

Town of Middleton Massachusetts



Annual Town Meeting

Tuesday, May 14, 2019, 7:00 P.M.

Annual Town Meeting Warrant for
Fiscal Year 2020

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

Town Warrant Dedications

Congratulations to the following recent retirees from Town service:

Donald Carter	Treasurer-Collector
Gary Lacey	Police Officer
James Hannon	Firefighter
Judy A. Gallerie	Librarian, Flint Public Library
Claudia R. Johnson	Librarian, Flint Public Library
Lynn M. Murphy	Town Moderator
Patricia A. Ohlson	Board of Assessors
Beverly A. Popielski	Planning Board

We appreciate all those who serve the Town and thank our retirees for your outstanding dedication and service to the residents of Middleton.

Middleton Board of Selectmen

Kosta E. Prentakis, Chairperson

Rick Kassiotis, Clerk

Timothy P. Houten

Brian M. Cresta

Todd Moreschi

Andrew J. Sheehan, Town Administrator

Tanya Stepasiuk, Assistant Town Administrator/Human Resources Coordinator

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May 14, 2019**

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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.middletonma.gov/list.aspx**



**FINANCE COMMITTEE
TOWN OF MIDDLETON
Report for Annual Town Meeting
May 14, 2019**

April 10, 2019

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 26 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 6 of the Annual Town Meeting Warrant is the Omnibus budget for FY20. 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 FY20 budget is \$36,682,049. This is an increase of 4.2%. The following table outlines the budget changes:

<i>Description</i>	<i>FY20</i>	<i>% to Total</i>	<i>FY19</i>	<i>% to Total</i>	<i>\$ Change</i>	<i>% Change</i>
Town	\$13,014,925	35%	\$12,503,784	36%	\$511,141	4.1%
Schools	\$23,667,124	65%	\$22,495,895	64%	\$1,171,229	5.2%
Total	\$36,682,049		\$34,999,679		\$1,682,370	4.8%

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

<i>Art.</i>	<i>Description</i>	<i>Proposed Spending</i>	<i>Source</i>
6	Omnibus Budget	\$35,967,851	Taxation
		\$22,792	Weights and Measures Transfer
		\$475,000	Ambulance Fund Transfer
		\$154,406	PEG Transfer
		\$62,000	SPED Stabilization Fund
	General Fund Totals	\$36,682,049	

Included in the budget is increased services in the following departments:

<i>Department</i>	<i>Position</i>
Fire	Full-time Fire Fighter
Fire	Part-time Clerk
Clerk	Increased hours for Archivist/Laser fiche
Conservation	Increase hours for compliance

We estimate the impact of the budget to the Tax Rate for FY2020 to be \$0.45 with the approval of the Operating Budget. The projected impact of approving the Operating Budget would increase taxes on a home valued at \$608,000 by \$272.

Town Meeting is also being asked to approve various capital projects in Article 16 paid from Free Cash \$693,967, Ambulance \$55,300, and Overlay \$199,027. 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 Spending	Dept Sum	\$ Requested
<i>DPW</i>	<i>\$344,000</i>	
Bobcat Skid		\$55,000
F250 pickup		\$40,000
Asphalt Hot Box		\$22,000
Asphalt Roller & Trailer		\$21,000
Additional highway improvements		\$100,000
Brigadoon sidewalks		\$75,000
Transfer station roll off containers		\$17,000
Repairs to roll off containers		\$3,500
Cemetery mower		\$10,500
<i>Police</i>	<i>\$136,130</i>	
Rifles		\$1,400
Tasers		\$18,750
Patrol Vehicles		\$102,000
Shredder & Copier		\$2,800
Outfits and training new officers		\$11,180
<i>Fire</i>	<i>\$109,595</i>	
SCBA		\$9,000
Squad 5 pump		\$9,000
Air bags		\$2,250
Ladder 1 lighting		\$5,700
Ballistic vest & helmets		\$8,300
4 AED's		\$10,000
Ambulance load system		\$34,000
Stair chairs		\$8,600
CPR mannequin		\$2,700
Training new firefigh\tparamedic		\$20,045
<i>IT</i>	<i>\$27,500</i>	
Fire station server and network switches		\$5,000
Town hall network switches		\$2,000
Backup hardware		\$1,500
Multipurpose printer		\$19,000
<i>Facilities</i>	<i>\$46,800</i>	
Memorial Hall		\$39,300
Old Town Hall		\$7,500
<i>Administration</i>	<i>\$78,557</i>	
BOH Ford Escape		\$25,430
Building Dept. F-150		\$29,100
ClearGov Budget Module		\$9,300
HR Software		\$14,727
<i>Middleton Public Schools</i>		
	<i>\$185,947</i>	
Fuller-technology end users		\$34,198
Fuller technology-technology infrastructure		\$15,000
Fuller -building interior		\$22,500
Fuller-playground equipment and parking lot		\$15,000
Howe-technology end users		\$84,249
Howe-technology infrastructure		\$15,000
<i>Essex Tech</i>	<i>\$19,765</i>	
Capital Improvements		\$19,765
	<i>\$948,294</i>	<i>\$948,294</i>

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

Other Art:	Description	Sponsor	Amount of			Overlay Reserve	Ambulance Fund	Other Funding Sources		Fincom	Comments	Assigned
			Article	Free Cash	CPA							
1	Committee Reports	Moderator	N/A							N/A		John E
2	Snow Removal Deficit	BOS\Fincom	TBA	TBA						TBA		George
3	Golf Course maintenance	BOS\Fincom	\$25,000	\$25,000						Yes		Toni
4	FY19 Operation Budget	BOS\Fincom	TBA	TBA						TBA		George
5	Personnel Plan	BOS	N/A							Yes		George
6	Omnibus Budget FY20	BOS\Fincom	\$36,682,049							Yes	Various Funding Sources	John E
7	Community Preservation Budget	CPC	\$235,148		\$235,148					Yes		John M
8	Community Preservation Expenditure	CPC	\$113,500		\$113,500					Yes	Park irrigation & Digitize Records	John M
9	Reauthorize Various Revolvers	BOS	\$80,000						\$80,000	Yes	Funding from Service fee	Michelle
10	Sewer Enterprise Expenses	Dept\BOS\Fincom	\$110,961						\$110,961	Yes	Funding from Sewer fees	Michelle
11	Water Enterprise Fund	Dept\BOS\Fincom	\$259,602						\$259,602	Yes	Funding from Water fees	Michelle
12	BRAVE Act	BOA\VS	N/A						N/A	Yes		George
13	MELD Payment in lieu of taxes (PILOT)	MELD	N/A							Yes	\$176,100 payment	Toni
14	MELD expenditures	MELD	Unknown							Yes		Toni
15	North Liberty Culvert	DPW	TBA						TBA	Yes	Chapter 90	Richard
16	Capital Projects	BOS\Fincom	\$948,294	\$693,967		\$199,027	\$55,300			Yes		Richard
17	Masconomet Capital\Stabilization	Masconomet	\$159,795	\$159,795						Yes	Free Cash	Richard
18	Stabilization Funding	BOS\Fincom	\$200,000	\$200,000						Yes	1) \$50,000 from Free Cash to OPEB Liability Irrevocable Trust Fund; 2) \$50,000 Stabilization Fund to Capital Stabilization Fund; 3) \$50,000 Stabilization Fund to SPED Stabilization Fund; 4.) \$50,000 Main Stabilization Fund	Richard
19	Easements for North Liberty Street Bridge	BOS	N/A							Deferred	BOS	Jason
20	Amend Chapter 169	BOS	N/A							Deferred	BOS	Jason
21	Amend Chapter 1 section 1-2	BOS	N/A							Deferred	BOS	Jason
22	Exemption Chapter 54 Section 24	BOS\Clerk	N/A							Deferred	BOS	John E
23	Annual Town Report	Citizen	N/A							Yes		John E
24	Public Broadcast	Citizen	N/A							TBA		Richard
25	Amend Chapter 270 Article II	BOS	N/A							Deferred	BOS	John M
26	Street Acceptance Lewis Drive	BOS	N/A							Deferred	Planning Board	John M
			\$38,814,349	\$1,078,762	\$348,648	\$199,027	\$55,300	\$450,563				

The Finance Board welcomes its new member Jason Vining, thank you Jason for volunteering your time for Middleton.

Finally, thank you for joining us at Town Meeting!

Sincerely,

Middleton Finance Committee

John Erickson, Co-Chair
Michelle Cresta
John Mahoney

Richard S. Gregorio, Co-Chair
George E. Dow Sr.
Toni Mertz

Jason Vining

COMMUNITY PRESERVATION PLAN TOWN OF MIDDLETON MARCH 18, 2019

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, 2021
John Erickson, Finance Committee, 2019
Anthony Tierno, Planning Board, 2021
Ilene Twiss, Housing Authority, 2020
Laurie York, Conservation Commission, 2019
Anne LeBlanc-Snyder, Historical Commission, 2020
Mary Ann Erickson, Citizen-at-large, 2021
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 18, 2019

Community Preservation Plan 2019 Annual Town Meeting Update

	ANTICIPATED REVENUE	OPEN SPACE RESERVE	HISTORIC PRESERVATION RESERVE	AFFORDABLE HOUSING RESERVE	FUND BALANCE	TOTAL AVAILABLE CPA FUNDS	PROJECT TOTAL
6/30/19 Projected balances		\$449	\$449	\$56,985	\$13,544	\$71,427	
				RECEIVABLE	\$0		
				CASH BALANCE	\$13,544		
Fiscal Year 2020 Revenue							
FY20 Anticipated Town Share (Estimated)	230,000						
FY20 State Match Based on 10% of FY19 (Estimated)	21,000						
	\$251,000	\$31,641	\$31,641	\$31,641	\$156,077		
Fiscal Year 2019 Expenses							
Flint Public Library Renovation and Expansion 5/10/05 ATM (HP)			(32,090)		(30,660)		62,750
Debt service on 11 South Main Land Purchase 5/11/10 ATM (OS)		(32,090)			(8,235)		40,325
Community Preservation Committee Administration Budget					(1,150)		1,150
Rubchinuk Park Irrigation ®					(24,500)		
Digitize Historic Records (HP)					(89,000)		
Interest Earned							
Unused Appropriations							
6/30/20 Balances		\$0	\$0	\$88,626	\$16,076	\$104,702	
				RECEIVABLE	\$0		
				CASH BALANCE	\$16,076		

**TOWN OF MIDDLETON
ANNUAL TOWN MEETING
THE COMMONWEALTH OF MASSACHUSETTS
MAY 14, 2019**

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 14th, 2019 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 for snow and ice removal.

ARTICLE 3. 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 maintenance of the Middleton Golf Course; or take any other action relative thereto.

Purpose: This article will fund the maintenance of the Middleton Golf Course located at 105 South Main Street.

ARTICLE 4. 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 2019 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.

FY2020 FINANCIAL ARTICLES

ARTICLE 5. 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.

See page 38 for full Compensation Plan

ARTICLE 6. 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 2020; 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				
Summary of Fiscal Year 2019 and Proposed 2020 Operating Budget Totals				
	Fiscal Year 2019	Fiscal Year 2020	(Decrease) Increase In Dollars \$	Percent + or - Change
Town Operating Budgets	\$8,593,328	\$8,871,849	\$278,521	3.2%
Health Insurance, Retirement, Unclassified	\$2,627,621	\$2,661,981	\$34,360	1.3%
Town Debt Service (offset by CPA funding)	\$1,282,835	\$1,481,095	\$198,260	15.5%
Town General Government Totals	\$12,503,784	\$13,014,925	\$511,141	4.1%
<u>Schools</u>				
Local School Budget	\$11,883,149	\$12,538,943	\$655,794	5.5%
Masconomet Budget	\$9,795,231	\$10,350,504	\$555,273	5.7%
Essex Technical High School Budget	\$817,515	\$777,677	(\$39,838)	-4.9%
All School Totals	\$22,495,895	\$23,667,124	\$1,171,229	5.2%
Operating Budget Totals	\$34,999,679	\$36,682,049	\$1,682,370	4.8%

	Actual FY 2017	Actual FY 2018	Approved FY 2019	Department Requested FY 2020	Selectmen Finance Committee Recommendation FY 2020
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	256,493	253,437	264,658	269,177	269,117
5200 Purchase of Services/Supplies	19,106	36,229	30,820	31,480	31,480
DEPARTMENT TOTAL	\$275,599	\$289,666	\$295,478	\$300,657	\$300,597
Department #131 FINANCE COMMITTEE					
5100 Personal Services	1,190	1,220	2,009	2,059	2,059
5200 Purchase of Service/Supplies	1,680	1,535	1,500	1,780	1,780
5200 Reserve fund (Budget Shown)	30,000	70,000	100,000	100,000	100,000
DEPARTMENT TOTAL	\$32,870	\$72,755	\$103,509	\$103,839	\$103,839
Department #135 TOWN ACCOUNTANT					
5100 Personal Services	113,710	116,919	127,242	128,177	128,177
5200 Purchase of Services/Supplies	32,229	23,670	36,275	37,775	37,775
5800 Capital Outlay	0	788	0	0	0
DEPARTMENT TOTAL	\$145,939	\$141,377	\$163,517	\$165,952	\$165,952
Department #141 ASSESSORS					
5100 Personal Services	150,092	153,738	158,081	170,010	166,393
5200 Purchase of Services/Supplies	17,758	16,577	19,940	19,940	20,510
DEPARTMENT TOTAL	\$167,850	\$170,315	\$178,021	\$189,950	\$186,903
Department #145 TREASURER/COLLECTOR					
5100 Personal Services	169,899	181,460	175,056	182,813	182,813
5200 Purchase of Services/Supplies	37,710	30,273	42,750	40,450	40,450
DEPARTMENT TOTAL	\$207,609	\$211,733	\$217,806	\$223,263	\$223,263

	Actual FY 2017	Actual FY 2018	Approved FY 2019	Department Requested FY 2020	Selectmen Finance Committee Recommendation FY 2020
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	85,458	86,500	90,000	90,000
DEPARTMENT TOTAL	\$60,000	\$85,458	\$86,500	\$90,000	\$90,000
Department #155 INFORMATION TECHNOLOGY					
5100 Personal Services	50,523	46,811	91,029	69,458	70,149
5200 Purchase of Services/Supplies	99,801	141,207	191,080	207,056	202,500
DEPARTMENT TOTAL	\$150,325	\$188,018	\$282,109	\$276,514	\$272,649
Department #161 TOWN CLERK					
5100 Personal Services	109,269	109,629	114,918	138,520	133,770
5200 Purchase of Services/Supplies	7,581	6,442	12,800	12,990	12,990
5800 Capital Outlay	3,510	3,075	7,000	12,500	12,500
DEPARTMENT TOTAL	\$120,359	\$119,146	\$134,718	\$164,010	\$159,260
Department #162 ELECTIONS/ REGISTRATIONS					
5100 Personal Services	17,027	8,953	28,830	26,488	26,088
5200 Purchase of Services/Supplies	6,769	5,510	11,644	13,250	13,250
DEPARTMENT TOTAL	\$23,796	\$14,463	\$40,474	\$39,738	\$39,338
Department #171 CONSERVATION COMMISSION					
5100 Personal Services	34,489	47,449	57,212	74,329	74,329
5200 Purchase of Services/Supplies	2,105	2,164	4,850	4,850	4,850
DEPARTMENT TOTAL	\$36,594	\$49,613	\$62,062	\$79,179	\$79,179

	Actual FY 2017	Actual FY 2018	Approved FY 2019	Department Requested FY 2020	Selectmen Finance Committee Recommendation FY 2020
Department #175 PLANNING BOARD					
5100 Personal Services	70,773	89,824	93,967	96,479	96,479
5200 Purchase of Services/Supplies	5,984	5,455	8,680	8,680	8,680
DEPARTMENT TOTAL	\$76,758	\$95,279	\$102,647	\$105,159	\$105,159
Department #176 BOARD OF APPEALS					
5100 Personal Services	1,377	1,220	2,250	2,304	2,304
5200 Purchase of Services/Supplies	937	1,917	2,050	2,050	2,050
DEPARTMENT TOTAL	\$2,315	\$3,137	\$4,300	\$4,354	\$4,354
Department #181 MASTER PLAN COMMITTEE/LAND ACQUISITION					
5100 Personal Services	714	610	1,125	1,152	1,152
5200 Purchase of Services/Supplies	0	0	100	100	100
DEPARTMENT TOTAL	\$714	\$610	\$1,225	\$1,252	\$1,252
Department #192 TOWN BUILDINGS					
5100 Personal Services	35,991	38,225	39,816	40,811	40,811
5200 Purchase of Services/Supplies	61,862	64,222	69,325	76,825	76,825
DEPARTMENT TOTAL	\$97,854	\$102,447	\$109,141	\$117,636	\$117,636
Department #195 TOWN REPORTS					
195 Town Warrants/Reports	2,412	2,383	5,000	5,500	5,500
DEPARTMENT TOTAL	\$2,412	\$2,383	\$5,000	\$5,500	\$5,500
TOTAL GEN. GOVERNMENT FUNCTION 100	\$1,403,694	\$1,549,099	\$1,789,207	\$1,869,703	\$1,857,581
FUND: 01 GENERAL FUND					

	Actual FY 2017	Actual FY 2018	Approved FY 2019	Department Requested FY 2020	Selectmen Finance Committee Recommendation FY 2020
FUNCTION 200: PUBLIC SAFETY					
Department #210 POLICE DEPARTMENT					
5100 Personal Services	1,403,629	1,442,884	1,585,895	1,621,528	1,594,130
5200 Purchase of Services/Supplies	203,581	189,142	239,301	246,443	246,443
5800 Capital Outlay	5,950	17,000	50,000	50,000	50,000
DEPARTMENT TOTAL	\$1,613,161	\$1,649,027	\$1,875,196	\$1,917,971	\$1,890,573
Department #220 FIRE DEPARTMENT					
5100 Personal Services	1,452,224	1,511,158	1,686,792	1,781,170	1,765,384
5200 Purchase of Services/Supplies	165,830	175,990	205,176	217,805	217,805
5800 Capital Outlay	13,857	18,000	18,000	18,000	18,000
DEPARTMENT TOTAL	\$1,631,910	\$1,705,148	\$1,909,968	\$2,016,975	\$2,001,189
Department #241 INSPECTIONS DEPARTMENT					
5100 Personal Services	204,715	214,346	229,894	236,693	236,693
5200 Purchase of Services/Supplies	25,559	23,056	32,340	32,340	32,800
DEPARTMENT TOTAL	\$230,274	\$237,402	\$262,234	\$269,033	\$269,493
Department #292 ANIMAL CONTROL					
5100 Personal Services	22,442	19,957	23,438	22,732	22,732
5200 Purchase of Services/Supplies	1,541	1,457	3,200	4,400	4,400
DEPARTMENT TOTAL	\$23,983	\$21,414	\$26,638	\$27,132	\$27,132
Department #296 TOWN CONSTABLE					
5100 Personal Services	200	200	200	200	200
DEPARTMENT TOTAL	\$200	\$200	\$200	\$200	\$200
TOTAL PUBLIC SAFETY FUNCTION 200	\$3,499,528	\$3,613,191	\$4,074,236	\$4,231,311	\$4,188,587

	Actual FY 2017	Actual FY 2018	Approved FY 2019	Department Requested FY 2020	Selectmen Finance Committee Recommendation FY 2020
FUND: 01 GENERAL FUND					
FUNCTION: 300: EDUCATION					
Department #301 MIDDLETON SCHOOL DEPARTMENT					
5100 Personal Services	7,396,852	7,802,416	8,300,801	8,760,308	8,624,747
5200 Purchase of Services /Supplies	3,015,809	3,358,161	3,582,348	4,192,616	3,914,196
DEPARTMENT TOTAL	\$10,412,661	\$11,160,577	\$11,883,149	\$12,952,924	\$12,538,943
Department #314 MASCONOMET SCHOOL DISTRICT					
5600 Intergovernmental Payments (Middleton's Assessment)	9,116,409	9,241,983	9,415,414	9,968,124	9,968,124
5900 Masconomet Debt Service	387,861	384,138	379,817	382,380	382,380
DEPARTMENT TOTAL	\$9,504,270	\$9,626,121	\$9,795,231	\$10,350,504	\$10,350,504
Department #315 NORTH SHORE ESSEX AGRICULTURAL AND VOCATIONAL SCHOOL DISTRICT					
5600 Intergovernmental Payments (Middleton's Assessment)	536,848	539,119	731,689	699,698	699,698
5900 NSEAVSD Debt Service	61,910	69,732	85,826	77,979	77,979
DEPARTMENT TOTAL	\$598,758	\$608,851	\$817,515	\$777,677	\$777,677
TOTAL SCHOOL DEPARTMENT FUNCTION 300: EDUCATION	\$20,515,689	\$21,395,549	\$22,495,895	\$24,081,105	\$23,667,124

	Actual FY 2017	Actual FY 2018	Approved FY 2019	Department Requested FY 2020	Selectmen Finance Committee Recommendation FY 2020
FUND: 01 GENERAL FUND					
FUNCTION 400: PUBLIC WORKS					
Department #420 PUBLIC WORKS DEPARTMENT					
5100 Personal Services	544,658	573,221	650,238	674,861	674,861
5200 Purchase of Services/Supplies	284,883	277,587	291,400	320,521	300,981
5800 Capital Outlay	19,000	18,830	19,000	19,000	19,000
DEPARTMENT TOTAL	\$848,541	\$869,637	\$960,638	\$1,014,382	\$994,842
Department #423 SNOW AND ICE					
5100 Personal Services	46,299	43,544	60,000	60,000	60,000
5200 Purchase of Services/Supplies	281,621	255,344	189,500	209,500	209,500
DEPARTMENT TOTAL	\$327,920	\$298,888	\$249,500	\$269,500	\$269,500
Department #425 TRANSFER STA./SOLID WASTE					
5100 Personal Services	103,387	102,000	125,808	133,322	133,322
5200 Purchase of Services/Supplies	254,790	254,193	278,000	294,276	294,276
DEPARTMENT TOTAL	\$358,177	\$356,193	\$403,808	\$427,598	\$427,598
TOTAL PUBLIC WORKS	\$1,534,639	\$1,524,719	\$1,613,946	\$1,711,480	\$1,691,940

	Actual FY 2017	Actual FY 2018	Approved FY 2019	Department Requested FY 2020	Selectmen Finance Committee Recommendation FY 2020
FUND: 01 GENERAL FUND					
FUNCTION 500: HUMAN SERVICES					
Department #511 BOARD OF HEALTH					
5100 Personal Services	100,405	104,616	107,878	110,681	110,681
5200 Purchase of Services/Supplies	22,993	21,700	26,825	28,325	28,785
DEPARTMENT TOTAL	\$123,398	\$126,316	\$134,703	\$139,006	\$139,466
Department #541 COUNCIL ON AGING					
5100 Personal Services	150,471	145,875	157,612	169,655	169,655
5200 Purchase of Services/Supplies	38,780	45,631	48,688	57,710	59,006
5800 Capital Outlay	1,325	1,500	1,500	1,500	1,500
DEPARTMENT TOTAL	\$190,576	\$193,006	\$207,800	\$228,865	\$230,161
Department #543 VETERAN SERVICE OFFICER					
5100 Personal Services	14,471	27,097	26,948	17,550	17,550
5200 Purchase of Services/Supplies	97,007	78,522	106,750	106,750	86,750
DEPARTMENT TOTAL	\$111,477	\$105,619	\$133,698	\$124,300	\$104,300
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
Department #548 MIDDLETON GARDEN CLUB					
5200 Purchase of Services	3,213	2,777	5,000	5,000	5,000
DEPARTMENT TOTAL	\$3,213	\$2,777	\$5,000	\$5,000	\$5,000
TOTAL HUMAN SERVICES FUNCTION 500	\$457,165	\$456,218	\$509,701	\$525,671	\$507,427

	Actual FY 2017	Actual FY 2018	Approved FY 2019	Department Requested FY 2020	Selectmen Finance Committee Recommendation FY 2020
FUND: 01 GENERAL FUND					
FUNCTION 600: CULTURE & RECREATION					
Department #610 FLINT PUBLIC LIBRARY					
5100 Personal Services	317,773	342,490	371,499	404,133	385,870
5200 Purchase of Services/Supplies	165,776	165,269	177,851	179,941	183,368
DEPARTMENT TOTAL	\$483,549	\$507,760	\$549,350	\$584,074	\$569,238
Department #630 RECREATION COMMISSION					
5100 Personal Services	16,010	18,255	21,538	21,726	21,726
5200 Purchase of Services/Supplies	14,385	19,126	24,350	24,350	24,350
DEPARTMENT TOTAL	\$30,395	\$37,381	\$45,888	\$46,076	\$46,076
Department #691 HISTORICAL COMMISSION					
5200 Purchase of Services	542	85	1,000	1,000	1,000
DEPARTMENT TOTAL	\$542	\$85	\$1,000	\$1,000	\$1,000
Department #692 MEMORIAL DAY					
5200 Purchase of Services	4,017	5,928	5,000	5,000	5,000
DEPARTMENT TOTAL	\$4,017	\$5,928	\$5,000	\$5,000	\$5,000
Department #693 CHIEF WILLS DAY FAMILY FESTIVAL					
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
TOTAL CULTURE & REC. FUNCTION 600	\$523,504	\$556,154	\$606,238	\$641,150	\$626,314

	Actual FY 2017	Actual FY 2018	Approved FY 2019	Department Requested FY 2020	Selectmen Finance Committee Recommendation FY 2020
FUND: 01 GENERAL FUND					
FUNCTION 700: DEBT SERVICE					
Department #710 DEBT SERVICE					
5801 Principal	742,314	863,640	819,475	887,250	887,250
5915 Interest	507,147	495,287	463,360	434,095	593,845
TOTAL DEBT SERVICE FUNCTION 700	\$1,249,461	\$1,358,927	\$1,282,835	\$1,321,345	\$1,481,095
FUND: 01 GENERAL FUND					
FUNCTION 900: UNCLASSIFIED					
Department: UNCLASSIFIED					
910 Compensation Reserve	7,155	8,685	40,000	40,000	40,000
911 Retirement	1,188,311	1,300,187	1,409,336	1,475,022	1,460,009
913 Unemployment	772	6,638	10,000	10,000	10,000
914 Health Insurance	694,249	765,596	869,035	886,972	846,972
915 Group Insurance	1,794	2,521	3,000	3,000	3,000
916 Medicare	78,378	84,945	90,000	95,000	95,000
945 All Other Insurance	146,016	166,691	206,250	216,200	207,000
DEPARTMENT TOTAL	\$2,116,674	\$2,335,264	\$2,627,621	\$2,726,194	\$2,661,981
TOTAL OPERATING BUDGET	\$31,300,354	\$32,789,121	\$34,999,679	\$37,107,959	\$36,682,049
GENERAL FUND 01					

ARTICLE 7. 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 2020 with each item to be considered a separate appropriation; or take any other action relative thereto.

Proposed Fiscal Year 2020 Community Preservation Budget

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2020 Community Preservation Fund Revenues, unless otherwise specified for Fiscal Year 2020 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	\$31,641	FY 2020 Estimated CPA Receipts
Reserves: Historic Resources	\$31,641	FY 2020 Estimated CPA Receipts
Reserves: Community Housing	\$31,641	FY 2020 Estimated CPA Receipts
 B) Flint Library Debt Service	 \$62,750	 \$32,090 from Historic Resources Reserve and \$30,660 from Fund Balance
 C) 11 South Main St. Debt Service	 \$40,325	 \$32,090 from Open Space Reserve and \$8,2354 from Fund Balance
 D) CPA Committee Admin. Expenses	 \$1,150	 From Fund Balance
 Community Preservation Total	 \$235,148	

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 2020 are estimated at \$251,000 and is composed of the estimated receipts from the local surcharge of \$230,000 and monies from the State Trust Fund, which will make its fifteenth payment in October of 2019 providing an additional estimated \$21,000 in matching funds based upon the local share raised in FY 2019.

ARTICLE 8. 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 2020 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) Rubchinuk Park irrigation	\$24,500	Fund Balance
B) Digitize Historic Records	\$89,000	Fund Balance
Community Preservation Total	\$ 113,500	

ARTICLE 9. 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 10. On petition of the Town Accountant, Public Works Superintendent, Board of Selectmen, and Finance Committee, to see if the Town will vote to appropriate a certain sum from the Sewer Enterprise receipts to pay expenses and contractual services required to operate the Sewer Enterprise Fund for Fiscal Year 2020; or take any other action relative thereto.

Direct Costs	
SESD Assessment	\$105,000
Expenses	\$100
Extra/Unforeseen	\$1,000
Total Direct Costs:	\$106,100
Indirect Costs *	
Salaries and Wages	\$4,346
Insurance & Benefits	\$515
Total Indirect Costs:	\$4,861
Total FY2020 Budget	\$110,961

**(to be raised and appropriated in the General Fund Operating Budget)*

Town shall raise the sum of \$106,100 or any other sum from the Sewer Enterprise Revenues and to approve the sum of \$4,861 of indirect costs appropriated in the general fund under article 8 to be funded from Sewer Enterprise Revenues.”

ARTICLE 11. On petition of the Town Accountant, Public Works Superintendent, Board of Selectmen, and Finance Committee, to see if the Town will vote to appropriate a certain sum from the Water Enterprise receipts to pay expenses and contractual services required to operate the Water Enterprise Fund for Fiscal Year 2020; or take any other action relative thereto.

Direct Costs	
Salaries and Wages	\$110,768
Capital Outlay	0
Debt Service	\$11,285
Expenses	\$116,600
Total Direct Costs:	\$238,653

Indirect Costs *	
Salaries and Wages	\$13,530
Insurance & Benefits	\$7,419
Total Indirect Costs:	\$20,949

Total FY2020 Budget	\$259,602
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**(to be raised and appropriated in the General Fund Operating Budget)*

Town shall raise the sum of \$238,653 or any other sum from the Water Enterprise Revenues and to approve the sum of \$20,949 of indirect costs appropriated in the general fund under article 8 to be funded from Water Enterprise Revenues.”

ARTICLE 12. On petition of the Board of Assessors and Director of Veterans Services, to see if the Town will vote to accept Clause 22G of Section 5 of Chapter 59 of the General Laws (also referenced in Section 15 of Chapter 218 of the Acts of 2018), known as the BRAVE Act, to allow veterans or their surviving spouses whose domicile is owned by a trustee, conservator, or other fiduciary for the person’s benefit to be eligible for exemption under Clause 22 if they would otherwise qualify, said acceptance to take effect in Fiscal Year 2020; or take any other action relative thereto.

Purpose: This article would expand eligibility for Clause 22 exemptions to veterans who did not name themselves as trustees at the time the home was conveyed to a trust. Under the previous version of Clause 22, a veteran who conveyed their home to a trust was only eligible for the exemption if they listed themselves as a trustee. This would apply to one Middleton resident.

ARTICLE 13. 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 14. 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 15. 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, 2019 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 16. 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 Capital expenditures for Fiscal Year 2020; 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>	Skid Steer Loader	55,000
	F350 Pickup Truck or similar	40,000
	Asphalt Hot Box, Roller, Trailer	43,000
	Paving to Supplement c. 90	100,000
	Sidewalk Improvements	75,000
	Roll-off Containers	20,500
	Lawnmower	10,500
	<i>Public Works subtotal</i>	344,000
<u>Police Department</u>	Patrol Rifles	1,400
	Taser replacement	18,750
	Patrol vehicles	102,000
	Office Shredder, Multifunction Copier	2,800
	Outfit, Train New Reserve Officers	11,180
	<i>Police subtotal</i>	136,130

<u>Fire Department</u>	Self-Contained Breathing Apparatus	9,000
	Replace Squad 5 Pump	9,000
	Replace Air Bags	2,250
	Replace Ladder 1 Lighting	5,700
	Ballistic Vests, Helmets	8,300
	Replace 4 AEDs	10,000
	Ambulance Load System	34,000
	Replace Stair Chairs	8,600
	CPR Mannequin	2,700
	Outfit, Train New Firefighter/Paramedic	20,045
Fire subtotal		109,595
<u>Information Technology</u>	Fire Department File-Print Server	4,000
	Memorial Hall Network Switches	2,000
	Memorial Hall NAS Backup Device	1,500
	Fire Dept. Network Switch	1,000
	Multifunction Copier-Printers: MH, COA, PD	19,000
Information Technology subtotal		27,500
<u>Facilities</u>	Memorial Hall Repairs, Maintenance	17,300
	Memorial Hall LED Lighting Upgrades	22,000
	COA Refinish Hardwood Flooring	7,500
Facilities subtotal		46,800
<u>Administration</u>	Board of Health Ford Escape or similar	25,430
	Building Dept. F150 or similar	29,100
	ClearGov Budget Module	9,300
	HR Software	14,727
TA/BOS subtotal		78,557
<u>Middleton Public Schools</u>	Fuller Meadow End-User Technology	34,198
	Fuller Meadow Technology Infrastructure	15,000
	Fuller Meadow Building Interior	22,500
	Fuller Meadow Playground, Parking Lot	15,000
	Howe Manning End User Technology	84,249
	Howe Manning Technology Infrastructure	15,000
Middleton schools subtotal		185,947
<u>Essex No. Shore Tech</u>	Capital contribution	19,765
Essex Tech subtotal		19,765
Capital Projects Total		\$ 948,294

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 17. On petition of the Masconomet School Committee and Superintendent, see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the sum of \$159,795 to fund Middleton’s share of the capital expenditures of the Masconomet Regional School District for Fiscal Year 2020 for the following:

- Woodshop Safety Measures \$40,000
- Sidewalk and Parking Lot Repairs \$60,000
- Stabilization Fund \$350,000
- Masconomet Total \$450,000

Middleton’s share \$159,795

Or take any other action relative thereto.

ARTICLE 18. 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 certain sums of money to the following reserve accounts:

- Stabilization Fund: \$50,000
- Capital Stabilization Fund: \$50,000
- Special Education Stabilization Fund: \$50,000
- Other Post-Employment Benefits Liability Irrevocable Trust Fund: \$50,000

Or take any other action relative thereto.

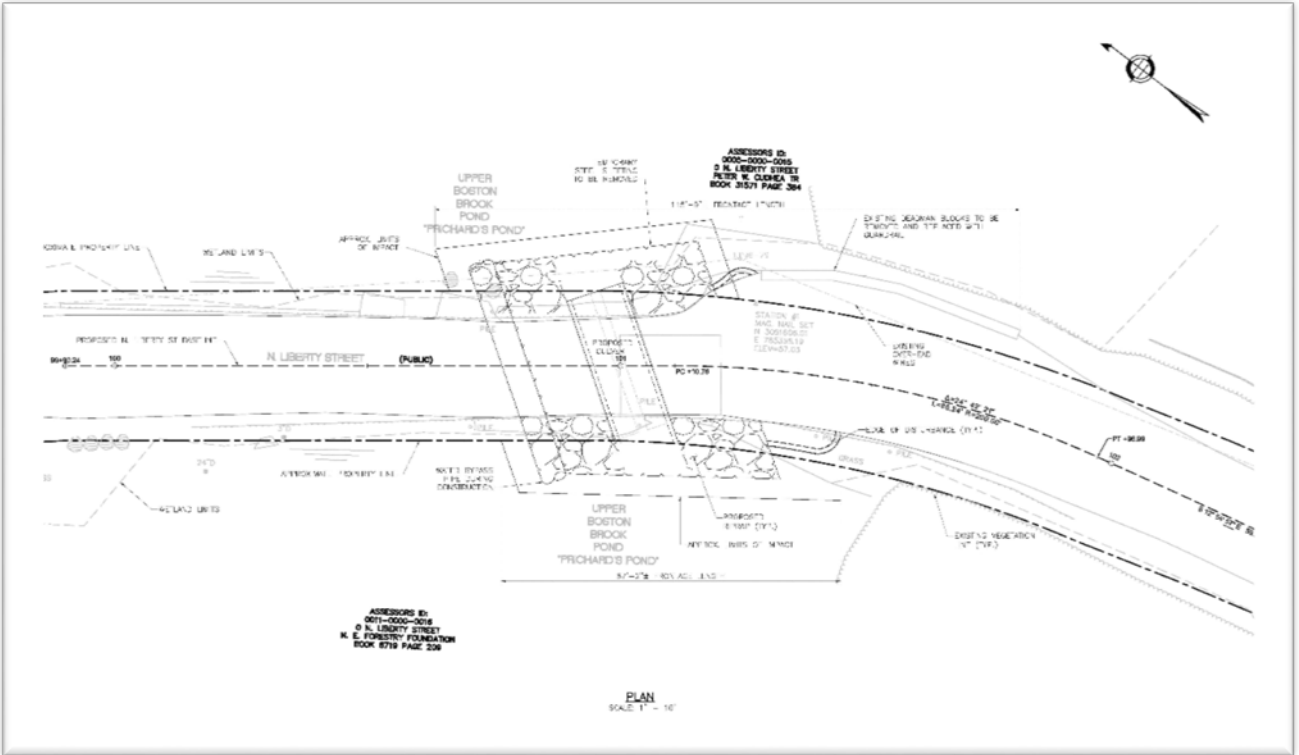
	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Proposed Free Cash Contribution	Stabilization Fund	Debt Service	Other	Notes
Public Works									
Parks & Recreation - Rubchinuk Park Irrigation(Phase1)			24,500						
Highway Division - Bobcat Skid Steer Replacement					55,000				
Highway Division - F250 Pickup Replacement					40,000				
Highway Division - Asphalt Hot Box					22,000				
Highway Division - Asphalt Roller/Trailer					21,000				
Highway Division - Chapter 90								300,000	Chapter 90
Highway Division - Maple Street/Liberty Street								172,000	Complete Streets Grant
Highway Division - North Liberty Culvert								500,000	Small Bridge Repair Grant
Highway Division - Additional Chapter 90		100,000							
Highway Division - Brigadoon Tree/Sidewalk (phase 1)		75,000							
Transfer Station - New Roll off Containers (2)					17,000				
Transfer Station - Repair Roll off Containers (1)					3,500				
Cemetery - Replace Scag 52" Mower					10,500				
Total Public Works	\$0	\$175,000	\$24,500	\$0	\$169,000	\$0	\$0	\$972,000	
Police									
Patrol Rifles Upgrades					1,400				
Taser Replacements					18,750				
Three Replacement Patrol Vehicles					102,000				
Office Shredder/Copier					2,800				
Outfit and Train 2 New Reserve Officers					11,180				
Total Police	\$0	\$0	\$0	\$0	\$136,130	\$0	\$0	\$0	
Fire									
Equipment - Replace self-contained breathing apparatus gear (SCBA)					9,000				
Replace Squad 5 Pump					9,000				
Replace air bags					2,250				
Replace Ladder 1 Lighting					5,700				
Ballistic Vests & Helmets					8,300				
Replace 4 AED's				10,000					
Ambulance Load System				34,000					
Replace Stair Chairs				8,600					
CPR Mannequin				2,700					
Training Costs for New Firefighter/Paramedic					20,045				
Total Fire	\$0	\$0	\$0	\$55,300	\$54,295	\$0	\$0	\$0	

	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Proposed Free Cash Contribution	Stabilization Fund	Debt Service	Other	Notes
Elementary Schools									
Fuller Meadow School - End-user technology					34,198				
Fuller Meadow School - Technology infrastructure					15,000				
Fuller Meadow School - Building Interior					22,500				
Fuller Meadow School - Playground Eqpt/Parking Lot					15,000				
Howe Manning School - End-user technology					84,249				
Howe Manning School - Technology infrastructure					15,000				
Elementary Schools Total	\$0	\$0	\$0	\$0	\$185,947	\$0	\$0	\$0	
Masconomet Regional School									
Contribution to Stabilization Fund for interim repairs					450,000				
Masconomet Regional School - Middleton Assessment at 35.51%	\$0	\$0	\$0	\$0	\$159,795	\$0	\$0	\$0	
Town Buildings - Memorial Hall									
Replace Memorial Hall Sign					6,500				
Paint Exterior Trim and Front Door Surface Maintenance					4,000				
Replace Shed					5,000				
Reset front Steps					1,800				
Upgrade Town Hall Lighting to LED					22,000				
Town Buildings - Memorial Hall	\$0	\$0	\$0	\$0	\$39,300	\$0	\$0	\$0	
Town Buildings - Old Town Hall									
Refinish Hardwood Flooring					7,500				
Town Buildings - Old Town Hall Total	\$0	\$0	\$0	\$0	\$7,500	\$0	\$0	\$0	
Flint Public Library									
Building system upgrades									
Technology updates									
Total Flint Public Library	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Information Technology									
IT - Five year replacement protocol file/print server at fire station					4,000				
IT- Replace network switches at Town Hall					2,000				
IT - NAS Device to store backup date at Town Hall					1,500				
IT - New network switch at Fire Station					1,000				
IT- Photocopy Machine with Managed Printer Services - Town Hall/COA/Police Dept					19,000				
Total Information Technology	\$0	\$0	\$0	\$0	\$27,500	\$0	\$0	\$0	

	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Proposed Free Cash Contribution	Stabilization Fund	Debt Service	Other	Notes
Essex Tech Capital contribution									
Essex Tech Capital contribution					19,765				
Total Other	\$0	\$0	\$0	\$0	\$19,765	\$0	\$0	\$0	
Administration									
Purchase New Ford Escape for Board of Health					25,430				
Purchase New Ford F-150 for Building Department					29,100				
Purchase of ClearGov Budget Module		9,300							
Purchase of LaserFiche Licensing			89,000						
Maintenance of Golf Course (FY19)					25,000				
IT - Remaining Purchase of HR Software (\$25,000 grant already received)		14,727							
Total Administration	\$0	\$24,027	\$89,000	\$0	\$79,530	\$0	\$0	\$0	
Financial Transfers									
Capital Stabilization					50,000				
SPED Stabilization					50,000				
OPEB Trust Fund					50,000				
General Stabilization Fund					50,000				
Financial Transfers	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	
Capital Budget Total	\$0	\$199,027	\$113,500	\$55,300	\$1,078,762	\$0	\$0	\$972,000	

CITIZEN PETITIONS, BYLAW ADOPTIONS, AND REAL PROPERTY

ARTICLE 19. On petition of the Board of Selectmen, to see if the Town will vote to authorize the Selectmen to acquire temporary easements necessary for the reconstruction of the North Liberty Street Bridge, as described on easement plans on file in the Office of the Town Clerk; or taken any action relative thereto.



ARTICLE 20. On petition of the Board of Selectmen, to see if the Town will vote to amend Chapter 169, Licenses and Permits, Article I Delinquent Taxpayers, by deleting the words shown in ~~bold strikethrough~~ and inserting the words in **underline and bold**; or taken any action relative thereto.

§ 169-1 List to be furnished.

The Treasurer-Collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges shall annually furnish each department, board, commission or division, hereinafter referred to as the "licensing authority," that issues licenses or permits, including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the "party," that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges ~~for not less than a twelve-month period~~, and that such party has not filed in good faith a pending application for an abatement of such tax or has a pending petition before the Appellate Tax Board.

§ 169-2 Denial, suspension or revocation of license or permit.

The licensing authority shall deny, revoke or suspend any license or permit, including renewals and transfers, of any party whose name appears on said list furnished to the licensing ~~board~~ **authority** from the Treasurer-Collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the Treasurer-Collector; provided, however, that written notice is given to the party and the Treasurer-Collector, as required by applicable provision of law, and the party is given a hearing, to be held not earlier than 14 days after said notice. Said list shall be a prima facie evidence for denial, revocation or suspension of said license or permit to any party. The Treasurer-Collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceedings at law, except for any appeal from such license denial, revocation, suspension. Any license or permit denied, suspended or revoked under this section shall not be issued or renewed until the licensing authority receives a certificate issued by the Treasurer-Collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges payable to the municipality as of the date of issuance of said certificate.

§ 169-3 Payment agreements.

Any party shall be given an opportunity to enter into a payment agreement with the Treasurer-Collector, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit, and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.

§ 169-4 Waiver.

The Board of Selectmen may waive such denial, suspension or revocation if it finds there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his immediate family, as defined in MGL c. 268A, ~~§ 1~~, in the business or activity conducted in or on said property.

§ 169-5 Exceptions.

This section shall not apply to the following licenses and permits granted under the General Laws of the Commonwealth of Massachusetts: open burning, MGL c. 48, § 13; bicycle permits, MGL c. 85, § 11A; sales of articles for charitable purposes, MGL c. 101, § 33; children work permits, MGL c. 149, § 69; clubs, associations dispensing food or beverage license, MGL c. 140, § 21E; dog licenses, MGL c. 140, § 137; fishing, hunting, trapping licenses, MGL c. 131, § 12; marriage licenses, MGL c. 207, § 28; and theatrical events, public exhibition permits, MGL c. 140, § 181.

Or take any action relative thereto.

Purpose: This article updates and modernizes Chapter 169.

ARTICLE 21. On petition of the Board of Selectmen, to see if the Town will vote to amend Chapter 1, Section 1-2 Non-Criminal Disposition, by deleting the words shown in ~~bold strikethrough~~ and inserting the words in **underline and bold**; or taken any action relative thereto.

1-1 Criminal Complaints

Whoever violates any provision of these bylaws may be penalized by indictment or on complaint brought in the District Court. Except as may be otherwise provided by law and as the District Court may see fit to impose, the maximum penalty for each violation, or offense brought in such manner, shall be \$300.

1-2 Noncriminal Disposition

A. In addition to the procedures for enforcement as described above, the provisions of these bylaws and the Board of Health Regulations entitled "Sale of Tobacco Products to Minors" may also be enforced by noncriminal complaint pursuant to the provisions of MGL c. 40, § 21D.

[Amended 11-29-2005 STM by Art. 10]

B. The Police Department, **Building Commissioner**, or in cases concerning the enforcement of the Board of Health Regulations entitled "Sale of Tobacco Products to Minors," agents of the Board of Health, as an alternative to initiating criminal proceedings may give to the offender a written notice to appear before the Clerk of the Salem District Court at any time during office hours, not later than 21 days after the date of such notice. Such notice shall be in triplicate and shall contain the name and address, if known, of the offender, the specific offense charged, and the time and place for his required appearance. Such notice should be signed by a police officer, **Building Commissioner**, or in cases concerning the enforcement of the Board of Health Regulations entitled "Sale of Tobacco Products to Minors," by an agent of the Board of Health, and shall be signed by the offender whenever practicable in acknowledgement that such notice has been received.

C. The notice shall be served and all the procedures followed as set out in said MGL c. 40, § 21D, as amended.

D. Each day, or portion of a day, that any violation is allowed to continue shall constitute a separate offense, beginning with the date of receipt of the notice and order issued pursuant to this bylaw. The penalty for violation of any provision of these bylaws shall be as each bylaw provides, and if there is no penalty the following shall apply:

[Amended 11-29-2005 STM by Art. 10]

- (1) First offense: written warning.
- (2) Second offense: \$100.
- (3) Third offense: \$200.
- (4) Fourth and subsequent offenses: \$300.

E. Without intending to limit the generality of the foregoing, it is the intention of this provision that all bylaws and sections of bylaws and the Board of Health Regulations entitled "Sale of Tobacco Products to Minors" are to be included within the scope of this section, that the specific penalties as set forth in the bylaws and sections of the bylaws and the Board of Health Regulations entitled "Sale of Tobacco Products to Minors" shall apply and that in addition to

police officers, who shall in all cases be considered enforcing persons for the purpose of this provision, the municipal personnel listed for each section, if any, and in cases concerning the enforcement of the Board of Health Regulations entitled "Sale of Tobacco Products to Minors" agents of the Board of Health shall also be enforcing persons for such sections.

ARTICLE 22. On petition of the Board of Selectmen and Town Clerk, to see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts for special legislation in the form set forth below exempting the Town of Middleton from Chapter 54, Section 24 of the General Laws, as follows:

SECTION 1. Chapter 54, Section 24 of the General Laws is hereby amended by deleting the following language "...Alcoholic beverages shall not be sold in any portion of a building which is designated as a polling place, during voting hours or while ballots are being counted...",

And replacing it with the following language.

"...Alcoholic beverages shall not be served or consumed in that portion of a building used as a polling place, during voting hours or while ballots are being counted therein..."

SECTION 2. This act shall take effect upon passage.

Provided however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and that the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition; or take any action relative thereto.

Purpose: This article seeks a special act of the Massachusetts Legislature to allow elections to be held in a building in which alcoholic beverages are sold as long as alcoholic beverages are not consumed inside the polling location during voting hours or while ballots are being counted. The tradition of holding elections in public schools is becoming more challenging and problematic. This exemption from the State election laws would allow the Town to hold elections in a function hall. The special legislation would make available more options for the Town in designating polling places.

ARTICLE 23. On petition of 10 or more registered voters, to see if the Town will vote to amend the Middleton General Bylaws, Chapter 75: Records & Reports, as shown in the highlighted text below:

§75-1. The Annual Town Report shall be printed and published **14 days** before the Annual Town Meeting by the Selectmen at the expense of the Town, and shall contain the reports of the Selectmen, the School Committee, and each other department of the Town for the preceding financial year, as required by law or by this bylaw; the record of all Town Meetings during said year; a record of appropriations made for each department during said year; a financial statement

of the accounts of the Town as of the end of the year; the report of the Finance Committee and its recommendations as to appropriations for the following year; the jury list; the reports of all committees; a statement by any board or committee in charge of any contract work or other undertaking for which a special appropriation has been made, reporting all receipts, expenditures and indebtedness incurred up to date; and an estimate of the amount of money necessary to finish such work; and such other matters as may be required by law, by vote of the Town, or in the discretion of the Selectmen. **If the selectmen neglect or refuse to make the annual report, they shall severally forfeit fifty dollars.**

Purpose: As of March 1, 2019, Annual Reports for the following years were unavailable: FY2010, FY2011, FY2012, FY2014, FY2015, FY2016, FY2017. The intent of this article is to provide consistency with Massachusetts General Law, Part I, Title VII, Chapter 40, Section 49 in regard to a penalty for noncompliance and to ensure the Annual Report is published in a timely manner prior to the Annual Town Meeting.

ARTICLE 24. On petition of 10 or more registered voters, to see if the Town will vote to amend the Middleton General Bylaws, Chapter 56: Meetings, by adding the following section shown below:

§56-9. All meetings of the following committees shall be broadcast: Board of Assessors, Board of Selectmen, Board of Health, Conservation Commission, Elementary School Committee, Regional School Committee, Finance Committee, Master Plan Committee, Planning Board, and Zoning Board of Appeals. This listing does not preclude the Town from broadcasting meetings of other committees. If a meeting cannot be broadcast, the meeting shall be video recorded and aired on the Public Cable Access Channel and made available on the Town website within 2 business days of the meeting.

Purpose: Beginning September 1, 2019, committee meetings will be recorded to ensure transparency of town government activities and to provide current information to citizens in a timely manner.

ARTICLE 25. On petition of the Board of Selectmen, to see if the Town will vote to amend the Middleton General Bylaws, Chapter 270: Animals, Article II: Animal Control by adding the words shown in **bold underline** and deleting the words in **~~bold strikethrough~~** below.

§ 270-~~64~~. Definitions.

As used in this article, the following terms shall have the meanings indicated:

AT LARGE or LOOSE

A dog which is off the property of its owner or keeper and is:

A. Unaccompanied by a person of adequate age and discretion to properly control its actions;

- B. Unrestrained by a leash or chain of less than eight feet in length; or
- C. A danger to persons or property as determined by the Animal Control Officer.

NUISANCE

~~Animal behavior which constitutes a nuisance includes but is not limited to the following: molesting a passerby or passing vehicles (including bicycles), attacking persons or domestic animals, trespassing on public or private property or damaging public or private property, and barking, whining or howling in an excessive, continuous or untimely fashion.~~

DANGEROUS DOG

Any dog that:

- A. Without justification, attacks a person or domestic animal causing physical injury or death;**
- B. Behaves in a manner that a reasonable person would believe poses an unjustified imminent threat of physical injury or death to a person or to a domestic or owned animal.**

§ 270-45. Dog license required; rabies vaccination for dogs and cats.

The Animal Control Officer (hereinafter called "ACO") is authorized to require all dogs in the Town of Middleton to be licensed in accordance with MGL c 140, § 137. The ACO is authorized to require all Middleton dogs and cats to be vaccinated against rabies by a licensed veterinarian and to require their owners or keepers to retain proof of said vaccination supplied by a veterinarian **in accordance with MGL c. 140, s. 145B.** Whosoever violates the provisions of this section shall be subject to a fine in accordance with MGL c 140, § 173A, of \$50; **each day of violation shall be considered a separate offense.**

§ 270-56. Dogs to be restrained.

~~The Animal Control Officer is authorized to require owners or keepers of dogs to keep such dogs from becoming a public nuisance. All dogs within the Town of Middleton are prohibited from running at large or loose and shall be leashed when off the owner's property. The ACO is further authorized to require owners or keepers of dogs to restrain their dogs from running at large or loose.~~ The ACO is required to enforce this requirement with uniformity. **Whoever violates any provision of this article shall be subject to a fine of \$50.00 for a first offense and \$75.00 for any subsequent offense relating to the same dog. Any dog which has been the subject of four violations of this section, shall be reported as a potential nuisance dog by the animal control officer to the Board of Selectmen for a hearing pursuant to § 270-7 of this bylaw.**

§ 270-7. Violations and penalties.

A. Dog control fines:

~~[Amended 3-15-2016; 3-29-2016]~~

- ~~(1) First offense: punishable by a fine of \$25.~~
- ~~(2) Second offense: punishable by a fine of \$50.~~
- ~~(3) Third and subsequent offenses: punishable by a fine of \$100.~~

B. Domestic animal killing another domestic animal:

- ~~(1) First offense: punishable by a fine of \$10. A public hearing shall be held by the Board of Selectmen on each complaint.~~
- ~~(2) Second offense: punishable by the maximum fine permissible per MGL c. 140, § 173, \$50, and destruction of the dog or placement with another owner. A public hearing shall be held by the Board of Selectmen on each complaint.~~

§ 270-7. Complaint, Hearing & Appeal Process.

- A. It shall be the duty of the Board of Selectmen to determine if a dog is to be deemed a nuisance or dangerous.
- B. Town law enforcement officers, inspectors or medical technicians shall report to the Board of Selectmen any potentially nuisance or dangerous dogs and any witnessed inappropriate behavior or incidents. Any other person may file a complaint in writing to the Board of Selectmen that a dog owned or kept in the town is a nuisance dog or a dangerous dog.
- C. After receiving a complaint that a dog is a nuisance or dangerous, the Board of Selectmen shall investigate and hold a public hearing, to include examination under oath of the complainant. Based on credible evidence and testimony presented at the public hearing, the Board of Selectmen may deem a dog a nuisance or dangerous.
- D. A determination of the Board of Selectmen shall be final and binding, subject to appeal to a court of competent jurisdiction pursuant to G. L. 140, s. 157 as may be amended.
- E. No dog shall be declared dangerous if the threat, injury, or damage was sustained by a person who, at the time, was committing a willful trespass or other tort upon the premises occupied by the owner of the dog; was tormenting, abusing, or assaulting the dog or has, in the past, been observed or reported to have tormented, abused, or assaulted the dog; or was committing or attempting to commit a crime. Children under seven years of age at the time injury was sustained will be presumed to have not committed any of the actions stated in this subsection.

§ 270-8. Order – Nuisance Dogs.

The Board of Selectmen may impose the following penalties or conditions following a finding that a dog is a nuisance dog:

- A. That the owner or keeper of the dog take remedial action to ameliorate the cause of the nuisance behavior.
- B. And any and all other remedies available to the Town pursuant to G.L. c. 140, § 157.

§ 270-9. Order – Dangerous Dogs.

The Board of Selectmen may impose the following penalties or conditions following a finding that a dog is a dangerous dog:

- A. That the dangerous dogs must be securely confined indoors or in a securely enclosed and locked pen or structure, suitable to prevent the entry of young children and designed to prevent the dog from escaping. Such pen or structure shall have secure sides and a secure top and shall also provide protection from the elements for the dog.**
- B. That the dangerous dog shall be prohibited upon any public way unless accompanied by a person over the age of 17 and restrained by an appropriate dog leash no longer than three feet in length.**
- C. That the owner be required to obtain insurance in an amount not less than \$100,000 insuring the owner or keeper against any claim, loss, damage or injury to persons, domestic animals or property resulting from the acts, whether intentional or unintentional.**
- D. That the dog be euthanized.**
- E. That the dangerous dog be required to wear a bright orange collar, at least two inches in width.**
- F. That the person who either owns or harbors the dangerous dog conspicuously display a sign approved by the animal control officer with a warning symbol that informs children of the presence of such dangerous dog and a sign easily readable by the public using the words "dangerous dog." Signs are to be posted at each entrance to the house and on gates that are part of a fence enclosing the property as well as on the pen.**
- G. That the dangerous dog be muzzled when not securely confined indoors or in a pen. The muzzle shall be made in a manner that will not cause injury to the dog or interfere with its vision or respiration, but shall prevent it from biting any person or animal.**
- H. And any and all other remedies available to the Town pursuant to G.L. c. 140, § 157.**

§ 270-10. Number limited.

- A. There shall be no more than one dangerous dog per dwelling unit allowed in the town.**
- B. No person shall be permitted to own, harbor or otherwise control or have custody of more than one dangerous dog, excepting a licensed kennel.**

§ 270-11. Possession by minor.

It is prohibited for a minor to either own, harbor or to otherwise have control or custody of a dangerous dog.

§ 270-12. Breeding, selling or trading.

No person shall be permitted to breed dangerous dogs or sell or trade them within the town without informing the recipient of the dog of the finding or dangerousness in accordance with MGL c. 140, s. 157A.

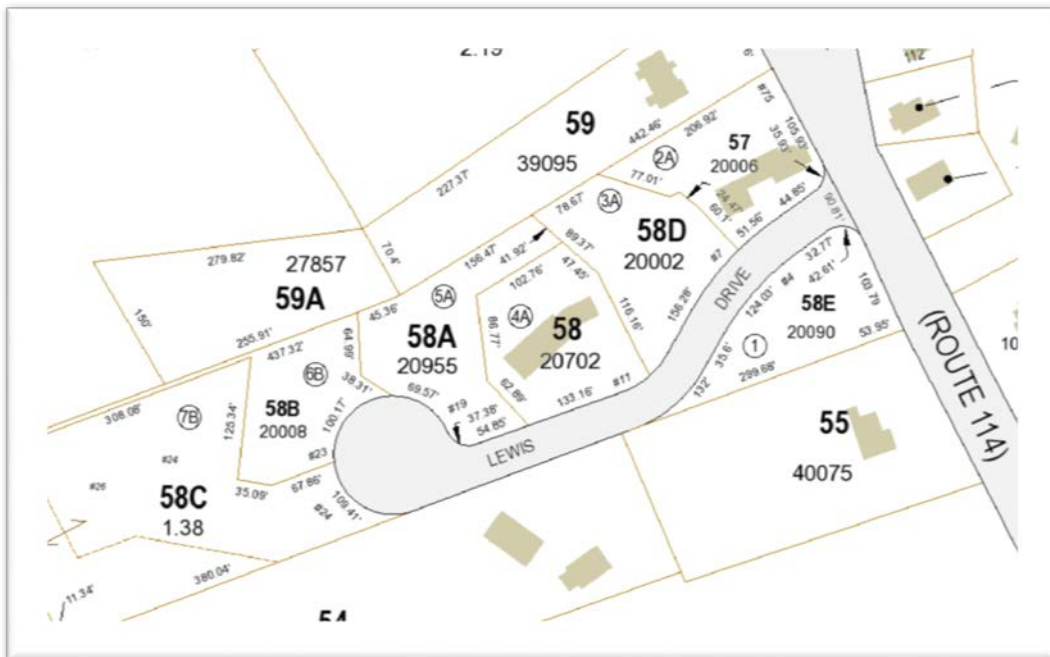
§ 270-13. Inflicting injury or damage.

Any injury or damage inflicted by a dog on a human or domestic animal shall result in immediate confinement, and a hearing shall be conducted as soon as possible in accordance with M.G.L. c. 140, § 157.

Any dog, if found to be in violation of an order of a hearing authority or district court, may be captured, detained or, in the case of a threat to public safety, euthanized in a humane manner pursuant to M.G.L. c. 140, § 158. Any dog found living in a wild state may be euthanized in a humane manner. ; or take any other action relative thereto.

ARTICLE 26. On petition of the Board of Selectmen to see if the Town will vote to accept Lewis Drive as a public way as laid out by the Board of Selectmen under M.G.L Chapter 82, Sections 21 & 22, and in compliance with the Planning Board’s Subdivision Rules and Regulations, and to authorize the Board of Selectmen to acquire by purchase, gift, or eminent domain, the fee simple or a lesser interest in the land within such ways, and any easements related thereto, and raise and appropriate the sum of \$1.00; or taken any action relative thereto.

Planning Board Recommendation: The board voted 4-0 to recommend the Town accept Lewis Drive 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 21, 2019, next for the following purposes, VIZ: To choose by ballot the following Town Officers for the ensuing year:

- Town Moderator for two years
- Constable 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
- One Electric Light Commissioner for three years
- One Library Trustees for three years
- One Housing Authority member for five years


The Polls open at 7:00 a.m. and close at 8:00 p.m. Voting takes place at the Fuller Meadow School gymnasium, 143 South Main Street, Middleton.

And you are hereby directed to service this Warrant by posting up attested copies thereof at:
Memorial Hall Flint Public Library Ferncroft Towers, and
Post Office Howe Station Market Fuller Pond Village

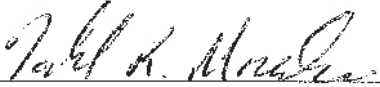
HEREOF FAIL NOT, and make due return of this Warrant, with your doings thereof, to the Town Clerk at time and place of meeting aforesaid.


Given under our hands this 9TH day of APRIL in the year Two Thousand Nineteen.

MIDDLETON BOARD OF SELECTMEN









A true copy Attest:

Constable of the Town of Middleton

Date Posted

**Town of Middleton Compensation Plan For Non-Union
Employees For Fiscal Year 2020**

Position/Title:	Budgeted (FY19) July 1, 2018	Proposed (FY20) July 1, 2019
Town Officials (Elected)		
Town Moderator	\$200/Yr.	\$200/Yr.
Town Constable	\$200/Yr.	\$200/Yr.
Town Clerk	\$73,363/Yr.	\$75,776/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	\$12.49/Hr.	\$12.80/Hr.
Poll Officers	\$17.52/Hr.	\$17.96/Hr.
Poll Workers	\$12.49/Hr.	\$12.80/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	\$125/Meeting	\$128/Meeting
Cable PEG Access Director	\$23,202/Yr.	\$23,781/Yr.
 <u>Finance and Administration</u>		
Assistant Town Administrator	\$93,312/Yr.	\$92,700/Yr.
Assistant Town Treasurer/Collector	\$54,608/Yr.	\$56,998/Yr.
Administrative Secretary	\$23.03/Hr.	\$23.61/Hr.
Custodian of Town Lands	\$2,500/Yr.	\$2,500/Yr.
Administrative Assessor	\$48,179/Yr.	\$53,000/Yr.
Assistant Town Clerk	\$41,555/Yr.	\$45,680/Yr.
 <u>Health and Human Services</u>		
Public Health Nurse	\$39.09/Hr.	\$40.07/Hr.
Conservation Agent	\$58,843/Yr.	\$75,960/Yr.**
Veteran Service Officer	\$16,714/Yr.	\$17,550/Yr.
COA Administrative Assistant	\$17.68/Hr.	\$18.12/Hr.
Van Driver	\$17.68/Hr.	\$18.12/Hr.

**Town of Middleton Compensation Plan For Non-Union
Employees For Fiscal Year 2020**

Position/Title:	Budgeted (FY19) July 1, 2018	Proposed (FY20) July 1, 2019
<u>Health and Human Services (cont.)</u>		
Meal Site Coordinator	\$20.05/Hr.	\$20.55/Hr.
Reserve Drivers and Meal Site Employees	\$15.66/Hr.	\$16.05/Hr.
Coordinator/Office Manager	\$20.10/Hr.	\$20.60/Hr.
Cook	\$15.66/Hr.	\$16.05/Hr.
Staff Support	\$13.94/Hr.	\$14.29/Hr.
<u>Public Safety</u>		
Animal Control Officer	\$20,824/Yr.	\$20,118/Yr.
<u>Public Works</u>		
Deputy Superintendent	\$78,738/Yr.	\$92,700/Yr.
CDL Plow/Sander Operator	\$24.38/Hr.	\$24.99/Hr.
Part Time Laborer	11.95/Hr	\$12.50/Hr.
Transfer Station Gate Attendant	15.55/Hr.	\$16.01/Hr.
<u>Planning and Inspections</u>		
Wiring Inspector	\$19,781/Yr.	\$20,432/Yr.
Gas/Plumbing Inspector	\$19,781/Yr.	\$20,432/Yr.
Alternate Inspectors: Wiring, Gas/Plumbing	\$26.95/Hr.	\$27.62/Hr.
Local Building Inspector	\$29.90/Hr.	\$30.65/Hr.
Alternate Local Building Inspector	\$26.95/Hr.	\$27.62/Hr.
Town Planner	\$70,725/Yr.	\$72,493/Yr.
<u>Flint Public Library</u>		
Assistant Director	\$26.00/Hr.	\$27.34/Hr.
Other Librarians: Adult Services, Children's, Reference, Steps 1-6	\$19.69-\$23.36/Hr.	\$20.99-24.60/Hr.
Library Building Custodian	\$20.15/Hr.	20.65/Hr.
Pages	\$11.56-\$11.82/Hr.	\$12.56-12.79/Hr.
<u>Summer Recreation Program</u>		
Program Director	\$23.17/Hr.	\$23.75/Hr.
Program Assistant	\$16.15/Hr.	\$16.55/Hr.
Recreation Assistants	\$11.22/Hr.	\$12.00/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)

Position/Title:	Budgeted (FY19) July 1, 2018	Proposed (FY20) July 1, 2019
Masconomet School Superintendent	\$206,133/Yr.	*
Masconomet Asst. Superintendent for Finance & Operations	\$164,335/Yr.	*
Masconomet High School Principal	\$140,000/Yr.	*
Masconomet Middle School Principal	\$135,692/Yr.	*
Tri-Town Sch. Union Superintendent	\$168,000/Yr	\$173,000/Yr.
Tri-Town Sch. Union Assistant Superintendent of Operations	\$154,500/Yr.	\$159,500/Yr.
Fuller Meadow School Principal	\$119,331/Yr.	\$122,331/Yr.
Howe Manning School Principal	\$107,164/Yr.	*
Middleton Electric Light Manager	\$183,859/Yr.***	\$189,375/Yr.***
Town Administrator	\$128,000/Yr.	\$131,800/Yr.
Fire Chief	\$127,170/Yr.	\$130,125/Yr.
Police Chief	\$133,570/Yr.	\$136,909/Yr.
Town Accountant/CFO	\$92,000/Yr.	\$98,000/Yr.
Treasurer/Collector	\$74,000/Yr.	\$77,100/Yr.
Assessor/Appraiser	\$84,050/Yr.	\$86,151/Yr.
Library Director	\$75,592/Yr.	\$80,581/Yr.
Council on Aging Director	\$53,127/Yr.	\$54,769/Yr.
Building Commissioner	\$85,500/Yr.	\$87,638/Yr.
Superintendent of Public Works	\$111,956/Yr.	\$108,150/Yr.
Public Health Director	\$106,600/Yr.	\$108,866/Yr.

*Not established by printing deadline

**Conservation Agent hours increased from 32 to 40 per week

***Based on calendar years 2018 and 2019

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 amendments 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
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**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: _____
 Email Address: _____
 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 | _____ Industrial Commercial Development Review Committee |
| _____ Cultural Council | _____ 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?

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