

**BOARD OF SELECTMEN  
MEETING AGENDA**

**Fuller Meadow School  
Nathan Media Center  
143 South Main Street, Middleton, MA 01949  
Tuesday, January 15, 2019  
7:00 PM**

*This meeting is being recorded*

1. 7:00 PM Warrant: 1914 & 1915  
Minutes: December 18, 2018  
Town Administrator updates and reports
2. 7:15 PM Meeting with Legislative Delegation: Sen. Bruce Tarr, Rep. Bradley Jones, Rep. Theodore Speliotis
3. 7:30 PM Application for Change of Manager by Atty. Albert DeNapoli for Interstate Management Company, LLC d/b/a Doubletree North Shore Boston, 51 Village Road, Middleton, MA from Elena F. Hargraves to Michael Tyler Woodcock for the All Alcohol Innkeepers, Common Victualler and Entertainment license.
4. 7:35 PM Review and vote on request of Richardson Green, Inc. to change the status of land classified un MGL c. 61A, agricultural land.
5. 7:45 PM Vote to accept the following donations to the Middleton Food Bank:
  - From Michael and Ann Bushee: \$500
  - From Ruth Karchenes: \$500
6. 7:50 PM Vote to appoint John Erickson to the Masconomet Regional School District Capital Advisory Committee
7. 7:55 PM Review, accept, and authorize expenditures on the following Community Compact grants:
  - Human resources software: \$25,000
  - Inventorying and geo-coding Cemetery assets: \$24,000
8. 8:00 PM Vote to appoint Gary Bent as Veterans Services Officer through June 30, 2019.
9. 8:05 PM Vote to appoint Jessica Sollazzo as a member of the Recreation Commission through June 30, 2019
10. 8:10 PM Review request from Attorney Jill Mann, on behalf of PRIMECAP, LLC, for the Board of Selectmen to vote its intent to lay out Lewis Drive as a public way per MGL c. 82, ss 21-24 and to refer the petitioner's request to the Planning Board for its recommendation per MGL c. 41,s. 81I  
  

Recommended Motion: I move that the Board of Selectmen approve its intent to lay out Lewis Drive road as a public way and refer it to the Planning Board for its recommendation.
11. 8:20 PM Vote to declare surplus a 2007 Council on Aging van and authorize its disposal
12. 8:25 PM New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed
13. 8:15 PM Executive Session under GL c. 30A, s. 21(a)(6), to consider the purchase, acquisition, or value of real property where the Chairman declares discussion in open session would have a detrimental effect on the position of the Town



**OFFICE OF THE TOWN ADMINISTRATOR**

Town of Middleton  
Memorial Hall  
48 South Main Street  
Middleton, MA 01949-2253  
978-777-3617  
[www.middletonma.gov](http://www.middletonma.gov)

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December 24, 2018

The Honorable Bruce E. Tarr  
Senate Minority Leader  
Massachusetts Senate  
State House, Room 308  
Boston, MA 02133

The Honorable Bradley H. Jones, Jr.  
House Minority Leader  
Massachusetts House of Representatives  
State House, Room 124  
Boston, MA 02133

The Honorable Theodore C. Speliotis  
Massachusetts House of Representatives  
State House, Room 20  
Boston, MA, 02133

Dear Senator Tarr, Representative Jones and Representative Speliotis:

Recently I have had the opportunity to speak to most of you about some issues of interest in Middleton. One of these issues came up at the most recent Middleton Board of Selectmen meeting on December 18 – Secretary of State Galvin's proposal to expand early voting to State primary elections. While we understand it is just a proposal at this point, it represents another potential unfunded mandate on Middleton.

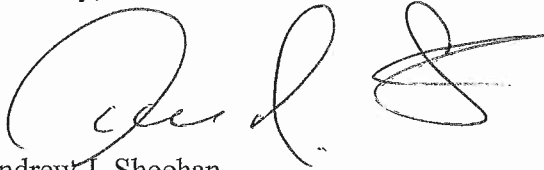
In addition to expanded early voting, other issues of concern in Middleton include, but are not limited to:

- funding for local transportation projects, particularly the Maple Street (Route 62) corridor
- restoring local aid to pre-Great Recession levels
- education aid formula changes in accordance with the foundation budget review commission's recommendations
- Middleton public building projects and land acquisition for same
- The impact of public procurement laws on municipal construction projects and the resulting impact on property taxpayers, and
- Reintroduction of H382, An Act Relative to Designation of Polling Places that would give Middleton the option of voting in a function hall.

The Middleton Board of Selectmen would like to invite you to its meeting on January 15, 2019 at 7PM to discuss these and other issues. The meeting will take place in the Library of the Fuller Meadow School, 143 South Main Street, Middleton.

Thank you in advance and I hope you will be able to join the Board on January 15. On behalf of the Board of Selectmen I hope you all have a Merry Christmas and Happy New Year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew J. Sheehan', with a stylized flourish at the end.

Andrew J. Sheehan  
Town Administrator



Albert A. DeNapoli  
Direct Dial Number: (617) 218-2024  
E-Mail Address: [adenapoli@tbhr-law.com](mailto:adenapoli@tbhr-law.com)

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December 19, 2018

Board of Selectmen  
Town of Middleton  
48 South Main Street  
Middleton, MA 01949

RE: Application for Change of Manager for Interstate Management Company, LLC  
d/b/a Doubletree North Shore Boston, 51 Village Road, Middleton, MA 01949

Dear Selectmen:

Please find enclosed for filing in connection with the above-referenced matter the following documents:

1. Retail Alcoholic Beverages License Application Monetary Transmittal Form;
2. Copy of the electronic receipt of the \$200 payment made to the Alcoholic Beverages Control Commission;
3. Amendment-Change of Manager Application;
4. Applicant's Statement;
5. Cori Request Form of Michael Tyler Woodcock, Birth Certificate, TIPS Certificate; and
6. Vote of the Corporate Board.

Once you have been able to process this application, please contact me to discuss a hearing date for this matter.

Thank you for your attention to this, and please do not hesitate to contact me with any questions you may have regarding this.

Very truly yours,

  
Albert A. DeNapoli

AAD/sc  
Enclosures  
cc: Shani Else, Esq.  
Erica Hageman, Esq.  
Michael Woodcock



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
*239 Causeway Street Boston, MA 02114*  
*[www.mass.gov/abcc](http://www.mass.gov/abcc)*

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM**

**AMENDMENT-Change of Manager**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL  
LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: <https://www.mass.gov/epay-for-online-payments-abcc>

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL

EPAY CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

00014-HT-0704

ENTITY/ LICENSEE NAME

Interstate Management Company, LLC d/b/a Doubletree North Shore Boston

ADDRESS

51 Village Road

CITY/TOWN

Middleton

STATE

MA

ZIP CODE

01949

For the following transactions (Check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> New License                                   | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input checked="" type="checkbox"/> Change of Manager                  | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  | <input type="checkbox"/> Other  |   | <input type="checkbox"/> Change of DBA                                |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS  
TRANSMITTAL FORM ALONG WITH  
COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION  
239 CAUSEWAY STREET  
BOSTON, MA 02241-3396

## Sandra Cooper

**From:** customerservice@nCourt.com  
**Sent:** Monday, December 17, 2018 4:58 PM  
**To:** Sandra Cooper  
**Subject:** Receipt from nCourt

### YOUR RECEIPT >>

Please include the payment receipt with your application. Thank you.

#### Paid To



Name: Massachusetts Alcoholic Beverages Control Commission - Retail

Address 1: 239 Causeway Street

Address 2:

City: Boston

State: Massachusetts

Zip: 02114

#### Payment On Behalf Of



First Name: Tarlow Breed Hart & Rodgers, P.C.

Last Name: Tarlow Breed Hart & Rodgers, P.C.

Address 1: 101 Huntington Avenue

Address 2: Suite 500

City: Boston

State: MA

Zip: 02199

Phone: (617) 218-2000

Birth Date:

Description	ID	Convenience Fee	Amount
FILING FEES-RETAIL	00014-HT-0704	\$0.35	\$200.00

**Receipt Date:** 12/17/2018 4:57:42 PM  
EST

**Invoice Number:** 1e2e4cc1-cf8e-4586-a505-  
df3d30a565b9

**Total Amount  
Paid:** \$200.35

#### Billing Information



First Name Tarlow Breed Hart & Rodgers, P.C.

Last Name Tarlow Breed Hart & Rodgers, P.C.

Email scooper@tbhr-law.com

Street 101 Huntington Avenue

City Boston

#### Credit / Debit Card Information



Card Type Checking

Card Number \*\*\*\*\*9380



*The Commonwealth of Massachusetts*  
**Alcoholic Beverages Control Commission**  
239 Causeway Street, Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**AMENDMENT-Change of Manager**

☐ **Change of License Manager**

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Interstate Management Company, LLC d/b/a Doubletree North Shore Boston	Middleton	00014-HT-0704

**2. APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Albert A. DeNapoli	Esq.	adenapoli@tbhr-law.com	(617) 218-2000

**3A. MANAGER INFORMATION**

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Michael Tyler Woodcock	Date of Birth	02/01/1980	SSN	007-84-8283
Residential Address	9 Richards Road, Beverly, MA 01915				
Email	michael.woodcock@hilton.com	Phone	(978) 750-7951		
Please indicate how many hours per week you intend to be on the licensed premises		50+	Last-Approved License Manager		Elena Hargraves

**3B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen? ☒ Yes ☐ No \*Manager must be U.S. citizen  
If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.  
Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No  
If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

**3C. EMPLOYMENT INFORMATION**

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
Feb. 2016	Oct. 2018	Senior Manager of Operation	Marriott International	Ken Lavigne
Jan. 2012	Feb. 2016	Senior Manager of Operation	Marriott International	Brian Robinson

**3D. PRIOR DISCIPLINARY ACTION**

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature [Signature] Date 12/14/18

## APPLICANT'S STATEMENT

I, Erica Hageman the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager  
Authorized Signatory  
of Interstate Management Company, LLC  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

Erica Hageman

Date:

12/17/2018

Title:

EVP/Secretary





Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street, First Floor  
Boston, MA 02114

DEBORAH B. GOLDBERG  
TREASURER AND RECEIVER GENERAL

**CORI REQUEST FORM**

JEAN M. LORIZIO, ESQ.  
CHAIRMAN

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER: (IF EXISTING LICENSEE)	00014-HT-0704	LICENSEE NAME:	Interstate Management Company, LLC	CITY/TOWN:	Middleton
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**APPLICANT INFORMATION**

LAST NAME:	Woodcock	FIRST NAME:	Michael	MIDDLE NAME:	Tyler
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	Salt Lake City, UT		
DATE OF BIRTH:	02/01/1980	SSN:	007-84-8283	ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:	Hansen	DRIVER'S LICENSE #:	S31362544	STATE LIC. ISSUED:	Massachusetts
GENDER:	Male	HEIGHT:	5' 9"	WEIGHT:	180
				EYE COLOR:	blue
CURRENT ADDRESS:	9 Richards Road				
CITY/TOWN:	Beverly	STATE:	MA	ZIP:	01915
FORMER ADDRESS:	4868 Rockhill Lane				
CITY/TOWN:	Taylorsville	STATE:	UT	ZIP:	84123

**PRINT AND SIGN**

PRINTED NAME:	Michael Tyler Woodcock	APPLICANT/EMPLOYEE SIGNATURE:	
---------------	------------------------	-------------------------------	--

**NOTARY INFORMATION**

On this	14 <sup>th</sup> May Dec 2018	before me, the undersigned notary public, personally appeared	Michael T. Woodcock
(name of document signer), proved to me through satisfactory evidence of identification, which were		MAID - S31362544	
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.			
		NOTARY	

**DIVISION USE ONLY**

REQUESTED BY:	
SIGNATURE OF CORI-AUTHORIZED EMPLOYEE	

The DCI Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the DCI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. All CORI request forms that include this field are required to be submitted to the DCI via mail or by fax to (617) 660-6554.

# Certificate of Completion

This Certificate of Completion of  
**eTIPS On Premise 3.0**  
For coursework completed on November 13, 2018  
provided by Health Communications, Inc.  
is hereby granted to:

**Michael Woodcock**

Certification to be sent to:

**Double Tree by Hilton Boston North Shore**  
**50 Ferncroft Rd**  
**Danvers MA, 01923-4017 USA**



HEALTH COMMUNICATIONS INC.



This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.

**CORPORATE VOTE**

The Board of Directors or LLC Managers of Interstate Management Company, LLC  
Entity Name

duly voted to apply to the Licensing Authority of Middleton and the  
City/Town  
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on   
Date of Meeting

For the following transactions (Check all that apply):

☒ Change of Manager

☐ Other

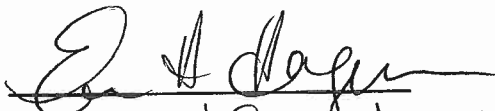
"VOTED: To authorize Erica Hageman  
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint Michael Tyler Woodcock  
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

  
EVP / Secretary



# MANN & MANN, P.C.

COUNSELLORS AT LAW

1/4/19  
JILL ELMSTROM MANN†\*  
KURT P. MANN†\*  
MELISSA GNOZA OGDEN†

†Admitted to practice in Massachusetts  
\*Admitted to practice in New York

## Hand Delivered

Town of Middleton – Board of Selectmen  
c/o Ilene Twiss, Town Clerk  
Memorial Hall, 48 South Main Street  
Middleton, MA 01949

Town of Middleton - Board of Assessors  
c/o Bradford Swanson, Assistant Assessor  
Memorial Hall, 48 South Main Street  
Middleton, MA 01949

Town of Middleton – Town Administrator  
Andrew Sheehan  
Memorial Hall, 48 South Main Street  
Middleton, MA 01949

Town of Middleton – Planning Board  
c/o Katrina O’Leary, Town Planner  
195 North Main Street  
Middleton, MA 01949

Town of Middleton – Conservation Comm.  
c/o Kristin Kent, Conservation Agent  
195 North Main Street  
Middleton, MA 01949

## By Certified Mail

MA Dept. of Conservation and Recreation  
Leo Pierre Roy, Commissioner  
251 Causeway Street  
Boston, MA 02114

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January 4, 2019

## **RE: NOTICE OF INTENT TO CONVERT LAND SUBJECT TO M.G.L.A. c. 61A**

**Owner:** Richardson Green, Inc.  
2 Central Street, Middleton, MA  
978-774-3797

**Parcel A:** 111,001 square foot portion of 15 River Street  
Assessor’s Map 32, Parcel 134

Ladies and Gentlemen:

The undersigned is providing legal assistance and advice to Richardson Green, Inc., a Massachusetts corporation (“**Richardson**”), in connection with Richardson’s intent to convert a portion of a property that is being taxed under M.G.L. c. 61A to a commercial use.

On November 14, 2018, the Planning Board endorsed a plan (the “**Plan**”) that subdivided a one hundred eleven thousand and one (111,001) square foot parcel of land (the “**Parcel A**”)

S:\Richardson Green - Rundlett (2017-78)\61A Conversion\ltr to selectmen.doc

191 South Main Street, Suite 104  
Middleton, Massachusetts 01949  
Telephone: 978-762-6238  
Facsimile: 978-762-6434

Direct Email: [jill@mannpc.com](mailto:jill@mannpc.com)  
[kurt@mannpc.com](mailto:kurt@mannpc.com)  
[melissa@mannpc.com](mailto:melissa@mannpc.com)

from an eighty-four (84) acre parcel of land (the "**Farm**") that is assessed and taxed as agricultural land under c. 61A. The Plan is recorded with the Essex South District Registry of Deeds in Plan Book 468, Plan 61, a copy of which is attached hereto as **Exhibit A**.

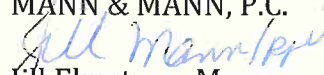
As referenced on the Plan, Richardson is proposing to combine Parcel A with an abutting property that is identified as Parcel 2 on the Plan and consists of two hundred twelve thousand, eight hundred seventy-eight (212,878) square feet of land (together with Parcel A, the "**Combined Parcel**") for the purpose of creating a commercial complex that will have access to South Main Street over Rundlett Way (the "**Proposed Commercial Complex**"). Given that Parcel A is land that is taxed under c.61A, before it may be combined with Parcel 2 and converted to a nonagricultural use, Richardson is required to comply with the notice requirements of §14 of M.G.L. c. 61A and to provide the Town with an opportunity to exercise its right of first refusal. Therefore, pursuant to the requirements of §14, the undersigned hereby offers this letter and the attachments hereto in satisfaction of the applicable notice and disclosure requirements.

1. **Notification required under M.G.L.A. c. 61A, §14.** In compliance of the notice requirements of c. 61A, this letter has been delivered to the Board of Selectmen, Town Administrator, Board of Assessors, Conservation Commission, and Planning Board of the Town of Middleton as well as the Massachusetts State Forester. As evidence of compliance, on behalf of Richardson, the undersigned has delivered an affidavit, attached hereto as **Exhibit B**, certifying that such notices were distributed by hand or sent out by certified mail to the required addressees.

2. **Waiver Request.** Richardson acknowledges that its right to convert Parcel A to a nonagricultural use is subject to the Town's right of first refusal, pursuant to which the Town may acquire Parcel A at its full and fair market value to be determined by an appraisal obtained and paid for by the Town. Richardson hereby requests that the Board of Selectmen, on behalf of the Town, forgo its right to secure an appraisal and waive its right to acquire of Parcel A.

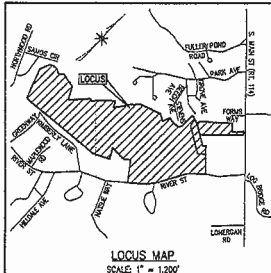
3. **Roll Back Taxes.** To the extent that the Town waives its right of first refusal, Richardson further acknowledges that the conversion of Parcel A to a commercial use, triggers the payment of rollback taxes to the Town of Middleton, which will be determined by the Board of Assessors. In addition to the roll back taxes, Richardson or its successor in interest will be responsible for paying all future real estate taxes that will be assessed against the Combined Parcel.

The undersigned hereby requests that this matter be placed on the agenda of the next regularly scheduled meetings of the Board of Selectmen. Your kind attention to this matter is greatly appreciated.

Very truly yours,  
MANN & MANN, P.C.  
  
Jill Elmstrom Mann

JEM/pv  
Enclosures  
cc: Richardson Green, Inc.

# **EXHIBIT A**



**LOCUS MAP**  
SCALE: 1" = 1,200'

**PLAN NOTES**

1. THE PURPOSE OF THIS PLAN IS TO CREATE PARCEL A AND CONSIDER IT WITH PARCEL 2, LAND OF RICHARDSON GREEN INC./ASSESSOR'S MAP 33, LOT 33.
2. ADJUTER INFORMATION OBTAINED FROM THE TOWN OF MIDDLETON ASSESSOR'S DATA BASE.
3. THIS PLAN IS THE RESULT OF AN ACTUAL ON-THE-GROUND INSTRUMENT SURVEY PERFORMED BY THE MORIN-CAMERON GROUP, INC.

**REFERENCES:**

ESSEX COUNTY REGISTRY OF DEEDS, SOUTH DISTRICT PLAN REFERENCES

- PLAN OF LAND IN MIDDLETON, MA BELONGING TO RICHARDSON REALTY DATED 7/25/1989 PLAN BK. 131 PLAN 93
- PLAN OF LAND IN MIDDLETON, MA OWNED BY P.O.L. REALTY TRUST DATED 10/25/1989 PLAN BK. 227 PLAN 97
- PLAN OF LAND IN MIDDLETON, MA PREPARED FOR RICHARDSON'S FARMS INC. DATED 9/23/1992 AND REVISED 8/24/94 PLAN BK. 294 PLAN 44
- PLAN OF LAND IN MIDDLETON, MA OWNER P.T.S. ENTERPRISES INC. DATED 10/16/2001 PLAN BK. 353 PLAN 32
- PLAN OF LAND IN MIDDLETON, MA JOHN A. GOODWIN SURVEYOR DATED 3/14/1973 LAND COURT PLAN 38082 A
- PLAN OF LAND IN MIDDLETON, MA OWNED BY NATIVE REALTY TRUST DATED 7/25/1975 PLAN BK. 143 PLAN 22
- PLAN OF LAND IN MIDDLETON, MA BELONGING TO RICHARDSON TRUST DATED 2/19/1989 PLAN BK. 111 PLAN 75
- PLAN OF LAND IN MIDDLETON, MA OWNED BY DIAMOND INTERNATIONAL CORP. DATED 2/22/1979 PLAN BK. 158 PLAN 25
- PLAN OF LAND IN MIDDLETON, MA PREPARED FOR COLAVITO MIDDLETON LLC DATED 1/22/2009 PLAN BK. 413 PLAN 57

ESSEX COUNTY REGISTRY OF DEEDS, SOUTH DISTRICT DEED REFERENCES

- BOOK 35564, PAGE 562
- BOOK 3543, PAGE 320
- BOOK 6333, PAGE 497
- BOOK 8401, PAGE 11
- BOOK 10041, PAGE 223
- BOOK 36007, PAGE 468 (SPECIAL PERMIT - FRONTAGE EXEMPTION)

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION PLAN REFERENCES

- 1992 ALTERATION SOUTH MAIN ST. MIDDLETON, MA DATED 9/26/1992 LAYOUT NO. 4004
- 1990 ALTERATION SOUTH MAIN ST. MIDDLETON, MA DATED 8/29/1990 LAYOUT NO. 7007

**SCHEDULE OF MONUMENT TIES**

PARCEL 2

- ① DHP(F): S 33°40'41" E 0.02'
- ② DHP(F): S 17°53'40" E 0.06'
- ③ DHP(F): S 68°53'04" E 0.22'
- ④ IR(F): S 34°48'31" E 1.21'
- ⑤ IR(F): N 28°54'19" E 0.10'
- ⑥ IR(F): N 64°53'34" W 0.14'
- ⑦ IR(F): N 40°01'45" W 0.09'
- ⑧ IR(F): S 34°00'56" W 0.17'
- ⑨ IR(F): S 24°26'45" E 0.13'
- ⑩ IR(F): S 42°14'55" E 0.13'
- ⑪ DHP(F): N 83°46'45" E 0.08'
- ⑫ DHP(F): S 02°46'45" W 0.02'
- ⑬ DHP(F): S 37°29'02" W 0.03'
- ⑭ DHP(F): S 42°31'54" W 0.04'
- ⑮ SDH(F): S 04°37'02" E 0.16'
- ⑯ SDH(F): S 28°08'34" E 0.15'

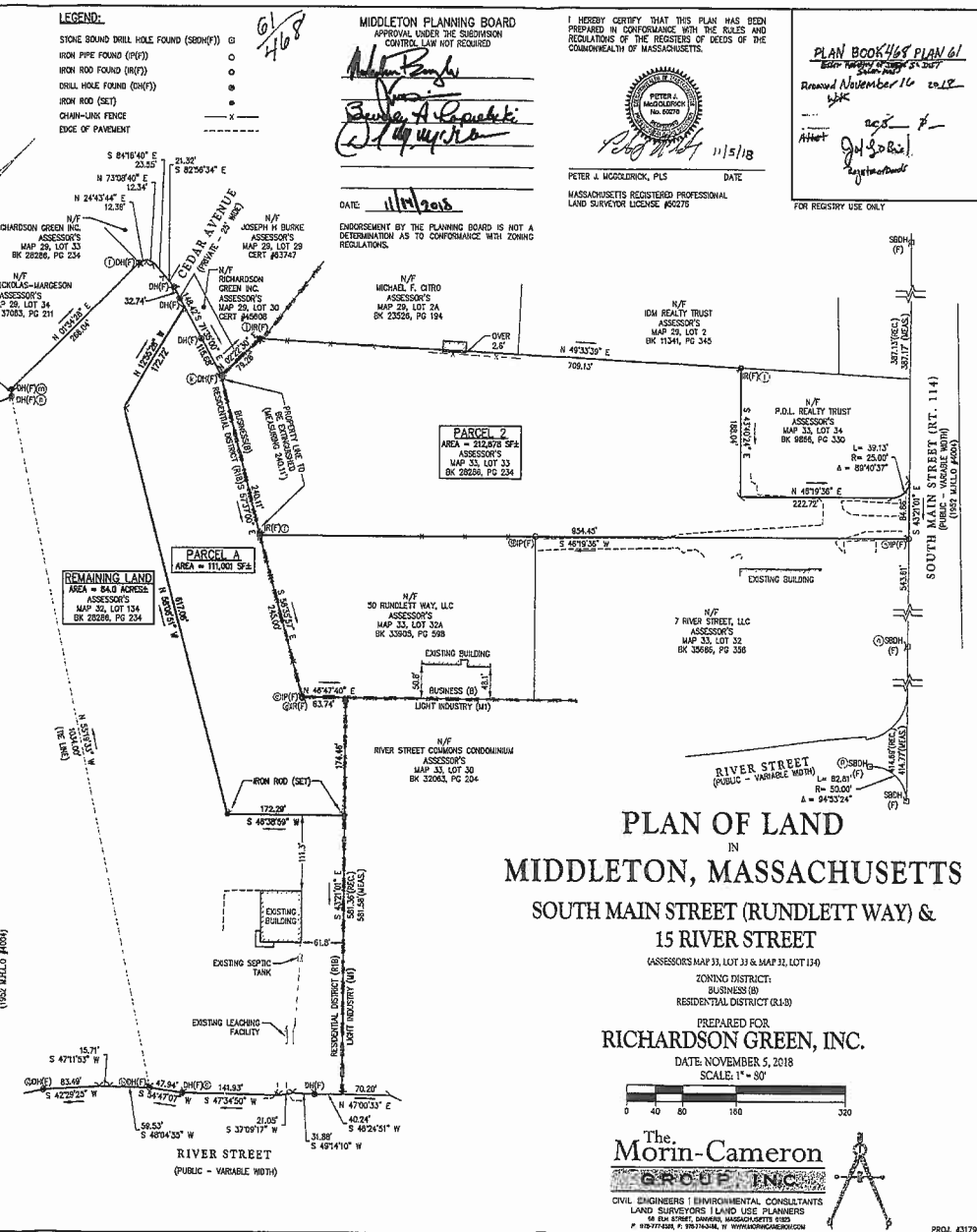
**OWNERS OF RECORD**

PARCEL 2

- RICHARDSON GREEN INC. ASSESSOR'S MAP 33, LOT 33 BOOK 28286, PAGE 234
- REMAINING LAND & PARCEL A RICHARDSON GREEN INC. ASSESSOR'S MAP 33, LOT 33 BOOK 28286, PAGE 234

**LEGEND:**

- STONE BOUND DRILL HOLE FOUND (SDH(F))
- IRON PIPE FOUND (IP(F))
- IRON ROD FOUND (IR(F))
- DRILL HOLE FOUND (DHP(F))
- IRON ROD (SET)
- CHAIN-LINK FENCE
- EDGE OF PAVEMENT



**MIDDLETON PLANNING BOARD**  
APPROVAL UNDER THE SUBORDINATION CONTROL LAW NOT REQUIRED

*[Signature]*  
DATE: 11/19/2018

I HEREBY CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN CONFORMANCE WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.

*[Signature]*  
DATE: 11/15/18

PETER J. WOODBURN, PLS  
MASSACHUSETTS REGISTERED PROFESSIONAL LAND SURVEYOR LICENSE #00275

**PLAN BOOK 468 PLAN 61**  
RECORDED NOVEMBER 16, 2018

*[Signature]*  
DATE: 11/15/18

FOR REGISTRY USE ONLY

## **EXHIBIT B**



## AFFIDAVIT OF NOTICE

I, Jill Elmstrom Mann, hereby certify that the Notice of Intent to convert land taxed under M.G.L.A. ch. 61A and all of its attachments thereto have been sent by hand to the Board of Selectmen, Town Administrator, Board of Assessors, Conservation Commission, and Planning Board of the Town of Middleton and to the Massachusetts State Forester by certified mail.

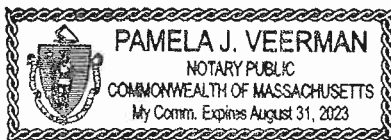
Signed and subscribed to under the penalties of perjury on this 7<sup>th</sup> day of January 2019.

  
Jill Elmstrom Mann

COMMONWEALTH OF MASSACHUSETTS

County of Essex

On this 7<sup>th</sup> day of January 2019 before me, the undersigned notary public, personally appeared Jill Elmstrom Mann, who proved to me through satisfactory evidence of identification, which was her driver's license, to be the person whose name is signed on the preceding document and acknowledged to me that she signed it voluntarily for its stated purpose.





Pamela Veerman, Notary Public

My Commission expires: 8/31/2023



**Council on Aging**  
Old Town Hall  
38 Maple Street  
Middleton, MA. 01949  
978-777-4067  
[www.townofmiddleton.org](http://www.townofmiddleton.org)

5

December 27, 2018

Board of Selectmen  
48 South Main Street  
Middleton, MA. 01949

Re: Middleton Food Bank Donation / Bay Custom Homes & Jeff & Carol Curvey

Please add the following donations to your agenda for acceptance by the Board of Selectmen for the Middleton Council on Aging, and notify me when the check has been accepted so that it can then be deposited.

Thank you,

Susan Gannon  
COA Director

A donation has been made payable to the Town of Middleton Food Pantry:

Date: 12/15/18

Name: Bay Custom Homes, LLC

Donation: \$500.00

Check Number 8893

This donor would like to remain anonymous

Yes

X No

Date: 12/15/18

Name: Jeff & Carol Curvey Foundation

Donation: \$1,000.00

Check Number 7883927

This donor would like to remain anonymous

Yes

X No

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

7

This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational § as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language are void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under Guidance For Vendors - Forms or [www.mass.gov/osc](http://www.mass.gov/osc) under OSD Forms.

<b>CONTRACTOR LEGAL NAME:</b> Town of Middleton (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> Executive Office for Finance <b>MMARS Department Code:</b> ANF	
<b>Legal Address:</b> (W-9, W-4,T&C): 48 South Main St., Middleton, MA 01949		<b>Business Mailing Address:</b>	
<b>Contract Manager:</b> Tanya Stepasiuk, Assistant Town Administrator/HR Coordinator <b>E-Mail:</b> tanya.stepasiuk@middletonma.gov		<b>Billing Address (if different):</b>	
<b>Phone:</b> (978) 777-3617 <b>Fax:</b>		<b>Contract Manager:</b> Sean Powers <b>E-Mail:</b> powersse@dor.state.ma.us	
<b>Contractor Vendor Code:</b> VC6000191884		<b>Phone:</b> 617-626-2345 <b>Fax:</b>	
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD001. (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b>	
<b>RFR/Procurement or Other ID Number:</b>			
<div style="text-align: center;"><u><b>X</b></u> <b>NEW CONTRACT</b></div> <b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)		<div style="text-align: center;"><u>      </u> <b>CONTRACT AMENDMENT</b></div> Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20 ____ Enter Amendment Amount: \$ _____. (or "no change") <b>AMENDMENT TYPE:</b> (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following <b>COMMONWEALTH TERMS AND CONDITIONS (T&amp;C)</b> has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> <u>Commonwealth Terms and Conditions</u> <input type="checkbox"/> <u>Commonwealth Terms and Conditions For Human and Social Services</u>			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ <b>25,000.</b>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ____% PPD; Payment issued within 15 days ____% PPD; Payment issued within 20 days ____% PPD; Payment issued within 30 days ____% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle ____ statutory/legal or Ready Payments ( <u>G.L. c. 29, § 23A</u> ); ____ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Community Compact Grant: This award is being made through the Community Compact Grant Program, authorized by Chapter 154 of the Acts of 2018, Section 2, Item 1599-0026, to the Town of Middleton for the costs associated with centralizing HR and personnel operations.			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:			
<input checked="" type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of _____, 20____, a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>two (2) years from the signing date of the contract</u> with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b>  X: _____ Date: <u>12/21/18</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>ANDREW J SHEEHAN</u> Print Title: <u>TOWN ADMINISTRATOR</u>		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b>  X: _____ Date: <u>1/9/19</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Sean Cronin</u> Print Title: <u>DOR Senior Deputy Commissioner for Local Services</u>	



## COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under [Guidance For Vendors - Forms](#) or [www.mass.gov/osc](http://www.mass.gov/osc) under [OSD Forms](#).

<b>CONTRACTOR LEGAL NAME:</b> Town of Middleton (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> Executive Office for Administration and Finance <b>MMARS Department Code:</b> ANF	
<b>Legal Address:</b> (W-9, W-4,T&C): 48 South Main St., Middleton, MA 01949		<b>Business Mailing Address:</b>	
<b>Contract Manager:</b> Tanya Stepasiuk, Assistant Town Administrator/HR Coordinator		<b>Billing Address (if different):</b>	
<b>E-Mail:</b> tanya.stepasiuk@middletonma.gov		<b>Contract Manager:</b> Sean Powers	
<b>Phone:</b> (978) 777-3617	<b>Fax:</b>	<b>E-Mail:</b> powersse@dor.state.ma.us	
<b>Contractor Vendor Code:</b> VC6000191884		<b>Phone:</b> 617-626-2345	<b>Fax:</b>
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD001. (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b>	
<b>RFRR/Procurement or Other ID Number:</b>			
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants <u>815 CMR 2.00</u> ) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b> Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") <b>AMENDMENT TYPE:</b> (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following <b>COMMONWEALTH TERMS AND CONDITIONS</b> (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ <u>24,000</u> .			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___ % PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___ % PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Community Compact Grant: This award is being made through the Community Compact Grant Program, authorized by Chapter 154 of the Acts of 2018, Section 2, Item 1599-0026, to the Town of Middleton for the costs associated with inventorying and geo-coding assets.			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of _____, 20____, a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>two (2) years from the signing date of the contract</u> with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: _____ Date: <u>12/21/18</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Andrew J. Sheehan</u> Print Title: <u>Town Administrator</u>		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: _____ Date: <u>12/18</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Sean Cronin</u> Print Title: <u>DOR Senior Deputy Commissioner for Local Services</u>	

To Whom It May Concern:

My name is Jessica Sollazzo and I have been a resident of Middleton for almost 30 years. I have worked with the recreation department in the past as an employee at the summer park program, as well as assisted during events such as the pumpkin Festival and Christmas party. I also organized and carried out the production of The Middleton Idol event, which ran annually at the end of the summer from 2006-2009. I have two young children, and I recently started my own handmade craft business, so I think this is the perfect time to become more involved with the town. I think I would be a great asset to the recreation commission, and have many ideas I am excited to share.

Thank You,  
Jessica Sollazzo

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**Town of Middleton**  
Memorial Hall  
48 South Main Street  
Middleton, Massachusetts  
01949-2253  
978-774-3589  
[www.middletonma.gov](http://www.middletonma.gov)

## **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: Jessica Sollazzo Telephone: 978-799-6117

Address: 32 Peabody St. Middleton Bus. Telephone: \_\_\_\_\_

Email: [REDACTED]

Occupation: \_\_\_\_\_

Background Experience: I have worked with the Rec. Department as an employee

at the park program, as well as assisting during town events. I also organized  
The Middleton Idot event that ran annually at the end of the summer from 2006-2009.  
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.)

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Health         | <input checked="" type="checkbox"/> Recreation Commission                   |
| <input type="checkbox"/> Council on Aging        | <input type="checkbox"/> Historical Commission                              |
| <input type="checkbox"/> Finance Committee       | <input type="checkbox"/> Planning Board                                     |
| <input type="checkbox"/> Board of Appeals        | <input type="checkbox"/> Scholarship Committee                              |
| <input type="checkbox"/> Master Plan Committee   | <input type="checkbox"/> Library Services                                   |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Industrial Commercial Development Review Committee |
| <input type="checkbox"/> Cultural Council        | <input type="checkbox"/> Zoning Bylaw Review Committee                      |

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?

Recreation Commission

Jessica Sollazzo  
Signature  
Please submit all responses to the Town Administrator's Office via the mailing address above or via email at:  
[michelle.creasi@middletonma.gov](mailto:michelle.creasi@middletonma.gov)

12/12/18  
Date

**MANN & MANN, P.C.**  
COUNSELLORS AT LAW

JILL ELMSTROM MANN†\*  
KURT P. MANN†\*  
MELISSA GNOZA OGDEN†  
†Admitted to practice in Massachusetts  
\*Admitted to practice in New York

December 31, 2018

Middleton Board of Selectmen  
Attention: Andrew Sheehan, Town Administrator  
48 South Main Street  
Middleton, MA 01949

RE: Street Acceptance – Lewis Drive, Middleton  
PRIMECAP LLC - Developer

Dear Members of the Board:

Please be advised that the undersigned is legal counsel for PRIMECAP LLC, the developer (the "Developer") of the residential subdivision known as Lewis Drive (the "Subdivision") the details of which are set forth on the plans approved by the Planning Board entitled "Definitive Subdivision Modification Plan - Lewis Drive recorded with the Southern Essex District Registry of Deeds in Plan Book 437, Plan 97 (the "Definitive Plan") as amended by a plan entitled "Plan of Land in Middleton" recorded with the Registry of Deeds in Plan Book 449, Plan 43 ("ANR Plan 1") and a plan entitle "Plan of Land in Middleton, MA" recorded with the Registry of Deeds in Plan Book 464, 62 ("ANR Plan 2", together with the Definitive Plan and ANR Plan 1 collectively the "Approved Plans"). In my capacity as local land use counsel, the Developer has asked me to assist in securing the laying out and acceptance of Lewis Drive as a public way by the Town of Middleton.

In furtherance of the following, the Developer provides the Town with the following:

1. *Title Certification:* A title certification running to the benefit of the Town confirming the right and title of the Developer to convey the fee interest in Lewis Drive and the drainage and sight distance easements to the Town. Three (3) copies of which are attached as Exhibit A.
2. *Copies of Deeds and Other Instruments:* Copies of the deed into the Developer and copies of all the deeds from the Developer for each of the lots in the Subdivision. Three (3) copies of which are attached as Exhibit B.
3. *As-Built/Street Acceptance Plans:* Prepared by Hancock Associates, a Massachusetts Registered Professional Engineer and Professional Land Surveyor, showing the Lewis

S:\3 Closed\Sokolow, R (Lewis Drive) 2017-07\Street Acceptance\Submission\ltr to Town.docx

191 South Main Street, Suite 104  
Middleton, Massachusetts 01949  
Telephone: 978-762-6238  
Facsimile: 978-762-6434

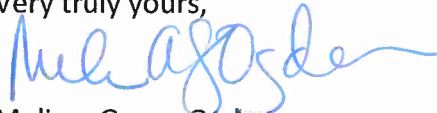
Direct Email: [jill@mannpc.com](mailto:jill@mannpc.com)  
[kurt@mannpc.com](mailto:kurt@mannpc.com)  
[melissa@mannpc.com](mailto:melissa@mannpc.com)

Drive and all utilities, public and private, above and below grade, and in compliance with the other requirements of the Subdivision Rules and Regulations. Three (3) copies of which are attached as Exhibit C.

4. *Definitive Subdivision Plans*: These plans contain a sufficient description of the roadway and easement such that additional legal descriptions are not necessary. Three (3) copies of which are attached as Exhibit D.
5. *Draft Warrant Article and Copy of Proposed Deed to the Town with all easements noted therein*. Three (3) copies of which are attached as Exhibit E.

Please place this matter for discussion on the agenda of the Selectmen's next regular meeting. Your kind attention is greatly appreciated.

Very truly yours,



Melissa Gnoza Ogden

Enclosures

cc: Scott Fitzpatrick, Public Works Superintendent  
Katrina O'Leary, Planning Coordinator  
Richard Sokolow, Manager  
Jill Elmstrom Mann, Esq.