

**MIDDLETON BOARD OF SELECTMEN**  
**MEETING AGENDA**  
**TUESDAY, SEPTEMBER 22, 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*

<https://us02web.zoom.us/j/87000798546?pwd=NnVRMEF5VFImaU1OS2l6RIJsWThVUT09>

Meeting ID: 870 0079 8546

Passcode: 710906

One tap mobile: 301-715-8592

1. 7:00 PM Warrant: #2107  
Minutes: Open Session: September 8, 2020  
Town Administrator updates and reports
2. 7:15 PM Public Comment Period
3. 7:20 PM Review and vote to approve bond results and sign documents related to refunding 2008 Library bonds and borrowing for public works vehicles
4. 7:30 PM Presentation of FY2020 4<sup>th</sup> Quarter report by Sarah Wood, Chief Financial Officer
5. 7:45 PM Review and vote on policy regarding meetings during the COVID State of Emergency
6. 7:55 PM Review and vote to extend the Temporary Outdoor Dining Approvals beyond November 1, 2020 to a date not later than 60 days past the end of the state of emergency
7. 8:00 PM Review correspondence from the Zoning Bylaw Review Committee requesting that its members be concurrently appointed as the Bylaw Review Committee; take relevant action
8. 8:10 PM Update on Police Chief search process
9. 8:20 PM Update on the Water Management Act withdrawal permit renewal and negotiations with Danvers to revise the Inter-Municipal Agreement (IMA) governing the sharing of water resources
10. 8:30 PM Discuss a date for a Special Town Meeting and vote to open the warrant
11. 8:40 PM Vote to accept the following donations and grants: Shared Streets & Spaces Grant in the amount of \$164,936.43 for Middleton Rail Trail and Traffic Calming
12. 8:45 PM New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed
13. 8:50 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: October 6 & 20: Regular BOS meetings  
November 10 & 24: 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.*

**MEETING MINUTES  
BOARD OF SELECTMEN  
Tuesday, September 8, 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, Whitney Gillings, Ruilin Wang, Kevin Varr, and others*

**7:05 PM** With a quorum present, Chair Rick Kassiotis called the meeting to order.

**ROUTINES**

- **Warrant Approval:** Town Administrator Andy Sheehan provided a brief review of Warrant #2105: Payroll: \$655,573 Bills Payable: \$4,057,966; and Warrant #2106: Payroll: \$638,841, Bills Payable: \$582,727, noting that the Town Accountant had reviewed the warrants and requested the Board's approval. The Board took the following action:
  - On a **MOTION** made by **Houten**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the warrants as presented.
- **Minutes:** After a brief review of available minutes, 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 minutes of August 18, 2020.
- **Town Administrator's Report:** Town Administrator Andy Sheehan provided information and updates on the following:
  - **Maple/Liberty Street Reconstruction:** Sheehan reported that the construction is complete, but there may be some touch up work on the shoulders. The project turned out well and improved the site distance, eliminating the bottleneck turning in to Liberty Street and improving sight distance pulling out of Liberty Street.
  - **Transfer Station Stickers:** They are available online or by mail. Sales began last week at MiddletonMA.gov. Residents can get an application from Town Hall or at the Library for stickers by mail. Sheehan noted that this is one of the programs that is assisted by seniors working under the senior work-off program.
  - **Voting Turnout:** Sheehan advised the Board that there was a 35% turnout for the primary voting last week and he thanked the voters for coming out to vote. Early voting for the Presidential election will begin in October. Sheehan thanked everyone involved in the early voting and election day, noting that it takes a lot of people to pull off an election.
  - **RFP for Rail Trail:** Sheehan advised the Board that he issued a request for quotes (RFQ) for the Rail Trail. He noted that Katrina O'Leary applied for a grant, which was approved for just

under \$165,000. Sheehan expressed his thanks to all who worked on that grant application. They will be opening bids next week and breaking ground on that soon.

- **Future Home of the 99 Restaurant:** Sheehan advised the Board that interior demolition was started over the weekend, noting that he was glad to see it taking on a new life there.
- **Candlelite Motel Property:** Sheehan advised the Board that the owner of the property has filed permits for some of the properties around the Candlelite Motel. He spoke with the new owner and said the Town would like to see the properties redeveloped. Selectman Cresta suggested that the Town Administrator express to the owner that the Town is willing to work with them on a redevelopment of the property.
- **Meeting Schedule:** Sheehan advised the Board they will be going back to their regular meeting schedule, meeting twice a month. The next meetings are scheduled for September 22<sup>nd</sup>, October 6<sup>th</sup>, and October 20<sup>th</sup>.

**7:26 PM Public Comment Period:** There were no public comments.

**7:26 PM Review and Vote on the Application for Transfer of License from Interstate Management Company LLC to Merritt Boston North Operator LL Regarding the Operation and Management of the Double Tree Hotel at 51 Village Road, Kevin Varr and Steve Mobley:** Town Administrator Andy Sheehan advised the Board that they received an amended application from the company regarding the change in license, adding that they have also received TIPS certificates for five of the individuals who will be working there. He added that the Police Chief has gotten a positive report back on the manager. He has been in weekly contact with Whitney Gillings regarding the appropriate restrictions that should be put on the license. He sent that out to the Board members today. Whitney Gillings was in attendance and spoke about the restrictions they discussed. A discussion ensued with the Board of Selectmen regarding the restrictions. Selectmen Houten, Cresta, and Prentakis expressed their satisfaction with the 7-day suspension if there were any issues within a year. After 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 license transfer, as proposed, along with the change in item #6, as Selectman Prentakis had described.

**7:35 PM Review and Vote on Third Amendment to Waste Disposal Agreement:** The Town Administrator provided the Board with information on the Waste Disposal Agreement with Covanta, extending the existing contract by three years at \$90/ton, \$93.60/ton, and \$97.34/ton. Sheehan added that the current contract will expire at the end of the current fiscal year. The proposal is for a 20% increase the first year and a 4% increase in the next two years after that.

On a **MOTION** made by **Houten**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the Third Amendment to the Waste Disposal Agreement with Covanta, extending the contract by three years at \$90/ton, \$93.60/ton, and \$97.34/ton.

**7:39 PM Review and Vote on Policy Regarding Meetings During the COVID State of Emergency:** The Town Administrator advised the Board that he continues to get inquiries about when in-person meetings will resume. He suggested that they continue the remote meetings until group meetings are allowed by the Governor, and even at that time, they should continue the Zoom meetings for those who do not want to attend an in-person meeting. A discussion ensued on the "hybrid" meeting format, with in-person meetings along with Zoom accessibility for those who prefer not to attend in person and allowing the

boards and committees to decide how they wanted to proceed. The Town Administrator will work on the language and the Board will revisit this at the next meeting.

**7:47 PM Update on Police Chief Search Process:** The Chair recused himself from these discussions. Selectman Cresta served as the temporary Chair. The Town Administrator advised the Board that they received proposals from three consulting firms. They have narrowed it down to two firms. He expects they will have a firm on board by the next meeting. They asked the firms to outline the process they will use to choose the next chief and both firms provided similar outlines. There will be an opportunity for public input sessions. A brief discussion ensued on the process. The Town Administrator will keep the Board up to date as the process moves along.

**7:55 PM Review and Vote to Declare Surplus a 2007 Dodge Charger:** The Town Administrator advised the Board that they had a request from the Police Chief to declare the 2007 Dodge Charger as surplus and requested that they authorize the Town Administrator to dispose of it in the Town's best interest. 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 declare surplus a 2007 Dodge Charger and authorized the Town Administrator to dispose of it in the Town's best interest.

**7:57 PM Vote to Appoint Lauren Calabrese to the Cultural Council:** The Town Administrator advised the Board that Lauren Calabrese has requested to be appointed to the Cultural Council for a term through June 30, 2021. After a very brief discussion, 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 appoint Lauren Calabrese to the Cultural Council for a term through June 30, 2021.

**7:58 PM Vote to Accept a Grant for the Fire Department:** The Town Administrator advised the Board that they Fire Department has received an Assistance for Firefighters Grant – COVID-19 Supplemental, in the amount of \$22,710, and asked the Board to formally accept it. 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 accept the following grant: Fire Department: Assistance for Firefighters Grant – COVID-19 Supplemental: \$22,710.

**7:59 PM New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed:** There were none.

**8:00 PM Executive Session:**

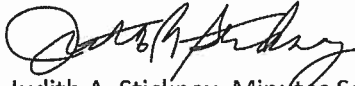
On a **MOTION** made by **Houten**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session, Pursuant to GL c. 30A, s. 21(a)(6) to consider an offer to purchase real property, where discussing the matter in open session may have a detrimental effect on the Town, and not return to open session.

**8:16 PM ADJOURN**

With no further business, on a **MOTION** made by Cresta, the Board of Selectmen's meeting of August 18<sup>th</sup>, 2020 adjourned at 8:16 PM.

**Upcoming Meetings: September 22: Regular BOS meeting  
October 6 & 20: 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: September 8, 2020
- Warrant:
  - 2105: Payroll: \$655,573, Bills Payable: \$4,057,966
  - 2106: Payroll: \$638,841, Bills Payable: \$582,727
- Minutes:
  - August 18, 2020
- Application for a Transfer of License with Applicant's Statement
- THIRD AMENDMENT TO WASTE DISPOSAL AGREEMENT between TOWN OF MIDDLETON, MASSACHUSETTS and COVANTA HAVERHILL ASSOCIATES, LLC
- POLICY FOR IN-PERSON MEETINGS DURING COVID-19 PANDEMIC ADOPTED SEPTEMBER 8, 2020
- Surplus: 2007 Dodge Charger
- Town of Middleton Talent Bank Application: Lauren Calabrese, Cultural Council
- Summary Award Memo: Program: Fiscal Year 2020 Assistance to Firefighters Grant Program - COVID-19 Supplemental, Recipient: TOWN OF MIDDLETON, DUNS number: 160430658, Award number: EMW-2020-FG-01652
- The Case for Making Virtual Public Meetings Permanent, BY: Scott Beyer | September 2, 2020
- Letter from Mann & Mann, P.C. to Board of Selectmen, Re: SERENITEE CATERING CORP. d/b/a MAGGIE'S FARM, 119 South Main Street, Middleton, MA 01949 - Change of Manager, License No. 00036-RS-0704, September 2, 2020
- Manager Application: Kevin Varr
- Letter from MassDOT to Middleton Planning Department, Re: The Middleton Rail Trail and Traffic Calming project: \$164,936.43: Chapter 90 Contract Number/ MMARS # 50887, September 3, 2020
- Letter from 50 Ferncroft Boston ESONG LLC to Board of Selectmen, Re: Doubletree Boston N. Shore, 51 Village Rd., Danvers, MA 01923, September 8, 2020

## VOTE OF THE BOARD OF SELECTMEN

3.

I, the Clerk of the Board of Selectmen of the Town of Middleton, Massachusetts (the "Town"), certify that at a meeting of the board held September 22, 2020, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$1,500,000 General Obligation Municipal Purpose Loan of 2020 Bonds of the Town dated October 1, 2020 (the "Bonds"), to Fidelity Capital Markets, a Division of National Financial Services LLC at the price of \$1,739,395.49 and accrued interest is hereby approved and confirmed. The Bonds shall be payable on October 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2021	\$245,000	5.00%	2024	\$260,000	5.00%
2022	265,000	5.00	2025	260,000	5.00
2023	265,000	5.00	2026	205,000	5.00

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated September 4, 2020, and a final Official Statement dated September 15, 2020, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: to authorize the execution and delivery of a Refunding Escrow Agreement to be dated October 1, 2020, between the Town and U.S. Bank National Association, as Refunding Escrow Agent.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Bonds (collectively, the "Documents"), may be executed in several counterparts, each of

which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended, further suspended, supplemented or modified by the Executive Order of the Governor of The Commonwealth of Massachusetts Suspending Certain Provisions of the Open Meeting Law, Chapter 30A, §20 dated March 12, 2020.

Dated: September 22, 2020

---

Clerk of the Board of Selectmen

## Town of Middleton, Massachusetts

General Obligation Municipal Purpose Loan of 2020 Bonds

Final Bond Structure - Reflects Application of Net Premium to New Money Projects

HTS use:

	1	2	3				
	General						
Maturity	Dump Truck	1 Ton Truck	Tractor	Total General	Total New Money	Total Refunding	Grand Total
10/1/2021	36,500	18,500	15,000	\$ 70,000	\$ 70,000	\$ 175,000	\$ 245,000
10/1/2022	30,000	15,000	10,000	\$ 55,000	\$ 55,000	\$ 210,000	\$ 265,000
10/1/2023	30,000	15,000	10,000	\$ 55,000	\$ 55,000	\$ 210,000	\$ 265,000
10/1/2024	30,000	10,000	10,000	\$ 50,000	\$ 50,000	\$ 210,000	\$ 260,000
10/1/2025	30,000	10,000	10,000	\$ 50,000	\$ 50,000	\$ 210,000	\$ 260,000
10/1/2026	-	-	-	\$ -	\$ -	\$ 205,000	\$ 205,000
<b>Total</b>	<b>\$ 156,500</b>	<b>\$ 68,500</b>	<b>\$ 55,000</b>	<b>\$ 280,000</b>	<b>\$ 280,000</b>	<b>\$ 1,220,000</b>	<b>\$ 1,500,000</b>
Original Issue Date of BANs	N/A	N/A	N/A				
BANs Outstanding	\$0	\$0	\$0		\$0		
Reference	44, 7(1)	44, 7(1)	44, 7(1)				
Maximum Term	5-20	5-20	5-20				
Original Auth. Amt	\$173,000	\$75,000	\$60,000				
Date of Auth.	6/24/2020	6/24/2020	6/24/2020				
Article No.	10	10	10				
Premium Authorization	YES	YES	YES				
Amount of Paydown	\$0	\$0	\$0		\$0		
Maximum Maturity	10/15/2025	10/15/2025	10/15/2025				
Remaining Life	5	5	5				

NEW MONEY ONLY:

Amount Requested	\$173,000	\$75,000	\$60,000	\$308,000
Less: Premium to be Applied to Project Costs	\$16,500	\$6,500	\$5,000	\$28,000
Equals: Revised Par Amount	\$156,500	\$68,500	\$55,000	\$280,000





**TOWN OF MIDDLETON**  
Office of Town Accountant/CFO  
48 South Main Street  
Middleton, MA 01949  
(978) 777-4966

4.

**TO: Board of Selectmen/Finance Committee**

**FROM: Sarah Wood**

**DATE: September 15, 2020**

**SUBJECT: FY 2020, 4<sup>th</sup> Quarter Highlights**

---

This report includes a summary of the 4<sup>th</sup> quarter results as of June 30, 2020 of FY 2020 for the General Fund, CPA Fund, Water Enterprise Fund, and Revolving Accounts. The General Fund accounts for the Town's annual operating budget and the majority of the capital budget. Exceptions include MELD and SESD assessments, which are accounted for as enterprise funds and capital budget items that are for another fund (i.e. CPA Fund).

**General Fund Expenditures**

As of June 30, 2020, 95% of the FY 2020 General Fund budget had been expended. Please see the chart below for a breakdown of each major category's budget versus actual figures as of the third quarter in FY 2020. Encumbrances and warrant articles are not included in these figures.

<b>Major Category</b>	<b>Adjusted Budget</b>	<b>Actual Expended</b>	<b>Percent Expended</b>
General Government	\$1,879,455	\$1,621,274	86%
Public Safety	\$4,499,587	\$4,217,887	94%
Education	\$23,667,124	\$23,003,977	97%
Public Works	\$1,718,566	\$1,572,737	92%
Health and Human Services	\$507,427	\$436,228	86%
Culture and Recreation	\$626,314	\$588,008	94%
Unclassified	\$5,515,596	\$5,242,647	95%

At the end of the fiscal year, the total year-to-date expenditures should be around 95% to 100% of the departmental budget. The majority of departments fall into this range with a few exceptions. Finance Committee had excess budgetary capacity in regards to reserve fund spending. This exemplifies the accurate budgeting of the Town, as our reserves were not depleted during the fiscal year. Similarly, compensation reserve also had excess budgetary capacity for the fiscal year. The veteran's affairs department saw spending at approximately 61% of the budget. This is due to our Veterans Agent finding resources that are more beneficial for the Town's Veterans. Accordingly, the FY21 budget has been reduced to reflect these changes. The health insurance line item also saw a budget surplus this year. This is due to a July premium holiday provided by MIIA in which premiums were decreased by half. Several departmental budgets were not spent down due to COVID-19; Chief Wills Festival, Memorial Day, Recreation Commission, and various boards budgets due to a decrease in meetings.

There were no line items overspent by the Town. A breakdown of spending by department as well as a list of encumbrances carried over from FY20 to FY21 is included in the following pages.

### **General Fund Revenues**

Despite COVID-19 reducing the Town's overall revenues, the Town ended the year with a surplus revenue budget of approximately \$82,000.

With the due date for real estate taxes being pushed back to June 30<sup>th</sup> we saw a significant decrease in real estate and personal property collections. The Town averages approximately \$300k in real estate receivables remaining as of June 30<sup>th</sup>, this year that number was closer to \$600k. Fortunately, the majority of these revenues have been collected as of September 1<sup>st</sup>.

Of the local receipts, there were only two categories that are lower than 95% of their budgeted revenues: Rooms Excise, and Medicaid Reimbursement. Due to COVID-19 halting the majority of vacations, business travel and conferences it is not unexpected that rooms excise did not meet budgetary expectations. The FY21 budget was reduced by \$60,000 in anticipation of this shortfall. Due to the timing of Medicaid reimbursements the Town only received 3 of the typical 4 quarterly reimbursements. The FY21 budget has been reduced by \$10,000 in anticipation of reduced amounts being received in future reimbursements.

### **CPA Fund Expenditures & Revenues**

CPA expenditures are at 100% of budgeted expenditures, not inclusive of capital items. This is not unexpected as the majority of the budget for the CPA is debt payments that are made in October and February.

CPA revenues are at 116% of budgeted revenues. This is higher than expected due to an additional state match payment that was received. Looking at only surcharge revenue that ended the fiscal year at 108% of budgeted amounts.

Ending undesignated fund balance for the CPA fund is \$165,186.26.

### **Water Fund Expenditures & Revenues**

Water expenditures ended the fiscal year at 84% of the budget not inclusive of capital items. This is not unexpected as the water fund has averaged 86% of spending over the last two years.

It is expected that revenues will be enough to cover the current year budget as well as add some additional revenue that will close out to fund balance at the end of the year. The majority of the revenue received comes from the Town of Danvers. Currently revenues for the year total \$415,744 with an ending fund balance of \$1,162,032.

### **Free Cash & Retained Earnings**

Free cash has been certified as of July 1, 2020 at \$2,736,593. By means of comparison, last year's free cash was \$3,224,241. We anticipated a decline in free cash due to the investment in our reserves last year. The Town's policy for free cash reserves to be a minimum of 3% of the prior year general fund operating appropriation. Free cash as of July 1, 2020 is 7.4% of the FY20 general fund operating appropriation, which meets this criterion. FY20 was the first year of our water enterprise fund and as such, a retained earnings balance was certified for use within the water enterprise fund. As of July 1, 2020 that balance was \$1,156,511.

I hope the information presented is informative and helpful. If you have any questions, please do not hesitate to contact me.

**Town of Middleton, MA**  
**Fiscal Year 2020 Expenditures (unaudited)**

For the Period Ended GENERAL FUND	BUDGET	9/30/19 Quarter 1	12/31/19 Quarter 2	3/31/20 Quarter 3	6/30/20 Quarter 4	Total YTD EXPENDED	AVAILABLE BUDGET	% USED
Total 114 TOWN MODERATOR	\$ 200	\$ -	\$ -	\$ -	\$ 200	\$ 200	\$ -	100%
Total 122 SELECTMEN	323,217	68,644	68,521	90,401	82,353	309,919	13,298	96%
Total 131 FINANCE COMMITTEE	65,093	180	256	384	256	1,076	64,017	2%
Total 135 TOWN ACCOUNTANT	165,952	29,304	52,983	34,658	41,023	157,968	7,984	95%
Total 141 ASSESSORS	186,903	43,328	40,294	50,133	49,516	183,272	3,631	98%
Total 145 TREASURER/COLLECTOR	261,263	48,838	48,887	67,005	63,204	227,933	33,330	87%
Total 146 CUSTODIAN OF TOWN LANDS	2,500	-	-	-	2,500	2,500	-	100%
Total 151 TOWN COUNSEL	90,000	24,126	11,168	16,500	29,608	81,402	8,598	90%
Total 155 MIS	272,649	64,332	48,458	67,102	27,556	207,448	65,201	76%
Total 161 TOWN CLERK	159,260	29,104	31,732	35,936	43,463	140,236	19,024	88%
Total 162 ELECTIONS	39,338	851	3,273	9,810	10,367	24,301	15,037	62%
Total 171 CONSERVATION COMMISSION	79,179	17,269	17,763	20,541	20,700	76,274	2,905	96%
Total 175 PLANNING BOARD	105,159	22,958	22,426	27,007	27,314	99,704	5,455	95%
Total 176 BOARD OF APPEALS	4,354	687	524	677	587	2,475	1,879	57%
Total 181 MASTER PLAN COMMITTEE	1,252	128	128	-	256	512	740	41%
Total 192 TOWN BUILDING	117,636	14,161	27,411	34,483	28,090	104,145	13,491	89%
Total 195 TOWN REPORT	5,500	-	1,109	-	801	1,910	3,590	35%
Total 210 POLICE	2,181,573	373,282	534,428	502,428	576,851	1,986,988	194,585	91%
Total 220 FIRE	2,021,189	401,713	533,543	484,703	528,467	1,948,427	72,762	96%
Total 241 BUILDING INSPECTION	269,493	58,494	57,695	66,964	75,107	258,261	11,232	96%
Total 292 ANIMAL CONTROL	27,132	5,714	5,888	6,106	6,304	24,012	3,120	88%
Total 296 CONSTABLE	200	-	-	-	200	200	-	100%
Total 301 SCHOOL DEPARTMENT	12,538,943	1,793,231	3,050,694	3,426,345	3,607,087	11,877,356	661,587	95%
Total 314 MASCONOMENT ASSESSMENT	10,350,504	2,542,304	2,492,022	2,824,120	2,492,022	10,350,468	36	100%
Total 315 ESSEX TECH ASSESSMENT	777,677	198,980	397,959	179,215	-	776,153	1,524	100%
Total 420 DPW ADMINISTRATION	1,004,642	225,169	205,771	231,353	271,508	933,802	70,840	93%
Total 423 SNOW & ICE REMOVAL	269,500	-	75,113	131,173	1,207	207,492	62,008	77%
Total 425 TRANSFER STATION	444,424	63,516	108,749	88,706	170,472	431,443	12,981	97%
Total 511 BOARD OF HEALTH	139,466	30,163	32,629	35,033	31,702	129,528	9,938	93%
Total 541 COUNCIL ON AGING	230,161	49,098	60,092	64,387	37,653	211,230	18,931	92%
Total 543 VETERANS AGENT	104,300	15,897	16,690	15,297	15,933	63,816	40,484	61%
Total 545 TRI TOWN COUNCIL	28,500	7,125	7,125	7,125	7,125	28,500	-	100%
Total 548 GARDEN CLUB	5,000	-	1,907	200	1,047	3,154	1,846	63%
Total 610 LIBRARY	569,238	125,580	118,803	152,646	152,943	549,973	19,265	97%
Total 630 RECREATION COMMISSION	46,076	28,803	5,661	429	-	34,893	11,183	76%
Total 691 HISTORICAL COMMISSION	1,000	-	-	-	-	-	1,000	0%
Total 692 MEMORIAL DAY	5,000	-	-	1,998	1,145	3,142	1,858	63%

Total 693 CHIEF WILLS FESTIVAL	5,000	-	-	-	-	-	5,000	0%
Total 710 DEBT SERVICE	1,481,095	795,090	36,033	280,440	328,008	1,439,571	41,524	97%
Total 820 STATE ASSESSMENTS & CHARGES	338,391	81,953	83,504	79,545	85,068	330,070	8,321	98%
Total 910 COMPENSATION RESERVE	40,000	13,814	3,025	1,356	5,590	23,785	16,215	59%
Total 911 RETIREMENT	1,460,009	1,820,352	-	(360,343)	-	1,460,009	-	100%
Total 913 UNEMPLOYMENT	37,500	11,771	8,552	3,020	221	23,564	13,936	63%
Total 914 HEALTH INSURANCE	846,972	229,155	202,993	187,064	81,086	700,298	146,674	83%
Total 915 GROUP INSURANCE	3,000	599	568	631	516	2,313	687	77%
Total 916 MEDICARE/DEP TAX	105,000	19,765	24,170	23,915	27,829	95,679	9,321	91%
Total 945 LIABILITY INSURANCE	227,000	336,101	2,722	(148,094)	-	190,729	36,271	84%
Total 962 TRANSFERS TO OTHER FUNDS	976,629	200,000	776,629	-	-	976,629	-	100%
<b>Total GENERAL FUND</b>	<b>\$ 38,414,069</b>	<b>\$ 9,791,580</b>	<b>\$ 9,217,897</b>	<b>\$ 8,740,397</b>	<b>\$ 8,932,884</b>	<b>\$ 36,682,758</b>	<b>\$ 1,731,311</b>	<b>95%</b>
<b>Total CPA</b>	<b>\$ 104,225</b>	<b>\$ 37,925</b>	<b>\$ -</b>	<b>\$ 3,275</b>	<b>\$ 62,926</b>	<b>\$ 104,126</b>	<b>\$ 99</b>	<b>100%</b>
<b>Total WATER FUND</b>	<b>\$ 259,602</b>	<b>\$ 41,941</b>	<b>\$ 33,571</b>	<b>\$ 56,327</b>	<b>\$ 86,641</b>	<b>\$ 218,480</b>	<b>\$ 41,122</b>	<b>84%</b>
<p>The Departmental Codes in the 900 series are initially expensed with the Town covering all costs. In March, the School and MELD's portion of these expenditures are journaled out into MELD's fund and the school's budget.</p>								

**Town of Middleton, MA**  
**Fiscal Year 2020 Warrant Articles Expenditures (unaudited)**

<u>Fund</u>	<u>Fiscal Year</u>	<u>Article #</u>	<u>Account Name</u>	<u>Original Appropriation</u>	<u>Available Balance at 7/1/2019</u>	<u>YTD Expended</u>	<u>Available Balance at 6/30/20</u>
GF	2012	30	STRM.MNGMNT CONSULT	15,000	583	-	583
GF	2013	13	ASSESSOR GIS SYS	32,000	1,936	-	1,936
GF	2013	25	DPW BLDG REPAIR	41,000	6,133	1,080	5,053
GF	2015	25	IMPROVE RUBCHINUK PK	90,000	9,447	-	9,447
GF	STM 2015	2	ATHLETIC FLD MAINT	35,000	1,604	-	1,604
GF	2017	17	REMEDiate NATSUE WAY	165,000	136,855	980	135,875
GF	2017	26	PUBLIC FACILITIES STUDY *	50,000	2,000	-	2,000
GF	2018	26	REPLACE DUMP TRUCK *	73,000	2,402	972	1,430
GF	2018	26	TRANSFER STATION BUILDING AND DECK REPAIRS	9,000	1,549	1,085	464
GF	2018	29	FM SECURITY SYSTEM **	101,358	99,620	49,494	50,126
GF	2018	33	TOWN HALL WINDOWS	10,000	10,000	-	10,000
GF	2019	18	DEPARTMENT HEAD RECRUITMENT	20,000	20,000	-	20,000
GF	2019	18	ELECTION POLLING PADS	12,720	3,180	-	3,180
GF	2019	18	FIRE DEPT PORTABLE RADIOS	51,000	2,823	1,375	1,449
GF	2019	18	FIRE DEPT COMMUNICATIONS EQUIPMENT	55,000	8,474	492	7,981
GF	2019	18	HIGHWAY DIVISION SANDER/PLOW	46,000	4,960	957	4,003
GF	2019	18	COA SECURITY SYSTEM	1,100	700	424	276
GF	2019	18	COA KITCHEN EQUIPMENT	8,000	6,673	4,642	2,031
GF	2019	25	BYLAW CONSULTANT	50,000	50,000	-	50,000
GF	STM2019	3	MAINTENANCE OF GOLF COURSE	25,000	25,000	5,000	20,000
GF	2020	19	HR SOFTWARE	14,727	14,727	-	14,727
GF	2020	19	FIRE DEPT SERVER REPLACEMENT	4,000	4,000	-	4,000
GF	2020	19	MEMORIAL HALL NETWORK SWITCH *	2,000	2,000	1,650	350
GF	2020	19	FIRE DEPARTMENT NETWORK SWITCH	1,000	1,000	-	1,000
GF	2020	19	REPLACE MEMORIAL HALL SIGN	6,500	6,500	4,525	1,975
GF	2020	19	PAINT EXTERIOR OF MEMORIAL HALL	4,000	4,000	-	4,000
GF	2020	19	REPLACE SHED MEMORIAL HALL *	5,000	5,000	3,028	1,972
GF	2020	19	MEMORIAL HALL LED LIGHTS	22,000	22,000	-	22,000
GF	2020	19	POLICE PATROL RIFLES *	1,400	1,400	1,345	55
GF	2020	19	POLICE TASER REPLACEMENT *	18,750	18,750	18,720	30
GF	2020	19	POLICE OFFICE SHREDDER *	2,800	2,800	2,400	400
GF	2020	19	TRAIN RESERVE POLICE OFFICERS *	11,180	11,180	11,146	34
GF	2020	19	REPLACE SCBA	9,000	9,000	-	9,000
GF	2020	19	REPLACE SQUAD 5 PUMP	9,000	9,000	-	9,000
GF	2020	19	BALLISTIC VESTS AND HELMETS	8,300	8,300	-	8,300
GF	2020	19	CPR MANNEQUIN *	2,700	2,700	2,670	30
GF	2020	19	BUILDING DEPARTMENT FORD F150 *	29,100	29,100	23,330	5,770
GF	2020	19	HM END USER TECHNOLOGY	84,249	84,249	62,768	21,481
GF	2020	19	HM TECHNOLOGY INFRASTRUCTURE *	15,000	15,000	14,998	2
GF	2020	19	FM END USER TECHNOLOGY	34,198	34,198	27,308	6,890
GF	2020	19	FM TECHNOLOGY INFRASTRUCTURE *	15,000	15,000	14,996	4
GF	2020	19	FM BUILDING INTERIOR MODIFICATIONS *	22,500	22,500	11,628	10,872
GF	2020	19	FM PLAYGROUND/PARKING STUDY	15,000	15,000	9,344	5,656
GF	2020	19	PURCHASE BOBCAT SKID STEER LOADER *	55,000	55,000	54,817	183
GF	2020	19	REPLACE DPW PICKUP TRUCK *	40,000	40,000	39,790	210
GF	2020	19	PURCHASE ASPHALT ROLLER/TRAILER *	21,000	21,000	20,879	121
GF	2020	19	ADDITIONAL CHAPTER 90	100,000	100,000	85,966	14,034
GF	2020	19	BRIGADOON TREE/SIDEWALK	75,000	75,000	-	75,000
GF	2020	19	TS ROLL OFF CONTAINERS *	17,000	17,000	16,330	670
GF	2020	19	REPLACE SCAG MOWER *	10,500	10,500	9,829	671
GF	2020	19	BOH PURCHASE FORD ESCAPE *	25,430	25,430	18,036	7,394
GF	2020	19	COA REFINISH HARDWOOD FLOORS	7,500	7,500	4,688	2,812
GF	STM2020	9	40 SCHOOL STREET ENVIRONMENTAL TESTING	10,000	10,000	8,900	1,100
GF	STM2020	11	105 S MAIN STREET MAINTENANCE	5,000	5,000	1,253	3,747
GF	STM2020	5	TECHNOLOGY IMPROVEMENTS	30,000	30,000	20,280	9,720
GF	STM2020	10	TOWN MARCH RADIOS GRANT	8,000	8,000	7,473	527
CEMETERY	2016	26	OAKDALE CEMETERY WORK	63,000	30,182	-	30,182
CEMETERY	2019	18	OAKDALE CEMETERY IMPROVEMENTS	15,000	11,310	-	11,310
CPA	2014	27	OLD TOWN HALL REPAIRS	22,000	22,000	-	22,000
CPA	2015	34	PHASE 1 RAILS TO TRAILS	130,000	126,600	-	126,600
CPA	2016	45	OLD TOWN HALL PLANS + DRAWINGS FOR REPAIR	20,000	8,510	-	8,510
CPA	2018	35	CURTIS SAW MILL PROJECT	4,900	4,900	-	4,900
CPA	2019	10	EMILY MAHER PARK IMPROVEMENTS	45,000	24,283	9,525	14,758
CPA	2020	21	DIGITIZE HISTORIC RECORDS	89,000	89,000	88,764	236
CPA	2020	21	RUBCHINUK PARK IRRIGATION	24,500	24,500	5,995	18,505

\* - Will be closed out

\*\* - Will be partially closed out

**Town of Middleton, MA**  
**Fiscal Year 2020 Encumbrance Expenditures (unaudited)**

<u>Fund</u>	<u>Department</u>	<u>Account Name</u>	<u>Approved</u>
General	Selectmen	Training & Education	3,200
General	Town Clerk	Capital	6,766
General	Police	Travel	1,864
General	Fire	Electricity	962
General	Fire	Ambulance Billing	1,199
General	School	Salaries (Summer Pay)	389,074
General	School	Supplies	119,771
General	DPW	TS Contractual Services	16,826
General	Health Ins.	BC/BS/Other	9,623
General	Health Ins.	Life Insurance	47
			<u>\$ 549,331</u>



**Town of Middleton, MA**  
**Fiscal Year 2020 Revenues (unaudited)**

For the Period Ended GENERAL FUND	BUDGET	9/30/19 Quarter 1	12/31/19 Quarter 2	3/31/20 Quarter 3	6/30/20 Quarter 4	Total YTD REVENUE	(UNDER)/OVER BUDGET	% RECEIVED
PERSONAL PROPERTY TAXES	\$ 690,720	\$ 231,529	\$ 97,007	\$ 236,649	\$ 115,019	\$ 680,204	\$ (10,516)	98.5%
REAL ESTATE**	29,445,126	7,302,240	7,338,681	7,481,199	7,150,792	29,272,912	(172,214)	99.4%
TAX LIEN/TITLE/FORECLOSURE	*	82,715	6,110	(4,605)	2,311	86,531	n/a	N/A
MOTOR VEHICLE EXCISE	1,975,000	144,558	128,473	1,472,610	275,966	2,021,607	46,607	102.4%
OTHER EXCISE - ROOM	200,000	58,532	54,581	26,056	13,906	153,075	(46,925)	76.5%
OTHER EXCISE - MEALS	220,000	65,845	61,074	57,962	28,802	213,683	(6,317)	97.1%
PENALTIES AND INTEREST ON TAXES	90,000	55,659	30,593	18,914	15,846	121,012	31,012	134.5%
PILOT	130,000	-	-	84,086	46,940	131,026	1,026	100.8%
PILOT - MELD	176,100	-	176,100	-	-	176,100	-	100.0%
CHARGES FOR SERVICES - SOLID WASTE FEES	210,000	78,665	131,275	7,650	2,650	220,240	10,240	104.9%
FEES	115,000	24,629	19,341	70,851	24,722	139,543	24,543	121.3%
DEPARTMENTAL REVENUES - LIBRARIES	3,200	1,095	743	597	655	3,090	(110)	96.6%
DEPARTMENTAL REVENUES - CEMETERIES	45,000	11,300	11,400	10,700	18,600	52,000	7,000	115.6%
OTHER DEPARTMENTAL REVENUE	140,000	30,993	64,938	35,331	41,930	173,192	33,192	123.7%
LICENSES AND PERMITS	500,000	119,807	199,448	117,648	158,190	595,093	95,093	119.0%
FINES AND FORFEITS	12,000	3,505	6,100	248	3,416	13,269	1,269	110.6%
INVESTMENT INCOME	80,000	39,091	28,483	16,267	16,970	100,811	20,811	126.0%
MEDICAID REIMBURSEMENT	30,000	-	6,925	4,817	14,125	25,867	(4,133)	86.2%
STATE AID	2,380,059	582,136	590,238	581,709	590,828	2,344,911	(35,148)	98.5%
TRANSFERS IN	795,308	769,501	-	-	25,810	795,311	3	100.0%
<b>Total GENERAL FUND</b>	<b>\$ 37,237,513</b>	<b>\$ 9,601,800</b>	<b>\$ 8,951,510</b>	<b>\$ 10,218,689</b>	<b>\$ 8,547,478</b>	<b>\$ 37,319,477</b>	<b>\$ 81,964</b>	<b>100.2%</b>
<b>Total CPA</b>	<b>\$ 265,071</b>	<b>\$ 68,668</b>	<b>\$ 88,601</b>	<b>\$ 88,438</b>	<b>\$ 61,675.56</b>	<b>\$ 307,383</b>	<b>42,311.70</b>	<b>116.0%</b>
<b>Total WATER FUND</b>	<b>\$ 259,602</b>	<b>\$ 17,400</b>	<b>\$ 8,250</b>	<b>\$ 19,746</b>	<b>\$ 370,348</b>	<b>\$ 415,744</b>	<b>156,142.38</b>	<b>160.1%</b>

\* Indicates budgeted figures not available.

\*\* Net of Overlay raised on recap

Note: The budgeted figures for Personal Property and Real Estate taxes are the amounts to be raised per the recap

Note: Budgeted revenues does not include the free cash or overlay surplus appropriated for fiscal year expenditures



**Town of Middleton, MA**  
**Revolving Funds (unaudited)**

	Fund Balance as of 7/1/2019	Revenue as of 6/30/20	Expenditures as of 6/30/20	Fund Balance as of 6/30/20
RECREATION REVOLVING	\$ 14,821	\$ 405	\$ -	\$ 15,226
USER FIELD FEES	28,339	300	(6,607)	22,032
COA TRIP FUND	21,091	12,745	(5,160)	28,677
STORMWATER MANAGEMENT	900	2,700	-	3,600
FIREARMS LICENSES AND PERMITS	18,241	3,450	-	21,691

**Town of Middleton, MA**  
**Appropriation Funds (unaudited)**

	Fund Balance as of 6/30/20	Revenue as of 6/30/20	FY 21 Appropriation
OPEB*	1,369,464	26,542	75,000
STABILIZATION*	1,859,534	24,631	-
CAPITAL STABILIZATION*	681,430	12,203	-
RETIREMENT STABILIZATION*	284,146	9,744	-
SPED STABILIZATION*	213,716	3,537	-
SPED RESERVE FUND*	142,985	1,415	-
* Revenue amount indicates investment income only.			

**TOWN OF MIDDLETON, MA**  
**GENERAL FUND REVENUE - COMPARATIVE REPORT**  
**FISCAL YEAR 2020 AND FISCAL YEAR 2019**

	FISCAL YEAR 2020 (AS OF JUNE 30, 2020)				FISCAL YEAR 2019 (AS OF JUNE 30, 2019)			
	Revised Budget	Actual	(Under)/Over Budget	% of Budget Received	Revised Budget	Actual	(Under)/Over Budget	% of Budget Received
<b>PROPERTY TAXES</b>								
Real Estate Taxes (includes allowance)	\$ 29,445,127	\$ 29,272,912	\$ (172,215)	99.42%	\$ 27,810,228	\$ 27,866,071	\$ 55,843	100.2%
Personal Property Taxes	690,720	680,204	(10,516)	98.48%	623,282	605,946	(17,336)	97.2%
Tax Title Liens/Tax foreclosures	-	86,531	86,531	-	-	432,527	432,527	-
<b>Total Property Taxes</b>	<b>\$ 30,135,847</b>	<b>\$ 30,039,647</b>	<b>\$ (96,200)</b>	<b>99.68%</b>	<b>\$ 28,433,510</b>	<b>\$ 28,904,544</b>	<b>\$ 471,034</b>	<b>101.7%</b>
<b>STATE AID</b>								
Cherry Sheet Revenue	2,380,059	2,344,911	(35,148)	98.52%	2,329,644	2,367,469	37,825	101.6%
<b>Total State Aid</b>	<b>\$ 2,380,059</b>	<b>\$ 2,344,911</b>	<b>\$ (35,148)</b>	<b>98.52%</b>	<b>\$ 2,329,644</b>	<b>\$ 2,367,469</b>	<b>\$ 37,825</b>	<b>101.6%</b>
<b>LOCAL RECEIPTS</b>								
Motor Vehicle Excise	1,975,000	2,021,607	46,607	102.36%	1,950,000	2,069,240	119,240	106.1%
Other Excise - Rooms Tax	200,000	153,075	(46,925)	76.54%	215,000	205,160	(9,840)	95.4%
Other Excise - Meals Tax	220,000	213,683	(6,317)	97.13%	215,000	226,549	11,549	105.4%
Penalties & Interest	90,000	121,012	31,012	134.46%	80,000	141,076	61,076	176.3%
Payment in Lieu of Taxes	130,000	131,026	1,026	100.79%	130,000	130,163	163	100.1%
Payment in Lieu of Taxes - MELD	176,100	176,100	-	100.00%	223,000	223,000	-	100.0%
Charges for Services - Transfer Station Stickers	210,000	220,240	10,240	104.88%	200,000	218,885	18,885	109.4%
Fees	115,000	139,543	24,543	121.34%	115,000	133,072	18,072	115.7%
Departmental Revenue - Libraries	3,200	3,090	(110)	96.56%	3,500	3,238	(262)	92.5%
Departmental Revenue - Cemeteries	45,000	52,000	7,000	115.56%	48,000	46,087	(1,913)	96.0%
Other Departmental Revenue	140,000	173,192	33,192	123.71%	140,000	206,258	66,258	147.3%
Licenses & Permits	500,000	595,093	95,093	119.02%	605,000	609,339	4,339	100.7%
Fines & Forfeitures	12,000	13,269	1,269	110.58%	12,000	13,837	1,837	115.3%
Investment Income	80,000	100,811	20,811	126.01%	70,000	145,719	75,719	208.2%
Medicaid & Miscellaneous	30,000	25,867	(4,133)	86.22%	30,000	32,081	2,081	106.9%
<b>Total Local Receipts</b>	<b>3,926,300</b>	<b>4,139,608</b>	<b>213,308</b>	<b>105.43%</b>	<b>4,036,500</b>	<b>4,403,704</b>	<b>367,204</b>	<b>109.1%</b>
<b>TOTAL REVENUE</b>	<b>\$ 36,442,206</b>	<b>\$ 36,524,166</b>	<b>\$ 81,960</b>	<b>100.22%</b>	<b>\$ 34,799,654</b>	<b>\$ 35,675,717</b>	<b>\$ 876,063</b>	<b>102.5%</b>
<b>TRANSFERS IN</b>								
FROM ENTERPRISE - INDIRECT	25,810	25,810	-	100.00%	5,075	5,075	-	100.0%
FROM TRUST FUNDS	62,000	62,000	-	100.00%	-	-	-	0.0%
FROM SPECIAL REVENUE FUNDS - BUDGETED	707,498	707,498	-	100.00%	867,190	867,190	-	100.0%
FROM SPECIAL REVENUE FUNDS - UNBUDGETED	-	4	4	100.00%	-	110,587	110,587	100.0%
<b>TOTAL TRANSFERS IN</b>	<b>\$ 795,308</b>	<b>\$ 795,311</b>	<b>\$ 4</b>	<b>100.0%</b>	<b>\$ 872,265</b>	<b>\$ 982,852</b>	<b>\$ 110,587</b>	<b>112.7%</b>
<b>TOTAL REVENUE AND TRANSFERS IN</b>	<b>\$ 37,237,514</b>	<b>\$ 37,319,477</b>	<b>\$ 81,963</b>	<b>100.22%</b>	<b>\$ 35,671,919</b>	<b>\$ 36,658,569</b>	<b>\$ 986,650</b>	<b>102.8%</b>

**TOWN OF MIDDLETON, MA  
GENERAL FUND REVENUE  
FISCAL YEAR 2016 THROUGH FISCAL YEAR 2020**

	FY 2016 ACTUAL REVENUE	FY 2017 ACTUAL REVENUE	FY 2018 ACTUAL REVENUE	FY 2019 ACTUAL REVENUE	FY 2020 ACTUAL REVENUE	FY 2019 TO FY 2020 \$ CHANGE	FY 2019 TO FY 2020 % CHANGE
<b>PROPERTY TAXES</b>							
Real Estate Taxes	\$ 23,891,195	\$ 25,183,046	\$ 26,817,333	\$ 27,861,458	\$ 29,272,912	\$ 1,411,454	5.1%
Personal Property Taxes	\$ 664,648	\$ 649,470	\$ 641,442	\$ 605,945	\$ 680,204	\$ 74,259	12.3%
Tax Title/Tax Liens/Tax Foreclosures	\$ 159,915	\$ 125,329	\$ 41,250	\$ 432,527	\$ 86,531	\$ (345,996)	-80.0%
<b>Total Property Taxes</b>	<b>\$ 24,715,758</b>	<b>\$ 25,957,844</b>	<b>\$ 27,500,025</b>	<b>\$ 28,899,930</b>	<b>\$ 30,039,647</b>	<b>\$ 1,139,717</b>	<b>3.9%</b>
<b>STATE REVENUE</b>							
Cherry Sheet Revenue							
Unrestricted Aid	\$ 504,398	\$ 526,087	\$ 546,604	\$ 565,735	\$ 581,010	\$ 15,275	2.7%
Charter School Reimbursement	\$ -	\$ -	\$ -	\$ 29,081	\$ 7,722	\$ (21,359)	-73.4%
Chapter 70	\$ 1,568,751	\$ 1,606,481	\$ 1,626,461	\$ 1,646,051	\$ 1,677,463	\$ 31,412	1.9%
Reimb State Owned Land	\$ 19,510	\$ 19,277	\$ 19,259	\$ 19,259	\$ 20,251	\$ 992	5.2%
Exemptions to Veterans & Elderly	\$ 7,530	\$ 7,028	\$ 7,028	\$ 6,526	\$ 6,526	\$ -	0.0%
Veterans Benefits	\$ 50,600	\$ 91,547	\$ 93,391	\$ 100,817	\$ 51,939	\$ (48,878)	-48.5%
<b>Total Cherry Sheet Revenue</b>	<b>\$ 2,150,789</b>	<b>\$ 2,250,420</b>	<b>\$ 2,292,743</b>	<b>\$ 2,367,469</b>	<b>\$ 2,344,911</b>	<b>\$ (22,558)</b>	<b>-1.0%</b>
Other State Revenue	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total State Revenue</b>	<b>\$ 2,150,789</b>	<b>\$ 2,257,920</b>	<b>\$ 2,292,743</b>	<b>\$ 2,367,469</b>	<b>\$ 2,344,911</b>	<b>\$ (22,558)</b>	<b>-1.0%</b>
<b>LOCAL RECEIPTS</b>							
Motor Vehicle Excise	\$ 1,873,680	\$ 1,892,202	\$ 2,037,341	\$ 2,069,240	\$ 2,021,607	\$ (47,633)	-2.3%
Other Excise - Meals Tax	\$ -	\$ 161,385	\$ 213,838	\$ 226,549	\$ 213,683	\$ (12,866)	-5.7%
Other Excise - Rooms Tax	\$ 215,033	\$ 234,861	\$ 227,294	\$ 205,160	\$ 153,075	\$ (52,085)	-25.4%
Penalties & Interest on Taxes	\$ 256,940	\$ 102,749	\$ 84,450	\$ 141,076	\$ 121,012	\$ (20,064)	-14.2%
Payment in Lieu of Taxes	\$ 143,638	\$ 145,048	\$ 130,693	\$ 134,776	\$ 131,026	\$ (3,750)	-2.8%
Payment in Lieu of Taxes (MELD)	\$ 240,000	\$ 220,000	\$ 204,000	\$ 223,000	\$ 176,100	\$ (46,900)	-21.0%
Charges for Services - Transfer Station Stickers	\$ 161,700	\$ 167,070	\$ 167,495	\$ 218,885	\$ 220,240	\$ 1,355	0.6%
Fees							
Selectmen - Natsue Way Boat Storage	\$ 25,625	\$ 25,525	\$ 21,271	\$ 25,525	\$ 17,017	\$ (8,508)	-33.3%
Assessors - Sale of Maps	\$ 510	\$ 646	\$ 465	\$ 720	\$ 485	\$ (235)	-32.6%
Town Clerk - Birth, Death, Marriage, Business, Dog	\$ 18,237	\$ 32,484	\$ 27,889	\$ 24,980	\$ 35,437	\$ 10,457	41.9%
Planning Board	\$ 47	\$ 110	\$ 300	\$ -	\$ -	\$ -	0.0%
Board of Appeals	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	0.0%
Police - False Alarm, Accident Reports	\$ 11,494	\$ 13,895	\$ 22,607	\$ 9,095	\$ 8,575	\$ (520)	-5.7%
Police/Fire - Admin fee details	\$ 8,464	\$ 9,179	\$ 13,366	\$ 28,391	\$ 15,447	\$ (12,944)	-45.6%
Fire - Alarm Fee/Permit Fees	\$ 13,715	\$ 23,010	\$ 17,541	\$ 39,786	\$ 57,918	\$ 18,132	45.6%
DPW - Electronic Disposal	\$ -	\$ 3,135	\$ 4,785	\$ 4,575	\$ 4,665	\$ 90	2.0%
<b>Total Fees</b>	<b>\$ 78,092</b>	<b>\$ 108,284</b>	<b>\$ 108,225</b>	<b>\$ 133,072</b>	<b>\$ 139,543</b>	<b>\$ 6,471</b>	<b>4.9%</b>
Departmental Revenue - Libraries	\$ 3,739	\$ 3,827	\$ 3,867	\$ 3,238	\$ 3,090	\$ (148)	-4.6%
Departmental Revenue - Cemeteries	\$ 16,395	\$ 49,160	\$ 49,420	\$ 46,087	\$ 52,000	\$ 5,913	12.8%
Other Departmental Revenue							
Selectmen	\$ 6,562	\$ 8,390	\$ 27,622	\$ 71,416	\$ 10,646	\$ (60,770)	-85.1%
Accounting	\$ -	\$ -	\$ 9,523	\$ 16,432	\$ 63,038	\$ 46,606	283.6%
Treasurer/Collector	\$ 48,799	\$ 45,351	\$ 57,198	\$ 107,399	\$ 98,532	\$ (8,867)	-8.3%
Town Clerk - Early Voting reimbursement	\$ -	\$ -	\$ -	\$ 6,052	\$ -	\$ (6,052)	-100.0%
Planning Board	\$ -	\$ 300	\$ 283	\$ 245	\$ 44	\$ (201)	-82.0%
Board of Appeals	\$ 491	\$ 1,021	\$ 269	\$ -	\$ -	\$ -	0.0%
DPW revenues	\$ 2,129	\$ 3,430	\$ 3,259	\$ 4,364	\$ 932	\$ (3,432)	-78.6%
Veterans - 115 Reimbursement	\$ 14,300	\$ -	\$ 5,000	\$ 350	\$ -	\$ (350)	-100.0%
<b>Total Other Departmental Revenue</b>	<b>\$ 72,281</b>	<b>\$ 58,491</b>	<b>\$ 103,155</b>	<b>\$ 206,258</b>	<b>\$ 173,192</b>	<b>\$ (33,065)</b>	<b>-16.0%</b>
Licenses & Permits							
Selectmen - Liquor, Common Victuallers	\$ 55,254	\$ 72,965	\$ 73,180	\$ 96,488	\$ 76,149	\$ (20,338)	-21.1%
Inspectional Services - Plumbing & Gas, Building, Electric	\$ 440,390	\$ 501,770	\$ 561,113	\$ 478,198	\$ 484,932	\$ 6,733	1.4%
Board of Health - Food, Tobacco, etc.	\$ 44,059	\$ 37,402	\$ 51,627	\$ 34,654	\$ 34,012	\$ (642)	-1.9%
<b>Total Licenses &amp; Permits</b>	<b>\$ 539,702</b>	<b>\$ 612,137</b>	<b>\$ 685,920</b>	<b>\$ 609,339</b>	<b>\$ 595,093</b>	<b>\$ (14,247)</b>	<b>-2.3%</b>
Fines & Forfeitures							
Building Inspection Fines	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Police Fines	\$ 16,905	\$ 18,245	\$ 13,585	\$ 13,837	\$ 13,269	\$ (568)	-4.1%
Animal Control Fines	\$ 235	\$ 10	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Fines &amp; Forfeitures</b>	<b>\$ 19,640</b>	<b>\$ 18,255</b>	<b>\$ 13,585</b>	<b>\$ 13,837</b>	<b>\$ 13,269</b>	<b>\$ (568)</b>	<b>-4.1%</b>
Investment Income	\$ 34,555	\$ 47,273	\$ 77,155	\$ 145,719	\$ 100,811	\$ (44,908)	-30.8%
Municipal Medicare Reimbursement	\$ 30,458	\$ 41,574	\$ 33,192	\$ 32,081	\$ 25,867	\$ (6,215)	-19.4%
<b>Total Local Receipts</b>	<b>\$ 3,685,853</b>	<b>\$ 3,862,317</b>	<b>\$ 4,139,629</b>	<b>\$ 4,408,318</b>	<b>\$ 4,139,607</b>	<b>\$ (268,711)</b>	<b>-6.1%</b>
<b>TOTAL REVENUE</b>	<b>\$ 30,552,401</b>	<b>\$ 32,078,081</b>	<b>\$ 33,932,397</b>	<b>\$ 35,675,717</b>	<b>\$ 36,524,165</b>	<b>\$ 848,448</b>	<b>2.4%</b>

**TOWN OF MIDDLETON, MA  
GENERAL FUND APPROPRIATION SUMMARY  
FISCAL YEAR 2020**

	Final Budget	% of Total Budget
<b>Municipal</b>		
General Government	\$ 1,757,581	4.5%
Public Safety	4,325,587	11.0%
Department of Public Works	1,691,940	4.3%
Health & Human Services	507,427	1.3%
Culture & Recreation	626,314	1.6%
<b>Total Municipal Budget</b>	<u>\$ 8,908,849</u>	<u>22.6%</u>
<b>Education</b>		
Tri-Town School District	\$ 12,538,943	31.8%
MASCO Regional High School	10,350,504	26.3%
Essex-Tech Regional High School	777,677	2.0%
<b>Total Education</b>	<u>\$ 23,667,124</u>	<u>60.1%</u>
<b>Debt Service</b>	<u>\$ 1,481,095</u>	<u>3.8%</u>
<b>Employee Benefits/Insurance</b>		
Retirement	\$ 1,460,009	3.7%
Unemployment	10,000	0.0%
Health Insurance	846,972	2.1%
Life Insurance	3,000	0.0%
Medicare Tax	95,000	0.2%
General Insurance (i.e. Prop & Casualty)	207,000	0.5%
<b>Total Employee Benefits/Insurance</b>	<u>\$ 2,621,981</u>	<u>6.7%</u>
<b>Other</b>		
Reserve Fund	\$ 100,000	0.3%
Capital	1,274,589	3.2%
Salary Reserve	40,000	0.1%
State Charges & Assessments	338,391	0.9%
Transfer to OPEB Trust	50,000	0.1%
Transfer to Stabilization	300,000	0.8%
Transfer to Special Ed. Stabilization	115,000	0.3%
Transfer to Capital Stabilization	250,000	0.6%
Transfer to Retirement Stabilization	250,000	0.6%
<b>Total Other</b>	<u>\$ 2,717,980</u>	<u>6.9%</u>
<b>TOTAL APPROPRIATIONS</b>	<u><u>\$ 39,397,029</u></u>	<u><u>100.0%</u></u>

**TOWN OF MIDDLETON**  
**GENERAL FUND EXPENSES - COMPARATIVE REPORT**  
**FISCAL YEAR 2019 AND FISCAL YEAR 2020**

	FISCAL YEAR 2020 (AS OF JUNE 30, 2020)						FISCAL YEAR 2019 (AS OF JUNE 30, 2019)					
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED		REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	
TOWN MODERATOR SALARIES	\$ 200	\$ 200	\$ -	\$ -	100.00%		\$ 200	\$ 200	\$ -	\$ -	100.00%	
SELECTMEN/TOWN ADMINISTRATOR SALARIES	269,117	264,716	-	4,401	98.36%		264,658	243,342	-	21,316	91.95%	
SELECTMEN/TOWN ADMINISTRATOR EXPENSES	54,100	45,203	3,200	5,697	83.55%		45,820	31,344	644	13,833	68.41%	
FINANCE COMMITTEE SALARIES	2,059	896	-	1,163	43.52%		2,009	1,250	-	759	62.22%	
FINANCE COMMITTEE EXPENSES	1,780	180	-	1,600	10.11%		1,500	180	-	1,320	12.00%	
TOWN ACCOUNTANT SALARIES	128,177	128,177	-	-	100.00%		127,242	127,242	-	-	100.00%	
TOWN ACCOUNTANT EXPENSES	37,775	29,791	-	7,984	78.86%		36,275	33,582	-	2,693	92.58%	
ASSESSORS SALARIES	166,393	165,452	-	941	99.43%		158,081	158,077	-	4	100.00%	
ASSESSORS EXPENSES	20,510	17,820	-	2,690	86.88%		19,940	19,751	-	189	99.05%	
TREASURER/COLLECTOR SALARIES	182,813	182,046	-	767	99.58%		175,056	175,056	-	-	100.00%	
TREASURER/COLLECTOR EXPENSES	78,450	45,887	-	32,563	58.49%		80,750	63,252	-	17,498	78.33%	
CUSTODIAN OF TOWN LAND SALARIES	2,500	2,500	-	-	100.00%		2,500	2,500	-	-	100.00%	
TOWN COUNSEL EXPENSES	90,000	81,402	-	8,598	90.45%		86,500	67,485	-	19,015	78.02%	
MANAGEMENT INFORMATION SYSTEMS SALARIES	70,149	61,301	-	8,849	87.39%		91,029	59,890	-	31,139	65.79%	
MANAGEMENT INFORMATION SYSTEMS EXPENSES	202,500	146,147	-	56,353	72.17%		191,080	171,617	-	19,463	89.81%	
TOWN CLERK SALARIES	133,770	129,001	-	4,769	96.44%		114,918	114,918	-	-	100.00%	
TOWN CLERK EXPENSES	25,490	11,234	6,766	7,489	44.07%		19,800	7,655	5,000	7,145	38.66%	
ELECTIONS SALARIES	26,088	18,127	-	7,961	69.48%		28,830	28,671	-	159	99.45%	
ELECTIONS EXPENSES	13,250	6,174	-	7,076	46.60%		11,644	7,810	-	3,834	67.07%	
CONSERVATION COMMISSION SALARIES	74,329	74,329	-	-	100.00%		57,212	56,841	-	371	99.35%	
CONSERVATION COMMISSION EXPENSES	4,850	1,945	-	2,905	40.09%		4,850	2,755	-	2,095	56.80%	
PLANNING BOARD SALARIES	96,479	95,746	-	733	99.24%		93,967	89,787	-	4,180	95.55%	
PLANNING BOARD EXPENSES	8,680	3,959	-	4,721	45.61%		8,680	6,472	-	2,208	74.56%	
BOARD OF APPEALS SALARIES	2,304	2,123	-	181	92.14%		2,250	2,075	-	175	92.22%	
BOARD OF APPEALS EXPENSES	2,050	352	-	1,698	17.17%		2,050	518	-	1,532	25.29%	
MASTER PLAN COMMITTEE SALARIES	1,152	512	-	640	44.44%		1,125	750	-	375	66.67%	
MASTER PLAN COMMITTEE EXPENSES	100	-	-	100	0.00%		100	-	-	100	0.00%	
TOWN BUILDING SALARIES	40,811	36,908	-	3,903	90.44%		39,816	39,207	-	609	98.47%	
TOWN BUILDING EXPENSES	76,825	67,236	797	8,792	87.52%		69,325	68,494	831	(0)	98.80%	
TOWN REPORT EXPENSES	5,500	1,910	-	3,590	34.72%		5,000	3,077	-	1,923	61.54%	
<b>TOTAL GENERAL GOVERNMENT EXPENSES</b>	<b>\$ 1,818,201</b>	<b>\$ 1,621,273</b>	<b>\$ 10,763</b>	<b>\$ 186,165</b>	<b>89.17%</b>		<b>\$ 1,742,207</b>	<b>\$ 1,583,797</b>	<b>\$ 6,475</b>	<b>\$ 151,935</b>	<b>90.91%</b>	
POLICE SALARIES	\$ 1,885,130	\$ 1,769,380	\$ -	\$ 115,750	93.86%		\$ 1,585,895	\$ 1,535,609	\$ -	\$ 50,286	96.83%	
POLICE EXPENSES	296,443	217,608	1,864	76,971	73.41%		289,301	230,201	20,000	39,100	79.57%	
FIRE SALARIES	1,733,384	1,701,058	-	32,326	98.14%		1,686,792	1,664,887	-	21,905	98.70%	
FIRE EXPENSES	287,805	247,368	2,161	38,276	85.95%		223,176	218,388	-	4,788	97.85%	
BUILDING INSPECTION SALARIES	236,693	234,901	-	1,792	99.24%		229,894	225,719	-	4,175	98.18%	
BUILDING INSPECTION EXPENSES	32,800	23,359	-	9,441	71.22%		32,340	25,050	-	7,290	77.46%	
ANIMAL CONTROL SALARIES	22,732	22,732	-	0	100.00%		23,438	19,950	-	3,488	85.12%	
ANIMAL CONTROL EXPENSES	4,400	1,280	-	3,120	29.09%		3,200	1,138	-	2,062	35.55%	
CONSTABLE SALARIES	200	200	-	-	100.00%		200	200	-	-	100.00%	
<b>TOTAL PUBLIC SAFETY EXPENSES</b>	<b>\$ 4,499,587</b>	<b>\$ 4,217,887</b>	<b>\$ 4,024</b>	<b>\$ 277,675</b>	<b>94%</b>		<b>\$ 4,074,236</b>	<b>\$ 3,921,141</b>	<b>\$ 20,000</b>	<b>\$ 133,095</b>	<b>96%</b>	

TOWN OF MIDDLETON  
GENERAL FUND EXPENSES - COMPARATIVE REPORT  
FISCAL YEAR 2019 AND FISCAL YEAR 2020

	FISCAL YEAR 2020 (AS OF JUNE 30, 2020)						FISCAL YEAR 2019 (AS OF JUNE 30, 2019)					
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED		REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	
TRI-TOWN SALARIES	\$ 8,624,747	\$ 8,352,108	\$ 389,074	\$ (116,434)	96.84%		\$ 8,300,801	\$ 7,758,652	\$ 374,227	\$ 167,921	93.47%	
TRI-TOWN EXPENSES	3,914,196	3,525,249	119,771	269,177	90.06%		3,582,348	3,684,295	53,899	(155,847)	102.85%	
MASCONOMENT ASSESSMENT EXPENSES	9,968,124	9,968,088	-	36	100.00%		9,415,414	9,415,414	-	-	100.00%	
MASCONOMENT DEBT SERVICE EXPENSES	382,380	382,380	-	-	100.00%		379,817	379,817	-	-	100.00%	
ESSEX TECH ASSESSMENT EXPENSES	699,698	699,698	-	-	100.00%		736,689	736,492	-	197	99.97%	
ESSEX TECH DEBT SERVICE EXPENSES	77,979	76,455	-	1,524	98.05%		85,826	85,826	-	-	100.00%	
<b>TOTAL EDUCATION EXPENSES</b>	<b>\$23,667,124</b>	<b>\$23,003,977</b>	<b>\$ 508,844</b>	<b>\$ 154,302</b>	<b>97.20%</b>		<b>\$22,500,895</b>	<b>\$22,060,497</b>	<b>\$ 428,127</b>	<b>\$ 12,271</b>	<b>98.04%</b>	
DPW ADMIN SALARIES	\$ 674,861	\$ 646,677	\$ -	\$ 28,184	95.82%		\$ 650,238	\$ 607,562	\$ -	\$ 42,676	93.44%	
DPW ADMIN EXPENSES	329,781	287,125	220	42,436	87.07%		310,400	265,911	17,578	26,910	85.67%	
SNOW AND ICE SALARIES	60,000	30,390	-	29,610	50.65%		60,000	39,309	-	20,691	65.51%	
SNOW AND ICE EXPENSES	209,500	177,102	-	32,398	84.54%		189,500	185,916	-	3,584	98.11%	
TRANSFER STATION SALARIES	133,322	130,223	-	3,099	97.68%		125,808	108,131	-	17,677	85.95%	
TRANSFER STATION EXPENSES	311,102	301,220	16,826	(6,944)	96.82%		289,000	295,314	132	(6,446)	102.18%	
<b>TOTAL PUBLIC WORKS EXPENSES</b>	<b>\$ 1,718,566</b>	<b>\$ 1,572,737</b>	<b>\$ 17,046</b>	<b>\$ 128,783</b>	<b>91.51%</b>		<b>\$ 1,624,946</b>	<b>\$ 1,502,143</b>	<b>\$ 17,710</b>	<b>\$ 105,093</b>	<b>92.44%</b>	
BOARD OF HEALTH SALARIES	\$ 110,681	\$ 110,065	\$ -	\$ 616	99.44%		\$ 107,878	\$ 107,503	\$ -	\$ 375	99.65%	
BOARD OF HEALTH EXPENSES	28,785	19,463	28	9,294	67.62%		26,825	23,296	35	3,494	86.84%	
COUNCIL ON AGING SALARIES	169,655	168,284	-	1,371	99.19%		157,612	157,609	-	3	100.00%	
COUNCIL ON AGING EXPENSES	60,506	42,946	104	17,456	70.98%		50,188	42,573	1,819	5,796	84.83%	
VETERANS AGENT SALARIES	17,550	17,550	-	-	100.00%		26,948	25,298	-	1,650	93.88%	
VETERANS AGENT EXPENSES	86,750	46,266	-	40,484	53.33%		106,750	56,730	99	49,921	53.14%	
TRI-TOWN COUNCIL EXPENSES	28,500	28,500	-	-	100.00%		28,500	28,500	-	-	100.00%	
GARDEN CLUB EXPENSES	5,000	3,154	-	1,846	63.07%		5,000	2,228	-	2,772	44.56%	
<b>TOTAL HEALTH &amp; HUMAN SERVICE EXPENSES</b>	<b>\$ 507,427</b>	<b>\$ 436,228</b>	<b>\$ 132</b>	<b>\$ 71,067</b>	<b>85.97%</b>		<b>\$ 509,701</b>	<b>\$ 443,737</b>	<b>\$ 1,952</b>	<b>\$ 64,011</b>	<b>87.06%</b>	
LIBRARY SALARIES	\$ 385,870	\$ 373,714	\$ -	\$ 12,156	96.85%		\$ 371,499	\$ 361,584	\$ -	\$ 9,915	97.33%	
LIBRARY EXPENSES	183,368	176,259	-	7,109	96.12%		177,851	177,627	-	224	99.87%	
RECREATION COMMISSION SALARIES	21,726	20,784	-	942	95.66%		21,538	19,990	-	1,548	92.81%	
RECREATION COMMISSION EXPENSES	24,350	14,109	-	10,241	57.94%		24,350	18,989	-	5,361	77.98%	
HISTORICAL COMMISSION EXPENSES	1,000	-	-	1,000	0.00%		1,000	1,000	-	-	100.00%	
MEMORIAL DAY EXPENSES	5,000	3,142	-	1,858	62.84%		5,000	4,503	-	497	90.06%	
CHIEF WILLIS DAY EXPENSES	5,000	-	-	5,000	0.00%		5,000	5,000	-	-	100.00%	
<b>TOTAL CULTURE &amp; RECREATION EXPENSES</b>	<b>\$ 626,314</b>	<b>\$ 588,008</b>	<b>\$ -</b>	<b>\$ 38,306</b>	<b>93.88%</b>		<b>\$ 606,238</b>	<b>\$ 588,692</b>	<b>\$ -</b>	<b>\$ 17,546</b>	<b>97.11%</b>	
<b>DEBT SERVICE EXPENSES</b>	<b>\$ 1,481,095</b>	<b>\$ 1,439,571</b>	<b>\$ -</b>	<b>\$ 41,524</b>	<b>97.20%</b>		<b>\$ 1,292,835</b>	<b>\$ 1,291,225</b>	<b>\$ -</b>	<b>\$ 1,610</b>	<b>99.88%</b>	

TOWN OF MIDDLETON  
GENERAL FUND EXPENSES - COMPARATIVE REPORT  
FISCAL YEAR 2019 AND FISCAL YEAR 2020

	FISCAL YEAR 2020 (AS OF JUNE 30, 2020)					FISCAL YEAR 2019 (AS OF JUNE 30, 2019)				
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED
COMPENSATION RESERVE EXPENSES	\$ 40,000	\$ 23,785	\$ -	\$ 16,215	59.46%	\$ 40,000	\$ 19,497	\$ -	\$ 20,503	48.74%
RETIREMENT EXPENSES	1,460,009	1,460,009	-	-	100.00%	1,409,336	1,409,336	-	-	100.00%
UNEMPLOYMENT EXPENSES	37,500	23,564	-	13,936	62.84%	10,000	4,040	-	5,960	40.40%
HEALTH INSURANCE EXPENSES	846,972	700,298	9,623	137,051	82.68%	869,035	731,260	1,161	136,614	84.15%
LIFE INSURANCE EXPENSES	3,000	2,313	47	640	77.09%	3,000	2,057	-	943	68.57%
MEDICARE EXPENSES	105,000	95,679	-	9,321	91.12%	90,000	89,559	-	441	99.51%
<b>TOTAL EMPLOYEE BENEFIT EXPENSES</b>	<b>\$ 2,492,481</b>	<b>\$ 2,305,648</b>	<b>\$ 9,670</b>	<b>\$ 177,163</b>	<b>92.50%</b>	<b>\$ 2,421,371</b>	<b>\$ 2,255,750</b>	<b>\$ 1,161</b>	<b>\$ 164,460</b>	<b>93.16%</b>
<b>RESERVE FUND**</b>	<b>\$ 61,254</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,254</b>	<b>0.00%</b>	<b>\$ 59,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59,000</b>	<b>0.00%</b>
<b>GENERAL INSURANCE EXPENSES</b>	<b>\$ 227,000</b>	<b>\$ 190,729</b>	<b>\$ -</b>	<b>\$ 36,271</b>	<b>84.02%</b>	<b>\$ 206,250</b>	<b>\$ 189,394</b>	<b>\$ -</b>	<b>\$ 16,856</b>	<b>91.83%</b>
<b>CAPITAL EXPENSES</b>	<b>\$ 1,624,343</b>	<b>\$ 1,053,169</b>	<b>\$ -</b>	<b>\$ 571,174</b>	<b>64.84%</b>	<b>\$ 1,655,301</b>	<b>\$ 1,014,213</b>	<b>\$ -</b>	<b>\$ 641,088</b>	<b>61.27%</b>
<b>STATE &amp; COUNTY CHARGES</b>	<b>\$ 338,391</b>	<b>\$ 330,070</b>	<b>\$ -</b>	<b>\$ 8,321</b>	<b>97.54%</b>	<b>\$ 438,091</b>	<b>\$ 434,387</b>	<b>\$ -</b>	<b>\$ 3,704</b>	<b>99.15%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$39,061,783</b>	<b>\$36,759,298</b>	<b>\$ 550,479</b>	<b>\$ 1,752,006</b>	<b>94.11%</b>	<b>\$37,131,071</b>	<b>\$35,284,976</b>	<b>\$ 475,426</b>	<b>\$ 1,370,669</b>	<b>95.03%</b>
TRANSFER TO ENTERPRISE	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%
TRANSFER TO SPECIAL REVENUE FUNDS	11,629	11,629	-	-	0.00%	-	-	-	-	0.00%
TRANSFER TO VARIOUS STABILIZATION FUNDS	915,000	915,000	-	-	0.00%	-	-	-	-	0.00%
TRANSFER TO OPEB TRUST	50,000	50,000	-	-	100.00%	75,000	75,000	-	-	100.00%
<b>TOTAL TRANSFERS OUT</b>	<b>\$ 976,629</b>	<b>\$ 976,629</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.00%</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.00%</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$40,038,412</b>	<b>\$37,735,927</b>	<b>\$ 550,479</b>	<b>\$ 1,752,006</b>	<b>94.25%</b>	<b>\$37,206,071</b>	<b>\$35,359,976</b>	<b>\$ 475,426</b>	<b>\$ 1,370,669</b>	<b>95.04%</b>

\*\* The remaining balance of the Reserve Fund is reported above. The transfers are reported within each department's budget per Finance Committee approval.



**TOWN OF MIDDLETON  
GENERAL FUND EXPENDITURES  
FISCAL YEAR 2016 THROUGH FISCAL YEAR 2020**

	FY 2016 ACTUALS	FY 2017 ACTUALS	FY 2018 ACTUALS	FY 2019 ACTUALS	FY 2020 ACTUALS	% CHANGE 2019-2020
TOWN MODERATOR	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	0.00%
SELECTMEN	206,689	278,898	289,666	274,686	309,919	12.83%
FINANCE COMMITTEE	2,664	2,870	2,755	1,430	1,076	-24.76%
TOWN ACCOUNTANT**	177,678	120,025	120,377	160,824	157,968	-1.78%
ASSESSOR	163,663	167,892	170,315	177,828	183,272	3.06%
TREASURER/COLLECTOR	213,808	240,640	230,322	238,308	227,933	-4.35%
CUSTODIAN OF TOWN LAND	2,500	2,500	2,500	2,500	2,500	0.00%
TOWN COUNSEL	60,000	60,000	85,458	67,485	81,402	20.62%
MANAGEMENT INFORMATION SYSTEMS**	-	150,325	68,282	231,507	207,448	-10.39%
TOWN CLERK	128,449	117,718	119,581	122,573	140,236	14.41%
ELECTIONS	15,815	23,796	14,463	36,481	24,301	-33.39%
CONSERVATION COMMISSION	40,864	36,594	49,613	59,595	76,274	27.99%
PLANNING BOARD	77,867	76,758	102,679	96,259	99,704	3.58%
BOARD OF APPEALS	25,101	2,315	3,137	2,593	2,475	-4.57%
MASTER PLAN COMMITTEE	933	714	610	750	512	-31.73%
TOWN BUILDING	97,466	97,853	102,447	107,701	104,145	-3.30%
TOWN REPORT	2,250	2,412	2,383	3,077	1,910	-37.93%
AUDIT*****	18,500	26,000	21,000	-	-	0.00%
STREET LIGHTS*****	78,420	54,377	45,913	-	-	0.00%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,312,866</b>	<b>\$ 1,461,886</b>	<b>\$ 1,431,700</b>	<b>\$ 1,583,797</b>	<b>\$ 1,621,273</b>	<b>2.37%</b>
POLICE DEPARTMENT	\$ 1,477,834	\$ 1,613,842	\$ 1,824,534	\$ 1,765,810	\$ 1,986,988	12.53%
FIRE DEPARTMENT	1,623,632	1,662,526	1,704,924	1,883,275	1,948,427	3.46%
BUILDING INSPECTION	194,945	230,348	237,402	250,769	258,261	2.99%
ANIMAL CONTROL	27,536	23,983	21,414	21,087	24,012	13.87%
CONSTABLE	200	200	200	200	200	0.00%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 3,324,146</b>	<b>\$ 3,530,900</b>	<b>\$ 3,788,475</b>	<b>\$ 3,921,141</b>	<b>\$ 4,217,887</b>	<b>7.57%</b>
TRI-TOWN	\$ 10,494,677	\$ 10,445,041	\$ 11,252,938	\$ 11,442,948	\$ 11,877,356	3.80%
MASCONOMET ASSESSMENT	8,583,962	9,116,409	9,241,983	9,415,414	9,968,088	5.87%
MASCONOMET DEBT	382,050	387,861	384,138	379,817	382,380	0.67%
ESSEX TECH ASSESSMENT	415,115	536,848	539,119	736,492	699,698	-5.00%
ESSEX TECH DEBT	63,639	61,910	69,732	85,826	76,455	-10.92%
<b>TOTAL EDUCATION</b>	<b>\$ 19,939,443</b>	<b>\$ 20,548,069</b>	<b>\$ 21,487,910</b>	<b>\$ 22,060,497</b>	<b>\$ 23,003,977</b>	<b>4.28%</b>
PUBLIC WORKS	\$ 987,425	\$ 1,105,048	\$ 1,124,438	\$ 873,473	\$ 933,802	6.91%
SNOW & ICE***	\$ -	\$ -	\$ -	\$ 225,224	\$ 207,492	-7.87%
TRANSFER STATION	364,344	343,547	370,223	403,445	431,443	6.94%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 1,351,769</b>	<b>\$ 1,448,596</b>	<b>\$ 1,494,661</b>	<b>\$ 1,502,143</b>	<b>\$ 1,572,737</b>	<b>4.70%</b>
BOARD OF HEALTH	\$ 113,172	\$ 122,186	\$ 127,256	\$ 130,800	\$ 129,528	-0.97%
COUNSEL ON AGING	184,318	187,606	195,981	200,182	211,230	5.52%
VETERAN'S AGENT	111,805	111,493	104,424	82,028	63,816	-22.20%
TRI-TOWN COUNSEL	28,500	28,500	28,500	28,500	28,500	0.00%
GARDEN CLUB	4,359	3,213	2,777	2,228	3,154	41.55%
<b>TOTAL HEALTH &amp; HUMAN SERVICES</b>	<b>\$ 442,155</b>	<b>\$ 452,998</b>	<b>\$ 458,937</b>	<b>\$ 443,737</b>	<b>\$ 436,228</b>	<b>-1.69%</b>
LIBRARY	\$ 467,292	\$ 483,640	\$ 507,760	\$ 539,211	\$ 549,973	2.00%
RECREATION	32,103	30,910	37,381	38,979	34,893	-10.48%
HISTORICAL COMMISSION	-	233	394	1,000	-	-100.00%
MEMORIAL DAY	3,145	4,017	5,928	4,503	3,142	-30.22%
CHIEF WILLS DAY	5,000	5,000	-	5,000	-	-100.00%
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$ 507,539</b>	<b>\$ 523,801</b>	<b>\$ 551,463</b>	<b>\$ 588,692</b>	<b>\$ 588,008</b>	<b>-0.12%</b>

**TOWN OF MIDDLETON  
GENERAL FUND EXPENDITURES  
FISCAL YEAR 2016 THROUGH FISCAL YEAR 2020**

	FY 2016 ACTUALS	FY 2017 ACTUALS	FY 2018 ACTUALS	FY 2019 ACTUALS	FY 2020 ACTUALS	% CHANGE 2019-2020
<b>DEBT SERVICE EXPENSES</b>	<b>\$ 1,583,260</b>	<b>\$ 1,249,461</b>	<b>\$ 1,358,927</b>	<b>\$ 1,291,225</b>	<b>\$ 1,439,571</b>	<b>11.49%</b>
COMPENSATION RESERVE EXPENSES***	\$ -	\$ 7,155	\$ 6,185	\$ 19,497	\$ 23,785	21.99%
RETIREMENT EXPENSES	1,098,942	1,188,311	1,300,187	1,409,336	1,460,009	3.60%
UNEMPLOYMENT EXPENSES	1,880	772	6,638	4,040	23,564	483.22%
HEALTH INSURANCE EXPENSES	637,198	694,249	765,596	731,260	700,298	-4.23%
LIFE INSURANCE EXPENSES	1,725	1,794	2,521	2,057	2,313	12.43%
MEDICARE EXPENSES	58,500	78,378	84,945	89,559	95,679	6.83%
<b>TOTAL EMPLOYEE BENEFIT EXPENSES</b>	<b>\$ 1,798,246</b>	<b>\$ 1,970,658</b>	<b>\$ 2,166,073</b>	<b>\$ 2,255,750</b>	<b>\$ 2,305,648</b>	<b>2.21%</b>
<b>RESERVE FUND*</b>	<b>\$ 12,700</b>	<b>\$ 40,622</b>	<b>\$ 20,290</b>	<b>\$ 59,000</b>	<b>\$ 61,254</b>	<b>3.82%</b>
<b>GENERAL INSURANCE EXPENSES</b>	<b>\$ 135,500</b>	<b>\$ 146,016</b>	<b>\$ 166,691</b>	<b>\$ 189,394</b>	<b>\$ 190,729</b>	<b>0.70%</b>
<b>CAPITAL EXPENSES</b>	<b>\$ 1,134,172</b>	<b>\$ 579,167</b>	<b>\$ 1,178,029</b>	<b>\$ 1,014,213</b>	<b>\$ 1,053,169</b>	<b>3.84%</b>
<b>STATE &amp; COUNTY CHARGES</b>	<b>\$ 422,014</b>	<b>\$ 416,287</b>	<b>\$ 422,654</b>	<b>\$ 434,387</b>	<b>\$ 330,070</b>	<b>-24.01%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 31,963,810</b>	<b>\$ 32,368,460</b>	<b>\$ 34,525,809</b>	<b>\$ 35,343,976</b>	<b>\$ 36,820,552</b>	<b>4.18%</b>
TRANSFER TO ENTERPRISE	\$ -	\$ -	\$ 5,117	\$ -	\$ -	0.00%
TRANSFER TO SPECIAL REVENUE FUNDS	-	12,455	-	-	11,629	100.00%
TRANSFER TO STABILIZATION FUNDS	50,000	100,000	285,000	-	915,000	100.00%
TRANSFER TO OPEB TRUST	100,000	100,000	50,000	75,000	50,000	-33.33%
<b>TOTAL TRANSFERS OUT</b>	<b>\$ 150,000</b>	<b>\$ 212,455</b>	<b>\$ 340,117</b>	<b>\$ 75,000</b>	<b>\$ 976,629</b>	<b>1202.17%</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$ 32,113,810</b>	<b>\$ 32,580,915</b>	<b>\$ 34,865,926</b>	<b>\$ 35,418,976</b>	<b>\$ 37,797,181</b>	<b>6.71%</b>

\* The remaining balance of the Reserve Fund is reported above. The transfers are reported within each department's budget per Finance Committee approval.

\*\* MIS department moved from Town Accountant budget in FY17

\*\*\* Compensation Reserve was established in FY17

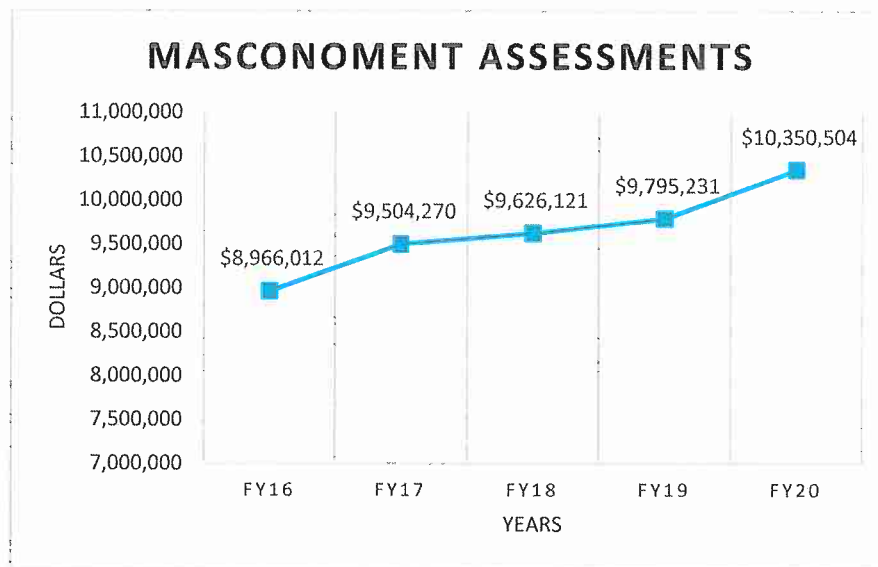
\*\*\*\* Snow and Ice Department created in FY19 moved from DPW Admin Budget

\*\*\*\*\* Audit moved as part of Accounting budget; Street lights moved as part of DPW Admin budget in FY19

**TOWN OF MIDDLETON  
MASCONOMENT EXPENDITURES  
FISCAL YEAR 2016 THROUGH FISCAL YEAR 2020**

<u>YEAR</u>	<u>ACTUAL*</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY16	\$ 8,966,012	\$ 682,691	7.61%
FY17	\$ 9,504,270	\$ 538,258	5.66%
FY18	\$ 9,626,121	\$ 121,851	1.27%
FY19	\$ 9,795,231	\$ 169,110	1.73%
FY20	\$ 10,350,504	\$ 555,273	5.36%

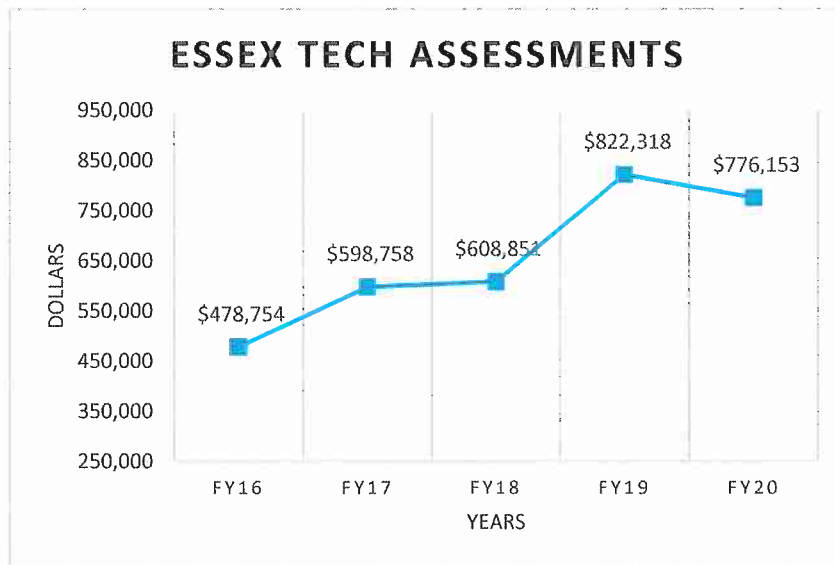
\* Includes debt payments; does not include capital assessments



**TOWN OF MIDDLETON  
ESSEX TECH EXPENDITURES  
FISCAL YEAR 2016 THROUGH FISCAL YEAR 2020**

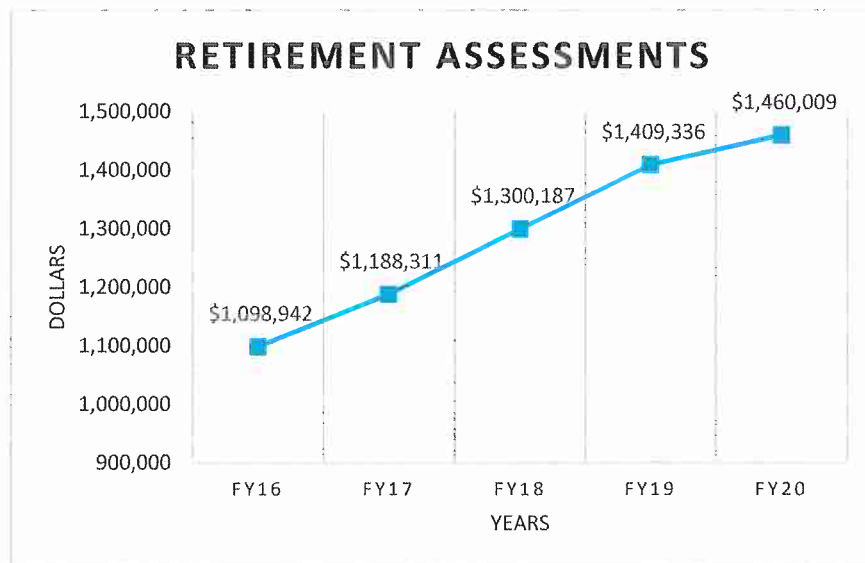
<u>YEAR</u>	<u>ACTUAL*</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY16	\$ 478,754	\$ 135,031	28.20%
FY17	\$ 598,758	\$ 120,004	20.04%
FY18	\$ 608,851	\$ 10,093	1.66%
FY19	\$ 822,318	\$ 213,467	25.96%
FY20	\$ 776,153	\$ (46,165)	-5.95%

\* Includes debt payments; does not include capital assessments



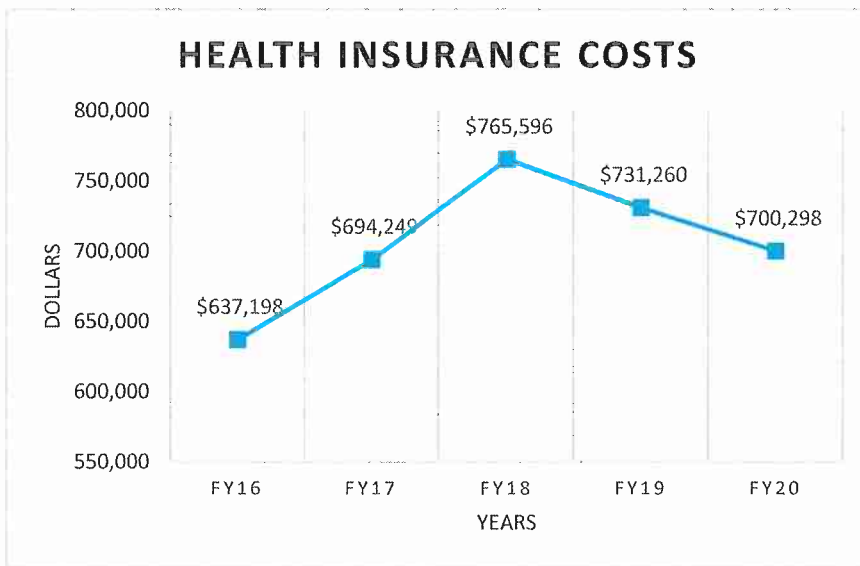
**TOWN OF MIDDLETON  
RETIREMENT EXPENDITURES  
FISCAL YEAR 2016 THROUGH FISCAL YEAR 2020**

<u>YEAR</u>	<u>ACTUAL</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY16	\$ 1,098,942	\$ 88,653	8.07%
FY17	\$ 1,188,311	\$ 89,369	7.52%
FY18	\$ 1,300,187	\$ 111,876	8.60%
FY19	\$ 1,409,336	\$ 109,149	7.74%
FY20	\$ 1,460,009	\$ 50,673	3.47%



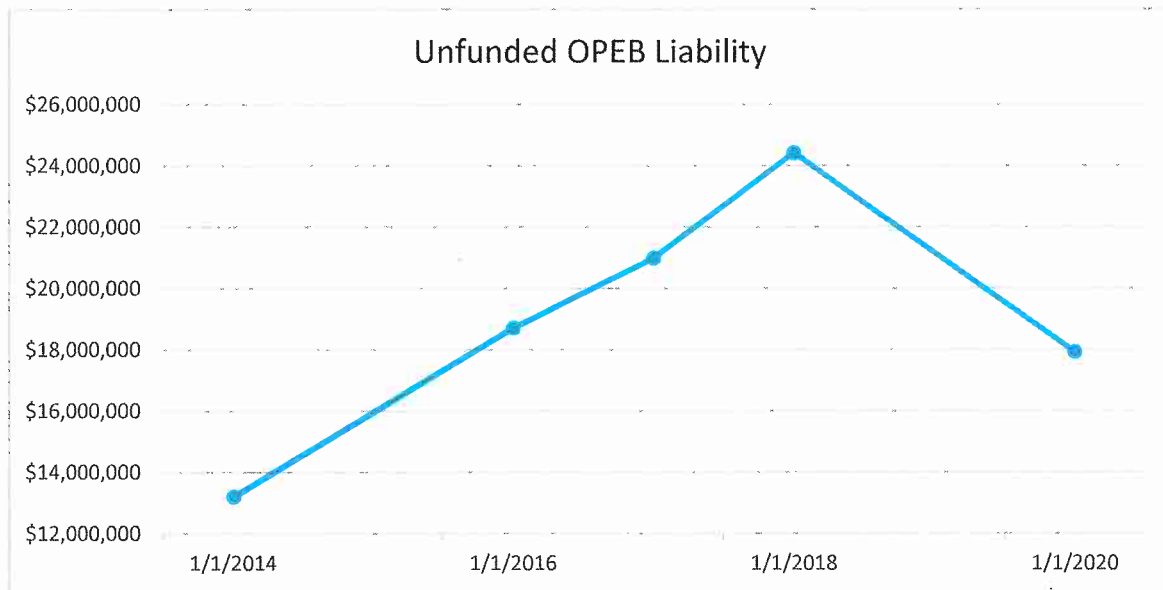
**TOWN OF MIDDLETON  
HEALTH INSURANCE EXPENDITURES  
FISCAL YEAR 2016 THROUGH FISCAL YEAR 2020**

<u>YEAR</u>	<u>ACTUAL</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY16	\$ 637,198	\$ 33,167	5.21%
FY17	\$ 694,249	\$ 57,050	8.22%
FY18	\$ 765,596	\$ 71,348	9.32%
FY19	\$ 731,260	\$ (34,336)	-4.70%
FY20	\$ 700,298	\$ (30,962)	-4.42%



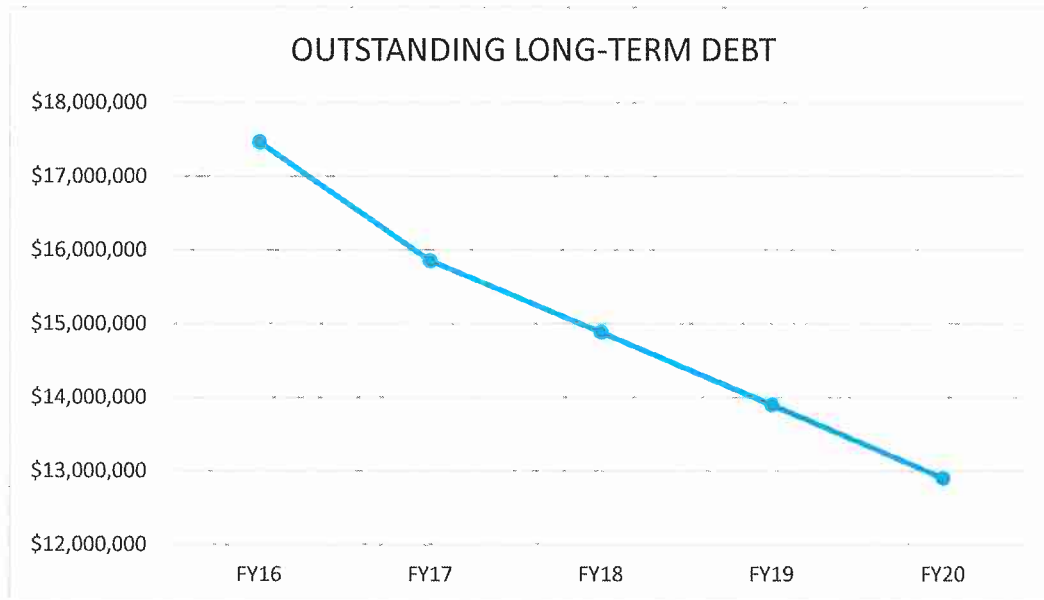
**TOWN OF MIDDLETON, MA**  
**NET OPEB LIABILITY**  
**ACTUARIALS DATED 7/1/14 THROUGH 7/1/20**

ACTUARIAL DATE	NET OPEB LIABILITY	CHANGE	% CHANGE	% FUNDED
7/1/2014	\$ 13,216,570	\$ (710,080)	-5.4%	0.00%
7/1/2016	\$ 18,724,749	\$ 5,508,179	29.4%	4.25%
7/1/2017	\$ 21,003,940	\$ 2,279,191	10.9%	4.54%
7/1/2018	\$ 24,436,261	\$ 3,432,321	14.0%	5.03%
7/1/2020	\$ 17,937,213	\$ (6,499,048)	-36.2%	7.09%



**TOWN OF MIDDLETON, MA  
OUTSTANDING LONG-TERM DEBT  
FISCAL YEAR 2016 THROUGH FISCAL YEAR 2020**

<u>YEAR</u>	<u>OUTSTANDING</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY16	\$ 17,469,217	\$ 435,067	2.5%
FY17	\$ 15,859,024	\$ (1,610,193)	-10.2%
FY18	\$ 14,890,961	\$ (968,063)	-6.5%
FY19	\$ 13,904,898	\$ (986,063)	-7.1%
FY20	\$ 12,903,835	\$ (1,001,063)	-7.8%







## BOARD OF SELECTMEN

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

5,  
ORIGINAL

### **POLICY FOR IN-PERSON MEETINGS DURING COVID-19 PANDEMIC ADOPTED SEPTEMBER 8, 2020**

As a result of COVID-19, municipal boards and committees have been meeting remotely since March 16, 2020. Since that time, Boards and committees have been using Zoom or a similar digital platform to conduct virtual meetings, record the meetings, and post them to the Town website. Please see Town Administrator memo dated March 13, 2020.

The Reopening Massachusetts initiative announced by Governor Charlie Baker is currently in phase III, step 1. No timeline has been announced for progressing through the remaining steps of phase III or when phase IV, New Normal, may begin.

Boards and committees have inquired when in-person meetings may resume. A return to normal is desirable and in-person meetings are part of the normal routine of local government. Not all of the public at large is able to attend in-person meetings. While some may be ready to attend, many still are not willing to attend or cannot attend. As public servants we must always hold the public's interests paramount.

COVID offers an opportunity to be more inclusive and open, providing broader opportunities for public participation. Combining traditional in-person participation with digital participation offers the public greater opportunity.

#### **POLICY DIRECTIVE**

Boards and committees shall continue to meet remotely until the Governor lifts the State of Emergency or lifts the inside gathering ban.

At the conclusion of the State of Emergency or inside gathering ban boards and committees may resume in-person meetings with the following additional requirements:

- Adherence to any gathering limits or restrictions imposed by the Governor, any State agency, or the Middleton Board of Health;
- Adherence to all requirements of the Open Meeting Law;

- Continued use of a digital meeting space (Zoom or similar) to accommodate residents and interested parties who, for whatever reason, are unwilling or unable to attend meetings in person. Board or committee staff, the chair, or other designated individual shall monitor the digital meeting space. Remote participants shall be allowed to participate fully in meetings;
- Meetings shall continue to be recorded;
- Meetings shall continue to be posted to the Town website.

## **MIDDLETON BOARD OF SELECTMEN**

---

Richard Kassiotis, Chair

---

Todd Moreschi, Clerk

---

Brian M. Cresta

---

Kosta E. Prentakis

---

Timothy P. Houten

---

Andrew J. Sheehan, Town Administrator

REVISED



## BOARD OF SELECTMEN

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

### POLICY FOR IN-PERSON MEETINGS DURING COVID-19 PANDEMIC ADOPTED SEPTEMBER 22, 2020

As a result of COVID-19, municipal boards and committees have been meeting remotely since March 16, 2020. Since that time, Boards and committees have been using Zoom or a similar digital platform to conduct virtual meetings, record the meetings, and post them to the Town website. Please see Town Administrator memo dated March 13, 2020.

The Reopening Massachusetts initiative announced by Governor Charlie Baker is currently in phase III, step 1. No timeline has been announced for progressing through the remaining steps of phase III or when phase IV, New Normal, may begin.

Boards and committees have inquired when in-person meetings may resume. A return to normal is desirable and in-person meetings are part of the normal routine of local government. Not all of the public at large is able to attend in-person meetings. While some may be ready to attend, many still are not willing to attend or cannot attend. As public servants we must always hold the public's interests paramount.

COVID offers an opportunity to be more inclusive and open, providing broader opportunities for public participation. Combining traditional in-person participation with digital participation offers the public greater opportunity.

#### POLICY

Boards and committees shall continue to meet remotely until the Governor lifts the State of Emergency or lifts the inside gathering ban. Boards and committees may elect to meet in person subject to the following conditions:

- All members' electronic devices are connected to the digital meeting space (Zoom or similar) to accommodate residents and interested parties who, for whatever reason, are unwilling or unable to attend meetings in person. Board or committee staff, the chair, or other designated individual shall monitor the digital meeting space. Remote participants shall be allowed to participate fully in meetings;

- Meetings shall continue to be recorded;
- Meetings shall continue to be posted to the Town website.

Formatted: List Paragraph, Bulleted + Level: 1 +  
Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) Times New Roman, 12 pt

At the conclusion of the State of Emergency or inside gathering ban boards and committees may resume in-person meetings with the following additional requirements:

- Adherence to any gathering limits or restrictions imposed by the Governor, any State agency, or the Middleton Board of Health;
- Adherence to all requirements of the Open Meeting Law;
- Continued use of a digital meeting space (Zoom or similar) to accommodate residents and interested parties who, for whatever reason, are unwilling or unable to attend meetings in person. Board or committee staff, the chair, or other designated individual shall monitor the digital meeting space. Remote participants shall be allowed to participate fully in meetings;
- Meetings shall continue to be recorded;
- Meetings shall continue to be posted to the Town website.

#### MIDDLETON BOARD OF SELECTMEN

\_\_\_\_\_  
Richard Kassiotis, Chair

\_\_\_\_\_  
Todd Moreschi, Clerk

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

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

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

\_\_\_\_\_  
Andrew J. Sheehan, Town Administrator



## **Town of Middleton**

### **COVID-19 TEMPORARY OUTDOOR DINING AREA (TODA)**

#### **INTERDEPARTMENTAL PROCESS**

The goal will be to issue permits within 48 hours of receiving an application.

The TODA Team is comprised of:

Town Administrator Andrew Sheehan  
Building Commissioner Scott Fitzpatrick  
Fire Chief Thomas Martinuk  
Public Health Director Derek Fullerton  
Town Planner Katrina O'Leary

#### **1) APPLICATION INTAKE**

- A. All applications will be made through the Town of Middleton website and sent to [toda@middletonma.gov](mailto:toda@middletonma.gov).
- B. Questions will be made through [toda@middletonma.gov](mailto:toda@middletonma.gov). Katrina will answer questions or forward to those who can answer the questions.
- C. Katrina will be responsible for screening applications to ensure that all required materials have been submitted and she will assign permit number.

#### **2) TODA GOOGLE SPREADSHEET**

- A. Katrina will assign permit# and date/time received. She will mark applications as one of the following categories in the Google Drive spreadsheet:
  - 1. Outdoor seating area only (OS)
  - 2. Outdoor seating area and tent (Tent)
  - 3. Outdoor seating area and Liquor License/Common Victualler (LL-CV)
- B. If application is complete, Katrina will alert TODA Team of new application received

#### **3) INSPECTIONS**

- A. Inspection 1: Building/Fire will visit property to inspect for appropriateness of proposed TODA before any TODA permit is issued.
- B. Inspection 2: Building/Fire will inspect completed TODA before signing off on Certificate of Occupancy.
- C. Inspection 3: Any member of the TODA Team may inspect the premises at any time after the business opens to ensure compliance with all requirements of the issued TODA permit.

4) DEPARTMENT SIGN-OFFS/NOTES

- A. Andy, Scott, Derek, and Tom will have access to a Google Drive with all received applications filed under Permit #. This Drive will also contain the TODA Spreadsheet with columns for each department to fill with either "approved, denied, incomplete, or conditions that should be added to approval." There is also a column to request a Zoom meeting in case we need to discuss complex applications.
- B. Email Katrina [katrina.oleary@middletonma.gov](mailto:katrina.oleary@middletonma.gov) or text (978)471-9005 to let her know when you have gone through the most recent applications.

5) DECISION

- A. As soon as each department that is required to sign off has done so, I will fill out a draft decision for Andy to sign, file with town clerk, and then send to applicant. Copies will be emailed to the TODA Team.
- B. Andy will keep a master file in his office, the Town Clerk will also keep a copy of all filed TODA decisions.



## Town of Middleton

# Temporary Outdoor Dining Area Process

The Town of Middleton would like to assist restaurant businesses in increasing activity and revenues during the COVID-19 pandemic. Pursuant to the Governor's June 1<sup>st</sup> COVID-19 Order No. 35, the Board of Selectmen has developed the following process for:

1. Approving temporary outdoor dining area requests regardless of the requirements of G.L. c. 40A (The Zoning Enabling Act, or any specific local zoning limitations including special permit or variance requirements.
2. Allowing expansion of alcohol sales in outdoor spaces where it is not presently allowed under an existing liquor license.

The Temporary Outdoor Dining Area [**TODA**] approval process will only be available to those restaurants which have received all local approvals, including the maintenance of all current requisite inspections, necessary to operate as a restaurant and, where applicable, serve alcohol for consumption on premises, and which are in full compliance with the Town of Middleton bylaws, rules, regulations.

Before the private parking lot or land is used for the benefit of the restaurant, the owner or his/her/their designee, shall submit the following information to the town for review. The town is prepared to expedite this process as much as possible in order to assist the business community. The Town's goal is to issue decisions on complete applications within 48 hours.

## REQUIRED INFORMATION

The following information must be submitted along with each application for a **TODA**.

Complete applications will be reviewed and inspected within two working days - if you cannot provide any of the required information, please explain why in the space provided on application form.

- I. **Basic Information** – fill out the online TODA application form at: [URL] (ATTACHMENT A)
- II. **Owner Authorization**, if applicable – If the proposed outdoor dining area is not owned by the restaurant, submit a letter of permission from the owner indicating permission to use it for outdoor dining.
- III. **Letter(s) of Acknowledgement**, if applicable – If other businesses and/or residents share the use of the proposed outdoor dining area/parking lot, submit letter(s) of acknowledgement of your proposal from all other users.

- IV. **Site Plan** – submit a sketch or drawing showing the proposed outdoor dining area/parking lot you would like to use for outdoor dining. The Town's GIS system can be used to print out a copy of the proposed seating area and to measure distances within the proposed area: <https://www.axisgis.com/MiddletonMA/>. Include the following information:
- Dimensions of the entire parking lot. Include the total number of spaces and handicap spaces.
  - Dimensions of the portion of the parking lot to be used for outdoor dining. Include the number of spaces that will be used for dining.
  - Locations of curb cuts with ramps to the parking lot, if applicable.
  - Layout of tables and chairs.
- NOTE: Tables must be 6' apart to facilitate social distancing.
- Dimensions of tables.
  - Barriers to be used to protect diners from vehicles and their locations (i.e. at entrance(s) to parking lot, around the portion of the lot being used for outdoor dining, etc.).
  - Proposed tents. 50% of the tent cover's perimeter must be open and all tents will be reviewed by the Building and Fire Department as part of the TODA application.
- The outdoor dining area and barriers must be accessible and meet ADA and Massachusetts Architectural Access Board's regulations, see ATTACHMENT D. <https://www.mass.gov/law-library/521-cmr>.
- V. **Photographs of proposed barrier/fence and tent (if proposed)** - See ATTACHMENT E for examples of acceptable barriers.
- VI. **TODA Liability Disclaimer (if applying for a temporary liquor license extension)** – fill out the appropriate form and include it with your submittal (ATTACHMENT B)
- VII. **Outdoor Dining COVID-19 Safety Protocol Affidavit** – fill out affidavit accepting full responsibility under the Outdoor Dining COVID-19 Safety Protocol Plan and include the signed document with your submittal (ATTACHMENT C)

## RESTAURANT OWNER RESPONSIBILITIES

The restaurant, through its owner and/or manager, is responsible for the following as it pertains to the use of the proposed area/parking lot for outdoor dining:

- Food and Alcoholic beverages may not be served outside of a licensed establishment unless and until an application to extend the licensed premises has been approved.
- An application to extend the premises must describe the area in detail, including dimensions, seating capacity, and maximum occupancy.
- The premises must be enclosed by a fence, rope, or other means to prevent access from a public walkway and/or by suitable vehicle barriers if located in parking lot



4. The outdoor area must be contiguous to the licensed premises with either (a) a clear view of the area from inside the premises, or, alternatively (b) the licensee may commit to providing management personnel dedicated to the area.
5. The applicant must have a lease or documents for the right to occupy the proposed area.
6. Outdoor areas, where alcohol is served to patrons who are seated at the tables, must also provide food.
7. The applicant must adhere to the plans and documents submitted, reviewed, and approved.
8. The applicant must procure tables, chairs, disinfecting stations, and any other physical items that will be used in the outdoor dining area.
9. Pets other than service animals are not allowed in Temporary Outdoor Seating Areas.
10. The applicant must provide evidence of liability insurance to the Town covering the new dining space.
11. Entertainment is not a part of this permitting process and must be permitted separately.
12. Tents will be reviewed for COVID-19 compliance as a part of this process, but must also receive a building permit.
13. The restaurant's maximum number of seats authorized for the premises shall not be exceeded outdoors, indoors, or by a combination of outdoor and indoor seating, at any given time during the life of the temporary permit.
14. Portable restrooms are not allowed in conjunction with proposed outdoor seating.

For additional information regarding COVID safety and sector-specific guidance for reopening, go to: <https://www.mass.gov/info-details/reopening-massachusetts>

## **RIGHTS OF THE TOWN**

### Decisions

The decision to deny any application is final, with no local appeal, and is at the discretion of the town. Denials will be based on, but not limited to, the following reasons:

1. The application is for a business, which does not have the appropriate licensure for service of food, and where applicable, alcohol, including all requisite licenses/permits, such as: (1) alcohol license for on-premises consumption; (2) food permit; (3) common victualler.
2. The operation of the outdoor dining area cannot, as presented, be in compliance with safety protocols;
3. The outdoor dining area cannot, as presented, facilitate safe passage in accordance with Americans with Disability Act requirements.

4. The Health Dept., Chief of Police, Fire Chief, Board of Health or their designees determine that the operation of the outdoor dining area may negatively impact public health and safety.

#### Revocation of Permit

The town reserves the right to revoke its permission to allow the use of the parking lot for outdoor dining for the following reasons:

1. The operation of the outdoor dining area is not in compliance with submitted safety protocols;
2. The outdoor dining area is not facilitating safe passage in accordance with Americans with Disability Act requirements.
3. The Health Dept., Chief of Police, Fire Chief, Board of Health or their designees determine that the operation of the outdoor dining area is negatively impacting public health and safety.

## ATTACHMENT A

### APPLICATION FOR TEMPORARY OUTDOOR DINING AREA [TODA]

Application Fee: **WAIVED**

Date: \_\_\_\_\_

#### GENERAL INFORMATION

1. Business name: \_\_\_\_\_
2. Business address: \_\_\_\_\_
3. Business phone number: \_\_\_\_\_
4. Owner/manager: \_\_\_\_\_
5. Owner/manager email address: \_\_\_\_\_
6. 24-hour contact number (In case of emergency): \_\_\_\_\_
7. Business hours of operation: \_\_\_\_\_
8. Is this business currently permitted as a restaurant? ☐ YES ☐ NO
9. Do you have a current common victualler license? ☐ YES ☐ NO
10. Are all inspections current and valid? ☐ YES ☐ NO
11. Who is the property owner of the proposed TODA\*?

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

*\*If the business owner is not the owner of the proposed outdoor dining area, submit a letter from the owner authorizing the use of the lot by the restaurant.*

12. How many OTHER businesses share the parking lot besides the restaurant\*\*? \_\_\_\_\_

*\*\*If the restaurant is not the only user of the parking lot, the other users of the lot must indicate their knowledge and support of the use of the lot for outdoor dining by submitting signed acknowledgement of the restaurant's plans.*

#### TODA SITE PLAN

Submit a drawing showing the proposed outdoor dining area/parking lot you would like to use for outdoor dining that includes the following information:

- a. Dimensions of the entire parking lot. Include the total number of spaces and handicap spaces.
- b. Dimensions of the portion of the parking lot to be used for outdoor dining. Include the number of spaces that will be used for dining.
- c. Locations of curb cuts with ramps to the parking lot, if applicable.
- d. Layout of tables and chairs (Tables must be 6' apart to facilitate social distancing).
- e. Dimensions of tables.
- f. Barriers to be used to protect diners from vehicles and their locations (i.e. at entrance(s) to parking lot, around the portion of the lot being used for outdoor dining, etc.).
- g. Proposed tents. 50% of the tent cover's perimeter must be open. Tents must receive a building permit. Middleton Permitting Portal: <https://middletonma.gov/330/Licenses-Permits>

13. How many tables and chairs would you like to put in the outdoor dining area?

Seating capacity: \_\_\_\_\_ Maximum capacity: \_\_\_\_\_

*NOTE: Tables must be at least 6' apart to facilitate social distancing.*

14. Will you be using umbrellas? ☐ YES ☐ NO

15. Will you be using a tent\*\*\*? ☐ YES ☐ NO

If yes, what are the dimensions \_\_\_\_\_

*\*NOTE: Refer to Executive Order COVID-19, No. 35: 50% of the cover's perimeter must be open; submit photos of the proposed tent be provided. Tents must also receive a building permit. Middleton Permitting Portal: <https://middletonma.gov/330/Licenses-Permits>*

16. Will you be using heaters of any kind? ☐ YES ☐ NO

17. Describe the type of barrier/fencing which will surround the seating area\*: \_\_\_\_\_

*\*NOTE: Refer to ABCC Patio Guidance; submit photos of the proposed barrier/fence be provided*

18. Will there be lighting for the proposed TODA? ☐ YES ☐ NO

If so, please describe the type and location of such lighting: \_\_\_\_\_

19. Will there be music playing in/for the proposed TODA? ☐ YES ☐ NO

### **TODA FOOD PREPARATION**

20. Will there be food preparation or storage occurring in the exterior area of the premises? ☐ YES ☐ NO

If so, please describe the type and location of such storage and preparation: \_\_\_\_\_

### **POURING LICENSE**

21. Does this business have a current license for on-premises consumption under G.L. c. 138 § 12 (Pouring License)\*? ☐ YES ☐ NO

If yes, what type of license do you currently hold?

- ☐ RESTAURANT ☐ HOTEL ☐ CLUB  
☐ TAVERN ☐ GENERAL-ON-PREMISES ☐ OTHER

*\*NOTE: Refer to Executive Order COVID-19, No. 35: Approvals are limited to those businesses which serve food.*

22. Will you be serving alcohol in the outdoor dining area? ☐ YES ☐ NO

*NOTE: If yes, submit a signed Attachment B: LIQUOR LICENSE LIABILITY DISCLAIMER.*

### **COVID-19 SAFETY PROTOCOL PLAN**

23. COVID-19 Safety Protocol Plan\*

I. **Social Distancing.** Check the boxes to certify that you have:

<input type="checkbox"/>	Ensured that all persons, including employees and customers in the outdoor dining area, remain at least six feet apart to the greatest extent possible.
<input type="checkbox"/>	Established protocols to ensure that employees can practice adequate physical distancing.
<input type="checkbox"/>	Posted signage for safe physical distancing.
<input type="checkbox"/>	Required face coverings or masks for all employees that cover their mouth and nose.

II. **Hygiene Protocols.** Check the boxes to certify that you have:

<input type="checkbox"/>	Provided hand washing capabilities throughout the workplace.
<input type="checkbox"/>	Ensured frequent hand washing by employees and provided adequate supplies to do so.
<input type="checkbox"/>	Provided regular sanitization of high touch areas, such as workstations, equipment, screens, tables and chairs, perimeter barriers, doorknobs, restrooms.
<input type="checkbox"/>	Implemented additional procedures. Please describe them here:

**III. Staffing and Operations.** Check the boxes to certify that you have:

<input type="checkbox"/>	Provided training for employees regarding the social distancing and hygiene protocols.
<input type="checkbox"/>	Ensured employees who are displaying COVID-19-like symptoms do not report to work.
<input type="checkbox"/>	Implemented additional procedures. Please describe them here:

**IV. Cleaning and Disinfecting.** Check the boxes to certify that you have:

<input type="checkbox"/>	Established and maintained cleaning protocols specific to the outdoor dining area.
<input type="checkbox"/>	Ensured that when an active employee is diagnosed with COVID-19, cleaning and disinfecting is performed
<input type="checkbox"/>	Prepared to disinfect all common surfaces at intervals appropriate to said workplace.
<input type="checkbox"/>	Implemented additional procedures. Please describe them here:

*\*NOTE: Submit a signed Attachment C: "Outdoor Dining COVID-19 Safety Protocol Affidavit"*

## ATTACHMENT B



### Town of Middleton

#### **LIABILITY DISCLAIMER FOR TEMPORARY LICENSE EXTENSION**

By exercising the privileges of this License Extension in serving persons with food and alcoholic beverages, the Licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this License Extension will be deemed to be acknowledgement that you are aware of this potential liability.

You are encouraged to discuss the risks associated with exercising your privileges of this License Extension and the appropriate precautions to avoid injuries, damage and liability to others with your legal advisor.

The Town of Middleton, the Board of Selectmen acting as the Local Licensing Authority, and the Board of Health, its employees, officers and affiliates shall not be liable to the Licensee to others if injury or damage shall result from the exercise of this License Extension.

By signing this form, the Applicant acknowledges that he/she understands and will comply with all applicable liquor regulations set forth by the Alcoholic Beverages Control Commission (ABCC), the Local Licensing Authority (BOS) of the Town of Middleton, and any other local or state authority.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

## ATTACHMENT C



**Town of Middleton**

### OUTDOOR DINING COVID-19 SAFETY PROTOCOL AFFIDAVIT

I, \_\_\_\_\_, being the owner or  
manager of \_\_\_\_\_, located at  
\_\_\_\_\_, Middleton, MA,  
acknowledge and accept the responsibilities of maintaining a clean and safe outdoor  
dining experience for guests and for staff in the outdoor dining area through the diligent  
adherence to the Massachusetts Outdoor Dining COVID-19 Safety Protocol Plan  
submitted along with any and all mandatory state safety standards for workplaces and  
outdoor dining.

\_\_\_\_\_  
**Signature of applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**



## ATTACHMENT D

### REQUIREMENTS FOR ACCESSIBILITY

Dining must be accessible and meet ADA and Massachusetts Architectural Access Board's regulations. <https://www.mass.gov/law-library/521-cmr>

#### 521 CMR 17.00: RESTAURANTS

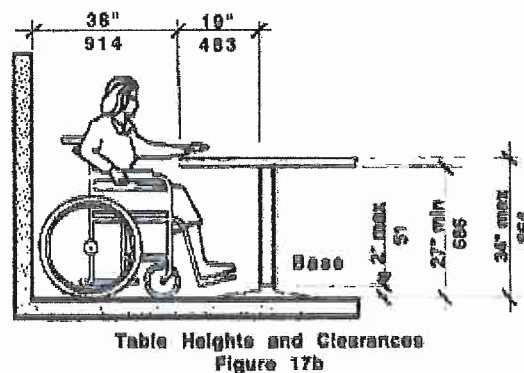
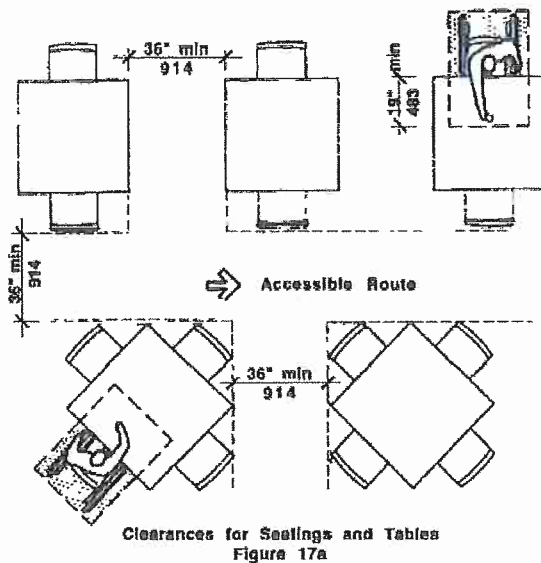
**17.2 SEATING.** At least 5%, but not less than one, of the tables shall be accessible, be on an accessible route, and in compliance with the following:

17.2.2 A 36-inch (36" = 914mm) access aisle shall be provided between all accessible tables. No seating shall overlap the access aisle. See Fig. 17a.

17.2.3 Clear floor space as defined in 521 CMR 5.00: DEFINITIONS shall be provided at each seating space. Such clear floor space shall not overlap knee space by more than 19 inches (19" = 483mm). See Fig. 17a.

17.2.4 Knee Clearances: If seating for people in wheelchairs is provided at tables or counters, knee spaces at least 27 inches (27" = 686mm) high, 30 inches (30" = 762mm) wide, and 19 inches (19" = 483mm) deep shall be provided. See Fig. 17b.

17.2.5 Height of Tables or Counters: The tops of accessible tables and counters shall be from 28 inches to 34 inches (28" to 34" = 711mm to 864mm) above the finish floor or ground. See Fig 17b.



## ATTACHMENT E ACCEPTABLE BARRIERS

**TODA NOT WITHIN PARKING LOT:** If the proposed TODA is currently protected from vehicles, barriers shall be placed around the perimeter of the outdoor dining area and meet the following requirements:

- Height: Between 36" – 38" in height
- Not Permanent: Free-standing, stable, and removable
- Continuous Rail: They must have a continuous rail 2" to 6" from the sidewalk or parking space surface
- Base: The base of the barrier must be flat, with less than ½" thickness and placed so that it extends less than 6" into the areas around the outdoor dining area.

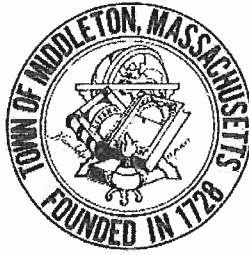


**TODA LOCATED IN EXISTING PARKING LOT:** Barriers shall be placed around the perimeter of the outdoor dining area and meet the following requirements:

- Suitable Vehicle Barrier
- Not Permanent: Free-standing, stable, and removable
- Continuous : They must be continuous along its length



Town of Middleton  
Zoning Bylaw  
Review Committee  
[www.middletonma.gov](http://www.middletonma.gov)



7.

Board of Selectmen: Todd Moreschi  
Board of Assessors: Jeff Garber  
Zoning Board of Appeals: Craig Hartwell  
Planning Board: David McGlone  
Master Plan Committee: Annie Wilton  
Citizen-at-large: David Parker  
Citizen-at-large: vacant

September 16, 2020

The Town Of Middleton  
Board of Selectmen  
48 S. Main Street  
Middleton, MA 01949

Dear Members of the Middleton Board of Selectmen:

We respectfully request that you consider appointing the same members from the Zoning Bylaw Review Committee (ZBRC), created by Article 26 at the 2018 Town Meeting, to the Bylaw Review Committee (BRC) as established in the Town Charter in section 10-4-1:

**Section 4 Revision and Publication of By-Laws**

**10-4-1 It shall be the responsibility of the Board of Selectmen to insure, through an appointed By-law Committee, that the By-laws of the Town shall be reviewed, codified, and republished at least every five years, and that copies shall be made available to all registered voters requesting them.**

- The BRC has been inactive since 2014 and currently has no appointed members
- it can be difficult to find volunteers to appoint to the many town boards and committees
- there is already a second town board that will have a hand in the zoning review process - the Planning Board is required under MGL Chapter 40A, Section 5 to conduct a public hearing for any proposed zoning amendments that result from the ZBRC process – and report its findings back to Town Meeting

The ZBRC was created as a result of Article 26 at the May 2018 Town Meeting:

*"...the Town Moderator [shall] be directed to appoint a Zoning Bylaw Review Committee, according to section 2-5-4 of the Town's Charter to provide recommendations to the Bylaw Review Committee..."*

The newly appointed ZBRC has volunteered to take on the daunting task of conducting a thorough review of the zoning bylaw review according to Article 25 of the May 2018 Town Meeting:

- Create a broad citizen engagement process, including input from other Town boards, commissions and committees;
- Rewrite and consolidate the Zoning Bylaw;

- Improve the Zoning Bylaw's readability and usability — online forms, access to information, creation of an index and a User Guide;
- Improve Special Permit and Amendment of Special Permit processes;
- Ensure Zoning Bylaw consistency with Middleton's other regulations and policies;
- Ensure that Zoning Bylaw provides clarity on roles of Zoning Board of Appeals, Planning Board, and the Town Planner; and,
- Communicate recodification to Town Meeting and general public.

Therefore, in order to streamline the process of reporting the ZBRC findings to Town Meeting we recommend that you appoint the ZBRC members, as listed above right, to the BRC to avoid redundancy between town committees. We believe this will reduce possible confusion to town residents, increase the transparency of the Zoning Bylaw Review process, while still including input from a second town board (Planning Board).

Thank you for your consideration and please contact Chairman Jeffrey Garber at (978)423-7332 if you have additional questions.

Sincerely,

The Town of Middleton Zoning Bylaw Review Committee

**TIMELINE**  
**NOVEMBER 17, 2020**  
**TENTATIVE FOR PLANNING PURPOSES ONLY**  
**SPECIAL TOWN MEETING**  
**ALL DATES ARE TENTATIVE**

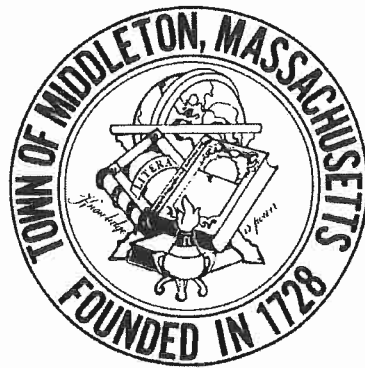
10.

All dates are 2020

Tuesday, September 22	BOS votes to open Special Town Meeting warrant
Weds—Sun., Sept. 23-27	ICMA Virtual Conference, Toronto; Town Administrator attending virtual sessions
Tuesday, October 6	BOS votes to close Special Town Meeting warrant
Wednesday, October 14	Motions meeting: TA, CFO, Town Counsel, Town Clerk, Moderator
Sat., 10/17-Fri., 10/30	Early Voting for November 3 Presidential/State Election
Wednesday, October 21	Warrant book to printer
Monday, October 26	Target date for Constable to post Warrant
Tuesday, November 3	Presidential/State Election
Thursday, November 5	Warrant book to USPS for mailing to households
Friday, November 6, 8PM	Last day to register to vote for 11/17/20 STM
Mon/Tues, Nov. 9 or 10	Pre-Town Meeting at Flint PL OR Fuller Meadow Elementary School OR Virtually
Wednesday, November 11	Veterans' Day
Tuesday, November 17	Special Town Meeting: Howe Manning Gymnasium -- tentative
Thursday, November 26	Thanksgiving

Due to early voting and the Presidential Election on November 3 it is not feasible to meet sooner than the week of November 16

# Town of Middleton Massachusetts



## Special Town Meeting

Tuesday, November 17, 2020, 7:00 P.M.

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

## **Town Warrant Dedications**

**Thank you to the workers, businesses, and residents impacted by the COVID-19 pandemic!!!**

### **Dedication to Those Who Have Left Us:**

**Michelle Fitzpatrick**

### **Congratulations to the following recent retirees from Town service:**

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

#### **Middleton Board of Selectmen**

Richard Kassiotis, Chairperson

Todd Moreschi, Clerk

Timothy P. Houten

Kosta E. Prentakis

Brian M. Cresta

Andrew J. Sheehan, Town Administrator

Tanya Shallop, Assistant Town Administrator/Human Resources Director



**TOWN OF MIDDLETON  
SPECIAL TOWN MEETING  
THE COMMONWEALTH OF MASSACHUSETTS  
NOVEMBER 17, 2020**

ESSEX s.s.

To the Constable of the Town of Middleton in the County of Essex:

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in Elections and Town Affairs, to meet at the Howe Manning School, 26 Central Street in said Middleton on **Tuesday, November 17, 2020 next**, at 7:00 p.m., then and there to act on the following articles:

To transact any other business that may lawfully come before this meeting.

**FY2021 FINANCIAL ARTICLES**

**ARTICLE 1.** On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to raise and appropriate, transfer between and among various accounts, or transfer from available funds to supplement the Fiscal Year 2021 operating budget; or take any other action relative thereto.

**Purpose:** This article is to transfer funds and supplement monies, if necessary, to meet departmental expenses in the current fiscal year.

**ARTICLE 2.** On petition of the Finance Committee and Board of Selectmen, to see if the Town will vote to amend Article 10 of the Annual Town Meeting held on June 24, 2020 with respect to the Capital Budget for Fiscal Year 2021; or take any other action relative thereto.

**Purpose:** This article corrects a scrivener's error that misstated the amounts approved under Article 10. The Free Cash amount and the total appropriation amount were higher than they should have been.

**ARTICLE 3.** On petition of the Finance Committee and Board of Selectmen, to see if the Town will vote to raise and appropriate, transfer between and among various accounts, or transfer from available funds the sum of \$\_\_\_\_\_ to fund handicap access improvements at Memorial Hall located at 48 South Main Street.

**Purpose:** This article provides funds to make handicap accessibility improvements to Memorial Hall. The existing handicap ramp is failing and can no longer be counted on to provide reliable and safe access to the building.



**ARTICLE 4.** On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to transfer from available funds certain sums to the following reserve accounts:

- Stabilization
- Capital Stabilization
- Pension Stabilization
- Special Education Stabilization
- Other Post-Employment Benefits (OPEB) Trust Fund

Or take any other action relative thereto.

**Purpose:** This article authorizes the transfer of funds to the Town's reserve accounts.

## **CITIZEN PETITIONS, BYLAW ADOPTIONS, AND REAL PROPERTY**

**ARTICLE 5.** On petition of the Board of Selectmen, to see if the Town will vote to amend Chapter 79 Revolving Funds, of the By-Laws of the Town by inserting a new Revolving Fund, Sidewalks and Pedestrian Improvements, and to further authorize the expenditure of not more than \$30,000 in Fiscal Year 2021:

<b>Revolving Fund</b>	<b>Department, Board, Committee, Agency or Officer Authorized to Spend from Fund</b>	<b>Fees, Charges or Other Receipts Credited to Fund</b>	<b>Program or Activity Expenses Payable from Fund</b>	<b>Restrictions or Conditions on Expenses Payable from Fund</b>	<b>Other Requirements/ Reports</b>	<b>Fiscal Years</b>
Sidewalks and Pedestrian Improvements	DPW Superintendent, Town Administrator	Contributions and payments in lieu of construction for developments permitted by Planning Board, Zoning Board, and other permitting authorities	Design, construction, and related costs associated with construction of sidewalks and pedestrian improvements	----	---	Fiscal Year 2021 and subsequent years

Or take any other action relative thereto.

**Purpose:** This article would establish a new Revolving Fund to be used to hold and spend funds to make sidewalk and pedestrian improvements around Town. The Department of Revenue

has recommended that a Revolving Fund is the most appropriate means of accounting for such funds.

**ARTICLE 6.** On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to transfer from available funds a certain sum to the Sidewalks & Pedestrian Improvements Revolving Fund; or take any other action relative thereto.

**Purpose:** This article would transfer funds from Free Cash to the Sidewalks & Pedestrian Improvements Revolving Fund created by Article 4, above. These monies were collected to fund sidewalk and pedestrian improvements. The Department of Revenue has recommended this as the appropriate method of dedicating these funds for the intended use. The current balance is approximately \$128,800.

**ARTICLE 7.** On petition of the Board of Selectmen, to see if the Town will vote to amend Chapter 68 Personnel, of the By-Laws of the Town by deleting the entire chapter and substituting in its place:

### **Chapter 68 Personnel**

#### **§ 68-1 Purpose and Intent.**

The purpose of the Personnel Bylaw is to establish fair and equitable personnel policies and to establish a system of personnel administration based on merit principles that ensure a uniform fair and efficient application of personnel policies. The intent of this bylaw is to provide a method of recruitment, selection, development, and retention of a work force that is skilled and effective in accomplishing the service delivery mission of the Town. Personnel actions are to be made without regard to any criteria established and proscribed by any state or federal law or regulations promulgated pursuant thereto, or political affiliation or other non-job related factors, and shall be based on merit and fitness.

#### **§ 68-2 Applicability**

All Town departments and positions shall be subject to the provisions of this bylaw, except elected officers, members of boards and commissions, and employees of the School Department and Light Department. To the extent that the provisions of any collective bargaining agreement conflicts with any provisions of this bylaw or personnel policies adopted pursuant to § 68-5, the provisions of the collective bargaining agreement shall prevail. This bylaw is adopted pursuant to the authority granted by Article LXXXIX of the Constitution of the Commonwealth and General Law.

#### **§ 68-3 Responsibility of the Town Administrator.**

The Town Administrator shall be responsible for the establishment and maintenance of a personnel system based on merit principles. The Town Administrator shall have all the personnel management powers and duties as provided by the Middleton Town Charter and shall formulate personnel policies pursuant to § 68-5 of this bylaw, subject to the approval of the Board of Selectmen.

#### **§ 68-4 Contents of Personnel Policies.**

The personnel policies shall establish a personnel system which shall include, but need not be limited to, the following elements:

- A. A method of administration. A system of administration which assigns specific responsibility for all elements of the personnel system, including: maintaining personnel records; implementing effective recruitment and selection processes; maintaining the classification and compensation plans; monitoring the application of policies and periodic reviews and evaluation of the personnel system.
- B. A classification and compensation plan.
- C. A recruitment and selection policy.
- D. A centralized personnel record keeping system, and
- E. Other elements of a personnel system as deemed appropriate or necessary.

#### **§ 68-5 Adoption of Policies.**

The Town Administrator is empowered and authorized by this bylaw to prepare personnel policies for adoption by the Board of Selectmen defining the rights, benefits, and obligations of employees subject to this bylaw, provided however. The Town Administrator shall be responsible for the development of personnel policies. Any Board or Committee, department head, or any single employee or group of employees may recommend personnel policies to the Town Administrator for consideration. Such policies shall become effective in accordance with the following procedure:

- A. The Town Administrator shall prepare proposed personnel policies.
- B. The Town Administrator shall consult with employees that may be affected by proposed changes in personnel policies.
- C. The Town Administrator shall finalize personnel policies and transmit in writing any proposed policies to the Board of Selectmen.
- D. The Board of Selectmen shall review said policies and vote to approve, disapprove, or approve with modifications.
- E. Copies of new or amended policies shall be posted and distributed to department heads and employees.

**§ 68-6 Severability.**

The provisions of this bylaw and any policies adopted pursuant to this bylaw are severable. If any bylaw provision or policy is held invalid, the remaining provisions of the bylaw or policy shall not be affected thereby.

**§ 68-7 Effective Date.**

This bylaw shall take effect upon passage.

Or take any other action relative thereto.

**Purpose:** This article proposes changes to the personnel bylaw to make the bylaw consistent with the historic and current practice of personnel management.

**ARTICLE 8.** On petition of the Board of Selectmen, to see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts for special legislation amending the Town Charter in the form set forth below, with respect to personnel matters, or take any action relative thereto.

Amending Chapter 6, Section 1, Subsection 6-1-1(b) by inserting “and” before “a Treasurer-Collector” and deleting “, all division and/or department heads”;

Amending Chapter 6, Section 3, Subsection 6-3-1(d) by deleting “Personnel Board, a”;

Amending Chapter 6, Section 4, Subsection 6-4-1 by deleting “such individual Town officers and”;

Amending Chapter 6, Section 7, Subsection 6-7-10 by renumbering existing subsection 6-7-10 to “6-7-11” adding the following new subsection as 6-7-10 “He shall appoint, subject to the provisions of any collective bargaining agreements as may be applicable, all other department heads, officers, and employees for whom no other method of selection is provided by this Charter. Such appointments shall become effective on the fifteenth (15<sup>th</sup>) day following the day on which such notice of appointment is filed with the Board of Selectmen, unless the Board of Selectmen shall, within that period by a majority of all of its members, vote to reject such appointment, or has sooner voted to affirm it.”

Amending Chapter 9, Section 5, Subsection 9-5-2 by replacing “Personnel Board” with “Town Administrator”, and further by replacing “Town Meeting” with “Board of Selectmen” and further by replacing “except those provided for by General Law” with “except as otherwise provided by law or as may be superseded by collective bargaining agreement(s)”

Provided however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and that the Board of Selectmen is authorized to approve amendments which shall

be within the scope of the general public objectives of the petition; or take any action relative thereto.

**Purpose:** This article would amend the Charter with respect to personnel matters. The changes would make the Charter consistent with the current and historic practice of personnel management and with the changes proposed under Article 6, above. Charter changes require the affirmative vote of Town Meeting followed by approval of the Massachusetts legislature and the Governor.

**ARTICLE 9.** On petition of the Planning Board to see if the Town will vote to amend the Middleton Zoning Bylaw and Map by amending Section 2.2 “Overlay Districts” by adding the following new Section 8.7 “Groundwater Protection Overlay District” and that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Middleton:

- 1) Add the following to Section 2.2 “Overlay Districts”:

Groundwater Protection Overlay District (GPOD)

- 2) Add the following Section 8.7 “Groundwater Protection Overlay District”:

#### 8.7. Groundwater Protection Overlay District

8.7.1. Purpose of District. The purpose of this Groundwater Protection District is to:

1. promote the health, safety, and general welfare of the community by ensuring an adequate quality and quantity of drinking water for the residents, institutions, and business of the Town of Middleton and adjacent towns;
2. preserve and protect existing and potential sources of drinking water;
3. conserve natural resources in the Town of Middleton; and
4. prevent temporary and permanent contamination of the environment.

8.7.2. Scope of authority. The Groundwater Protection District is an overlay district superimposed on the other zoning districts. This overlay district shall apply to all new construction, reconstruction, or expansion of existing buildings and new or expanded uses. Uses prohibited in the underlying zoning districts shall not be permitted in the Groundwater Protection District.

8.7.3. Definitions.

AQUIFER: A geologic formation composed of rock, sand or gravel that contains significant amounts of potentially recoverable water.

CMR: Code of Massachusetts Regulations.

**COMMERCIAL FERTILIZER:** Any substance containing one or more recognized plant nutrients which is used for its plant nutrient content and which is designed for use, or claimed to have value in promoting plant growth, except un-manipulated animal and vegetable manures, marl, lime, limestone, wood ashes, and gypsum, and other products exempted by state regulations.

**DISCHARGE:** The accidental or intentional disposal, deposit, injection, dumping, spilling, leaking, pouring, or placing of toxic or hazardous material or hazardous waste upon or into any land or water such that it may enter the surface or ground waters.

**DRY WELL:** A subsurface pit with open-jointed lining or holes through which storm-water drainage from roofs, basement floors, foundations or other areas seep into the surrounding soil.

**GROUNDWATER PROTECTION DISTRICT:** The land area consisting of aquifers and Zone II recharge areas as identified on a map and adopted pursuant to this bylaw.

**HAZARDOUS MATERIAL:** Any substance in any form which because of its quantity, concentration, or its chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with one or more substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment, when improperly stored, treated, transported, disposed of, used, or otherwise managed. Hazardous material includes, without limitation, synthetic organic chemicals, petroleum products, heavy metals, radioactive or infectious materials, and all substances defined as toxic or hazardous under MGL c. 21E. This term shall not include hazardous waste or oil.

**HISTORICAL HIGH GROUNDWATER TABLE ELEVATION:** A groundwater elevation determined from monitoring wells and historical water table fluctuation data compiled by the United States Geological Survey.

**HAZARDOUS WASTE:** A substance or combination of substances, which because of quantity, concentration, or physical, chemical or infectious characteristics may cause, or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible illness or pose a substantial present or potential hazard to human health, safety, or welfare or to the environment when improperly treated, stored, transported, used or disposed of, or otherwise managed. This term shall include all substances identified as hazardous pursuant to the Hazardous Waste Regulations, 310 CMR 30.000.

**IMPERVIOUS SURFACE:** Material or structure on, above, or below the ground that does not allow precipitation or surface water runoff to penetrate into the soil.

**LANDFILL:** A facility established in accordance with a valid site assignment for the purposes of disposing solid waste into or on the land, pursuant to the Solid Waste Regulations, 310 CMR 19.006.

**MassDEP:** Massachusetts Department of Environmental Protection.

MGL: Massachusetts General Law.

**PETROLEUM PRODUCT:** Includes, but not limited to, fuel oil; gasoline; diesel; kerosene; aviation jet fuel; aviation gasoline; lubricating oils; oily sludge; oil refuse; oil mixed with other wastes; crude oils; or other liquid hydrocarbons regardless of specific gravity. Petroleum product shall not include liquefied petroleum gas including, but not limited to, liquefied natural gas, propane or butane.

**NON-SANITARY WASTEWATER:** Wastewater discharges from industrial and commercial facilities containing wastes from any activity other than collection of sanitary sewage including, but not limited to, activities specified in 310 CMR 15.004(6).

**OPEN DUMP:** A facility operated or maintained in violation of the Resource Conservation and Recovery Act 42 U.S.C. 4004(a)(b), or state regulations and criteria for solid waste disposal.

**RECHARGE AREAS:** Land areas, such as a Zone II, where precipitation and surface water infiltrates into the ground to replenish groundwater and aquifers used for public drinking water supplies.

**SEPTAGE:** The liquid, solid, and semi-solid contents of privies, chemical toilets, cesspools, holding tanks, or other sewage waste receptacles. This term shall not include any material that is a hazardous waste, as defined by 310 CMR 30.000.

**SLUDGE:** The solid, semi-solid, and liquid residue that results from a process of wastewater treatment or drinking water treatment including wastewater residuals. This term shall not include grit, screening, or grease and oil which are removed at the head-works of a facility

**TREATMENT WORKS:** Any and all devices, processes and properties, real or personal, used in the collection, pumping, transmission, storage, treatment, disposal, recycling, reclamation, or reuse of waterborne pollutants, but not including any works receiving a hazardous waste from off the site of the works for the purpose of treatment, storage, or disposal.

**UTILITY WORKS:** Regulated activities providing for public services, including roads, water, sewer, electricity, gas, telephone, transportation and their associated maintenance activities. This term shall include the installation of detention and retention basins for the purpose of controlling storm water.

**VERY SMALL QUANTITY GENERATOR:** Any public or private entity, other than residential, which produces less than 27 gallons (100 kilograms) a month of hazardous waste or waste oil, but not including any acutely hazardous waste as defined in 310 CMR 30.136.

**WASTE OIL RETENTION FACILITY:** A waste oil collection facility for automobile service stations, retail outlets, and marinas which is sheltered and has adequate protection to

contain a spill, seepage, or discharge of petroleum waste products in accordance with MGL c.21. s.52A. .6

ZONE II: The delineated recharge area to a public drinking water well as approved by MassDEP and defined under the Massachusetts Drinking Water Regulations 310 CMR 22.00.7

8.7.4. Establishment and delineation of Groundwater Protection Overlay District. For the purposes of this bylaw, there is hereby established within the Town of Middleton, a certain groundwater protection area consisting of aquifers or recharge areas. This area is delineated on the Middleton Zoning Map and is based on the MassDEP Wellhead Protection Areas (Zone II) layer which is maintained in a MassDEP Enterprise Geodatabase as a polygon feature class named [ZONE2\_POLY] and is hereby made part of the Groundwater Protection District Bylaw and is on file in the office of the Town Clerk.

8.7.5. Permitted uses. This overlay district shall apply to all new construction, reconstruction, or expansion of existing buildings and new or expanded uses. All uses permitted in the underlying zoning district and not specifically prohibited hereby are permitted within the Groundwater Protection District, provided that all necessary permits, orders, or approvals required by local, state, or federal law are also obtained.

8.7.6. Prohibited uses. The following land uses and activities are prohibited unless designed in accordance with the specified performance standards:

1. landfills and open dumps;
2. landfills receiving only wastewater residuals and/or septage, including those approved by MassDEP pursuant to MGL c. 21 s.26 through s.53, MGL c.111 s.17, and MGL c.83 s.6 and s.7; 10
3. automobile graveyards and junkyards as defined in M.G.L. c. 140B, § 1;
4. stockpiling and disposal of snow or ice removed from highways and streets located outside of Zone II that contains sodium chloride, chemically treated abrasives or other chemicals used for snow and ice removal;
5. petroleum, fuel oil, and heating oil bulk stations and terminals including, but not limited to, those listed under North American Industry Classification System (NAICS) Codes 424710 and 454311, except for liquefied petroleum gas.
6. non-sanitary wastewater discharges from industrial and commercial facilities, except for:
  - a. replacement or repair of an existing system that will not result in a design capacity greater than the existing system;
  - b. treatment works approved by MassDEP designed for the treatment of contaminated ground or surface water and operating in compliance with 314 CMR 5.05(3) or 5.05(13); and
  - c. publicly owned treatment works.
7. facilities that generate, treat, store, or dispose of hazardous waste that are subject to MGL c.21C and 310 CMR 30.000, except for:



- a. very small quantity generators as defined under 310 CMR 30.000;
  - b. household hazardous waste centers and events under 310 CMR 30.390;
  - c. waste oil retention facilities required by MGL c. 21, s.52A;
  - d. treatment works approved by MassDEP for the treatment of contaminated waters.
8. storage of sludge and septage, unless such storage is in compliance with 310 CMR32.30 and 310 CMR 32.31;
  9. storage of sodium chloride, chemically treated abrasives or other chemicals used for the removal of ice and snow on roads, unless such storage is within a structure designed to prevent the generation and escape of contaminated runoff or leachate;
  10. storage of commercial fertilizers unless such storage is within a structure designed to prevent the generation and escape of contaminated runoff or leachate;
  11. storage of animal manure per (310 CMR 22.21(2)(b)(4)), unless such storage is within a structure designed to prevent the generation and escape of contaminated runoff or leachate;
  12. storage of liquid hazardous materials and/or liquid petroleum products unless such storage is above ground level and on an impervious surface and either:
    - a. in container(s) or above ground tank(s) within a building; or
    - b. outdoors in covered container(s) or above ground tank(s) in an area that has a containment system designed and operated to hold either; 10% of the total possible storage capacity of all containers or 110% of the largest container's storage capacity, whichever is greater;
 however, these storage requirements shall not apply to the replacement of existing tanks or systems for the keeping, dispensing or storing of gasoline provided the replacement is performed in a manner consistent with state and local requirements;
  13. earth removal, consisting of the removal of soil, loam, sand, gravel, or any other mineral substances within 4 feet of historical high groundwater as determined from monitoring wells and historical water table fluctuation data compiled by the United States Geological Survey, unless the substances removed are redeposited within 45 days of removal on site to achieve a final grading greater than four feet above the historical high water mark and except for excavations for the construction of building foundations, roads, utility works or wetland restoration work conducted in accordance with a valid Order of Condition issued pursuant to MGL c. 131, s.40;15, and
  14. land uses that result in rendering impervious any portion of any lot or parcel located within the GWPOD more than 15% or 2,500 square feet of such area located within such GWPOD, whichever is greater; unless in full compliance with the requirements of the Middleton Stormwater Management Bylaw, Chapter 204 (1) of the Town of Middleton General Bylaws.

8.7.7. Nonconforming uses and structures. The Groundwater Protection Overlay District Bylaw shall not apply to structures or uses lawfully in existence or lawfully begun. Such

prior, lawfully existing nonconforming uses and structures may continue, provided that no modification of the use or structure shall be permitted unless authorized in accordance with Section 3.3 "Nonconforming Uses & Structures" of the Bylaw. .

8.7.8. **Enforcement.** Written notice of any violations of this bylaw shall be given by the Building Commissioner to the responsible person as soon as possible after detection of a violation or a continuing violation. Notice to the assessed owner of the property shall be deemed notice to the responsible person. Such notice shall specify the requirement or restriction violated and the nature of the violation, and may also identify the actions necessary to remove or remedy the violations and preventive measures required for avoiding future violations and a schedule of compliance. A copy of such notice shall be submitted to the Board of Appeals, Conservation Commission, Department of Public Works, Fire Department, and Board of Health. The cost of containment, clean-up, or other action of compliance shall be borne by the owner/operator of the premises.

8.7.9. **Severability.** If any provision of this bylaw is held invalid by a court of competent jurisdiction, the remainder of the bylaw shall not be affected thereby. The invalidity of any section or sections or parts of any section or sections of this bylaw shall not affect the validity of the remainder of this bylaw.

3) Add a new Groundwater Protection Overlay District to the Middleton Zoning Bylaw Map: (See next page).

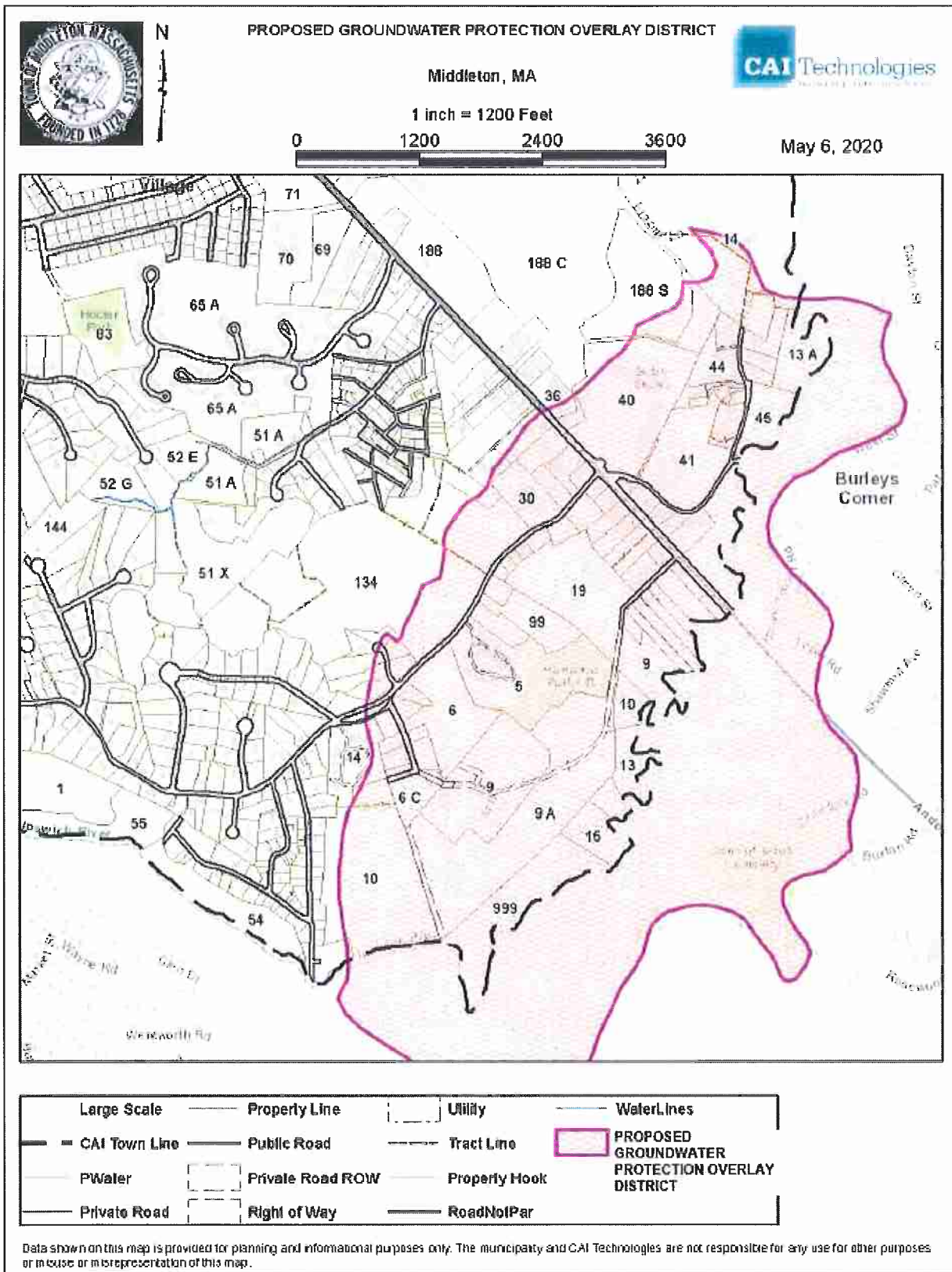
Or take any other action relative thereto.

**Purpose:** Massachusetts Drinking Water Regulations, 310 CMR 22.00, require public water systems (PWS) to protect Zone II recharge areas with municipal controls (bylaws and/or health regulations). Local controls must meet MassDEP Wellhead Protection Regulations 310 CMR 22.21(2), which forbid certain land uses from being sited within the Zone II public water supply well area. The above proposed overlay district bylaw is based on the MassDEP Model Groundwater Protection Overlay District Bylaw. If the Town does not adopt a bylaw that protects the Zone II Well area according to 310 CMR 22, it would make the town non-compliant, which could jeopardize the town's Water Management Act permit renewal for withdrawal from the Ipswich River Basin. Part of the Zone II Wellhead area falls within the Town of Danvers. Danvers adopted a Groundwater Protection Overlay District to protect the wellhead area in 2001.

Or take any other action relative thereto.

**Planning Board Recommendation:** The Planning Board voted unanimously to recommend in favor of adoption of the bylaw.

**Master Plan Committee Recommendation:** The Master Plan Committee voted unanimously to recommend in favor of adoption of the bylaw.



**ARTICLE 10.** On petition of Eric R. Cudmore and 10 or more registered voters, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds \$20,000 to pay for the costs associated with the acquisition or disposal of real property.

**Purpose:** The Town has acquired land for public facilities and to sell Town-owned land on Locust Street. The town needs to engage professionals to conduct assessments such as appraisals, environmental assessments, and surveys. Funds appropriated under this article would not be used for the acquisition of any real property.

**Master Plan Committee Recommendation:** The Master Plan Committee voted 5-1 to recommend against the article.

**End of Annual Town Meeting Warrant**

And you are hereby directed to service this Warrant by posting up attested copies thereof at:

Memorial Hall  
Post Office

Flint Public Library  
Howe Station Market

Ferncroft Towers, and  
Fuller Pond Village

If, due to the COVID-19 pandemic, this Warrant cannot be posted, so as to be visible to the public, at the above named locations, you are hereby directed to post an attested copy in at least one location per precinct where said posting is visible to the public.

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

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_ in the year Two Thousand Twenty.

**MIDDLETON BOARD OF SELECTMEN**

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

A true copy Attest:

\_\_\_\_\_  
Constable of the Town of Middleton

\_\_\_\_\_  
Date Posted



Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Stephanie Pollack, MassDOT Secretary & CEO

**massDOT**  
Massachusetts Department of Transportation

11.

September 3

Katrina O'Leary, Planning Department  
195 North Main Street Middleton, MA 01949

Dear Ms. O'Leary:

Thank you for submitting a project application to the MassDOT Shared Streets and Spaces Program. Your project application has been reviewed, and we are pleased to notify you that the Middleton Rail Trail and Traffic Calming project has been approved for funding. We received many applications and had a competitive applicant pool from which to select, and your application stood out. The Middleton Rail Trail and Traffic Calming project will be funded at \$164,936.43 under Chapter 90 Contract Number/ MMARS # 50887. Ongoing maintenance, operational, and enforcement costs associated with a project are not eligible uses of this funding.

The Shared Streets and Spaces Program is intended to support projects that promote public health, safe mobility, and renewed commerce by quickly providing new or repurposed space for socially-distanced walking, bicycling, dining, retail, and bus travel. Because of the urgency of this effort, the Middleton project will need to be fully implemented by Friday, October 9, 2020. Please note that any pavement markings or signage included in your project that are not compliant with the Manual on Uniform Traffic Control Devices should be used with caution, and only on a temporary basis. Please feel free to contact the Shared Streets Team to discuss this issue in more detail, if needed.

By December 31, 2020, a report detailing lessons learned from the project must be submitted to MassDOT. We also ask that you document the project's progress by taking before, during and after photos of your Shared Streets & Spaces installation. Grant recipients may also be invited to participate in a learning exchange with other municipalities to share experiences. MassDOT will work directly with you to determine the best evaluation process for your particular project.

We are excited to work with you and the full Middleton team as this project advances.

Sincerely,

Stephanie Pollack

Secretary and CEO





TOWN OF MIDDLETON  
MASSDOT SHARED STREETS GRANT APPLICATION

STATE	STARTING PROJECT NO.	SHEET NO.	TOTAL SHEETS
MA	212001032	1	7
AUGUST X, 2020			

CONCEPT PLAN  
PART 1 OF 5

## LEGEND:



SHEET BOUNDARY



SHEET NUMBER



MIDDLETON RAIL TRAIL:  
GRADE RAIL BED AND PLACE  
8" COMPACTED DENSE  
GRADED CRUSHED STONE



ESSEX STREET INTERSECTION  
WITH RAIL TRAIL



PARK STREET INTERSECTION  
WITH RAIL TRAIL



SCHOOL DRIVEWAY  
INTERSECTION WITH RAIL TRAIL



IMPROVEMENTS TO CENTRAL  
STREET AND WASHINGTON  
STREET INTERSECTION

### GENERAL NOTE:

PROJECT COMPONENTS WILL COMPLY WITH SAFETY AND ACCESSIBILITY-RELATED REGULATIONS (ADA AND MAAB). IN LOCATIONS WHERE THESE STANDARDS ARE NOT MET, A TEMPORARY VARIANCE WILL BE REQUIRED WHILE ACCESSIBILITY IMPROVEMENTS ARE DESIGNED FOR FUTURE IMPLEMENTATION. ALL INSTALLATIONS WILL BE IN COMPLIANCE WITH THE LATEST VERSION OF THE MASSACHUSETTS MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

0 300 600

SCALE: 1" = 150'







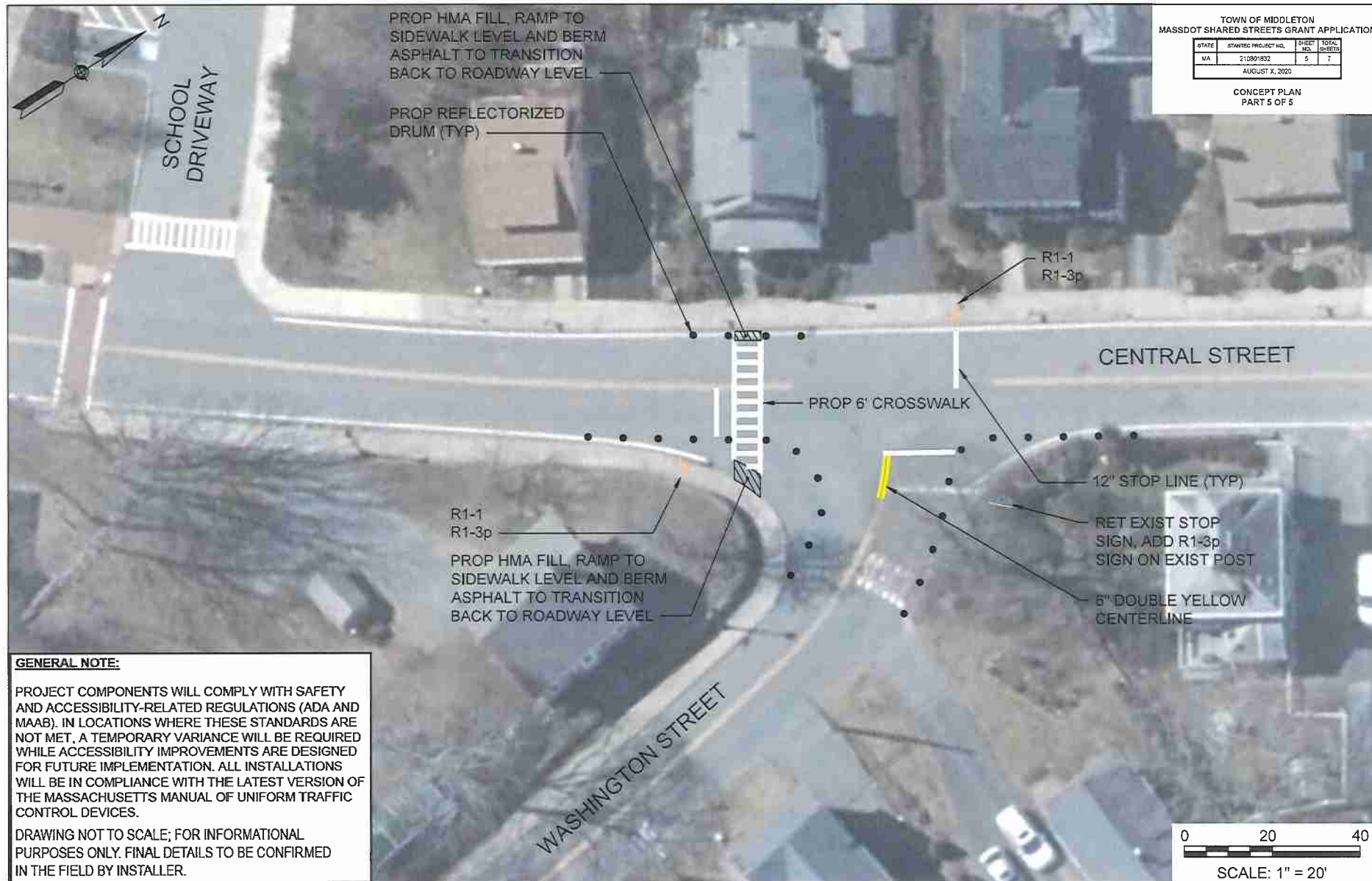


TOWN OF MIDDLETON  
MASSDOT SHARED STREETS GRANT APPLICATION

STATE	STARTED PROJECT NO.	SHEET NO.	TOTAL SHEETS
MA	210801832	4	7
AUGUST X, 2020			

CONCEPT PLAN  
PART 4 OF 5



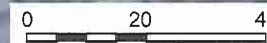


TOWN OF MIDDLETON MASSDOT SHARED STREETS GRANT APPLICATION				
STATE	STARTING PROJECT NO.	SHEET NO.	TOTAL SHEETS	
MA	210801832	5	7	
AUGUST X, 2020				
CONCEPT PLAN PART 5 OF 5				

**GENERAL NOTE:**

PROJECT COMPONENTS WILL COMPLY WITH SAFETY AND ACCESSIBILITY-RELATED REGULATIONS (ADA AND MAAB). IN LOCATIONS WHERE THESE STANDARDS ARE NOT MET, A TEMPORARY VARIANCE WILL BE REQUIRED WHILE ACCESSIBILITY IMPROVEMENTS ARE DESIGNED FOR FUTURE IMPLEMENTATION. ALL INSTALLATIONS WILL BE IN COMPLIANCE WITH THE LATEST VERSION OF THE MASSACHUSETTS MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

DRAWING NOT TO SCALE; FOR INFORMATIONAL PURPOSES ONLY. FINAL DETAILS TO BE CONFIRMED IN THE FIELD BY INSTALLER.



SCALE: 1" = 20'