

**MIDDLETON SELECT BOARD**  
**MEETING AGENDA**  
**FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER**  
**143 SOUTH MAIN STREET, MIDDLETON, MA 01949**  
**TUESDAY, MAY 3, 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=aThoMXZlNW50K2hiN3NMaEh2VldNUT09>

7:00 pm	1. Business <ul style="list-style-type: none"><li>• Warrants: 2223</li><li>• Open Session Minutes: March 22, 2022, April 5, 2022, April 19, 2022</li><li>• Town Administrator Updates and Reports</li></ul>
7:10 pm	2. Public Comment
7:15 pm	3. Review the recommendations of Chief William Sampson to appoint the following to the Middleton Police Department with terms through June 30, 2025; votes may be taken <ul style="list-style-type: none"><li>• Roby Deschenes as a Full Time Police Officer</li><li>• Isabella Palmeira as a Reserve Police Officer</li><li>• Isabella Palmeira as an Acting Full Time Officer</li><li>• Noorulain Tillu as a Reserve Police Officer</li></ul>
7:25 pm	4. Review and vote on Middleton Police Policy and Procedure 4.30 "Organization" to reflect the Captain and Detective Sergeant positions; votes may be taken
7:30 pm	5. Review and appoint a Veterans Services Officer with a term through June 30, 2025; votes may be taken
7:40 pm	6. Review and discuss Annual Town Meeting; votes may be taken
8:00 pm	7. Review and appoint the following to the Solid Waste Advisory Committee; votes may be taken: Carolyn Damato MacPherson; Annette Wilton (Jeffrey Garber, Richard Gregorio, John Erickson were previously appointed)
8:10 pm	8. Review and vote on the following reappointments with terms through June 30, 2025; votes may be taken: <ul style="list-style-type: none"><li>• Animal Control Officers (2): Beverly Milward; Kevin Nichols</li><li>• Building Commissioner: Scott Fitzpatrick</li><li>• Alternate Plumbing Inspector: Todd Moreschi</li><li>• Alternate Building Inspector: E. Peter Swindell</li><li>• Assistant Health Agent: Ronald Beauregard</li><li>• Public Works Superintendent: Paul Goodwin</li><li>• Deputy Public Works Superintendent: Kenneth Gibbons</li></ul>

- Chief Procurement Officer: Andrew J. Sheehan

9. Review and vote on Reid's Race, Sunday, July 17<sup>th</sup>, 2022; votes may be taken
10. Announcements

Upcoming Meetings:	May 10	Annual Town Meeting
	May 16	Regular Select Board Meeting
	May 17	Annual Town Election
	May 31	Regular Select Board Meeting

### **Open Committee Positions as of July 1, 2022**

- Board of Appeals – 5-year term – 1 seat
- Board of Appeals – 1-year term – 1 seat
- Board of Appeals – Alternate – 1-year term – 2 seats
- Board of Health – 3-year term – 1 seat
- Board of Registrars – 3-year term – 1 seat
- Bylaw Review Committee – 3-year term – 4 open seats
- Conservation Commission – 3-year term – 1 seat
- Council on Aging – 3-year term – 3 seats
- Cultural Council - 3-year term – 3 seats
- Finance Committee - 3-year term - 2 seats
- Historical Commission – 2-year term – 2 seats
- Industrial and Commercial Design Review Committee – 3-year term - 3 open seats
- Master Plan Review Committee - staggered terms - 3 open seats
- Memorial Day Committee – 3-year term – 4 open seats
- Municipal Property Tax Relief – 3-year term – 1 seat
- Planning Board – Alternate – 1-year term – 2 seats (Joint Appointment with Planning Board and Select Board)
- Rails to Trails Committee – 3-year term – 2 seats
- Recreation Commission – 3-year term – 3 seats
- Scholarship Committee – 3-year term – 3 seats
- Solid Waste Advisory Committee - 2-year term - 2 seats

*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 22, 2022

7:00 PM

This meeting was recorded

Present: Kosta Prentakis, Rick Kassiotis, Jeff Garber, Tim Houten, Chair Brian Cresta (via Zoom)

Absent:

*Others Attending: Town Administrator Andy Sheehan, Assistant Town Administrator/HR Director Jackie Bresnahan, Minutes Secretary Judi Stickney, Paul Pellicelli, and others*

**7:03 PM** With a quorum present, Chair Cresta called the meeting to order.

**7:03 PM ROUTINES**

- **Warrant Approval:** Town Administrator Andy Sheehan provided a brief review of Warrant #2220: Payroll: \$737,822; Bills Payable: \$1,646,196; 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 **Kassiotis**, second by **Cresta**, the Select Board **VOTED** unanimously by roll call vote to approve the warrant as presented.

**Roll Call conducted by Board Member Kosta Prentakis:**

Brian Cresta	YES
Jeff Garber	YES
Rick Kassiotis	YES
Tim Houten	YES
Kosta Prentakis	YES

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

On a **MOTION** made by **Prentakis**, second by **Garber**, the Select Board **VOTED** unanimously by roll call vote to accept the minutes March 8, 2022, both open and Executive Session, as written.

**Roll Call conducted by Board Member Kosta Prentakis:**

Brian Cresta	YES
Jeff Garber	YES
Rick Kassiotis	YES
Tim Houten	YES
Kosta Prentakis	YES

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

- **Flag at Flint Library:** Sheehan advised the Board that they've been getting a lot of calls about the flagpole missing from the Flint Library. Sheehan reported that the flagpole has deteriorated beyond repair. It is being replaced and should be done in the next month or so.
- **Third Joint Budget Meeting:** Sheehan reported that the third joint budget meeting is scheduled for Thursday, March 31<sup>st</sup>, 7PM, at the Flint Library, noting that there will also be a Zoom option. It is the formal budget hearing and the reading of the warrant.
- **Open Meeting Law Training:** Sheehan reported that Open Meeting Law training for boards and committees will take place on Wednesday, March 30<sup>th</sup>, at the Flint Library. There will also be a Zoom option.
- **Annual Report for 2021:** Sheehan asked any residents viewing the meeting who may have photos of town events or interesting views around town, Sheehan asked that they send them to the Assistant Town Administrator Jackie Bresnahan, adding that the photos will be used in the Annual Report.
- **COA Update:** Sheehan noted that the COA has had a tough couple of years with the pandemic. He added that things are picking up and they had a St. Patrick's Day lunch that was well attended. There is a Spring Fling planned for April and a number of other seasonal events. Check the COA page for other events.

**7:09 PM Public Comment Period:** There were no public comments.

**7:09 PM Disclose the Collective Bargaining Agreement with the Middleton Benevolent Police**

**Association:** Sheehan reminded the Board that this was voted on at the last meeting on March 8<sup>th</sup> and the law requires that the Board disclose the agreement in open session to the public. Sheehan provided some of the details of the agreement for the Board and viewers.

**7:11 PM Continue Discussion of Compensation & Classification Plan, Related Policy Decisions,**

**Implementation Decisions, and Comparable Communities List:** Assistant Town Administrator Jackie Bresnahan provided the Board with the policies they have discussed over the last few meetings, noting that they are now ready for a formal vote to approve. The Board took the following action:

• **One-Time Adjustment Policy:**

On a **MOTION** made by **Prentakis**, second by **Kassiotis**, the Select Board **VOTED** unanimously by roll call vote to approve the Compensation and Classification One-Time Adjustment Policy.

**Roll Call conducted by Board Member Kosta Prentakis:**

Brian Cresta	YES
Jeff Garber	YES
Rick Kassiotis	YES
Tim Houten	YES
Kosta Prentakis	YES

• **Performance Review and Evaluation Policy:** There was a discussion started by Chair Cresta about reviewing the employees that the Board appoints and whether the evaluations will be public information. They will not be discussed in public and will not be public information.

On a **MOTION** made by **Cresta**, second by **Garber**, the Select Board **VOTED** unanimously by roll call vote to amend the policy as written, to include that the evaluations will be available to the Board members to view individually.

**Roll Call conducted by Board Member Kosta Prentakis:**

Brian Cresta	YES
Jeff Garber	YES

Rick Kassiotis	YES
Tim Houten	YES
Kosta Prentakis	YES

- **Comparable Communities:**

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

**Roll Call conducted by Board Member Kosta Prentakis:**

Brian Cresta	YES
Jeff Garber	YES
Rick Kassiotis	YES
Tim Houten	YES
Kosta Prentakis	YES

**7:37 PM Review Draft Letter to Secretary Michael Kennealy with Respect to Multifamily Zoning Requirements for MBTA Communities:**

**Requirements for MBTA Communities:** The Town Administrator presented the Board with a letter he drafted to the Executive Office of Housing and Economic Development for the Board's approval. After a lengthy discussion, the Board took the following action:

On a **MOTION** made by **Cresta**, second by **Prentakis**, the Select Board **VOTED** unanimously by roll call vote to authorize the sending of the letter as drafted.

**Roll Call conducted by Board Member Kosta Prentakis:**

Brian Cresta	YES
Jeff Garber	YES
Rick Kassiotis	YES
Tim Houten	YES
Kosta Prentakis	YES

**7:45 PM Review and Vote to Accept the Following Donations:**

- **Salvatore Testaverde: \$500 to the Middleton Food Pantry**
- **Viceroy Capital Management, LLC in memory of Ernest Pelletier: \$500 to the Middleton Food Pantry**

On a **MOTION** made by **Prentakis**, second by **Garber**, the Select Board **VOTED** unanimously by roll call vote to accept the donations, with thanks.

**Roll Call conducted by Board Member Kosta Prentakis:**

Brian Cresta	YES
Jeff Garber	YES
Rick Kassiotis	YES
Tim Houten	YES
Kosta Prentakis	YES

**7:45 PM New Business: Reserved for items the Chair did not reasonably anticipate prior to the posting of the agenda**

- **Middleton Magazine:** Clerk Tim Houten noted that Board Member Kassiotis is available to sign copies of Middleton Magazine for his article on the Rail Trail.

**7:46 PM Adjourn**

With no further business, the March 22<sup>nd</sup> meeting of the Select Board adjourned at 7:47 PM.

**Upcoming Meetings:**

**March 31**      **Annual Budget Hearing & Warrant Reading, joint with Finance Committee**

**April 5 & 19**      **Regular SB Meetings**

**April 7**      **Joint Meeting with Finance Committee if needed**

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 #2220: Payroll: \$737,822; Bills Payable: \$1,646,196
- Minutes:
  - March 8, 2022
- Compensation and Classification One-Time Adjustment Policy
- Performance Review and Evaluation Policy Approved March 22, 2022
- Memo from Assistant Town Administrator to Select Board, re: Updated Comparable Communities, 3/15/22
- Draft Letter from the Select Board to the Secretary of Executive Office of Housing and Economic Development, re: Multifamily Zoning Requirements for MBTA Communities, 3/22/22
- Letter from COA Director to Select Board, re: Middleton Food Bank Donations, 3/8/22
  - Viceroy Capital Management: \$500
- Letter from COA Director to Select Board, re: Middleton Food Bank Donations, 3/8/22
  - Salvatore Testaverde: \$500
- Letter from Dewberry Engineers, Inc. to Select Board, re: Bridge Replacement, M-20-003, Route 62 Maple Street over Ipswich River, MassDOT Project File No. 608522, 3/14/22
- Letter and supporting material from Masconomet Assistant Superintendent of Schools to Town Treasurer, re: Masconomet District FY23 Operating Budget, 3/14/22

**MEETING MINUTES**  
**SELECT BOARD**  
**FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER**  
**143 SOUTH MAIN STREET, MIDDLETON, MA 01949**  
**TUESDAY, APRIL 5, 2022**  
**7:00 PM**

**This meeting was recorded**

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

*Absent:*

*Others Attending: Town Administrator Andy Sheehan, Assistant Town Administrator/HR Director Jackie Bresnahan, Paul Pellicelli, and others*

**7:05 PM** With a quorum present, Chair Cresta called the meeting to order.

**ROUTINES**

- **Warrant Approval:** Town Administrator Andy Sheehan provided a brief review of Warrant #2221: Payroll: \$767,801; Bills Payable: \$375,302; noting that the Town Accountant had reviewed the warrant and requested the Board's approval. After a brief discussion, the Board took the following action:

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

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

On a **MOTION** made by **Prentakis**, second by **Garber**, the Select Board **VOTED** unanimously to accept the minutes of February 5, 2022 and March 5, 2022 for the joint Budget Summit meetings with the Finance Committee, as written.

- **Town Administrator's Report:** Town Administrator Andy Sheehan provided the Board with information and updates on the following:
  - **Select Board and Finance Committee Budget Meetings:** Sheehan reported that the last joint meeting with the Finance Committee for the Budget Summit discussions was held last week, and the video is available on the town website. Sheehan thanked everyone involved in the planning and attendance of the meetings.
  - **State Supplemental Budget:** Sheehan advised the Board that Governor Baker signed a supplemental budget, noting that the Town will get around \$150,000 for road infrastructure funding.
  - **Outdoor Dining Extended:** Sheehan advised the Board that the State is allowing outdoor dining and "beverages to go" to continue for another year. A brief discussion ensued.

- **Open Meeting Law Training:** Sheehan reported that the recent training on the Open Meeting Law was a success, based on the comments of attendees. Town Counsel Jay Talerman was the speaker.
- **Water Main Break Repair:** Sheehan publicly thanked the Middleton and Danvers DPW teams for their coordinated and quick response to the water main break on March 26<sup>th</sup>. They did a great job getting water back on within two hours. Thanks also to the residents for their patience.
- **Congratulations to Terry Fontaine:** Sheehan reported that Terry Fontaine of the Assessors' Office has completed the Finance Management Program at Suffolk University. Congratulations to Terry for the time and effort she put in to completing the program.

**7:26 PM Public Comment Period:** There were no public comments.

**7:27 PM Review recommendation from Police Chief William Sampson to appoint Michael Sampson as a Reserve Officer:** Chief Sampson met with the Board to recommend the appointment of Michael Sampson as a Reserve Officer. Chief Sampson provided the Board with Michael Sampson's experience and education. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Prentakis**, the Select Board **VOTED 4-0** to appoint Michael Sampson as a Reserve Officer for a term ending June 30, 2022. (**Kassiotis abstained**)

After the vote, Town Clerk Ilene Twiss swore Michael Sampson in as a Reserve Officer.

**7:30 PM Review Disclosure of Financial Interest and Determination by Appointing Body relative to Police Chief William Sampson:** Chair Cresta advised the Board they had information in their packet on the disclosure of Chief Sampson. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Houten**, the Select Board **VOTED 4-0** to accept the financial disclosure of Chief Sampson. (**Kassiotis abstained**)

**7:31 PM Review recommendation of the Town Building Committee to award a contract for design services to Context Architecture:** Bill Renault and other members of the Town Building Committee met with the Select Board to provide their recommendation for design services. Renault advised that they interviewed two firms and they are recommending that the Town contract with Context Architecture.

On a **MOTION** made by **Garber**, second by **Prentakis**, the Select Board **VOTED 5-0** to award the design services contract for the public facilities complex at 105 South Main Street to Context Architecture of Boston.

**7:40 PM Review request of 99 Restaurant & Pub for a Change of Manager:** Chair Cresta advised the Board that they have a request to change the manager for the 99 Restaurant & Pub. Robert Cappello, manager of the 99 Restaurant & Pub, met with the Board to request approval for a change in manager to Robert Cappello. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Kassiotis**, second by **Garber**, the Select Board **VOTED** unanimously to approve the change of manager for the 99 Restaurant and Pub to Robert Cappello.

**7:45 PM    Review Request of Captain Pizza for Reconsideration of Liquor License and Pledge of Collateral:**

**\*\* Select Board member Tim Houten recused himself from discussion and voting. \*\***

After a brief discussion, the Board took the following action:

On a **MOTION** made by **Garber**, second by **Prentakis**, the Select Board **VOTED** unanimously to rescind the prior approvals for Captain Pizza's liquor license and pledge of collateral and issue a new liquor license and pledge of collateral for Captain Pizza, based on the new business documentation and application.

**7:48 PM    Review and Discuss Draft Committee Handbook:** Town Administrator Andy Sheehan provided the Board members with a draft of the Committee Handbook they've been working on. A lengthy discussion ensued on edits and additions to the handbook. After discussion, Sheehan advised that they will incorporate their suggestions and bring the handbook back for approval.

**7:54 PM    Review and Sign Annual Town Meeting Warrant:** The Town Administrator provided the Board with the final Town Meeting Warrant, noting that it will be sent to the printer as soon as the Finance Committee wraps up. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Prentakis**, the Select Board **VOTED** unanimously to sign the Annual Town Meeting Warrant and allow the Town Administrator to make non-substantive changes.

**Review and Discuss Committee Charge and Membership for a Solid Waste Advisory**

**Committee:** Town Administrator Andy Sheehan provided the committee charge to the Board for their review and approval, explaining what the committee will be responsible for. A brief discussion ensued, with Select Board member Prentakis suggesting that only one member of the Select Board be appointed to serve on the committee, leaving the committee at five members. After discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Houten**, the Select Board **VOTED** unanimously to appoint only one member from the Select Board to the Solid Waste Advisory Committee.

On a **MOTION** made by **Prentakis**, second by **Houten**, the Select Board **VOTED** unanimously to appoint Jeff Garber from the Select Board, and John Erickson and Richard Gregorio from the Finance Committee, to the Solid Waste Advisory Committee.

**8:08 PM    Announcements & Updates:**

- **Open Meeting Law and Agenda:** Select Board member Kosta Prentakis suggested that the final topic/title in the agenda be changed to reflect what it is. Rather than Announcements & Reports, he

*Middleton Select Board*

*April 5, 2022*

*Meeting Minutes*

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suggested that it be Announcements & Updates, further suggesting that the words after the topic/title be eliminated.

8:12 PM Adjourn

With no further business, on a **MOTION** made by **Prentakis**, the April 5<sup>th</sup> meeting of the Select Board adjourned at 8:12 PM.

Respectfully submitted,



Judith A. Stickney, Minutes Secretary

Timothy P. Houten, Select Board Clerk

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

- Agenda: April 5, 2022
- Warrants
  - Warrant #2221: Payroll: \$767,801; Bills Payable: \$375,302
- Minutes:
  - Charter Review Committee Meeting Minutes: March 29, 2022
  - Operating Budget Summit Meeting Minutes: February 5, 2022
  - Capital Budget Summit Meeting Minutes: March 5, 2022
- Disclosure By Non-Elected Municipal Employee of Financial Interest and Determination by Appointing Authority as Required by G.L. c. 268A, § 19
- Letter and supporting materials from Upton Connell and Devlin LLP to Select Board, re: Change of Manager for an Annual Restaurant All Alcoholic Beverages License of 99 West LLC d/b/a 99 Restaurant & Pub, 245 South Main Street and 6 River Street, Middleton, MA, 3/16/22
- Commonwealth of Massachusetts Alcoholic Beverages Control Commission Retail Alcoholic Beverages License Application and supporting materials: Scott & Matty Pizza, Inc.

- Town of Middleton, Massachusetts Committee Handbook
- Town of Middleton, Massachusetts Annual Town Meeting Warrant
- Solid Waste Advisory Committee Charge
- E-Mail from Mike Watkin to Assistant Town Administrator, re: Resign, 3/25/22
- Letter from Town Building Committee to Select Board, re: Public Facilities Project, Project Designer, Recommendation for Contract Award, Context Architecture, 4/5/22
- Standard Form of Agreement Between Owner and Architect, Construction Manager as Construction Edition, 4/5/22
- Letter from Police Chief to Town Administrator, re: Letter of recommendation to appoint Michael Sampson as a Reserve Police Officer, 4/4/22

**MEETING MINUTES**  
**SELECT BOARD**  
**FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER**  
**143 SOUTH MAIN STREET, MIDDLETON, MA 01949**  
**TUESDAY, APRIL 19, 2022**  
**7:00 PM**

**This meeting was recorded**

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

*Absent: Jeff Garber*

*Others Attending: Town Administrator Andy Sheehan, Assistant Town Administrator/HR Director Jackie Bresnahan, Minutes Sec'y Judi Stickney, Paul Pellicelli, Meredith Shaw, Roger Bourgeois, 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 #2222: Payroll: \$742,346; Bills Payable: \$1,622,604; noting that the Town Accountant had reviewed the warrant and requested the Board's approval. After a brief discussion, the Board took the following action:

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

- **Town Administrator's Report:** Town Administrator Andy Sheehan provided the Board with information and updates on the following:
  - **Town Meeting:** Sheehan reminded residents that Town Meeting will be held on May 10<sup>th</sup> at 7PM at the Howe Manning School gymnasium. Sheehan added that they are concerned about a quorum, noting that the warrant book has gone to print will arrive in mailboxes the first of May. The warrant has been posted by the constables.
  - **Annual Election:** Sheehan announced that the Annual Town Election will take place on May 17<sup>th</sup>, from 7am-8pm at the Fuller Meadow School, adding that April 20<sup>th</sup> is last day to register to vote for the Town Election.
  - **House Ways and Means Committee Budget:** Sheehan reported that the House Ways and Means Committee issued their proposal last week, adding that the Senate Ways and Means has not issued their budget yet.
  - **Earth Day:** Sheehan announced that Earth Day activities will take place on May 1<sup>st</sup> at the former golf course.
  - **Chief Will's Day:** Sheehan announced that Chief Will's Day will take place on June 18<sup>th</sup> at Emily Maher Park on Natsue Way.

**7:10 PM Public Comment Period:** There were no public comments.

**7:11 PM Tri-Town Council Executive Director Meredith Shaw to discuss the healthy youth development initiative:** Meredith Shaw met with the Select Board to present the health youth development initiative. Shaw had provided the Board with information on the initiatives before the meeting, and focused on the stress and depression in children, as well as the screening they will be providing to identify those who may need additional support. After her presentation, Chair Cresta thanked the Tri-Town Council for all their efforts supporting parents and youth in the Tri-Towns.

**7:27 PM Review and discuss use of American Rescue Plan Act (ARPA) funds:** Town Administrator Andy Sheehan provided the Board members with information on the American Rescue Plan Act funds and how they can be used. He also requested the Board's input on how to spend the \$2.6M remaining for Middleton. Board members discussed possible uses for the funds, including using it for the proposed town facilities, water infrastructure, vehicle maintenance/replacement, roads infrastructure, IT technology and infrastructure. Sheehan suggested that they could put off using the remaining funds for a year or two and take another look at the town's needs at that time, noting that it must be committed by December 31, 2024. A lengthy discussion ensued. After discussion, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Prentakis**, the Select Board **VOTED** unanimously to claim the entire \$3,021,948 as lost public sector revenue.

**8:08 PM Review and discuss requirements for Temporary Outdoor Dining and Alcohol:** The Town Administrator advised the Board that in June of 2020, the Board voted to allow outdoor dining and the service of alcohol. He added that it's a nice amenity for the restaurants to offer and he asked the Board to vote to extend the approval through April 1, 2023. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Kassiotis**, the Select Board **VOTED** unanimously to extend the local temporary outdoor dining provisions through April 1, 2023.

**8:13 PM Review and discuss draft Committee Handbook:** The Town Administrator advised the Board that the changes they requested have been made in the draft of the Committee Handbook, briefly explaining the changes that were made. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Prentakis**, the Select Board **VOTED** unanimously to approve the Committee Handbook.

**8:14 PM Review and discuss application for a Class II Auto License for Robert's Motor Group:** Chair Cresta requested that the license clearly state that the vehicles that are for sale not be displayed anywhere in town. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Kassiotis**, the Select Board **VOTED** unanimously to approve the Class II Auto License for Robert's Motor Group, with the provision that the vehicles not be displayed.

**8:16 PM Review and discuss a Home Rule Petition: An Act Relative to Certain Voting Precincts in the Town of Middleton:** Town Administrator Andy Sheehan explained that an area of Town was designated as a sub-precinct. This done in error and should be removed. He further explained the change requires a Home Rule petition to the Legislature. This can be done by a vote of the Select Board or by a vote of Town Meeting. Chair Cresta expressed his concern about waiting for a vote at Town Meeting. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Prentakis**, the Select Board **VOTED** unanimously to approve the issuance of the Home Rule Petition through our delegation to the Governor.

**8:21 PM Review and discuss Seasonal Licenses for the 19th Hole and Halfway House Snack Bar at Ferncroft:** After a very brief discussion, the Board took the following action:

On a **MOTION** made by **Houten**, seconded by **Kassiotis**, the Select Board **VOTED** unanimously to approve the seasonal alcoholic beverages licenses for the 19<sup>th</sup> Hole and Halfway House Snack Bar at Ferncroft.

**8:22 PM Review and discuss current committee vacancies:** Assistant Town Administrator Jackie Bresnahan provided the Board with a list of current committee vacancies. A brief discussion ensued with Bresnahan, who noted that the committee members have until May 11<sup>th</sup> to let her know if they want to be reappointed.

**8:29 PM Announcements/Other Business**

- **Street Trash:** Select Board member Kosta Prentakis noted that there is a lot of trash on the town roads and asked the Town Administrator if they might be able to get the prisoners to clean it up. The Town Administrator will look into it and get back to the Board.

**8:30 PM Adjourn**

With no further business, on a **MOTION** made by **Houten**, the April 19<sup>th</sup> meeting of the Select Board adjourned at 8:30 PM.

**Upcoming Meetings:**

May 3	Regular SB Meeting
May 10	Annual Town Meeting: Howe-Manning School
May 16	Regular SB Meeting (note this is a Monday meeting)
May 17	Annual Town Election: Fuller Meadow School
May 31	Regular SB Meeting
June 14 & 28	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: April 19, 2022
- Warrants
  - Warrant #2222: Payroll: \$742,346; Bills Payable: \$1,622,604
- Letter and related documents from Tri-Town Council to Select Board, re: Summary of Programs, Services, and Initiatives, 11/19/21
- Memo and related documents from Town Administrator to Select Board, re: American Rescue Plan Act (ARPA) Funding Discussion, 4/19/22
- Town of Middleton Committee Handbook 2022
- Application and supporting documents for Class II Used Car Dealer's License: Robert's Motor Group
- An Act Relative to Certain Voting Precincts in the Town of Middleton
- Alcoholic Beverages Control Commission 2022 Retail License Renewal: Ferncroft Country Club
- Memo from Assistant Town Administrator/HR Director to Select Board, re: Vacancies as of June 30, 2022, 4/14/22
- Letter from Comcast to Select Board, re: Comcast Government Affairs – Contact Change, 4/11/22
- North Shore Information Technology Collaborative Annual Report – July 1, 2021-April 7, 2022
- 2020 Census Address Count Listing Files Viewer



# MIDDLETON POLICE DEPARTMENT

65 N. MAIN STREET

MIDDLETON, MA 01949

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

<http://www.middletonma.gov>

3.

WILLIAM P. SAMPSON  
CHIEF OF POLICE

August 13, 2021

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

**Re: Letter of recommendation to appoint Reserve Police Officer Roby Deschenes to Full-time Police Officer, Isabella Palmeira as a Reserve Police Officer (Acting Full-time), and Noorulain Tillu as a Reserve Police Officer**

Dear Town Administrator Sheehan,

I am sending this letter to recommend reserve police officer **Roby Deschenes** for consideration as the next full-time Middleton Police Officer.

Officer Deschenes is a Middleton resident and currently works as a Reserve Police Officer with the Middleton Police Department, a position he has held since October 19, 2019. Officer Deschenes recently completed the Full-time Merrimack College Police Academy and is a MPTC full-time certified law enforcement officer. Officer Deschenes holds a Bachelor of Science degree in Criminal Justice from Merrimack College and will soon earn his Master of Science in Criminal Justice from Merrimack College.

I believe with Officer Deschenes' training, education, and experience in the field of criminal justice that he will be an asset to the Middleton Police Department as our next full-time police officer. I respectfully request that the Select Board appoint Officer Roby Deschenes to the position of full-time police officer on May 3, 2022.

I am also recommending **Isabella Palmeira** to be appointed as a Reserve Police Officer and then appointed as an acting Full-time Police Officer to fill the position for an officer who is currently out on injured on duty status. Ms. Palmeira is a life-long Middleton resident and recently completed the Full-time Merrimack College Police Academy and is a MPTC full-time certified law enforcement officer. Ms. Palmeira holds a Master of Science degree in Criminal Justice and a Bachelor of Science degree in Criminology and Political Science from Merrimack College.

I believe with Ms. Palmeira's training and educational background that she will be an asset to the Middleton Police Department as our next Reserve Police Officer. I respectfully request that the Select Board appoint Ms. Palmeira to the position of Reserve Police Officer then acting Full-time Police Officer on May 3, 2022.

I would next like to recommend **Noorulain Tillu** to be appointed as a Reserve Police Officer. Ms. Tillu is a resident of Everett and is currently a full-time Police Officer with the Simmons University Police Department, where she has been employed since April 2021. Ms. Tillu is also a Special Police Officer with the Lawrence Auxiliary Police Department. Prior to her employment with Simmons University, Ms. Tillu was an Investigator with the Encore Boston Harbor Resort, from April 2019 to May 2021. Ms. Tillu holds a Bachelor of Science degree in Biology from the University of Massachusetts and an Associate's degree in Biology from Bunker Hill

Community College. Ms. Tillu has completed the MPTC Reserve Intermittent Police Academy in Chelsea and is versed in five (5) languages.

I believe with Ms. Tillu's training, experience, and educational background that she will be an asset to the Middleton Police Department as a Reserve Police Officer. I respectfully request that the Select Board appoint Ms. Palmeira to the position of Reserve Police Officer on May 3, 2022.

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

Respectfully,

Chief William P. Sampson

Chief William P. Sampson  
Middleton Police Department

<b>MIDDLETON POLICE DEPARTMENT</b>		Department M Policy No. 4.30
<b>ORGANIZATION</b>		
<b>MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED:</b> 11.1.1; 11.1.2; 11.2.1; 11.2.2; 11.3.1; 11.3.2; 11.4.5; 12.1.1; 12.1.2; 12.1.3		<b>GENERAL ORDER</b>
<b>Effective Date:</b> May 3, 2022	<b>Issuing Authority</b> <i>William P. Sampson</i> William P. Sampson <b>Chief of Police</b>	

## GENERAL CONSIDERATIONS AND GUIDELINES

This agency is structured into a series of organizational components that represent functional groupings of employees performing like activities. The organizational structure of the department provides management with a means for assigning responsibility for performance of a group of functions to a single supervisor or manager, as well as letting employees know to whom they are accountable.

The ranks of the police department reflect the para-military nature of the organization. The executive head of the department is the Chief of Police. The subsequent ranks provide a structure for the various levels of authority and responsibilities throughout the organization.

Commensurate with these responsibilities, all employees are given the authority to make the decisions and use the available resources that are necessary for the successful completion of their assigned duties. In the acceptance of this delegated authority, each employee also accepts the accompanying accountability for his/her actions (or lack of actions) and obligations. Employees confronted by an exceptional situation, for which there are no guidelines or policies, are expected to consult with their immediate supervisor, on whom the ultimate accountability falls. In the event that this consultation is impossible, it is expected that each employee The Middleton Police Department will exercise their best judgment in taking the necessary action, while keeping in mind the goals and philosophies of the department. [11.3.1]

## II. POLICY

It is the policy of the Middleton Police Department that it be so structured and organized as to:

- A. Efficiently accomplish the missions of the agency; and
- B. Effectively allocate and use personnel resources.

## III. PROCEDURES

### A. Rank Structure

1. **CHIEF OF POLICE:** The Chief of Police is the highest-ranking sworn position within the police department and the Chief Executive Officer of the department. The Chief is appointed by the Selectboard. The sworn authority of the Chief of Police is derived from Chapter 41 Section 97[12.1.1]. The Chief of Police is authorized to make regulations governing the police department and staff. The Chief shall be in immediate control of all town property used by the department, and of the assignment of police personnel who shall obey his orders. The promulgation of regulations may be subject to the approval of the Selectboard, provided that Selectboard takes action within thirty (30) days after they have been submitted to them by the Chief of Police.
2. **CAPTAIN:** Captain's rank is achieved by promotion and is superseded in rank by the Chief of Police. The captain serves as the Executive Officer and assists in the administration, discipline, and supervision of the department; directs, manages, supervises, and coordinates activities and operations within the police department; manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.; provides highly responsible and complex administrative support to the Chief of Police; and assumes command of and responsibility for the department in the absence of the Chief of Police.
3. **DETECTIVE SERGEANT:** The Detective Sergeant is an assignment within the rank of Sergeant and is superseded by the rank of Captain. The position of Detective Sergeant is considered a lateral transfer within the rank of Sergeant. The Detective Sergeant commands the detective bureau and supervises and conducts criminal investigations and administrative investigations.
4. **PATROL SERGEANT:** The Sergeant's rank is achieved by promotion and is superseded in rank by the Captain. A Sergeant is generally assigned as Shift Supervisor.
5. **DETECTIVE:** Detectives are considered a lateral transfer within the rank of Police Officer and are superseded by the rank of Detective Sergeant. Detectives conduct complex criminal investigations and respond to crime scenes when instructed.
5. **POLICE OFFICER:** Police Officer's rank is achieved by the selection process and is superseded in rank by Sergeant. A police officer is generally assigned as a patrol officer, plain clothes officer, school resource officer, traffic officer, or court liaison.

## **B. Organization**

### **1. ORGANIZATIONAL STRUCTURE AND FUNCTIONS:**

The department structure has been organized to carry out the mission of the department with the available personnel. Each division or unit shall be under the direct command of a single supervisor. [11.1.1; 11.2.2]

### **2. ADMINISTRATION:** The Chief of Police oversees the operation of the police department and provides for the following:

- a. Overseeing the delivery of patrol and investigative services to the community;
- b. Planning, development management and control of those administrative functions necessary to support both patrol and investigative operations;
- c. Providing internal security, audit, and investigative oversight to other components of the department.

### **3. PATROL DIVISION**

- a. The Patrol Division shall consist of uniformed police officers assigned to staff the patrol routes of the department, including officers assigned to foot, bicycle, and vehicle patrol.
- b. This division consists of three shifts each day commanded by a Sergeant or (OIC) Officer in Charge.

### **4. DETECTIVE BUREAU**

- a. The Detective Bureau is responsible for identifying criminal activity, investigating criminal behavior, pursuing and apprehending criminal offenders, and criminal and administrative investigations.
- b. This division is commanded by a Detective Sergeant and made up of Detectives and plain clothes police officers.
- c. Police officers assigned to the Detective Bureau serve as criminal investigators. Detectives and plain clothes police officer report to the Detective Sergeant.

### **5. COMMUNICATIONS DIVISION**

- a. The Communications Division consists of the North Shore Regional 9-1-1 Center, located at 18 Manning Road Middleton, MA. Services are shared with multiple towns.
- b. This unit is responsible for sending and receiving radio and telephone communications, dispatching appropriate police, fire, and EMS personnel, and for recording all incidents of crime, police, and fire activities in the logs.
- c. This division is commanded by the Director.

### **6. ORGANIZATIONAL CHART**

- a. The Police Department Organizational Chart is to graphically display the agency's organizational structure.
- b. The Organizational Chart shall be updated by the Chief whenever a change to the department's organization is made to reflect those changes.

- c. It will be posted prominently in the Officers' Room which is accessible to all department personnel. [11.1.2]

### **C. Succession of Command Protocol**

1. A plan is in place to ensure the continuity of command in the absence of the Chief, due to a planned or unplanned event where the Chief is not available. The plan will ensure that executive level leadership is always available. [12.1.2(a)]
2. During day-to-day operations where the Chief is absent for less than one week, the captain shall address executive command level issues. The captain may deal with issues that clearly fall under the existing policies and procedures of this agency. Issues which are beyond the scope of existing policies and procedures should be deferred until the Chief returns or is conferred with. Issues which, in the judgment of Captain require immediate action may be addressed. A report of the issues and actions shall be prepared for presentation to the Chief upon his/her return.
3. In the event of a sudden, unplanned absence or incapacitation, the succession of command is as follows: Captain, Detective Sergeant, Sergeants in order of seniority, Senior Police Officer.

### **D. Unity of Command**

1. Each member of the department shall be accountable to one supervisor at any given time, according to his/her particular duty assignment at that time. If another supervisory officer needs to assign an officer not directly under his/her supervision, that supervisor shall consult with the officer's supervisor prior to such assignment whenever possible. [11.2.1]
2. Generally, when engaged in a patrol function, the assigned shift patrol sergeant shall be in charge.
  - a. When personnel of the same function are engaged in a single operation, seniority shall be determined by rank, followed by time in rank, followed by time in service.
  - b. In situations where personnel of the same rank, but different functions engage in a single operation, the senior officer of the function under which operation falls shall be in charge. [12.1.2(c)]
  - c. In times of emergency, seniority shall be determined by rank, followed by time in rank, followed by time in service, regardless of function. [12.1.2(b)]
  - d. An employee of lower seniority may be placed in command of an operation by the Chief, Captain, or a senior officer if the employee possesses a high degree of specialization or expertise for that operation. [12.1.2(b)]
  - e. The Chief or Captain may place an employee in the position of command outside of the normal command structure.

3. The Detective Sergeant or in his/her absence a Detective shall be in charge of crime scenes and/or any criminal investigation, administrative investigation, or other complex investigation assigned.

#### **E. Span of Control**

1. The term “span of control” refers to the number of persons reporting to any one supervisor.
2. Assignment of supervisors in the police department will be done in a manner that will ensure a manageable span of control whenever possible.
3. In an emergency or unforeseen circumstance, or whenever the needs of the department require it, the Chief or Captain may require sufficient supervisors to work overtime in order to reduce the span of control to a reasonable number until their presence is no longer required.

#### **F. Accountability**

1. Supervisors are responsible for directing the efforts of their employees and ensuring that they are performing satisfactorily. Supervisors shall be accountable for the activities of employees under their immediate control. [11.3.2]
2. It is the responsibility of all supervisors to notify the Chief or Captain of any incidents where there may be a question as to the agency’s liability or which may result in heightened community interest. Supervisory discretion must be used in judging the severity of the incident in determining whether the notification must be made immediately or if the notification may wait for the Chief or Captain’s next scheduled duty day. [11.4.5]

#### **G. Obedience to Orders**

1. Employees are expected to be familiar with and comply with all lawful orders, rules and regulations, and policies and procedures issued by the department.
2. Employees are required to obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank. [12.1.3]
3. *Conflicting Orders:* Should any order given by a superior conflict with any previous order, departmental order, rule, regulation, policy or procedure, the employee to whom such order is given will call attention to the conflict. If the person responsible for issuing the order does not change the order to avoid the conflict, the order will be obeyed, but the employee obeying the order shall not be held responsible for disobedience of the previous order, rule, regulation, policy or procedure. Responsibility for the conflict shall be upon the superior who issued the conflicting order. It should later be reported to the Chief of Police, through the chain of command, for clarification. [12.1.3]
4. *Unjust or Improper Orders:* When lawful orders which appear to be unjust or improper are given, the employee to whom the order is given shall respectfully notify the superior issuing the order of its impropriety. If the order is not corrected, then it is to be carried out. After carrying out the order, the employee

to whom the order was given may file a written report to the Chief of Police, via the chain of command, indicating the circumstances and the reasons for questioning the order, along with a request for clarification of departmental policy. After complying with this section, an employee who carries out an order found to be unjust or improper by the Chief of Police or court or tribunal of competent jurisdiction will not be held responsible for carrying out such order.

## **J. Delegation of Authority**

1. Each commander, supervisor, or employee to whom responsibilities are delegated shall have commensurate authority to make decisions necessary for the effective execution of their responsibilities. [11.3.1(a)]
2. The delegation of authority by a superior rank to a lower rank shall not relieve the higher rank of responsibility for that which has been delegated. [11.3.1(b)]
3. The delegation of authority shall be consistent with the agency's organizational values and mission statement.

Select board member signature Date

Select board member signature Date

Select board member signature Date

# Town of Middletor Massachusetts

6.



## ANNUAL TOWN MEETING

**Tuesday, May 10, 2022 at 7:00 pm**

**Howe Manning School Gymnasium  
26 Central Street, Middleton, MA**

**Middleton Rail Trail:** We wish to acknowledge the partnership that has enabled the construction of the Middleton Rail Trail: Department of Public Works, Middleton Electric Light Department, Middleton Rail Trail Alliance (MiRTA), Planning Department, Conservation Commission, Community Preservation Committee, and Middleton's Legislative Delegation, Senator Bruce E. Tarr, Representative Sally P. Kerans, and Representative Bradley H. Jones, Jr.



*Middleton Rail Trail, Creeden Lane*

**Melissa Gaspar:** Special thanks and congratulations to Melissa Gaspar, Director of the Flint Public Library, who retired in 2022. Melissa led the Flint Public Library for 11 years. During her tenure the Flint Public Library saw increased library attendance and circulation as well as an increase in programs. We extend our best wishes for a long and happy retirement.

**Middleton Select Board**

Brian M. Cresta, Chair  
Timothy P. Houten, Clerk  
Kosta E. Prentakis

Richard W. Kassiotis, Jr.  
Jeffrey P. Garber

Andrew J. Sheehan, Town Administrator  
Jackie Bresnahan, Assistant Town Administrator/Human Resources Director

**ANNUAL TOWN MEETING**  
**MAY 10, 2022**  
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Summary of Spending by Warrant Article

Article #	Description	Tax Levy	Community Preservation Fund	Ambulance Fund	Proposed Free Cash Contribution	Enterprise Fund	Other	Notes
ATM 2	FY22 Snow and Ice deficit					25,000		
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -
ATM 3	Prior Year Bills (no action)							
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ATM 4	FY22 Supplemental Budget (no action)							
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ATM 5	Water Enterprise Budget Supplement (no action)							
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ATM 6	Union Contracts							
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -
ATM 7	FY22 Capital Budget Supplement							
	Fire Truck materials increase	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -
	COA Assessment	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ -
	Police Bulletproof Vests	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ 63,000	\$ -	\$ -
ATM 9	Omnibus Budget							
	Total Article	\$ 42,310,415	\$ -	\$ 621,821	\$ -	\$ -	\$ -	\$ 161,876 PEG RRFA Fund
	Total Article	\$ 42,310,415	\$ -	\$ 621,821	\$ -	\$ -	\$ -	\$ 161,876
ATM 10	CPA Budget - Ongoing							
	Total Article	\$ -	\$ 243,071	\$ -	\$ -	\$ -	\$ -	\$ -
ATM 11	CPA Budget - New Projects							
	Total Article	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
ATM 13	SESD Sewer Enterprise Fund Budget							
	Total Article	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
ATM 14	Water Enterprise Fund							
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ 296,695	\$ -	Water Enterprise Fund
ATM 17	Funding for OPEB Trust Fund Special Education (SPED) Stabilization Fund							
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
						\$ 52,000	\$ -	\$ -
						\$ 152,000	\$ -	\$ -
ATM 18	Capital Budget							
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ 854,371	\$ -	\$ -
						\$ 854,371	\$ -	\$ -
	<b>Warrant Book Totals</b>	<b>\$ 42,310,415</b>	<b>\$ 318,071</b>	<b>\$ 621,821</b>	<b>\$ 1,169,371</b>	<b>\$ 399,084</b>	<b>\$ 161,876</b>	



**FINANCE COMMITTEE  
TOWN OF MIDDLETON  
Report for Annual Town Meeting  
May 10, 2022**

April 14, 2022

Dear Residents of Middleton:

Welcome to Middleton's Annual Town Meeting. Town Meeting is your time to review the proposed plan our elected and appointed officials have for FY2023 and voice your questions and concerns. This is a collaborative process between Town Government and the Citizens which is designed to keep Middleton the wonderful community we all enjoy.

This year's Annual Town Meeting there are 24 articles. The Town Administration, Select Board and Finance Committee have worked diligently on your behalf to present a budget that we believe addresses the concerns and priorities of the entire community, and its appeal to the quality of life, while at the same time balances available revenues to be financially responsible. Article 9 of the Annual Town Meeting Warrant is the Omnibus budget for FY23.

The proposed FY23 budget funded by taxation is \$36,564,585. This is an increase of 12.5%. Of the increase, 64% of this increase is a result of the approved debt exclusion for the new municipal facilities and you will see that reflected in the Debt Service. The following table outlines the budget changes:

Name	2019 Actual	2020 Actual	2021 Actual	2022 Approved Bud	2023 Proposed Bud	% Chg
<b>Expenditures</b>						
General Government	\$1,763,205	\$1,621,274	\$1,779,426	\$2,093,233	\$2,441,565	16.64%
Public Safety	\$4,327,463	\$4,217,887	\$4,487,158	\$4,536,033	\$4,946,164	9.04%
Education	\$22,611,242	\$23,003,977	\$23,145,459	\$24,539,614	\$25,099,367	2.28%
Public Works	\$1,742,562	\$1,572,737	\$1,610,893	\$1,806,563	\$1,940,979	7.44%
Human Services	\$452,457	\$436,228	\$405,799	\$506,952	\$536,239	5.78%
Culture and Recreation	\$588,692	\$588,008	\$599,157	\$676,897	\$734,638	8.53%
Debt Service	\$1,291,225	\$1,439,571	\$1,348,778	\$1,670,494	\$4,212,642	152.18%
Other Financing Uses	\$2,522,644	\$3,473,006	\$3,197,958	\$3,055,100	\$3,182,518	4.17%
<b>Total Expenditures:</b>	<b>\$35,733,877</b>	<b>\$36,682,75</b>	<b>\$36,574,598</b>	<b>\$38,884,886</b>	<b>\$43,094,112</b>	<b>10.82%</b>

The budget includes 1 new position for the Town Government. This new position is for Information Technology. The town has expanded computer systems, and with the new municipal buildings coming online over the next few years, significant new systems will be deployed. In addition, the threats of cyber-attacks are increasingly more prevalent. The Town Administration is under discussion with the Town of Danvers to create a bi-town IT Department. This will provide Middleton with effectively a full-time equivalent position. Also impacting the FY23 budget were market-level salary adjustments. The Town Administration hired a firm to review compensation and adjustments were made to bring various positions in line with market.

We estimate the impact of the FY23 budget to the Tax Rate for FY2023 to be \$0.84. The projected impact of approving the Operating Budget would increase taxes on a home valued at \$640,000 by \$537.

Town Meeting is also being asked to approve various capital projects in Article 18 paid from Free Cash \$834,371. These requests are made to properly position our departments to provide the necessary services Middleton residents expect, and to maintain the Taxpayer's assets. Within Article 18 of the ATM Warrant is a breakout of the requested expenditures by department for your consideration. Here is a summary of all articles, and the Finance Committee recommendations:

Article	Description	Sponsor	Amount of Article	Fincom Rec
2	FY22 Snow and ice deficit	SB\Fincom	\$18,000	Yes
3	Prior Year Bills	SB\Fincom	\$0	N/A
4	FY22 Supplemental Budget	SB\Fincom	\$0	N/A
5	Water Enterprise Fund	SB\Fincom	\$0	N/A
6	Union Contracts Police	SB\Fincom	\$75,000	Yes
7	FY22 Capital Budget Supplemental	SB\Fincom	\$63,000	Yes
8	Salaries of Elected Officials	SB\Fincom	NA	Yes
9	Omnibus Budget	SB\Fincom	\$43,094,112	Yes
10	CPA Budget - Ongoing	SB\CPC	\$243,071	Yes
11	CPA Budget - New Projects	SB\CPC	\$75,000	Yes
12	Revolving Funds	SB\Fincom	\$80,000	Yes
13	SESD Sewer Enterprise Fund	SB\Fincom	\$102,389	Yes
14	Water Enterprise Fund	SB\Fincom	\$296,695	Yes
15	MELD contribution to the Town	MELD	\$262,979	Yes
16	Chapter 90	Superintendent of Public Works	\$300,000	Yes
17	OPEB Trust Fund & SPED Reserve	SB\Fincom	\$152,000	Yes
18	Capital Budget	SB\Fincom	\$834,371	Yes
19>24	MASCO Agreement amendments	MASCO	\$0	Deferred

Finally, thank you for joining us at Town Meeting!

Sincerely,

*Middleton Finance Committee*

John Erickson, Co-Chair  
 Michelle Cresta  
 John Mahoney  
 Jason Vining

Richard S. Gregorio, Co-Chair  
 George E. Dow Sr.  
 Toni Mertz

# **COMMUNITY PRESERVATION PLAN**

## **TOWN OF MIDDLETON**

### **MARCH 28, 2022**

The voters of Middleton adopted the Community Preservation Act (CPA) with a 1% surcharge at Town Meeting in May 2004 and at the ballot on November 2, 2004.

The Community Preservation Committee (CPC) was authorized by the Annual Town Meeting in May 2004 with the Town Moderator as the appointing authority. The members are:

Timothy Houten, Board of Selectmen, 2022  
Robert Murphy, Master Plan Committee, 2024  
John Erickson, Finance Committee, 2022  
Anthony DeGregorio, Planning Board, 2024  
Ilene Twiss, Housing Authority, 2023  
\_\_\_\_\_, Conservation Commission, 2022  
Anne LeBlanc-Snyder, Historical Commission, 2023  
Mary Ann Erickson, Citizen-at-large, 2024  
Kosta Prentakis, Citizen-at-large, 2023

The CPA requires at least 10% of each year's funds be spent or reserved for open space, historic preservation and affordable housing. CPA funds that are not expended in one year may be carried over to subsequent years. However, once CPA funds are reserved for a specific purpose, they must ultimately be used for that purpose. The remaining 70% of CPA funds in each fiscal year are available to be appropriated or reserved, according to the Town's discretion, for open space, historic preservation, affordable housing and recreation. Also 5% of annual CPA funds may be appropriated and used for administrative activities of the Community Preservation Committee.

The CPC is primarily a source of funding, rather than an initiator of projects. Town Boards, Departments and citizens may bring proposals for funding to the CPC. The CPC will give favorable consideration to those proposals that best meet our guidelines and goals. While the CPC does not have the power to appropriate funds for particular projects, Town Meeting may use CPA funds only with the recommendation of the CPC.

Goals:

Open Space:

1. Preserve Middleton's small town image
2. Protect valuable water resources and unique wildlife habitat areas
3. Increase and connect existing protected areas
4. Protect large tracts of undeveloped land

Recreation:

1. Provide for better recreational utilization of currently town owned land and facilities
2. Decentralize appropriate activities to neighborhood locations

Historic Preservation:

1. Preservation and enhancement of municipally owned properties of historical, archeological, architectural or cultural significance
2. Acquisition of threatened properties of particular historical, archeological, architectural or cultural significance
3. Encouraging the private sector to preserve assets of historical, archeological, architectural or cultural or cultural significance
4. Cataloguing resources of historical, archeological, architectural or cultural or cultural significance

Affordable Housing:

1. Meet local housing needs along the full range of incomes, while promoting diversity and stability of individuals and families in Middleton
2. Ensure that new affordable housing is harmonious with the community and its neighborhood
3. Leverage other public and private resources to the greatest extent possible.

Selection Criteria:

1. Consistency with Master Plan, Open Space and Recreation Plan and other planning documents that have or will receive wide community scrutiny and input
2. Preservation of currently owned Town assets
3. Affordability and provision for cost/funding that is compatible with the Town's financial plan
4. Preservation of a resource or opportunity that would otherwise be lost
5. Feasibility
6. Involvement of multiple CPA purposes
7. Involvement of multiple sources of funding
8. Compliance with Middleton Zoning By-laws

Adopted by the Community Preservation Committee on March 28, 2022.

Community Preservation Plan - 2022 Annual Town Meeting Update							PROJECT TOTAL
	ANTICIPATED REVENUE	OPEN SPACE RESERVE	HISTORIC PRESERVATION RESERVE	AFFORDABLE HOUSING RESERVE	FUND BALANCE	TOTAL CPA FUNDS	PROJECT TOTAL
Interest Earned		0	0	0	0	0	0
Unused appropriations		0	0	0	0	0	0
<b>6/30/22 Projected balances</b>		<b>\$328</b>		<b>\$328</b>	<b>\$161,697</b>	<b>\$198,783</b>	<b>\$361,136</b>
				RECEIVABLE \$0			
				CASH BALANCE \$198,783			
<b>Fiscal Year 2023 Revenue</b>							
FY23 Anticipated Town Share (Estimated)		\$ 265,000					
FY23 State Match Based on 25% of FY22 (Estimated)		\$ 65,000					
<b>6/30/23 Projected balances</b>		<b>\$330,000</b>	<b>\$39,524</b>	<b>\$39,524</b>	<b>\$39,524</b>	<b>\$211,429</b>	
<b>Fiscal Year 2023 Expenses</b>							
Flint Public Library Renovation and Expansion		5/10/05 ATM (HP)		(39,851)		(42,649)	
Debt service on 11 South Main Land Purchase		5/11/10 ATM (OS)		(39,851)		(949)	
Community Preservation Committee Administration Budget						(1,200)	
Historic cemetery monument restoration						(25,000)	
Rail Trail						(50,000)	
Interest Earned						17,000	
Unused Appropriations							
<b>6/30/23 Balances</b>		<b>\$0</b>	<b>\$0</b>	<b>\$201,221</b>	<b>\$290,415</b>	<b>\$491,636</b>	
		RECEIVABLE \$0					
		CASH BALANCE \$290,415					

**TOWN OF MIDDLETON  
ANNUAL TOWN MEETING  
COMMONWEALTH OF MASSACHUSETTS  
MAY 10, 2022**

ESSEX s.s.

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

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in Elections and Town Affairs, to meet at the Howe Manning School Gymnasium, 26 Central Street, on Tuesday, May 10, 2022 at 7:00PM, then and there to act on the following articles:

**FY2022 AND PRIOR YEAR FINANCIAL ARTICLES**

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

**ARTICLE 2.** On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used to fund the deficit incurred in the Department of Public Works Snow and Ice budget; or take any other action relative thereto.

**Purpose:** This article closes the deficit for Snow and Ice removal. The Snow and Ice deficit is typically funded through a transfer from Free Cash. At the time of printing the Snow and Ice deficit funding request is \$25,000. Requires a simple majority vote.

**ARTICLE 3.** On petition of the Select Board and Finance Committee, to see if the Town will vote to pay prior fiscal year bills; or take any other action relative thereto.

**Purpose:** This article authorizes payment of bills from prior fiscal years. Under General Law c. 44, s. 64, bills from prior fiscal years can only be paid if approved by Town Meeting unless funds were encumbered. Requires a 4/5 vote.

**ARTICLE 4.** On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, transfer between and among various accounts, or transfer from available funds to supplement the Fiscal Year 2022 operating budget; or take any other action relative thereto.

Purpose: This article transfers funds and supplement monies, if necessary, to meet departmental expenses in the current fiscal year ending on June 30, 2022. Requires a simple majority vote.

**ARTICLE 5.** On petition of the Select Board and Finance Committee, to see if the Town will vote to transfer a sum from the Water Enterprise Fund retained earnings to supplement the FY22 Water Department operating budget; or take any other action relative thereto.

Purpose: This article transfers monies to fund wages for the Water Department. The funds will come from the revenues of the Water Department. Requires a simple majority vote.

**ARTICLE 6.** On petition of the Select Board and Finance Committee, to see if the Town will vote to fund collective bargaining agreements; or take any other action relative thereto.

Purpose: This article funds costs associated with contracts negotiated with collective bargaining groups (public employee unions). At the time of printing the Middleton Benevolent Police Association is the only settled contract. The anticipated amount is \$75,000 to be transferred from Free Cash. Requires a simple majority vote.

**ARTICLE 7.** On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, transfer between and among various accounts, or transfer from available funds to supplement the Fiscal Year 2022 capital budget; or take any other action relative thereto.

Purpose: This article transfers funds and supplement monies to fund capital appropriations in the current fiscal year ending on June 30, 2022. These include additional funds for the Fire Department pumper truck, funds to undertake a needs assessment for the Council on Aging, and bullet proof vests for the Police Department. The total anticipated appropriation is \$63,000 to be transferred from Free Cash. Requires a simple majority vote.

## FY2023 FINANCIAL ARTICLES

**ARTICLE 8.** On petition of the Select Board and Finance Committee, to see if the Town will vote to set the salaries of elected officials pursuant to Massachusetts General Law Chapter 41, Section 108; or take any other action relative thereto.

Purpose: This article establishes the compensation of elected officials. The schedule of salaries which shows the compensation of employees is located in the back of the warrant book. Requires a simple majority vote.

**ARTICLE 9.** On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to fund the Omnibus Budget for Fiscal Year 2023; or take any other action relative thereto.

**Purpose:** This article requests approval of the Town's operating budget for the coming fiscal year beginning on July 1, 2022 and running through June 30, 2023. Detailed descriptions of revenues and expenditures are presented in the warrant book. Requires a simple majority vote.

## Article 9

### Town of Middleton

#### Summary of Fiscal Year 2022 and Proposed 2023 Operating Budget Totals

	Fiscal Year 2022	Fiscal Year 2023	(Decrease) Increase In Dollars \$	Percent + or - Change
<b>Town Operating Budgets</b>	\$9,771,082	\$10,624,587	\$853,505	8.7%
Health Insurance, Retirement, Unclassified	\$3,013,100	\$3,157,516	\$144,416	4.8%
Town Debt Service (offset by CPA funding)	\$1,670,494	\$4,212,642	\$2,542,148	152.2%
<b>Town General Government Totals</b>	<b>\$14,454,676</b>	<b>\$17,994,745</b>	<b>\$3,540,069</b>	<b>24.5%</b>
<u>Schools</u>				
Local School Budget	\$13,154,591	\$13,796,753	\$642,162	4.9%
Masconomet Budget	\$10,575,567	\$10,477,590	(\$97,977)	-0.9%
Essex Technical High School Budget	\$809,456	\$825,024	\$15,568	1.9%
<b>All School Totals</b>	<b>\$24,539,614</b>	<b>\$25,099,367</b>	<b>\$559,753</b>	<b>2.3%</b>
<b>Operating Budget Totals</b>	<b>\$38,994,290</b>	<b>\$43,094,112</b>	<b>\$4,099,822</b>	<b>10.5%</b>

		Actual FY 2020	Actual FY 2021	Approved FY 2022	Department Request FY 2023	Select Board	Finance Committee Recommendation FY 2023
<b>FUND: 01 GENERAL FUND</b>							
<b>FUNCTION 100: GENERAL GOVERNMENT</b>							
<b>Department #114 TOWN MODERATOR</b>		200	200	200	200	200	200
5100 Personal Services							
<b>DEPARTMENT TOTAL</b>		<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>
<b>Department #122 SELECTBOARD/ADMINISTRATOR</b>							
5100 Personal Services		264,717	284,294	308,777	330,078	330,180	
5200 Purchase of Services/Supplies		45,203	28,621	40,615	47,860	47,860	
<b>DEPARTMENT TOTAL</b>		<b>\$309,920</b>	<b>\$312,915</b>	<b>\$349,392</b>	<b>\$377,938</b>	<b>\$378,040</b>	
<b>Department #131 FINANCE COMMITTEE</b>							
5100 Personal Services		896	655	2,121	2,174	2,174	
5200 Purchase of Service/Supplies		180	180	1,780	1,780	1,780	
5200 Reserve fund (Budget Shown)		100,000	100,000	100,000	100,000	100,000	
<b>DEPARTMENT TOTAL</b>		<b>\$101,076</b>	<b>\$100,835</b>	<b>\$103,901</b>	<b>\$103,954</b>	<b>\$103,954</b>	
<b>Department #135 TOWN ACCOUNTANT</b>							
5100 Personal Services		128,177	139,403	146,361	168,557	168,557	
5200 Purchase of Services/Supplies		29,790	27,197	37,250	37,250	37,250	
<b>DEPARTMENT TOTAL</b>		<b>\$157,967</b>	<b>\$166,600</b>	<b>\$183,611</b>	<b>\$205,807</b>	<b>\$205,807</b>	
<b>Department #141 ASSESSORS</b>							
5100 Personal Services		165,452	157,508	171,253	175,950	198,016	
5200 Purchase of Services/Supplies		17,821	11,847	12,100	30,500	26,900	
<b>DEPARTMENT TOTAL</b>		<b>\$183,273</b>	<b>\$169,355</b>	<b>\$183,353</b>	<b>\$206,450</b>	<b>\$224,916</b>	
<b>Department #145 TREASURER/COLLECTOR</b>							
5100 Personal Services		182,046	192,032	209,147	218,610	219,043	
5200 Purchase of Services/Supplies		33,519	43,225	43,950	45,750	45,750	
<b>DEPARTMENT TOTAL</b>		<b>\$215,565</b>	<b>\$235,257</b>	<b>\$253,097</b>	<b>\$264,360</b>	<b>\$264,793</b>	

		Actual FY 2020	Actual FY 2021	Approved FY 2022	Department Request FY 2023	Select Board Finance Committee Recommendation FY 2023
<b>Department #146 CUSTODIAN OF TOWN LANDS</b>						
5100 Personal Services		2,500	2,500	2,500	2,500	2,500
<b>DEPARTMENT TOTAL</b>		<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>
<b>Department #151 TOWN COUNSEL</b>						
5200 Purchase of Services		81,402	70,157	80,000	80,000	80,000
<b>DEPARTMENT TOTAL</b>		<b>\$81,402</b>	<b>\$70,157</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>
<b>Department #155 INFORMATION TECHNOLOGY</b>						
5100 Personal Services		61,300	69,744	72,253	73,913	73,913
5200 Purchase of Services/Supplies		146,149	252,562	306,142	298,352	440,232
<b>DEPARTMENT TOTAL</b>		<b>\$207,449</b>	<b>\$322,306</b>	<b>\$378,395</b>	<b>\$372,265</b>	<b>\$514,145</b>
<b>Department #161 TOWN CLERK</b>						
5100 Personal Services		129,001	124,992	137,685	163,760	173,888
5200 Purchase of Services/Supplies		5,501	6,019	19,250	20,450	20,450
5800 Capital Outlay		5,734	2,347	21,400	15,000	15,000
<b>DEPARTMENT TOTAL</b>		<b>\$140,236</b>	<b>\$133,358</b>	<b>\$178,335</b>	<b>\$199,210</b>	<b>\$209,338</b>
<b>Department #162 ELECTIONS/ REGISTRATIONS</b>						
5100 Personal Services		18,127	38,555	24,065	60,499	60,499
5200 Purchase of Services/Supplies		6,173	14,468	12,750	18,025	18,025
<b>DEPARTMENT TOTAL</b>		<b>\$24,300</b>	<b>\$53,023</b>	<b>\$36,815</b>	<b>\$78,524</b>	<b>\$78,524</b>
<b>Department #171 CONSERVATION COMMISSION</b>						
5100 Personal Services		74,329	85,552	86,314	88,263	91,183
5200 Purchase of Services/Supplies		1,945	1,402	3,950	3,950	3,950
<b>DEPARTMENT TOTAL</b>		<b>\$76,274</b>	<b>\$86,954</b>	<b>\$90,264</b>	<b>\$92,213</b>	<b>\$95,133</b>

		Actual FY 2020	Actual FY 2021	Approved FY 2022	Department Request FY 2023	Select Board	Finance Committee Recommendation FY 2023
<b>Department #175 PLANNING BOARD</b>							
5100 Personal Services		95,745	101,287	111,678	114,419	125,887	
5200 Purchase of Services/Supplies		3,958	1,755	10,420	10,310	10,310	
<b>DEPARTMENT TOTAL</b>		<b>\$99,703</b>	<b>\$103,042</b>	<b>\$122,098</b>	<b>\$124,729</b>	<b>\$136,197</b>	
<b>Department #176 BOARD OF APPEALS</b>							
5100 Personal Services		2,123	2,059	2,640	2,680	2,680	
5200 Purchase of Services/Supplies		352	1,241	2,050	2,050	2,050	
<b>DEPARTMENT TOTAL</b>		<b>\$2,475</b>	<b>\$3,300</b>	<b>\$4,690</b>	<b>\$4,730</b>	<b>\$4,730</b>	
<b>Department #181 MASTER PLAN COMMITTEE/LAND ACQUISITION</b>							
5100 Personal Services		512	393	1,452	1,474	1,474	
5200 Purchase of Services/Supplies		0	0	100	100	100	
<b>DEPARTMENT TOTAL</b>		<b>\$512</b>	<b>\$393</b>	<b>\$1,552</b>	<b>\$1,574</b>	<b>\$1,574</b>	
<b>Department #192 TOWN BUILDINGS</b>							
5100 Personal Services		36,908	28,632	49,965	51,214	51,214	
5200 Purchase of Services/Supplies		67,236	77,902	84,500	84,500	84,500	
<b>DEPARTMENT TOTAL</b>		<b>\$104,144</b>	<b>\$106,534</b>	<b>\$134,465</b>	<b>\$135,714</b>	<b>\$135,714</b>	
<b>Department #195 TOWN REPORTS</b>							
195 Town Warrants/Reports		1,910	2,140	6,000	6,000	6,000	
<b>DEPARTMENT TOTAL</b>		<b>\$1,910</b>	<b>\$2,140</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	
<b>TOTAL GEN. GOVERNMENT FUNCTION 100</b>		<b>\$1,708,906</b>	<b>\$1,868,869</b>	<b>\$2,108,668</b>	<b>\$2,256,168</b>	<b>\$2,441,565</b>	
<b>FUND: 01 GENERAL FUND</b>							
<b>FUNCTION 200: PUBLIC SAFETY</b>							

		Actual FY 2020	Actual FY 2021	Approved FY 2022	Department Request FY 2023	Select Board	Finance Committee Recommendation FY 2023
<b>Department #210 POLICE DEPARTMENT</b>							
5100	Personal Services	1,769,380	1,748,456	1,776,927	1,911,852	2,013,637	
5200	Purchase of Services/Supplies	169,450	200,398	232,275	191,428	191,428	
5800	Capital Outlay	48,158	52,913	59,000	55,000	55,000	
<b>DEPARTMENT TOTAL</b>		<b>\$1,986,988</b>	<b>\$2,001,767</b>	<b>\$2,068,202</b>	<b>\$2,158,280</b>	<b>\$2,260,065</b>	
<b>Department #220 FIRE DEPARTMENT</b>							
5100	Personal Services	1,701,058	1,864,370	1,824,594	2,007,119	2,007,119	
5200	Purchase of Services/Supplies	241,405	345,944	385,997	349,017	349,017	
5800	Capital Outlay	5,962	7,522	18,000	20,000	20,000	
<b>DEPARTMENT TOTAL</b>		<b>\$1,948,425</b>	<b>\$2,217,836</b>	<b>\$2,228,591</b>	<b>\$2,376,136</b>	<b>\$2,376,136</b>	
<b>Department #241 INSPECTIONS DEPARTMENT</b>							
5100	Personal Services	234,902	228,120	245,293	253,350	256,919	
5200	Purchase of Services/Supplies	23,360	15,842	28,250	28,250	28,250	
<b>DEPARTMENT TOTAL</b>		<b>\$258,262</b>	<b>\$243,962</b>	<b>\$273,543</b>	<b>\$281,600</b>	<b>\$285,169</b>	
<b>Department #292 ANIMAL CONTROL</b>							
5100	Personal Services	22,732	22,914	23,027	23,316	20,694	
5200	Purchase of Services/Supplies	1,280	449	3,900	3,900	3,900	
<b>DEPARTMENT TOTAL</b>		<b>\$24,012</b>	<b>\$23,363</b>	<b>\$26,927</b>	<b>\$27,216</b>	<b>\$24,594</b>	
<b>Department #296 TOWN CONSTABLE</b>							
5100	Personal Services	200	200	200	200	200	
<b>DEPARTMENT TOTAL</b>		<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	
<b>TOTAL PUBLIC SAFETY FUNCTION 200</b>		<b>\$4,217,887</b>	<b>\$4,487,128</b>	<b>\$4,597,463</b>	<b>\$4,843,432</b>	<b>\$4,946,164</b>	
FUND: 01 GENERAL FUND							
FUNCTION: 300: EDUCATION							

Article 9

		Actual FY 2020	Actual FY 2021	Approved FY 2022	Department Request FY 2023	Select Board	Finance Committee Recommendation FY 2023
<b>Department #300 OTHER SCHOOL EXPENSES</b>							
5200 Purchase of Services /Supplies			12,117	0	0	0	0
<b>DEPARTMENT TOTAL</b>		<b>\$0</b>	<b>\$12,117</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Department #301 MIDDLETON SCHOOL DEPARTMENT</b>							
5100 Personal Services		8,352,108	8,575,448	9,284,493	9,850,931	9,832,931	
5200 Purchase of Services /Supplies		3,525,249	3,563,827	3,870,098	4,063,312	3,963,822	
<b>DEPARTMENT TOTAL</b>		<b>\$11,877,357</b>	<b>\$12,139,275</b>	<b>\$13,154,591</b>	<b>\$13,914,243</b>	<b>\$13,796,753</b>	
<b>Department #314 MASCONOMET SCHOOL DISTRICT</b>							
5600 Intergovernmental Payments (Middleton's Assessment)		9,968,088	10,204,052	10,473,077	10,494,938	10,477,590	
5900 Masconomet Debt Service		382,380	103,740	102,490	0	0	
<b>DEPARTMENT TOTAL</b>		<b>\$10,350,468</b>	<b>\$10,307,792</b>	<b>\$10,575,567</b>	<b>\$10,494,938</b>	<b>\$10,477,590</b>	
<b>Department #315 NORTH SHORE ESSEX AGRICULTURAL AND VOCATIONAL SCHOOL DISTRICT</b>							
5600 Intergovernmental Payments (Middleton's Assessment)		699,698	620,077	735,809	772,600	756,518	
5900 NSEAVSD Debt Service		76,455	66,198	73,647	77,329	68,506	
<b>DEPARTMENT TOTAL</b>		<b>\$776,153</b>	<b>\$686,275</b>	<b>\$809,456</b>	<b>\$849,929</b>	<b>\$825,024</b>	
<b>TOTAL SCHOOL DEPARTMENT</b>		<b>\$23,003,978</b>	<b>\$23,145,459</b>	<b>\$24,539,614</b>	<b>\$25,259,110</b>	<b>\$25,099,367</b>	
<b>FUND: 01 GENERAL FUND</b>							
<b>FUNCTION 400: PUBLIC WORKS</b>							
<b>Department #420 PUBLIC WORKS DEPARTMENT</b>							
5100 Personal Services		646,677	621,015	757,169	770,839	800,295	
5200 Purchase of Services/Supplies		270,436	275,099	296,871	309,700	309,700	
5800 Capital Outlay		16,689	10,463	19,000	19,000	19,000	
<b>DEPARTMENT TOTAL</b>		<b>\$933,802</b>	<b>\$906,577</b>	<b>\$1,073,040</b>	<b>\$1,099,539</b>	<b>\$1,128,995</b>	

		Actual FY 2020	Actual FY 2021	Approved FY 2022	Department Request FY 2023	Select Board Finance Committee Recommendation FY 2023
<b>Department #423 SNOW AND ICE</b>		<b>207,492</b>	<b>260,074</b>	<b>280,750</b>	<b>285,713</b>	<b>285,713</b>
5700 General Expenditures						
<b>DEPARTMENT TOTAL</b>		<b>\$207,492</b>	<b>\$260,074</b>	<b>\$280,750</b>	<b>\$285,713</b>	<b>\$285,713</b>
<b>Department #425 TRANSFER STA./SOLID WASTE</b>						
5100 Personal Services		130,223	124,913	145,707	146,883	149,271
5200 Purchase of Services/Supplies		301,220	319,329	368,865	377,000	377,000
<b>DEPARTMENT TOTAL</b>		<b>\$431,443</b>	<b>\$444,242</b>	<b>\$514,572</b>	<b>\$523,883</b>	<b>\$526,271</b>
<b>TOTAL PUBLIC WORKS</b>		<b>\$1,572,737</b>	<b>\$1,610,893</b>	<b>\$1,868,362</b>	<b>\$1,909,135</b>	<b>\$1,940,979</b>
<b>FUND: 01 GENERAL FUND</b>						
<b>FUNCTION 500: HUMAN SERVICES</b>						
<b>Department #511 BOARD OF HEALTH</b>						
5100 Personal Services		110,065	113,206	114,457	116,885	130,338
5200 Purchase of Services/Supplies		19,464	18,484	24,800	20,300	20,300
<b>DEPARTMENT TOTAL</b>		<b>\$129,529</b>	<b>\$131,690</b>	<b>\$139,257</b>	<b>\$137,185</b>	<b>\$150,638</b>
<b>Department #541 COUNCIL ON AGING</b>						
5100 Personal Services		168,285	170,080	201,546	219,859	237,483
5200 Purchase of Services/Supplies		42,947	25,194	46,217	46,217	46,217
<b>DEPARTMENT TOTAL</b>		<b>\$211,232</b>	<b>\$195,274</b>	<b>\$247,763</b>	<b>\$266,076</b>	<b>\$283,700</b>
<b>Department #543 VETERAN SERVICE OFFICER</b>						
5100 Personal Services		17,550	18,803	19,611	20,076	20,076
5200 Purchase of Services/Supplies		46,265	27,391	66,900	46,900	46,900
<b>DEPARTMENT TOTAL</b>		<b>\$63,815</b>	<b>\$46,194</b>	<b>\$86,511</b>	<b>\$66,976</b>	<b>\$66,976</b>

		Actual FY 2020	Actual FY 2021	Approved FY 2022	Department Request FY 2023	Select Board	Finance Committee Recommendation FY 2023
<b>Department #545 TRI-TOWN COUNCIL</b>							
5200 Purchase of Services		28,500	29,925	29,925	29,925	29,925	29,925
<b>DEPARTMENT TOTAL</b>		<b>\$28,500</b>	<b>\$29,925</b>	<b>\$29,925</b>	<b>\$29,925</b>	<b>\$29,925</b>	<b>\$29,925</b>
<b>Department #548 MIDDLETON GARDEN CLUB</b>							
5200 Purchase of Services		3,154	2,718	5,000	5,000	5,000	5,000
<b>DEPARTMENT TOTAL</b>		<b>\$3,154</b>	<b>\$2,718</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>TOTAL HUMAN SERVICES FUNCTION 500</b>							
<b>FUND: 01 GENERAL FUND</b>							
<b>FUNCTION 600: CULTURE &amp; RECREATION</b>							
<b>Department #610 FLINT PUBLIC LIBRARY</b>							
5100 Personal Services		373,714	403,264	424,431	462,912	468,096	
5200 Purchase of Services/Supplies		176,258	180,268	190,847	201,016	202,686	
<b>DEPARTMENT TOTAL</b>		<b>\$549,972</b>	<b>\$583,532</b>	<b>\$615,278</b>	<b>\$663,928</b>	<b>\$670,782</b>	
<b>Department #630 RECREATION COMMISSION</b>							
5100 Personal Services		20,784	1,149	24,845	25,982	25,982	
5200 Purchase of Services/Supplies		14,110	4,583	25,774	25,774	26,874	
<b>DEPARTMENT TOTAL</b>		<b>\$34,894</b>	<b>\$5,732</b>	<b>\$50,619</b>	<b>\$51,756</b>	<b>\$52,856</b>	
<b>Department #691 HISTORICAL COMMISSION</b>							
5200 Purchase of Services		0	0	1,000	1,000	1,000	1,000
<b>DEPARTMENT TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>Department #692 MEMORIAL DAY</b>							
5200 Purchase of Services		3,142	4,895	5,000	5,000	5,000	5,000
<b>DEPARTMENT TOTAL</b>		<b>\$3,142</b>	<b>\$4,895</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>Department #693 CHIEF WILLS DAY FAMILY FESTIVAL</b>							

		Actual FY 2020	Actual FY 2021	Approved FY 2022	Department Request FY 2023	Select Board	Finance Committee Recommendation FY 2023
5200	Purchase of Services	0	5,000	5,000	5,000	5,000	5,000
<b>DEPARTMENT TOTAL</b>		<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>		<b>\$5,000</b>
<b>TOTAL CULTURE &amp; REC. FUNCTION 600</b>		<b>\$588,008</b>	<b>\$599,159</b>	<b>\$676,897</b>	<b>\$726,684</b>		<b>\$734,638</b>
<b>FUND: 01 GENERAL FUND</b>							
<b>FUNCTION 700: DEBT SERVICE</b>							
<b>Department #710 DEBT SERVICE</b>							
5801	Principal	887,250	890,625	1,186,664	1,237,500		
5915	Interest	552,321	453,655	468,830	2,975,143		
5920	Issuance Costs	0	4,498	15,000	0		
<b>TOTAL DEBT SERVICE FUNCTION 700</b>		<b>\$1,439,571</b>	<b>\$1,348,778</b>	<b>\$1,670,494</b>	<b>\$4,212,643</b>		<b>\$4,212,643</b>
<b>FUND: 01 GENERAL FUND</b>							
<b>FUNCTION 900: UNCLASSIFIED</b>							
<b>Department: UNCLASSIFIED</b>							
910	Compensation Reserve	23,785	10,038	46,572	90,000	25,000	
911	Retirement	1,460,009	1,645,959	1,847,976	1,882,539	1,882,539	
913	Unemployment	23,564	884	15,000	15,000	15,000	
914	Health Insurance	700,298	690,452	797,624	938,000	876,778	
915	Group Insurance	2,313	2,416	3,000	2,600	2,600	
916	Medicare	95,679	102,940	110,000	115,000	115,000	
945	All Other Insurance	190,729	204,852	239,500	265,600	265,600	
<b>DEPARTMENT TOTAL</b>		<b>\$2,496,377</b>	<b>\$2,657,541</b>	<b>\$3,059,672</b>	<b>\$3,308,739</b>		<b>\$3,182,517</b>
<b>TOTAL OPERATING BUDGET</b>		<b>\$35,463,694</b>	<b>\$36,123,628</b>	<b>\$39,029,626</b>	<b>\$43,021,073</b>		<b>\$43,094,112</b>
<b>GENERAL FUND 01</b>							

**ARTICLE 10.** On petition of the Select Board and Community Preservation Committee, to see if the Town will vote to appropriate or reserve from the Community Preservation Fund annual revenues or available funds the amounts recommended by the Community Preservation Committee for debt service, community preservation projects, and other expenses in Fiscal Year 2023 with each item to be considered a separate appropriation; or take any other action relative thereto.

**Proposed Fiscal Year 2023 Community Preservation Budget**

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2023 Community Preservation Fund Revenues, unless otherwise specified for Fiscal Year 2023 Community Preservation Purposes with each item considered to be a separate appropriation:

<b><u>Purpose</u></b>	<b><u>Recommended Amount</u></b>	<b><u>Funding Source</u></b>
A) Reserves: Open Space	\$39,523.62	FY 2023 Estimated CPA Receipts
Reserves: Historic Resources	\$39,523.62	FY 2023 Estimated CPA Receipts
Reserves: Community Housing	\$39,523.62	FY 2023 Estimated CPA Receipts
B) Flint Library Debt Service	\$82,500.00	\$39,851.36 from Historic Resources Reserve and \$42,648.64 from Fund Balance
C) 11 South Main St. Debt Service	\$40,800.00	\$39,851.37 from Open Space Reserve And \$948.63 from Fund Balance
D) CPA Committee Admin. Expenses	\$1,200.00	From Fund Balance
<b>Community Preservation Total</b>	<b>\$243,070.86</b>	

**Purpose:** Each year the Town Meeting must appropriate or reserve for future appropriation at least 10% of the estimated annual fund revenues for acquisitions and initiatives in each of the following three categories of allowable community preservation purposes:

- Open space (excluding recreational uses)
- Historic resources
- Community housing

The term “annual fund revenues” in Fiscal Year 2023 are estimated at \$330,000 and is composed of the estimated receipts from the local surcharge of \$265,000 and monies from the State Trust Fund, which will make its sixteenth payment in October of 2022 providing an additional estimated \$65,000 in matching funds based upon the local share raised in FY 2023. Requires a simple majority vote.

**ARTICLE 11.** On petition of the Select Board and Community Preservation Committee, to see if the Town will vote to appropriate from the Community Preservation Fund annual revenues the following amounts recommended by the Community Preservation Committee for new community preservation projects in Fiscal Year 2023 with each item to be considered a separate appropriation; or take any other action relative thereto.

<u>Purpose</u>	<u>Recommended Amount</u>	<u>Funding Source</u>
Historic Monument Restoration	\$25,000.00	Fund Balance
Rail Trail	\$50,000.00	Fund Balance
<b>Community Preservation Total</b>	<b>\$75,000.00</b>	

**ARTICLE 12.** On petition of the Select Board and Finance Committee, to see if the Town will vote to authorize the spending limits of the following revolving funds established under the Town Bylaw and General Laws Chapter 44, Section 53E ½:

<u>Revolving Fund</u>	<u>Spending Limit</u>
Firearms License and Permits	\$10,000
Council on Aging	\$35,000
Recreation	\$15,000
Recreation Field Use	\$15,000
Stormwater Management	\$5,000

Or take any other action relative thereto.

**ARTICLE 13.**

On petition of the Select Board and Finance Committee, to see if the Town will vote to appropriate a certain sum from the Sewer Enterprise receipts to pay expenses and contractual services required to operate the Sewer Enterprise Fund for Fiscal Year 2023; or take any other action relative thereto.

<b>Direct Costs</b>	
SESD Assessment	\$95,656
Expenses	\$100
<u>Extra/Unforeseen</u>	<u>\$1.000</u>
Total Direct Costs:	\$96,756

<b>Indirect Costs *</b>	
Salaries and Wages	\$5,009
<u>Insurance &amp; Benefits</u>	<u>\$624</u>
Total Indirect Costs:	\$5,633

**Total FY2023 Budget**      **\$102,389**

*\*(to be raised and appropriated in the General Fund Operating Budget)*

Town shall raise the sum of \$96,756 or any other sum from the Sewer Enterprise Revenues and to approve the sum of \$5,633 of indirect costs appropriated in the general fund under Article 9 to be funded from Sewer Enterprise Revenues.

**Purpose:** This article funds the operation of that portion of the Town served by the South Essex Sewer District (SESD). The revenues fully fund the operating costs. Requires a simple majority vote.

**ARTICLE 14.** On petition of the Select Board and Finance Committee, to see if the Town will vote to appropriate a certain sum from the Water Enterprise receipts to pay expenses and contractual services required to operate the Water Enterprise Fund for Fiscal Year 2023; or take any other action relative thereto.

<b>Direct Costs</b>	
Salaries and Wages	\$88,557
Debt Service	\$5,330
Expenses	\$64,100
<u>Extra/Unforeseen</u>	<u>\$50.000</u>
Total Direct Costs:	\$207,987

<b>Indirect Costs *</b>	
Salaries and Wages	\$54,090
<u>Insurance &amp; Benefits</u>	<u>\$34.618</u>
Total Indirect Costs:	\$88,708

**Total FY2023 Budget**      **\$296,695**

*\*(to be raised and appropriated in the General Fund Operating Budget)*

Town shall raise the sum of \$207,987 or any other sum from the Water Enterprise Revenues and to approve the sum of \$88,708 of indirect costs appropriated in the general fund under Article 9 to be funded from Water Enterprise Revenues.

**Purpose:** This article funds the operation of the Water Department. The revenues fully fund the operating costs. Requires a simple majority vote.

**ARTICLE 15.** On petition of the Electric Light Commissioners, to see if the Town will vote to accept a sum of money from the earnings of the Electric Light Department, said sum to be used for the reduction of taxes; or take any other action relative thereto.

**Purpose:** Each year the Light Commission votes a sum to be used to reduce taxes. The FY2023 amount is expected to be \$262,979. Requires a simple majority vote.

**ARTICLE 16.** On petition of the Superintendent of Public Works, to see if the Town will vote to raise and appropriate such sums of monies as may be received from the Commonwealth of Massachusetts for the fiscal year commencing July 1, 2022 to install drainage, widen, pave, and otherwise improve any public way in accordance with the provisions of Chapter 90 of the Massachusetts General Laws; or take any other action relative thereto.

**Purpose:** Each year the Commonwealth of Massachusetts distributes funds to cities and towns to be used for the maintenance and upkeep of public ways. The usual distribution is approximately \$300,000. Requires a simple majority vote.

**ARTICLE 17.** On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds to various reserve and trust funds, including the OPEB Trust Fund and the Special Education Stabilization Fund; or take any other action relative thereto.

**Purpose:** This article transfers funds from Free Cash to various reserve funds, including stabilization funds and the Other Post-Employment Benefits (OPEB) Trust Fund. It is anticipated that \$100,000 will be transferred to the OPEB Trust Fund and \$52,000 transferred to the Special Education Stabilization Fund, both transfers to come from Free Cash. Requires a simple majority vote.

**ARTICLE 18.** On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to fund the Capital expenditures for Fiscal Year 2023; and to authorize the Town Administrator to sell or trade items rendered surplus by such purchases; or take any other action relative thereto.

Department/Location	Project	Expenditure
Dept. of Public Works	Replace Truck 12	81,700
	Stand-Up Leaf Blower	13,000
	Signs: Couture Field, Welcome to Middleton	20,000
	Paving	100,000
	Tree Work	20,000
	Pedestrian & Traffic Safety Impl. & Planning	20,000
	Replace Roll-Off Containers	30,000
<i>Public Works subtotal</i>		<b>\$ 284,700</b>
Police Department	New Police Cruiser	50,000
	AED Replacement	9,000
	Patrol Rifles	5,000
	Radar Gun - Cruiser	5,000
<i>Police subtotal</i>		<b>\$ 69,000</b>
Fire Department	Replace Marine 1	15,000
	Fire Alarm Materials	15,000
	Ice Rescue Sled	6,000
	Radio Equipment	72,800
	Train New Firefighter	27,303
<i>Fire subtotal</i>		<b>\$ 136,103</b>
Information Technology	Town Hall Network Storage Replacement	20,000
	Replace 6 Year Old Town Hall Server	27,000
	Replace 5 Year Old DPW Server	4,000
	Replace Police Department Host Server	20,000
	VMware Upgrade Step 2, License/Version	14,000
	Antivirus Next Generation Product Upgrade	4,800
<i>Information Technology subtotal</i>		<b>\$ 89,800</b>
Administration	DPW Salary Survey	10,000
	Inspectional Services Records Digitization	35,000
<i>Administration subtotal</i>		<b>\$ 45,000</b>
Elementary Schools	Replace Howe Manning Security	50,000
	Replace Interactive Smart Boards	155,000
<i>Elementary Schools subtotal</i>		<b>\$ 205,000</b>
Town Clerk/Elections	Election/Polling Equipment	7,200
	<i>Town Clerk/Elections subtotal</i>	
Assessors	NearMap and PushPin GIS Features	7,740
	<i>Assessors subtotal</i>	
Essex No. Shore Tech	Capital contribution	9,828
	<i>Essex Tech subtotal</i>	
<b>Capital Projects Total</b>		<b>\$ 854,371</b>

**Purpose:** This article requests approval of the capital budget for the coming fiscal year. Capital items are assets that have a useful life of five (5) or more years and a cost of more than

\$5,000. Regular capital investment is critical to maintaining the Town's infrastructure, including the vehicle fleet, buildings, equipment, and acquisition of land. Annually, a capital improvement plan (CIP) is developed looking ahead for the next five years. Year one of the CIP is the ensuing year's capital budget. The FY23 Capital Budget is proposed to be funded by \$834,371 from Free Cash. Note that capital items funded through the Community Preservation Fund are reflected in that warrant article; capital items funded through outside funds are not subject to appropriation. Requires a simple majority vote. The Five Year Capital Plan can be found on pages 34-41.

## CITIZEN PETITIONS, BYLAW ADOPTIONS, AND REAL PROPERTY

**ARTICLE 19.** To see if the Town will vote to amend subsection E(3) of Section IV ("Apportionment of Operating Costs") of the Masconomet Regional School District Agreement, as recommended by the Masconomet Regional School District School Committee, by inserting the ***bold, italicized text***:

For Fiscal Year 2024, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds *the total required local contribution for all member towns, multiplied by (b) the ratio which such member town's October 1 pupil enrollment in the regional school district for the three (3) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.*

**Purpose:** This article, Amendment 13 of the Masconomet Regional Agreement, amends the Masconomet Regional Agreement by correcting a typographical error that inadvertently left off a clause of Subsection E(3) of Section IV when Amendment 11 was adopted. Requires a simple majority vote.

**ARTICLE 20.** To see if the Town will vote to amend subsection F ("Fiscal Year and Times of Payments of Apportioned Costs") of Section IV ("Apportionment of Operating Costs") of the Masconomet Regional School District Agreement, as recommended by the Masconomet Regional School District School Committee, by deleting the text shown in strikethrough, and inserting the ***bold, italicized text***:

### F. Fiscal Year and Times of Payments of Apportioned Costs

~~The fiscal year or period of the District shall be the same as the fiscal period of the member towns as provided by law, and the word year or fiscal year or calendar year as it relates in this Agreement to a fiscal or budget year shall mean the fiscal year of the District.~~

~~Each member town shall pay to the District in each fiscal year its proportionate share, certified as provided in subsection V (C), of the capital and operating costs. Except as otherwise provided in subsection V (A), the annual share of each member town shall be paid in four (4) equal installments quarterly due on or before the following dates each year:~~

~~August 15~~

~~November 15~~

~~February 15~~

~~May 15~~

And replacing it with:

*F. The fiscal year or period of the District shall be the same as the fiscal period of the member towns as provided by law, and the word year or fiscal year or calendar year as it relates in this Agreement to a fiscal or budget year shall mean the fiscal year of the District.*

*Each member town shall pay to the District in each fiscal year its proportionate share, certified as provided in subsection V (B), of the capital and operating costs. Except as otherwise provided in subsection V (A), the annual share of each member town shall be paid in four (4) equal installments quarterly due on or before the following dates each year:*

*August 15*

*November 15*

*February 15*

*May 15*

**Purpose:** The purpose of this article, Amendment 14 of the Masconomet Regional Agreement, is to correct an error in Amendment 12 from 2021, which incorrectly referenced the removal of the second sentence when the third sentence was actually removed. This amendment also corrects an inaccurate reference to Section V(C), which should be renumbered to "V (B)" due to a previous amendment. Requires a simple majority vote.

**ARTICLE 21.** To see if the Town will vote to amend subsection (B) ("Final Maintenance and Operating Budget") of Section V ("Budget") of the Masconomet Regional School District Agreement, as recommended by the Masconomet Regional School District School Committee, by deleting the text shown in strikethrough, and inserting the bold, italicized text:

The Committee shall, not later than forty-five (45) days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held (but in any event, not later than March thirty-first (31st) in each year) adopt an annual maintenance and operating budget for the ensuing fiscal year, *by a two-thirds vote of all its members*. Said budget to

include debt and interest charges and any other current capital costs as separate items, and shall apportion the amounts necessary to be raised in order to meet the said budget in accordance with the provisions of subsections IV (D) and IV (E). The amounts so apportioned to each member town shall, *not later than thirty days following adoption of the final annual budget*, be certified by the District treasurer to the treasurers of the *such* member towns, and each *member* town shall be liable for and shall, *at its next annual town meeting*, appropriate the amounts so certified to it. *Approval of the budget shall require an affirmative vote of the appropriating authorities of two-thirds of the member towns.*

**Purpose:** This article, Amendment 15 of the Masconomet Regional Agreement, affirms the statutory requirements that the School Committee must adopt a budget by a 2/3 majority vote of its members and that each town's annual town meeting must vote to appropriate the amounts certified to it by the regional district treasurer. Requires a simple majority vote.

**ARTICLE 22.** To see if the Town will vote to amend subsection B ("Procedure") of Section VII ("Amendments") of the Masconomet Regional School District Agreement, as recommended by the Masconomet Regional School District School Committee, by inserting the ***bold, italicized text***:

A proposal for amendment may be initiated by a majority vote of all the members of the Committee or by a petition signed by 10% of the registered voters of any one of the member towns. In the latter case, said petition shall contain at the end thereof, a certification by the town clerk of such member town as to the number of registered voters in said town according to the most recent voting list and the number of signatures on the petition which appear to be names on registered voters of said town. Any such proposal for amendment shall be presented to the secretary of the Committee, who shall mail or deliver a notice in writing to the Board of Selectmen of each of the member towns that a proposal to amend this agreement has been received and shall enclose of copy of such proposal (without the signatures in the case of a proposal by petition). The selectmen of each member town shall include in the warrant for the next annual or a special town meeting called for the purpose an article stating the proposal or the substance thereof. Such amendment shall take effect upon its acceptance by all of the member towns, acceptance by each town to be by a majority vote at a town meeting as aforesaid, *and approval of the Commissioner of Elementary and Secondary Education.*

**Purpose:** This article, Amendment 16 of the Masconomet Regional Agreement, clarifies that all amendments to the Regional Agreement must be approved by the Commissioner of Elementary and Secondary Education in order to take effect. Requires a simple majority vote.

**ARTICLE 23.** To see if the Town will vote to amend Section VIII ("Admission") of the Masconomet Regional School District Agreement, as recommended by the Masconomet Regional School District School Committee, by inserting the ***bold, italicized text***:

By an amendment of this agreement adopted under and in accordance with Section VII above, any other town or towns may be admitted to the regional school district upon adoption as therein

provided of such amendment and upon acceptance by the town or towns seeking admission of the agreement as so amended and also upon compliance with such provisions of law ***and regulations*** as may be applicable, and such terms as may be set forth in such amendment. *A new member may be admitted to the regional school district as of July 1 of any fiscal year, provided that all requisite approvals for such admission or withdrawal, including the Commissioner's approval, shall be obtained no later than the preceding December 31. The authorizing votes may provide for the deferral of said admission or withdrawal until July 1 of a subsequent fiscal year.*

**Purpose:** This article, Amendment 17 of the Masconomet Regional Agreement, clarifies the process and timelines through which a new town could be admitted to the Regional School District. Requires a simple majority vote.

**ARTICLE 24.** To see if the Town will vote to amend subsection A (“Procedure”) of Section IX (“Withdrawal”) of the Masconomet Regional School District Agreement, as recommended by the Masconomet Regional School District School Committee, by inserting the ***bold, italicized text:***

A. Procedure

Any member town may withdraw from the regional school district by a majority vote of the voters present and voting on the question at an annual or special town meeting called for the purpose, such withdrawal to become effective on June 30 of the year named in the question, provided: (1) that in pursuance of such vote, the withdrawing town gives the regional school district at least one year's written notice of its intention to withdraw, (2) that the said town has paid over to the District any costs which have been certified by the district treasurer to the treasurer of the withdrawing town, including the entire amount so certified for the year in which such withdrawal takes effect, and (3) that the said town shall remain liable to the District for its share of the indebtedness, ***including but not limited to Other Post-Employment Benefits (OPEB) and other liabilities*** of the District outstanding at the time of such withdrawal, and for interest thereon, to the same extent and in the same manner as if the town had not withdrawn from the District, except that such liability shall be reduced by any amount which such town has paid over at the time of withdrawal and which has been applied to the payment of such indebtedness or interest. *An existing member may withdraw from the regional school district as of July 1 of any fiscal year, provided that all requisite approvals for such admission or withdrawal, including the Commissioner's approval, shall be obtained no later than the preceding December 31. The authorizing votes may provide for the deferral of said admission or withdrawal until July 1 of a subsequent fiscal year.*

**Purpose:** This article, Amendment 18 of the Masconomet Regional Agreement, clarifies the process through which a member town may withdraw from the regional district. Requires a simple majority vote.

**END OF ANNUAL TOWN MEETING WARRANT**

**TO THE TOWN CONSTABLE:**

You are hereby ordered to notify and warn said qualified voters to meet at the Fuller Meadow School, 143 South Main Street, Middleton, MA on **Tuesday, May 17, 2022**, next for the following purposes, VIZ: To choose by ballot the following Town Officers for the ensuing year:

One Constable for three years  
Two Select Board members for three years  
One Board of Assessors member for three years  
One Board of Assessors member for one year  
Two Elementary School Committee members for three years  
One Regional School Committee member for three years  
One Planning Board member for five years  
One Planning Board member for four years  
One Planning Board member for three years  
One Electric Light Commissioner for three years  
One Library Trustee for three years

**The Polls open at 7:00 a.m. and close at 8:00 p.m. Voting takes place at the Fuller Meadow School, 143 South Main Street, Middleton, MA.**

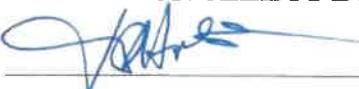
And you are hereby directed to service this Warrant by posting up attested copies thereof at:

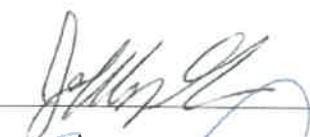
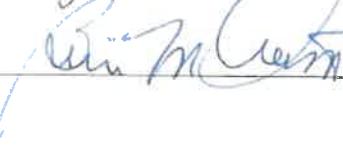
Memorial Hall	Flint Public Library	Ferncroft Towers
Post Office	Howe Station Market	Fuller Pond Village

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

Given under our hands this 5<sup>th</sup> day of April in the year Two Thousand Twenty Two.

**MIDDLETON SELECT BOARD**

A true copy Attest:

Constable of the Town of Middleton

Date Posted

## Middleton Compensation Plan for Non-Union Employees

	Budgeted (FY 22) July 1, 2021	Proposed (FY 23) July 1, 2022
<b>Table A - Elected Officials</b>		
Town Moderator	\$200/Yr.	\$200/Yr.
Town Constable	\$200/Yr.	\$200/Yr.
Town Clerk*	\$78,065/Yr.	\$99,543/Yr.
Select Board Chair	\$2,100/Yr.	\$2,100/Yr.
Select Board Member	\$1,600/Yr.	\$1,600/Yr.
School Committee Member	\$600/Yr.	\$600/Yr.
Assessor - Each Member**	\$1,000-\$2,000/Yr.	\$1,000-\$2,000/Yr.

\*Includes change from 34 to 40 hours/week

\*\* Depends upon education/training level

### Table B - Non-Union Appointed Positions

#### **General Government and Miscellaneous**

Superintendent of Burials	\$500/Yr.	\$500/Yr.
Custodian of Town Lands	\$2,500/Yr.	\$2,500/Yr.
Board Recording Secretary	\$132/Mtg	\$134/Mtg
Cable Access Director	\$24,500/Yr.	\$25,112/Yr.
Veteran Services Officer	\$18,080/Yr.	\$19,076/Yr.

#### **Administration**

Assistant Town Administrator/HR Director	\$109,614/Yr.	\$112,354.24/Yr.
Administrative Secretary	\$24.33/Hr.	\$25.04/Hr.

#### **Finance**

Treasurer/Collector	\$99,000/Yr.	\$100,450.13/Yr.
Assistant Treasurer/Collector	\$62,052/Yr.	\$63,817.42/Yr.

#### **Town Clerk**

Assistant Town Clerk*	\$47,059.92/Yr.	\$61,466.54/Yr.
Administrative Clerk	\$16.67 - \$24.30/Hr.	\$17.09 - \$24.91/Hr.
Census Workers	\$13.63 - \$14.25/Hr.	\$15.00/Hr.
Elections Officers	\$13.63 - \$14.25/Hr.	\$15.00/Hr.
Poll Workers	\$13.63 - \$14.25/Hr.	\$15.00/Hr.
Registrar of Voters	\$100/Election	\$100/Election
Registrar of Voters - Clerk	\$375/Yr.	\$400/Yr.

\*Includes change from 34 to 40 hours/week

#### **Assessing**

Chief Assessor (formerly Assistant Assessor)	\$88,753/Yr.	\$107,117.01/Yr.
Deputy Assessor (formerly Administrative Assessor)	\$54,601.20/Yr.	\$61,894.58/Yr.

## Middleton Compensation Plan for Non-Union Employees

	Budgeted (FY 22) July 1, 2021	Proposed (FY 23) July 1, 2022
<b>Health Department</b>		
Director	\$107,153.03/Yr.	\$110,441.21/Yr.
Public Health Nurse	\$41.28/Hr.	\$45.00/Hr.
Animal Control Officer	\$19,413/Yr.	\$19,702/Yr.
Health Inspector	varies per inspection	varies per inspection
<b>Council on Aging</b>		
Director	\$72,072.54/Yr.	\$85,715.01/Yr.
Assistant Director	\$45,450.05/Yr.	\$52,327.89/Yr.
Front Desk and Programs Coordinator	\$18.66/Hr.	\$19.13/Hr.
Administrative Assistant	\$18.66/Hr.	\$19.13/Hr.
Outreach Coordinator and Case Worker	\$26.40/Hr.	\$27.06/Hr.
Van Driver	\$15.85/Hr.	\$16.24/Hr.
Lead Kitchen Aide	\$16.53/Hr.	\$16.94/Hr.
Kitchen Aide	\$14.72/Hr.	\$15.09/Hr.
Food Bank Facilitator	\$14.72/Hr.	\$15.09/Hr.
<b>Inspectional Services</b>		
Building Commissioner	\$90,285/Yr.	\$96,094.98/Yr.
Inspector (Wiring or Gas/Plumbing)	\$20,968/Yr.	\$21,492.20/Yr.
Building Inspector	\$20,968/Yr.	\$21,492.20/Yr.
Alternate Inspector (Building/Wiring/Gas/Plumbing)	\$27.78 - \$31.58/Hr.	\$28.48 - \$32.37/Hr.
<b>Planning</b>		
Town Planner	\$82,883.63/Yr.	\$96,416.01/Yr.
<b>Conservation</b>		
Conservation Agent	\$77,954.75/Yr.	\$91,172.52/Yr.
<b>Public Works</b>		
Superintendent	\$111,416/Yr.	\$114,201.49/Yr.
Deputy Superintendent	\$95,500/Yr.	\$107,438.04/Yr.
Transfer Station Attendant	\$16.49/hr.	\$16.92/Hr.
Part-Time Laborer	\$13.63 - \$14.50/Hr.	\$14.50 - \$15.00/Hr
<b>Police</b>		
Confidential Administrative Assistant	\$33,909.76/Yr.	\$38,985.88/Yr.
<b>Flint Public Library</b>		
Interim Director*	\$83,450/Yr.	\$98,349.18/Yr.
Assistant Director	\$62,673/Yr.	\$74,907.00/Yr.

\*Includes change from 35 to 40 hours/week

## Middleton Compensation Plan for Non-Union Employees

	Budgeted (FY 22) July 1, 2021	Proposed (FY 23) July 1, 2022
Other Librarians	\$22.27 - \$25.45/Hr.	\$23.29 - \$26.61/Hr.
Pages	\$13.50 - \$14.25/Hr.	\$14.25 - \$15.00/hr
Custodian	\$21.27/Hr.	\$21.80/Hr.
<b>Summer Recreation Program</b>		
Director	\$24.58/Hr.	\$25.20/Hr.
Program Assistant Director	\$17.13/Hr.	\$17.56/Hr.
Counselors	\$13.50/Hr.	\$14.25/Hr.

**Table C - Town Contractual Positions & School Leadership**

Town Administrator	\$153,800/Yr.	\$167,800/Yr.
Town Accountant/CFO	\$122,105/Yr.	\$125,157/Yr.
Police Chief	\$132,000/Yr.	\$138,338/Yr.
Fire Chief	\$134,055/Yr.	\$137,430/Yr.
Middleton Electric Light Manager**	\$202,858/Yr.	\$208,944/Yr.
Masconomet School Superintendent	\$208,055/Yr.	\$212,736/Yr.
Masconomet Assistant Superintendent for Finance and Operations	\$178,081/Yr.	\$182,087/Yr.
Masconomet High School Principal	\$142,000/Yr.	\$145,195/Yr.
Masconomet Middle School Principal	\$128,125/Yr.	\$131,007/Yr.
Tri-Town School Union Superintendent	\$185,000/Yr.	TBD
Tri-Town School Union Assistant Superintendent of Operations	\$170,000/Yr.	\$176,000/Yr.
Fuller Meadow Principal	\$125,389/Yr.	TBD
Howe Manning Principal	\$123,146/Yr.	\$126,532/Yr.

\*\*MELD salaries based on calendar year (not fiscal)

**Fiscal Year 2023-2027**  
**Five Year Capital Budget Plan (Town Funded Projects Only)**

	2023	2024	2025	2026	2027
<b>Department: Public Works - Recreational Facilities</b>					
Couture Field Sign and Welcome to Middleton Signs	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Rail Trail	50,000	50,000			
<b>RECREATION TOTAL:</b>	<b>\$ 70,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
 <b>Department: 195 North Main Street - DPW Buildings</b>					
Salt shed repairs	\$ -	\$ 40,000	\$ -	\$ -	\$ -
<b>DPW BUILDINGS SUBTOTAL</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
 <b>Department: Public Works - Highway Division Vehicles</b>					
2005 F550 Ford 1 Ton Dump Truck	\$ -	\$ 81,700	\$ -	\$ -	\$ -
Unit #6 (winter & summer use)					
2008 7400 International Dump Truck					
Unit #7 (winter & summer use)					
2000 Ford F450 Rack Body Unit #12	81,700				
2001 Bobcat Skid Steer Loader					
2016 - Ford Explorer - Car #1					
2003 Ford F450 1.5 Ton Dump Truck					
Unit #1 (winter & summer use)					
2005 Volvo Wheel Loader					
<b>HIGHWAY VEHICLES TOTAL:</b>	<b>\$ 81,700</b>	<b>\$ 156,200</b>	<b>\$ 266,700</b>	<b>\$ 295,000</b>	<b>\$ -</b>
 <b>Department: Public Works -DPW Highway/Special Project Improvements</b>					
Tree Removal	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Pedestrian and Traffic Safety Implementation and Planning	20,000				
Town Funded Paving Program - Overlay Repairs	100,000	100,000	100,000	100,000	100,000
<b>DPW HIGHWAY/SPECIAL PROJECT IMPROVEMENTS</b>	<b>\$ 140,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

**Fiscal Year 2023-2027**  
**Five Year Capital Budget Plan**

	2023	2024	2025	2026	2027
<b>Department: Public Works - Transfer Station/Landfill Division</b>					
<b>Transfer Station Upgrades:</b>					
a.) Canopy Repairs	\$ -	\$ -	\$ -	\$ -	\$ -
Roll-off Containers	30,000	-	50,000	-	-
a.) Replacement	-	-	-	-	-
Milling/Paving of facility and entrance	-	-	-	-	-
<b>TRANSFER STATION / LANDFILL TOTAL:</b>	<b>\$ 30,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>
<b>Department: Public Works Cemetery Division</b>					
2012 EXMARK 60" Mower	\$ -	\$ -	\$ -	\$ -	\$ 15,000
2010 EXMARK 52" Mower	-	-	-	15,000	-
Stand on Blower	13,000	-	-	-	-
Monument Repairs	25,000	25,000	-	-	-
Repair Wall at Miriam Cemetery	-	-	-	75,000	-
<b>CEMETERY TOTAL:</b>	<b>\$ 38,000</b>	<b>\$ 25,000</b>	<b>\$ 15,000</b>	<b>\$ 75,000</b>	<b>\$ 15,000</b>
<b>TOTAL PUBLIC WORKS:</b>	<b>\$ 359,700</b>	<b>\$ 421,200</b>	<b>\$ 381,700</b>	<b>\$ 470,000</b>	<b>\$ 155,000</b>
<b>Department: Public Works</b>					
<b>Water Enterprise Fund</b>					
2016 F350 Ford Utility Truck - Unit #9	\$ -	\$ -	\$ -	\$ -	\$ -
Community Water Conservation Program	-	-	-	-	-
Water Main Extension Liberty St	-	1,150,000	-	-	50,000
Water Main Extension off Piedmont	-	-	350,000	-	-
<b>WATER ENTERPRISE FUND TOTAL</b>	<b>\$ -</b>	<b>\$ 1,150,000</b>	<b>\$ 350,000</b>	<b>\$ 75,000</b>	<b>\$ 50,000</b>

**Fiscal Year 2023-2027**  
**Five Year Capital Budget Plan (Cont.)**

	2023	2024	2025	2026	2027
<b>Department: Police</b>					
<b>Equipment</b>					
Additional Cruiser	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Radar Gun (X2)	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -
Portable Radio Upgrade	\$ -	\$ 20,000	\$ -	\$ -	\$ -
Police Vests	\$ -	\$ -	\$ 5,000	\$ -	\$ -
Patrol Rifles Upgrades	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -
Copier Replacement	\$ -	\$ -	\$ 5,000	\$ -	\$ -
AED Replacement	\$ 9,000	\$ -	\$ -	\$ -	\$ -
<b>POLICE EQUIPMENT TOTAL</b>	<b>\$ 69,000</b>	<b>\$ 20,000</b>	<b>\$ 15,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>
<b>TOTAL POLICE</b>	<b>\$ 69,000</b>	<b>\$ 20,000</b>	<b>\$ 15,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>
 <b>Department: Fire</b>					
<b>Equipment Replacement</b>					
<b>FIRE/APPARATUS EQUIPMENT</b>					
Ice Rescue Sled	\$ 6,000	\$ -	\$ -	\$ 50,000	\$ -
Firefighting Gear	\$ -	\$ -	\$ -	\$ -	\$ -
<b>EMS EQUIPMENT</b>	<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Lucas Device					
 <b>GENERAL ADMIN. EQUIPMENT</b>					
Fire Alarm Material	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Communications Equipment	\$ 72,800	\$ -	\$ -	\$ -	\$ -
<b>EQUIPMENT SUBTOTAL</b>	<b>\$ 93,800</b>	<b>\$ 60,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>

**Fiscal Year 2023-2027**  
**Five Year Capital Budget Plan (Cont.)**

	2023	2024	2025	2026	2027
<b>Department: Fire (cont)</b>					
<b>Vehicle Replacements</b>					
Replace/Refurbish Engine 3	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Ladder 1 ***	-	-	420,000	-	-
Replace Ambulance 2 - 2016 Lifeline Ambulance	-	-	-	-	1,500,000
Replace Squad 5 - 2012 F450	-	-	65,000	-	-
Replace Marine 1	15,000	-	-	-	-
All Terrain Vehicle	-	20,000	-	-	-
<b>VEHICLE REPLACEMENT SUBTOTAL:</b>	<b>\$ 15,000</b>	<b>\$ 440,000</b>	<b>\$ 65,000</b>	<b>\$ 600,000</b>	<b>\$ 1,500,000</b>
*** Fire Department is holding off replacing Ladder 1 until a new station is build. To try to have a ladder built to fit the station will cost more and limit what the Town can buy.					
<b>Department: Fire</b>					
<b>Training</b>					
One Time Training Costs For New Firefighter/ Paramedic(s)	\$ 27,303	\$ 0	\$ 0	\$ 0	\$ 0
<b>TRAINING SUBTOTAL:</b>	<b>\$27,303</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL FIRE:</b>	<b>\$136,103</b>	<b>\$500,000</b>	<b>\$115,000</b>	<b>\$600,000</b>	<b>\$1,500,000</b>

**Fiscal Year 2023-2027**  
**Five Year Capital Budget Plan (Cont.)**

Department: Elementary Schools	2023	2024	2025	2026	2027
<b>Interactive Smart Boards</b>					
Fuller Meadow School	\$ 125,000	\$ -	\$ -	\$ -	\$ -
Howe Manning School	30,000	-	-	-	-
<b>Technology Infrastructure/Feasibility Study</b>					
Fuller Meadow School	-	-	-	20,000	-
Howe Manning School	-	-	-	20,000	-
<b>Bathrooms</b>					
Fuller Meadow School	-	-	100,000	500,000	500,000
<b>Flooring</b>					
Fuller Meadow School	-	150,000	-	-	-
<b>Floor Care Equipment</b>					
Howe Manning School	-	16,000	-	-	-
<b>Windows</b>					
Fuller Meadow School	-	-	200,000	2,000,000	-
<b>Boilers / Pumps &amp; Controls</b>					
Fuller Meadow School	-	-	-	200,000	1,000,000
<b>Security/Video Systems</b>					
Howe Manning School	50,000	-	-	-	-
<b>Public Address/Master Clock Systems</b>					
Fuller Meadow School	-	-	150,000	-	-
<b>TOTAL ELEMENTARY SCHOOLS:</b>	\$ 205,000	\$ 166,000	\$ 490,000	\$ 2,700,000	\$ 1,500,000

**Fiscal Year 2023-2027**  
**Five Year Capital Budget Plan (Cont.)**

	2023	2024	2025	2026	2027
<b>General Government Information Technology Capital Plan</b>					
5 Year Replacement Protocol for Flint Public Library - Server	\$ -	\$ 6,000	\$ -	\$ -	\$ -
5 Year Replacement Protocol for Police Department Server	\$ 20,000	\$ -	\$ -	\$ -	\$ -
5 Year Replacement Protocol for file/print server at DPW building	\$ 4,000	\$ -	\$ -	\$ -	\$ -
5 Year Replacement Protocol for Memorial Hall Main Server	\$ 27,000	\$ -	\$ -	\$ -	\$ -
Town Hall network Storage Replacement	\$ 20,000	\$ -	\$ -	\$ -	\$ -
VMware Upgrade Project Step 2: Major License and Version Upgrade*	\$ 14,000	\$ -	\$ -	\$ -	\$ -
Antivirus Next Generation Product Upgrade (for next generation protection of virus, malware, ransomware, and attacks)	\$ 4,800	\$ -	\$ -	\$ -	\$ -
Windows Server Upgrade for 8 Virtual Servers (software and engineering service)	\$ -	\$ 12,000	\$ -	\$ -	\$ -
<b>Information Technology Total</b>	<b>\$ 89,800</b>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Fiscal Year 2023-2027**  
**Five Year Capital Budget Plan (Cont.)**

	2023	2024	2025	2026	2027
<b>Department: Administration - General</b>					
<b>Administrative</b>					
Digitizing of Historical Records (Inspectional Services)	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Digitizing of Historical Records (Health Department)	\$ -	\$ 63,000	\$ -	\$ -	\$ -
Comp & Class for DPW Union and Part-Time Employees	\$ 10,000	\$ -	\$ -	\$ -	\$ -
<b>Town Clerk</b>					
Elections/Polling Location Equipment	\$ 7,200	\$ -	\$ -	\$ -	\$ -
<b>Assessor</b>					
NEAR MAP Aerial photography & Pushpin	\$ 7,740	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ADMINISTRATION:</b>	<b>\$ 59,940</b>	<b>\$ 63,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Warrant Articles</b>					
Essex Tech - Capital Improvement Assessment	\$ 9,828	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
<b>Total Other Warrant Articles</b>	<b>\$ 9,828</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

**Net Fiscal Year 2023-2025 Five Year Capital Budget Plan - By Department/Building**

	2023	2024	2025	2026	2027
DPW/Recreational Facilities	\$ 359,700	\$ 421,200	\$ 381,700	\$ 470,000	\$ 155,000
Police	\$ 69,000	\$ 20,000	\$ 15,000	\$ 5,000	\$ -
Fire	\$ 136,103	\$ 500,000	\$ 115,000	\$ 600,000	\$ 1,500,000
Elementary Schools	\$ 205,000	\$ 166,000	\$ 490,000	\$ 2,700,000	\$ 1,500,000
Senior Center/Old Town Hall	\$ -	\$ -	\$ -	\$ -	\$ -
IT	\$ 89,800	\$ 18,000	\$ -	\$ -	\$ -
Administration	\$ 59,940	\$ 63,000	\$ -	\$ -	\$ -
Other Warrant Articles	\$ 9,828	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Water Enterprise Fund	\$ -	\$ 1,150,000	\$ 350,000	\$ 75,000	\$ 50,000
<b>ALL DEPARTMENTS TOTAL</b>	<b>\$ 929,371</b>	<b>\$ 2,348,200</b>	<b>\$ 1,361,700</b>	<b>\$ 3,860,000</b>	<b>\$ 3,215,000</b>

## TOWN OF MIDDLETON, MA FINANCIAL MANAGEMENT POLICIES

### Introduction

The following financial principles set forth the broad framework for overall fiscal planning and management of the Town of Middleton. In addition, these principles address both current activities and long-term planning. The principles are intended to be advisory in nature and serve as a point of reference for all policy-makers, administrators and advisors. It is fully understood that Town Meeting retains the full right to appropriate funds and incur debt at levels it deems appropriate, subject of course to statutory limits such as Proposition 2 ½. These policies supersede all previously adopted policies unless stated otherwise.

The principles outlined in this policy are designed to ensure the Town's sound financial condition now and in the future. Sound Financial Condition may be defined as:

- *Cash Solvency* : the ability to pay bills in a timely fashion
- *Budgetary Solvency*: the ability to annually balance the budget
- *Long Term Solvency*: the ability to pay future costs
- *Service Level Solvency*: the ability to provide needed and desired services

It is equally important that the Town maintain flexibility in its finances to ensure that the Town is in a position to react and respond to changes in the economy and new service challenges.

These Financial Management Policies will be periodically reviewed, revised, and readopted. At the very least, this shall occur every three years.

### Policy Statements

1. **Budget Message:** The Town Administrator shall annually prepare a balanced budget and comprehensive Budget Message as required by state law and the Middleton Town Charter. The Budget Message shall include a detailed examination of trends in tax levy, new growth, local receipts, local aid, and available funds. The Town Charter further requires the preparation of a comprehensive five-year Capital Plan.
2. **Structurally Balanced Budget:** The Town will strive to fund recurring expenses with recurring revenues, thereby avoiding structural deficits. New operating costs associated with capital projects should be funded through the operating budget, but reflected in the capital improvement plan.
3. **Revenues:** municipal operations are funded from four primary revenue sources: 1) State Aid to Cities and Towns (a.k.a. Local Aid); 2) property taxes; 3) local receipts; and 4) other available funds. The Town Administrator, Chief Financial Officer, and other finance officials will develop an estimate prior to the commencement of the budget development process. Estimates from each source must be reasonable and based on sound information. Guidance

for each revenue source is discussed below:

- Property Tax Levy: Property taxes are the most stable revenue source. The estimate for the ensuing fiscal year shall be within the allowable levy limit under Proposition 2 ½.
- Local Receipts: Local receipts are locally generated revenues from sources such as license and permit fees and automobile excise taxes. Local receipts are tracked and the trends analyzed in order to identify potential changes. It shall be the policy to estimate local receipts based on the trend of the most recent five years.
- Local Aid: The State budget adopted by the Massachusetts Legislature and the Governor determines the aid each city and town will receive in the ensuing fiscal year. In most years, Middleton's budget is finalized before the State budget is adopted; at best, we have only an estimate based on the Governor's or House Ways & Means budget proposal. It shall be the policy that Local Aid for the ensuing year will be estimated at 100% of the current year, unless there is good reason to deviate, such as a known looming State deficit, Local Aid resolution, or other compelling evidence.
- Other Available Funds: These include transfers from other funds, such as from ambulance receipts to offset the operation of the Fire Department, from MELD to reimburse for expenses in areas such as insurance and pension assessments, and from other funds. Available funds can also include transfers from the Assessors overlay account, Free Cash, and various Stabilization Funds.

4. **Stabilization Funds**: A stabilization fund is designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose. Communities may establish one or more stabilization funds for different purposes. A two-thirds vote of Town Meeting is required to establish or appropriate from a stabilization fund. The Town will maintain a series of Stabilization Funds as described below. Transfers to the various Stabilization Funds shall generally be from Free Cash or other reserves and shall be in conformance with G. L. c. 40, s. 5B.

- General Stabilization Fund: this is the Town's main financial reserve in the event of an emergency or extraordinary need. It shall be the goal of the Town to achieve and maintain a balance in the General Stabilization Fund of 4%-6% of current year budgeted general fund operating appropriation.
- Capital Stabilization Fund: The Capital Stabilization Fund will be available to set aside funds to use for one-time capital purchases or annual debt service payments. It shall be the goal to achieve and maintain a balance in the Capital Stabilization Fund of 3%-4% of current year budgeted general fund operating appropriation.
- Pension Stabilization Fund: The Pension Stabilization Fund will be available as a reserve to make future extraordinary "catch-up" contributions to the Essex Regional Retirement System (ERRS) if ERRS fails to achieve full funding due to unrealized investment returns or other factors. If ERRS's full funding schedule remains accurate, the Pension Stabilization Fund may be directed toward annual continuation payments, thereby limiting the impact on operating budget revenues. When full funding is complete or satisfactorily certain, the balance in the Pension Stabilization Fund may transferred or appropriated as allowed by G. L. c. 40, s. 5B.
- Special Education Stabilization Fund: The Annual Town Meeting on May 10, 2016 established the Special Education Stabilization Fund. It shall be the goal of the Town to use the Special Education Stabilization Fund to offset spikes in elementary school special education costs, including special education transportation costs. It shall be the further goal to have a balance equal to the average of the most recent five years actual special education spending. The initial target balance is \$350,000 with a maximum balance of \$500,000.

5. Free Cash reserves are the remaining, unrestricted funds from operations of the previous fiscal year. Free Cash is comprised of unexpended Free Cash from the previous year, actual receipts in excess of revenue estimates, and unspent amounts in budget line items. Once certified by the Director of Accounts, Free Cash is available for appropriation for any lawful purpose. The Town shall have a goal of maintaining Free Cash at a target range of at least 3% of the prior year general fund operating appropriation.

The Town hereby identifies the following as appropriate uses of Free Cash:

- Operating Budget: The Town has historically used Free Cash to subsidize the ensuing year's operating budget in order to reduce the tax rate. It is the Town's goal to eliminate or reduce the use of Free Cash used in the development of the operating budget. The Town will reduce its annual appropriation of Free Cash until it is \$0. When appropriate, the Town may, prior to setting the tax rate, elect to devote a portion of Free Cash for the purposes of reducing the tax rate.
- Stabilization Funds: to replenish the Town's various Stabilization Funds.
- OPEB Trust Fund: to fund the other post-employment benefits (OPEB) Trust fund.
- Capital Improvement Program: to fund capital improvements in order to avoid or minimize borrowing.
- Unexpected Deficits: to fund potential deficits in order to avoid carrying them into the next fiscal year. Snow and ice deficits are an example of a deficit appropriately funded with Free Cash.
- Emergency Appropriations: to allow for fiscal flexibility.

6. **Excess Levy Capacity**: The Town shall have a goal of maintaining Excess Levy Capacity of at least 1% of current year budgeted general fund operating appropriation in order to have tax capacity to pay for future fixed costs in excess of inflation, provide needed and desired services, and maintain flexibility to react and respond to changes in the economy with less measurable financial stress.
7. **Reserve Funds**: The Town shall maintain a general reserve fund and a special education reserve fund.
  - General Reserve Fund: The Town, through its Finance Committee, shall maintain a Reserve Fund pursuant to G. L. c. 40, s. 6, to provide for extraordinary and unforeseen expenditures. The desirable annual appropriation shall be 1% of general fund expenditures excluding schools.
  - Special Education Reserve Fund: The Town, through its Board of Selectmen and Middleton School Committee, shall maintain a Special Education Reserve Fund pursuant to G. L. c. 40, s.13E to provide for unanticipated or unbudgeted costs of special education, out-of-district tuition, or special education transportation. The desirable annual appropriation or fund balance shall be equal to 2% of net school spending.
8. **Debt Management**: The Town recognizes that maintaining debt levels consistent with best practices allows the Town to maintain and improve its credit rating with rating agencies. It shall be the goal of the Town to manage debt within the following parameters:
  - A. Annual debt service (principal and interest), exclusive of debt exempt from Proposition 2 ½, State reimbursements (e.g. Mass. School Building Authority), and State aid shall be no less than 2% nor more than 10% of current year budgeted general fund operating appropriation. This is known as Net General Fund Debt

Service.

B. Annual debt service inclusive of debt exempt from Proposition 2 ½, State reimbursements (e.g. Mass. School Building Authority), and State aid shall be no more than 15% of current year budgeted general fund operating appropriation. This is known as Gross General Fund Debt Service.

C. General Fund Debt does not include debt for water, sewer, and electric light.

9. **Capital Improvement Plan:** Capital items are assets that have a useful life of five (5) years and a cost of \$5,000. Regular capital investment is critical to maintaining the Town's infrastructure, including vehicle fleet, buildings, equipment, and acquisition of land. Annually, the Town Administrator will develop a capital improvement plan (CIP) for the next five (5) years. Year one (1) of the CIP is the ensuing year's proposed capital budget. In order to adequately invest in its capital assets, it is the Town's goal to annually spend at least two percent (2%) of general fund expenditures on its general fund capital plan. Non-general fund capital shall be evaluated and programmed based on need.

Funding of capital items may come from a number of sources, including, but not limited to:

- Available funds, such as Free Cash, Capital Stabilization, Overlay, Community Preservation Fund, and Ambulance Fund.
- Issuance of debt within the levy.
- Debt or Capital Outlay Expenditure Exclusion. In order to maintain budget capacity within the limits of Proposition 2 ½ and in recognition of the public facility needs facing the Town, the Town may wish to seek ballot approval for large general fund acquisitions, such as fire apparatus and public works equipment costing more than \$500,000, as well as for Town, school, and regional school building projects. Funding major acquisitions outside of Proposition 2 ½ will improve the Town's limited budget capacity, ensure broad community approval for such projects, and reinforce the Town's strong bond rating. Debt Exclusions and Capital Outlay Expenditure Exclusions allow a community to increase the tax levy above the limitations of Proposition 2 ½ and require a ballot vote.
  - A Debt Exclusion exempts the debt service for the term of the debt issuance.
  - A Capital Outlay Expenditure Exclusion is a one-time increase in the tax levy to fund a capital project or acquisition.

10. **Investments:** Investment practices are governed by the Massachusetts General Laws. The Town's general fund, special revenue funds, and trust funds are invested in accordance with all applicable Massachusetts General Laws using the list of legal investments and taking into consideration safety, liquidity, and yield.

Massachusetts General Laws, Chapter 44, section 55B requires the Town Treasurer to invest all public funds except those required to be kept un-invested for purposes of immediate distribution. The state law further requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking into account *safety, liquidity, and yield*. Therefore, these guidelines are intended to further the objective of securing the highest return that is consistent with safety of principal while meeting the daily cash requirements for the operation of the Town's business.

- **Safety** of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital through the mitigation of credit risk (the risk of loss due to the failure of the security issuer or backer) and interest rate risk and interest rate

risk (which is the risk that the market value of securities in the portfolio will fall due to changes in the market interest rates). These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository.

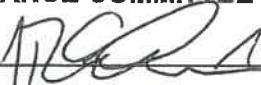
- **Liquidity** is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the Treasurer shall carry out investment activities in a manner that provides for meeting unusual cash demands without the liquidation of investments that could result in forfeiture of accrued interest earnings, and loss of principal in some cases.
- **Yield** is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.

11. **Procurement:** Procurement shall be conducted in accordance with Massachusetts General Laws c. 30B (Supplies & Services); c. 149 (Building Construction); c. 30, s. 39M (Public Works Construction); c. 7C, ss. 44-57 (Public Building Projects Design); the Middleton Charter; and Chapter 14 of the Middleton Code. The Town Administrator is the Chief Procurement Officer and as such may delegate procurement responsibilities.
12. **Receivable Write-Offs:** The Town is unable to collect all receivables. It shall be the policy of the Town to write-off uncollected receivables after three years. This policy shall not apply to motor vehicle excise, real property, and personal property taxes.
13. **Audit of Financial Statements and Management Letter:** It is the Town's goal to retain the services of an outside auditing firm to complete an audit of the Town's financial statements and to prepare a management letter detailing its findings and recommendations. It is the further goal to be prepared for the auditor by September 30 so the auditor can return its completed product in a timely manner.
14. **Fraud:** The Town is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the Town to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the Town and, when appropriate, to pursue legal remedies available under the law. Reference is hereby made to the Town's Municipal Fraud Policies and Procedures.

BOARD OF SELECTMEN

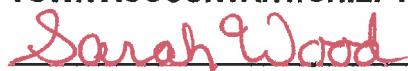

FINANCE COMMITTEE


TOWN ADMINISTRATOR



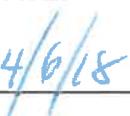
TOWN ACCOUNTANT/CHIEF FINANCIAL OFFICER



TREASURER/COLLECTOR



DATE:

  
4/6/18

# Common Municipal Finance Terms

**Abatement:** A complete or partial cancellation of a real or personal property tax, motor vehicle excise tax, fee, charge, or special assessment imposed by a governmental unit. Abatements are granted by the committing authority, e.g. Board of Assessors in the case of taxes.

**Appropriation:** An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it can be expended.

**Assessments:** Amounts the State automatically deducts from Local Aid to cover the cost of certain State and county programs. These include the MBTA, Essex Regional Emergency Communications Centers, Mosquito Control, and others. Assessments are shown on the Cherry Sheet.

**Assessed Valuation:** The value placed upon a particular property by the Board of Assessors for the purpose of apportioning the town's tax levy among individual property owners equitably and in accordance with the legal requirement that property be assessed at "full and fair cash value". Assessed Valuations are certified periodically by the Commonwealth's Commissioner of Revenue.

**Audit:** An examination of a community's financial systems, procedures, and data by a certified public accountant, along with a report on the fairness of financial statements and on local compliance with statutes and regulations.

**Balance Sheet:** A statement that discloses the assets, liabilities, reserves and equities of a fund or government unit at a specified date.

**Budget:** See *Omnibus or Operating Budget*

**Capital Budget:** A plan of proposed capital outlays for a fiscal year and the means of financing them. Capital items are those items costing \$5,000 or more and having a useful life of five or more years.

**Capital Exclusion:** A vote to exclude from the levy limit the cost of a capital project. This exclusion only affects the levy limit for the year in which the project was undertaken.

**Chapter 70:** Chapter 70 is the statute that describes the school funding formula and education aid distributed by the State.

**Chapter 90:** Funds distributed to cities and towns to fund highway projects. C. 90 is based on a formula consisting of road local mileage, local employment level, and population estimates.

**Cherry Sheet:** The official notification to cities, towns, and regional school districts of the next fiscal year's State aid and assessments. The name comes from the cherry colored paper on which they used to be printed.

**Classification of the Tax Rate:** The annual action by the Board of Selectmen to exercise certain tax rate options, including establishing a residential factor and determining certain discounts and exemptions. A single rate taxes all classes of property at the same rate.

**Debt Exclusion:** A vote to exclude from the levy limit the costs of debt service for capital projects. This exclusion remains in effect for the life of the debt; once the debt (principal and interest) is paid off the

excluded amount is removed from the tax rate.

**Debt Service:** Payment of interest and principal related to debt.

**Encumbrance:** Obligations such as purchase orders and contracts which are chargeable to an appropriation and for which a part of the appropriation is reserved to be paid in the next fiscal year.

**Enterprise Fund:** A standalone fund with its own assets, liabilities, fund balance, revenues and expenses in which a municipal service is operated as a business unit. Costs of the service are primarily recovered from user charges and may be supplemented by general revenues.

**Equalized Valuation (EQV):** The determination of the full and fair cash value of all property in the Commonwealth as determined by the Commissioner of Revenue biennially. EQV is used as a factor in certain aid distributions.

**Excess and Deficiency:** Also called the "surplus revenue" account, this is the amount by which cash, accounts receivable, and other assets exceed a regional school district's liabilities and reserves as certified by the Director of Accounts. The calculation is based on a year-end balance sheet which is submitted to the Department of Revenue by the district's auditor, accountant, or comptroller as of June 30. The regional school committee must apply certified amounts exceeding five percent of the district's prior year operating and capital costs to reduce the assessment on member cities and towns.

**Excess Levy Capacity:** The difference between a community's Levy and its Levy Limit. This is an additional amount the community could, but chooses not to, levy.

**Expenditure:** The spending of money by the town and schools for the programs or projects within the approved budget.

**FTE:** A full-time equivalent employee based on a 40-hour work week. May be one or more employees, but the total weekly hours equal 40.

**Fiscal Year (FY):** A 12-month period, beginning July 1 and ending June 30, to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. The numbers of the fiscal year is that of the calendar year in which it ends; for example, FY17 is the fiscal year which begins July 1, 2016 and ends June 30, 2017.

**Foundation Budget:** The spending target under the Education Reform Act of 1993 for each school district as the level necessary to provide an adequate education for all students.

**Free Cash:** Certified as of each July 1 by the State, this is the portion of Undesignated Fund Balance available for appropriation. It is not cash per se, but rather is the total of cash and receivables less current liabilities and earmarked reserves, reduced also by reserves for uncollected taxes. It is made up of Turn Backs (unexpended appropriations), revenues that came in higher than budgeted, and Free Cash carried forward from the prior fiscal year.

**General Fund:** The fund into which the general (non-earmarked) revenues of the town are deposited and from which money is appropriated to pay expenses.

**General Obligation Bonds:** Bonds issued by the Town that are backed by the full faith and credit of its taxing authority.

**Level-Service Budget:** A budget that describes the funding required for maintaining current levels of service or activity, plus cost increases for contractual and mandated obligations. It brings previously-approved programs forward at existing levels of service.

**Levy or Property Tax Levy:** The revenue a community can raise through real and personal property taxes.

**Levy Ceiling:** The maximum amount of property taxes a community can levy. The Levy Ceiling is equal to 2 ½ percent of the total full and fair cash values of all taxable real and personal property in the community.

**Levy Limit:** The maximum the levy can be in a given year. It is equal to the previous year's levy limit times 2 ½% plus new growth and amounts authorized by overrides. The Levy Limit is determined annually by the Massachusetts Department of Revenue.

**Local Aid:** Revenue allocated by the State to cities, towns, and regional school districts. Local Aid is distributed by the Cherry Sheets.

**Local Receipts:** Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, hotel/motel/meals excise, permit fees, rentals, and charges.

**New Growth:** The additional value of new development and other growth in the tax base that is not the result of revaluation. New growth is calculated by multiplying the increases in assessed valuation by the tax rate.

**Omnibus or Operating Budget:** A plan for allocating resources to support particular services, purposes, and functions over a specified period of time. The Omnibus Budget is the spending plan for a particular fiscal year.

**Other Post-Employment Benefits (OPEB):** The set of benefits, other than pensions, that government employees earn while actively working, but do not receive until they retire. The most significant is health insurance for retirees, their spouses, and in some cases their beneficiaries.

**Overlay:** The amount raised from the property tax levy in excess of appropriations and other charges. It is used to cover property tax abatements and exemptions granted locally or on appeal, and cannot exceed an amount deemed reasonable by the Commissioner of Revenue.

**Override:** A vote to increase the amount of property tax revenue in excess of the automatic 2 ½ percent allowed under Proposition 2 ½. An override permanently raises the Levy Limit unless later reversed.

**Personnel Services:** The cost of salaries, wages and related employment benefits.

**Payment in Lieu of Taxes (PILOT):** An agreement between a municipality and an entity not subject to taxation, such as a charitable or educational organization, in which the payer agrees to make a voluntary payment to the municipality.

**Proposition 2 ½:** A State law, enacted by citizen initiative petition in 1980, that regulates local property tax administration and limits the amount of revenue – the levy – a city or town may raise from local property taxes each year.

**Purchased Services:** The cost of services that are provided by a vendor.

**Property Tax:** The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed per thousand dollars of assessed valuation.

**Raise or Raise and Appropriate:** A phrase used to identify a funding source for an expenditure which refers to money generated by the tax levy or other local receipt.

**Reserve Fund:** A fund appropriated each year that may be used by vote of the Finance Committee for "extraordinary or unforeseen expenditures."

**Revolving Fund:** Those funds that may be used for special uses. For example, Recreation fees may be paid into a revolving fund and expenditures made without further appropriation. Revolving funds are established by State law and Town bylaw. Spending limits of revolving funds must be annually reauthorized by Town Meeting.

**Stabilization Fund:** A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §SB). Stabilization Funds may be established for different purposes and interest generated by such funds is added to and becomes part of the Stabilization Fund. A two-thirds vote of Town Meeting is required to establish, amend the purpose of, or appropriate money out of a Stabilization Fund.

**Tax Title:** A collection procedure that secures a city's or town's lien on real property and protects the municipality's right to payment of overdue property taxes. The lien expires if five years elapse from the January 1 assessment date and the property has been transferred to another owner. If amounts remain outstanding on the property after issuing a demand for overdue property taxes and after publishing a notice of tax taking, the Collector may take the property for the city or town. After properly recording the instrument of taking, the Collector transfers responsibility for collecting overdue amounts to the Treasurer. After six months, the Treasurer may initiate foreclosure proceedings.

**Turn Back:** Unexpended funds from a prior fiscal year's operating budget which are returned to the Town and which ultimately revert to Free Cash.

**Unclassified:** Expenditure items that are not within a particular department's budget. Examples include regional pension assessments, insurances, unemployment, and others.

**Underride:** A vote to decrease the levy limit under Proposition 2 ½. An underride permanently reduces the Levy Limit unless later reversed.

**Warrant:** A list of items to be acted on by Town Meeting.

**Warrant Article:** Each of the individual items listed in a warrant for action by a Town Meeting.

## Parliamentary Procedures and Rules for Town Meeting

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

### Rules and Procedures:

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

### More Formal Parliamentary Procedures:

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

### Consent Agenda

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

## Motions

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

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

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

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

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

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

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

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

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

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

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



## 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)

## Current Board and Committee Vacancies

- Board of Appeals – 5-year term – 1 seat
- Board of Appeals – 1-year term – 1 seat
- Board of Appeals – Alternate – 1-year term – 2 seats
- Board of Health – 3-year term – 1 seat
- Board of Registrars – 3-year term – 1 seat
- Bylaw Review Committee – 3-year term – 4 open seats
- Conservation Commission – 3-year term – 1 seat
- Council on Aging – 3-year term – 3 seats
- Cultural Council - 3-year term – 3 seats
- Finance Committee - 3-year term - 2 seats
- Historical Commission – 2-year term – 2 seats
- Industrial and Commercial Design Review Committee – 3-year term - 3 open seats
- Master Plan Review Committee - 3 seats - staggered terms
- Memorial Day Committee – 3-year term – 4 open seats
- Municipal Property Tax Relief – 3-year term – 1 seat
- Planning Board – Alternate – 1-year term – 2 seats (Joint Appointment with Planning Board and Select Board)
- Rails to Trails Committee – 3-year term – 2 seats
- Recreation Commission – 3-year term – 3 seats
- Scholarship Committee – 3-year term – 3 seats

Visit [www.middletonma.gov](http://www.middletonma.gov) to complete the Appointment Form or the Talent Bank Application!

## **TOWN OF MIDDLETON TALENT BANK APPLICATION**

The Select Board maintains a Talent Bank of names of citizens of Middleton willing to serve on boards, commissions and committees. Names in this file are available for use by all Town Departments.

Names: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Bus. Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Background Experience: \_\_\_\_\_

---

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

<input type="checkbox"/> Board of Health	<input type="checkbox"/> Recreation Commission
<input type="checkbox"/> Council on Aging	<input type="checkbox"/> Historical Commission
<input type="checkbox"/> Finance Committee	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> Industrial Commercial Development Review Committee
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Zoning Bylaw Review Committee
<input type="checkbox"/> Cultural Council	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

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

Are you available year round for committee meetings? Yes \_\_\_\_\_ No \_\_\_\_\_  
If not, when are you available?

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

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

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please submit all responses to the Town Administrator's Office via the mailing address above or via email at:  
jackie.bresnahan@middletonma.gov



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



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

7.

## **TOWN OF MIDDLETON TALENT BANK APPLICATION**

The Select Board maintains a Talent Bank of names of citizens of Middleton willing to serve on boards, commissions and committees. Names in this file are available for use by all Town Departments.

Names: Carolyn MacPherson Telephone: 978 325 1562

Address: 14 Wennerberg Rd Bus. Telephone: \_\_\_\_\_

Email Address: carolyndamato@gmail.com

Occupation: Public Health Data Administrator

Background Experience: I am trained as a municipal planner, and work in public health. Environmental health is of particular interest. I am known as a creative problem solver, and I would value the opportunity to assist the town through this opportunity.

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

<input type="checkbox"/> Board of Health	<input type="checkbox"/> Recreation Commission
<input type="checkbox"/> Council on Aging	<input type="checkbox"/> Historical Commission
<input type="checkbox"/> Finance Committee	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> Industrial Commercial Development Review Committee
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Zoning Bylaw Review Committee
<input type="checkbox"/> Cultural Council	<input checked="" type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Amount of Time Available: For the duration of the work required on the solid waste advisory committee.

Are you available year round for committee meetings? Yes X No         
If not, when are you available?

       Winter        Spring        Summer        Autumn

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

Solid Waste Advisory Committee

April 13, 2022

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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



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## **TOWN OF MIDDLETON TALENT BANK APPLICATION**

The Select Board maintains a Talent Bank of names of citizens of Middleton willing to serve on boards, commissions and committees. Names in this file are available for use by all Town Departments.

Names: Annette P. Wilton (Annie) Telephone: 978-777-4463(h)  
Address: 120 Forest St. Middleton 01949- Bus. Telephone: Best number to call to  
Email Address: annie@cookingwithkatie.com 917 feel free to leave a message  
Occupation: Business / Consulting  
Background Experience: MPC, ZBRC, MDPC, President Friends of the Flint  
24 yr. resident

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

<input type="checkbox"/> Board of Health	<input type="checkbox"/> Recreation Commission
<input type="checkbox"/> Council on Aging	<input type="checkbox"/> Historical Commission
<input type="checkbox"/> Finance Committee	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> Industrial Commercial Development Review Committee
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Zoning Bylaw Review Committee
<input type="checkbox"/> Cultural Council	<input type="checkbox"/> Other: <u>Solid Waste Advisory Committee</u>
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

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

Are you available year round for committee meetings? Yes  No   
If not, when are you available?

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

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

APWilton

Signature

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

4/20/2022

Date



April 2022

9.

Brian M. Cresta,  
Chair, Board of Selectmen  
48 South Main Street  
Middleton, MA 01949

Dear Mr. Cresta

The 18th annual “Reid’s Ride” 28-Mile Bike Ride will be held on Sunday July 17, 2022. Proceeds from this event Adolescent and Young Adults (AYAs) diagnosed with cancers. Proceeds from the event support research, care, treatment, and clinical trials for AYA cancer patients. The event is organized and hosted the The Reid R Sacco Adolescent & Young Adult Cancer Alliance. The Alliance was established in honor of our son, Reid, who died of a soft-tissue sarcoma on April 16, 2005, at the age of 20.

Reid was a very accomplished young man who never got the chance to enter the gates of Columbia University where he was accepted shortly before his cancer was diagnosed. Our hope now is that we can make a difference in the fight against the cancers that claim the lives of productive young adults, by raising money to support research in these relatively rare but brutally ruthless cancers. The Alliance vision is to see that day when victims of these cancers no longer need to abandon their dreams and, with the aid of effective treatments, go on to live long healthy lives.

It is amazing to see such great support from our fire and police departments from all six towns we ride through (Lynnfield, Middleton, Danvers, Beverly, Manchester and Gloucester). Thank you for assuring the safety of the riders, as well as helping to minimize the impact of the event on traffic flow on the morning of Reid’s Ride.

See the following page for Event Details.

Sincerely,

Lorraine Sacco  
Director, Reid’s Ride

cc:  
Police Chief William Sampson  
Fire Chief Frank W Twiss  
Town Administrator Andrew Sheehan



## Event Details

Date: Sunday, July 17, 2022 Rain or Shine

Start: Lynnfield High School

Finish: Stage Fort Park, Gloucester

Time: Riders leave Lynnfield High School at 7:30 AM. Last riders reach Stage Fort Park by 11 AM. A barbecue will commence at 11:30 AM at Stage Fort Park (permits obtained).

Type: This is a bike *ride*, not a race; each rider proceeds at his/her own pace

Route: Mainly Routes 62 and 127. Route runs through Lynnfield, Middleton, Danvers, Beverly, Manchester, and into Gloucester. Total mileage is 28 miles. Map included in this package

Safety: Vans equipped with two-way radios will patrol the route to aid riders with mechanical problems. Two-to-three watering stations will be set up. One-to-two ambulance/EMTs will be on stand-by.

Follow-up: I will be in direct contact with the Chief of police from each town with the # of riders and any other information they need.

Contact: Lorraine Sacco; 781-593-3762/781-632-2025



18<sup>th</sup> Annual Reid's Ride 28-mile Bike-a-thon  
Sunday, July 17, 2022, 7:30 AM Start

From the Lynnfield High School Parking Lot

- Turn LEFT taking you West on **ESSEX ST** and take to end, about 0.7 miles
- Turn **RIGHT** onto **MAIN ST** and follow for 1.78 miles [2.44 cumulative miles]
- **MAIN ST becomes BOSTON ST (ROUTE 62)** and continue to follow for 0.42 miles [2.86]
- Bear **LEFT** to stay on **BOSTON ST (ROUTE 62)** and follow for 1.9 miles to intersection with Route 114 [4.76]
- Turn **LEFT** onto **S MAIN ST (ROUTES 114 & 62)** and follow briefly for 0.15 miles [4.91]
- Turn **RIGHT** onto **MAPLE ST (ROUTE 62)**, and head East for 1.20 miles [6.11]
- Turn **RIGHT** onto **GREGORY ST.** heading Southeast for 0.58 miles where it turns into **DAYTON ST** [6.69] (There is a water station here.)
- Continue onto **DAYTON ST** for 1.52 miles (watch for Comfort Inn on your right) [8.21]
- Just before reaching ROUTE 1, turn **RIGHT** onto **ARMORY RD.** and follow very briefly for 0.07 miles [8.28]
- Turn **LEFT** onto **CENTRE ST** so that you pass under Route 1, and continue Southeast for 0.80 miles [9.08]
- Turn **LEFT** onto **HOBART ST** going Northeast and follow for 1.28 miles [10.36]
- Turn **RIGHT** onto **MAPLE ST (ROUTE 35)** and continue Southeast for 0.22 miles [10.58]
- Turn **LEFT** onto **CONANT ST** and follow it East for 0.47 miles [11.05]
- Turn **SLIGHT RIGHT** onto **ELLIOTT ST (ROUTE 62)**; follow Southwest through **Beverly Center** for 3.67 miles [14.72]
- Turn **LEFT** onto **STONE ST (ROUTE 127)** and head East for 0.27 miles [14.99]
- Turn **SLIGHT LEFT** onto **LOTHROP ST (ROUTE 127)** and follow for 0.76 miles [15.75]
- Turn **SLIGHT RIGHT** onto **HALE ST (ROUTE 127)** and follow for 2.4 miles to the ***Rest Stop*** at **The Landmark School, on your right-hand side** [18.2]
- When leaving The Landmark School rest stop, continue on Hale Street and stay on Rt 127.
- Take a slight **RIGHT** onto **WEST ST (stay on Route 127)** and continue East/Northeast for 2.17 miles [21.21]
- **West St becomes BRIDGE ST (ROUTE 127)** as you enter Manchester, and follow for 0.57 miles [21.78] \*\*Be careful for some quick turns around this small shopping district (stay on Rt 127)\*\*
- Turn **RIGHT** onto **BEACH ST (ROUTE 127)** and follow briefly for 0.05 miles [21.83]
- Turn **LEFT** onto **SUMMER ST (ROUTE 127)** and follow briefly for 0.06 miles [21.89]
- Continue East on **SUMMER ST (ROUTE 127)** for 3.02 miles where it turns into **WESTERN AVE** [24.91]
- Continue East for 2.72 miles on **WESTERN AVE (ROUTE 127)** toward Stage Fort Park [27.63]
- Turn **RIGHT** onto **HOUGH AVE** and follow for 0.4 miles ***to the finish line at Stage Fort Park*** [28.0]

**Emergency Numbers:**

REID'S RIDE DISPATCHER (Medical & Technical Assistance): 781-315-7675

AMBULANCE (Cataldo): 781-873-4328

RINGO TARR (SFP): 978-490-0001

ROB SACCO (SFP): 978-697-0109

GENE SACCO: 978-314-6737

LORRAINE SACCO: 781-632-2025

## **Jackie Bresnahan**

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**From:** William Sampson (MPD)  
**Sent:** Thursday, April 21, 2022 1:51 PM  
**To:** Thomas Martinuk (Midfire); Jackie Bresnahan  
**Cc:** Andrew Sheehan  
**Subject:** RE: Reid's Ride - July 17, 2022

I don't see any issues either.

Respectfully,

Chief William P. Sampson  
Middleton Police Department  
65 North Main Street  
Middleton, MA 01949



**From:** Chief Tom Martinuk (MFD) <tom.martinuk@midfire.com>  
**Sent:** Thursday, April 21, 2022 1:20 PM  
**To:** Jackie Bresnahan <Jackie.Bresnahan@middletonma.gov>; William Sampson (MPD) <william.sampson@middletonma.gov>  
**Cc:** Andrew Sheehan <andrew.sheehan@middletonma.gov>  
**Subject:** RE: Reid's Ride - July 17, 2022

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Good afternoon,

I don't have any issues with this.

They are usually through town pretty quick.

Thank you

Tom

Thomas J. Martinuk  
Chief of Department  
Middleton Fire Department  
4 Lake St.  
Middleton, MA 01949  
(Office) 978-774-0700  
(Fax) 978-774-0709



**From:** Jackie Bresnahan <[Jackie.Bresnahan@middletonma.gov](mailto:Jackie.Bresnahan@middletonma.gov)>  
**Sent:** Thursday, April 21, 2022 1:12 PM  
**To:** Chief Tom Martinuk (MFD) <[tom.martinuk@midfire.com](mailto:tom.martinuk@midfire.com)>; William Sampson (MPD) <[william.sampson@middletonma.gov](mailto:william.sampson@middletonma.gov)>  
**Cc:** Andrew Sheehan <[andrew.sheehan@middletonma.gov](mailto:andrew.sheehan@middletonma.gov)>  
**Subject:** Reid's Ride - July 17, 2022

Good afternoon Chiefs,

Please let us know if you have any concerns regarding the attached bicycle race on Sunday, July 17<sup>th</sup>. We are hoping to include the race information as well as any feedback from you on the May 3<sup>rd</sup> agenda.

Thanks,

Jackie

**Jackie Bresnahan**  
**Assistant Town Administrator/HR Director**  
**Town of Middleton**  
**48 South Main Street**  
**Middleton, MA 01949**  
**Phone: 978-777-3617**  
**Email: [jackie.bresnahan@middletonma.gov](mailto:jackie.bresnahan@middletonma.gov)**

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