

**MIDDLETON SELECT BOARD**  
**MEETING AGENDA**  
**FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER**  
**143 SOUTH MAIN STREET, MIDDLETON, MA 01949**  
**TUESDAY, OCTOBER 19, 2021**  
**6:30 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/88489112445?pwd=cS9sNVlvY3lHUVNJM2g4VXlVbmR6Zz09>

- 6:30 Executive Session under GL c. 30A, s. 21(a)(3) with respect to the DPW Union and collective bargaining
- 1. 7:00 Warrants: 2208 & 2209  
Minutes: Open Session: September 21, 2021  
Town Administrator updates and reports
- 2. 7:15 Public Comment Period
- 3. 7:20 Review and vote on application from Healey, Deshaies, Gagliardi & Woelfel, PC, on behalf of JRS Business, LLC., d/b/a Middleton Beer, Wine, Tobacco & More, at 251 South Main Street license number 00042-PK-0704 for approval to Transfer the Wine and Malt beverage, Off-Premises Package Store Liquor License and Common Victualler's License. This will also include a change of Manager to Sukantho Halder.
- 4. 7:25 Review and vote on request from Mann & Mann for approval for a change of manager, on behalf of North Shore Cantina, Inc., DBA Chanco's, 119 South Main Street to Alana Maestranzi
- 5. 7:30 Review and vote on request from Mann & Mann for approval for a change of manager, on behalf of Serenitee Catering Corp., DBA Maggie's Farm, 189 South Main Street to Cassandra Delp
- 6. 7:35 Review November 16, 2021 Special Town Meeting warrant and vote to open and close the warrant; an item will be included on the November 2, 2021 Select Board agenda to determine whether to lower the quorum for the Special Town Meeting
- 7. 7:40 Review and vote to appoint Police Chief William Sampson's recommendation for Captain
- 8. 7:50 Discuss pedestrian safety summit to be held at the Flint Public Library at 6:30PM on October 27, 2021
- 9. 7:55 Vote to accept the following:
  - Donation from the Institution for Savings Charitable Foundation Inc. to the Middleton Food Pantry in the amount of \$5,000
  - Anonymous donation to the Middleton Council on Aging in the amount of \$1,325
  - Donation from the Jeff & Carol Curvey Foundation to the Middleton Food Pantry in the amount of \$1,000
- 10. 8:00 Vote to appoint Justin Bingham to the Board of Registrars
- 11. 8:00 New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

Upcoming Meetings: November 2 & 30  
December 14 & 28

Regular SB Meeting  
Regular SB 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.*

MEETING MINUTES  
**MIDDLETON SELECT BOARD**  
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER  
143 SOUTH MAIN STREET, MIDDLETON, MA 01949  
TUESDAY, SEPTEMBER 21, 2021  
7:00PM

This meeting was recorded

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

*Absent: None*

*Others Attending: Town Administrator Andy Sheehan, Paul Pellicelli, Melissa Stankus, Michael Gonynor, and others*

**7:04 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 #2207: Payroll: \$714,139; Bills Payable: \$1,745,423, 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 **Garber**, the Select Board **VOTED** unanimously to approve the warrant as presented.

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

On a **MOTION** made by **Houten**, second by **Garber**, the Select Board **VOTED** unanimously to accept the minutes of September 7, 2021, as written.

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

- **Transfer Station Stickers Available:** Sheehan announced that Transfer Station stickers have been available since September 1<sup>st</sup>. Stickers can be purchased online, by mail, or by dropping off an application and payment in the drop box at Town Hall. Residents have until October 1<sup>st</sup> to get a new sticker to access the Transfer Station. Select Board Chair reminded residents that they will get a receipt instantly if they purchase stickers online, which will allow them to use the transfer station before the stickers arrive in the mail. Select Board member Garber began a discussion about residents who prefer to go to Town Hall with a check to purchase a sticker and can no longer do that. He feels it should be offered. Select Board member Prentakis

suggested the Board review the policy as COVID restrictions ease, possibly next year. A lengthy discussion ensued.

- **September 11<sup>th</sup> 20<sup>th</sup> Year Remembrance:** Sheehan reported that the September 11<sup>th</sup> event at Howe-Manning School was well-attended. The entire legislative delegation was present and it was a nice event. Sheehan publicly thanked Fire Chief Tom Martinuk for organizing the event.
- **Earth Day:** Sheehan announced that Earth Day was celebrated on Sunday, September 12<sup>th</sup>, with a great turnout.
- **House Bill 3178:** Sheehan reported that the transfer of the last of the Essex County parcels to be transferred to the Town will be taking place as soon as House Bill 3178 passes the House and the Senate. There were two errors which will be corrected by House Bill 3178. Sheehan publicly thanked the legislators for keeping the Town informed.
- **OPM for South Main Street Project:** Sheehan reported that the Town Building Committee is in the process of hiring an OPM for the project. They will be holding interviews in a few weeks. It will be on an upcoming agenda for the contract award.
- **Meeting Schedule:** Sheehan advised the Board that there is no business coming up for the scheduled October 5<sup>th</sup> meeting. He suggested they skip that meeting and meet next on October 19<sup>th</sup>. After a very brief discussion, the Board agreed.

**7:22 PM**      **Public Comment Period:** There were no public comments.

**7:22 PM**      **Review and Vote on Application for SmokeKing MA LLC.:** Chair Cresta advised the Board that they have an application from SmokeKing MA LLC., d/b/a Smoke King, at 239 Maple Street license number 06296-RS-0704 for approval to change the name from Smoke King to The Villa, for the on-premises, Restaurant All Alcoholic Liquor License, Common Victualler's License and Entertainment license.

On a **MOTION** made by **Houten**, second by **Garber**, the Select Board **VOTED** unanimously to approve the change in name as presented.

**7:23 PM**      **Discuss Pedestrian Safety Summit to Be Held in The Fall 2021:** Select Board Chair Cresta provided the Board with background on the ongoing discussions by many residents about sidewalks. Cresta noted that the Rail Trail Committee has done a lot to add walking trails to the Town. Cresta added that there have been sidewalks included for some of the recent developments. Cresta feels there should be a formal discussion on improving pedestrian safety. He suggested two members of the Select Board, two members from the Planning Board, two members from Board of Appeals, two members from the Board of Health, the Town Planner, two members of the Elementary School Committee, the Conservation Agent, the Health Director, the Public Works Director, the Fire Chief, and the Police Chief, to discuss how the Town wants to move forward with funding and developing policies on pedestrian access, sidewalks, etc.. Dates in late October/early November are being considered. A discussion ensued on requiring sidewalks and whether the Town can require them from developers. Cresta requested to be part of the formal discussions. The discussions will be publicized, and resident input is encouraged.

**7:37 PM Continue Discussion of a Fall Special Town Meeting:** Town Administrator Andy Sheehan advised the Board that they are hopeful that there will be a resolution to at least one of the Collective Bargaining contracts. He added that the warrant will also include prior year bills, transfers to reserve funds, creation of a stabilization fund for the facilities project, and other articles. Sheehan added that they are looking at the week of the 9<sup>th</sup> or 16<sup>th</sup> of November for the Special Town Meeting, with the opening and closing of the warrant set for October 19<sup>th</sup>. A discussion ensued on the articles for the Special Town Meeting, including funding for cyber security.

**7:53 PM Discussion of COVID-19 Protocols:** Town Administrator Andy Sheehan advised that Middleton's COVID numbers are rising. The Board of Health will be meeting next week to discuss COVID protocols. Sheehan was concerned that if they impose new protocols that the Select Board will not be meeting in time to vote on the changes, adding that they may want to authorize him or the Board of Health to impose enhanced protocols town wide. Alternately, the Select Board could schedule an emergency meeting, if necessary. After a brief discussion, the Board decided to wait until the Board of Health meets to take any action, and to hold an emergency meeting, if necessary.

**7:59 PM Discussion on Recruiting a New Library Director:** Chair Cresta advised the Board that Melissa Gaspar has announced that she will retire as Library Director in February after 11 years as the Library Director and it will be a huge loss to the community. Town Administrator Andy Sheehan provided the Board with information on the recommended screening process which is similar to that which was used in the past. Select Board member Prentakis and Library Trustee Chair Melissa Stankus provided additional details on the process they used in the past. A discussion ensued on the time frame and estimate on when the new Director would be in place, as well as the make-up of the screening committee. The Town Administrator will work with the Trustees to get the job posted and will keep the Board informed. Chair Cresta suggested that Director Gaspar be invited to a future Select Board meeting so they can express their appreciation to her for her years of service to the town. Chair Cresta and member Prentakis volunteered to represent the Board on the screening committee.

**8:10 PM Vote to Accept a Donation to the Middleton Food Pantry:** Chair Cresta advised the Board that they have a donation to the Middleton Food Pantry from Vijay & Sangeeta Kathuria in the amount of \$1,000 and asked for a motion to accept it.

On a **MOTION** made by **Prentakis**, second by **Houten**, the Select Board **VOTED** unanimously to accept, with thanks, the donation of \$1,000 for the Middleton Food Pantry from Vijay & Sangeeta Kathuria.

**8:11 PM Follow-up Discussion of Use of American Recovery Plan Act (ARPA) Funds and Establishment of Priorities:** Town Administrator Andy Sheehan provided the Board with information on a regional group, who will be helping them manage their ARPA funds expenditures, adding that there will be requirements for reporting and accounting that they will help the town manage. Sheehan added

that, in addition, they will get help from MAPC with accounting and management of the funds. A lengthy discussion ensued on how the town will determine how to spend the ARPA funds. Sheehan will keep the Board and the public up to date on the funds and the process used to determine how to spend it.

**8:23 PM          New Business:**

- **Rail Trail Parking Issues:** Select Board Member Houten reported that there have been serious parking issues on the Rail Trails trail heads, on Essex Street and on Maple Street. He suggested that we need to clear the intersections on both ends of the trails on Maple Street and on Essex Street, and clearly mark them as No Parking Zones. A brief discussion ensued on what the Board could do about it.

**8:26 PM          Adjourn**

With no further business, on a **MOTION** made by **Houten**, the September 21<sup>st</sup> meeting of the Select Board adjourned at 8:26 PM.

**Upcoming Meetings:**

**October 19:**                      **Regular SB Meeting**  
**November 2, 16, & 30**   **Regular SB Meetings**

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: September 21, 2021
- Warrant #2207: Payroll: \$714,139; Bills Payable: \$1,745,423
- Minutes:
  - September 7, 2021
- APPLICATION FOR AMENDMENT – Change of Business Entity Information and related documents: SmokeKing to The Villa, 9/8/21
- Special Town Meeting, Fall 2021, Table of Contents
- Middleton Massachusetts COVID-19 Report
- Memo from Library Trustees to Town Administrator, Re: Filling of Vacancy, 9/16/21
- Letter and supporting materials from COA to Board of Selectmen, Re: Middleton Food Pantry Donation: \$1,000, Vijay and Sangeeta Kathuria, 9/7/21

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

**Warrant Date: October 7, 2022**

**Warrant Number: # 2208**

**Payroll Warrant Total:**

**\$ 747,665**

<u>Department</u>	<u>Amount</u>	<u>Detail of Expenses</u>
Board of Health	\$8,729	
COA	\$9,899	
Election	\$0	
Electric Light	\$93,351	\$31,687 Overtime; \$4,004 Call Out
Fire	\$64,236	\$17,775 Overtime; \$9,650 Part time
Inspections	\$10,441	
Library	\$19,142	
Memorial Hall	\$32,882	
Planning	\$4,087	
Police	\$62,486	\$8,213 Overtime; \$411 Reserves
Police Details	\$19,534	
Public Works	\$30,723	\$0 Snow; \$560 Overtime
Recreation	\$0	
Senior Work Off	\$0	
School	\$389,439	
Teacher Balloon Pay	\$0	
Town Officers	\$2,715	

**Bills Payable Warrant Total:**

**\$ 596,885**

<u>Department</u>	<u>Amount</u>	<u>Detail of Expenses</u>
All Payroll Deductions	\$89,349	
Administrator	\$10,300	\$5,536 Attorney Fees; \$2,180 Cleaning
Accounting	\$3,622	\$3,182 Treasurer Services
Assessor	\$4,008	\$4,000 Real Estate Research Consultant Services
Clerk	\$60	Miscellaneous Expenses
Cultural Council	\$1,000	Library Songs & Stories; Magic at the Library
COA	\$583	Miscellaneous Expenses
DPW	\$56,951	\$13,182 Rail Trail; \$11,394 Paving; \$9,800 Bldg Improvement
Fire	\$11,299	\$5,199 Equipment Repair; \$2,638 Training
Health Director / IT	\$11,715	\$11,012 Covid/Public Health Related
Historical Comm.	\$0	
Inspections	\$42,889	\$42,508 Digitize Inspectional Services
Library	\$0	
MELD	\$169,600	\$130,016 Purchase Power
Planning	\$230	Miscellaneous Expenses
Police	\$7,266	\$4,203 Cruiser Radio
Recreation	\$0	
School	\$162,248	\$79,707 IT Related; \$32,129 Transport; \$9,561 Tuition
Treasurer	\$25,765	\$24,465 SESD Assessment
Veterans' Agent	\$0	

Healey,  
Deshaies  
Gagliardi &  
Woelfel, PC

John P. Healey (1936-2007)  
\*Robert J. Deshaies  
Paul J. Gagliardi  
\*John R. Woelfel  
\*Harold Beede  
Solen G. Moriarty  
Althea B. Volper  
\*ADMITTED IN MA & NH

ATTORNEYS

24 Market Street • Amesbury, Massachusetts 01913 • (978) 388-1787 • Fax: (978) 388-9727

September 21, 2021

Board of Selectmen & Town Administrator  
c/o Michelle Creasi  
Middleton Town Hall  
45 S Main Street  
Middleton, MA 01949

**Re: Application for Transfer of Liquor License and Common Victualler's License held  
by Middleton Beer & Wine**

Dear Ms. Creasi:

Please find enclosed: 1) Application for Transfer of License; and 2) Common Victualler's License application, and required supporting documents.

Please do not hesitate to contact our office for any additional information.

Sincerely,



Althea Volper



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

**APPLICATION FOR A TRANSFER OF LICENSE**

Municipality

**1. TRANSACTION INFORMATION**

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Transfer of License | <input type="checkbox"/> Pledge of Inventory        | <input type="checkbox"/> Change of Class   |
| <input type="checkbox"/> Alteration of Premises         | <input type="checkbox"/> Pledge of License          | <input type="checkbox"/> Change of Category  |
| <input type="checkbox"/> Change of Location             | <input type="checkbox"/> Pledge of Stock            | <input type="checkbox"/> Change of License Type<br>(§12 ONLY, e.g. "club" to "restaurant") |
| <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Other <input type="text"/> |  |

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Applicant is purchasing the existing retail package store "Middleton Beer and Wine". The applicants will open under the name "Middleton Beer, Wine, Tobacco & More" and will sell beer, wine, malt beverages, tobacco products as well as packaged food products.

**2. LICENSE CLASSIFICATION INFORMATION**

<b>ON/OFF-PREMISES</b>	<b>TYPE</b>	<b>CATEGORY</b>	<b>CLASS</b>
<input checked="" type="checkbox"/> Off-Premises-15	<input type="text" value="§15 Package Store"/>	<input type="text" value="Wines and Malt Beverages"/>	<input checked="" type="checkbox"/> Annual

**3. BUSINESS ENTITY INFORMATION**

The entity that will be issued the license and have operational control of the premises.

Current or Seller's License Number	<input type="text" value="#00042-PK-0704"/>	FEIN	<input type="text" value="87-2446862"/>
Entity Name	<input type="text" value="JRS Business, LLC"/>		
DBA	<input type="text" value="Middleton Beer, Wine, Tobacco &amp; More"/>	Manager of Record	<input type="text" value="Sukantho Halder"/>
Street Address	<input type="text" value="251 South Main Street, Unit 1A, Middleton MA 01949"/>		
Phone	<input type="text" value="516-514-3295"/>	Email	<input type="text" value="jrsarker@gmail.com"/>
Add'l Phone	<input type="text"/>	Website	<input type="text"/>

**4. DESCRIPTION OF PREMISES**

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. If this application alters the current premises, provide the specific changes from the last approved description. You must also submit a floor plan.

One story building, first floor to be licensed, 2 rooms, 1 entrance & 1 exit, total square feet = 1,200.

Total Sq. Footage	<input type="text" value="1,200"/>	Seating Capacity	<input type="text" value="n/a"/>	Occupancy Number	<input type="text" value="n/a"/>
Number of Entrances	<input type="text" value="1"/>	Number of Exits	<input type="text" value="1"/>	Number of Floors	<input type="text" value="1"/>



## APPLICATION FOR A TRANSFER OF LICENSE

### 5. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

Transferor Entity Name  By what means is the license being transferred?

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
<input type="text" value="MA KALI Realty Trust"/>	<input type="text" value="Fee Owner"/>	<input type="text" value="100%"/>
<input type="text" value="Dipak G. Karia"/>	<input type="text" value="Trustee"/>	<input type="text"/>
<input type="text" value="Sandhya D. Karia"/>	<input type="text" value="Trustee"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLC Members, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises(Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Ranjan Sarker"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text" value="Manager"/>	<input type="text" value="33%"/>	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Jittom Kumar"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text" value="Manager"/>	<input type="text" value="33%"/>	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Sukantho Halder"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text" value="Manager &amp; Manager of Record for business"/>	<input type="text" value="33%"/>	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

## APPLICATION FOR A TRANSFER OF LICENSE

### 6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached?

☐ Yes ☒ No

#### CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

#### 6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

#### 6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

## APPLICATION FOR A TRANSFER OF LICENSE

### 6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

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

### 7. CORPORATE STRUCTURE

Entity Legal Structure

Date of Incorporation

State of Incorporation

Is the Corporation publicly traded? ☐ Yes ☒ No

### 8. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

☐ Yes ☒ No

### 9. APPLICATION CONTACT

The application contact is the person who the licensing authorities should contact regarding this application.

Name:

Phone:

Title:

Email:

# APPLICATION FOR A TRANSFER OF LICENSE

## 10. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	
B. Purchase Price for Business Assets	\$100,000.00
C. Other* (Please specify)	inventory TBD
D. Total Cost	\$100,000.00 + inventory

\*Other: (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

### SOURCE OF CASH CONTRIBUTION

**Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)**

Name of Contributor	Amount of Contribution
Total	

### SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

## FINANCIAL INFORMATION

**Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.**

**Self-financed.**

## 11. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? ☐ Yes ☒ No

Please indicate what you are seeking to pledge (check all that apply) ☐ License ☐ Stock ☐ Inventory

To whom is the pledge being made?

## 12. MANAGER APPLICATION

### A. MANAGER INFORMATION

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

Proposed Manager Name Sukantho Halder

Date of Birth

SSN

Residential Address

Email

Phone

978-277-8367

Please indicate how many hours per week you intend to be on the licensed premises

35

### B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?\*

☒ Yes ☐ No

\*Manager must be a 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

### C. EMPLOYMENT INFORMATION

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

Start Date	End Date	Position	Employer	Supervisor Name
10-12-2015	present	Manager	Barre General Store	Gaurang Patel

### D. 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

8-27-2021

### 13. MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?  
If yes, please fill out section 13.

☐ Yes ☒ No

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

**IMPORTANT NOTE:** A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*

#### 13A. MANAGEMENT ENTITY

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

#### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?

If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☐ No

### 13B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 13A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

**13C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified in question 13A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

**13D. PREVIOUSLY HELD MANAGEMENT AGREEMENT**

Has any individual or entity identified in question 13A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement

**13E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION**

Have any of the disclosed licenses listed in question section 13B, 13C, 13D ever been suspended, revoked or cancelled?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

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

**13F. TERMS OF AGREEMENT**

a. Does the agreement provide for termination by the licensee?

Yes ☐ No ☐

b. Will the licensee retain control of the business finances?

Yes ☐ No ☐

c. Does the management entity handle the payroll for the business?

Yes ☐ No ☐

d. Management Term Begin Date

e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

☐ \$ per month/year (indicate amount)

☐ % of alcohol sales (indicate percentage)

☐ % of overall sales (indicate percentage)

☐ other (please explain)

**ABCC Licensee Officer/LLC Manager**

Signature:

Title:

Date:

**Management Agreement Entity Officer/LLC Manager**

Signature:

Title:

Date:

### **ADDITIONAL INFORMATION**

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

Copies of Lease and Asset purchase agreement attached in draft form.



## APPLICANT'S STATEMENT

I, Ranjan Sarker the: ☐ sole proprietor; ☐ partner; ☐ corporate principal; ☒ LLC/LLP manager  
Authorized Signatory

Of IRS Business, 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:

9-8-21

Title:

LLC Manager

## CORPORATE VOTE

The Board of Directors or LLC Managers of

URS Busines LLC

Entity Name

duly voted to apply to the Licensing Authority of

Middleton

City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

09-03-2021

Date of Meeting

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 checked="" 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 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/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  | <input type="checkbox"/> Other  |   | <input type="checkbox"/> Change of DBA                                |

"VOTED: To authorize

Ranjan Sarker

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

Sukantho Halder

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,

For Corporations ONLY

A true copy attest,

\_\_\_\_\_  
Corporate Officer /LLC Manager Signature

\_\_\_\_\_  
Corporation Clerk's Signature

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

## ADDENDUM A

### 6. PROPOSED OFFICER, STOCK OR OWNERSHIP INTEREST (Continued...)

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

JRS Business, LLC

Percentage of Ownership in Entity being Licensed  
(Write "NA" if this is the entity being licensed)

NA

Name of Principal

**Ranjan Sarker**

Residential Address

18 Woodman Way, Apt. 1 Newburyport MA 01950

SSN

829-55-6644

DOB

06-15-1982

Title and or Position

LLC Manager

Percentage of Ownership

33%

Director/ LLC Manager

☒ Yes ☐ No

US Citizen

☒ Yes ☐ No

MA Resident

☒ Yes ☐ No

Name of Principal

**Jittom Kumar**

Residential Address

18 Woodman Way, Apt. 1 Newburyport MA 01950

SSN

731-28-8548

DOB

11-15-1984

Title and or Position

LLC Manager

Percentage of Ownership

33%

Director/ LLC Manager

☒ Yes ☐ No

US Citizen

☒ Yes ☐ No

MA Resident

☒ Yes ☐ No

Name of Principal

**Sukantho Halder**

Residential Address

540 Vernon Avenue, 2nd Fl., South Barre MA 01074

SSN

018-94-5179

DOB

01-24-1984

Title and or Position

LLC Manager & Manager of Record

Percentage of Ownership

33%

Director/ LLC Manager

☒ Yes ☐ No

US Citizen

☒ Yes ☐ No

MA Resident

☒ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☐ No



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

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

**APPLICATION FOR A TRANSFER OF LICENSE**

**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)**

00042-PK-0704

**ENTITY/ LICENSEE NAME** JRS Business LLC

**ADDRESS**

**CITY/TOWN** Newburyport

**STATE** MA

**ZIP CODE** 01950

**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 checked="" 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 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/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  | <input type="checkbox"/> Other  |   | <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**



Commonwealth of Massachusetts  
Department of Revenue  
Geoffrey E. Snyder, Commissioner

mass.gov/dor

Letter ID: L1956873408  
Notice Date: August 31, 2021  
Case ID: 0-001-273-158



## CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



MADHUKANTA MARKETING INC  
251 SOUTH MIAN ST UNIT A  
MIDDLETON MA 01949

### ***Why did I receive this notice?***

The Commissioner of Revenue certifies that, as of the date of this certificate, MADHUKANTA MARKETING INC is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

**This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.**

### ***What if I have questions?***

If you have questions, call us at (617) 887-6400 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 9:00 a.m. to 4:00 p.m..

### ***Visit us online!***

Visit [mass.gov/dor](http://mass.gov/dor) to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief  
Collections Bureau



Charles D. Baker  
GOVERNOR

Karyn E. Polito  
LT. GOVERNOR

THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE



367789586

Rosalin Acosta  
SECRETARY

Richard A. Jeffers  
DIRECTOR

MADHUKANTA MARKETING INC  
251 SOUTH MAIN STREET  
MIDDLETON, MA 01949

EAN: 22065303  
August 30, 2021

Certificate Id:51053

The Department of Unemployment Assistance certifies that as of 8/30/2021 ,MADHUKANTA MARKETING INC is current in all its obligations relating to contributions, payments in lieu of contributions, and the employer medical assistance contribution established in G.L.c.149,§189.

This certificate expires in 30 days from the date of issuance.

Richard A. Jeffers, Director

Department of Unemployment Assistance

## Andrew Sheehan

---

**From:** Michelle Creasi  
**Sent:** Friday, October 15, 2021 12:34 PM  
**To:** Andrew Sheehan  
**Subject:** Fwd: Chanco's New Manager Application

4.

FYI

Begin forwarded message:

**From:** Pam Veerman <pamv@mannpc.com>  
**Date:** October 15, 2021 at 12:33:17 PM EDT  
**To:** Michelle Creasi <Michelle.Creasi@middletonma.gov>  
**Subject:** Chanco's New Manager Application

Good morning, regarding the BOS meeting on Tuesday. Unfortunately Alanna Maestranzi, the proposed new manager for Chanco's, gave her notice. Max Arvidson will continue being the manager at Chanco's. Sorry for this inconvenience. We will be there for the new manager for Maggie's. Thank you.

Pam

Pamela Veerman  
Legal Assistant  
MANN & MANN, P.C.  
COUNSELLORS AT LAW  
191 SOUTH MAIN STREET  
MIDDLETON, MA 01949  
TEL: 978-762-6238  
FAX: 978-762-6434  
[www.mannpc.com](http://www.mannpc.com)

This transmittal and/or attachments may be a confidential attorney-client communication or may otherwise be privileged or confidential. If you are not the intended recipient, you are hereby notified that you have received this transmittal in error; any review, dissemination, distribution or copying of this transmittal is strictly prohibited. If you have received this transmittal and/or attachments in error, please notify us immediately by reply or by telephone (call us collect at 978-762-6238) and immediately delete this message and all its attachments.

**WIRE FRAUD ALERT:** If you receive an e-mail containing wiring instructions or other funding directions, you must confirm those instructions with our office by telephone. Cybercrime is on the rise and hackers are targeting e-mail accounts of attorneys, businesses and professionals in order to initiate fraudulent wire transfers. Never initiate a wire without first confirming the instructions are correct.

**MANN & MANN, P.C.**  
COUNSELLORS AT LAW

JILL ELMSTROM MANN†\*  
KURT P. MANN†\*

†Admitted to practice in Massachusetts  
\*Admitted to practice in New York

September 29, 2021

*VIA HAND DELIVERY*

Board of Selectmen Town of Middleton  
Attention: Andrew Sheehan, Town Administrator  
48 South Main Street  
Middleton, Massachusetts 01949

RE: North Shore Cantina, Inc. d/b/a Chanco's  
119 South Main Street, Middleton, MA 01949 – Change of Manager  
License No. 00036-RS-0704

Dear Mr. Sheehan:

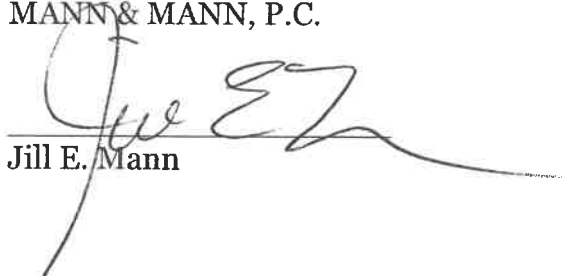
Enclosed please find an Application for a Change of Manager for North Shore Cantina, Inc. d/b/a Chanco's Farm located at 119 South Main Street. I have include included three packages of the Application for your convenience.

Please place this on the agenda for the next public hearing of the Board of Selectmen. Please do not hesitate to contact me if you have any questions.

Thank you for your assistance in this matter.

Very truly yours,  
MANN & MANN, P.C.

By:

  
Jill E. Mann

Enclosures

cc: Mr. Mark McDonough

S:\Serenitee 2012-20\Restaurants\Chanco's 119 S Main\Liquor License & Amendments\2021 New Manager to A Maestranzi\Ltr to Board of Selectmen.docx

191 South Main Street, Suite 104  
Middleton, Massachusetts 01949  
Telephone: 978-762-6238  
Facsimile: 978-762-6434

Direct Email: [jill@mannpc.com](mailto:jill@mannpc.com)  
[kurt@mannpc.com](mailto:kurt@mannpc.com)



**LIQUOR LICENSE  
APPLICATION**

**NORTH SHORE CANTINA INC.  
d/b/a  
CHANCHO'S**

**119 South Main Street, Middleton, MA 01949**

**MANN & MANN, P.C.  
Counsellors at Law  
191 South Main Street, Suite 104  
Middleton, MA 01949  
Telephone: 978-762-6238  
Facsimile: 978-762-6434  
Email: [jill@mannpc.com](mailto:jill@mannpc.com)**



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

**AMENDMENT-Change of Manager**

☐ **Change of License Manager**

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
North Shore Cantina, Inc.	Middleton	00036-RS-0704

**2. APPLICATION CONTACT**

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

Name	Title	Email	Phone
Jill Elmstrom Mann	Attorney	jill@mannpc.com	978-762-6238

**3A. MANAGER INFORMATION**

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

Proposed Manager Name	Alanna Marie Maestranzi	Date of Birth	[REDACTED]	SSN	[REDACTED]
Residential Address	119 South Main Street, Middleton, MA 01949				
Email	manager@chanchos-middleton.com		Phone	[REDACTED]	
Please indicate how many hours per week you intend to be on the licensed premises		40+	Last-Approved License Manager		
			Max Arvidson		

**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

**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 resume		

**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

9/23/2021

## APPLICANT'S STATEMENT

I, Mark McDonough the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager  
Authorized Signatory  
of North Shore Cantina, Inc.  
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: Mark McDonough

Date: 9/23/21

Title: President and Treasurer

**MANN & MANN, P.C.**  
COUNSELLORS AT LAW

JILL ELMSTROM MANN†\*  
KURT P. MANN†\*  
MELISSA GNOZA OGDEN†

†Admitted to practice in Massachusetts  
\*Admitted to practice in New York

September 29, 2021

*VIA HAND DELIVERY*

Board of Selectmen Town of Middleton  
Attention: Andrew Sheehan, Town Administrator  
48 South Main Street  
Middleton, Massachusetts 01949

RE: SERENITEE CATERING CORP. d/b/a MAGGIE'S FARM  
189 South Main Street, Middleton, MA 01949 – Change of Manager  
License No. 05072-RS-0704

Dear Mr. Sheehan:


Enclosed please find an Application for a Change of Manager for Serenitee Catering Corp. d/b/a Maggie's Farm located at 189 South Main Street. I have include included three packages of the Application for your convenience.

Please place this on the agenda for the next public hearing of the Board of Selectmen. Please do not hesitate to contact me if you have any questions.

Thank you for your assistance in this matter.

Very truly yours,  
MANN & MANN, P.C.

By:

  
Jill E. Mann

Enclosures

cc: Mr. Mark McDonough

S:\Serenitee 2012-20\Restaurants\Maggie's @ 189 S Main\Liquor License & Amendments\2021 Change of Mgr - C Delp\Ltr to Board of Selectmen.docx

191 South Main Street, Suite 104  
Middleton, Massachusetts 01949  
Telephone: 978-762-6238  
Facsimile: 978-762-6434

Direct Email: [jill@mannpc.com](mailto:jill@mannpc.com)  
[kurt@mannpc.com](mailto:kurt@mannpc.com)  
[melissa@mannpc.com](mailto:melissa@mannpc.com)

**CHANGE OF MANAGER  
APPLICATION**

**SERENITEE CATERING CORP.  
d/b/a  
MAGGIE'S FARM**

**189 South Main Street, Middleton, MA 01949**

**MANN & MANN, P.C.  
Counsellors at Law  
191 South Main Street, Suite 104  
Middleton, MA 01949  
Telephone: 978-762-6238  
Facsimile: 978-762-6434  
Email: [jill@mannpc.com](mailto:jill@mannpc.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
Serenitee Catering Corp.	Middleton	05072-RS-0704

**2. APPLICATION CONTACT**

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

Name	Title	Email	Phone
Jill Elmstrom Mann	Attorney	jill@mannpc.com	978-762-6238

**3A. MANAGER INFORMATION**

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

Proposed Manager Name	Cassandra Ann Delp	Date of Birth	[REDACTED]	SSN	[REDACTED]
Residential Address	[REDACTED]				
Email	cassandraAdelp@gmail.com	Phone	[REDACTED]		

Please indicate how many hours per week you intend to be on the licensed premises

40+

Last-Approved License Manager

Christopher Parmarlee

**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

**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 resume		

**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

*Cassandra Ann Delp*

Date

9/23/2021

## APPLICANT'S STATEMENT

I, Mark McDonough the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager  
Authorized Signatory  
of Serenitee Catering Corp.  
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: Mark M. McDonough

Date: 9/23/21

Title: President and Treasurer

# Town of Middleton Massachusetts



## Special Town Meeting

November 16, 2021, 7:00 P.M.

Howe Manning School Gymnasium  
26 Central Street, Middleton, MA



**TOWN OF MIDDLETON  
SPECIAL TOWN MEETING  
THE COMMONWEALTH OF MASSACHUSETTS  
NOVEMBER 16, 2021**

ESSEX s.s.

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

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in Elections and Town Affairs, to meet at the Howe Manning School Gymnasium, 26 Central Street in said Middleton on Tuesday, November 16, 2021 next, at 7:00 p.m., then and there to act on the following articles:

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

**ARTICLE 1.** To hear Committee Reports:

**ARTICLE 2.** On petition of the Finance Committee and Select Board, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used to fund the supplemental appropriations and/or transfers for FY 2022; or take any other action relative thereto.

**Purpose:** This article will appropriate or transfer funds for the following items for FY 2022.

**ARTICLE 3.** On petition of the Finance Committee and Select Board, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used to fund the collective bargaining agreement with the AFSCME Public Works; or take any other action relative thereto.

**Purpose:** This article will appropriate funds to fund the contract with the AFSCME Public Works union running from July 1, 2020 through June 30, 2023.

**ARTICLE 4.** On petition of the Finance Committee and Select Board, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to pay bills of prior fiscal years; or take any other action relative thereto.

**Purpose:** This article will fund the payment of bills from prior fiscal years and requires a 9/10 majority vote.

**ARTICLE 5.** On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds certain sums of money to the following reserve accounts:

- Stabilization Fund
- Capital Stabilization Fund
- Special Education Stabilization Fund
- Pension Stabilization Fund
- Other Post-Employment Benefits Liability Irrevocable Trust Fund

Or take any other action relative thereto.

**Purpose:** This article will transfer funds to various reserve accounts.

**ARTICLE 6.** On petition of the Finance Committee and Select Board, to see if the Town will vote to adopt GL c. 40 s. 5B for the purpose of establishing a Facilities Complex Stabilization Fund; or take any other action relative thereto.

**Purpose:** This article will establish a Stabilization Fund for the Facilities Complex and requires a 2/3 majority vote.

**ARTICLE 7.** On petition of the Finance Committee and Select Board, to see if the Town will vote to transfer funds from FY 2021 Free Cash to the Facilities Complex Stabilization Fund; or take any other action relative thereto.

**Purpose:** This article will transfer funds from FY 2021 Free Cash to the newly created Stabilization Fund for the Facilities Complex.

**ARTICLE 8.** On petition of the Finance Committee and Select Board, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds certain sums of money to fund the design of sidewalks on Boston Street from Wildwood Road to the Peabody Town Line; or take any other action relative thereto.

**Purpose:** This article will appropriate funds for the design work

**ARTICLE 9.** On petition of the Finance Committee and Select Board, to see if the Town will vote to transfer funds from FY 2021 Free Cash in the amount of \$158,800 to the Sidewalk & Pedestrian Stabilization Fund; or take any other action relative thereto.

**Purpose:** This article will transfer funds from FY 2021 Free Cash to the Sidewalk & Pedestrian Stabilization Fund.

**ARTICLE 10.** On petition of the Finance Committee and Select Board, to see if the Town will vote to rescind the borrowing authorization approved under Article 31 of the 1997 Annual Town Meeting; or take any other action relative thereto.

**Purpose:** This article will rescind the borrowing authorization from ATM 1997 for the Septic Loans under Massachusetts Water Pollution Abatement Trust. At the time, this program allowed residential property owners, who were income eligible, to obtain low interest loans repaid over twenty years through a betterment to be billed and paid with property tax bills. There are only 2 parcels still participating in this program and both have their final payments due in FY 2024.

**ARTICLE 11.** On petition of the Finance Committee and Select Board, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used to fund appropriations for information technology and cyber security upgrades; or take any other action relative thereto.

**Purpose:** This article will appropriate funds for needed technology and cybersecurity upgrades through the Regional IT collaborative.

**ARTICLE 12.** On petition of the Council on Aging, the Select Board, and the Board of Assessors to see if the Town will vote to amend the adoption of Section 5K of Chapter 59 of the Massachusetts General Laws authorizing the granting of real estate tax abatements to seniors and veterans participating in the Senior and Veteran Tax Work-Off Program. The proposed amendment would allow an approved representative, for persons physically unable, to provide such services to the city or town. Said Amendment would take effect in Fiscal Year 2023.

**Purpose:** The proposed amendment would allow an approved representative, for persons physically unable, to provide such services to the city or town. Said Amendment would take effect in Fiscal Year 2023. This proxy is already included in the Veterans program and this amendment would allow for a proxy for the Senior Tax Work-Off Program.

**End of Special Town Meeting Warrant**

**TO THE TOWN CONSTABLE:**

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

- Memorial Hall
- Post Office
- Flint Public Library
- Store at Howe Station Market
- Ferncroft Towers, and
- Fuller Pond Village

In said Town fourteen days, at least, before the time of holding said meeting.

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

Given under our hands this 19th day of October in the year Two Thousand Twenty-One.

**MIDDLETON SELECT BOARD**

S. \_\_\_\_\_

S. \_\_\_\_\_

S. \_\_\_\_\_

S. \_\_\_\_\_

S. \_\_\_\_\_

A true copy Attest:

S. \_\_\_\_\_  
Constable of the Town of Middleton

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

## Town News and Notices

Posted on: October 7, 2021

### **Pedestrian Summit October 27, 2021 at 6:30PM**

# MIDDLETON PEDESTRIAN SUMMIT

Wednesday, October  
27, 2021  
at 6:30PM



Flint Public Library  
Meeting Rooms A & B

#### Tools

[RSS](#)

[Notify Me@](#)

[View Archived](#)

#### Categories

- [All Categories](#)
- [Town News and Notices](#)

A working meeting will be held on October 27, 2021 at the Flint Public Library to explore strategies to improve and expand pedestrian networks in Middleton. Members of land-use boards and committees, the Select Board and Town Staff will discuss and collaborate on methods to increase pedestrian safety in town. The public is welcome to attend.

Note: Masks are required. The meeting will be audio & video recorded.

**Next** ⇒

[Seasonal Flu Vaccine Clinic 10/16/21](#)



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

9.

October 5, 2021

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

Re: 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: 9/24/21

Name Institution for Savings Charitable Foundation Inc.

Donation: \$5,000.00

Check Number 3512

This donor would like to remain anonymous

No

<u>Date</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Amount</u>
9/21/2021	Donation	Donation for food assistance program	5,000.00

Amount Due: 5,000.00

W/H Amount: 0.00

Net Amount: 5,000.00

INSTITUTION FOR SAVINGS  
CHARITABLE FOUNDATION INC.  
93 STATE ST  
NEWBURYPORT, MA 01950

INSTITUTION FOR SAVINGS  
NEWBURYPORT, MA 01950

3512

53-7094/2113

00

CHECK IMAGE


<u>Check Number</u>	<u>Payment Date</u>	<u>Amount</u>
3512	9/24/2021	\$5,000.00

FIVE THOUSAND and 00/100\*\*\*\*\*

Memo: Food assistance

PAY  
TO THE  
ORDER  
OF

Middleton Food Pantry  
PO Box 855  
Middleton, MA 01949

  
AUTHORIZED SIGNATURE

⑈003512⑈ ⑆211370943⑆ ⑈88 020268 4⑈



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

September 28, 2021

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

Re: Council on Aging Anonymous Donation / Moulison

Please add the following donation to your agenda for acceptance by the Board of Selectmen for the Middleton Council on Aging, 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 Council on Aging for the following:

Date: 9/28/21

Name:

Donation: \$1,325.00

Check Number: 5754

This donor would like to remain anonymous

XX Yes

No

Donation is in memory of or to honor:





**Council on Aging**  
**Old Town Hall**  
**38 Maple Street**  
**Middleton, MA. 01949**  
**978-777-4067**  
***www.townofmiddleton.org***

October 12, 2021

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

Re: 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: 9/27/21

Name Jeff & Carol Curvey Foundation

Donation: \$1,000.00

Check Number 11427776

This donor would like to remain anonymous

No



P.O. Box 770001  
Cincinnati, OH 45277-0053

SP 01 000111 89972 H 1 ASNGLP  
BLKVTPBBBBBTQJ  
TOWN OF MIDDLETON  
48 S MAIN ST  
MIDDLETON, MA 01949-2253

September 27, 2021

Dear Sir or Madam:

We are delighted to provide you with the attached check for **\$1,000.00**. This Fidelity Charitable Donor-Advised Fund<sup>SM</sup> grant was made at the recommendation of the Jeff & Carol Curvey Foundation, a donor-advised fund.<sup>1</sup>

This grant is made by Fidelity Charitable. Fidelity Charitable's donor recommends the grant be used for the following purpose (which does not constitute a restriction): **The town food bank**. This grant is to be used exclusively for charitable purposes, and is not made for the purpose of influencing legislation. This grant is also subject to the "Grant Terms" on the next page. If you are unable or unwilling to meet these grant conditions, you must return these funds to Fidelity Charitable.

Of course, you may choose to thank the donor. You should not, however, issue a tax acknowledgement to either the recommending donor(s) or to Fidelity Charitable.

<sup>1</sup> Fidelity Charitable is an independent public charity that sponsors a donor-advised fund program. In a donor-advised fund, Donors make irrevocable charitable contributions to Fidelity Charitable, and have the privilege of recommending grants to qualified public charities.

DCC \_CEBLKVTPBBBBBTQJ\_BBBBB 20210927 5710 P OP=DCCK Page 1 of 2

DCC \_CEBLKVTPBBBBBTQJ\_BBBBB 20210927 PLEASE FOLD AND DETACH AT PERFORATION BEFORE PRESENTING CHECK FOR PAYMENT

VERIFY THE AUTHENTICITY OF THIS MULTI-TONE SECURITY DOCUMENT

CHECK BACKGROUND AREA CHANGES COLOR GRADUALLY FROM TOP TO BOTTOM



P.O. Box 770001  
Cincinnati, OH 45277-0053  
800-952-4438

PAYABLE AT: THE BANK OF NEW YORK MELLON  
EVERETT, MA 02149  
53-292/113

11427776

September 27, 2021

PAY TO  
THE  
ORDER  
OF  
TOWN OF MIDDLETON

\*\*\$1,000.00\*\*

\*\*\*\*\*One Thousand & 0/100 DOLLARS

VOID AFTER 60 DAYS

111.27776 1113039300 1100000000

## **Correspondence and informational materials**



**November 25, 2021 – Flint Public Library, Middleton, MA – 08:00AM**

We are pleased to invite you to be one of the Sponsors (or Returning Sponsors) for our upcoming 4<sup>th</sup> Annual Middleton Turkey Trot! This community event is organized by a few Middleton moms who wish to create a fun family event year after year. All net proceeds are donated to local charities.

In the first 3 years of this event we have brought together a combined 800+ local runners – plus their families – on Thanksgiving morning to celebrate our community, and have raised over \$13,000 for local charities! With your help, we hope to continue this tradition in 2021 and beyond.

Year	Participants	Donation to Middleton Food Pantry	Donation to Middleton Veterans Services	Donations to Other Charities	Total Amount Donated
2018	319	\$1,918	–	\$205	\$2,122
2019	350	\$3,519	\$1,000	\$200	\$4,719
2020 (virtual)	141 (virtual)	\$4,806	\$1,500	\$100	\$6,406
2021	?	?	?	?	?



## SPONSORSHIP PACKAGES

### PRESENTING SPONSOR

**\$2,000**

- Largest sponsor logo on event t-shirts
- Prominent display of business name & logo on event website, social media, & emails
- Large 22" x 56" banner displayed on Finish Line Arch
- Opportunity to say a few words to the crowd prior to race start
- Special mentions during race-day announcements
- Option to set-up a 10' x 10' vendor booth at event

### PARTNER SPONSOR

**\$1,000+**

- Sponsor logo on event t-shirts
- Display of business name & logo on event website, social media, and emails
- Large banner displayed at Start/Finish area during race
- Special mentions during race-day announcements
- Option to set-up a 10' x 10' vendor booth at event
- Each Partner Sponsor will be identified as providing a specific aspect of the race:
  - Race Bibs; Water Stations; Start-line, Mile Markers, Finisher Medals; Awards Ceremony; Finish Line; etc.
  - Sponsor name/logo will be prominently displayed with their part of the race

### KEY SPONSOR

**\$500+**

- Sponsor logo on event t-shirts
- Display of business name & logo on event website, social media, and emails
- Large banner displayed at Start/Finish area during race (if space allows)
- Mentions during race-day announcements

### COMMUNITY SPONSOR

**\$250+**

- Sponsor logo on event t-shirts (if space allows)
- Display of business name & logo on event website, social media, and emails
- Mentions during race-day announcements

### CUSTOM SPONSOR

- We will work with you to structure a custom sponsorship package that works best for you. This includes offers for in-kind donations.





If you would like to discuss Sponsorship opportunities, please contact one of the race organizers:

Courtney Lee  
courtneybe@hotmail.com  
978-290-1830

Michelle DeBonis  
citrom30@yahoo.com  
781-983-6375

Or, please fill out the below form.

---

Company Name:

Contact Name:

Company Address:

Contact email:

Contact Phone:

Please check which sponsorship opportunity meets your needs and budget:

- ☐ Title "Presenting" Sponsor      \$2,000
- ☐ Partner Sponsor                      \$1,000
- ☐ Key Sponsor                              \$500
- ☐ Community Sponsor                      \$250

Please send the completed form and check payable to the "Middleton Turkey Trot" to: Courtney Lee, 9 Towne Road, Middleton, MA 01949





**Town of Middleton**  
**Gary Bent - Director of Veterans Services**  
**48 South Main Street**  
**Middleton, Massachusetts**  
**01949-2253**  
**978-762-0611**  
***gary.bent@middletonma.gov***

October 12, 2021

Board of Selectmen  
Town Administrator  
Assistant Town Administrator

Middleton Leadership,

I would like to extend an invitation to you to join us in this year's observance of Veterans Day. The service will be held at the Flint Public Library Veterans Memorials on Thursday November 11<sup>th</sup> at 11:00 AM.

Additionally, due to the ongoing and fluid nature of the COVID-19 pandemic please maintain social distancing throughout this brief ceremony. Disposable masks and hand sanitizer will be available.

Thank you for helping to honor our Veterans.

Sincerely,

Gary Bent  
US Army Infantry/USAF SF Veteran  
Veterans Service Officer – Middleton, MA  
978-762-0611 – office