

# MIDDLETON BOARD OF SELECTMEN

## MEETING AGENDA

**TUESDAY, JUNE 16, 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/88069247758?pwd=VERFd0ZTcEIUUEZpYUhZcIFzQmtXQT09>

Meeting ID: 880 6924 7758

Password: 258349

One tap mobile

+19292056099,,88069247758#,,1#,258349# US (New York)

1. 7:00 PM Warrant: #2026  
Minutes: Open Session: June 2, 2020, June 10, 2020, March 7, 2020 (joint with Finance Committee)  
Town Administrator updates and reports
2. 7:15 PM Public Comment Period
3. 7:20 PM Discussion and vote to reduce the quorum for the June 24, 2020 Annual Town Meeting in accordance with Chapter 92 of the Acts of 2020
4. 7:30 PM Review and approve FY21 1/12<sup>th</sup> budget for the month of July 2020; discuss FY21 full year budget
5. 7:45 PM Review and approve year end transfer of appropriations for the Fire Department in the amount of \$52,000.00
6. 7:50 PM Review and approve ambulance write-offs for FY17 in the amount of \$96,429.60
7. 8:00 PM Review and vote on reappointments effective July 1, 2020
8. 8:10 PM Vote to accept the following donations:
  - Middleton Food Pantry, Anonymous, \$1,200
  - Middleton Council on Aging, from Park Ave Minit Car Wash, Inc. \$500
9. 8:20 PM New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

Upcoming Meetings: June 24: Annual Town Meeting

June 30: Regular BOS meeting

July 14 & 28: Regular BOS meeting

August 11 & 25: Regular BOS meeting

*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.*

1.

**MEETING MINUTES**  
**BOARD OF SELECTMEN**  
**Tuesday, June 2, 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 Tim Houten, Brian Cresta, Kosta Prentakis, Todd Moreschi*

*Absent: Rick Kassiotis*

*Others Attending: Town Administrator Andy Sheehan, Assistant Town Administrator Tanya Shallop, Minutes Secretary Judi Stickney, Paul Pellicelli, Philip Dagati, Chief Tom Martinuk, Town Moderator Barbara Piselli, Town Clerk Ilene Twiss, Town CFO Sarah Wood, and others*

7:02 PM With a quorum present, Chair Tim Houten called the meeting to order.

**ROUTINES**

- **Warrant #2025 Approval:** Town Administrator Andy Sheehan provided a brief review of Warrant #2025 (Payroll: \$792,892.00 and Bills Payable: \$421,125.00), 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 **Cresta**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve Warrant #2025 as presented.
- **Minutes:** After a brief review of available minutes, the Board took the following action:  
On a **MOTION** made by **Prentakis**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the minutes of FY2021 Operating Budget Summit: February 1, 2020, May 7, 202, and May 19, 2020, as submitted.
- **Town Administrator's Report:** Town Administrator Andy Sheehan provided information and updates on the following:
  - **Reopening Middleton:** Sheehan advised that inspectional services and Memorial Hall opened yesterday. Memorial Hall is operating Monday through Thursday, 9AM-1PM, with limited hours and limited staff. 6-8 employees are in the building at any one time and they are limiting the public to 3 at any one time. They are continuing to encourage people to conduct business through the website, or in the drop box. Restaurants will be allowed to open in phase II for outdoor dining at the start of phase II. There will not be any inside seating to start with. Sheehan has formed a team to work with the restaurants to prepare to open, following the state's guidelines. A brief discussion ensued on restaurants opening.

- **One Twelfth Budget:** Sheehan advised the Board that Sarah Wood has been working on a 1/12<sup>th</sup> budget, in case they cannot hold Town Meeting. Wood advised that the 1/12<sup>th</sup> budget will be null and void if they are able to hold a regular Town Meeting.
- **FY21 Budget:** Sheehan reported that he was on a conference call today organized by Senator Tarr, to discuss the FY21 budget. Senate Ways & Means Chair Michael Rodrigues told attendees on the call that they should plan for a 20% cut to Unrestricted General Government Aid and level funding of c. 70 education aid.
- **Real Estate Bills Due June 1<sup>st</sup>:** Sheehan reminded viewers that real estate bills were due yesterday, June 1<sup>st</sup> and there is a 30-day grace period.
- **Fees Review:** Sheehan advised that his office had been reviewing the town's fee structure before COVID hit. He will bring a fee proposal to the Board at an upcoming meeting.
- **Mowing Golf Course:** Sheehan noted that the golf course has been mowed. He hopes to have it mowed 4-5 times this season.
- **Memorial Day Video:** Sheehan publicly thanked Paul Pellicelli for the Memorial Day video he produced in lieu of Memorial Day celebrations.

**7:30 PM Public Comment Period:** No public comments

**7:30 PM Presentation and Discussion of Census 2020:** Philip Dagati, Census Bureau Partnership Specialist, met with the Board of Selectmen with a presentation on Census 2020, noting that Middleton's response rate is currently at 74%, with 68% coming in through the online portal. This is a good response rate. Due to the COVID, the Census Bureau's normal direct outreach efforts have been delayed.

**7:40 PM Vote to Accept Grants for the Fire Department:** Chief Martinuk provided the Board with information on the following grants and asked the Board to accept them for the Fire Department:

- **Assistance to Firefighters Grant (AFG): \$42,857.14:** Funds will be used to pay for jaws of life and air bags
- **Volunteer Fire Assistance (VFA) Grant: \$1,000:** Funds will be used for brush fire personal protective equipment

On a **MOTION** made by **Prentakis**, second by **Moreschi**, the Board of Selectmen **VOTED**, unanimously by roll call vote to accept the AFG Grant and the VFA Grant in the amount in the amounts stated in the agenda.

**7:44 PM Vote to Close and Sign Annual Town Meeting Warrant:** The Town Administrator provided the Board with information on the reduced quorum bill before legislation, noting that it is languishing. He advised that they are going forward with the court filing to reduce the quorum, and he hopes to hear something by next week. He added that they have petitioned the court to go forward with 11 of the 17 articles in the warrant and requested the Board vote to close and sign two different warrants – one with the full 17 articles and the other with 11 articles. A lengthy discussion ensued, with the Town Moderator and the Town Clerk contributing to the discussion. After discussion, the Board decided they would schedule a meeting for next Wednesday at 5:45 PM, and took the following action:

On a **MOTION** made by **Prentakis**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously by roll call vote to close and sign both warrants – one with 11 articles and one with 17 articles.

**8:18 PM Update on Transfer Station Operations and Financing:** The Town Administrator provided the Board with an update on the transfer station operations and financing. He added that they are discussing options for selling stickers that will cut down on foot traffic at Memorial Hall. They plan to sell stickers exclusively through the CitizenServe online permit portal. The Board members expressed their support for the idea. Sheehan said the team would continue to develop the procedures and he would provide an update at a later date.

**8:29 PM Vote to Accept Donation:** The Town Administrator provided the Board with information on a donation to the Middleton Council on Aging's Meals on Wheels program in the amount of \$1,000, from **Teresa & Stephen Buono**.

On a **MOTION** made by **Prentakis**, second by **Moreschi**, the Board of Selectmen **VOTED** unanimously by roll call vote to accept the donation with thanks.

**8:15 PM Vote to Accept Donations:** The Town Administrator provided the Board with information on a several donations to the Middleton Food Pantry:

- **Essex County COVID-19 Response Fund: \$5,000**
- **Jason & Brenna Nichol: \$500**
- **The Rotary Foundation, on behalf of the Rotary Club of Topsfield, Boxford, and Middleton: \$600**
- **Teresa & Stephen Buono: \$1,000**

On a **MOTION** made by **Cresta**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously by roll call vote to accept the donations to the Middleton Food Pantry with thanks.

**8:31 PM ADJOURN**

With no further business, on a **MOTION** made by Cresta, the Board of Selectmen's meeting of June 2<sup>nd</sup>, 2020 adjourned at 8:31 PM.

**Upcoming Meetings:**

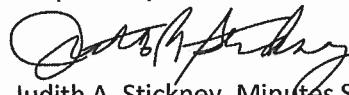
**June 10: Regular BOS Meeting at 5:45 PM**

**June 16: Regular BOS Meeting**

**June 24: Annual Town Meeting**

**June 30: Regular BOS Meeting**

Respectfully submitted,



Judith A. Stickney, Minutes Secretary

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Todd Moreschi, BOS Clerk

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

- Agenda: June 2, 2020
- Warrant #2025 (Payroll: \$792,892.00 and Bills Payable: \$421,125.00)
- Minutes:
  - FY2021 Operating Budget Summit: February 1, 2020
  - May 7, 2020
  - May 19, 2020
- The United States Census 2020
- Letter and accompanying material from Department of Homeland Security to Fire Chief, Re: Award Letter
- Letter from DCR to Fire Chief, Re: Volunteer Fire Assistance Program Grant
- Copy of Letter to Residents, Re: Annual Town Meeting
- Letter and related material from COA to Board of Selectmen, Re: Middleton COA Donation, 5/6/20
- Letter and related material from COA to Board of Selectmen, Re: Middleton Food Pantry Donation / ECCF Grant, 5/26/20
- Letter and related material from COA to Board of Selectmen, Re: Middleton Food Pantry Donation / Jason & Brenna Nichol, 5/26/20
- Letter and related material from COA to Board of Selectmen, Re: Middleton Food Bank Donation / Rotary Foundation, 5/5/20
- Letter and related material from COA to Board of Selectmen, Re: Middleton Food Bank Donation / Teresa & Stephen Buono, 5/5/20
- Letter from Johnny Appleseed's Inc. to Town Administrator, Re: WARN Act Notice-Supplement 1, 5/19/20

# MIDDLETON BOARD OF SELECTMEN

## MEETING AGENDA

**TUESDAY, JUNE 10, 2020**

**5:45 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*

Topic: Middleton Board of Selectmen 6-10-20

Time: Jun 10, 2020 05:45 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84950625500?pwd=ckY0d1ZZNy83N2IGbk9vaVJaREXiZz09>

Meeting ID: 849 5062 5500

Password: 359210

One tap mobile

+13126266799,,84950625500#,,1#,359210# US (Chicago)

+19292056099,,84950625500#,,1#,359210# US (New York)

1. 5:45 PM Public Comment Period
2. 5:50 PM Continue review and discussion of the June 24, 2020 Annual Town Meeting; review legislation or court petition with respect to reduced quorum; vote to close and sign Annual Town Meeting warrant
3. 6:10 PM Review and discuss procedure for authorizing outside dining at restaurants including serving of alcohol
4. 6:20 PM New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

Upcoming Meetings: June 16: Regular BOS meeting

June 24: Annual Town Meeting

June 30: Regular BOS meeting

*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.*

**MEETING MINUTES**  
**BOARD OF SELECTMEN**  
**Wednesday, June 10, 2020 5:45 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 Tim Houten, Brian Cresta, Kosta Prentakis, Todd Moreschi, Rick Kassiotis*

*Absent: None*

*Others Attending: Town Administrator Andy Sheehan, Assistant Town Administrator Tanya Shallop, Minutes Secretary Judi Stickney, Paul Pellicelli, Town Moderator Barbara Piselli, Town Clerk Ilene Twiss, Roberto Crugnale, Manny Garcia, Jill Mann, James Reynolds, and others.*

**5:47 PM** With a quorum present, Chair Tim Houten called the meeting to order.

**5:47 PM Public Comment Period**

**Attorney Jill Mann:** Jill questioned the possibility of whether the Town would entertain a reduced quorum for the Annual Town Meeting and if holding the Meeting outdoors was a consideration. The Chair advised they would be discussing Town Meeting right after the public comment period.

**5:50 PM Continued Review of the June 24, 2020 Annual Town Meeting:** Town Administrator Andy Sheehan advised the Board that pursuant to Section 7 of Chapter 92 of the Acts of 2020, legislation was passed allowing a reduced quorum for Annual Town Meeting, with a 7-day notice requirement. Sheehan added that the court petition with respect to reduced quorum was rendered moot by the legislation and the petition was withdrawn. Sheehan proceeded to review the email he had sent out earlier regarding his suggestions on what they should include on the warrant. He advised that Articles 1-10 and 12 are essential budget articles that must be dealt with. A brief discussion ensued on the citizen petition article (article 17). The decision was to include it on the warrant and pass over it, if the petitioner agrees to put it off at this time and have it included at the next Town Meeting. Jill Mann expressed her concern about a reduced quorum. After discussion, the Town Administrator requested that the Board vote to close and sign Annual Town Meeting warrant.

On a **MOTION** made by **Cresta**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously by roll call vote to rescind the two votes of last week's meeting.

On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously by roll call vote to put articles 1-10, 12, article 17 on the Annual Town Meeting Warrant and to close the Annual Town Meeting Warrant.

On a **MOTION** made by **Cresta**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously by roll call vote that should the authors of Article 17 choose not to take action at this Annual Town Meeting that it will be included on the next Town Meeting warrant.

**6:10 PM Outside Dining at Restaurants Including Serving Alcohol:** The Town Administrator provided the Board with a brief review of the guidelines for outside dining and serving of alcohol. Sheehan advised they put together an application package, a set of guidelines, and a draft decision for the approval of outdoor seating. Sheehan added that the guidelines include the procedure for authorizing outside dining at restaurants including serving alcohol. As soon as it's approved by the Board, a copy will be sent out to all restaurants in town. He added that restaurants are eager to see a process in place so they can reopen as soon as possible. Jill Mann, Jim Reynolds, and Roberto Crugnale had comments for the Board. After a lengthy discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Moreschi**, the Board of Selectmen **VOTED** unanimously by roll call vote to delegate to the Town Administrator the authority to approve outside dining and liquor service in accordance with the procedures laid out in the TODA documents.

**6:47 PM New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed.**

- **Recent Passing of Michelle Fitzpatrick:** Selectman Cresta made note of the passing of Michelle Fitzpatrick, former Principal of Fuller Meadow and Howe Manning schools, adding that she was a huge shining star in this community, and the world is a little less brighter with Michelle's passing.

**6:48 PM ADJOURN**

With no further business, on a **MOTION** made by Cresta, the Board of Selectmen's meeting of June 10<sup>th</sup>, 2020 adjourned at 6:48 PM.

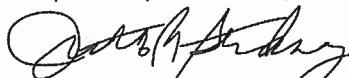
**Upcoming Meetings:**

**June 16: Regular BOS meeting**

**June 24: Annual Town Meeting**

**June 30: Regular BOS meeting**

Respectfully submitted,



Judith A. Stickney, Minutes Secretary

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Todd Moreschi, BOS Clerk

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

- Agenda: June 10, 2020
- E-Mail from the Town Administrator to the Board et al, Re: June 24<sup>th</sup> Annual Town Meeting, 6/10/20

**MINUTES OF THE BOARD OF SELECTMEN & FINANCE COMMITTEE  
FY2020 CAPITAL BUDGET SUMMIT**

**Fuller Meadow School  
Nathan Media Center  
143 South Main Street, Middleton, MA 01949  
Saturday, March 7, 2020  
8:15 AM**

BOS Present: Kosta Prentakis (KP), Brian Cresta (BC), Timothy Houton (TH), Rick Kassiotis (RK), Todd Moreschi (TM)

Finance Committee Present: John Erickson (JE), Richard Gregorio (RG), Michelle Cresta (MC), Toni Mertz (TM), Jason Vining (JV)

Others Present: Town Administrator Andrew Sheehan (AS), Assistant Town Administrator Tanya Shallop (TS), Town Accountant/CFO Sarah Wood (SW), Other attendees as noted

8:19 AM      With a quorum present TH called the meeting to order.

**8:20 AM      FY2020 Capital Budget overview: Andy Sheehan (AS), Sarah Wood (SW)**

AS and SW presented an overview of the capital budget and details on the operating budget. AS discussed possible options for vehicle financing including the possibility of leasing vehicles. There were several questions about the longevity of these assets.

8:45 AM      TH leaves the meeting

**9:00 AM      Police Department: Chief James DiGianvittorio (JD)**

JD generally presented his capital budget and answered questions regarding the purchase of a new court car, upgrades needed at the station and other capital items.

**9:23 AM      Fire Department: Chief Tom Martinuk (TM)**

TM presented his items on the capital budget. He answered questions regarding his request for a pumper truck and the status of his trucks generally. He discussed the status of staffing and hiring for FY21. He also outlined items in the station that are in need of upgrades.

**9:48 AM      Health and Information Technology: Derek Fullerton (DF)**

DF and TS primarily discussed the IT budget. There was a walk-through of the various IT items and a discussion of the movement of items from other departments into the IT budget. Board members asked why the town was buying copiers rather than leasing them and AS will look into possibly leasing. There was a general discussion of fiber to town buildings and the computer replacement schedule.

**10:52 AM      Department of Public Works: Paul Goodwin (PG)**

PG presented the projects and items within their capital plan focusing on the vehicles and the paving priorities. Additionally, PG answered questions about the paving of private roads. As the building manager of the COA, PG discussed the COA's request for a heating/cooling system and the grease trap in the building.

**10:38 PM      Supplemental Budget Requests and Vehicle Financing**

AS highlighted the supplemental budget requests. There was general consensus that the remaining requests should remain in the budget at the recommendation of AS. AS continued the discussion of the possible options for the financing of the vehicles.

**10:45 AM      Building Department: Scott Fitzpatrick (SF)**

SF presented his capital request for digitization of files. He discussed the phased approach and the need for the records to be kept digitally going forward. He mentioned the state of the current files and the need for more space and organization if digitization does not happen.

**11:00 AM      Memorial Hall: Andy Sheehan (AS)**

AS presented the plans for various items for Memorial Hall including repairs to the ramp.

There was general discussion of the finance articles on the warrant including stabilization funds and planning for OPEB on an annual basis.

KP discussed the Masconomet budget generally. There was further discussion about the School Resource Officer and school choice.

**11:36 AM      Middleton Elementary School budget: Scott Morrison (SM) and Steve Greenberg (SG)**

SM gave a Coronavirus update as it relates to the schools. He discussed changes to the school budget including the grant writer position which was reduced to a .5 FTE, the operations supervisor, the removal of the utility vehicle and the HVAC technician. He presented the capital requests and items that were removed. SM and SG also discussed the curriculum plans and end-user tech.

11:58 AM SW gave an operating budget recap

**12:08 PM      Assessor Budget: Brad Swanson (BS)**

BS presented his supplemental budget request for additional hours for the clerical position to include field hours. He answered questions regarding the cost of bringing in a vendor.

**12:33 PM      Supplemental Budget Requests**

The BOS and FC discussed their desire to have comps for the Assessor's office including staffing. There was a general discussion regarding part-time positions and the possibility of outsourcing functions.

AS gave an update on the Special Town Meeting, stating that the MDPC will postpone the meeting, likely to the fall or winter. There was a general discussion of the project.

1:25 PM

**Borrowing for Vehicles**

There was general discussion and agreement that the ambulance should be a lease-to-own vehicle, the pumper should be a 1-year capital exclusion, and that the DPW and other identified vehicles could be financed through borrowing or potential leasing.

There was a general discussion of possible fee increases.

The meeting adjourned at 1:59 PM.

Respectfully submitted,

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Tanya Shallop, Assistant Town Administrator

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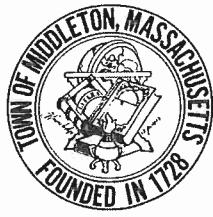
Rick Kassiotis, BOS Clerk

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John Erickson, Finance Committee Co-Chair

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Richard Gregorio, Finance Committee Co-Chair



## BOARD OF SELECTMEN

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

3.

## PUBLIC NOTICE ADJUSTMENT OF TOWN MEETING QUORUM REQUIREMENTS

Pursuant to Section 7 of Chapter 92 of the Acts of 2020, the Middleton Board of Selectmen will meet to consider an adjustment of Town Meeting quorum requirements. The Board will meet on Tuesday, June 16, 2020 at 7:00PM. The meeting will be held via the Zoom online meeting platform. Members of the public are invited to follow the deliberations.

The link to the meeting is

<https://us02web.zoom.us/j/88069247758?pwd=VERFd0ZTcElUUEZpYUhZclFzQmtXQT09>

Meeting ID: 880 6924 7758

Password: 258349

One tap mobile

+19292056099,,88069247758#,1#,258349# US (New York)

## MIDDLETON BOARD OF SELECTMEN

June 8, 2020

SECTION 5. Subsection (a) of section 5 of said chapter 45 is hereby amended by striking out the words "June 30, 2020" and inserting in place thereof the following words:- August 1, 2020.

SECTION 6. The second sentence of section 11 of chapter 53 of the acts of 2020 is hereby amended by striking out the words "a city or town shall not" and inserting in place thereof the following words:- a city, town or district shall not.

SECTION 7. (a) Notwithstanding section 13 of chapter 39 of the General Laws or any other general or special law, charter provision or by-law to the contrary, a town may act by vote of its select board or board of selectmen, in consultation and with the approval of the town moderator, to prescribe the number of voters necessary to constitute a quorum at any town meeting held during the governor's March 10, 2020 declaration of a state of emergency at a number that is less than the number that would otherwise be required by law, town by-law or town charter; provided, however, that the number of voters necessary to constitute a quorum shall not be less than 10 per cent of the number that would otherwise be required.

(b) The select board or board of selectmen shall publish notice of its intention to consider an adjustment of town meeting quorum requirements under this section not less than 7 days before the vote of the select board or board of selectmen. The select board or board of selectmen shall provide for adequate means of public access that will allow interested members of the public to clearly follow the deliberations of the select board or board of selectmen on making a quorum adjustment as those deliberations are occurring.

(c) Not less than 10 days after a vote of the select board or board of selectmen to adjust the quorum requirement under this section, the town clerk shall notify the attorney general of the adjusted quorum requirement.

(d) All actions taken pursuant to this section are hereby ratified, validated and confirmed to the same extent as if the town meeting had been conducted in accordance with all other applicable laws, charter provisions, ordinances and by-laws.

SECTION 8. (a) Notwithstanding any general or special law, charter provision, ordinance or by-law to the contrary, in order to address disruptions caused by the outbreak of the 2019 novel coronavirus, also known as COVID-19, during the governor's March 10, 2020 declaration of a state of emergency, if the moderator in a town having a representative town meeting form of government determines that it is not possible to safely assemble the town meeting members and interested members of the public in a common location

**TOWN OF MIDDLETON  
ANNUAL TOWN MEETING  
JUNE 24, 2020**

Dear Resident:

As a result of COVID-19, social distancing, and stay at home advisories, the Annual Town Meeting was postponed from its usual May date. Town Meeting is now scheduled for **Wednesday, June 24, 2020 at 7:00PM at the Howe Manning School, 26 Central Street, Middleton, MA.**

We have chosen to communicate to you in a different way this year. Uncertainty over when or if Town Meeting could take place upset our normal printing and mailing schedule. Instead, we are sending this one page mailer to every household. This mailer includes a summary of the articles on the Town Meeting warrant, as well as where you can view the full warrant book and how to obtain a physical copy.

Our bylaw sets a quorum of 100 voters for Town Meeting. Recently, Annual Town Meetings have drawn only slightly more than the required 100 voters. Due to the COVID-19 State of Emergency, legislation was recently enacted that allows towns to temporarily reduce quorum. This ensures that towns can meet to address critical budget articles. On June 16th, the Middleton Board of Selectmen will meet to consider lowering the quorum for Annual Town Meeting. If the quorum is reduced, this does not cap the number of registered voters who may attend and participate on June 24th.

The Howe Manning Gymnasium has seating capacity for 675. There will be more than enough room to accommodate you while allowing you to maintain social distancing. In addition, the Cafeteria will be available as an overflow room. There is a full audio and video connection between the Gymnasium and the Cafeteria. Additionally, comprehensive measures will be put in place to ensure the safety of all attendees.

We have limited the Town Meeting warrant to include only those items that are necessary to address at this time. This will allow us to get our essential work done in the most expeditious way possible. In addition, Town Moderator, Barbara Piselli, may employ a consent agenda. A consent agenda takes articles that usually generate little debate and disposes of them in one vote.

As you know, elections allow absentee voting; conversely, Town Meetings must be held in person. There is no provision under the law for remote participation or absentee voting in Open Town Meetings.

We have strived to do everything to ensure a safe Town Meeting. Please join us in confidence as we take up the Town's legislative business.

The following is a summary of the Annual Town Meeting warrant. The entire warrant book may be viewed at [www.middletonma.gov](http://www.middletonma.gov). A link to the warrant is on the homepage.

If you desire a printed copy, please email [mcreasi@middletonma.gov](mailto:mcreasi@middletonma.gov) and one will be mailed to you. We will have copies at the meeting.

## **SUMMARY OF ANNUAL TOWN MEETING WARRANT ARTICLES:**

- ARTICLE 1** Set compensation of elected officials
- ARTICLE 2** Approve the omnibus (general fund) budget for FY21 beginning July 1, 2020
- ARTICLE 3** Appropriate and reserve Community Preservation Act funds
- ARTICLE 4** Appropriate money from Community Preservation Fund
- ARTICLE 5** Authorize spending limits for revolving funds
- ARTICLE 6** Approve the South Essex Sewer District budget for FY21
- ARTICLE 7** Approve the Water Enterprise FY21 budget for FY21
- ARTICLE 8** Accept funds from the Middleton Electric Light Department
- ARTICLE 9** Authorize expenditure of Chapter 90 highway grant funds from the State
- ARTICLE 10** Approve the general fund capital budget for FY21
- ARTICLE 11** Approve transfer of \$75,000 to Other Post-Employment Benefits (OPEB) Trust Fund
- ARTICLE 12** Approve spending \$20,000 for costs associated with acquisition or disposal of real property (by citizen petition)

The entire warrant book may be viewed at [www.middletonma.gov](http://www.middletonma.gov). A link to the warrant is on the homepage.

If you desire a printed copy, please email [mcreasi@middletonma.gov](mailto:mcreasi@middletonma.gov) and one will be mailed to you. We will have copies at the meeting.

The Town Moderator, Town Clerk, and Town Administrator will host a Pre-Town Meeting to review the articles and answer questions. The Pre-Town Meeting will be held on Thursday, June 18, 2020 at 6:30PM. To attend click the following Zoom link:

<https://us02web.zoom.us/j/83018620704?pwd=QkZxR0doVEttTzlkZEhERk54OUVUdz09>

Meeting ID: 830 1862 0704

Password: 8hPdbe



## OFFICE OF THE TOWN ADMINISTRATOR

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

A.

## MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

SUBJ.: 1/12<sup>th</sup> Budget Message

DATE: June 16, 2020

The last three months has seen everything turned on its head, our budget development process included. When we met on March 7, 2020, our FY21 budget picture was clear enough that we were confident we would arrive at a balanced budget. COVID-19 has changed all that.

### **FY2021 Operating Budget**

As discussed at our May 7 budget hearing, we adjusted both revenue and expenditure projections in light of COVID and the economic damage it has caused. We are confident in bringing that budget to Town Meeting on June 24. The caveats stated previously still remain.

We fully expect that things will change further over the coming months. At some point the State will adopt a budget and our local aid numbers will be set. As the economy reopens we will get a better sense of local receipts, particularly meals and lodging taxes. Already we are seeing good news in building permit applications viewed against the same month last year.

As these budget components become clearer, we will better understand what modifications will be required at a Special Town Meeting in the fall. We expect there will be sufficient clarity by then to make final adjustments prior to setting the tax rate according to our usual schedule.

### **1/12<sup>th</sup> Budget**

There remains a chance that Town Meeting will not happen this year. If we cannot achieve quorum we will not be able to adopt a full year budget for FY21.

For this reason we are preparing a 1/12<sup>th</sup> budget as insurance. The 1/12<sup>th</sup> budget option was made available to municipalities by Section 5 of Chapter 53 of the Acts of 2020. It has not been our preference to utilize the 1/12<sup>th</sup> budget, but it would be irresponsible to not be prepared for all contingencies.

The Department of Revenue advises communities that have not yet adopted a full year budget to prepare and submit a 1/12<sup>th</sup> budget. If we are successful in adopting a full year budget on June 24<sup>th</sup> the 1/12<sup>th</sup> budget will simply be withdrawn.

Over the past several weeks, Chief Financial Officer Sarah Wood has been working with departments to develop a 1/12<sup>th</sup> budget for July. In truth, the 1/12<sup>th</sup> budget is slightly more than 1/12<sup>th</sup> of the FY20 budget. Chapter 53 allows cities and towns to fully fund certain appropriations that typically get paid in the first July warrant. For Middleton, these include our insurance premiums and pension assessment to Essex Regional Retirement System. This is critically important as our insurance and pension assessments provide a discount for paying in full in July. These early pay incentives save the Town tens of thousands of dollars each year.

1/12<sup>th</sup> represents the minimum we must appropriate under the Act. Each month we must appropriate not less than 1/12<sup>th</sup> of the approved FY20 budget.

The final FY20 budget was \$38,631,227.72. One-twelfth of that is \$3,219,269. The proposed July budget is \$3,539,721, slightly more than 1/12<sup>th</sup> of the FY20 total.

The balance of the departmental budgets are 1/12<sup>th</sup> of the FY20 approved budget with a few exceptions due to timing of bills due.

No wage increases are included in the 1/12<sup>th</sup> budget. Chapter 53 prohibits wage increases in the 1/12<sup>th</sup> budget unless they were previously funded by a vote of Town Meeting. The wage increases endorsed previously by the Board and Finance Committee will be payable retroactively upon adoption of the full year budget.

Each month, until a full year budget is adopted, we will prepare and submit to the Board and DOR a 1/12<sup>th</sup> budget.

As noted above, the 1/12<sup>th</sup> budget is a safety net in case we are unable to adopt a full year budget on June 24. We are confident in the assumptions we have made, with the knowledge that adjustments are almost certainly going to be needed later in the year.

I look forward to discussing this in greater detail.

	Approved FY 2020	Finance Committee Recommendation FY 2021	Selectmen Proposed 1/12th Operating Budget July 2020
<b>FUND: 01 GENERAL FUND</b>			
<b>FUNCTION 100: GENERAL GOVERNMENT</b>			
<b>Department #114 TOWN MODERATOR</b>			
5100 Personal Services	200	200	17
<b>DEPARTMENT TOTAL</b>	<b>\$200</b>	<b>\$200</b>	<b>\$17</b>
<b>Department #122 SELECTMEN/ADMINISTRATOR</b>			
5100 Personal Services	269,117	281,453	22,426
5200 Purchase of Services/Supplies	31,480	40,615	3,373
<b>DEPARTMENT TOTAL</b>	<b>\$300,597</b>	<b>\$322,068</b>	<b>\$25,799</b>
<b>Department #131 FINANCE COMMITTEE</b>			
5100 Personal Services	2,059	2,100	172
5200 Purchase of Service/Supplies	1,780	1,780	148
5200 Reserve fund (Budget Shown)	100,000	100,000	8,333
<b>DEPARTMENT TOTAL</b>	<b>\$103,839</b>	<b>\$103,880</b>	<b>\$8,653</b>
<b>Department #135 TOWN ACCOUNTANT</b>			
5100 Personal Services	128,177	132,442	10,681
5200 Purchase of Services/Supplies	37,775	37,250	3,148
5800 Capital Outlay	0	0	0
<b>DEPARTMENT TOTAL</b>	<b>\$165,952</b>	<b>\$169,692</b>	<b>\$13,829</b>
<b>Department #141 ASSESSORS</b>			
5100 Personal Services	166,393	169,266	13,866
5200 Purchase of Services/Supplies	20,510	12,010	981
<b>DEPARTMENT TOTAL</b>	<b>\$186,903</b>	<b>\$181,276</b>	<b>\$14,847</b>
<b>Department #145 TREASURER/COLLECTOR</b>			
5100 Personal Services	182,813	186,751	15,234
5200 Purchase of Services/Supplies	40,450	43,950	5,496
<b>DEPARTMENT TOTAL</b>	<b>\$223,263</b>	<b>\$230,701</b>	<b>\$20,730</b>

	Approved FY 2020	Selectmen Finance Committee Recommendation FY 2021	Proposed 1/12th Operating Budget July 2020
<b>Department #146 CUSTODIAN OF TOWN LANDS</b>			
5100 Personal Services	2,500	2,500	208
<b>DEPARTMENT TOTAL</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$208</b>
<b>Department #151 TOWN COUNSEL</b>			
5200 Purchase of Services	90,000	80,000	7,500
<b>DEPARTMENT TOTAL</b>	<b>\$90,000</b>	<b>\$80,000</b>	<b>\$7,500</b>
<b>Department #155 INFORMATION TECHNOLOGY</b>			
5100 Personal Services	70,149	71,036	5,846
5200 Purchase of Services/Supplies	202,500	307,039	49,078
<b>DEPARTMENT TOTAL</b>	<b>\$272,649</b>	<b>\$378,075</b>	<b>\$54,923</b>
* Various items from departments have been reclassified into the information technology department.			
<b>Department #161 TOWN CLERK</b>			
5100 Personal Services	133,770	136,446	11,148
5200 Purchase of Services/Supplies	12,990	13,100	1,083
5800 Capital Outlay	12,500	8,000	1,042
<b>DEPARTMENT TOTAL</b>	<b>\$159,260</b>	<b>\$157,546</b>	<b>\$13,272</b>
<b>Department #162 ELECTIONS/ REGISTRATIONS</b>			
5100 Personal Services	26,088	42,960	2,174
5200 Purchase of Services/Supplies	13,250	13,750	1,104
<b>DEPARTMENT TOTAL</b>	<b>\$39,338</b>	<b>\$56,710</b>	<b>\$3,278</b>
<b>Department #171 CONSERVATION COMMISSION</b>			
5100 Personal Services	74,329	85,552	6,194
5200 Purchase of Services/Supplies	4,850	3,950	329
<b>DEPARTMENT TOTAL</b>	<b>\$79,179</b>	<b>\$89,502</b>	<b>\$6,523</b>

	Approved FY 2020	Selectmen Finance Committee Recommendation FY 2021	Proposed 1/12th Operating Budget July 2020
<b>Department #175 PLANNING BOARD</b>			
5100 Personal Services	96,479	101,754	8,040
5200 Purchase of Services/Supplies	8,680	9,310	725
<b>DEPARTMENT TOTAL</b>	<b>\$105,159</b>	<b>\$111,064</b>	<b>\$8,765</b>
<b>Department #176 BOARD OF APPEALS</b>			
5100 Personal Services	2,304	2,620	192
5200 Purchase of Services/Supplies	2,050	2,050	171
<b>DEPARTMENT TOTAL</b>	<b>\$4,354</b>	<b>\$4,670</b>	<b>\$363</b>
<b>Department #181 MASTER PLAN COMMITTEE/LAND ACQUISITION</b>			
5100 Personal Services	1,152	1,441	96
5200 Purchase of Services/Supplies	100	100	8
<b>DEPARTMENT TOTAL</b>	<b>\$1,252</b>	<b>\$1,541</b>	<b>\$104</b>
<b>Department #192 TOWN BUILDINGS</b>			
5100 Personal Services	40,811	49,470	3,401
5200 Purchase of Services/Supplies	76,825	84,500	6,527
<b>DEPARTMENT TOTAL</b>	<b>\$117,636</b>	<b>\$133,970</b>	<b>\$9,928</b>
<b>Department #195 TOWN REPORTS</b>			
195 Town Warrants/Reports	5,500	6,000	458
<b>DEPARTMENT TOTAL</b>	<b>\$5,500</b>	<b>\$6,000</b>	<b>\$458</b>
<b>TOTAL GEN. GOVERNMENT FUNCTION 100</b>	<b>\$1,857,581</b>	<b>\$2,029,395</b>	<b>\$189,199</b>
<b>FUND: 01 GENERAL FUND</b>			

	Approved FY 2020	Selectmen Finance Committee Recommendation FY 2021	Proposed 1/12th Operating Budget July 2020
<b>FUNCTION 200: PUBLIC SAFETY</b>			
<b>Department #210 POLICE DEPARTMENT</b>			
5100 Personal Services	1,731,130	1,734,056	144,261
5200 Purchase of Services/Supplies	246,443	221,725	19,304
5800 Capital Outlay	50,000	59,000	4,167
<b>DEPARTMENT TOTAL</b>	<b>\$2,027,573</b>	<b>\$2,014,781</b>	<b>\$167,731</b>
<b>Department #220 FIRE DEPARTMENT</b>			
5100 Personal Services	1,765,384	1,731,161	144,187
5200 Purchase of Services/Supplies	217,805	330,196	28,610
5800 Capital Outlay	18,000	18,000	1,000
<b>DEPARTMENT TOTAL</b>	<b>\$2,001,189</b>	<b>\$2,079,357</b>	<b>\$173,797</b>
<b>Department #241 INSPECTIONS DEPARTMENT</b>			
5100 Personal Services	236,693	242,145	19,724
5200 Purchase of Services/Supplies	32,800	28,250	2,354
<b>DEPARTMENT TOTAL</b>	<b>\$269,493</b>	<b>\$270,395</b>	<b>\$22,079</b>
<b>Department #292 ANIMAL CONTROL</b>			
5100 Personal Services	22,732	22,914	1,894
5200 Purchase of Services/Supplies	4,400	3,900	296
<b>DEPARTMENT TOTAL</b>	<b>\$27,132</b>	<b>\$26,814</b>	<b>\$2,190</b>
<b>Department #296 TOWN CONSTABLE</b>			
5100 Personal Services	200	200	17
<b>DEPARTMENT TOTAL</b>	<b>\$200</b>	<b>\$200</b>	<b>\$17</b>
<b>TOTAL PUBLIC SAFETY FUNCTION 200</b>	<b>\$4,325,587</b>	<b>\$4,391,547</b>	<b>\$365,814</b>

	Approved FY 2020	Selectmen Finance Committee Recommendation FY 2021	Proposed 1/12th Operating Budget July 2020
<b>FUND: 01 GENERAL FUND</b>			
<b>FUNCTION: 300: EDUCATION</b>			
<b>Department #300 OTHER SCHOOL EXPENSES</b>			
5200 Purchase of Services /Supplies	0	26,000	0
<b>DEPARTMENT TOTAL</b>	<b>\$0</b>	<b>\$26,000</b>	<b>\$0</b>
<b>Department #301 MIDDLETON SCHOOL DEPARTMENT</b>			
5100 Personal Services	8,624,747	9,105,060	220,000
5200 Purchase of Services /Supplies	3,914,196	3,881,444	200,000
<b>DEPARTMENT TOTAL</b>	<b>\$12,538,943</b>	<b>\$12,986,504</b>	<b>\$420,000</b>
<b>Department #314 MASCONOMET SCHOOL DISTRICT</b>			
5600 Intergovernmental Payments (Middleton's Assessment)	9,968,124	10,204,052	0
5900 Masconomet Debt Service	382,380	103,740	0
<b>DEPARTMENT TOTAL</b>	<b>\$10,350,504</b>	<b>\$10,307,792</b>	<b>\$0</b>
<b>Department #315 NORTH SHORE ESSEX AGRICULTURAL AND VOCATIONAL SCHOOL DISTRICT</b>			
5600 Intergovernmental Payments (Middleton's Assessment)	699,698	632,598	0
5900 NSEAVSD Debt Service	77,979	66,198	0
<b>DEPARTMENT TOTAL</b>	<b>\$777,677</b>	<b>\$698,796</b>	<b>\$0</b>
<b>TOTAL SCHOOL DEPARTMENT</b>	<b>\$23,667,124</b>	<b>\$24,019,092</b>	<b>\$420,000</b>
<b>FUNCTION 300: EDUCATION</b>			

	Approved FY 2020	Selectmen Finance Committee Recommendation FY 2021	Proposed 1/12th Operating Budget July 2020
<b>FUND: 01 GENERAL FUND</b>			
<b>FUNCTION 400: PUBLIC WORKS</b>			
<b>Department #420 PUBLIC WORKS DEPARTMENT</b>			
5100 Personal Services	674,861	688,347	64,313
5200 Purchase of Services/Supplies	300,981	295,921	46,265
5800 Capital Outlay	19,000	19,000	1,584
<b>DEPARTMENT TOTAL</b>	<b>\$994,842</b>	<b>\$1,003,268</b>	<b>\$112,162</b>
<b>Department #423 SNOW AND ICE</b>			
5100 Personal Services	60,000	60,000	0
5200 Purchase of Services/Supplies	209,500	220,750	0
<b>DEPARTMENT TOTAL</b>	<b>\$269,500</b>	<b>\$280,750</b>	<b>\$0</b>
<b>Department #425 TRANSFER STA./SOLID WASTE</b>			
5100 Personal Services	133,322	133,123	11,094
5200 Purchase of Services/Supplies	294,276	322,200	25,622
<b>DEPARTMENT TOTAL</b>	<b>\$427,598</b>	<b>\$455,323</b>	<b>\$36,716</b>
<b>TOTAL PUBLIC WORKS</b>	<b>\$1,691,940</b>	<b>\$1,739,341</b>	<b>\$148,878</b>

	Approved FY 2020	Selectmen Finance Committee Recommendation FY 2021	Proposed 1/12th Operating Budget July 2020
<b>FUND: 01 GENERAL FUND</b>			
<b>FUNCTION 500: HUMAN SERVICES</b>			
<b>Department #511 BOARD OF HEALTH</b>			
5100 Personal Services	110,681	113,151	9,223
5200 Purchase of Services/Supplies	28,785	24,800	3,525
<b>DEPARTMENT TOTAL</b>	<b>\$139,466</b>	<b>\$137,951</b>	<b>\$12,748</b>
<b>Department #541 COUNCIL ON AGING</b>			
5100 Personal Services	169,655	197,599	14,138
5200 Purchase of Services/Supplies	59,006	46,217	3,896
5800 Capital Outlay	1,500	0	125
<b>DEPARTMENT TOTAL</b>	<b>\$230,161</b>	<b>\$243,816</b>	<b>\$18,159</b>
<b>Department #543 VETERAN SERVICE OFFICER</b>			
5100 Personal Services	17,550	19,427	1,546
5200 Purchase of Services/Supplies	86,750	71,900	7,204
<b>DEPARTMENT TOTAL</b>	<b>\$104,300</b>	<b>\$91,327</b>	<b>\$8,750</b>
<b>Department #545 TRI-TOWN COUNCIL</b>			
5200 Purchase of Services	28,500	29,925	2,375
<b>DEPARTMENT TOTAL</b>	<b>\$28,500</b>	<b>\$29,925</b>	<b>\$2,375</b>
<b>Department #548 MIDDLETON GARDEN CLUB</b>			
5200 Purchase of Services	5,000	5,000	417
<b>DEPARTMENT TOTAL</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$417</b>
<b>TOTAL HUMAN SERVICES FUNCTION 500</b>	<b>\$507,427</b>	<b>\$508,019</b>	<b>\$42,449</b>

	Approved FY 2020	Selectmen Finance Committee Recommendation FY 2021	Proposed 1/12th Operating Budget July 2020
<b>FUND: 01 GENERAL FUND</b>			
<b>FUNCTION 600: CULTURE &amp; RECREATION</b>			
<b>Department #610 FLINT PUBLIC LIBRARY</b>			
5100 Personal Services	385,870	410,954	32,156
5200 Purchase of Services/Supplies	183,368	192,961	36,928
<b>DEPARTMENT TOTAL</b>	<b>\$569,238</b>	<b>\$603,915</b>	<b>\$69,084</b>
<b>Department #630 RECREATION COMMISSION</b>			
5100 Personal Services	21,726	23,830	1,811
5200 Purchase of Services/Supplies	24,350	25,774	2,029
<b>DEPARTMENT TOTAL</b>	<b>\$46,076</b>	<b>\$49,604</b>	<b>\$3,840</b>
<b>Department #691 HISTORICAL COMMISSION</b>			
5200 Purchase of Services	1,000	1,000	83
<b>DEPARTMENT TOTAL</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$83</b>
<b>Department #692 MEMORIAL DAY</b>			
5200 Purchase of Services	5,000	5,000	417
<b>DEPARTMENT TOTAL</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$417</b>
<b>Department #693 CHIEF WILLS DAY FAMILY FESTIVAL</b>			
5200 Purchase of Services	5,000	5,000	417
<b>DEPARTMENT TOTAL</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$417</b>
<b>TOTAL CULTURE &amp; REC. FUNCTION 600</b>	<b>\$626,314</b>	<b>\$664,519</b>	<b>\$73,840</b>

	Approved FY 2020	Selectmen Finance Committee Recommendation FY 2021	Proposed 1/12th Operating Budget July 2020
<b>FUND: 01 GENERAL FUND</b>			
<b>FUNCTION 700: DEBT SERVICE</b>			
<b>Department #710 DEBT SERVICE</b>			
5801 Principal	887,250	890,625	0
5915 Interest	593,845	457,993	0
5920 Issuance Costs	0	50,000	0
<b>TOTAL DEBT SERVICE FUNCTION 700</b>	<b>\$1,481,095</b>	<b>\$1,398,618</b>	<b>\$0</b>
<b>FUND: 01 GENERAL FUND</b>			
<b>FUNCTION 900: UNCLASSIFIED</b>			
<b>Department: UNCLASSIFIED</b>			
820 State Assessment	338,391	-	28,199
910 Compensation Reserve	40,000	90,000	7,500
911 Retirement	1,460,009	1,645,959	1,820,352
913 Unemployment	10,000	15,000	1,250
914 Health Insurance	846,972	845,055	70,421
915 Group Insurance	3,000	3,000	250
916 Medicare	95,000	100,000	7,917
945 All Other Insurance	207,000	203,500	330,000
<b>DEPARTMENT TOTAL</b>	<b>3,000,372</b>	<b>2,902,514</b>	<b>2,265,889</b>
<b>TOTAL OPERATING BUDGET</b>	<b>\$37,157,440</b>	<b>\$37,653,045</b>	<b>\$3,506,069</b>
<b>GENERAL FUND 01</b>			
<b>63005 WATER DEPARTMENT</b>			
5100 Personal Services	110,768	117,053	9,755
5200 Purchase of Services/Supplies	148,834	167,995	23,897
<b>TOTAL OPERATING BUDGET</b>	<b>\$259,602</b>	<b>\$285,048</b>	<b>\$33,652</b>
	<b>\$37,417,042</b>	<b>\$37,938,093</b>	<b>\$3,539,721</b>
	<b>\$0</b>	<b>\$0</b>	<b>(\$0)</b>

5.

## YEAR-END APPROPRIATION TRANSFERS

Town of Middleton, MA

The undersigned requests a transfer from:

Account Name: Part time wages Account number: 01220151 512200 Current Balance: \$200,392

Name of appropriation to receive the transfer:

Account Name: Equipment repair Account number: 01220152 524000 Current Balance: -\$35,688

Amount requested: \$52,000

Specific purpose of the transfer: During May and June, and the first 15 days of July of the new fiscal year, the Select Board, with the agreement of the Finance Committee, may transfer any amount from a departmental or other appropriation to any other appropriation.

The Amount requested to be transferred above for the following reason(s):

The maintenance account is in negative balance due to major repairs during the year.

This will adjust the deficit in the budget and cover repairs that need to be paid before July.

6/8/2020

Date



Requester Signature

Fire Chief

Requester Title

6/11/20

Date



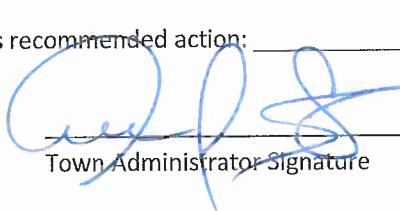
Town Accountant Signature

Town Administrator's recommended action:

Approve

6/11/20

Date



Town Administrator Signature

## Action of the BOARD OF SELECTMEN

An end-of-year transfer using this alternative procedure requires a majority vote of the select board and a majority vote of the finance committee.

Date of meeting: \_\_\_\_\_ Vote tally: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_

Approved transfer amount: \_\_\_\_\_

\_\_\_\_\_  
Chair Signature

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Member Signature

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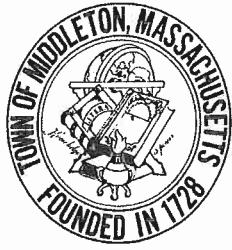
## Action of the Finance Committee

Date of meeting: \_\_\_\_\_ Vote tally: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_

Approved transfer amount: \_\_\_\_\_

\_\_\_\_\_  
Finance Committee Chair Signature

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



TOWN OF MIDDLETON  
**Office of the Town Accountant**  
48 South Main Street  
Middleton, MA 01949  
Tel: (978) 777-4966  
Fax: (978) 774-3682

6.

## **Ambulance Receivable Abatement June 2020**

We the Selectmen of the Town of Middleton authorize the Town Accountant/CFO to write off ambulance receivables that we deem as uncollectible for \$134,842.90.

### **Summary of FY 2017 Activity**

Fiscal Year	Net Amount Billed	Remaining Receivable	% of Remaining Receivable to Net Amount Billed
2017	\$698,927.05	\$96,429.60	13.8%

### **Selectpersons:**

Kosta E. Prentakis \_\_\_\_\_

Brian M. Cresta \_\_\_\_\_

Timothy P. Houten \_\_\_\_\_

Richard W. Kassiotis, Jr. \_\_\_\_\_

Todd Moreschi \_\_\_\_\_



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

8.

June 2, 2020

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

Re: Middleton Food Pantry Donation / · Anonymous

Please add the following donation to your agenda for acceptance by the Board of Selectmen for the Middleton Food Pantry and notify me when the check has been accepted so that it can then be deposited.

Thank you,

*Jillian Smith*

Jillian Smith  
COA Director

A Donation has been made payable to the Town of Middleton:

Date: 6/2/20

Name: !

Donation: \$1,200.00

Check Number 9498

This donor would like to remain anonymous

Yes

No

MIDDLETON, MA 01949

9498

53-70942/113

04

CHECK AMOUNT

PAY in the  
order of  
One Thousand One hundred Dollars —  
Hollings

Photo  
Stamps  
Deposit  
Certificates

FOR

INSTITUTION FOR SAVINGS  
BUILDING STRONGER COMMUNITIES SINCE 1823

RP



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

June 3, 2020

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

Re: Middleton Food Pantry Donation / Minit Car Wash Inc.

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

Thank you,

*Jillian Smith*

Jillian Smith  
COA Director

A Donation has been made payable to the Town of Middleton:

Date: 5/24/20

Name: Park Ave Minit Car Wash Inc.

Donation: \$500.00

Check Number 10611

This donor would like to remain anonymous

**Yes**

**XXX No**



PARK AVE.  
MINIT CAR WASH, INC.  
195 S. MAIN STREET  
MIDDLETON, MA 01949



53-7054/2113

10611



05/24/2020

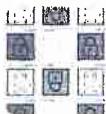
PAY TO THE  
ORDER OF Middleton Council on Aging \$\*\*500.00

DOLLARS

Security features. Details on back.

Five Hundred and 00/100\*\*\*\*\*

Middleton Council on Aging  
38 Maple Street  
Middleton, MA  
01949



*Paula Lissner*

AUTHORIZED SIGNATURE

MEMO

PARK AVE. MINIT CAR WASH, INC.

10611

Middleton Council on Aging 05/24/2020

500.00

TD Banknorth 500.00

Correspondence and informational materials



## Middleton Police Department

65 North Main Street  
Middleton, MA 01949  
Tel: (978) 774-4424 Fax: (978) 774-4466  
E-mail: [chief@middletonpolice.com](mailto:chief@middletonpolice.com)

*James A. DiGianvittorio  
Chief of Police*

To: Board of Selectmen  
From: James DiGianvittorio  
Date: June 8, 2020  
Subject: Commendation

Often there are events that take place at the Middleton Police Department which cause me to be particularly proud. From time to time I like to bring some of those occasions to the attention of the Board of Selectmen.

In the early hours of Sunday June 7, 2020, Middleton Police Sergeant Robert T. Peachey Jr and Officer Henry Bouchard IV were dispatched to Metcalf Ave for a reported structure fire. Being first on scene they were advised by the North Shore Regional 911 Center that there was a male party trapped on the second floor of the house and heavy smoke and fire was showing from all floors of this home. Sgt Peachey and Officer Bouchard with without regard for their personal safety talked the man out a window and down to a portion of the roof where they were able to convince him to jump. The two officers then caught him and lead him to safety resulting in no injuries.

Although the house was a total loss and the family lost a dog in the fire, it is with great pride that the actions of these two officers contributed to no loss of life.

I would also like to extend my sincere thanks to the members of the Middleton Fire Department along with the Dispatchers at the North Shore Regional 911 Center and all the mutual aid companies that assisted in bringing this tragic situation to a close.

A copy of this letter will be placed in their personnel folders.