

**MIDDLETON SELECT BOARD**  
**MEETING AGENDA**  
**FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER**  
**143 SOUTH MAIN STREET, MIDDLETON, MA 01949**  
**TUESDAY, NOVEMBER 2, 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/89488864409?pwd=Y2UrUUd5MjRrTmlzenROdmNlQnQvUT09>

- 1     7:00     Review of Warrants: 2210  
Minutes: Open Session: October 19, 2021, October 27, 2021 (Pedestrian Summit)  
Town Administrator updates and reports
- 2     7:15     Public Comment Period
- 3     7:20     Meeting with Finance Director Sarah Wood to review the Fiscal Year 2021 4<sup>th</sup> quarter report and FY2022 1<sup>st</sup> quarter report
- 4     7:30     Meeting with Police Chief William Sampson:
  - Update on the department and contemplated organizational ideas
  - Review and vote to appoint Matthew Armitage as Captain of the Department
  - Review and vote to adopt policy 1.03, Reporting Abuse, Excessive Force, or Misconduct by Law Enforcement Personnel
- 5     7:45     November 16, 2021 Special Town Meeting:
  - review warrant articles
  - Consider an adjustment to the quorum for the November 16, 2021 Special Town Meeting pursuant to GL c. 92, S. 7 of the Acts of 2020
- 6     8:00     Review and vote on new precinct and district boundaries – tentative, subject to receipt of additional information from the Secretary of State
- 7     8:10     Follow up discussion on the pedestrian safety summit held on October 27, 2021
- 8     8:20     Review and vote to amend the Veterans & Senior Tax Work-Off Program to allow individuals to sign up for the program in \$500 increments
- 9     8:30     Review and comment on draft Memorandum of Understanding for Establishment and Maintenance of the Essex County Tri-Town Shared Health Initiative between Middleton, Topsfield, and Boxford; no vote is requested at this time
- 10    8:40     New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

Upcoming Meetings:	November 16	Special Town Meeting; SB meeting (6:30PM)
	November 30	Regular SB Meeting
	December 14 & 28	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.*

MEETING MINUTES  
**MIDDLETON SELECT BOARD**  
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER  
143 SOUTH MAIN STREET, MIDDLETON, MA 01949  
TUESDAY, OCTOBER 19, 2021  
6:30PM

This meeting was recorded

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

*Absent: Tim Houten,*

*Others Attending: Town Administrator Andy Sheehan, Minutes Sec'y Judi Stickney (remote), Matt Armitage (remote), Rich Benevento (remote), Paul Pellicelli, Town Clerk Ilene Twiss, Justin Bingham, Althea Volper, Cassandra Delp, and others*

**6:38 PM** With a quorum present, Chair Brian Cresta called the meeting to order.

**6:38 PM** Executive Session under GL c. 30A, s. 21(a)(3) with respect to the DPW Union and Collective Bargaining

On a **MOTION** made by **Prentakis**, second by **Garber**, the Select Board **VOTED** unanimously to go into Executive Session, pursuant to GL c. 30A, s. 21(a)(3) with respect to the status of and/or strategy for contract negotiations with the DPW union and at the end of the Executive Session to return to open session to continue regular business.

**7:08 PM** Return to Open Session

The Select Board returned to open session at 7:08 PM.

On a **MOTION** made by **Prentakis**, second by **Garber**, the Select Board **VOTED** unanimously to approve the collective bargaining agreement with the AFSCME DPW, through June 30, 2023.

**7:10 PM** ROUTINES

- **Warrants 2208 & 2209:** Town Administrator Andy Sheehan provided a brief review of Warrant #2208: Payroll: \$747,665; Bills Payable: \$596,885; and Warrant #2209: \$722,113; Bills Payable: \$840,893, noting that the Town Accountant had reviewed the warrants 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 both warrants as presented.

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

On a **MOTION** made by **Garber**, second by **Prentakis**, the Select Board **VOTED** unanimously to accept the minutes of September 21, 2021, as written.

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

- **Water Main Work on River Street:** Sheehan reported that work started yesterday in the area of 123 River Street. Work is expected to last for the next 2-3 weeks; if work goes well it could wrap up next week. The road is closed to thru traffic but open to Natsue Way from 114. Chair Cresta expressed his concern over the road closure, on a heavily traveled road with no convenient detour. He requested that a detail be in place, at the contractor's expense, if the work is not completed tomorrow. A brief discussion ensued, and the Board took the following action:

On a **MOTION** made by **Garber**, second by **Prentakis**, the Select Board **VOTED 3-0-1** that there be clear mobile signage, or a detail on both ends of River Street to notify drivers and/or abutters/visitors of the road closure. **Kassiotis abstained**.

After the vote, an abutter recommended that advance signage be on Route 114, as well as on Boston Street, so people aren't committing themselves to turning on to River Street.

- **Bond Sale November 30<sup>th</sup>:** Sheehan advised the Board that they are working with Hilltop Securities to prepare for the bond for the facilities project. The Board will be asked to review and approve the bond results on November 30<sup>th</sup>. Sheehan publicly thanked Finance Director Sarah Wood for all her work on the bond.
- **Tax Classification hearing November 30<sup>th</sup>:** Sheehan reported that the assessors and finance team are preparing for the tax classification hearing which will also be November 30<sup>th</sup>.
- **Hazardous Waste Collection:** Sheehan reported that the Household Hazardous Waste Day will be held on Saturday, October 23<sup>rd</sup>, from 9AM-1PM at Masconomet. Sheehan added that more information on that was included in the email alerts and on the Town website.
- **Pumpkin Festival:** Sheehan announced that the annual Pumpkin Fest will be held on Saturday, October 23<sup>rd</sup>, from 9AM-5PM, on the Richardson Green.
- **Redrawing District Boundaries:** Sheehan advised the Board that the Town will have a third precinct, as a result of population growth. COVID delayed the release of Census 2020 data, but the new precinct boundaries generally make sense. There was a brief discussion on the census numbers, including the jail population. The Board decided to will meet next Tuesday at 5:30PM, in the Town Clerk's office, to vote on the map.
- **Facilities Project Update:** Sheehan advised the Board that the Building Committee is in the process of interviewing OPM consultants for the facilities project. On Thursday they will begin to deliberate on the ranking of the preferred candidates of the five firms vying for the project.

**7:42 PM Vote to Appoint Justin Bingham to the Board of Registrars:** The Chair thanked Bingham for offering to serve on the Board of Registrars and asked him to provide the Board with his interest and

background. Bingham read aloud his letter of interest to the Board members. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Garber**, second by **Kassiotis**, the Select Board **VOTED** unanimously to appoint Justin Bingham to the Board of Registrars for a term ending June 30, 2024.

**7:48 PM Public Comment Period:** There were no public comments.

**7:48 PM 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:**

Althea Volper, Healey, Deshaies, Gagliardi & Woelfel, representing JRS Business, met with the Board to discuss the application to transfer the Wine and Malt beverage, off-premises package store liquor license and common victualler's license.

On a **MOTION** made by **Prentakis**, second by **Kassiotis**, the Select Board **VOTED** unanimously to approve the application of JRS Business, LLC., d/b/a Middleton Beer, Wine, Tobacco & More, at 251 South Main Street license number 00042-PK-0704 to transfer the Wine and Malt beverage, Off-Premises Package Store Beer and Wine License and Common Victualler's License. This will also include a change of Manager to Sukantho Halder.

**7:56 PM Review and vote on request from Mann & Mann for approval for a change of manager, on behalf of North Shore Cantina, Inc., DBA Chancho's, 119 South Main Street to Alana Maestranzi:** The Chair advised that this is no longer needed on the agenda, as Chancho's has closed.

**7:57 PM 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**

Kurt Mann, Mann & Mann, representing Serenitee Catering Corp., met with the Board with a request for approval for a change of manager to Cassandra Delp. 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 change in manager to Cassandra Delp for Maggie's Farm, 189 South Main Street.

**7:58 PM Review November 16, 2021 Special Town Meeting Warrant:** Town Administrator Andy Sheehan provided the Board with a draft of the Special Town Meeting Warrant to view, noting that the school has been reserved for the Special Town Meeting on November 16<sup>th</sup>. After a brief discussion on the quorum, he asked the Board to vote to open and close the warrant, noting that 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. After discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Kassiotis**, the Select Board **VOTED** unanimously to open and close the Warrant for the Special Town Meeting on November 16<sup>th</sup>, 2021 and allow the Town Administrator to make non-substantive edits, as appropriate.

**8:07 PM Review and vote to appoint Police Chief William Sampson's recommendation for Captain:** Chair Cresta advised they will table this item until the next meeting when there is a full board present. Chief Sampson will be in on November 2<sup>nd</sup> to provide his recommendation to the Board, as well as any other updates for the Board.

**8:08 PM Discuss Pedestrian Safety Summit: Flint Public Library at 6:30PM on October 27, 2021:** The Town Administrator advised this is just a reminder to the Board and anyone listening. They are looking forward to having a good discussion on things they should be looking at, with a capital plan in mind, as well as possible federal funding that may be available for pedestrian safety. Chair Cresta suggested that the summit be posted as a joint meeting with all the boards and committees invited to participate.

**7:55 PM Vote to Accept the Following:** Chair Cresta provided the Board with information on the following donations to the Town:

- **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**

On a **MOTION** made by **Prentakis**, second by **Garber**, the Select Board **VOTED** unanimously to accept all three donations, with thanks to the donors.

**8:12 PM New Business:**

- **Pumpkin Festival:** Chair Cresta reminded viewers that the Pumpkin Festival will take place on Saturday, October 23<sup>rd</sup> at the Richardson Green.

**8:13 PM Adjourn**

With no further business, on a **MOTION** made by **Houten**, the October 19<sup>th</sup> meeting of the Select Board adjourned at 8:13 PM.

**Upcoming Meetings:**

<b>November 2 &amp; 30</b>	<b>Regular SB Meetings</b>
<b>December 14 &amp; 28</b>	<b>Regular SB Meetings</b>

Respectfully submitted,



Middleton Board of Selectmen  
October 19, 2021

Meeting Minutes  
Page 4

Judith A. Stickney, Minutes Secretary

---

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 #2208: Payroll: \$747,665; Bills Payable: \$596,885
- Warrant #2209: Payroll: \$722,113; Bills Payable: \$840,893
- Minutes:
  - September 21, 2021
- Letter and supporting material from Healey, Deshaies, Gagliardi & Woelfel PC to Select Board, Re: Application for Transfer of Liquor License and Common Victualler's License held by Middleton Beer & Wine, 9/21/21
- Email and supporting material from Mann & Mann PC to Select Board, Re: Chanco's New Manager Application, 10/15/21
- Letter and supporting material from Mann & Mann PC to Select Board, Re: SERENITEE CATERING CORP. D/B/A MAGGIE'S FARM, 189 South Main Street, Middleton, MA 01949 – Change of Manager, License #05072-RS-0704, 9/29/21
- Special Town Meeting Warrant, November 16, 2021
- Announcement: Middleton Pedestrian Summit, October 27, 2021, 6:30PM, Flint Public Library
- Letter and supporting material from COA Director to Select Board, Re: Middleton Food Pantry Donation: \$5,000 / Institution for Savings Charitable Foundation, Inc., 10/5/21
- Letter and supporting materials from COA to Board of Selectmen, Re: Council on Aging Anonymous Donation: \$1,325, 9/28/21
- Letter and supporting material from COA Director to Board of Selectmen, Re: Middleton Food Pantry Donation: \$1,000 / Jeff & Carol Curvey Foundation, 10/12/21
- Announcement: Turkey Trot 5K, November 25, 2021
- Letter from Director of Veterans Services to Select Board, Re: Veteran's Day Observance, 10/12/21
- Email and supporting material from Town Clerk to Town Administrator, Re: Board of Registrars Appointment, 10/17/21

**Minutes of the MIDDLETON SELECT BOARD**  
**Pedestrian Summit**  
**Flint Public Library**  
**1 South Main Street, Middleton, MA 01949**  
**October 27, 2021 6:30 PM**

*Present: Present: Chair Brian Cresta, Kosta Prentakis, Jeffrey Garber*

*Absent: Timothy Houten, Rick Kassiotis*

*Others Present: Town Administrator Andy Sheehan, Assistant Town Administrator Jackie Bresnahan, Town Planner Katrina O'Leary, DPW Superintendent Paul Goodwin, Fire Chief Thomas Martinuk, Conservation Agent Kristin Kent, Building Commissioner Scott Fitzpatrick, Rich Benevento, Carolyn MacPherson, Michelle Aitken, Domenic Cassimassina, Craig Hartwell, Purvee & Devon Mittel, George DeMerritt, Jason & Chrissy Bernhard, Annie Couture, and others*

**6:35 PM** With a quorum present, Chair Brian Cresta called the meeting to order.

- **Pedestrian Summit** – The purpose of the meeting was to allow for the Board to solicit public input and discuss pedestrian safety issues.
- Chair Cresta provided an overview regarding adding to the inventory of sidewalks and pedestrian safety features as well as maintaining the current infrastructure.
- Town Planner Katrina O'Leary provided up update to date on current inventory and programs including but not limited to Complete Streets, Walk Bike Breakfast, regulatory updates, MAPC grants and Master Planning, the PB and ZBA Pedestrian Improvement Policy that are currently in place or in progress, and the Boston Street sidewalk design that is proposed for funding at the STM 2021 on November 16<sup>th</sup>.
- Town Planner Katrina O'Leary, Town Administrator Andy Sheehan, and Chair Brian Cresta then moderated the public input.

Consensus was built around the following items:

- Pedestrian Safety and sidewalks have multiple funding sources: Town Meeting, grants, and mitigation from new developments
- There is support behind the regulatory boards for increased requirements for sidewalk creation in new/re-development
- One goal would be to provide support via trainings, use of Town Counsel, seeing what other towns are doing, to give regulatory boards some enforcement on sidewalk creation
- Another topic that gained consensus was not reducing sidewalk care and maintenance budgets, but creating a separate appropriation for new work.
- Action items:
  - Staff will circle back on public comment to come up with strategies for funding sources via tax levy, grants, and funding from developers. Staff will also chart out the potential costs for the current need (based on current inventory with the knowledge that priorities are subject to change)

- Traffic study for unique Central Street traffic calming concerns.
  - Strategies for building additional consensus that results in steps taken by regulatory boards, Select Board, Town Meeting
- It was noted that residents in support of Boston Street sidewalk should attend Special Town Meeting on November 16<sup>th</sup> to support design funding as well as a transfer from Free Cash to the Pedestrian and sidewalk Stabilization Fund.

**8:50 PM    ADJOURN**

With no further business, there was a motion to adjourn that carried unanimously.

Respectfully submitted,

Jackie Bresnahan, Assistant Town Administrator

---

Timothy P. Houten, BOS Clerk

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

- Agenda: October 27, 2021





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

3.

**TO: Selectboard/Finance Committee**

**FROM: Sarah Wood**

**DATE: October 28, 2021**

**SUBJECT: FY 2021, 4<sup>th</sup> Quarter Highlights**

---

This report includes a summary of the 4<sup>th</sup> quarter results as of June 30, 2021 of FY 2021 for the General Fund, CPA Fund, Water Enterprise Fund, and Revolving Accounts. The General Fund accounts for the Town's annual operating budget and the majority of the capital budget. Exceptions include MELD and SESD assessments, which are accounted for as enterprise funds and capital budget items that are for another fund (i.e., CPA Fund).

#### **General Fund Expenditures**

As of June 30, 2021, 95% of the FY 2021 General Fund budget had been expended. Please see the chart below for a breakdown of each major category's budget versus actual figures as of the third quarter in FY 2021. Encumbrances and warrant articles are not included in these figures.

<b>Major Category</b>	<b>Adjusted Budget</b>	<b>Actual Expended</b>	<b>Percent Expended</b>
General Government	\$2,090,612	\$1,783,426	85%
Public Safety	\$4,557,367	\$4,487,128	98%
Education	\$24,019,092	\$23,145,459	96%
Public Works	\$1,737,639	\$1,610,893	93%
Health and Human Services	\$508,571	\$405,799	80%
Culture and Recreation	\$626,314	\$588,008	94%
Debt Service	\$1,403,446	\$1,348,778	96%
State Assessments & Charges	\$317,264	\$343,596	108%
Unclassified	\$2,949,632	\$2,854,362	97%

At the end of the fiscal year, the total year-to-date expenditures should be around 95% to 100% of the departmental budget. The majority of departments fall into this range with a few exceptions. Finance Committee had excess budgetary capacity in regards to reserve fund spending. This exemplifies the continued accurate budgeting of the Town, as our reserves were not depleted during the fiscal year. Similarly, compensation reserve also had excess budgetary capacity for the fiscal year. The veteran's affairs department saw spending at approximately 51% of the budget. This is due to our Veterans Agent continuing to find resources that are more beneficial for the Town's Veterans. Accordingly, the FY22 budget has been reduced to reflect these changes. The Recreation Commission also saw excess budgetary capacity due to there being no programs or activities during the fiscal year.

The only line item that was overspent was the state assessments and charges. This is a legal deficit caused by the final state and county charges not being finalized at the time the tax rate was set.

A breakdown of spending by department as well as a list of encumbrances carried over from FY21 to FY22 is included in the following pages.

### **General Fund Revenues**

Despite the continuation of the COVID-19 pandemic the Town had surplus revenues totaling \$1,253,383.

Real estate and personal property taxes were over 100% of the anticipated budgets due to the decrease in revenue collection in FY20. The majority of the FY20 receivables were collected in FY 21 causing this increase.

Of the local receipts, there were only four categories that are lower than 95% of their budgeted revenues: Rooms Excise, Departmental Revenues – Libraries, Fines & Forfeitures, and Investment Income. Due to COVID-19 halting the majority of vacations, business travel and conferences the FY21 budget was reduced to \$60,000 in anticipation of decreased revenues, revenues did not meet that expectation and only 61% of the budget was collected. The library was closed to the public for a large part of FY21 and was not charging late fees which contributed to the decrease in revenues. The budget for interest/investment income was not reduced in FY21. Due to the on-going pandemic interest returns are extremely low causing the revenue to not meet the budget.

All other revenue categories exceeded their budgets.

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

CPA expenditures are at 100% of budgeted expenditures, not inclusive of capital items. This is not unexpected as the majority of the budget for the CPA is debt payments that are made in October and February.

CPA revenues are at 117% of budgeted revenues. This is due to an increase in surcharge revenue over budget.

Ending undesignated fund balance for the CPA fund is \$349,699.74.

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

Water expenditures ended the fiscal year at 95% of the budget not inclusive of capital items. This is in-line with budgeted expectations.

It is expected that revenues will be enough to cover the current year budget as well as add some additional revenue that will close out to fund balance at the end of the year. The majority of the revenue received comes from the Town of Danvers. Currently revenues for the year total \$392,346 with an ending fund balance of \$1,228,747.

### **Free Cash & Retained Earnings**

Free cash has been certified as of July 1, 2021 at \$3,958,094. By means of comparison, last year's free cash was \$2,736,593. The Town's policy for free cash reserves to be a minimum of 3% of the prior year general fund operating appropriation. Free cash as of July 1, 2021 is 10.40% of the FY21 general fund operating appropriation, which meets this criterion. As free cash is certified much higher than we typically see the Town Administrator and I are recommending contributing \$800,000 of free cash into our various reserve funds at the November 16<sup>th</sup> Town Meeting. After all the Town Meeting articles are considered our ending free cash balance will be \$2,867,488 which is still 7.53% of the FY21 general fund operating appropriation.

As of July 1, 2021 the balance of the Water Enterprise was \$1,228,747. By means of comparison, last year's free cash was \$1,156,511.

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

Town of Middleton, MA									
Fiscal Year 2021 Expenditures (unaudited)									
For the Period Ended	BUDGET	9/30/20 Quarter 1	12/31/20 Quarter 2	3/31/21 Quarter 3	6/30/21 Quarter 4	Total YTD EXPENDED	AVAILABLE BUDGET	% USED	
GENERAL FUND									
Total 114 TOWN MODERATOR	200	-	-	-	200	200	-	100%	
Total 122 SELECTMEN	325,548	74,237	77,739	74,405	86,534	312,915	12,633	96%	
Total 131 FINANCE COMMITTEE	3,880	180	-	393	262	835	3,045	22%	
Total 131 RESERVE FUND	100,000	-	-	4,000	-	4,000	96,000	4%	
Total 135 TOWN ACCOUNTANT	176,653	30,882	61,851	33,367	40,499	166,600	10,053	94%	
Total 141 ASSESSORS	185,276	38,247	46,906	39,142	45,060	169,354	15,922	91%	
Total 145 TREASURER/COLLECTOR	274,171	52,977	59,515	54,563	78,759	245,814	28,358	90%	
Total 146 CUSTODIAN OF TOWN LANDS	2,500	-	-	2,500	-	2,500	-	100%	
Total 151 TOWN COUNSEL	80,000	9,167	17,958	16,500	26,532	70,157	9,843	88%	
Total 155 MIS	378,075	80,630	71,351	99,090	71,235	322,306	55,769	85%	
Total 161 TOWN CLERK	157,546	31,210	33,546	28,853	39,748	133,358	24,188	85%	
Total 162 ELECTIONS	57,993	13,292	21,369	4,098	14,266	53,025	4,968	91%	
Total 171 CONSERVATION COMMISSION	89,502	19,661	22,959	19,846	24,488	86,954	2,548	97%	
Total 175 PLANNING BOARD	113,086	22,622	26,520	23,208	30,691	103,041	10,045	91%	
Total 176 BOARD OF APPEALS	4,670	866	962	437	1,035	3,300	1,371	71%	
Total 181 MASTER PLAN COMMITTEE	1,541	-	-	131	262	393	1,148	26%	
Total 192 TOWN BUILDING	133,970	16,005	32,597	26,231	31,702	106,535	27,435	80%	
Total 195 TOWN REPORT	6,000	-	-	-	2,140	2,140	3,860	36%	
Total 210 POLICE	2,029,781	385,845	534,136	394,495	687,292	2,001,767	28,014	99%	
Total 220 FIRE	2,230,177	556,390	565,619	466,269	629,557	2,217,835	12,342	99%	
Total 241 BUILDING INSPECTION	270,395	55,652	66,886	54,910	66,515	243,963	26,432	90%	
Total 292 ANIMAL CONTROL	26,814	5,092	6,145	5,429	6,697	23,363	3,451	87%	
Total 296 CONSTABLE	200	-	-	-	200	200	-	100%	
Total 300 OTHER SCHOOL EXPENSES	26,000	-	12,117	-	-	12,117	13,883	47%	
Total 301 SCHOOL DEPARTMENT	12,986,504	1,587,748	3,691,153	3,179,683	3,680,692	12,139,275	847,229	93%	
Total 314 MASCONOMENT ASSESSMENT	10,307,792	2,582,970	2,551,013	2,622,796	2,551,013	10,307,792	-	100%	
Total 315 ESSEX TECH ASSESSMENT	698,796	179,856	359,711	146,709	-	686,275	12,521	98%	
Total 420 DPW ADMINISTRATION	1,001,566	197,807	222,723	180,744	305,303	906,577	94,989	91%	
Total 423 SNOW & ICE REMOVAL	280,750	3,334	58,598	193,830	4,312	260,074	20,676	93%	
Total 425 TRANSFER STATION	455,323	80,542	115,553	91,317	156,830	444,242	11,081	98%	
Total 511 BOARD OF HEALTH	138,132	30,926	39,006	26,286	35,472	131,689	6,443	95%	
Total 541 COUNCIL ON AGING	244,187	31,075	43,506	47,052	73,640	195,273	48,914	80%	
Total 543 VETERANS AGENT	91,327	11,314	12,067	10,699	12,113	46,193	45,134	51%	
Total 545 TRI TOWN COUNCIL	29,925	7,481	7,481	7,481	7,481	29,925	-	100%	
Total 548 GARDEN CLUB	5,000	59	1,754	-	905	2,718	2,282	54%	

Total 610 LIBRARY	604,456	130,998	133,821	137,515	181,197	583,531	20,925	97%
Total 630 RECREATION COMMISSION	49,604	-	-	-	5,732	5,732	43,872	12%
Total 691 HISTORICAL COMMISSION	1,000	-	-	-	-	-	1,000	0%
Total 692 MEMORIAL DAY	5,000	3,003	339	238	1,315	4,895	105	98%
Total 693 CHIEF WILLS FESTIVAL	5,000	-	-	-	5,000	5,000	-	100%
Total 710 DEBT SERVICE	1,403,116	814,128	184,508	286,199	63,942	1,348,778	54,338	96%
Total 820 STATE ASSESSMENTS & CHARGES	317,264	81,246	82,908	91,371	88,071	343,596	(26,332)	108%
Total 910 COMPENSATION RESERVE	69,297	5,029	2,340	-	2,669	10,038	59,259	14%
Total 911 RETIREMENT	1,645,959	2,032,369	-	(386,410)	-	1,645,959	-	100%
Total 913 UNEMPLOYMENT	15,000	221	221	221	221	884	14,116	6%
Total 914 HEALTH INSURANCE	709,055	250,095	222,736	61,990	155,631	690,452	18,603	97%
Total 915 GROUP INSURANCE	3,000	644	654	481	637	2,416	584	81%
Total 916 MEDICARE/DEP TAX	104,000	20,751	27,390	22,504	32,295	102,940	1,060	99%
Total 945 LIABILITY INSURANCE	206,500	358,642	487	(156,489)	2,212	204,852	1,648	99%
Total 962 TRANSFERS TO OTHER FUNDS	196,821	75,000	-	-	121,821	196,821	-	100%
<b>Total GENERAL FUND</b>	<b>38,248,352</b>	<b>\$ 9,878,191</b>	<b>\$ 9,416,147</b>	<b>\$ 7,912,083</b>	<b>\$ 9,372,177</b>	<b>\$ 36,578,598</b>	<b>\$ 1,669,754</b>	<b>96%</b>
<b>Total CPA</b>	<b>119,525</b>	<b>\$ 42,400</b>	<b>\$ 74,375</b>	<b>\$ 2,475</b>	<b>\$ 200</b>	<b>\$ 119,450</b>	<b>\$ 75</b>	<b>100%</b>
<b>Total WATER FUND</b>	<b>285,048</b>	<b>\$ 47,382</b>	<b>\$ 57,114</b>	<b>\$ 44,404</b>	<b>\$ 121,210</b>	<b>\$ 270,110</b>	<b>\$ 14,938</b>	<b>95%</b>

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

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

<u>Fund</u>	<u>Fiscal Year</u>	<u>Article #</u>	<u>Account Name</u>	<u>Original Appropriation</u>	<u>Available Balance at 7/1/2020</u>	<u>YTD Expended</u>	<u>Available Balance at 6/30/21</u>
GF	2012	30	STRM.MNGMNT CONSULT *	15,000	583	317	266
GF	2013	13	ASSESSOR GIS SYS	32,000	1,936	900	1,036
GF	2015	25	IMPROVE RUBCHINUK PK *	90,000	9,447	8,550	897
GF	STM 2015	2	ATHLETIC FLD MAINT	35,000	1,604	-	1,604
GF	2017	17	REMEDiate NATSUE WAY	165,000	135,875	980	134,895
GF	2018	29	FM SECURITY SYSTEM**	101,358	15,000	225	14,775
GF	2018	33	TOWN HALL WINDOWS*	10,000	10,000	-	10,000
GF	2019	18	DEPARTMENT HEAD RECRUITMENT*	20,000	20,000	16,075	3,925
GF	2019	18	HIGHWAY DIVISION SANDER/PLOW*	46,000	4,003	-	4,003
GF	2019	18	COA SECURITY SYSTEM*	1,100	276	108	168
GF	2019	18	COA KITCHEN EQUIPMENT	8,000	2,031	614	1,417
GF	2019	25	BYLAW CONSULTANT	50,000	50,000	-	50,000
GF	STM2019	3	MAINTENANCE OF GOLF COURSE	25,000	20,000	2,500	17,500
GF	2020	19	HR SOFTWARE	14,727	14,727	1,347	13,380
GF	2020	19	FIRE DEPT SERVER REPLACEMENT*	4,000	4,000	3,925	75
GF	2020	19	REPLACE MEMORIAL HALL SIGN*	6,500	1,975	1,214	761
GF	2020	19	PAINT EXTERIOR OF MEMORIAL HALL	4,000	4,000	1,294	2,706
GF	2020	19	MEMORIAL HALL LED LIGHTS*	22,000	22,000	-	22,000
GF	2020	19	REPLACE SCBA	9,000	9,000	4,975	4,025
GF	2020	19	REPLACE SQUAD 5 PUMP	9,000	9,000	-	9,000
GF	2020	19	BALLISTIC VESTS AND HELMETS	8,300	8,300	-	8,300
GF	2020	19	FM END USER TECHNOLOGY	34,198	6,890	2,859	4,031
GF	2020	19	FM PLAYGROUND/PARKING STUDY	15,000	5,656	-	5,656
GF	2020	19	BRIGADOON TREE/SIDEWALK	75,000	75,000	-	75,000
GF	2020	19	COA REFINISH HARDWOOD FLOORS	7,500	2,812	-	2,812
GF	STM2020	9	40 SCHOOL STREET ENVIRONMENTAL TESTING	10,000	1,100	-	1,100
GF	STM2020	11	105 S MAIN STREET MAINTENANCE	5,000	3,747	-	3,747
GF	STM2020	5	TECHNOLOGY IMPROVEMENTS*	30,000	9,720	1,309	8,411
GF	2021	10	FIBER OPTIC NETWORK	100,000	100,000	-	100,000
GF	2021	10	UPS BACKUP DEVICES*	8,000	8,000	7,635	365
GF	2021	10	STORAGE RENEWAL*	4,000	4,000	3,900	100
GF	2021	10	REPLACE POLICE COMPUTERS*	6,000	6,000	5,975	25
GF	2021	10	MEMORIAL HALL RAMP REPLACEMENT	20,000	20,000	-	20,000
GF	2021	10	MEMORIAL HALL CARPET REPLACEMENT*	15,000	15,000	-	15,000
GF	2021	10	PURCHASE RADAR GUNS*	2,500	2,500	2,475	25
GF	2021	10	PURCHASE BULLET PROOF VESTS	21,000	21,000	19,691	1,309
GF	2021	10	TASER REPLACEMENT*	18,750	18,750	18,720	30
GF	2021	10	POLICE STATION UPGRADES*	10,000	10,000	9,822	178
GF	2021	10	ENGINE 4 CABINETS	10,000	10,000	7,825	2,175
GF	2021	10	ALARM BOX DECODER	60,000	60,000	59,084	916
GF	2021	10	OUTFIT/TRAIN NEW FIREFIGHTER	29,310	29,310	27,231	2,079
GF	2021	10	DIGITIZE INSPECTIONAL SERVICE RECORDS	45,000	45,000	-	45,000
GF	2021	10	HM END USER TECHNOLOGY	144,048	144,048	133,633	10,415
GF	2021	10	FM END USER TECHNOLOGY	80,833	80,833	73,737	7,096
GF	2021	10	DPW GARAGE HEATERS*	11,000	11,000	10,666	334
GF	2021	10	ADDITIONAL CHAPTER 90*	100,000	100,000	99,513	487
GF	2021	10	COA HEATING/COOLING*	11,000	11,000	10,938	62
GF	2021	10	MEALS ON WHEELS CAR	35,500	35,500	34,795	705
CAP PROJ	2019	2	MASTER DESIGN STUDY 105 S MAIN	325,000	89,807	27,100	62,707
CAP PROJ	2021	10	JOHN DEER TRACTOR	60,000	60,000	54,435	5,565
CAP PROJ	2021	10	DPW 1 TON DUMP TRUCK	75,000	75,000	66,720	8,280
CAP PROJ	2021	10	DPW PURCHASE INTERNATIONAL DUMP TRUCK	173,000	173,000	171,577	1,423
CEMETERY	2016	26	OAKDALE CEMETERY WORK	63,000	30,182	23,874	6,308
CEMETERY	2019	18	OAKDALE CEMETERY IMPROVEMENTS	15,000	11,310	483	10,827
CPA	2014	27	OLD TOWN HALL REPAIRS	22,000	22,000	18,528	3,472
CPA	2015	34	PHASE 1 RAILS TO TRAILS	130,000	126,600	12,081	114,519
CPA	2016	45	OLD TOWN HALL PLANS + DRAWINGS FOR REPAIR*	20,000	8,510	-	8,510
CPA	2018	35	CURTIS SAW MILL PROJECT**	4,900	4,900	1,657	3,243
CPA	2019	10	EMILY MAHER PARK IMPROVEMENTS	45,000	14,758	-	14,758
CPA	2020	21	DIGITIZE HISTORIC RECORDS	89,000	236	-	236
CPA	2020	21	RUBCHINUK PARK IRRIGATION	24,500	18,505	1,200	17,305
CPA	2021	6	COMPLETE DIGITIZATION OF HISTORIC RECORDS	5,000	5,000	-	5,000

\* - Will be closed out

\*\* - Will be partially closed out

**Town of Middleton, MA**  
**Fiscal Year 2022 Encumbrance Expenditures (unaudited)**

<u>Fund</u>	<u>Department</u>	<u>Account Name</u>	<u>Approved</u>
General	Town Accountant	Office Supplies	500
General	MIS	Telephone	1,012
General	Town Clerk	Operating Supplies	1,615
General	Town Clerk	CAPITAL OUTLAY	5,653
General	Conservation	Travel	95
General	Pub Buildings	Fuel DPW BLDG	129
General	Police	Electricity/Water	25
General	Police	Equip Maintenance	346
General	Police	Printer/Copier	88
General	Police	Contractual	900
General	Police	Office Supplies	5
General	Police	Building Maintenance	26
General	Police	Travel	2,576
General	Police	New Cruiser	5,635
General	Fire	Building Maintenance	106
General	Insp. Services	Printing/Copier	115
General	Insp. Services	Contractual Services	3,000
General	School	Salaries	541,058
General	School	Supplies	179,071
General	Other Schools	Out of District Tuition	13,000
General	DPW	Road Machinery Maintenance	35
General	COA	Other Supplies	2,974
General	Library	Equipment	4,614
General	Library	Programs	480
General	Library	Books	5,268
General	Unclassified	Health and Dental Ins	2,081
General	Unclassified	Life Insurance	54
General	Unclassified	Unemployment	306
			<u>\$ 770,766</u>

**Town of Middleton, MA**

**Fiscal Year 2021 Revenues (unaudited)**

For the Period Ended															
GENERAL FUND	BUDGET		9/30/20		12/31/20		3/31/21		6/30/21		Total YTD REVENUE	(UNDER)/OVER BUDGET	% RECEIVED		
			Quarter 1	Quarter 2	Quarter 3	Quarter 4									
PERSONAL PROPERTY TAXES	\$	712,414	\$	227,601	\$	91,232	\$	257,948	\$	173,511	\$	750,292	37,878	105.3%	
REAL ESTATE**		30,157,546		7,621,762		7,416,810		7,755,663		7,633,639		30,427,874	270,328	100.9%	
TAX LIEN/TITLE/FORECLOSURE		*		\$	34,414	\$	96,800	\$	(23,613)	\$	20,309	\$	127,910	n/a	N/A
MOTOR VEHICLE EXCISE		1,985,000		192,318		105,414		1,425,127		472,221		2,195,080	210,080	110.6%	
OTHER EXCISE - ROOM	\$	60,000	\$	-	\$	21,088	\$	6,544	\$	8,978	\$	36,610	(23,390)	61.0%	
OTHER EXCISE - MEALS		180,000		53,643		53,666		48,159		53,747		209,215	29,215	116.2%	
PENALTIES AND INTEREST ON TAXES	\$	80,000	\$	32,097	\$	43,852	\$	35,289	\$	21,259	\$	132,497	52,497	165.6%	
PILOT		130,000		-		-		84,626		48,060		132,686	2,686	102.1%	
PILOT - MELD	\$	230,000	\$	-	\$	-	\$	230,000	\$	-	\$	230,000	-	100.0%	
CHARGES FOR SERVICES - SOLID WASTE FEES		210,000		157,125		57,375		4,925		3,425		222,850	12,850	106.1%	
FEES	\$	115,000	\$	65,153	\$	20,446	\$	48,714	\$	55,490	\$	189,803	74,803	165.0%	
DEPARTMENTAL REVENUES - LIBRARIES		2,500		-		173		127		502		802	(1,698)	32.1%	
DEPARTMENTAL REVENUES - CEMETERIES	\$	40,000	\$	15,300	\$	17,625	\$	7,600	\$	16,800	\$	57,325	17,325	143.3%	
OTHER DEPARTMENTAL REVENUE		140,000		44,926		50,221		46,933		87,149		229,229	89,229	163.7%	
LICENSES AND PERMITS	\$	480,000	\$	172,985	\$	188,127	\$	79,731	\$	212,949	\$	653,792	173,792	136.2%	
FINES AND FORFEITS		10,000		1,095		1,109		1,222		1,477		4,903	(5,097)	49.0%	
INVESTMENT INCOME	\$	70,000	\$	6,707	\$	6,428	\$	5,633	\$	2,774	\$	21,542	(48,458)	30.8%	
MEDICAID REIMBURSEMENT		20,000		8,236		6,564		-		11,786		26,586	6,586	132.9%	
STATE AID	\$	2,375,375	\$	569,727	\$	590,539	\$	577,334	\$	658,195	\$	2,395,795	20,420	100.9%	
MISC NON-RECURRING		152,770		31,737		121,033		-		-		152,770	-	100.0%	
TRANSFERS IN	\$	1,049,789	\$	1,001,341	\$	-	\$	47,627	\$	207,248	\$	1,256,216	206,427	119.7%	
Total GENERAL FUND	\$	38,200,394	\$	10,236,166	\$	8,888,503	\$	10,639,589	\$	9,689,519	\$	39,453,777	\$	1,253,383	103.3%
Total CPA	\$	283,989	\$	64,345	\$	135,166	\$	66,575	\$	66,480	\$	332,566	\$	48,577	117.1%
Total WATER FUND	\$	285,048	\$	11,144	\$	6,732	\$	37,368	\$	337,103	\$	392,346	\$	107,298	137.6%

\* Indicates budgeted figures not available.

\*\* Net of Overlay raised on recap

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



Town of Middleton, MA Revolving Funds (unaudited)				
	Fund Balance as of 7/1/2020	Revenue as of 6/30/21	Expenditures as of 6/30/21	Fund Balance as of 6/30/21
RECREATION REVOLVING	\$ 15,226	\$ -	\$ -	\$ 15,226
USER FIELD FEES	22,032	900	(7,338)	15,593
COA TRIP FUND	28,677	874	(5,853)	23,698
STORMWATER MANAGEMENT	3,600	1,300	-	4,900
FIREARMS LICENSES AND PERMITS	21,691	6,050	(4,374)	23,368

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

	<b>Fund Balance as of 6/30/21</b>	<b>Revenue as of 6/30/21</b>	<b>FY 22 Appropriation</b>	<b>Fund Balance after Appropriations</b>
AMBULANCE FUND	1,192,934	655,547	(621,821)	571,113
PEG	442,461	188,883	(255,270)	187,191
OPEB*	1,864,063	419,599	75,000	1,939,063
STABILIZATION*	1,952,521	92,986	75,000	2,027,521
CAPITAL STABILIZATION*	715,505	34,705	(30,175)	685,330
RETIREMENT STABILIZATION*	298,355	14,209	25,000	323,355
SPED STABILIZATION*	224,403	10,687	130,000	354,403
SPED RESERVE FUND*	150,135	7,150	25,000	175,135

\* Revenue amount indicates interest only.

**TOWN OF MIDDLETON, MA**  
**GENERAL FUND REVENUE - COMPARATIVE REPORT**  
**FISCAL YEAR 2021 AND FISCAL YEAR 2020**

	FISCAL YEAR 2021 (AS OF JUNE 30, 2021)				FISCAL YEAR 2020 (AS OF JUNE 30, 2020)			
	Revised Budget	Actual	(Under)/Over Budget	% of Budget Received	Revised Budget	Actual	(Under)/Over Budget	% of Budget Received
<b>PROPERTY TAXES</b>								
Real Estate Taxes (includes allowance)	\$ 30,157,546	\$ 30,427,874	\$ 270,328	100.90%	\$ 29,444,137	\$ 29,272,912	\$ (171,225)	99.42%
Personal Property Taxes	712,414	750,292	37,878	105.32%	690,720	680,204	(10,516)	98.48%
Tax Title Liens/Tax foreclosures	-	127,910	127,910		-	86,531	86,531	
<b>Total Property Taxes</b>	<b>\$ 30,869,960</b>	<b>\$ 31,306,076</b>	<b>\$ 436,116</b>	<b>101.41%</b>	<b>\$ 30,134,857</b>	<b>\$ 30,039,647</b>	<b>\$ (95,210)</b>	<b>99.68%</b>
<b>STATE AID</b>								
Cherry Sheet Revenue	2,375,375	2,395,795	20,420	100.86%	2,380,059	2,344,911	(35,148)	98.52%
<b>Total State Aid</b>	<b>\$ 2,375,375</b>	<b>\$ 2,395,795</b>	<b>\$ 20,420</b>	<b>100.86%</b>	<b>\$ 2,380,059</b>	<b>\$ 2,344,911</b>	<b>\$ (35,148)</b>	<b>98.52%</b>
<b>LOCAL RECEIPTS</b>								
Motor Vehicle Excise	1,985,000	2,195,080	210,080	110.58%	1,975,000	2,021,607	46,607	102.36%
Other Excise - Rooms Tax	60,000	36,610	(23,390)	61.02%	200,000	153,075	(46,925)	76.54%
Other Excise - Meals Tax	180,000	209,214	29,214	116.23%	220,000	213,683	(6,317)	97.13%
Penalties & Interest	80,000	132,497	52,497	165.62%	90,000	121,012	31,012	134.46%
Payment in Lieu of Taxes	130,000	132,686	2,686	102.07%	130,000	131,026	1,026	100.79%
Payment in Lieu of Taxes - MILD	230,000	230,000	-	100.00%	176,100	176,100	-	100.00%
Charges for Services - Transfer Station Stickers	210,000	222,850	12,850	106.12%	210,000	220,240	10,240	104.88%
Fees	115,000	189,803	74,803	165.05%	115,000	139,543	24,543	121.34%
Departmental Revenue - Libraries	2,500	802	(1,698)	32.10%	3,200	3,090	(110)	96.56%
Departmental Revenue - Cemeteries	40,000	57,325	17,325	143.31%	45,000	52,000	7,000	115.56%
Other Departmental Revenue	140,000	229,229	89,229	163.74%	140,000	173,192	33,192	123.71%
Licenses & Permits	480,000	653,792	173,792	136.21%	500,000	595,093	95,093	119.02%
Fines & Forfeitures	10,000	4,903	(5,097)	49.03%	12,000	13,269	1,269	110.58%
Investment Income	70,000	21,542	(48,458)	30.77%	80,000	100,811	20,811	126.01%
Medicaid & Miscellaneous	20,000	26,586	6,586	132.93%	30,000	25,867	(4,133)	86.22%
Misc Non-Recurring	152,770	152,770	-	100.00%	-	-	-	0.00%
<b>Total Local Receipts</b>	<b>\$ 3,905,270</b>	<b>\$ 4,495,691</b>	<b>\$ 590,421</b>	<b>115.12%</b>	<b>\$ 3,926,300</b>	<b>\$ 4,139,608</b>	<b>\$ 213,308</b>	<b>105.43%</b>
<b>TOTAL REVENUE</b>	<b>\$ 37,150,605</b>	<b>\$ 38,197,562</b>	<b>\$ 1,046,957</b>	<b>102.82%</b>	<b>\$ 36,441,216</b>	<b>\$ 36,524,166</b>	<b>\$ 82,950</b>	<b>100.23%</b>
<b>TRANSFERS IN</b>								
FROM ENTERPRISE - INDIRECT	48,448	48,448	-	100.00%	25,810	25,810	-	100.00%
FROM TRUST FUNDS	-	158,800	158,800	100.00%	62,000	62,000	-	100.00%
FROM SPECIAL REVENUE FUNDS - BUDGETED	1,001,341	1,001,341	-	100.00%	707,498	707,498	-	100.00%
FROM SPECIAL REVENUE FUNDS - UNBUDGETED	-	-	-	0.00%	-	4	4	100.00%
FROM CAPITAL FUNDS	-	47,627	47,627	100.00%	-	-	-	0.00%
<b>TOTAL TRANSFERS IN</b>	<b>\$ 1,049,789</b>	<b>\$ 1,256,216</b>	<b>\$ 158,800</b>	<b>119.66%</b>	<b>\$ 795,308</b>	<b>\$ 795,311</b>	<b>\$ 4</b>	<b>100.00%</b>
<b>TOTAL REVENUE AND TRANSFERS IN</b>	<b>\$ 38,200,394</b>	<b>\$ 39,453,778</b>	<b>\$ 1,205,757</b>	<b>103.28%</b>	<b>\$ 37,236,524</b>	<b>\$ 37,319,477</b>	<b>\$ 82,953</b>	<b>100.22%</b>

**TOWN OF MIDDLETON, MA  
GENERAL FUND REVENUE  
FISCAL YEAR 2017 THROUGH FISCAL YEAR 2021**

	FY 2017 ACTUAL REVENUE	FY 2018 ACTUAL REVENUE	FY 2019 ACTUAL REVENUE	FY 2020 ACTUAL REVENUE	FY 2021 ACTUAL REVENUE	FY 2020 TO FY2021 \$ CHANGE	FY 2020 TO FY2021 % CHANGE
<b>PROPERTY TAXES</b>							
Real Estate Taxes	\$25,183,046	\$26,817,333	\$ 27,861,458	\$ 29,272,912	\$ 30,427,874	\$1,154,962	3.9%
Personal Property Taxes	\$ 649,470	\$ 641,442	\$ 605,945	\$ 680,204	\$ 750,292	\$ 70,088	10.3%
Tax Title/Tax Liens/Tax Foreclosures	\$ 125,329	\$ 41,250	\$ 432,527	\$ 86,531	\$ 127,910	\$ 41,379	47.8%
<b>Total Property Taxes</b>	<b>\$25,957,844</b>	<b>\$27,500,025</b>	<b>\$ 28,899,930</b>	<b>\$ 30,039,647</b>	<b>\$ 31,306,076</b>	<b>\$1,266,429</b>	<b>4.2%</b>
<b>STATE REVENUE</b>							
Cherry Sheet Revenue							
Unrestricted Aid	\$ 526,087	\$ 546,604	\$ 565,735	\$ 581,010	\$ 581,010	\$ -	0.0%
Charter School Reimbursement	\$ -	\$ -	\$ 29,081	\$ 7,722	\$ 14,983	\$ 7,261	94.0%
Chapter 70	\$ 1,606,481	\$ 1,626,461	\$ 1,646,051	\$ 1,677,463	\$ 1,669,491	\$ (7,972)	-0.5%
Reimb State Owned Land	\$ 19,277	\$ 19,259	\$ 19,259	\$ 20,251	\$ 22,692	\$ 2,441	12.1%
Exemptions to Veterans & Elderly	\$ 7,028	\$ 7,028	\$ 6,526	\$ 6,526	\$ 75,696	\$ 69,170	1059.9%
Veterans Benefits	\$ 91,547	\$ 93,391	\$ 100,817	\$ 51,939	\$ 31,923	\$ (20,016)	-38.5%
Total Cherry Sheet Revenue	\$ 2,250,420	\$ 2,292,743	\$ 2,367,469	\$ 2,344,911	\$ 2,395,795	\$ 50,884	2.2%
Other State Revenue	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total State Revenue</b>	<b>\$ 2,257,920</b>	<b>\$ 2,292,743</b>	<b>\$ 2,367,469</b>	<b>\$ 2,344,911</b>	<b>\$ 2,395,795</b>	<b>\$ 50,884</b>	<b>2.2%</b>
<b>LOCAL RECEIPTS</b>							
Motor Vehicle Excise	\$ 1,892,202	\$ 2,037,341	\$ 2,069,240	\$ 2,021,607	\$ 2,195,080	\$ 173,473	8.6%
Other Excise - Meals Tax	\$ 161,385	\$ 213,838	\$ 226,549	\$ 213,683	\$ 209,215	\$ (4,468)	-2.1%
Other Excise - Rooms Tax	\$ 234,861	\$ 227,294	\$ 205,160	\$ 153,075	\$ 36,610	\$ (116,465)	-76.1%
Penalties & Interest on Taxes	\$ 102,749	\$ 84,450	\$ 141,076	\$ 121,012	\$ 132,497	\$ 11,485	9.5%
Payment in Lieu of Taxes	\$ 145,048	\$ 130,693	\$ 134,776	\$ 131,026	\$ 132,686	\$ 1,660	1.3%
Payment in Lieu of Taxes (MFLD)	\$ 220,000	\$ 204,000	\$ 223,000	\$ 176,100	\$ 230,000	\$ 53,900	30.6%
Charges for Services - Transfer Station Stickers	\$ 167,070	\$ 167,495	\$ 218,885	\$ 220,240	\$ 222,850	\$ 2,610	1.2%
Fees							
Selectmen - Natsue Way Boat Storage	\$ 25,525	\$ 21,271	\$ 25,525	\$ 17,017	\$ 19,144	\$ 2,127	12.5%
Assessors - Sale of Maps	\$ 646	\$ 465	\$ 720	\$ 485	\$ 720	\$ 235	48.5%
Town Clerk - Birth, Death, Marriage, Business, Dog	\$ 32,484	\$ 27,889	\$ 24,980	\$ 35,437	\$ 57,709	\$ 22,272	62.9%
Planning Board	\$ 110	\$ 300	\$ -	\$ -	\$ 125	\$ 125	#DIV/0!
Board of Appeals	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Police - False Alarm, Accident Reports, Detail Cruiser Fees	\$ 13,895	\$ 22,607	\$ 9,095	\$ 8,575	\$ 19,815	\$ 11,240	131.1%
Police/Fire - Admin fee details	\$ 9,179	\$ 13,366	\$ 28,391	\$ 15,447	\$ 33,239	\$ 17,792	115.2%
Fire - Alarm Fee/Permit Fees	\$ 23,010	\$ 17,541	\$ 39,786	\$ 57,918	\$ 41,647	\$ (16,271)	-28.1%
DPW - Electronics, Bulk, Recycling Only	\$ 3,135	\$ 4,785	\$ 4,575	\$ 4,665	\$ 17,405	\$ 12,740	273.1%
Total Fees	\$ 108,284	\$ 108,225	\$ 133,072	\$ 139,543	\$ 189,803	\$ 50,260	36.0%
Departmental Revenue - Libraries	\$ 3,827	\$ 3,867	\$ 3,238	\$ 3,090	\$ 802	\$ (2,288)	-74.0%
Departmental Revenue - Cemeteries	\$ 49,160	\$ 49,420	\$ 46,087	\$ 52,000	\$ 57,325	\$ 5,325	10.2%
Other Departmental Revenue							
Selectmen	\$ 8,390	\$ 27,622	\$ 71,416	\$ 10,646	\$ 6,701	\$ (3,945)	-37.1%
Accounting	\$ -	\$ 9,523	\$ 16,432	\$ 63,038	\$ 67,894	\$ 4,856	7.7%
Treasurer/Collector	\$ 45,351	\$ 57,198	\$ 42,631	\$ 30,070	\$ 55,735	\$ 25,664	85.3%
Cell Tower Rent	\$ -	\$ -	\$ 64,767	\$ 68,462	\$ 71,820	\$ 3,358	4.9%
Town Clerk - Early Voting reimbursement	\$ -	\$ -	\$ 6,052	\$ -	\$ 24,168	\$ 24,168	#DIV/0!
Planning Board	\$ 300	\$ 283	\$ 245	\$ 44	\$ 427	\$ 383	867.5%
Board of Appeals	\$ 1,021	\$ 269	\$ -	\$ -	\$ -	\$ -	#DIV/0!
DPW revenues	\$ 3,430	\$ 3,259	\$ 4,364	\$ 932	\$ 2,483	\$ 1,551	166.4%
Veterans - 115 Reimbursement	\$ -	\$ 5,000	\$ 350	\$ -	\$ -	\$ -	#DIV/0!
Total Other Departmental Revenue	\$ 58,491	\$ 103,155	\$ 206,258	\$ 173,192	\$ 229,228	\$ 56,036	32.4%
Licenses & Permits							
Selectmen - Liquor, Common Victuallers	\$ 72,965	\$ 73,180	\$ 96,488	\$ 76,149	\$ 61,380	\$ (14,769)	-19.4%
Inspectional Services - Plumbing & Gas, Building, Electric	\$ 501,770	\$ 561,113	\$ 478,198	\$ 484,932	\$ 552,753	\$ 67,821	14.0%
Board of Health - Food, Tobacco, etc.	\$ 37,402	\$ 51,627	\$ 34,654	\$ 34,012	\$ 39,659	\$ 5,647	16.6%
Total Licenses & Permits	\$ 612,137	\$ 685,920	\$ 609,339	\$ 595,093	\$ 653,792	\$ 58,699	9.9%
Fines & Forfeitures							
Building Inspection Fines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Police Fines	\$ 18,245	\$ 13,585	\$ 13,837	\$ 13,269	\$ 4,903	\$ (8,366)	-63.0%
Animal Control Fines	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total Fines & Forfeitures	\$ 18,255	\$ 13,585	\$ 13,837	\$ 13,269	\$ 4,903	\$ (8,366)	-63.0%
Investment Income	\$ 47,273	\$ 77,155	\$ 145,719	\$ 100,811	\$ 21,542	\$ (79,268)	-78.6%
Municipal Medicare Reimbursement	\$ 41,574	\$ 33,192	\$ 32,081	\$ 25,867	\$ 26,586	\$ 719	2.8%
Misc Non-Recurring	\$ -	\$ -	\$ -	\$ -	\$ 152,770	\$ 152,770	#DIV/0!
<b>Total Local Receipts</b>	<b>\$ 3,862,317</b>	<b>\$ 4,139,629</b>	<b>\$ 4,408,318</b>	<b>\$ 4,139,607</b>	<b>\$ 4,495,690</b>	<b>\$ (24,061)</b>	<b>-0.6%</b>
<b>TOTAL REVENUE</b>	<b>\$32,078,081</b>	<b>\$33,932,397</b>	<b>\$ 35,675,717</b>	<b>\$ 36,524,165</b>	<b>\$ 38,197,561</b>	<b>\$1,293,252</b>	<b>3.5%</b>

**TOWN OF MIDDLETON, MA  
GENERAL FUND APPROPRIATION SUMMARY  
FISCAL YEAR 2021**

	Final Budget	% of Total Budget
<b>Municipal</b>		
General Government	\$ 1,990,612	5.0%
Public Safety	4,557,367	11.5%
Department of Public Works	1,737,639	4.4%
Health & Human Services	508,571	1.3%
Culture & Recreation	665,060	1.7%
<b>Total Municipal Budget</b>	<b>\$ 9,459,249</b>	<b>23.9%</b>
<b>Education</b>		
Tri-Town School District	\$12,986,504	32.8%
MASCO Regional High School	10,307,792	26.0%
Essex-Tech Regional High School	698,796	1.8%
Out-of-District Tuition	26,000	0.1%
<b>Total Education</b>	<b>\$24,019,092</b>	<b>60.7%</b>
<b>Debt Service</b>	<b>\$ 1,403,116</b>	<b>3.5%</b>
<b>Employee Benefits/Insurance</b>		
Retirement	\$ 1,645,959	4.2%
Unemployment	15,000	0.0%
Health Insurance	709,055	1.8%
Life Insurance	3,000	0.0%
Medicare Tax	104,000	0.3%
General Insurance (i.e. Prop & Casualty)	206,500	0.5%
<b>Total Employee Benefits/Insurance</b>	<b>\$ 2,683,514</b>	<b>6.8%</b>
<b>Other</b>		
Reserve Fund	\$ 100,000	0.3%
Capital	1,330,652	3.4%
Salary Reserve	69,297	0.2%
State Charges & Assessments	317,264	0.8%
Transfer to Ambulance RRFA Fund	121,821	0.3%
Transfer to OPEB Trust	75,000	0.2%
<b>Total Other</b>	<b>\$ 2,014,034</b>	<b>5.1%</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$39,579,005</b>	<b>100.0%</b>

**TOWN OF MIDDLETON**  
**GENERAL FUND EXPENSES - COMPARATIVE REPORT**  
**FISCAL YEAR 2020 AND FISCAL YEAR 2021**

	FISCAL YEAR 2021 (AS OF JUNE 30, 2021)						FISCAL YEAR 2020 (AS OF JUNE 30, 2020)					
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED		REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	
TOWN MODERATOR SALARIES	\$ 200	\$ 200	\$ -	\$ -	100.00%		\$ 200	\$ 200	\$ -	\$ -	100.00%	
SELECTMEN/TOWN ADMINISTRATOR SALARIES	284,933	284,294	-	639	99.78%		289,117	264,716	-	4,401	98.36%	
SELECTMEN/TOWN ADMINISTRATOR EXPENSES	40,615	28,621	-	11,994	70.47%		54,100	45,203	3,200	5,697	83.55%	
FINANCE COMMITTEE SALARIES	2,100	655	-	1,445	31.19%		2,059	896	-	1,163	43.52%	
FINANCE COMMITTEE EXPENSES	1,780	180	-	1,600	10.11%		1,780	180	-	1,600	10.11%	
TOWN ACCOUNTANT SALARIES	139,403	139,403	-	-	100.00%		128,177	128,177	-	-	100.00%	
TOWN ACCOUNTANT EXPENSES	37,250	27,197	500	9,553	73.01%		37,775	29,791	-	7,984	78.86%	
ASSESSORS SALARIES	169,266	157,508	-	11,758	93.05%		166,393	165,452	-	941	99.43%	
ASSESSORS EXPENSES	16,010	11,847	-	4,163	74.00%		20,510	17,820	-	2,690	86.88%	
TREASURER/COLLECTOR SALARIES	192,221	192,032	-	189	99.90%		182,813	182,046	-	767	99.58%	
TREASURER/COLLECTOR EXPENSES	81,950	53,781	-	28,169	65.63%		78,450	45,887	-	32,563	58.49%	
CUSTODIAN OF TOWN LAND SALARIES	2,500	2,500	-	-	100.00%		2,500	2,500	-	-	100.00%	
TOWN COUNSEL EXPENSES	80,000	70,157	-	9,843	87.70%		90,000	81,402	-	8,598	90.45%	
MANAGEMENT INFORMATION SYSTEMS SALARIES	71,036	69,744	-	1,292	98.18%		70,149	61,301	-	8,849	87.39%	
MANAGEMENT INFORMATION SYSTEMS EXPENSES	307,039	252,561	1,012	53,466	82.26%		202,500	146,147	-	56,353	72.17%	
TOWN CLERK SALARIES	136,446	124,992	-	11,454	91.61%		133,770	129,001	-	4,769	96.44%	
TOWN CLERK EXPENSES	21,100	8,366	7,268	5,466	39.65%		25,490	11,234	6,766	7,489	44.07%	
ELECTIONS SALARIES	42,960	38,556	-	4,404	89.75%		26,088	18,127	-	7,961	69.48%	
ELECTIONS EXPENSES	15,033	14,469	-	564	96.25%		13,250	6,174	-	7,076	46.60%	
CONSERVATION COMMISSION SALARIES	85,552	85,552	-	0	100.00%		74,329	74,329	-	-	100.00%	
CONSERVATION COMMISSION EXPENSES	3,950	1,402	95	2,453	35.49%		4,850	1,945	-	2,905	40.09%	
PLANNING BOARD SALARIES	103,776	101,287	-	2,489	97.60%		96,479	95,746	-	733	99.24%	
PLANNING BOARD EXPENSES	9,310	1,755	-	7,555	18.85%		8,680	3,959	-	4,721	45.61%	
BOARD OF APPEALS SALARIES	2,620	2,059	-	561	78.59%		2,304	2,123	-	181	92.14%	
BOARD OF APPEALS EXPENSES	2,050	1,241	-	810	60.51%		2,050	352	-	1,698	17.17%	
MASTER PLAN COMMITTEE SALARIES	1,441	393	-	1,048	27.27%		1,152	512	-	640	44.44%	
MASTER PLAN COMMITTEE EXPENSES	100	-	-	100	0.00%		100	-	-	100	0.00%	
TOWN BUILDING SALARIES	49,470	28,632	-	20,838	57.88%		40,811	36,908	-	3,903	90.44%	
TOWN BUILDING EXPENSES	84,500	77,903	129	6,468	92.19%		76,825	67,236	797	8,792	87.52%	
TOWN REPORT EXPENSES	6,000	2,140	-	3,860	35.66%		5,500	1,910	-	3,590	34.72%	
<b>TOTAL GENERAL GOVERNMENT EXPENSES</b>	<b>\$ 1,990,611</b>	<b>\$ 1,779,427</b>	<b>\$ 9,004</b>	<b>\$ 202,181</b>	<b>89.39%</b>		<b>\$ 1,818,201</b>	<b>\$ 1,621,273</b>	<b>\$ 10,763</b>	<b>\$ 186,165</b>	<b>89.17%</b>	
POLICE SALARIES	\$ 1,749,056	\$ 1,748,455	\$ -	\$ 601	99.97%		\$ 1,885,130	\$ 1,769,380	\$ -	\$ 115,750	93.86%	
POLICE EXPENSES	280,725	253,312	9,601	17,812	90.23%		296,443	217,608	1,864	76,971	73.41%	
FIRE SALARIES	1,864,661	1,864,369	-	292	99.98%		1,733,384	1,701,058	-	32,326	98.14%	
FIRE EXPENSES	365,516	353,466	106	11,944	96.70%		287,805	247,368	2,161	38,276	85.95%	
BUILDING INSPECTION SALARIES	242,145	228,120	-	14,025	94.21%		236,693	234,901	-	1,792	99.24%	
BUILDING INSPECTION EXPENSES	28,250	15,842	3,115	9,293	56.08%		32,800	23,359	-	9,441	71.22%	
ANIMAL CONTROL SALARIES	22,914	22,914	-	0	100.00%		22,732	22,732	-	0	100.00%	
ANIMAL CONTROL EXPENSES	3,900	449	-	3,451	11.52%		4,400	1,280	-	3,120	29.09%	
CONSTABLE SALARIES	200	200	-	-	100.00%		200	200	-	-	100.00%	
<b>TOTAL PUBLIC SAFETY EXPENSES</b>	<b>\$ 4,557,367</b>	<b>\$ 4,487,128</b>	<b>\$ 12,822</b>	<b>\$ 57,417</b>	<b>98%</b>		<b>\$ 4,499,587</b>	<b>\$ 4,217,887</b>	<b>\$ 4,024</b>	<b>\$ 277,675</b>	<b>94%</b>	

**TOWN OF MIDDLETON**  
**GENERAL FUND EXPENSES - COMPARATIVE REPORT**  
**FISCAL YEAR 2020 AND FISCAL YEAR 2021**

	FISCAL YEAR 2021 (AS OF JUNE 30, 2021)					FISCAL YEAR 2020 (AS OF JUNE 30, 2020)				
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED
TRI-TOWN SALARIES	\$ 9,105,060	\$ 8,575,448	\$ 541,058	\$ (11,446)	94.18%	\$ 8,624,747	\$ 8,352,108	\$ 389,074	\$ (116,434)	96.84%
TRI-TOWN EXPENSES	3,881,444	3,563,827	179,071	138,546	91.82%	3,914,196	3,525,249	119,771	269,177	90.06%
MASCONOMENT ASSESSMENT EXPENSES	10,204,052	10,204,052	-	-	100.00%	9,968,124	9,968,088	-	36	100.00%
MASCONOMENT DEBT SERVICE EXPENSES	103,740	103,740	-	-	100.00%	382,380	382,380	-	-	100.00%
ESSEX TECH ASSESSMENT EXPENSES	632,598	620,077	-	12,521	98.02%	699,698	699,698	-	-	100.00%
ESSEX TECH DEBT SERVICE EXPENSES	66,198	66,198	-	-	100.00%	77,979	76,455	-	1,524	98.05%
OUT OF DISTRICT TUITION	26,000	12,117	13,000	883	46.60%					
<b>TOTAL EDUCATION EXPENSES</b>	<b>\$24,019,092</b>	<b>\$23,145,459</b>	<b>\$ 733,129</b>	<b>\$ 140,504</b>	<b>96.36%</b>	<b>\$23,667,124</b>	<b>\$23,003,977</b>	<b>\$ 508,844</b>	<b>\$ 154,302</b>	<b>97.20%</b>
DPW ADMIN SALARIES	\$ 686,645	\$ 621,015	\$ -	\$ 65,630	90.44%	\$ 674,861	\$ 646,677	\$ -	\$ 28,184	95.82%
DPW ADMIN EXPENSES	314,921	285,562	35	29,324	90.68%	329,781	287,125	220	42,436	87.07%
SNOW AND ICE SALARIES	60,000	20,066	-	39,934	33.44%	60,000	30,390	-	29,610	50.65%
SNOW AND ICE EXPENSES	220,750	240,008	-	(19,258)	108.72%	209,500	177,102	-	32,398	84.54%
TRANSFER STATION SALARIES	133,123	124,913	-	8,210	93.83%	133,322	130,223	-	3,099	97.68%
TRANSFER STATION EXPENSES	322,200	319,329	-	2,871	99.11%	311,102	301,220	16,826	(6,944)	96.82%
<b>TOTAL PUBLIC WORKS EXPENSES</b>	<b>\$ 1,737,639</b>	<b>\$ 1,610,893</b>	<b>\$ 35</b>	<b>\$ 126,711</b>	<b>92.71%</b>	<b>\$ 1,718,566</b>	<b>\$ 1,572,737</b>	<b>\$ 17,046</b>	<b>\$ 128,783</b>	<b>91.51%</b>
BOARD OF HEALTH SALARIES	\$ 113,332	\$ 113,206	\$ -	\$ 126	99.89%	\$ 110,681	\$ 110,065	\$ -	\$ 616	99.44%
BOARD OF HEALTH EXPENSES	24,800	18,483	-	6,317	74.53%	28,785	19,463	28	9,294	67.62%
COUNCIL ON AGING SALARIES	197,970	170,080	-	27,890	85.91%	169,655	168,284	-	1,371	99.19%
COUNCIL ON AGING EXPENSES	46,217	25,193	2,974	18,050	54.51%	60,506	42,946	104	17,456	70.98%
VETERANS AGENT SALARIES	19,427	18,803	-	624	96.79%	17,550	17,550	-	-	100.00%
VETERANS AGENT EXPENSES	71,900	27,390	-	44,510	38.09%	86,750	46,266	-	40,484	53.33%
TRI-TOWN COUNCIL EXPENSES	29,925	29,925	-	-	100.00%	28,500	28,500	-	-	100.00%
GARDEN CLUB EXPENSES	5,000	2,718	-	2,282	54.36%	5,000	3,154	-	1,846	63.07%
<b>TOTAL HEALTH &amp; HUMAN SERVICE EXPENSES</b>	<b>\$ 508,571</b>	<b>\$ 405,799</b>	<b>\$ 2,974</b>	<b>\$ 99,798</b>	<b>79.79%</b>	<b>\$ 507,427</b>	<b>\$ 436,228</b>	<b>\$ 132</b>	<b>\$ 71,067</b>	<b>85.97%</b>
LIBRARY SALARIES	\$ 411,495	\$ 403,263	\$ -	\$ 8,232	98.00%	\$ 385,870	\$ 373,714	\$ -	\$ 12,156	96.85%
LIBRARY EXPENSES	192,961	180,268	10,362	2,331	93.42%	183,368	176,259	-	7,109	96.12%
RECREATION COMMISSION SALARIES	23,830	1,149	-	22,681	4.82%	21,726	20,784	-	942	95.66%
RECREATION COMMISSION EXPENSES	25,774	4,583	-	21,191	17.78%	24,350	14,109	-	10,241	57.94%
HISTORICAL COMMISSION EXPENSES	1,000	-	-	1,000	0.00%	1,000	-	-	1,000	0.00%
MEMORIAL DAY EXPENSES	5,000	4,895	-	105	97.89%	5,000	3,142	-	1,858	62.84%
CHIEF WILLIS DAY EXPENSES	5,000	5,000	-	-	100.00%	5,000	-	-	5,000	0.00%
<b>TOTAL CULTURE &amp; RECREATION EXPENSES</b>	<b>\$ 665,060</b>	<b>\$ 599,157</b>	<b>\$ 10,362</b>	<b>\$ 55,541</b>	<b>90.09%</b>	<b>\$ 626,314</b>	<b>\$ 588,008</b>	<b>\$ -</b>	<b>\$ 38,306</b>	<b>93.88%</b>
DEBT SERVICE EXPENSES	\$ 1,403,116	\$ 1,348,778	\$ -	\$ 54,338	96.13%	\$ 1,481,095	\$ 1,439,571	\$ -	\$ 41,524	97.20%

**TOWN OF MIDDLETON**  
**GENERAL FUND EXPENSES - COMPARATIVE REPORT**  
**FISCAL YEAR 2020 AND FISCAL YEAR 2021**

	FISCAL YEAR 2021 (AS OF JUNE 30, 2021)						FISCAL YEAR 2020 (AS OF JUNE 30, 2020)					
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED		REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	
COMPENSATION RESERVE EXPENSES	\$ 69,297	\$ 10,038	\$ -	\$ 59,259	14.49%		\$ 40,000	\$ 23,785	\$ -	\$ 16,215	59.46%	
RETIREMENT EXPENSES	1,645,959	1,645,959	-	-	100.00%		1,460,009	1,460,009	-	-	100.00%	
UNEMPLOYMENT EXPENSES	15,000	884	306	13,810	5.89%		37,500	23,564	-	13,936	62.84%	
HEALTH INSURANCE EXPENSES	709,055	690,452	2,081	16,522	97.38%		846,972	700,298	9,623	137,051	82.68%	
LIFE INSURANCE EXPENSES	3,000	2,416	54	530	80.53%		3,000	2,313	47	640	77.09%	
MEDICARE EXPENSES	104,000	107,940	-	1,060	98.98%		105,000	95,679	-	9,321	91.12%	
<b>TOTAL EMPLOYEE BENEFIT EXPENSES</b>	<b>\$ 2,546,311</b>	<b>\$ 2,452,689</b>	<b>\$ 2,441</b>	<b>\$ 91,181</b>	<b>96.32%</b>		<b>\$ 2,492,481</b>	<b>\$ 2,305,648</b>	<b>\$ 9,670</b>	<b>\$ 177,163</b>	<b>92.50%</b>	
<b>RESERVE FUND**</b>	<b>\$ 96,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 96,000</b>	<b>0.00%</b>		<b>\$ 61,254</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,254</b>	<b>0.00%</b>	
<b>GENERAL INSURANCE EXPENSES</b>	<b>\$ 206,500</b>	<b>\$ 204,852</b>	<b>\$ -</b>	<b>\$ 1,648</b>	<b>99.20%</b>		<b>\$ 227,000</b>	<b>\$ 190,729</b>	<b>\$ -</b>	<b>\$ 36,271</b>	<b>84.02%</b>	
<b>CAPITAL EXPENSES</b>	<b>\$ 1,330,652</b>	<b>\$ 722,859</b>	<b>\$ -</b>	<b>\$ 607,793</b>	<b>54.32%</b>		<b>\$ 1,624,343</b>	<b>\$ 1,053,169</b>	<b>\$ -</b>	<b>\$ 571,174</b>	<b>64.84%</b>	
<b>STATE &amp; COUNTY CHARGES</b>	<b>\$ 317,264</b>	<b>\$ 343,596</b>	<b>\$ -</b>	<b>\$ (26,332)</b>	<b>108.30%</b>		<b>\$ 338,391</b>	<b>\$ 330,070</b>	<b>\$ -</b>	<b>\$ 8,321</b>	<b>97.54%</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$39,378,182</b>	<b>\$37,100,637</b>	<b>\$ 770,767</b>	<b>\$ 1,506,779</b>	<b>94.22%</b>		<b>\$39,061,783</b>	<b>\$36,759,298</b>	<b>\$ 550,479</b>	<b>\$ 1,752,006</b>	<b>94.11%</b>	
TRANSFER TO ENTERPRISE	\$ -	\$ -	\$ -	\$ -	0.00%		\$ -	\$ -	\$ -	\$ -	0.00%	
TRANSFER TO SPECIAL REVENUE FUNDS	121,821	121,821	-	-	0.00%		11,629	11,629	-	-	0.00%	
TRANSFER TO VARIOUS STABILIZATION FUNDS	-	-	-	-	0.00%		915,000	915,000	-	-	0.00%	
TRANSFER TO OPEB TRUST	75,000	75,000	-	-	100.00%		50,000	50,000	-	-	100.00%	
<b>TOTAL TRANSFERS OUT</b>	<b>\$ 196,821</b>	<b>\$ 196,821</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.00%</b>		<b>\$ 976,629</b>	<b>\$ 976,629</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.00%</b>	
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$39,575,003</b>	<b>\$37,297,458</b>	<b>\$ 770,767</b>	<b>\$ 1,506,779</b>	<b>94.24%</b>		<b>\$40,038,412</b>	<b>\$37,735,927</b>	<b>\$ 550,479</b>	<b>\$ 1,752,006</b>	<b>94.25%</b>	

\*\* The remaining balance of the Reserve Fund is reported above. The transfers are reported within each department's budget per Finance Committee approval.



**TOWN OF MIDDLETON  
GENERAL FUND EXPENDITURES  
FISCAL YEAR 2017 THROUGH FISCAL YEAR 2021**

	FY 2017 ACTUALS	FY 2018 ACTUALS	FY 2019 ACTUALS	FY 2020 ACTUALS	FY 2021 ACTUALS	% CHANGE 2020-2021
TOWN MODERATOR	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	0.00%
SELECTMEN	278,898	289,666	274,686	309,919	312,915	0.97%
FINANCE COMMITTEE	2,870	2,755	1,430	1,076	835	-22.40%
TOWN ACCOUNTANT**	120,025	120,377	160,824	157,968	166,600	5.46%
ASSESSOR	167,892	170,315	177,828	183,272	169,354	-7.59%
TREASURER/COLLECTOR	240,640	230,322	238,308	227,933	245,814	7.84%
CUSTODIAN OF TOWN LAND	2,500	2,500	2,500	2,500	2,500	0.00%
TOWN COUNSEL	60,000	85,458	67,485	81,402	70,157	-13.81%
MANAGEMENT INFORMATION SYSTEMS**	150,325	68,282	231,507	207,448	322,306	55.37%
TOWN CLERK	117,718	119,581	122,573	140,236	133,358	-4.90%
ELECTIONS	23,796	14,463	36,481	24,301	53,025	118.20%
CONSERVATION COMMISSION	36,594	49,613	59,595	76,274	86,954	14.00%
PLANNING BOARD	76,758	102,679	96,259	99,704	103,041	3.35%
BOARD OF APPEALS	2,315	3,137	2,593	2,475	3,300	33.31%
MASTER PLAN COMMITTEE	714	610	750	512	393	-23.24%
TOWN BUILDING	97,853	102,447	107,701	104,145	106,535	2.30%
TOWN REPORT	2,412	2,383	3,077	1,910	2,140	12.04%
AUDIT*****	26,000	21,000	-	-	-	0.00%
STREET LIGHTS*****	54,377	45,913	-	-	-	0.00%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,461,886</b>	<b>\$ 1,431,700</b>	<b>\$ 1,583,797</b>	<b>\$ 1,621,273</b>	<b>\$ 1,779,427</b>	<b>9.75%</b>
POLICE DEPARTMENT	\$ 1,613,842	\$ 1,824,534	\$ 1,765,810	\$ 1,986,988	\$ 2,001,767	0.74%
FIRE DEPARTMENT	1,662,526	1,704,924	1,883,275	1,948,427	2,217,835	13.83%
BUILDING INSPECTION	230,348	237,402	250,769	258,261	243,963	-5.54%
ANIMAL CONTROL	23,983	21,414	21,087	24,012	23,363	-2.70%
CONSTABLE	200	200	200	200	200	0.00%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 3,530,900</b>	<b>\$ 3,788,475</b>	<b>\$ 3,921,141</b>	<b>\$ 4,217,887</b>	<b>\$ 4,487,128</b>	<b>6.38%</b>
TRI-TOWN	\$ 10,445,041	\$ 11,252,938	\$ 11,442,948	\$ 11,877,356	\$ 12,139,275	2.21%
MASCONOMET ASSESSMENT	9,116,409	9,241,983	9,415,414	9,968,088	10,204,052	2.37%
MASCONOMET DEBT	387,861	384,138	379,817	382,380	103,740	-72.87%
ESSEX TECH ASSESSMENT	536,848	539,119	736,492	699,698	620,077	-11.38%
ESSEX TECH DEBT	61,910	69,732	85,826	76,455	66,198	-13.42%
OUT OF DISTRICT TUITION	-	-	-	-	12,117	100.00%
<b>TOTAL EDUCATION</b>	<b>\$ 20,548,069</b>	<b>\$ 21,487,910</b>	<b>\$ 22,060,497</b>	<b>\$ 23,003,977</b>	<b>\$ 23,145,459</b>	<b>0.62%</b>
PUBLIC WORKS	\$ 1,105,048	\$ 1,124,438	\$ 873,473	\$ 933,802	\$ 906,577	-2.92%
SNOW & ICE***	\$ -	\$ -	\$ 225,224	\$ 207,492	\$ 260,074	25.34%
TRANSFER STATION	343,547	370,223	403,445	431,443	444,242	2.97%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 1,448,596</b>	<b>\$ 1,494,661</b>	<b>\$ 1,502,143</b>	<b>\$ 1,572,737</b>	<b>\$ 1,610,893</b>	<b>2.43%</b>
BOARD OF HEALTH	\$ 122,186	\$ 127,256	\$ 130,800	\$ 129,528	\$ 131,689	1.67%
COUNSEL ON AGING	187,606	195,981	200,182	211,230	195,273	-7.55%
VETERAN'S AGENT	111,493	104,424	82,028	63,816	46,193	-27.62%
TRI-TOWN COUNSEL	28,500	28,500	28,500	28,500	29,925	5.00%
GARDEN CLUB	3,213	2,777	2,228	3,154	2,718	-13.82%
<b>TOTAL HEALTH &amp; HUMAN SERVICES</b>	<b>\$ 452,998</b>	<b>\$ 458,937</b>	<b>\$ 443,737</b>	<b>\$ 436,228</b>	<b>\$ 405,799</b>	<b>-6.98%</b>
LIBRARY	\$ 483,640	\$ 507,760	\$ 539,211	\$ 549,973	\$ 583,531	6.10%
RECREATION	30,910	37,381	38,979	34,893	5,732	-83.57%
HISTORICAL COMMISSION	233	394	1,000	-	-	0.00%
MEMORIAL DAY	4,017	5,928	4,503	3,142	4,895	55.77%
CHIEF WILLS DAY	-	5,000	5,000	-	5,000	100.00%
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$ 518,801</b>	<b>\$ 556,463</b>	<b>\$ 588,692</b>	<b>\$ 588,008</b>	<b>\$ 599,157</b>	<b>1.90%</b>

**TOWN OF MIDDLETON  
GENERAL FUND EXPENDITURES  
FISCAL YEAR 2017 THROUGH FISCAL YEAR 2021**

	FY 2017 ACTUALS	FY 2018 ACTUALS	FY 2019 ACTUALS	FY 2020 ACTUALS	FY 2021 ACTUALS	% CHANGE 2020-2021
<b>DEBT SERVICE EXPENSES</b>	<b>\$ 1,249,461</b>	<b>\$ 1,358,927</b>	<b>\$ 1,291,225</b>	<b>\$ 1,439,571</b>	<b>\$ 1,348,778</b>	<b>-6.31%</b>
COMPENSATION RESERVE EXPENSES***	\$ 7,155	\$ 6,185	\$ 19,497	\$ 23,785	\$ 10,038	-57.80%
RETIREMENT EXPENSES	1,188,311	1,300,187	1,409,336	1,460,009	1,645,959	12.74%
UNEMPLOYMENT EXPENSES	772	6,638	4,040	23,564	884	-96.25%
HEALTH INSURANCE EXPENSES	694,249	765,596	731,260	700,298	690,452	-1.41%
LIFE INSURANCE EXPENSES	1,794	2,521	2,057	2,313	2,416	4.47%
MEDICARE EXPENSES	78,378	84,945	89,559	95,679	102,940	7.59%
<b>TOTAL EMPLOYEE BENEFIT EXPENSES</b>	<b>\$ 1,970,658</b>	<b>\$ 2,166,073</b>	<b>\$ 2,255,750</b>	<b>\$ 2,305,648</b>	<b>\$ 2,452,689</b>	<b>6.38%</b>
<b>RESERVE FUND*</b>	<b>\$ 40,622</b>	<b>\$ 20,290</b>	<b>\$ 59,000</b>	<b>\$ 96,000</b>	<b>\$ 96,000</b>	<b>0.00%</b>
<b>GENERAL INSURANCE EXPENSES</b>	<b>\$ 146,016</b>	<b>\$ 166,691</b>	<b>\$ 189,394</b>	<b>\$ 190,729</b>	<b>\$ 204,852</b>	<b>7.40%</b>
<b>CAPITAL EXPENSES</b>	<b>\$ 579,167</b>	<b>\$ 1,178,029</b>	<b>\$ 1,014,213</b>	<b>\$ 1,053,169</b>	<b>\$ 722,859</b>	<b>-31.36%</b>
<b>STATE &amp; COUNTY CHARGES</b>	<b>\$ 416,287</b>	<b>\$ 422,654</b>	<b>\$ 434,387</b>	<b>\$ 330,070</b>	<b>\$ 343,596</b>	<b>4.10%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 32,363,460</b>	<b>\$ 34,530,809</b>	<b>\$ 35,343,976</b>	<b>\$ 36,855,298</b>	<b>\$ 37,196,637</b>	<b>0.93%</b>
TRANSFER TO ENTERPRISE	\$ -	\$ 5,117	\$ -	\$ -	\$ -	0.00%
TRANSFER TO SPECIAL REVENUE FUNDS	12,455	-	-	11,629	121,821	100.00%
TRANSFER TO STABILIZATION FUNDS	100,000	285,000	-	915,000	-	100.00%
TRANSFER TO OPEB TRUST	100,000	50,000	75,000	50,000	75,000	-33.33%
<b>TOTAL TRANSFERS OUT</b>	<b>\$ 212,455</b>	<b>\$ 340,117</b>	<b>\$ 75,000</b>	<b>\$ 976,629</b>	<b>\$ 196,821</b>	<b>1202.17%</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$ 32,575,915</b>	<b>\$ 34,870,926</b>	<b>\$ 35,418,976</b>	<b>\$ 37,831,927</b>	<b>\$ 37,393,458</b>	<b>6.81%</b>

\* The remaining balance of the Reserve Fund is reported above. The transfers are reported within each department's budget per Finance Committee approval.

\*\*MIS department moved from Town Accountant budget in FY17

\*\*\*Compensation Reserve was established in FY17

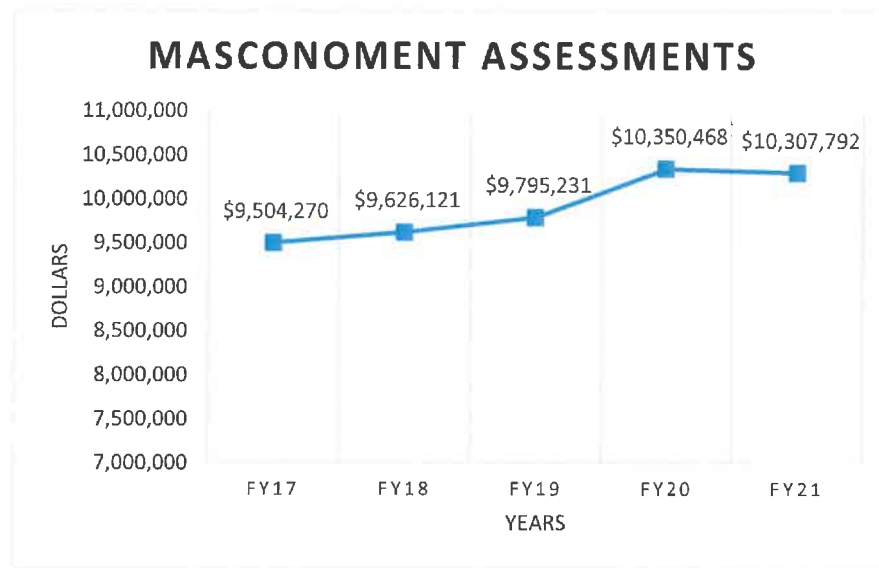
\*\*\*\*Snow and Ice Department created in FY19 moved from DPW Admin Budget

\*\*\*\*\*Audit moved as part of Accounting budget; Street lights moved as part of DPW Admin budget in FY19

**TOWN OF MIDDLETON  
MASCONOMENT EXPENDITURES  
FISCAL YEAR 2017 THROUGH FISCAL YEAR 2021**

<u>YEAR</u>	<u>ACTUAL*</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY17	\$ 9,504,270	\$ 538,258	5.66%
FY18	\$ 9,626,121	\$ 121,851	1.27%
FY19	\$ 9,795,231	\$ 169,110	1.73%
FY20	\$10,350,468	\$ 555,237	5.36%
FY21	\$10,307,792	\$ (42,676)	-0.41%

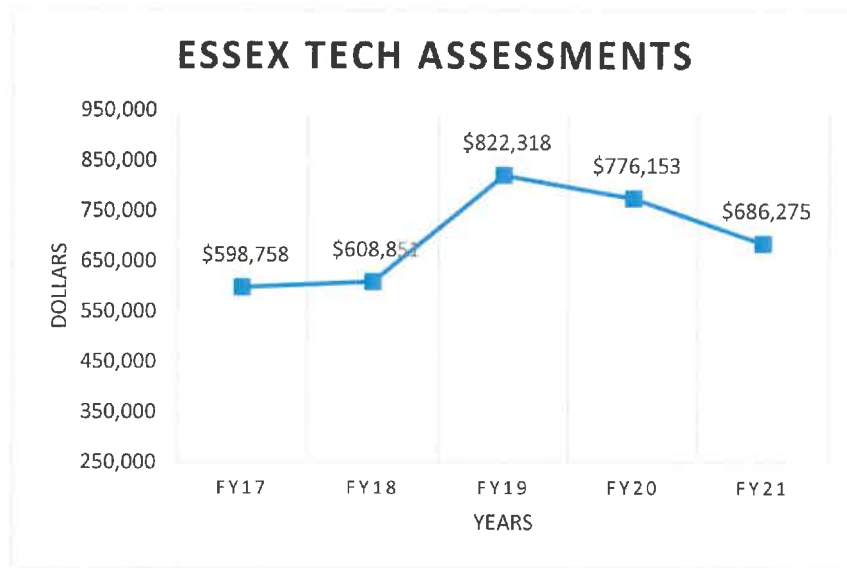
\* Includes debt payments; does not include capital assessments



**TOWN OF MIDDLETON  
ESSEX TECH EXPENDITURES  
FISCAL YEAR 2017 THROUGH FISCAL YEAR 2021**

<u>YEAR</u>	<u>ACTUAL*</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY17	\$ 598,758	\$ 120,004	20.04%
FY18	\$ 608,851	\$ 10,093	1.66%
FY19	\$ 822,318	\$ 213,467	25.96%
FY20	\$ 776,153	\$ (46,165)	-5.95%
FY21	\$ 686,275	\$ (89,878)	-13.10%

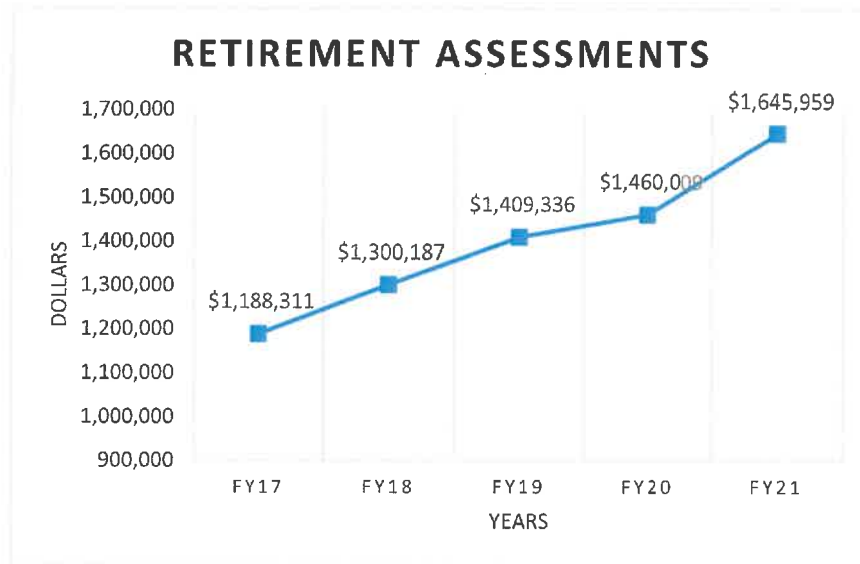
\* Includes debt payments; does not include capital assessments



**TOWN OF MIDDLETON  
RETIREMENT EXPENDITURES  
FISCAL YEAR 2017 THROUGH FISCAL YEAR 2021**

---

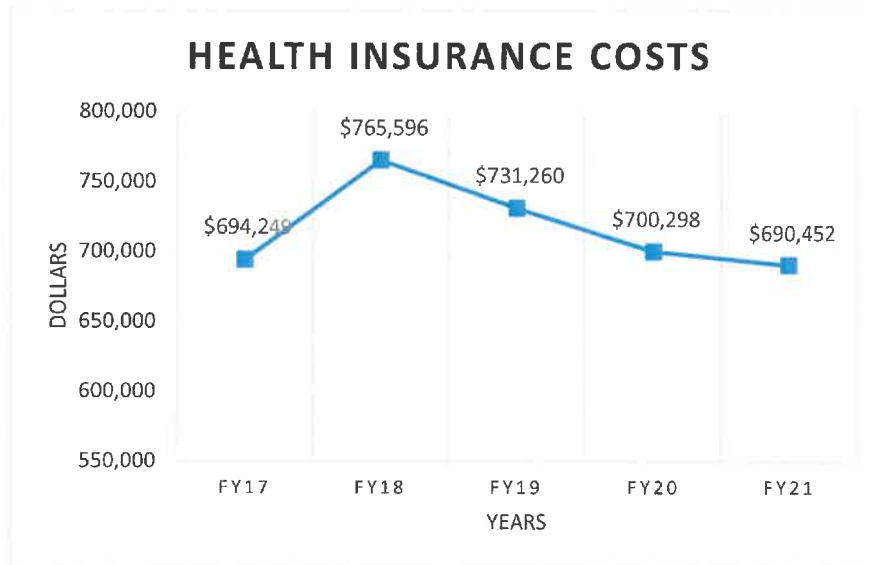
<u>YEAR</u>	<u>ACTUAL</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY17	\$1,188,311	\$ 89,369	7.52%
FY18	\$1,300,187	\$ 111,876	8.60%
FY19	\$1,409,336	\$ 109,149	7.74%
FY20	\$1,460,009	\$ 50,673	3.47%
FY21	\$1,645,959	\$ 185,950	11.30%



**TOWN OF MIDDLETON  
HEALTH INSURANCE EXPENDITURES  
FISCAL YEAR 2017 THROUGH FISCAL YEAR 2021**

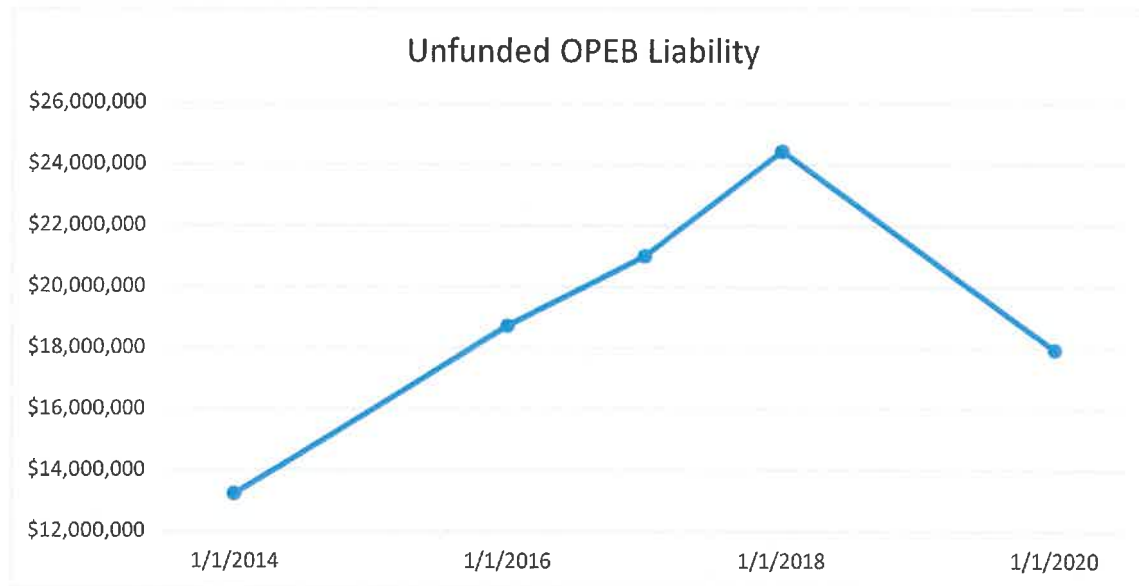
---

<u>YEAR</u>	<u>ACTUAL</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY17	\$ 694,249	\$ 57,050	8.22%
FY18	\$ 765,596	\$ 71,348	9.32%
FY19	\$ 731,260	\$ (34,336)	-4.70%
FY20	\$ 700,298	\$ (30,962)	-4.42%
FY21	\$ 690,452	\$ (9,846)	-1.43%



**TOWN OF MIDDLETON, MA**  
**NET OPEB LIABILITY**  
**ACTUARIALS DATED 7/1/14 THROUGH 7/1/20**

<u>ACTUARIAL DATE</u>	<u>NET OPEB LIABILITY</u>	<u>CHANGE</u>	<u>% CHANGE</u>	<u>% FUNDED</u>
7/1/2014	\$13,216,570	\$ (710,080)	-5.4%	0.00%
7/1/2016	\$18,724,749	\$ 5,508,179	29.4%	4.25%
7/1/2017	\$21,003,940	\$ 2,279,191	10.9%	4.54%
7/1/2018	\$24,436,261	\$ 3,432,321	14.0%	5.03%
7/1/2020	\$17,937,213	\$ (6,499,048)	-36.2%	7.09%



**TOWN OF MIDDLETON, MA**  
**OUTSTANDING LONG-TERM DEBT**  
**FISCAL YEAR 2017 THROUGH FISCAL YEAR 2021**

<u>YEAR</u>	<u>OUTSTANDING</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY17	\$ 15,859,024	\$ (1,610,193)	-10.2%
FY18	\$ 14,890,961	\$ (968,063)	-6.5%
FY19	\$ 13,904,898	\$ (986,063)	-7.1%
FY20	\$ 12,903,835	\$ (1,001,063)	-7.8%
FY21	\$ 11,962,772	\$ (941,063)	-7.9%







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

**TO: Selectboard/Finance Committee**

**FROM: Sarah Wood**

**DATE: 10/28/2021**

**SUBJECT: FY 2022, 1<sup>st</sup> Quarter Highlights**

---

This report includes a summary of the 1<sup>st</sup> quarter results as of September 30, 2021 of FY 2022 for the General Fund, CPA Fund, Water Enterprise Fund, and Revolving Accounts. The General Fund accounts for the Town's annual operating and the majority of the capital budget. Exceptions include MELD and SEDS assessments, which are accounted for as enterprise funds and capital budget items that are for another fund (i.e. CPA Fund).

**General Fund Expenditures**

As of September 30, 2021, 27% of the FY 2022 General Fund budget had been expended. Please see the chart below for a breakdown of each major category's budget versus actual figures as of the first quarter in FY 2022. Encumbrances and warrant articles are not included in these figures.

<b>Major Category</b>	<b>Adjusted Budget</b>	<b>Actual Expended</b>	<b>Percent Expended</b>
General Government	\$2,055,234	\$381,709	19%
Public Safety	\$4,536,033	\$1,087,259	24%
Education	\$24,539,614	\$4,443,514	18%
Public Works	\$1,806,563	\$271,313	15%
Health and Human Services	\$506,952	\$94,688	19%
Culture and Recreation	\$676,897	\$165,378	24%
Debt Service	\$1,670,494	\$1,096,878	66%
State Assessments & Charges	\$317,368	\$81,365	26%
Unclassified	\$3,473,100	\$3,233,950	93%

At the end of the first quarter of the fiscal year the total year-to-date expenditures should be around 25% of the departmental budget. The recreation committee, debt service, retirement assessment and liability insurance all typically have percentages exceeding 25% in the first quarter. The summer recreation program was able to occur this year so we are seeing all of our typical expenditures once again. Retirement and liability insurance are paid by the Town in full in July and will be allocated to MELD and the School Department as is deemed appropriate in March once the cost allocation is received.

The only other department that exceeds this 25% benchmark is the Management Information System department. There are numerous annual fees that are paid out at the beginning of the year that pushes this department spending above the limit depending on when the invoices are received. All other departments are well below the benchmark with the average excluding the unassigned categories being 17%.

As of September 30, 2021, 91% of encumbrances carried from FY21 were closed out. At this period, I would expect that all encumbrances were closed out. The majority of the encumbrances left open are from the school maintenance department and these will close out to fund balance. The Library has one invoice outstanding as well for technology items that are on backorder.

### **General Fund Revenues**

Revenue collections were largely in line with current estimates (excluding real estate and personal property taxes as the tax rate has not been set). As of September 30, 2020, 26.3% or \$10,327,006 of total estimated revenues for FY 2021 (\$39,208,540) had been collected.

Of the local receipts, there were several categories that are lower than 25% of their budgeted revenues: motor vehicle excise, library departmental revenue, and cemetery departmental revenues. Motor vehicle commitments runs on a calendar year. The first commitment is issued in January therefore the majority of revenue collections typically occur in the third quarter of the fiscal year. Current revenues are within normal trends.

The majority of our other revenue categories greatly exceed our 25% benchmark. Rooms Excise is at approximately 50% of the budget and Meals excise is at 43% of the budget.

There may be room within our local receipts budgets to adjust for increases and decreases when we complete the tax recap and set the tax rate.

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

CPA expenditures are at 65% of budgeted expenditures, not inclusive of capital items. This is consistent with expectations as a larger debt payment is made in July.

CPA revenues are at 20% of the budget. The budget does not contain the final state match amount, and is not officially set since we have not completed setting the tax rate.

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

Water expenditures are at 14% of the budget. This is not unexpected as the majority of expenditures occur towards the end of the fiscal year as well as \$50,000 budgeted for extraordinary/unforeseen expenses.

The water fund revenues are at 2.8% of budget. The majority of the budget is made up of a payment from the Town of Danvers that occurs at the end of the fiscal year.

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

Town of Middleton, MA									
Fiscal Year 2022 Expenditures (unaudited)									
For the Period Ended	BUDGET		9/30/2021	12/31/2021	3/31/2022	6/30/2022	Total	AVAILABLE	% USED
GENERAL FUND			Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD EXPENDED	BUDGET	
Total 114 TOWN MODERATOR	200		-					200	0%
Total 122 SELECTMEN	335,278		58,516				58,516	276,762	17%
Total 131 FINANCE COMMITTEE	3,901		180				180	3,721	5%
Total 131 RESERVE FUND	100,000		-				-	100,000	0%
Total 135 TOWN ACCOUNTANT	183,611		36,180				36,180	147,431	20%
Total 141 ASSESSORS	183,353		38,210				38,210	145,143	21%
Total 145 TREASURER/COLLECTOR	233,488		43,084				43,084	190,404	18%
Total 146 CUSTODIAN OF TOWN LANDS	2,500		-				-	2,500	0%
Total 151 TOWN COUNSEL	80,000		9,833				9,833	70,167	12%
Total 155 MIS	378,395		108,723				108,723	269,672	29%
Total 161 TOWN CLERK	166,935		35,163				35,163	131,772	21%
Total 162 ELECTIONS	36,815		1,550				1,550	35,265	4%
Total 171 CONSERVATION COMMISSION	90,264		19,437				19,437	70,827	22%
Total 175 PLANNING BOARD	113,787		23,824				23,824	89,963	21%
Total 176 BOARD OF APPEALS	4,690		264				264	4,426	5%
Total 181 MASTER PLAN COMMITTEE	1,552		-				-	1,552	0%
Total 192 TOWN BUILDING	134,465		16,746				16,746	117,719	12%
Total 195 TOWN REPORT	6,000		-				-	6,000	0%
Total 210 POLICE	2,068,202		417,143				417,143	1,651,059	20%
Total 220 FIRE	2,167,161		610,453				610,453	1,556,708	28%
Total 241 BUILDING INSPECTION	273,543		54,329				54,329	219,214	20%
Total 292 ANIMAL CONTROL	26,927		5,334				5,334	21,593	20%
Total 296 CONSTABLE	200		-				-	200	0%
Total 301 SCHOOL DEPARTMENT	13,154,591		1,568,250				1,568,250	11,586,341	12%
Total 314 MASCONOMET ASSESSMENT	10,575,567		2,669,514				2,669,514	7,906,053	25%
Total 315 ESSEX TECH ASSESSMENT	809,456		205,749				205,749	603,707	25%
Total 420 DPW ADMINISTRATION	1,015,541		201,679				201,679	813,862	20%
Total 423 SNOW & ICE REMOVAL	280,750		1,273				1,273	279,477	0%
Total 425 TRANSFER STATION	510,272		68,361				68,361	441,911	13%
Total 511 BOARD OF HEALTH	139,257		28,542				28,542	110,715	20%
Total 541 COUNCIL ON AGING	246,259		52,637				52,637	193,622	21%
Total 543 VETERANS AGENT	86,511		6,028				6,028	80,483	7%
Total 545 TRI TOWN COUNCIL	29,925		7,481				7,481	22,444	25%
Total 548 GARDEN CLUB	5,000		-				-	5,000	0%
Total 610 LIBRARY	615,278		136,839				136,839	478,439	22%

Total 630 RECREATION COMMISSION	50,619	28,539						28,539	22,081	56%
Total 691 HISTORICAL COMMISSION	1,000	-						-	1,000	0%
Total 692 MEMORIAL DAY	5,000	-						-	5,000	0%
Total 693 CHIEF WILLS FESTIVAL	5,000	-						-	5,000	0%
Total 710 DEBT SERVICE	1,670,494	1,096,878						1,096,878	573,617	66%
Total 820 STATE ASSESSMENTS & CHARGES	317,368	81,365						81,365	236,003	26%
Total 910 COMPENSATION RESERVE	90,000	5,639						5,639	84,361	6%
Total 911 RETIREMENT	1,847,976	2,280,491						2,280,491	(432,515)	123%
Total 913 UNEMPLOYMENT	15,000	262						262	14,738	2%
Total 914 HEALTH INSURANCE	797,624	165,847						165,847	631,777	21%
Total 915 GROUP INSURANCE	3,000	562						562	2,438	19%
Total 916 MEDICARE/DEP TAX	100,000	20,708						20,708	79,292	21%
Total 945 LIABILITY INSURANCE	239,500	380,441						380,441	(140,941)	159%
Total 962 TRANSFERS TO OTHER FUNDS	380,000	380,000						380,000	-	100%
<b>Total GENERAL FUND</b>	<b>39,582,255</b>	<b>\$10,866,053</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$ 10,866,053</b>	<b>\$ 28,716,202</b>	<b>27%</b>
<b>Total CPA</b>	<b>123,500</b>	<b>\$ 80,000</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$ 80,000</b>	<b>\$ 43,600</b>	<b>65%</b>
<b>Total WATER FUND</b>	<b>291,992</b>	<b>\$ 40,076</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$ 40,076</b>	<b>\$ 251,916</b>	<b>14%</b>
The Departmental Codes in the 900 series are initially expensed with the Town covering all costs. In March, the School and MELD's portion of these expenditures are journaled out into MELD's fund and the school's budget.										

**Town of Middleton, MA**  
**Fiscal Year 2022 Warrant Articles Expenditures (unaudited)**

Fund	Fiscal Year	Article #	Account Name	Original	Available Balance	YTD Expended	Available Balance at
				Appropriation	at 7/1/2021		9/30/21
GF	2013	13	ASSESSOR GIS SYS	32,000	1,036	800	236
GF	STM 2015	2	ATHLETIC FLD MAINT	35,000	1,604	-	1,604
GF	2017	17	REMEDIAL NATSUE WAY	165,000	134,895	980	133,915
GF	2018	29	FM SECURITY SYSTEM	101,358	5,929	-	5,929
GF	2019	18	COA KITCHEN EQUIPMENT	8,000	1,417	-	1,417
GF	2019	25	BYLAW CONSULTANT	50,000	50,000	-	50,000
GF	STM2019	3	MAINTENANCE OF GOLF COURSE	25,000	17,500	-	17,500
GF	2020	19	HR SOFTWARE	14,727	13,380	-	13,380
GF	2020	19	PAINT EXTERIOR OF MEMORIAL HALL	4,000	2,706	-	2,706
GF	2020	19	REPLACE SCBA	9,000	4,025	-	4,025
GF	2020	19	REPLACE SQUAD 5 PUMP	9,000	9,000	-	9,000
GF	2020	19	BALLISTIC VESTS AND HELMETS	8,300	8,300	-	8,300
GF	2020	19	FM END USER TECHNOLOGY	34,198	4,031	2,096	1,935
GF	2020	19	FM PLAYGROUND/PARKING STUDY	15,000	5,656	-	5,656
GF	2020	19	BRIGADOON TREE/SIDEWALK	75,000	75,000	-	75,000
GF	2020	19	COA REFINISH HARDWOOD FLOORS	7,500	2,812	-	2,812
GF	STM2020	9	40 SCHOOL STREET ENVIRONMENTAL TESTING	10,000	1,100	-	1,100
GF	STM2020	11	105 S MAIN STREET MAINTENANCE	5,000	3,747	-	3,747
GF	2021	10	FIBER OPTIC NETWORK	100,000	100,000	-	100,000
GF	2021	10	MEMORIAL HALL RAMP REPLACEMENT	20,000	20,000	-	20,000
GF	2021	10	PURCHASE BULLET PROOF VESTS	21,000	1,309	854	455
GF	2021	10	ENGINE 4 CABINETS	10,000	2,175	-	2,175
GF	2021	10	OUTFIT/TRAIN NEW FIREFIGHTER	29,310	2,079	1,295	784
GF	2021	10	DIGITIZE INSPECTIONAL SERVICE RECORDS	45,000	45,000	-	45,000
GF	2021	10	HM END USER TECHNOLOGY	144,048	10,415	5,647	4,768
GF	2021	10	FM END USER TECHNOLOGY	80,833	7,096	1,800	5,296
GF	2021	10	MEALS ON WHEELS CAR	35,500	705	70	635
GF	2022	19	CHARTER REVIEW	15,000	15,000	-	15,000
GF	2022	19	CONTRACTUAL SERVICES, UTILITY COMMERCIAL	12,700	12,700	-	12,700
GF	2022	19	CAI ADVANCED QUERY MODULE	1,300	1,300	-	1,300
GF	2022	19	CYCLICAL INSPECTIONS	10,000	10,000	-	10,000
GF	2022	19	EXCHANGE SERVER UPGRADE	7,000	7,000	-	7,000
GF	2022	19	WARRANTY RENEWALS	7,500	7,500	-	7,500
GF	2022	19	CYBERSECURITY PROTECTION	10,000	10,000	-	10,000
GF	2022	19	REPLACE WIRESS ACCESS POINTS	5,000	5,000	-	5,000
GF	2022	19	VMWARE UPGRADES	2,400	2,400	-	2,400
GF	2022	19	MUNIS UPGRADE	10,000	10,000	1,434	8,566
GF	2022	19	HANDICAP RAMP RELACEMENT	25,000	25,000	-	25,000
GF	2022	19	TOWN-WIDE HANDICAP IMPROVEMENTS	10,000	10,000	-	10,000
GF	2022	19	PURCHASE CRUISER RADIOS	8,500	8,500	-	8,500
GF	2022	19	PURCHASE RADAR GUNS	5,000	5,000	-	5,000
GF	2022	19	PURCHASE LICENSE PLATE READER	22,050	22,050	-	22,050
GF	2022	19	TASER REPLACEMENT	6,050	6,050	-	6,050
GF	2022	19	AED REPLACEMENT	9,000	9,000	-	9,000
GF	2022	19	POLICE STATION UPGRADES	10,000	10,000	-	10,000
GF	2022	19	FIRE VEHICLE REPAIRS	7,500	7,500	-	7,500
GF	2022	19	RADIO/TELEPHONE RECORDER	17,080	17,080	-	17,080
GF	2022	19	OUTFIT/TRAIN NEW FIREFIGHTER	25,580	25,580	-	25,580
GF	2022	19	DIGITIZE INSPECTIONAL SERVICE RECORDS	45,000	45,000	-	45,000
GF	2022	19	ESSEX TECH CAPITAL CONTRIBUTION	12,341	12,341	-	12,341
GF	2022	19	REPLACE 2005 MOWER	16,240	16,240	-	16,240
GF	2022	19	DPW BUILDING IMPROVEMENTS	25,000	25,000	-	25,000
GF	2022	19	ADDITIONAL CHAPTER 90	100,000	100,000	7,986	92,014
GF	2022	19	COA BUILDING IMPROVEMENTS	5,700	5,700	4,708	992
CAP PROJ	2019	2	MASTER DESIGN STUDY 105 S MAIN	325,000	62,607	317	62,290
CAP PROJ	2021	10	JOHN DEER TRACTOR	60,000	5,565	-	5,565
CAP PROJ	2021	10	DPW 1 TON DUMP TRUCK	75,000	8,280	287	7,993
CAP PROJ	2021	10	DPW PURCHASE INTERNATIONAL DUMP TRUCK	173,000	1,423	-	1,423
CAP PROJ	2022	19	DPW PURCHASE 2007 ROLL-OFF TRUCK	200,000	200,000	-	200,000
CAP PROJ	2022	19	REPLACE ENGINE 1	710,000	710,000	-	710,000
CEMETERY	2016	26	OAKDALE CEMETERY WORK	63,000	6,308	998	5,310
CEMETERY	2019	18	OAKDALE CEMETERY IMPROVEMENTS	15,000	10,827	7,044	3,783
CPA	2015	34	PHASE 1 RAILS TO TRAILS	130,000	114,519	4,899	109,620
CPA	2018	35	CURTIS SAW MILL PROJECT	4,900	743	-	743
CPA	2019	10	EMILY MAHER PARK IMPROVEMENTS	45,000	14,758	-	14,758
CPA	2020	21	DIGITIZE HISTORIC RECORDS	89,000	236	-	236
CPA	2020	21	RUBCHINUK PARK IRRIGATION	24,500	17,305	-	17,305
CPA	2021	6	COMPLETE DIGITIZATION OF HISTORIC RECORDS	5,000	5,000	-	5,000
CPA	2022	12	TRAMP HOUSE ROOF REPAIRS	17,000	17,000	-	17,000
CPA	2022	12	MUNICIPAL COMPELX COMMONS	300,000	300,000	-	300,000
CPA	2022	12	CAMP CREIGHTON CONSERVATION RESTRICTION	50,000	50,000	-	50,000

**Town of Middleton, MA**  
**Fiscal Year 2022 Encumbrance Expenditures (unaudited)**

<u>Fund</u>	<u>Department</u>	<u>Account Name</u>	<u>Approved</u>	<u>YTD Expended</u>	<u>Balance at 9/30/21</u>
General	Town Accountant	Office Supplies	500	500	-
General	MIS	Telephone	1,012	1,012	-
General	Town Clerk	Operating Supplies	1,615	547	1,068
General	Town Clerk	CAPITAL OUTLAY	5,653	1,080	4,573
General	Conservation	Travel	95	95	-
General	Pub Buildings	Fuel DPW BLDG	129	129	-
General	Police	Electricity/Water	25	25	-
General	Police	Equip Maintenance	346	346	-
General	Police	Printer/Copier	88	88	-
General	Police	Contractual	900	900	-
General	Police	Office Supplies	5	5	-
General	Police	Building Maintenance	26	26	-
General	Police	Travel	2,576	2,576	-
General	Police	New Cruiser	5,635	5,635	-
General	Fire	Building Maintenance	106	106	-
General	Insp. Services	Printing/Copier	115	115	-
General	Insp. Services	Contractual Services	3,000	3,000	-
General	School	Salaries	541,058	541,058	-
General	School	Supplies	179,071	123,765	55,305
General	Other Schools	Out of District Tuition	13,000	12,117	883
General	DPW	Road Machinery Maintenance	35	35	-
General	COA	Other Supplies	2,974	2,964	10
General	Library	Equipment	4,614	4,614	-
General	Library	Programs	480	480	-
General	Library	Books	5,268	-	5,268
General	Unclassified	Health and Dental Ins	2,081	2,081	-
General	Unclassified	Life Insurance	54	48	6
General	Unclassified	Unemployment	306	306	-
			<u>\$ 770,766</u>	<u>\$ 703,652</u>	<u>\$ 67,113</u>

**Town of Middleton, MA**

**Fiscal Year 2022 Revenues (unaudited)**

For the Period Ended GENERAL FUND	BUDGET	9/30/2021	12/31/2021	3/31/2022	6/30/2022	Total	(UNDER)/OVER BUDGET	% RECEIVED
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD REVENUE		
PERSONAL PROPERTY TAXES*	\$	265,974				\$ 265,974	n/a	N/A
REAL ESTATE	32,079,983	7,795,600				7,795,600	(24,284,383)	24.3%
TAX LIEN/TITLE/FORECLOSURE	\$	22,627				\$ 22,627	n/a	N/A
MOTOR VEHICLE EXCISE	2,000,000	158,167				158,167	(1,841,833)	7.9%
OTHER EXCISE - ROOM	\$ 60,000	29,315				\$ 29,315	(30,685)	48.9%
OTHER EXCISE - MEALS	180,000	78,032				78,032	(101,968)	43.4%
PENALTIES AND INTEREST ON TAXES	\$ 80,000	17,128				\$ 17,128	(62,872)	21.4%
PILOT	130,000	-				-	(130,000)	0.0%
PILOT - MELD	\$ 243,253	-				\$ -	(243,253)	0.0%
CHARGES FOR SERVICES - SOLID WASTE FEES	210,000	119,625				119,625	(90,375)	57.0%
FEES	\$ 125,000	47,366				\$ 47,366	(77,634)	37.9%
DEPARTMENTAL REVENUES - LIBRARIES	2,500	313				313	(2,187)	12.5%
DEPARTMENTAL REVENUES - CEMETERIES	\$ 40,000	6,700				\$ 6,700	(33,300)	16.8%
OTHER DEPARTMENTAL REVENUE	140,000	54,856				54,856	(85,144)	39.2%
LICENSES AND PERMITS	\$ 480,000	184,628				\$ 184,628	(295,372)	38.5%
FINES AND FORFEITS	10,000	1,913				1,913	(8,087)	19.1%
INVESTMENT INCOME	\$ 60,000	3,264				\$ 3,264	(56,736)	5.4%
MEDICAID REIMBURSEMENT	20,000	7,434				7,434	(12,566)	37.2%
STATE AID	\$ 2,408,380	649,552				\$ 649,552	(1,758,828)	27.0%
TRANSFERS IN	939,424	884,512				884,512	(54,912)	94.2%
<b>Total GENERAL FUND</b>	<b>\$ 39,208,540</b>	<b>\$ 10,327,006</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,327,006</b>	<b>\$ (28,881,534)</b>	<b>26.3%</b>
<b>Total CPA</b>	<b>\$ 320,000</b>	<b>\$ 66,620</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,620</b>	<b>\$ (253,380)</b>	<b>20.8%</b>
<b>Total WATER FUND</b>	<b>\$ 285,048</b>	<b>\$ 8,120</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,120</b>	<b>\$ (276,928)</b>	<b>2.8%</b>

\* Indicates budgeted figures not available.

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



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

	Fund Balance as of 7/1/2021	Revenue as of 9/30/21	Expenditures as of 9/30/21	Fund Balance as of 9/30/21
RECREATION REVOLVING	\$ 15,226	\$ -	\$ -	\$ 15,226
USER FIELD FEES	15,593	-	-	15,593
COA TRIP FUND	23,698	2,085	(476)	25,306
STORMWATER MANAGEMENT	4,900	100	-	5,000
FIREARMS LICENSES AND PERMITS	23,368	1,175	-	24,543

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

	<b>Fund Balance as of</b> <b>9/30/21</b>	<b>Revenue as of</b> <b>9/30/21</b>	<b>FY 22</b> <b>Appropriation</b>
AMBULANCE FUND	708,672	137,559	(621,821)
PEG	351,015	66,070	(255,270)
OPEB*	1,982,319	43,256	75,000
STABILIZATION*	2,030,189	2,668	75,000
CAPITAL STABILIZATION*	684,199	(1,131)	(30,175)
RETIREMENT STABILIZATION*	324,257	903	25,000
SPED STABILIZATION*	359,149	4,746	130,000
SPED RESERVE FUND*	150,129	(6)	-

\* Revenue amount indicates interest only.



# 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**

## INTER-OFFICE MEMO



To: Town Administrator Andrew Sheehan

From: Chief William Sampson

Date: 10/18/2021

Re: Recommendation to Promote Police Sergeant Matthew Armitage to Police Captain

This memo shall serve as my recommendation to promote Sergeant Matthew Armitage to the position of Police Captain with the Middleton Police Department. When I was appointed as Police Chief, I was tasked evaluating the Middleton Police Department's staff and determine who, if anyone, should be considered for the newly created Police Captain position. Over the past seven months, I have conducted such evaluations and believe Sergeant Matthew Armitage possesses the necessary training, experience, and leadership qualities to serve as the Police Captain. Thank you in advance for your consideration and please feel free to contact me if you have any questions or concerns.

<b>MIDDLETON POLICE DEPARTMENT</b>		Department Manual: Policy No. 1.03
<b>REPORTING ABUSE, EXCESSIVE FORCE, OR MISCONDUCT BY LAW ENFORCEMENT PERSONNEL</b>		
<b>MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED:</b> <b>Statutory: AN ACT RELATIVE TO JUSTICE, EQUITY AND ACCOUNTABILITY IN LAW ENFORCEMENT IN THE COMMONWEALTH;</b>  <b>IACP Model Policy: Retaliatory Conduct (June 2020)</b>		<b>GENERAL ORDER</b>
<b>Effective Date:</b> <b>October 25, 2021</b> <b>Ref. <u>NEW</u></b> <b>Use of Force Regulations</b> <b>550 CMR 6.00</b> <b>M.G.L. Chapter 6E §§14,15</b>	<b>Issuing Authority</b> <i>William P. Sampson</i> <b>William P. Sampson</b> <b>Chief of Police</b>	

## I. PURPOSE

Pursuant to **550 CMR 6.07; M.G.L c. 6E §15 (c)**, all "[l]aw enforcement agencies shall develop and implement a policy and procedure for law enforcement personnel, including but not limited to law enforcement officers, to report abuse by other law enforcement personnel, including but not limited to law enforcement officers, without fear of retaliation or actual retaliation." [Emphasis Added].

In the interest of maintaining a harmonious workplace environment, it shall be both the purpose and intention of this policy to complement the high level of departmental integrity, transparency and accountability that exists. Further, such policy shall serve to continue to avoid any potential hostile or harassing treatment of fellow employees/officers by requiring the mandatory reporting of all serious infractions of departmental policy, procedure, or rules as well as the violation of any local, state or federal laws allegedly committed by any law enforcement officer and by prohibiting any type of retaliatory conduct or action against any employees who make such reports pertaining to allegations of misconduct or illegal activity.

## II. POLICY

The Middleton Police Department strictly prohibits any type of retaliatory conduct against or interference with any employee who either reports, assists, or seeks to report breaches of department policy, procedures, or rules and/or violations of local, state or federal law allegedly committed by a law enforcement officer. In addition, such employees who report abuse, misconduct, excessive force, or violations of the law, allegedly committed by other law enforcement personnel, shall do so without fear of retaliation or actual retaliation.

## III. DEFINITIONS

**Affirmative Duty**: The personal responsibility and obligation of an employee to report wrongdoing or prohibited conduct — rather than to provide such information only when requested to do so.

**False Report**: A report that is not made in good faith and is based on information that is known or reasonably likely to be inaccurate; intentionally or negligently ignores exculpatory or mitigating information; or is made with the purpose of harassing or wrongly incriminating another employee.

**Good Faith Report**: A report that provides allegations concerning an employee who is reasonably believed to have purposely committed a serious violation of departmental policy, procedures, rules, or laws.

**Public Disclosures**: Statements made to the media or information entered in any forum that is available to the public—such as social media websites—that provides information that is critical of this department, its personnel, or both.

**Retaliatory Conduct**: Conduct or action designed to serve as retribution against an employee who, in good faith, has reported or otherwise provided information regarding misconduct against another employee.

- In the context of this policy, retaliatory conduct includes any deliberate, purposeful actions or failures to act directed against employees that cause or that could reasonably be expected to cause physical harm, property damage, significant emotional stress, or other serious negative effect on another employee; designed to ridicule or embarrass; or could seriously impair the efficiency, safety, or effectiveness of that employee, this department, or both.
- Such conduct may take many forms, including but not limited to bullying; persistent offensive comments, threats, or intimidation; false accusations; isolation; ostracism; posting of secure or personal information on the Internet; or acts that malign or disparage an individual's reputation.

**Serious Acts of Misconduct:** A deliberate act or failure to act that could reasonably form the basis for significant disciplinary action against an employee. Such disciplinary action is usually in the form of suspension, reduction in rank, reassignment/transfer, termination or other separation from employment.

#### IV. DUTY TO: INTERVENE / REPORT / WRITTEN REPORT

(a) An officer present and observing another officer using or attempting to use physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances, **shall intervene** to prevent the observed officer's use of unnecessary or unreasonable force, regardless of the rank of the officer so observed, unless intervening would result in imminent harm to the officer or another identifiable individual.<sup>1</sup>

(b) An officer who observes another officer using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances **shall report the incident to an appropriate supervisor** as soon as reasonably possible but not later than the end of the officer's shift. The officer **shall prepare a detailed written statement describing the incident** consistent with uniform protocols. The officer's written statement shall be included in the supervisor's report.<sup>2</sup>

(c) A law enforcement agency shall develop and implement a policy and procedure for law enforcement personnel to report abuse by other law enforcement personnel without fear of retaliation or actual retaliation.<sup>3</sup>

(d) The failure of a law enforcement officer to intervene as set forth herein may subject the officer to de-certification by the Commission.<sup>4</sup>

#### V. PROCEDURES

##### A. Duty to Report Misconduct:

1. All employees of this department have an affirmative duty to report all serious acts of misconduct both verbally to a supervisor and in writing. Failure to report shall result in corrective or disciplinary action.

2. Serious acts of misconduct should be reported to the complaining employee's immediate supervisor. If the supervisor is suspected of involvement in the misconduct, the report should be made to the next higher-ranking employee in the department's chain of command.

<sup>1</sup> M.G.L. Chapter 6E Section 15 (a); 550 CMR 6.06

<sup>2</sup> M.G.L. Chapter 6E Section 15 (b)

<sup>3</sup> M.G.L. Chapter 6E Section 15 (c); 550 CMR 6.06

<sup>4</sup> 550 CMR 6.06

3. In situations involving highly egregious offenses or illegality that may have serious or broader implications, a complaint may be made directly to the chief of police. Examples include, but are not limited to, broad-based corruption, conspiracy among employees, or offenses involving or including high-ranking officers or members of government.

4. All employees have an affirmative duty to cooperate fully during the investigation of any allegation of employee misconduct whether conducted by this department or another authorized authority.<sup>5</sup>

#### **B. Retaliatory Conduct:**

1. Retaliatory actions against employees who make good faith complaints or disclosures of misconduct against another employee are strictly prohibited. Such acts will form the basis for charges of misconduct, resulting in serious disciplinary action. Any complaint of retaliatory conduct shall be submitted to the complaining employee's supervisor. If the supervisor is the subject of, or is involved in the complaint, an employee shall submit the complaint to the next higher-ranking employee in the chain of command. Such complaints shall thereafter be submitted to the Internal Affairs Unit.

2. Additionally, any employees who has been subjected to any form of retaliatory conduct by fellow employees are strongly encouraged to seek assistance through peer counseling or other services, as available from this department's employee assistance program or additional services offered by the Town of Middleton's Human Resources Department.

#### **C. Public Disclosures and Legal Remedies:**

1. This policy does not limit an employee's right to make public disclosures that are deemed to be of public concern and are thus protected by the First Amendment. Please remember that protection of speech regarding employment has certain limitations, so employees are encouraged to consult with the Town of Middleton's Legal Counsel and/or the Chief of Police on work-related speech and dissemination of information prior to making such public disclosures.

2. This policy in no way limits the right of employees to file complaints or grievances<sup>6</sup>, both within or outside governmental authorities or to initiate appropriate legal action. Individuals taking such actions are afforded the same protections against retaliatory conduct as other employees.

---

<sup>5</sup> See Policy No. 4.01 Internal Investigation Policy

<sup>6</sup> See Policy No. 4.41 Collecting Bargaining and Grievance Procedure

**D. Prevention of Misconduct:**

1. Prevention of serious employee misconduct and promotion of a principled and effective work environment free of harassment and hostility requires that all employees abide by this policy.
2. First-line supervisors bear an important responsibility to ensure that all employees under their supervision fully understand the importance of adherence to all departmental policies, procedures, and rules and that they understand the department's commitment to ensuring employee compliance with the provisions of Chapter 253 of the Acts of 2020 (e.g., Police Reform Legislation). First-line supervisors shall also monitor their officers and provide any support to those who are directly impacted by any such potential retaliatory conduct.
3. The Captain and the Sergeants shall ensure that employees are thoroughly familiar with the provisions of this policy by ensuring timely discussions at Shift Roll Call Briefings as well as during Annual In-Service Training.



# Town of Middleton Massachusetts

5.



## 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 various items in the FY 2022 budget.

**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 \$65,000 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 appropriate \$200 to 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 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 9.** 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 and requires a 2/3 majority.

**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 \$55,000 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 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 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

# DRAFT (SUBJECT TO CHANGE)

Article #	Description	Proposed Free Cash			Notes
		Tax Levy	Contribution	Other	
STM 2	FY 22 supplemental appropriations and transfers				
	Comp and Class Adjustments	\$ -	\$ -	\$ 43,427.63	Transfer from Comp Reserve
	Essex Tech Capital	\$ -	\$ 176.00	\$ -	
	Building Maintenance - Fire Dept.	\$ -	\$ 28,410.38	\$ -	
	Ambulance Supplies	\$ -	\$ 13,020.00	\$ -	
	Medicare	\$ 10,000.00	\$ -	\$ -	
	Town Clerk Capital	\$ 11,400.00	\$ -	\$ -	
	<b>Total Article</b>	<b>\$ 21,400.00</b>	<b>\$ 41,606.38</b>	<b>\$ 43,427.63</b>	
STM 3	Union Contracts (AFSCME DPW)	\$ 30,000.00	\$ 35,000.00	\$ -	
	<b>Total Article</b>	<b>\$ 30,000.00</b>	<b>\$ 35,000.00</b>	<b>\$ -</b>	
STM 4	Prior Year Bills	\$ -	\$ 181.22	\$ -	
	<b>Total Article</b>	<b>\$ -</b>	<b>\$ 181.22</b>	<b>\$ -</b>	
STM 5	Appropriations and transfers to reserve accounts				
	Stabilization Fund	\$ -	\$ 150,000.00	\$ -	
	Capital Stabilization Fund	\$ -	\$ 200,000.00	\$ -	
	Pension Stabilization Fund	\$ -	\$ 100,000.00	\$ -	
	Other Post-Employment Benefits Liability Irrevocable Trust Fund	\$ -	\$ 100,000.00	\$ -	
	<b>Total Article</b>	<b>\$ -</b>	<b>\$ 550,000.00</b>	<b>\$ -</b>	
STM 7	Transfer to Facilities Complex Stabilization Fund	\$ -	\$ 250,000.00	\$ -	
	<b>Total Article</b>	<b>\$ -</b>	<b>\$ 250,000.00</b>	<b>\$ -</b>	
STM 8	Transfer to Sidewalk & Pedestrian Stabilization Fund	\$ -	\$ 158,800.00	\$ -	
	<b>Total Article</b>	<b>\$ -</b>	<b>\$ 158,800.00</b>	<b>\$ -</b>	
STM 9	Design of sidewalks on Boston Street	\$ -	\$ -	\$ -	Sidewalk/Ped Stab. Fund Amount TBD
	<b>Total Article</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
STM 11	Information Technology and Cybersecurity upgrades	\$ -	\$ 55,000.00	\$ -	
	<b>Total Article</b>	<b>\$ -</b>	<b>\$ 55,000.00</b>	<b>\$ -</b>	
<b>Warrant Book Totals</b>		<b>\$ 51,400.00</b>	<b>\$ 1,090,587.60</b>	<b>\$ 43,427.63</b>	

## **Parliamentary Procedures and Rules for Town Meeting**

Town Meetings operate under a version of parliamentary procedure described in *Town Meeting Time*, a manual written and updated by the Massachusetts Moderators Association. In addition to the procedures set forth in *Town Meeting Time*, Town Meetings also are subject to various laws, local rules and habits that evolved over time. The following describes some of the most frequently used rules and procedures of Town Meeting in an effort to help Middleton voters enjoy and participate in our Town Meeting.

### **Rules and Procedures:**

1. The Moderator presides over Town Meeting and regulates the proceedings, decides all questions of order, and makes public declarations of all votes.
2. Any registered Middleton voter may speak to any Article, but all must speak politely and respectfully. Civility is required at all times
3. Voters must be recognized by the Moderator before speaking on any Article.
4. All debate must be directed through the Moderator and not to any individual.
5. Many voters may wish to speak on a topic. Therefore, it is important that speakers be direct and to the point. Speakers are encouraged to add new points to the debate rather than repeat what has already been stated.
6. Attendees are advised to listen closely to the motion as read and projected on the screen. The motion puts the Warrant Article in play and it is the motion that is voted on, not the Article as written in the Warrant. However, there should be a strong similarity between the motion and the Article.
7. Voting is most often done by voice vote. When a voice vote is not clear, the Moderator may call for a standing or counted vote to be taken.
8. The Moderator's judgment can be questioned as to the accuracy of a voice or standing vote as announced. If seven (7) people request a recount of the votes, it shall be done.
9. A voter may move to Amend an Article. Any amendment a voter intends to offer at the meeting should be submitted and reviewed by the Town Clerk, Town Counsel, and the Moderator at least two weeks in advance of the Meeting. There are times that an amendment that was not anticipated is offered by a voter during the Meeting. In such a case, the Meeting will be recessed for the Town Clerk, Town Counsel, and Moderator to review the proposed amendment and make legal and procedural recommendations if appropriate.
10. Any slide presentations, documents or demonstrations a Voter wishes to submit at Town Meeting must be made available for review by the Moderator and Town Clerk at least two weeks in advance of the meeting.

### **More Formal Parliamentary Procedures:**

**Quorum** is the minimum number of voters who must be present before the Town Meeting can transact business. Middleton's quorum is 100.

### **Consent Agenda**

A Consent Agenda groups non-controversial Articles together under one motion in order to save time in a Town Meeting. A Consent Agenda motion allows for multiple motions, under selected Warrant Articles, to be acted upon as one consolidated motion and voted without sponsor presentation and debate. If seven (7) voters raise their cards and state "Hold" on any Article, the Moderator will remove that Article from the Consent Agenda and that Article will be considered in the usual course of business. The remaining Articles will be voted as a unit.

## **Motions**

***Dissolve:*** The motion to *dissolve* ends the Town meeting and is appropriate only when all business is completed.

***Fix the time to adjourn*** indicates when a given Town Meeting session will end and when the next session will begin.

***Lay on the table*** is a motion used to end debate temporarily or permanently on a given motion. A motion laid on the table may remain there forever, or may be retrieved by the appropriate "take from the table" vote.

***The previous question*** cuts off debate immediately and causes a vote on the article or amendment under discussion.

***Limit debate*** is a motion generally used to put a specific time limit on a motion or time limits on individual speakers.

***Postpone to a time certain*** is a motion generally used to rearrange the order of the articles (or a single article) in the warrant.

***Amend:*** Many types of motions can be amended. After the amendment is disposed of by a vote, the primary motion, either so amended or not, comes back to the body for further discussion and vote.

***Postpone Indefinitely*** serves the same basic purpose as laying a motion on the table except that it is debatable and requires only a majority vote. If the postpone motion carries, the motion to which it applies is dead.

***Point of Order*** - Anyone at any time may rise to a point of order and interrupt the speaker, simply stating, "Point of order, Madame Moderator." The Moderator will immediately stop discussion, listen to the point of order and rule on its validity. Points of order may relate to many issues; for example, the right of a speaker to the floor, proper procedures, indecorous conduct, or an error on the part of the Moderator.

***Main Motions*** are made when no other business is pending and are the devices used to bring a warrant article to the floor for discussion.

***Reconsideration*** Moderators in Middleton traditionally have not allowed motions to reconsider.





## Town of Middleton

Memorial Hall

48 South Main Street

Middleton, Massachusetts

01949-2253

978-774-3589

[www.middletonma.gov](http://www.middletonma.gov)

### 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: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Bus. Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Background Experience: \_\_\_\_\_

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

- |                               |  |
|-------------------------------|--|
| _____ Board of Health         | _____ Recreation Commission                              |
| _____ Council on Aging        | _____ Historical Commission                              |
| _____ Finance Committee       | _____ Planning Board                                     |
| _____ Board of Appeals        | _____ Charter Review Committee                           |
| _____ Master Plan Committee   | _____ Library Services                                   |
| _____ Conservation Commission | _____ Industrial Commercial Development Review Committee |
| _____ Cultural Council        | _____ Zoning Bylaw Review Committee                      |

Amount of Time Available: \_\_\_\_\_

Are you available year round for committee meetings? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, when are you available?

\_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Autumn

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

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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)



**Town of Middleton  
48 South Main Street  
Middleton, MA 01949**



**SELECT BOARD**  
Town of Middleton  
48 South Main Street  
Middleton, Massachusetts  
01949-2253  
978-777-3617  
[www.middletonma.gov](http://www.middletonma.gov)

**PUBLIC NOTICE**  
**ADJUSTMENT OF TOWN MEETING QUORUM REQUIREMENTS**

Pursuant to Section 7 of Chapter 92 of the Acts of 2020, the Middleton Select Board will meet to consider an adjustment of Town Meeting quorum requirements. The Board will meet on Tuesday, November 2, 2021 at 7:00PM. The meeting will be held at the Fuller Meadow School, Nathan Media Center, 143 South Main Street, Middleton. Interested parties may attend in-person or via Zoom by using the following link.

The link to the meeting is:

<https://us02web.zoom.us/j/89488864409?pwd=Y2UrUUd5MjRrTmlzenROdmNlQnQvUT09>

**MIDDLETON SELECT BOARD**

Posted: October 25, 2021

*Chapter  
of the Acts of 2020*

T H E C O M M O N W E A L T H O F M A S S A C H U S E T T S

*In the One Hundred and Ninety-First General Court*

AN ACT RELATIVE TO MUNICIPAL GOVERNANCE DURING THE COVID-19 EMERGENCY.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to protect forthwith both public health and the viability of town meetings in the face of the state, national and global public health emergencies existing as a result of the COVID-19 pandemic, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public health and convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Subsection (a) of section 1 of chapter 45 of the acts of 2020 is hereby amended by striking out the words "May 30, 2020" and inserting in place thereof the following words:- June 30, 2020.

SECTION 2. Said subsection (a) of said section 1 of said chapter 45 is hereby further amended by striking out the words "June 30, 2020" and inserting in place thereof the following words:- August 1, 2020.

SECTION 3. Said chapter 45 is hereby further amended by inserting after said section 1 the following section:-

SECTION 1A. The select board, board of selectmen, town council or board of registrars may vote to eliminate a municipal caucus, scheduled to occur between March 23, 2020 and July 31, 2020, if such board concludes that holding the municipal caucus would constitute a threat to the public health and safety due to the 2019 novel coronavirus, also known as COVID-19. In any town that eliminates the municipal caucus, nomination papers shall be used to nominate candidates pursuant to sections 7 and 10 of chapter 53 of the General Laws; provided, however, that such nomination papers shall be signed by not fewer than 10 registered voters of the town; provided, however, that to the extent that the forty-ninth day prior to the date of the election has passed, nomination papers shall be made available immediately, and shall be returned to the office of the board of registrars for certification no later than the date designated by the town clerk, which shall be no earlier than 36 days and no later than 32 days prior to the date of the election; provided further, that candidates shall be notified if their names will be placed on the ballot on the next business day after the deadline for filing, and the time for filing withdrawals and objections shall expire at 5:00 p.m. on the following business day.

SECTION 4. The second paragraph of section 4 of said chapter 45 is hereby amended by striking out the words "June 30, 2020" and inserting in place thereof the following words:- August 1, 2020.

SECTION 5. Subsection (a) of section 5 of said chapter 45 is hereby amended by striking out the words "June 30, 2020" and inserting in place thereof the following words:- August 1, 2020.

SECTION 6. The second sentence of section 11 of chapter 53 of the acts of 2020 is hereby amended by striking out the words "a city or town shall not" and inserting in place thereof the following words:- a city, town or district shall not.

SECTION 7. (a) Notwithstanding section 13 of chapter 39 of the General Laws or any other general or special law, charter provision or by-law to the contrary, a town may act by vote of its select board or board of selectmen, in consultation and with the approval of the town moderator, to prescribe the number of voters necessary to constitute a quorum at any town meeting held during the governor's March 10, 2020 declaration of a state of emergency at a number that is less than the number that would otherwise be required by law, town by-law or town charter; provided, however, that the number of voters necessary to constitute a quorum shall not be less than 10 per cent of the number that would otherwise be required.

(b) The select board or board of selectmen shall publish notice of its intention to consider an adjustment of town meeting quorum requirements under this section not less than 7 days before the vote of the select board or board of selectmen. The select board or board of selectmen shall provide for adequate means of public access that will allow interested members of the public to clearly follow the deliberations of the select board or board of selectmen on making a quorum adjustment as those deliberations are occurring.

(c) Not less than 10 days after a vote of the select board or board of selectmen to adjust the quorum requirement under this section, the town clerk shall notify the attorney general of the adjusted quorum requirement.

(d) All actions taken pursuant to this section are hereby ratified, validated and confirmed to the same extent as if the town meeting had been conducted in accordance with all other applicable laws, charter provisions, ordinances and by-laws.

SECTION 8. (a) Notwithstanding any general or special law, charter provision, ordinance or by-law to the contrary, in order to address disruptions caused by the outbreak of the 2019 novel coronavirus, also known as COVID-19, during the governor's March 10, 2020 declaration of a state of emergency, if the moderator in a town having a representative town meeting form of government determines that it is not possible to safely assemble the town meeting members and interested members of the public in a common location while complying with any applicable state or local orders, directives or guidance concerning public assemblies, the moderator may request that the

# Town of Middleton



Map Prepared for the Town of Middleton  
Courtesy of William F. Galvin, Census Liaison  
Secretary of the Commonwealth

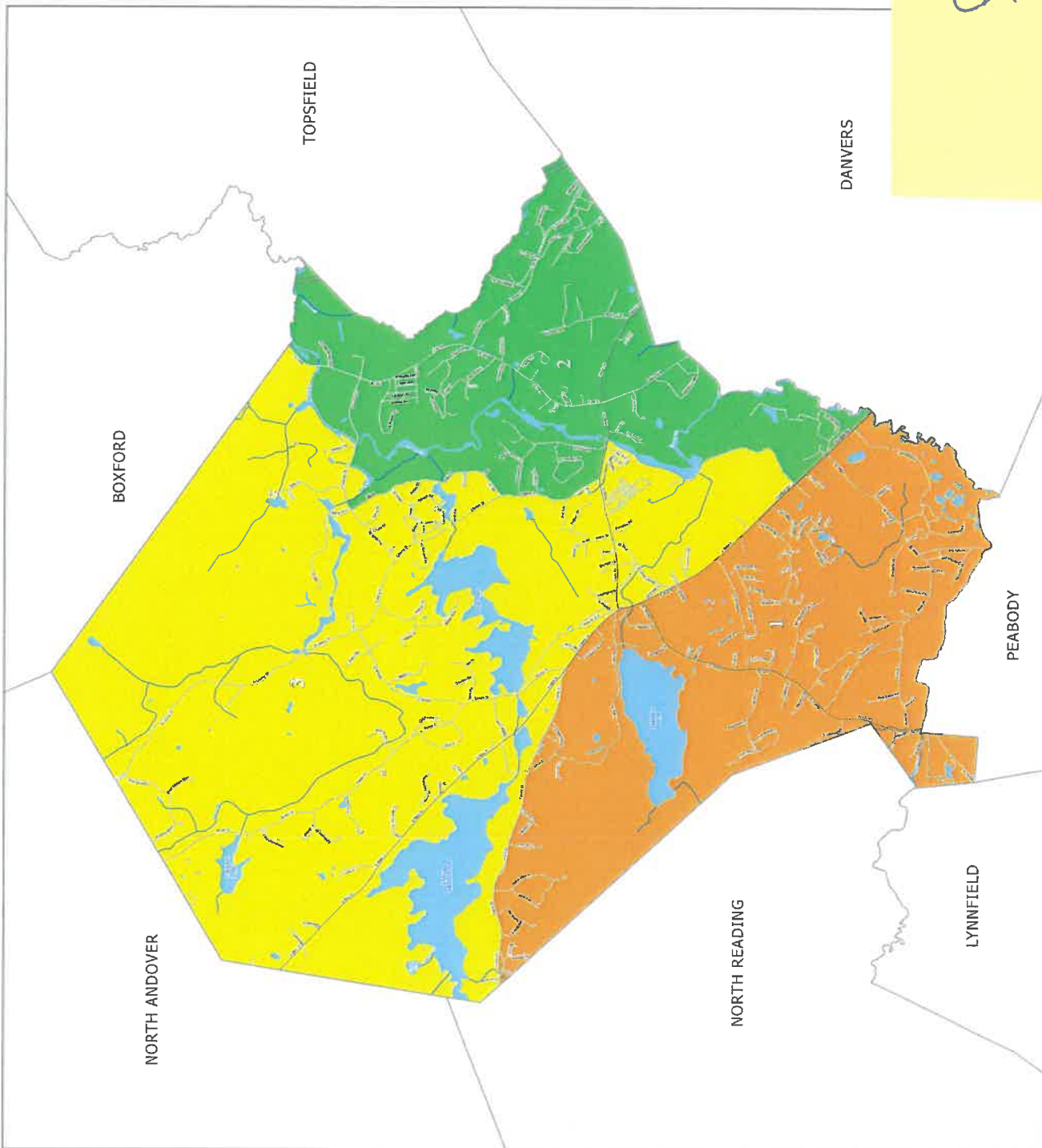
## 2020 Population -- 9,779

Minimum 5%	Target Population	Maximum 5%
2,786	2,933	3,080

## Precinct Boundaries Middleton

Precinct	2020 Population	Variance
1	3,365	3.22
2	3,155	-3.22
3	3,259	-0.03

Population is based on the official U.S. 2020 Census block-level data.  
Boundaries effective December 31, 2021



9.

**MEMORANDUM OF UNDERSTANDING  
FOR THE ESTABLISHMENT AND MAINTENANCE OF  
THE ESSEX COUNTY TRI-TOWN SHARED HEALTH INITIATIVE**

This AGREEMENT is made by and between the Massachusetts towns of Topsfield, Middlesex, and Boxford (hereinafter "the Participating Municipalities" or "Municipalities") for the purpose of the establishment, operation, and maintenance of the Essex County Tri-Town Shared Health Initiative.

WHEREAS, the Participating Municipalities are to staff, maintain and operate public health departments, which are a proper governmental function and service;

WHEREAS, the Chief Executives of the Municipalities agree that they share many of the same public health challenges and could therefore benefit from collaboration in addressing those challenges;

WHEREAS, each of the Participating Municipalities has determined that it is mutually beneficial to share between them the services and costs associated with the employment of some shared public health staff and other costs to enhance public health capabilities between the municipalities to achieve the goals of the Municipalities; and,

WHEREAS, the Participating Municipalities were awarded funding to support a cross-jurisdictional public health sharing agreement from the Massachusetts Office of Local and Regional Health (hereinafter "OLRH") via RFR 214333, the Public Health Excellence Grant Program for Shared Services;

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

1. The Participating Municipalities hereby establish the Essex County Tri-Town Shared Health Initiative (hereinafter "the Shared Health Initiative") for the purpose of engaging, and equipping shared public health contractors (hereinafter Shared Contractors") to provide direct public health services. Shared Contractors are to serve each of the Participating Municipalities and to fulfill their respective duties, to be found in the job or contractor descriptions in APPENDIX A.
2. The Participating Municipalities agree to develop and adopt an Annual Workplan. The Annual Workplan shall include a list of goals and priorities that the Participating Municipalities aim to accomplish in the upcoming Fiscal Year. The Annual Workplan shall also include intended efforts to be conducted by the Shared Health Initiative contractors, including proposed allotments of time, office or workspace, use of software and hardware, and communication practices. The Annual Workplan for the initial year of this agreement can be found in APPENDIX B.
3. The Participating Municipalities reserve the right to engage other outside consultants or consulting services to fulfil all or part of the goals and priorities outlined in the Annual Workplan. The procurement and contracting process must comply with M.G.L. Chapter 30B and other relevant municipal procurement statutes, thresholds, and laws. Each hired

consultant will be subject to contracts and the parameters outlined within those contracts.

4. The Participating Municipalities agree to participate in the policy making for the Shared Health Initiative and the procurement process of the Shared Contractors. Each Participating Municipality, through its Select Board or its designee, shall be given one vote and decisions shall be approved by consensus of all Participating Municipalities. In the event that the Participating Municipalities are unable to reach consensus, Town of Topsfield as grant recipient and fiscal agent retains the ability to provide a final decision.
5. Town of Topsfield will serve as the fiscal agent for the Shared Health Initiative with responsibility for effectively managing and accounting for shared assets of the Participating Municipalities and operating the Shared Health Initiative as described in the sections above. Town of Topsfield or an agent of the Town of Topsfield, will be responsible for grant management including providing grant deliverables, acting as the primary OLRH point of contact for the grant, and attending all requirement meetings and trainings. Town of Topsfield is also responsible for management of positions in accordance with grant requirements and decisions among the Participating Municipalities.
6. For all purposes, the employees and equipment of the respective Participating Municipal will remain employees and property of the Participating Municipality, including but not limited to employee benefits and workers' compensation. Each Participating Municipality shall indemnify and hold harmless all other Participating Municipalities for any liability caused by the action or inaction of the Participating Municipality's employees and agents, from and against all claims, damages, liabilities, injuries, costs, fees, expenses, or losses, including, without limitation, reasonable attorney's fees and costs of investigation and litigation.

This AGREEMENT shall take effect on November 1, 2021 and shall be in effect until June 30<sup>th</sup>, 2023 unless it is superseded by a further inter-municipal agreement before that date. If any or all of the three anticipated three-year renewal options are exercised between the Participating Municipalities and the OLRH, this AGREEMENT shall be automatically extended, except if any Participating Municipality seeks withdrawal.

If a Participating Municipality seeks to withdraw from this AGREEMENT before it concludes, they shall inform the other Participating Municipalities in writing of their plans 90 days before their withdrawal will go into effect. Any Participating Municipality that withdraws is nevertheless obligated to honor their commitment to the Shared Health Initiative and provide any required documents to the Shared Health Initiative and/or the OLRH to complete withdrawal.

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

This AGREEMENT incorporates all applicable provisions of Massachusetts law, including but not limited to MGL Chapter 40 §4A. The Shared Health Initiative: will maintain accurate and



comprehensive records of services performed, costs incurred, and reimbursements and contributions received; shall perform regular audits of such records; and will render periodic financial statements to all participants.

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

**SIGNATURE PAGE:**

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**City/Town**

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**City/Town**

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**City/Town**

\*\*\*\*\*

## Appendix A – Contractor Descriptions

(FY 22 Contractor descriptions to be included)

### Shared Public Health Nurse

The Shared Public Health Nurse position is responsible for assisting and collaborating with the existing Public Health Directors and Nurses serving the Towns of Topsfield, Middleton and Boxford.

Essential Function	Activities
Conduct communicable disease investigation, surveillance, and case management*	<ul style="list-style-type: none"> <li>Support existing PHNs in Monitor, maintain, and revise electronic records in MAVEN for communicable disease investigation, surveillance and case management</li> </ul>
Implement and administer Public Health Programs, Population Health Programs	<ul style="list-style-type: none"> <li>Lead and support programs and initiatives that include, but not limited to, substance misuse disorder, mental health, elder abuse, domestic violence, suicide, and depression.</li> <li>Conduct program work at the direction of Tri-Town Health Directors and Existing PHN's and associated and in collaboration with entities such as, but not limited to, Elder Services, Tri-Town Coalition, Council on Aging, Local Community Health Providers.</li> </ul>
Investigate and conduct necessary follow-up for any suspected food poisoning outbreaks	<ul style="list-style-type: none"> <li>Work with local sanitarians if suspected food poisoning can be traced back to a public establishment</li> </ul>
Conduct regular immunizations clinics in various locations	<ul style="list-style-type: none"> <li>Coordinate with appropriate municipal department (i.e., Council on Aging, schools, etc.) for the planning and administration of influenza, pneumonia, shingles, DTaP/Tdap, Polio, MMR, Hepatitis B, Varicella vaccines.</li> <li>Publicize annual immunization clinics on social media, town website, town hall, library, etc.</li> </ul>
Maintain immunization records	<ul style="list-style-type: none"> <li>Coordinate with Local School Districts</li> </ul>
Provide health promotion programming	<ul style="list-style-type: none"> <li>Coordinate with appropriate municipal departments to implement health promoting clinics such as blood pressure clinics, health assessments, diabetes screening, cholesterol testing, etc.</li> </ul>

#### Time Allotment

All efforts will be made on a weekly basis for the Shared Public Health Nurse to be available exclusively to each community as equally as possible and also when necessary to be available for Tri-Town Public Health Initiative collaborative efforts.

DRAFT

## Shared Public Health Inspector

The Shared Public Health Inspector position is responsible for assisting and collaborating with the existing Public Health Directors serving the Towns of Topsfield, Middleton and Boxford.

Essential Function	Activities
<p>Routine and compliant housing inspections and other investigatory work pertaining to the enforcement of Minimum Standards of Human Habitations and other local by-laws and ordinances.</p>	<ul style="list-style-type: none"> <li>• Investigate and respond to complaints to unsanitary, dangerous and/or unsafe living conditions and environments, including fire, build safety, asbestos removal, lead paint inspections, etc.</li> <li>• Enforce various state government and municipal ordinances, other regulations, and sanitary and environmental codes regarding public health and safety.</li> <li>• Interdepartmental inspections of residential properties with the Building Department, Fire Department and Police Department.</li> <li>• Perform inspection, answer questions, review plans, and review relevant regulations and scientific information in order to enforce appropriate regulations.</li> <li>• Manage court complaints and prosecution of cases of non-compliance using administrative and/or judicial procedures</li> <li>• Respond and manage to complaints relating to hoarding.</li> </ul>
<p>Routine and compliant food inspections pertaining to the enforcement of the Minimum Sanitation Standards for Food Establishments and other local by-laws and ordinances.</p>	<ul style="list-style-type: none"> <li>• Conduct routine inspections and licensing of food service establishments</li> <li>• Conduct risk-based food inspections based on food establishment inspection history, menu, size, and complexity of food operations</li> <li>• Response to and enforcement of state and local regulations concerning food handling, serving and storage,</li> <li>• Education of food handlers on prevention of food-borne illness</li> <li>• Review plans for the construction of new food establishments.</li> </ul>
<p>Additional environmental health inspections as required</p>	<ul style="list-style-type: none"> <li>• Inspections of pools, beaches, and camps</li> <li>• Inspections of massage and body art</li> <li>• Inspections of septic systems</li> <li>• Soil testing</li> </ul>

Essential Function	Activities
	<ul style="list-style-type: none"> <li>• Inspection of domestic wells</li> <li>• Other environmental health inspections as determined</li> </ul>

#### Time Allotment

All efforts will be made on a weekly basis for the Shared Public Health Inspector to be available exclusively to each community as equally as possible and also when necessary to be available for Tri-Town Public Health Initiative collaborative efforts.

## **Appendix B - Annual Workplan**

(Excel spreadsheets provided in a separate document)

DRAFT