

Town of Middleton Massachusetts



Proposed Fiscal Year 2022 Capital Budget

As of 3/2/2021

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MEETING AGENDA

BOARD OF SELECTMEN & FINANCE COMMITTEE FY2022 CAPITAL BUDGET SUMMIT

**SATURDAY, MARCH 6, 2021
8:30 AM**

This meeting is being recorded

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

Join Zoom Meeting

<https://us02web.zoom.us/j/83993907318?pwd=NDhpSGpVWHBJSGZnczM0L1FmTnpKdz09>

Meeting ID: 839 9390 7318

Passcode: 980505

One tap mobile: +13017158592,,83993907318#,,,*980505# US (Washington DC)

1. 8:30AM Call to Order
Preliminaries and Introductory Remarks
FY2022 Capital Budget Overview: Andy Sheehan, Sarah Wood
2. 9:00AM Fire Department: Chief Tom Martinuk
3. 9:30AM Health Department and Information Technology: Derek Fullerton, Tanya Shallop
4. 10:00AM Department of Public Works: Paul Goodwin
5. 10:30AM Police Department: Chief William Sampson
6. 11:00AM Assessing Department: Brad Swanson, Deb Carbone
7. 11:30AM Other Requests: Inspectional Services, Council on Aging, Flint Public Library, Public Buildings, Public Facilities Project; Administration: Andy Sheehan
8. 12:00PM General Discussion; review and discuss supplemental requests; operating budget
9. 12:30PM Items not anticipated by the chair at the time the agenda was posted
10. 1:00PM Adjournment

Upcoming meetings: Tuesday, March 9 & 23
Thursday, March 25
Tuesday, April 6
Thursday, April 8
Tuesday, April 20

Board of Selectmen
Joint BOS/FinCom: Budget hearing and warrant review
Board of Selectmen
Joint BOS/FinCom: Finalize budget, if needed
Board of Selectmen

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

**MINUTES OF THE BOARD OF SELECTMEN & FINANCE COMMITTEE
FY2022 OPERATING BUDGET SUMMIT**

**Live via Zoom
Saturday, February 6, 2021
8:30 AM**

BOS Present: Brian Cresta (BC), Rick Kassiotis (RK), Kosta Prentakis (KP)

Finance Committee Present: Richard Gregorio (RG), Michelle Cresta (MC), George E. Dow, Sr. (GD), Toni Mertz (TM), Jason Vining (JV), John Erickson (JE), John Mahoney (JM)

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

8:40 AM With a quorum present RK called the meeting to order.

8:41 AM **FY2022 Operating Budget overview: Andy Sheehan (AS), Sarah Wood (SW)**
AS discussed the calendar going forward. AS and SW presented an overview of the budget including highlighting the current unknown status of several elements. SW reviewed the status of the current fiscal year. SW discussed the new presentation of the budget binder format. AS provided an overview of major changes and features and previewed the capital budget.

9:20 AM **Masconomet Regional School budget: Tasha Cooper (TC), Michael Harvey (MH)**

MH gave a budget overview including outlining the process and calendar. He responded to questions regarding CARES act money, possible staff reductions, and bus transportation cost.

10:03 AM **Assessors budget: Brad Swanson (BS), Debbie Carbone (DC), Jeff Garber (JG)**

BS presented the proposed departmental budget.

Vote by the FC to make a reserve fund transfer to outsource utility valuation.

Motion GD
Second MC
Approved 7-0

BS presented the supplemental budget request to make staffing changes including transforming a part-time position into a full-time position.

10:57 AM **Health: Derek Fullerton (DF)**

DF discussed the general budget for the Health Department including the Animal Control and Conservation budgets. He also discussed the supplemental budget request for an increase in the Public Health Nurse hourly rate.

11:09 AM IT: Derek Fullerton (DF) and Tanya Shallop (TS)

DF discussed the general proposed IT budget. TS discussed the regional collaboration with 7 north shore towns and the changes that may occur during the next fiscal year.

11:14 AM Department of Public Works: Paul Goodwin (PG)

PG walked through the budget highlights including previewing some capital needs. He answered questions regarding the Transfer Station, the departmental need for a new truck, and questions about contract haulers.

11:25 AM Fire Department: Chief Tom Martinuk (TM)

TM presented the department's proposed budget and answered questions regarding Incidentview and other items.

11:30 AM Police Department: Chief James DiGianvittorio (JD) and Incoming Police Chief Bill Sampson (BS)

JD discussed his proposed budget which does not include increases due to union negotiations. JD introduced Incoming Chief Bill Sampson and discussed the supplemental budget request for the creation of the position of Captain within the department.

11:46 AM Flint Public Library: Melissa Gasper (MG) and Loretta Johnson (LJ)

MG discussed her proposed budget as well as her supplemental budget request for additional hours and salary for the Assistant Library Director. She answered questions regarding library volume over the past year.

11:58 Middleton Elementary School budget: Scott Morrison (SM), Steve Greenberg (SG), Natasha Bansfield (NB)

SG presented the proposed budget for the Elementary Schools. He answered questions regarding health insurance, school payroll, and the Special Education stabilization fund.

12:16 PM General Discussion; review and discuss supplemental requests

There was a general discussion of the supplemental requests. AS answered some questions regarding pay equity and a classification plan that will be presented soon.

Vote to support the Police and Library supplemental budget requests.

Motion KP
Second BC
Approved 9-0-1

The meeting adjourned at 12:30 PM.

Respectfully submitted,

Tanya Shallop, Assistant Town Administrator

Tim Houten, BOS Clerk

John Erickson, Finance Committee Co-Chair

Richard Gregorio, Finance Committee Co-Chair



OFFICE OF THE TOWN ADMINISTRATOR

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MEMORANDUM

TO: Board of Selectmen and Finance Committee

FROM: Andrew J. Sheehan, Town Administrator

DATE: March 6, 2021

RE: FY2022 Capital Budget, Five-Year Capital Improvement Plan, and Update on FY22 Operating Budget

In accordance with Section 5 of the Town Charter, I herewith submit the Fiscal Year 2022 (FY22) Capital Budget. This memorandum includes an update on the operating budget as well as upcoming meetings associated with the Annual Town Meeting and the completion of the operating and capital budgets.

FIVE-YEAR CAPITAL PLAN AND FY22 CAPITAL BUDGET

The purpose of the five-year capital plan is to inform municipal officials and residents of the probable replacement schedule for components of the Town's capital assets. Capital assets include all municipal buildings, schools, parks, roads, water and drainage systems, vehicles, cemeteries, and departmental equipment valued at more than \$5,000 and having a useful life of five years. Year 1 of the five-year capital plan is the coming year's (FY22) capital budget.

A wide array of vehicles, equipment, buildings, and other infrastructure support the operations of local government. Taxpayers use municipal buildings, roads, parks, cemeteries, playing fields, and playgrounds on a daily basis. We have a duty to keep the Town's physical assets in good condition and not allow them to fall into disrepair. It requires discipline to maintain capital investments. We have seen numerous examples in Massachusetts and around the country where maintenance and replacement of capital facilities was deferred. Although deferral does not cause an immediate decline in the quality of services, the cost of catching up only increases over time.

As has been discussed at length in recent years, a number of public buildings must be addressed. These include the Fire Station, Police Station, Council on Aging/Community Center, and Memorial Hall.

The Master Development Planning Committee (MDPC) has been tasked with this charge. Over the past two years, since the Town authorized the acquisition of the former Middleton Golf Course, the MDPC worked with a design team to plan the future of the site. The MDPC has put forth its recommended plan: a municipal complex consisting of a combined public safety building (Fire and Police stations) and a combined Community Center and Town Hall. This project will no doubt dominate discussion in the months leading up to the Annual Town Meeting and Town Election. At \$61.7M, this is by far the biggest undertaking in the Town's history.

In addition to the facilities project, the Town has other pressing capital needs in FY22 and beyond. The largest among these are a new Engine 1 (pumper) for the Fire Department and a new trash roll-off truck

for the DPW. Numerous other capital requests will be discussed as we move toward concluding our spending plans.

Five-year plans are summarized by department or function through FY26 and contain descriptions and budget estimates. Funding for projects and equipment in year one, FY22, will be sought at this year's Annual Town Meeting. Due to the ongoing COVID-19 pandemic the date of Annual Town Meeting remains uncertain. Cost estimates for years two through five of the capital plan are approximate as we cannot precisely predict inflation, changes in markets, materials, and industries, and other influencing factors.

The list of proposed expenditures is organized by function and by funding source. The capital budget shows each proposed expenditure and the recommended funding source. In most cases, these are funded from reserve accounts such as Free Cash, Community Preservation Fund, or receipts reserved for appropriation accounts such as the Ambulance Fund and PEG. The Board of Assessors project a small Overlay Surplus amount this year and we are not counting on Overlay as a capital funding source for FY22. At this point we do not anticipate recommending the use of the tax levy as a funding source for the FY21 capital budget.

We recommend borrowing for two vehicle purchases in FY22; this is done in light of the very attractive interest rate environment, the need to keep up with vehicle replacements, and the need to maintain healthy reserves. We did this successfully in FY21 and are taking the same approach this year. Our financial management policies identify capital exclusions as a potential funding source for certain large (\$500,000 and above) capital items. We are not recommending consideration of a capital outlay exclusion this year. We do not want a capital exclusion competing with the debt exclusion for the public facilities project. Instead, if the decision makers support the purchase of Engine 1, we recommend it be bonded. Likewise, we recommend the roll-off truck be bonded.

Departments submitted capital requests totaling \$1,343,941; this excludes the facilities project. All spending requests have been included in the FY22 capital budget that you are reviewing today. Last year's capital budget was \$1,529,977.

Other than the public facilities project, the largest item on the FY21 capital budget is replacement of the Fire Department pumper (Engine 1) at \$710,000. The last two years we recommended pushing this appropriation out to a future year pending the approval of a new station; the boards concurred. We do not feel it is prudent to further delay this acquisition. Historically we have drawn from Stabilization to fund the purchase of apparatus. We continue to strongly advise against this practice. Our financial management policies establish a general stabilization fund target of 5-7% of current year operating expenditures. Funding the pumper would put the Stabilization fund balance below 5% of operating expenditures. Therefore, we recommend against raiding the Stabilization to fund this purchase.

The financial management policies set a Free Cash target of at least 3% of the prior year general fund operating appropriation. As of September 9, 2020, our certified Free Cash balance stood at \$2,736,593. Our FY21 operating appropriation was \$37,649,167; 3% of that equals \$1,129,475. That amount will be kept in reserve. The difference between the certified Free Cash amount and the 3 percent reserve is \$1,607,118. This amount is available for use for capital and warrant articles. We are not using all of this available amount.

Other funding sources include \$67,000 from other sources such as Community Preservation Fund and Water Enterprise Fund. As noted above, we are not proposing Overlay Reserve as a funding source for the FY22 Capital Budget. Please note, year two of the three-year ambulance lease is reflected in the operating budget and is offset by Ambulance Fund revenues.

We expect that you will scrutinize all of our assumptions and each funding request based on need, justification, cost effectiveness, and how each purchase, if deferred, will affect future budgets.

FY2022 OPERATING BUDGET

CHANGES SINCE FEBRUARY 6, 2021

The operating budget summit was held on February 6, 2021. Several cost centers were not yet settled. On February 6, we were looking at a budget of \$39,837,815. Since then a number of things have changed. At this time, the budget is \$38,843,319, a decrease of \$994,496. Highlights of these changes include:

- _) The largest change came from removing debt service associated with the facilities project. This is removed from both revenues and expenditures so there is no net impact on the overall budget picture.
- _) The debt service budget was increased to include funds for the BAN pay-down associated with the acquisition of 105 South Main Street. This is \$230,600.
- _) This budget is based on the direction the School Committee indicated it is heading as of March 1. The Masconomet School Committee is expected to certify its budget on March 10. At that time we will adjust the budget.
- _) The Middleton Elementary Schools submitted a very reasonable and responsible budget. That budget decreased slightly since February 6. It is now at 1.29% over FY21. The School Committee is scheduled to discuss the budget on March 3, after we have gone to print with this document.
- _) The February 6 budget reflected the Essex Tech budget posted online. Since the last meeting the budget has been distributed and our prior assessment confirmed.
- _) Health insurance rates came in at 1.08%. This, along with a one month premium holiday has allowed for the health insurance budget to be reduced by \$118,336.
- _) We have been informed by MELD that their PILOT payment will be \$243,252.62.
- _) A number of modest adjustments were made to various departments;

As of today, the budget is \$167,248 in deficit. We do not expect additional expenditure reductions of significance. We propose to close the deficit on the revenue side.

We offer several means by which to balance the budget:

- _) Excess Levy Capacity: The Town's financial management policies call for maintaining excess levy capacity of at least 1% of the general fund operating appropriation. One percent of the FY21 budget is \$374,885. We have \$871,534 in excess levy capacity available.
- _) Retirement Stabilization Fund: Our Essex Regional Retirement Assessment increases significantly in FY22. It would be reasonable to draw from the Retirement Stabilization Fund for all or a portion of the assessment increase. The balance as of 12/31/20 is \$291,610.
- _) Capital Stabilization Fund: One of the uses for establishing the Capital Stabilization Fund was to apply it toward debt service. It is reasonable to offset a portion of the debt service for the DPW vehicles we bonded for in FY21. The balance as of 12/31/20 is \$699,329.

ADDITIONAL ACTION ITEMS

- _) Supplemental Budget Requests: A number of supplemental budget requests were discussed on February 6. Most of the supplemental requests were relatively minor. We have additional backup material and are prepared to continue discussions on the two outstanding supplemental requests. We ask that the boards take action on these requests at this meeting.
- _) Pay Equity and Classification Plan: As noted at the February 6 meeting, we will present a classification plan to the Board of Selectmen in the coming weeks. If adopted, the Assistant Town Administrator/HR Director and I will adjust compensation within the parameters of those position classes. It remains our preference to implement before the close of FY21. If decision makers have any apprehension with this approach it is imperative that it be raised before we take further steps.
- _) Closing the Deficit: We ask that the Board of Selectmen and Finance Committee provide direction on how to close the deficit.

As we did the last several years, most of the capital items will again be presented as a single article with the funding sources identified. Exceptions are made for larger acquisitions that require borrowing or a ballot vote, or that are simply easier to explain as standalone articles. The public facilities project will be a standalone article.

REMAINING FISCAL YEAR 2022 BUDGET SCHEDULE

Tuesday, March 9 th & 23th at 7:00	Selectmen Review Draft Town Meeting Warrant
Thursday, March 25th	Joint Board of Selectmen & Finance Committee FY2022 Budget Hearing
Thursday, April 8	Joint Board of Selectmen & Finance Committee to finalize the FY2022 operating and capital Budgets, if necessary
Date to be Determined	Annual Town Meeting at Location to be Determined
Date to be Determined	Annual Town Election with Debt Exclusion Vote; Location to be Determined

We expect all meetings will be held via Zoom.

As a result of COVID, the date and location of the Annual Town Meeting remains uncertain. It seems most likely that we will meet on a weekend outdoors at Masconomet. We will keep you informed as this comes into clearer focus.

Thank you for the time, effort, and thoughtfulness you devote to the Town's leadership.

Please feel free to contact this office if you have questions or comments, or would like additional information to understand any part of this important financial plan.

**Adjustments Made to FY22 Operating Budget Projection Since
February 6, 2021 Operating Budget Meeting**

Item #	Description	Increase/ (Decrease)
1	Police Supplemental Budget Request	\$48,947
2	Library Assistant Director Supplemental Request	\$976
3	Zoom Subscriptions (10 pro level)	\$1,500
4	Required paydown of outstanding BAN	\$230,600
5	Increase Library budget for Adobe E-sign	\$180
6	Increase Library Books line item to comply with state regulations	\$140
7	Town Health Insurance adjustment (1.08% increase in Health .91% decrease in Dental; 1 month premium holiday)	(\$118,336)
8	Reduce Ambulance Lease line item in Fire Department budget	(\$2,429)
9	Reduce School department for insurance adjustment (1.08% increase in Health .91% decrease in Dental)	(\$87,837)
10	Reduce Masco Assessment from 3.25% increase to 2.6% increase	(\$69,663)
11	Adjust Transfer Station Contract Services total	\$1,665
Total Expenditure Increase		\$5,743
Revenue - Decrease is a positive number		
1	Reduce Ambulance Transfer in for Ambulance Lease Amount	\$2,429
2	Increase PEG Transfer to equal budgeted amount (trasnposition error)	(\$365)
3	Increase MELD PILOT contribution	(\$43,253)
4	Correct excluded debt amount (formula error)	(\$638)
Total Revenue Increase		(\$41,827)
Total Increase/(Decrease) - From 2/6/21 to 3/6/21 Budget Projection		(\$36,084)

Town of Middleton
Fiscal Year 2022 Summary of
Projected Revenues and Expenditures

REVENUES

	FY2021	FY2022	\$ Change	% Change
	BUDGET	ESTIMATE		
PROPERTY TAXES				
Prior Year Levy Limit	\$ 29,471,490	\$ 30,670,471		
2.5% Increase	\$ 736,787	\$ 766,762		
New Growth	\$ 462,194	\$ 500,000		
TOTAL LEVY LIMIT	\$ 30,670,471	\$ 31,937,233		
Debt Exclusion	\$ 1,397,424	\$ 1,357,476		
Excess Levy Capacity	\$ (871,534)	\$ (888,965)		
TOTAL MAXIMUM LEVY LIMIT	\$ 31,196,361	\$ 32,405,744	\$ 1,209,383	3.9%
STATE AID				
Cherry Sheet Receipts	\$ 2,391,665	\$ 2,428,355		
Less Offsets	\$ (16,290)	\$ (16,290)		
Less Charges & Assessments	\$ (317,264)	\$ (356,655)		
TOTAL NET STATE AID	\$ 2,058,111	\$ 2,055,410	\$ (2,701)	-0.1%
LOCAL RECEIPTS				
Motor Vehicle Excise	\$ 1,985,000	\$ 1,985,000	\$ -	0.0%
Other Excise- Room	\$ 60,000	\$ 60,000	\$ -	0.0%
Other Excise - Meals	\$ 180,000	\$ 150,000	\$ (30,000)	-16.7%
Penalties/Interest on Taxes and Excises	\$ 80,000	\$ 80,000	\$ -	0.0%
Payments in Lieu of Taxes	\$ 130,000	\$ 130,000	\$ -	0.0%
Other Charge for Services - TSS	\$ 210,000	\$ 210,000	\$ -	0.0%
Fees	\$ 115,000	\$ 115,000	\$ -	0.0%
Departmental Revenue - Libraries	\$ 2,500	\$ 2,500	\$ -	0.0%
Departmental Revenue - Cemeteries	\$ 40,000	\$ 40,000	\$ -	0.0%
Other Departmental Revenue	\$ 140,000	\$ 140,000	\$ -	0.0%
Licenses/Permits	\$ 480,000	\$ 480,000	\$ -	0.0%
Fines and Forfeits	\$ 10,000	\$ 10,000	\$ -	0.0%
Investment Income	\$ 70,000	\$ 60,000	\$ (10,000)	-14.3%
Medicaid Reimbursement	\$ 20,000	\$ 20,000	\$ -	0.0%
HM Bond Premium Offset	\$ 25,844	\$ 25,844	\$ -	0.0%
TOTAL LOCAL RECEIPTS	\$ 3,548,344	\$ 3,508,344	\$ (40,000)	-1.1%
RESERVE FOR ABATEMENT (OVERLAY)	\$ (326,401)	\$ (332,929)	\$ 6,528	2.0%
OFFSET RECEIPTS				
Ambulance Fund Transfer	\$ 624,250	\$ 621,821	\$ (2,429)	-0.4%
PEG Cable Fund Transfer	\$ 155,270	\$ 157,516	\$ 2,246	1.4%
Enterprise Funds Indirect Costs	\$ 48,461	\$ 54,912	\$ 6,451	13.3%
MELD Contribution	\$ 230,000	\$ 243,253	\$ 13,253	5.8%
TOTAL OFFSET RECEIPTS	\$ 1,057,981	\$ 1,077,502	\$ 19,521	1.8%
TOTAL REVENUES	\$ 37,534,396	\$ 38,714,071	\$ 1,179,675	3.1%

	FY2021 BUDGET	FY2022 PROPOSED	\$ Change	% Change
TOWN SERVICES				
Personnel Services	\$ 6,639,030	\$ 6,820,435	\$ 181,405	2.7%
Contractual Services	\$ 2,715,913	\$ 2,762,797	\$ 46,884	1.7%
Retirement, Health Ins & Unclassified	\$ 2,902,514	\$ 3,093,100	\$ 190,586	6.6%
TOTAL TOWN SERVICES	\$ 12,257,457	\$ 12,676,331	\$ 418,874	3.4%
TOWN DEBT SERVICE				
	\$ 1,398,618	\$ 1,634,430	\$ 235,813	16.9%
ELEMENTARY SCHOOLS				
	\$ 12,986,504	\$ 13,154,591	\$ 168,087	1.3%
MASCONOMET REGIONAL SCHOOL				
MASCO Regional Assessment	\$ 10,204,052	\$ 10,466,021	\$ 261,969	2.6%
MASCO Debt Service	\$ 103,740	\$ 102,490	\$ (1,250)	-1.2%
TOTAL MASCONOMET ASSESSMENT	\$ 10,307,792	\$ 10,568,511	\$ 260,719	2.5%
ESSEX TECHNICAL SCHOOL				
Essex Tech Regional Assessment	\$ 632,598	\$ 735,809	\$ 103,211	16.3%
Essex Tech Debt Service	\$ 66,198	\$ 73,647	\$ 7,449	11.3%
TOTAL ESSEX TECHNICAL SCHOOL ASSESSMENT	\$ 698,796	\$ 809,456	\$ 110,660	15.8%
TOTAL EXPENDITURES	\$ 37,649,167	\$ 38,843,319	\$ 1,194,153	3.2%
FY 2021 Proposed Revenue	\$ 38,714,071			
FY 2021 Proposed Budget	\$ 38,843,319			
Surplus/(deficit)	\$ (129,248)			

Fiscal Year 2022 Proposed Budget

Department	FY2021			FY 2022 Proposed			FY21 to FY22	
	Personal Services	Contractual	Total Budget	Personal Services	Contractual	Total Budget	Difference	% Change
Moderator	200	0	\$200	200	0	\$200	\$0	0.0%
Selectmen	281,453	40,615	\$322,068	294,663	40,615	\$335,278	\$13,210	4.1%
Finance Committee	2,100	101,780	\$103,880	2,121	101,780	\$103,901	\$21	0.0%
Town Accountant	132,442	37,250	\$169,692	146,361	37,250	\$183,611	\$13,919	8.2%
Board of Assessors	169,267	12,010	\$181,277	171,253	12,100	\$183,353	\$2,076	1.1%
Treasurer/Collector	186,751	43,950	\$230,701	189,538	43,950	\$233,488	\$2,787	1.2%
Custodian of Lands	2,500	0	\$2,500	2,500	0	\$2,500	\$0	0.0%
Town Counsel	0	80,000	\$80,000	0	80,000	\$80,000	\$0	0.0%
Information Technology	71,036	307,039	\$378,075	72,253	306,142	\$378,395	\$320	0.1%
Town Clerk	136,446	21,100	\$157,546	137,685	29,250	\$166,935	\$9,389	6.0%
Elections	42,960	13,750	\$56,710	24,065	12,750	\$36,815	(\$19,895)	-35.1%
Conservation Comm.	85,552	3,950	\$89,502	86,314	3,950	\$90,264	\$762	0.9%
Planning Board	101,754	9,310	\$111,064	103,477	10,310	\$113,787	\$2,723	2.5%
Board of Appeals	2,620	2,050	\$4,670	2,460	2,230	\$4,690	\$20	0.4%
Master Plan Committee	1,441	100	\$1,541	1,452	100	\$1,552	\$11	0.7%
Town Buildings	49,470	84,500	\$133,970	49,965	84,500	\$134,465	\$495	0.4%
Town Reports	0	6,000	\$6,000	0	6,000	\$6,000	\$0	0.0%
Police Department	1,734,056	280,725	\$2,014,781	1,776,927	291,275	\$2,068,202	\$53,421	2.7%
Fire Department	1,731,161	348,196	\$2,079,357	1,804,594	362,567	\$2,167,161	\$87,804	4.2%
Inspections Dept.	242,145	28,250	\$270,395	245,293	28,250	\$273,543	\$3,148	1.2%
Animal Control	22,914	3,900	\$26,814	23,027	3,900	\$26,927	\$113	0.4%
Constable	200	0	\$200	200	0	\$200	\$0	0.0%
Elementary School	9,105,060	3,881,444	\$12,986,504	9,284,493	3,870,098	\$13,154,591	\$168,087	1.3%
Essex Technical H.S.	0	698,796	\$698,796	0	809,456	\$809,456	\$110,660	15.8%
Masco School	0	10,204,052	\$10,204,052	0	10,535,684	\$10,535,684	\$331,632	3.3%
Masco Debt Service	0	103,740	\$103,740	0	102,490	\$102,490	(\$1,250)	-1.2%
Other School (OOD)	0	26,000	\$26,000	0	0	\$0	(\$26,000)	-100.0%
Public Works	686,645	314,921	\$1,001,566	699,741	315,800	\$1,015,541	\$13,975	1.4%
Snow and Ice	60,000	220,750	\$280,750	60,000	220,750	\$280,750	\$0	0.0%
Transfer Station	133,123	322,200	\$455,323	141,407	368,865	\$510,272	\$54,949	12.1%
Board of Health	110,974	24,800	\$135,774	116,010	24,800	\$140,810	\$5,036	3.7%
Council on Aging	197,599	46,217	\$243,816	200,042	46,217	\$246,259	\$2,443	1.0%
Veteran's Agent	19,427	71,900	\$91,327	19,611	66,900	\$86,511	(\$4,816)	-5.3%
Tri-Town Council	0	29,925	\$29,925	0	29,925	\$29,925	\$0	0.0%
Garden Club	0	5,000	\$5,000	0	5,000	\$5,000	\$0	0.0%
Library	410,964	192,951	\$603,915	424,431	190,847	\$615,278	\$11,363	1.9%
Recreation Comm.	23,830	25,774	\$49,604	24,845	25,774	\$50,619	\$1,015	2.0%
Historical Comm.	0	1,000	\$1,000	0	1,000	\$1,000	\$0	0.0%
Memorial Day	0	5,000	\$5,000	0	5,000	\$5,000	\$0	0.0%
Chief Wills Day	0	5,000	\$5,000	0	5,000	\$5,000	\$0	0.0%
Debt Service	0	1,398,618	\$1,398,618	0	1,634,430	\$1,634,430	\$235,812	16.9%
Unclassified	0	2,902,514	\$2,902,514	0	3,093,100	\$3,093,100	\$190,586	6.6%
Total Budgets	\$15,744,090	\$21,905,077	\$37,649,167	\$16,104,927	\$22,808,055	\$38,912,982	\$1,263,815	3.4%

TOWN OF MIDDLETON
SUMMARY OF PROJECTED REVENUES AND EXPENDITURES

	FY2021	FY2022	FY2023	FY2024	FY2025
Revenues					
Property Tax Levy	31,196,361	33,485,013	36,029,340	37,563,902	39,480,114
State Aid	2,375,375	2,412,065	2,466,830	2,523,006	2,580,632
Local Receipts	3,701,114	3,508,344	3,578,344	3,585,544	3,593,032
Other Available Funds - Enterprise	241,448	241,888	238,049	238,633	242,247
Other Available Funds - General Fund	1,454,802	1,094,502	1,099,836	1,115,734	1,131,951
Free Cash	787,267	1,221,941	1,059,038	1,103,240	1,149,652
Total Revenues	39,756,367	41,963,754	44,471,437	46,130,060	48,177,628
Expenditures					
General Government	2,067,396	2,093,233	2,118,919	2,113,729	2,147,128
Public Safety	4,391,547	4,536,033	4,619,124	4,703,815	4,790,139
Elementary Education	13,012,504	13,154,591	13,680,775	14,228,006	14,797,126
Public Works	1,737,639	1,806,563	1,833,450	1,860,786	1,888,580
Human Services	505,842	508,505	516,947	525,540	534,288
Culture & Recreation	664,519	676,897	688,159	699,623	711,293
Debt Service- GF Non-Exempt	153,475	433,600	177,000	118,375	109,875
Debt Service- GF Prop 2 1/2 Exempt	1,245,143	2,280,099	3,708,485	3,912,155	4,464,203
Employee Benefits	2,609,014	2,763,600	3,112,595	3,341,870	3,589,015
Salary Reserve	90,000	90,000	90,000	90,000	90,000
Prop/Liability Insurances	203,500	239,500	258,250	277,938	298,609
Regional School Assessments & Debt	11,006,588	11,377,967	11,761,137	12,282,811	12,820,324
Water	241,448	241,888	238,049	238,633	242,247
Other Amounts to be Raised	326,401	332,929	339,588	346,379	353,307
State and County Assessments	317,264	356,655	362,379	368,247	374,261
Article from Available Funds	396,821	17,000	0	0	0
Articles from Free Cash	75,000	380,000	175,000	175,000	175,000
Capital Articles from Free Cash	712,267	841,941	884,038	928,240	974,652
Total Expenditures	39,756,367	42,131,001	44,563,894	46,211,146	48,360,047
Surplus/(Deficit)	-	-167,248	-92,457	-81,087	-182,419

FY22 Supplemental Budget Requests and Adjustments

Department	Summary of Request	Budget Impact						Recommendations			
		Wages	Benefits	Expenses	Subtotal	Offset	Total	Town Admin.	Board of Selectmen	Finance Committee	Subtotal
1 Police	Create a Captain's Position and backfill Sergeant and Patrolman positions - Funded for half of FY22 Transition Assistant Director position from an hourly wage to a salaried position (also adds 2 hours per week)	48,947	17,760	-	66,707	-	66,707	✓	✓	✓	66,707
2 Library Assistant Director	Increase pay approximately 10% for Public Health Nurse (\$41.27 FY21 \$45 FY22)	58,500	-	-	58,500	(57,524)	976	✓	✓	✓	976
4 BOH	Restructure office - remove Assessing Clerk (union) and creating a Field Assessor (non-union) position	19,840	-	-	19,840	(17,238)	2,602	✗			
5 Assessors		47,500	35,520	-	83,020	(22,899)	60,121	✗			
Subtotal: Supplemental Requests							130,406				67,683

Public Health Nurse HR Listserv Data

Town	Status	Hours/week	Rate
Middleton	Employee	8	\$40.87
Norton	Employee	25	\$26.53
Wareham	Contract	10+	\$35/\$30
Sandwich	Employee	40	\$90,000/yr
Danvers	Employee	30	\$38.48
Lexington	Employee	35 (shared)	\$82,929/yr
Ludlow	Employee	35	\$20.37 - \$25.04
Hudson	Employee	40	\$39.84
Tewksbury	Employee	20	\$39.85
Weymouth	Employee	35	\$32/\$34
Westwood	Employee	40	\$34.00
Stoneham	Employee	19	\$30.22 - \$35.89
Burlington	Employee	20	\$27.75
Milton	Employee	16	\$35.00
Marlborough	Employee	35	\$35.45-\$39.88
Woburn	Employee	37.5	\$81,005/yr
Methuen	Employee	40	\$30.00
Brockton	Employee	35	\$37.90-\$39.39
Attleboro	Employee	35	\$35-\$47

From: Derek Fullerton
Sent: Wednesday, January 20, 2021 12:36 PM
To: Tanya Shallop
Subject: PHN Hourly Rate

Hi Tanya, per your request during the Health Department operating budget, below is a list of surrounding communities that responded with hourly rate for their PHN's. This is current, prior to their town's COLA decisions

Middleton: 40.87/hr 8 hrs/wk
Marblehead: 39.63/hr 30 hrs/wk with benefits
Salem: 34.56/hr 35 hrs/wk with benefits
Merrimac: 42/hr w benefits
North Andover: 34.18/hr 30hrs/wk
Beverly: 38.74/hr with benefits
Ipswich: 45.90 hr 5 hrs/wk
Boxford: \$60 hr VNA
Topsfield: \$60 hr VNA
Andover: \$40/hr 29 hrs/wk with benefits
Peabody: \$50/hr 28 hrs/wk with benefits

Derek Fullerton, RS/REHS,CHO,CEHT
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Note: This email is subject to MGL c66s10, Public Records Law.

TOWN OF MIDDLETON
BOARD OF ASSESSORS
COST COMPARISON
BUDGET FY2022

MUNICIPALITY	COUNTY	TOTAL TAXABLE PARCELS	STAFF COUNT (INCL DEPT. HD)	DEPT HEAD SALARY	STAFF COST	VENDOR SERVICES INTERIM	VENDOR SERVICES CERTIFICATION(every 5 years)	Total Budget	Per Parcel Budget	NOTES
*Manchester By The Sea	Essex	2413	2.00	\$ 105,715	\$ 55,080	\$ 9,875	\$ 9,875	\$ 180,545	\$ 74.82	4 year contract(RE&PP) with even payments of \$9,875/year
Topsfield	Essex	2560	2.00	\$ 88,365	\$ 50,691	\$ 27,500	\$ 35,000	\$ 201,556	\$ 78.73	Real and Personal valuation and cyclical, permits in house.
Rowley	Essex	2943	1.50	\$ 101,142	\$ 28,375	\$ 1,000	\$ 49,900	\$ 180,417	\$ 61.30	Vendor is valuation and PP only.
Boxford	Essex	3069	2.00	\$ 81,735	\$ 47,135	\$ 2,500	\$ 29,700	\$ 161,070	\$ 52.48	Real and Personal Property
*Plainville	Norfolk	3396	2.00	\$ 74,000	\$ 31,500	\$ 19,100	\$ 56,500	\$ 181,100	\$ 53.33	Not defined
*Ayer	Middlesex	3399	2.00	\$ 109,800	\$ 53,800	\$ 11,200	\$ 19,200	\$ 194,000	\$ 57.08	Vendor does PP
Newbury	Essex	3710	2.00	\$ 95,000	\$ 38,000	\$ 24,000	\$ 24,000	\$ 181,000	\$ 48.79	Real and Personal Property, sales review in house.
MIDDLETON	Essex	3888	2.45	\$ 87,874	\$ 76,392	\$ 1,300	\$ 10,000	\$ 175,566	\$ 45.16	C&I consulting only
*Southboro	Worcester	3908	2.40	\$ 100,850	\$ 79,499	\$ 7,200	\$ 35,100	\$ 222,649	\$ 56.97	Vendor does PP and C& I on cert year
*Templeton	Worcester	4010	2.00	\$ 65,761	\$ 16,739	\$ 7,221	\$ 35,500	\$ 125,221	\$ 31.23	Valuation is vendor, field work in house
*Weston	Middlesex	4048	3.00	\$ 118,839	\$ 129,854	\$ 14,000	\$ 44,000	\$ 306,693	\$ 75.76	Personal and cyclical
Maynard	Middlesex	4166	2.00	\$ 97,727	\$ 63,391	\$ 25,000	\$ 25,000	\$ 211,118	\$ 50.68	Not defined
Littleton	Middlesex	4260	3.00	\$ 96,215	\$ 108,916	\$ 11,420	\$ 27,260	\$ 243,811	\$ 57.23	Vendor does PP and C& I on cert year
Holliston	Middlesex	6051	3.00	\$ 97,645	\$ 102,321	\$ 5,000	\$ 50,000	\$ 254,966	\$ 42.14	Not defined
North Reading	Middlesex	6290	3.00	\$ 87,934	\$ 99,916	\$ 24,830	\$ 115,540	\$ 328,220	\$ 52.18	Real and Personal Property, cyclical, permits
Ashland	Middlesex	6841	3.00	\$ 91,000	\$ 92,846	\$ 15,000	\$ 30,000	\$ 228,846	\$ 33.45	Not defined
Hopkinton	Middlesex	7181	2.50	\$ 103,300	\$ 108,000	\$ 55,000	\$ 70,000	\$ 336,300	\$ 46.83	Real and Personal Property
AVERAGES		4243	2.34	\$ 94,288	\$ 69,556	\$ 15,362	\$ 39,210	\$ 218,416	\$ 54.01	

* denotes towns with similar parcel size, but not on list of towns supplied by Tanya

Georgetown	Essex	3370	2.0	\$ 88,407	\$ 53,117	\$ -	\$ 4,500			unverified
Swampscott	Essex	4102								no response:
Groton	Middlesex	4488								no response:
Ipswich	Essex	6186	1.5	\$ -	\$ 76,212					no vendor info given
*Hamilton	Essex	2946		\$ 76,000						in major transition
*Lynnfield	Essex	4600								will not respond
Rockport	Essex	4874	2	\$ 71,126	\$ 38,191	\$ 90,000	\$ -			NO STAFF CURRENTLY/ no cert budget info

Board of Assessors Fiscal Year 2022 Budget Request

The Board of Assessors has recently had a departure of our Part-time Assessing Clerk/Data Collector, Donna Peary. Donna came to our department in 2013. She was a valuable and respected employee. She will be greatly missed. She left us for a full time administrative position with the Lynnfield Assessors.

The Board of Assessors would like to take this time to review our current office structure and workload to make some much-needed changes as we move forward. We feel this change is necessary to keep our department at its maximum potential to maintain growth, keep vendor costs at a minimum, keep field data as accurate as possible, and to maintain quality control.

We would like to create a 40-hour position that will serve as both a Field Assessor and Office Assistant. The job description and duties are as follows:

FIELD ASSESSOR

General Statement of Responsibilities and Duties:

The Field Assessor will be responsible for the following:

- *Conducting site inspections, gathering data, measuring, taking photos, etc. For the purpose of New Growth.*
- *Reviewing real estate sales to ensure accuracy*
- *Computer Data entry (changes from field inspections, building permits, etc.)*
- *Assisting the Assistant Assessor and Administrative Assessor with their daily functions, when not in the field*
- *Performing routine office work, when not in the field: RE Motor Vehicle, Abutters List, Lot Splits & Subdivision for Mapping*
- *Developing a working knowledge of MGL Chapters 59 through 61B*

The above examples are not intended to be an all-inclusive list of job responsibilities.

Physical Demands:

The job entails a combination of office and fieldwork throughout the year, which requires frequent sitting, standing, and walking over a variety of surfaces during various stages of construction and weather conditions.

Qualifications

- The candidate must be organized, be self-motivated, have the ability to prioritize and handle multiple tasks, and have basic computer skills.
- The candidate must have the professional and interpersonal skills to work with other town departments and serve the general public (taxpayers, appraisers, realtors, etc.).
- The candidate must have at least 2 years of office experience, preferably with knowledge of real estate valuation.
- The ideal candidate is skilled in Microsoft Office (Word and Excel), MUNIS, and Patriot Properties software, and is experienced in property valuation.

Non-Union Position: 40 hours Salary range \$43,500 - 47,500

Board of Assessors Fiscal Year 2022 Budget Request

History of department staffing:

For many years, the Board performed office and fieldwork on a part time basis with assistance from the revaluation company MMC and a Clerk in the office.

The first Assistant Assessor was hired in the early 1980's. Tom Acciavatti served here for many years and left in 1995.

Tom and the Full Time Clerk handled the office and fieldwork for many years with the assistance of the revaluation firm RRC, Inc. I, myself, performed work in Middleton for RRC in the early 1990's.

Cheryl Gillespie, then Christopher Bova both served after that for short terms as the Assistant Assessor.

When I first arrived in Middleton in January of 2000, the staff was as follows: the Board, Assistant Assessor, Full Time Union Clerk, and Part Time Data Entry position. The switch to Patriot Properties as a CAMA vendor came in 1999 with FY 2000 being the first year. A part time data entry person was required to work in the new software.

When the Union Clerk position vacated in 2000, the Board created a new position. The Administrative Assessor position was created and filled. It was and still is a wise decision. Although we have had different people in this position, it has allowed flexibility with duties according to the capabilities of the person hired. That position has required an M.A.A. designation and the Board has always backed education as paramount for all staff members.

The Part-time data entry position morphed into a Part-time Clerk as that person learned new tasks. More recently, we added some field duties to the job description.

Workload:

The office workload when I started here in 2000 was very different. We were a much smaller town by parcels and population. This table will show the increases over the years:

Data is hard to ascertain for previous years. I have verified these single-family parcel counts:

FISCAL YEAR	101 PARCELS						
1988	1,203	1997	1,523	2004	1,809	2013	1,973
1989	1,212	1998	1,592	2005	1,843	2014	1,994
1990	1,218	1999	1,625	2006	1,870	2015	2,011
1991	1,238	2000	1,662	2007	1,908	2016	2,040
1992	1,256	2001	1,700	2008	1,921	2017	2,060
1993	1,279	2002	1,728	2009	1,934	2018	2,072
1994	1,338	2003	1,768	2010	1,946	2019	2,082
1995	1,410	2004	1,809	2011	1,949	2020	2,091
1996	1,472	2005	1,843	2012	1,962	2021	2,102

Since 1988, we have had a 75% increase in single-family homes and a 26% increase since 2000.

Board of Assessors Fiscal Year 2022 Budget Request

Condominiums have increased dramatically in Middleton in twenty years as well. In fiscal year, 2000 there were 390 units, mostly between two complexes. Fuller Pond and Ferncroft Tower each having 177 units respectively. Currently we have 909 units with 45 complexes in town. A **133%** increase in condominiums in my tenure.

Total real estate parcels in 2000 were 3038. We currently have 3888. A 28% increase.

Population has also dramatically changed. In 2000, there were 7,744 people in Middleton. Currently there are 10,050 people. Nearly a 30% increase.

We receive deeds from the registry and enter them into CAMA on a daily basis. The annual total fluctuates, but, on average, we process 410 deeds.

Building permits fluctuate annually according to the economy. The annual average building permits entered into the system over a twenty-year span is 444.

In 2000, Middleton, had 142 commercial and industrial parcels. Of those properties, most were simple, well-established, and locally owned properties. In 2020, we have 217 commercial/industrial parcels, a 52% increase in twenty years. Many of these parcels are more varied, complex, investor owned properties.

In 2000, Middleton, had 269 personal property accounts totaling \$12,431,485 in value. Many of these were small lower valued accounts. In 2020, we have less taxable accounts (257), but much higher value on those accounts. The total assessment of personal property now is \$51,924,231. Much like commercial and industrial parcels, these accounts have become more complex.

In 2000, Middleton processed 8,136 motor vehicle excise bills totaling \$ 940,070. In 2020, we processed 11,074 bills with a total receivable of \$ 2,021,607. A 36% increase in the bill numbers and more than double the tax amount.

Changes in technology have changed the way we work:

Patriot Properties, Inc. software is an industry leader and I appreciate that we chose that vendor in 1999. Assessment data can be easily extracted for various reports and analysis. However, manual entry is still required for many aspects including building permits and sales, which has a direct impact on growth and accuracy of property tax billing.

Purchasing the WEBPRO module allows total on-line property information for taxpayers, appraisers, real estate sales people, attorneys, etc. All of these consumers of information used to site visit our office. It has drastically reduced our foot traffic.

Electronic mail and websites were non-existent in 2000 for Middleton departments. As e-mail and websites improved, it became a greater media to communicate and share information. Prior to this, we experienced high telephone call volume for basic questions, forms, maps, etc.

GIS mapping has drastically changed the way maps are available to the consumer. Early on, visitors came in to purchase maps that were just paper copies. Maps are available on-line with much more detailed information.

Although all this technology has benefited the consumer, there is still office work behind it to keep it current. Even though we experience less foot and telephone traffic, office time is required to maintain it.

Board of Assessors Fiscal Year 2022 Budget Request

For the sake of consistency and accuracy, only certain people handle certain functions. Additionally, office staff fields numerous questions from consumers and assists those that are technically challenged in accessing this data.

Alternative to straight vendor services:

In Middleton, the Board of Assessors has always strived to do most of our work in-house. I believe it was borne out of necessity years ago, however it remains a priority for them and me. The main benefits to this approach are cost and quality of work. The cost for full annual vendor services can be expensive. See pricing list of services.

1. Cyclical inspection work as required by Department of Revenue.

Inspection per parcel \$20 (i.e. \$23 x 1000 (parcels annually) = \$ 23,000)

Date entry per parcel \$3

Several outside people working in a narrow time frame with no control of scheduling.

We are currently behind in our cyclical work as Covid-19 has affected this type of inspection.

2. Residential certification.

Cost is \$16,000 for FY22.

We currently perform these certified and interim year valuations annually in house successfully, saving time and cost while maintaining data integrity. This has been recognized by the Bureau of Local Assessment as reliable and consistent valuation work over the last twenty years expediting the tax rate process.

3. Personal Property.

Vendors charge \$500 per day for personal property fieldwork and \$1000 per day for office valuation and table work.

Middleton is lucky in this regard. Very few assessors do this in-house. Early in my career, I completed many personal property revaluations for the vendor RRC, Inc. I handle this here.

Recent changes in utility valuations are forcing towns to perform detailed reviews of assets for assessment purposes. Patriot quotes \$2,500 per utility. We have 3 public utilities to value.

We are currently exploring ways to perform this function in house.

Board of Assessors Fiscal Year 2022 Budget Request

4. Commercial Valuation.

We currently use Patriot as our vendor for this particular function. We do all the data collection and data entry. We utilize Patriot for the valuation part in CAMA. Where commercial and industrial valuation is a regional approach requiring regional data, we rely on their expertise in this. Patriot currently performs this service for four of our abutting municipalities. We feel it better serves the town to go in this direction. The Department of Revenue is also more accepting of Patriot handling this aspect due to its regional approach. Generally, our annual cost for this is \$500 – 1,300. The last certified revaluation cost \$6,400. We lower the cost by having office staff obtaining and inputting income and expense data into AssessPro for review by the commercial/industrial professional at Patriot Properties.

5. Building Permits.

Patriot would charge \$20 per parcel for building inspections plus \$3 for data entry.

We currently handle all this in house. (*i.e. \$23 x 420 +/- (permits annually) = \$9,660*)

Quality of work has always been a concern for the department. Although revaluation vendors can perform the work, they meet the minimum standards needed to meet Department of Revenue guidelines. They are also time constrained and cannot commit staff to one town for long periods.

In terms of in-house valuation work, my staff and I currently review sales on MLS and in the field, visit and review building permits, photograph buildings, run statistical analysis, change tables in the CAMA software, track growth, review personal property Forms of List, Income and Expense Forms, and perform all data entry. This gives the town the most accurate work. We also “own it”. Nothing builds confidence more in a taxpayer than when the office staff can back up our values and explain how we arrived at them. Many times taxpayers have remarked how well we know what is going on in town.

Vision for the future of our department:

With the fact that the town has grown exponentially in twenty years and it will continue to expand, we feel a Field Assessor position would greatly help ease much of the fieldwork required and allow the Administrative Assessor and Assistant Assessor to focus on more complex projects. That position would also assist in the daily business of the office and provide coverage in the event of meetings, sickness, vacation, education time, and busy office times of the year.

	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Proposed Free Cash Contribution	Enterprise Fund Retained Earnings	Stabilization Fund	Debt Service	Other	Notes
Public Works										
Parks & Recreation - Replace 2005 Scag riding mower					16,240					
DPW Buildings - Finish Exterior Work					25,000					
Major Projects - Additional Chapter 90 funding					100,000					
Transfer Station - Replace 2007 Mac Roll Off Truck								200,000		
Transfer Station - Repair Roll off Containers (1)										
Total Public Works	\$0	\$0	\$0	\$0	\$141,240	\$0	\$0	\$200,000	\$0	
Police										
New Cruiser Radio (2)					8,500					
Radar Guns					5,000					
Automated License Plate Reader					22,050					
Taser Replacement					6,050					
AED Replacement					9,000					
Police Station upgrades					10,000					
Total Police	\$0	\$0	\$0	\$0	\$60,600	\$0	\$0	\$0	\$0	
Fire										
Repairs to Bucket Truck & Squad 5					7,500					
Radio/Telephone Recorder					17,080					
Replace Engine 1								710,000		
Trainings Costs for new Firefighter/Paramedic					25,580					
Total Fire	\$0	\$0	\$0	\$0	\$50,160	\$0	\$0	\$710,000	\$0	

	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Proposed Free Cash Contribution	Enterprise Fund Retained Earnings	Stabilization Fund	Debt Service	Other	Notes
Town Buildings - Memorial Hall										
Handicap Improvements					25,000					
Town Buildings - Memorial Hall	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	
Council on Aging										
Building Upgrades					5,700					
Council on Aging	\$0	\$0	\$0	\$0	\$5,700	\$0	\$0	\$0	\$0	
Flint Public Library										
Print Management Software					6,000					
Total Flint Public Library	\$0	\$0	\$0	\$0	\$6,000	\$0	\$0	\$0	\$0	
Information Technology										
Exchange Server Upgrade RUNNING 2013 MOVE TO 2016					7,000					
Warranty renewal for Town Hall network storage (2 years)					2,000					
Town Hall Server Warranty Renewal					3,000					
Two-Factor authentication for critical systems:										
Cybersecurity Protection					10,000					
Replace older wireless access points					5,000					
Vmware Upgrade Project Step 1					2,400					
Police Department HP Server Warranty Renewal					2,500					
Total Information Technology	\$0	\$0	\$0	\$0	\$31,900	\$0	\$0	\$0	\$0	

	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Proposed Free Cash Contribution	Enterprise Fund Retained Earnings	Stabilization Fund	Debt Service	Other	Notes
Essex Tech Capital contribution										
Essex Tech Capital contribution					12,341					
Total Other	\$0	\$0	\$0	\$0	\$12,341	\$0	\$0	\$0	\$0	
Assessor										
Contractual Services with RRC for Public Utility Valuation					4,000					
Contractual services with Patriot Properties for										
Commercial Valuation					8,700					
CAI Advanced Query Module					1,300					
Cyclical Inspection Services					10,000					
Total Assessor	\$0	\$0	\$0	\$0	\$24,000	\$0	\$0	\$0	\$0	
Administration										
Snow and Ice deficit					25,000					
Digitizing of Inspectional Services records					45,000					
Consultant for Charter Revision					15,000					
Acquisition of parcels at Maple/king					20,000					
Roof Replacement on Tramp House				17,000						
Public Facilities Project, 105 South Main Street								61,700,000		
Handicap Accessibility Project					10,000					
Total Administration	\$0	\$0	\$0	\$17,000	\$115,000	\$0	\$0	\$61,700,000	\$0	
Reserve/Stabilization Transfers										
Funding for Other Post Employment Benefits Stabilization Fund					75,000					
Appropriation to Stabilization Fund					75,000					
Pension Stabilization Fund					25,000					
Capital Stabilization Fund					75,000					
Special Education (SPED) Stabilization Fund					130,000					
Total Administration	\$0	\$0	\$0	\$0	\$380,000	\$0	\$0	\$0	\$0	
Capital Budget Total	\$0	\$0	\$0	\$17,000	\$851,941	\$50,000	\$0	\$62,610,000	\$0	

Article #	Description	Tax Levy	Community	Ambulance	Proposed Free	Enterprise Fund			Notes
			Preservation Fund	Fund	Cash Contribution	Retained Earnings	Debt Service	Other	
STM 2	Costs associated with acquisition or disposal of real property				\$20,000				
		Total Article	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0
ATM 2	FY21 Snow and Ice deficit				\$25,000				
		Total Article	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0
ATM 3	Ambulance bay door extension Supplement Property & Liability Insurance				\$9,100 \$5,000				
		Total Article	\$0	\$0	\$0	\$14,100	\$0	\$0	\$0
ATM 4	Police Union Fire Union DPW Union				XX XX XX				
		Total Article	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ATM 7	Funeral Expenses C41 section 100 G1/4 Hilltop Borrowing Fees Election Equipment				\$2,320 \$4,498 \$1,283				
		Total Article	\$0	\$0	\$0	\$8,101	\$0	\$0	\$0
ATM 10	Omnibus Budget		\$38,223,911		\$621,821			\$157,516	PEG
		Total Article	\$38,223,911	\$0	\$621,821	\$0	\$0	\$157,516	
ATM 11	CPA Budget - Ongoing			\$230,390					
		Total Article	\$0	\$230,390	\$0	\$0	\$0	\$0	
ATM 12	CPA Budget - New Projects			\$17,000					
		Total Article	\$0	\$17,000	\$0	\$0	\$0	\$0	
ATM 14	SESD Sewer Enterprise Fund Budget							\$106,100	Sewer Enterprise Fund
		Total Article	\$0	\$0	\$0	\$0	\$0	\$106,100	
ATM 15	Water Enterprise Fund					\$50,000		\$241,888	Water Enterprise Fund
		Total Article	\$0	\$0	\$0	\$50,000	\$0	\$241,888	
ATM 20	Capital Budget Public Works								
	Parks & Recreation - Replace 2005 Scag riding mower				16,240				
	DPW Buildings - Finish Exterior Work				25,000				
	Major Projects - Additional Chapter 90 funding				100,000				
	Transfer Station - Replace 2007 Mac Roll Off Truck				200,000				
	Total Public Works		\$0	\$0	\$0	\$141,240	\$0	\$200,000	\$0

Article #	Description	Tax Levy	Community	Ambulance	Proposed Free	Enterprise Fund			Notes
			Preservation Fund	Fund	Cash Contribution	Retained Earnings	Debt Service	Other	
Police									
New Cruiser Radio (2)					8,500				
Radar Guns					5,000				
Automated License Plate Reader					22,050				
Taser Replacement					6,050				
AED Replacement					9,000				
Police Station upgrades					10,000				
Total Police		\$0	\$0	\$0	\$60,600	\$0	\$0	\$0	
Fire									
Repairs to Bucket Truck & Squad 5					7,500				
Radio/Telephone Recorder					17,080				
Replace Engine 1							710,000		
Trainings Costs for new Firefighter/Paramedic					25,580				
Total Fire		\$0	\$0	\$0	\$50,160	\$0	\$710,000	\$0	
Town Buildings - Memorial Hall									
Handicap Improvements					35,000				
Town Buildings - Memorial Hall		\$0	\$0	\$0	\$35,000	\$0	\$0	\$0	
Council on Aging									
Building Upgrades					5,700				
Council on Aging		\$0	\$0	\$0	\$5,700	\$0	\$0	\$0	
Flint Public Library									
Print Management Software					6,000				
Total Flint Public Library		\$0	\$0	\$0	\$6,000	\$0	\$0	\$0	
Information Technology									
Exchange Server Upgrade RUNNING 2013 MOVE TO 2016					7,000				
Warranty renewal for Town Hall network storage (2 years)					2,000				
Town Hall Server Warranty Renewal					3,000				
Two-Factor authentication for critical systems:									
Cybersecurity Protection					10,000				
Replace older wireless access points					5,000				
Vmware Upgrade Project Step 1					2,400				
Police Department HP Server Warranty Renewal					2,500				
Total Information Technology		\$0	\$0	\$0	\$31,900	\$0	\$0	\$0	
Essex Tech Capital contribution									
Essex Tech Capital contribution					12,341				
Total Other		\$0	\$0	\$0	\$12,341	\$0	\$0	\$0	

Article #	Description	Tax Levy	Community	Ambulance	Proposed Free	Enterprise Fund	Notes
			Preservation Fund	Fund	Cash Contribution	Retained Earnings	
Assessor							
	Contractual Services with RRC for Public Utility Valuation				4,000		
	Contractual services with Patriot Properties for Commercial Valuation				8,700		
	CAI Advanced Query Module				1,300		
	Cyclical Inspection Services				10,000		
Total Assessor		\$0	\$0	\$0	\$24,000	\$0	\$0
Administration							
	Digitizing of Inspectional Services records				45,000		
	Consultant for Charter Revision				15,000		
Total Administration		\$0	\$0	\$0	\$60,000	\$0	\$0
	Total Article	\$0	\$0	\$0	\$426,941	\$0	\$910,000
ATM 21 Funding for Other Post Employment Benefits Trust Fund							
	Appropriation to Stabilization Fund				75,000		
	Pension Stabilization Fund				75,000		
	Capital Stabilization Fund				25,000		
	Special Education (SPED) Stabilization Fund				75,000		
		Total Article	\$0	\$0	\$130,000		
Total Article		\$0	\$0	\$0	\$380,000	\$0	\$0
ATM 22 Acquisition on land at Maple/King Street							
					\$20,000		
Total Article		\$0	\$0	\$0	\$20,000	\$0	\$0
ATM 23 Public Facilities Project, 105 South Main Street							
						61,700,000	
Total Article		\$0	\$0	\$0	\$0	\$61,700,000	\$0
Warrant Book Totals		\$38,223,911	\$247,390	\$621,821	\$894,142	\$50,000	\$62,610,000
							\$505,504

Warrant Article Update

Organization	Object	Item Description	Original	Available	Available	Status Update
			Approved Amount	Balance as of 7/1/20	FY21 YTD Expended	
Town Wide Projects/Memorial Hall						
24605	580379	CURTIS SAW MILL PRJ ART35 5/17	4,900	4,900	(1,439)	3,461 Turn back \$2,500; retain the balance (~\$961)
24605	582087	PHA 1 RAILS TO TRAILS FY15	130,000	126,600	(456)	126,144 Ongoing
24605	580426	DIGITIZE HISTORIC RECORDS 5/19	89,000	5,000	-	5,000 Ongoing
01122258	580311	REMEDIATE NATSUE WAY 0516 17	165,000	135,875	(980)	134,895 Ongoing
01122258	580408	DEPT HEAD RECRUIT 5/18 ART18	20,000	20,000	(16,075)	3,925 Close out
01122258	580415	BYLAW CONSULTANT 5/18 ART25	50,000	50,000	-	50,000 Ongoing
01122258	580468	MAINTENA GOLF COURSE 5/19 ART3	25,000	20,000	(2,500)	17,500 Ongoing
01122258	580470	40 SCHL ST ENV TEST 11/19 ART9	10,000	1,100	-	1,100 Ongoing
01122258	580472	105 MAIN ST MAINT 11/19 ART11	5,000	3,747	-	3,747 Ongoing
01192258	580374	TOWN HALL WINDOWS ART 33 5/17	10,000	10,000	-	10,000 Ongoing
01192258	580427	REPLACE MEM HALL SIGN 5/19	6,500	1,975	(1,214)	761 Close out
01192258	580428	PAINT EXT MEM HALL 5/19	4,000	4,000	1,204	5,204 Close out; check balance
01192258	580431	MEM HALL LED LIGHTS 5/19	22,000	22,000	-	22,000 Ongoing
01192258	580495	MEM HALL RAMP REPLACE 6/20	20,000	20,000	-	20,000 Ongoing
01192258	580496	MEM HALL CARPET REPL 6/20	15,000	15,000	-	15,000 Ongoing
Town Wide IT Items						
01141258	580223	ASSESSOR GIS SYS 13 5/12	32,000	1,936	-	1,936 Will be utilized in FY21 & Closed in FY22
01155258	580420	HR SOFTWARE 5/19	14,727	14,727	-	14,727 Ongoing - pandemic has slowed down implementation
01155258	580421	FIRE DEPT SERVER REPLCE 5/19	4,000	4,000	-	4,000 Completed by end of fiscal year
01155258	580424	FIRE DEPT NETWK SWITCH 5/19	1,000	1,000	-	1,000 Completed by end of fiscal year
01155258	580469	TECHNOLOGY IMPROVE 11/19 ART5	30,000	9,720	(6,234)	3,486 Ongoing
01155258	580491	FIBER OPTIC NETWORK 6/20	100,000	100,000	-	100,000 Contract signed, work to begin by end of fiscal year
01155258	580492	UPS BACKUP DEVICES	8,000	8,000	-	8,000 Completed by end of fiscal year
01155258	580493	STORAGE RENEWAL 6/20	4,000	4,000	-	4,000 Completed by end of fiscal year
01155258	580494	REPLACE POLICE COMP 6/20	6,000	6,000	(5,975)	25 Completed by end of fiscal year

Warrant Article Update

Organization	Object	Item Description	Original	Available	Available	Status Update
			Approved Amount	Balance as of 7/1/20	FY21 YTD Expended	
DPW Projects/195 North Main Street						
24605	580382	E MAHER PARK IMP 5/18 ART 10	45,000	14,758	-	14,758 Ongoing.
24605	580456	RUBCHINUK PARK IRRIGATION 5/19	24,500	18,505	(1,200)	17,305 Ongoing. Town personnel will save \$\$\$
84045	580309	OAKDALE CEMETERY WORK 0515	63,000	30,182	(5,282)	24,900 School and Town personnel this year
84045	580385	OAKDALE CEM IMP 5/18 ART18	15,000	11,310	-	11,310 School and Town personnel this year
01192258	580298	DPW BUILDING REFURB 0515 ART25	25,000	5,053	(5,052)	1 Complete/close out
01420258	580214	STRM.MNGMT CONSULT ART30 0511	15,000	583	(317)	266 complete/close out
01420258	580282	IMPROVE RUBCHINUK PK FY15	90,000	9,447	-	9,447 Landscape improvements this Spring
01420258	580389	SANDER/PLOW 5/18 ART18	46,000	4,003	-	4,003 Complete/close out
01420258	584004	ATHLETIC FLD MAINT STM 5/15	35,000	1,604	-	1,604 will use this season
01420258	580461	ADDITIONAL CHAP 90 5/19	100,000	14,034	(14,034)	- Complete/close out
01420258	580462	BRIGADOON TREE/SIDEWALK 5/19	75,000	75,000	-	75,000 pending
01420258	580474	GARAGE HEATERS 6/20 ART10	11,000	11,000	(10,666)	334 Complete/close out
01420258	580477	REPAIR/REPLACE ROLLOFF 6/20	12,000	12,000	(7,862)	4,138 Pending
01420258	580478	ADDITIONAL CHAPTER 90 6/20	100,000	100,000	(40,411)	59,589 Ongoing.
01420258	580473	JOHN DEER TRACTOR 6/20 ART 10	60,000	60,000	(45,889)	14,111 Completed by end of 2021
01420258	580475	PURCHASE 1 TON TRUCK 6/20	75,000	75,000	-	75,000 Pending
01420258	580476	PURCHASE INT DUMP TR 6/20	173,000	173,000	(166,047)	6,953 Completed by end of 2021

Inspectional Services Department

01241258	580497	DIGITIZE INSP SERV RECRDS 6/20	45,000	45,000	-	45,000 Contract signed, work to begin in FY21
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Fire Projects/Building

01220258	580399	COMMUNIC EQUIP 5/18 ART18	55,000	2,981	(1,453)	1,528 Waiting on the last of the equipment
01220258	580437	REPLACE SCBA 5/19	9,000	9,000	(3,270)	5,730 Waiting on equipment
01220258	580438	REPLACE SQUAD 5 PUMP 5/19	9,000	9,000	-	9,000 Need a little more money(FY22)
01220258	580441	BALLISTIC VESTS & HELMET 5/19	8,300	8,300	-	8,300 Just received grant to add to this
01220258	580487	ENGINE 4 CABINETS 6/20	10,000	10,000	(7,825)	2,175 This article was for Sq 5 also, will use for pump
01220258	580488	ALARM BOX DECODER 6/20	60,000	60,000	(58,932)	1,068 Finishing install and testing
01220258	580490	OUTFIT/TRAIN NEW FF 6/20	29,310	29,310	(7,443)	21,867 FF will go to academy in May

Warrant Article Update

Organization	Object	Item Description	Original	Available	Available	Status Update
			Approved Amount	Balance as of 7/1/20	FY21 YTD Expended	
Police Projects/Building						
01210258	580480	PURCHASE RADAR GUNS 6/20	2,500	2,500	(2,475)	25 Complete
01210258	580481	PURCH. BULLET PROOF VESTS 6/20	21,000	21,000	(19,691)	1,309 Need \$800 for New Chief Vest
01210258	580482	TASER REPLACEMENT 6/20	18,750	18,750	(18,720)	30 Complete
01210258	580483	PURCHASE BICYCLES 6/20	4,800	4,800	(4,798)	2 Complete
01210258	580486	POLICE STATION UPGRADES 6/20	10,000	10,000	(9,500)	500 I will speak to the new Chief about these funds
Senior Center Projects/Old Town Hall						
24605	580261	OLD TOWN HALL REPAIRS 0513 ART27	22,000	22,000	(18,528)	3,472
24605	580305	OLD TOWN HALL PLANS 0515 ART45	20,000	8,510	-	8,510 Complete
01541258	580403	COA SECURITY SYS 5/18 ART18	1,100	276	(108)	168 Complete
01541258	580405	COA KITCHEN EQUIP 5/8 ART18	8,000	2,031	-	2,031 just had the freezer fix, waiting to find out if it is under warranty or it will be at cost. We did pay for the freezer to be looked at and it cost \$120 to united service co, can we transfer this warrant payment from the building maintance that was submitted in warrant 2116?
01541258	580467	COA REFINISH FLOORS 5/19	7,500	2,812	-	2,812 we are looking into if the floors can have another reburish or if they are at their max. If they can, then we will use these funds to maintain the main hall floor.
01541258	580498	COA HEATING/COOLING 6/20	11,000	11,000	(10,938)	62 Complete
01541258	580499	MEALS ON WHEELS CAR 6/20	35,500	35,500	-	35,500 car is on order, waiting for it to arrive.
Elementary School Projects						
01312258	580506	HM END USER TECH 6/20	144,048	144,048	(133,633)	10,415 will be expended
01313258	580367	FM SECURITY SYSTM ART29 5/17	101,358	15,000	(225)	14,775 Should be closed out by end of FY21
01313258	580450	FM - END USER TECHNOLOGY 5/19	34,198	6,890	-	6,890 will be expended
01313258	580453	FM - PLAYGROUND/PARKING 5/19	15,000	5,656	-	5,656 will be expended
01313258	580505	FM END USER TECH 6/20	80,833	80,833	(73,737)	7,096 will be expended

Fiscal Year 2022-2026
Five Year Capital Budget Plan

		2022	2023	2024	2025	2026
Department: Public Works- Parks Division						
1)	2007 John Deere 84" Rotary Mower					
2)	2005 Scag 61" Turf Tiger Riding Mower		16,240			
3)	2017 Exmark 60" Riding Mower					
4)	2004 STHM 61" Riding Mower					
5)	2013 60" Exmark Riding Mower					
4)	2008 (16') Utility Trailer					
5)	2000 Athletic Field Conditioner					
6)	2006 John Deere Tractor					
7)	2017 Ferri Flail Mower					
8)	2015 Wood Chipper					
9)	2009 Bluebird Walk Behind Overseeder					
10)	2003 Lawn Core Aerator					
11)	2007 3pt. Hitch Spreader					
12)	2007 3pt. Hitch 60" Seeder					
13)	1995 Ransome Push Mower					
PARKS TOTAL:		\$16,240	\$0	\$0	\$0	\$0



www.MBTRACTOR.com

MB TRACTOR & EQUIPMENT

Route 125, P.O. Box 487
Plaistow, NH 03865
TEL: (603) 382-5031
Fax: (603) 382-1084
WWW.MBTRACTOR.COM

THE BEST TRACTORS
& EQUIPMENT ON EARTH!

SOLD TO
5543 TOWN OF MIDDLETON
DPW
195 NORTH MAIN ST
MIDDLETON, MA 01949

SHIP TO

QUOTATION

Sold By: ZJL	PO #:	Date 1/12/21 QUOTE	PQ16772
Ship By:	Tax #:	14:54:06 PRT: 1	Open
Tax D Qty Description -----*	Price	Amount	
Group: 01			
EQUIPMENT QUOTE			
N	1 EXMARK LZX980EKC606WO MOWER	15799.00	15799.00
	1 EXMARK 116-8431 OCD KIT	439.00	439.00
** TOTAL EQUIPMENT QUOTE 16238.00			

BUDGET PRICING ADDITIONAL DISCOUNT AVAILABE TO MUNICIPAL CUSTOMER

Mower

Quotes are valid for thirty days. Prices are subject to change at vendors discretion. All prices quoted FOB vendor shipping point unless specifically noted. Special order parts are to be prepaid in full in advance, charged to a valid open account, or billed to a credit card.

There are no returns of special order parts.

TRUCKING IS NOT COVERED BY THE MANUFACTURERS WARRANTY. TRUCKING COSTS ARE THE RESPONSIBILITY OF THE CUSTOMER.

** SUBTOTAL 16238.00

X _____

Charge Sale

Phone: (978) 777-0407

PAY THIS
AMOUNT

\$16238.00

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Department: Public Works - Recreational Facilities					
1) Rubchinuk Recreational Facility - East Street					
a.) Install Water Line for Irrigation					
b.) Field Recondition					
2) Emily Maher Park					
a.) Natsue Way - Phase I Park					
b.) Phase II field development on top of landfill					
c.) Reconstruct large soccer field					
d.) Sun Shade/Porta Potty Shelters/Landscaping					
e.) Playground					
3) Fuller Meadow Complex				25,000	
a.) Field Recondition (2)					
4) Howe Manning Complex			20,000		
a.) Field Recondition					
b.) Shade Structure					
5) Henry Tragert Common					
a.) Gazebo Repairs					
b.) Field Recondition					
c.) Canopy Repairs					20,000
RECREATION TOTAL:	-	-	20,000	25,000	20,000

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Department: Administration 195 North Main Street Facilities -					
Garage Improvements					
1) 2nd Floor stairway in rear of bldg.					
2) Renovate main floor reception area					
3) Salt shed repairs		20,000			
4) Roof replacement					
5) Replacement of 1st floor heat/air conditioning					
6) Replace heaters in old garage					
7) Finish Exterior work	25,000				
DPW BUILDINGS SUBTOTAL	\$25,000	\$20,000	\$0	\$0	\$0
Department: Administration 195 North Main Street Facilities					
1) 2005 Oce Plan Copier					18,000
2) Photo Copy Machine - 2014					
3) Furniture/Files Replacement				6,500	
4) Photo Copy Machine - 2017					
ADMINISTRATION SUBTOTAL	\$0	\$0	\$0	\$6,500	\$18,000
DPW BUILDING TOTAL	\$25,000	\$20,000	\$0	\$6,500	\$18,000

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Department: Public Works - Highway Division					
1) 2011 Freightliner Dump Truck Unit #14 (winter & summer use)					
2) 2008 F550 1 Ton Dump Truck Unit #5 (winter & summer use)			73,000		
3) 2005 F550 Ford 1 Ton Dump Truck Unit #6 (winter & summer use)					
4) 2008 7400 International Dump Truck Unit #7 (winter & summer use)				180,000	
5) 2014 Peterbilt Dump Truck Unit #10					
6) 2006 7400 International Dump Truck Unit #11 (winter & summer use)					
7) 2014 John Deere 310SK Backhoe					
8) 2000 Ford F450 Rack Body Unit #12		65,000			
9) 2009 Power Eagle power washer					
10) 2005 Portable Air Compressor					
11) 2001 Bobcat Skid Steer Loader					
a.) v-blade snow plow					
b.) snow blower attachment					
c.) low profile bucket					
d.) power broom attachment					
12) 2009 Bobcat Skid Steer Loader					

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
a.) V-blade snow plow					
b.) snow blower attachment					
13) 2016 - Ford Explorer - Car #1					
14) 2008 F 250 Pickup - Car #2					
15) Loader Mounted Snow Blower					
16) 2003 Ford F450 1.5 Ton Dump Truck					
Unit #1 (winter & summer use)					
17) Flink Sander/Plow for truck #3					
18) (2) Hi-Way Sanders					
19) (2) Monroe Sanders					
20) 2011 (16') Utility Trailer					
21) 2005 Volvo Wheel Loader					185,000
22) Sandblasting Vehicles/Equip.					
23) Asphalt Hot Box -- NEW					
24) Asphalt Roller/Trailer -- NEW					
HIGHWAY TOTAL:	\$0	\$65,000	\$73,000	\$180,000	\$185,000
Department: Public Works -DPW Highway/Major Project Improvements					
1) Town Funded Paving Program - Overlay Repairs	100,000	100,000	100,000	100,000	100,000
DPW HIGHWAY/MAJOR PROJECT IMPROVEMENTS	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Department: Public Works - Transfer Station/Landfill Division					
1) Transfer Station Upgrades:					
a.) Canopy Repairs				12,000	
b.) Building/Deck Repairs					
c.) Mill/Paving			40,000		
2) 2007 Mack Roll Off Truck	200,000				
3) Compactor Replacement (2013)					
4) Compactor Concrete Pads					
5) Roll-off Containers					
a.) Replacement				8,500	
b.) Repairs		10,000			3,500
TRANSFER STATION /LANDFILL TOTAL:	\$200,000	\$10,000	\$40,000	\$12,000	\$12,000
Department: Public Works Cemetery Division					
1) 2012 EXMARK 60" Mower					
2) 1995 Scag 52" Walk behind Mower					
3) 2010 EXMARK 52" Mower		15,000			
4) Oakdale Improvements					
a.) Garage Repairs					
b.) Road Paving				40,000	
5) 2014 Trailer Mounted Leaf Vacuum					
6) 2007 Leaf & Chipper Box			10,000		
7) Stand on Blower		12,000			
CEMETERY TOTAL:	\$0	\$27,000	\$10,000	\$40,000	\$0
TOTAL PUBLIC WORKS:	341,240	\$222,000	\$243,000	\$363,500	\$335,000



PRICING SUMMARY

GRANITE 64FR

VEHICLE PRICE

\$196,076.00

TAX SUMMARY

	AMT. SUBJECT TO TAX	
FET	\$196,076.00	\$0.00
TOTAL TAX		\$0.00
TOTAL SELLING PRICE (PER UNIT)		\$196,076.00

TOWN OF MIDDLETON

DATE

BALLARD MACK SALES & SERVICE, INC.

DATE

Replace 2007 Truck #8
Mack
Container Hauler

In Progress

TOWN OF MIDDLETON
195 N MAIN ST
MIDDLETON 19491655
MA

Date 1/6/2021
Quote no. PICK2021000002A595
Your ref.

Technical Specification

Please find below the Technical Specification for your new Mack Truck(s).

GRANITE 64FR

APPLICATION PACKAGES

**PK7 1745: CTO; RH BB, 25L DEF, LH SINGLE SLEEVED FUEL TANK, INBOARD AIR
STANDARD GROUND CLEARANCE (most applications)**

CUSTOMER/VEHICLE INFO

GRANITE 64FR

2022 MODEL YEAR

US - WARRANTY REGISTRATION LOCATION

COMMERCIAL

ALL 50 STATES, CARB ENGINE EMISSION (US17 / US21 / ZERO EMISSION)

Made in Macungie, PA USA

ENGLISH

ROLL-OFF TRUCK

80,000 LB (36 TONNES) GROSS COMBINATION WEIGHT

FIXED DRAWBAR TRAILER AND CENTERED AXLES

BRAKE REGULATION, STOPPING DISTANCE 94M (310FT)

GRADES <6% GREATER THAN 98% OF DRIVING DISTANCE MAX GRADE 16%

AMBIENT TEMPERATURE HOT. WARMER THAN 104 F (40 C) ALLOWED UP TO 25 HOURS

PER YEAR

ON-OFF HIGHWAY, STARTING GRADES<18%

CONCRETE LOADING AND / OR UNLOADING SURFACE

CONSTRUCTION SERVICE

ENGINE/TRANSMISSIONS

MP8-455M MACK 455HP @ 1500-1900 RPM (PEAK) 2100 RPM (GOV) 1760 LB-FT, US'21

4500 RDS 6 SP-ALLISON RUGGED DUTY SERIES GEN 5 W/PROGNOSTICS

WITHOUT 12TH GEARBOX GEAR LOCK-OUT

In Progress

Date 1/6/2021
Quote no. PICK202100002A595

EXHAUST/EMISSIONS

IDLE EMISSION CERTIFICATION, CARB (WITH DECAL LOCATED ON LOWER LH CORNER /
DRIVER DOOR
CLEARTECH ONE BOX E.A.T.S. RH SIDE UNDER CAB US17 / US21
SINGLE VERTICAL RIGHT SIDE CAB MOUNTED, LOWER VENTURI DIFFUSER, TURNED END
9' 6" FROM GROUND
SINGLE, BRIGHT FINISH HEAT SHIELD, STACK AND SCR COVER (IF EQUIPPED)
6.6 GALLON (25 L) 22" LEFT SIDE FUEL TANK MTD
W/O DEF COVER & STAINLESS STEEL DPF COVER
* EMISSION OBD, DISPLAY ONLY, USA2021

ENGINE EQUIPMENT

UNDER HOOD SINGLE ELEMENT DRY TYPE W/AIR INTAKE FROM BOTH SIDES OF HOOD
BLACK ALUMINUM BUG SCREEN MOUNTED BEHIND GRILLE, WITHOUT WINTER FRONT
COVER
WABCO AIR DR SS-HP AIR DRYER W/ WABCO 318 (18.7 CFM) AIR COMPRESSOR
DELCO 12V 130A (24SI) BRUSH-TYPE
(3) MACK 12V 650/1950 CCA THREADED STUD TYPE
ETHYLENE GLYCOL FULLY FORMULATED COOLANT (50/50 MIX DYED PINK) TO -34DEG, W/
FILTER
BEHR FAN AND ELECTRONIC MODULATING VISCOSUS FAN DRIVE
MACK MP8 POWERLEASH
MACK W/MANUAL DRAIN VALVE W/ HOT RECIRCULATION (INTEGRAL W/ PRIMARY FUEL
FILTER)
FLAMING RIVER BIG SWITCH WIRED TO POSITIVE SIDE
RH RAIL BEHIND SCR
POLISHED ALUMINUM
SILICONE RADIATOR & HEATER HOSES W/BREEZE CONSTANT TORQUE CLAMPS ON ALL
COOLANT LINES
12 VOLT MELCO STARTER (MITSUBISHI ELECTRIC)
CORROSION RESISTANT OIL PAN
CAP RETAINER FOR OIL FILL & RADIATOR OVERFLOW TANK, BATTERY BOX, AND TOOL
BOX
(IF FURNISHED)
WITHOUT ENGINE STOP, EMERGENCY
120v 1500w BLOCK HEATER ONLY (120V-15A PLUG)
VEHICLE AND TRAILER (IF APPLICABLE) STOP LAMPS ACTIVATE UPON SERVICE BRAKE
APPLICATION ONLY(3899000)
W/O ALCOHOL EVAPORATOR

CLUTCH/TRANS EQUIPMENT

ALLISON DASH MOUNTED SHIFTER W/NEUTRAL TO RANGE INHIBIT (HD SERIES)
WITHOUT CLUTCH CABLE SYSTEM

Date 1/6/2021
Quote no. PICK2021000002A595

In Progress

SPICER SPL250HDXL LITE - LARGE (PROPS-L)
SPICER SPL170XL "LITE SERIES"
TRANSYND SYNTHETIC LUBE FOR ALLISON TRANS
ALLISON TRANS. W/DIRECT MOUNT COOLER & SS COOLANT TUBES
UNIVERSAL JOINT HALF-ROUND TYPE
TRANSMISSION OUTPUT TORQUE BASIC
HALF-ROUND UNIVERSAL JOINT
ALUMINUM

FRONT AXLE EQUIPMENT

20000# (9100 KG) MACK FXL20 WIDE PIVOT CENTER STRAIGHT SPINDLE/UNITIZED BEARINGS
MACK TAPERLEAF HD 20000# (9100 KG) GROUND LOAD RATING, EQUAL BIAS
MERITOR "S" CAM TYPE 16.5" x 6" Q+
CAST IRON
DUST SHIELDS FOR FRONT AXLE
FRONT BRAKE CHAMBER MANUFACTURER, MGM
HALDEX - AUTOMATIC
FERROUS
DOUBLE ACTING TYPE
SHEPPARD SD110 + HD94
PETROLEUM/SYNTHETIC (50/50) OIL FRONT AXLE

REAR AXLE EQUIPMENT

52000# (23600kg) MACK S522R CAST DUCTILE HOUSING
CRDP150/151 AVAILABLE WITH OPTIONAL DRIVER CONTROLLED INTERWHEEL DIFFERENTIAL LOCKS, SEE 254 SYMBOL
4.19 RATIO
SS52 MACK MULTILEAF (CAMELBACK) 52000#, EXTRA THICK SPRING THICKNESS
BRONZE
55" AXLE SPACING (BOGIE WHEELBASE)
MERITOR HEAVY DUTY "S" CAM 16.5"x7" Q+
CAST IRON
REAR SPRING BRAKE CHAMBERS 30/30 TYPE
HALDEX - AUTOMATIC
DUST SHIELDS FOR REAR AXLE
IRON PRESET REAR HUB W/INTEGRATED SPINDLE NUT
POWER DIVIDER LOCKOUT, W/BUZZER & LIGHT
FACTORY OPTION LUBE - REAR AXLE
URETHANE SHOCK INSULATORS, HEAVY DUTY, HIGHLY RECOMMENDED W/SS582 &
SS652
REAR SUSP

In Progress

Date 1/6/2021
Quote no. PICK2021000002A595

MGM TR3030LP3THD BRAKE CHAMBERS
BENDIX WITH TRACTION CONTROL 4S4M
AUTOMATIC TRACTION CONTROL (ATC) FULL DISABLE SWITCH

FRAME EQUIPMENT/FUEL TANKS

272"
118"

RUST PROTECTION BETWEEN FRAME RAILS AND LINERS

6" BOLT ON FRAME EXTENSION

FRONT FRAME LENGTH 725MM

STANDARD 2 STEP CAB ACCESS

11.1 x 90 x 300mm - (0.437" x 3.54" x 11.81")W/ Full Liner; RBM 3,920,000 LB-IN

BOC AND INTERMEDIATE CROSMEMBERS, HD I-BEAM

STEEL SINGLE CHANNEL (1)

STEEL CLOSING REAR CROSMEMBER

EXTENDED-SWEPT BACK-STEEL BRIGHT FINISH

PLATE TYPE BRIGHT FINISH

HOOKS

111 GALLON (420 L) 22" ALUMINUM, SLEEVED D-SHAPED

BASIC FUEL LEVEL SENDER MOUNTED ON L.H TANK

W/O RH FUEL TANK

WITHOUT FILLER NECK SCREEN, WITH NON-LOCKABLE FUEL TANK CAP

STANDARD FINISH STEPS AND BRIGHT FINISH STRAPS

AIR/BRAKE

MANUAL (PETCOCK) DRAIN VALVES ON ALL TANKS

ALUMINUM, PAINTED

TWO (2) VALVE DUAL BRAKE SYSTEM - TRAILER SUPPLY AND TRACTOR-TRAILER PARK
UNDER BATTERY BOX, REMAINING BETWEEN FRAME RAILS

ELECTRICAL

RH/LH LED WORK LIGHT (STEPS & GROUND) ON BOTH SIDES TRUCK

(5) TRUCKLITE CHROME BULLET ROOF MARKER & STANDARD MARKER / DIRECTIONAL
SIGNAL

ECCO BACK-UP ALARM 575 CONSTANT SOUND LEVEL 107 dB

INCANDESCENT TAIL LAMPS

TWO (2) EXTRA DASH MOUNTED ILLUMINATED SWITCHES

W/OVERRIDE SWITCH, PARK BRAKE & ENGINE RUNNING ACTIVATED

DRL OVERRIDE SPEED THRESHOLD 8 KMPH (5 MPH)

TRAILER CONNECTIONS

HAND CONTROL VALVE FOR TRAILER OR REAR SERVICE BRAKES - DUAL FUNCTION

In Progress

Date 1/6/2021
Quote no. PICK202100002A595

TRAILER AIR BRAKE CONNECTIONS, END OF FRAME
SINGLE 7 PINS STD SAE TYPE, END OF FRAME

PTO

TRANSMISSION PTO SWITCH AND LIGHT WITH WIRING AND PIPING FOR LOCAL
INSTALLATION
BODY LINK III W/CAB PASS-THRU

SPECIALTY EQUIPMENT

WITHOUT DATA CAPTURE
WITHOUT AUXILIARY TRANSMISSION
WITHOUT AUXILIARY TRANSMISSION LOCATION

CAB INTERIOR (A THRU G)

REAR AXLE OIL TEMP GAUGE IN DID (DRIVER INFORMATION DISPLAY)
AUX. INCAB PNEUMATIC LINE CLEANOUT
BLEND AIR HVAC W/"ATC" TEMP REGULATION
DASH MTD, INDICATOR BODY/HOIST UP "BODYBUILDER LAMP"
(4) DOME LAMPS - DOOR AND SWITCH ACTIVATED
5LB (ABC RATED/AMEREX) MOUNTED BETWEEN LH SEAT BASE AND DOOR WITH VALVE
AIMED REARWARD
POLYURETHANE FLOOR MAT W/ REMOVABLE INSERTS
2ND GA PKG W/ENG OIL TEMP, TRANS OIL TEMP, PYRO, BOOST PRESS
2ND GA PKG W/ENG OIL TEMP, TRANS OIL TEMP, PYRO, BOOST PRESS
U.S. UNITS (PREDOMINANT)

CAB INTERIOR (H THRU R)

DEFAULT: ENGLISH, SPANISH, FRENCH
* PREMIUM STEREO, AM/FM, MP3, WEATHER BAND, BLUETOOTH
RADIO ANTENNA, CAB MOUNTED BEHIND LH DOOR
PREP KIT FOR MOUNTING ON LT SIDE MIRROR (W/O ANTENNA)
AUTO SHUTOFF FOR RADIO ENTERTAINMENT SYSTEM WHEN VEHICLE IS ENGAGED IN
REVERSE
POWER LEADS (5-WAY BINDING POSTS FOR CB RADIO) IN HEADER CONSOLE
SPEAKER LOCATION, IN DOORS, MIDDLE HIGH SIDE PANEL
CB RADIO MOUNTING REINFORCEMENT IN HEADER CONSOLE
REAR WINDOW (FIXED TYPE)
EMERGENCY REFLECTOR KIT MOUNTED PARALLEL & CENTERED AGAINST BOC
STORAGE POUCH REAR
ALL CHASSIS KEYED AT RANDOM

CAB INTERIOR (S THRU Z)

MACK-AIR, HIGH BACK, 4 CHAMBER AIR LUMBAR, BOLSTER, EXTENSION

In Progress

Date 1/6/2021
Quote no. PICK2021000002A595

DRIVER'S SEAT - STEEL GREY VINYL / CLOTH MIX
MACK-FIXED, HIGH BACK, W/ STORAGE BOX
PASSENGER'S SEAT - STEEL GREY VINYL / CLOTH MIX
INBOARD MOUNTED ARM REST, DRIVER'S & RIDER'S SEAT
LAP & SHOULDER (BOTH SEATS) CAB MOUNTED SHOULDER BELT ADJUSTMENT (NOT

AVAIL

W/EXTENDED RIDER SEAT)
PREMIUM PACKAGE, STEEL GRAY (Package 12A)
KEY TYPE
2 SPOKE LEATHER GRIP, SATIN ALUMINUM SPOKES, WITH SWITCHES
TINTED WINDSHIELD & SIDE WINDOWS & REAR WINDOW (IF EQUIPPED)
TWO PIECE WINDSHIELD
2 SPEED ELECTRIC MOTOR W/INTERMITTENT FEATURE

CAB - SLEEPER BOX

Day Cab (No Sleeper)
W/O MATTRESS

CAB EXTERIOR

(2) MACK RECTANGULAR SINGLE TRUMPET, BRIGHT FINISH ALUMINUM W/SNOW SHIELDS
SINGLE TONE
OMIT CONVEX MIRRORS
BULLDOG STYLIZED MIRRORS - LH & RH HEATED & MOTORIZED AND ILLUMINATED
W/INTEGRAL CONVEX MIRROR
OMIT CONVEX MIRRORS
SUN VISOR, EXTERIOR, STAINLESS STEEL (UNPAINTED)
BF EXTERIOR CAB GRAB HANDLES, BLACK GRAB HANDLE RH INTERIOR WINDSHIELD

POST

BRIGHT FINISH BARS W/BRIGHT FINISH SURROUND GRILL MOUNTED
BRIGHT AIR INTAKE WITH BRIGHT HOOD LATCHES
AUXILIARY WINDOW IN RH DOOR

AERODYNAMIC DEVICES

WITHOUT FRONT AERODYNAMIC FAIRINGS

WHEELS & TIRES

LOW ROLLING RESISTANCE, BETTER FUEL ECONOMY
315/80R22.5 L BRIDGESTONE M870 (20000 lbs)
22.5x9.00 ALCOA 89U63x CLEAN BUFFED, ALUMINUM, 4.06" OFFSET, 10 HOLE
LOW ROLLING RESISTANCE, BETTER FUEL ECONOMY
11R24.5 H BRIDGESTONE M843 (26440 lbs) (ALL POSITION)
24.5x8.25 ALCOA 98565x SEVERE SERVICE, CLEAN BUFFED ALUMINUM, 6.60" OFFSET, 10
HOLE
DRIVE WHEEL STUDS LONGER LENGTH

Date 1/6/2021
Quote no. PICK2021000002A595

In Progress

WHEEL NUT BASIC FINISH, REAR
STANDARD VALVE STEMS AND CAPS
WITHOUT FRONT HUB/WHEEL TRIM
WITHOUT REAR HUB/WHEEL TRIM
WITHOUT AUXILIARY HUB/WHEEL TRIM

COMMUNICATION SYSTEMS

CO-PILOT DISPLAY, DRIVER ACCESS LEVEL 1
W/O NAVIGATION/COMM DEVICE
TELEMATICS GATEWAY, 4G/LTE AND WLAN SYSTEM WITH DIAGNOSTIC SERVICES
WITHOUT SOFTWARE DOWNLOAD PASSWORD
SOFTWARE DOWNLOAD NOTIFICATION TO DRIVER, POPUP & ICON

ENGINE ELECTRONICS

WITHOUT ENGINE SOFTWARE SETTINGS
OIL PRESSURE, ENGINE SHUTDOWN
COOLANT TEMP, ENGINE SHUTDOWN
ENGINE PROTECTION (SHUTDOWN)
ENG FAN CONTROL, A/C ON, TIME SETTING, 60 SEC
IDLE CONTROL, 650 RPM
INCREASE 10 MINUTE MAXIMUM TIME
IDLE SHUTDOWN ABS TAMPER CHECK, ENABLED
ENGINE IDLE COOLDOWN, DISABLE
ENGINE IDLE SHUTDOWN, DISABLE
30 SEC IDLE S/D WARNING TIME
38C DEG (100F), WARM UP TEMP DELAY
5 MIN. WARM UP TIME DELAY
ENGINE IDLE SHUTDOWN TIME OVERRIDDEN IF PTO ACTIVE
ENG IDLE SHUTDOWN TIME OVERRIDDEN IF TORQUE > THAN LIMIT
IDLE SHUTDOWN OVERRIDE UPTO 20% ENGINE LOAD THRESHOLD
AMBIENT TEMP MIN TRESHOLD, 16 DEG C, (60 DEG F)
AMBIENT TEMP MAX TRESHOLD, 27 DEG C, (80 DEG F)
ELECTRONIC HAND THROTTLE, MAX ROAD SPEED, 16 KMH (10 MPH)
ELECTRONIC HAND THROTTLE, MAX ENGINE SPEED, 1000 RPM
ELECTRONIC HAND THROTTLE, MIN ENGINE SPEED, 700 RPM
ELECTRONIC HAND THROTTLE, SPEED RAMP RATE, 100 RPM/SEC

TRANSMISSION ELECTRONICS

GENERAL REFUSE SERVICE (142)
W/O ALLISON FUELSENSE 2.0 PROGRAMMING
MACKCELLERATOR DISABLE

In Progress

Date 1/6/2021
Quote no. PICK2021000002A595

VEHICLE ELECTRONICS

ACCELERATION LIMITING FEATURE, DISABLED
WITHOUT DRIVER PERFORMANCE PARAMETERS
DRIVER ID FUNCTION, DISABLED
ENGINE OVERSPEED, ALL CONDITIONS, TIME LOG IF ABOVE 2200 RPM
ENGINE OVERSPEED, FUELED, TIME LOG IF ABOVE 2100 RPM
VEHICLE OVERSPEED, ALL COND, TIME LOG IF ABOVE 75MPH (121KMH)
VEHICLE OVERSPEED, FUELED, TIME LOG IF ABOVE 70MPH (113KMH)
ENGINE IDLE DELAY TO START LOG, 2 MIN
PERIODIC TRIP LOG, DAY 1 OF THE MONTH
DETECTION OF SPEED SENSOR TAMPERING, ENABLE
ENG TORQUE LIMITED TO 50%, IF SPEED SENSOR TAMPER DETECTED
ENGINE HIGH IDLE SPEED IN UPPER GEARS, DISABLED
1000 MAXIMUM ENGINE SPEED AT 0 MPH
105 KM/H ROAD SPEED LIMITER(65 MPH)
101 KM/H PEDAL ROAD SPEED LIMITER (63MPH)
DISABLE POWER DIVIDER LOCK OUT (PDLO) ROAD SPEED LIMIT
POWER DIVIDER LOCK OUT (PDLO) ROAD SPEED LIMIT 8KMH (5MPH)
MAX CRUISE, 105 KPH (65 MPH)
MIN CRUISE, 32 KPH (20 MPH)
ENG BRK ENGAGE IN CRUISE, 3 MPH, ABOVE SET SPEED
CRUISE CONTROL

PTO ELECTRONICS

PTO 1ST, SINGLE SPEED SETTING, 1000 RPM
1ST PTO, MAX ROAD SPEED, 10 MPH (16 KPH)
PTO 1ST, SPEED RAMP RATE 100 RPM/SEC
PTO 1ST, MAX ENGINE SPEED, 2100 RPM
PTO 1ST, ROAD SPEED LIMIT, 97 KMH (60 MPH)
PTO 1ST, MINIMUM ENGINE SPEED, 600 RPM
PTO 1ST, AUTO SET SINGLE SPEED, DISABLE
PTO 2ND, SINGLE SPEED SETTING, 1000 RPM
2ND PTO, MAX ROAD SPEED, 10 MPH (16 KPH)
PTO 2ND, SPEED RAMP RATE 100 RPM/SEC
PTO 2ND, MAX ENGINE SPEED, 2100 RPM
PTO 2ND, ROAD SPEED LIMIT, 97 KMH (60 MPH)
PTO 2ND, MINIMUM ENGINE SPEED, 600 RPM
PTO 2ND, AUTO SET SINGLE SPEED, DISABLE

PAINT

In Progress

SINGLE COLOR

SOLID PAINT

MACK WHITE; P9188

PAINT - CAB, URETHANE CLEAR COAT

SAME AS FIRST COLOR - CAB

SAME AS FIRST COLOR - HOOD

MACK BLACK (URETHANE)

SAME AS CHASSIS RUNNING GEAR

SAME AS CHASSIS RUNNING GEAR

Date 1/6/2021

Quote no. PICK2021000002A595

BASE WARRANTY & PURCHASED COVERAGES

HEAVY DUTY WARRANTY CLASSIFICATION

HEAVY DUTY STANDARD BASE COVERAGE 12 MONTHS/100,000 MILES (161,000 KM)

MACK MP7/MP8 BASE ENGINE COVERAGE 24 MONTHS / 250,000 MILES (402,000KM)

US and CANADA EQUIPPED VEHICLE EMISSION COMPONENTS COVERAGE 60

MONTHS/100,000 MILES (161,000 KM)

ALLISON TRANSMISSIONS (Contact Allison Transmission for standard warranty and extended coverage data

* STANDARD MACK HEAVY DUTY COVERAGE 60 MONTHS / 500,000 (804,672 KM)

AIR CONDITIONING STANDARD COVERAGE (Sealed System Only) 12 MONTHS UNLIMITED MILEAGE

STANDARD NORMAL / HEAVY DUTY CHASSIS TOWING 90 DAYS OR 5,000 MILES

STANDARD MACK ENGINE TOWING COVERAGE 24 MONTHS/250,000 MILES (402,000 KM)

24 MONTH - GUARDDOG CONNECT WITH MACK OTA (with ASIST and Mack OneCall))

* WITHOUT PARAMETER PLUS

* WITHOUT PREPAID API

W/O CUSTOM/BUNDLED PURCHASE COVERAGE OPTION

Market Extras

22A Freight (28)

Internal Workshop

pac

icc

clean for delivery

fender mirrors

~~mack engine plan 2 with EATS 5yr/250,000 miles~~

~~allison transmission 3+2 total 5 year warranty~~

~~roll off per Donovan quote#N1062~~

MAPC STATE CONTRACT # M019-099QUOTE / ORDER # N1062REF: MIDDLETON DPW

KENNY GIBBONS

CUSTOMER: **BALLARD TRUCK SALES, INC.**
 CONTACT: **SHAWN RAINSFORD**
 ADDRESS: **939 EAST STREET**
TEWKSBURY, MA- 01876
 PHONE: **1-800-359-MACK.**
 FAX: **1-978-858-3705.**

6 ENTERPRISE DRIVE
 LONDONDERRY, NH 03053
 PHONE: 603-669-2250
 FAX: 603-669-0501
 DATE: 1/6/21
TRUCK INFO:
 VIN #: _____
 YEAR: 2022
 MAKE: MACK
 MODEL: GRANITE TANDEM
 CA/CT: 186"
 TRANS: AUTOMATIC

Thank you for your inquiry. We are pleased to offer the following proposal:

(1) "PALFINGER-AMERICAN" ROLL-OFF MODEL ARB-75-22 TRI 75,000 LB CAP.

OUTSIDE RAIL 8"X 4"X 1/2" FRAME PROFILE TOTAL LENGTH
 OUTSIDE ROLLERS AND PINS HIGH CARBON (5 PER SIDE)
 TUBULAR SUB FRAME 4"X 3"X 1/4"
 SHEAVES WITH ALUMINUM BRONZE BUSHINGS
 AUTOMATIC CONTAINER LOCKS - BOTH SIDES / REAR ROLLERS
 CHROMED CYLINDERS RODS WITH EXTENDED WARRANTY
 7/8" CABLE EXTRA IMPROVED 6 X 37 DOMESTIC
 60 GALLON TANK WITH SHUT-OFF & 2" SUCTION LINE
 DUAL FILTERS SUCTION AND RETURN WITH RELIEFS
 AIR SHIFT PTO / DIRECT MOUNT PUMP 45 G.P.M. @ 1800 RPM
 OUTSIDE CABLE CONTROLS - 2 SECTION CONTROL VALVE WITH RELIEF
 POLY FENDERS RUBBER MOUNTED, ANTI SPRAY MUD FLAPS
 SEALED BEAM LIGHTING WITH PLUG IN WIRE HARNESS
 AUTOMATIC FOLDING ICC BUMPER
 HOIST SAFETY PROP / BACK-UP ALARM / HOIST-UP ALARM
 SET OF FRONT & REAR MUD FLAPS
 ALL LIGHTS & REFLECTORS TO MEET FMVSS-108

INSTALLED & PAINTED BLACK _____ SUB-TOTAL \$36,200.00 ✓

OPTIONS:

<input checked="" type="checkbox"/> HOT SHIFT PTO FOR AUTOMATIC TRANSMISSION	-----	\$1,200.00	✓
<input checked="" type="checkbox"/> AIR OPERATED CONTROLS	-----	\$ 750.00	✓
<input checked="" type="checkbox"/> BAWER 18 X 18 X 48 STAINLESS STEEL TOOLBOX	-----	\$ 750.00	✓
<input checked="" type="checkbox"/> PIONEER RACK N PINION HYDRAULIC COVER # RP4500SARG	-----	\$8,950.00	✓

TOTAL \$47,850.00

I HAVE READ AND APPROVED THE ABOVE QUOTATION AND
 HEREBY AUTHORIZE YOU TO COMPLETE THE WORK.

CUSTOMER SIGNATURE: _____ DATE: _____.

QUOTATION IS VOID AFTER 30 DAYS. QUOTED BY: Nick Covatis

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Department: Public Works					
Water Enterprise Fund					
1) 2016 F350 Ford Utility Truck - Unit #9					75,000
2) 2000 International 4600 Dump Truck					
Unit #3 (winter & summer use)					
3) Computer, Software, Office Furniture, etc.					
4) System Maintenance					
-Electronic catalog of infrastructure					
5) Community Water Conservation Program		15,000		50,000	
-Measures to comply with DEP Permit					
6) Implementation of Master Plan					
7) Looping Mains	50,000		500,000		
8) Water Main Replacement:					
(a) Highland Avenue (1,800 LF)					
(b) Mt. Vernon Street (1,800 LF)					
6" cast iron main					
9) Emergency Repairs (operating budget costs)	50,000	50,000	50,000	50,000	50,000
WATER ENTERPRISE FUND TOTAL	\$100,000	\$565,000	\$100,000	\$50,000	\$125,000

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Department: Police					
Equipment					
1) New Cruiser Radio (2)	8,500		5,000		5,000
2) Radar Gun (X2)	5,000		6,000		6,000
3) Radio Infrastructure			25,000		
4) Portable Radio Upgrade		18,000			
5) Police Vests				21,000	
6) Replace Cruiser Laptops					
7) Patrol Rifles Upgrades		5,000		5,000	
8) 40 Caliber Pistol Upgrade			26,000		
9) Office Shredder					
10) Automated License Plate Reader	22,050				
11) Taser Replacement	6,050				15,000
12) Police Motorcycle		30,000			
13) Patrol Vehicle					
14) Reserve Police Officers - Outfit and Training					
15) Copier Replacement		6,000			7,000
16) Digital Sign Board					
17) AED Replacement	9,000	9,000			
POLICE EQUIPMENT TOTAL	\$50,600	\$68,000	\$62,000	\$26,000	\$33,000
Building Repairs					
1) Additional Garage Space		80,000			
2) Building Renovations		30,000			
3) Carport			40,000		
4) Police Station Upgrades	10,000				
POLICE BUILDING REPAIRS TOTAL	\$10,000	\$110,000	\$40,000	\$0	\$0
TOTAL POLICE	\$60,600	\$178,000	\$102,000	\$26,000	\$33,000

FY 2022 Capital Improvement Plan

Cruiser Radio Replacement



The Middleton Police Department depends on certain tools to ensure the safety and survival of our police officers. As in most trades a professional must depend on their tools to get the job done right; It's no difference in the police field.

We depend on our weaponry and our ballistic vests to protect us when needed, however, the public doesn't realize that the most important tool in our box is radio communications. Radios are the life line for police officers. At two in the morning when most are safely tucked in bed, the officer on the street either stopping a car or checking a business needs to know that his/her communication equipment is completely reliable.

(2) APX 6500 UHF R2 Mid Power	\$1,852.88 (2)	\$3,705.76
(2) APX E5 Control Head	\$434.72 (2)	\$869.44
(2) Ant Low Profile 450-512 MHZ	\$38.00 (2)	\$76.00
(2) Aux SPKR 7.5 Watt	\$45.60 (2)	\$91.20
(2) ENH Conventional Operation APX	\$380 (2)	\$760.00
(2) Astro Digital CAI	\$391.40 (2)	\$782.80
(2) 3year Essential Service	\$168.00 (2)	\$336.00
(2) AES Encryption APX and ADP	\$361.00 (2)	\$722.00
(2) STD Palm Microphone	\$52.72 (2)	\$109.44
(2) Remote Mount Mid Power	\$225.72 (2)	\$451.44
(2) Multiple Key Encryption	\$250.80 (2)	\$501.60
State Contract Number: ITT57 MA STATE		\$8,405.68



Quote Number: QU0000518794
Effective: 18 JAN 2021
Effective To: 19 MAR 2021

Bill-To:

TOWN OF MIDDLETON, POLICE
DEPARTMENT
65 NORTH MAIN STREET
MIDDLETON, MA 01949
United States

Ultimate Destination:

TOWN OF MIDDLETON, POLICE
DEPARTMENT
65 NORTH MAIN STREET
MIDDLETON, MA 01949
United States

Attention:

Name: Tyler Dechene
Phone: 978-774-2466

Sales Contact:

Name: John DeGenova
Email: jdegenova@cybercomminc.com
Phone: (781) 247-3949

Contract Number: ITT57 MA STATE

Freight terms: FOB Destination

Payment terms: Net 45

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	2	M25SSS9PW1AN	APX6500 UHF R2 MID POWER	\$2,438.00	\$1,852.88	\$3,705.76
(Notes)THIS PROPOSAL DOES NOT INCLUDE PROGRAMMING OR INSTALLATION						
1a	2	G444AE	ADD: APX CONTROL HEAD SOFTWARE	-	-	-
1b	2	G510AB	ADD: ANT LOW PROFILE 450-512 MHZ	\$50.00	\$38.00	\$76.00
1c	2	B18CR	ADD: AUXILIARY SPKR 7.5 WATT	\$60.00	\$45.60	\$91.20
1d	2	GA00235AA	ADD: NO GPS ANTENNA NEEDED	-	-	-
1e	2	G48BD	ENH: CONVENTIONAL OPERATION APX6500	\$500.00	\$380.00	\$760.00
1f	2	G806BE	ADD: ASTRO DIGITAL CAI OPERATION	\$515.00	\$391.40	\$782.80
1g	2	G78AT	ADD: 3Y ESSENTIAL SERVICE	\$168.00	\$168.00	\$336.00
1h	2	G843AH	ADD: AES ENCRYPTION APX AND ADP	\$475.00	\$361.00	\$722.00
1i	2	W22BA	ADD: STD PALM MICROPHONE APX	\$72.00	\$54.72	\$109.44
1j	2	GA01670AA	ADD: APX E5 CONTROL HEAD	\$572.00	\$434.72	\$869.44
1k	2	G67BC	ADD: REMOTE MOUNT MID POWER	\$297.00	\$225.72	\$451.44
1l	2	W969BG	ADD: MULTIPLE KEY ENCRYPTION OPERATION	\$330.00	\$250.80	\$501.60

Total Quote in USD

\$8,405.68

PLEASE MAKE PO OUT TO: MOTOROLA SOLUTIONS INC, 13104 COLLECTIONS CENTER DRIVE, CHICAGO IL 606093
INCLUDE THE STATEMENT: PRICING IN ACCORDANCE WITH MA STATE CONTRACT ITT-57, PAYMENT TERMS NET 45
INCLUDE A SHIP TO AND BILL TO ADDRESS
EMAIL PO TO: jdegenova@cybercomminc.com FOR ORDER PROCESSING

1. Terms subject to ITT57 as modified by the clarifications and terms/conditions. For a full list of terms/conditions please contact your Motorola representative.

2. PO Issued to Motorola Solutions Inc. must:

>Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
>Have a PO Number/Contract Number & Date
>Identify "Motorola Solutions Inc." as the Vendor
>Have Payment Terms or Contract Number
>Be issued in the Legal Entity's Name
>Include a Bill-To Address with a Contact Name and Phone Number
>Include a Ship-To Address with a Contact Name and Phone Number
>Include an Ultimate Address (only if different than the Ship-To)
>Be Greater than or Equal to the Value of the Order
>Be in a Non-Editable Format
>Identify Tax Exemption Status (where applicable)
>Include a Signature (as Required)

3. Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.

4. Prices quoted are valid for thirty(30) days from the date of this quote.

5. Unless otherwise stated, payment will be due within forty five day of invoice. Invoicing will occur concurrently with shipping. MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

FY 2022 Capital Improvement Plan

Radar Guns



I will be requesting that we purchase a “dual antenna” front and rear mounted unit which will be permanently mounted in our newest cruisers.

Decatur Genesis-II Directional - Direction Sensing Police Traffic Radar System offers another level of control when it comes to traffic safety. **Decatur**'s moving directional technology, combined with the industry's first 32-bit DSP processing, makes **Decatur Genesis II Directional Police / Law Enforcement Radar** the most advanced **Radar Guns** available today. **Simple and Automatic Same Lane: Decatur Genesis-2 Directional Advanced Technology Police Radar** is able to automatically determine if a same lane target is going faster or slower than the patrol car. **Decatur Genesis II Directional Police Traffic Radar** can now provide the operator with the proper same lane target speed instantly, requiring no additional steps by the operator. Same Lane Mode has become simple on this **Decatur Radar Gun. Advanced Target Identification**: Whether the patrol vehicle is stationary or moving, **Decatur Genesis 2 Directional Police Radar** makes it easier to identify your target. You decide which direction of traffic to measure. You can track vehicles going in both directions simultaneously, or isolate your focus on traffic moving in either direction.

State Contract Price.

(2) Model G53 KADBM Dual Antenna (front and rear mount) KA small size antenna		
\$2,475.00 X 2		\$4950
\$50.00 Shipping		\$50

Total	\$5,000
-------	---------



CENTRAL EQUIPMENT CO, LLC
MATTAPoisETT, MA
508-758-3758

G3™ Advanced Traffic Radar



Features

- Ka directional with truly outstanding performance
- Compact size smaller, lighter without compromising usability
- Easy to read alpha numeric amber displays - best readability in the industry
- Operational compatibility with the G2 - no retraining required
- Highest quality with lowest cost
- All black design for stealthy installs
- Right sized wireless hand remote with magnetic mount
- Detachable front display, capable of remote mounting
- Features you need and expect in your workhorse radar system at a price that will delight
- Directional target, same target, and same direction processing modes are all standard
- Unparalleled reliability
- Best lifecycle costs due to reliability and low cost wear components
- Made in the USA
- COPS interface
- Easy Mounting
- CAN/VSS - Auto switching using optional VIP



Decatur is the oldest Police Traffic Radar manufacturer and has been serving Law Enforcement for over 60 years.

Decatur Electronics, a pioneer in police radar, is pleased to present the best moving radar for police traffic speed enforcement, the G3. The G3 is an evolutionary development of Decatur's G2 radar system providing the next level of improvements in performance, reliability, ease of use and cost. For additional product information and demonstration please contact one of our representatives.



Decatur Electronics

Radar Innovation for Over 60 Years



MSM PUBLIC SAFETY
PUBLIC SAFETY PRODUCTS

Authorized U.S. Distributor



Designed, Built and
Supported in the USA

800-488-1049

FY 2022 Capital Improvement Plan

ALPR System

Automated License Plate Reader



The Mobile ALPR Systems assist on-street patrol officers checking for criminal activity by capturing and analyzing license plates against our known data base systems. The compact, rugged systems mount securely below the lightbar for limited visual interference. This system offers high resolution coverage for a full lane of traffic with up to two concurrent vehicles in the field of view, it instantly checks captured plates against one or more databases of interest to immediately alert officers of hits. This system enhances proactive, preventative enforcement by enabling more intelligent investigations and data sharing across jurisdictions.

On-Street Enforcement of:

-]/ Stolen Vehicles
-]/ Amber Alerts
-]/ Unregistered Vehicles
-]/ Wanted Criminals
-]/ BOLO Information

(2) Item # MS2813300005		
PiPs Two Camera Mobile ALPR System P720	(2) \$10,125	\$20,250
(2) Item # 75-0302-1827-7		
PiPs Valor Lightbar Hardware Kit.	(2) \$900	\$1,800
State Contract Pricing.	(2) \$11,025	Total \$22,050



Estimate

Date: 1/14/2021

Customer ID: MiddetonPD

To: Chief James Digianvittorio
Middleton Police Department
65 North Main Street
Middleton, MA 01949
chief@middletonpolice.com 978-774-4424

Salesperson: Mike Chase
508-280-6603

Contract: VEH98 State Contract

Please remit payment to:

Vehicle Subtotal \$11,025.00

**Gordon Chevrolet, Inc. dba Colonial Municipal Group
61 Camelot Drive
Plymouth, MA 02360**

Unfit Subtotal

Unit Subtotal

Grand Total

\$11,025.00

\$0.00

\$11,025.00

Thank you for choosing the Colonial Way!

FY 2022 Part-Time Officers
Year Three Capital Improvement Plan
Electronic Control Device (ECD) – TASERS X2



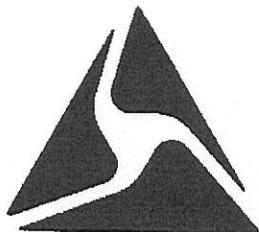
Electrical weapons, often referred to by a common brand name “Taser” are electro-muscular disruptors that override the central nervous system. Such weapons provide officers with another control option.

Prior to the implantation of these Tasers in 2011, four officers were injured while dealing with people who were under the effects of illegal drugs or emotionally disturbed persons. We found that the normal compliance techniques failed to keep the officer safe during these encounters. I'm happy to report that since the implantation of the Tasers "No" officers have been injured on duty, these units were deployed on 10 different occasions.

At the end of the 5 year plan the Middleton Police Department will receive (11) new Tasers at no charge.

Taser is the only authorized vendor in Massachusetts to sell these weapons to police departments.

YEAR 1		PRICE	TOTAL
(11) TASER UNITS	X2		
Taser 60 (Year#1) Payment Basic			
Taser Assurance Plan CEW Annual Payment			
		TOTAL	\$
<hr/>			
YEAR 2			
Taser Assurance Plan CEW Annual Payment			
Taser 60 (Year#2) Payment Basic			
Taser Assurance Plan CEW Annual Payment			
Taser 60 (Year#3) Payment Basic			
		TOTAL	
<hr/>			
YEAR 3			
Taser Assurance Plan CEW Annual Payment			
Taser 60 (Year#4) Payment Basic			
Taser Assurance Plan CEW Annual Payment			
Taser 60 (Year#5) Payment Basic			
		TOTAL	
Total at the end of 3 years			\$6050.00



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 Phone: (800) 978-2737

Q-199551-43495.650AS

Created: 01/30/2019

Quoted Extension: 03/29/2019

Account Number: 327036

Start Date: 01/30/2019

Payment Terms: Net 30

Delivery Method: FedEx - Ground

SHIP TO

Adam Maccini
 Middleton Police Dept - MA
 65 N. Main St.
 Middleton, MA 01949
 US

BILL TO

Middleton Police Dept - MA
 65 N. Main St.
 Middleton, MA 01949
 US

SALES REPRESENTATIVE

Adam Smith

Phone: (480) 463-2201

Email: asmith@taser.com

Fax: (480) 463-2201

PRIMARY CONTACT

Adam Maccini

Phone: (978) 774-4424

Email: adam.maccini@middletonma.gov

Year 1

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
AXON PAYMENT					
85176	TASER 60 YEAR 1 PAYMENT: X2 BASIC	11	345.00	550.00	6,050.00
22003	YELLOW X2 CEW, HANDLE	11	0.00	0.00	0.00
22011	APPM, AUTOMATIC SHUT-DOWN BATTERY PACK, X2/X26P	11	0.00	0.00	0.00
22151	25 FT SMART CARTRIDGE, X2	22	0.00	0.00	0.00
					Subtotal
					6,050.00
					Estimated Shipping
					0.00
					Estimated Tax
					0.00
					Total
					6,050.00

Year 2

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
AXON PAYMENT					
85177	TASER 60 YEAR 2 PAYMENT: X2 BASIC	11	345.00	220.00	2,420.00
85178	TASER 60 YEAR 3 PAYMENT: X2 BASIC	11	345.00	330.00	3,630.00
					Subtotal
					6,050.00
					Estimated Tax
					0.00
					Total
					6,050.00

Year 3

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
AXON PAYMENT					
85179	TASER 60 YEAR 4 PAYMENT: X2 BASIC	11	345.00	220.00	2,420.00

Q-199551-43495.650AS

Year 3 (Continued)

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
85180	TASER 60 YEAR 5 PAYMENT: X2 BASIC	11	345.00	330.00	3,630.00
				Subtotal	6,050.00
				Estimated Tax	0.00
				Total	6,050.00
				Grand Total	18,150.00

Q-199551-43495.650AS



Discounts (USD)

Quote Expiration: 03/29/2019

List Amount	18,975.00
Discounts	825.00

**Total excludes applicable taxes and shipping*

Summary of Payments

Payment	Amount (USD)
Year 1	6,050.00
Year 2	6,050.00
Year 3	6,050.00

Q-199551-43495650AS

TASER60 Terms and Conditions: This quote contains a purchase under the TASER 60 Plan. If your purchase only includes the TASER 60 Plan, CEWs, and CEW accessories, then this purchase is solely governed by the TASER 60 Terms and Conditions posted at: <https://www.axon.com/legal/sales-terms-and-conditions>, and the terms and conditions of Axon's Master Services and Purchasing Agreement do not apply to this order. You represent that you are lawfully able to enter into contracts and if you are entering into this agreement for an entity, such as the company, municipality, or government agency you work for, you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, do not sign this Quote.

Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature: _____ Date: _____

Name (Print): _____ Title: _____

PO# (Or write N/A): _____

Please sign and email to Adam Smith at asmith@laser.com or fax to (480) 463-2201

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store buy.axon.com

Quote: Q-199551-43495.650AS

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Q-199551-43495.650AS

FY 2022

Capital Improvement Plan

Paint, Minor Improvements Interior of Police Station.

The Middleton Police Department is no different than any other department in this Town; we acquire furniture from generous donors when they no longer need the item, such as desks, chairs, etc. Since the police department is open 24 hours a day, 7 days a week we find that we need a much high-grade product to keep up with the heavy demands.

The building requires general maintenance to keep the building presentable to the men and woman of this department as well as the visiting public.

We were awarded \$10,000 during last year's rounds of the Capital Budget however; we had an unexpected catastrophic failure of our generator and has to use that money for the building repairs to pay for the new generator.

Paint and repair walls and floors

Replace aging furniture as needed.

\$10,000

FY 2022 Capital Improvement Plan

AED

Automated External Defibrillator



An AED, or Automated External Defibrillator, is used to help those experiencing sudden cardiac arrest. It's a sophisticated, yet easy to use, medical devise that can analyze the heart's rhythm and, if necessary, deliver an electric shock, or defibrillation, to help the heart re-establish an effective rhythm.

Middleton Police have had these valuable tools in our cruisers for many years and our current AED are over 11 years old. We will be looking to replace four of the AED's this year and four next year which will allow us the opportunity to have one at the ready in all of our marked and un-marked units along with one in the station.

Part# 90110200499991010

Zoll AED Pro, Semi-Automatic/Manual (New): Includes (1) Adult CPR-D Electrode Padz, (1) Lithium Battery pack, Semi-Rigid Carry Case, Starter Tool Kit, and Warranty.

(4) X \$2,245	Total	\$8,980
---------------	-------	---------



59 Allied Drive, Dedham, MA 02026-6100
phone (781) 320-0030 fax (781) 320-0051
e-mail: contactus@lifesupportsystems.com
www.lifesupportsystems.com

Quotation

Tax ID # 042895142

Date	Quote #
1/12/2021	524019
Coverage Period	

Prepared for:

Middleton, MA Police Department
Attn: Accounts Payable
65 North Main Street
Middleton, MA 01949

Ship to:

Middleton, MA Police Department
Attn: Sgt. Matthew Armitage
65 North Main Street
Middleton, MA 01949

Item	Description	Qty	Cost	Total
90110...	Part#: 90110200499991010 ZOLL AED Pro, Semi-Auto/Manual (New): Includes: (1) Adult CPR-D Electrode Padz, (1) Lithium Battery Pack, Semi-Rigid Carry Case, Starter Toolkit, and Warranty Part#: 9000 Shipping/Handling/Insurance (Included)	4	2,245.00	8,980.00T
9000	Client Contact Information: Sgt. Matthew Armitage 978-774-4424 - matthew.armitage@middletonma.gov		0.00	0.00
Title to purchased equipment will transfer from Life Support Systems (LSS) to Purchaser upon payment in full and LSS retains a security interest in said equipment until LSS receives payment.				
		Sales Tax (0.0%) \$0.00		
		Total \$8,980.00		

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Department: Fire					
Equipment Replacement					
FIRE/APPARATUS EQUIPMENT					
1) Fire Hose Replacement					
2) Replace SCBA					
3) Fire Pumper Equipment					
4) Ice Rescue Sled*		4,000			
5) Multi-Gas Meters					
6) Replace Air Bags - Pneumatic Lifting/Rescue System					
7) Ladder 1 Lighting					
8) Ballistic Vests and Helmets					
9) Firefighting Gear		50,000			
10) Engine 4 Cabinets					
11) Repairs to Bucket Truck & Squad 5	7,500				

*The Department received an ice rescue unit from the federal surplus program in February 2017 worth over \$7,000.

EMS EQUIPMENT

1) Replace 4 AED's - (Automated External Defibrillators)					
2) Ambulance Toughbook Computers					
3) Lucas Device		60,000			
4) Replace Cardiac Monitor					
5) Ambulance Load System					
6) Replace Stair Chairs					
7) CPR Manikins					

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
GENERAL ADMIN. EQUIPMENT					
1) New Portable Radios					
2) Fire Station Copier/ Printer/ Scanner					
3) Communications Equipment					
4) Alarm Receiver/Box Decoder					
5) Radio/Telephone Recorder	17,080				
EQUIPMENT SUBTOTAL	\$24,580	\$114,000	\$0	\$0	\$0
Department: Fire					
Building/Grounds Improvements					
1) Replace Garage Door					
2) Building Repairs/Paint - Exterior and Interior		20,000			
3) Turnout Gear Washer/ Dryer**					
4) New Roof	12,000				
5) Replacement Windows	20,000				
6) Relocate Water Line and Meter	20,000				
7) Building Alterations to fit new Ambulance in Building					
8) Bathroom and Kitchen Renovations		30,000			
9) Basement Garage Doors and Exterior Doors					
10) Heating Units	7,000				
11) Apparatus Floor Replacement		100,000			
BUILDING/GROUNDS IMPROVEMENTS SUBTOTAL:	\$0	\$59,000	\$150,000	\$0	\$0

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Department: Fire					
Vehicle Replacements					
1) Replace Engine 1		710,000			
2) Engine 3 Body Work					
3) Replace/Refurbish Engine 3			750,000		
4) Ladder 1 Repairs**					
5) Replace Ambulance 1 - 2010 Lifeline Ambulance					
6) Replace Squad 5 - 2012 F450			65,000		
7) Replace Marine 1		25,000			
8) All Terrain Vehicle					
VEHICLE REPLACEMENT SUBTOTAL:	\$710,000	\$25,000	\$815,000	\$0	\$0
***Fire Department is holding off replacing Ladder 1 until a new station is build. To try to have a ladder built to fit the station will cost					
Department: Fire					
Training					
1) One Time Training Costs For New Firefighter/ Paramedic(s)	25,580				
TRAINING SUBTOTAL:	\$25,580	\$0	\$0	\$0	\$0
TOTAL FIRE:	\$760,160	\$198,000	\$965,000	\$0	\$0

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Apparatus/ Equipment Inventory					
Car 1	2018 Chevy Tahoe				
Car 2	2016 Ford Explorer				
Engine 1	2001 HME/ Ferrara Pumper				
Engine 2	2016 KME Predator Pumper				
Engine 3	2002 HME/ Ferrara Pumper				
Engine 4	2012 Freightliner/ Rosenbauer Tanker				
Squad 5	2012 F-450 4X4				
Engine 6	1989 Army Surplus 5 ton				
Signal 2	2000 International Bucket Truck				
Ladder 1	1999 Sutphen 104' Aerial				
Ambulance 1	2010 Ford E-450 Ambulance				
Ambulance 2	2016 Ford F550 Ambulance				
2011 Mercury 20 HP Outboard - 12' Boat and Trailer					
2005 Cargo Mate 14' Utility Trailer					
Fire Alarm Wire Trailer					
4 Hurst Tools "Jaws of Life"					
2 Gasoline Powered Fans					
2 Electric Powered Fans					
5 Portable Generators					
Fire Station Emergency Generator					
7 Portable Pumps/ 1 Flotation Pump					
4 Chain Saws					
Emergency Management Light Tower/ Generator					

Middleton Fire Department



Fiscal Year 2022 Capital

FY2022 Capital Budget **FIRE DEPARTMENT**

Repairs to Bucket truck and Squad 5- \$7500

These funds will be used to repair the 2000 International bucket truck and make repairs to the body, undercarriage and boom as needed. This vehicle was a former electric light vehicle, they still borrow it on occasion. It has served the town well and these repairs will ensure that it is safe to operate and serve the town a little longer. The remaining funds will be used to complete the pump project for squad 5. Prices came in higher than expected. Additional Information on pages A1-A7

Radio/Telephone recorder-\$17,080

These funds would be used to replace the current recorder, which is at the end of its useful life. Repairs are difficult due to limited parts availability. The current equipment also runs on windows 7 and has been deemed a security risk by HiQ. This equipment records all our radio traffic including our four radio channels, electric light, and police. It also records all the phone lines. The regional communications center only records our primary radio channel and the police channel. The new equipment can also be moved when a new facility is built. Additional information can be found on page A8.

Replace Engine 1- \$710,000

These funds will be used to purchase a new pumper to replace and equip Engine 1, which is a 2001 Ferrara, and associated equipment. This vehicle has had some costly repairs in the last few years, including suspension, engine and pump repairs costing over \$30,000. Most recently we had to replace the transmission at \$14,000. As of this writing the vehicle failed inspection and is out of service. In the last 10-15 years, much progress has been made in upgrading the functional capabilities and improving the safety features of fire apparatus. The 2016 edition of NFPA 1901: *Standard for Automotive Fire Apparatus* states that because the changes, upgrades, and fine tuning to NFPA 1901 have been significant, especially in the area of safety. Fire departments should seriously consider the value (or risk) to firefighters of keeping fire apparatus older than 15 years old in front line service. The new pumper will have the latest in vehicle safety requirements including enhanced cab safety features, electronic stability control, Better utilization of compartment space to carry the equipment safer and efficiently. This will give the department and the town a reliable and modern piece of equipment to protect its citizens safely and efficiently for the next decade. Once the truck is approved and ordered, it will take over a year for delivery. Additional information can be found on pages A9-A13.

Firefighter Training-\$25,580

These funds will be used for replacement costs and gear for a firefighter to attend the Massachusetts Fire Academy. We currently have one position that will need to attend.

Inspection Report

Customer **MIDDLETON FIRE DEPT.
4 LAKE ST.
MIDDLETON, MA.**

Truck Number **S-2**
Report Number **20-234-2**
Test Date **4/1/2020**
Location **4 Lake St**
Temp **36 deg** Humidity **77%**
Wind **11 mph**
Weather

<i>Equipment Data</i>	
Bucket/Manlift	Chassis
Manufacturer ALTEC	INTERNATIONAL
Model TA40	4900 DT486E
Serial Num 732000853	1HTSDA4HXYH265540
Mfg Date 1/12/2005	1/5/2005
Hours/Mileage	7849/44673
Description	

<i>Test Type</i>	<i>Tests Performed</i>		
Annual	<input checked="" type="checkbox"/> Visual	<input checked="" type="checkbox"/> Functional/Operational	<input checked="" type="checkbox"/> Boom, dielectric
	<input checked="" type="checkbox"/> Magnetic Particle	<input type="checkbox"/> Load Test	<input checked="" type="checkbox"/> Liner, dielectric
	<input checked="" type="checkbox"/> Ultrasonic	<input checked="" type="checkbox"/> Bolt Torque Check	<input type="checkbox"/> Hyd Oil, dielectric
	<input checked="" type="checkbox"/> Acoustic Emissions		<input type="checkbox"/> Other, dielectric

- NYC performed maintenance (see report for details)
 Report Recommended Immediate Repair Required

Remarks

Test and Report Limitations

This report is provided to you w/ the understanding that American Test Center's responsibility is solely to conduct the test and assist you with an interpretation of the results; the decisions you make thereafter concerning the equipment are your exclusive responsibility, and American Test Center is not responsible for those decisions or their consequences.

WARNING! These tests determine the state of the equipment at the time the tests were performed only! Any overloads, accidents, or abuse of this equipment after the test could result in the test performed no longer being valid, as structural damage may have occurred even though the equipment visually may appear intact and usable after said overloads, accidents, or abuse. Furthermore, fiberglass-reinforced materials experience a normal aging process whether abuse occurs or not. Therefore, the unit must be retested at regular intervals to assure its structural integrity.



Juan Canales

Jake Houghton

Results reviewed with:

Please note: This signature indicates you have reviewed the results of this report with the test technician.

Defect Comments, review with tech on site

Class 2 Defects: Caution, use with Caution

Sign and date

Upper Boom

Insulator

Large chips and gouges to gel coating - damage to FRP marked with marker. Recommend protecting.

Platform

Step / non-skid

Non skid material del zone.

Class 3 Defects: Repair needed, recommend soon or next maintenance

Sign and date

Chassis

Aerial sub-frame & mounting

Surface rust and staining forming in areas throughout subframe and chassis.

Body mounting

Mud flap mounting routing through, 100% material loss in spots.

Drive lines & couplings

Transmission input shaft - drops formed.

Hydraulic components & lines

Hydraulic hose and valves under hydraulic tank wet with oil - drops formed.

PTO

PTO is wet with oil - drops formed.

Lower Boom

Insulator

Spiral cracking on insulator.

General

Other

Crack on corner of bucket liner.

Class 4, Inspection Detail

Chassis

Suspension and axles No defects found on suspension components.

Pedestal

Mounting brackets Pedestal is welded, no defects noted.

Structure/disabled joints Mag particle test of pedestal critical welds showed no defects.

Hydraulic swivel joints Hydraulic swivel joint inspected for leaks and other defects, none found.

Hydraulic components & lines Hydraulic hoses and valves inspected for leaks and wear, none found in accessible areas.

Swing drive gearbox mount bolts 1/2" grade 8 bolts torque checked at 80 ft-lbs. No defects noted.

Lubrication - swing pinion/gear Bolt gear/pinion is properly lubricated.

Rotation Bearing

Upper bearing attachment 5/8" grade 8 bolts torque checked at 150 ft-lbs. No defects noted.
Bottom/bolts

Lower bearing attachment 5/8" grade 8 bolts torque checked at 150 ft-lbs. No defects noted.
Bottom/bolts

Turntable

Hydraulic components & lines Hydraulic hoses and valves inspected for leaks and wear, none found.

Bucket leveling cables/chains Visual inspection of bucket leveling cables/chains.

Compensating chain & links Visual inspection, note replacement interval, list make/model/date.

Lower control operating/pins Boom controls are clearly labeled, functioning properly, and return to the neutral position when released.

Boom head pins Head pins at base of boom inspected for defects and proper operation, all ok.

Lower Room

Structural welds Boom structural welds inspected for defects, none found.

Lift cylinders Visual inspection of lift cylinders, no defects found.

Hydraulic lines & components Hydraulic hoses and valves inspected for leaks and wear, none found in accessible areas.

Insulator mounting Seal at insulator mounting is intact, no defects found.

Elbow

Structural welds Accessible structural welds inspected for defects, none found.

Hydraulic lines/valves/pins Hydraulic hoses and valves inspected for leaks and wear, none found.

Upper Boom

Structural welds Boom structural welds inspected for defects, none found.

Insulator mounting Seal at insulator mounting is intact, no defects found.

Hydraulic lines & components Hydraulic hoses and valves inspected for leaks and wear, none found in accessible areas.

Platform

Mounting bracket/pins Visual inspection of platform mounting showed no defects.

Leveling Visual inspection of platform leveling showed no defects.

Controls/operating/pins Platform controls are clearly labeled, functioning normally, and return to neutral position when released.

Hydraulic lines & components Hydraulic hoses and valves inspected for leaks and wear, none found.

General

Platform (bucket) capacity marked Platform capacity marked at platform, and does not exceed boom load rating.

Electrical hazard placards installed Electrical hazard stickers are properly installed and legible.

ATC Tool Earth wrench Torque wrench, C4D600F, serial number 23488, calibration due on 9/17/2020

ATC Tool Crimper Torque wrench, C3FR250F, serial number 127455, calibration due on 9/17/2020

ATC Tool Verification Mag Particle, CONTOUR 83000, serial number 0301, calibration due on 9/17/2020

ATC Tool Verification Ultrasound, DAKOTA CMX DI+, serial number 9340, calibration due on 9/17/2020

ATC Tool Calibration Hipot, VON C-1, serial number 100469, calibration due on 9/17/2020

Pin Joint

Pin Retainers Pin retainers are properly installed, no defects found.

Pin Retainers Pin retainers are properly installed, no defects found.

Lift Cylinder Retainers Pin retainers are properly installed, no defects found.

Extend Cylinder Retainers Pin retainers are properly installed, no defects found.

Blade Pivot Pin retainers are properly installed, no defects found.

Pin Retainers Pin retainers are properly installed, no defects found.

Acoustic Emissions

Structural Integrity Test All test performed at 150% rated load and 5 test points. No irregularities noted in the results. Rated load: 400 lbs Test load: 600 lbs

Mag Particle

Mag Particle Mag particle test of accessible critical welds, no defects found.

Fluid Levels

Hydraulic Oil Hydraulic system has proper oil level.

Measurements

Bearing vertical movement Bearing vertical movement measured 0.046", measurement taken from edge of turntable

Shaft Shaft measured 0.13", measurement taken from edge of turntable.

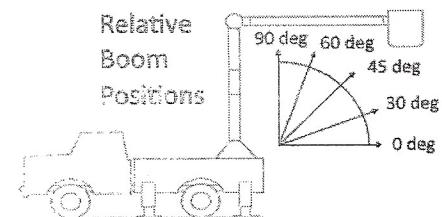
Boom Dielectric Test Results

Boom Design Voltage 400V

Current Type DC

	Upper	Lower		Upper	Lower
Applied kV	36	50			
Measured kV	4	2		<input checked="" type="checkbox"/> Pass	<input checked="" type="checkbox"/> Pass
Allowed out	5.5	1.00		<input type="checkbox"/> Fail	<input type="checkbox"/> Fail
Boom position (deg)	0	90			
Test Time (min)	1	2			

	Upper	Lower
<input checked="" type="checkbox"/> Pass		
<input type="checkbox"/> Fail		



Remarks

Inspection Report

Truck Number **S-2**
Report Number **20-234-2**
Test Date **4/1/2020**

Model: Dielectric Items

Item Type	Model	Description	Serial Num	Test Device	kV	uA	P/F
Liner				DC Volt	100		Pass
Remarks							



Bulldog Fire Apparatus
17 Winter Street
Woodville, Ma. 01784
508-435-4200

Customer Address City, Zip Contact Phone / Fax		Middleton Fire Department		Estimate		
		4 Lake St				
		Middleton, MA 01949		Estimate Number		
		Lt. Tom Leary			20201215	
		978-806-5482		Date	12/15/2020	
Year	Color	VIN	Make / Model / Body			
			Rosenbauer Eng 4			
Start Date		Description		Prepared By	Authorized	
		F450 skid unit		BB		
Line	Repair	Replace	Description	Paint Labor	Labor Hrs.	
1			The items listed below make up the installed skid for the F450 Pickup			
			UPF Water tank 250 gallons w/foam		\$3,510.00	
			Honda HPX200- H20 W/EXHAUST PRIMER		\$5,898.00	
			FUEL TANK		\$700.00	
			FOAM KIT		\$963.00	
			REEL W/1" HOSE		\$1,610.00	
			1.5 DISCHARGE		\$1,673.00	
			INTAKE MANIFOLD		\$2,040.00	
			WIRING		\$200.00	
			Installation	10		
Totals				0.0	10.0	
\$128.00 Per Hour				\$16,594.00		
N.E.T. 10				\$0.00		
Auth _____				Labor \$1,280.00		
				Material \$16,594.00		
				Sublet \$0.00		
				TOTAL \$17,874.00		

17 Winter Street Woodville, Ma. 01784 Fax # 508-435-0250

SANTE M. BENEDETTO CO.

Heavy Equipment & Industrial Land Rental

P.O. Box 931
Middleton, MA 01949

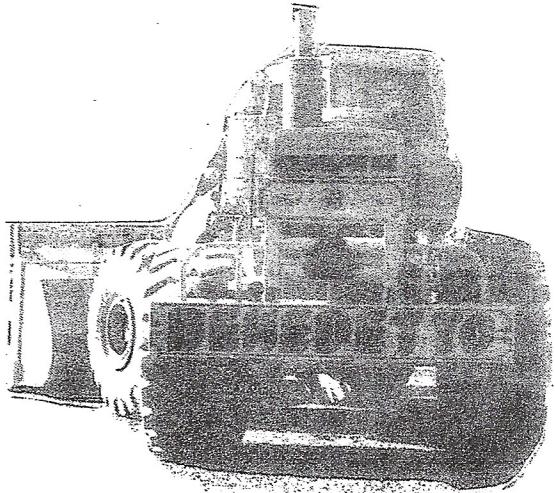
P.O. Box 436
Wakefield, MA 01880

PHONE (978) 777-1479

Heavy Equipment Spray Painting
• Truck Lettering •
Collision Work

VEHICLE DAMAGE APPRAISAL

Estimate



OWNER

OWNER Middleton FIRE DEPT.
SOUTH MAIN STREET

PHONE	DATE
123-4567890	10/30/2020
BODY STYLE	



Solution Breakdown

Date: September 23rd, 2020

Equature Partner: Middleton Fire
4 Lake Street
Middleton, Massachusetts 01949

<u>Description</u>	<u>Investment</u>
Equature Capture Server	\$16,031.00
16 Channel Analog Capture	INCLUDED
External 1-TB RAID Archive Drives	INCLUDED
Total:	\$16,031.00

New Partner Incentive: (\$2,484.00)

Adjusted Total Investment: \$13,547.00

Professional Services (One-time): \$1,500.00

Shipping, Installation, Configuration, Training

Annual maintenance will be 15% of total investment.

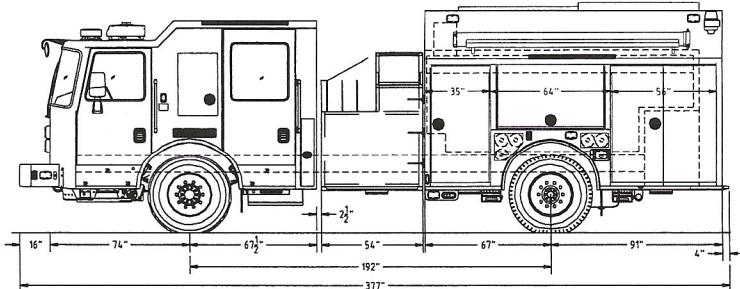
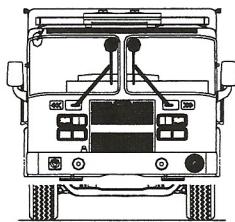
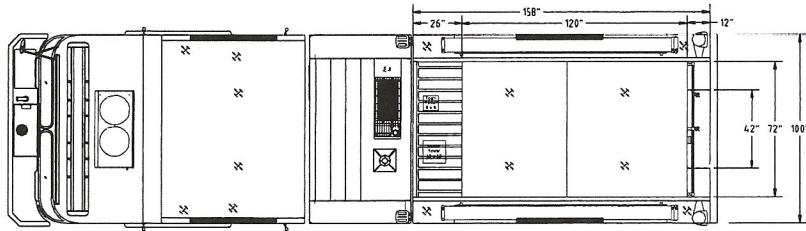
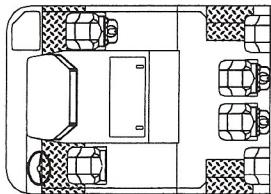
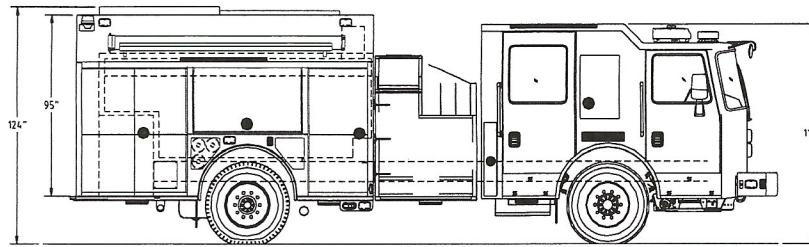
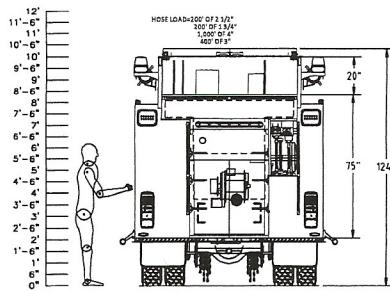
Premier Partnership Program (Optional)

The Premier Partnership Program is an optional 0% interest financing program that divides the total cost of the recording server and maintenance cost over a five-year period of time. By selecting this option, you are acknowledging a five-year commitment to net amount listed above. Equature will continue to keep your recording server's software updated and maintained throughout the contract's lifespan.

Annual Investment \$4,334.93/Year

Professional Services (One-time) \$1,500.00

Project Management, Installation, Travel, Shipping



CAB: 100" W KME SEVERE SERVICE LFD 10" RR ALUM
 ENGINE & TRANS: CUMMINS L9 450 HP/ALLISON 3000 EVS
 AXLES: 20,000# STEERTEK FRONT/27,000# REAR
 PUMP: WATEROUS CSU-C20-1750 GPM SINGLE STAGE
 WATER TANK: 1,000 GALLONS POLY W/50 FOAM
 BODY TYPE: 158 MEDIUM 3/16" ALUMINUM
 FOAM SYSTEM: ELKHART 240-95P GPM FOAM EDUCTOR

THIS DRAWING IS A GENERAL CONFIGURATION AND MAY NOT NECESSARILY REFLECT ALL CONTRACT SPECIFICATIONS, CONTRACTOR'S REQUIREMENTS, CONTRACT SPECIFICATIONS SHALL PREVAIL OVER DRAWING.

CUSTOMER APPROVAL:

NAME: _____

TITLE: _____

DATE: _____

SCALE DWG SIZE DRAWN BY M/D DATE

None B APPROVED BY 3/2/2021

KME CUSTOM PUMPER
 MIDDLETON MA FD
 QUOTE# 2763-2

KME
 ONE INDUSTRIAL COMPLEX • NISQUEHONING, PA 18240

**MIDDLETON FIRE DEPARTMENT
REQUEST FOR QUOTE**

<u>Description</u>	<u>Quantity</u>	<u>Each</u>	<u>Total</u>
Jafrib hose 4" x 100' yellow 4" storz couplings	5	\$495.00	\$2,475.00
Jafrib hose 4" x 25' yellow 4" storz couplings	2	\$182.00	\$364.00
Jaflne or equivalent 3" x 50' hose coupled 2.5" NH Aluminum couplings white	20	\$251.10	\$5,022.00
Jaflne or equivalent 3" x 25' hose coupled 2.5" NH Aluminum couplings white	2	\$156.65	\$313.00
Jaflne or equivalent 2.5" x 50' hose coupled 2.5" NH Aluminum couplings white	3	\$180.00	\$540.00
Jaflne or equivalent 1.75" x 50' hose coupled 1.5" NST Aluminum couplings (4 blue – 4 red)	8	\$120.00	\$960.00
Akron Sabrejet handline nozzle 2.5" NH	1	\$839.00	\$839.00
Akron Sabrejet handline nozzle 1.5" NH	2	\$919.00	\$1,838.00
Harrington HAV	1	\$1,138.00	\$1,138.00
Super Vac Model P164SE Smoke Ejector With support bar	1	\$1,367.00	\$1,367.00
TFT or equivalent 2.5" hydrant gate valve	2	\$525.00	\$1,050.00
Flat head ax 6# fiberglass	2	\$50.00	\$100.00
Pick head ax 6# fiberglass	2	\$55.00	\$55.00
30" Halligan	2	\$245.00	\$490.00
Pike Pole 6'	1	\$90.00	\$90.00
Pike Pole 8'	1	\$100.00	\$100.00

Universal spanner wrench	2	\$18.50	\$36.00
Dual wrench holder w/ #10 wrenches	2	59.00	\$118.00

<u>Description</u>	<u>Quantity</u>	<u>Each</u>	<u>Total</u>
Hydrant and spanner wrench	2	\$39.00	\$78.00
2.5" double male	2	\$25.50	\$51.00
2.5" double female	2	\$25.50	\$51.00
1.5" double male NST	2	\$15.50	\$31.00
1.5" double female NST	2	\$15.50	\$31.00
Rubber mallet	1	\$18.00	\$18.00
Package of 5 collapsible NFPA compliant Traffic cones	1	\$99.00	\$99.00

Middleton Fire Department pumper replacement history and proposal

In the year 2000 the Middleton Fire Department pumper fleet consisted of a 1972 International Farrar 750 GPM pump with 500-gallon tank, a 1979 Ward LaFrance 1250 GPM pump with 750-gallon tank and a 1986 Hahn 1250 GPM pump with 750-gallon tank. All three pumps were well worn and in need of major repairs. The 1972 pumper should have been replaced around 1992, but never was for unknown reasons.

The 1979 and 1986 pumbers had major mechanical issues, besides the fact that the 1979 pumper was twenty-one years old and was refurbished once already. The replacement of the 1979 pumper was also put off, again for unknown reasons.

The 1986 pumper was replaced first because it was in worse shape than the 1979 pumper, but there was a clause in the contract that guaranteed that the price would be the same for a second pump if it were bought within a year. This put the town in a predicament where they were relying on two pumbers that had a combined age of fifty years (with the 1986 pump out of service) and sometimes the thirty-year-old pump was first due if the others were out of service for repairs. Both replacement pumbers were bought out of desperation and meant to be ten-year vehicles because they were cheap and were not built to last long.

In 2014 both newer pumbers (the 2001 and 2002) had a major issue with a wiring harness and pump controllers (the pump controllers are what run the pump). The pump controllers had to be specially built because the trucks were too old, and the parts were not made anymore. This took over two weeks. Again, the town was relying on a thirty-year-old pump and a thirty-year-old pump borrowed from a neighboring town, not a good situation! These older pumps do not have the safety features that the newer vehicles have and are obviously well worn if they are the third line piece of apparatus. Recently Engine one, the 2001 pumper, had to have two gauges replaced, the mechanic took them out and they fell apart in his hands. The replacements took two weeks to order because they are not common stock.

In 2015 a new pumper was ordered (delivered in 2016) to replace the forty-three-year-old, 1972 pumper. This gave the town three pumbers with a thousand gallons of water each. This, along with the tanker, helped the town to meet certain requirements of ISO (having 4000 gallons of water at a fire within a certain time frame).

Engine one (2001 pumper) has 53,000 miles and 4000 engine hours. The fire truck industry uses a formula where the engine hours multiplied by 33 gives the actual total miles (this considers the engine is running while the truck is pumping). In this case the actual mileage of engine one is 132,000 miles. Engine one is going to need more work, such as an oil pan, brakes, valve work and anything else unseen. Most recently we had to replace the transmission at a cost of

\$14,000. Engine three (2002 pumper) has 61,000 miles and 5000 engine hours for an actual mileage of 165,000 actual miles. Engine 2 (The newest pumper) has 32,000 miles and 3000 engine hours for an actual mileage of 99,000 miles.

One recent example, while the newest pump (E2) was out for maintenance engine one was responding to a call and died in the middle of the square. Luckily, the call was for a false alarm and the situation was taken care of. As the vehicles get older this is more likely to happen. As of this writing Engine one is out of service because it failed inspection.

Over the last Thirty years this has been the situation and has not changed. Too many times we run by the seat of our pants and it is going to catch up to us at some point.

The pricing for the pumper increases every year due to materials and other related manufacturing costs. The trade-in value of engine one (If any) will also go down as time passes. We have applied for grants to help defer the cost of a replacement pumper but have not been successful. A new pump, once it is ordered, will take over a year to be delivered.

In the next eight years or less the ladder truck will also need to be replaced. It is coming to the end of its useful life (it will be thirty years old in 2029). We are trying to hold off until a new facility is built because the current building restricts the configuration of the vehicle and adds to the cost.

The biggest concern is that the two older pumbers will break down again leaving us with one pumper. We are trying to replace the pumbers so that we do not run into a situation like we have in the past. By spacing out the replacement of the pumbers (Every 10-15 years) and replacing them on a regular basis will keep us from having anymore situations where we are not adequately protected, and the safety of the firefighters and the townspeople are not in jeopardy. As I have stated in the past this department (any fire department) relies heavily on apparatus and manpower, without the best of both we cannot do our jobs.

Respectfully,



Thomas J Martinuk

Chief of Department

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Department: Elementary Schools					
Educational Capital					
Curriculum					
Fuller Meadow School		50,000	10,000		10,000
Howe Manning School		60,000	10,000		10,000
End-User Technology					
Fuller Meadow School		50,000	50,000	50,000	150,000
Howe Manning School		50,000	50,000	50,000	200,000
Technology Infrastructure					
Fuller Meadow School			100,000		
Howe Manning School			100,000	1,000,000	
Furniture					
Fuller Meadow School					
Howe Manning School					
Internal Building Capital					
ADA Building Work					
Fuller Meadow School		15,000	15,000		
Howe Manning School		15,000	15,000		
Building Interior					
Fuller Meadow School					
Howe Manning School					
Bathrooms					

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Fuller Meadow School				10,000	130,000
Howe Manning School					
Flooring					
Fuller Meadow School		80,000	85,000	90,000	
Howe Manning School					
Floor Care Equipment					
Fuller Meadow School		12,000			
Howe Manning School			14,000	14,000	
External Building Capital					
Large Scale Painting					
Fuller Meadow School					
Howe Manning School					
Grounds/Parking Lot/Sidewalks					
Fuller Meadow School					
Howe Manning School					
Septic System					
Fuller Meadow School					
Howe Manning School					
Playground Equipment & Parking Lot					
Fuller Meadow School		200,000	2,000,000		
Howe Manning School					
Roofs					

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Fuller Meadow School					1,700,000
Howe Manning School					
Building Exterior					
Fuller Meadow School					
Howe Manning School					
Windows					
Fuller Meadow School					2,000,000
Howe Manning School					
Building Systems and Building Equipment					
Kitchen Equipment					
Fuller Meadow School					
Howe Manning School					
Boilers / Pumps & Controls					
Fuller Meadow School					
Howe Manning School					
Classroom HVAC					
Fuller Meadow School					
Howe Manning School					
Large HVAC Equipment					
Fuller Meadow School					135,000
Howe Manning School					
Telephone Systems					

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Fuller Meadow School					
Howe Manning School					
Security/Video Systems					
Fuller Meadow School					
Howe Manning School		50,000			100,000
Public Address Systems					
Fuller Meadow School					
Howe Manning School					
Master Clock Systems					
Fuller Meadow School					
Howe Manning School					
Water					
Fuller Meadow School					
Howe Manning School					
Electrical					
Fuller Meadow School					
Howe Manning School					
Emergency Generator				350,000	
Fuller Meadow School					
Howe Manning School					
TOTAL ELEMENTARY SCHOOLS:	\$0	\$2,767,000	\$2,449,000	\$1,214,000	\$2,600,000

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Department: Memorial Hall -Exterior					
Memorial Hall Parking Lot (5,800 Square Yards): 1) Bituminous concrete 1.5" overlay; 2) New granite curbing installed; 3) Regrade areas of parking lot; 4) Drainage structures for building gutters; 5) Loam and seed shoulders: <u>Total project estimate \$73,850</u> ; Granite curb completed \$21,600; Regrading complete \$6,000; Loam and seed shoulders complete \$2,250; Remaining tasks include bituminous overlay and drainage structures =					
1) \$44,000 - PROJECT ON HOLD New Landscaping Front and Rear of Memorial Hall - PROJECT					
2) ON HOLD					
3) Replace Memorial Hall Sign					
5) Replace Shed					
6) Reset Front Steps					
7) Exterior Trim and Front Door Surface Maintenance					
8) Ramp Repairs					
9) Handicap Improvements	35,000				
SUBTOTAL: MEMORIAL HALL EXTERIOR	\$35,000	\$0	\$0	\$0	\$0

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Department: Memorial Hall - General Interior					
9) Boiler replacement - Change from oil to natural gas boiler					
10) Central Air Conditioning - PROJECT ON HOLD					
11) Elevator - Handicap Access - PROJECT ON HOLD					
12) Sprinkler System - PROJECT ON HOLD Town Administrator's Office - Renovate and Expand - PROJECT					
13) ON HOLD					
14) Upstairs Conference and Corner Room - PROJECT ON HOLD					
15) Men's Room Renovation - PROJECT ON HOLD					
16) Hallways - PROJECT ON HOLD					
17) Replace Carpets throughout Town Hall					
SUBTOTAL: MEMORIAL HALL INTERIOR	\$0	\$0	\$0	\$0	\$0
TOTAL MEMORIAL HALL	\$35,000	\$0	\$0	\$0	\$0

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Department: Senior Center/Old Town Hall Exterior					
Facilities Assessment and Architectural Services - Old Town Hall;					
\$20,000 budgeted at the May 2015 Town Meeting - PROJECT					
1) ON HOLD					
	Rehabilitation of Front of Old Town Hall*: 1) Replace Front Stairs for ADA, AAB Compliance and Navigability; 2) Residing and repainting; 3) Replace windows and doors; 4) Repair/replace basement windows; Total estimated project cost is \$135,000.				
	Funding allocated as part of Warrant Article #27, from the May 2013 (FY14 Town Meeting) in the amount of \$22,000 will be applied to the Senior Center/Old Town Hall project. - PROJECT				
2) ON HOLD					
Senior Center/Old Town Hall Interior					
Building Upgrade (including: hands free faucets; soap dispensers; repair under sinks in bathrooms (plumbing \$4,342.79); replace 4 outlets for fire safety and emergency light (electrician \$500) ; carpet cleaning (carpet cleaning \$800); phone jack in tv/lounge					
3) area ()	5,643				
TOTAL FOR SENIOR CENTER/OLD TOWN HALL	\$5,643	\$0	\$0	\$0	\$0

Vehicle Inventory

2017 COA Passenger Van (seats 14)

2009 COA Passenger Van (seats 18)

Meal Delivery Van

Department: COA

FY 2022 FY 2023 FY 2024 FY 2025

Building Upgrade (including: hands free faucets; soap dispensers; repair under sinks in bathrooms (plumbing \$4,342.79); replace 4 outlets for fire safety and emergency light (electrician \$500) ; carpet cleaning (carpet cleaning \$800); phone jack in tv/lounge area () \$ 5,642.79

Department Total	5,643	-
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Lance D MacInnis Electrician
PO BOX 1255
Middleton, MA 01949 US
508 726 0802
lmacinnis1@gmail.com

Estimate 1165

**ADDRESS**

kenneth j gibbons
195 north main street
middleton, ma 01949 usa

DATE
01/22/2021

TOTAL
\$500.00

ACTIVITY	QTY	RATE	AMOUNT
Labor Install four expansion outlets in existing locations Replace on exit/emergency light	1	500.00	500.00
<hr/>			TOTAL \$500.00
<hr/>			THANK YOU.

Accepted By

Accepted Date



MAGNIFICO BROTHERS
31 FOREST ST. MIDDLETON MA 01949
(978)-836-2193



PROPOSAL FOR WORK TO BE PERFORMED AT COUNCIL OF AGING, MAPLE STREET

INVOICE #: N/A

INVOICE DATE: N/A

PROPOSAL DATE: 01/28/2021

SEND TO: KEN GIBBONS
 KEN.GIBBONS@MIDDLETONMA.GOV

SERVICE DESCRIPTION	#MEN @ HRS	LABOR COST*
MAGNIFICO BROTHERS PROPOSES TO : REMOVE 3 FAUCETS AND REPLACE W/ 3 SLOAN AUTO SENSOR FAUCETS. FURNISH AND INSTALL 3 SOAP MOTION ACTIVATED DISPENSERS. FURNISH AND INSTALL 3 NEW LAV GRADE DRAIN COVERS AND REPLACE 2 LAV DRAINS. ALL OF THE ABOVE INCLUDES A 1 YEAR WARRANTY. PLEASE CONTACT MARK AT 978-836-2193 IF ANY QUESTIONS OR WOULD LIKE TO SCHEDULE.	FLAT	\$1,600.00
TOTAL LABOR		\$1,600.00

MATERIALS USED	MATERIAL COST
MATERIAL LIST AVAILABLE UPON REQUEST	\$2,742.79
TOTAL MATERIALS	\$2,742.79

* THIS QUOTE IS VALID FOR 21 DAYS*

THANK YOU!

Invoice #: N/A

Total Due (LABOR + MATERIALS): \$4,342.79

** Payment is due and payable by date above. A late fee of \$30/month will be applied after that date. Any returned payments will be charged an additional \$30 service charge. All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices.

139 Lake St
Middleton, MA 01949
978-532-1312

DATE: December 7 2020
INVOICE #
FOR: *Carpet cleaning*

Bill To:

Town of Middleton (Old Town Hall)
38 Maple St
Middleton, MA 01949
Attn: Kenneth Gibbons

DESCRIPTION	AMOUNT
Steam cleaning of all the carpeted areas including area rugs.	
Steam cleaning of all the staircases, landings and hallway on the top floor	\$700.00
Moving of furniture and fridge	\$100.00
Labor and materials included in the price	
TOTAL	\$ 800.00

Make all checks payable to Marks Cleaning

If you have any questions concerning this invoice, please call me at: 978-532-1312

THANK YOU FOR YOUR BUSINESS!

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Department: Flint Public Library					
Carpeting				50,000	
Furnishings					
Building System Upgrades				5,000	
Replace Copier					
Print Management Software	6,000				
TOTAL FOR FLINT PUBLIC LIBRARY	\$6,000	\$0	\$50,000	\$5,000	\$0

Town of Middleton
Fiscal Year 2022-2026
Five Year Capital Budget Plan

Department: Flint Public Library

Description of Request	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Carpeting			\$50,000		
Building Systems Upgrades					\$5,000
Print Management Software	\$6,000				
Subtotal: Flint Public Library	\$6000	\$0	\$50,000	\$0	\$5,000

Carpeting

The longevity of the carpeting will depend on yearly maintenance and amount of foot traffic through the library. It will be a substantial expense when the day comes that it must be replaced. The Friends Group may be willing to contribute to this expense. What year this will be needed is not known at this time.

Building System Upgrades

Electrical, HVAC and roof maintenance have occasional expensive repairs which are beyond the operating budget allowance. Last summer we had to repair 2 chiller fans (\$5,100) but were able to cover this expense with the operating budget. We just never know what other system repairs may be needed.

Print Management Software

Computer Reservation and Printing Management software will save time and money. Patrons sometimes misprint multiple pages before we are able to stop the printer. This will also prevent people from leaving without paying. In addition, this software will allow us to offer mobile printing to our patrons. It will save staff time and help us track revenues from printing.



MyPC Easy Booking

Complete Print Management

Library Print Edition

Mobile Printing

Quotation Date

January 5, 2021

Valid for 60 Days

Quote # MS1521FPL

Complete PC, Print Management, Mobile Printing w Optional/Coin/Bill/Credit Card Kiosk



ACKNOWLEDGE TO:		CUSTOMER CONTACT:	
Flint Public Library 978-774-8132		Loretta Johnson Assistant Director	
BILL TO:		SHIP TO:	
Flint Public Library 1 S Main St. Middleton, MA 01949		Flint Public Library 1 S Main St. Middleton, MA 01949	
Customer:	Reference No.	Tax:	
Existing	New	PO No.	Order Subject to Applicable Sales and Use Taxes.
	X	Sales Rep:	Mick Smith
Requested Delivery Date:	Requested Method of Shipment:	Non-Taxable	Exempt No.
	Standard UPS Ground		
Product No.	Qty	Description	Unit Price
PC Management			Gross Amount
MyPC Base	1	MyPC Software Licenses - Base License (Small Library Edition)	\$ 1,995.00
MyPC Discount		MyPC Software - Base License (Small Library Edition)	\$ (498.75)
MyPC -ADD	20	MyPC Migration Workstation License	\$ 24.00
MyPC Discount	20	Discount	\$ (4.00)
MyPC-ASM-IMWS	1	MyPC Software Maintenance (12 Months)	\$ 379.00
TBS-ILS-CL	1	TBS ILS Connector Licenses	\$ 795.00
Print Management			
PCUT-MF	1	PaperCut MF - Library Edition	\$ 898.00
PCUT-CCC	1	Cartadis cPad Connection (Only Needed if you have a Kiosk)	\$ 75.00
PCUT-CVL	1	Cartadis cPad Value Loader (Only Needed if you have a Kiosk)	\$ 495.00
Discount	1	Discount	\$ (200.00)
PCUT-UAS	1	Upgrade assurance and support (12 months)	\$ 205.00
Mobile Printing			
ePRINTit	1	Mobile Printing Annual Fee	\$ 435.00
Discount	1	Discount	\$ (40.00)
TBS Kiosk Release			
TBS Kiosk CBCC	1	TBS Self Serve Print Release Kiosks W/Coin, Bill and Credit Card	\$ 3,995.00
Discount	1	Trade in Existing Limited Coin Towers/TLN Discount	\$ (200.00)
HCBR	1	High Bill and Coin Recycler (Holds \$88 Coin and (30) \$1 bills for \$20's)	\$ 1,180.00
BSA	1	Maintenance and Support (12 Months)	Included
CMP 20	1	Audit Printers for Towers	\$ 340.00
		Sub-Total	\$ 8,733.25
		On Site Professional Services for Installation and Training (Estimated 1 Day)	\$ 1,150.00
		Shipping (Only Needed for Kiosk)	\$ 320.00
		Total Purchase Price	\$ 10,203.25
5 Year Payment Plan with Kiosk, includes all maintenance and support for the 5 year term: \$ 3,620.65 (5) Annual Payments			
5 Year Payment Plan without Kiosk, includes all maintenance and support for the 5 year term: \$ 2,223.65 (5) Annual Payments			
Notes: Annual Maintenance after year 1 for MyPC \$680, PaperCut \$205, ePRINTit \$395 and Optional Kiosk \$695. There is an additional \$8.95 monthly fee for Credit Card service per terminal not included above. Each Credit Card transaction is billed at 5.95%. The Payment Plan INCLUDES all initial costs including mobile printing, maintenance and support for 5 years.			

BY EXECUTION HEREOF UNDERSIGNED CERTIFIES ORDERING OF ABOVE EQUIPMENT AND SERVICES

Customer:

TODAY'S BUSINESS SOLUTIONS

By: Mick Smith

By:

Authorized Signature

Title

Date

Today's Business Solutions Inc.

7820 S Quincy St., Willowbrook, IL 60527

Phone: 630-537-1370

Fax: 630-537-1369

Please email purchase orders to: orders@singlecard.com
Include the TBS Quote # on your purchase order.

Terms and Conditions

1. Freight Prepaid
2. This price quote is good for 60 days from the date of this quotation
3. TERMS are Net 30 days from the date of shipment (not installation)
4. Lead-time is 6-8 weeks
5. Equipment remains TBS Inc. property until payment is received

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
General Government Information Technology Capital Plan					
1) 5 Year Replacement Protocol file/print server at COA		4,000			
2) 5 Year Replacement Protocol for Flint Public Library - Server				6,000	
3) 5 Year Replacement Protocol for Police Department Server		20,000			
5 Year Replacement Protocol for file/print server at DPW					
4) building		4,000			
5) 5 Year Replacement Protocol for file/print server at Fire Station					
6) 5 Year Replacement Protocol for Memorial Hall Main Server			27,000		
7) 5 Year Replacement Protocol for Assessor Patriot Server					
8) Flint Public Library - Upgrade wireless access points					
9) Flint Public Library - Upgrade HP network switches					
10) Flint Public Library - Public computer upgrades: 10 desktop units Internal and External Fiber Communications Network for MH,					
11) Police, Fire, DPW, COA					
12) Replace Network Switches at Town Office Building					
13) NAS device to store backup date at Town Office Building					
14) New Network Switch-Fire Department Multifunction Print Machines (3) for Town Office Building,					
15) Police, and COA with Managed Print Services					
16) Exchange Server Upgrade RUNNING 2013 MOVE TO 2016 UPS Backup Devices with humidity monitoring for Town Hall,	7,000				
17) Fire & Police					
18) UPS Backup devices (servers, networks) for COA, DPW, Library					
19) Warranty renewal for Town Hall network storage (2 years)	2,000				
20) Town Hall network Storage Replacement				20,000	

Fiscal Year 2022-2026
Five Year Capital Budget Plan

		2022	2023	2024	2025	2026
21)	Town Hall Server Warranty Renewal Two-Factor authentication for critical systems: Cybersecurity	3,000				
22)	Protection	10,000				
23)	Replace older wireless access points	5,000	5,000	5,000	5,000	5,000
24)	Windows 12 Server upgrade(s)			12,000		
25)	Fiber Project		100,000			
26)	Vmware Upgrade Project Step 1	2,400				
27)	Vmware Upgrade Project Step 2: Major License and Version Upgrade* Antivirus Next Generation Product Upgrade (for next generation protection of virus, malware, ransomware, and attacks) Windows Server Upgrade for 8 Virtual Servers (software and engineering service)		10,000		12,000	
28)			10,000			
29)						
30)	Police Department HP Server Warranty Renewal	2,500				
31)	Munis Upgrade		10,000			
Information Technology Total		\$31,900	\$163,000	\$76,000	\$11,000	\$5,000

Fiscal Year 2022-2026
Five Year Capital Budget Plan

		2022	2023	2024	2025	2026
Department: Administration - General						
Administrative						
1)	Digitizing of Historical Records (Inspectional Services)	45,000				
2)	Digitizing of Historical Records (Town Clerk)					
3)	Digitizing of Historical Records (Health Department)		35,000			
4)	Consultant for Charter Revision	15,000				
5)	Acquisition of parcels at Maple/king	20,000				
6)	Roof Replacement on Tramp House	17,000				
7)	Design Services Memorial Hall		100,000			
Design Services and Construction Funds: Memorial Hall Gut						
8)	Rehabilitation and Temporary Relocation, 48 South Main Street			5,000,000		
9)	Public Facilities Project, 105 South Main Street	61,700,000				
Assessor						
1)	Contractual Services with RRC for Public Utility Valuation	4,000				
	Contractual services with Patriot Properties for Commercial					
2)	Valuation	8,700				
3)	Cyclical Inspection Services	10,000				
4)	NEAR MAP aerial photography		10,000			
5)	Patriot upgrade to WebPro 5.0		12,500			
Subtotal Administration - General		\$61,819,700	\$157,500	\$5,000,000	\$0	\$0



Document Imaging Services

**Town of Middleton
Essex County
Massachusetts**

(Building Department)

**GENERAL
CODE**



COMMUNITY
DEVELOPMENT
SOLUTIONS

***Document Management Solution
Scanned Image Indexing and Processing Services***



TOWN OF MIDDLETON, MA - INVESTMENT SUMMARY

(THIS SUMMARY IS BEING PROVIDED FOR OVERVIEW PURPOSES ONLY. PLEASE REFER TO EACH RESPECTIVE PROPOSAL FOR COMPREHENSIVE PRICING AND PROJECT DETAILS.)

PROJECT	VENDOR	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
Town of Middleton, MA – Building Dept.					
	Image Data	Document Conversion Services Project Estimate	1	\$ 99,598.35	\$ 99,598.35
	General Code	Processing/Keying/Uploading of Scanned Images*	1	\$ 14,100.00	\$ 14,100.00
					TOTAL eIMAGING: \$ 113,698.35

***STATE CONTRACT OPTION THROUGH SHI:**

- *Pricing above does not include the SHI surcharge at this juncture.*
- When the Town is ready to proceed with this project via SHI –
 - a proposal can be created that will include the current SHI State Contract fee for this particular project; and
 - an authorization page will be attached for signature.
- **For budgeting purposes, we recommend that the Town budget an estimated 6% for this additional surcharge.**

TOWN OF MIDDLETON, MA
Essex County
Building Department

February 3, 2020
Valid for six (6) months



Document Management Solution

Scanned Image Processing Service

Director of Sales: Bruce Cadman
518-441-6496
BCadman@generalcode.com

DOCUMENT CONVERSION / PROJECT DELIVERABLES / INVESTMENT DETAIL

DOCUMENT CONVERSION PROJECT

Reference is made to the Record Scanning Services Proposal between Image Data, Inc. ("Image Data") and the Town of Middleton, MA ("Town") revised January 31, 2020 ("Image Data Proposal").

PROJECT DELIVERABLES

The following deliverables are included in your project pricing. This price is based on the Project Assumptions as set forth in the Image Data Proposal.

- The document conversion services associated with the project will be performed by Image Data.
- Upon completion of their scanning and indexing portion of the project by Image Data, Image Data will upload the image files and index data to General Code.
- Once received from Image Data, General Code will separate, index its specified portion and process the images and index data into Laserfiche Viewer format and upload same onto the Town's Laserfiche system at such time as the Town acquires Laserfiche.
- General Code is not responsible for the accuracy and quality of the images (e.g., black borders, skewed images, blurry images, non-legible images, etc.), index data or other errors on the scanning portion provided to General Code by Image Data.
- One (1) copy of the Laserfiche Viewer formatted documents will be provided on removable media.

DOCUMENT INDEXING/PROCESSING SPECIFICATIONS

Document Type / Description	Est. of Images	Est. of Documents
Building Documents X17 or smaller (229 Boxes)	343,500	3,435
Building Documents larger than 11X17 (229 Boxes)	34,350	n/a
Index Field(s)/Keying	Address on Tab or First Page	
Who is Keying/Indexing	Image Data	
Document Naming Convention	Address - BUILDING	
Document Organization (Folders)	BUILDING/[alpha]/[street name]/[street address]/file	
Microfilm needed?	No	
Comments / Special Instructions	The customer may provide a cross-reference list for street addresses to SBL/Parcel ID and General Code will provide additional data based on matches to keyed information. Customer may modify folder structure/naming	

PROJECT MANAGEMENT AND OTHER SERVICES

- Our charge includes project management and assumes that all of the documents contained in this project will be imaged and provided by Image Data to General Code.
- Project Management will include job setup, creation of file structures and databases (as applicable) and Laserfiche Viewer containing images and data on removable media.
- Placement of the shipped documents in the Town's repository will be performed as a courtesy service upon request of the Town.
- To schedule the placement of the documents, please contact Crista Deniz at 855-GEN-CODE.

INVESTMENT DETAIL

Our price is based upon the information set forth above and is valid or six (6) months from the date of this proposal.

Town of Middleton, MA – Building Dept.				
	Est. of Images	Est. of Documents	Unit Price	Extended Price
Document Keying/Indexing on selected documents for population of template fields, creation of document naming and folder structure.		3,435	\$ 0.075	n/a
Data Processing/Upload services on all records into Laserfiche, including applying templates and indexing to images, file naming and folder structure creation.	377,850		<i>Flat Charge</i>	\$ 12,900.00
Delivery Fee per delivery for processing, copying, delivery and upload of backfile documents.		4	\$ 300.000	\$ 1,200.00
Project Management and other related services including job setup, creation of file structures and database (as applicable) and Laserfiche viewer containing images and data on removable media.				<i>Included in per-image price</i>
*Total Indexing, Processing/Upload Pricing:				\$ 14,100.00

* **STATE CONTRACT OPTION THROUGH SHI:**

- Pricing above does not include the SHI surcharge at this juncture.
- When the Town is ready to proceed with this project via SHI –
 - a proposal can be created that will include the current SHI State Contract fee for this particular project; and
 - an authorization page will be attached for signature.
- For budgeting purposes, we recommend that the Town budget an estimated 6% for this additional surcharge.



Record Scanning Services For Town of Middleton, MA

Building Department

Submitted Date: January 31, 2020

**Submitted By: Laurie Green
Senior Account Executive
Image Data, Inc.
(518) 862-2740
lgreen@imgdata.com**

Statement of Services Scope of Work

1.0 OBJECTIVE

The objective of this proposal is to provide preparation and scanning of Building Department records for the Town of Middleton, MA. The project will be converted in our Albany, New York production facility according to the requirements detailed in this Statement of Work.

Image Data, Inc. (IDI) will work closely with the designated representatives from the Town of Middleton throughout the term of this project to provide for a smooth, timely, confidential and successful partnership.

2.0 SUMMARY of CONTENTS

The following sections are included in this SOW:

- Production Contacts
- Pickup and Delivery
- Document Preparation
- Conversion Services
- Directory Naming
- Transmission of Images
- Image Retrievals
- Facility, Production and QC Overview
- Pricing Schedules

3.0 PRODUCTION CONTACTS

The conversion will be managed by a team consisting of the following Image Data individuals, who will be responsible for completion of production activities.

- | | |
|---|--------------------|
| 1. Kara Heniges
(518) 862-2740 ext. 1030 | Operations Manager |
| 2. Ken Major
(518) 862-2740 ext. 1023 | Director of IT |
| 3. Laurie Green
(518) 862-2740 ext. 1024 | Account Executive |

4.0 PROJECT PICKUP AND DELIVERY SCHEDULES

The Town of Middleton will box all records for pick-up by IDI driver. Contents will be delivered to IDI's production facility in Albany, NY. Shipment dates, schedules and volume of boxes to be determined.

Based upon the supplied image volumes, on average, IDI anticipates the production time on a typical pick-up to be 120 to 180 days from the date of pick-up.

5.0 DOCUMENT PREPARATION

Document preparation will be needed to unfold documents, remove staples, paperclips, and /or rubber bands from documents prior to scanning and will be completed by IDI. Taping of any torn paper would need to be completed to make the documents scan ready.

Documents will be placed back into folders after scanning.

6.0 CONVERSION SERVICES

- Small format documents and large format drawings will be scanned on high speed scanners to multi page 300 DPI black and white TIFF files
- Large format plans within a folder can be grouped and moved to the end of the folder and scanned together
- IDI will separate Building Department plans into subfolder called “Plans”
- Building Department records will be placed back into folders after scanning, but not reassembled into clips, staples or comb binding
- Do not scan folders
- Backs of plans will not be scanned
- All photos in B&W
- Sticky notes will not be scanned
- Green return receipts must be scanned
- File will be scanned in order received with no separation
- Large plans can be placed in back of folder after scanning
- Items will be placed back into folders, but not reassembled into clips, staples or comb binding.

Image Data is not able to improve the quality of a poor original. If poor quality originals are found, a “Best Image Available” document may be scanned prior to the original imaged document.

7.0 INDEXING/FILE NAMING

- Image Data will index as follows:
 - Folders—address on folder tab
 - Large/ loose plans- will be marked with note on 1st plan (do not image back)

8.0 TRANSMISSION OF IMAGES

Data will be transmitted to General Code for upload into Laserfiche software. NOTE: Load fees into LF are not included in this proposal and will be provided separately by General Code.

9.0 IMAGE RETRIEVALS DURING PRODUCTION

While records are at IDI during production, a process will be determined for easy access to the images when requested. Requests by Authorized Representatives from the Town of Middleton can be made via telephone, email or fax and delivered via email, FTP, FedEx or UPS. This proposal includes (if needed) two retrievals per day which will be returned within a maximum of 72 hours or less from the receipt of the request.

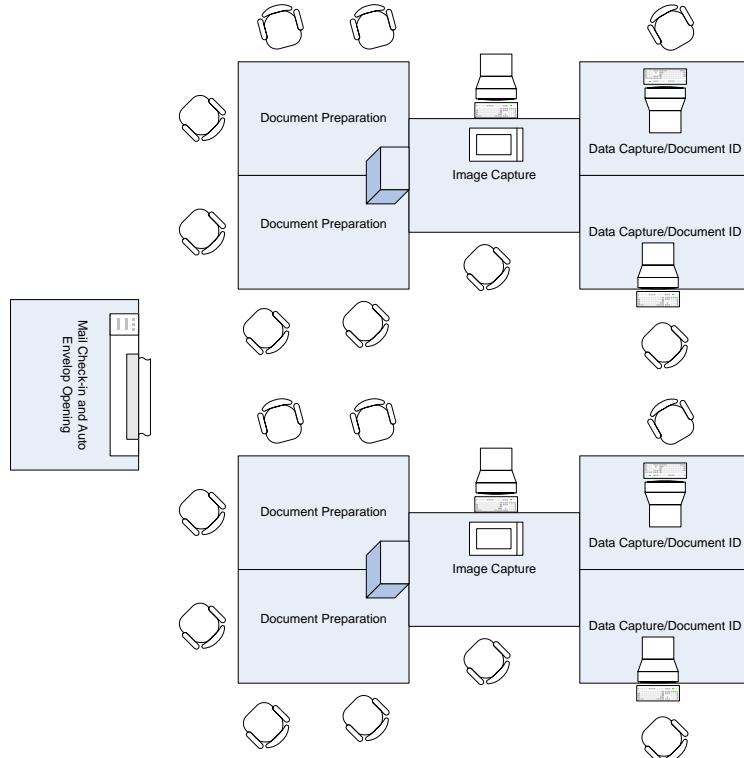
10.0 PRODUCTION AND QUALITY CONTROL (QC) OVERVIEW

Lean Sigma Cells

All Image Data centers operate in a Lean Sigma Cell design. This design ensures efficiency by eliminating delays in any work queue. Work is not stacked or bottlenecked with the possibility that errors may be contained in an over produced work station. With this workflow design, all elements are synchronized to maximize a daily throughput rate by balancing and managing workloads at each station of the cell. The error prone design of separating prep/imaging/index/document identification within different areas of the room is not utilized by Image Data. Errors are virtually eliminated by employees working side-by-side to ensure that process or product deficiencies are reported to the previous station. This flow enables the Lean Cell to find and correct deficiencies instantly, ensuring that the correction is made at the time of occurrence. In addition, our Lean Sigma work cells process the information in smaller batches, resulting in faster net throughput times. Fast processing times promote the turnaround times required and ensures quality assurance checks continue to be completed in conjunction with deliverable times. Image Data will create a lean cell for each unique task order under this agreement.

Lean Sigma continuously improves overall production and eliminates errors resulting in providing the Town of Middleton higher quality images and data with the highest accuracy levels and at the same time lowering overall costs to our clients.

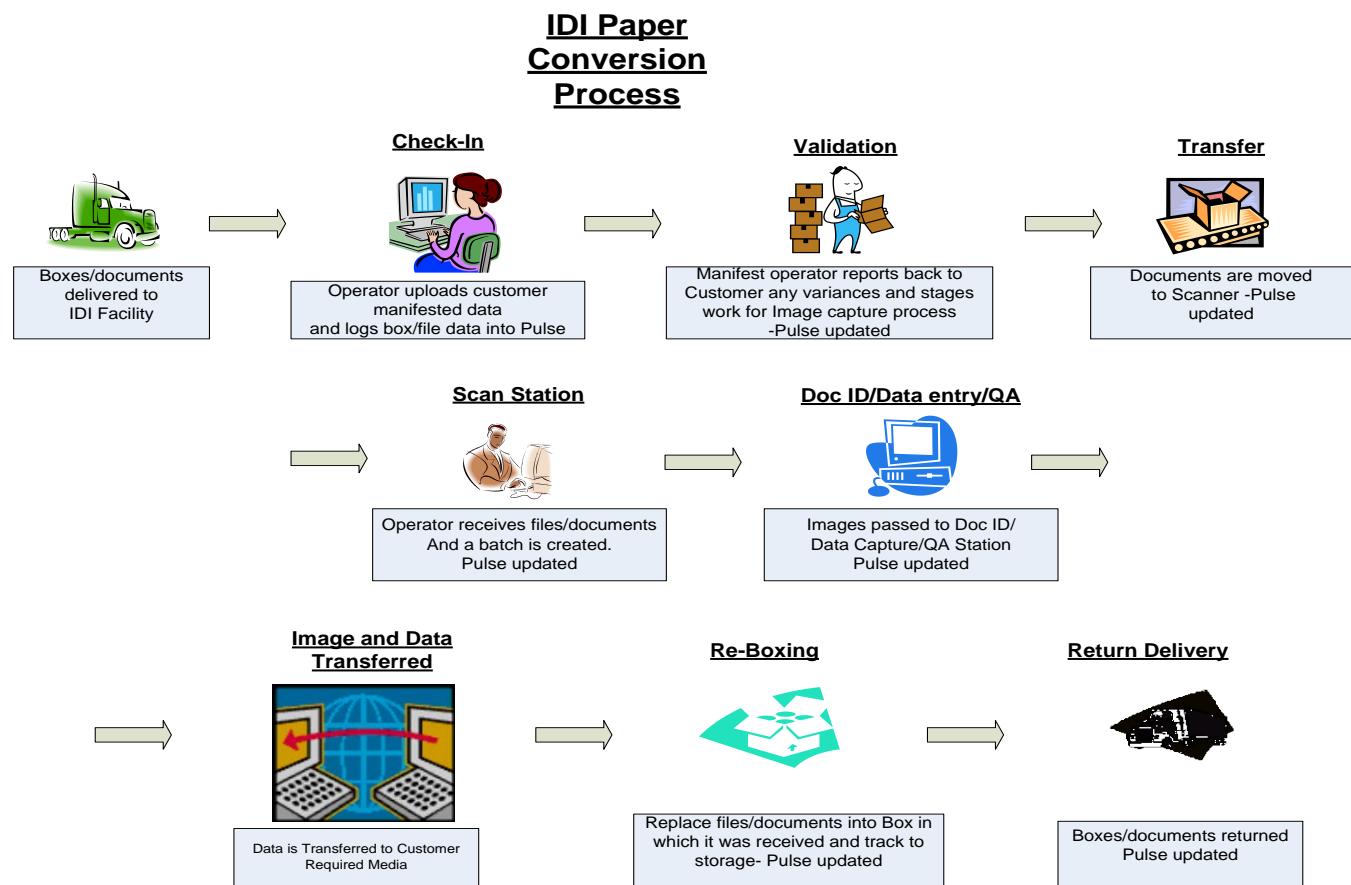
Sample Lean Cell Design



Production Planning and Process Control Activities

The Production phase commences with the transfer of project knowledge from Ramp up to production personnel through systematic training. A team of cross-functional personnel carries out the production activities. This team is dedicated to meet the customers' requirement in terms of quality, timeliness and other deliverables. The cross-functional team contains expertise for document preparation, conversion instruction, ramp up, software, and production planning activities.

The initial activity in the production phase is the creation of the project management/implementation plan that describes the quality objectives, the project deliverables, project schedules, resource requirements, training schedules, risk assessment, risk mitigation plans and individual responsibilities towards meeting the project targets and deliverables.



The following are examples of quality measures within the project:

Document Preparation - Paper Audit (If warranted)

- IDI will insert a “File Level” barcode sheet as well as “Document Type” barcode labels on the various document types within the file.
- Paper files will be audited to validate the document preparation process is complete and accurate prior to being sent to the scanning area.

Scanning – Attended Mode QC

- Scan in “Attended Mode” to assure that the best quality image is rendered
- Visually inspects each image as it is captured and interrupt scanning if aMA issues that comprise image quality are detected such as double feeds, folded corners, light images, dark images etc.
- While attended mode scanning is slower than unattended scanning, it provides the first line of image quality control and avoids re-scanning documents.
- IDI utilizes auto-blank page deletion when dropping the back side/page of a paper document with no content. This process is over 99% effective/accurate provided the backs are clean of smudges and darkened areas. With this process, backs with content will not be deleted but backs that have content, dark areas, or smudges will remain and be part of the image transfer stream.

Image Clean-up Processes

- Image processing includes de-skew, de-speckle, black border removal and crop.
- IDI utilizes state of the art production scanners and image processing technologies to render the best possible electronic document images comparable to the quality of the original documents.
- Set-up entails scanner adjustments to assure the accurate and complete capture of the documents.

Post Scan Automated QC

- QC steps are looking for a corrupt image, large image file size, etc.
- In addition other steps are typically introduced which may include:
- Manually review blank backs and delete.

Post Scan Visual QC

- After the automated QC has completed, a QC operator will perform visual QC of images and data prior to sending the batch to “Release”. This is a random effort after all errors in the process have been corrected.

Workflow Quality Control

- If discrepancies are found within a batch in aMA step of the conversion process, then the entire batch is directed to Quality Control Module and re-processed to correct identified issues.

Post Release QC

- An automated process is run against the batch to ensure all images and data have been written properly and none are corrupt.

Pricing Elements as Applicable:

Image Data Conversion of Middleton, MA Volume and State Contract Cost Through SHI						
Department and Description		Boxes	Folders/Units	Images	Cost per Image	Extended Cost
Building	Documents X17 or smaller	229	3,435	343,500	\$ 0.115	\$ 39,502.50
	Documents larger than 11X17			34,350	\$ 1.69	\$ 58,051.50
		Pick-up	2		\$ 424.80	\$ 849.60
		Return	2		\$ 424.80	\$ 849.60
		Set-up	1		\$ 345.15	\$ 345.15
				Estimated Total		\$ 99,598.35

Note: Pricing is based on the document samples reviewed and outlined in this proposal. Other documents not described for these same and other departments may need review for valid pricing points.

IDI expects documents to be in orderly condition, not damaged by water or other contaminates, with easily identifiable index fields and light to medium prep of documents. If these conditions do not exist, boxes may be rejected, or price increase may apply.

Above is the complete list of services priced in this agreement. Other services required and not outlined in this enclosure should not be implied.

Pricing is based on the quantities listed in this proposal. If the images are more or less than 10% of the assumed quantities, the per-image price is subject to change based on the number of images actually submitted.

Conclusion

We are confident that, if given the opportunity, we will add tremendous value to the Town of Middleton and its success in this initiative.

We look forward to discussing next steps to ensure that the proper course of action is taken and all parties are successful.

If you have any questions or would like further clarification on this proposal, please contact:

Laurie Green
Image Data, Inc.
18 Petra Drive, #3B
Albany, NY 12205
518.862.2740 x1024
lgreenimgdata.com

In witness whereof, this agreement has been executed by a respective signatory of each party whose signature appears below and is on the date of this Agreement duly authorized by all necessary and required corporate action to execute this agreement.

Customer: **Town of Middleton**

Address: 195 N. Main St.
Middleton, MA 01949

Name: _____

Printed: _____

Title: _____

Date: _____

Vendor: **Image Data, Inc.**

Address: 18 Petra Lane
Albany, New York 12205

Name: Laurie Green _____

Printed: Laurie Green _____

Title: Account Executive _____

Date: January 31, 2020 _____



OFFICE OF THE TOWN ADMINISTRATOR

Town of Middleton
Memorial Hall
48 South Main Street
Middleton, MA 01949-2253
978-777-3617
www.middletonma.gov

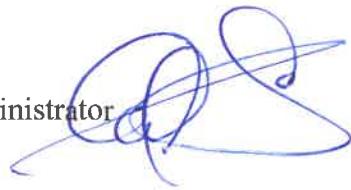
MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator

SUBJ.: FY22 Capital Request
Town Administrator/Board of Selectmen

DATE: February 8, 2021



Enclosed please find the FY22 Capital Improvement Plan for the Town Administrator/Board of Selectmen Department.

This office proposes the following projects for FY22:

- \$15,000 to conduct a Charter Revision
- \$20,000 to acquire two unbuildable parcels of land adjacent to 48 South Main Street
- \$25,000 for handicap improvements at Memorial Hall. These funds will supplement funds that were appropriated in FY21 but were insufficient to cover the costs
- \$61.7M for the Public Facilities Project at 105 South Main Street.

I included a couple of other projects that I had as notes in my files. These projects may be submitted by others:

- \$17,000 to replace the roof of the Tramp House. This is a potential CPA project
- Funds to replace the flag pole at the Flint Public Library.
- Repairs/resetting of headstones at the Fuller Burying Ground. This project, for which I do not have an estimate, is a potential CPA project.

FY23 and FY24 have placeholders for design and renovation of Memorial Hall. These items will be removed if the Public Facilities Project is approved.

An additional funding source is available from a surcharge on Transportation Network Companies (TNCs). These funds are generated from a \$0.20/ride surcharge on transportation network companies like Uber and Lyft; the surcharge is shared evenly between the State and the community from which the ride originates. The funds can be used for equipment and services to assist in speed control and traffic calming. According to my records Middleton has received the following amounts:

- 2019: \$2,179
- 2018: \$1,705.40
- 2017: \$1,180.90



January 19, 2021

Mr. Bradford W. Swanson, Assistant Assessor
Assessor's Office
Memorial Hall
48 South Main Street
Middleton, MA 01949

Dear Mr. Swanson,

We are sending this letter of quotation to you in order to address the changes in the directives of the DOR relative to the Class 504 public utilities for Fiscal Year 2022.

The Bureau of Local Assessment (BLA) has directed that net book value, based upon recent ATB and Appeals Court rulings, is no longer representative of full and fair cash value. As valuation by the use of a 50/50 methodology has been supported by the courts, the BLA is accepting the use of this methodology as the indicator of full and fair cash value relative to Class 504 utilities.

The utilities at issue for you are the following:

New England Power Company
Boston Gas Company
Massachusetts Electric Company (we will do this one at no charge to Town)

In order for us to do the valuations as per this methodology, we can provide this service at the cost of \$2,000 per utility. If you want us to undertake this calculation of value, the total cost will be:

\$4,000.00
Four Thousand Dollars

Should you have any questions or comments relative to the information as contained herein, please feel free to contact me.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'BRIAN J. PELLETIER'.

Brian J. Pelletier
President

MIDDLETON, MA

48 South Main Street, Middleton, MA 01949
Brad Swanson (978-774-2099)
bradford.swanson@middletonma.gov

PROPOSAL

January 5, 2021

1. Scope of Services

In consideration of the compensation set forth herein, the COMPANY proposes the following services for the fiscal year 2022 Certification:

Fiscal Year 2022 C&I Consulting Services:

- A.** Assist with the Analysis and evaluation of the data on Commercial and Industrial parcels located throughout the MUNICIPALITY that have sold in the previous two years.
- B.** Assist with the analysis of all available income and expense statements, the MUNICIPALITY will be responsible for data entry of the returned I&E forms.
- C.** Assist the MUNICIPALITY with the certification process and prepare the necessary documentation for the fiscal year 2022 certification process with the DOR on all Commercial and Industrial property.

Fiscal Year 2022 Residential Certification:

- A.** Analyze and evaluate the data on those improved parcels located throughout the Town that have sold in Calendar Years 2020 and 2021. The purpose of this analysis is to validate arm's-length sales and inventory status as of date of sale.
- B.** Analyze all vacant land sales that occurred during calendar years 2019, 2020, and 2021.
- C.** In the event that there are not enough valid land sales to help determine the value of land as of January 1, 2021, then development of land residuals to conform to any Department of Revenue requirements will be provided
- D.** Adjust all value tables, depreciation tables, land tables, and any other requirements of the system, to insure equitable assessments on all Residential Property for fiscal year 2022.

- E.** Assist the MUNICIPALITY with the certification process and prepare the necessary documentation for the fiscal year 2022 certification process with the DOR.

2. General Conditions

- A.** The MUNICIPALITY will be responsible for all data entry.
- B.** The MUNICIPALITY will be responsible for all Personal Property.
- C.** The MUNICIPALITY will be responsible for all Mailings and Postage.
- D.** The MUNICIPALITY will allow Patriot Properties remote access into the AssessPRO Database in order to provide the services proposed above.

3. Compensation

In consideration of the Fiscal Year 2022 services above to be performed by Patriot Properties, the cost to the Town of Middleton will be:

FY2022 C&I Certification: **\$12,000.00 (-\$2,000.00 Discount) = \$10,000.00**

FY2022 Residential Certification: **\$16,000.00 (-\$2,000.00 Discount) = \$14,000.00**

4. Optional

504 Valuations: **\$2,500.00 Each 504 Account**

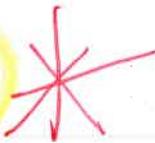
Building Permit Inspections: **\$20.00 Per Parcel**

Data entry: **\$3.00 Per Parcel**

Brad Swanson

From: Jeff Leone <jeff@patriotproperties.com>
Sent: Tuesday, December 15, 2020 4:27 PM
To: Brad Swanson
Subject: RE: Patriot Services Proposal

Cyclical \$20 per parcel
Data Entry \$3 per parcel



From: Brad Swanson <bradford.swanson@middletonma.gov>
Sent: Tuesday, December 15, 2020 4:19 PM
To: Jeff Leone <jeff@patriotproperties.com>
Subject: RE: Patriot Services Proposal

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Cyclical cost per parcel???

From: Jeff Leone <jeff@patriotproperties.com>
Sent: Friday, December 11, 2020 3:31 PM
To: Brad Swanson <bradford.swanson@middletonma.gov>
Subject: RE: Patriot Services Proposal

Hi Brad,

Here is the quote you requested (please review attached)

Also, I have been follow up with all of our classic customers to see if they have any interest in upgrading to the new version of AssessPro... (AP5).

If you are interested, I can send you a proposal.

I included your FY22 License and support quote below in case you needed this as well.

FY2022 License and Support estimate below:

APRO -\$8,050.00
WebPro - \$2,000.00
ArchivePRO - \$500.00
FY2021 Total - \$10,550.00 (7/1/2021 - 6/30/22)

Thanks,

Jeff

From: Brad Swanson <bradford.swanson@middletonma.gov>
Sent: Wednesday, December 09, 2020 9:10 AM

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Financial Administration					
Free Cash transfer to reduce the tax rate					
Funding for GASB 45 (Other Post Employment Benefits					
Stabilization Fund)	75,000	75,000	75,000	75,000	75,000
Appropriation to Stabilization Fund	75,000	50,000	50,000	50,000	50,000
Pension Stabilization Fund	25,000	25,000	25,000	25,000	25,000
Capital Stabilization Fund	75,000	50,000	50,000	50,000	50,000
Special Education (SPED) Stabilization Fund	130,000	25,000	25,000	25,000	25,000
Subtotal Financial Administration	\$380,000	\$225,000	\$225,000	\$225,000	\$225,000
TOTAL ADMINISTRATION:	\$62,199,700	\$382,500	\$5,225,000	\$225,000	\$225,000
Other Warrant Articles					
Essex Tech - Capital Improvement Assessment	12,517				
Total Other Warrant Articles	\$12,517	\$0	\$0	\$0	\$0

Fiscal Year 2022-2026
Five Year Capital Budget Plan

	2022	2023	2024	2025	2026
Net Fiscal Year 2022-2025 Five Year Capital Budget Plan - By Category					
DPW/Recreational Facilities	341,240	222,000	243,000	363,500	335,000
Police	60,600	178,000	102,000	26,000	33,000
Fire	760,160	198,000	965,000	0	0
Elementary Schools	0	2,767,000	2,449,000	1,214,000	2,600,000
Masconomet	0	0	0	0	0
Memorial Hall	25,000	0	0	0	0
Senior Center/Old Town Hall	5,643	0	0	0	0
Flint Public Library	6,000	0	50,000	5,000	0
IT	31,900	63,000	76,000	11,000	5,000
Administration	62,199,700	382,500	5,225,000	225,000	225,000
Other Warrant Articles	12,517	0	0	0	0
Water Enterprise Fund	100,000	565,000	100,000	50,000	125,000
ALL DEPARTMENTS TOTAL	\$63,542,760	\$4,375,500	\$9,210,000	\$1,894,500	\$3,323,000