

**MIDDLETON BOARD OF SELECTMEN**  
**MEETING AGENDA**  
**TUESDAY, NOVEMBER 10, 2020**  
**7:00 PM**

*This meeting is being recorded*

*Due to the state of emergency in Massachusetts due to the COVID-19 outbreak, this meeting will be held via ZOOM, an internet based meeting space. It is the intent that the virtual meeting space will be made accessible to the public; however, if this is not possible despite best efforts, the full and complete transcript of the meeting will be posted on the Town's website as soon as practicable upon the conclusion of the proceedings. To join the meeting, go to*

Join Zoom Meeting

<https://us02web.zoom.us/j/85119837685?pwd=YmxEMjVNb1pYZldZbHNCRXNGUWRaZz09>

Meeting ID: 851 1983 7685

Passcode: 136938

One tap mobile

929-205-6099

1. 7:00 PM Warrant: #2110  
Minutes: Open Session: October 20, 2020  
Town Administrator updates and reports
2. 7:15 PM Public Comment Period
3. 7:20 PM Review and vote to execute an inter-municipal agreement with Topsfield and Boxford relative to the school resource officer at Masconomet Regional
4. 7:30 PM Continue discussion of composition of the Bylaw Review Committee
5. 7:40 PM Review and accept Recycling Dividends Grant from Mass. DEP in the amount of \$3,600
6. 7:45 PM Review and accept gifts:
7. 7:50 PM Update on CARES Act reimbursement requests
8. 8:00 PM New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed
9. 8:05 PM Executive Session: Pursuant to GL c. 30A, s. 21(a)(6) to consider an offer to purchase real property where discussing the matter in open session may have a detrimental effect on the Town.

Upcoming Meetings: November 24: Regular BOS meetings  
December 8 & 22: Regular BOS meetings

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

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

**Warrant Date: 11/5/20**

**Warrant Number: # 2110**

**Payroll Warrant Total:**

**\$ 724,365**

<u>Department</u>	<u>Amount</u>	<u>Detail of Expenses</u>
Board of Health	\$15,984	
COA	\$10,083	
Election	\$10,084	
Electric Light	\$64,318	\$6,092 Overtime; \$2,322 Call Out
Fire	\$62,269	\$18,098 Overtime; \$10,234 Part time
Inspections	\$10,355	
Library	\$18,085	
Memorial Hall	\$43,431	
Planning	\$3,693	
Police	\$62,924	\$4,171 Overtime; \$3,003 Reserves
Police Details	\$21,119	
Public Works	\$31,891	\$0 Snow; \$1,664 Overtime
Recreation	\$0	
Senior Work Off	\$0	
School	\$367,513	
Teacher Balloon Pay	\$0	
Town Officers	\$2,617	

**Bills Payable Warrant Total:**

**\$ 466,332**

<u>Department/Expense Category</u>	<u>Amount</u>	<u>Detail of Expenses</u>
All Payroll Deductions	\$93,828	
Administrator	\$18,220	\$7,481 Tri-Town Council; \$5,500 Attorney Fees
Accounting	\$335	Miscellaneous Expenses
Assessor	\$47	Miscellaneous Expenses
Clerk	\$0	
Cultural Council	\$0	
COA	\$681	Miscellaneous Expenses
DPW	\$39,637	\$19,992 Rail Trail; \$4,200 Tree Removal
Fire	\$67,409	\$58,932 Alarm Box Decoder ATM
Health Director / IT	\$5,759	\$4,130 Community Health Services
Historical Comm.	\$0	
Inspections	\$313	Miscellaneous Expenses
Library	\$0	
MELD	\$58,308	\$25,925 Purchase Power
Planning	\$57	Miscellaneous Expenses
Police	\$57,376	\$35,063 New Cruiser; \$19,691 Bullet Proof Vests ATM
Recreation	\$0	
School	\$106,477	\$51,360 Supplies; \$36,217 IT Related
Treasurer	\$17,545	\$15,238 MV Excise Refunds
Veterans' Agent	\$339	Miscellaneous Expenses

**MEETING MINUTES**  
**BOARD OF SELECTMEN**  
**Tuesday, October 20, 2020 7:00 PM**  
**This meeting is being recorded**

**NOTE:** Due to the state of emergency in Massachusetts due to the COVID-19 outbreak, this meeting will be held via ZOOM, an internet-based meeting space. It is the intent that the virtual meeting space will be made accessible to the public; however, if this is not possible despite best efforts, the full and complete transcript of the meeting will be posted on the Town's website as soon as practicable upon the conclusion of the proceedings.

*Present: Chair Rick Kassiotis, Todd Moreschi, Tim Houten, Brian Cresta, Kosta Prentakis*

*Absent: None*

*Others Attending: Town Administrator Andy Sheehan, Assistant Town Administrator Tanya Shallop, Minutes Secretary Judi Stickney, Paul Pellicelli, Town Clerk Ilene Harris Twiss, Town Moderator Barbara Piselli, Attorney Jill Mann, Max Arvidson, Chris Parmalee, and others*

**7:04 PM** With a full board present, Chair Rick Kassiotis called the meeting to order.

**ROUTINES**

- **Warrant Approval:** Town Administrator Andy Sheehan provided a brief review of Warrant #2109: Payroll: \$691,302, Bills Payable: \$1,661,303, noting that the Town Accountant had reviewed the warrant and requested the Board's approval. The Board took the following action:
  - On a **MOTION** made by **Prentakis**, second by **Houten**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the warrant as presented.
- **Minutes:** After a brief review of available minutes, the Board took the following action:
  - On a **MOTION** made by **Houten**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the minutes of October 6<sup>th</sup>, 2020.
- **Town Administrator's Report:** Town Administrator Andy Sheehan provided information and updates on the following:
  - **Early Voting:** Town Clerk Ilene Twiss provided an update on early voting activities, noting that over 700 have voted to date. She provided the schedule for the remaining days of early voting. There are about 3,000 ballots that have been issued for mail-in voting. Election day is Tuesday, November 3<sup>rd</sup>, from 7AM-8PM. Mail-in votes will be accepted until November 6<sup>th</sup>.
  - **Household Hazardous Waste Collection Day:** Sheehan reported that Household Hazardous Waste Day will take place on Saturday, October 24<sup>th</sup>, at 105 South Main Street, from 9AM-1PM. All information is on the Town's website at [MiddletonMA.gov](http://MiddletonMA.gov).
  - **Rail Trail Project:** Sheehan walked part of the trail recently and noted that it is really nice. There is a little more work to be done and it should be completed by the end of the month. Sheehan publicly thanked all who had a hand in making this happen. There will be an article at the spring Town Meeting to allow the trail to go beyond Phase 1.

- **Next Meeting:** Sheehan suggested that the Board discuss changing the next meeting day, as it is currently scheduled for election day. He suggested that they pick a different day, or put it off one week, to avoid having a meeting on election day, suggesting November 5th or November 10<sup>th</sup>. After a brief discussion, the Board chose November 10<sup>th</sup> for the next meeting, then November 24<sup>th</sup> for the meeting after that, and December 8<sup>th</sup> and December 22<sup>nd</sup>.
- **Halloween:** Sheehan suggested that the Town stay with October 31<sup>st</sup> for Halloween, noting that the Board of Health has issued guidance to residents on how to have a safer Halloween.
- **Health and Human Services COVID-19 Enforcement and Intervention Team:** Sheehan advised that the Department of Health and Human Services has a COVID-19 Enforcement and Intervention Team to help high risk communities. Recent correspondence suggests modifications will be made to the State's community case maps in order to better reflect the unique circumstances in each community. This could be beneficial for Middleton, as the most recent spike in cases is due to the jail.

**7:27 PM Public Comment Period:** There were no public comments.

**7:27 PM Vote on Request to Declare Surplus Two Ricoh Multi-Function Copy Machines:** Town Administrator Anndy Sheehan advised that they are now utilizing a managed print service and no longer need the copy machines.

On a **MOTION** made by **Prentakis**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously by roll call vote to declare two Ricoh multi-function copy machines as surplus.

**7:29 PM Review and Vote on Application of Serenitee Catering Corp., 189 South Main Street:** Attorney Jill Mann, representing Serenitee, provided the Board with information on the application of Serenitee Catering Corporation, d/b/a Maggie's Farm, for a change of manager from Anthony Colangelo to Christopher Parmerlee, at the new location under construction, at 189 South Main Street. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Cresta**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the change of manager as described in the application.

**7:33 PM Review and Vote on Application of Serenitee Catering Corp., 119 South Main Street:** Attorney Jill Mann, representing Serenitee Catering Corporation, d/b/a Maggie's Farm, at 119 South Main Street, provided information to the Board for a change of manager from Max Arvidson to Anthony Colangelo. She advised that the new manager at the 119 South Main Street location will be Anthony Colangelo, effective immediately and it will be a Mexican restaurant.

On a **MOTION** made by **Houten**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the change of manager from Max Arvidson to Anthony Colangelo.

**7:38 PM Review the Warrant for the Special Town Meeting and Review the Articles:** Due to the current rise in COVID cases in the state and country, concerns about attracting a quorum, and voter fatigue, Town Administrator Andy Sheehan suggested that the Special Town Meeting be canceled. He advised he and his team are looking at dates in the spring for a Special Town Meeting before the Annual Town Meeting or addressing everything in the Annual Town Meeting. He will keep the Board apprised of plans and discussions. After a lengthy discussion, the Board agreed. Sheehan will continue to provide

updates to the Board on the status of the Special Town Meeting and suggested that the Board vote to cancel the Special Town Meeting scheduled for November 17<sup>th</sup>:

On a **MOTION** made by **Prentakis**, second by **Moreschi**, the Board of Selectmen **VOTED** unanimously by roll call vote to cancel the Special Town Meeting scheduled for November 17<sup>th</sup>.

**7:50 PM Continued Discussion on Composition of the Bylaw Review Committee:** Town Administrator Andy Sheehan asked to table this item until the next meeting.

**7:51 PM Review and Vote on Inter-Municipal Agreement with Boxford and Topsfield to Provide for Shared Public Health Nurse Staffing During the COVID-19 Pandemic:** Town Administrator Andy Sheehan explained this would be just until the end of the fiscal year. If the CARES Act gets more funding, it could be funded beyond that. A lengthy discussion ensued. After discussion, the Board took the following action:

On a **MOTION** made by **Cresta**, second by **Moreschi**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the Inter-Municipal Agreement with Boxford and Topsfield to provide for shared public health nurse staffing during the COVID-19 pandemic.

**8:01 PM Adjourn**

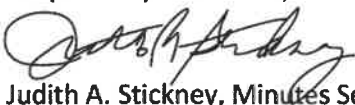
With no further business, on a **MOTION** made by **Cresta**, the Board of Selectmen's meeting of October 20<sup>th</sup>, 2020 adjourned at 8:01PM.

**Upcoming Meetings:**

**November 10 & 24: Regular BOS meetings**

**December 8 & 22: Regular BOS meetings**

Respectfully submitted,



Judith A. Stickney, Minutes Secretary

---

Todd Moreschi, BOS Clerk

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

- Agenda: October 20, 2020
- Warrant:
  - Warrant #2109: Payroll: \$691,302, Bills Payable: \$1,661,303
- Minutes:
  - October 6, 2020
- Memo from Town Administrator to Board of Selectmen, Re: Ricoh Copiers Declare Surplus, 10/20/20

- Letter and related materials from Mann & Mann, PC to Board of Selectmen, Re: SERENITEE CATERING CORP. d/b/a Maggie's Farm, 189 South Main Street, Middleton, Mass. 01949, Change of Manager, License #05072-RS-0704, September 29, 2020
- Letter and related materials from Mann & Mann, PC, to Board of Selectmen, Re: SERENITEE CATERING CORP. d/b/a Maggie's Farm, 119 South Main Street, Middleton, Mass. 01949, Change of Manager, License #00036-RS-0704, October 2, 2020
- Town of Middleton Special Town Meeting Warrant (Draft)
- Intermunicipal Agreement Between the Towns of Boxford, Middleton, and Topsfield, for Partial Funding of a Pandemic Response Nurse
- Announcement: Halloween Safety Measures
- Opinion: "Town's COVID-19 designation unfair." *Salem News*, 15 Oct. 2020, [https://www.salemnews.com/opinion/editorials/our-view-town-s-covid-19-designation-unfair/article\\_6a126ddf-74cd-54ef-b243-f5f3af940d91.html](https://www.salemnews.com/opinion/editorials/our-view-town-s-covid-19-designation-unfair/article_6a126ddf-74cd-54ef-b243-f5f3af940d91.html)
- Letter from Essex North Shore Agricultural and Technical School District to Town of Middleton, Re: Thank You for Donation, October 17, 2020
- Letter from Executive Office of Health and Human Services to Town of Middleton, Re: COVID-19 Enforcement and Intervention

3.

**Intermunicipal Agreement**  
**Between**  
**Masconomet Regional School District and the Towns of Boxford, Middleton and Topsfield**  
**for Partial Funding of a School Resource Officer**

This Intermunicipal Agreement ("Agreement"), dated \_\_\_\_\_, 2020, by and between Masconomet Regional School District, acting through its School Committee (hereinafter "School District") and the Towns of Boxford, Middleton and Topsfield, acting by and through their respective Police Chiefs and Boards of Selectmen (hereinafter "Towns") is entered into in accordance with the provisions of M.G.L. c. 40 §4A, upon the following terms and conditions:

I. Statement of Purpose

The School District and The Towns (hereinafter "parties") agreed to the placement of a School Resource Officer (SRO) provided by the Police Departments to the School District as a viable resource in providing public safety to the School District's Middle and High School campus. This Agreement establishes a procedure for reimbursement for the sending communities to partially fund the expense of the assigned SRO(s).

II. Coordination with Memorandum of Understanding

Pursuant to M.G.L. c. 71 § 37P, on August 28, 2019, the School District, acting through its Superintendent, and the Towns, acting by and through their respective Police Chiefs, entered into a Memorandum of Understanding (MOU) for the deployment of SRO(s) at the School District.

III. Liability

Each party hereto shall be liable for the negligent or intentional acts and omissions of its employees.

IV. Term

This Agreement shall be in effect for Fiscal Year 2021. The Towns, acting through their Town Administrators, and the School District, acting through its Superintendent, shall work to develop a long-term successor agreement.

V. Miscellaneous

- A. **Severability.** If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent

jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

- B. **Governing Law.** This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the parties hereto submit to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.
- C. **Entire Agreement.** This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.
- D. **Hours.** The SRO shall be on site at the District during normal school hours throughout the school year as determined by the District's School Calendar.
- E. **Agreement incorporates the terms and conditions of the August 28, 2019 MOU as if set forth herein.**

#### VI. Assignment

One Massachusetts Certified SRO shall be assigned to the School District from among those officers within the Towns that have been previously designated and selected in accordance with the MOU. The assignment schedule shall be mutually agreed upon by the parties.

#### VII. Costs

In Fiscal Year 2021 (FY21), the annual cost shall not exceed Forty-Four Thousand Six Hundred Twenty Dollars (\$44,620). This annual maximum consists of a per diem rate of Two Hundred Thirty Dollars (\$230) for One Hundred and Ninety Four (194) days. Periodically, on an every two month basis, the Boxford Police Chief shall confirm the hours actually worked on site of the various designated SROs and shall communicate that information to the Towns respectively. The Towns individually shall be responsible for invoicing the District directly. Invoicing shall commence in FY21, for services rendered on or after July 1, 2020. At year-end, any final fiscal year invoices must be presented to the District for payment by June 30<sup>th</sup>. Invoices should be mailed directly to the District's Director of Security and Crisis Response.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

Masconomet Regional School District

Town of Boxford

BY its School Committee

BY its Board of Selectmen

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Town of Middleton

BY its Board of Selectmen

Boxford Police Chief

---

---

---

---

---

---

---

Town of Topsfield

BY its Select Board

Middleton Police Chief

*James Bermudez*  
*David L. Jackson*  
*W. J. Smith*  
*Shirley Hark*

Topsfield Police Chief

---

---

---

5.

**RECYCLING DIVIDEND PROGRAM CONTRACT ("RDP Contract")  
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF ENVIRONMENTAL PROTECTION ("MassDEP")  
AND THE Town of Middleton ("Municipality")**

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the Municipality a Sustainable Materials Recovery Program grant under the Recycling Dividends Program ("RDP"). The Municipality has earned a payment of \$3,600.

The Recycling Dividends Program provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. Municipalities receive payments according to the number of criteria points their program earns based on the *2020 Grant Guidelines* and number of residents served as described below. RDP provides an incentive for municipalities to improve their recycling programs by implementing best practices and rewards communities with model recycling and waste reduction programs.

**Duration:** The term of this Contract shall be in effect until the municipality has expended all RDP funds and reported to MassDEP on use of funds.

**RESPONSIBILITIES OF THE MUNICIPALITY**

1. **Authority:** The Signatory of this RDP Contract is authorized by the governing body of the Municipality to enter into this Contract on behalf of the Municipality and apply for and accept funds on behalf of the Municipality.
2. **Commonwealth Terms and Conditions:** The Municipality shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Municipality's executed Master Service Agreement.
3. **Failure to Comply:** If, in the judgment of MassDEP, the Municipality fails to comply with any of its responsibilities identified in this Contract, then, at the election of MassDEP, (a) the Municipality shall repay the RDP funds to MassDEP within 90 days; and/or (b) title to all materials purchased with the RDP funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Municipality not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years. MassDEP may provide written notice to the Municipality of any such failure to comply. Such notice may provide a time period and manner for the Municipality to cease or remedy the failure. Such notice from MassDEP of any such failure by the Municipality is not a precondition to MassDEP's right to select options (a), (b), and/or (c) above. The Municipality shall follow the instructions of MassDEP regarding possession of the materials purchased with RDP funds. The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Municipality shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. **Recycling in Practice:** The Municipality has established paper, bottle and can recycling in all municipal buildings, offices and meeting spaces, excluding schools. The Municipality shall continue such paper, bottle and can recycling during the term of the RDP Contract.
5. **Buying Recycled Products:** The Municipality has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and all staff with purchasing authority are aware of and are following the established policy during the term of the RDP Contract. **Proof of annual buy recycled policy staff notification is required for all SMRP grant applications.**

6. **RDP Payment Calculation:** MassDEP has calculated the RDP Payment using the table below which shows payment brackets based on the number of households served by the municipal solid waste program and the point value for each bracket. *Section 7 – Program Criteria* and the *2020 Grant Guidelines* describe in detail the conditions for earning points.

**RDP Payment Brackets**

Trash HH Served	Value of Each Point	Minimum Payment	Maximum Payment
0 - 1,999	\$350	\$2,800	\$9,100
2,000 - 4,999	\$600	\$4,800	\$15,600
5,000 - 7,499	\$1,100	\$8,800	\$28,600
7,500 - 9,499	\$1,300	\$10,400	\$33,800
9,500 - 12,499	\$1,800	\$14,400	\$46,800
12,500 - 16,999	\$3,000	\$24,000	\$78,000
17,000 - 24,999	\$3,500	\$28,000	\$91,000
25,000 - 31,999	\$4,000	\$32,000	\$104,000
32,000 - 99,999	\$6,500	\$52,000	\$169,000
100,000 +	\$10,000	\$80,000	\$260,000

7. **Program Criteria:** The Municipality, through its RDP application, certifies that all points earned are for programs that were in place no later than June 10, 2020 and that these programs fully meet the performance standard set forth in the *2020 Grant Guidelines*. *Section 13 – RDP Payment Calculation* lists the program criteria for which the Municipality has earned points, and upon which the Municipality's payment was calculated.
8. **Use of Funds:** RDP Payments shall be expended on Approved Expenses listed in the *Grant Guidelines* to enhance the performance of the Municipality's waste reduction programs. Use of a dedicated account or revolving account is recommended but not required. Funds may be carried over to future years and accumulated to fund a larger eligible expense or project. Planned use of funds shall be noted on the Annual RDP Spending Report. However, MassDEP may delay future RDP payments if municipality is not expending funds.
9. **Record Keeping:** The Municipality shall be responsible for keeping documentation (i.e. proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, number of items purchased and shipping costs if any) by calendar year, of how RDP funds were expended and the remaining balance of RDP funds. MassDEP may conduct record audits to ensure compliance with this Contract.
10. **Reporting:** By February 15<sup>th</sup> of each year, for the duration of the Contract, the Municipality shall submit the annual Recycling and Solid Waste survey and the RDP Spending Report through its ReTRAC Connect™ account. Failure to comply with these reporting requirements will jeopardize future grant awards and RDP payments.
11. **Environmental Compliance:** The Municipality understands receipt of RDP funds from MassDEP does not in any way imply that the Municipality is in compliance with applicable environmental regulations. This Municipality shall not be construed as, nor operate as, relieving the Municipality or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Municipality's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.

12. Addendums: Should MassDEP award additional RDP funds, an addendum to the Contract shall be provided to the Municipality. The same terms and conditions apply to the addendum.

13. RDP Payment Calculation:

The Municipality's payment has been calculated as follows:  
(Value of each point) x (Total RDP Points)

a. Solid Waste Program	0
b. Organics	0
c. Bulky Items	0
d. ReUse Points	2
e. Yard Waste	2
f. Household Hazardous Waste	2
g. Center for Hard to Recycle Materials	0
h. Comprehensive Hauler Regulation Adopted	0
i. Enforced Residential Curbside Recycling	0
j. Outreach and Education	0
k. Recycling Center Access	0
l. Textile	0

TOTAL RDP POINTS 6

VALUE OF EACH POINT \$ 600


RDP PAYMENT AMOUNT \$3,600

IN WITNESS WHEREOF, MassDEP and the Municipality hereby execute this Contract.

**COMMONWEALTH OF MASSACHUSETTS**

By: \_\_\_\_\_  
Greg Cooper, Division Director  
Bureau of Air and Waste  
Department of Environmental Protection  
(Date)

Town of Middleton  
VC6000191884

By:  \_\_\_\_\_  
(Signature and Title)  
ANDREW J. SHEEHAN  
(Print Name)  
(Date) 11/2/20

## CARES Act Coronavirus Relief Fund - Municipal Program Summary

Municipality: Middleton

7.

<b>Total Eligible Amount</b>		<b>886,086</b>
<b>Spending Summary</b>		
<i>Round 1</i>		
Core municipal services in a declared state of emergency		32,916
Expanded public health mission		131
Services and supports to residents in their homes		0
Other Requests		0
Round 1 Cashflow Request		0
<u>Subtotal, Round 1 Submission</u>		<u>33,046</u>
<i>Round 2</i>		
Core municipal services in a declared state of emergency		179,412
Expanded public health mission		15,697
Services and supports to residents in their homes		274
Other Requests		141,187
<u>Subtotal, Round 2 Submission</u>		<u>336,570</u>
<u>Total, Round 2 Submission Adjusted for Cashflow Request</u>		<u>336,570</u>
Total Request from CvRF-MP		369,616
<b>Remaining CvRF Amount</b>		<b>516,470</b>

*Summary: Middleton has a remaining amount to allocate of \$516,470*

# CARES Act Costs FY21 Middleton

CORE MUNICIPAL SERVICES IN DECLARED			
STATE OF EMERGENCY	ACTUAL	ESTIMATES	TOTAL
Direct Staffing: OT, backfill	-	-	-
Quarantine/Isolation	-	-	-
Temp staff	-	-	-
Staff for compliance reporting for CARES	-	-	-
Accelerated Telework capacity	69,383.99	39,200.00	108,583.99
Hiring/Training	-	25,000.00	25,000.00
PPE	6,442.61	12,000.00	18,442.61
Sanitation/Refuse	-	-	-
Food Inspection	-	-	-
Cleaning/Disinfecting buildings	6,069.18	36,000.00	42,069.18
Social Distance Measures	25,204.13	23,300.00	48,504.13
School Distance Learning	-	-	-
Planning & Development incl IT	-	-	-
Incremental SPED costs	-	-	-
Election Expenses	2,324.05	5,000.00	7,324.05
Food for families through schools	-	-	-
Cost of debt/short term borrowing	-	-	-
Health insurance claims due to COVID	-	-	-
Unemployment	-	30,000.00	30,000.00
<b>EXPANDED PUBLIC HEALTH MISSION</b>			
BOH staffing	-	62,500.00	62,500.00
Public spaces for field hospitals	-	-	-
Shelter for homeless, others	-	-	-
Food banks/pantries COVID related	-	-	-
Travel expenses for distribution of resources	-	-	-
Transporting residents for COVID testing	-	-	-
Signage/communication	286.00	-	286.00
Educational materials re COVID	-	-	-
<b>SERVICES &amp; SUPPORTS TO RESIDENTS IN THEIR HOMES</b>			
Grocery/meals delivery	1,097.03	-	1,097.03
Wellness checks	-	-	-
Short term rental/mortgage support	-	-	-
Prescription drug delivery	-	-	-
"other"	-	51,186.61	-
<b>Subtotal</b>	<b>110,806.99</b>	<b>284,186.61</b>	<b>394,993.60</b>

FEMA Eligible  
25%  
100% Cares  
CARES AMOUNT RECEIVED

**Total**

## **Correspondence and informational materials**

Unofficial Results		Town of Middleton State Election November 3, 2020			
		Pct 1	Pct 2		TOTAL
Total Reg Voters		3444	3568		7012
Total Votes		2846	2968		5814
Percent (Total Votes/Total Voters)		83%	83%		83%
<b><u>ELECTORS OF PRESIDENT AND VICE PRESIDENT</u></b>					
Vote for ONE					
BIDEN and HARRIS	(Democratic)	1381	1336		2717
HAWKINS and WALKER	(Green-Rainbow)	9	11		20
JORGENSEN and COHEN	(Libertarian)	36	32		68
TRUMP and PENCE	(Republican)	1383	1553		2936
		0	0		0
		0	0		0
		0	0		0
		0	0		0
WRITE-IN		14	17		31
BLANK VOTES		23	19		42
<b><u>SENATOR IN CONGRESS</u></b>					
Vote for ONE					
EDWARD J. MARKEY	(Democratic)	1386	1339		2725
KEVEVIN J. O'CONNOR	(Republican)	1365	1529		2894
		0	0		0
		0	0		0
		0	0		0
WRITE-IN		32	42		74
BLANK VOTES		63	58		121
<b><u>REPRESENTATIVE IN CONGRESS</u></b>					
SIXTH DISTRICT Vote for ONE					
SETH MOULTON	(Democratic)	1436	1404		2840
JOHN PAUL MORAN	(Republican)	1318	1485		2803
		0	0		0
		0	0		0
		0	0		0
WRITE-IN		5	4		9
BLANK VOTES		87	75		162
<b><u>COUNCILOR</u></b>					
FIFTH DISTRICT Vote for ONE					
EILEEN R.DUFF	(Democratic)	1802	1844		3646
		0	0		0
		0	0		0
		0	0		0
WRITE-IN		70	72		142
BLANK VOTES		974	1052		2026
<b><u>SENATOR IN GENERAL COURT</u></b>					
FIRST ESSEX & MIDDLESEX DISTRICT					
Vote for ONE					
BRUCE E. TARR	(Republican)	2150	2316		4466
		0	0		0
		0	0		0
		0	0		0
WRITE-IN		41	40		81
BLANK VOTES		655	612		1267



[illegible]

Posted on: November 5, 2020

## Middleton's Veterans' Day Memorial Services Moved to Online



**This year to promote public health and safety as we honor our Veterans', the services on November 11, 2020, will be moved to a broadcast on our local cable channel.**

### Tools

[RSS](#)

[Notify Me@](#)

[View Archived](#)

### Categories

- [All Categories](#)
- [Town News and Notices](#)



**SERVING BOXFORD, MIDDLETON & TOPSFIELD • 20 ENDICOTT ROAD, BOXFORD, MASSACHUSETTS 01921**

**October 30, 2020**

**Kevin Harutunian  
Town Administrator  
Town of Topsfield  
Topsfield Town Hall  
8 West Common Street  
Topsfield, MA 01983**

**Andy Sheehan  
Town Administrator  
Town of Middleton  
48 S. Main Street  
Memorial Hall  
Middleton, MA 01949**

**Alan Benson  
Town Administrator  
Town of Boxford  
7A Spofford Road  
Boxford Town Hall  
Boxford, MA 01921**

**Dear Kevin, Andy, and Alan:**

**The purpose of this letter is to inform you that on September 29, 2020 the MA Department of Revenue certified the Masconomet Regional School District's amount of Excess and Deficiency (E&D) as of July 1, 2020 at \$2,110,744. This certification was in accordance with the provisions of G. L. Chapter 71, §16B½, as amended. The unencumbered funds certified in excess of five percent (5%) of the operating budget and budgeted capital costs for the succeeding fiscal year must be applied to reduce the current fiscal year's assessment or be refunded directly to the Towns. The total excess amount equals \$302,907.**

**I will be utilizing the FY21 Budget Assessment Percentages by Town to determine the appropriate refund (see attached). A check, in the amount calculated, will be sent to each Town by November 30, 2020. Please share this letter with your Board of Selectman, Finance Committee, and Treasurer respectively.**

**Sincerely,**

**Jeff Sands  
Assistant Superintendent of Schools**

**Enclosure**

cc:

Mike Harvey, Superintendent of Schools  
Laurie Zywiak, District Accountant  
Jeannie Gioloso, District Treasurer  
Masconomet Regional District School Committee  
Boxford Board of Selectman  
Boxford Finance Committee  
Boxford Treasurer  
Topsfield Board of Selectman  
Topsfield Finance Committee  
Topsfield Treasurer  
Middleton Board of Selectman  
Middleton Finance Committee  
Middleton Treasurer

# MASCONOMET REGIONAL SCHOOL DISTRICT

## Excess & Deficiency Refund Calculation By Town

October 30, 2020

MA DOR E&D Certified as of July 1, 2020 \$2,110,744.00

MA DOR E&D amount in Excess of 5% of Budget \$302,907.00

FY21B Boxford Assessment % 37.69%

FY21B Middleton Assessment % 35.08%

FY21B Topsfield Assessment % 27.23%

Boxford E&D Refund \$114,165.65

Middleton E&D Refund \$106,259.78

Topsfield E&D Refund \$82,481.58



SERVING BOXFORD, MIDDLETON & TOPSFIELD • 20 ENDICOTT ROAD, BOXFORD, MASSACHUSETTS 01921

October 30, 2020

Kevin Harutunian  
Town Administrator  
Town of Topsfield  
Topsfield Town Hall  
8 West Common Street  
Topsfield, MA 01983

Andy Sheehan  
Town Administrator  
Town of Middleton  
48 S. Main Street  
Memorial Hall  
Middleton, MA 01949

Alan Benson  
Town Administrator  
Town of Boxford  
7A Spofford Road  
Boxford Town Hall  
Boxford, MA 01921

Dear Kevin, Andy, and Alan:

The purpose of this letter is to inform you that on September 16, 2020 the Masconomet Regional District School Committee voted to appropriate \$73,440 from the Stabilization Fund to hire experts to assist the District in its preparation of a long term Capital Plan (see attached). Please share this message with your Board of Selectman and Finance Committee respectively.

Sincerely,

Jeff Sands  
Assistant Superintendent of Schools

Enclosures

cc:

Mike Harvey, Superintendent of Schools  
Laurie Zywiak, District Accountant  
Jeannie Gioioso, District Treasurer  
Masconomet Regional District School Committee  
Boxford Board of Selectman  
Boxford Finance Committee  
Topsfield Board of Selectman  
Topsfield Finance Committee  
Middleton Board of Selectman  
Middleton Finance Committee



SERVING BOXFORD, MIDDLETON & TOPSFIELD • 20 ENDICOTT ROAD, BOXFORD, MASSACHUSETTS 01921

September 16, 2020

**Members of the School Committee:**

As you know, our preliminary plan was to initiate Capital Planning efforts during Spring 2020 with an eye on having a draft comprehensive Capital Plan developed by January 2021. In March 2020 the COVID-19 Pandemic hit and has since caused major disruption to District Operations and derailed our Capital Planning efforts for the foreseeable future. That said, I would like engage a number of external industry experts this fall to begin pre-work so that when the COVID dust settles we can begin to work on developing the Plan without further delay. The Firms that I am proposing the District contract with include:

Habeeb & Associates Architects to update the Priorities 1 and 2 sections of the January 2017 Capital Asset Assessment Report - \$29,190

Martinge Engineering Associates to prepare a 5 Year Capital Plan Study of the Wastewater Treatment Plant - \$8,500

Flansburgh Architects to prepare an initial Master Planning Study which will assist us in understanding the capacity of the school building relative to future student enrollment projections and the District's education vision for the future - \$29,450

McKibben Demographic Research to conduct an independent demographic enrollment study - \$6,300

I have included copies of each Firm's proposal for your review.

We are requesting that the School Committee approve \$73,440 from Stabilization so that District Administration can proceed with the Projects described above.

Regards,

Jeff Sands  
Assistant Superintendent  
Masconomet Regional School District



MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE

September 16, 2020

MEMBERS PRESENT: C. Miller, Chair, Boxford  
T. Teleen, Boxford  
K. DeMarco, Boxford  
T. Cooper, Middleton  
A. Pascucci, Middleton  
J. Ciampa, Middleton

Z. Bhuj, Vice Chair, Topsfield  
K. Prentakis, Middleton  
W. Hodges, Topsfield  
B. Thornborough, Boxford  
M. Ogden- Topsfield

MEMBERS ABSENT:

OTHERS PRESENT: M. Harvey, Superintendent  
J. Sands, Assistant Superintendent of Finance and Operations  
P. Bullard, Assistant Superintendent for Student Services

**A. Call to Order** – C. Miller, Chair, called the regular meeting of the School Committee of September 16, 2020 to order at 6:37p.m., in the middle school library.

**B. Motion to enter into Executive Session to Discuss Strategy Relative to Contract Negotiations with the Masconomet Teachers' Association and the Masconomet Paraprofessionals Association and to return to Open Session (Executive Session Purpose #3).** The Chair has determined that holding this discussion in Open Session may have a detrimental impact on the District's Bargaining Position. C. Miller made a motion to enter into executive session and return to open session at 7:30p.m, it was seconded by Z. Bhuj and approved by rollcall vote:

Roll Call Vote:

T. Cooper – yes  
T. Teleen – yes  
J. Ciampa – yes  
K. DeMarco – yes  
W. Hodges - yes  
A. Pascucci – yes

C. Miller – yes  
B. Thornborough – yes  
K. Prentakis – yes  
M. Gnoza-Ogden – yes  
Z. Bhuj – yes

MOTION: To enter into Executive Session and return to Open Session

VOTE: 11-0, Motion Carried

**C. Return to Open Session.** Returned to Open Session at 7:48pm

**D. Remarks by the Chair** – C. Miller reminded the Committee and audience that the meeting was being audio and video recorded and now live streamed. C. Miller also reminded the audience and SC that school officially starts Monday.

**E. Comments from the Audience** – C. Miller reminded everyone that she is asking that questions be emailed to her prior to the scheduled SC meetings. C. Miller and Z. Bhuj read a few emails that had been submitted to the SC.  
Dr. Hans Jefferson, Boxford – He supports hybrid or in-person learning based on the COVID data.  
Ryan Hill, Boxford – He understood teachers were supposed to be teaching from their classrooms even in remote learning. Why is the district posting jobs for classroom proctors?



Gina Fattis, Boxford – referenced the posting for classroom proctors and asked where the teachers will be teaching from during remote learning and what needs to be met for in-person learning to begin.

Kathlena Scarpetta, Topsfield – Asked about the posting for classroom proctors and asked for clarification as to what period 8 is and when the transition to hybrid will begin.

Michael Scammon, head volleyball coach – Asked that volleyball move to Fall2 season as most of the other NEC teams have done.

Paige Richardson, volleyball captain – asked for volleyball to be moved to Fall2 season

**F. School Re-Opening Update – M. Harvey** –Remote learning begins September 21<sup>st</sup>.

From September 1<sup>st</sup> to September 18<sup>th</sup> there have been 12 days of professional development for the staff. M. Harvey reviewed the training programs covered during this time. Supplies and materials will be distributed this week so the students can fully participate in remote learning beginning Monday. Hybrid learning planning continues. The classroom proctor positions were posted to accommodate request for accommodations from teachers/paraprofessionals.

**G. Middle School Principal's Update – P. McManus** informed the SC of the preparations for remote learning and the transition to hybrid learning at the Middle School. The 7<sup>th</sup> grade welcome orientation video with all the teachers, guidance, etc. was sent out. The SC watched the entertaining video. The 8<sup>th</sup> grade welcome back video will be sent out shortly. P. McManus reviewed the maintenance which has taken place, the new hires and faculty professional development. Supplies and materials will be picked up this week to start remote learning Monday and agendas are included in the materials. He provided the SC with a presentation on his School Year Vision, containing social/emotional learning, culture of kindness and patience and resiliency and connecting with the students. Z. Bhujju asked if the 7<sup>th</sup> grade students will be able to have a meet and greet with the teachers and each other. P. McManus stated not at this time due to the constraints with gatherings.

**H. High School Volleyball Update – J. Daileanes** provided an update on volleyball to the SC. Due to the lack of teams playing in the fall season, and the lack of gym availability he requested volleyball be shifted to the Fall2 season. C. Miller asked if they could practice during the fall. J. Daileanes explained that they can do conditioning outside and practice outside and he is currently looking for an indoor facility for practice. B. Thornborough asked if the fee schedule and registration would change. J. Sands advised that the fees would be changed and registration is currently ongoing as practice could start as early as Monday. K. DeMarco made a motion to move volleyball to the Fall2 season, it was seconded by C. Miller and approved by rollcall vote:

**Roll Call Vote:**

T. Cooper – yes

T. Teleen – yes

J. Ciampa – yes

K. DeMarco – yes

W. Hodges - yes

A. Pascucci – yes

C. Miller – yes

B. Thornborough – yes

K. Prentakis – yes

M. Gnoza-Ogden – yes

Z. Bhujju – yes

**MOTION:** To Move Volleyball to Fall2 Season

**VOTE:** 11-0, Motion Carried

- I. Capital Planning Update** – J. Sands read the letter sent to the SC breaking down the request for \$73,440 from the stabilization fund so the administration can proceed with preparing a draft of the capital plan. The experts providing proposals are: Habeeb & Associates Architects to update the priorities 1 and 2 sections of the January 2017 capital assessment report - \$29,190; Martinage Engineering Associates to prepare a 5 year capital plan study of the Wastewater Treatment Plant - \$8,500; Flansburgh Architects to prepare an initial master planning study to assist in understanding the capacity of the school building relative to future student enrollment projections and the District's education vision for the future - \$29,450; McKibben Demographic Research to conduct an independent demographic enrollment study - \$6,300. K. Prentakis asked when the work would begin as a result of these proposals. J. Sands responded the work would begin spring of 2022, however waiting 3 months to fund the proposals would not make that much of a difference. W. Hodges supports the proposal. T. Cooper asked if this money could be used to fill in the gaps for the school year. J. Sands informed the SC that the money in stabilization can only be used for specific expenses, and paying for substitutes is not one of them. T. Cooper made a motion to approve the \$73,440 from stabilization, it was seconded by K. DeMarco and approved by rollcall vote:

**Roll Call Vote:**

T. Cooper – yes

T. Teleen – yes

J. Ciampa – yes

K. DeMarco – yes

W. Hodges - yes

A. Pascucci – yes

C. Miller – yes

B. Thornborough – yes

K. Prentakis – yes

M. Gnoza-Ogden – yes

Z. Bhuj – yes

**MOTION:** To Approve \$73,440 from Stabilization

**VOTE:** 11-0, Motion Carried

- J. Superintendent's Evaluation** – T. Cooper informed the SC that 10 evaluations were received and most rating items were proficient. T. Cooper reviewed some of the comments from the evaluations and pointed to M. Harvey's strengths; pushing forward Vision 2025, strengthening and evolving the education and his leadership team. The evaluations recommended strengthening ties with other communities and groups within the Tri-town and providing more communication. C. Miller stated that this was a solid evaluation and that Mike is doing a great job for Masconomet. C. Miller made a motion to accept the superintendent's evaluation, it was seconded by Z. Bhuj and unanimously approved by Rollcall Vote:

**Roll Call Vote:**

T. Cooper – yes

T. Teleen – yes

J. Ciampa – yes

K. DeMarco – yes

W. Hodges - yes

C. Miller – yes

B. Thornborough – yes

K. Prentakis – yes

M. Gnoza-Ogden – yes

Z. Bhuj – yes

**MOTION:** To Approve the Superintendent's Evaluation

**VOTE:** 10-0, Motion Carried.

**K. Reports of Subcommittees (if any)**

1. **Policy** – M. Ogden informed the SC that the subcommittee has met twice regarding the re-opening policies necessary to adopt prior to hybrid re-opening. EBC Supplemental gives the Superintendent the authority to act outside policies until rescinded by the SC or the emergency orders are removed. Policies being reviewed are the mask policy, and emergency interim policy

among others. M. Ogden asked the SC to review the policies and advise if there are any questions or changes.

2. Community Engagement – B. Thornborough reviewed the Community Forum which was held September 9<sup>th</sup> to discuss the remote learning plan. Fifteen major topics were covered and over 430 people attended the zoom meeting. There is discussion of another forum once transitioning to hybrid learning.

3. Budget – No update.

4. Negotiations – T. Cooper informed the SC that the team is cautiously optimistic with regard to the negotiations with the Union. Meetings are scheduled for this upcoming Thursday and Monday.

5. Anti-Racism – T. Cooper informed the SC that the first meeting was held Monday and the general discussion was about setting long and short term goals. They are reviewing the Anti-Racism Declaration and they will be meeting weekly for the next 2 months.

6. DCI – No Update.

K. Consent Agenda – C. Miller read the Consent Agenda. A motion was made by K. Prentakis, seconded by C. Miller to approve the consent agenda as presented, it was unanimously approved by rollcall vote:

Rollcall Vote:

C. Miller – yes

K. Prentakis – yes

T. Cooper – yes

M. Gnoza-Ogden – yes

T. Teleen – yes

Z. Bhujji – yes

K. DeMarco – yes

B. Thornborough – yes

J. Ciampa - yes

W. Hodges – yes

MOTION: To Accept the Consent Agenda as Presented.

VOTE: 10-0 Motion Carried.

L. Adjournment – A motion was made by K. DeMarco to adjourn at 9:22 p.m., it was seconded by C. Miller and unanimously approved by rollcall vote:

Rollcall Vote:

C. Miller – yes

K. Prentakis – yes

T. Cooper – yes

M. Gnoza-Ogden – yes

T. Teleen – yes

Z. Bhujji – yes

K. DeMarco – yes

B. Thornborough – yes

J. Ciampa - yes

W. Hodges – yes

MOTION To Adjourn

:

VOTE: 10-0, Motion Carried

Submitted By: \_\_\_\_\_  
Lynn Viselli, Recording Secretary

Approved \_\_\_\_\_  
Date

**Per the Massachusetts Open Meeting Law, the list of documents that were either distributed to the Masconomet School Committee before the meeting in the packet or at the meeting.**

- 1. Agenda**
- 2. Middle School Principal Update**
- 3. Capital Planning Update**
- 4. Superintendent's Evaluation**
- 5. EBC Supplemental**
- 6. EBFCA**
- 7. Current MRSD Policies**
- 8. Consent Agenda**