

**MIDDLETON SELECT BOARD**  
**MEETING AGENDA**  
**FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER**  
**143 SOUTH MAIN STREET, MIDDLETON, MA 01949**  
**TUESDAY, MARCH 22, 2022**  
**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/81838804267?pwd=aThoMXZINW50K2hiN3NMaEh2VldNUT09>

- 7:00 pm     1.    Business
- a.    Warrants:    2220
- b.    Minutes:    March 8, 2022, open and executive session minutes
- c.    Town Administrator Updates and Reports
- 7:10 pm     2.    Public Comment
- 7:20 pm     3.    Disclose the collective bargaining agreement with the Middleton Benevolent Police Association
- 7:25 pm     4.    Continue discussion of Compensation & Classification Plan, related policy decisions, implementation decisions, and comparable communities list; votes may be taken
- 8:00 pm     5.    Review draft letter to Secretary Michael Kennealy with respect to multifamily zoning requirements for MBTA communities; votes may be taken
- 8:10 pm     6.    Review and vote to accept the following donations; votes may be taken:
- Salvatore Testaverde: \$500 to the Middleton Food Pantry
  - Viceroy Capital Management, LLC in memory of Ernest Pelletier: \$500 to the Middleton Food Pantry
- 8:15 pm     7.    New Business: Reserved for items the Chair did not reasonably anticipate prior to the posting of the agenda

Upcoming Meetings: March 31

April 5 & 19

April 7

Annual Budget Hearing & Warrant Reading, Joint with Finance Committee  
Regular SB Meetings  
Joint Budget Meeting with Finance Committee, if necessary

*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  
**SELECT BOARD**  
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER  
143 SOUTH MAIN STREET, MIDDLETON, MA 01949  
TUESDAY, MARCH 8, 2022  
7:00 PM



**This meeting was recorded**

*Present: Chair Brian Cresta, Kosta Prentakis, Rick Kassiotis, Jeff Garber (virtual), Tim Houten (7:39)*

*Absent: None*

*Others Attending: Town Administrator Andy Sheehan, Assistant Town Administrator/HR Director Jackie Bresnahan, Minutes Secretary Judi Stickney, Paul Pellicelli, Scott Kugel, Matty Rosa, Town Clerk Ilene Twiss, Kyle Smith, Town Planner Katrina O'Leary, Frank Twiss, and others*

**7:04 PM** With a quorum present, Chair Cresta called the meeting to order.

**7:04 PM ROUTINES**

- **Warrant Approval:** Town Administrator Andy Sheehan provided a brief review of Warrant #2219: Payroll: \$731,467; Bills Payable: \$663,537; noting that the Town Accountant had reviewed the warrant and requested the Board's approval. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Kassiotis**, the Select Board **VOTED** unanimously by roll call vote to approve the warrant as presented.

**Roll Call by Board Member Kassiotis:**

Prentakis: YES  
Garber: YES  
Cresta: YES  
Kassiotis: YES

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

On a **MOTION** made by **Prentakis**, second by **Kassiotis**, the Select Board **VOTED** unanimously by roll call vote to accept the minutes February 22, 2022, as written.

**Roll Call by Board Member Kassiotis:**

Prentakis: YES  
Garber: YES  
Cresta: YES

Kassiotis: YES

- **Town Administrator's Report:** Town Administrator Andy Sheehan provided the Board with information and updates on the following:
  - **Budget Meeting Update:** Sheehan advised the public that the Capital budget was discussed Saturday, the second budget meeting. A third meeting will be held Thursday, March 31<sup>st</sup>, at 7PM at the Flint Public Library.
  - **Open Meeting Law Training:** Sheehan advised the Board that Town Counsel Jay Talerman will be providing training on Wednesday, March 30, at the Flint to refresh staff and committees on the open meeting law. There will also be conflict of interest and public records training at a later date.
  - **Spring Ahead Sunday Morning:** Sheehan reminded everyone that we turn the clocks ahead on Saturday night/Sunday morning for daylight savings time.
  - **Fuel Costs:** Chair Cresta asked the Town Administrator if the Town would be looking at the fuel line items now that fuel costs are going up at a remarkable rate. Sheehan advised they are going to look at the costs to make sure they're doing all they can to conserve fuel as well as making sure the fuel line items in next year's budget are sufficient.

**7:11 PM Public Comment Period:** There were no public comments.

**7:12 PM Captain Pizza: Review petition for Pledge of Collateral; votes may be taken:** Scott Kugel and Matty Rosa of Captain Pizza advised the Board that they were there to request that the Board approve their petition for Pledge of Collateral to North Shore Bank, adding that they didn't know it was needed when they last met with the Board in January. After a very brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Kassiotis**, the Select Board **VOTED** unanimously by roll call vote to approve the Pledge of Collateral for Captain Pizza.

**Roll Call by Board Member Kassiotis:**

Prentakis: YES

Garber: YES

Cresta: YES

Kassiotis: YES

**7:16 PM Review Annual Town Meeting and Annual Town Election Warrant; votes may be taken:** The Town Administrator provided a draft Town Meeting Warrant for the Board, noting that several articles still need to be updated. Sheehan added that Article 25 for the transfer to Masconomet stabilization will be removed from the warrant. The Board will review the revised warrant at a later meeting.

Discussion turned to election day, with the Town Administrator suggesting that election day be moved from May 17<sup>th</sup>, to Saturday, the 21<sup>st</sup>. Sheehan added that they drafted a charter amendment, article 26, which would allow the Board to set the date for town elections. A discussion ensued on the location of

the town election, currently and moving forward, noting that the school would prefer they not hold voting at the school. There was also a brief discussion on holding elections on Saturday. Town Clerk Ilene Twiss contributed to the discussion, noting that they need direction from the Board. The Board stated its clear preference that voting take place at the school. Town Administrator Andy Sheehan advised the Board and the Town Clerk that he will notify the school that voting will be taking place at the school, so they will have time to prepare. After discussion, it was decided that the new article 26 would also be eliminated.

**7:44 PM Continue discussion of Compensation & Classification Plan, related policy decisions, and implementation decisions: votes may be taken**

Assistant Town Administrator Jackie Bresnahan provided the Board with a presentation on the proposed implementation phases and schedule for the Compensation and Classification Plan. Bresnahan focused on the longevity and education sections of the policy. A lengthy discussion ensued on the credit for education. After discussion, the Board agreed to Option A, modified to credit only the higher degree for an incumbent that possesses two degrees in the same subject area (e.g. an incumbent with both an associate's degree and a bachelor's degree in the same area would get credit for the higher degree). The consensus was to implement completely in FY23. Bresnahan added that they will clean up the policy and present it to Board for approval on the 22<sup>nd</sup>.

Discussion turned to the Conservation Agent position in the Open Policy Questions section provided to the Board. After discussion, they agreed to classify the position as a Department Head in grade D. This change will be implemented July 1<sup>st</sup>.

**8:40 PM Follow up discussion on Operating and Capital Budget summits; votes may be taken:** Town Administrator Sheehan advised that they are continuing to update the budgets and will have more information for the Board at the meetings on March 22<sup>nd</sup> and the 31<sup>st</sup>.

**8:41 PM Executive Session pursuant to GL c. 30A, 2. 21 (a) (3) relative to the collective bargaining agreement with the Middleton Benevolent Police Association; and strategy with respect to collective bargaining negotiations; votes may be taken**

**\*\* Select Board Member Rick Kassiotis recused himself from this agenda item. \*\***

On a **MOTION** made by **Cresta**, the Select Board **VOTED** to enter into Executive Session relative to negotiations with the Middleton Police Benevolent Association and will not return to open session.

**Roll Call by Board Member Prentakis:**

Garber:	YES
Prentakis:	YES
Cresta:	YES
Houten:	YES

**9:05 PM Adjourn**

With no further business, the March 8<sup>th</sup> meeting of the Select Board adjourned at 9:05 PM.

**Upcoming Meetings:**

**March 22**      **Regular SB Meetings**  
**March 31**      **Annual Budget Hearing & Warrant Reading**  
**April 5 & 19**      **Regular SB Meetings**

Respectfully submitted,

  
Judith A. Stickney, Minutes Secretary

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Timothy P. Houten, Select Board Clerk

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

- Agenda: March 8, 2022
- Warrants
  - Warrant #2219: Payroll: \$731,467; Bills Payable: \$663,537
- Minutes:
  - February 22, 2022
- Compensation and Classification One-Time Adjustment Policy
- Compensation and Classification Proposed Implementation Phases and Schedule, rev 3/7/22
- Annual Town Meeting Warrant, May 10, 2022
- Letter from massDOT to Town Administrator, re: Chapter 90 Local Transportation Aid Funding, 2/17/22
- Memo from Department of the Army, re: Involuntary Mobilization, 1/31/22

## Compensation and Classification One-Time Adjustment Policy

**Purpose:** The purpose of this policy is to establish written criteria approved by the Select Board to place all current employees into their grade under the new Compensation and Classification schedule.

**Scope:** Employees subject to this policy are those who were employed as of February 22, 2022 in any of the non-union positions listed on the Compensation and Classification Schedule. This is a one-time adjustment to complete the implementation of the Compensation and Classification study and it will have no effect on former or future employees of the Town of Middleton. This policy will sunset on July 2, 2022. Years of service will be based on July 1, 2022 with no rounding.

**Grades:** All grades and placement of positions in grades were established by the Collins Center. No action taken to place incumbents within their established grade is meant to undermine or change the placement of any position within a grade. All grades, per the Collins Center recommendation, have a 30% difference between the maximum and the minimum of the grade.

**Current Pay:** No action as a result of this policy will result in a decrease in pay for an employee as part of this one-time adjustment. No employee, as a result of this one-time adjustment, would exceed the current wage range for their grade.

### **Categories of Criteria:**

- **Longevity in position/role**
    - Defined as years spent working full-time or part-time (with time pro-rated) in the same or equivalent position, regardless of municipality as of July 1, 2022.
- |                   |              |
|-------------------|--------------|
| 5 years or less = | 0% in range  |
| 6-10 years =      | 20% in range |
| 11-15 years =     | 40% in range |
| 16-20 years =     | 60% in range |
| 21+ years =       | 80% in range |
- **Longevity in Middleton**
    - Defined as years spent working full-time or part-time (with time pro-rated) in Middleton in current position as of July 1, 2022. Part-time work can not include a temporary or stipend position.

Longevity in position in Middleton – add \$ 0.10/hour for every 5 years of service

- **Education/Expertise**
  - Defined as a degree, certification, certificate, etc. in the policy area in which the incumbent currently works and **which is above the requirements listed in the job description** as of July 1, 2022.
  - Education/Expertise – add \$ 0.10 cents/hour/degree and/or \$ 0.05 cents/hour/certification above and beyond the job description requirement. Employees cap out at \$ 0.30 cents/hour and cannot exceed the maximum for their grade.

- Examples:
  - Degrees: Associate's Degree; Bachelor's Degree; Master's Degree – any listed must be in the relevant policy area. Associate's do not count toward the education criteria if the incumbent also has a Bachelor's degree from the same program.
  - Certification: Graduate Certificate; MCPPO; 6+ month program/timeline; License with multi-week course with testing component – topic must be relevant to policy area of position

**This policy is effective for these one-time changes only.**

## **MIDDLETON SELECT BOARD**

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Brian M. Cresta, Chair

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Timothy P. Houten, Clerk

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Kosta E. Prentakis

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Jeffrey P. Garber

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Richard W. Kassiotis, Jr.

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Andrew J. Sheehan, Town Administrator



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

## **PERFORMANCE REVIEW AND EVALUATION POLICY**

### **APPROVED MARCH 22, 2022**

#### **PURPOSE AND SCOPE**

The purpose of this policy is to outline the Town of Middleton's performance review and evaluation program. The performance review and evaluation program has been developed to accomplish several goals: to continuously improve the effectiveness and efficiency of Town services; to provide an opportunity for two-way communication and planning between employees and reviewing managers/supervisors; to assist employees in increasing the effectiveness of their job performance; to provide a mechanism for the establishment of individual and departmental goals; to serve as the basis for acknowledging employees' accomplishments and recognizing employees' potential need for guidance, training and/or support; and to provide documentation of employees' performance to serve as the basis for salary adjustments and other personnel-related actions.

#### **APPLICABILITY**

This policy applies to all non-represented management, administrative, clerical, technical, professional, and support employees of the general government who regularly work for the Town. This policy does not apply to union, seasonal or temporary employees or employees of the School Department or Middleton Electric Light Department (MELD).

#### **POLICY**

It is the policy of the Town of Middleton that all non-represented full-time (20 or more hours per week) and permanent part-time employees will be reviewed and evaluated on an annual basis. Permanent part-time employees working less than twenty hours per week shall be reviewed at the Town Administrator's discretion. Additionally, employees who are nearing the end of a probationary period will be reviewed and evaluated by management to determine whether the employee should be retained on a permanent basis.

#### **PROCEDURES**

##### **A. Coordination**

The performance review and evaluation system will be coordinated and monitored by the Human Resources Department. Coordination will include the following tasks:

1. Informing department managers/supervisors about which employee reviews need to be completed;
2. Providing direction to supervisors relative to the performance review forms and guidelines needed to complete the reviews;
3. Monitoring the completion of reviews within set deadlines;
4. Distributing copies of the completed review to the reviewing supervisor – a copy(s) for the supervisor(s) and one copy for the supervisor to give to the employee;
5. Keeping employee reviews in a secure file to protect confidentiality; and



6. Regulating access to employee review and evaluation files.

**B. Forms**

Supervisors will review and evaluate all eligible employees using the appropriate classification evaluation form and will follow the applicable instructions. The self-evaluation form, evaluation form, supervisor and employee instructions, and the employee's job description will be forwarded by the Human Resources Department to the supervisor at least one week in advance of the employee's review date.

**COMPLAINT RESOLUTION PROCESS**

If an employee disagrees with his or her review, he or she may offer comments in the space provided on the Performance Evaluation Form. If the disagreement cannot be resolved within the department, the supervisor and employee shall meet with the Human Resources Director for a hearing on the matter.

**CONSIDERATIONS**

The relevant forms and instructions accompanying this policy are the official documents to be provided in the "Performance Evaluation Assistance" portion of this policy to assist in the process, but may be subject to updates based on best practices. The policy addresses only the evaluation process and documentation. A separate policy addresses any performance-based wage/salary adjustments that might occur in future.

**MIDDLETON SELECT BOARD**

\_\_\_\_\_  
Brian M. Cresta, Chair

\_\_\_\_\_  
Timothy P. Houten, Clerk

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Kosta E. Prentakis

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Jeffrey P. Garber

\_\_\_\_\_  
Richard W. Kassiotis Jr.

\_\_\_\_\_  
Andrew J. Sheehan, Town Administrator



**OFFICE OF THE TOWN ADMINISTRATOR**

Town of Middleton  
Memorial Hall  
48 South Main Street  
Middleton, MA 01949-2253  
978-777-3617  
[www.middletonma.gov](http://www.middletonma.gov)

**MEMORANDUM**

TO: Select Board; Andrew J. Sheehan, Town Administrator  
FROM: Jackie Bresnahan, Assistant Town Administrator/HR Director  
DATE: March 15, 2022  
RE: Updated Comparable Communities

As part of finalizing the implementation of the Compensation and Classification project, it would be timely to update the list of the Town's Comparable Communities to reflect the final list developed by the Collins Center and the Select Board. We would continue to use this list going forward for in-house salary and benefits reviews as well as for future studies. This would supersede the list presented and agreed to by the Board in 2019.

The final list from the 2022 Comp and Class includes the following twelve (12) communities:

- Boxford
- Georgetown
- Groveland
- Hamilton
- Ipswich
- Littleton
- Lynnfield
- North Reading
- Rowley
- Topsfield
- Wakefield
- Wilmington

The reference material from the Collins Center is available in the January 25, 2022 Select Board Packet (item #7). Please let me know if you have any questions.



## BOARD OF SELECTMEN

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

5.

March 22, 2022

Mr. Michael Kennealy, Secretary  
Executive Office of Housing & Economic Development  
100 Cambridge Street, Suite 300  
Boston, Massachusetts 02114

RE: Multi-Family Zoning Requirements for MBTA Communities

Dear Secretary Kennealy:

The Middleton Select Board respectfully offers these comments on the proposed Multi-Family Zoning Requirements for MBTA Communities.

Massachusetts has an undeniable shortage of housing which contributes to the high cost of housing in the State. Select Board members understand the need to increase the supply of market and affordable housing in Massachusetts. Doing so will be better for our citizens and make our State more competitive. We do not believe applying the same standard across all 351 communities makes sense. We have seen that a one size fits all approach is rarely the best or most effective tactic.

Middleton is an MBTA community. Middleton has no commuter rail stop, no park and ride facility, no subway service, no ferry service, and no bus service. It is not conveniently located to transit. The closest commuter rail stops are in Salem, Lynn, and Wakefield, none of which is convenient to Middleton commuters travelling to the Boston metropolitan area.

The Board offers the following comments on the proposed regulations:

- The draft regulations require a minimum of 50 contiguous acres at 15 housing units per acre. This equates to 750 units. Middleton has a little over 3,000 housing units. The regulations would increase the number of units by 25%! This would have an enormous impact on Middleton and its residents.
- The requirement that a district be located near a downtown area if more than 1/2 mile from transit would require one of the last operating farms to be zoned for high density housing. This is contrary to the State's long-held commitment to preserving open space, particularly working farms.
- The fiscal impact on the community is incalculable. Increasing the number of dwelling units by 25% would result in the following impacts:
  - An explosion of school age children. This will likely require the construction of new schools:

- The Massachusetts School Building Authority is stretched beyond its means as it is; we cannot assume there will be funds to assist communities in addressing this newest unfunded mandate
- Antiquated and burdensome procurement laws needlessly drive up the cost of public construction while providing no added value. This places the onus on local taxpayers
- Dramatic increase in traffic:
  - This will further clog already congested roads, increasing commute times, contributing to more road rage, and burdening the environment with more vehicular emissions
  - This will increase demand for local public safety to police these roads and respond to a likely increase in motor vehicle accidents. As with other costs, the expense will be borne by local taxpayers
- Environmental degradation:
  - Satisfying the requirement will push development into environmentally sensitive areas, including wetlands, areas subject to flooding, and critical habitats
  - Disturbance of environmentally sensitive areas is completely contrary to the need to plan for climate change. Building in such areas will spur the need for more funding to mitigate climate impacts. This is a vicious cycle
- Water and Wastewater Infrastructure:
  - Middleton is within the Ipswich River watershed, a severely strained watershed. At this point we do not know if we can meet normal future housing and economic development within the constraints of the Water Management Act. We could not possibly accommodate normal growth plus 750 additional dwelling units without exceeding the Water Management Act limitations and further compromising the health of the watershed
  - Middleton is served almost completely by onsite septic systems. Only a small area of town is served by public sewer (South Essex Sewer District)
  - The required density likely forces developers to construct wastewater treatment plants. This is a significant additional cost for them. That then raises serious questions about the affordability and/or quality of the units that will be built. We fear that the quality of housing units will suffer in order to make projects economically viable
- Community character could be severely degraded by poorly designed, cheaply built projects that are incongruous with the community. Are communities able to apply design criteria?

We know that simply offering our complaints is not helpful. We therefore offer the following solutions and recommendations in hopes of improving the regulations:

- Eliminate the 50 contiguous acre minimum
- Requiring that 15% of housing units be classified as affordable would be a high bar, but is more reasonable than what is proposed. Please provide clarity on the apparent conflict between these regulations and c. 40B
- Give credit for communities that lack adequate water or wastewater infrastructure
- Give credit for units already existing in transit and downtown areas
- Give credit for units that could be constructed in transit and downtown areas under current zoning
- Give more time for communities to comply

- Provide funding to enable communities to plan for and construct the units. Another unfunded mandate only makes communities more resistant. It also makes communities more distrusting of the State government that purports to be our partner
- Eliminate the ½ mile radius for communities that have no public transport facilities
- Build in the ability for communities to propose creative alternative approaches.

As you can see, we are concerned about the regulations as proposed. However, with reasonable accommodations and flexibility we believe they can accomplish the Administration's goals while respecting communities' unique characteristics. We want to be part of the solution, not part of the problem. We hope you will embrace these suggestions in the spirit in which they are intended.

Please feel free to contact Town Administrator Andrew J. Sheehan at 978-777-3617 or [andrew.sheehan@middletonma.gov](mailto:andrew.sheehan@middletonma.gov) if you have any questions in this regard.

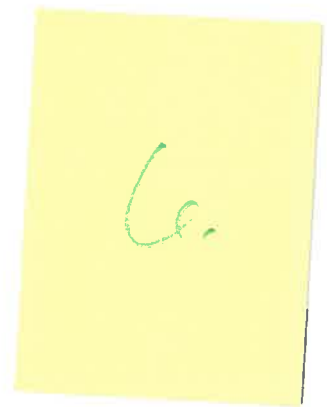
Sincerely,

MIDDLETON SELECT BOARD

Timothy Houten, Clerk



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



March 8, 2022

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

Re: Middleton Food Bank Donations

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

Thank you,

*Jillian Smith*

Jillian Smith  
COA Director

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

Date: 2/28/22

Name: Viceroy Capital Management

Donation: \$500.00

Check Number 0007000429

This donor would like to remain anonymous

Yes

xx No

10001 1 AB 0.458 \*0076612  
MIDDLETON FOOD PANTRY  
38 MAPLE ST  
MIDDLETON MA 01949-2230



Viceroy Capital Management LLC  
PO Box 532  
WOBURN MA 01801



Account Name: Viceroy Capital Management  
Account Number: ErnestPelletier  
Subscriber Name: Viceroy Capital Management LLC

Date: 2/28/2022

0007000429

Total: \$500.00

INVOICE NUM	TYPE	AMOUNT	DESCRIPTION
DONATION	Other	500.00	In Memory of Ernest Pelletier. Our sincere condolences to his family.

Apply to account: ErnestPelletier - Viceroy Capital Management LLC

Viceroy Capital Management LLC  
PO Box 532  
WOBURN, MA 01801

53-7148  
2113

DATE  
02/28/2022

0007000429

Brookline Bank  
P.O. Box 470469  
Brookline MA 02447-0469

PAY (FIVE HUNDRED DOLLARS AND NO/100)  
TO THE ORDER OF MIDDLETON FOOD PANTRY

AMOUNT  
\*\*\$500.00

BrooklineBank

Signature on File -  
account holder has pre-approved this check  
Void After 90 Days



**Council on Aging**  
Old Town Hall  
38 Maple Street  
Middleton, MA. 01949  
978-777-4067  
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March 8, 2022

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

Re: Middleton Food Bank Donations

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

Thank you,

*Jillian Smith*

Jillian Smith  
COA Director

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

Date: 2/22/22

Name: Salvatore Testaverde

Donation: \$500.00

Check Number 937402194

This donor would like to remain anonymous

**Yes**

xx **No**



**Fidelity Brokerage Services LLC**

NO. [REDACTED]

DATE	SECURITY DESCRIPTION	TYPE	AMOUNT
02/22	<del>CLASSIFICATION</del> SALVATORE A TESTAVERDE	PDP	500.00
ACCOUNT NO.		TOTAL	500.00

FC

2

5750

VERIFY THE AUTHENTICITY OF THIS MULTI-TONE SECURITY DOCUMENT.

CHECK BACKGROUND AREA CHANGES COLOR GRADUALLY FROM LEFT TO RIGHT.

COPYRANK CAPTURE® ANTI-FRAUD PROTECTION

BNY MELLON TRUST OF DELAWARE

**FIDELITY**  
BROKERAGE SERVICES LLC

NO.

82-35/311

February 22, 2022

PAY Five Hundred Dollars and 00 Cents

EXACTLY  
\*\$500.00\*TO THE  
ORDER OFMiddletown Food Pantry  
c/o Frank B Leary  
38 MAPLE ST  
MIDDLETON MA 01949-2230

Not Valid After 90 Days

National Financial Services LLC



AUTHORIZED SIGNATURE

MEMO: Sal, JoAnn &amp; Liliana Testaverde

## **Correspondence and informational materials**



Dewberry Engineers Inc. | 617.695.3400  
99 Summer Street, Suite 700 | 617.695.3310 fax  
Boston, MA 02110-1200 | [www.dewberry.com](http://www.dewberry.com)

March 14, 2022

Middleton Select Board  
Attn: Brian Cresta, Chair  
48 South Main Street  
Middleton, MA 01949

RE: Bridge Replacement, M-20-003  
Route 62 (Maple Street) over Ipswich River  
MassDOT Project File No. 608522

Dear Mr. Cresta,

The Massachusetts Department of Transportation, Highway Divisions (MassDOT) proposes to replace the bridge that carries Route 62 (Maple Street) over the Ipswich River. In addition, it is estimated that approximately 350 feet of approach work west of the bridge and 360 feet of approach work east of the bridge will be necessary to complete the work.

The existing bridge is composed of eight reinforced concrete T-beams plus a pair of concrete encased I-beams on footings composed of granite blocks and concrete. The beams support a 5 ½" concrete deck which is overlain with a bituminous concrete wearing surface. According to the latest bridge inspection report the parapet walls and some of the supporting beams are in poor condition and a row of concrete barriers located along the north edge of road forms the northern parapet wall as the original parapet has failed. The bridge is also posted for weight restrictions. The structure has previously received various spot repairs but this approach is no longer considered viable and a full replacement is warranted. As noted above work will also be done on both approaches to accommodate the new bridge.

The MassDOT Highway Division requests that Town of Middleton officials review the enclosed materials at their earliest convenience and solicit any comments that they wish to make regarding this project. Written comments should be submitted to: Carrie Lavallee, P.E., Acting Chief Engineer, MassDOT Highway Division, 10 Park Plaza, Boston, MA, 02116, Attn: Eamon Kernan, P.E. Please include the six-digit MassDOT project number on all correspondence.

If you have any questions concerning the enclosed project information, please feel free to contact me at 617.531.0817 or [azysk@dewberry.com](mailto:azysk@dewberry.com).

Sincerely,

A handwritten signature in blue ink, appearing to read "AZysk", written over a light blue circular stamp.

Adam P. Zysk, PE  
Principal Engineer

Atts: Locus Plan, Scope of Work

## MIDDLETON – Route 62 (Maple Street) over Ipswich River



## LOCATION MAP

## **Scope of Work**

### **Existing Structure**

The existing bridge (MassDOT No. M-20-003), constructed in 1922, is composed of eight (8) reinforced concrete T-beams plus a pair of concrete encased I-beams on footings composed of concrete and granite blocks. The beams support a 5 ½" concrete deck which is overlain with a bituminous concrete wearing surface.

The span length of the existing bridge is 35'-6" and has a skew of approximately 10 degrees. The pavement width over the bridge is 34.75 feet rail to rail. The existing bridge carries one 11-foot travel lane in each direction with a 4-foot shoulder. There is one existing sidewalk on the south side of the bridge that is flush with the adjacent road pavement due to multiple pavement overlays. Short sections of guardrail are attached to the ends of the run of concrete barrier along the north edge of road and the existing bridge parapet on the south edge of road.

The bridge carries an 18" water pipe below the bridge deck. An 8" gas main is attached to the outside of the south parapet fascia and electric lines are located on wood poles along the north side of the roadway.

### **Proposed Structure**

The proposed project will consist of removing the existing bridge superstructure and portions of the existing substructure. The new bridge abutments will be constructed behind the existing abutments to minimize impacts to the river channel. The new superstructure will be composed of spread box beams with a cast in place deck. The new bridge will be in the same location as the existing crossing.

The proposed deck will be approximately 46'-9" in total width with a new curb to curb width of 32'-0". The proposed bridge will consist of one-11'-0" lane with a 5'-0" shoulder and a 6'-0" sidewalk in each direction. It is estimated that 350 feet of approach work west of the new bridge and 360 feet of approach work east of the new bridge will be needed to complete the work.

The bridge will be constructed in stages to maintain one lane of travel in each direction at all times. Pedestrian access will be maintained via a temporary pedestrian bridge located over the railroad abutment structure to the south.

The work to be done under this Contract consists of furnishing all necessary labor, materials, equipment and services to replace Bridge M-20-003 over Ipswich River and improve the alignment and profile of Maple Street. Work will be performed at the project site in the Town of Middleton within District 4 of the Massachusetts Department of Transportation. The work will include bridge replacement, embankment construction, road and safety improvements and related items of work.



SERVING BOXFORD, MIDDLETON & TOPSFIELD • 20 ENDICOTT ROAD, BOXFORD, MASSACHUSETTS 01921

March 14, 2022

Jacqueline Cuomo, Treasurer  
Town of Topsfield  
Topsfield Town Hall  
8 West Common Street  
Topsfield, MA 01983

Nick Federico, Treasurer  
Town of Middleton  
48 S. Main Street  
Memorial Hall  
Middleton, MA 01949

Ellen Guerin, Treasurer  
Town of Boxford  
7A Spofford Road  
Boxford Town Hall  
Boxford, MA 01921

Dear Jacqueline, Nick and Ellen:

The Masconomet Regional District School Committee unanimously approved the District's FY23 Operating Budget on March 9, 2022. Pursuant to M.G.L. c.71 § 16B and Section V(c) of the Regional Agreement, the District, through the District Treasurer, hereby certifies its FY23 Operating Budget. Please refer to the enclosures for the specific amounts apportioned to each Member Town. Please note that the District will send each Member Town a check for its share of the Debt Assessment Reimbursement by August 15, 2022. If you have any questions, please contact me directly at [jsands@masconomet.org](mailto:jsands@masconomet.org).

Sincerely,

  
Jeffrey D. Sands  
Assistant Superintendent of Schools

  
Jeannie Gioioso  
District Treasurer

Enclosures

cc:

Mike Harvey, Superintendent of Schools  
Laurie Zywiak, District Accountant  
School Committee  
Town Administrators  
Town Accountants/Finance Directors



**MASCONOMET REGIONAL SCHOOL DISTRICT**

**FY23 General Fund Recommended Budget**

March 9, 2022

<b>Total Expenditures</b>	<b>Adopted FY20</b>	<b>Adopted FY21</b>	<b>Adopted FY22</b>	<b>Proposed FY23</b>	<b>Chg \$</b>	<b>Chg %</b>
General Operating Expenses (before Offsets)	36,065,385	37,536,315	38,530,480	39,770,354	1,239,874	3.2%
Less Expense Offsets	1,376,118	1,675,330	1,809,991	2,195,972	385,981	21.3%
General Operating Expenses (after Offsets)	34,689,267	35,860,985	36,720,489	37,574,382	853,893	2.3%
Debt Service Expense	2,368,200	1,587,250	1,582,000	792,750	(789,250)	-49.9%
<b>Total Expenditures</b>	<b>\$37,057,467</b>	<b>\$37,448,235</b>	<b>\$38,302,489</b>	<b>\$38,367,132</b>	<b>\$64,643</b>	<b>0.2%</b>

<b>Total Funding Sources</b>	<b>Adopted FY20</b>	<b>Adopted FY21</b>	<b>Adopted FY22</b>	<b>Proposed FY23</b>	<b>Chg \$</b>	<b>Chg %</b>
<b>State Aid</b>						
Chapter 70	\$5,182,999	\$5,254,659	\$5,253,339	\$5,304,129	\$50,790	1.0%
Transportation Reimbursement	630,388	633,886	588,428	669,987	81,559	13.9%
MSBA Debt Service Reimbursement	1,291,498	1,291,498	1,291,498	1,291,498	0	0.0%
Charter School Tuition Reimbursement	10,255	4,444	12,385	5,978	(6,407)	-51.7%
<b>Local Receipts</b>						
Interest Income	64,000	60,000	48,000	12,000	(36,000)	-75.0%
Fees Collected	34,000	34,000	34,000	34,000	0	0.0%
Miscellaneous Receipts	20,000	10,000	10,000	10,000	0	0.0%
Excess and Deficiency	0	199,131	361,567	551,844	190,277	52.6%
Fund Transfers In	645,278	724,155	747,901	566,655	(181,246)	-24.2%
<b>Federal Aid</b>						
Medicaid Reimbursement	55,000	30,000	24,000	33,933	9,933	41.4%
E Rate Reimbursement	2,000	0	0	0	0	#DIV/0!
<b>Total Funding Sources</b>	<b>\$7,935,418</b>	<b>\$8,241,773</b>	<b>\$8,371,118</b>	<b>\$8,480,025</b>	<b>\$108,907</b>	<b>1.3%</b>

<b>Net Assessment including Deb Service</b>	<b>Adopted FY20</b>	<b>Adopted FY21</b>	<b>Adopted FY22</b>	<b>Proposed FY23</b>	<b>Chg \$</b>	<b>Chg %</b>
Total Expenditures	37,057,467	37,448,235	38,302,489	38,367,132	64,643	0.2%
Less Total Funding Sources	(7,935,418)	(8,241,773)	(8,371,118)	(8,480,025)	108,907	1.3%
<b>Total Net Assessment including Debt</b>	<b>\$29,122,049</b>	<b>\$29,206,462</b>	<b>\$29,931,371</b>	<b>\$29,887,107</b>	<b>(\$44,264)</b>	<b>-0.1%</b>
<b>Operating Assessment</b>	<b>\$28,045,347</b>	<b>\$28,910,709</b>	<b>\$29,640,869</b>	<b>\$30,385,855</b>	<b>\$744,986</b>	<b>2.5%</b>
<b>Debt Assessment</b>	<b>\$1,076,702</b>	<b>\$295,751</b>	<b>\$290,502</b>	<b>(\$498,748)</b>	<b>(\$789,250)</b>	<b>-271.7%</b>

# MASCONOMET REGIONAL SCHOOL DISTRICT

## FY23 ASSESSMENT SUMMARY BY TOWN

March 9, 2022

<b>BOXFORD</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>Chg \$</b>	<b>Chg %</b>
Operating Assessment	\$ 10,668,997	\$ 10,961,352	\$ 10,773,426	\$ 11,131,422	\$ 357,996	3.3%
Debt Assessment	\$ 409,017	\$ 111,474	\$ 105,545	\$ (183,169)	\$ (288,714)	-273.5%
Total Assessment	\$ 11,078,014	\$ 11,072,826	\$ 10,878,971	\$ 10,948,253	\$ 69,282	0.6%
<b>MIDDLETON</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>Chg \$</b>	<b>Chg %</b>
Operating Assessment	\$ 9,968,088	\$ 10,204,052	\$ 10,473,077	\$ 10,477,590	\$ 4,513	0.0%
Debt Assessment	\$ 382,380	\$ 103,740	\$ 102,490	\$ (171,693)	\$ (274,183)	-267.5%
Total Assessment	\$ 10,350,468	\$ 10,307,792	\$ 10,575,567	\$ 10,305,897	\$ (269,670)	-2.5%
<b>TOPSFIELD</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>Chg \$</b>	<b>Chg %</b>
Operating Assessment	\$ 7,408,262	\$ 7,745,305	\$ 8,394,366	\$ 8,776,843	\$ 382,477	4.6%
Debt Assessment	\$ 285,305	\$ 80,537	\$ 82,467	\$ (143,887)	\$ (226,354)	-274.5%
Total Assessment	\$ 7,693,567	\$ 7,825,842	\$ 8,476,833	\$ 8,632,957	\$ 156,124	1.8%
<b>DISTRICT TOTALS</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>Chg \$</b>	<b>Chg %</b>
Operating Assessment	\$ 28,045,347	\$ 28,910,709	\$ 29,640,869	\$ 30,385,855	\$ 744,986	2.5%
Debt Assessment	\$ 1,076,702	\$ 295,751	\$ 290,502	\$ (498,748)	\$ (789,250)	-271.7%
Total Assessment	\$ 29,122,049	\$ 29,206,460	\$ 29,931,371	\$ 29,887,107	\$ (44,264)	-0.1%





# Masconomet Regional School District

FY23 Assessment Worksheet

March 9, 2022

## Total General Fund Expenses

General Operating Expenses (after Offsets)  
Debt Service

\$37,574,382
\$792,750
<b>Total General Fund Expenses:</b>
<b>\$38,367,132</b>

## Total General Fund Revenues

State Aid including MSBA Reimbursement for Debt Service  
Local Receipts  
Federal Aid

\$7,271,592
\$1,174,499
\$33,933
<b>Total General Fund Revenues:</b>
<b>\$8,480,025</b>

## Assessment to Member Communities

General Operating Budget Assessment (excluding Debt)

Debt Service

less MSBA Reimbursement for Debt Service  
Debt Service Assessment

\$30,385,855
\$792,750
\$1,291,498
<b>(\$498,748)</b>

	Boxford	Middleton	Topsfield	Totals
<b>Resident Enrollment:</b>				
Oct 2020	622	604	486	1,712
Oct 2021	623	563	492	1,678
2 YR AVG	623	584	489	1,695
<b>Assessment Calculation:</b>				
Minimum Contribution	\$ 5,972,577	\$ 5,641,950	\$ 4,724,353	\$ 16,338,880
Transportation	\$ 528,029	\$ 494,947	\$ 414,789	\$ 1,437,765
Amount Above Minimum Contribution	\$ 4,630,816	\$ 4,340,693	\$ 3,637,701	\$ 12,609,211
<b>Operating Assessment</b>	\$ 11,131,422	\$ 10,477,590	\$ 8,776,843	\$ 30,385,855
<b>Debt Assessment</b>	\$ (183,169)	\$ (171,693)	\$ (143,887)	\$ (498,748)
<b>Total Assessment</b>	\$ 10,948,253	\$ 10,305,897	\$ 8,632,957	\$ 29,887,107