

MIDDLETON BOARD OF SELECTMEN

MEETING AGENDA

TUESDAY, JUNE 30, 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/86552169432?pwd=cHNyM0dHei9FaEhuaHdnd2Y5R0d3Zz09>

Meeting ID: 865 5216 9432

Password: 084076

One tap mobile

+13017158592

1. 7:00 PM Warrant: #2027
Minutes: Open Session: June 16, 2020 and June 24, 2020
Town Administrator updates and reports
2. 7:15 PM Board Reorganization: Election of Chair and Clerk
3. 7:20 PM Public Comment Period
4. 7:30 PM Review and vote on reappointments effective July 1, 2020
5. 7:40 PM Review and discuss Annual Town Meeting
6. 7:50 PM Vote to accept the following donations:
 - Middleton Food Pantry, \$500 from Barney Restaurant Group LLC d/b/a Captain Pizza
 - Middleton Food Pantry, \$5,000 from Denise Perry
7. 8:00 PM New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

Upcoming Meetings: 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.

**MEETING MINUTES
BOARD OF SELECTMEN
Wednesday, June 16, 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, Fire Chief Tom Martinuk, Town Accountant/CFO Sarah Wood, Town Clerk Ilene Twiss, Town Moderator Barbara Piselli

7:06 PM With a quorum present, Chair Tim Houten called the meeting to order.

ROUTINES

- **Warrant #2026 Approval:** Town Administrator Andy Sheehan provided a brief review of Warrant #2025 (Payroll: \$1,080,044 and Bills Payable: \$1,071,943), 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 **Moreschi**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve Warrant #2026 as presented.
- **Minutes:** After a brief review of available minutes, 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 minutes of June 2, June 10th, as well as the FY2021 Operating Budget Summit.
- **Town Administrator's Report:** Town Administrator Andy Sheehan provided information and updates on the following:
 - **Outdoor Seating:** Sheehan provided the Board with a brief update on the restaurant openings with outdoor seating. He publicly thanked to Katrina O'Leary, Scott Fitzpatrick, Derek Fullerton and Chief Martinuk for their help in getting this ready to go.
- **Congratulations to Organizers of Black Lives Matter Rally on June 5th:** Sheehan publicly thanked the organizers of the Black Lives Matter rally held on June 5th. Sheehan added that the event was peaceful with no issues.
- **Annual Town Election:** Sheehan announced that the annual Town Election will take place on Saturday, June 20, from 10AM-4PM Fuller Meadow School in cafeteria.

- **Annual Town Meeting:** Sheehan announced that the Annual Town Meeting will be held next Wednesday, June 24th at Howe Manning School. He's been in touch with Steve Clifford of the School Department who advised they will provide a portable air-conditioning unit for the gym.
- **Pre-town Meeting Thursday:** Sheehan advised that this year's pre-town meeting with the Town Moderator will take place on Thursday, June 18th, at 6:30PM and will be a Zoom meeting. They will discuss the safety protocols for next Wednesday's town meeting.
- **Real Estate Taxes Due:** Sheehan advised that the 30-day grace period for payment of real estate taxes ends on the 30th of June.
- **MassDOT Paving:** Sheehan advised that MassDOT is finishing up the paving of Route 114/North Main Street. Sheehan added that they expect Allied Paving to start the Maple Street/Route 62 paving next week or the week after. A brief discussion ensued on the paving projects.

7:19 PM Public Comment Period: There were no public comments.

7:19 PM Discussion and Vote to Reduce the Quorum: The Town Administrator provided the Board with information on the reduced quorum that was made available to towns by the passage of Chapter 92 of the Acts of 2020. The Board discussed what number they should go with for a reduced quorum and, with the Town Moderator's input, the decision was that the quorum would be reduced to 35. 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 that pursuant to the law change that allows this to occur that the Board approve the adoption of the law change and set the temporary change in quorum to 35.

After the vote, the Town Administrator advised that he spoke with the petitioner for the initiative petition article and he has agreed to put that off to the next Special Town Meeting. Sheehan noted that now we are down to 11 articles.

7:27 PM Review and Approve FY21 1/12th Budget for the Month of July 2020: Sheehan provided a brief review of the 1/12th budget concept and provided the Board with a 1/12th budget for the month of July for their review. A brief discussion ensued. Sarah Wood, Town Accountant/CFO, was in attendance, and answered the Board's questions. 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 for submission to the State the 1/12th budget for July, as presented.

7:35 PM Review and Approve Year-end Transfer of Appropriations for the Fire Department in the Amount of \$52,000.00: The Town Accountant provided the Board with some background information on the year-end transfer for the Fire Department, noting that it is moving money from one department to another.

On a **MOTION** made by **Prentakis**, second by **Moreschi**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the year-end transfer of appropriations for the Fire Department in the amount of \$52,000.

7:38 PM Review and Approve Ambulance Write-offs for FY17 in the Amount of \$96,429.60: The Town Accountant provided the Board with information on the ambulance write-offs for FY17. She noted that the auditor suggested that this be done on a regular basis and the financial management policies call for it to be done annually. After a lengthy discussion Selectmen Cresta's request to hold off on the Sheriff's Department portion, 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 ambulance write-offs as amended for FY17 in the amount of \$77,414.60, not including the Sheriff's Department.

7:48 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**

After a very brief discussion, 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 accept with thanks the donation to the Middleton Food Pantry in the amount of \$1,200, and the donation to the Council on Aging from Park Ave. Minit Car Wash, Inc. for \$500.

7:49 PM New Business: Reserved for topics that the Chair did reasonably anticipate would be discussed

Fire Department Updates: Chief Martinuk reported that Middleton responded to a brush fire in North Andover. Also, one of the trucks had a leak, which was covered under warranty.

7:50 PM ADJOURN

With no further business, on a **MOTION** made by Cresta, the Board of Selectmen's meeting of June 16th, 2020 adjourned at 7:50 PM.

Upcoming Meetings:


June 24: Annual Town Meeting

June 30: Regular BOS meeting

July 14 & 28: Regular BOS meeting

August 11 & 25: Regular BOS meeting

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:

*Middleton Board of Selectmen
June 16, 2020*

*Meeting Minutes
Page 3*

- Agenda: June 16, 2020
- Warrant: 2026: Payroll: \$1,080,044, Bills Payable: \$1,071,943
- Minutes:
 - June 2, 2020
 - June 10, 2020
 - March 7, 2020 FY2020 Capital Budget Summit (FinCom and BOS)
- TOWN OF MIDDLETON PUBLIC NOTICE: ADJUSTMENT OF TOWN MEETING QUORUM REQUIREMENTS
- Letter to all Residents, Re: Town of Middleton Annual Town Meeting June 24, 2020
- Memo from Town Administrator to Board of Selectmen, Re: 1/12th Budget Message, 6/16/20
- Yearend Appropriations Transfers
- Office of the Town Accountant: Ambulance Receivable Abatement June 2020
- Letter from COA Director to Board of Selectmen, Re: Middleton Food Pantry Donation / • Anonymous, 6/2/20
- Letter from COA Director to Board of Selectmen, Re: Middleton Food Pantry Donation / Minit Car Wash Inc., 6/3/20
- Letter from Police Chief to Board of Selectmen, Re: Commendation, 6/8/20

**MEETING MINUTES
BOARD OF SELECTMEN
Wednesday, June 24, 2020 6:30 PM
Howe Manning School
24 Central Street, Middleton**

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

Others Attending: Town Administrator Andy Sheehan

6:42 PM With a quorum present, Chair Tim Houten called the meeting to order.

Review and Approve Deficit Spending Authorization Request: The Town Administrator informed the Board that the Director of Accounts at the Department of Revenue made a general recommendation to cities and towns that they seek a deficit spending authorization for COVID-related expenses. He reported that Chief Financial Officer Sarah Wood also recommends the Board take this action. The letter to the Director of Accounts requests authorization to spend up to \$250,000. 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 to approve the request for deficit spending authorization.

6:44 PM ADJOURN

With no further business, on a **MOTION** made by Cresta, the Board of Selectmen's meeting of June 24th, 2020 adjourned to the Annual Town Meeting at 6:44 PM.

Respectfully submitted,

Andrew J. Sheehan
Town Administrator

_____, BOS Clerk

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

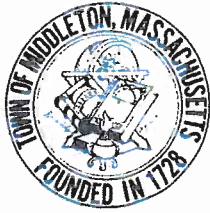
- Agenda: June 24, 2020
- Letter to Mary Jane Handy, Director of Accounts, requesting deficit spending authorization

A.

First Name	Last Name	Boards/Commissions	Appointed Through
Accepted Re-Appointment			
Carolyn	Damato-MacPherson		2025
Anne	LeBlanc-Snyder	Alternate	2021
Richard	Benevento	Alternate	2021
George	Demeritt		2023
Judy	Schneider		2023
Andrea	Nelson		2023
Antonio	Pesce		2023
Barbara	Sanborn		2023
Ellen	Strobel		2023
Alice	Tierney		2023
Wendy	Tirck		2022
Judy	Schneider		2023
Dianna	Jackson		2023
Robert	Murphy		2023
Anne	LeBlanc-Snyder		2023
Sarah	George		2023
Paul	Richardson		2023
Michael	Watkin		2021
Robert	Wahl		2023
Robert	Murphy		2023
Sarah	George		2023
Claudia	Johnson		2023
Decline Re-Appointment			
Michelle	Creasi	Recreation Commission	

First Name	Last Name	Position
Board or Committee has completed its purpose - vote to dissolve		
George	Demeritt	Housing Production Plan Committee
Barbara	Tilton	Housing Production Plan Committee
Katrina	O'Leary	Housing Production Plan Committee
Derek	Fullerton	Housing Production Plan Committee
Andrew	Sheehan	Housing Production Plan Committee
Maria	Hantzis	Housing Production Plan Committee

First Name	Last Name	Position	Appointed Through
Municipal Employee			
Therese	Fontaine	Administrative Assessor	June 30, 2023
Bradford	Swanson	Assistant Assessor	June 30, 2023
Leo	Cormier	Assistant Health Agent	June 30, 2023
Carmelina	Fiore	Assistant Town Clerk	June 30, 2023
E. Peter	Swindell	Building Inspector	June 30, 2023
Jillian	Smith	Council on Aging	June 30, 2023
Justin	Nigrelli	Firefighter/Paramedic	June 30, 2023
Mark	Fialkowski	Alternate Inspector of Wires	June 30, 2023
James	Carbone	Inspector of Wires	June 30, 2023
Michael	Donahue	Local Building Inspector	June 30, 2023
Paul	Pellicelli	Local Cable Television Access Director	June 30, 2023
Ilene	Twiss	Municipal Hearing Officer	June 30, 2023
Ilene	Twiss	Parking Clerk	June 30, 2023
Katrina	O'Leary	Town Planner	June 30, 2023
Todd	Moreschi	Plumbing and Gas Inspector	June 30, 2023
Peter	Sakelakos	Alternate Plumbing and Gas Inspector	June 30, 2023
Gary	Paul	Alternate Plumbing and Gas Inspector	June 30, 2023
Joseph	Fedullo	Police Officer	June 30, 2023
Derek	Fullerton	Public Health Director	June 30, 2023
Leah	Moreschi	Superintendent of Burials	June 30, 2023
Cassandra	Murphy	Assistant Treasurer/Collector	June 30, 2023



Council on Aging
Old Town Hall
38 Maple Street
Middleton, MA. 01949
978-777-4067
www.townofmiddleton.org

6.

June 15, 2020

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

Re: Middleton Food Pantry Donation /Barney Restaurant Group aka Captain Pizza.

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: 6/10/20

Name: Barney Restaurant Group LLC, aka Captain Pizza

Donation: \$500.00

Check Number 94

**** \$400 of this donation is from customer donations in the restaurant**

**** \$100 is from Captain Pizza themselves**

This donor would like to remain anonymous

Yes

XXX No

Barney Restaurant Group LLC
Kathleen M. Barrett
Kevin J. Carney
227 Maple St.
Middleton St., MA 01949

53-7006/2113

94

DATE 6/10/2020

PAY
TO THE
ORDER OF


Middleton Food Pantry

Five hundred dollars $\frac{00}{100}$

\$ 500.00

PENTUCKET BANK

DOLLARS

 Security features
included.
Details on back.

MEMO Donation

Kathleen Barrett

MP



Council on Aging
Old Town Hall
38 Maple Street
Middleton, MA. 01949
978-777-4067
www.townofmiddleton.org

June 23, 2020

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

Re: Middleton Food Pantry Donation / Denise Perry

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: 6/21/20

Name: Denise Perry

Donation: \$5,000.00

Check Number 1099

This donor would like to remain anonymous

Yes

XXX No



Denise Perry
48 Maple Street
Middleton, MA 01949
617-869-0628
Denise@BakerIncorporated.com

SANTANDER BANK, NA
39 North Main Street
Middleton, MA 01949
5-7515/110

1099

06/21/2020

PAY TO THE
ORDER OF

Middleton Food Pantry

\$ **5,000.00

Five thousand and 00/100***** DOLLARS

Middleton Food Pantry
P.O. Box 855
Middleton, MA 01949

Denise Perry

Denise Perry

06/21/2020

Middleton Food Pantry

1099

5,000.00

Mr LEARY Thank you for all you do for the
TOWN OF Middleton. We have some of the
best people in this town. I am proud to
be A TOWNIE! I hope this helps! THANK YOU!

Sovereign Checking

5,000.00

Details on Back
Secure Check

Correspondence and informational materials

May 26th, 2020

Town of Middleton
48 S Main Street
Middleton, MA 01949

Dear Town of Middleton,

My name is Noah Venezia. I go to school at Masconomet Middle School. My seventh grade project was called the Power of One project. It was to teach us how one person can make a difference. I chose to clean litter around my neighborhood for my project. Middleton is such a great community and great place to live. It pains me to see litter on the streets, in the brush along the sidewalks and even in our wetlands. I decided to do this project to help the environment and make Middleton a better place.

I spent six and a half hours on 4 different weekends picking up litter at various locations like the park behind Howe Manning school, a segment of 62 near Cumberland farms, along Park Street, and along Route 114 across from Angelica's parking lot. In just these 4 days I picked up 8 large trash bags of litter, and most of that litter was recyclable plastic. I was intending to do this for longer, all the way into June, but I had to stop due to Covid-19 and school being cancelled. My goal was to see how many pounds and/or how many bags of litter I could pick up between November and June. It bothers me the increase of litter I have seen like wipes, masks and latex gloves in our town since the development of Covid-19. Discarding trash is harmful to the environment. It can kill wildlife, it washes into our storm drains and makes our town look ugly. Why don't we make a difference?

In my mind I think of the litter of an invasive species. I ride my bike around town, and no matter where I am, I see litter. It's on the trails, in the wetlands, and scattered around town. It is everywhere and it is very harmful to the environment. It is a threat to wildlife and humans equally. We need to be better about what we do with our trash, and we need to do it for our environment's and community's well being.

Finding a solution to this problem is complicated and not easy. We can help fix the problem gradually by taking action and measures that help

the environment around Middleton and creates less pollution. Some of my suggestions are: put obvious signage around that states a carry in carry out policy and put trash cans around the places where there is the most litter. I have seen state park signs that say "carry in carry out - please take a bag to put your trash in and carry out." It would be nice to see something like that in Middleton where there is the sign, but also a provided bag. Something else that could help is if local businesses were fined for litter on, or coming from, their property. We could make an Earth Day event where volunteers would pick up litter around Middleton to honor Earth Day. It is what we do now that will affect the future of what our town will look like in three to five to ten years, so we should make changes now to keep Middleton a great place. I have included pictures of some of the litter I have seen around Middleton.

Thank you for investing time in reading this letter. I hope it has brought you more awareness to this growing issue.

Sincerely,

A handwritten signature in blue ink that reads "Noah Venezia". The signature is written in a cursive, flowing style.

Noah Venezia

Trail to Henry Tagger Park



Market
Basket
Plaza
Parking
lot





Behind Cumberland Farms

Trail to Henry
Trout Park



TRI-TOWN SCHOOL UNION

(Topsfield, Middleton, Boxford)
OFFICE OF THE SUPERINTENDENT

28 Middleton Road
Fax (978) 887-8042

Tel (978) 887-0771
Boxford, MA 01921

MIDDLETON SCHOOL COMMITTEE RESOLUTION: COVID-19 STATE FUNDING

DATE: June 17, 2020

TO: Governor Charlie Baker
Education Secretary James Peyser
Education Commissioner Jeffrey Riley
Senate President Karen Spilka
House Speaker Robert DeLeo
Joint Education Committee Co-Chair Jason Lewis
Joint Education Committee Co-Chair Alice Peisch

CC: Senator Bruce Tarr
Representative Theodore Speliotis
Representative Bradley Jones
Andrew Sheehan, Middleton Town Administrator

WHEREAS, if schools are to re-open this fall in the midst of the COVID-19 pandemic, it is the responsibility of each school district to do so safely and responsibly; and

WHEREAS, it is the responsibility of the state to ensure that each school district is able to pay for the enormous additional staffing, transportation and material expenses required to do this; and

WHEREAS, the state cannot expect mandatory COVID-19 safety guidelines to be followed without also ensuring that each school district has the funds required to implement these guidelines; therefore, let it be

RESOLVED: that the state must guarantee every school district full reimbursement for whatever COVID-19 expenses are required to follow state mandates.

We must ensure a statewide school re-opening that is safe, responsible and equitable.

THERE CAN BE NO UNFUNDED MANDATES FOR COVID-19.

Respectfully,
Middleton School Committee

Kristen Richardson, Chair
Natasha Bansfield
D. Christine Carroll
Fred Clapp
Jennifer Pesce