

**MIDDLETON SELECT BOARD**  
**MEETING AGENDA**  
**FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER**  
**143 SOUTH MAIN STREET, MIDDLETON, MA 01949**  
**TUESDAY, AUGUST 17, 2021**  
**7:00 PM**  
*This meeting is being recorded*

*This meeting will be a hybrid of in-person and remote via Zoom. To join the meeting remotely, go to:*

<https://us02web.zoom.us/j/81621416762?pwd=aDIWOUkzbzRwZ0YxcnlrcGZGbWhldz09>

1. 7:00 Warrants: 2203 & 2204  
Minutes: Open Session: July 13, 2021 and July 19, 2021  
Town Administrator updates and reports
2. 7:15 Public Comment Period
3. 7:20 Vote to appoint Reserve Police Officer Jordan Kemp as a Full Time Police Officer subject to a twelve month probationary period and satisfaction of training requirements and background check
4. 7:30 Vote to accept the following gifts and grants:
  - Public Health Excellence Grant Program for Shared Services in an amount up to \$300,000 through June 30, 2024
  - MassTrails Program Grant in the amount of \$50,000 for the pedestrian crossing over the Ipswich River at Maple Street
5. 7:40 Update on redevelopment and/or cleanup of 245 South Main Street and 14 River Street
6. 7:50 Update and discussion of filling vacancies on key positions: Assistant Treasurer-Collector, Treasurer-Collector, Assistant Town Administrator/Human Resources Director
7. 8:00 Review and vote to appoint Susan Piccole to the Conservation Commission for a term through June 30, 2024
8. 8:10 Review and vote to appoint:
  - Michael Mercurio as Local Building Inspector with a term through June 30, 2024
  - Re-appoint Todd Moreschi as Alternate Plumbing Inspector
9. 8:15 Review request from MBTA Advisory Board to designate a representative to the MBTA Advisory Board
10. 8:20 New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

Upcoming Meetings:	September 7 & 21	Regular SB Meetings
	October 5	Regular SB Meetings; Town Administrator at ICMA conference
	October 19	Regular SB 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.*

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

**Warrant Date: July 29, 2021**

**Warrant Number: # 2203**

**Payroll Warrant Total:**

**\$ 580,728**

<u>Department</u>	<u>Amount</u>	<u>Detail of Expenses</u>
Board of Health	\$8,861	
COA	\$9,497	
Election	\$0	
Electric Light	\$70,284	\$9,662 Overtime; \$2,961 Call Out
Fire	\$64,710	\$19,368 Overtime; \$7,564 Part time
Inspections	\$9,577	
Library	\$17,250	
Memorial Hall	\$40,311	
Planning	\$4,127	
Police	\$68,660	\$10,692 Overtime; \$2,033 Reserves
Police Details	\$10,509	
Public Works	\$34,423	\$0 Snow; \$836 Overtime; \$3,004 Summer Help
Recreation	\$7,512	
Senior Work Off	\$0	
School	\$235,006	
Teacher Balloon Pay	\$0	
Town Officers	\$0	

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**Bills Payable Warrant Total:**

**\$ 4,151,942**

<u>Department/Expense Category</u>	<u>Amount</u>	<u>Detail of Expenses</u>
All Payroll Deductions	\$67,778	
Administrator	\$18,552	\$7,481 Tri-Town Services; \$3,667 Attorney Fees; \$2,180 Cleaning
Accounting	\$1,393	Miscellaneous Expenses
Assessor	\$838	Miscellaneous Expenses
Clerk	\$8,347	FY22 Contractual Services
Cultural Council	\$0	
COA	\$4,789	\$2,166 Food Pantry
DPW	\$10,669	\$2,790 Cemetery Sign; \$2,255 Equip Repairs; \$1,473 Contractual Services
Fire	\$15,219	\$9,100 Overhead Door Repair; \$2,967 Radio Maintenance
Health Director / IT	\$380	Miscellaneous Expenses
Historical Comm.	\$0	
Inspections	\$3,115	\$3,000 FY22 Contractual Services
Library	\$0	
MELD	\$389,287	\$337,499 Purchase Power
Planning	\$150	Miscellaneous Expenses
Police	\$23,701	\$5,635 New Cruiser Equip; \$4,454 Contractual Services; \$2,529 Fuel
Recreation	\$1,631	Park Program Expenses
School	\$117,885	\$30,034 Tuition; \$29,198 IT Related; \$16,596 Health Ins; \$13,077 Café Related
Treasurer	\$3,488,168	\$2,618,269 Masco Assess; \$844,378 Debt Service
Veterans' Agent	\$41	Miscellaneous Expenses

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

**Warrant Date: August 12, 2021**

**Warrant Number: # 2204**

**Payroll Warrant Total:**

**\$ 569,633**

<u>Department</u>	<u>Amount</u>	<u>Detail of Expenses</u>
Board of Health	\$9,706	
COA	\$9,639	
Election	\$0	
Electric Light	\$62,899	\$2,889 Overtime; \$2,350 Call Out
Fire	\$59,987	\$15,292 Overtime; \$6,889 Part time
Inspections	\$9,231	
Library	\$17,114	
Memorial Hall	\$31,377	
Planning	\$4,087	
Police	\$70,039	\$12,423 Overtime; \$2,366 Reserves
Police Details	\$12,651	
Public Works	\$34,791	\$0 Snow; \$1,969 Overtime
Recreation	\$7,957	
Senior Work Off	\$0	
School	\$240,155	
Teacher Balloon Pay	\$0	
Town Officers	\$0	

**Bills Payable Warrant Total:**

**\$ 523,846**

<u>Department/Expense Category</u>	<u>Amount</u>	<u>Detail of Expenses</u>
All Payroll Deductions	\$66,815	
Administrator	\$3,826	\$1,000 FY22 Membership Dues; \$1,326 IT Related
Accounting	\$175	Miscellaneous Expenses
Assessor	\$104	Miscellaneous Expenses
Clerk	\$1,627	Miscellaneous Expenses
Cultural Council	\$0	
COA	\$5,173	\$4,343 Building Repairs
DPW	\$29,433	\$17,455 Street Striping; \$3,918 Fuel
Fire	\$13,746	\$3,867 Alarm Wire; \$2,486 Ambulance Related; \$1,522 Vehicle Maintenance
Health Director / IT	\$9,623	\$8,694 IT Related
Historical Comm.	\$0	
Inspections	\$271	Miscellaneous Expenses
Library	\$0	
MELD	\$259,496	\$212,133 Purchase Power; \$25,374 Sales Tax
Planning	\$15	Miscellaneous Expenses
Police	\$10,721	\$3,073 Firearm Licenses; \$2,745 FY22 Software Support
Recreation	\$1,392	Miscellaneous Expenses
School	\$119,434	\$41,300 Tuition; \$39,961 IT Related; \$10,914 Electricity
Treasurer	\$445	Miscellaneous Expenses
Veterans' Agent	\$1,549	Miscellaneous Expenses

**MEETING MINUTES  
BOARD OF SELECTMEN  
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER  
143 SOUTH MAIN STREET, MIDDLETON, MA 01949  
TUESDAY, JULY 13, 2021  
7:00PM**

**This meeting was recorded**

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

*Absent: None*

*Others Attending: Town Administrator Andy Sheehan, Paul Pellicelli, Fabiola Ortiz, Sandra Knight, Town Clerk/Housing Authority Member Ilene Twiss, Karen McCafferty*

**7:06 PM** With all members present, Chair Brian Cresta called the meeting to order.

**ROUTINES**

- **Warrant Approval:** Town Administrator Andy Sheehan provided a brief review of Warrant #2128: Payroll: \$238,352; Bills Payable: \$316,766; and Warrant #2202: Payroll: \$452,136; Bills Payable: \$671,425; 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 **Houten**, the Board of Selectmen **VOTED** unanimously to approve the warrants as presented.

- **Minutes:** After a brief review of available minutes, the Board took the following action:

On a **MOTION** made by **Kassiotis**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously to accept the minutes of June 29, 2021 as written.

- **Town Administrator's Report:** Town Administrator Andy Sheehan provided the Board with information and updates on the following:
  - **Board of Trade:** Sheehan reported that the Board of Trade held their first-in person meeting since COVID on June 30<sup>th</sup>, noting that it was good to get that group back together again. Sheehan added that they are planning to meet regularly.

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

**7:13 PM** **Review and Vote to Fill the Tenant Seat on the Housing Authority Board:** Chair Cresta advised the Board members that they had information in their packets regarding how the tenant seat is to be appointed and that they would need to appoint someone to fill the vacancy through June 30, 2026, pursuant to Chapter 358 of the Acts of 2020 and c. 121B. The Board briefly reviewed the applications of

Sandra Knight and Fabiola Ortiz, who were also in attendance remotely and provided the Board with their interest and background information. After a brief discussion, where the Board members asked the candidates questions, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Houten**, the Select Board **VOTED** unanimously to appoint Sandra Knight to fill the tenant seat on the Housing Authority for a term ending 6/30/2026, pursuant to Chapter 358 of the Acts of 2020 and C.121B.

**7:34 PM Joint Session with Board of Assessors:** Chair Cresta advised the Board that they would be meeting in a joint session with the Board of Assessors to fill a seat on the Board of Assessors to serve until the next Annual Town Election, pursuant to C.41, §11. Members of the Board of Assessors that were present included Deborah Carbone and Toula Guarino. Candidate Meredith Stone was present remotely and provided the Board members with her interest and background information relative to the Board of Assessors. Chair Cresta advised there was another candidate, Greg Stone, who was unable to attend tonight's meeting. Cresta provided the Board with his experience, reading from a letter Stone sent to the Board. After a brief discussion, where the Board members had an opportunity to ask questions of Ms. Stone, the Board took the following action:

**MOTION** made by **Kassiotis**, to nominate Meredith Stone, and **MOTION** made by **Garber** to nominate Gregory Stone, second by **Carbone**.

After the **MOTION**, each member of both Boards provided their choice for the position:

<b>Select Board Member Garber:</b>	Greg Story
<b>Select Board Member Kassiotis:</b>	Meredith Stone
<b>Select Board Member Prentakis:</b>	Greg Story
<b>Select Board Clerk Houten:</b>	Meredith Stone
<b>Select Board Chair Cresta:</b>	Greg Story
<b>Assessor Carbone:</b>	Meredith Stone
<b>Assessor Guarino:</b>	Meredith Stone

The Select Board and the Board of Assessors **VOTED** 4-3 to appoint Meredith Stone to the Board of Assessors until the next Annual Town Election, pursuant to C.41, §11.

**7:47 PM Update and Discussion of the 105 South Main Street Public Building Project:** Town Administrator Andy Sheehan advised the Board that they have seven people, with a variety of backgrounds, interested in serving on the Town Building Committee. Sheehan added that they will be hiring an OPM to oversee the project and help select the design team, and assist in procurement throughout the process, from pre-design through construction. He will get the RFQ out soon and hopes to have the OPM in place by September. A discussion ensued on how many members should be on the building committee and whether there should be alternates appointed as well. Chair Cresta appealed to anyone viewing the meeting to consider serving on the committee.

**7:58 PM Review and Vote to Approve End of Year Transfers of Appropriations:** Chair Cresta advised the Board to review the request from the Finance Director/Town Accountant to transfer \$133,000 to several different accounts, as outlined on her memo to the Board and the Finance Committee. The Town

*Middleton Board of Selectmen*

*July 13, 2021*

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Administrator advised that the Finance Committee is meeting tomorrow night to review and vote on the transfer. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Houten**, the Select Board **VOTED** unanimously to approve the transfer of \$133,000 from the Blue Cross Blue Shield account to the accounts delineated in the Town Accountant's formal request.

**8:03 PM New Business:**

- **Essex Street Flooding:** Select Board Member Prentakis asked the Town Administrator if there were any updates or a proposed resolution to the continuing issue of the flooding of Essex Street. A brief discussion ensued on the flooding issue, adding that he will talk to DPW Superintendent Paul Goodwin to see if there may be a permanent solution.

**8:05 PM Adjourn**

With no further business, on a **MOTION** made by **Houten**, the July 13<sup>th</sup> meeting of the Select Board adjourned at 8:05 PM.

**Upcoming Meetings:**

**July 19:** License Hearing

**August 17:** Regular SB meeting

**September 7:** Regular SB Meeting; return to regular schedule.

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: July 13, 2021
- Warrant #2128: Payroll: \$238,352; Bills Payable: \$316,766
- Warrant #2202: Payroll: \$452,136; Bills Payable: \$671,425
- Minutes:
  - June 29, 2021
- Procedures for Filling Vacancies on Elected Boards and Commissions
- Public Housing Notice 2021-01 and related material: Changes Pertaining to Town Appointed Tenant Board Members, 2/11/21
- Memo from Town Accountant/Director of Finance to Select Board, Re: Request for Transfers of Appropriations, 7/8/21

- Tenant Member Application for the Town Appointed Position to the Middleton Housing Authority: Sandra L. Knight
- Tenant Member Application for the Town Appointed Position to the Middleton Housing Authority: Fabiola Ortiz
- Letter and supporting materials from Meredith Stone to Assistant Town Administrator, Re: Interest in Board of Assessors, 6/23/21
- Letter and supporting materials from Gregory Story to Assistant Town Administrator, Re: Interest in Board of Assessors, 6/23/21

**MEETING MINUTES  
MIDDLETON SELECT BOARD  
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER  
143 SOUTH MAIN STREET, MIDDLETON, MA 01949  
TUESDAY, JULY 19, 2021  
7:00PM**

**This meeting was recorded**

*Present: Chair Brian Cresta, Tim Houten, Kosta Prentakis, Jeff Garber*

*Absent: Rick Kassiotis*

*Others Attending: Town Administrator Andy Sheehan, Paul Pellicelli, Jill Mann, Mike D'Auria, Eric DiGrazia, Tony Caputo, Fire Chief Tom Martinuk, Nick Bonugli, and others*

**7:00 PM** With a quorum present, Chair Brian Cresta called the meeting to order.

**7:01 PM Public Hearing: AGP LLC: Storage of Flammables, Combustibles, or Explosives:** Select Board Chair Brian Cresta opened the public hearing to consider the application of AGP LLC (American Gas Products) to store flammables, combustibles, or explosives on land or in structures located at 15 Sharpners Pond Road. Attorney Jill Mann, representing the applicant, met with the Select Board to provide an overview of the request to store flammables, combustibles, or explosives at the AGP facility on Sharpners Pond Road. Mann provided the Board with an application packet before the meeting, which included the application, a cover letter explaining the storage facility, what will be stored there, the measures that will be taken to ensure safety, as well as a locus map of the facility property. Mike D'Auria, owner of the facility, provided the Board with a description of what gases his business provides, which includes home medical gases. Tony Caputo, a fire safety expert, provided information on the regulations this facility must follow. He inspected the plans, the facility, and the safety systems, noting that it is state-of-the-art. Fire Chief Tom Martinuk provided his comments on the facility, noting that he felt it would be a safe facility. After their presentation, Chair Cresta advised they received a letter from a North Andover abutter and asked Select Board member Tim Houten to read it aloud. The letter was from Shirley Cabral, Harvest Drive, North Andover, who stated that she was 1000% against the storage of gas on that site, as it's too close to a residential area. Many abutters were in attendance and were able to ask their questions and voice their concerns. At the conclusion of the question/answer period, Chair Cresta closed the public hearing if there was any action from the Board.

On a **MOTION** made by **Houten**, second by **Prentakis**, the Select Board **VOTED** unanimously to approve the application of AGP LLC (American Gas Products) to store flammables, combustibles, or explosives on land or in structures located at 15 Sharpners Pond Road.

**7:55 PM Update on 245 South Main Street, 99 Restaurant & Pub:** Attorney Jill Mann, representing the 99 Restaurant & Pub, met with the Select Board to provide an update on the construction, noting that construction was delayed due to COVID, which has caused a shortage of transformers and steel needed to continue. She added that she expects some of the construction to proceed in the fall. Chair Cresta advised that the site is an eyesore and requested that some effort be made to neaten up the site. Mann

*Middleton Select Board*

*July 19, 2021*

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advised that the construction crew will be mobilized in August and the Town should notice an improvement there after they get back in there. Nick Bonugli of the Planning Board suggested that scrim, a screening fabric, could be used to block the construction site. Chair Cresta suggested a weed whacker to clean up the weeds outside the fence that make the site look abandoned. Mann will talk with the property owner, and she felt sure that the site would be cleaned up. Chair Cresta expects that this will be on next month's agenda with another update on the construction progress from Attorney Mann.

**8:07 PM Vote to Appoint Interim Treasurer-Collector:** Chair Cresta advised the Board that the Finance Director cannot serve as the interim Treasurer-Collector due to financial conflicts, so Town Administrator Andrew Sheehan will serve as Interim Treasurer-Collector from July 24, 2021 until a permanent Treasurer-Collector is appointed. After a very brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Houten**, the Select Board **VOTED** unanimously to appoint Town Administrator Andrew Sheehan as the Interim Treasurer-Collector to serve from July 24, 2021 until a permanent Treasurer-Collector is appointed.

After the vote, Town Administrator Andy Sheehan advised they have a verbal commitment from someone interested in the Assistant Treasurer/Collector position. He added that they will also be bringing in a consultant to assist with payroll.

**8:10 PM Vote to Appoint Acting Full Time Police Officer:** Chair Cresta advised they have been asked to appoint Reserve Police Officer Roby Deschenes as an Acting Full Time Police Officer effective July 20, 2021 to serve until the Chief of Police determines that the temporary promotion is no longer needed. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Prentakis**, the Select Board **VOTED** unanimously to appoint Reserve Police Officer Roby Deschenes as an Acting Full Time Police Officer effective July 20, 2021 to serve until the Chief of Police determines that the temporary promotion is no longer needed.

**8:15 PM Public Facilities Project:**

- **Vote to Appoint Members of the Town Building Committee:** Chair Cresta advised the Board that they have been asked to appoint members of the Town Building Committee overseeing the design, construction, and commissioning of the public facilities project at 105 South Main Street, all with terms through June 30, 2024 or the completion of the project. Cresta added that the following expressed interest in serving: Nicholas Bonugli, George Dow, Kyle Smith, Paul Armitage, William Renault, Frank Twiss, and Roger Bourgeois. Town Administrator Andy Sheehan provided the Board with some background on the candidates. Cresta added that the following have expressed interest to serve as Ex Officio members: Council on Aging Director Jillian Smith, Police Chief William Sampson, Fire Chief Thomas Martinuk, and Town Administrator Andrew Sheehan. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Houten**, the Select Board **VOTED** unanimously to appoint Nicholas Bonugli, George Dow, Kyle Smith, Paul Armitage, William Renault, Frank Twiss, and Roger Bourgeois as members of the Town Building

Committee, and as ex officio members: Council on Aging Director Jillian Smith, Police Chief William Sampson, Fire Chief Thomas Martinuk, and Town Administrator Andrew Sheehan.

**8:23 PM Designate a Designer Selection Committee:** Chair Cresta advised the Board that they have been asked to designate a Designer Selection Committee to select an Owner's Project Manager for the public facilities project. Town Administrator Andy Sheehan provided the Board with information on the Designer Selection Committee, noting that the Town Building Committee can also serve as the Designer Selection Committee with a vote of the Board. After a very brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Houten**, the Select Board **VOTED** unanimously to designate the Town Building Committee as the Designer Selection Committee to select an Owner's Project Manager.

**8:26 PM Adjourn**

With no further business, on a **MOTION** made by **Houten**, the July 19<sup>th</sup> meeting of the Select Board adjourned at 8:26 PM.

**Upcoming Meetings:**

August 17: Regular SB meeting

September 7: Regular SB Meeting; return to regular schedule.

Respectfully submitted,



Judith A. Stickney, Minutes Secretary

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Timothy P. Houten, Select Board Clerk

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

- Agenda: July 19, 2021
- Notice of Public Hearing
- Application Packet from Mann & Mann PC to Middleton Board of Selectmen (sic), Re: Application for License under M.G.L. c 148 §13, 15 Sharpners Pond Road, Building G, Middleton (NOMID Industrial Park), 6/23/21:
  - Cover Letter
  - Application for License
  - Owner Authorization
  - Plan to Accompany Notice of Intent (Building G): Prepared by Williams & Sparages, stamped by Christ P. Sparages, dated 6/17/21

- Fire Safety Analysis Report: Prepared by Pyrotech Consultants, Inc., stamped by Anthony P. Caputo, dated 6/19/21
- Town of Middleton Certified Abutters List
- Town of North Andover Abutters List
- Memo from Town Administrator to Select Board, Re: Interim Treasurer/Collector, 7/19/21
- Email from Police Chief to Town Administrator, Re: Acting full time police officer position, 7/15/21
- Memo from Town Administrator to Select Board, Re: Town Building Committee, 7/19/21
- Committee Charge and Mission: Town Building Committee, 6/15/21
- Letters of Interest, Emails, Town Talent Bank Applications: Town Building Committee:
  - Nicholas Bonugli
  - George Dow
  - Kyle Smith
  - Paul Armitage
  - William Renault
  - Frank Twiss
  - Roger Bourgeois



## MIDDLETON POLICE DEPARTMENT

65 N. MAIN STREET

MIDDLETON, MA 01949

PHONE: (978) 774-4424, FAX (978) 774-4466

<http://www.middletonma.gov>

**WILLIAM P. SAMPSON**  
**CHIEF OF POLICE**

August 13, 2021

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Andy Sheehan, Town Administrator  
Town of Middleton  
Memorial Hall  
48 S Main Street  
Middleton, MA 01949

### **Re: Letter of recommendation to appoint Reserve Police Officer Jordan Kemp to Full-time Police Officer**

Dear Town Administrator Sheehan,

I am sending this letter to recommend reserve police officer Jordan Kemp for consideration as the next full-time Middleton Police Officer. Officer Michael Linehan is resigning from his full-time position as of August 20, 2021 for a position in the private sector, which will create an opening for a full-time police officer.

Officer Kemp is a Middleton resident and currently works as a reserve police officer with the Middleton Police Department, a position he has held since October 19, 2019. Along with Officer Kemp's employment with the Middleton Police Department, he is also currently employed as a full-time Campus Police Officer 1 with the Salem State University Police Department, a position he has held since January 2020. Prior to Officer Kemp's employment at Salem State University, he was employed as a full-time Campus Police Officer 1 with the Framingham State University Police Department, a position he held from November 2016 until January 2020.

Officer Kemp has completed the MPTC Basic Recruit Training for Reserve/Intermittent Officers and is currently up-to-date with all MPTC in-service training requirements.

I believe with Officer Kemp's training and experience in the field of criminal justice that he will be an asset to the Middleton Police Department as our next full-time police officer. I respectfully request that the Select Board appoint Officer Jordan Kemp to the position of full-time police officer effective August 23, 2021.

If the Select Board approves Officer Kemp for the full-time time position, I would ask that they petition the Municipal Police Training Committee for a Temporary Waiver from the statutory training requirements for a police officer for a period not to exceed 270 days.

Thank you in advance for your consideration in this matter and please feel free to contact me if you have any questions or concerns.

Respectfully,

*Chief William P. Sampson*

Chief William P. Sampson  
Middleton Police Department

Massachusetts Department of Public Health  
Office of Local and Regional Health  
Public Health Excellence Grant Program for Shared Services  
RFR #214333  
Municipality Statement of Commitment

4

Working Name of Shared Services Arrangement or Name of Lead Municipality or Agency:

ESSEX County Tei-Town

Municipality submitting this form:

Town of Middleton

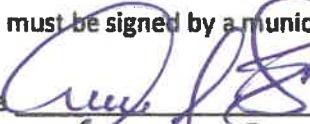
Each municipality should complete a Municipality Statement of Commitment form and return to the lead municipality or agency. Please see note below if you are unable to submit this form by July 31, 2021.

Check each box below to affirm that your municipality understands and intends to

- Cooperate with the lead municipality/agency to ensure compliance with the scope of services for the Public Health Excellence Grant Program for Shared Services.
- Use funds provided under this program only to augment rather than replace current municipal funding for public health staff or services.

Form must be signed by a municipal chief executive and board of health chair (see note below).

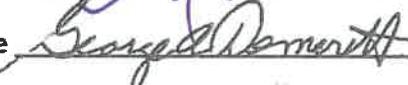
Name



Title

Town Administrator Date 7/20/21

Name



Title

Chairman, BOH Date July 20, 2021

Please provide a brief explanation if this form has not been signed by July 31, 2021.

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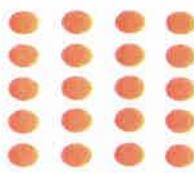
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Note for the lead municipality/agency: This form must be scanned and sent by e-mail on or before July 31, 2021 by the lead municipality/agency to

[local.regionalpublichealth@massmail.state.ma.us](mailto:local.regionalpublichealth@massmail.state.ma.us)



# Essex County Tri-Town Shared Health Initiative



## Investing in Core Public Health Shared Services

Shared service collaborations **strengthen existing core public health services** as well as **fill gaps in essential services**. These collaborations pool resources, increase staff capacity and expertise, attract additional funding and deliver better health protections, programs and outcomes. The Boards of Health in Topsfield, Middleton and Boxford are now positioned to take advantage of shared service opportunities through a new grant from the state's Public Health Excellence program. The Health Departments have been part of a greater regional shared services exploratory panel for the past five years which identified gaps in the existing public health systems of the departments and needs for now and for the future.

**The pandemic exposed staffing and resource challenges that most Massachusetts Local Health Departments experience as a result of under investment and changing risks to community health.** As our Health Departments return to the provision of traditional services critical to protecting the public's health, many of which were deprioritized during the heart of the pandemic, shared service investments can support continued pandemic response activities, such as case investigation and tracing, while bolstering essential core public health services in our communities (inspections, health promotion, immunizations).

## Proposed Shared Public Health Positions

### Regional Inspector



- Provide food and inspectional services for routine food inspections; seasonal and weekend events (e.g., festivals, fairs), soil testing and perc tests.
- Support local housing (including response to hoarding complaints), pool, camps, beach testing, complaint response, pest issues inspections and enforcement, activities that can reduce timeliness and effectiveness of local service delivery.

### Tri- Town Public Health Nurse



- A new shared Nursing Services Coordinator to provide surge capacity for communicable disease follow-up, assist with COVID response in the community and schools, coordinate and execute the immunization requirements for adolescents and adults, and assist with public health promotion and programs.

### Shared Service Coordinator



- Lead shared service program and new revenue development
- Oversee local and state data reporting and grant management.

### Public Health Initiatives Lead



- Increase community knowledge on health behaviors and health risks, conduct health promotions, and support preventive activities across the towns.
- Focus on key populations: youth, older adults, people with disabilities and those experiencing behavioral health issues.

## Funding

Grant funding from MA Department of Public Health will be cover the costs of the proposed shared positions. Annual grant funding is \$300,000, with the expectation of continued funding through the fiscal year 2024.

## Background:

Through a competitive grant process from MDPH, the three Town Health Departments will engage in a shared public health services initiative. Grant funding will advance the recommendations of the Special Commission on Local and Regional Public Health in its final report of June 2019 – *Blueprint for Public Health Excellence: Recommendations for Improved Effectiveness and Efficiency of Local Public Health Protections*. As noted in the report, evidence at a National and state level support that cross-jurisdictional sharing of public health services is a means to improve effectiveness and efficiency within our local public health systems.



Blueprint for Public Health Excellence  
Recommendations for Improved  
Effectiveness and Efficiency of  
Local Public Health Protections  
MA DEPARTMENT OF PUBLIC HEALTH  
2019



## Notice To Proceed

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

**RE: Middleton Rail Trail River Crossing - Award  
Contract No.: P22-3466-G19**

Dear Mr. Sheehan,

The following is provided as formal authorization to proceed with your MassTrails Program Grant as described in your proposal for the Middleton Rail Trail River Crossing project. The authorization is effective as of the date signed below and the reimbursable portion of the project is not to exceed the grant amount of \$50,000. All work is expected to be completed by June 30, 2022.

Department oversight will be provided by **Amanda Lewis**, MassTrails Program Manager. All official project correspondence, reimbursements, and other grant documentation and tracking forms must be submitted to the MassTrails administration team at [amanda.lewis@mass.gov](mailto:amanda.lewis@mass.gov) and [elizabeth.knott@mass.gov](mailto:elizabeth.knott@mass.gov), unless otherwise specified.

Sincerely,

Patrice Kish  
Patrice Kish  
Chief, Design and Engineering

07/13/2021

**Authorization Date**

cc: Robert Boncore, Director of Contract Administration & Procurement  
Amanda Lewis, MassTrails Program Manager  
Libby Knott, MassTrails Program Grants Coordinator

COMMONWEALTH OF MASSACHUSETTS - EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Department of Conservation and Recreation  
251 Causeway Street, Suite 600  
Boston MA 02114-2119  
617-626-1250 617-626-1351 Fax  
[www.mass.gov/orgs/department-of-conserv](http://www.mass.gov/orgs/department-of-conserv)



Charles D. Baker  
Governor  
  
Karyn E. Polito  
Lt. Governor

Kathleen A. Theoharides, Secretary, Executive  
Office of Energy & Environmental Affairs

Jim Montgomery, Commissioner  
Department of Conservation & Recreation

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.maocomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>

<b>CONTRACTOR LEGAL NAME:</b> (and d/b/a): TOWN OF MIDDLETON		<b>COMMONWEALTH DEPARTMENT NAME:</b> MMARS Department Code:	
<b>Legal Address:</b> (W-9, W-4): 48 SOUTH MAIN STREET, MIDDLETON, MA 01949		<b>Business Mailing Address:</b> 136 DAMON ROAD, NORTHAMPTON, MA 01060	
Contract Manager: ANDREW SHEEHAN	Phone: 978-774-3617	Billing Address (if different):	
E-Mail: ANDREW.SHEEHAN@MIDDLETONMA.GOV	Fax:	Contract Manager: AMANDA LEWIS	Phone: 617-845-8314
Contractor Vendor Code: VC4000191384		E-Mail: AMANDA.LEWIS@MASS.GOV	Fax:
Vendor Code Address ID (e.g. "AD001"): AD001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s):	RFR/Procurement or Other ID Number:
<b><input checked="" type="checkbox"/> NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only)		<b><input type="checkbox"/> CONTRACT AMENDMENT</b> Enter Current Contract End Date <u>Prior</u> to Amendment: _____ Enter Amendment Amount: \$ _____ (or "no change") <b>AMENDMENT TYPE:</b> (Check one option only. Attach details of amendment changes.)	
<input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option) <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services <input type="checkbox"/> Commonwealth IT Terms and Conditions			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <a href="#">815 CMR 9.00</a> . <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended. <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$ <u>50,000.00</u> .			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days <u>1%</u> PPD; Payment issued within 15 days <u>1%</u> PPD; Payment issued within 20 days <u>1%</u> PPD; Payment issued within 30 days <u>1%</u> PPD. If PPD percentages are left blank, identify reason: <u>Agree to standard 45 day cycle</u> <u>statutory/legal or Ready Payments (M.G.L. c. 29.5 23A)</u> ; <u>only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)</u>			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)			
<b>MASSTRAILS GRANT PROGRAM: P22-3466-G19 MIDDLETON RAIL TRAIL RIVER CROSSING</b>			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:			
<input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of <u>      </u> , <u>20      </u> , a date LATER than the Effective Date below and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. <input type="checkbox"/> 3. were incurred as of <u>      </u> , <u>20      </u> , a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>JUNE 30, 2022</u> with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, the Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b>  Date: <u>7/15/21</u> (Signature and Date Must Be Handwritten At Time of Signature)		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b>  Date: <u>7/13/2021</u> (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: <u>ANDREW J. SHEEHAN</u> Print Title: <u>TOWN ADMINISTRATOR</u>		Print Name: <u>Max Tassinari</u> Print Title: <u>CFO</u>	

## EMERGENCY ALERTS

Show Coronavirus Update ▾

Mass.gov

## PRESS RELEASE

# Baker-Polito Administration Announces \$4 Million to Support Trail Improvements Across the Commonwealth

## MassTrails Program Funding 52 Projects to Enhance Massachusetts' Trail Network

FOR IMMEDIATE RELEASE:

7/22/2021

Executive Office of Energy and Environmental Affairs

Department of Conservation & Recreation

Massachusetts Department of Transportation

## MEDIA CONTACT

**Craig Gilvarg, Press Secretary**

**Phone**

617-372-6704 (tel:6173726704)

**Online**

[craig.gilvarg@mass.gov](mailto:craig.gilvarg@mass.gov) (mailto:craig.gilvarg@mass.gov)

**SANDWICH** — Building on efforts to enhance access to natural resources and recreational opportunities for residents across the Commonwealth, the Baker-Polito Administration today announced nearly \$4 million in grant funding to support 52 trail projects across the Commonwealth as part of the MassTrails Grant Program. The grants will assist the construction, maintenance, and improvements for a variety of public trails across the Commonwealth, including hiking trails, bikeways, and shared-use paths. The announcement was made by Governor Charlie Baker and Lieutenant Governor Karyn Polito, who joined Energy and Environmental Affairs Secretary Kathleen Theoharides, Department of Transportation Secretary Jamey Tesler, Department of Conservation and Recreation Commissioner Jim Montgomery, and state and local officials at the Army Corps of Engineers Cape Cod Canal Visitors Center in Sandwich

"Massachusetts has a vast network of public trails which connect communities and regions together, providing recreation, exercise, and tremendous access to the natural world, and this funding offers an excellent opportunity to continue building and expanding that network and support new opportunities for outdoor recreation," **said Governor Charlie Baker**. "We continue to see residents taking a greater interest in the great outdoors, and through our plan to put federal relief funding to immediate use in cities and towns across the Commonwealth, our Administration is proposing to direct \$100 million in parks and open spaces, including the expansion of Massachusetts' long distance trail network."

"Trails are important community resources that improve quality of life by offering access to parks, reservations, forests, and beaches throughout the Commonwealth," **said Lieutenant Governor**

**Karyn Polito**. "The MassTrails Grant Program is providing critical funds for projects from the Berkshires to Cape Cod, enabling our local partners to continue their efforts to improve trail infrastructure by creating new segments and enhancing existing trails for the public to enjoy."

The MassTrails Grant Program supports projects that build public-private partnerships to maintain and improve existing trails and construct new ones across the state. This year's projects will help communities address trail drainage, develop new trails, expand universal access, support the construction of boardwalks and bridges, design and install new signage, acquire new land for trails, and expand and maintain biking trails.

"We've seen an explosion of interest in the great outdoors throughout the COVID-19 pandemic, with residents and families across the Commonwealth exploring our parks, trail networks, and open spaces," **said Energy and Environmental Affairs Secretary Kathleen Theoharides**. "These MassTrails projects are just one example of the significant investments that could be made to expand and improve access to outdoor recreation and open space through the Administration's federal ARPA spending proposal, especially for residents in communities hit hard by the pandemic."

"MassTrails grants support the Baker-Polito Administration's commitment to providing a safe and equitable transportation network to advance the Commonwealth's transit, economic, climate and public health goals," **said Acting Transportation Secretary and CEO Jamey Tesler**. "Grant money will go toward placemaking projects which offer new opportunities for economic development and connection in downtowns or community centers – including new and expanded outdoor spaces for dining, gathering and mobility."

The MassTrails Grant Program is funded through the Massachusetts Department of Conservation and Recreation's (DCR) capital budget, and from the motor fuel excise tax on off-road vehicles, including ATVs and snowmobiles, which is provided by the U.S. Department of Transportation and the Federal Surface Transportation Act, in coordination with the Massachusetts Department of Transportation (MassDOT).

"The Department of Conservation and Recreation is proud to be the steward of nearly half-a-million acres of public land that encompass hundreds of trails stretching for thousands of miles," **said DCR Commissioner Jim Montgomery**. "The Baker-Polito Administration actively seeks to foster strong relationships between the state, local leaders, and organizations through programs and initiatives like the MassTrails Grant Program to further advance priorities that have positive impacts on local communities and regions."

All MassTrails Grant Program applications are reviewed in consultation with an inter-agency MassTrails Team and the Massachusetts Recreational Trails Advisory Board (MARTAB). The program provides important funding for project development, design, and construction of shared-use pathways, which

facilitate connections to where people live, work, and recreate. These funds are focused on construction and maintenance of recreational trails of all types and uses, including both motorized and non-motorized activities, such as hiking, mountain biking, horseback riding, cross-country skiing, paddling, snowmobiling, and recreational off-highway vehicle riding.

"Sandwich has been working for more than a decade to design and construct a shared use pedestrian path along Service Road from Exit 2 off the mid-Cape highway to the Barnstable town line," **said Sandwich Town Manager George Dunham**. "This path will ultimately connect to the Cape Cod Rail Trail and to the Cape Cod Canal. Our MassTrails grant will help us plan the most difficult section connecting the Canal pedestrian path to Route 130 and will eventually allow for safe, pedestrian access from the Cape Cod Canal to Provincetown. We can't thank the Department of Conservation & Recreation and the Governor's Office enough for their support and funding."

"I am thrilled to learn that the Town of Sandwich has been selected as a recipient of a 2021 MassTrails grant," **said State Representative Steven Xiarhos (R- Barnstable)**. "The ability to be able to safely walk, run, bike, and exercise outdoors is so important; particularly after the last year when it was difficult for many to leave their homes. I am grateful to the Baker-Polito Administration and the Department of Conservation and Recreation for including our community in this round of grants."

"With this round of MassTrails grants, my communities will be able to continue to develop our local trail system and allow more of our residents to participate actively in the outdoors while also opening up new areas for the public to enjoy," **said State Senator Susan L. Moran (D-Falmouth)**. "This funding is vital to using a shared path from Route 130 to Cape Cod Canal Bikeway that will allow bikers and walkers to use this trail in a safe way. Thank you to the Town of Sandwich and the Sandwich Bikeways & Pedestrian Committee for their tireless work and who have advocated to make this a reality."

This year's MassTrails Grant projects are located in the following municipalities: Adams, Arlington, Athol, Barre, Becket, Belchertown, Bernardston, Brewster, Buckland, Colrain, East Boston, Easton, Everett, Fall River, Falmouth, Franklin, Freetown, Gardner, Gill, Granville, Great Barrington, Hardwick, Harvard, Hawley, Haydenville, Holden, Hubbardston, Lakeville, Lawrence, Lee, Leicester, Lenox, Leyden, Malden, Medford, Medway, Middleton, North Adams, North Brookfield, Northampton, Norwell, Orange, Pittsfield, Plainfield, Sandisfield, Sandwich, Savoy, Shrewsbury, Southampton, Springfield, Sturbridge, Sunderland, Templeton, Ware, Washington, Westborough, Westfield, Westford, Williamsburg, Windsor, Winthrop, Woburn, Worcester, Wrentham. For a full list and brief description of each of the 52 projects receiving funding, please visit the MassTrails Grants [webpage \(/guides/masstrails-grants\)](#).

In June 2021, the Baker-Polito Administration re-filed its plan to immediately put to use part of Commonwealth's direct federal aid from the American Rescue Plan Act (ARPA) to support key priorities including housing and homeownership, economic development and local downtowns, job training and workforce development, health care, and infrastructure. As part of the Administration's proposal to jump-start the Commonwealth's economic recovery and support residents hardest-hit by COVID-19, such as lower-wage workers and communities of color, Governor Baker would direct \$900 million to key energy and environmental initiatives, including \$100 million for parks, recreation, and open spaces. These funds would support investments in public lands, as well as lands specifically conserved for public access including parks, lakes, rivers, trails, beaches, fishing piers, boat ramps, and other waterways. Funding would be dedicated to projects that expand, enhance, and modernize the Commonwealth's park facilities to steward and conserve

natural resources, and to improve the resilience of natural and working lands, plants, and wildlife in the Commonwealth.

###

## Media Contact

**Craig Gilvarg, Press Secretary**

### Phone

617-372-6704 (tel:6173726704)

### Online

[craig.gilvarg@mass.gov](mailto:craig.gilvarg@mass.gov) (mailto:craig.gilvarg@mass.gov)

## Executive Office of Energy and Environmental Affairs

(/orgs/executive-office-of-energy-and-environmental-affairs)

EEA seeks to protect, preserve, and enhance the Commonwealth's environmental resources while ensuring a clean energy future for the state's residents. Through the stewardship of open space, protection of environmental resources, and enhancement of clean energy, the Executive Office of Energy and Environmental Affairs works tirelessly to make Massachusetts a wonderful place to live, work, and raise a family.

[More](#) (/orgs/executive-office-of-energy-and-environmental-affairs)

## Department of Conservation & Recreation

(/orgs/department-of-conservation-recreation)

DCR manages state parks and oversees more than 450,000 acres throughout Massachusetts. It protects, promotes, and enhances the state's natural, cultural, and recreational resources.

[More](#) (/orgs/department-of-conservation-recreation)

## Massachusetts Department of Transportation

(/orgs/massachusetts-department-of-transportation)

Our mission is to deliver excellent customer service to people traveling in the Commonwealth by providing transportation infrastructure which is safe, reliable, robust and resilient. We work to provide a transportation system which can strengthen the state's economy and improve the quality

of life for all.

[More \(/orgs/massachusetts-department-of-transportation\)](#)



**Town of Middleton**  
Memorial Hall  
48 South Main Street  
Middleton, Massachusetts  
01949-2253  
978-774-3589  
[www.middletonma.gov](http://www.middletonma.gov)

RECI  
TOWN CLER  
MIDDLETON

2021 MAY 24

7

## **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: Susan Piccole Telephone: \_\_\_\_\_  
Address: 16 lakeview Ave Bus. Telephone: \_\_\_\_\_  
Email Address: schmw100@yahoo.com  
Occupation: retired RN  
Background Experience: See attached letter

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 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 checked="" 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: am flexible

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?

conservation commission

Susan Piccole

Signature

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

Date

5/20/2021

RECEIVED  
TOWN CLERK'S OFFICE  
MIDDLETON, MA  
2021 MAY 24 AM 10:23

May 20,2021

To whom it may concern,

I have been a Middleton resident for the past twenty-five years and have enjoyed the natural beauty of our town. I retired from the Veterans Administration in 2014 after 37 years of employment as a registered nurse. I had several roles during that time: staff nurse, head nurse of the MICU and telemetry units, nurse educator, ambulatory surgery nurse, and out patient clinic nurse. Much of my time during my work years was devoted to working and raising my son.

Since my retirement I have been able to focus my attention on my nonwork interests, which include photography, writing poetry (much inspired by the natural beauty around me), and painting. I am an active member of the Massachusetts Poetry Society and belong to local chapters of the poetry society, I am also a member of the Middleton Art Association and the Newburyport Art Association.

I am an active member of the Middleton Stream Team , the Ipswich River Watershed Association, and the Friends of Harold Parker.

Until Covid, I had volunteered at Pathways in Lynn, teaching English as a Second Language and volunteered at the MSPC in Methuen.

As an active member of the Middleton Stream Team and Ipswich River Watershed Association, and a COA Friday morning hiker, I have become more cognizant of how fragile our natural resources are and how it is all of our responsibility to protect the environment.

Over the covid year, I have hiked almost daily with a group of ladies. We have walked through the many trails and byways of Middleton and the

surrounding communities. We have picked up trash wherever we go and we now call ourselves The Trash Queens aka the Lost Four. We have picked well over 1000 bags of trash during this time. I feel that in our small way we are contributing to the beautification of our town.

I feel that I have a lot to offer to the Conservation Commission, and I hope that you will consider my application.

Susan Piccole

[REDACTED]

[REDACTED]

2021 MAY 24 AM 10:23

RECEIVED  
TOWN CLERK'S OFFICE  
MIDDLETON, MA



# Commonwealth of Massachusetts

## The Building Official Certification Committee

### New Employee Report Form

s/bbns/nureport2021

8

In accordance with 780 CMR R7, the "Rules and Regulations for the Certification of Inspectors of Buildings, Building Commis Inspectors", all municipalities are required to report to the Board the name of any individual who is appointed as a building official. Once reported, a file is created at the Office of the Board with the individual's name and date of hire. This file serves official record for the maintenance of his/her certification, once received. It is the responsibility of the individual seeking certifica municipality to ensure that all aspects of the certification process are met. 780 CMR R7 defines all requirements of the cer Building Commissioner and Inspector of Buildings shall first be certified as a Local Inspector prior to being appointed by a mun

Return To: Office of Public Safety . Attn: Kimberly Spencer . 1000 Washington Street – Suite 710 . Boston, MA 02118  
or email to: Kimberly.spencer@mass.gov or fax to: 617-248-0813

Name of new employee	Michael Mercurio		Cell Number Required for Building Commissioner
Name of municipality	Middleton		Date of Appointment To current Position 8/17/21
Work Address: No. & Street	195 North Main St.		
City or Town	Middleton	Zip 01949	Business Phone Number 978-777-2850
E Mail			Business Fax Number 978-774-0718
Position - Please check only one: <input type="checkbox"/> Building Commissioner \ Inspector of Buildings* <input checked="" type="checkbox"/> Local Inspector			
*Must have Local Certification, at the minimum (780 CMR R7.1.7.4)			
Is the new employee certified as a building official in which the appointment is for?	Yes	No	Municipalities new employee is also currently employed with:

TO BE COMPLETED BY NEW Conditional EMPLOYEE NOT already Certified or has been issued a Building Official ID

MA-RMV photo release signature: John D. Morris Date of Birth: 1/19/61 CSL# 091942  
Or SS#:

AUTHORIZATION FOR RELEASE OF RMV INFORMATION: My signature above, or a photocopy thereof, authorizes the Office of Public Safety to electronically access my photograph from the Massachusetts Registry of Motor Vehicles database for use on this application.

Individuals who do not hold a Massachusetts driver's license please submit a color Passport Photo 2 x 2 inches in size taken within the past 6 months showing current appearance.

#### APPOINTING AUTHORITY

The Board of Building Regulations and Standards recognizes the appointing authority as the Mayor in a city and the Chairman of the Board of Selectmen in a town (per M.G.L. c. 143 § 3).

I \_\_\_\_\_, the Appointing Authority,  
Name (please print) \_\_\_\_\_, Title \*\* \_\_\_\_\_

hereby confirm that I have read and understand the minimum requirements of M.G.L. c. 143 § 3 regarding qualifications for building code enforcement officials. In signing this form, I attest to the fact that the candidate herein identified meets/exceeds such qualifications for the position for which he/she is being appointed.

Signature of Appointing Authority \_\_\_\_\_ Date \_\_\_\_\_

\*\* If the appointing authority is not the Mayor or Chairman a copy of the vote of appointment and the city or town bylaws, charter or ordinance showing that the appointing authority is the chief administrative officer who makes all appointments shall be submitted along with this form.

Notary Public \_\_\_\_\_ Date \_\_\_\_\_

Expiration of Commission \_\_\_\_\_ Seal \_\_\_\_\_

FOR OFFICE USE ONLY  
Date Qualifications Accepted: \_\_\_\_\_ Date Qualifications Denied and Reason: \_\_\_\_\_

July 23, 2021

Chairperson Brian Cresta  
Select Board Chair  
Town of Middleton  
48 S. Main Street  
Middleton, MA, 01949

9

Dear Chairperson Cresta:

The MBTA Advisory Board is authorized by and organized under M.G.L. c. 161A, § 7A. This legislation names the Chief Executive Officer (CEO) of the 176 cities and towns in the MBTA Service District as a member of the MBTA Advisory Board. Members are also authorized to appoint a designee to act for them, with full voting rights on behalf of their city or town.

Our records indicate that Chairperson Brian Cresta is the CEO of the Town of Middleton, and that Christine Lindberg is the authorized designee of Middleton.

**Please submit a letter on municipal letterhead confirming that the above is accurate or to correct our records. More information is available at <https://mbtaadvisoryboard.org>. Thank you for your attention to this matter.**

Sincerely,

/s/

Brian Kane  
Executive Director  
617-680-9144 (cell)