

MIDDLETON BOARD OF SELECTMEN
MEETING AGENDA
TUESDAY, APRIL 6, 2021
7:00 PM
This meeting is being recorded

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81811243518?pwd=WmI4NVR0Sk40SVg3UVpjU2QvZER4UT09>

Meeting ID: 818 1124 3518

Passcode: 489840

One tap mobile: +13017158592,,81811243518#,,,,*489840#

1. 7:00 Warrant: #2121
Minutes: Open Session: March 23, 2021
Town Administrator updates and reports
2. 7:15 Public Comment Period
3. 7:20 Review and sign Bond Anticipation Notes in the amount of \$3,745,000 for acquisition and master planning of 105 South Main Street
4. 7:30 Continue discussion of location and date of Annual Town Meeting and Town Election
5. 7:40 Vote to include a debt exclusion question on the Annual Town Election ballot and provide required notice to the Town Clerk
6. 7:50 Approve Class 2 annual license renewal for Robert's Motors
7. 8:00 Discuss pay equity study and vote to implement non-union classification schedule
8. 8:15 Review and vote to appoint the following to the Recreation Commission:
 - Michaela Giragosian Anderson, for a term through June 30, 2023
 - Jennifer Pavenski, for a term through June 30, 2022
 - Michelle Creasi, for a term through June 30, 2022
9. 8:20 Vote to accept a grant in the amount of \$14,705.88 from the Massachusetts Department of Public Health through the Metropolitan Area Planning Council (MAPC) for local health crisis response costs associated with COVID-19
10. 8:25 New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

Upcoming Meetings: April 8
April 20
May 4 & 18

Joint Meeting with Finance Committee: FY22 Budget Hearing
Regular BOS meetings
Regular BOS meetings

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

MEETING MINUTES
BOARD OF SELECTMEN
Tuesday, March 23, 2021 7:00 PM
This meeting was recorded

NOTE: Due to the state of emergency in Massachusetts due to the COVID-19 outbreak, this meeting was held via ZOOM, an internet-based meeting space.

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

Absent: None

Others Attending: Town Administrator Andy Sheehan, Assistant Town Administrator Tanya Shallop, Minutes Secretary Judi Stickney, Paul Pellicelli, Adam Stone, Taylor Galusha, Town Clerk Ilene Twiss, Town Moderator Barbara Piselli, Dan Dintino, Wendall Waters, Attorney Jill Mann, and others

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

ROUTINES

- **Warrant Approval:** Town Administrator Andy Sheehan provided a brief review of Warrant #2120: Payroll: \$719,743; Bills Payable: \$2,009,877, noting that the Town Accountant had reviewed the warrant and requested the Board's approval. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the warrant as presented.

Roll Call (Called by Clerk Houten):

PRENTAKIS:	Yes
CRESTA:	Yes
KASSIOTIS:	Yes
HOUTEN:	Yes

- **Minutes:** After a brief review of available minutes, the Board took the following action:
On a **MOTION** made by **Prentakis**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously by roll call vote to accept the minutes of March 9th, 2021 as written.

Roll Call (Called by Clerk Houten):

PRENTAKIS:	Yes
CRESTA:	Yes
KASSIOTIS:	Yes
HOUTEN:	Yes

- **Town Administrator's Report:** Town Administrator Andy Sheehan provided the Board with information and updates on the following:

- **FY2022 Budget Summit:** Sheehan advised the public that the third joint meeting between the Finance Committee and the Board of Selectmen will be held this Thursday, at 7PM, via Zoom. Login information is available at www.middletonma.gov.
- **Hydrant Flushing:** Sheehan advised that hydrant flushing starts next week and will be going on for about 2 weeks, during the daytime, from 8am-6pm. Sheehan added that if residents experience discolored water, it is recommended that they open an outside spigot and let the water run until it is clear.
- **DPW Updates:**
 - Transfer Station will be closed on Easter Sunday, April 4th
 - Resident brush drop off day will be Saturday April 10, 2021. 8:00 am-3:30 pm. Brush only up to 8" diameter.
 - Swap Shop is scheduled to reopen on April 14th
 - Street sweeping and catch basin cleaning will take place this week and next week
 - Paving will be starting in a couple of weeks
 - Work at Oakdale Cemetery has started with assistance from Essex Tech students
- **Cybersecurity Grant:** Sheehan advised that the Town has received a grant from the State to train employees and help them understand and identify fishing emails and other potentially dangerous emails. Volunteers will help manage the grant, including Mira Plante who recently received her Eagle Award, as reported in the Middleton magazine. She is a student at WPI. Her younger brother Rohan will also be helping to manage the grant program.

7:14 PM Public Comment Period: There were no public comments.

7:15 PM Continued Discussion of Location and Date of Annual Town Meeting and Town Election: Town Administrator Andy Sheehan advised he has been working with the Town Clerk and the Town Moderator to determine a date and location of the Annual Town Meeting and Town Election. The State passed legislation allowing postponement of Town Meetings and Town Elections. They are recommending a Town Meeting date of Saturday June 5th, with a rain date of June 6th, and the following Saturday, June 12th, for the election. The venue will be the soccer field behind Memorial Hall for the Town Meeting. Angelica's has offered their parking lot to the Town for parking for the Town Meeting. A brief discussion ensued on the start time of the meeting. Sheehan suggested 9AM or 10AM. The Town Moderator and Town Clerk contributed to the discussion, agreeing with the start time of 9AM. Town Clerk Ilene Twiss advised that the polls will be open from 7AM-6PM.

7:23 PM Continued Review and Discussion of the Warrant for the 2021 Annual Town Meeting: Town Administrator Andy Sheehan advised there was nothing new on this and it will be discussed at length at the joint meeting on Thursday.

7:24 PM Mann & Mann: New Class 1 Auto Dealers License: Attorney Jill Mann, Mann & Mann, representing Kenworth SE New England, Inc., met with the Board of Selectmen with an application for a new Class 1 auto dealers' license at 15 Sharpners Pond Road. Mann provided drawings and plans for the Board to view as she made her brief presentation. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the Class 1 auto dealers' license for Kenworth SE New England, Inc. at 15 Sharpners Pond Road.

Roll Call (Called by Clerk Houten):

PRENTAKIS:	Yes
CRESTA:	Yes
KASSIOTIS:	Yes
HOUTEN:	Yes

7:41 PM Discuss and Vote to Implement Non-Union Classification Plan: Town Administrator Andy Sheehan provided the Board with information on the Pay Equity Study and accompanying non-union classification plan, noting that they have been working on this for about two years. Sheehan added that there was a wage study and classification study completed. Implementation was delayed due to COVID-19. The Board had many questions on the pay rates and would like to see the pay ranges within each grade. Sheehan will provide the Board with the requested data and will discuss again at the next meeting.

8:13 PM New/Other Business:

- **Unresolved Supplemental Requests:** Selectman Prentakis asked about the two unresolved supplemental requests on the budget. Town Administrator Sheehan advised they would be discussed at the budget summit on Thursday. If they are not resolved Thursday, it will be on the agenda for the next joint meeting on April 8th.
- **American Recovery Plan Act Money:** At Selectmen Cresta's request about what the American Recovery Plan Act money can be used for, Sheehan advised that the State is still discussing what the money can be used for. They are hopeful that before April 9th there will be guidance from the Treasury Department. Sheehan added that whatever they are getting will be disbursed within 14 months.
- **Goddard School Dumpsters:** Selectman Kassiotis asked if there were any bylaws regarding when dumpsters can be serviced. A brief discussion ensued. Sheehan advised he will reach out to Inspectional Services and Health to see if there is anything that can be done about the early morning noise.

8:24 PM Adjourn

With no further business, on a **MOTION** made by **Houten**, the Board of Selectmen's meeting of March 9, 2021 adjourned at 8:24 PM.

Upcoming Meetings:

March 25 Joint Meeting with Finance Committee: FY22 Budget Hearing

April 6 & 20 Regular BOS meetings

Respectfully submitted,



Judith A. Stickney, Minutes Secretary

Timothy P. Houten, BOS Clerk

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

- Agenda: March 23, 2021
- Warrants
 - Warrant #2120: Payroll: \$719,743; Bills Payable: \$2,009,877
- Minutes:
 - March 9, 2021
- Annual Town Meeting Warrant, May 11, 2021
- Letter and supporting materials from Mann & Mann to Board of Selectmen, Re: Application for Class 1 Motor Vehicle Dealer's License, 2/26/21
- Town of Middleton Classification Plan
- Letter from Middleton Boy Scout Troop 19 to Town Administrator, Re: Eagle Scout Saranya Plante, 3/6/21
- Letter from Middleton Police Department to Board of Selectmen, Re: Daniel Dintino Jr., 3/23/21

Belinda Young
Treasurer/Collector
Tel. 978-774-8327
Fax 978-774-3684



Town Hall
48 South Main Street
Middleton, MA 01949
cassandra.murphy@middletonma.gov

3.

TOWN OF MIDDLETON
OFFICE OF THE
TREASURER/COLLECTOR

4/1/2021

TO: Middleton Board of Selectmen
FROM: Belinda Young – Treasurer/Collector
RE: General Obligation Bond Anticipation Note

Based on the bids received on the \$3,745,000 General Obligation Bond Anticipation Note that sold on 3/31, I recommend that we accept the bid from Oppenheimer & Co. The Net Interest due on the note was the most favorable for the Town due to the premium offered.

Thank you.

Town of Middleton, Massachusetts

\$3,745,000 General Obligation Bond Anticipation Notes

Sale Date: 3/31/2021
Dated Date: 4/23/2021
Delivery Date: 4/23/2021
Due Date: 12/16/2021
Days Per Year: 360
Day Count: 233
Bank Qualified: No
Rating: None



Bidder	Underwriter	Principal	Coupon Rate	Premium	Interest	Net Interest	NIC	Prorata Premium	Prorata Interest	Award	Reoffering Yield
Oppenheimer & Co.	•	\$3,745,000	1.125%	\$21,316.00	\$27,268.28	\$5,952.28	0.2456%	\$21,316.00	\$27,268.28	\$3,745,000	
TD Securities	•	\$3,745,000	1.00%	\$17,976.00	\$24,238.47	\$6,262.47	0.2684%				
Piper Sandler & Co.	•	\$3,745,000	1.00%	\$16,290.75	\$24,238.47	\$7,947.72	0.3279%				
BNY Mellon Capital Markets	•	\$3,745,000	1.50%	\$27,738.09	\$36,357.71	\$8,619.62	0.3556%				
Century Bank		\$3,745,000	0.80%	\$8,725.85	\$19,390.78	\$10,664.93	0.4400%				
Award Totals											

Town of Middleton, Massachusetts
\$3,745,000 General Obligation Bond Anticipation Notes
 Sale Date: 3/31/2021
 Dated Date: 4/23/2021
 Delivery Date: 4/23/2021
 Due Date: 12/16/2021
 Bank Qualification: No

MUNICIPAL PURPOSE LOAN

Purpose	Vote Dates	Reference	Article Number	Amount Authorized	Previous Issues	Grants and/or Paydowns	Renewal This Issue	New This Issue	Total This Issue	Balance Unissued	Original Issue Date	Prorata Interest	Prorata Premium
Land Acquisition - South Main Street Development Master Plan - South Main Street	3/19/2019 3/19/2019	Ch. 44, s. 7(1) Ch. 44, s. 7(1)	1 2	\$3,420,000 \$325,000	\$3,420,000 \$325,000	\$0 \$0	\$3,420,000 \$325,000	\$0 \$0	\$3,420,000 \$325,000	\$0 \$0	4/26/2019 4/26/2019	\$24,901.88 \$2,395.41	\$19,466.15 \$1,849.85
Totals				\$3,745,000	\$3,745,000	\$0	\$3,745,000	\$0	\$3,745,000	\$0	4/26/2019	\$27,288.28	\$21,316.00



Purpose	Vote Dates	Reference	Article Number	Amount Authorized	Previous Issues	Grants and/or Paydowns	Renewal This Issue	New This Issue	Total This Issue	Balance Unissued	Original Issue Date	Prorata Interest	Prorata Premium
Land Acquisition - South Main Street Development Master Plan - South Main Street	3/19/2019 3/19/2019	Ch. 44, s. 7(1) Ch. 44, s. 7(1)	1 2	\$3,420,000 \$325,000	\$3,420,000 \$325,000	\$0 \$0	\$3,420,000 \$325,000	\$0 \$0	\$3,420,000 \$325,000	\$0 \$0	4/26/2019 4/26/2019	\$24,901.88 \$2,395.41	\$19,466.15 \$1,849.85
Totals				\$3,745,000	\$3,745,000	\$0	\$3,745,000	\$0	\$3,745,000	\$0	4/26/2019	\$27,288.28	\$21,316.00

Certificate of Award

I, the Treasurer of the Town of Middleton, Massachusetts, hereby award the \$3,745,000 General Obligation Bond Anticipation Notes dated April 23, 2021 (the "Notes") to the bidder or bidders submitting the bid or bids attached hereto in accordance with the terms set forth in the attached bid or bids and in the Notice of Sale dated March 24, 2021, relating to the Notes, subject to the approval of this award by the Board of Selectmen.

Date: March 31, 2021

Belinda Young
Treasurer



OFFICE OF THE TOWN ADMINISTRATOR

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

5.

MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator

SUBJ.: Ballot Language
Debt Exclusion – Public Facilities Complex

DATE: April 6, 2021

This year's Annual Town Election will have a Proposition 2 ½ debt exclusion question related to the public facilities complex. Under Massachusetts law there are several procedural steps required in order to include a Proposition 2 ½ question on the ballot.

Chapter 59, section 21C, requires that the Board vote to place a debt exclusion question on the ballot. This vote requires a 2/3 majority.

Chapter 54, section 42C, requires that the Board of Selectmen provide written notice of a ballot question to the municipal clerk not less than 35 days prior to the election.

The following language will appear on the ballot. A vote to adopt this language and provide notice to the Town Clerk will satisfy the statutory requirements:

Shall the Town of Middleton be allowed to exempt from the provisions of Proposition Two-and-One-Half, so-called, the amounts required to pay for the bonds issued in order to acquire the parcel of land shown as Assessors map 29, parcel 184, consisting of 52 acres, more or less, and for the design, permitting, construction, and furnishing of a public facilities project consisting of a combined Police and Fire Public Safety Building and a combined Community Center and Town Hall, and all incidental and related costs associated therewith?

Thank you in advance.

Town of Middleton, Massachusetts
Revenue Enforcement and Protection Certification (REAP)

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I hereby certify under the penalties of perjury that I to my best knowledge and belief, have filed all State tax returns and paid all state taxes required by law.

Name of Company: **Roberts Motor Group**

Address: 5 Forms Way UNIT #2

Title of Person Signing: Owner

Signature of Individual or Corporate Name: Rahat Afzal Ali

Printed Name of Above: Robert Malerba

Contact Telephone Number: **978-641-6000**

Date: 12/08/20

Social Security Number or Federal Identification Number: _____

Email Address: ir_trucking@icloud.com

JR trucking@icloud.com

Full name is:

Robert D. Maserba Jr.
THANK You 1/14/2021



Town of Middleton
Memorial Hall
48 South Main Street
Middleton, Massachusetts
01949-2253
978-774-3589
www.middletonma.gov

8.

TOWN OF MIDDLETON TALENT BANK APPLICATION

The Board of Selectmen maintains a Talent Bank of names of citizens of Middleton willing to serve on boards, commissions and committees. Names in this file are available for use by all Town Departments.

Names: Michaela Gregorian Anderson Telephone: _____
Address: Street, Middleton, MA 01949
Bus. Telephone: _____
Email Address: _____
Occupation: Stay-At-Home Mother
Background Experience: _____

I am interested in serving on Town Boards and Committees involved in the following areas:
(Please check all that apply. The Board encourages you to attach a recent resume if available.)

<input type="checkbox"/> Board of Health	<input checked="" type="checkbox"/> Recreation Commission
<input type="checkbox"/> Council on Aging	<input type="checkbox"/> Historical Commission
<input type="checkbox"/> Finance Committee	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> Scholarship Committee
<input type="checkbox"/> Master Plan Committee	<input type="checkbox"/> Library Services
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Industrial Commercial Development Review Committee
<input type="checkbox"/> Cultural Council	<input type="checkbox"/> Zoning Bylaw Review Committee

Amount of Time Available: I am available when needed.

Are you available year round for committee meetings? Yes X No
If not, when are you available?

 Winter Spring Summer Autumn

Are there any Boards or Committees in which you are particularly interested?

I am interested in serving the Recreation Committee.

Signature

Please submit all responses to the Town Administrator's Office via the mailing address above or via email at: michelle.creasi@middletonma.gov

March 11, 2021

Date

March 11, 2021

Michaela Giragosian Anderson
61 Essex Street
Middleton, MA 01949

Town Of Middleton
Recreation Committee

To Whom It May Concern,

I am sending this letter of intent to fulfill the available position on the Recreation Committee. I have been a member of the Middleton Community for 5 years. In 2018, I started the Middleton Fights With A Heart Of Gold Campaign in memory of my daughter Lola, who lost her battle with cancer in 2018. With the support of the Middleton Community and Middleton Schools, we have raised over \$30,000 in the past 3 years. I am currently a member of the Middleton PTO and have a daughter, Lucy, in Fuller Meadow.

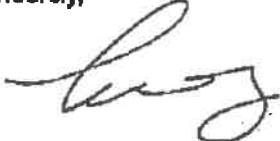
I would like to join the Recreation Committee because I would love to help come up with ideas and events for our community, especially safe yet fun activities during these Covid times.

Please contact me by phone at
forward to hearing from you.

or by email at

I look

Sincerely,



Michaela Giragosian Anderson



Town of Middleton
Memorial Hall
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TOWN OF MIDDLETON TALENT BANK APPLICATION

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Names: JENNIFER PAVENSKI Telephone: _____
Address: 132 EAST STREET Bus. Telephone: _____
Email Address: _____
Occupation: PHOTOGRAPHER
Background Experience: _____

I am interested in serving on Town Boards and Committees involved in the following areas:
(Please check all that apply. The Board encourages you to attach a recent resume if available.)

<input type="checkbox"/> Board of Health	<input checked="" type="checkbox"/> Recreation Commission
<input type="checkbox"/> Council on Aging	<input type="checkbox"/> Historical Commission
<input type="checkbox"/> Finance Committee	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> Scholarship Committee
<input type="checkbox"/> Master Plan Committee	<input type="checkbox"/> Library Services
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Industrial Commercial Development Review Committee
<input type="checkbox"/> Cultural Council	<input type="checkbox"/> Zoning Bylaw Review Committee

Amount of Time Available: WEEKLY / BI-WEEKLY IF NEEDED

Are you available year round for committee meetings? Yes ✓ No _____
If not, when are you available?

_____ Winter _____ Spring _____ Summer _____ Autumn

Are there any Boards or Committees in which you are particularly interested?


Signature

Please submit all responses to the Town Administrator's Office via the mailing address above or via email at:
michelle.creasi@middletonma.gov

3-24-21

Date

My name is Jennifer Pavenski and I am interested in joining the town Recreation Committee. I have lived in Middleton with my husband and our two boys for 5 years. We have loved getting to know everyone in town. I have volunteered at Fuller Meadow and at Howe-Manning schools and have worked as a lunch aide for the past 5 years. I'm also a photographer and dance teacher. I would love to help out the town and the kids by joining the committee.

Thank you for your consideration,
Jennifer Pavenski



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TOWN OF MIDDLETON TALENT BANK APPLICATION

The Board of Selectmen maintains a Talent Bank of names of citizens of Middleton willing to serve on boards, commissions and committees. Names in this file are available for use by all Town Departments.

Names: Michelle Creasi Telephone: _____
Address: 81 Forest St Bus. Telephone: _____
Email Address: _____
Occupation: Administrative Secretary
Background Experience: _____

I am interested in serving on Town Boards and Committees involved in the following areas:
(Please check all that apply. The Board encourages you to attach a recent resume if available.)

<input type="checkbox"/> Board of Health	<input checked="" type="checkbox"/> Recreation Commission
<input type="checkbox"/> Council on Aging	<input type="checkbox"/> Historical Commission
<input type="checkbox"/> Finance Committee	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> Scholarship Committee
<input type="checkbox"/> Master Plan Committee	<input type="checkbox"/> Library Services
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Industrial Commercial Development Review Committee
<input type="checkbox"/> Cultural Council	<input type="checkbox"/> Zoning Bylaw Review Committee

Amount of Time Available: _____

Are you available year round for committee meetings? Yes No
If not, when are you available?

Winter Spring Summer Autumn

Are there any Boards or Committees in which you are particularly interested?

03/31/21

Signature

Please submit all responses to the Town Administrator's Office via the mailing address above or via email at:
michelle.creasi@middletonma.gov

Date

9.

**AGREEMENT BETWEEN THE METROPOLITAN AREA PLANNING COUNCIL
AND THE CITY/TOWN LISTED BELOW
FOR THE DISBURSEMENT AND USE OF
FY21 EARMARKED FUNDING FOR COSTS ASSOCIATED
WITH THE COVID-19 PANDEMIC**

Pursuant to line-item 4512-2013 of the FY21 Commonwealth of Massachusetts Budget, as signed into law by the Governor of Massachusetts on December 11, 2020, earmarked appropriations have been approved for identified cities and towns. The Department of Public Health ("DPH") has selected the Metropolitan Area Planning Council ("MAPC") as a Local Health Crisis Response affiliate to disperse these state funds to named cities and towns in the regions MAPC has been asked to serve. These funds are intended to aid communities with costs associated with the COVID-19 pandemic.

Under its terms, MAPC will disburse a single payment of \$14,705.88 to the City/Town of Middleton. Payment will be made via check as soon as possible after the execution of this Agreement and pending the receipt of funds to MAPC from DPH.

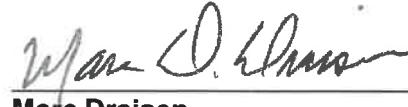
The City/Town is wholly responsible for documenting the use of said funds and keeping accurate and detailed records as to how the funding is deployed. The City/Town is also wholly responsible for reporting on the use of said funds to any authorized party seeking such information and holds MAPC harmless from any such obligations. MAPC can at any time seek information on the use of said funding from the City/Town but MAPC is not responsible for the accuracy or completeness of the records it obtains.

This letter constitutes the entire agreement between MAPC and the City/Town of Middleton. Any and all amendments to these terms shall only be effective upon the written agreement of MAPC and the City/Town.

This Agreement is hereby signed and dated by the Chief Executive Officer of MAPC and a binding authority of the City/Town.



Binding Authority
City/Town of MIDDLETON
Date signed: 3/19/21



Marc Draisen
MAPC

3/2/2021 _____

Correspondence and informational materials



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: Sean Cronin, Division of Local Resources
FROM: Tanya Shallop, Assistant Town Administrator/HR Director
DATE: March 22, 2021
RE: Middleton's Community Compact – Cemetery Software

The Town of Middleton is grateful for the opportunity from the Community Compact to digitize and electronically store and access our cemetery assets.

Oakdale Cemetery in Middleton is owned and has been operated by the Town since 1861. It is a fully functional cemetery which is regularly accepting new burials. In the past records were stored on index cards and a great deal of knowledge about the sites was stored in the heads of employees, primarily in the head of one long-time employee. This put us in a precarious position regarding our records. With the loss of the index cards or the employee, there would be a great deal of information permanently gone.

When the Town applied for the grant we were thinking that these records should be thought of in a similar way that municipalities approach other important assets, only with even more reverence and care. Burial plots could be conceptualized logically in the way that water and sewer lines and fire hydrants are tracked – with software, mapping, and record retention.

This grant enabled the Town to purchase software that tracks and maps burial sites as well as to digitize existing records. After reviewing several demos and obtaining quotes from leading providers of cemetery software, the Town decided to purchase CemSites. CemSites has experience with other municipal clients across the country and provided the services that Middleton needed.

Over the course of several months CemSites was able to transfer Middleton's index cards and institutional knowledge over to a secure CRM with the help of key DPW employees. This allows not only the past burials to be mapped and details tracked, but the Department of Public Works to track the purchase of new plots and the details associated with the burial including financial elements as well as details on the deceased. This software eased our concerns regarding securing our records and allows transactions to be tracked and reconciled much more easily than in the past.

The Town's next steps will be to make elements of CemSites available to the public. This would allow loved ones, historians, our Veterans Department, and others easy access to locating the

graves themselves. This will be a benefit to those trying to locate a burial plot when the DPW is not open and it will also free up some time from the DPW and allow people to self-service. It will also allow our Veterans Services Department to easily locate deceased Veterans for events such as putting flags on graves for Memorial Day and easily directing volunteers.



OFFICE OF THE TOWN ADMINISTRATOR

Town of Middleton
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Middleton, MA 01949-2253
978-777-3617
www.middletonma.gov

MEMORANDUM

TO: Sean Cronin, Division of Local Resources

FROM: Tanya Shallop, Assistant Town Administrator/HR Director

DATE: March 22, 2021

RE: Middleton's Community Compact – Human Resource Software

The Town of Middleton is grateful for the opportunity from the Community Compact to move our Human Resource functions into the digital age.

Middleton solicited quotes and viewed demos from several vendors before settling on the MUNIS product from Tyler Technologies. A primary reason for this decision was the interoperability of new modules with our existing MUNIS products that we utilize for accounting and payroll.

With the Community Compact grant, Middleton was able to purchase Employee Self Service, the Dashboard, Tyler Forms and Tyler Content Manager, and the Human Resource modules. Each of these modules has enabled and will continue to enable Human Resource functions as well as additional functions throughout the town to be handled more efficiently and effectively for employees.

This grant, coupled with a small outlay from the Town, enabled the initial purchase of these modules. The Town is continuing the investment through yearly maintenance costs.

As Middleton does not have any in-house IT staff, the integration has taken longer than hoped. This project relied on coordinating many teams within Tyler Technologies with our IT contractors which slowed the pace. We already have made significant improvements because of these modules and we believe that when we are fully implemented that we will have made several major improvements.

Tyler Forms and Tyler Content Manager

The Tyler Forms module has recently been installed after waiting in a long queue of towns. This feature has enabled us to upgrade the way that employees and others are able to see information on our website and beyond. It converts data easily onto forms such as W-9s, paychecks, etc. In the future this will enable us to allow employees easy access to their pay and tax information in an

accessible form electronically, also freeing up time from our Treasurer Collector's office in terms of printing and retrieving information for employees.

Tyler Content Manager will then enable us to fully attach and store documents related to Human Resources along with finance and payroll. This module has been dependent upon the implementation of Tyler Forms.

Human Capital Management

This module has the ability to perform several powerful functions. It takes the place of personnel files in many senses and offers additional functionality. It is our plan that all existing paper personnel files will be digitized and uploaded to MUNIS. Newer personnel files are already digitized and will be uploaded to MUNIS as well. This system allows us to track and record data regarding recruitment, compensation, retention, training, and development of employees. There are other features which we hope to utilize in the future including Risk management, succession planning, employee certifications, employee education, employee survey and employee training.

Details on the product are available here:

<https://www.tylertech.com/resources/resource-downloads/brochure-munis-human-capital-management-overviewDashboard>

The Dashboard

The Dashboard is a web-based application through which you can open Tyler products and other applications. It has allowed us to view the MUNIS data and access daily work from a single launching point. It has substantially increased access and efficiency to various parts of distinct modules within the MUNIS system. We have been able to roll this out to the clerical staff who regularly access MUNIS.

Details on the product are available here:

<http://help.tylertech.com/TylerDashboard/6.1/TDB/Content/Resources/Documents/Tyler%20Dashboard%20User%20Guide%20Version%206.1.pdf>

Employee Self Service

Employee Self Service has been a major asset to our employees and will continue to be in the future as we employ more features. "ESS" enables employees to log onto a portal from any device and see information about time off requests, pay stubs, available vacation and sick balances and more. This will soon be integrated with Tyler Forms which will allow W-2s and more to be accessed and printed directly from ESS. In the future we anticipate that it will have more features related to job openings, benefits, and more.

It is currently available here: <https://middletonma.gov/166/Employee-Forms-Resources>

Details on the product are available here:

<https://www.tylertech.com/resources/resource-downloads/product-sheet-munis-employee-service>

Future Plans

Our future plans that have been enabled by the Community Compact grant include improvement of our website dedicated to Human Resources, fully integrating the ESS feature and driving more employees to find out information without needing to go through the HR or Treasurer Collector's Departments.

We will continue to scan documents and work to fully create digital personnel files. This will also enable departments to upload items such as training documents, commendations, and discipline letters directly into MUNIS and allow centralized digital file keeping.