

MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, AUGUST 9, 2022
6:30 PM EXECUTIVE SESSION
7:00 PM OPEN SESSION
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/84522062402?pwd=Mkk4Y1c4Y29PNWpZaFIHNDNA4dmJ4UT09>

- 6:30 pm 1. Executive Session pursuant to Mass. General Law chapter 30A, section 21(a)(3) with respect to collective bargaining with the Middleton Call Firefighters and Middleton Clericals and other units; and chapter 30A, section 21(a)(2) with respect to the Fire Chief and other non-union personnel; votes may be taken
- 7:00 pm 2. Open – Session Business
- Warrant: 2302, 2303
 - Minutes: July 12, 2022, open session minutes and executive session minutes
 - Town Administrator Updates and Reports
- 7:05 pm 3. Update on 49 South Main Street/10-18 Boston Street 40B negotiations; votes may be taken
- 7:15 pm 4. Public Comment
- 7:30 pm 5. Update from Town Clerk Ilene Twiss; votes may be taken
- Upcoming election schedule
 - Sign September 6, 2022 State Primary Election Warrant
 - Vote in response to the changes made to MGL 54, Section 72 to allow the Police Chief and Town Clerk to be designated with the responsibility of detailing a sufficient number of police officers to all polling locations for all elections
- 7:40 pm 6. Review recommendation of the Health Director Screening Panel on the appointment of a Health Director; votes may be taken
- 7:50 pm 7. **Joint session with the Middleton Planning Board** pursuant to the following; votes may be taken
- c. 41, s. 11, to fill two Alternate Planning Board seats through June 30, 2023
 - discussion regarding amending or deleting section 9.6, Industrial & Commercial Design Review, of the Zoning Bylaw
- 8:05 pm 8. Review memo from Building Commissioner Scott Fitzpatrick on outstanding inspections for licensees; votes may be taken
- 8:15 pm 9. Review and appoint the following; votes may be taken
- Recreation Commission (2 seats, 2-year term): Jennifer Pavenski; Carolyn Givens

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.

- Memorial Day Committee: (1 seat, 3-year term): Steve Kostos
- Bylaw Review Committee: (1 *ex-officio* seat, 1-year term): Town Clerk Ilene Twiss

8:20 pm 10. Open the warrant for the October 18, 2022, Special Town Meeting; votes may be taken

8:30 pm 11. Review and vote to accept the following donations; votes may be taken:

- Middleton Food Pantry: \$1,000 from Denise Perry

8:35 pm 12. Updates & Announcements

8:40 pm 13. Executive Session pursuant to Mass. General Law chapter 30A, section 21(a)(3) with respect to collective bargaining with the Middleton Police Benevolent Association

Upcoming Meetings: September 6
September 6
September 20
October 4 & 18

State Primary Election
Regular Select Board meeting @ Flint Public Library
Regular Select Board meeting
Regular Select Board meetings

MEETING MINUTES
MIDDLETON SELECT BOARD
FULLER MEADOW SCHOOL, Library
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
MONDAY, July 12, 2022
7:00 PM



This meeting was recorded

Present: Chair Kosta Prentakis, Clerk Jeff Garber, Brian Cresta, Debbie Carbone

Absent: Rick Kassiotis

Others Attending: Town Administrator Andy Sheehan, Assistant Town Administrator/HR Director Jackie Bresnahan, Minutes Secretary Meredith Carlile, Town Clerk Ilene Twiss, Finance Director/Town Accountant Sarah Wood, Police Chief William Sampson, and others

7:00 PM With a quorum, Chair Prentakis called the meeting to order.

7:00 PM BUSINESS

- **Warrants 2228 and 2301:** Assistant Town Administrator Jackie Bresnahan provided a brief review of both Warrant #2228: Payroll: \$23,565; Bills Payable: \$541,422; noting that the Town Accountant had reviewed the warrant and requested the Board's approval and provided a brief review of Warrant #2301: Payroll: \$424,350; Bills Payable: \$3,180,957; 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 **Cresta**, second by **Carbone**, the Select Board **VOTED** unanimously to approve the warrants as presented.

- **Minutes Approval:** The Board was provided with the minutes from the June 28th meeting and took the following action:

On a **MOTION** made by **Cresta**, second by **Garber**, the Select Board **VOTED** unanimously to approve the minutes as amended.

- **Town Administrator's Report:** Assistant Town Administrator Jackie Bresnahan provided the Board with information and updates on the following:

- **New Caution Pedestrian signs:** DPW has added several new signs around town by cross walks, DPW has been encouraged by the reaction and may add more signs.
- **Drought Update:** Middleton is currently at Level 5 water restriction, this restricts outdoor watering to handheld hoses and cans and only between 7pm and 8am. It is possible that with limited rain in the forecast we could move into level 6.
- **Treasurer/Collectors' office closed:** July 14th and 15th the Treasurer's office will be closed for software updates.
- **Brush Drop Off:** July 16th Middleton DPW will host a brush drop off at the transfer station. Residents can drop off brush that is up to 8in in diameter between 8:00am – 3:00pm.
- **911 Services Expanded:** Manchester-By-The-Sea will be joining the Essex Regional Emergency Communications Center.

7:07 PM Update on 49 South Main Street/10-18 Boston Street 40B Negotiations:

- Chair Prentakis led discussion and shared that the negotiating team is in the process of being formed with input from town department leaders. The developer has filed with Mass Housing and town will have an opportunity to respond within thirty days. Town Counsel has requested an extension. Chair Prentakis outlined next steps for this project and reviewed what has happened on the project between the previous meeting and tonight. Member Cresta raised serious questions about our understanding of the Developer's intentions.
 - Denise Perry spoke up during this time and asked questions and expressed concerns about the developer and the numbers behind this development. Denise was hopeful that there may already be housing that could be set aside as affordable housing. This lead to a discussion about what constitutes affordable housing and what Middleton's relationship with affordable housing looks like today.
- The discussion that followed the interruption consisted of the board members discussing the negotiating team strategy and best approach for the Town's best interest.
- On a **MOTION** made by **Cresta**, second by **Garber**, the Select Board **VOTED** unanimously to approve the Town Administrator to solicit costs for the immediate procurement of a consultant to perform a GLAM study.

7:38 PM Public Comment

- **Discussion:** Chair Prentakis opened the floor for public comment.
- **Beth Andersbeck:** Beth shared that she thinks that the town needs to consider the cost of fighting this
- **Trevor Currier:** Wanted to know if there is any consideration about the timing of the project on 49 South Main Street and the construction on the future municipal complex.
 - Member Cresta mentioned that there may be overlap between the two projects

7:40 PM

- **Discussion of the recommendation of Police Chief William Sampson to promote Officer Isabella Palmeira from Acting Full Time Police Officer to Permanent Full Time Police Officer, Effective July 15, 2022; votes may be taken**

- **Discussion:** Police Chief William Sampson spoke in person to recommend Isabella Palmeira. He spoke highly of her performance so far and her time in the academy.
- - On a **MOTION** made by **Cresta**, second by **Garber**, the Select Board **VOTED** unanimously to approve Isabella Palmeira from Acting Full Time Police Officer to Permanent Full Time Police Officer
 - Officer Palmeira was sworn in following that vote

7:43 PM

- **Discussion of the request from Police Chief William Sampson to grant a temporary Academy wavier to Officer Jordan Kemp**
 - **Discussion:** Police Chief William Sampson spoke in person to advocate for this waiver to help with staffing. Member Cresta inquired about academy training. Discussion also spread to include questions from the board about the SRO role.
 - On a **MOTION** made by **Garber**, second by **Carbone**, the Select Board **VOTED** unanimously to approve the 270 day temporary waiver for officer Jordan Kemp as presented.

7:48 PM

- **Discussion of the FY22 year-end transfers of Appropriations**
 - **Discussion:** Sarah Wood provided a brief review of FY22 Transfers which totaled in \$254,506.93. Member Cresta thanked Sarah on her management of the budget.
 - On a **MOTION** made by **Cresta**, second by **Carbone**, the Select Board **VOTED** unanimously to approve the transfers to and transfer from appropriations as brought forward.

7:53 PM

- **Discussion of the Issuance of a one-day charitable food permit for a food truck event on September 10, 2022 for 105 South Main Street**
 - **Discussion:** Town Administrator Andy Sheehan shared the history of this event; this year is proposed to be at the golf course and proceeds go to the foodbank and veterans. There is not at present a rain date. The permit from the town will not have a fee.
 - On a **MOTION** made by **Cresta**, second by **Garber**, the Select Board **VOTED** unanimously to issue the one-day charitable food permit for a food truck event on September 10, 2022 or for such rain date as may be identified in the future for 105 South Main Street.

7:55 PM

- **Discussion of the Select Board and Town Administrator goals for FY2023**

- **Discussion:** Chair Prentakis provided a brief introduction to their goals for the year. Town Administrator Andy Sheehan made note of two new items on their list of goals, beyond that all milestones remain unchanged. Administrator Sheehan shared that there are lots of ideas and goals for ARPA funds but didn't get into specifics during this meeting.
- On a **MOTION** made by **Cresta**, second by **Carbone**, the Select Board **VOTED** unanimously to approve the seven priorities and goals as outlined.

8:02 PM

- **Discussion of the Fall 2022 Special Town Meeting, recommended date Tuesday, October 18, 2022**
 - **Discussion:** Administrator Sheehan led an overview of the circumstances surrounding the difficult timing of the meeting this year. The windows of time to hold the meeting were narrow due to a variety of circumstances and that led them to select Tuesday, October 18th. Chair Kosta shared some insights about logistics for the upcoming meeting. Member Cresta inquired about the citizens' petition in article 12 for an electrical vehicle bylaw update. No vote was taken.

8:15 PM

- **Updates and Announcements**
 - **September Schedule:** Town Administrator Sheehan brought forward that right now there is a meeting scheduled on an election day, that falls before Labor Day so we may need to change to date of that meeting.

8:20 PM Executive Session

On a **MOTION** made by **Cresta**, the Select Board **VOTED** unanimously to go into Executive Session, pursuant to Mass. General Law chapter 30A, section 21(a)(2) with respect to bargaining with the Middleton Police Benevolent Association and other Units; and section 219(a)(2) with respect to non-union personnel.

9:40 PM Adjourn

With no further business, on a **MOTION** made by **Garber**, the July 12th meeting of the Select Board adjourned at 9:40 PM.

Respectfully submitted,

Meredith Carlile

Meredith Carlile, Minutes Secretary

*Middleton Select Board
July 12, 2022*

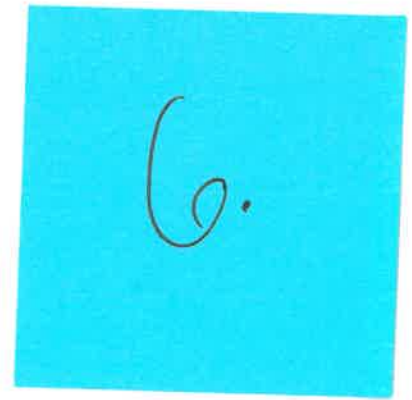
*Meeting Minutes
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Jeff Garber, Select Board Clerk

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

- Agenda: July 12, 2022
- Warrant #2228: Payroll: \$1,261,782; Bills Payable: \$1,491,304
- Minutes:
 - June 28, 2022
- Letter of Recommendation from Chief William P. Sampson promoting acting full-time police officer Isabella Palmeira to full time police officer
- Memo From Chief William Sampson requesting a temporary waiver for Officer Jordan Kemp
- Request for Transfer of Appropriations G. L. c. 44, s. 33B
- Division of Local Services Informational Guideline Release
- Flyer for Local Businesses about the 3rd annual Middleton Food Truck Festival
- Town of Middleton Priorities and Goals FY2023-2025
- Preliminary List of Articles for the Special Town Meeting on Tuesday, October 18, 2022
- Flyer for Middleton Board of Trade 27th Annual Scholarship Golf Tournament
- Email from The Massachusetts Municipal Association about the House passing remote meeting extension legislation to mandate all municipal meetings be held in hybrid format beginning on April 1, 2023

June 18, 2022



Jackie Bresnahan, Assistant Town Administrator/ HR Director

48 S Main Street

Middleton, MA 01949

Dear Ms. Bresnahan,

It is with great enthusiasm that I apply for the Middleton Health Director position. I have been fortunate to have worked under the Health Director for 14 years at which time he has provided me the opportunities and skills I would need to become a director myself. The 4 components a Health Director in Middleton embodies are, professional, supervisory, administrative and technical. As a professional Public Health nurse, I have supervised both student nurses and contract nurses. Utilizing my administrative role in the community I sat as the Chair of Education and Research for the MAPHN. Furthermore, nursing is inherently a very technical profession in which medical and treatment orders, as well as medical documentation need to always be strictly adhered to. While practicing nursing I furthered my education by becoming certified in Pool Operation, a Servsafe Manager, and Title V Inspector. In addition, I will be taking the next available Soil Evaluators class and look forward to sitting for the CHO exam.

For the past 14 years, I have enjoyed working with the people in the municipality and community of Middleton. The pandemic tested public health as a whole pushing each and every one of its facets. Supporting our community through this very stressful and difficult period required a full effort which included long 12 to 18-hour days and 7 days a week. Public Health nursing was limited as many individuals in the field succumbed to the inevitable fatigue, yet I was able to find, train and facilitate competent nurses who helped our community throughout this time of need.

The mission of the Middleton Health Department aligns directly with my career aspirations and skill set. I look forward to the opportunity of discussing the position in more detail. Thank you for your time and consideration. I may be reached at 617 438 4081 and tmello@comcast.net

Sincerely,

Traci Mello RN MSN facilitating

Traci Mello RN, MSN

A Public Health professional with over 20 years of experience.

EDUCATION

Masters of Science in Nursing Education, May 2016

Salem State University, Salem, MA

Bachelors of Science in Nursing, December 1991

University of Massachusetts, Boston, MA

RELEVANT EXPERIENCE

Public Health Nurse, Town of Middleton, *September 2008-Present*

- Review and collaborate with town administration to provide guidance during the pandemic. Investigate communicable diseases. Organize and implement vaccine and blood pressure clinics. Providing well visits and vaccinations to the home bound. Develop open communication with school nurses, school administration, fire and police departments, and Middleton Detention Center. Implemented town wide educational programs. Wrote a grant to acquire a new tent for holding outside educational programs. Provided guidance for the Emergency Preparedness Policy and response plans. Inspected Camp Creighton prior to opening for the season which includes a pool, a kitchen, indoor space, grounds and health records.

Public Health Nurse, Town of Wilmington, *February 2013-Present*

- Oversee and train nurses in the use of the platform (MAVEN) used by DPH for surveillance during COVID. Review and collaborate with town administration to provide guidance during the pandemic. Investigate communicable diseases. Organize and implement flu and shingles clinics. Managed vaccines for children under the age of 19 years old. Seek grant opportunities related to public health needs. Participate in town wide health fair. Work in conjunction with the Wilmington Council on Aging, Police and Fire Department. Implement town wide educational programs. Provided well visits, vaccinations, B12 injections, and wound care to the home bound.

Clinical Nurse Instructor, Salem State University, *January 2007-May 2020*

- Instruct 4th year nursing students in Public Health. Discuss and review needs assessment for community health initiatives. Help develop public health awareness for each student by working in different applications of public health. Facilitated the development of a needs assessment to a variety of communities.

Nurse Leader, Masconomet Schools, *September 2013-June 2014*

- Responsible for overseeing monthly meetings and securing an agenda. Discuss options about school health topics which were developed for PDPs and CEUs. Discuss current school related health issues and provide guidance for resolution.

School Nurse/Consultant, Saint Patrick School, Stoneham MA, *September 2009-September 2014*

- .

Middle School Nurse, Town of Stoneham, *January 2005-January 2007*

American Heart Saver BLS Instructor, EMT TA, Saugus MA, *July 2001-current*

Public Health Nurse, Town of Stoneham, *March 2002-July 2006*

Staff Nurse/Pediatric ICU and Neonatal ICU, Boston City Hospital/Boston Medical Center, *June 1993-August 2000*

COMMUNITY INVOLVEMENT AND MEMBERSHIPS:

- **MHOA member**
- **MAPHN member**
- **Elected member of the Stoneham Board of Health 2005-2008**
- **MAPHN Director at Large 2017-2019,**
- **MAPHN Chairperson for Education, Research and Infomatics 2018-2021**
- **Member of the Board of Directors for the Stoneham Council on Aging 2018-current**

CERTIFICATIONS:

- **Title V Inspector**
- **ServSafe Food Protection Manager**
- **ServSafe Allergens**
- **Certified Pool Operator**
- **Soil Evaluator enrolling in the next available class**
- **Foundations for Local Public Health Practice- NEPHTC**
- **American Heart Association CPR and First Aid Instructor/ T.C.F.**
- **Youth Mental Health First Aid Instructor**

PUBLIC HEALTH DIRECTOR

Position Purpose:

The Director position is a professional, supervisory, administrative, and technical position responsible for implementing the Town's Public Health programs with support of the Board of Health. Responsible for administering all the rules and regulations of the Board of Health, local and state public health laws and regulations.

Supervision:

Supervision Scope: Exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel.

Supervision Received: Works under the administrative direction of the Town Administrator, with policy direction from the Board of Health.

Supervision Given: Supervises all departmental employees and assigns tasks and instructions and evaluates performance to, including but not limited to, Public Health Nurse, Health Inspector, Health Contractors, Animal Control Officer, Alternate Animal Control Officer, Animal Inspector, Grant Employees/Contractors, Assigned Agents of the Board of Health.

Job Environment:

Administrative work is performed under typical office conditions. Frequent inspection work is performed under varying conditions, with exposure to various weather conditions, the hazards associated with construction sites, and the hazards associated with exposure to communicable diseases and hazardous waste. Incumbent is required to attend night meetings.

Operates telephone, standard office equipment, automobile/light truck, thermometers, tape measure, and chemical test kits.

Makes frequent contacts with other town departments/boards/committees, health care professionals and organizations, contractors, local/state agencies, and the general public; contact is by telephone, in writing, electronic mail (email) through personal meetings, and meetings with groups and requires considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to all department-oriented confidential information including personnel records, pending public health-related law suits, criminal investigations and other sensitive information.

Errors could seriously endanger public health and safety, result in inadequate conditions of sanitation, have legal and financial ramifications, and cause severe adverse public relations for the Department and for the Town.

*Middleton, MA
Health Agent*

Essential Functions:

(The essential functions or duties listed below are intended only as examples of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Represents the office and the Board of Health to the general public, legal entities, regional organizations, etc. Answers questions, addresses complaints, explains regulations and educates the public on topics of public and environmental health.

Supervises, trains and evaluates subordinates; assigns staff and develops work schedules; handles all personnel management functions; maintains personnel records.

Develops and administers department budget; presents budget to the Town Administrator and various boards/committees for approval. Oversees the preparation of payroll and bill warrants.

Attends Board of Health meetings. Prepares and recommends policies and regulations for adoption by the Board. Prepares meeting agendas.

Represents the Board of Health regarding regulatory enforcement cases at court; represents the Board at depositions related to outside civil cases as needed.

Enforces state and local public health laws, rules, and regulations; oversees the investigation and reporting of cases of diseases dangerous to public health; confers with the Board of Health, the Conservation Commission, and the Building Inspector.

Enforces the Sanitary Code. Witnesses soil tests, including deep hole and percolation tests, to determine adequacy of sites for the installation of private sewage disposal systems including new, required replacement systems; approves or disapproves tests; maintains associated records, files and reports.

Enforces Title 5 of the Massachusetts Environmental Code; enforces the rules and regulations for the removal, transportation, and disposal of refuse; performs all related administrative work.

Issues appropriate permits and licenses, handles complaints and investigates alleged nuisances; inspects dwelling units for rent or lease, investigates and initiates corrective measure to eliminate unsanitary living conditions; initiates legal action.

Inspects food service establishments and housing units to ascertain compliance with state and local laws, codes and regulations.

Inspects all town wells; investigates and proposes proper compliance measures and procedures; prepares necessary reports and advisory letters.

*Middleton, MA
Public Health Director – Last revised June 17, 2022*

Evaluates community health resources and requirements. Recommends and develops environmental and public health programs/activities including licensed food handlers' seminars, public health seminars, employee wellness seminars, rabies vaccination clinics, etc.

Performs inspections for local health regulations, as adopted by the Board of Health including stables, chickens, pigs, massage establishments, etc.; proposes proper compliance measures and procedures; prepares necessary reports and advisory letters.

Investigates reports of communicable diseases; contacts appropriate local and state officials and agencies; maintains appropriate records, forms, and supplies. Investigates complaints of beaver flooding, body art inspection, follow-up of sales and non-compliance of tobacco rules.

Responsible for Public Health Emergency Preparedness Public Health Planning for the community with involvement in the Region 3A Emergency Preparedness Coalition.

Informs and educates the community on public health issues and promotes awareness about public health services, availability and health education

Oversees all functions of Animal Control and Animal Inspections.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training, and Experience:

Advanced degree in Public Health or related science and 5 years of experience, or a combination of education and experience totaling 10 relevant years may be substituted.

Registered Sanitarian (RS) license a plus.

Seeking candidates interested and eligible for becoming Certified Health Officer (CHO) within 3 years of employment.

Special Requirements:

A valid motor vehicle operator's license

Soils evaluator training; ability to obtain within 1 year of employment

MA Title V Inspector Training

Certified Pool Operator; ability to obtain within 1 year of employment

Food Safety Manager Certification; ability to obtain within 1 year of employment

Lead determination training; ability to obtain within 1 year of employment

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of the practices and administration of public health.

Extensive knowledge of the applicable federal, state and local laws and regulations

*Middleton, MA
Health Agent*

pertaining to environmental and public health. Extensive knowledge of public health related fields such as epidemiology, disease prevention, environmental health, and/or industrial hygiene.

Ability: Ability to read, analyze, and interpret common health and medical journals, financial reports, and legal documents. Demonstrated ability to formulate department goals and objectives. Ability to prepare technical and statistical reports for state and local officials. Ability to communicate effectively and efficiently verbally and in writing at all times. Ability to delegate responsibility and work well with subordinates. Ability to work effectively under time constraints to meet deadlines. Ability to supervise and coordinate and to establish and maintain effective working relationships with employees, board/committee members, officials and the general public.

Skill: Skill in all of the above listed tools and equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms, bend and stretch to reach low and high shelves; employee must be able to smell. Ability to access all areas and levels of a construction site; frequently required to spend several hours walking or standing. Ability to use a keyboard at an efficient speed. Certain tasks require lifting print and other materials, office equipment and supplies weighing up to 50 pounds. Vision and hearing at or correctable to normal ranges; ability to distinguish colors.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Jackie Bresnahan

From: noreply@civicplus.com
Sent: Tuesday, July 5, 2022 10:06 PM
To: Jackie Bresnahan
Subject: Online Form Submittal: Appointment Form 2022



[CAUTION:] This message was sent from outside of the Town of Middleton. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Appointment Form 2022

First Name	Ademar
Last Name	Vieira
Board/Commission/Committee	Planning Board-Alternate Member
Response	Yes- I would like to be newly appointed
Email Address	AdemarRealtor77@gmail.com
Best Contact Phone Number	9789078869
Address	30 upton hills lane
City	Middleton
State	Ma
Zip Code	01949
Resume Upload for New Applicants	<i>Field not completed.</i>
Electronic Signature Agreement	I agree.
Electronic Signature	Ademar Vieira

Email not displaying correctly? [View it in your browser.](#)



Town of Middleton
Memorial Hall
48 South Main Street
Middleton, Massachusetts
01949-2253
978-774-3589
www.middletonma.gov

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 Givens Telephone: 9784306395
Address: 53 Lake St. Bus. Telephone: _____
Email Address: carolynveilleux@gmail.com
Occupation: Ethics & Compliance Officer
Background Experience: I have 10 years of experience working with global corporations to implement and operate compliance programs, focused on improving company culture and limiting the company's legal risk exposure. _____

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 checked="" type="checkbox"/> Planning Board
<input checked="" type="checkbox"/> Board of Appeals	<input checked="" type="checkbox"/> Industrial Commercial Development Review Committee
<input type="checkbox"/> Conservation Commission	<input checked="" type="checkbox"/> Zoning Bylaw Review Committee
<input type="checkbox"/> Cultural Council	Other: _____
<input type="checkbox"/> Other: _____	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?

No- open to supporting where there is a need!

7/6/2022

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

Carolyn Veilleux Givens

978-430-6395 | Middleton, MA | carolynveilleux@gmail.com

Highly motivated certified Ethics and Compliance Professional (CCEP & LPEC) with over 10 years of experience. I specialize in developing, implementing, and continuously improving compliance programs for multinational companies and have expertise in building and operating compliance programs for organizations operating in highly regulated spaces. I offer expertise in:

- Compliance Training
- Policy Development
- Project Management
- Internal Investigations
- Auditing and Monitoring
- Compliance Risk Assessments

Work Experience

Guidehouse Inc. (formerly Pricewaterhouse Coopers) | Washington, DC
Associate Director, Ethics and Compliance (2018-present)

- Leading the development and continuous improvement for the Company's ethics and compliance program for 13,000-person organization operating in the highly regulated government contracting industry.
- Oversee companywide Ethics & Compliance communications plan and our policy program.
- Manage the Ethics & Compliance risk assessment process to continuously evaluate risk areas to inform program priorities, including monitoring and auditing priorities.
- Leading internal investigations program, conducting investigations into misconduct and supervising other investigators from intake through findings and case resolution.
- Advising employees at all levels in the business including senior leaders as subject matter expert on all inquiries related to ethics and compliance, such as recruiting and hiring from the government, gifts & entertainment, and conflicts of interest.
- Designed and delivered holistic Ethics & Compliance training program to geographically dispersed and diverse employee base.

PricewaterhouseCoopers | McLean, VA
Manager, Ethics and Compliance (2016-2018)

Senior Associate, Government Ethics and Compliance (2015-2016)

- Created and executed best-in-class ethics program tailored to domestic and international employees based on external laws and regulations and internal policies.
- Conducted internal investigations, mitigating risk for the company and translating findings into process, policy, and training improvement.
- Provided advice to senior leaders as the subject matter expert on matters related to ethics, conflicts of interest, gifts and gratuities, lobbying, anti-corruption and export controls, and government post-employment restrictions.
- Developed cross-departmental partnerships with Finance, HR, and Legal to conduct and finalize 10+ internal audit reviews annually to measure compliance program effectiveness while driving continuous process improvement and audit readiness preparation.
- Conducted annual compliance risk assessment

Abt Associates | Bethesda, MD

Ethics and Compliance Paralegal (2013-2015)

- Led ethics and compliance training for annual symposium hosting 200+ senior company executives from more than 54 countries.
- Developed new conflict of interest clearance process to monitor senior executives and board members in conjunction with government regulations, mitigating risk to the company.
- Conducted internal investigations, including international investigations involving the FCPA and UK Bribery Act and acted as liaison with all government agencies, such as the OIG.
- Implemented a case management system which resulted in increased efficiency and reporting capabilities across the company.
- Managed the company's relationship with external vendors, legal counsel, and government auditors.

U.S. Department of Justice | Washington, DC

Paralegal and Case Management Supervisor (2011-2013)

- Managed a team of paralegals working to analyze and evaluate clemency applications, meeting target goals for case reviews each quarter.
- Led the department's Freedom of Information Act team processing more than 200 FOIA requests while decreasing the average response time.
- Implemented electronic case management system resulting in increased efficiencies in case processing time.

Carr Workplaces | Washington, DC

Client Service Director (2010-2011)

- Managed initial intake for prospective clients via Salesforce
- Performed general office manager duties including inventory, contract management, and invoicing
- Served as primary point of contact for 50+ clients, developing communication and customer service skills.

Other Experience

- **Guidehouse Women's Inclusion Network (WIN) | Communications Committee Leader**
- **Guidehouse Staff Advisory Council**

Education and Certifications

- **Bachelor's Degree, Communications | Elon University, North Carolina**
- **Certified Compliance & Ethics Professional (CCEP)**
- **Leadership Professional in Ethics & Compliance (LPEC)**



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01949-2253
978-774-3589
www.middletonma.gov

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: Jeffrey S. Gallo Telephone: 978-766-2237
Address: 12 Deacon Dr. Middleton, MA Bus. Telephone: _____
Email Address: JSgallo1@Verizon.NET
Occupation: Retired Correctional Officer/Landscaping
Background Experience: see resume

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 checked="" 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	Other: _____
<input type="checkbox"/> Other: _____	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?

Signature Date
Jeffrey S. Gallo 7/13/2022

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



Middleton, Ma 01949, 9787662237, Jsgallo1@verizon.net

PROFESSIONAL SUMMARY

Dedicated professional with demonstrated strengths in customer service, time management and trend tracking. Good at troubleshooting problems and building successful solutions. Excellent verbal and written communicator with strong background cultivating positive relationships and exceeding goals.

Talented [Job Title] skilled at completing daily assignments and contributing to team success. Always willing to take on any task. Adapts quickly to new needs and policies.

Dependable employee seeking opportunity to expand skills and contribute to company success. Considered hardworking, ethical and detail-oriented.

Stays on top of demands in fast-paced environments by effectively using slow periods. Maintains organized, clean and safe work areas with diligent attention to important details.

Willing to take on any task to support team and help business succeed. Offers strong [Skill] and [Skill] abilities.

Reliable candidate ready to take on challenges using problem-solving and task prioritization skills to help team succeed.

SKILLS

- Problem-solving
- Strong communication

EXPERIENCE

Lead Landscaper

March 1989 - Current

JTJ Landscaping & Tree Services | Middleton, Ma, USA

- Kept lawns attractive and healthy with regular mowing and watering.
- Planted flower beds and laid mulch in attractive designs with good drainage.
- Pruned excess branches and chained trunks to prevent issues with established trees.
- Participated in winter work projects to plow, shovel and remove snow.
- Prepared planting areas and planted trees, shrubs and other flora.
- Improved shape and growth of trees, shrubs and flowers with trimming.
- Kept all equipment and tools in good working condition.
- Reported equipment issues and maintenance requirements promptly to supervisor.
- Discarded sticks, trash and leaf debris to maintain landscaping.
- Cleared out unattractive undergrowth at tree lines and fence rows.

- Readied outdoor areas for various weather conditions by weatherproofing, securing lighter items and covering furniture.
- Installed pathways, irrigation systems and various landscape features.
- Monitored supply inventory to maintain constant stock.
- Cared for nursery plants, both in and out of the greenhouses.
- Maintained good customer relations, tactfully resolving problems.
- Controlled growth of unwanted weeds with manual removal and chemical applications.
- Diagnosed insect, disease and environmental turf and shrub conditions.
- Boosted lawn and plant health by applying fertilizers.
- Removed stumps using chemical applications, chains, or grinders.
- Used wide range of gardening tools and equipment.

Correctional Officer

February 1998 - December 2012

Commonwealth of Massachusetts Department of Corrections | Shirley ,
Ma , USA

- Searched vehicles entering and leaving premises to inspect for contraband and detect trafficking.
- Kept records and drafted reports detailing offender movements or rule violations.
- Safeguarded facility access, monitoring entrances and screening visitors.
- Led incident inquiries and investigations and compiled required reports.
- Patrolled assigned areas to assess facility security and verify offender counts.
- Detected and removed contraband with unscheduled cell inspections.
- Escorted inmates to and from visiting room, dining room and outside facilities.
- Assisted law enforcement agencies in developing criminal and civil cases.
- Followed and promoted compliance with established security procedures.
- Fulfilled tower surveillance duty and continuously monitored grounds for potential security breaches.
- Oversaw inmate meal service, hygiene needs and daily activities of inmate housing units.
- Conducted orientation and on-the-job training for subordinate officers.
- Provided rehabilitative influence on inmates through leadership and attentive interaction.
- Counseled inmates by addressing and discussing concerns in informal and unofficial capacity.
- Upheld safety, security and discipline by enforcing facility rules and regulations.
- Monitored offender behavior and addressed disciplinary action during shower and meal periods.
- Remained alert for signs of disorder or tension to anticipate problems and implement proactive actions.
- Encouraged inmates to accept professional assistance.
- Used and maintained keys, two-way radios and equipment, reporting faults or issues promptly.
- Supervised offender work details carrying out institutional grounds maintenance.

Medical Equipment Repair Technician

February 1988 - April 1998

Hutchinson Medical | Salem, Ma

- Verified performance and compliance with manufacturers' specifications by thoroughly testing equipment after repairs.
- Prepared for expected repair work by keeping shop and supplies organized.
- Diagnosed faults with mechanical, hydraulic and electrical systems using manual and computer-assisted techniques.
- Overhauled pneumatic and hydraulic equipment, fitting bearings to adjust and repair parts.
- Tested mechanical products and equipment after repair or assembly to confirm proper performance and compliance with manufacturers' specifications.
- Fabricated needed parts using sheet metal and shop equipment.
- Identified damage and excessive wear with use of micrometers and gauges.
- Attached broken parts and structural members with [Type] welders and soldering tools.
- Operated and inspected machines and heavy equipment to diagnose defects.
- Gathered information about equipment operations from customer feedback, technical documentation and direct testing.
- Offered to assist with additional tasks to keep projects on-task and meet tight deadlines.
- Complied with corporate regulations, policies and procedures to maximize safety, security and overall trust in organization and employees.
- Collaborated positively with peers and other staff members to maintain friendly, supportive and cooperative work atmosphere.
- Sanitized high-touch surfaces to protect personnel and customers from viruses and germs.
- Delivered exceptional customer service to bolster strong relationships and build positive experiences.
- Identified issues and solutions to eliminate backlog and maximize workflows.
- Kept work and common areas neat and organized to maximize productivity, alleviate potential accidents and promote professional workspace.
- Listened to customer requests and specifications and made suggestions to appropriately fulfill needs.
- Organized files and records and handled other support tasks, freeing up managers to take on more pressing responsibilities.

EDM Operator

January 1986 - October 1988

General Electric | Lynn, Ma

- Set up and tended to as many as [Number] machines for simultaneous operation.
- Traced and repaired faults with excellent troubleshooting and diagnostic abilities.
- Used technical blueprints to determine specifications, tooling instructions and operational sequences.
- Completed minor repairs to machinery and notified supervisor of major service needs.
- Instructed team members and new workers in proper procedures.

- Worked with templates, compasses and rulers to mark workpieces.
- Produced over [Number] parts per day by keeping machines operating well.
- Controlled quality of workpieces by monitoring machine operation and quickly identifying defects.
- Installed and adjusted cutters, drills and dies.
- Trained and mentored new workers in safety requirements and production procedures.
- Moved controls to set cutting speeds, depths and angles.
- Recorded production strokes, feed rates and speeds.
- Used chucks and fixtures to prevent piece shifting.
- Computed dimensions using accurate measurements and shop mathematics.
- Maintained machinery precision by changing out worn tooling.
- Cleared jams from machines using fingers, wire hooks, or lift bars
- Programmed CNC machines to cut materials and components.
- Aligned piece marks with machine dies and blades to complete precision work.
- Protected machinery from damage by using coolants and lubricants.
- Minimized material waste by carefully measuring and cutting parts.
- Packed approved pieces in secure boxes for shipment.
- Added raw materials to automatic feeding mechanisms to keep production running.
- Removed burrs, rust and sharp edges by hand or with power tools.
- Positioned materials and workpieces against stop to prevent movement.

EDUCATION

Diploma - Buisness
Salem High School, Salem, ma

June 1984

Hvac Technician Certificate - Heating Ventilation Airconditioning
Ati Woburn, Woburn, ma

July 1988



Town of Middleton
Memorial Hall
48 South Main Street
Middleton, Massachusetts
01949-2253
978-774-3589
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TOWN OF MIDDLETON TALENT BANK APPLICATION

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Names: Beverly A. Popielski Telephone: 978-777-5591
Address: 9 Mill Street Bus. Telephone: 978-884-4798
Email Address: BPopielski@verizon.net
Occupation: Realtor
Background Experience: Past Planning Board Member & Chairman

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 checked="" 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	Other: <input type="text"/>
<input type="checkbox"/> Other: <input type="text"/>	Other: <input type="text"/>

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?

Planning Board Alternate

Beverly A. Popielski
Signature

7/29/2022
Date

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

Chapter 235. Zoning

SECTION 9.0. Administration and Procedures

9.6. Industrial and Commercial Design Review Committee.

9.6.1. Establishment. In order to promote harmony in architectural, landscape and sign treatment and design; avoid incongruous or inappropriate architectural and landscape treatment and design; and to avoid arrangement of buildings detrimental to the property values of adjoining owners and the community an Industrial and Commercial Design Review Committee is established.

1. The Committee shall be appointed by the Board of Selectmen and shall consist of three members and two alternate members. One member shall be a registered architect or landscape architect, if available. The other members must be residents of the Town of Middleton. One member shall be initially appointed for a one-year term, one member shall be initially appointed for a two-year term, and one member shall be initially appointed for a three-year term. After the third year, all members shall be appointed for three-year terms, with one member to be appointed or reappointed each year.

[Amended 5-13-2014 ATM by Art. 7]

9.6.2. Duties; powers.

1. The duties of the Industrial and Commercial Design Review Committee are to review all plans for new commercial and industrial development prior to consideration by the Board of Appeals and to review all plans for exterior and site changes of existing commercial and industrial buildings that require action by the Board of Appeals.
2. The Board of Appeals shall have the discretion to accept and/or reject, in part or in whole, the recommendations of the Industrial and Commercial Design Review Committee. The powers of the Committee are advisory only.

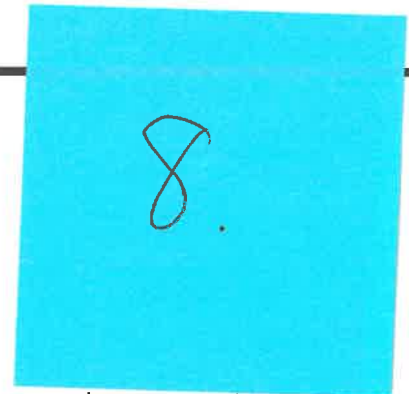
9.6.3. Subject matter jurisdiction. The following subjects shall be considered by the Industrial and Commercial Design Review Committee in its review of plans and preparation of recommendations for change, acceptance or rejection:

1. General appearance of the proposed buildings.
2. General appearance of the proposed site landscaping.
3. Walkways and pedestrian and bicycle circulation.
4. Building massing: the relation between the building size and siting, and the lot size.

9.6.4. Attendance. At least one member of the Industrial and Commercial Design Review Committee is encouraged to represent the Committee at regular meetings of the Board of Appeals when a commercial or industrial development is under consideration.

Jackie Bresnahan

From: Lisa Brown
Sent: Thursday, August 4, 2022 12:36 PM
To: Jackie Bresnahan
Subject: RE: Liquor license establishments



Hi Jackie,

The businesses that we discussed are Omega and The Double Tree Hotel. Omega owes \$80, the Double Tree has paid. Since Omega hasn't paid yet, no inspections have been scheduled. Double Tree has yet to follow up with us regarding their "to do" list for Building and Fire Depts.

The link to the portal is on the Town's website – once there they just need to go to "licenses and permits" tab and it will take them to the inspections page which has the link to the online portal. I've attached the letter and directions that they were sent in order to do this for your reference.

Let me know if there's anything else I can help with.

Lisa

Lisa Brown

Middleton Inspectional Services/Zoning
195 North Main Street
Middleton, MA 01949
978-777-2850/Fax: 978-774-0718

<< File: 110CertificateofInspectionsLetterFY2022.docx >>



Town of Middleton

Office of the Inspector of Buildings

195 North Main Street
Middleton, Massachusetts 01949
978-777-2850
FAX 978-774-0718
www.middletonma.gov

November 5, 2021

Re: 110 Inspections

Dear Property Owner/Manager:

Please be advised that according to 780 CMR, Chapter 1, Section 110.7, this property requires that a State Certificate of Inspection be issued. Current inspection certificates expire on **December 31, 2021**.

We are now doing all of our applications online. Directions for applying for the annual Certificate of Inspection are as follows:

Go to the town website, www.middletonma.gov

Go to "licenses and permits" and this will take you to the link for the "online permitting portal" Click on "apply for a "Certificate of Inspection" under "Inspectional Services" and go to 'Register Now' to create an account

Once registered you will be able to apply for a Certificate of Inspection - follow the drop down fields and complete the entire application. Once the application is submitted, you will receive a notification to pay and once paid an inspection will be scheduled.

110.7 Inspection and certification of specified use groups: The building official shall periodically inspect and certify buildings, structures or parts thereof in accordance with Table 110. A building or structure shall not be occupied or continue to be occupied without the posting of a valid certificate of inspection where required by Table 110. A certificate of inspection as herein specified shall not be issued until an inspection has been made certifying that the building or structure or parts thereof complies with all the applicable requirements of 780 CMR, and until the fee is paid as specified on application.

Upon receipt of the application (s) and the required fee (s), a building inspector will visit the site to complete the inspection for certificate. If you have any questions, please do not hesitate to contact this office.

Sincerely,

Scott Fitzpatrick
Building Commissioner

Jackie Bresnahan

From: Steven Kostos <stevekostos@yahoo.com>
Sent: Tuesday, June 28, 2022 4:27 PM
To: Jackie Bresnahan
Subject: Memorial Day Committee



[CAUTION:] This message was sent from outside of the Town of Middleton. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Hi Jackie my name is Steve Kostos. I've lived on Forest Street for the past 14 years. I know we are just past Memorial Day but I recently learned that the Memorial Day Committee may need some help. I am semi retired so I do have some time to volunteer on this committee in the future if needed so please feel free to contact me. Thanks very much!

Steve

Sent from my iPhone

STEVEN G. KOSTOS

11 Forest Street

Middleton, Massachusetts 01949

H: (978) 774-0985

C: (978) 646-7535

stevekostos@yahoo.com

www.linkedin.com/in/steven-kostos

SUMMARY

A highly accomplished and results-oriented contracting professional specializing in the healthcare field, with extensive experience in contracting strategy development, daily operations management, contract compliance, metrics creation and tracking, goal development, and network management. Leverages excellent leadership, communication, negotiation, mediation, and conflict resolution skills to build and manage effective relationships with commercial insurers, governmental payers, large employer groups and other internal and external stakeholders. An adaptable and resourceful problem solver with a demonstrated record of delivering consistent, measurable results.

EXPERIENCE

BETH ISRAEL DEACONESS MEDICAL CENTER, Boston, Massachusetts

Senior Consultant for Payer and Plan Relations, 2019-2022

Worked with Pharmacy and Hospital leadership to establish and grow payer access and expansion for organization's medication programs with commercial insurers, governmental payers, and large employers. Developed and maintained contracts and positive relationships with these entities. Organized contracting efforts and access to optimize and position participating organization's infrastructure and systems for improved patient care and success. Served as subject matter expert to the Pharmacy team in this area and assisted the team and organization with planning and strategy development. Worked with Pharmacy Business Operations and Pharmacy Retail & Specialty Business units as liaison to commercial insurers, governmental payers, and large employers to maintain and enhance communication and collaboration. Advised and assisted in contract negotiations and processes. Expanded and maintained business growth and pursued development of increased market access for pharmacy-based programs and services including Retail, Specialty, and Infusion services.

ALLWAYS HEALTH PARTNERS, Somerville, Massachusetts

Director of Contracting, 2016-2019

Developed short-term and long-term strategies and processes to manage daily operations of Contracting Department for commercial and Medicaid products. Implemented provider contracting strategies and provider service strategies to contain unit cost, improve member access, and enhance provider satisfaction. Oversaw direct operational management aspects of contracting, including data gathering, negotiation, implementation, and reporting. Established reimbursement targets for provider contracts in collaboration with Finance Department.

Ensured all contracts complied with financial, legal, operational, and quality requirements of organization, Division of Insurance, Executive Office of Health and Human Services, and Commonwealth Health Insurance Connector Authority contract terms. Created financial and operational goals, metrics, and audit modules for Contracting Department. Ensured modification of contracted provider network in support of organization growth targets. Served as key team member in formulating and modifying strategic goals and planning within provider network management division. Developed solutions to complex provider issues related to contracts. Provided oversight, guidance, and direction to staff of ten.

- Expanded provider network throughout state and ensured participation of all provider specialties to compete with other major health plans and gain market share.
- Increased provider match benchmarked to largest health plan in state from 72% to 95% in one year.
- Transitioned provider network from existing to new reimbursement and payment methodologies.
- Updated all contract templates to include new terms and modified to represent expanded and new products.
- Kept contracting team focused and engaged while maintaining staff morale through period of significant transition and change.

MASSACHUSETTS HEALTH CONNECTOR AUTHORITY, Boston, Massachusetts
Director, Health Plan Relations, 2016-2016

Managed relationships between the Health Connector and its participating health and dental plans, applicable trade associations and Health Connector vendors. Engaged health plans to ensure requirements of the Affordability Care Act were successfully met. Responsible for the business functions of Enrollment and Premium Billing. Managed, coached, and developed a staff of five.

- Developed and maintained timely and effective communications between Health Connector and its participating plans.
- Identified and implemented solutions to streamline operations and engaged appropriate Health Connector staff to resolve health plan issues.
- Established an internal governance communication and management structure.

TUFTS HEALTH PLAN, Medford, Massachusetts
Director, Provider Contracting, 2008-2016

Developed and executed contracting strategy for Public Plans division, including Medicaid, qualified health plan, and OneCare products. Oversaw contracting initiatives with hospitals, physicians, community health centers, ancillary providers, behavioral health providers, and long-term support service providers. Provided leadership and guidance to contract staff of ten. Directed negotiation and renegotiation of provider reimbursement, including alternative payment methodologies and risk-based contracts.

Established and implemented processes to ensure accurate implementation and administration of all contractual terms and reimbursement methodologies. Ensured communication of contracting and network expansion initiatives throughout organization. Led corporate projects to improve contracting capabilities of organization. Monitored contract unit costs to help control medical expense. Served as member of leadership team.

- Expanded provider network to include all provider specialties throughout state.
- Met and exceeded state's accessibility requirements.
- Developed and contracted long-term support services (LTSS) network to ensure health plan was awarded contract to participate in new product administered in combination with state and federal governments.
- Led team through sustained period of significant growth and change, keeping team engaged and staff morale high.

ADDITIONAL EXPERIENCE

BLUE CROSS BLUE SHIELD OF MASSACHUSETTS, Boston, Massachusetts, Director, Network Contracting, 2005-2008. Developed, managed, and executed global contracting strategies. Created and negotiated innovative contracting approaches and methodologies for all products, maximizing company's competitive position. Maximized predictable rates to meet or exceed financial targets. Led negotiation of complex risk sharing and financial arrangements with integrated delivery systems, risk sharing organizations, and hospitals, ensuring achievement of business and financial objectives. Oversaw cross-functional negotiation teams. Worked collaboratively with key departments to ensure contracting initiatives remained consistent with other corporate initiatives.

HARVARD PILGRIM HEALTH CARE, Quincy, Massachusetts, 1995-2005.

Manager of Contracting, 2000-2005. Oversaw team of contract managers for negotiation of contract terms and rates with provider network, including hospitals, physicians, and hospital/physician systems for commercial and Medicare products.

Senior Contracting Consultant, 1995-2000. Strategized, developed, and negotiated contractual and financial arrangements with strategically aligned providers including integrated delivery systems, tertiary hospitals, large multi-specialty physician groups, PHOs and IPAs. Established and maintained positive relationships with provider network.

EDUCATION

SUFFOLK UNIVERSITY, Boston, Massachusetts
M.Ed., Higher Education Administration

SALEM STATE UNIVERSITY, Salem, Massachusetts
B.S., Business Administration

Town of Middleton Massachusetts



SPECIAL TOWN MEETING

Tuesday, October 18, 2022

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

<<Photo>>

Tom Martinuk: Special thanks and congratulations to Tom Martinuk, Chief, Middleton Fire Department, who retires this month. Chief Martinuk served on the Middleton Fire Department for XX years, XX as a Call Firefighter, XX as a Fulltime Firefighter, and 6 years as Chief of the Department. We thank him for his dedicated service to the community through the department, his presence and support at community events, and the wonderful photos he would take recording Town activities for future generations. We extend our best wishes for a long and happy retirement.

Middleton Select Board

Kosta E. Prentakis, Chair

Jeffrey P. Garber, Clerk

Brian M. Cresta

Richard W. Kassiotis, Jr.

Debbie Carbone

Andrew J. Sheehan, Town Administrator

Jackie Bresnahan, Assistant Town Administrator/Human Resources Director

**TOWN OF MIDDLETON
SPECIAL TOWN MEETING
COMMONWEALTH OF MASSACHUSETTS
OCTOBER 18, 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, October 18, 2022 at 7:00PM, then and there to act on the following 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, transfer between and among various accounts, or transfer from available funds to supplement the Fiscal Year 2023 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, 2023. Requires a simple majority vote.

ARTICLE 3. 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 Call Firefighters Association and Middleton Clericals are the only settled contracts. The anticipated amount is **\$XX,000** to be transferred from Free Cash. Requires a simple majority 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 2023 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, 2023. These include additional funds a Clerical Compensation Study..... Requires a simple majority vote.

ARTICLE 5. On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from FY 2022 Free Cash certain sums of money to the following reserve accounts:

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

Or take any other action relative thereto.

Purpose: This article will transfer funds to various reserve accounts. Requires a simple majority vote.

ARTICLE 6. 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 fund \$XX for any expenses incurred by the Town for any and all costs, including, but not limited to analysis, study, or legal costs associated with the proposed development of the property at 49 South Main Street, with any costs to be approved by the Select Board before being incurred; or take any other action relative thereto.

Purpose: This article transfers funds and supplement monies to fund any and all strategies to evaluate and respond to the proposed development at 49 South Main Street, formerly the Angelica's parcel.

ARTICLE 7. On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from FY 2022 Free Cash certain sums of money to fund right of way work associated with the Maple Street Bridge reconstruction project; or take any other action relative thereto.

Purpose: This article will allow the Select Board to respond to needed right of way access issues related to the Maple Street Bridge reconstruction project by being able to purchase needed parcels and easements along the construction path. Requires a simple majority vote.

ARTICLE 8. On petition of the Select Board and Finance Committee, to see if the Town will authorize the Select Board to acquire by purchase, gift, or eminent domain easements and/or fee interests in property and/or parcels necessary for the Maple Street Bridge reconstruction project; and to authorize the Select Board to convey and accept easements, fee interests, or parcels related there to; or take any other action relative thereto.

Purpose: This article authorizes the acquisition of easements, parcels or other means of access for the Maple Street Bridge reconstruction project. Requires a 2/3 majority vote.

ARTICLE 9. On petition of the Select Board and Finance Committee, to see if the Town will authorize the Select Board to convey and accept the Conservation Restriction for certain parcels of land at 105 South Main Street: Lot XX on Middleton Assessor's Map XX consisting of XX or more square feet more or less and Lot XX on Middleton Assessor's Map XX consisting of XX or more square feet more or less; and to authorize the Select Board to convey and accept easements relative thereto; or take any other action relative thereto.

Purpose: This article authorizes the acquisition of easements or real property necessary for the Maple Street Bridge reconstruction project. Requires a 2/3 majority vote.

ARTICLE 10. On petition of the Town Clerk, to amend the Town's General Bylaws, Chapter 56, Town Meetings, of the Middleton Code to be consistent with a prior charter change; or take any other action relative thereto.

Purpose: In 2018, the Town's Charter was updated to reflect Town Election day being the third Tuesday in May of each year. This article updates the Town's General Bylaws, currently reading "the third *Monday* in May" to reflect the change already made to the Charter and current practice. The General Bylaws will read "the third *Tuesday* in May." Requires a simple majority vote.

ARTICLE 11. On petition of the Town Clerk, to accept the provisions of Massachusetts General Laws Chapter 41, Section 110A; or take any other action relative thereto.

Purpose: This article pertains to the last date to register to vote for a local, state, or federal election and would allow the Town Clerk's Office to hold all last days to register to vote on regular business days instead of Saturdays. This is already current legal practice for when the last day to register to vote falls on a Sunday or legal holiday. Requires a simple majority vote.

ARTICLE 12.

On petition of the Select Board, to see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 44, Section 55C, and to establish a trust to be known as the Affordable Housing Trust Fund, whose purpose shall be to provide for the creation and preservation of affordable housing in the Town of Middleton for the benefit of low and moderate income households, and in implementation thereof will vote to amend the Town's General Bylaws by adding the following as Chapter ____; and authorize the Town Clerk to number this chapter in accordance with the structure of the Town Code; or take any other action relative thereto.

Town of Middleton General Bylaws Chapter ____, Affordable Housing Trust Fund

Section 1 Affordable Housing Trust

There shall be an Affordable Housing Trust, the purpose of which shall be to provide for the preservation and creation of affordable housing in the Town of Middleton for the benefit of low and moderate-income households. The Trust shall be governed by Trustees in accordance with Massachusetts General Laws Chapter 44, Section 55C and the authority granted by Town Meeting, as revised from time to time.

Section 2 Name of the Trust

This trust shall be called the "Affordable Housing Trust", herein referred to as the Trust.

Section 3 Purposes

The purpose of this Trust shall be to provide for the creation and preservation of affordable housing in the Town of Middleton for the benefit of low and moderate income households and in furtherance of this purpose, to acquire by gift, purchase, or otherwise real estate and personal property, both tangible and intangible, of every sort and description; to use such property, both real and personal, in such manner as the Trustees shall deem most appropriate to carry out such purpose, provided however, that all property comprising this Trust and the net earnings thereof shall be used only in the Town for the creation and preservation of affordable housing for which this Trust was formed and no part of the activities of the Trust shall consist of propaganda or otherwise attempting to influence legislation or participation in or intervention in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office and no part of the net earnings of this Trust shall inure or be payable to or for the benefit of any private individual or corporation.

Section 4 Board of Trustees

There shall be a Board of Trustees (the "Board") consisting of five (5) Trustees who shall be appointed by the Select Board. The members of the Board shall be comprised of as follows: one (1) member of the Select Board, or its designee; one (1) member of the Community Preservation Committee or its designee; one (1) member of the Housing Authority or its designee; one (1) member of the Planning Board or its designee; one (1) member of the Finance Committee or its designee.

Section 5 Tenure of Trustees

Trustees shall serve for a term not to exceed two years and may be re-appointed at the discretion of the Select Board. Any Trustee may resign by written instrument signed and acknowledged by such Trustee and duly filed with the Town Clerk and recorded with the Registry of Deeds and filed with the Land Registration Office. If a Trustee shall die, resign, or for any other reason cease to be a Trustee hereunder before his/her term of office expires, a successor shall be appointed by a joint meeting of the appointing authority and the remaining Trustees to fill such vacancy, provided that in each case the said appointment and acceptance in writing by the Trustee so appointed is filed with the Town Clerk and recorded with the Registry of Deeds and filed with the Land Registration Office. Upon the appointment of any succeeding Trustee and the filing of such appointment the title to the Trust estate shall thereupon and without the necessity of any conveyance be vested in such succeeding Trustee jointly with the remaining Trustees. Reference to the Trustee shall mean the Trustee or Trustees for the time being hereunder. Of the original Trustees, three shall hold office until June 30, _____, and two shall hold office until June 30, _____. [dates one year apart]

Section 6 Meetings of the Trust

Meetings of the Board shall be held quarterly and at all other times deemed advisable at such time and at such place as the Trustees shall determine. A written notice stating the place, day, hour and agenda of each Meeting of the Board shall be posted in accordance with the Open Meeting Law. A quorum at any meeting shall be a majority of the Trustees qualified. Meetings may be scheduled as needed in conformance with the requirements of the Massachusetts Open Meeting Law.

Section 7 Powers of Trustees

(c) The powers of the board, all of which shall be carried on in furtherance of the purposes set forth in this act, shall include the following powers:

- (1) to accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the trust in connection with any ordinance or bylaw or any general or special law or any other source, including money from chapter 44B; provided, however, that any such money received from chapter 44B shall be used exclusively for community housing and shall remain subject to all the rules, regulations and limitations of that chapter when expended by the trust, and such funds shall be accounted for separately by the trust; and provided further, that at the end of each fiscal year, the trust shall ensure that all expenditures of funds received from said chapter 44B are reported to the community preservation committee of the city or town for inclusion in the community preservation initiatives report, form CP-3, to the department of revenue;
- (2) to purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;

- (3) to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to trust property as the board deems advisable notwithstanding the length of any such lease or contract;
- (4) to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases, grant agreements and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the board engages for the accomplishment of the purposes of the trust;
- (5) to employ advisors and agents, such as accountants, appraisers and lawyers as the board deems necessary;
- (6) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the board deems advisable;
- (7) to apportion receipts and charges between incomes and principal as the board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
- (8) to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- (9) to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the board may deem proper and to pay, out of trust property, such portion of expenses and compensation of such committee as the board may deem necessary and appropriate;
- (10) to carry property for accounting purposes other than acquisition date values;
- (11) to borrow money on such terms and conditions and from such sources as the board deems advisable, to mortgage and pledge trust assets as collateral;
- (12) to make distributions or divisions of principal in kind;
- (13) to comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the board may deem appropriate;
- (14) to manage or improve real property; and to abandon any property which the board determined not to be worth retaining;
- (15) to hold all or part of the trust property uninvested for such purposes and for such time as the board may deem appropriate; and
- (16) to extend the time for payment of any obligation to the trust.

Section 8 Limitations on the Powers of Trustees

These powers shall be subject to the following limitations:

- a) any purchase, sale, lease, exchange, transfer, or conveyance of any interest in real property must be approved by three of the five voting members.

- b) the Trustees may incur debt, borrow money, grant mortgages, and pledge Trust assets only in an amount not to exceed 80% of the Trust's total assets.
- c) no debt incurred by the Trustees shall constitute a pledge of the full faith and credit of the Town of Middleton and all documents related to any debt shall contain a statement that the holder of any such debt shall have no recourse against the Town of Middleton with an acknowledgement of said statement by the holder.

Section 9 Acts of Trustees

A majority of Trustees may exercise any or all of the powers of the Trustees hereunder and may execute on behalf of the Trustees any and all instruments with the same effect as though executed by all the Trustees. The Trustees may, by instrument executed by all the Trustees, delegate to any attorney, agent or employee such other powers and duties as they deem advisable, including power to execute, acknowledged or deliver instruments as fully as the Trustees might themselves and to sign and endorse checks for the account of the Trustees of the Trust. The Trustees shall not delegate the authority to amend or terminate the Trust and no such delegation shall be effective. No Trustee shall be required to give bond. No license of court shall be required to confirm the validity of any transaction entered into by the Trustees with respect to the Trust Estate. No one dealing with the Trustees need inquire concerning the validity of anything the Trustees purport to do or see to the application of anything paid to or upon the order of the Trustees. No Trustee shall be liable for the acts, negligence or defaults of any other Trustee or any employee, agent, or representative of the Trustees selected with reasonable care, nor for errors in judgment, nor mistakes of law or fact made in good faith nor in reliance in good faith on advice of counsel nor for other acts or omissions in good faith.

Notwithstanding any general or special law to the contrary, all moneys paid to the trust in accordance with any zoning ordinance or bylaw, exaction fee, or private contributions shall be paid directly into the trust and need not be appropriated or accepted and approved into the trust. General revenues appropriated into the trust become trust property and to be expended these funds need not be further appropriated. All moneys remaining in the trust at the end of any fiscal year, whether or not expended by the board within 1 year of the date they were appropriated into the trust, remain trust property.

Section 10 Liability

Neither the Trustees nor any agent or officer of the Trust shall have the authority to bind the Town of Middleton. The Trust is a public employer and the Trustees are public employees for the purposes of G. L. Chapter 258. The Trust shall be deemed a municipal agency and the Trustees special municipal employees for the purposes of G.L. Chapter 268A. The trust is exempt from chapters 59 and 62, and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the commonwealth or any political subdivision thereof. The books and records of the trust shall be audited annually by an independent auditor in accordance with accepted accounting practices.

The trust is a governmental body for purposes of sections 23A, 23B and 23C of chapter 39. The trust is a board of the town for purposes of chapter 30B and section 15A of chapter 40; but agreements and conveyances between the trust and agencies, boards, commissions, authorities, departments and public instrumentalities of the city or town shall be exempt from said chapter 30B.

Section 11 Amendments

This Declaration of Trust may be amended from time to time except as to those provisions specifically required under G. L. Chapter 44 Section 55C and Middleton Bylaws, by an instrument in writing signed by all of the Trustees and approved at a meeting called for that purpose, provided that in each case, a certificate of amendment has been recorded with the Registry of Deeds and filed with the Land Registration Office.

Section 12 Accounts

The books and records of the Trust shall be maintained by the Town Treasurer and audited annually by an independent auditor in accordance with accepted accounting practices. The results of the audit shall be provided to the Town.

Section 13 Duration of the Trust

This Trust shall be of indefinite duration. However, it may be terminated by a vote of Town Meeting provided that an instrument of termination, together with a certified copy of the Town Meeting vote, are duly recorded with the Registry of Deeds and the Land Registration Office. Upon termination of the Trust, subject to the payment of or making provision for the payment of all obligations and liabilities of the Trust and the Trustees, the net assets of the Trust shall be transferred to the Town of Middleton and held by the Select Board for affordable housing purposes. In making any such distribution, the Trustees may sell all or any portion of the Trust property and distribute the net proceeds thereof or they may distribute any of the assets in kind. The powers of the Trustees shall continue until the affairs of the Trust are concluded.

Section 14 Authority shown by Record to be Conclusive; Certificate as to Facts

Every contract, deed, mortgage, lease and other instrument executed by a majority of the Trustees as appears from instruments or certificates recorded with said Registry of Deeds and Land Registration Office to be Trustees hereunder shall be conclusive evidence in favor of any person relying thereon or claiming thereunder, that at the time of the delivery thereof this Trust was in full force and effect and that the execution and delivery of such instrument was duly authorized by the Trustees except that delegations of authority pursuant to Section 9 hereof and instruments of amendment pursuant to Section 10 hereof and an instrument of termination pursuant to Section 12 hereof shall be conclusive only if it appears that the delegations, amendments or termination have been executed by all of the Trustees. Any person dealing with the Trust property or the Trustees may always rely on a certificate signed by any person appearing from instruments or certificates so recorded to be a Trustee hereunder as to the identity of the then current Trustees or as to the existence

or non-existence of any fact or facts which constitute conditions precedent to acts by the Trustees or in any other manner germane to the affairs of the Trust.

Section 15 Construction of Terms

In the construction hereof, whether or not so expressed, words used in the singular or in the plural respectively include both the plural and singular, words denoting males include females and words denoting persons include individuals, firms, associations, companies, trusts and corporations unless a contrary intention is to be inferred from or required by the subject matter or context. All the powers and provisions of the Trust herein contained shall take effect and be construed according to the laws of the Commonwealth of Massachusetts. Reference to the Trustee shall mean the Trustee or Trustees for the time being hereunder.

Section 16 Recording

This Declaration of Trust shall be recorded with the Southern Essex District Registry of Deeds and the Land Court.

Section 17 Titles

The titles to the various Sections herein are for convenience only and are not to be considered part of said Sections nor shall they affect the meaning or the language of any such Section. Per petition of the Select Board

Purpose: This article pertains to the creation of an Affordable Housing Trust. Affordable Housing Trust's (AHTs) are commonly created entities in the Commonwealth by municipalities looking to address affordable housing goals, including, but not limited to, reaching the mandated 10% of housing stock being deemed "affordable." Requires a simple majority vote.

ARTICLE 13. On petition of the Select Board, to see if the Town will vote authorize the Select Board to seek special legislation for additional liquor license; and to authorize the Select Board to approve any non-substantive edits of the below special legislation as provided by the Massachusetts General Court or Town Counsel; or take any other action relative thereto.

SPECIAL LEGISLATION

An Act authorizing the town of Middleton to grant additional licenses for the sale of alcoholic beverages in the town of Middleton

PLACEHOLDER for Special Legislation Text – See Separate Doc

Purpose: The purpose of this article will provide the local approval required by the Massachusetts Legislature for the process of attaining more liquor licenses for the Town. This legislation does not require that those licenses be issued and the Select Board and Alcoholic Beverages Control Commission would still require the same application processes used for current licenses. If this article moves forward, the Select Board would then provide a copy of the draft legislation and the Town Meeting approval to the state delegation for filing with their respective bodies.

ARTICLE 14. On petition of the Planning Board, to see if the Town will vote to amend the Town's Zoning Bylaws, Chapter 235, Section 9.6, Industrial & Commercial Design Review Committee of the Middleton Code, to [REDACTED]; or take any other action relative thereto.

Purpose: The purpose of this article would be to amend the Zoning Bylaw relative to the establishment of the Industrial & Commercial Design Review Committee and to make [REDACTED]. Requires a 2/3 majority vote.

Planning Board Recommendation: Placeholder

END OF SPECIAL TOWN MEETING WARRANT

TO THE TOWN CONSTABLE:

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 ____ day of _____ in the year Two Thousand Twenty-Two.

MIDDLETON SELECT BOARD

A true copy Attest:

Constable of the Town of Middleton

Date Posted



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

August 2, 2022

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

Re: Middleton Food Bank Donations

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

Thank you,

Jillian Smith

Jillian Smith
COA Director

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

Date: 7/25/22

Name: Denise Perry

Donation: \$5,000.00

Check Number 3389

This donor would like to remain anonymous

Yes

xx **No**

Correspondence and informational materials

Received August 2, 2022 by hand delivery *dm*

July 29, 2022

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

RE: Paving of Lake Street

Dear Mr. Andrew Sheehan,

We are the local residents of Lake St and Forest St, residing on the street portion that connects Forest St to Rt 114. We beg to draw your kind attention about the bad road condition that we face every day.

We are aware that our street is designated private with public access. However, we believe that the increased traffic volume that cuts through the road warrants for it to be included in the town's paving/repair schedule. This high traffic directly contributes to the number and magnitude of the potholes, and damages that we are forced to endure daily, with the highest impact during the winter months.

We recently witnessed that the rest of the Lake St, road was paved and we would like to request that the paving initiative continue on the rest of the road to include our portion. We feel that our tax payments, same as the rest of town residents, should go towards infrastructure that directly affects our wellbeing and lives, providing safe access to our homes for our senior citizens, children, as well as emergency and health services.

We would like to thank you for the consideration, and we hope to hear soon with a favorable solution to our concerns.

Sincerely,

Lake Street and Forest Street Residents

<i>Hilda Sanchez</i>	<i>[Signature]</i>	178 Lake St 617 840 3364
<i>Maureen Bamharny</i>	<i>[Signature]</i>	176 Lake St
<i>John & Jeff Hyde</i>	<i>[Signature]</i>	177 Lake St.
<i>Matt Wengert and Sheri Wengert</i>		180 Lake St.
<i>Darryl Dizon</i>	<i>[Signature]</i>	95 Forest St
<i>Suzanne Doherty-Dizon</i>	<i>[Signature]</i>	95 Forest St
<i>Tan Yan</i>		92 Forest St
<i>Kathy Weishaar</i>		174 Lake St.
<i>Whitney [unclear]</i>		174 LAKE ST 781 953 8270
<i>Mary E. Landey</i>		175 Lake St 978-774-4740
<i>Roger Landey</i>		175 LAKE ST 978-774-4740

Remote meeting extension for local boards signed into law

Written by Ali DiMatteo, Legislative Analyst



The Franklin Town Council holds a hybrid meeting. (Photo courtesy town of Franklin)

On July 16, Lt. Gov. Karyn Polito, as acting governor, signed legislation to extend key pandemic-era accommodations, including remote local government meeting authorizations, through March 31, 2023.

The House and Senate had passed the bill on July 14, with an emergency preamble that allowed it to take effect immediately once it was signed. Polito signed the bill in her role as acting governor because Gov. Charlie Baker was out of state.

Cities and towns again have the option to hold public meetings remotely or in a hybrid format, following the same [guidelines that have been in place since the COVID public health emergency was first declared](#) in March 2020. The previous extension of the remote meeting authorizations expired on July 15.

Chapter 22 of the Acts of 2022 also includes the following pandemic-related provisions and authorizations related to public boards and town meetings, all of which were MMA priorities for this year and are now extended through March 31, 2023:

- **Open town meeting quorums:** The bill would allow select boards, in consultation with their town moderator, to lower quorum requirements for open town meetings to not less than 10% of the existing quorum level. The quorum provision includes a seven-day notification requirement before any select board vote.
- **Remote representative town meetings:** The bill would permit representative town meetings to once again have the option to meet remotely, if approved by the select board and town moderator, as well as the town meeting when it meets.

In May, the Senate had included a remote meeting extension in its fiscal 2023 state budget as an outside section, but with the July 15 expiration approaching and the state budget tied up in negotiations, the Senate advanced the language as a standalone bill on July 5.

The House passed an extension bill on July 7, but the House version included language that would have created a permanent mandate for remote access to all public meetings, aside from those in executive session, with a provision requiring remote participation by the public if public participation is allowed or required at the meeting. The mandate would have gone into effect on April 1, 2023.

The MMA worked with its members and stakeholders across the Commonwealth to clarify that, despite the good intentions of the House bill, such an unfunded mandate presented unworkable financial, technological, logistical, and practical challenges for cities and towns. The Legislature took these concerns seriously and removed the mandate from the bill.

The MMA will continue to push for a permanent solution that gives municipalities the flexibility and funding they will need to expand participation and engagement through remote and hybrid meetings.