

MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, DECEMBER 14, 2021

6:30 PM

This meeting is being recorded

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

<https://us02web.zoom.us/j/81345760488?pwd=cEZDbEJvWUtaaU5sUlZ1bkEybDVwdz09>

- 1 6:30 Executive Session under GL c. 30A, s. 21(a)(3) with respect to negotiations with non-union personnel, namely the Police Captain
- 2 6:45 Review and execute contract with Police Captain Matthew Armitage; the Town Clerk will be present to administer the oath
- 3 7:00 Warrants: 2212 and 2213
Minutes: Open Session: December 7, 2021
Town Administrator updates and reports
- 4 7:05 Public Comment Period
- 5 7:10 Vote to accept donations to the Middleton Food Pantry and the Veterans Donation Account from organizers of the Turkey Trot; Courtney Lee
- 6 7:20 Review and vote to appoint Madison Alley as Assistant Treasurer-Collector/Payroll & Benefits Coordinator
- 7 7:25 Review and consider request from Marco Stefanelli to amend the fee with respect to the transfer and renewal of licenses for Chanco's/Marco's at 119 South Main Street; Atty. Jill Mann
- 8 7:30 Discussion of State-mandated COVID policies in schools
- 9 7:40 Review and vote to sign Conflict of Interest disclosure for Natasha Bansfield
- 10 7:50 Review and announce that the Massachusetts Department of Conservation & Recreation may acquire an interest in a parcel of land located in Middleton known as Camp Creighton Pond and vote on DCR's request that the Town waive the 120 day notice period
- 11 7:55 Review and adopt pedestrian summit implementation plan
- 12 8:00 Review and vote on annual license renewals
- 13 8:10 Review and vote to accept donations and grants:
 - \$500 donation to the Middleton Food Pantry from Heidi & Jonathan Sawyer
 - \$7,500 grant to the Town for an electronic sign board from Massachusetts Interlocal Insurance Association
- 14 8:20 New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

Upcoming Meetings: December 28
January 11 & 25

Regular SB Meeting – tentative
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.

3.

Minutes of the MIDDLETON SELECT BOARD
Memorial Hall
48 South Main Street, Middleton, MA 01949
December 7, 2021 5:30 PM

Present: Clerk Timothy Houten, Jeffrey Garber

Present Remotely via Zoom: Chair Brian Cresta, Kosta Prentakis, Rick Kassiotis

Absent: None

Others Present: Town Administrator Andy Sheehan, Assistant Town Administrator Jackie Bresnahan, Town Clerk Ilene Twiss, Board of Assessors chair Debbie Carbone

5:30 PM With a quorum present, Clerk Timothy Houten called the meeting to order.

Due to the Chair's participation remotely, the Clerk chaired the meeting.

The Board needs to affirm the votes taken by the Board at its November 30, 2021 meeting which included the tax classification public hearing with a presentation by the Assessors and public comment. Final certification had not been received from the Department of Revenue at that time. Now that final certification has been received the Board needs to take further action.

There was a **MOTION** made by **Jeffrey Garber**, and seconded by **Brian Cresta** that the Board affirm that action taken on November 30, 2021 which included

1. To discount up to 25% of Open Space – **No**
2. To adopt up to a 20% Residential Exemption - **No**
3. To adopt up to a 10% Small Commercial Exemption - **No**
4. To determine the percentage of the tax levy to be borne by the two main property classes: Residential and CIP (Commercial, Industrial and Personal): 100% factor or unity for both classes – **United rate**

The motion carried unanimously.

12/14/21 Meeting Town Administrator Andy Sheehan confirmed a 6:30 pm start time for Executive Session and a 7:00 pm start time for open session for the December 14, 2021 meeting.

5:45 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, Select Board Clerk

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

- Agenda: December 7, 2021

5.



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

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

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

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



SPONSORSHIP PACKAGES

PRESENTING SPONSOR

\$2,000

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

PARTNER SPONSOR

\$1,000+

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

KEY SPONSOR

\$500+

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

COMMUNITY SPONSOR

\$250+

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

CUSTOM SPONSOR

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





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

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

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

Or, please fill out the below form.

Company Name:

Contact Name:

Company Address:

Contact email:

Contact Phone:

Please check which sponsorship opportunity meets your needs and budget:

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

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





Coronavirus/COVID-19

8.

COVID-19 Information and Resources

Recent Updates

12/09/2021 5:00pm [Positive COVID-19 Student and Staff Cases in Schools Reported by Districts: December 9, 2021](#)

12/06/2021 4:35pm [FAQ: December 6, 2021 Installment of FAQs \(about whether testing is needed for vaccination-related symptoms and what to do when the last day of Test and Stay falls during a school vacation\)](#)

12/02/2021 5:00pm [Positive COVID-19 Student and Staff Cases in Schools Reported by Districts: December 2, 2021](#)

12/02/2021 3:55pm [COVID-19 Testing Program: SY22 COVID-19 Testing Program Webinar Slides, December 2, 2021](#)

This page will provide information for schools about the coronavirus known as COVID-19 and will be updated as additional guidance is available. School districts should also consult the state Department of Public Health's COVID-19 page at www.mass.gov/covid19 and the [Centers for Disease Control and Prevention's guidance for schools](#).

- [Press Release: Elementary and Secondary Education Commissioner Riley Extends Mask Requirement in Schools \(October 26, 2021\)](#)
- [Press Release: Education Commissioner Riley to Ask Board to Grant Him Authority to Mandate Masks for All K-12 Public Schools to Provide Time to Increase Vaccinations \(August 20, 2021\)](#)

Resources:

DESE

- [Commissioner's Weekly Update 12/6/2021 — New COVID-19 FAQ, Webinar on Students' Connectivity, SOA Update](#)
- [Commissioner's Weekly Update Archives](#)

State

- Massachusetts Department of Public Health (DPH) [Information on the Outbreak of Coronavirus Disease \(COVID-19\)](#)

Federal

- CDC [Frequently Asked Questions and Answers: Coronavirus Disease \(COVID-19\) and Children](#), Find answers about the risk of children contacting COVID-19, ways to protect children, and symptoms of COVID-19.
- U.S. Department of Education COVID-19 ("Coronavirus") [Information and Resources for Schools and School Personnel](#)

Featured Links

[Massachusetts Department of Public Health \(DPH\): Information on the Outbreak of Coronavirus Disease \(COVID-19\)](#)

[Centers for Disease Control and Prevention guidance for schools](#)

Contact Us

Parents and guardians questions can be directed to:
COVID19K12ParentInfo@mass.gov

District and school staff's questions can be directed to:
Reopeningk12@mass.gov

- REMS [Toolbox](#) Contains templates for parent communication letters such as Parent Letter: H1N1 Waterbury Public Schools (Connecticut) and Parent Letters and Posters: H1N1 District of Columbia Public Schools
- [CDC Checklist for Teachers, Parents, and Administrators](#)



Last Updated: December 9, 2021

A message from the
Massachusetts Department of
Elementary and Secondary Education

[View this email in your browser](#)

October 26, 2021



PRESS RELEASE

For immediate release

Tuesday, October 26, 2021

Contact:

Executive Office of Education

Colleen Quinn colleen.quinn@mass.gov

Department of Elementary and Secondary Education

Jacqueline Reis jacqueline.reis@mass.gov

Department of Elementary and Secondary Education Commissioner Riley Extends Mask Requirement in Schools

MALDEN – Today, the Department of Elementary and Secondary Education (DESE) announced that after consulting with medical experts and state health officials, Elementary and Secondary Education Commissioner Jeffrey C. Riley notified school districts in the Commonwealth that he will extend the mask requirement in all K-12 public schools through at least January 15, 2022.

The Department, in collaboration with medical experts and state health officials, will continue to evaluate and consider other criteria that could be used in the future to lift the mask requirement based on public health data.

“Massachusetts is a national leader in vaccination rates for adults and eligible children, and in anticipation of the vaccine becoming available in the coming weeks for children ages 5 to 11 years old, this extension of the mask requirement will allow time for the elementary school population to receive the COVID-19 vaccine,” **said Education Secretary James Peyser**. “This will be another big step forward in our efforts to keep school safe for our kids.”

COVID-19 and keep students in school safely," **said Commissioner Riley.**

"Together with the Test and Stay program, high vaccination rates, low transmission rates in schools and all the hard work in keeping our students safe, our kids are able to stay in school where they belong and can flourish."

School officials will continue to be able to lift the mask requirement if they can demonstrate that at least 80 percent of all students and staff in a school building are vaccinated after submitting documentation to DESE. Lifting the mask mandate through the vaccination threshold is a local decision made by school and district leaders if they choose to take advantage it.

The following mask requirements will remain in effect:

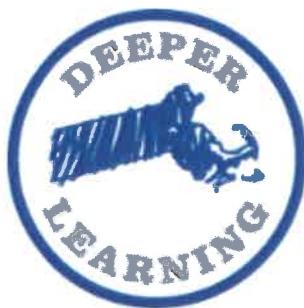
- Public school students ages 5 and older in all grades and staff are required to wear masks indoors in schools, except when eating, drinking or during mask breaks.
- All visitors are also expected to wear a mask in school buildings, regardless of vaccination status.
- Masks are not required outdoors.
- It is strongly recommended that students younger than 5 also wear a mask in school.
- Students and staff who cannot wear a mask for medical reasons, and students who cannot wear a mask for behavioral reasons are exempted from this requirement.

All districts are required this school year to provide in-person learning to all students. Since the start of the year, approximately 920,000 public school students have been learning in schools with minimal disruptions. In addition to masking, this progress has been possible thanks to school communities working together to participate in the state's COVID-19 testing program, combined with high vaccination rates among eligible populations.

Massachusetts has become a national model for surveillance and rapid testing in schools. More than 2,200 public and private schools have opted into either one or multiple forms of testing that the state is providing free to all schools. DESE and the Executive Office of Health and Human Services launched a groundbreaking Test and Stay program for students identified as close contacts in school, allowing students to be tested daily and remain in class if they test negative. This innovative approach has saved students across the Commonwealth more than 48,000 days of in-person learning this school year.

students (ages 5 and above) in all grades through at least October 1, 2021. The commissioner said he would revise the requirement as warranted by public health data.

###



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Superintendents, assistant superintendents, principals, and charter school leaders will receive the update automatically. For others wishing to receive this update, [please subscribe](#)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#)



**DISCLOSURE BY SPECIAL MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(d)**

9.

SPECIAL MUNICIPAL EMPLOYEE INFORMATION	
Name of special municipal employee:	Natasha Bansfield
Put an X beside one statement.	<p>I am a special municipal employee because:</p> <p><input type="checkbox"/> I am a selectman in a town with a population of 10,000 or fewer people;</p> <p><input type="checkbox"/> I am not a mayor, alderman or city councilor, and</p> <p><input type="checkbox"/> I serve in a municipal position for which no compensation is provided, or</p> <p><input checked="" type="checkbox"/> I earned compensation for fewer than 800 hours in the preceding 365-day period, or</p> <p><input type="checkbox"/> By the classification of my position by my municipal agency or by the terms of a contract or my conditions of employment, I am permitted to have personal or private employment during normal business hours.</p> <p><input type="checkbox"/> I work for a company or organization which has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular, and the contract states that I am a special municipal employee or indicates that I meet one of the three requirements listed above.</p>
Title/ Position	House Cleaning Lunch Monitor
Fill in this box if it applies to you.	If you are a special municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization. N/A
Municipal Agency/ Department:	This is "my Municipal Agency." Town of Middleton School Dept.
Agency Address:	Tritown School Union 28 Middleton Rd Union Boxford, MA 01921
Office phone:	
Office e-mail:	
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a special municipal employee.	9/3/19

<p>BOX #1</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am an elected special municipal employee.</p> <p><input type="checkbox"/> STATEMENT #1: I had a financial interest in a contract made by a municipal agency before I was elected to a compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p><input checked="" type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input checked="" type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p>BOX #2</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>NON-ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am a non-elected special municipal employee (compensated or uncompensated).</p> <p><input type="checkbox"/> STATEMENT #1: I had a financial interest in a contract made by a municipal agency, other than an employment contract, before I took a non-elected, compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A contract between a municipal agency and myself, but not an employment contract.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p>OR</p> <p><input type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
	<p>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</p> <p>Name and address of municipal agency that made the contract</p> <p>This is the "contracting agency."</p> <p><i>Triton Union School 28 Buck Middleton Rd Boxford, MA</i></p> <p>Write an X to confirm this statement.</p> <p><input checked="" type="checkbox"/> In my work as a special municipal employee for my Municipal Agency, I participate in or have official responsibility for activities of the contracting agency.</p>

FILL IN THIS BOX OR THE NEXT BOX	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND YOU.</p> <ul style="list-style-type: none"> - Please explain what the contract is for. <p><i>Employed as a Lunch Monitor</i></p>
	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND ANOTHER PERSON OR ENTITY</p> <ul style="list-style-type: none"> - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
What is your financial interest in the municipal contract?	<ul style="list-style-type: none"> - Please explain the financial interest and include the dollar amount if you know it. <p><i>\$14.75 /hr</i></p>
Date when you acquired the financial interest	
What is the financial interest of your immediate family?	<ul style="list-style-type: none"> - Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired the financial interest	
Employee signature:	
Date:	<i>11/19/21</i>

**SEE NEXT PAGE FOR APPROVAL
BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN, TOWN COUNCIL,
OR DISTRICT PRUDENTIAL COMMITTEE**

**APPROVAL OF EXEMPTION
BY THE CITY COUNCIL, BOARD OF ALDERMEN, BOARD OF SELECTMEN,
TOWN COUNCIL OR DISTRICT PRUDENTIAL COMMITTEE**

Name:	<i>Natascha Bansfield</i>
Name of approving body: Write an X by one selection.	<input type="checkbox"/> City Council <input type="checkbox"/> Board of Aldermen <input checked="" type="checkbox"/> Board of Selectmen <input type="checkbox"/> Town Council <input type="checkbox"/> District Prudential Committee
Title/ Position	<i>Wind Monitor</i>
Agency Address:	<i>In town School Union 28 Middleton Rd Bland MA 0</i>
Office phone:	
APPROVAL OF § 20(d) EXEMPTION	
	<p>We have received a disclosure under G.L. c. 268A, § 20(d) from a special municipal employee who seeks to have a financial interest in a contract made by a municipal agency of this city or town. We understand that the special municipal employee participates in, or has official responsibility for, activities of the municipal agency that made the contract. We approve this exemption under § 20(d) regarding the financial interest identified by the special municipal employee.</p>
Signature:	On behalf of the Council, Board or Committee identified above, I sign this approval.
Date:	

Attach additional pages if necessary.

File your completed, signed, approved Disclosure with the city or town clerk.

Andrew Sheehan

10

From: Reynolds, Marguerite (DCR) <marguerite.reynolds@state.ma.us>
Sent: Wednesday, November 24, 2021 10:20 AM
To: Brian Cresta; Timothy Houten; Richard Kassiotis (MPD); Kosta Prenta; jeffreypgarber@gmail.com
Cc: Andrew Sheehan; Michelle Creasi; Cashman, Craig R (DCR); Berry, C
Subject: DCR Notice of Proposed Land Acquisition, 301 CMR 51 ,#P-000880, Town of Middleton
Attachments: Exhibit A P000880.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Select Board:

This email serves as a notice to you under 301 CMR 51.00. Please reply to this email with the information requested below.

The Commonwealth of Massachusetts, acting through its Department of Conservation and Recreation (DCR) has under consideration the acquisition of an interest in approximately 121 acres of land, or other property interest therein, in the Town of Middleton. The property is currently undeveloped and used for passive, day camp recreation. The proposed use for the property will be protected open space, day camp use, and passive recreation. Attached is a locus map marked "Exhibit A" which shows the property in which DCR is interested.

The applicable regulations require the disclosure of the Commonwealth's reasons for the proposed land acquisition at a public hearing held in the city or town in which such real property is located. To comply with this requirement, we ask that the Board announce that the Commonwealth is considering this acquisition for the above-stated purposes at its next regularly scheduled meeting. The Board does not need to take any formal action on its part. Please document the announcement in the Board's meeting minutes and reply to this email by copying and pasting the statement in the box below filled out appropriately in a reply email to me:

Certificate of Announcement pursuant to 301 CMR 51.07(2)

DCR #P-000880, Town of Middleton

I, _____, Clerk of the Select Board of the Town of Middleton, Massachusetts, do hereby certify that on, _____ 2021, it was announced at a public meeting of the Board of Selectmen that:

The Department of Conservation and Recreation may acquire an interest in a parcel of land located in Middleton as shown on the attached locus map marked as "Exhibit A" for conservation and/or recreation purposes.

Should DCR decide to pursue this acquisition, it may be necessary to complete the transaction in less than the 120 day notice period otherwise required. We therefore ask that you agree to waive the 120-day notice period, and indicate your waiver by cutting and pasting the statement in the box below filled out appropriately in a reply email to me:

120 DAY WAIVER STATEMENT
DCR #P-000880, Town of Middleton

Pursuant 301 CMR 51.07(1)(b), I, Brian Cresta, Chairperson, Board of Selectmen, on behalf of the Board, hereby agree to waive the 120 day notice period as required by said section as to a parcel of land of approximately 121 acres in the Town of Middleton, shown on Exhibit A attached hereto, in which the Department of Conservation and Recreation is considering acquiring an interest.

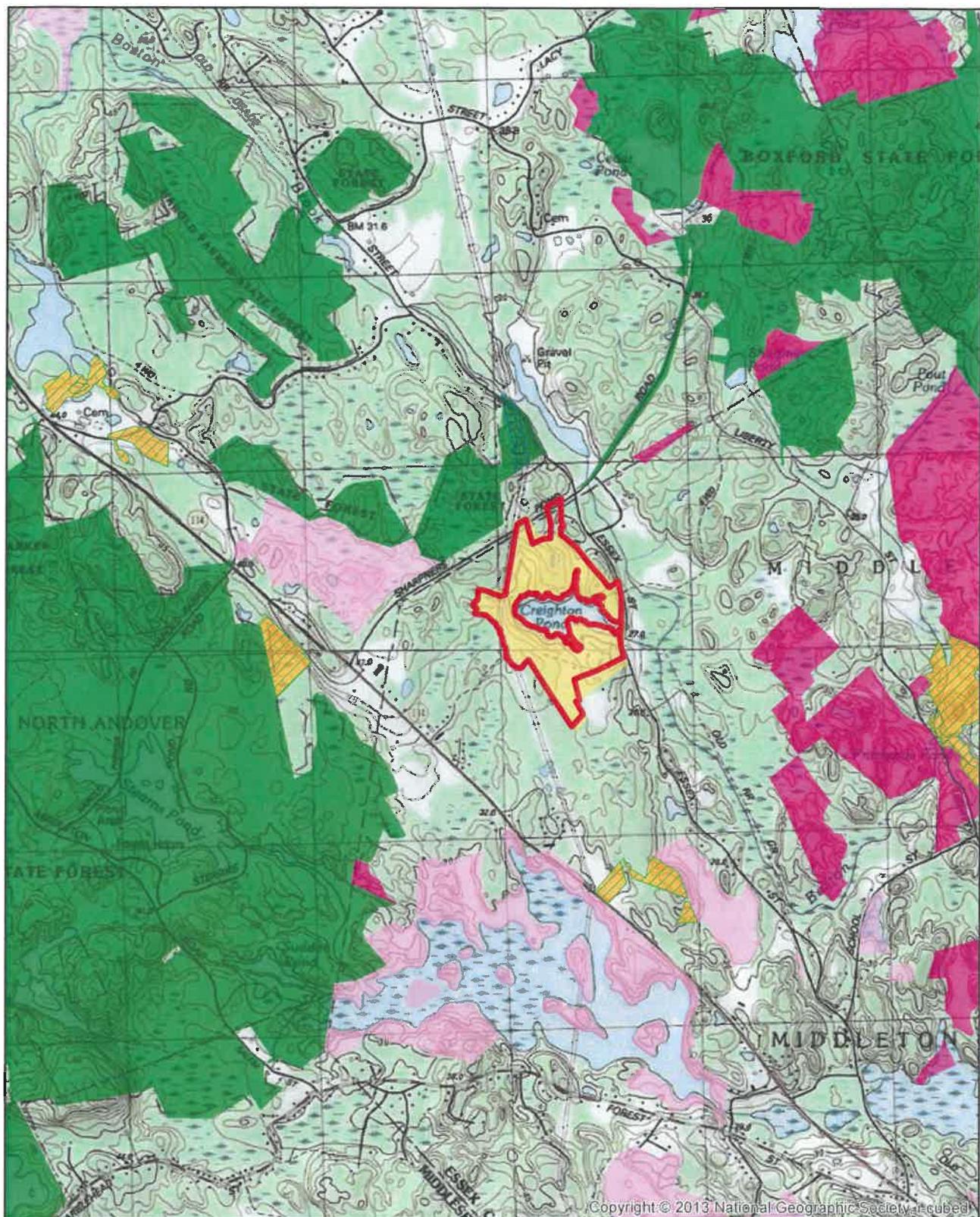
Should you have any questions regarding this matter, kindly contact Craig Cashman, Director of Government Affairs at Craig.R.Cashman@mass.gov. For your information, DCR has sent a similar notice to the regional planning commission, Senator Tarr, and Representative Jones. Thank you for your attention to this matter.

Sincerely,
Marguerite



Marguerite D. Reynolds, Asst. Gen. Counsel
Department of Conservation and Recreation
251 Causeway Street, Suite 600-900
Boston, MA 02114-2104
617-626-1393 (direct)
617-626-1301 (fax)
Marguerite.Reynolds@mass.gov

Exhibit A



0 0.225 0.45

0.9 Miles



Subject Property

MIDDLETON PEDESTRIAN SUMMIT IMPLEMENTATION PLAN

2021

	OBJECTIVE/ACTION	PARTIES RESPONSIBLE	TIMEFRAME
Complete Streets Implementation	Incorporate Complete Street (CS) principles in appropriate planning documents	Town Planner	Ongoing
	Measure success of CS implementation	Town Planner	Annually
Ped. Improvement Plan	Maintain inventory of pedestrian & bicycle facilities/infrastructure	DPW	Annual update
	Create plan showing type of curbing/sidewalk on each street – develop cross section plans for each type of construction	DPW	August 2022
Traffic Studies	Maintenance Plan	DPW	August 2022, then annually
	Construct new pedestrian amenities	DPW	Annually
Capital Planning & Budgeting	Central Street Traffic Study <ul style="list-style-type: none"> • Determine study area(s) • Execute study(studies) 	TA/Planner	Spring 2022
	Seek out Funding/Grants	Town Planner	Annually
Policy & Advocacy	Add CS projects to annual Capital Improvement Plan	DPW	Annually
	Maintain commitment to both sidewalk maintenance and new/significant replacements by creating separate budget lines	Administration	Winter 2021-2022, then annually
	Provide annual update to Select Board on progress made	Administration/DPW	October 2022, then annually
	Regulatory Support to Land Use Boards on standardizing approach to sidewalk creation and support for requiring sidewalks as conditions of approval	Town Planner/ Administration	Ongoing
	Create Pedestrian Planning page on website with regular updates for the community	Administration/ Town Planner	2022 Annual Town Meeting, then ongoing

11.



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

13.

December 7, 2021

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

Re: Middleton Food Bank Donation / Heidi & Jonathan Sawyer

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

Thank you,

Jillian Smith

Jillian Smith
COA Director

A donation has been made payable to the Town of Middleton Food Pantry:

Date: 11/29/21

Name: Heidi & Jonathan Sawyer

Donation: \$500.00

Check Number 228

This donor would like to remain anonymous

Yes

No

HEIDI K SAWYER
JONATHAN D SAWYER

5-7515/110

228

PAY TO THE
ORDER OF

DATE 11-29-2021

 Santander
Santander Bank, N.A.

MEMO donation

Middlebury Food Pantry
five hundred & ~~4~~100 \$ 500 ~~4~~100

DOLLARS 

Santander Personal
Business
Check or Draft

Heidi K. Sawyer

Grant ID	Department	Category	Purpose	Status	Requested Amt	Awarded Amt	Grand Total:
RM 106	Administration	Communication Equipment for Forestry and DPW*	trailer mounted electronic sign board	Yes	\$10,000.00	\$7,500.00	\$7,500.00

Correspondence and informational materials



Formerly Elder Services of the Merrimack Valley and North Shore

December 2021

Dear Friend,

When you opened this envelope, the first thing you probably noticed is that Elder Services has a new name—**AgeSpan**. However, the mission you have so generously supported remains the same: to meet the diverse, changing needs of those we serve.

For more than 45 years, we have been committed to providing high-quality programs and services so thousands of people can lead safe and healthy lives as they age in their own homes. Thanks to loyal friends like you, we have increased the number of programs and services we offer. We now help a wider variety of people: older adults, those with disabilities, younger people, veterans, and their families. At the same time, our service area has grown to include more than 28 cities and towns, statewide, and across New England.

As AgeSpan, our name will better reflect the agency we are, the people and communities we serve, and the caring work we do every day. Our new, updated website, www.agespan.org, reflects this change, and you will be automatically redirected to this new site even if you type in the old address. Your emails to employees will automatically be sent to the right people, even if you use their old email addresses.

You may continue to see our former name during this transition, and some of you may receive additional information from us regarding our name change. As always, our agency's focus stays the same, as do our programs and services. Every employee at AgeSpan is committed to our mission, to the critical work your generosity has helped make possible.

We are happy to answer your questions, just like always, and our Lawrence and Danvers addresses and phone number (800-892-0890) remain the same.

Sincerely,



Joan Hatem-Roy
Chief Executive Officer

agespan.org

978-683-7747 • 800-892-0890 • info@agespan.org

280 Merrimack Street • Suite 400 • Lawrence, MA 01843 / 300 Rosewood Drive • Suite 200 • Danvers, MA 01923

December 6, 2021

Town of Middleton
Select Board
48 South Main Street
Middleton, MA 01949

To the Middleton Select Board:

We respectfully request that the Town of Middleton continue its essential financial support of Tri-Town Council in **Fiscal Year 2023**. We are extremely grateful for our current annual allocation of \$29,925 from Middleton. This funding is critical in upholding our work of promoting positive youth, family and community development in Middleton and in the Tri-Town community. We deeply appreciate the Town of Middleton's past support and hope this community investment in our youth will continue in FY23.

Throughout this past year, despite continuing to be in the throes of the pandemic, as a result of the town's support, Tri-Town Council (TTC) has been able to reach thousands of parents, youth and community members with our virtual programs and webinars, bi-weekly e-news, youth development and family resources, and connect many others with resources for basic needs, counseling, and other support. Funding from the Town of Middleton, along with that of our other Tri-Town communities, is critical to the continuation of our work with youth, families, schools and community partners. While our small staff raises critical operating funds from individuals, businesses, and private foundations, these contributions are supplemental and could in no way support TTC without the stabilizing funding from Middleton. *Without question, town support is the backbone of our ability to continue these programs for youth and families.*

Our staff (3 FTE's) and Board of Directors work tirelessly with limited resources so that parents, guardians, and educators have the necessary tools to support healthy families and our youth. We also ensure that youth, K-12, and parents/caring adults have access to programs, activities, and information that promote resiliency, self-esteem and healthy decision making. We have been, and will continue to be, judicious and capable stewards of the town funding entrusted to us for the benefit of our neighbors.

Your support has helped TTC impact thousands of youth and families in Middleton, our elementary schools, at Masco and across our Tri-Town community. Here is a link to our most recent [Annual Report](#) to review our accomplishments. Since the start of the pandemic and into our FY21 program year, we were able to innovate and create new ways to reach our youth, families and community.

The Town of Middleton's funding plays a critical role in supporting these and other TTC initiatives. Tri-Town Council will always ensure that every dollar entrusted to us is turned back out to the community with impactful programming to support our youth and families.



TRI-TOWN COUNCIL
working together for kids

7 Grove Street Topsfield MA 01983
(978) 887-6512 www.tritowncouncil.org

Thanks to you, Tri-Town Council will continue to be a catalyst for change and stalwart champion of families and children. We are grateful for your consideration of this critical support. Please do not hesitate to contact us with any questions you may have about how your financial support impacts your community. We also hope that you will contact us with feedback or ideas for programs which you think would most benefit your constituents.

With gratitude,

Stacie Bloxham

Meredith Shaw

Stacie Bloxham
President, Board of Directors

Meredith Shaw
Executive Director

Board of Directors: Stacie Bloxham, President; Cari Donovan, Treasurer; Beth Beringer, Secretary; Randi Brown; Christine Dean; Sue Duval; Emily Esolen; Julie Fine; Megan Pietropaolo; Jessica Schoonmaker

Tri-Town Council is a 501(c)(3) tax-exempt, non-profit agency; Tax ID # 237-130-785

MEMO

TO: Andrew Sheehan, Town Administrator and

Select Board



FROM: George E. Dow Sr., Chair, Charter Review Committee

RE: Meeting with Select Board

DATE: December 6, 2021

First my apologies for this delayed response to the Select Board's request to meet with the Charter Review Committee.

At its meeting on November 17, 2021, the Committee respectfully declined to meet with the Select Board at this time. That was the Committee's first meeting and it was just getting organized and there was nothing to update the Board on. Once the Committee has decided on its process the Committee will be glad to meet with you.

Right now, I can tell you that I was elected Chairman, Sharon Bainbridge was elected Vice Chairman and Naomi Doherty was elected Clerk. Town Counsel has been requested to review the Town's current Charter for any illegalities as well as for any thing that may be included in other charters but missing from ours.

Our next meeting is 12/14/2021 at which time we will discuss Town Counsel's review which may give us some direction. Once we have determined our direction and process, the Committee will be glad to meet with you and provide an update. The Board will also be invited to attend one of our meetings specifically to share with the Committee areas that the Board sees as needing change or areas that would help you to operate more efficiently. The Committee also intends to invite other committees and boards as well as Department Heads to attend a meeting for the same purpose.

It is intended that our meetings will be in person meetings to which you and the public are always welcome to attend.

MORE OBITUARIES, PAGE 4

Robert Morton Aldenberg, 86

October 14, 1935 - December 6, 2021

MIDDLETON, MA — Mr. Robert Morton Aldenberg 86, of Middleton beloved husband of Ann Marie (LeClair) Aldenberg, died peacefully, December 6th, 2021.

Born in Medford, he was the son of the late Bernard P. and Annie (Morton) Aldenberg. He was raised and educated in Wakefield and was a graduate of Military School.

Mr. Aldenberg had a long career in public service. He began his professional career as a Police Officer with the Town of Lynnfield. He matriculated to become a call Firefighter with the Town of Middleton Fire Department for many years. A jack of all trades, Bob had also been employed as a

Dispatcher for the Middleton Fire Department and was well-known throughout Fire Safety circles. You could not miss his voice on the radio as it was one of a kind. He was also the long time Building Inspector for the Town of Middleton, having truly dedicated his life to the residents of Middleton in so many ways. Currently he was employed as the Town of Boxford, Building Inspector.

Upon moving to Middleton, Bob was a fixture in town. He devoted his life to Middleton and its residents. For many years, Bob was a Middleton Selectman as well as a member of the Middleton Planning Board and was also the Middleton Town Moderator. He was happiest while working and helping his neighbors and friends make Middleton the best it could be. Wherever Bob went he made a friend. He especially enjoyed his daily coffee with his dear friend, Kenny LeColst. "Pops" as he was affectionately known, was beloved by his family. He was



a loving husband, father and grandfather who will be deeply missed.

Bob is survived by his loving wife of 49 years, Ann Marie (LeClair) Aldenberg of Middleton, his daughters, Vikki White and her husband, Patrick of Middleton and Darlene Saulnier and her

husband, Scott of Middleton, his grandchildren, Brianne and Garrett White and Scott and Robert Saulnier and many extended family including his children, Robert, Debbie, William and Allen and additional relatives. He was predeceased by Debbie, Donna and Doreen.

ARRANGEMENTS: Relatives and friends are invited to visiting hours at O'Donnell Cremations - Funerals - Celebrations, 167 Maple St., (Route 62) Danvers, Monday, Dec. 13th from 4 to 8 p.m. All other services are private. To share a memory or offer a condolence, please visit www.odonnellfuneralservice.com.



Dimitrios Theodore
A memorial 42

■ AREA POLICE LOGS

Peabody

Wednesday

■ Police responded to 37 Driscoll St., at 4:42 p.m., for a motor-vehicle accident with injuries after the vehicle rolled over. The operator was transported to Salem hospital with undetermined injuries and the vehicle was towed.

■ An employee of Arrington Towing called police, at 5:26 p.m., to report that a woman whose vehicle was towed after an incident on Saturday was causing a disturbance. She told the employee she was COVID-19 positive and threatened to cough on them.

■ A MacArthur Road caller reported, at 6:57 p.m., a recurring banging sound outside her house about every five minutes and it had been going on for more than 30 minutes. She was uncertain which side of the house it was coming from or what could be causing the sound. The officer found the wind had blown a door open and it was banging against the railing. All was in order.

Thursday

■ Police were dispatched to the intersection of Lowell Street and Priscilla Lane, at 7:49 a.m., for a two-vehicle accident. Both operators refused treatment or transport, but both vehicles had to be towed. One female was given a ride to the mall for her job.

■ A person walked into the station, at 12:04 p.m. to turn over a ring from a previous case. The other person involved will be notified to pick it up.

Marblehead

Wednesday

■ A driver was stopped at 7:10 a.m., at the intersection of Pleasant and Gerry

streets and cited for unlicensed operation of a motor vehicle and failure to stop.

■ Officers went to the intersection of Pleasant Street and Ocean Avenue at 8:26 a.m., to investigate a traffic signal that had been hit.

■ A caller from Riverside Drive reported, at 10:13 a.m., that their Christmas lights had been vandalized.

■ Two officers responded to Broughton Road, at 10:23 a.m., to investigate a dispute between neighbors.

■ A West Shore Drive caller reported an "Amazon text fraud at 2 p.m."

■ Police were called to the intersection of Leggs Hill Road and Tedesco Street at 6:31 p.m., to assist a citizen.

■ Police were sent to Pleasant Street, at 6:46 p.m., for an impaired driver.

■ At 6:48 p.m., they were

sent to Lafayette and Dow

streets for a minor motor-vehicle accident.

■ A motor vehicle crash brought officers to a Pleasant Street location. There were no details.

■ A vehicle was stopped at 9:32 p.m., at the intersection of Smith Street and Atlantic Avenue, and the operator was given a verbal warning.

■ Officers were sent to a Prospect Street address, at 11:15 p.m., where they took a report on a case of larceny/forgery or fraud.

Beverly

Wednesday

■ Police, fire and ambulance went to the intersection of Cabot and Lyman streets, at 6:39 p.m., for a two-vehicle accident with no reported injuries.

■ Police, fire and ambulance were sent to an Essex Street location, just before 9 p.m., for the report of a medical unknown — a man

was down on the 55 Ober St., at to disperse a group of people.

■ Two patrol officers sent to 122 Borden St., at 11:20 a.m., to respond to a woman yelling.

■ Police were called to Bennett St., at 12:15 p.m., to respond to another fight/disturbance.

■ Three officers responded to a Raintree location, at 1:30 p.m., to respond to a section 12.

■ Police made a dose follow-up contact with outreach workers at 1:40 and 1:45 p.m.

■ Police responded to Blaine Ave., at 2:30 p.m., to respond to packages stolen from a mail box.

Salem

Wednesday

■ Officers were called to 28 Norman St., at 12:15 p.m., for an unknown problem.

■ Police were called to 37 Winter Island, at 5:54 p.m., for a juvenile.

■ Officers were called to 295 Derby St., at 6:15 p.m., to respond to a disturbance.

■ Some 20 minutes later, they were called to 11 Bridge St., to settle a disturbance.

■ Officers were called to 11 Bridge St., at 8:30 p.m., to respond to a shoplifting.

Thursday

■ A commercial vehicle brought police to 9 St., at 1:12 a.m.

■ Police responded to the vicinity of 211 Lafayette St., in front of the Salem School, at 8 a.m., for a report of a motor vehicle accident involving a motor vehicle and a pedestrian.

■ Police responded to the vicinity of 211 Lafayette St., in front of the Salem School, at 8 a.m., for a report of a motor vehicle accident involving a motor vehicle and a pedestrian.

TIA may be warning, opportunity

Senior Lookout

Tracy Arabian

■ Severe headache with no obvious cause.

Although TIAs don't lead to permanent brain damage, emergency med-



OFFICE OF THE TOWN ADMINISTRATOR

Town of Middleton
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MEMORANDUM

TO: Department Heads and Committee Chairpersons

FROM: Andrew J. Sheehan, Town Administrator

SUBJ.: Fiscal Year 2023 Operating and Capital Budget Guidelines

DATE: December 9, 2021

This memorandum initiates the Fiscal Year 2023 operating and capital budget processes. Once again this year, we are utilizing ClearGov to build the budget. We have acquired the ClearGov budget book module and will utilize that function in order to streamline the process and reduce paper. Please submit all documents through ClearGov using the log in information Sarah Wood provides. Sarah will follow up with ClearGov training opportunities for you and your administrative staff.

Attached to this memorandum are the following documents:

- 1) Budget narrative template. You may reference last year's FY2022 town-wide budget narrative at <https://middletonma.gov/517/Budgets-and-Finance> and click on the FY22 Operating Budget for reference. Please make sure to complete all sections. Once documents are submitted through the ClearGov portal Sarah Wood, Jackie Bresnahan, and I will be able to access them. At this time we plan to hold all budget meetings, budget summits, and other gatherings in person. However, we may move to Zoom if conditions warrant. If a move to Zoom becomes necessary invitations will be provided.
- 2) Fiscal Year 2023 Operating Budget meeting schedule. Please review the proposed schedule and get back to Jackie or me with any scheduling conflicts.
- 3) The 2023 Annual Town Meeting timeline. Dates of note for department heads include:
 - **Wednesday, January 5, 2022 (close of business):** Due date for departmental budget narratives and detail tables. Please submit detail sheets, summaries, and attachments through the Clear Gov portal. Do not email or deliver documents to us.
 - **Monday, January 10-18, 2022:** Budget meetings with Town Administrator, Finance Director, and Assistant Town Administrator.

- **Saturday February 5, 2022:** All-day operating budget summit with Selectmen and Finance Committee. Department heads should plan to attend this meeting. The focus is on departments with large budgets or those with significant supplemental requests. We will again try to limit it to only those departments that need to be there.
- **Monday, February 7, 2022 (close of business):** Due date for capital budget requests. Please submit documents through ClearGov.
- **Saturday, March 5, 2022** All-day capital budget session with Selectmen and Finance Committee. As with the operating budget, the focus will be on larger requests and we will not call on you to attend unless it is necessary.

BUDGET GUIDELINES

Below are guidelines for both the Operating and Capital budgets.

Operating Budget

Summary

At this point in the development of the FY23 budget, we face a deficit of several hundred thousand dollars. For the past several years we have dealt with significant budget uncertainty. Things certainly look better now than they did a year ago. However, as we have seen conditions can change rapidly. Therefore we must take a cautious approach to budgeting. We revise the budget several times during normal years; we have to expect revisions as we develop next year's budget. We do this while remaining flexible and ready to pivot based on the circumstances.

Under Proposition 2 ½ we are allowed to increase our tax levy by 2 ½% over the previous year. For FY23, we can raise an additional \$796,599 plus new growth. As is often the case at this time of year aid to cities and towns and school aid are up in the air. The funds from the Federal government will help take some strain off our capital budgets; however, it is unlikely to provide much relief to the operating budget. At this time, we are budgeting a 2.3% increase in total local aid. Depending on what happens on Beacon Hill and Capitol Hill we may need to revise this assumption.

Employee benefits such as health insurance premiums and retirement assessments remain volatile. MIIA generally releases its health insurance renewals in February or March; at that time we will get a clearer picture of the health insurance premiums and will adjust as needed. Our pension expenses are projected to increase about \$225,000 in Fiscal Year 2023.

Personal Services (Wages and Salaries)

All personal service budgets are to be funded by the terms of your settled contract for union employees. For those of you whose collective bargaining agreements are not yet settled, presume wage increases of 2.50%. Non-union employees should also be budgeted at a 2.5% increase. We understand that FY22's meager 1% COLA was hard to take. We desire better treatment next year.

Non-Personal Service Budgets (Purchase of Supplies & Services)

All other appropriations included within the operating budget should be budgeted to provide level services. Exceptions include new initiatives which provide the Town with long term savings or service efficiencies or verifiable supply cost or contractual service increases.

Supplemental Budget Requests

As we build the FY23 operating budget, we want to continue broader discussions about each department's unique needs. We also know that your needs are not static – service demands ebb and flow and needs appear and disappear based on many factors. We do not like to be taken by surprise. Knowing about a need in advance helps to better plan future budgets.

In addition to your normal operating budget requests we again invite you to propose new or expanded programs that meet your department's mission. This can be for an immediate need, for an identified future need, or for some other operational issue. If there is a change that will put clear demands on your department you should identify the issue, how it differs from today's situation, how it will impact the town, how you propose to address it, and the resources you will need to successfully address it. The best solution will vary from department to department and issue to issue. It may be best addressed by increased funding, a one-time investment in a technology solution, teaming up with another community to share resources, or some other approach. Your particular expertise and knowledge of your department is critical to identifying the best approach. We view this as an opportunity for you to make a case beyond the standard level service.

If you have something you want to propose, we will review it as a supplement to your operating budget request. **Such requests must be submitted as a separate supplement at the same time you submit your operating budget request. Do not incorporate the supplemental request into your regular budget submittal.**

We do not promise that all of these requests will be funded. We do promise that each one will be considered and discussed at our budget meetings. In addition, the Select Board and Finance Committee will be provided with this information. This will allow them to better understand the current and future needs of departments. Requests that have merit will be funded depending on the Town's financial condition. Longer term items that do not need immediate funding will benefit from early exposure that allows us to plan for them in the future.

Cost Savings/Offsets from Regional Purchasing or External Funds

Please feel free to suggest new savings opportunities through regional contracts or shared services. Please note where savings occur because of regional services, purchasing, or cooperation.

Departmental and Professional Goals and Objectives

Please give careful consideration when developing your departmental Goals and Objectives. This is an opportunity for the Select Board, Finance Committee, Finance Department, and Town Administrator's Office to understand your professional development needs and provide guidance to ensure that departments are addressing future needs of the Town.

Capital Budgets

Each department also must prepare a five-year capital improvement plan and one year capital budget request. Capital budget requests this year will be submitted through ClearGov. You should start collecting information and cost estimates. Please include sufficient detail and project descriptions, as well as meaningful cost/budget estimates for all capital requests. State contracts, vendor quotes, and similar documents are needed to ensure accurate estimates and budget planning.

Please prepare a capital plan unless your department will have no capital expenses within the next five years. The Financial Management Policies set the threshold for capital projects at \$5,000. Outlays that are less than \$5,000 should be included in your operating budget request.

The due date for the completed capital budget documents is Monday, February 7th.

Closing Comments

The Finance Committee Co-Chairpersons, Richard Gregorio and John Erickson, confer closely with us and the Select Board regarding the budget. The Finance Committee will request that some of you meet with them to go over key budgetary issues before or after the joint operating budget meeting on Saturday, February 5th. These are opportunities to further state your case and build support for your budget request.

We look forward to receiving your budget requests and meeting with you over the next few months to discuss your department's operating and capital needs.

Please do not hesitate to contact Sarah, Jackie, or me if you have any questions.