

**MIDDLETON BOARD OF SELECTMEN**  
**MEETING AGENDA**  
**TUESDAY, MAY 18, 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/81248731326?pwd=OENITkxaSVhZMFFVZ3RNdVprQ084QT09>

Meeting ID: 812 4873 1326 Passcode: 983351

One tap mobile +13017158592,,81248731326#,,,\*983351# US (Washington DC)

1. 7:00 Approval of Warrant: #2123, 2124  
Minutes: Open Session: May 4, 2021  
Town Administrator updates and reports
2. 7:15 Public Comment Period
3. 7:20 Master Development Planning Committee to make a final presentation on the municipal complex at 105 South Main Street and seek the Board's endorsement
4. 7:40 Review and vote on application of Bluebonnet Consulting for change of manager for Merritt Boston North Operator LLC d/b/a Double Tree Boston North Shore Hotel at 50 Village Drive, from Kevin Varr to Andrew Dunn, manager
5. 7:50 Presentation of the FY2021 3<sup>rd</sup> Quarter Financial Report by Chief Financial Officer Sarah Wood
6. 8:00 Request to change road name at 123 River Street. The Board has been asked to reconsider the name of the way; new proposed name is Drumlin Road/Circle/Way
7. 8:10 Review and sign Regional Information Technology memorandum of understanding
8. 8:20 Annual Town Meeting and Town Election: updates as needed
9. 8:30 Update on reopening plans for municipal buildings and facilities
10. 8:40 Vote to accept the following gifts and grants:
  - Anonymous donation to the Middleton Food Pantry in the amount of \$500
  - Sustainable Materials Recovery Program grant from the Mass. Department of Environmental Protection in the amount of \$16,164.34 to be used for transportation and recycling of mattresses
11. 8:45 New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed
12. 8:50 Executive Session: Pursuant to GL c. 30A, s. 21(a)(3) with respect to contract negotiations with collective bargaining units, specifically the Full Time Firefighters, IAFF, #3097

Upcoming Meetings:	June 1	Regular BOS meetings
	June 5	Annual Town Meeting, 9AM, 48 South Main Street
	June 15	Regular BOS meeting

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

**Town of Middleton**  
**Summary of Weekly Bills Payable and Payroll Warrants**  
**Office of the Town Accountant**

**Warrant Date: May 6, 2021**

**Warrant Number: # 2123**

**Payroll Warrant Total:**

**\$ 709,275**

<u>Department</u>	<u>Amount</u>	<u>Detail of Expenses</u>
Board of Health	\$10,158	
COA	\$9,708	
Election	\$0	
Electric Light	\$72,017	\$11,883 Overtime; \$2,493 Call Out
Fire	\$77,214	\$19,877 Overtime; \$10,294 Part time
Inspections	\$8,337	
Library	\$17,859	
Memorial Hall	\$38,595	
Planning	\$3,733	
Police	\$60,713	\$5,617 Overtime; \$1,451 Reserves
Police Details	\$21,346	
Public Works	\$30,371	\$0 Snow; \$1,451 Overtime
Recreation	\$0	
Senior Work Off	\$0	
School	\$356,741	
Teacher Balloon Pay	\$0	
Town Officers	\$2,483	

**Bills Payable Warrant Total:**

**\$ 573,265**

<u>Department/Expense Category</u>	<u>Amount</u>	<u>Detail of Expenses</u>
All Payroll Deductions	\$88,751	
Administrator	\$8,500	\$5,843 Attorney Fees; \$1,525 IT Related
Accounting	\$175	Miscellaneous Expenses
Assessor	\$213	Miscellaneous Expenses
Clerk	\$0	
Cultural Council	\$0	
COA	\$1,640	Miscellaneous Expenses
DPW	\$40,548	\$21,841 Street Sweeping; \$6,353 Paving
Fire	\$7,503	\$3,762 Fire Details; \$1,705 Replace SCBA
Health Director / IT	\$970	Miscellaneous Expenses
Historical Comm.	\$0	
Inspections	\$37	Miscellaneous Expenses
Library	\$0	
MELD	\$67,334	\$53,963 Purchase Power
Planning	\$0	
Police	\$10,620	\$4,438 Firearm Licenses; \$2,661 Building Maintenance
Recreation	\$0	
School	\$335,876	\$203,852 Health Ins. Deduct; \$46,583 Transport; \$31,596 Tuition
Treasurer	\$11,057	\$8,745 General Obligation Bonds
Veterans' Agent	\$41	Miscellaneous Expenses

**MEETING MINUTES  
BOARD OF SELECTMEN  
Tuesday, May 4, 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, Town Moderator Barbara Piselli, Town Clerk Ilene Twiss, Attorney Jill Mann, Michaela Giragosian, and others*

**7:02 PM** With a quorum present, Chair Rick Kassiotis called the meeting to order.

**ROUTINES**

- **Warrant Approval:** Town Administrator Andy Sheehan requested that this be put off until the next meeting.
- **Minutes:** After a brief review of available minutes, the Board took the following action:  
On a **MOTION** made by **Cresta**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously by roll call vote to accept the minutes of April 20, 2021 as written.

**Roll Call (Called by Clerk Houten):**

<b>PRENTAKIS:</b>	Yes
<b>CRESTA:</b>	Yes
<b>KASSIOTIS:</b>	Yes
<b>OUTEN:</b>	Yes

On a **MOTION** made by **Prentakis**, second by **Cresta**, the minutes of the Joint Session of the Board of Selectmen and the Finance Committee meeting of April 8, 2021 were accepted as written.

**Roll Call (Called by Clerk Houten):**

<b>PRENTAKIS:</b>	Yes
<b>CRESTA:</b>	Yes
<b>KASSIOTIS:</b>	Yes
<b>OUTEN:</b>	Yes

- **Town Administrator's Report:** Town Administrator Andy Sheehan provided the Board with information and updates on the following:
  - **Master Development Planning Committee:** Sheehan advised that the Master Development Planning Committee is ramping up its presentations and will be holding another presentation on May 5<sup>th</sup> at 7PM and next Tuesday, May 11<sup>th</sup> at 7PM. Both meetings will be via Zoom. They

- will be recorded and put online for those who can't get online for the meeting. They'll be back in to the Board of Selectmen on May 18<sup>th</sup> with an update.
- **State Budget:** Sheehan reported that the Mass. House of Representatives recently completed its budget for 2021. They were able to include funding for \$50,000 for fiber optic network in Middleton, as well as \$50,000 for sidewalk relocation on South Main Street, associated with the facilities project. Selectman Prentakis wanted to clarify that the \$50,000 is not just for general sidewalks in the community but is very specific to the facilities project.
- **ARPA Money:** Sheehan advised that guidance is expected May 9<sup>th</sup> or 10<sup>th</sup>. He is hopeful that the guidance will lead to a smoother, long term effort for this funding.
- **DPW Update:** Sheehan reported that spring is a particularly busy time for the DPW. They've been doing a lot of Chapter 90 work in town at various locations. Gravel roads have been graded, catch basins have been cleaned. Cleanup on Oakdale Cemetery is ongoing. There is a new block wall there that blends in nicely with the existing stone walls.
- **Trash Roll-Off Truck Update:** Sheehan reported that the trash roll-off truck broke down again yesterday. It is back in the shop, adding that Town Meeting can't come soon enough so the vehicle can be replaced.

**7:12 PM Public Comment Period:** There were no public comments.

**7:13 PM Review and Vote to Adopt Municipal Vulnerability Preparedness Plan, Kristin Kent.** The Town Administrator advised that the full report is available at

<https://middletonma.gov/679/Municipal-VulnerabilityHazard-Mitigation>

He asked for the Board's vote to adopt the plan.

On a **MOTION** made by Prentakis, second by Houten, the Select Board **VOTED** unanimously by roll call vote to adopt the Municipal Vulnerability Preparedness Plan.

**Roll Call (Called by Clerk Houten):**

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

**7:14 Request by Mann & Mann to Assign a Street Name:** Attorney Jill Mann met with the Board, on behalf of Northeast River Estates, LLC, to request that the Board vote to assign a street name to a proposed subdivision road located at 123 River Street. She requested that the street be named Serena Way, in honor of Serena Williams. Selectman Prentakis suggested that the street be named Pike's Peak, in honor of Pike Messenger. After a brief discussion on the proposed names, the Board took the following action:

On a **MOTION** made by Prentakis, second by Houten, the Select Board **VOTED** unanimously by roll call vote to assign the name of Messenger Circle to the subdivision located at 123 River Street.

**Roll Call (Called by Clerk Houten):**

PRENTAKIS:	Yes
CRESTA:	Yes
KASSIOTIS:	Yes

**HOUTEN: Yes**

After the vote, Selectman Cresta suggested that the Board develop a street naming process for future developments that may come before them. Selectmen Prentakis suggested that they refer to the 2008 policy on street naming. The Town Administrator will come up with a list of names for new streets for the Board to consider.

**7:24 PM Discussion of Transitioning to In-Person Meetings:** Town Administrator Andy Sheehan provided the Board with a brief update on the transitioning that's been going on in some of the town's buildings including technology needs, and amendment of COVID meeting policy. Adam Stone provided his opinion on any changes that would be needed on the technology end of recording meetings. There were no major issues that he could see. Discussion turned to transitioning in July and August, the least busy months for meetings. Selectman Cresta suggested that they continue with Zoom meetings for those that can't or don't want to make in-person meetings. Cresta also suggested that the Town Administrator provide information on the website that the town is beginning to reopen.

**8:00 PM Discussion of Summer Meeting Schedule:** Town Administrator Andy Sheehan provided the Board with a tentative meeting schedule, recommending the dates of June 1, 15, 29, July 13, August 17; with the Board's regular schedule resuming on September 7. The Chair asked if there were any conflicts for the other members. Selectmen Cresta suggested that June 29<sup>th</sup> may not be needed. Selectman Prentakis suggested that they wait to see how the meetings go and make adjustments, as needed.

**7:37 PM Continued Discussion of Location and Date of Annual Town Meeting and Town Election:** Town Administrator Andy Sheehan advised that they sent out the warrant for printing yesterday. The prison print shop moved to Lawrence. The warrant book will be mailed to every household. In terms of logistics, a big shout out to Town Clerk Ilene Twiss and Town Moderator Barbara Piselli for all their work on getting the meeting scheduled. Having an outdoor meeting has a lot of pieces they do not think about on regular meetings. Sheehan noted that a 100'x280' tent will be set up, including audio, video, etc. They've had a couple of meetings this week with MELD, DPW, Fire, Police, inspectional services, and others to identify accessibility issues, managing parking, etc. Sheehan added a big thanks to Angelica's for allowing the Town to use the parking lot at Angelica's. He is confident it will all come off well. The Town Clerk added that everything is working out well, right down to the porta-potties. There will be a lot of space and she feels confident that they will get through Town Meeting. Town Administrator Andy Sheehan shared a concern that once they get through Article 22, the municipal building project, Town Meeting could lose quorum, adding that there is still substantial work after that. He asked the Board if they wanted to advertise and schedule a quorum reduction discussion. The Board meets on June 5<sup>th</sup>, if the Board wants to have that on the agenda, he will make sure everything is in place for the Board to discuss it at that time. The Town Moderator advised they need to provide a 7-day notice to the public if they are considering a reduction in the quorum. After a spirited discussion it was agreed that there is no COVID-related reason for reducing quorum.

**7:51 PM Vote to Accept \$12,500 from the Department of Fire Services, Fire Equipment Grant:**

On a **MOTION** made by **Prentakis**, second by **Cresta**, the Select Board **VOTED** unanimously by roll call vote to accept \$12,500 from the Department of Fire Services, Fire Equipment Grant, to be used for turnout gear.

**Roll Call (Called by Clerk Houten):**

<b>PRENTAKIS:</b>	Yes
<b>CRESTA:</b>	Yes
<b>KASSIOTIS:</b>	Yes
<b>HOUTEN:</b>	Yes

**7:52 PM New Business:**

- **Sidewalks in Town:** Selectman Cresta has heard a lot of talk from residents about a want for more sidewalks in town, adding that we consistently see developers come before the Planning Board and Board of Appeals to receive some changes from the zoning requirements as allowed to include sidewalks in new projects. He felt it is time for the Select Board to set the tone and the message on where we should be going in terms of sidewalks. He asked to schedule a sidewalk summit and volunteered to lead the effort.

**8:00 PM Executive Session: Pursuant to GL c. 30A, s. 21(a)(3) with respect to the status of and/or strategy for contract negotiations with collective bargaining units:**

On a **MOTION** made by **Houten**, second by **Cresta**, the Select Board **VOTED** unanimously by roll call vote to go into Executive Session, pursuant to GL c. 30A, s. 21(a)(3) with respect to the status of and/or strategy for contract negotiations with collective bargaining units, not to return to open session.

**8:27 PM Adjourn**

With no further business, the Board of Selectmen's meeting of May 4<sup>th</sup>, 2021 adjourned at 8:27 PM.

**Upcoming Meetings:**

<b>May 18:</b>	Regular BOS meeting
<b>June 1:</b>	Regular BOS meeting
<b>June 5:</b>	Annual Town Meeting: 9AM, 48 South Main Street
<b>June 15 &amp; 29:</b>	Regular BOS meeting

Respectfully submitted,



Judith A. Stickney, Minutes Secretary

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Timothy P. Houten, BOS Clerk

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

- **Agenda:** May 4, 2021
- **Minutes:**
  - April 20, 2021
  - April 8, 2021 (Joint Meeting with FinCom)
- **2020 Hazard Mitigation Plan – Municipal Vulnerability Preparedness Plan**

*Middleton Board of Selectmen*

May 4, 2021

*Meeting Minutes  
Page 4*

- Policy for In-Person Meetings During COVID-19 Pandemic Adopted September 22, 2020
- Proposed Meeting Dates
- Town of Middleton Annual and Special Town Meeting June 5, 2021
- Copy of Email and related attachments from Department of Fire Services Grants to Fire Chief and Town Administrator, Re: Firefighter Safety Equipment Grant Contract, 4/21/21
- Letter and related documents from Lieutenant Governor Polito to Town Administrator, Re: Community Compact, 4/16/21
- Announcement: Tri-Town Council Annual Celebration

# Master Development Planning Committee



3.

# Master Development Planning Committee Background

2019

- *Town Meeting Authorizes purchase of Golf Course property at 105 South Main Street.*
- AND
- *Funding for the development of a Master Plan for a new Municipal Complex at the property:*
  - *Fire Station*
  - *Police Station*
  - *Senior/Community Center*
  - *Town Hall*
  - *Town Common*



- *Board of Selectman appointed our 7 committee to vet out options for the property's development*

# Master Development Planning Committee

## Site Constraints

## 51.6 Acre Parcel

## Three Designated Areas

- **9.61 Acres:**  
*Conservation Restriction Area*
- **13.25 Acres:**  
*Passive Recreation Area*
- **28.72 Acres:**  
*Municipal Area*



## Master Development Planning Committee Fire Station

- 1954: Combined Fire-DPW; all call dept.; 80 calls/year
- 1985: 2<sup>nd</sup> floor added
- Modern vehicles do not fit:  
height, width, length
- Not handicap accessible
- No training space
- Inadequate office, bunk, storage,  
and administrative space



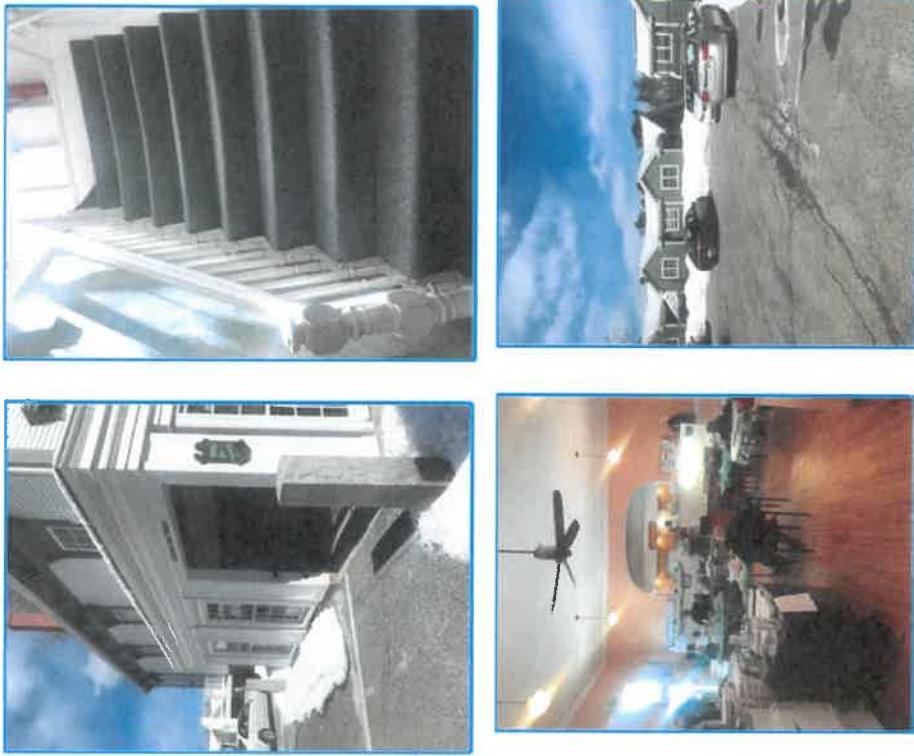
## Master Development Planning Committee Police Station

- 1946: Danvers Police Station
- 1982: moved to Middleton; \$1
- Added foundation, garage, 2<sup>nd</sup> floor
- 2012-13: trailers for administrative area
- 2<sup>nd</sup> floor not handicap accessible
- Inadequate booking/holding, training, storage
- Does not meet the needs of a modern police force



## Master Development Planning Committee Council on Aging/Senior Center

- 1848: constructed as Town Hall
- Unreliable elevator; upper floor not handicap accessible
- Inadequate HVAC systems
- Parking lot: inadequate spaces; space constrained
- Inadequate space/accessibility for fast growing population



## Master Development Planning Committee Memorial Hall



- 1860: constructed as school
- Structural deficiencies
- Not handicap accessible
- Inefficient systems
- Inadequate HVAC
- Lack of meeting space

## Master Development Planning Committee By the Numbers

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- Our public facilities have not kept pace with the changes in Middleton:

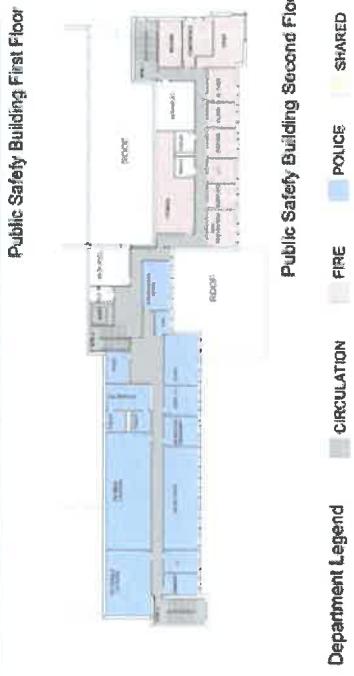
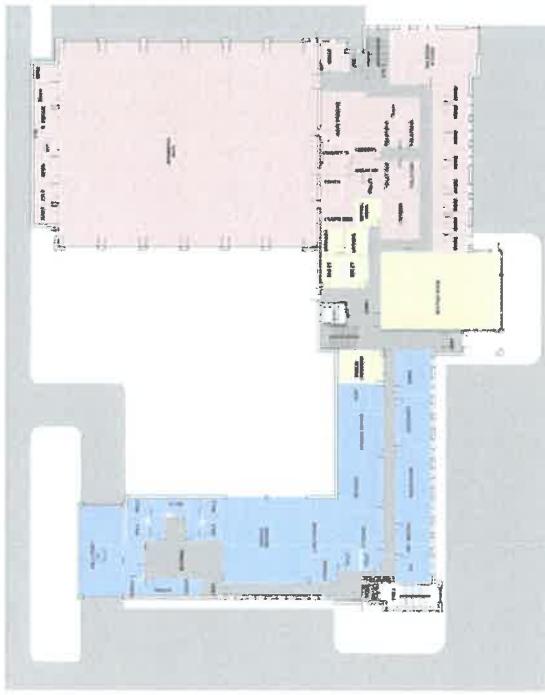
	1989	2019
Population	5,013	9,003*
Fire Dept. calls**	1,531	2,151
Police calls	4,156	12,100
Households:	1,822	3,658
>65 population:	12.6%	22.2%

\* Not incl. prison population ~1,000

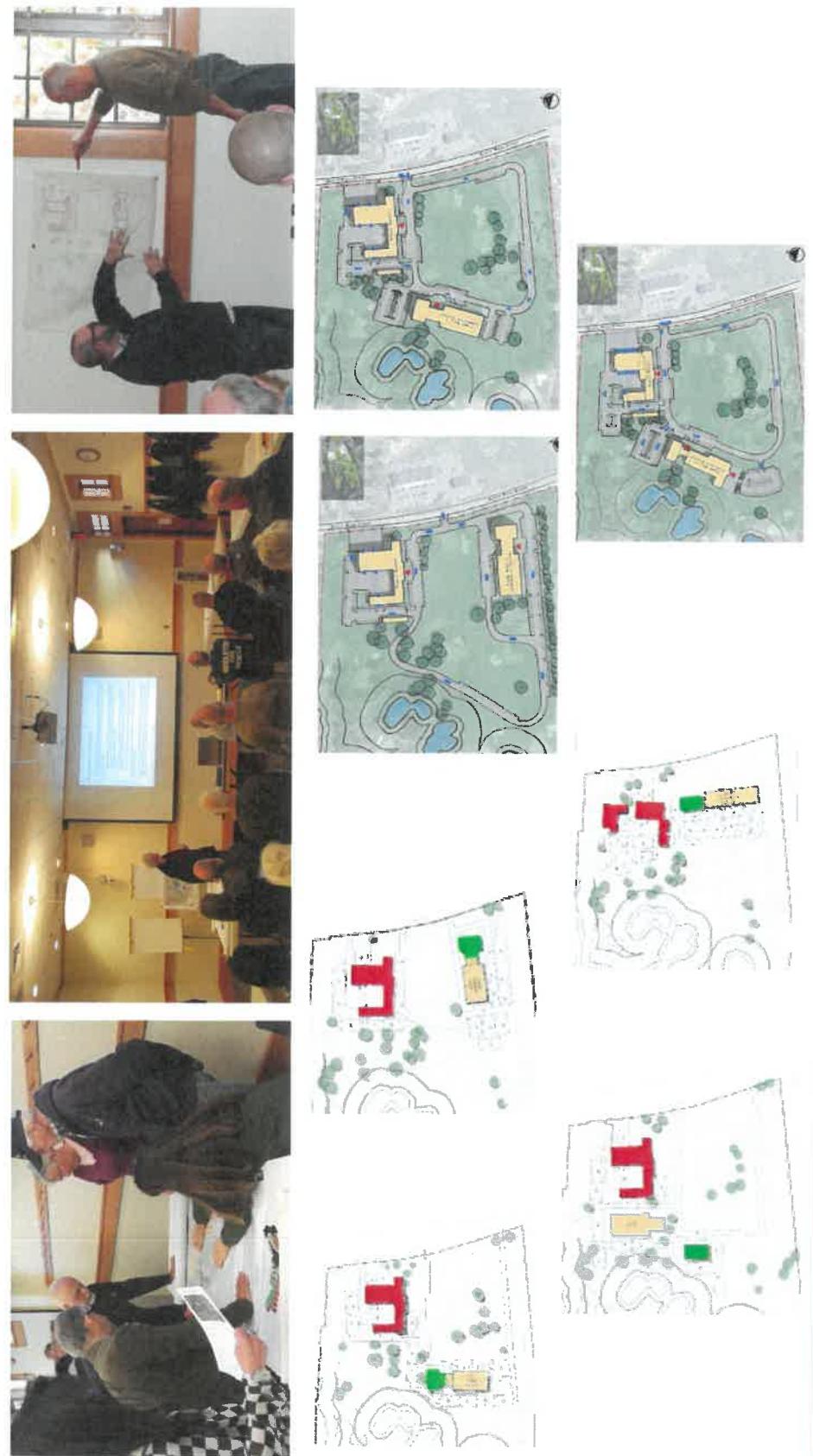
\*\* Fire data 1999-2019

# Master Development Planning Committee Planning Process

- HKT, Associates and design team
- Evaluation of existing buildings
- Programmatic analysis
- Analysis of space needs
- Site Layout: options



# Master Development Planning Committee Community Engagement - 2019



# Master Development Planning Committee Proposed Project



Bird's Eye View of Final Buildout

Site Plan of Final Buildout

Master Development Planning Committee  
**Public Safety Building**



# Master Development Planning Committee Community Center/Town Hall



# Master Development Planning Committee

## Cost Analysis

# Master Development Planning Committee

## Cost Analysis

Alternatives	FY2022	FY2025	FY2030	
Maintenance	All Buildings	\$325,000	\$725,000	\$1.5M
Rehabilitation	Each Building	\$2.2M – \$9.4M	\$2.8M-\$11.1M	\$4.1M-\$14.7M
	All Buildings	\$27.3M	\$31.9M	\$41.3M
<i>Reconstruction</i>	All Buildings	<b>\$61.7M</b>	<b>\$69.3M</b>	<b>\$84.4M</b>

# Master Development Planning Committee

## Peer Community Projects

Community	Project Scope	Building SF	Yr Funding Approved	Total Project Cost	2021 Project Cost	2021 Per SF Cost
Acton	New Fire Station	12,300	2019	\$10,300,000	\$11,355,750	\$923
Ashland	New Public Safety Building	44,211	2021	\$30,900,000	\$30,900,000	\$699
Essex	New Public Safety Building	26,050	2019	\$15,900,000	\$17,529,750	\$673
Hingham	New Public Safety Building and Senior Center expansion)	50,000	2020	\$39,600,000	\$41,580,000	\$832
Lexington	New and Reno Fire Station with & Temp Station	26,000	2019	\$39,000,000	\$42,997,500	\$1,654
Medford	New Police Station	35,000	2017	\$25,600,000	\$31,116,960	\$889
Northborough	New Fire Station	26,420	2019	\$18,800,000	\$20,727,000	\$785
Northbridge	New Fire Station	25,743	2020	\$19,000,000	\$19,950,000	\$775
Norton	New Town Hall, Community Center, & Athletic Complex	36,300	2021	\$41,000,000	\$41,000,000	\$1,129
Rowley	New Police and Fire HQ	22,927	2016	\$11,700,000	\$14,932,494	\$651
Salisbury	New Police Station	18,000	2015	\$11,500,000	\$15,411,100	\$856

**Peer Projects Avg. Cost = \$838.46/SF**

**Middleton Complex Cost = \$825.35/SF**

## Master Development Planning Committee Financing/Debt Schedule

- \$61.7M Total Project Cost
- 30 year bond, design BANS
- Structured hybrid debt to smooth impact
- Take advantage of retiring debt:
  - Flint Public Library (2027),
  - Howe Manning School (2033)
- 2034: peak year
- Average single family home: \$640,003 (FY2021)
  - 2022: \$352/year
  - 2034: \$1,152 (maximum impact)\*
  - 2035-2052: cost declines every year

## Master Development Planning Committee **Alternative Sources of Funding**

- \$225,000 contribution from developer of 59 South Main Street condos
- \$25,000 earmark from Executive Office of Public Safety & Security (EOPSS)
- Capital campaign, Friends of the COA
- CPA – Common Only
- Sale of Town land and dedication of tax revenue generated:
  - Police Station
  - 40 School Street
  - Locust Street
- Tax revenue from redevelopment of former Town assets
- State and Federal Grants

Alt Funding Scenario	Alt. Funding Assumptions	Max. Annual Tax Impact Avg. SFH
Conservative Case	\$2,300,000	\$1,152
Better Case	\$4,700,000	\$1,000
Best Case	\$9,500,000	\$800

## Master Development Planning Committee Peer Community Tax Comparisons

TOWN	FY21 AVG SINGLE FAMILY HOME	FY21 TAX RATE	FY21 AVG TAX BILL
Boxford	\$683,186	\$16.01	\$10,938
Topsfield	\$609,298	\$17.92	\$10,963
<i>Middleton</i>	<i>\$640,003</i>	<i>\$13.72</i>	<i>\$8,781</i>

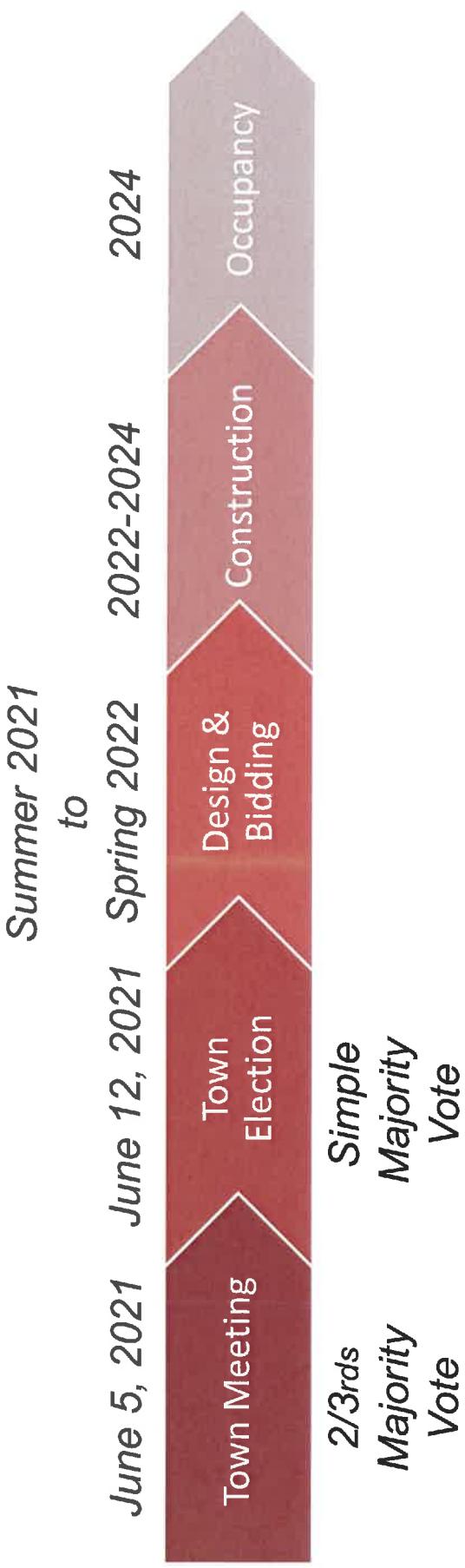
- FY2022: \$352/year
- FY2034: \$1,152/year (maximum impact)
- FY2035-2052: cost declines every year

# Master Development Planning Committee **Outreach Campaign**

- **Town Website**  
<https://middletonma.gov/578/Public-Facilities-Project>
- **Summary Page**
- **Videos**
- **Reports**
- **Town Boards/Committee**
  - **Board of Selectman**
  - **Master Plan Committee**
  - **Planning Board**
  - **Finance Committee**

- *Flyers/Handouts*
- *Social Media Campaign*

# Master Development Planning Committee Schedule



# Master Development Planning Committee

## ??? QUESTIONS ???





4.

Via FedEx 773674826196

May 10, 2021

Andrew Sheehan  
Town Administrator Middleton  
48 S. Main St.  
Middleton, MA 01949

RE: DoubleTree Boston North Shore  
50 Village Drive  
Danvers, MA 01923

Dear Andrew :

Enclosed please find the manager change application for the above referenced hotel. Kevin Varr is being replaced by Andrew Dunn. I trust the enclosed materials are sufficient to place this matter on the next available hearing agenda. However, please call me directly if you need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Whitney Anderson Gillings". The signature is fluid and cursive, with "Whitney" and "Anderson" stacked above "Gillings".

Whitney Anderson Gillings  
972-354-6472  
wgillings@bluebonnetconsulting.com



*The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
www.mass.gov/abcc*

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM**

**AMENDMENT-Change of Manager**

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL  
LICENSING AUTHORITY.**

**ECRT CODE: RETA**

**Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)**

**PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE  
PAYMENT RECEIPT**

**ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)**

00014-HT-0704

**ENTITY/ LICENSEE NAME**

**ADDRESS**

**CITY/TOWN**

**STATE**

**ZIP CODE**

**For the following transactions (Check all that apply):**

<input type="checkbox"/> New License	<input type="checkbox"/> Change of Location	<input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)	<input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC)
<input type="checkbox"/> Transfer of License	<input type="checkbox"/> Alteration of Licensed Premises	<input type="checkbox"/> Change of License Type (i.e. club / restaurant)	<input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)
<input checked="" type="checkbox"/> Change of Manager	<input type="checkbox"/> Change Corporate Name	<input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt)	<input type="checkbox"/> Management/Operating Agreement
<input type="checkbox"/> Change of Officers/ Directors/LLC Managers	<input type="checkbox"/> Change of Ownership Interest (LLC Members/ LLP Partners, Trustees)	<input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder	<input type="checkbox"/> Change of Hours
		<input type="checkbox"/> Other <input type="text" value=""/>	<input type="checkbox"/> Change of DBA

**THE LOCAL LICENSING AUTHORITY MUST MAIL THIS  
TRANSMITTAL FORM ALONG WITH  
COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:**

**Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358**

## Payment Confirmation

YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email.



Transaction Processed Successfully.

INVOICE #: 8628a651-852d-4d7d-a57f-290c48f9bf4c

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	Merritt Boston Operator LLC	\$200.00
		\$200.00

Total Convenience Fee: **\$4.70**

Date Paid: **5/10/2021 12:40:26 PM EDT**

Total Amount Paid: **\$204.70**

### Payment On Behalf Of

**License Number or Business Name:**  
Merritt Boston Operator LLC

**Fee Type:**  
FILING FEES-RETAIL

### Billing Information

**First Name:**  
WHITNEY

**Last Name:**  
GILLINGS

**Address:**  
12700 Hillcrest Rd., Suite 220

**City:**  
DALLAS

**State:**  
TX

**Zip Code:**  
75230

**Email Address:**  
WGILLINGS@BLUEBONNETCONSULTING.COM



**The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
www.mass.gov/abcc**

**AMENDMENT-Change of Manager**

**Change of License Manager**

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Merritt Boston North Operator, LLC	Middleton	00014-HT-0704

**2. APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Whitney Gillings	Liquor License Consultant	wgillings@bluebonnetconsulting.com	972-354.9472

**3A. MANAGER INFORMATION**

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Andrew E. Dunn	Date of Birth	SSN
Residential Address			
Email	adunn@heihotels.com	Phone	978-777-2500
Please indicate how many hours per week you intend to be on the licensed premises	40	Last-Approved License Manager	Kevin Varr

**3B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen?\*

Yes  No \*Manager must be U.S. citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.  
Have you ever been convicted of a state, federal, or military crime?

Yes  No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition
N/A			

**3C. EMPLOYMENT INFORMATION**

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
		See attached		

**3D. PRIOR DISCIPLINARY ACTION**

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action?  Yes  No If yes, please fill out the table. Attach additional pages, if necessary, utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature

Date

5/4/21

## **CORPORATE VOTE**

The Board of Directors or LLC Managers of

Merritt Boston North Operator, LLC

Entity Name

duly voted to apply to the Licensing Authority of

Middleton

and the

City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

04/30/2021

Date of Meeting

For the following transactions (Check all that apply):

Change of Manager

Other

"VOTED: To authorize

Andrew E. Dunn

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint

Andrew E. Dunn

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true *copy* attest,



Corporate Officer /LLC Manager Signature

Anthony Rutledge

(Print Name)

**For Corporations ONLY**

A true copy attest,

Corporation Clerk's Signature

(Print Name)

## APPLICANT'S STATEMENT

I, Anthony Rulledge the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory

of Merritt Boston North Operator, LLC

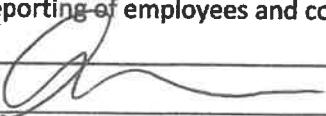
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:



Date:

4/30/21

Title:

Vice President & Secretary



**Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150**

**JEAN M. LORIZIO, ESQ.  
CHAIRMAN**

**CORI REQUEST FORM**

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER: (IF EXISTING LICENSEE)	00014-HT-0704	LICENSEE NAME:	Merrit Boston North Operator, LLC	CITY/TOWN:	Middleton
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**APPLICANT INFORMATION**

LAST NAME:	Dunn	FIRST NAME:	Andrew	MIDDLE NAME:	Edward			
MAIDEN NAME OR ALIAS (IF APPLICABLE):	n/a	PLACE OF BIRTH:	[REDACTED]					
DATE OF BIRTH:	06/20/1967	SSN:	[REDACTED]					
MOTHER'S MAIDEN NAME:	[REDACTED]	DRIVER'S LICENSE #:	[REDACTED]					
GENDER:	MALE	HEIGHT:	5	10	WEIGHT:	180	EYE COLOR:	Blue
CURRENT ADDRESS:								
CITY/TOWN:			[REDACTED]	STATE:	MA	ZIP:	[REDACTED]	
FORMER ADDRESS:								
CITY/TOWN:			[REDACTED]	STATE:	[REDACTED]	ZIP:	[REDACTED]	

**PRINT AND SIGN**

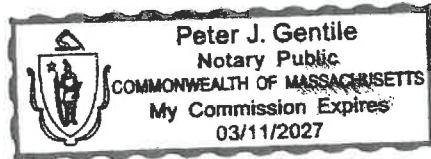
PRINTED NAME:	Andrew E. Dunn	APPLICANT/EMPLOYEE SIGNATURE:	
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**NOTARY INFORMATION**

On this	4th Day of May 2021	before me, the undersigned notary public, personally appeared	Andrew E. Dunn
(name of document signer), proved to me through satisfactory evidence of identification, which were		MA Lic	
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.			
NOTARY			

**DIVISION USE ONLY**

REQUESTED BY:	
SIGNATURE OF CORI-AUTHORIZED EMPLOYEE	
The DCIJ Identity Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCIJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCIJ via mail or by fax to (617) 660-4614.	



MERRITT BOSTON NORTH OPERATOR, LLC  
Doubletree Boston North Shore

***Andrew Dunn: 10 Year Employment History***

<b>Start Date</b>	<b>End Date</b>	<b>Position</b>	<b>Employer</b>	<b>Supervisor</b>
4/26/2021	Current	General Manager at DoubleTree Boston North Shore	HEI Hospitality	David Levy
06/2019	06/2020	General Manager Crowne Plaza Boston Newton	Gulph Creek Hotels	Chris Guerrero
07/2017	03/2019	General Manager at AC Hotel Worcester	Colwen Management	Ron Rocklein
05/2006	07/2017	District Manager	Compass Group USA	Don Nelson

THE COMMONWEALTH OF MASSACHUSETTS  
ALCOHOLIC BEVERAGES CONTROL COMMISSION

FORM 43

00014-HT-0704  
License Number

Middleton  
City/Town

5/10/2021  
Date

Type of Transaction (Please check all relevant transactions)

<input type="checkbox"/> New License	<input type="checkbox"/> New Officer/Director	<input type="checkbox"/> Pledge of License
<input type="checkbox"/> Transfer of License	<input type="checkbox"/> Change of Location	<input type="checkbox"/> Pledge of Stock
<input checked="" type="checkbox"/> Change of Manager	<input type="checkbox"/> Alter Premises	<input type="checkbox"/> Other _____
<input type="checkbox"/> Transfer of Stock		

Merritt Boston North Operator, LLC  
Name of licensee

85-1320419

FID of Licensee

DoubleTree Boston North Shore  
D/B/A

Andrew Dunn

Manager

51 Village Rd., Middleton, MA 01949  
Address: Number

Street

Zip Code

Annual  
Annual or Seasonal

All Alcohol

Hotel

Category: All Alcohol, Wine & Malt

Type: Restaurant, Club, Package Store  
Hotel, General on Premise, Etc.

Premises:

Description of Licensed Property: 51 Village Road and includes alcohol to be served at the  
"Coco Key Indoor Water Resort".

Application was filed: \_\_\_\_\_  
Date & time \_\_\_\_\_

Advertised: \_\_\_\_\_

Date & Publication \_\_\_\_\_  
Abutters Notified  Yes  No

Person to Contact regarding this transaction: Whitney Gillings (Bluebonnet Consulting); 972-354-6472  
12700 Hillcrest Rd. Suite 220  
Dallas, TX 75230

The Local Licensing Authorities  
By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alcoholic Beverages Control Commission  
*Ellen Moriarty*  
*Executive Director*

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **PETITION FOR LICENSE TRANSACTION**

## **The Commonwealth of Massachusetts**

May 10

2021

Change of Location       Pledge of Stock  
 Pledge of License       Change of Corporate Name  
 Change of D/B/A       Change of Manager  
 Change of License Type       Cordials and Liqueurs Permit

## To the

### **Licensing Board for the**

The undersigned respectfully petition for

a change of manager from Kevin Vair to Andrew Dunn.

Signed

### General Manager

**Title**

**Form 997**

\* Delete the inapplicable words.

\*\*Please provide the name and residential address of the assistant clerk if he/she is executing this certificate of change.

**FORM A  
LICENSEE PERSONAL INFORMATION SHEET**

**THIS FORM MUST BE COMPLETED FOR EACH:**

A. **NEW LICENSE APPLICANT**  
 B. **APPOINTMENT OR CHANGE OF MANAGER IN A CORPORATION**  
 C. **TRANSFER OF LICENSE(RETAIL ONLY-SEC.12 & SEC.15)**

(Please check which transaction is the subject of an application accompanying this Form A.)

**PLEASE TYPE OR PRINT ALL INFORMATION**

**ALL QUESTIONS MUST BE ANSWERED AND TELEPHONE NUMBERS PROVIDED OR APPLICATION WILL NOT BE ACCEPTED**

1. LICENSEE NAME: Merritt Boston North Operator, LLC  
(NAME AS IT WILL APPEAR ON THE LICENSE)

2. NAME OF (PROPOSED) MANAGER: Andrew Dunn

3. SOCIAL SECURITY NUMBER: \_\_\_\_\_

4. HOME (STREET) ADDRESS: 25 Britney Dr., Holden, MA 01520

5. AREA CODE AND TELEPHONE NUMBER (S): (give both, your home telephone and a number at which you can be reached during the day).

DAY TIME# 978-777-2500 HOME# 978-777-2500

6. PLACE OF BIRTH: Bath, Maine 7. DATE OF BIRTH 06/20/1967

8. REGISTERED VOTER: YES NO 8a. Where? \_\_\_\_\_

9. ARE YOU A U.S. CITIZEN: X YES        NO

10. COURT AND DATE OF NATURALIZATION: n/a  
(Submit proof of citizenship and/or naturalization such as Voter's Certificate, Birth Certificate or Naturalization Papers)

11. FATHER'S NAME: \_\_\_\_\_ 12. MOTHER'S MAIDEN NAME: Williams

13. IDENTIFY YOUR CRIMINAL RECORD, IF ANY (Massachusetts, Military, any other State or Federal):  
n/a  
\_\_\_\_\_

14. ANY OTHER ARREST OR APPEARANCE IN CRIMINAL COURT CHARGED WITH A CRIMINAL OFFENSE REGARDLESS OF FINAL DISPOSITION:

YES X NO **(MUST CHECK EITHER YES OR NO)**

15. PRIOR EXPERIENCE IN THE LIQUOR INDUSTRY: X YES        NO  
IF YES, PLEASE DESCRIBE:  
I have worked in several hotels where alcohol has been sold.

16. FINANCIAL INTEREST, DIRECT OR INDIRECT, IN ANY OTHER LIQUOR LICENSE, PERMIT OR  
CERTIFICATE: YES  NO   
IF YES, PLEASE DESCRIBE:

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17. EMPLOYMENT FOR THE LAST TEN YEARS (Dates, Position, Employer, Address, Telephone Numbers):  
See attached.

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18. HOURS PER WEEK TO BE SPENT ON THE LICENSED PREMISES: 40+

18. I HEARBY SWEAR THAT UNDER THE PAINS AND PENALTIES OF PERJURY THAT THE  
INFORMATION I HAVE GIVEN IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND  
BELIEF.

BY:   
MANAGER SIGNATURE

5/10/21

DATE

PROPOSED

MERRITT BOSTON NORTH OPERATOR, LLC  
Doubletree Boston North Shore

***Andrew Dunn: 10 Year Employment History***

<b>Start Date</b>	<b>End Date</b>	<b>Position</b>	<b>Employer</b>	<b>Supervisor</b>
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05/2006	07/2017	District Manager	Compass Group USA	Don Nelson



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

5.

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

**FROM:** **Sarah Wood**

**DATE:** **May 5, 2021**

**SUBJECT:** **FY 2021, 3<sup>rd</sup> Quarter Highlights**

This report includes a summary of the 3<sup>rd</sup> quarter results as of March 31, 2021 of FY 2021 for the General Fund, CPA Fund, Water Enterprise Fund, and Revolving Accounts. The General Fund accounts for the Town's annual operating budget and the majority of the capital budget. Exceptions include MELD and SESD assessments, which are accounted for as enterprise funds and capital budget items that are for another fund (i.e., CPA Fund).

#### **General Fund Expenditures**

As of March 31, 2021, 71% of the FY 2021 General Fund budget had been expended. Please see the chart below for a breakdown of each major category's budget versus actual figures as of the third quarter in FY 2021. Encumbrances and warrant articles are not included in these figures.

<b>Major Category</b>	<b>Adjusted Budget</b>	<b>Actual Expended</b>	<b>Percent Expended</b>
General Government	\$2,067,395	\$1,290,015	62%
Public Safety	\$4,391,547	\$3,096,867	71%
Education	\$24,019,092	\$16,913,754	70%
Public Works	\$1,737,639	\$1,144,447	66%
Health and Human Services	\$505,842	\$267,188	55%
Culture and Recreation	\$664,519	\$405,914	61%
Unclassified	\$4,693,396	\$4,079,236	87%

At the end of the third quarter of the fiscal year the total year-to-date expenditures should be around 75% of the departmental budget. The Recreation Commission, North Shore Essex Tech assessment, debt service, retirement assessment and liability insurance all typically have percentages exceeding 75% in the third quarter, the only exception this year being the Recreation Commission. Snow and Ice has expended 91% of the budget, we will end the year without the need of a Free Cash transfer. All other departments are operating at or below this benchmark.

As it is the third quarter, we typically try to see how the general fund is looking as we get closer to year-end. The fire department had significant repair costs to its various apparatus. In addition, the Town's property& liability insurance line item has been overspent this year, this is primarily due to there not being as many reward credits available via trainings due to COVID-19 so our premiums were not as low as we had anticipated, the Town also added new notary insurance that was not previously accounted for in the budget. I am recommending departmental transfers at the end of the fiscal year to cover these unexpected costs. The FY22 budget for property & liability insurance has been increased to mitigate these overages this year and the fire department hopes that approval of the new pumper at Town Meeting this year will alleviate the expensive repairs that have been made. There are no other Town departments that are of concern at this time.

### **General Fund Revenues**

Overall revenue collections were largely in line with current estimates. As of March 31, 2021, 77.9% or \$29,764,258 of total estimated revenues for FY 2021 (\$38,200,394) had been collected.

Of the local receipts, there were several categories that are lower than 75% of their budgeted revenues: rooms excise, library departmental revenue, fines and forfeitures, and investment income.

Rooms Excise is still trending approximately 80% below FY20 numbers. When the tax recap was certified in December the Department of Revenue would not certify a budget for this category above \$60,000 therefore, we reduced our budget accordingly. We are still only at a collection rate of 46% of that budget. We have been averaging approximately \$9,000 a quarter so it is unlikely that we will collect enough revenue to fulfill this budgeted amount. There may be some relief gained from the vaccination site that is currently occupying the Doubletree hotel but it is unknown how much that could be at this time.

Fines and forfeitures are down 69.7% over this time in FY 2020. This line item is solely made up of police fines, both on the local level and received through the state. Due to COVID-19 there has been less activity within the Police department to generate this revenue.

The Flint Public library has been closed to the public since last March leading to a decline in fees.

While many of the revenue categories are seeing significant decreases in collections from this time last fiscal year, we had adjusted our budgets accordingly so I believe we will be able to close the fiscal year with many categories meeting their budget estimates. As we get closer to the end of the fiscal year I will continue to keep an eye on our overall revenues and how they are trending versus our spending.

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

CPA expenditures are at 100% of budgeted expenditures, not inclusive of capital items. This is consistent with expectations as the majority of the operating budget is debt principal payments which are due in October.

CPA revenues are at 93% of the budget.

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

Water expenditures are at 52% of the budget. This is not unexpected as the majority of expenditures occur towards the end of the fiscal year (e.g., storm water maintenance, water sampling, hydrant flushing, etc.) as well as budgeting \$50,000 for emergencies that has not been spent this year.

The water fund revenues are at 19.4% of budget. The majority of the budget is made up of a payment from the Town of Danvers that occurs at the end of the fiscal year.

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

**Town of Middleton, MA**  
**Fiscal Year 2021 Expenditures (unaudited)**

GENERAL FUND	BUDGET	For the Period Ended			YTD EXPENDED	Total	AVAILABLE BUDGET	% USED
		9/30/20	12/31/20	3/31/21				
Total 114 TOWN MODERATOR	\$ 200	-	-	-	-	-	200	0%
Total 122 SELECTMEN	322,068.00	74,237	77,739	74,405	-	226,382	95,686	70%
Total 131 FINANCE COMMITTEE	3,880.00	180	-	393	-	573	3,307	15%
Total 131 RESERVE FUND	100,000.00	-	-	4,000	-	4,000	96,000	4%
Total 135 TOWN ACCOUNTANT	169,692.00	30,882	61,851	33,367	-	126,101	43,591	74%
Total 141 ASSESSORS	181,276.00	38,247	46,906	39,142	-	124,295	56,981	69%
Total 145 TREASURER/COLLECTOR	268,701.00	52,977	59,515	54,563	-	167,055	101,646	62%
Total 146 CUSTODIAN OF TOWN LANDS	2,500.00	-	-	2,500	-	2,500	-	100%
Total 151 TOWN COUNSEL	80,000.00	9,167	17,958	16,500	-	43,625	36,375	55%
Total 155 MIS	378,075.00	80,630	71,351	99,090	-	251,071	127,004	66%
Total 161 TOWN CLERK	157,546.00	31,210	33,546	28,853	-	93,610	62,936	59%
Total 162 ELECTIONS	56,710.00	13,292	21,369	4,098	-	38,759	17,951	68%
Total 171 CONSERVATION COMMISSION	89,502.00	19,661	22,959	19,846	-	62,466	27,036	70%
Total 175 PLANNING BOARD	111,064.00	22,622	26,520	23,208	-	72,350	38,714	65%
Total 176 BOARD OF APPEALS	4,670.00	866	962	437	-	2,265	2,406	48%
Total 181 MASTER PLAN COMMITTEE	1,541.00	-	-	131	-	131	1,410	9%
Total 192 TOWN BUILDING	133,970.00	16,005	32,597	26,231	-	74,833	59,137	56%
Total 195 TOWN REPORT	6,000.00	-	-	-	-	-	6,000	0%
Total 210 POLICE	2,014,781.00	385,845	534,136	394,495	-	1,314,475	700,306	65%
Total 220 FIRE	2,079,357.00	556,390	565,619	466,269	-	1,588,278	491,079	76%
Total 241 BUILDING INSPECTION	270,395.00	55,652	66,886	54,910	-	177,448	92,947	66%
Total 292 ANIMAL CONTROL	26,814.00	5,092	6,145	5,429	-	16,666	10,148	62%
Total 296 CONSTABLE	200.00	-	-	-	-	-	200	0%
Total 300 OTHER SCHOOL EXPENSES	26,000.00	-	12,117	-	-	12,117	13,883	47%
Total 301 SCHOOL DEPARTMENT	12,986,504.00	1,587,748	3,691,153	3,179,683	-	8,458,583	4,527,921	65%
Total 314 MASSCONOMENT ASSESSMENT	10,307,792.00	2,582,970	2,551,013	2,622,796	-	7,756,779	2,551,013	75%
Total 315 ESSEX TECH ASSESSMENT	698,796.00	179,856	359,711	146,709	-	686,275	12,521	98%
Total 420 DPW ADMINISTRATION	1,001,566.00	197,807	222,723	180,744	-	601,274	400,292	60%
Total 423 SNOW & ICE REMOVAL	280,750.00	3,334	58,598	193,830	-	255,762	24,988	91%
Total 425 TRANSFER STATION	455,323.00	80,542	115,553	91,317	-	287,412	167,911	63%
Total 511 BOARD OF HEALTH	135,774.00	30,926	39,006	26,286	-	96,218	39,556	71%
Total 541 COUNCIL ON AGING	243,816.00	31,075	43,506	47,052	-	121,634	122,182	50%
Total 543 VETERANS AGENT	91,327.00	11,314	12,067	10,699	-	34,080	57,247	37%
Total 545 TRI TOWN COUNCIL	29,925.00	7,481	7,481	-	-	22,444	7,481	75%
Total 548 GARDEN CLUB	5,000.00	59	1,754	-	-	1,813	3,187	36%

Total 610 LIBRARY	603,915.00	130,998	133,821	137,515	-	402,334	201,581	67%
Total 630 RECREATION COMMISSION	49,604.00	-	-	-	-	-	49,604	0%
Total 691 HISTORICAL COMMISSION	1,000.00	-	-	-	-	-	1,000	0%
Total 692 MEMORIAL DAY	5,000.00	3,003	339	238	-	3,580	1,420	72%
Total 693 CHIEF WILLS FESTIVAL	5,000.00	-	-	-	-	-	5,000	0%
Total 710 DEBT SERVICE	1,398,618.00	814,128	184,508	286,199	-	1,284,835	113,783	92%
Total 820 STATE ASSESSMENTS & CHARGES	317,264.00	81,246	82,908	91,371	-	255,525	61,739	81%
Total 910 COMPENSATION RESERVE	90,000.00	5,029	2,340	-	-	7,368	82,632	8%
Total 911 RETIREMENT	1,645,959.00	2,032,369	-	(386,410)	-	1,645,959	-	100%
Total 913 UNEMPLOYMENT	15,000.00	221	221	221	-	663	14,337	4%
Total 914 HEALTH INSURANCE	845,055.00	250,095	222,736	61,990	-	534,821	310,234	63%
Total 915 GROUP INSURANCE	3,000.00	644	654	481	-	1,779	1,221	59%
Total 916 MEDICARE/DEP TAX	100,000.00	20,751	27,390	22,504	-	70,645	29,355	71%
Total 945 LIABILITY INSURANCE	203,500.00	358,642	487	(156,489)	-	202,640	860	100%
Total 962 TRANSFERS TO OTHER FUNDS	75,000.00	75,000	-	-	-	75,000	-	100%
<b>Total GENERAL FUND</b>	<b>\$ 38,079,430</b>	<b>\$ 9,878,191</b>	<b>\$ 9,416,147</b>	<b>\$ 7,912,083</b>	<b>\$ -</b>	<b>\$ 27,206,421</b>	<b>\$ 10,873,009</b>	<b>71%</b>
<b>Total CPA</b>	<b>\$ 119,525</b>	<b>\$ 42,400</b>	<b>\$ 74,375</b>	<b>\$ 2,475</b>	<b>\$ -</b>	<b>\$ 119,250</b>	<b>\$ 275</b>	<b>100%</b>
<b>Total WATER FUND</b>	<b>\$ 285,048</b>	<b>\$ 47,382</b>	<b>\$ 57,114</b>	<b>\$ 44,404</b>	<b>\$ -</b>	<b>\$ 148,900</b>	<b>\$ 136,148</b>	<b>52%</b>

The Departmental Codes in the 900 series are initially expensed with the Town covering all costs. In March, the School and MELD's portion of these expenditures are journalized out into MELD's fund and the school's budget.

**Town of Middleton, MA**  
**Fiscal Year 2021 Warrant Articles Expenditures (unaudited)**

<u>Fund</u>	<u>Fiscal Year</u>	<u>Article #</u>	<u>Account Name</u>	<u>Original Appropriation</u>	<u>Available Balance at 7/1/2020</u>	<u>YTD Expended</u>	<u>Available Balance at 12/31/20</u>
GF	2012	30	STRM.MNGMNT CONSULT	15,000	583	317	266
GF	2013	13	ASSESSOR GIS SYS	32,000	1,936	-	1,936
GF	2015	25	IMPROVE RUBCHINUK PK	90,000	9,447	-	9,447
GF	STM 2015	2	ATHLETIC FLD MAINT	35,000	1,604	-	1,604
GF	2017	17	REMEDIATE NATSUE WAY	165,000	135,875	980	134,895
GF	2018	29	FM SECURITY SYSTEM	101,358	15,000	225	14,775
GF	2018	33	TOWN HALL WINDOWS	10,000	10,000	-	10,000
GF	2019	18	DEPARTMENT HEAD RECRUITMENT	20,000	20,000	16,075	3,925
GF	2019	18	FIRE DEPT COMMUNICATIONS EQUIPMENT	55,000	2,981	1,453	1,528
GF	2019	18	HIGHWAY DIVISION SANDER/PLOW	46,000	4,003	-	4,003
GF	2019	18	COA SECURITY SYSTEM	1,100	276	108	168
GF	2019	18	COA KITCHEN EQUIPMENT	8,000	2,031	-	2,031
GF	2019	25	BYLAW CONSULTANT	50,000	50,000	-	50,000
GF	STM2019	3	MAINTENANCE OF GOLF COURSE	25,000	20,000	2,500	17,500
GF	2020	19	HR SOFTWARE	14,727	14,727	-	14,727
GF	2020	19	FIRE DEPT SERVER REPLACEMENT	4,000	4,000	-	4,000
GF	2020	19	FIRE DEPARTMENT NETWORK SWITCH	1,000	1,000	-	1,000
GF	2020	19	REPLACE MEMORIAL HALL SIGN	6,500	1,975	1,214	761
GF	2020	19	PAINT EXTERIOR OF MEMORIAL HALL	4,000	4,000	1,204	2,796
GF	2020	19	MEMORIAL HALL LED LIGHTS	22,000	22,000	-	22,000
GF	2020	19	REPLACE SCBA	9,000	9,000	3,270	5,730
GF	2020	19	REPLACE SQUAD 5 PUMP	9,000	9,000	-	9,000
GF	2020	19	BALLISTIC VESTS AND HELMETS	8,300	8,300	-	8,300
GF	2020	19	FM END USER TECHNOLOGY	34,198	6,890	-	6,890
GF	2020	19	FM PLAYGROUND/PARKING STUDY	15,000	5,656	-	5,656
GF	2020	19	BRIGADOON TREE/SIDEWALK	75,000	75,000	-	75,000
GF	2020	19	COA REFINISH HARDWOOD FLOORS	7,500	2,812	-	2,812
GF	STM2020	9	40 SCHOOL STREET ENVIRONMENTAL TESTING	10,000	1,100	-	1,100
GF	STM2020	11	105 S MAIN STREET MAINTENANCE	5,000	3,747	-	3,747
GF	STM2020	5	TECHNOLOGY IMPROVEMENTS	30,000	9,720	6,234	3,486
GF	2021	10	FIBER OPTIC NETWORK	100,000	100,000	-	100,000
GF	2021	10	UPS BACKUP DEVICES	8,000	8,000	7,635	365
GF	2021	10	STORAGE RENEWAL	4,000	4,000	-	4,000
GF	2021	10	REPLACE POLICE COMPUTERS	6,000	6,000	5,975	25
GF	2021	10	MEMORIAL HALL RAMP REPLACEMENT	20,000	20,000	-	20,000
GF	2021	10	MEMORIAL HALL CARPET REPLACEMENT	15,000	15,000	-	15,000
GF	2021	10	PURCHASE RADAR GUNS	2,500	2,500	2,475	25
GF	2021	10	PURCHASE BULLET PROOF VESTS	21,000	21,000	19,691	1,309
GF	2021	10	TASER REPLACEMENT	18,750	18,750	18,720	30
GF	2021	10	PURCHASE BICYCLES	4,800	4,800	4,798	2
GF	2021	10	POLICE STATION UPGRADES	10,000	10,000	9,500	500
GF	2021	10	ENGINE 4 CABINETS	10,000	10,000	7,825	2,175
GF	2021	10	ALARM BOX DECODER	60,000	60,000	58,932	1,068
GF	2021	10	OUTFIT/TRAIN NEW FIREFIGHTER	29,310	29,310	25,921	3,389
GF	2021	10	DIGITIZE INSPECTATIONAL SERVICE RECORDS	45,000	45,000	-	45,000
GF	2021	10	HM END USER TECHNOLOGY	144,048	144,048	133,633	10,415
GF	2021	10	FM END USER TECHNOLOGY	80,833	80,833	73,737	7,096
GF	2021	10	DPW GARAGE HEATERS	11,000	11,000	10,666	334
GF	2021	10	REPAIR/REPLACE ROLLOFF CONTAINERS	12,000	12,000	11,999	1
GF	2021	10	ADDITIONAL CHAPTER 90	100,000	100,000	48,117	51,883
GF	2021	10	COA HEATING/COOLING	11,000	11,000	10,938	62
GF	2021	10	MEALS ON WHEELS CAR	35,500	35,500	34,436	1,064
CAP PROJ	2019	2	MASTER DESIGN STUDY 105 S MAIN	325,000	89,807	18,680	71,127
CAP PROJ	2021	10	JOHN DEER TRACTOR	60,000	60,000	45,889	14,111
CAP PROJ	2021	10	DPW 1 TON DUMP TRUCK	75,000	75,000	-	75,000
CAP PROJ	2021	10	DPW PURCHASE INTERNATIONAL DUMP TRUCK	173,000	173,000	171,577	1,423
CEMETERY	2016	26	OAKDALE CEMETERY WORK	63,000	30,182	5,282	24,900
CEMETERY	2019	18	OAKDALE CEMETERY IMPROVEMENTS	15,000	11,310	-	11,310
CPA	2014	27	OLD TOWN HALL REPAIRS	22,000	22,000	18,528	3,472
CPA	2015	34	PHASE 1 RAILS TO TRAILS	130,000	126,600	12,081	114,519
CPA	2016	45	OLD TOWN HALL PLANS + DRAWINGS FOR REPAIR	20,000	8,510	-	8,510
CPA	2018	35	CURTIS SAW MILL PROJECT	4,900	4,900	1,657	3,243
CPA	2019	10	EMILY MAHER PARK IMPROVEMENTS	45,000	14,758	-	14,758
CPA	2020	21	DIGITIZE HISTORIC RECORDS	89,000	236	-	236
CPA	2020	21	RUBCHINUK PARK IRRIGATION	24,500	18,505	1,200	17,305
CPA	2021	6	COMPLETE DIGITIZATION OF HISTORIC RECORDS	5,000	5,000	-	5,000

**Town of Middleton, MA**  
**Fiscal Year 2021 Encumbrance Expenditures (unaudited)**

<u>Fund</u>	<u>Department</u>	<u>Account Name</u>	<u>Approved</u>	<u>YTD Expended</u>	<u>Balance at</u> <u>12/31/20</u>
General	Selectmen	Training & Education	3,200	-	3,200
General	Town Clerk	Capital	6,766	5,852	914
General	Town Building	ELEC.WATER/MEMORIAL HALL	443	443	-
General	Town Building	ELEC.WATER TOWN HALL	354	354	-
General	Police	Travel	1,864	1,864	-
General	Fire	Electricity	962	962	-
General	Fire	Ambulance Billing	1,199	1,199	-
General	School	Salaries (Summer Pay)	389,074	389,074	-
General	School	Supplies	119,771	106,421	13,350
General	DPW	TS Contractual Services	16,826	16,826	-
General	DPW	Street Lights	220	220	-
General	BOH	Principal Travel/Other	28	28	-
General	BOH	Fuel	104	104	-
General	Health Ins.	BC/BS/Other	9,623	9,623	-
General	Health Ins.	Life Insurance	47	47	-
			<b>\$ 550,479</b>	<b>\$ 533,015</b>	<b>\$ 17,464</b>

**Town of Middleton, MA**  
**Fiscal Year 2021 Revenues (unaudited)**

	<b>For the Period Ended</b>	<b>BUDGET</b>	<b>9/30/20</b>	<b>12/31/20</b>	<b>3/31/21</b>	<b>6/30/21</b>	<b>YTD REVENUE</b>	<b>Total</b>	<b>(UNDER)/OVER BUDGET</b>	<b>% RECEIVED</b>
			Quarter 1	Quarter 2	Quarter 3	Quarter 4				
GENERAL FUND		\$ 712,414	\$ 227,601	\$ 91,232	\$ 257,948		\$ 576,781		(\$135,633)	81.0%
PERSONAL PROPERTY TAXES		\$ 30,157,546	\$ 7,621,762	\$ 7,416,810	\$ 7,755,663		\$ 22,794,235		(7,363,311)	75.6%
REAL ESTATE**	*	\$ 34,414	\$ 96,800	\$ (23,613)			\$ 107,601		n/a	N/A
TAX LIEN/TITLE/FORECLOSURE		\$ 1,985,000	\$ 192,318	\$ 105,414	\$ 1,425,127		\$ 1,722,859		(262,141)	86.8%
MOTOR VEHICLE EXCISE		\$ 60,000	\$ -	\$ 21,088	\$ 6,544		\$ 27,632		(32,368)	46.1%
OTHER EXCISE - ROOM		\$ 180,000	\$ 53,643	\$ 53,666	\$ 48,159		\$ 155,468		(24,532)	86.4%
OTHER EXCISE - MEALS		\$ 80,000	\$ 32,097	\$ 43,852	\$ 35,289		\$ 111,238		31,238	139.0%
PENALTIES AND INTEREST ON TAXES		\$ 130,000	\$ -		\$ 84,626		\$ 84,626		(45,374)	65.1%
PILOT		\$ 230,000	\$ -	\$ -	\$ 230,000		\$ 230,000		-	100.0%
PILOT - MELD		\$ 210,000	\$ 157,125	\$ 57,375	\$ 4,925		\$ 219,425		9,425	104.5%
CHARGES FOR SERVICES - SOLID WASTE FEES		\$ 115,000	\$ 65,153	\$ 20,446	\$ 48,714		\$ 134,313		19,313	116.8%
FEES		\$ 2,500		\$ 173	\$ 127		\$ 300		(2,200)	12.0%
DEPARTMENTAL REVENUES - LIBRARIES		\$ 40,000	\$ 15,300	\$ 17,625	\$ 7,600		\$ 40,525		525	101.3%
DEPARTMENTAL REVENUES - CEMETERIES		\$ 140,000	\$ 44,926	\$ 50,221	\$ 46,933		\$ 142,080		2,080	101.5%
OTHER DEPARTMENTAL REVENUE		\$ 480,000	\$ 172,985	\$ 188,127	\$ 79,731		\$ 440,843		(39,157)	91.8%
LICENSES AND PERMITS		\$ 10,000	\$ 1,095	\$ 1,109	\$ 1,222		\$ 3,426		(6,574)	34.3%
FINES AND FORFEITS		\$ 70,000	\$ 6,707	\$ 6,428	\$ 5,633		\$ 18,768		(51,232)	26.8%
INVESTMENT INCOME		\$ 20,000	\$ 8,236	\$ 6,564			\$ 14,800		(5,200)	74.0%
MEDICAID REIMBURSEMENT		\$ 2,375,375	\$ 569,727	\$ 590,539	\$ 577,334		\$ 1,737,600		(637,775)	73.2%
STATE AID		\$ 152,770	\$ 31,737	\$ 121,033	\$ 47,627		\$ 152,770		-	100.0%
MISC NON-RECURRING		\$ 1,049,789	\$ 1,001,341	\$ -	\$ 1,048,968		\$ (821)		99.9%	
TRANSFERS IN										
<b>Total GENERAL FUND</b>		<b>\$ 38,200,394</b>	<b>\$ 10,236,166</b>	<b>\$ 8,888,503</b>	<b>\$ 10,639,589</b>	<b>\$ -</b>	<b>\$ 29,764,258</b>	<b>\$ (8,436,136)</b>	<b>77.9%</b>	
<b>Total CPA</b>		<b>\$ 283,989</b>	<b>\$ 64,345</b>	<b>\$ 135,166</b>	<b>\$ 66,575</b>	<b>\$ -</b>	<b>\$ 266,086</b>	<b>\$ (17,903)</b>	<b>93.7%</b>	
<b>Total WATER FUND</b>		<b>\$ 285,048</b>	<b>\$ 11,144</b>	<b>\$ 6,732</b>	<b>\$ 37,368</b>	<b>\$ -</b>	<b>\$ 55,243</b>	<b>\$ (229,805)</b>	<b>19.4%</b>	

\* Indicates budgeted figures not available.

\*\* Net of Overlay raised on recap

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

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

	Fund Balance as of 7/1/2020	Revenue as of 3/31/21	Expenditures as of 3/31/21	Fund Balance as of 3/31/21
RECREATION REVOLVING	\$ 15,226	\$ -	\$ -	\$ 15,226
USER FIELD FEES	22,032	900	-	22,932
COA TRIP FUND	28,677	616	(5,853)	23,440
STORMWATER MANAGEMENT	3,600	500	-	4,100
FIREARMS LICENSES AND PERMITS	21,691	4,663	(4,305)	22,049

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

	<b>Fund Balance as of 3/31/21</b>	<b>Revenue as of 3/31/21</b>	<b>FY 22 Appropriation</b>
AMBULANCE FUND	913,916	498,350	(621,821)
PEG	410,103	156,525	(255,270)
OPEB*	1,747,380	302,916	75,000
STABILIZATION*	1,933,932	74,397	75,000
CAPITAL STABILIZATION*	708,693	27,263	75,000
RETIREMENT STABILIZATION*	295,514	11,368	25,000
SPED STABILIZATION*	222,267	8,550	130,000
SPED RESERVE FUND*	148,706	5,721	25,000

\* Revenue amount indicates interest only.

# North Shore Regional IT Collaborative

## FY22 Overview

7.

**Lead Municipality:** Danvers

**Participating Municipalities:**

- Topsfield
- Hamilton
- Wenham
- Manchester-by-the-Sea
- Middleton
- Essex (middle of FY2022, prorated Assessment)

**Total FY22 Costs:** 24,109.44

**FY22 Community Base Assessment:** \$4,018.24

**FY22 Expenses:**

- Danvers IT Staff Hours - \$77.28/hour
  - One hour/week for each municipality
    - Services listed below

**FY22 Scope of Services:**

*Initial Benefits*

- Membership in the Regional IT Collaborative
- Access to Danvers IT Director and staff in an advisory capacity
- Access to Danvers regional datacenter\*
- Review of capital IT projects
- Management of regional support vendor
- Management of regional IT standards

*Infrastructure Services*

- Base level shared fiber-optic infrastructure\*
- Network testing and management
- Datacenter upkeep and maintenance\*

*Danvers IT Staff Access and Services*

- Infrastructure Planning and Capital Plan Consultation
- Special Project Support
- Procurement Assistance
  - IT Equipment
  - Helpdesk Support vendor
  - Software
  - Telephony and Internet
  - TBD by the group

\* Does not include new equipment, supplies, or infrastructure needed to access Danvers Datacenter

## **MEMORANDUM OF UNDERSTANDING TO FACILITATE THE DEVELOPMENT OF THE NORTH SHORE REGIONAL IT COLLABORATIVE**

This Agreement is made by and between the Massachusetts cities and towns of Danvers, Middleton, Essex, Topsfield, Hamilton, Wenham, and Manchester-by-the-Sea (hereinafter "the Participating Communities") for the purpose of facilitating the development of the North Shore Regional IT Collaborative (hereinafter "the Collaborative").

WHEREAS, the Parties are each empowered by law to staff, maintain and operate Information Technology (hereinafter "IT") departments, which are necessary to support municipal employees and protect municipal assets;

WHEREAS, the Chief Executives of the Participating Communities agree that they share many of the same IT challenges, including costs to access to sufficient resources to staff and support adequate IT departments and could therefore benefit from shared infrastructure and collaboration in addressing those challenges;

WHEREAS, each of the Participating Communities has determined that it is mutually beneficial to share between them the services and costs associated with a shared regional IT data center, and to collaborate on efforts to procure and contract with IT service vendors, and any costs associated to enhance internal IT capabilities collectively;

NOW, THEREFORE, BE IT RESOLVED, that the Participating Communities commit to sustain the Collaborative during the term of this Agreement, and to undertake the following actions to achieve said purpose:

1. The Participating Communities commit to allocate a \$4,018.04 base assessment in FY22 and an annual base assessment to be determined and approved by the annual operating budget in subsequent fiscal years, to support the operation of the Collaborative, preferably from available municipal revenues. Contributions are to be paid to the Town of Danvers and will support shared expenses incurred by the Town of Danvers to manage and maintain a regional data center. Expenses include but are not limited to operating costs, equipment maintenance and replacement, staff salaries and benefits, and infrastructure maintenance;
2. The Town of Danvers will develop an annual operating budget for the Collaborative by December 31<sup>st</sup> each year that sets out their projected expenses for the following fiscal year and will provide said budget to the Chief Executive of each Participating Community at that time. Once the budget is presented, the Participating Communities will evaluate, deliberate, and vote to approve the operating budget thus agreeing to the equally shared contributions for next fiscal year's annual base assessment. Each participating community is given one vote and the budget shall be approved by unanimous consensus of all Participating Communities. If unanimous consensus cannot be reasonably attained, the previous fiscal year's assessment will be carried forward until consensus can be reached; In the event that the parties are unable to reach consensus within a reasonable time, the parties may agree to mediation or other mutually acceptable dispute resolution option,

otherwise lack of consensus will be considered a withdrawal from this agreement, and each may seek relief available under the law.

3. Alongside and in similar process to the annual budget described above, the Town of Danvers will draft, and the Participating Communities will approve a Plan of Action that sets out the annual goals of the Collaborative to proactively address upcoming municipal needs. This Plan of Action intends to link the expenses in the annual budget with the outcomes of service;
4. The Town of Danvers has the ability to procure or enter into agreements and/or contracts with third-party vendors for optional IT related services and equipment on behalf of one or more Towns with the approval of said Towns. If necessary, towns that have elected to partake in such procurements or contracts are expected to assist in any procurement process. All procurements must comply with M.G.L. Chapter 30B and other relevant municipal procurement statutes, thresholds, and laws. All procurements in excess of fifty-thousand dollars in total value must be deliberated and approved by the Participating Communities by two-thirds majority. Any expenses and/or invoice from a third-party vendor, unless otherwise considered a shared expense and/or accounted for in the annual budget, shall be billed to the municipality that received the equipment or services provided;
5. The Town of Danvers will serve as the fiscal agent for the Collaborative with responsibility for effectively managing and accounting for shared assets of the Participating Communities and operating the Collaborative as described in the sections above;
6. The Town of Danvers may, if its capacity and ability are available, provide additional services to purchase goods or services for Participating Communities. All additional services are optional and shall be managed by a separate contract or agreement that clearly states the services to be provided, term of the agreement, and annual costs;
7. With the support of outside parties, such as the Metropolitan Area Planning Council or other entities, the Collaborative will explore opportunities to secure additional funding sources that can support the Collaborative's development and sustainability, such as through government or private grants; and
8. For all purposes, the employees and equipment of the respective Participating Community IT departments will remain employees and property of the Participating Community, including but not limited to employee benefits and workers' compensation. Each Participating Community shall indemnify and hold harmless all other Participating Communities for any liability caused by the action or inaction of the Participating Community's employees and agents, from and against all claims, damages, liabilities, injuries, costs, fees, expenses, or losses, including, without limitation, reasonable attorney's fees and costs of investigation and litigation.

This AGREEMENT shall take effect on July 1<sup>st</sup>, 2021 and shall be in effect until June 30, 2023 unless it is superseded by a further inter-municipal agreement before that date.

If a Participating Community seeks to withdraw from this Agreement before it concludes, they shall inform the other Participating Communities in writing of their plans 30 days before their withdrawal will go into effect. Any Participating Community that withdraws is nevertheless obligated to honor their financial commitment to the Collaborative for the entire fiscal year in which their withdrawal takes place and any subsequent fiscal year where base assessments were approved and agreed upon prior to withdrawal.

If a new community or school district wants to join the Collaborative, they shall notify the Participating Communities of their interest in writing. The inclusion of any additional community in the Collaborative will require the approval of the Town of Danvers, two-thirds majority approval of the Participating Communities, and the execution of this Agreement by the new community. Any new Participating Community will be responsible for covering the costs associated with any additional infrastructure needed to connect to the data center, outside of the contributions they are obligated to make through this Agreement.

This Agreement constitutes the entire and complete agreement between the parties and supplants any and all prior agreements or understandings relative to the Collaborative. This Agreement may not be amended except in writing agreed to by all Participating Communities and executed in the same manner as the Agreement itself. If any part of this Agreement is deemed to be invalid, the remainder of the Agreement shall remain enforceable to the extent allowed by law.

This Agreement incorporates all applicable provisions of Massachusetts law, including but not limited to 40 MGL 4A. The Collaborative will maintain accurate and comprehensive records of services performed, costs incurred, and reimbursements and contributions received; shall perform regular audits of such records, and render periodic financial statements to all participants.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by their duly authorized Chief Executive Officers.

**SIGNATURE PAGE:**

---

City/Town: \_\_\_\_\_

Title: \_\_\_\_\_



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

10.

May 12, 2021

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

Re: **Anonymous** Middleton Food Pantry Donation / :

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

Thank you,

*Jillian Smith*

Jillian Smith  
COA Director

A Donation has been made payable to the Middleton Food Pantry:

Date: 2/25/21

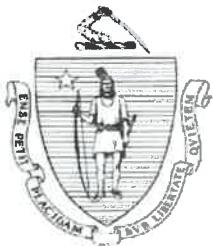
Name

Donation: \$500.00

Check Number 4355

This donor would like to remain anonymous

**XXX Yes**



OFFICE OF THE GOVERNOR  
**COMMONWEALTH OF MASSACHUSETTS**  
STATE HOUSE • BOSTON, MA 02133  
(617) 725-4000

**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

May 6, 2021

Dear Mr. Sheehan,

Congratulations! I am pleased to notify you that the Town of Middleton has been awarded a Sustainable Materials Recovery Program grant. I want to thank you for your commitment to reducing waste and increasing recycling for the benefit of our communities and the environment.

Enclosed you will find further instructions from the Department of Environmental Protection on next steps. Please feel free to contact Janine Bishop at [Janine.bishop@mass.gov](mailto:Janine.bishop@mass.gov) if you have any questions.

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

A handwritten signature in blue ink that reads "Charles Baker".

A handwritten signature in blue ink that reads "Karyn Polito".



# Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

Kathleen A. Theoharides  
Secretary

Martin Suuberg  
Commissioner

May 6, 2021

Mr. Andrew Sheehan  
Town Administrator  
Town of Middleton  
48 South Main Street  
Middleton, MA 01949

Dear Mr. Sheehan,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Middleton a Sustainable Materials Recovery Program Municipal Grant. The Town of Middleton will receive access to a MassDEP-funded program for the transportation and recycling of residential mattresses and up to \$7,500 for a container for the collection of mattresses. The total value of this grant is estimated at \$16,164.34. The more mattresses recycled, the more value your community will realize.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. MassDEP received applications from 75 municipalities, regional groups and non-profits. With \$3.6 million in requested funds, the evaluation and award process was extremely competitive, more so than in past years due to limited funding.

As you know, municipalities were faced with significant challenges as a result of the COVID-19 pandemic. Those related to solid waste and recycling were met in unique and innovative ways. I commend you for the seamless program changes adopted to keep your programs operating while maintaining the safety of your residents. MassDEP looks forward to continuing to work with municipalities to address current recycling and solid waste challenges.

In addition to this grant award, MassDEP has tools, guidance, and hands-on technical assistance staff to help communities reduce recycling contamination and educate the public about proper recycling practices. We encourage you to utilize our [Recycle Smart MA](#) website search tool and to reach out to your [Municipal Assistance Coordinator](#) for further assistance with your community's recycling programs.

The terms and conditions of your grant are outlined in the attached document. This information has also been provided to the municipal recycling contact copied below. Should you have any questions, please contact [Janine Bishop](mailto:Janine.Bishop@mass.gov) at [Janine.Bishop@mass.gov](mailto:Janine.Bishop@mass.gov).

Thank you for your commitment to advancing recycling and waste reduction in Massachusetts.

Sincerely,

Martin Suuberg  
Commissioner

cc: Paul Goodwin, DPW Superintendent

## **Correspondence and informational materials**

## Andrew Sheehan

---

**From:** Brian York <brianyork1@icloud.com>  
**Sent:** Thursday, May 06, 2021 4:11 PM  
**To:** Andrew Sheehan; david mcglone  
**Subject:** Need to resign planning board position

Dave and Andy

I recently started a new job that will require me to spend a significant amount of time in the evenings with colleagues in China. More specifically, I now have standing meetings that are in direct conflict with the monthly planning board meeting. As a result of this new conflict, I need to resign my position effective immediately.

Thanks

Brian



**Town of Middleton**  
**Master Plan Committee**  
**[www.townofmiddleton.org](http://www.townofmiddleton.org)**

May 12, 2021

At the Master Plan Committee's May 10, 2021 meeting, members voted in favor, 4-2, to make a positive recommendation on Article 22, which authorizes the Municipal Complex project.

**Master Plan Committee:**

Peter Moon, chairman  
Robert Murphy  
Paul Richardson  
Timothy Houten  
John Erickson  
Annie Wilton  
John LeBlanc  
Brian Carroll



**Town of Middleton**  
**Planning Board**  
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Date: May 12, 2021

To: Middleton Board of Selectmen

From: Middleton Planning Board

RE: Recommendations on Article 22, and Article 30 of the June 5, 2021 Annual Town Meeting  
Warrant

At the May 12, 2021 Planning Board Meeting, the board reviewed the following Warrant Articles and voted to make the following recommendations pursuant to Section 2-4-9 of the Town Charter:

Article 22: Authorize the design, permitting, construction, and furnishing of a new public facilities complex

On a motion by Brian Carroll, the board voted 4 - 1 in favor of making a positive recommendation.

Article 30: Amend Chapter 230, Water of the General Bylaws

On a motion by Brian Carroll, the board unanimously voted to make a negative recommendation regarding the approval of the proposed amendments.

# WELCOME

## TO THE GRADUATION CELEBRATION FOR THE CLASS OF 2021



**CERTIFICATE PROGRAM IN LOCAL GOVERNMENT  
LEADERSHIP AND MANAGEMENT**

**May 14, 2021**

# **PROGRAM**

## **Welcome:**

- Sandy Matava, Director, Suffolk University's Moakley Center
- Katie McCue, Director of Administration and Finance, MMA

## **Graduation Speaker**

- Steve Bartha, Town Manager, Town of Danvers

## **Faculty Speakers**

- Denise Casey, MPA, SPHR-SCP

## **Student Speaker**

- Robert Collins, North Reading Director of Human Resources

## **Welcome to the new Suffolk University Alumni:**

- Professor Brendan Burke,  
Institute for Public Service

## **Special thanks to:**

**Faculty:** **Bernie Lynch, Steve Cirillo, Denise Casey, James Hicks, Brendan Burke, and John Petrin**

**Program Staff:** **Katie McCue, John Petrin, Rae'Niqua Victorine, and Kate Evarts**

## **Calling of the Graduate Roll**

John Petrin and Rae'Niqua Victorine

## GRADUATES

- **Matt Armitage** - Police Sergeant, Middleton
- Randy Burley** - Project Manager, Tewksbury
- Chester Cheng** - Project Manager and GIS-IT Coordinator, Tewksbury
- Aaron Cilluffo** - Water & Sewer Supervisor, Danvers
- Robert Collins** - Director of Human Resources, North Reading
- Yeimi Colon** - Assistant Director of Accounting, Marblehead
- Brian DeFelice** - Information Technology Librarian, Norwood
- Michael Durham** - Veterans Services Director, Medford
- Corinna Grace** - Town Accountant, Danvers
- **Loretta Johnson** - Assistant Director, Middleton
- Lee King** - Senior Administrative Assistant, Danvers
- Nicole Langley** - Library Director, Stoneham
- Dan Pereira** - Director of Parks and Recreation, Lincoln
- Debbie Powers** - Office Manager, Rockport
- Ashley Sanborn** - Police Lieutenant, Danvers
- Andrew Shapiro** - Director of Community/Economic Development, North Andover
- **Jillian Smith** - Council on Aging Executive Director, Middleton
- Kelli Spencer** - HR Generalist, Norwood
- John Viarella** - HR Director, Revere
- Stacie Ward** - Comptroller, Winchester
- Betsy Ware** - Director of Community Development, Dracut

**Thank you for your hard work, your service and please stay safe.**

# **CERTIFICATE PROGRAM IN LOCAL GOVERNMENT**

## **LEADERSHIP AND MANAGEMENT**

On June 19, 2012, the first class of 24 students graduated from the original MMA/Suffolk Certificate Program hosted at the Natick Public Safety Center. That program was modeled after one developed by Rocco Longo, then the Town Administrator in Marshfield, for professional development for South Shore municipal employees. Upon retirement in 2017, Rocco became a Senior Fellow and Certificate Liaison for the program until his sudden passing in 2019. The original curriculum was guided by the West Suburban Managers Group working with Nicole Rivers - Suffolk, Paul Bockelman - MMA, and Richard Kelliher who served as the first Certificate Liaison.

Today, we are graduating our 15<sup>th</sup> and 16<sup>th</sup> classes. We now approach nearly 400 municipal employees to graduate. Please join us in congratulating our latest group who seek to provide the best of services to the residents of the communities in our great Commonwealth.

## **COMMONWEALTH**

## **OF MASSACHUSETTS**

**59 CITIES 292 TOWNS**

First Town - Plymouth in 1620 / First City - Boston in 1822

Newest City - North Attleborough in 2018

Newest Town - North Brookfield in 1920