential	FY 2019 Proposed	% to Total	FY 2018	% to Total	\$ Change	% Change
Town	\$12,694,939	36%	\$11,981,431	36%	\$713,508	6.0%
Schools	\$22,495,895	64%	\$21,712,953	64%	\$782,942	3.6%
	\$35,190,834		\$33,694,384		\$1,051,036	4.4%

Expenditure	FY 2019 Proposed	% of Total	FY 2018	% of Total	\$ Change	% Change
Town Personal Services	\$6,206,633	18%	\$5,880,323	18%	\$326,310	5.5%
Town Contractual Services	\$2,343,195	7%	\$2,060,854	6%	\$282,341	13.7%
Town Retirement, Health Ins., and Unclassified	\$2,632,621	8%	\$2,455,912	7%	\$176,709	7.2%
Social Agency Funds	\$38,500	0%	\$38,500	0%	\$0	0.0%
Elementary Schools	\$11,883,149	34%	\$11,466,881	34%	\$416,268	3.6%
School Debt Service	\$937,905	3%	\$940,380	3%	(\$2,475)	-0.3%
Fuller Meadow Debt Expense	\$91,375	0%	\$95,111	0%	(\$3,736)	-3.9%
Netsue Way Land Purchase	\$46,375	0%	\$42,092	0%	\$4,283	10.2%
Bond Fee/Other Debt Expense	\$2,000	0%	\$2,000	0%	\$0	0.0%
Library Debt Service, net	\$205,180	1%	\$279,345	1%	(\$74,165)	-26.5%
11 South Main Street Debt Service, net	\$0	0%	\$0	0%	\$0	0.0%
Masconomet Regional School Budget	\$9,795,231	28%	\$9,626,121	29%	\$169,110	1.8%
Essex Technical School Budget	\$817,515	2%	\$619,951	2%	\$197,564	31.9%
Total General Fund Budget	\$34,999,679		\$33,507,470		\$1,492,209	4.5%
Water Department Budget	\$191,155	1%	\$186,914	1%	\$4,241	2.3%
Total Operating Budget	\$35,190,834		\$33,694,384		\$1,496,450	4.4%

To present a balanced budget, we have proposed the following revenue sources:

Art #	Description	Proposed Spending	Source
8	Omnibus Budget	\$34,278,493	Taxation
		\$10,000	Weights and Measures Transfer
		\$15,000	Fire Alarm Fees
		\$425,000	Ambulance Fund Transfer
		\$191,155	Water Fund Receipts
		\$60,000	Cellular Tower Lease Receipts
		\$211,186	PEG Transfer
	General Fund Totals	<u>\$35,190,834</u>	

The driver to increase personnel cost includes two new positions, Police Officer and DPW employee, and an increased assessment from Essex Tech due to enrollment, Health Insurance and Elections. We estimate the impact of the budget to the Tax Rate for FY2019 to be \$.47 with the approval of the Operating Budget. The projected impact of approving the Operating Budget would increase taxes on a home valued at \$578,904 by \$272.

Town Meeting is also being asked to approve various capital projects in Article 18 paid from Free Cash \$700,093, Ambulance \$141,750, Water \$118,000, and Cemetery Funds \$15,000 amounting to \$974,843. These requests are made to properly position our departments to provide the necessary services Middleton residents expect, and to maintain the Taxpayer's assets. Here's a summary:

Capital Projects	Dept. Sum	\$ Requested
<i>DPW</i>	<i>\$350,700</i>	
Tragert Common		\$4,200
Oakdale Cemetery		\$15,000
Transfer Station		\$24,300
Roll-off Container		\$7,700
Highway Div. power washer		\$5,500
Highway Div. sander/plow		\$46,000
Highway Div. Tree cutting		\$30,000
Paving to supplement Chpt 90		\$100,000
Water Div. truck		\$118,000
<i>Police</i>	<i>\$100,700</i>	
Taser		\$12,700
Patrol vehicles		\$88,000
<i>Fire</i>	<i>\$220,750</i>	
Multi-gas meters		\$8,000
Toughbook computers		\$10,750
Replace cardiac monitors		\$80,000
Portable radios		\$51,000
Communications equipment		\$55,000
Ladder 1		\$16,000
<i>IT</i>	<i>\$37,280</i>	
Information technology plan		\$37,280
<i>Facilities</i>	<i>\$16,600</i>	
COA security, intercom, door		\$1,100
COA software		\$7,500
COA kitchen equipment		\$8,000
<i>Town Clerk</i>	<i>\$22,087</i>	
Voting booth		\$9,367
Electronic polling books		\$12,720
<i>Town Adm./BOS</i>	<i>\$20,000</i>	
Dep head recruitment & replacement		\$20,000
<i>Middleton Public Schools</i>	<i>\$192,857</i>	
Fuller technology		\$37,592
Fuller tech. infrastructure		\$20,516
Howe technology		\$107,016
Howe tech. infrastructure		\$27,733
<i>Essex Tech</i>	<i>\$13,869</i>	
Capital contribution		\$13,869
	<u>\$974,843</u>	<u>\$974,843</u>
Funding		\$
Ambulance		\$141,750
Cemetery		\$15,000
Water Special Revenue		\$118,000
Free Cash		\$700,093
		<u>\$974,843</u>

Here is a summary of all articles for the Annual Town Meeting:

Middleton Finance Committee Fiscal Year 2019 Warrant Articles

Article #	Description	Proposed Spending	Source
8	Omnibus Budget	\$34,278,493	Taxation
		15,000	Fire Alarm Fees
		425,000	Ambulance Fund Transfer
		191,155	Water Fund Transfer
		60,000	Cellular Tower Lease Receipts
		211,186	PEG Cable Fund Transfer
		10,000	Weights and Measures Transfer
General Fund Totals		<u>\$35,190,834</u>	

Other Articles:	Description	Sponsor	Amount of Article	Free Cash	CPA	Overlay Reserve	Ambulance Fund	Other Funding Sources	Fincom	Comments
1	Committee Reports	Moderator	N/A						N/A	
2	FY18 Snow and Ice Deficit	BOS/Fincom	\$50,000	\$50,000					Yes	
3	Authorization to Transfer Among Accounts	BOS	N/A						Yes	
4	Payment of Bill From FY18	BOS/Fincom	\$7,500	\$7,500					Yes	
5	Funding for Acquisition of Land	BOS/Fincom	TBA						Yes	Borrowing
6	Authorization to Borrow	Treasurer/Collector	N/A						Yes	
7	Personnel Plan	BOS	N/A						TBA	
8	Omnibus Budget (See Above)	BOS/Fincom	\$35,190,834						Yes	Various funding sources
9	Community Preservation Budget	BOS/CPC	\$231,541		\$231,541				Yes	
10	Community Preservation Committee - Capital Items	BOS/CPC	\$230,917		\$230,917				Yes	
11	Reauthorize Various Revolving Funds	BOS	\$155,000					\$155,000	Yes	Funding from service fees
12	SESD Enterprise Fund	Acct/CFO	\$102,844					\$102,844	TBA	Funding from sewer fees
13	Establish Water Enterprise Fund	Acct/CFO	N/A						Yes	
14	Senior Tax Work Off Program	COA/ Assessors	N/A						Yes	
15	MELD Payment in Lieu of Taxes (PILOT)	MELD	N/A						Yes	\$223,000 payment
16	MELD expenditures	MELD							TBA	
17	Acceptance of C90 funding	DPW	\$298,309					\$298,309	Yes	State funding
18	Capital Expenditures	BOS/Fincom	\$974,843	\$700,093			\$141,750	\$133,000	Yes	Other Sources: \$118,000 Water Fund and \$15,000 Cemetery Receipts Reserve Fund
19	Self Contained Breathing Apparatus (SCBA) - Fire Department	BOS/Fincom	\$50,000					\$50,000	Yes	Funding repurposed from prior warrant articles
20	Masconomet Capital Items	MSC/Super	\$192,765			\$192,765			Yes	
21	Masconomet Repurposing of Prior Fiscal Year Article	MSC/Super	\$30,000					\$30,000	Yes	Funding repurposed from prior warrant article
22	Transfer to Reserve Accounts	BOS/Fincom	\$525,000	\$75,000				\$450,000	Yes	1) \$75,000 from Free Cash to OPEB Liability Irrevocable Trust Fund; 2) \$400,000 Stabilization Fund to Capital Stabilization Fund; 3) \$50,000 Stabilization Fund to SPED Stabilization Fund
23	Establish Retirement Stabilization Fund	BOS/Fincom	\$25,000					\$25,000	Yes	\$25,000 from Stabilization Fund to Retirement
24	Expansion of M-1 Light Industry Zone	Citizen	N/A						Deferred	
25	Review of Zoning Bylaws	Citizen	\$50,000	\$50,000					Yes	
26	Zoning Bylaw Review Committee	Citizen	N/A						Deferred	
27	Transfer Station Stickers	Citizen	N/A						Yes	
28	Changes to Transfer Station Bylaw	Citizen	N/A						Deferred	
29	Transfer Station Bin Stairs	Citizen	N/A						Deferred	
30	Sick Leave Bank	BOS	N/A						Yes	
31	Acceptance of Zoolga Way	BOS	N/A						Deferred	
32	Acceptance of Ohlson Way	BOS	N/A						Deferred	
				<u>\$38,114,553</u>	<u>\$882,593</u>	<u>\$462,458</u>	<u>\$192,765</u>	<u>\$141,750</u>	<u>\$1,244,153</u>	

The Finance Board and the Town of Middleton is losing a long serving member, Steve Cocciardi. Steve has been an invaluable member of the Board and the entire community. The Board expresses its sincere appreciation to Steve and wishes him well in his new endeavor.

Finally, thank you for joining us at Town Meeting!

Sincerely,

John Erickson, Co-Chair
Steve Cocciardi
George E. Dow Sr.

Middleton Finance Committee

Richard S. Gregorio, Co-Chair
Michelle Cresta

Toni Mertz
John Mahoney

Town of Middleton
Summary of Fiscal Year 2018 and Proposed 2019 Operating Budget Totals
Final Fiscal Year 2018 and Proposed Fiscal Year 2019

Part I Town Operating Budget	Fiscal Year 2018	Fiscal Year 2019	(Decrease) Increase In Dollars \$	Percent + or - Change	Percent of Operating Budget	Percent of Budget Increase
<u>Schools</u>						
Local School Budget	\$11,466,881	\$11,883,149	\$416,268	3.6%	34.0%	27.9%
Masconomet Budget	\$9,241,983	\$9,415,414	\$173,431	1.9%	26.9%	11.6%
Masconomet School Debt Service	\$384,138	\$379,817	(\$4,321)	-1.1%	1.1%	-0.3%
Fuller Meadow School/Natsue Way Land Debt Service	\$137,202	\$137,750	\$548		0.4%	0.0%
Howe Manning School Debt Service	\$940,380	\$937,905	(\$2,475)	-0.3%	2.7%	-0.2%
Essex Technical High School Budget	\$619,951	\$817,515	\$197,564	31.9%	2.3%	13.2%
All School Totals	\$22,790,535	\$23,571,550	\$781,015	3.4%	67.3%	52.3%
Town Operating Budgets	\$7,979,677	\$8,588,328	\$608,651	7.6%	24.5%	40.8%
Health Insurance, Retirement, Unclassified	\$2,455,912	\$2,632,621	\$176,709	7.2%	7.5%	11.8%
Flint Library Debt Service (Reduced by CPA Offset)	\$279,345	\$205,180	(\$74,165)	-26.5%	0.6%	-5.0%
Bond Paying Fee/Other Debt Expenses	\$2,000	\$2,000	\$0	0.0%	0.0%	0.0%
<i>Howe Manning School Debt Service (Bond Premium Offset)</i>	<i>\$25,844</i>	<i>\$25,844</i>	<i>\$0</i>			
<i>11 South Main Street Debt Service (All Debt Service Paid via CPA Fund)</i>	<i>\$42,425</i>	<i>\$41,375</i>	<i>(\$1,050)</i>			
Town General Government Totals	\$10,716,934	\$11,428,129	\$711,195	6.6%	32.7%	47.7%
Part I Operating Budget Totals	\$33,507,469	\$34,999,679	\$1,492,210	4.5%	100%	100%
Part II Water Operating Budget						
Water Operating Budget	\$174,649	\$179,380	\$4,731	2.7%	93.8%	
Water Line Debt Service	\$12,265	\$11,775	(\$490)	-4.0%	6.2%	
Part II Water Budget Totals	\$186,914	\$191,155	\$4,241	2.3%	100.0%	
Part I & II Operating Budget Totals	\$33,694,383	\$35,190,834	\$1,496,451	4.4%		

COMMUNITY PRESERVATION PLAN TOWN OF MIDDLETON MARCH 26, 2018

The voters of Middleton adopted the Community Preservation Act (CPA) with a 1% surcharge at Town Meeting in May 2004 and at the ballot on November 2, 2004.

The Community Preservation Committee (CPC) was authorized by the Annual Town Meeting in May 2004 with the Town Moderator as the appointing authority. The members are:

Timothy Houten, Board of Selectmen, 2019
Robert Murphy, Master Plan Committee, 2018
Steven Cocciardi, Finance Committee, 2019
Anthony Tierno, Planning Board, 2018
Ilene Twiss, Housing Authority, 2020
Laurie York, Conservation Commission, 2019
Anne LeBlanc-Snyder, Historical Commission, 2020
Mary Ann Erickson, Citizen-at-large, 2018
Kosta Prentakis, Citizen-at-large, 2020

The CPA requires at least 10% of each year's funds be spent or reserved for open space, historic preservation and affordable housing. CPA funds that are not expended in one year may be carried over to subsequent years. However, once CPA funds are reserved for a specific purpose, they must ultimately be used for that purpose. The remaining 70% of CPA funds in each fiscal year are available to be appropriated or reserved, according to the Town's discretion, for open space, historic preservation, affordable housing and recreation. Also 5% of annual CPA funds may be appropriated and used for administrative activities of the Community Preservation Committee.

The CPC is primarily a source of funding, rather than an initiator of projects. Town Boards, Departments and citizens may bring proposals for funding to the CPC. The CPC will give favorable consideration to those proposals that best meet our guidelines and goals. While the CPC does not have the power to appropriate funds for particular projects, Town Meeting may use CPA funds only with the recommendation of the CPC.

Goals:

Open Space:

1. Preserve Middleton's small town image
2. Protect valuable water resources and unique wildlife habitat areas
3. Increase and connect existing protected areas
4. Protect large tracts of undeveloped land

Recreation:

1. Provide for better recreational utilization of currently town owned land and facilities
2. Decentralize appropriate activities to neighborhood locations

Historic Preservation:

1. Preservation and enhancement of municipally owned properties of historical, archeological, architectural or cultural significance
2. Acquisition of threatened properties of particular historical, archeological, architectural or cultural significance
3. Encouraging the private sector to preserve assets of historical, archeological, architectural or cultural or cultural significance
4. Cataloguing resources of historical, archeological, architectural or cultural or cultural significance

Affordable Housing:

1. Meet local housing needs along the full range of incomes, while promoting diversity and stability of individuals and families in Middleton
2. Ensure that new affordable housing is harmonious with the community and its neighborhood
3. Leverage other public and private resources to the greatest extent possible

Selection Criteria:

1. Consistency with Master Plan, Open Space and Recreation Plan and other planning documents that have or will receive wide community scrutiny and input
2. Preservation of currently owned Town assets
3. Affordability and provision for cost/funding that is compatible with the Town's financial plan
4. Preservation of a resource or opportunity that would otherwise be lost
5. Feasibility
6. Involvement of multiple CPA purposes
7. Involvement of multiple sources of funding
8. Compliance with Middleton Zoning By-laws

Adopted by the Community Preservation Committee on March 26, 2018

Community Preservation Plan 2018 Annual Town Meeting Update

	ANTICIPATED REVENUE	OPEN SPACE RESERVE	HISTORIC PRESERVATION RESERVE	AFFORDABLE HOUSING RESERVE	FUND BALANCE	TOTAL AVAILABLE CPA FUNDS	PROJECT TOTAL
6/30/18 Projected balances		\$664	\$664	\$217,956	\$357,178	\$576,463	
				RECEIVABLE	\$0		
				CASH BALANCE	\$357,178		
Fiscal Year 2019 Revenue							
FY19 Anticipated Town Share (Estimated)	210,000						
FY19 State Match Based on 12% of FY17 (Estimated)	21,050						
	\$231,050	\$24,497	\$24,497	\$24,497	\$157,559		
Fiscal Year 2019 Expenses							
Flint Public Library Renovation and Expansion 5/10/05 ATM (HP)			(25,161)		(90,364)		115,525
Debt service on 11 South Main Land Purchase 5/11/10 ATM (OS)		(25,161)			(16,214)		41,375
Community Preservation Committee Administration Budget					(1,150)		1,150
Housing Authority Window Replacement at Orchard Circle (AF)				(185,917)			
Emily Maher Park Recreation Improvements (R)					(45,000)		
Interest Earned							
Unused Appropriations							
6/30/19 Balances		\$0	\$0	\$56,536	\$362,009	\$669,067	
				RECEIVABLE	\$0		
				CASH BALANCE	\$362,009		

**TOWN OF MIDDLETON
ANNUAL TOWN MEETING
THE COMMONWEALTH OF MASSACHUSETTS
MAY 8, 2018**

ESSEX s.s.

To the Constable of the Town of Middleton in the County of Essex:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in Elections and Town Affairs, to meet at the Howe Manning School Gymnasium, 26 Central Street in said Middleton on Tuesday, May 8th, 2018 next, at 7:00 p.m., then and there to act on the following articles:

To transact any other business that may lawfully come before this meeting.

CURRENT AND PRIOR YEAR FINANCIAL ARTICLES

ARTICLE 1. To hear Committee Reports:
School Committee
Finance Committee
Master Plan Committee
Other Committees

ARTICLE 2. On petition of the Finance Committee and Board of Selectmen, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used to fund the deficit incurred in the Department of Public Works (snow removal and winter road maintenance) budget; or take any other action relative thereto.

Purpose: This article will transfer funds to close the deficit in winter operations.

ARTICLE 3. On petition of the Board of Selectmen, to see if the Town will vote to raise and appropriate, transfer between and among various accounts, or transfer from available funds to supplement the Fiscal Year 2018 operating budget; or take any other action relative thereto.

Purpose: This article is to transfer funds and supplement monies, if necessary, to meet departmental expenses in the current fiscal year.

ARTICLE 4. On petition of the Finance Committee and Board of Selectmen, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the sum of \$7,500 to be used to restore funds received from the Commonwealth of Massachusetts under the Community Compact grant program; or take any other action relative thereto.

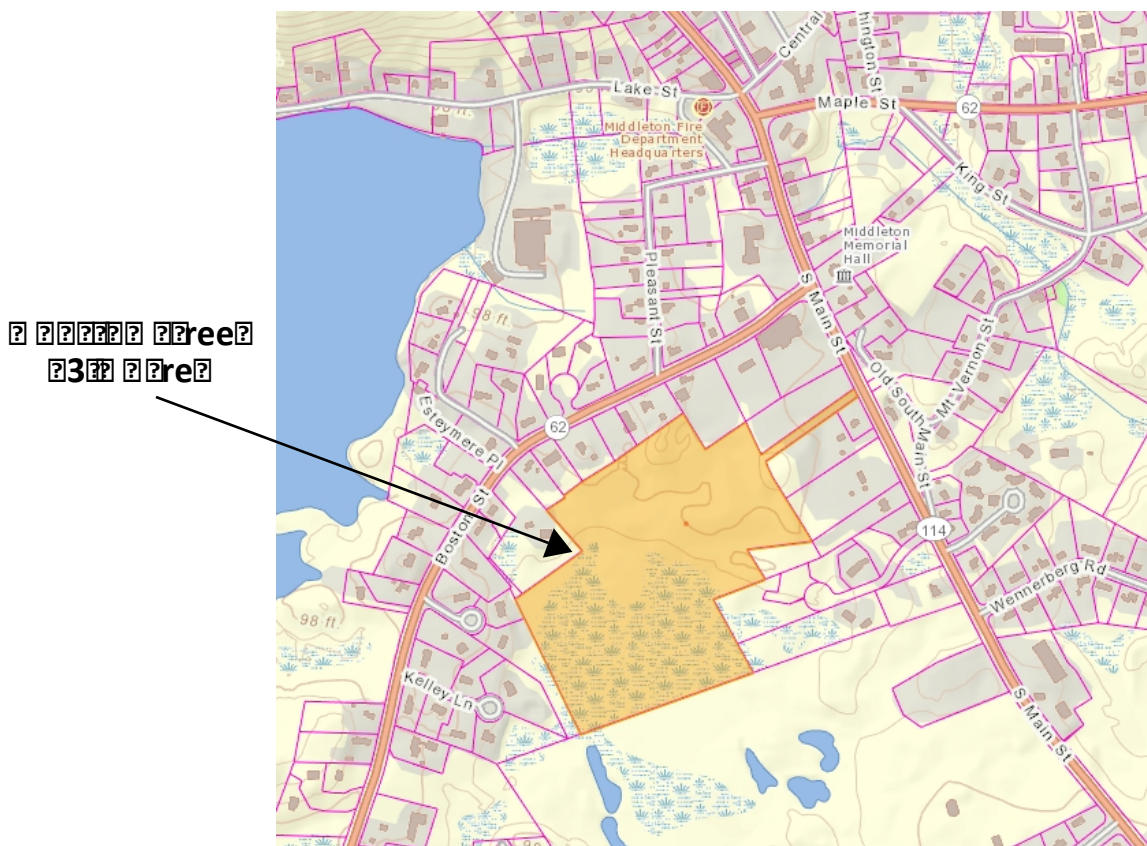
Purpose: This article will restore grant funds received from the State that were closed out at the end of FY2017.

ARTICLE 5. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to fund Phase 1 Design Services for a municipal complex; and to fund the acquisition, by purchase, gift, or eminent domain, of a certain parcel of land located off South Main Street and Boston Street shown as Lot 63 on Middleton Assessors Map 25 consisting of 23.1 acres more or less; or take any other action relative thereto.

Purpose: This article will fund the development of Phase 1 design of a municipal complex consisting of a Fire Station, Police Station, Town Offices, and/or Council on Aging and to authorize the acquisition of land for said complex.

Planning Board Recommendation: The Board will make a recommendation on this article the night of Town Meeting.

0 Boston Street, 23.1 Acres



FY2019 FINANCIAL ARTICLES

ARTICLE 6. On petition of the Treasurer, to see if the Town will vote to authorize the Town Treasurer with the approval of the Selectmen to borrow money from time-to-time in anticipation of the revenue of the financial year beginning July 1, 2018 in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 17; or take any other action relative thereto.

ARTICLE 7. On petition of the Board of Selectmen acting in the capacity of the Personnel Board, to see if the Town will vote to set the salaries of elected officials pursuant to Massachusetts General Law Chapter 41, Section 108 and the Town Consolidated Personnel Plan, Section 9-5 as follows; or take any other action relative thereto:

ARTICLE 8. On petition of the Finance Committee and Board of Selectmen, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to fund the Omnibus Budget for Fiscal Year 2019; or take any other action relative thereto.

Purpose: This article requests approval of the Town operating budget for the coming fiscal year.

**Town of Middleton Compensation Plan For Non-Union
Employees For Fiscal Year 2019**

Position/Title:	Actual (FY18) July 1, 2017	Proposed (FY19) July 1, 2018
Town Officials (Elected)		
Town Moderator	\$200/Yr.	\$200/Yr.
Town Constable	\$200/Yr.	\$200/Yr.
Town Clerk	\$71,573/Yr.	\$73,363/Yr.
Selectman-Chairman	\$2,100/Yr.	\$2,100/Yr.
Selectman	\$1,600/Yr.	\$1,600/Yr.
School Committee Member	\$600/Yr.	\$600/Yr.
Assessor - Each Member *	\$2,000/Yr.	\$2,000/Yr.
<i>*Range of \$1,000-\$2,000 depending upon education/training level</i>		
Non-Union Appointed Employees		
<u>General Government and Miscellaneous</u>		
Census Workers	\$17.09/Hr.	\$12.49/Hr.
Poll Officers	\$17.09/Hr.	\$17.52/Hr.
Poll Workers	\$12.18/Hr.	\$12.49/Hr.
Superintendent of Burials	\$500/Yr.	\$500/Yr.
Registrar of Voters	\$100/Election, Per Member	\$100/Election, Per Member
Clerk-Registrar of Voters	\$375/Yr.	\$375/Yr.
Committee and Board Secretaries	\$122/Meeting	\$125/Meeting
<u>Finance and Administration</u>		
Assistant Town Administrator	\$91,036/Yr.	\$93,312/Yr.
Assistant Town Treasurer/Collector	\$53,276/Yr.	\$54,608/Yr.
Administrative Secretary	\$22.47/Hr.	\$23.03/Hr.
Custodian of Town Lands	\$2,500/Yr.	\$2,500/Yr.
Administrative Assessor	\$47,004/Yr.	\$48,179/Yr.
Assistant Town Clerk	\$40,541/Yr.	\$41,555/Yr.
<u>Health and Human Services</u>		
Public Health Nurse	\$38.14/Hr.	\$39.09/Hr.
Conservation Agent	\$54,080/Yr.	\$58,843/Yr.
Veteran Service Officer	\$15,918/Yr.	\$16,714/Yr.
Council on Aging Director	\$51,831/Yr.	\$53,127/Yr.
COA Administrative Assistant	\$17.25/Hr.	\$17.68/Hr.
Van Driver	\$17.25/Hr.	\$17.68/Hr.

**Town of Middleton Compensation Plan For Non-Union
Employees For Fiscal Year 2019**

Position/Title:	Actual (FY18) July 1, 2017	Proposed (FY19) July 1, 2018
Meal Site Coordinator	\$19.56/Hr.	\$20.05/Hr.
Reserve: Drivers and Meal Site Employees	\$15.27/Hr.	\$15.66/Hr.
Coordinator/Office Manager	\$19.61/Hr.	\$21.10/Hr.
Cook	\$15.27/Hr.	\$15.66/Hr.
Staff Support	\$13.59/Hr.	\$13.94/Hr.
<u>Public Safety</u>		
Animal Control Officer	\$20,316/Yr.	\$20,824/Yr.
<u>Public Works</u>		
Deputy Superintendent	\$76,819/Yr.	\$78,738/Yr.
CDL Plow/Sander Operator	*	*
Part Time Truck Driver	*	*
Part Time Laborer	*	*
Transfer Station Gate Attendant	*	*
<u>Planning and Inspections</u>		
Wiring Inspector	\$19,299/Yr.	\$19,781/Yr.
Gas/Plumbing Inspector	\$19,299/Yr.	\$19,781/Yr.
Alternate Inspectors: Wiring, Gas/Plumbing	\$26.29/Hr.	\$26.95/Hr.
Local Building Inspector	\$29.17/Hr.	\$29.90/Hr.
Alternate Local Building Inspector	\$26.29/Hr.	\$26.95/Hr.
Town Planner	\$69,000/Yr.	\$70,725/Yr.
<u>Flint Public Library</u>		
Assistant Director: Steps 1-6	\$21.96-\$25.90/Hr.	\$22.51-\$26.61/Hr.
Other Librarians: Adult Services, Children's, Reference, Steps 1-6	\$19.21-\$22.73/Hr.	\$19.69-\$23.36/Hr.
Library Building Custodian	\$19.66/Hr.	\$20.15/Hr.
Pages	\$11.28-\$11.50/Hr.	\$11.56-\$11.82/Hr.
<u>Summer Recreation Program</u>		
Program Director	\$22.56/Hr.	\$23.17/Hr.
Program Assistant	\$13.77/Hr.	\$16.15/Hr.
Recreation Assistants	\$11.00/Hr.	\$11.22/Hr.

Other Appointed Town & School Official Salaries (Not Subject to Approval of Compensation Plan)

These positions are included for informational purposes only (as salaries are set by contract and other statutes)

	Actual (FY18) July 1, 2017	Proposed (FY19) July 1, 2018
Masconomet School Superintendent	\$201,105/Yr.	\$206,133/Yr.
Masconomet Asst. Superintendent for Finance & Operations	\$161,113/Yr.	*
Masconomet High School Principal	\$137,363/Yr.	\$140,000/Yr.
Masconomet Middle School Principal	\$133,031/Yr.	*
Tri-Town Sch. Union Superintendent	\$163,000/Yr	\$168,000/Yr
Tri-Town Sch. Union Assistant Superintendent of Operations	\$150,000/Yr.	\$154,500/Yr.
Fuller Meadow School Principal	\$108,831/Yr.	\$119,331/Yr.
Howe Manning School Principal	\$105,000/Yr.	*
Middleton Electric Light Manager	\$179,375/Yr.	*
Town Administrator	\$124,200/Yr.	\$128,000/Yr.
Fire Chief	\$120,338/Yr.	\$127,170/Yr.
Police Chief	\$131,594/Yr.	\$136,159/Yr.
Town Accountant/CFO	\$88,500/Yr.	\$92,000/Yr.
Treasurer/Collector	\$76,920/Yr.	\$74,000/Yr.
Assessor/Appraiser	\$82,000/Yr.	\$84,050/Yr.
Library Director	\$74,298/Yr.	\$76,142/Yr.
Building Commissioner	\$83,450/Yr.	\$85,500/Yr.
Superintendent of Public Works	\$104,100/Yr.	\$108,421/Yr.
Public Health Director	\$104,000/Yr.	\$106,600/Yr.
Cable PEG Access Director	\$22,636/Yr.	\$23,201/Yr.

*Not established by printing deadline

		Approved FY 2017	Approved FY 2018	Departmental Request FY 2019	Selectmen Recommendation FY 2019	Finance Committee Recommendation FY 2019
FUND: 01 GENERAL FUND						
FUNCTION 100: GENERAL GOVERNMENT						
Department #114 TOWN MODERATOR						
5100	Personal Services	200	200	200	200	200
DEPARTMENT TOTAL		\$200	\$200	\$200	\$200	\$200
Department #122 SELECTMEN/ADMINISTRATOR						
5100	Personal Services	262,056	261,826	264,658	264,658	264,658
5200	Purchase of Services/Supplies	20,500	27,150	30,820	30,820	30,820
DEPARTMENT TOTAL		\$282,556	\$288,976	\$295,478	\$295,478	\$295,478
<i>Note: Selectmen/Administrator budget reflects expenses associated with Town Administrator's Office oversight of Public, Education, Government (PEG) cable television access broadcasting. Additional PEG related personnel and supplies expenses have also been added under the new Information Technology departmental budget.</i>						
Department #131 FINANCE COMMITTEE						
5100	Personal Services	1,912	1,960	2,009	2,009	2,009
5200	Purchase of Service/Supplies	71,500	101,500	101,500	101,500	101,500
DEPARTMENT TOTAL		\$73,412	\$103,460	\$103,509	\$103,509	\$103,509
Department #135 TOWN ACCOUNTANT						
5100	Personal Services	116,685	118,000	127,242	127,242	127,242
5200	Purchase of Services/Supplies	6,775	4,875	36,275	36,275	36,275
5800	Capital Outlay	0	788	0	0	0
DEPARTMENT TOTAL		\$123,460	\$123,663	\$163,517	\$163,517	\$163,517

Note: Expenses related to the Town Audit have been shifted in Fiscal Year 2019 to the Town Accountant budget

		Approved FY 2017	Approved FY 2018	Departmental Request FY 2019	Selectmen Recommendation FY 2019	Finance Committee Recommendation FY 2019
Department #141 ASSESSORS						
5100	Personal Services	150,675	153,738	158,081	158,081	158,081
5200	Purchase of Services/Supplies	19,480	19,225	19,940	19,940	19,940
DEPARTMENT TOTAL		\$170,155	\$172,963	\$178,021	\$178,021	\$178,021
Department #145 TREASURER/COLLECTOR						
5100	Personal Services	169,899	184,004	175,056	175,056	175,056
5200	Purchase of Services/Supplies	40,800	39,500	42,750	42,750	42,750
DEPARTMENT TOTAL		\$210,699	\$223,504	\$217,806	\$217,806	\$217,806
Department #146 CUSTODIAN OF TOWN LANDS						
5100	Personal Services	2,500	2,500	2,500	2,500	2,500
DEPARTMENT TOTAL		\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Department #151 TOWN COUNSEL						
5200	Purchase of Services	60,000	60,000	86,500	86,500	86,500
DEPARTMENT TOTAL		\$60,000	\$60,000	\$86,500	\$86,500	\$86,500
Department #155 INFORMATION TECHNOLOGY						
5100	Personal Services	74,278	89,635	91,029	91,029	91,029
5200	Purchase of Services/Supplies	121,330	171,530	191,080	191,080	191,080
DEPARTMENT TOTAL		\$195,608	\$261,165	\$282,109	\$282,109	\$282,109

Note: Information Technology is a new department established in the FY17 budget. This budget consolidates most Town IT related expenditures into one budget and includes many expenditures previously paid out of other departmental budgets.

		Approved FY 2017	Approved FY 2018	Departmental Request FY 2019	Selectmen Recommendation FY 2019	Finance Committee Recommendation FY 2019
Department #161 TOWN CLERK						
5100	Personal Services	109,379	112,114	114,918	114,918	114,918
5200	Purchase of Services/Supplies	9,085	9,940	12,800	12,800	12,800
5800	Capital Outlay	5,000	5,000	7,000	7,000	7,000
DEPARTMENT TOTAL		\$123,464	\$127,054	\$134,718	\$134,718	\$134,718
Department #162 ELECTIONS/ REGISTRATIONS						
5100	Personal Services	18,299	10,691	28,830	28,830	28,830
5200	Purchase of Services/Supplies	6,950	7,650	11,644	11,644	11,644
DEPARTMENT TOTAL		\$25,249	\$18,341	\$40,474	\$40,474	\$40,474
Department #171 CONSERVATION COMMISSION						
5100	Personal Services	34,838	47,449	57,212	57,212	57,212
5200	Purchase of Services/Supplies	3,500	4,600	4,850	4,850	4,850
DEPARTMENT TOTAL		\$38,338	\$52,049	\$62,062	\$62,062	\$62,062
Department #175 PLANNING BOARD						
5100	Personal Services	84,788	90,738	93,967	93,967	93,967
5200	Purchase of Services/Supplies	8,460	8,680	8,680	8,680	8,680
DEPARTMENT TOTAL		\$93,248	\$99,418	\$102,647	\$102,647	\$102,647
Department #176 BOARD OF APPEALS						
5100	Personal Services	2,149	2,196	2,250	2,250	2,250
5200	Purchase of Services/Supplies	9,150	8,550	2,050	2,050	2,050
DEPARTMENT TOTAL		\$11,299	\$10,746	\$4,300	\$4,300	\$4,300

		Approved FY 2017	Approved FY 2018	Departmental Request FY 2019	Selectmen Recommendation FY 2019	Finance Committee Recommendation FY 2019
Department #181 MASTER PLAN COMMITTEE/LAND ACQUISITION						
5100	Personal Services	1,071	1,098	1,125	1,125	1,125
5200	Purchase of Services/Supplies	100	100	100	100	100
DEPARTMENT TOTAL		\$1,171	\$1,198	\$1,225	\$1,225	\$1,225
Department #192 TOWN BUILDINGS						
5100	Personal Services	37,897	38,845	39,816	39,816	39,816
5200	Purchase of Services/Supplies	63,800	65,300	69,325	69,325	69,325
DEPARTMENT TOTAL		\$101,697	\$104,145	\$109,141	\$109,141	\$109,141
TOTAL GEN. GOVERNMENT FUNCTION 100		\$1,513,056	\$1,649,382	\$1,784,207	\$1,784,207	\$1,784,207

		Approved FY 2017	Approved FY 2018	Departmental Request FY 2019	Selectmen Recommendation FY 2019	Finance Committee Recommendation FY 2019
FUNCTION 200: PUBLIC SAFETY						
Department #210 POLICE DEPARTMENT						
5100	Personal Services	1,433,556	1,483,854	1,585,895	1,585,895	1,585,895
5200	Purchase of Services/Supplies	219,585	222,953	239,301	239,301	239,301
5800	Capital Outlay	6,000	6,000	50,000	50,000	50,000
DEPARTMENT TOTAL		\$1,659,141	\$1,712,807	\$1,875,196	\$1,875,196	\$1,875,196
Department #220 FIRE DEPARTMENT						
5100	Personal Services	1,517,750	1,624,951	1,686,792	1,686,792	1,686,792
5200	Purchase of Services/Supplies	177,424	180,935	205,176	205,176	205,176
5800	Capital Outlay	17,000	18,000	18,000	18,000	18,000
DEPARTMENT TOTAL		\$1,712,174	\$1,823,886	\$1,909,968	\$1,909,968	\$1,909,968
Department #241 INSPECTIONS DEPARTMENT						
5100	Personal Services	206,918	221,985	229,894	229,894	229,894
5200	Purchase of Services/Supplies	30,100	29,250	32,340	32,340	32,340
DEPARTMENT TOTAL		\$237,018	\$251,235	\$262,234	\$262,234	\$262,234

		Approved FY 2017	Approved FY 2018	Departmental Request FY 2019	Selectmen Recommendation FY 2019	Finance Committee Recommendation FY 2019
Department #292 ANIMAL CONTROL						
5100	Personal Services	22,434	22,930	23,438	23,438	23,438
5200	Purchase of Services/Supplies	3,200	3,200	3,200	3,200	3,200
DEPARTMENT TOTAL		\$25,634	\$26,130	\$26,638	\$26,638	\$26,638
Department #296 TOWN CONSTABLE						
5100	Personal Services	200	200	200	200	200
DEPARTMENT TOTAL		\$200	\$200	\$200	\$200	\$200
TOTAL PUBLIC SAFETY FUNCTION 200		\$3,634,167	\$3,814,258	\$4,074,236	\$4,074,236	\$4,074,236

		Approved FY 2017	Approved FY 2018	Departmental Request FY 2019	Selectmen Recommendation FY 2019	Finance Committee Recommendation FY 2019
FUND: 01 GENERAL FUND						
FUNCTION 300: EDUCATION						
FUNCTION: 300: EDUCATION						
Department #301 MIDDLETON SCHOOL DEPARTMENT						
5100	Personal Services	7,091,285	7,766,367	8,300,801	8,300,801	8,300,801
5200	Purchase of Services /Supplies	3,973,389	3,700,514	3,582,348	3,582,348	3,582,348
DEPARTMENT TOTAL		\$11,064,674	\$11,466,881	\$11,883,149	\$11,883,149	\$11,883,149
Department #302 NORTH SHORE ESSEX AGRICULTURAL AND VOCATIONAL SCHOOL DISTRICT						
5600	Intergovernmental Payments (Middleton's Assessment)	549,625	550,219	731,689	731,689	731,689
5900	NSEAVSD Debt Service	61,910	69,732	85,826	85,826	85,826
DEPARTMENT TOTAL		\$611,535	\$619,951	\$817,515	\$817,515	\$817,515

		Approved FY 2017	Approved FY 2018	Departmental Request FY 2019	Selectmen Recommendation FY 2019	Finance Committee Recommendation FY 2019
Department #303 MASCONOMET SCHOOL DISTRICT						
5600	Intergovernmental Payments (Middleton's Assessment)	9,116,409	9,241,983	9,415,414	9,415,414	9,415,414
5900	Masconomet Debt Service	387,862	384,138	379,817	379,817	379,817
DEPARTMENT TOTAL		\$9,504,271	\$9,626,121	\$9,795,231	\$9,795,231	\$9,795,231
TOTAL SCHOOL DEPARTMENT FUNCTION 300: EDUCATION		\$21,180,480	\$21,712,953	\$22,495,895	\$22,495,895	\$22,495,895

		Approved FY 2017	Approved FY 2018	Departmental Request FY 2019	Selectmen Recommendation FY 2019	Finance Committee Recommendation FY 2019
FUND: 01 GENERAL FUND						
FUNCTION 400: PUBLIC WORKS						
Department #420 PUBLIC WORKS DEPARTMENT						
5100	Personal Services	623,331	649,613	650,238	650,238	650,238
5200	Purchase of Services/Supplies	428,550	429,250	291,400	291,400	291,400
5800	Capital Outlay	19,000	19,000	19,000	19,000	19,000
DEPARTMENT TOTAL		\$1,070,881	\$1,097,863	\$960,638	\$960,638	\$960,638
Department #423 SNOW AND ICE						
5100	Personal Services	0	0	60,000	60,000	60,000
5200	Purchase of Services/Supplies	0	0	189,500	189,500	189,500
DEPARTMENT TOTAL		\$0	\$0	\$249,500	\$249,500	\$249,500
<i>Note: Department #423 Snow and Ice is a new, stand alone Department for Fiscal Year 2019; Snow and Ice funding for prior fiscal years is included in Department #420 Public Works Department</i>						
Department #425 TRANSFER STA./SOLID WASTE						
5100	Personal Services	122,651	120,642	125,808	125,808	125,808
5200	Purchase of Services/Supplies	252,600	254,600	278,000	278,000	278,000
DEPARTMENT TOTAL		\$375,251	\$375,242	\$403,808	\$403,808	\$403,808
TOTAL PUBLIC WORKS		\$1,446,132	\$1,473,105	\$1,613,946	\$1,613,946	\$1,613,946

		Approved FY 2017	Approved FY 2018	Departmental Request FY 2019	Selectmen Recommendation FY 2019	Finance Committee Recommendation FY 2019
FUND: 01 GENERAL FUND						
FUNCTION 500: HUMAN SERVICES						
Department #511 BOARD OF HEALTH						
5100	Personal Services	100,511	104,862	107,878	107,878	107,878
5200	Purchase of Services/Supplies	26,575	25,575	26,825	26,825	26,825
DEPARTMENT TOTAL		\$127,086	\$130,437	\$134,703	\$134,703	\$134,703
Department #541 COUNCIL ON AGING						
5100	Personal Services	150,471	145,875	157,612	157,612	157,612
5200	Purchase of Services/Supplies	40,000	46,193	48,688	48,688	48,688
5800	Capital Outlay	1,500	1,500	1,500	1,500	1,500
DEPARTMENT TOTAL		\$191,971	\$193,568	\$207,800	\$207,800	\$207,800
Department #543 VETERAN SERVICE OFFICER						
5100	Personal Services	14,471	25,902	26,948	26,948	26,948
5200	Purchase of Services/Supplies	76,350	96,750	106,750	106,750	106,750
DEPARTMENT TOTAL		\$90,821	\$122,652	\$133,698	\$133,698	\$133,698
Department #545 TRI-TOWN COUNCIL						
5200	Purchase of Services	28,500	28,500	28,500	28,500	28,500
DEPARTMENT TOTAL		\$28,500	\$28,500	\$28,500	\$28,500	\$28,500

	Approved FY 2017	Approved FY 2018	Departmental Request FY 2019	Selectmen Recommendation FY 2019	Finance Committee Recommendation FY 2019
Department #548 MIDDLETON GARDEN CLUB					
5200 Purchase of Services	5,000	5,000	5,000	5,000	5,000
DEPARTMENT TOTAL	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Department #550 CHIEF WILLS DAY FAMILY FESTIVAL					
5200 Purchase of Services	5,000	5,000	0	0	0
DEPARTMENT TOTAL	\$5,000	\$5,000	\$0	\$0	\$0
<i>Note: #550 Chief Wills Day Family Festival changed to category #693</i>					
TOTAL HUMAN SERVICES FUNCTION 500	\$448,378	\$485,157	\$509,701	\$509,701	\$509,701

		Approved FY 2017	Approved FY 2018	Departmental Request FY 2019	Selectmen Recommendation FY 2019	Finance Committee Recommendation FY 2019
FUND: 01 GENERAL FUND						
FUNCTION 600: CULTURE & RECREATION						
Department #610 FLINT PUBLIC LIBRARY						
5100	Personal Services	321,295	344,714	371,499	371,499	371,499
5200	Purchase of Services/Supplies	168,417	167,511	177,851	177,851	177,851
DEPARTMENT TOTAL		\$489,712	\$512,225	\$549,350	\$549,350	\$549,350
Department #630 RECREATION COMMISSION						
5100	Personal Services	17,500	19,800	21,538	21,538	21,538
5200	Purchase of Services/Supplies	20,050	24,749	24,350	24,350	24,350
DEPARTMENT TOTAL		\$37,550	\$44,549	\$45,888	\$45,888	\$45,888
Department #691 HISTORICAL COMMISSION						
5200	Purchase of Services	1,000	1,000	1,000	1,000	1,000
DEPARTMENT TOTAL		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Department #692 MEMORIAL DAY						
5200	Purchase of Services	0	0	5,000	5,000	5,000
DEPARTMENT TOTAL		\$0	\$0	\$5,000	\$5,000	\$5,000
<i>Note: #692 Memorial Day changed from Unclassified category</i>						
Department #693 CHIEF WILLS DAY FAMILY FESTIVAL						
5200	Purchase of Services	0	0	5,000	5,000	5,000
DEPARTMENT TOTAL		\$0	\$0	\$5,000	\$5,000	\$5,000
<i>Note: #693 Chief Wills Day Family Festival changed from category #550</i>						
TOTAL CULTURE & REC. FUNCTION 600		\$528,262	\$557,774	\$606,238	\$606,238	\$606,238

		Approved FY 2017	Approved FY 2018	Departmental Request FY 2019	Selectmen Recommendation FY 2019	Finance Committee Recommendation FY 2019
FUND: 01 GENERAL FUND						
FUNCTION 700: DEBT SERVICE						
Department #710 DEBT SERVICE						
5801	Principal	742,314	863,640	819,475	819,475	819,475
5915	Interest	519,355	495,287	463,360	463,360	463,360
TOTAL DEBT SERVICE FUNCTION 700		\$1,261,669	\$1,358,927	\$1,282,835	\$1,282,835	\$1,282,835
FUND: 01 GENERAL FUND						
FUNCTION 900: UNCLASSIFIED						
Department: UNCLASSIFIED						
195	Town Warrants/Reports	5,000	5,000	5,000	5,000	5,000
196	Audit	26,000	30,000	0	0	0
199	Street Lights	60,000	40,000	0	0	0
692	Memorial Day	5,000	5,000	0	0	0
910	Compensation Reserve	25,000	25,000	40,000	40,000	40,000
911	Retirement	1,201,868	1,300,187	1,409,336	1,409,336	1,409,336
913	Unemployment	10,000	10,000	10,000	10,000	10,000
914	Health Insurance	719,943	801,525	869,035	869,035	869,035
915	Group Insurance	2,000	2,000	3,000	3,000	3,000
916	Medicare	69,000	76,000	90,000	90,000	90,000
945	All Other Insurance	146,200	161,200	206,250	206,250	206,250
DEPARTMENT TOTAL		\$2,270,011	\$2,455,912	\$2,632,621	\$2,632,621	\$2,632,621
TOTAL OPERATING BUDGET		\$32,282,155	\$33,507,469	\$34,999,679	\$34,999,679	\$34,999,679
AND GENERAL FUND 01						

Note: 1) Category #692 Memorial Day becomes a stand alone category in Fiscal Year 2019 and has been removed from the Unclassified category

2) Category #196 Audit moved in Fiscal Year 2019 to the Town Accountant/CFO budget

3) Category #199 Street Lights moved in Fiscal Year 2019 to DPW Budget

	Approved FY 2017	Approved FY 2018	Departmental Request FY 2019	Selectmen Recommendation FY 2019	Finance Committee Recommendation FY 2019
<hr/>					
FUND: 28 WATER FUND					
FUNCTION 400: WATER SPECIAL REVENUE					
Department #451 WATER DEPARTMENT					
5100 Personal Services	100,455	103,199	107,530	107,530	107,530
5200 Purchase of Services/Supplies	71,450	71,450	71,850	71,850	71,850
5900 Debt Service	12,755	12,265	11,775	11,775	11,775
TOTAL WATER FUND 28 OPERATING BUDGET	\$184,660	\$186,914	\$191,155	\$191,155	\$191,155
GRAND TOTAL OF GENERAL FUND 01 & WATER FUND 28 BUDGETS	\$32,466,815	\$33,694,383	\$35,190,834	\$35,190,834	\$35,190,834
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Town of Middleton Fiscal Year 2019 Capital Budget - Proposed Funding Sources

Project	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Free Cash	Stabilization Fund	Debt Service	Other	Notes
Articles/Special Projects									
Town Buildings: Feasibility and Cost Study of municipal building needs including Memorial Hall, Fire Department, Police Department and									
1 Council on Aging									Funding TBD
Total Articles/Special Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Public Works									
Emily Maher Park - Sun shade structure, porta-potty structure and									
2 landscaping			45,000						Proposed funding through Community Preservation Act (CPA)
Henry Tragert Common - Gazebo									
3 repairs					4,200				
Oakdale Improvements - Garage									
4 repairs								15,000	Proposed funding through Cemetery Receipts Reserved Fund
Transfer Station - Compactor									
5 concrete pads					24,300				
Transfer Station - Roll-off container									
6 replacement					7,700				
Highway Division - Power washer									
7 replacement					5,500				
Highway Division - Sander/Plow for									
8 Truck #3					46,000				
Highway Division - Chapter 90 state									
9 aid reconstruction								300,000	Funded through Commonwealth Chapter 90 funding
Town Funded Paving Program -									
10 Overlay Repairs					100,000				
Highway Division - Right-of-way tree									
11 cutting					30,000				
Water Division - Replacement of									
2000 International 4600 Dump									
12 Truck - Unit #3								118,000	To be paid from the Water Special Revenue Fund
Total Public Works	\$0	\$0	\$45,000	\$0	\$217,700	\$0	\$0	\$433,000	

Town of Middleton Fiscal Year 2019 Capital Budget - Proposed Funding Sources

Project	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Free Cash	Stabilization Fund	Debt Service	Other	Notes
Police									
13 Taser Replacements					12,700				
14 Two Replacement Patrol Vehicles					88,000				
Total Police	\$0	\$0	\$0	\$0	\$100,700	\$0	\$0	\$0	

Town of Middleton Fiscal Year 2019 Capital Budget - Proposed Funding Sources

Project	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Free Cash	Stabilization Fund	Debt Service	Other	Notes
Fire									
15 Equipment - Replace self-contained breathing apparatus gear (SCBA)								50,000	To be funded via repurposing of four prior warrant articles with balances
16 Equipment - Multi-gas meters					8,000				
EMS Equipment - Ambulance				10,750					
17 Toughbook computers									
EMS Equipment - Replace cardiac				80,000					
18 monitors									
General Administration Equipment -				51,000					
19 New portable radios									
General Administration Equipment -					55,000				
20 Communications equipment									
					16,000				
21 Vehicles - Ladder 1 repairs									
Total Fire	\$0	\$0	\$0	\$141,750	\$79,000	\$0	\$0	\$50,000	

Town of Middleton Fiscal Year 2019 Capital Budget - Proposed Funding Sources

Project	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Free Cash	Stabilization Fund	Debt Service	Other	Notes
Elementary Schools									
Fuller Meadow School - End-user									
22 technology					37,592				
Howe Manning School - End-user									
23 technology					107,016				
Fuller Meadow School - Technology									
24 infrastructure					20,516				
Howe Manning School - Technology									
25 infrastructure					27,733				
Elementary Schools Total	\$0	\$0	\$0	\$0	\$192,857	\$0	\$0	\$0	

Town of Middleton Fiscal Year 2019 Capital Budget - Proposed Funding Sources

Project	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Free Cash	Stabilization Fund	Debt Service	Other	Notes
Masconomet Regional School									
Air conditioning for data closets:									
26 Total estimate \$92,000									
Replace 5 AED defibrillators and add 5 AED defibrillators: Total estimate									
27 net of funding offset \$16,000									
Central Office generator tie-in: Total									
28 estimate \$30,000									
Door rekey all locksets: Total									
29 estimate net of funding offset \$0									
Electrical alterations: Total estimate									
30 net of funding offset \$35,000									
Increase gas piping size: Total									
31 estimate \$98,000									
Mobile bleachers: Total estimate									
32 \$13,500									
Auditorium Speakers: Total estimate									
33 \$10,000									
Roof Repairs: Total estimate									
34 \$140,000									
Security cameras: Total estimate									
35 \$38,000									
Skid Steer loader replacement: Total									
36 estimate \$55,000									
Tennis courts preservation and mobile bleachers: Total estimate net									
37 of funding offset									
Wood shop safety enhancements:									
38 Total estimate \$35,000									
Masconomet Regional School - Middleton Assessment at 35.08%	\$0	\$192,765	\$0	\$0	\$0	\$0	\$0	\$0	

Town of Middleton Fiscal Year 2019 Capital Budget - Proposed Funding Sources

Project	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Free Cash	Stabilization Fund	Debt Service	Other	Notes
Town Buildings - Old Town Hall									
39 Security system cameras, intercom, remote, door release					1,100				
40 Check in/out system - "My Senior Center"					7,500				
41 Replacement of kitchen equipment - Refrigerator, freezer and dishwashers					8,000				
	\$0	\$0	\$0	\$0	\$16,600	\$0	\$0	\$0	

Town of Middleton Fiscal Year 2019 Capital Budget - Proposed Funding Sources

Project	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Free Cash	Stabilization Fund	Debt Service	Other	Notes
Administration - General									
42 Funding for department head recruitment and placement					20,000				
44 Town Clerk's Office - Eight electronic polling books at @\$1,590 per unit					12,720				
45 Town Clerk's Office - Replacement of voting booths					9,367				
46 Information Technology Plan					37,280				
Administration - General	\$0	\$0	\$0	\$0	\$79,367	\$0	\$0	\$0	

Town of Middleton Fiscal Year 2019 Capital Budget - Proposed Funding Sources

Project	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Free Cash	Stabilization Fund	Debt Service	Other	Notes
Administration - Financial Transfers									
47 Funding for GASB 45 (Other Post Employment Benefits Stabilization Fund)					75,000				
Administration - Financial Transfers	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	
Other Warrant Articles									
48 Projected Fiscal Year 2018 snow and ice deficit					50,000				
49 Community Compact transfer from Free Cash to correct accounting error					7,500				
50 Essex Tech Capital contribution					13,869				
Total Other	\$0	\$0	\$0	\$0	\$71,369	\$0	\$0	\$0	
Capital Budget Total	\$0	\$192,765	\$45,000	\$141,750	\$832,593	\$0	\$0	\$483,000	
Grand Total Capital Budget	\$1,695,108								

ARTICLE 9. On petition of the Board of Selectmen and Community Preservation Committee, to see if the Town will vote to appropriate or reserve from the Community Preservation Fund annual revenues or available funds the amounts recommended by the Community Preservation Committee for debt service, and community preservation projects and other expenses in Fiscal Year 2019 with each item to be considered a separate appropriation; or take any other action relative thereto.

Proposed Fiscal Year 2019 Community Preservation Budget

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2019 Community Preservation Fund Revenues, unless otherwise specified for Fiscal Year 2019 Community Preservation Purposes with each item considered to be a separate appropriation:

<u>Purpose</u>	<u>Recommended Amount</u>	<u>Funding Source</u>
A) Reserves: Open Space	\$24,497	FY 2019 Estimated CPA Receipts
Reserves: Historic Resources	\$24,497	FY 2019 Estimated CPA Receipts
Reserves: Community Housing	\$24,497	FY 2019 Estimated CPA Receipts
 B) Flint Library Debt Service	 \$115,525	 \$25,161 from Historic Resources Reserve and \$90,364 from Fund Balance
 C) 11 South Main St. Debt Service	 \$41,375	 \$25,161 from Open Space Reserve and \$16,214 from Fund Balance
 D) CPA Committee Admin. Expenses	 \$1,150	 From Fund Balance
 Community Preservation Total	 \$231,541	

Purpose: Each year the Town Meeting must appropriate or reserve for future appropriation at least 10% of the estimated annual fund revenues for acquisitions and initiatives in each of the following three categories of allowable community preservation purposes:

Open space (excluding recreational uses)
Historic resources
Community housing

The term “annual fund revenues” in Fiscal Year 2019 are estimated at \$231,050 and is composed of the estimated receipts from the local surcharge of \$210,000 and monies from the State Trust Fund, which will make its fourteenth payment in October of 2018 providing an additional estimated \$21,050 in matching funds based upon the local share raised in FY 2018.

ARTICLE 10. On petition of the Board of Selectmen and Community Preservation Committee, to see if the Town will vote to appropriate from the Community Preservation Fund annual revenues the following amounts recommended by the Community Preservation Committee for new community preservation projects in Fiscal Year 2019 with each item to be considered a separate appropriation; or take any other action relative thereto.

<u>Purpose</u>	<u>Recommended Amount</u>	<u>Funding Source</u>
A) Emily Maher Park recreation improvements	\$45,000	\$45,000 from Fund Balance
B) Housing Authority window replacement at Orchard Circle	\$185,917	\$185,917 from Affordable Housing Reserve
Community Preservation Total	\$230,917	

ARTICLE 11. On petition of the Board of Selectmen to see if the Town will vote to authorize the spending limits of the following revolving funds established under the Town Bylaw and General Laws Chapter 44, Section 53E ½:

Revolving Fund	Spending Limit
Firearms License and Permits	\$10,000
Council on Aging	\$35,000
Recreation	\$15,000
Recreation Field Use	\$15,000
Stormwater Management	\$5,000

Or take any other action relative thereto.

ARTICLE 12. On petition of the Town Accountant, to see if the Town will vote to appropriate a certain sum from Sewer Enterprise receipts to pay expenses and contractual services required to operate the Sewer Enterprise Fund for Fiscal Year 2019; or take any other action relative thereto.

ARTICLE 13. On petition of the Town Accountant/Chief Financial Officer, to see if the Town will accept the provisions of Massachusetts General Laws Chapter 44, Section 53F1/2 establishing Water as an enterprise fund effective Fiscal Year 2020 (July 1, 2019) and to transfer any balance from the existing Water Department account to this new enterprise fund as of June 30, 2019; or take any other action relative thereto.

ARTICLE 14. On petition of the Council on Aging and the Board of Assessors, to see if the Town will vote to increase the maximum reduction of the Senior Work Off Program under Massachusetts General Laws chapter 59, section 5K, as amended by Chapter 218, Section 217 of the Acts of 2016 and more commonly known as the Municipal Modernization Act, from \$1,000 to \$1,500; or take any other action relative thereto.

ARTICLE 15. On petition of the Electric Light Commissioners, to see if the Town will vote to accept a sum of money from the earnings of the Electric Light Department, said sum to be used for the reduction of taxes; or take any other action relative thereto.

ARTICLE 16. On petition of the Electric Light Commissioners, to see if the Town will vote to authorize the appropriation of all income of the Municipal Light Department, the whole to be expended by the Manager thereof under the direction and control of the Commissioners, for the expenses of the Department for the Fiscal Year as defined in Section 57 of Chapter 164 of the General Laws of the Commonwealth, and the excess to be transferred to the Depreciation Fund of said Department to be used as the Commissioners may direct hereto; or take any other action relative thereto.

ARTICLE 17. On petition of the Superintendent of Public Works, to see if the Town will vote to raise and appropriate such sums of monies as may be received from the Commonwealth of Massachusetts for the fiscal year commencing July 1, 2018 to install drainage, widen, pave, and otherwise improve any public way in accordance with the provisions of Chapter 90 of the Massachusetts General Laws; or take any other action relative thereto.

ARTICLE 18. On petition of the Finance Committee and Board of Selectmen, see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to fund the Capital expenditures for Fiscal Year 2019; and to authorize the Town Administrator to sell or trade items rendered surplus by such purchases; or take any other action relative thereto.

Department/Location	Project	Expenditure
<u>Dept. of Public Works</u>	Tragert Common improvements	4,200
	Oakdale Cemetery improvements	15,000
	Transfer Station	24,300
	Roll-off container	7,700
	Highway Div. power washer	5,500
	Highway Div. sander/plow	46,000
	Highway Div. tree cutting	30,000
	Paving to supplement c. 90	100,000
	Water Div. truck replacement	118,000
	<i>Public Works subtotal</i>	350,700
<u>Police Department</u>	Taser replacement	12,700
	Patrol vehicles	88,000
	<i>Police subtotal</i>	100,700
<u>Fire Department</u>	Multi-Gas meters	8,000
	Toughbook computers	10,750
	Replace cardiac monitors	80,000
	Portable radios	51,000
	Communications equipment	55,000
	Ladder 1 repairs	16,000
	<i>Fire subtotal</i>	220,750
<u>Information Technology</u>	Information technology plan	37,280
	<i>Information Technology subtotal</i>	37,280
<u>Facilities</u>	COA security, intercom, door release	1,100
	COA "My Senior Center" software	7,500
	COA replace kitchen equipment	8,000
	<i>Facilities subtotal</i>	16,600
<u>Town Clerk/Elections</u>	Voting booths	9,367
	Electronic polling books	12,720
	<i>Town Clerk/Elections subtotal</i>	22,087
<u>Town Admin./Bd. of Selectmen</u>	Dep't head recruitment & replacement	20,000
	<i>TA/BOS subtotal</i>	20,000
<u>Middleton Public Schools</u>	Fuller Meadow end-user technology	37,592
	Fuller Meadow technology infrastructure	20,516
	Howe Manning end-user technology	107,016
	Howe Manning technology infrastructure	27,733
	<i>Middleton schools subtotal</i>	192,857
<u>Essex No. Shore Tech</u>	Capital contribution	13,869
	<i>Essex Tech subtotal</i>	13,869

Capital Projects Total**974,843**

Purpose: This article requests approval of the capital budget for the coming fiscal year. Capital items are assets that have a useful life of five (5) or more years and a cost of more than \$5,000. Regular capital investment is critical to maintaining the Town's infrastructure, including vehicle fleet, buildings, equipment, and acquisition of land. Annually, a capital improvement plan (CIP) is developed looking ahead for the next five years. Year one of the CIP is the ensuing year's capital budget.

ARTICLE 19. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to appropriate \$50,000 to fund the acquisition of self-contained breathing apparatus (SCBA) for the Fire Department and that to meet the appropriation the following amounts from following warrant articles be repurposed:

- \$13,000 from Article 21 of the FY15 Annual Town Meeting for a trailer mounted leaf vacuum for the Department of Public Works
- \$12,000 from Article 24 of the FY15 Annual Town Meeting for the purchase of a photocopy machine, plotter/scanner/plan printer and replacement of the second floor stairway to the offices at 195 North Main Street
- \$15,000 from Article 28 of the May 9, 2017 Annual Town Meeting for the purchase of turnout gear washer/dryer for the Fire Department
- \$10,000 from Article 28 of the May 9, 2017 Annual Town Meeting for the purchase of IV pumps for the Fire Department

Or take any other action relative thereto.

ARTICLE 20. On petition of the Masconomet School Committee and Superintendent, to see if the Town will vote to transfer \$192,765 from Overlay Reserve to fund Middleton's share of the following repairs, replacements, and upgrades to school safety and security systems for the Masconomet Regional School District; or take any other action relative thereto.

Department/Location	Project	Expenditure
<u>Masconomet</u>	A/C for data closets	92,000
	AED: replacements, additional units, & maint.	16,000
	Central Office generator connection	30,000
	Electrical alterations	35,000
	Increase gas piping size	98,000
	Auditorium speakers	10,000
	Roof repairs	140,000
	Security cameras	38,000

Skid steer loader	55,000
Wood shop safety enhancements	35,000
Masconomet subtotal	549,500
Middleton's share at 35.08%	\$ 192,765

ARTICLE 21. On petition of the Masconomet School Committee and Superintendent, to see if the Town will vote to reallocate \$30,000 remaining from the “fire suppression system upgrade” from Article 31 of the May 9, 2017 Annual Town Meeting to fund the replacement of all locksets to re-key all doors at Masconomet using current best practices for safety and security; or take any other action relative thereto.

ARTICLE 22. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds a certain sums of money to the following reserve accounts:

-) Stabilization Fund
-) Capital Stabilization Fund
-) Special Education Stabilization Fund
-) Other Post-Employment Benefits Liability Irrevocable Trust Fund

Or take any other action relative thereto.

ARTICLE 23. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to accept the provisions of Chapter 40, Section 5B of the Massachusetts General Laws and establish a Retirement Stabilization Fund and to raise and appropriate, borrow or transfer from available funds a certain sum to said fund; or taken any action relative thereto.

Purpose: The Retirement Stabilization Fund will be established as a reserve fund to hold funds to make county retirement assessments that are higher than projected. The Retirement Stabilization Fund will be separate and distinct from other stabilization funds. From time to time, the Administration will ask Town Meeting to transfer funds to the Retirement Stabilization Fund from Free Cash or other sources.

CITIZEN PETITIONS, BYLAW ADOPTIONS AND STREET ACCEPTANCES

ARTICLE 24. On petition of Paul Richardson, Christopher Richardson and Peter Richardson (on behalf of Richardson Green Inc. the owner of Lot 33), James Fortin (on behalf of 50 Rundlett Way LLC the owner of Lot 32A), Warren Kelly (on behalf of 7 River Street LLC the owner of Lot 32), Mark S. Frisch (as Trustee of the A.B.M. Realty Trust the owner of Lot 2) and more than ten registered voters from the Town of Middleton hereby petition the Town of Middleton to amend the official Zone Map of Middleton, Massachusetts prepared in 1965 by JA-BY Engineering,

revised and reprinted by CAI Technologies on May 18, 2016 (with property lines current to January 1, 2016) in the following manner:

In connection with various parcels of real property located within the Business District on the west side of South Main Street (Route 114), north of River Street and south of Forms Way all as shown on the attached map printed from the Middleton GIS map (the "MAP") as cross hatched areas:

1. To rezone from "B" Business to "M-1" Light Industry a portion of the real property shown as Lot 32 on Middleton Assessor's Map Number 33, containing in all fifty-five thousand, five-hundred forty-two (55,542) square feet of land, plus or minus, which area begins at a point that is approximately three hundred nineteen (319') feet from South Main Street and extends to its boundary with Lot 32A, as shown on the MAP. (Owned by 7 River Street LLC)
2. To rezone from "B" Business to "M-1" Light Industry all of the real property shown as Lot 32A on Middleton Assessor's Map Number 33, containing in all eighty-eight thousand, four hundred twenty-seven (88,427) square feet of the land, plus or minus, as shown on the MAP. (Owned by 50 Rundlett Way LLC)
3. To rezone from "B" Business to "M-1" Light Industry all of the real property shown as Lot 33 on Middleton Assessor's Map Number 33, containing in all two hundred twenty-seven thousand, eight hundred nineteen (227,819) square feet of land, plus or minus, as shown on the MAP. (Owned by Richardson Green Inc.)
4. To rezone from "B" Business to "M-1" Light Industry all of the real property shown as Lot 2 on Middleton Assessor's Map Number 29, containing in all eighty thousand, seven hundred thirty-five (80,735) square feet of land, plus or minus, as shown on the MAP. (Owned by Frank S. Frisch, Trustee of A.B.M. Realty Trust.)

NOTE: The MAP is on file in the Office of the Town Clerk

Master Plan Committee Recommendation: The Master Plan Committee voted unanimously 5-0 to defer making any recommendation on this zoning amendment until the Master Plan is complete.

Planning Board Recommendation: The board voted 5-0 in favor that the proposed zoning amendment be referred for further study.

ARTICLE 25. On petition of 10 or more registered voters, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the sum of \$50,000 to pay for the hiring of a consulting firm to conduct a review of current zoning bylaws to ensure clarity, consistency, compliance to M.G.L. Chapter 40A and current case law.

The Planning Board, or another appropriate town committee designated by the Planning Board, will administer the zoning bylaw review process. The bylaw review will be conducted with the following goals and priorities in mind:

-) Create a broad citizen engagement process, including input from other Town boards, commissions and committees;
-) Rewrite and consolidate the Zoning Bylaw;
-) Improve the Zoning Bylaw's readability and usability—online forms, access to information, creation of an index and a User Guide;
-) Improve Special Permit and Amendment of Special Permit processes;
-) Ensure Zoning Bylaw consistency with Middleton's other regulations and policies;
-) Ensure that Zoning Bylaw provides clarity on roles of Zoning Board of Appeals, Planning Board, and the Town Planner; and,
-) Communicate recodification to Town Meeting and general public.

Purpose: At the Special Town Meeting on February 28, 2017, it was stated that the Town had contracted with an engineering firm to conduct a review of the zoning bylaws. Upon inquiry to the Town for a copy of the contract, it was discovered that, in fact, the Town had never hired such engineering firm and never expended taxpayer money in the hiring of such firm. Changes to zoning bylaws have been implemented on a piecemeal basis over the past 8 years. With the continued development of residential neighborhoods and commercial properties, it is imperative that current zoning bylaws are reviewed and comprehensive zoning bylaws be established.

Master Plan Committee Recommendation: The Master Plan Committee voted unanimously 5-0 to recommend approval of this article.

Planning Board Recommendation: The board voted 5-0 in favor of making a positive recommendation on Article 25, as stated.

ARTICLE 26. Upon petition of 10 or more registered voters, to see if the Town will vote to re-establish and reconstitute the Zoning Bylaw Review Committee. The Committee will consist of 7 voting members appointed by Town Moderator. Composition of the Zoning Bylaw Review Committee will be as follows:

-) one (1) representative from the Planning Board,
-) one (1) representative from the Zoning Board of Appeals,
-) one (1) representative from the Board of Assessors,
-) one (1) representative from the Master Plan Committee,
-) one (1) representative from the Board of Selectmen,
-) and (2) two citizens-at-large.

Under no circumstance will a member of any other Town Board or Committee serve in the capacity of citizen-at-large. Each member will serve a 2-year term. Each member of the Committee shall serve for the entire term, or, where applicable, until the person can no longer serve in the position as set forth above, whichever is earlier. Any vacancy in the Committee may be filled by appointment by the Town Moderator, and the successor appointee shall serve the remainder of the term.

Purpose: At the Special Town Meeting on February 28, 2017, it was stated that the Town had contracted with an engineering firm to conduct a review of the zoning bylaws. Upon inquiry to the Town for a copy of the contract, it was discovered that, in fact, the Town had never hired such engineering firm and never expended taxpayer money in the hiring of such firm. Changes to zoning bylaws have been implemented on a piecemeal basis over the past 8 years. With the continued development of residential neighborhoods and commercial properties, it is imperative that current zoning bylaws are reviewed and comprehensive zoning bylaws be established.

Master Plan Committee Recommendation: The Master Plan Committee voted unanimously 5-0 to make no recommendation on this article due to insufficient information.

Planning Board Recommendation: The board voted 5-0 to defer consideration of Article 26 to Town Meeting.

ARTICLE 27. On petition of David Bean and ten or more registered voters, to see if the Town will vote as follows: Article 323-2 A shall be removed and replaced with the following:

- A. Transfer Station stickers will be sold at the Treasurer-Collector's office at Memorial Hall, South Main Street and may be available at the Transfer Station at the Town's discretion. Stickers will also be available by mail. For Transfer Station operational hours where stickers are not sold at Transfer Station, proof of residency by driver's license shall allow access for full use of the Transfer Station.

ARTICLE 28. On petition of David Bean and ten or more registered voters, to see if the Town will vote as follows: Article 323-2 B, C, D, E and F shall be removed and replaced with the following:

- B. In order to purchase a sticker, a resident must show a valid Massachusetts registration for a noncommercial vehicle registered in Middleton or valid Massachusetts driver's license showing Middleton residence. Exceptions to this rule may be made by the Treasurer-Collector's discretion.
- C. Sharing of a sticker among multiple households is prohibited. If a landlord has agreed to collect the trash from his building as part of the rental agreement, he will be charged an amount which reflects the number of units he is servicing.
- D. Stickers must be permanently attached to the passenger-side window in such a way as to be easily visible to the attendant.
- E. The price of the sticker will be set by the Board of Selectmen and will be subject to change as the costs of trash disposal increase. Stickers will be valid for one year or whatever length of time is determined appropriate by the Board of Selectmen.

ARTICLE 29. On petition of David Bean and ten or more registered voters, to see if the Town will vote as follows: Article 323-3 Section P shall be added as follows:

- P. To reduce congestion and improve safety, access to recycle bins shall have stair access from both the incoming and outgoing paved drives.

ARTICLE 30. On petition of the Board of Selectmen, to see if the Town will vote to amend the Personnel Bylaw, Chapter 68, by adding a new Section 68-38.1 establishing a sick bank for Town employees, said section to read as follows:

S. 68-38.1 Sick Leave Bank

A sick leave bank shall be established and maintained for the purpose of protecting benefitted employees against loss of income due to long term illness, injury, disability, or quarantine. All benefitted employees covered by Chapter 68 or covered by a collective bargaining agreement may participate in the sick leave bank. Requirements and procedures shall be adopted by policy by the Board of Selectmen in its capacity as the Personnel Board; or take any other action relative thereto.

ARTICLE 31. On petition of the Board of Selectmen, to see if the Town will vote to accept as a public way Zaloga Way, as shown on a plan entitled "Street Acceptance Plan of Zaloga Way, Middleton, Mass. 01949, dated July 20, 2017, consisting of two sheets, prepared by Williams & Sparages and to authorize the Selectmen to accept the fee or an easement in such way, or take the same by eminent domain, and to accept or take easements in any drainage or other easements associated with such way; or taken any action relative thereto.

Planning Board Recommendation: The board voted 5-0 to recommend that the Town accept Zaloga Way as a public way.

ARTICLE 32. On petition of the Board of Selectmen, to see if the Town will vote to accept Ohlson Way as a town street as laid out by the Board of Selectmen under Massachusetts General Laws, Chapter 82, Sections 21 and 22, and in compliance with the Planning Board's Subdivision Rules and Regulations for new streets, as shown on a plan entitled "Street Acceptance Plan, Ohlson Way" dated January 2018, prepared by Williams & Sparages and to authorize the Selectmen to accept the fee or an easement in such way, or take the same by eminent domain, and to accept or take easements in any drainage or other easements associated with such way; or taken any action relative thereto.

Planning Board Recommendation: The board voted 5-0 to recommend that the Town accept Ohlson Way as a public way.

End of Annual Town Meeting Warrant

To the Town Constable:

You are hereby ordered to notify and warn said qualified voters to meet at the Fuller Meadow School on Tuesday, May 15, 2018, next for the following purposes, VIZ: To choose by ballot the following Town Officers for the ensuing year:

One Town Moderator for three years
Two Board of Selectmen members for three years
One Board of Assessors member for three years
Two Elementary School Committee members for three years
One Regional School Committee member for three years
One Planning Board member for five years
Two Electric Light Commissioners for three years
Two Library Trustees for three years
One Housing Authority member for 1 year

The Polls open at 7:00 a.m. and close at 8:00 p.m.

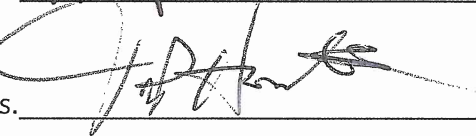
And you are directed to service this Warrant by posting up attested copies thereof at Memorial Hall, Post Office, Flint Public Library, Store at Howe Station Market, Ferncroft Towers, and Fuller Pond Village in said Town fourteen days, at least, before the time of holding said meeting.

HEREOF FAIL NOT, and make due return of this Warrant, with your doings thereof, to the Town Clerk at time and place of meeting aforesaid.

Given under our hands this 27th day of March in the year of our Lord Two Thousand and eighteen.

MIDDLETON BOARD OF SELECTMEN

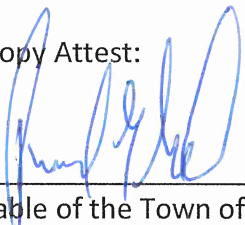
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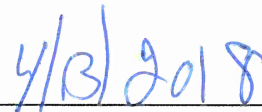
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A true copy Attest:
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Constable of the Town of Middleton


Date Posted

TOWN OF MIDDLETON, MA

FINANCIAL MANAGEMENT POLICIES

Introduction

The following financial principles set forth the broad framework for overall fiscal planning and management of the Town of Middleton. In addition, these principles address both current activities and long-term planning. The principles are intended to be advisory in nature and serve as a point of reference for all policy-makers, administrators and advisors. It is fully understood that Town Meeting retains the full right to appropriate funds and incur debt at levels it deems appropriate, subject of course to statutory limits such as Proposition 2 ½. These policies supersede all previously adopted policies unless stated otherwise.

The principles outlined in this policy are designed to ensure the Town's sound financial condition now and in the future. Sound Financial Condition may be defined as:

- *Cash Solvency* : the ability to pay bills in a timely fashion
- *Budgetary Solvency*: the ability to annually balance the budget
- *Long Term Solvency*: the ability to pay future costs
- *Service Level Solvency*: the ability to provide needed and desired services

It is equally important that the Town maintain flexibility in its finances to ensure that the Town is in a position to react and respond to changes in the economy and new service challenges.

These Financial Management Policies will be periodically reviewed, revised, and readopted. At the very least, this shall occur every three years.

Policy Statements

1. **Budget Message:** The Town Administrator shall annually prepare a balanced budget and comprehensive Budget Message as required by state law and the Middleton Town Charter. The Budget Message shall include a detailed examination of trends in tax levy, new growth, local receipts, local aid, and available funds. The Town Charter further requires the preparation of a comprehensive five-year Capital Plan.
2. **Structurally Balanced Budget:** The Town will strive to fund recurring expenses with recurring revenues, thereby avoiding structural deficits. New operating costs associated with capital projects should be funded through the operating budget, but reflected in the capital improvement plan.
3. **Revenues:** municipal operations are funded from four primary revenue sources: 1) State Aid to Cities and Towns (a.k.a. Local Aid); 2) property taxes; 3) local receipts; and 4) other available funds. The Town Administrator, Chief Financial Officer, and other finance officials will develop an estimate prior to the commencement of the budget development process. Estimates from each source must be reasonable and based on sound information. Guidance

for each revenue source is discussed below:

- Property Tax Levy: Property taxes are the most stable revenue source. The estimate for the ensuing fiscal year shall be within the allowable levy limit under Proposition 2 ½.
- Local Receipts: Local receipts are locally generated revenues from sources such as license and permit fees and automobile excise taxes. Local receipts are tracked and the trends analyzed in order to identify potential changes. It shall be the policy to estimate local receipts based on the trend of the most recent five years.
- Local Aid: The State budget adopted by the Massachusetts Legislature and the Governor determines the aid each city and town will receive in the ensuing fiscal year. In most years, Middleton's budget is finalized before the State budget is adopted; at best, we have only an estimate based on the Governor's or House Ways & Means budget proposal. It shall be the policy that Local Aid for the ensuing year will be estimated at 100% of the current year, unless there is good reason to deviate, such as a known looming State deficit, Local Aid resolution, or other compelling evidence.
- Other Available Funds: These include transfers from other funds, such as from ambulance receipts to offset the operation of the Fire Department, from MELD to reimburse for expenses in areas such as insurance and pension assessments, and from other funds. Available funds can also include transfers from the Assessors overlay account, Free Cash, and various Stabilization Funds.

4. **Stabilization Funds**: A stabilization fund is designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose. Communities may establish one or more stabilization funds for different purposes. A two-thirds vote of Town Meeting is required to establish or appropriate from a stabilization fund. The Town will maintain a series of Stabilization Funds as described below. Transfers to the various Stabilization Funds shall generally be from Free Cash or other reserves and shall be in conformance with G. L. c. 40, s. 5B.

- General Stabilization Fund: this is the Town's main financial reserve in the event of an emergency or extraordinary need. It shall be the goal of the Town to achieve and maintain a balance in the General Stabilization Fund of 4%-6% of current year budgeted general fund operating appropriation.
- Capital Stabilization Fund: The Capital Stabilization Fund will be available to set aside funds to use for one-time capital purchases or annual debt service payments. It shall be the goal to achieve and maintain a balance in the Capital Stabilization Fund of 3%-4% of current year budgeted general fund operating appropriation.
- Pension Stabilization Fund: The Pension Stabilization Fund will be available as a reserve to make future extraordinary "catch-up" contributions to the Essex Regional Retirement System (ERRS) if ERRS fails to achieve full funding due to unrealized investment returns or other factors. If ERRS's full funding schedule remains accurate, the Pension Stabilization Fund may be directed toward annual continuation payments, thereby limiting the impact on operating budget revenues. When full funding is complete or satisfactorily certain, the balance in the Pension Stabilization Fund may be transferred or appropriated as allowed by G. L. c. 40, s. 5B.
- Special Education Stabilization Fund: The Annual Town Meeting on May 10, 2016 established the Special Education Stabilization Fund. It shall be the goal of the Town to use the Special Education Stabilization Fund to offset spikes in elementary school special education costs, including special education transportation costs. It shall be the further goal to have a balance equal to the average of the most recent five years actual special education spending. The initial target balance is \$350,000 with a maximum balance of \$500,000.

5. Free Cash reserves are the remaining, unrestricted funds from operations of the previous fiscal year. Free Cash is comprised of unexpended Free Cash from the previous year, actual receipts in excess of revenue estimates, and unspent amounts in budget line items. Once certified by the Director of Accounts, Free Cash is available for appropriation for any lawful purpose. The Town shall have a goal of maintaining Free Cash at a target range of at least 3% of the prior year general fund operating appropriation.

The Town hereby identifies the following as appropriate uses of Free Cash:

- Operating Budget: The Town has historically used Free Cash to subsidize the ensuing year's operating budget in order to reduce the tax rate. It is the Town's goal to eliminate or reduce the use of Free Cash used in the development of the operating budget. The Town will reduce its annual appropriation of Free Cash until it is \$0. When appropriate, the Town may, prior to setting the tax rate, elect to devote a portion of Free Cash for the purposes of reducing the tax rate.
 - Stabilization Funds: to replenish the Town's various Stabilization Funds.
 - OPEB Trust Fund: to fund the other post-employment benefits (OPEB) Trust fund.
 - Capital Improvement Program: to fund capital improvements in order to avoid or minimize borrowing.
 - Unexpected Deficits: to fund potential deficits in order to avoid carrying them into the next fiscal year. Snow and ice deficits an example of a deficit appropriately funded with Free Cash.
 - Emergency Appropriations: to allow for fiscal flexibility.
6. **Excess Levy Capacity**: The Town shall have a goal of maintaining Excess Levy Capacity of at least 1% of current year budgeted general fund operating appropriation in order to have tax capacity to pay for future fixed costs in excess of inflation, provide needed and desired services, and maintain flexibility to react and respond to changes in the economy with less measurable financial stress.
 7. **Reserve Funds**: The Town shall maintain a general reserve fund and a special education reserve fund.
 - General Reserve Fund: The Town, through its Finance Committee, shall maintain a Reserve Fund pursuant to G. L. c. 40, s. 6, to provide for extraordinary and unforeseen expenditures. The desirable annual appropriation shall be 1% of general fund expenditures excluding schools.
 - Special Education Reserve Fund: The Town, through its Board of Selectmen and Middleton School Committee, shall maintain a Special Education Reserve Fund pursuant to G. L. c. 40, s.13E to provide for unanticipated or unbudgeted costs of special education, out-of-district tuition, or special education transportation. The desirable annual appropriation or fund balance shall be equal to 2% of net school spending.
 8. **Debt Management**: The Town recognizes that maintaining debt levels consistent with best practices allows the Town to maintain and improve its credit rating with rating agencies. It shall be the goal of the Town to manage debt within the following parameters:
 - A. Annual debt service (principal and interest), exclusive of debt exempt from Proposition 2 ½, State reimbursements (e.g. Mass. School Building Authority), and State aid shall be no less than 2% nor more than 10% of current year budgeted general fund operating appropriation. This is known as Net General Fund Debt

Service.

- B. Annual debt service inclusive of debt exempt from Proposition 2 ½, State reimbursements (e.g. Mass. School Building Authority), and State aid shall be no more than 15% of current year budgeted general fund operating appropriation. This is known as Gross General Fund Debt Service.
- C. General Fund Debt does not include debt for water, sewer, and electric light.

9. **Capital Improvement Plan:** Capital items are assets that have a useful life of five (5) years and a cost of \$5,000. Regular capital investment is critical to maintaining the Town's infrastructure, including vehicle fleet, buildings, equipment, and acquisition of land. Annually, the Town Administrator will develop a capital improvement plan (CIP) for the next five (5) years. Year one (1) of the CIP is the ensuing year's proposed capital budget. In order to adequately invest in its capital assets, it is the Town's goal to annually spend at least two percent (2%) of general fund expenditures on its general fund capital plan. Non-general fund capital shall be evaluated and programmed based on need.

Funding of capital items may come from a number of sources, including, but not limited to:

- Available funds, such as Free Cash, Capital Stabilization, Overlay, Community Preservation Fund, and Ambulance Fund.
- Issuance of debt within the levy.
- Debt or Capital Outlay Expenditure Exclusion. In order to maintain budget capacity within the limits of Proposition 2 ½ and in recognition of the public facility needs facing the Town, the Town may wish to seek ballot approval for large general fund acquisitions, such as fire apparatus and public works equipment costing more than \$500,000, as well as for Town, school, and regional school building projects. Funding major acquisitions outside of Proposition 2 ½ will improve the Town's limited budget capacity, ensure broad community approval for such projects, and reinforce the Town's strong bond rating. Debt Exclusions and Capital Outlay Expenditure Exclusions allow a community to increase the tax levy above the limitations of Proposition 2 ½ and require a ballot vote.
 - A Debt Exclusion exempts the debt service for the term of the debt issuance.
 - A Capital Outlay Expenditure Exclusion is a one-time increase in the tax levy to fund a capital project or acquisition.

10. **Investments:** Investment practices are governed by the Massachusetts General Laws. The Town's general fund, special revenue funds, and trust funds are invested in accordance with all applicable Massachusetts General Laws using the list of legal investments and taking into consideration safety, liquidity, and yield.




Massachusetts General Laws, Chapter 44, section 55B requires the Town Treasurer to invest all public funds except those required to be kept un-invested for purposes of immediate distribution. The state law further requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking into account *safety, liquidity, and yield*. Therefore, these guidelines are intended to further the objective of securing the highest return that is consistent with safety of principal while meeting the daily cash requirements for the operation of the Town's business.

- **Safety** of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital through the mitigation of credit risk (the risk of loss due to the failure of the security issuer or backer) and interest rate risk and interest rate





risk (which is the risk that the market value of securities in the portfolio will fall due to changes in the market interest rates). These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository.

- **Liquidity** is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the Treasurer shall carry out investment activities in a manner that provides for meeting unusual cash demands without the liquidation of investments that could result in forfeiture of accrued interest earnings, and loss of principal in some cases.
 - **Yield** is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.
11. **Procurement:** Procurement shall be conducted in accordance with Massachusetts General Laws c. 30B (Supplies & Services); c. 149 (Building Construction); c. 30, s. 39M (Public Works Construction); c. 7C, ss. 44-57 (Public Building Projects Design); the Middleton Charter; and Chapter 14 of the Middleton Code. The Town Administrator is the Chief Procurement Officer and as such may delegate procurement responsibilities.
 12. **Receivable Write-Offs:** The Town is unable to collect all receivables. It shall be the policy of the Town to write-off uncollected receivables after three years. This policy shall not apply to motor vehicle excise, real property, and personal property taxes.
 13. **Audit of Financial Statements and Management Letter:** It is the Town's goal to retain the services of an outside auditing firm to complete an audit of the Town's financial statements and to prepare a management letter detailing its findings and recommendations. It is the further goal to be prepared for the auditor by September 30 so the auditor can return its completed product in a timely manner.
 14. **Fraud:** The Town is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the Town to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the Town and, when appropriate, to pursue legal remedies available under the law. Reference is hereby made to the Town's Municipal Fraud Policies and Procedures.

BOARD OF SELECTMEN

FINANCE COMMITTEE


TOWN ADMINISTRATOR



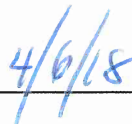
TOWN ACCOUNTANT/CHIEF FINANCIAL OFFICER



TREASURER/COLLECTOR



DATE:



Common Municipal Finance Terms

Abatement: A complete or partial cancellation of a real or personal property tax, motor vehicle excise tax, fee, charge, or special assessment imposed by a governmental unit. Abatements are granted by the committing authority, e.g. Board of Assessors in the case of taxes.

Appropriation: An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it can be expended.

Assessments: Amounts the State automatically deducts from Local Aid to cover the cost of certain State and county programs. These include the MBTA, Essex Regional Emergency Communications Centers, Mosquito Control, and others. Assessments are shown on the Cherry Sheet.

Assessed Valuation: The value placed upon a particular property by the Board of Assessors for the purpose of apportioning the town's tax levy among individual property owners equitably and in accordance with the legal requirement that property be assessed at "full and fair cash value". Assessed Valuations are certified periodically by the Commonwealth's Commissioner of Revenue.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant, along with a report on the fairness of financial statements and on local compliance with statutes and regulations.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or government unit at a specified date.

Budget: See *Omnibus or Operating Budget*

Capital Budget: A plan of proposed capital outlays for a fiscal year and the means of financing them. Capital items are those items costing \$5,000 or more and having a useful life of five or more years.

Capital Exclusion: A vote to exclude from the levy limit the cost of a capital project. This exclusion only affects the levy limit for the year in which the project was undertaken.

Chapter 70: Chapter 70 is the statute that describes the school funding formula and education aid distributed by the State.

Chapter 90: Funds distributed to cities and towns to fund highway projects. C. 90 is based on a formula consisting of road local mileage, local employment level, and population estimates.

Cherry Sheet: The official notification to cities, towns, and regional school districts of the next fiscal year's State aid and assessments. The name comes from the cherry colored paper on which they used to be printed.

Classification of the Tax Rate: The annual action by the Board of Selectmen to exercise certain tax rate options, including establishing a residential factor and determining certain discounts and exemptions. A single rate taxes all classes of property at the same rate.

Debt Exclusion: A vote to exclude from the levy limit the costs of debt service for capital projects. This exclusion remains in effect for the life of the debt; once the debt (principal and interest) is paid off the excluded amount is removed from the tax rate.

Debt Service: Payment of interest and principal related to debt.

Encumbrance: Obligations such as purchase orders and contracts which are chargeable to an appropriation and for which a part of the appropriation is reserved to be paid in the next fiscal year.

Enterprise Fund: A standalone fund with its own assets, liabilities, fund balance, revenues and expenses in which a municipal service is operated as a business unit. Costs of the service are primarily recovered from user charges and may be supplemented by general revenues.

Equalized Valuation (EQV): The determination of the full and fair cash value of all property in the Commonwealth as determined by the Commissioner of Revenue biennially. EQV is used as a factor in certain aid distributions.

Excess and Deficiency: Also called the "surplus revenue" account, this is the amount by which cash, accounts receivable, and other assets exceed a regional school district's liabilities and reserves as certified by the Director of Accounts. The calculation is based on a year-end balance sheet which is submitted to the Department of Revenue by the district's auditor, accountant, or comptroller as of June 30. The regional school committee must apply certified amounts exceeding five percent of the district's prior year operating and capital costs to reduce the assessment on member cities and towns.

Excess Levy Capacity: The difference between a community's Levy and its Levy Limit. This is an additional amount the community could, but chooses not to, levy.

Expenditure: The spending of money by the town and schools for the programs or projects within the approved budget.

FTE: A full-time equivalent employee based on a 40-hour work week. May be one or more employees, but the total weekly hours equal 40.

Fiscal Year (FY): A 12-month period, beginning July 1 and ending June 30, to which the annual

budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. The numbers of the fiscal year is that of the calendar year in which its ends; for example, FY17 is the fiscal year which begins July 1, 2016 and ends June 30, 2017.

Foundation Budget: The spending target under the Education Reform Act of 1993 for each school district as the level necessary to provide an adequate education for all students.

Free Cash: Certified as of each July 1 by the State, this is the portion of Undesignated Fund Balance available for appropriation. It is not cash per se, but rather is the total of cash and receivables less current liabilities and earmarked reserves, reduced also by reserves for uncollected taxes. It is made up of Turn Backs (unexpended appropriations), revenues that came in higher than budgeted, and Free Cash carried forward from the prior fiscal year.

General Fund: The fund into which the general (non-earmarked) revenues of the town are deposited and from which money is appropriated to pay expenses.

General Obligation Bonds: Bonds issued by the Town that are backed by the full faith and credit of its taxing authority.

Level-Service Budget: A budget that describes the funding required for maintaining current levels of service or activity, plus cost increases for contractual and mandated obligations. It brings previously-approved programs forward at existing levels of service.

Levy or Property Tax Levy: The revenue a community can raise through real and personal property taxes.

Levy Ceiling: The maximum amount of property taxes a community can levy. The Levy Ceiling is equal to 2 ½ percent of the total full and fair cash values of all taxable real and personal property in the community.

Levy Limit: The maximum the levy can be in a given year. It is equal to the previous year's levy limit times 2 ½% plus new growth and amounts authorized by overrides. The Levy Limit is determined annually by the Massachusetts Department of Revenue.

Local Aid: Revenue allocated by the State to cities, towns, and regional school districts. Local Aid is distributed by the Cherry Sheets.

Local Receipts: Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, hotel/motel/meals excise, permit fees, rentals, and charges.

New Growth: The additional value of new development and other growth in the tax base that is not the result of revaluation. New growth is calculated by multiplying the increases in assessed

valuation by the tax rate.

Omnibus or Operating Budget: A plan for allocating resources to support particular services, purposes, and functions over a specified period of time. The Omnibus Budget is the spending plan for a particular fiscal year.

Other Post-Employment Benefits (OPEB): The set of benefits, other than pensions, that government employees earn while actively working, but do not receive until they retire. The most significant is health insurance for retirees, their spouses, and in some cases their beneficiaries.

Overlay: The amount raised from the property tax levy in excess of appropriations and other charges. It is used to cover property tax abatements and exemptions granted locally or on appeal, and cannot exceed an amount deemed reasonable by the Commissioner of Revenue.

Override: A vote to increase the amount of property tax revenue in excess of the automatic 2 ½ percent allowed under Proposition 2 ½. An override permanently raises the Levy Limit unless later reversed.

Personnel Services: The cost of salaries, wages and related employment benefits.

Payment in Lieu of Taxes (PILOT): An agreement between a municipality and an entity not subject to taxation, such as a charitable or educational organization, in which the payer agrees to make a voluntary payment to the municipality.

Proposition 2 ½: A State law, enacted by citizen initiative petition in 1980, that regulates local property tax administration and limits the amount of revenue – the levy – a city or town may raise from local property taxes each year.

Purchased Services: The cost of services that are provided by a vendor.

Property Tax: The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed per thousand dollars of assessed valuation.

Raise or Raise and Appropriate: A phrase used to identify a funding source for an expenditure which refers to money generated by the tax levy or other local receipt.

Reserve Fund: A fund appropriated each year that may be used by vote of the Finance Committee for "extraordinary or unforeseen expenditures."

Revolving Fund: Those funds that may be used for special uses. For example, Recreation fees may be paid into a revolving fund and expenditures made without further appropriation. Revolving funds are established by State law and Town bylaw. Spending limits of revolving funds must be annually reauthorized by Town Meeting.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §SB). Stabilization Funds may be established for different purposes and interest generated by such funds is added to and becomes part of the Stabilization Fund. A two-thirds vote of Town Meeting is required to establish, amend the purpose of, or appropriate money out of a Stabilization Fund.

Tax Title: A collection procedure that secures a city's or town's lien on real property and protects the municipality's right to payment of overdue property taxes. The lien expires if five years elapse from the January 1 assessment date and the property has been transferred to another owner. If amounts remain outstanding on the property after issuing a demand for overdue property taxes and after publishing a notice of tax taking, the Collector may take the property for the city or town. After properly recording the instrument of taking, the Collector transfers responsibility for collecting overdue amounts to the Treasurer. After six months, the Treasurer may initiate foreclosure proceedings.

Turn Back: Unexpended funds from a prior fiscal year's operating budget which are returned to the Town and which ultimately revert to Free Cash.

Unclassified: Expenditure items that are not within a particular department's budget. Examples include regional pension assessments, insurances, unemployment, and others.

Underride: A vote to decrease the levy limit under Proposition 2 ½. An underride permanently reduces the Levy Limit unless later reversed.

Warrant: A list of items to be acted on by Town Meeting.

Warrant Article: Each of the individual items listed in a warrant for action by a Town Meeting.

Parliamentary Procedures for Town Meetings

Town Meetings operate under a version of parliamentary procedure described in *Town Meeting Time*. *Town Meeting Time* is written and updated by the Massachusetts Moderators Association. In addition to the procedures set forth in *Town Meeting Time*, Town Meetings also are subject to local rules and habits that evolved over time. The following describes some of the most frequently used rules of Town Meeting in an effort to help you enjoy and participate in our Town Meetings.

Town Meeting Rules

1. Quorum is the minimum number of voters who must be present before the meeting can transact business. Middleton's quorum is 100.
2. Any registered voter may speak to any article, but all must speak politely and respectfully to other voters and members of town boards. Civility is required at all times.
3. The Moderator presides and regulates the proceedings, decides all questions of order, and makes public declarations of all votes.
4. Debate runs through the Moderator and questions to a presenter or previous speaker must be directed through the Moderator.
5. Many voters may wish to speak on a topic. Therefore, it is important that speakers be direct and to the point. Speakers are encouraged to add new points to the debate rather than repeating what has already been stated.
6. Voters may speak to an issue more than once, but generally those who have not yet spoken will be recognized before repeat speakers.
7. Attendees are advised to listen closely to the motion as read and projected on the screen. The motion puts the warrant article in play and it is the motion that is voted on, not the article as written in the warrant. However, there should be a strong similarity between motion and article.
8. Most motions must be seconded. Seconding motions is an easy way for newcomers to participate in the meeting. One does not even need to stand or be directly recognized. Generally calling out "second" at the right time will suffice.
9. Voting is most often done by voice vote. When a voice vote is not unambiguous, a standing vote may be taken. If that still does not provide a clear outcome, the Moderator will call the tellers forward to take a counted vote.

10. A secret or Australian ballot may be called. This is rarely used due to the amount of time required.
11. The Moderator's judgment can be questioned as to the accuracy of the vote as announced. If seven (7) people request a recount of a voice or standing votes, it shall be done.
12. The Moderator will generally accept the motion to "move the previous question", or more easily understood, "to cut off debate."
13. After a motion has been made and seconded, the mover of the motion speaks first, followed by the appropriate Town Boards (generally the Selectmen and the Finance Committee) who state their opinions. The motion is then available for discussion: pro, con, or questions.
14. Other than when seconding a motion or requesting a point of order, speakers must be recognized by the Moderator before raising their point or question.
15. Amendments: Any amendment a voter intends to offer at the meeting should be reviewed by the Town Clerk, Town Counsel, and the Moderator well in advance of the meeting. There are times that an amendment that was not anticipated is offered by a voter. In such a case, the meeting will be recessed for the Town Clerk, Town Counsel, and Moderator to review the proposed amendment and make recommendations relating thereon.
16. Any slide presentations or demonstrations must be made available for review by the Town Clerk at least one week in advance of the meeting.
17. Voters come to Town Meeting with differing views on warrant articles. The Moderator requires that each member of the meeting wait to be heard until recognized by the Moderator and that each member speaking be respectful of all other members of the meeting.
18. Each speaker, other than presenters and Town officials speaking in their official capacity, will be notified by Moderator of how long they have to make their remarks.

More Formal Parliamentary Procedure

There are many types of motions that may come before a meeting. The following addresses the most commonly used motions.

Dissolve: The motion to ***dissolve*** ends the Town meeting and is appropriate only when all business is completed.

Fix the time to adjourn indicates when a given Town Meeting session will end and when the

next session will begin.

Lay on the table is a motion used to end debate temporarily or permanently on a given motion. A motion laid on the table may remain there forever, or may be retrieved by the appropriate "take from the table" vote.

The previous question cuts off debate immediately and causes a vote on the article or amendment under discussion.

Limit debate is a motion generally used to put a specific time limit on a motion or time limits on individual speakers.

Postpone to a time certain is a motion generally used to rearrange the order of the articles (or a single article) in the warrant.

Amend: Many types of motions can be amended. After the amendment is disposed of by a vote, the primary motion, either so amended or not, comes back to the body for further discussion and vote.

Postpone Indefinitely serves the same basic purpose as laying a motion on the table except that it is debatable and requires only a majority vote. If the postpone motion carries, the motion to which it applies is dead.

Point of Order - Anyone at any time may rise to a point of order and interrupt the speaker, simply stating, "Point of order, Madame Moderator." The Moderator will immediately stop discussion, listen to the point of order and rule on its validity. Points of order may relate to many issues; for example, the right of a speaker to the floor, proper procedures, indecorous conduct, or an error on the part of the Moderator.

Main Motions are made when no other business is pending and are the devices used to bring a warrant article to the floor for discussion.

Reconsideration Moderators in Middleton traditionally have not allowed motions to reconsider.



Town of Middleton
Memorial Hall
48 South Main Street
Middleton, Massachusetts
01949-2253
978-774-3589
www.townofmiddleton.org

TOWN OF MIDDLETON - TALENT BANK APPLICATION

The Board of Selectmen maintains a Talent Bank of names of citizens of Middleton willing to serve on boards, commissions and committees. Names in this file are available for use by all Town Departments.

Names: _____ Telephone: _____

Address: _____ Bus. Telephone: _____

Occupation: _____

Background Experience: _____

I am interested in serving on Town Boards and Committees involved in the following areas:
(Please check all that apply. The Board encourages you to attach a recent resume if available.)

- | | |
|---|--------------------------------|
| _____ Board of Health | _____ Recreation Commission |
| _____ Council on Aging | _____ Historical Commission |
| _____ Finance Committee | _____ Planning Board |
| _____ Board of Appeals | _____ Scholarship Committee |
| _____ Master Plan Committee | _____ Library Services |
| _____ Conservation Commission | _____ Town Recycling Committee |
| _____ Industrial Commercial Development
Review Committee | _____ Cultural Council |

Amount of Time Available: _____

Are you available year round for committee meetings? Yes _____ No _____

If not, when are you available?

_____ Winter _____ Spring _____ Summer _____ Autumn

Are there any Boards or Committees in which you are particularly interested?

Email Address: _____

Signature

Date

**Please submit all responses to the Town Administrator's Office via the mailing address above or via email to:
michelle.creasi@middletonma.gov**