

MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW ELEMENTARY SCHOOL
NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, OCTOBER 4, 2022
7:00 PM

This meeting is being recorded

This meeting will be a hybrid of in-person and remote via Zoom. To join the meeting remotely, go to:
<https://us02web.zoom.us/j/88938544609?pwd=aHR1bmJwQzluZXdHL2RjYVczYWxNdz09>

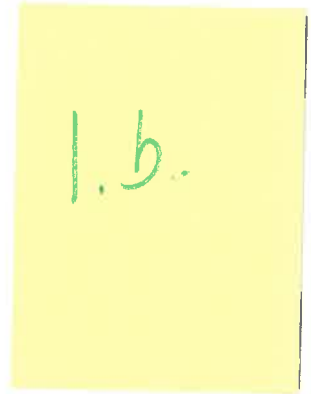
- 7:00 pm 1. Business
 - a. Warrant: 2307
 - b. Minutes: September 6, 20, and 28, 2022, open session minutes and executive session minutes
 - c. Town Administrator Updates and Reports
- 7:10 pm 2. Update on 49 South Main Street/10-18 Boston Street 40B negotiations; votes may be taken
- 7:20 pm 3. Public Comment
- 7:30 pm 4. Accept donations from the Food Truck Festival to the Food Pantry and Middleton Council on Aging from James Desrochers; votes may be taken
- 7:40 pm 5. Update and report on Quarter 4 of FY 22 and year end close out by Finance Director Sarah Wood
- 7:50 pm 6. Review and discussion on the DoubleTree liquor license status; votes may be taken
- 8:00 pm 7. Discussion of strategies to develop housing for all Middleton residents, comply with the multifamily zoning requirements for MBTA communities, and achieve safe harbor from Chapter 40B; votes may be taken
- 8:15 pm 8. Review and discussion of Masconomet School Resource Officer FY24 agreement; votes may be taken;
- 8:20 pm 9. Review and discuss inter-municipal agreement with the Town of Danvers regarding shared Information Technology services; votes may be taken
- 8:25 pm 10. Review and discuss October 18, 2022 Special Town Meeting; votes may be taken
- 8:35 pm 11. Updates & Announcements
- 8:40 pm 12. The Board reserves the right to hold the following Executive Sessions:
 - a. Executive Session pursuant to Open Meeting Law (Chapter 30A Section 21 (a)(1)) - To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual – *Robert Marino*
 - b. Executive Session pursuant to Open Meeting Law (Chapter 30A Section 21 (a)(3)) - To discuss strategy with respect to litigation if an open meeting may

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.

have a detrimental effect on the litigating position of the public body and the chair so declares – Anticipated, Threatened Litigation *Marino v. Town*

Upcoming Meetings:	October 18	Special Town Meeting, Howe Manning School
	Nov. 1, 15, & 29	Regular Select Board meeting
	December 13	Regular Select Board meeting

MEETING MINUTES
MIDDLETON SELECT BOARD
Flint Public Library
1 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, September 6, 2022
6:30 PM



This meeting was recorded

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

Absent: None

Others Attending: Town Administrator Andy Sheehan, Assistant Town Administrator/HR Director Jackie Bresnahan

6:30 PM With a quorum, Chair Prentakis called the meeting to order.

There was a motion to enter Executive Session pursuant to Mass. General Law chapter 30A, section 21(a)(2) with respect to the Fire Chief and other non-union personnel; and pursuant to Mass. General Law chapter 30A, section 21(a)(3) with respect to collective bargaining with Middleton Clericals, the motion was seconded and there was a unanimous roll call vote.

7:00 PM The Board voted by unanimous roll call vote to return to open session. Chair Prentakis announced the Board's approval of the Middleton Clericals Contract during the Executive Session at the start of the meeting.

7:01 PM Fire Chief

There was a motion by Rick Kassiotis, seconded by Brian Cresta to appoint Douglas LeColst as Fire Chief/Emergency Management Director that was approved unanimously. Incoming Chief LeColst said a few words

- **Warrants 2304 and 2305:** Town Administrator Andrew Sheehan provided a brief review of both Warrant #2304 and 2305. He noted that the Town Accountant had reviewed the warrants and requested the Board's approval and requested the Board's approval. After a brief discussion, the Board took the following action:
On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Select Board **VOTED** unanimously to approve the warrants as presented.

- **Minutes Approval:** The minutes were held until the next meeting

- **Town Administrator's Report:** Town Administrator Andrew Sheehan provided the Board with information and updates on the following:
 - Our fiber optic cable contractor, Comm-Tract Corp., is making good progress on phase 1 of the Municipal Fiber project. This work connects Memorial Hall, 195 N. Main, Police, Fire, COA, and Library on one fiber system. A future phase 2 will connect the COA branch to the Regional 911 Center, which also connects the Town to the rest of the Regional IT group. Phase 3 will then connect Memorial Hall to the new facilities project at 105 South Main Street. We will keep the Board apprised of the timing of future phases.
 - MELD recently installed pedestrian crossing signs at the Gregory Street crossing of the rail trail. Thanks again to the broad partnership that has allowed this project to proceed so quickly. Partners include DPW, MELD, the Planning and Conservation departments, Middleton Rail Trail Alliance, and others.
 - We recently completed some temporary repairs to the handicap ramp at Memorial Hall. These repairs were needed to get us through the early voting period. With the Primary Election behind us the ramp will be demolished and a new aluminum ramp installed. This new ramp will be in place in time for the early voting period for the November State Election. The aluminum ramp will see us through until we move into the new Town Hall at 105 South Main Street.
 - Transfer Station stickers are now available. As we have done the past two years they are available online or via mail. With early voting, construction of the handicap ramp at Memorial Hall, the deadline the pay taxes, and the usual activity we need to limit foot traffic. Residents have until October 1 to get their new stickers. First stickers are again \$125 and second stickers, bulk, electronic, and recycle stickers are each \$25.
 - Reminder that the Food Truck Festival is this Saturday, from 10AM-3PM at the former Middleton Golf Course at 105 South Main Street.
 - The Fire Department will host a 9/11 Remembrance on Sunday, September 11 at 9:30AM at the Fire Station. All are invited.

Update on 49 South Main Street/10-18 Boston Street 40B negotiations, if necessary; votes may be taken

- Chair Prentakis provided an update that there has been no information from the developer since August 9th. The Town may hear from the developer by the end of September regarding if any of the options are viable. Related, on the STM Warrant, there are articles establishing an Affordable Housing Trust as well as funding for reacting to a 40B project at this site.

Public Comment

- Susan Piccole, 16 Lakeview Avenue: The resident asked if the Town considered each of the developer's current options. Chair Prentakis replied that if something the developer proposed doesn't meeting zoning, it either needs to go through permitting or a zoning change at Town Meeting. The Select Board will also discuss affordable housing and 40B on their October 4th agenda.

- Member Debbie Carbone and Chair Prentakis acknowledged the recent death of longtime resident and member of Town government, Patricia Ohlson. She was the first paid employee of the Assessor's office and served on the Board of Assessors. She also served on the School Committee and the Town named a street in recognition of her service several years ago.

Review recommendation of Police Chief William Sampson to appoint Samantha Cila as a Reserve Police Officer; votes may be taken

- On a recommendation from Police Chief Sampson, there was a motion by Brian Cresta, seconded by Jeff Garber to appoint Samantha Cila as a reserve officer through June 30, 2025. Rick Kassiotis recused himself. The motion passed 4-0.

Review and discussion about Temporary Outdoor Dining; votes may be taken

- A discussion ensued regarding the Temporary Outdoor Dining Approval (TODA) program, the drawbacks of the program, and its current usage. Although the Board took no action, there was a consensus formed about the need for a permanent set of guidelines or permitting for the TODA program so that residents and business owners could be made aware of what is required so they could make their plans. This will return on a future agenda.

Review and discussion on Ambulance/EMS fees; votes may be taken

- Discussion ensued regarding the fees and the current types of calls the Fire Department answers. Chief Martinuk was available to discuss and answer the Board's questions. A major focus on the discussion was the impact of the Middleton House of Corrections on the Fire Department's call volume. There was a consensus about inviting the Sheriff to a future meeting to discuss the issue. After considerable discussion, there was a motion to approve the fees as presented, including the higher option of \$50 for the fuel fee, by Brian Cresta, seconded by Rick Kassiotis, that was approved unanimously.

Review and discussion on the DoubleTree liquor license status; votes may be taken

- Town Administrator Sheehan provided an update from the Building Commissioner with input from the Fire Chief. An inspection of the Doubletree is scheduled next week. The Board discussed the enforcement issues at the site and made it clear that if all of the issues are not fixed by October 1, 2022, then the Board would rescind the license on October 4th. The Board determined that the manager and property owner should be present at the October 4th meeting.

Review and discuss IMA with the Town of Danvers regarding shared Information Technology services; votes may be taken

- The Assistant Town Administrator briefly presented the scope of work. While the Board did not take a formal vote, there indicated their support of the scope of services.

Cemetery Regulations Waiver request from Frank Procopio Jr.; votes may be taken

- After review of the application and attachments, there was a motion by Debbie Carbone to approve the waiver as presented (for additional 6”), seconded by Jeff Garber that carried unanimously.

Review and discuss method of evaluating options for the future of the Fire Station, Police Station, Memorial Hall, Old Town Hall; votes may be taken

- After a discussion on the Building Committee’s memo regarding the need for another committee to take on the evaluation for the future of several town buildings, there was a consensus of the Select Board to schedule some additional Select Board meetings to handle this workload, rather than form an additional committee.

Close the warrant for the October 18, 2022, Special Town Meeting; votes may be taken

There was a motion by Brian Cresta seconded by Rick Kassiotis to close the October 18, 2022 Warrant that was passed unanimously.

Updates & Announcements

- Pumpkin Fest will be held on October 22, 2022.

8:40 PM There was a motion and unanimous roll call vote to enter Executive Session pursuant to Open Meeting Law (Chapter 30A Section 21 (a)(3)) - To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares – Anticipated, Threatened Litigation Marino v. Town.

9:20 PM The Board remained in Executive Session pursuant to Open Meeting Law (Chapter 30A Section 21 (a)(1)) - To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual – Robert Marino

9:34 PM Adjourn

With no further business, the September 6th meeting of the Select Board adjourned at 9:34 PM.

Respectfully submitted,

Jackie Bresnahan

Jackie Bresnahan, Minutes Secretary

Jeff Garber, Select Board Clerk

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

- Agenda: September 6, 2022
- Warrant #2304 and 2305
- Letter of Recommendation from Chief William P. Sampson hiring part-time police officer Samantha Cila
- Memo From the Town Administrator's Office on Temporary Outdoor Dining
- Email from Chief Martinuk regarding Ambulance Fees with attachment from Comstar
- Letter from TA Sheehan to Doubletree Hotel dated August 16, 2022
- Draft Scope of Services between the Town of Middleton and Town of Danvers for IT (Exhibits A and B)
- Email and attachments from Frank Procopio Jr. regarding waiver from cemetery regulations
- Memo from Town Building Committee dated August 16, 2022
- Draft Warrant for October 18, 2022 Special Town Meeting
- Letter to member towns from Essex North Shore dated August 1, 2022 with final FY 23 assessments
- Letter received August 2, 2022 by hand delivery from residents of Lake St. and Forest St.
- Letter from Tetra Tech dated August 22, 2022 regarding 295 North Main St and Notice of Reclassification from Tier II to Tier I
- Transfer Station Sticker Sale Information for 2022
- Flyer for Farewell Lunch on October 7, 2022 for Chief Martinuk



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



TO: Select Board/Finance Committee

FROM: Sarah Wood

DATE: September 27, 2022

SUBJECT: FY 2022, 4th Quarter Highlights

This report includes a summary of the 4th quarter results as of June 30, 2022 of FY 2022 for the General Fund, CPA Fund, Water Enterprise Fund, Sewer Enterprise Fund, Appropriation Funds and Revolving Accounts. The General Fund accounts for the Town's annual operating budget and the majority of the capital budget. Exceptions include MELD and SESD assessments, which are accounted for as enterprise funds and capital budget items that are for another fund (i.e. CPA Fund, capital project funds).

General Fund Expenditures

As of June 30, 2022, 96% of the FY 2022 General Fund budget had been expended. Please see the chart below for a breakdown of each major category's budget versus actual figures as of the fourth quarter in FY 2022. Encumbrances and warrant articles are not included in these figures.

Major Category	Adjusted Budget	Actual Expended	Percent Expended
General Government	\$ 2,172,995	\$1,835,195	84%
Public Safety	4,874,077	4,841,076	99%
Education	24,539,614	23,621,407	96%
Public Works	1,896,634	1,720,697	91%
Health and Human Services	509,102	442,795	87%
Culture and Recreation	676,897	642,389	95%
Debt Service	1,549,598	1,549,598	100%
State Assessments & Charges	326,229	314,519	96%
Unclassified	4,308,121	4,275,642	99%

At the end of the fiscal year, the total year-to-date expenditures should be around 95% to 100% of the departmental budget. The majority of departments fall into this range with a few exceptions: Finance Committee, Treasurer/Collector, Elections, various boards, Veterans' Agent, Recreation Commission and Unemployment.

The Finance Committee had excess budgetary capacity in regards to reserve fund spending. This exemplifies the continued accurate budgeting of the Town, as our reserves were not depleted during the fiscal year. The Treasurer/Collector's office went through staffing changes during the fiscal year so there was excess salaries and wages funds due to the turnover. Elections primarily saw savings within the salaries & wages line items. Various boards had less meetings than budgeted. The Veteran's Agent department saw excess budget capacity with Ch.115 reimbursements, once again this line item has been reduced during the budget process to reflect the actual needs of the Town. The Recreation Commission did not hold any out-of-town events during FY22 causing this line item to come in under budget.

No line items were overspent at fiscal year-end.

A breakdown of spending by department as well as a list of encumbrances carried over from FY22 to FY23 is included in the following pages.

General Fund Revenues

For the second year in a row the Town had surplus revenues over \$1million. This year's total surplus was \$1,253,383.

The majority of the surplus is due to stringent budgets set during FY22 due to the uncertainty of the speed of revenue recovery due to the COVID-19 pandemic as well as certain guidelines set by the Department of Revenue.

All revenue line items exceeded their budget. During the FY23 budget process we increased the budgets for various line items that have been trending back to pre-pandemic levels. We will continue to review how these line items are trending in FY23 and will make any further adjustments when the tax rate is set in December.

CPA Fund Expenditures & Revenues

CPA expenditures are at 99% of budgeted expenditures, not inclusive of capital items. This is not unexpected as the majority of the budget for the CPA is debt payments that are made in October and February.

CPA revenues are at 106% of budgeted revenues. This is due to an increase in surcharge revenue over budget.

Ending undesignated fund balance for the CPA fund is \$261,543.35.

Water Fund Expenditures & Revenues

Water expenditures ended the fiscal year at 85% of the budget not inclusive of capital items. This is in-line with budgeted expectations as \$50,000 of the budget

was for unforeseen expenditures that was not needed and will carry over to next year's appropriations.

It is expected that revenues in the water enterprise fund will be enough to cover the current year budget as well as add some additional revenue that will close out to fund balance at the end of the year. The majority of the revenue received comes from the Town of Danvers. Currently revenues for the year total \$378,150 with an ending fund balance of \$1,382,414.

Sewer Enterprise Fund Expenditures & Revenues

Sewer expenditures are at 99% of the budget. The majority of expenditures is for the town's assessment to the South Essex Sewer District which is made out in quarterly payments.

The sewer fund revenues are at 61% of budget. The largest invoice was not paid until August 2022 causing this line item to fall short of the budget.

The current fund balance in the sewer enterprise fund is \$29,914.66.

Free Cash & Retained Earnings

Free cash has been certified as of July 1, 2022 at \$3,412,839. By means of comparison, last year's free cash was \$3,958,094. The Town's policy for free cash reserves to be a minimum of 3% of the prior year general fund operating appropriation. Free cash as of July 1, 2022 is 8.35% of the FY22 general fund operating appropriation, which meets this criterion. As free cash is certified above our benchmark, the Town Administrator and I are recommending contributing \$250,000 of free cash into our various reserve funds at the October 19th Town Meeting. After all the Town Meeting articles are considered our ending free cash balance will be \$3,037,839 which is still 7.44% of the FY22 general fund operating appropriation.

Water Enterprise Fund Retained earnings has been certified as of July 1, 2022 at \$1,353,474. By means of comparison, last year's free cash was \$1,228,747.

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

Town of Middleton, MA										
Fiscal Year 2022 Expenditures (unaudited)										
GENERAL FUND	For the Period Ended		9/30/2021		12/31/2021		3/31/2022		6/30/2022	
	BUDGET		Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD EXPENDED	AVAILABLE BUDGET	% USED	
	\$	200	\$	\$	\$	\$	\$	\$		
Total 114 TOWN MODERATOR		349,392	58,516	80,478	80,373	94,583	313,950	35,442	100%	
Total 122 SELECTMEN		3,901	180	132	-	528	840	3,061	90%	
Total 131 FINANCE COMMITTEE		100,000	-	-	7,000	10,340	17,340	82,660	22%	
Total 131 RESERVE FUND		202,559	36,180	46,032	38,969	74,287	195,468	7,091	17%	
Total 135 TOWN ACCOUNTANT		183,353	38,210	46,702	42,770	52,618	180,300	3,053	96%	
Total 141 ASSESSORS		291,097	43,084	52,620	66,808	69,681	232,193	58,904	98%	
Total 145 TREASURER/COLLECTOR		2,500	-	-	2,500	-	2,500	-	80%	
Total 146 CUSTODIAN OF TOWN LANDS		80,000	9,833	16,536	17,852	26,096	70,317	9,683	100%	
Total 151 TOWN COUNSEL		378,395	108,723	64,067	92,768	69,431	334,989	43,406	88%	
Total 155 MIS		178,335	35,163	47,328	30,223	42,582	155,296	23,039	89%	
Total 161 TOWN CLERK		36,815	1,550	2,503	8	12,663	16,724	20,091	87%	
Total 162 ELECTIONS		90,605	19,437	23,177	20,648	25,214	88,476	2,128	45%	
Total 171 CONSERVATION COMMISSION		122,098	23,824	29,483	24,815	25,576	103,698	18,400	98%	
Total 175 PLANNING BOARD		4,690	264	536	528	632	1,959	2,731	85%	
Total 176 BOARD OF APPEALS		1,552	-	-	-	-	-	1,552	42%	
Total 181 MASTER PLAN COMMITTEE		141,465	16,746	22,294	33,936	41,931	114,906	26,559	0%	
Total 192 TOWN BUILDING		6,038	-	1,975	-	4,063	6,038	-	81%	
Total 195 TOWN REPORT		2,206,569	417,143	503,589	464,986	801,789	2,187,507	19,062	100%	
Total 210 POLICE		2,366,671	610,453	588,127	505,997	659,774	2,364,351	2,320	99%	
Total 220 FIRE		273,543	54,329	70,621	58,540	80,921	264,412	9,131	100%	
Total 241 BUILDING INSPECTION		27,094	5,334	6,197	5,656	7,420	24,607	2,488	97%	
Total 292 ANIMAL CONTROL		200	-	-	-	200	200	-	91%	
Total 296 CONSTABLE		13,154,591	1,568,250	3,547,891	3,141,996	3,978,246	12,236,384	918,207	100%	
Total 301 SCHOOL DEPARTMENT		10,575,567	2,669,514	2,618,269	2,669,514	2,618,269	10,575,567	-	93%	
Total 314 MASCONOMENT ASSESSMENT		809,456	205,749	411,499	192,208	-	809,456	-	100%	
Total 315 ESSEX TECH ASSESSMENT		1,073,040	201,679	253,062	197,080	332,725	984,545	88,495	92%	
Total 420 DPW ADMINISTRATION		305,750	1,273	9,364	286,724	5,323	302,684	3,066	99%	
Total 423 SNOW & ICE REMOVAL		517,844	68,361	110,492	102,642	151,973	433,467	84,377	99%	
Total 425 TRANSFER STATION		139,626	28,542	40,561	28,793	35,062	132,958	6,668	84%	
Total 511 BOARD OF HEALTH		247,763	52,637	57,586	49,948	73,241	233,411	14,352	95%	
Total 541 COUNCIL ON AGING		86,788	6,028	13,979	9,305	13,979	43,291	43,497	94%	
Total 543 VETERANS AGENT		29,925	7,481	7,481	7,481	7,481	29,925	-	50%	
Total 545 TRI TOWN COUNCIL		5,000	-	1,100	1,187	923	3,210	1,790	100%	
Total 548 GARDEN CLUB		615,278	136,839	147,752	147,862	167,347	599,800	15,478	64%	
Total 610 LIBRARY									97%	

Total 630 RECREATION COMMISSION	50,619	28,539	3,094	-	2,017	33,650	16,969	66%
Total 691 HISTORICAL COMMISSION	1,000	-	-	-	-	-	1,000	0%
Total 692 MEMORIAL DAY	5,000	-	570	1,436	1,934	3,940	1,060	79%
Total 693 CHIEF WILLIS FESTIVAL	5,000	-	-	-	5,000	5,000	-	100%
Total 710 DEBT SERVICE	1,549,598	1,096,878	96,058	282,053	74,610	1,549,598	-	100%
Total 820 STATE ASSESSMENTS & CHARGES	326,229	81,365	79,757	76,091	77,306	314,519	11,710	96%
Total 910 COMPENSATION RESERVE	15,470	5,639	-	7,886	-	13,525	1,945	87%
Total 911 RETIREMENT	1,847,976	2,280,491	-	(432,515)	-	1,847,976	-	100%
Total 913 UNEMPLOYMENT	15,000	262	1,305	221	5,462	7,249	7,751	48%
Total 914 HEALTH INSURANCE	738,375	165,847	194,129	191,390	182,165	733,530	4,845	99%
Total 915 GROUP INSURANCE	3,000	562	612	623	470	2,268	732	76%
Total 916 MEDICARE/DEP TAX	110,000	20,708	27,830	23,196	32,719	104,453	5,547	95%
Total 945 LIABILITY INSURANCE	239,500	380,441	1,216	(157,392)	3,576	227,841	11,659	95%
Total 962 TRANSFERS TO OTHER FUNDS	1,338,800	380,000	958,800	-	-	1,338,800	-	100%
Total GENERAL FUND	40,853,268	\$10,866,053	\$10,184,935	\$ 8,322,106	\$ 9,870,357	\$ 39,243,318	\$ 1,609,949	96.1%
Total CPA	123,600	\$ 80,000	\$ 41,600	\$ 800	\$ 335	\$ 122,735	\$ 865	99%
Total WATER ENTERPRISE FUND	291,992	\$ 40,076	\$ 56,764	\$ 45,521	\$ 104,698	\$ 247,059	\$ 44,933	85%
Total SESD ENTERPRISE FUND	111,344	\$ 26,853	\$ 51,238	\$ 2,849	\$ 29,273	\$ 110,213	\$ 1,131	99%

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

<u>Fund</u>	<u>STM/ATM</u>	<u>Fiscal Year</u>	<u>Article #</u>	<u>Account Name</u>	<u>Original Appropriation</u>	<u>Available Balance at 5/10/22</u>	<u>YTD Expended</u>	<u>Available Balance at 6/30/22</u>
GF	STM	2015	2	ATHLETIC FLD MAINT	35,000	1,604	-	1,604
GF	ATM	2017	17	REMIATE NATSUE WAY	165,000	134,895	980	133,915
GF	ATM	2018	29	FM SECURITY SYSTEM	101,358	5,929	2,151	3,778
GF	ATM	2019	18	COA KITCHEN EQUIPMENT *	8,000	1,417	1,386	31
GF	ATM	2019	25	BYLAW CONSULTANT	50,000	50,000	-	50,000
GF	STM	2019	3	MAINTENANCE OF GOLF COURSE	25,000	17,500	-	17,500
GF	ATM	2020	19	HR SOFTWARE	14,727	13,380	4,480	8,900
GF	ATM	2020	19	PAINT EXTERIOR OF MEMORIAL HALL	4,000	2,706	-	2,706
GF	ATM	2020	19	REPLACE SCBA	9,000	4,025	2,565	1,460
GF	ATM	2020	19	BALLISTIC VESTS AND HELMETS	8,300	8,300	-	8,300
GF	ATM	2020	19	FM PLAYGROUND/PARKING STUDY *	15,000	5,656	-	5,656
GF	ATM	2020	19	BRIGADOON TREE/SIDEWALK	75,000	75,000	-	75,000
GF	ATM	2020	19	COA REFINISH HARDWOOD FLOORS	7,500	2,812	-	2,812
GF	STM	2020	9	40 SCHOOL STREET ENVIRONMENTAL TESTING	10,000	1,100	-	1,100
GF	STM	2020	11	105 S MAIN STREET MAINTENANCE	5,000	3,747	-	3,747
GF	ATM	2021	10	FIBER OPTIC NETWORK	100,000	100,000	-	100,000
GF	ATM	2021	10	MEMORIAL HALL RAMP REPLACEMENT	20,000	20,000	-	20,000
GF	ATM	2021	10	HM END USER TECHNOLOGY	144,048	10,415	7,093	3,322
GF	ATM	2021	10	MEALS ON WHEELS CAR	35,500	705	160	545
GF	ATM	2022	19	CHARTER REVIEW	15,000	15,000	-	15,000
GF	ATM	2022	19	CAI ADVANCED QUERY MODULE	1,300	1,300	709	591
GF	ATM	2022	19	CYCLICAL INSPECTIONS	10,000	10,000	7,660	2,340
GF	ATM	2022	19	WARRANTY RENEWALS *	7,500	7,500	4,850	2,650
GF	ATM	2022	19	CYBERSECURITY PROTECTION	10,000	10,000	-	10,000
GF	ATM	2022	19	REPLACE WIRELESS ACCESS POINTS	5,000	5,000	-	5,000
GF	ATM	2022	19	MUNIS UPGRADE	10,000	10,000	1,434	8,566
GF	ATM	2022	19	HANDICAP RAMP RELACEMENT	25,000	25,000	-	25,000
GF	ATM	2022	19	TOWN-WIDE HANDICAP IMPROVEMENTS	10,000	10,000	-	10,000
GF	ATM	2022	19	PURCHASE CRUISER RADIOS	8,500	8,500	6,484	2,016
GF	ATM	2022	19	PURCHASE RADAR GUNS	5,000	5,000	3,780	1,220
GF	ATM	2022	19	AED REPLACEMENT *	9,000	9,000	8,154	846
GF	ATM	2022	19	POLICE STATION UPGRADES	10,000	10,000	7,516	2,484
GF	ATM	2022	19	FIRE VEHICLE REPAIRS	7,500	7,500	4,925	2,575
GF	ATM	2022	19	RADIO/TELEPHONE RECORDER	17,080	17,080	14,554	2,526
GF	ATM	2022	19	OUTFIT/TRAIN NEW FIREFIGHTER	25,580	25,580	10,721	14,859
GF	ATM	2022	19	DIGITIZE INSPECTIONAL SERVICE RECORDS	45,000	45,000	35,358	9,642
GF	ATM	2022	19	DPW BUILDING IMPROVEMENTS	25,000	25,000	20,938	4,063
GF	ATM	2022	19	COA BUILDING IMPROVEMENTS	5,700	5,700	4,798	902
GF	STM	2022	9	BOSTON ST SIDEWALK	33,000	33,000	-	33,000
GF	STM	2022	11	IT & CYBERSECURITY	55,000	55,000	9,846	45,154
GF	STM MAY22	2022	7	PURCHASE BULLET PROOF VESTS	5,000	5,000	2,970	2,030
GF	STM MAY22	2022	7	ADDITIONAL FUNDS FOR FIRE PUMPER	40,000	40,000	-	40,000
GF	STM MAY22	2022	7	COA NEEDS ASSESSMENT	18,000	18,000	-	18,000
CAP PROJ	ATM	2019	2	MASTER DESIGN STUDY 105 S MAIN	325,000	62,607	317	62,290
CAP PROJ	ATM	2021	10	DPW 1 TON DUMP TRUCK	75,000	8,280	5,341	2,938
CAP PROJ	ATM	2022	19	DPW PURCHASE 2007 ROLL-OFF TRUCK	200,000	200,000	186,842	13,158
CAP PROJ	ATM	2022	19	REPLACE ENGINE 1	710,000	710,000	-	710,000
CAP PROJ	ATM	2022	22	MUNICIPAL COMPLEX	61,590,000	61,590,000	159,311	61,430,689
CEMETERY	ATM	2016	26	OAKDALE CEMETERY WORK	63,000	6,308	3,510	2,798
CEMETERY	ATM	2014	27	OLD TOWN HALL REPAIRS	22,000	3,472	-	3,472
CPA	ATM	2015	34	PHASE 1 RAILS TO TRAILS	130,000	114,519	95,829	18,690
CPA	ATM	2018	35	CURTIS SAW MILL PROJECT*	4,900	743	-	743
CPA	ATM	2019	10	EMILY MAHER PARK IMPROVEMENTS	45,000	14,758	-	14,758
CPA	ATM	2020	21	DIGITIZE HISTORIC RECORDS	89,000	236	-	236
CPA	ATM	2020	21	RUBCHINUK PARK IRRIGATION	24,500	17,305	9,402	7,903
CPA	ATM	2021	6	COMPLETE DIGITIZATION OF HISTORIC RECORDS	5,000	5,000	-	5,000
CPA	ATM	2022	12	TRAMP HOUSE ROOF REPAIRS	17,000	17,000	-	17,000
CPA	ATM	2022	12	MUNICIPAL COMPELX COMMONS	300,000	300,000	-	300,000
CPA	ATM	2022	12	CAMP CREIGHTON CONSERVATION RESTRICTION*	50,000	50,000	-	50,000
WATER	ATM	2021	13	WATER EMERGENCY REPAIRS RESERVE	50,000	50,000	-	50,000

* - Will be closed out

Town of Middleton, MA
Fiscal Year 2023 Encumbrances (unaudited)

<u>Fund</u>	<u>Department</u>	<u>Account Name</u>	<u>Approved</u>
General	Town Administrator	Training & Education	\$ 75.00
General	Town Administrator	Supplies	\$ 59.25
General	Info. Technology	Consultant - Legal	\$ 92.00
General	Info. Technology	Telephone	\$ 1,753.37
General	Info. Technology	Contractual Services	\$ 88.00
General	Town Clerk	Capital (operating)	\$ 10,000.00
General	Town Buildings	Fuel DPW Bldng	\$ 47.64
General	Town Buildings	Elec/Water Mem Hall	\$ 37.54
General	Town Buildings	Elec/Water Town Hall	\$ 42.24
General	Town Buildings	Elec/Water DPW	\$ 75.50
General	Town Buildings	Office Supplies	\$ 27.00
General	Police	Electricity	\$ 57.89
General	Police	Patrol Uniform Allowance	\$ 303.41
General	Police	Reserve Uniform Allowance	\$ 341.00
General	Police	Invest. Serv. Supplies	\$ 1,873.00
General	Police	Travel/Fuel	\$ 5,098.58
General	Police	New Cruiser	\$ 10,340.00
General	Police	Contractual Services	\$ 810.00
General	Fire	Hose,Tires, Etc	\$ 335.00
General	Insp. Services	Office Supplies	\$ 82.25
General	DPW	Office Supplies	\$ 230.00
General	DPW	Supplies Signs	\$ 890.00
General	DPW	Road Mach. Maint	\$ 182.07
General	Transfer Station	Contractual Services	\$ 15,871.50
General	COA	Postage	\$ 14.48
General	COA	Other Supplies	\$ 452.35
General	Library	Supplies	\$ 289.60
General	Library	Building Maintenance	\$ 450.00
General	School	Salaries	\$ 519,494.75
General	School	Supplies	\$ 78,151.04
Water	Water Ent Fund	Contractual Services	\$ 6,005.00
Water	Water Ent Fund	Parks Field Watering	\$ 358.53
			<u>\$ 653,927.99</u>

Town of Middleton, MA
Fiscal Year 2022 Revenues (unaudited)

For the Period Ended
GENERAL FUND

	BUDGET	9/30/2021 Quarter 1	12/31/2021 Quarter 2	3/31/2022 Quarter 3	6/30/2022 Quarter 4	Total YTD REVENUE	(UNDER)/OVER BUDGET	% RECEIVED
PERSONAL PROPERTY TAXES	\$ 726,719	\$ 265,974	\$ 87,705	\$ 230,494	\$ 142,608	\$ 726,781	\$ 62	100%
REAL ESTATE**	31,078,944	7,795,600	7,845,142	7,880,863	7,875,272	31,396,877	317,933	101%
TAX LIEN/TITLE/FORECLOSURE	*	22,627	3,595	64,184	14,027	104,433	n/a	N/A
MOTOR VEHICLE EXCISE	2,000,000	158,167	71,991	1,364,098	545,256	2,139,512	139,512	107%
OTHER EXCISE - ROOM	60,000	29,315	54,942	15,778	31,952	131,987	71,987	220%
OTHER EXCISE - MEALS	200,000	78,032	79,873	58,898	73,621	290,424	90,424	145%
PENALTIES AND INTEREST ON TAXES	80,000	17,128	13,923	27,676	31,575	90,302	10,302	113%
PILOT	130,000	-	-	82,087	49,210	131,297	1,297	101%
PILOT - MELD	243,253	-	243,253	-	79	243,332	79	100%
CHARGES FOR SERVICES - SOLID WASTE FEES	210,000	119,625	94,025	4,400	2,425	220,475	10,475	105%
FEES	135,000	47,366	30,359	33,556	28,546	139,827	4,827	104%
DEPARTMENTAL REVENUES - LIBRARIES	1,000	313	612	-	1,269	2,194	1,194	219%
DEPARTMENTAL REVENUES - CEMETERIES	40,000	6,700	14,440	9,100	11,300	41,540	1,540	104%
OTHER DEPARTMENTAL REVENUE	150,000	54,856	46,780	42,160	59,413	203,209	53,209	135%
LICENSES AND PERMITS	480,000	184,628	218,881	207,871	98,380	709,760	229,760	148%
FINES AND FORFEITS	5,000	1,913	1,811	1,325	4,933	9,982	4,982	200%
INVESTMENT INCOME	40,000	3,264	10,117	9,514	25,586	48,481	8,481	121%
MEDICAID REIMBURSEMENT	20,000	7,434	-	33,100	23,426	63,960	43,960	320%
STATE AID	2,405,972	649,552	593,538	581,451	668,230	2,492,771	86,799	104%
TRANSFERS IN	972,424	884,512	33,000	-	54,912	972,424	-	100%
Total GENERAL FUND	\$ 38,978,312	\$ 10,327,006	\$ 9,443,987	\$ 10,646,555	\$ 9,742,020	\$ 40,159,568	\$ 1,181,256	103%
Total CPA	\$ 363,088	\$ 66,620	\$ 169,315	\$ 79,540	\$ 69,684	\$ 385,159	\$ 22,071	106%
Total WATER FUND	\$ 291,992	\$ 8,120	\$ 665	\$ (203)	\$ 369,568	\$ 378,150	\$ 86,158	130%
Total SESD ENTERPRISE FUND	\$ 111,344	\$ 107	\$ 7,217	\$ 57,421	\$ 3,684	\$ 68,429	\$ (42,915)	61%

* Indicates budgeted figures not available.

** Net of Overlay raised on recap

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

Town of Middleton, MA Revolving Funds (unaudited)					
	Fund Balance as of 7/1/2021	Revenue as of 6/30/22	Expenditures as of 6/30/22	Fund Balance as of 6/30/22	
RECREATION REVOLVING	\$ 15,226	\$ -	\$ -	\$ 15,226	
USER FIELD FEES	15,593	-	(9,633)	5,960	
COA TRIP FUND	23,698	2,654	(987)	25,365	
STORMWATER MANAGEMENT	4,900	1,700	-	6,600	
FIREARMS LICENSES AND PERMITS	23,368	3,628	-	26,995	

Town of Middleton, MA
Appropriation Funds (unaudited)

	Fund Balance as of	Revenue as of	FY 23 Appropriation (ATM & STM Proposed)	Fund Balance after Appropriations
	6/30/22	6/30/22		
AMBULANCE FUND	\$ 1,240,265	\$ 694,351	\$ (621,821)	\$ 618,444
PEG	516,234	231,289	(161,876)	354,358
SPED RESERVE FUND*	148,240	(1,895)	-	148,240
OPEB*	1,961,122	(77,941)	150,000	2,111,122
STABILIZATION*	2,156,823	(20,698)	50,000	2,206,823
CAPITAL STABILIZATION*	878,497	(6,833)	50,000	928,497
SPED STABILIZATION*	354,630	227	52,000	406,630
RETIREMENT STABILIZATION*	421,632	(1,723)	50,000	471,632
SIDEWALK STABILIZATION*	127,629	1,829	-	127,629
FACILITIES COMPLEX STABILIZATION*	253,635	3,635	50,000	303,635
* Revenue amount indicates interest only.				

TOWN OF MIDDLETON, MA
GENERAL FUND REVENUE - COMPARATIVE REPORT
FISCAL YEAR 2022 AND FISCAL YEAR 2021

	FISCAL YEAR 2022 (AS OF JUNE 30, 2022)				FISCAL YEAR 2021 (AS OF JUNE 30, 2021)			
	Revised Budget	Actual	(Under)/Over Budget	% of Budget Received	Revised Budget	Actual	(Under)/Over Budget	% of Budget Received
PROPERTY TAXES								
Real Estate Taxes (includes allowance)	\$ 31,078,944	\$ 31,396,877	\$ 317,933	101.02%	\$ 30,157,546	\$ 30,427,874	\$ 270,328	100.90%
Personal Property Taxes	726,719	726,781	62	100.01%	712,414	750,292	37,878	105.32%
Tax Title Liens/Tax foreclosures	-	104,433	104,433	-	-	127,910	127,910	-
Total Property Taxes	\$ 31,805,663	\$ 32,228,091	\$ 422,428	101.33%	\$ 30,869,960	\$ 31,306,076	\$ 436,116	101.41%
STATE AID								
Cherry Sheet Revenue	2,405,972	2,492,771	86,799	103.61%	2,375,375	2,395,795	20,420	100.86%
Total State Aid	\$ 2,405,972	\$ 2,492,771	\$ 86,799	103.61%	\$ 2,375,375	\$ 2,395,795	\$ 20,420	100.86%
LOCAL RECEIPTS								
Motor Vehicle Excise	2,000,000	2,139,512	139,512	106.98%	1,985,000	2,195,080	210,080	110.58%
Other Excise - Rooms Tax	60,000	131,987	71,987	219.98%	60,000	36,610	(23,390)	61.02%
Other Excise - Meals Tax	200,000	290,424	90,424	145.21%	180,000	209,214	29,214	116.23%
Penalties & Interest	80,000	90,302	10,302	112.88%	80,000	132,497	52,497	165.62%
Payment in Lieu of Taxes	130,000	131,297	1,297	101.00%	130,000	132,686	2,686	102.07%
Payment in Lieu of Taxes - MELD	243,253	243,332	79	100.03%	230,000	230,000	-	100.00%
Charges for Services - Transfer Station Stickers	210,000	220,475	10,475	104.99%	210,000	222,850	12,850	106.12%
Fees	135,000	139,827	4,827	103.58%	115,000	189,803	74,803	165.05%
Departmental Revenue - Libraries	1,000	2,194	1,194	219.40%	2,500	802	(1,698)	32.10%
Departmental Revenue - Cemeteries	40,000	41,540	1,540	103.85%	40,000	57,325	17,325	143.31%
Other Departmental Revenue	150,000	203,209	53,209	135.47%	140,000	229,229	89,229	163.74%
Licenses & Permits	480,000	709,760	229,760	147.87%	480,000	653,792	173,792	136.21%
Fines & Forfeitures	5,000	9,982	4,982	199.64%	10,000	4,903	(5,097)	49.03%
Investment Income	40,000	48,481	8,481	121.20%	70,000	21,542	(48,458)	30.77%
Medicaid & Miscellaneous	20,000	63,960	43,960	319.80%	20,000	26,586	6,586	132.93%
Misc Non-Recurring	-	-	-	0.00%	152,770	152,770	-	0.00%
Total Local Receipts	3,794,253	4,466,282	672,029	117.71%	3,905,270	4,495,691	590,421	115.12%
TOTAL REVENUE	\$ 38,005,888	\$ 39,187,144	\$ 1,181,256	103.11%	\$ 37,150,605	\$ 38,197,562	\$ 1,046,957	102.82%
TRANSFERS IN								
FROM ENTERPRISE - INDIRECT	54,912	54,912	-	100.00%	48,448	48,448	-	100.00%
FROM TRUST FUNDS	-	-	-	0.00%	-	158,800	158,800	100.00%
FROM SPECIAL REVENUE FUNDS - BUDGETED	779,337	779,337	-	100.00%	1,001,341	1,001,341	-	100.00%
FROM CAPITAL FUNDS	-	-	-	0.00%	-	47,627	47,627	100.00%
FROM STABILIZATION FUNDS	138,175	138,175	-	100.00%	-	-	-	0.00%
TOTAL TRANSFERS IN	\$ 972,424	\$ 972,424	\$ -	100.00%	\$ 1,049,789	\$ 1,256,216	\$ 158,800	119.66%
TOTAL REVENUE AND TRANSFERS IN	\$ 38,978,312	\$ 40,159,568	\$ 1,181,256	103.03%	\$ 38,200,394	\$ 39,453,778	\$ 1,205,757	103.28%

TOWN OF MIDDLETON, MA
GENERAL FUND REVENUE
FISCAL YEAR 2018 THROUGH FISCAL YEAR 2021

	FY 2018 ACTUAL REVENUE	FY 2019 ACTUAL REVENUE	FY 2020 ACTUAL REVENUE	FY 2021 ACTUAL REVENUE	FY 2022 ACTUAL REVENUE	FY 2021 TO FY2022 \$ CHANGE	FY 2021 TO FY2022 % CHANGE
PROPERTY TAXES							
Real Estate Taxes	\$ 26,817,333	\$ 27,861,458	\$ 29,272,912	\$ 30,427,874	\$ 31,396,877	\$ 969,003	3.2%
Personal Property Taxes	\$ 641,442	\$ 605,945	680,204	\$ 750,292	\$ 726,781	\$ (23,511)	-3.1%
Tax Title/Tax Liens/Tax Foreclosures	\$ 41,250	\$ 432,527	86,531	\$ 127,910	\$ 104,433	\$ (23,477)	-18.4%
Total Property Taxes	\$27,500,025	\$ 28,899,930	\$ 30,039,647	\$ 31,306,076	\$ 32,228,091	\$ 922,015	2.9%
STATE REVENUE							
Cherry Sheet Revenue							
Unrestricted Aid	\$ 546,604	\$ 565,735	\$ 581,010	\$ 581,010	\$ 601,345	\$ 20,335	3.5%
Charter School Reimbursement	\$ -	\$ 29,081	\$ 7,722	\$ 14,983	\$ 1,347	\$ (13,636)	-91.0%
Chapter 70	\$ 1,626,461	\$ 1,646,051	\$ 1,677,463	\$ 1,669,491	\$ 1,691,699	\$ 22,208	1.3%
Reimb State Owned Land	\$ 19,259	\$ 19,259	\$ 20,251	\$ 22,692	\$ 25,627	\$ 2,935	12.9%
Exemptions to Veterans & Elderly	\$ 7,028	\$ 6,526	\$ 6,526	\$ 75,696	\$ 154,566	\$ 78,870	104.2%
Veterans Benefits	\$ 93,391	\$ 100,817	\$ 51,939	\$ 31,923	\$ 18,187	\$ (13,736)	-43.0%
Total State Revenue	\$ 2,292,743	\$ 2,367,469	\$ 2,344,911	\$ 2,395,795	\$ 2,492,771	\$ 96,976	4.0%
LOCAL RECEIPTS							
Motor Vehicle Excise	\$ 2,037,341	\$ 2,069,240	\$ 2,021,607	\$ 2,195,080	\$ 2,139,512	\$ (55,568)	-2.5%
Other Excise - Meals Tax	\$ 213,838	\$ 226,549	\$ 213,683	\$ 209,215	\$ 131,987	\$ (77,228)	-36.9%
Other Excise - Rooms Tax	\$ 227,294	\$ 205,160	\$ 153,075	\$ 36,610	\$ 290,424	\$ 253,814	693.3%
Penalties & Interest on Taxes	\$ 84,450	\$ 141,076	\$ 121,012	\$ 132,497	\$ 90,302	\$ (42,195)	-31.8%
Payment in Lieu of Taxes	\$ 130,693	\$ 134,776	\$ 131,026	\$ 132,686	\$ 131,297	\$ (1,389)	-1.0%
Payment in Lieu of Taxes (MELD)	\$ 204,000	\$ 223,000	\$ 176,100	\$ 230,000	\$ 243,332	\$ 13,332	5.8%
Charges for Services - Transfer Station Stickers	\$ 167,495	\$ 218,885	\$ 220,240	\$ 222,850	\$ 220,475	\$ (2,375)	-1.1%
Fees							
Selectmen - Natsue Way Boat Storage	\$ 21,271	\$ 25,525	\$ 17,017	\$ 19,144	\$ 10,635	\$ (8,508)	-44.4%
Assessors - Sale of Maps	\$ 465	\$ 720	\$ 485	\$ 720	\$ 360	\$ (360)	-50.0%
Town Clerk - Birth, Death, Marriage, Business, Dog	\$ 27,889	\$ 24,980	\$ 35,437	\$ 57,709	\$ 31,578	\$ (26,131)	-45.3%
Planning Board	\$ 300	\$ -	\$ -	\$ 125	\$ 283	\$ 158	127.1%
Police - False Alarm, Accident Reports, Detail Cruiser Fees	\$ 22,607	\$ 9,095	\$ 8,575	\$ 19,815	\$ 16,735	\$ (3,080)	-15.5%
Police/Fire - Admin fee details	\$ 13,366	\$ 28,391	\$ 15,447	\$ 33,239	\$ 24,649	\$ (8,590)	-25.8%
Fire - Alarm Fee/Permit Fees	\$ 17,541	\$ 39,786	\$ 57,918	\$ 41,647	\$ 38,412	\$ (3,236)	-7.8%
DPW - Electronics, Bulk, Recycling Only	\$ 4,785	\$ 4,575	\$ 4,665	\$ 17,405	\$ 17,175	\$ (230)	-1.3%
Total Fees	\$ 108,225	\$ 133,072	\$ 139,543	\$ 189,803	\$ 139,827	\$ (49,976)	-26.3%
Departmental Revenue - Libraries	\$ 3,867	\$ 3,238	\$ 3,090	\$ 802	\$ 2,194	\$ 1,392	173.6%
Departmental Revenue - Cemeteries	\$ 49,420	\$ 46,087	\$ 52,000	\$ 57,325	\$ 41,540	\$ (15,785)	-27.5%
Other Departmental Revenue							
Selectmen	\$ 27,622	\$ 71,416	\$ 10,646	\$ 6,701	\$ 4,188	\$ (2,513)	-37.5%
Accounting	\$ 9,523	\$ 16,432	\$ 63,038	\$ 67,894	\$ 90,232	\$ 22,338	32.9%
Treasurer/Collector	\$ 57,198	\$ 42,631	\$ 30,070	\$ 55,735	\$ 39,204	\$ (16,531)	-29.7%
Cell Tower Rent	\$ -	\$ 64,767	\$ 68,462	\$ 71,820	\$ 68,220	\$ (3,600)	-5.0%
Town Clerk - Early Voting reimbursement	\$ -	\$ 6,052	\$ -	\$ 24,168	\$ -	\$ (24,168)	-100.0%
Planning Board	\$ 283	\$ 245	\$ 44	\$ 427	\$ 26	\$ (401)	-93.9%
Board of Appeals	\$ 269	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
DPW revenues	\$ 3,259	\$ 4,364	\$ 932	\$ 2,483	\$ 1,140	\$ (1,343)	-54.1%
Council on Aging	\$ -	\$ -	\$ -	\$ -	\$ 198	\$ 198	100.0%
Veterans - 115 Reimbursement	\$ 5,000	\$ 350	\$ -	\$ -	\$ -	\$ -	0.0%
Total Other Departmental Revenue	\$ 103,155	\$ 206,258	\$ 173,192	\$ 229,228	\$ 203,209	\$ (26,019)	-15.0%
Licenses & Permits							
Selectmen - Liquor, Common Victualers	\$ 73,180	\$ 96,488	\$ 76,149	\$ 61,380	\$ 76,961	\$ 15,581	25.4%
Inspectional Services - Plumbing & Gas, Building, Electric	\$ 561,113	\$ 478,198	\$ 484,932	\$ 552,753	\$ 589,846	\$ 37,094	6.7%
Board of Health - Food, Tobacco, etc.	\$ 51,627	\$ 34,654	\$ 34,012	\$ 39,659	\$ 42,952	\$ 3,293	8.3%
Total Licenses & Permits	\$ 685,920	\$ 609,339	\$ 595,093	\$ 653,792	\$ 709,760	\$ 55,968	9.4%
Fines & Forfeitures							
Police Fines	\$ 13,585	\$ 13,837	\$ 13,269	\$ 4,903	\$ 9,912	\$ 5,009	102.2%
Animal Control Fines	\$ -	\$ -	\$ -	\$ -	\$ 70	\$ 70	100.0%
Total Fines & Forfeitures	\$ 13,585	\$ 13,837	\$ 13,269	\$ 4,903	\$ 9,982	\$ 5,079	103.6%
Investment Income	\$ 77,155	\$ 145,719	\$ 100,811	\$ 21,542	\$ 48,481	\$ 26,939	125.0%
Municipal Medicare Reimbursement	\$ 33,192	\$ 32,081	\$ 25,867	\$ 26,586	\$ 63,960	\$ 37,374	140.6%
Misc Non-Recurring	\$ -	\$ -	\$ -	\$ 152,770	\$ -	\$ (152,770)	-100.0%
Total Local Receipts	\$ 4,139,629	\$ 4,408,318	\$ 4,139,607	\$ 4,495,690	\$ 4,466,282	\$ 165,598	3.7%
TOTAL REVENUE	\$33,932,397	\$ 35,675,717	\$ 36,524,165	\$ 38,197,561	\$ 39,187,144	\$1,184,589	3.1%

TOWN OF MIDDLETON, MA
GENERAL FUND APPROPRIATION SUMMARY
FISCAL YEAR 2022

	Final Budget	% of Total Budget
Municipal		
General Government	\$ 2,072,995	4.9%
Public Safety	4,874,077	11.5%
Department of Public Works	1,896,634	4.5%
Health & Human Services	509,102	1.2%
Culture & Recreation	676,897	1.6%
Total Municipal Budget	\$10,029,705	23.7%
Education		
Tri-Town School District	\$13,154,591	31.1%
MASCO Regional High School	10,575,567	25.0%
Essex-Tech Regional High School	809,456	1.9%
Total Education	\$24,539,614	58.1%
Debt Service	\$ 1,549,598	3.7%
Employee Benefits/Insurance		
Retirement	\$ 1,847,976	4.4%
Unemployment	15,000	0.0%
Health Insurance	738,375	1.7%
Life Insurance	3,000	0.0%
Medicare Tax	110,000	0.3%
General Insurance (i.e. Prop & Casualty)	239,500	0.6%
Total Employee Benefits/Insurance	\$ 2,953,851	7.0%
Other		
Reserve Fund	\$ 100,000	0.2%
Capital	1,403,941	3.3%
Salary Reserve	15,470	0.0%
State Charges & Assessments	326,229	0.8%
Transfer to OPEB Trust	175,000	0.4%
Transfer to Stabilization	225,000	0.5%
Transfer to Special Ed. Stabilization	130,000	0.3%
Transfer to Capital Stabilization	275,000	0.7%
Transfer to Retirement Stabilization	125,000	0.3%
Transfer to Sidewalk Stabilization	158,800	0.4%
Transfer to Facilities Complex Stabilization	250,000	0.6%
Total Other	\$ 3,184,440	7.5%
TOTAL APPROPRIATIONS	\$42,257,208	100.0%

TOWN OF MIDDLETON
GENERAL FUND EXPENSES - COMPARATIVE REPORT
FISCAL YEAR 2022 AND FISCAL YEAR 2021

	FISCAL YEAR 2022 (AS OF JUNE 30, 2022)						FISCAL YEAR 2021 (AS OF JUNE 30, 2021)					
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED		REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	
TOWN MODERATOR SALARIES	\$ 308,777	283,159	-	25,618	91.70%		\$ 284,933	284,294	-	639	99.78%	
SELECT BOARD/TOWN ADMINISTRATOR SALARIES	40,615	30,791	134	9,690	75.81%		40,615	28,621	-	11,994	70.47%	
SELECT BOARD/TOWN ADMINISTRATOR EXPENSES	2,121	660	-	1,461	31.12%		2,100	655	-	1,445	31.19%	
FINANCE COMMITTEE EXPENSES	1,780	180	-	1,600	10.11%		1,780	180	-	1,600	10.11%	
TOWN ACCOUNTANT SALARIES	165,309	165,309	-	-	100.00%		139,403	139,403	-	-	100.00%	
TOWN ACCOUNTANT EXPENSES	37,250	30,159	-	7,091	80.96%		37,250	27,197	500	9,553	73.01%	
ASSESSORS SALARIES	171,253	170,501	-	752	99.56%		169,266	157,508	-	11,758	93.05%	
ASSESSORS EXPENSES	12,100	9,799	-	2,301	80.98%		16,010	11,847	-	4,163	74.00%	
TREASURER/COLLECTOR SALARIES	209,147	181,766	-	27,381	86.91%		192,221	192,032	-	189	99.90%	
TREASURER/COLLECTOR EXPENSES	81,950	50,427	-	31,523	61.53%		81,950	53,781	-	28,169	65.63%	
CUSTODIAN OF TOWN LAND SALARIES	2,500	2,500	-	-	100.00%		2,500	2,500	-	-	100.00%	
TOWN COUNSEL EXPENSES	80,000	70,317	-	9,683	87.90%		80,000	70,157	-	9,843	87.70%	
MANAGEMENT INFORMATION SYSTEMS SALARIES	72,253	64,186	-	8,067	88.83%		71,036	69,744	-	1,292	98.18%	
MANAGEMENT INFORMATION SYSTEMS EXPENSES	306,142	270,803	1,933	33,405	88.46%		307,039	252,561	1,012	53,466	82.26%	
TOWN CLERK SALARIES	137,685	130,914	-	6,771	95.08%		136,446	124,992	-	11,454	91.61%	
TOWN CLERK EXPENSES	40,650	24,382	10,000	6,268	59.98%		21,100	8,366	7,268	5,466	39.65%	
ELECTIONS SALARIES	24,065	5,811	-	18,254	24.15%		42,960	38,556	-	4,404	89.75%	
ELECTIONS EXPENSES	12,750	10,913	-	1,837	85.59%		15,033	14,469	-	564	96.25%	
CONSERVATION COMMISSION SALARIES	86,655	86,655	-	-	100.00%		85,552	85,552	-	0	100.00%	
CONSERVATION COMMISSION EXPENSES	3,950	1,822	-	2,128	46.12%		3,950	1,402	95	2,453	35.49%	
PLANNING BOARD SALARIES	111,678	100,577	-	11,101	90.06%		103,776	101,287	-	2,489	97.60%	
PLANNING BOARD EXPENSES	10,420	3,121	-	7,299	29.95%		9,310	1,755	-	7,555	18.85%	
BOARD OF APPEALS SALARIES	2,640	1,452	-	1,188	55.00%		2,620	2,059	-	561	78.59%	
BOARD OF APPEALS EXPENSES	2,050	507	-	1,543	24.76%		2,050	1,241	-	810	60.51%	
MASTER PLAN COMMITTEE SALARIES	1,452	-	-	1,452	0.00%		1,441	393	-	1,048	27.27%	
MASTER PLAN COMMITTEE EXPENSES	100	-	-	100	0.00%		100	-	-	100	0.00%	
TOWN BUILDING SALARIES	49,965	36,928	-	13,037	73.91%		49,470	28,632	-	20,838	57.88%	
TOWN BUILDING EXPENSES	91,500	77,978	230	13,292	85.22%		84,500	77,903	129	6,468	92.19%	
TOWN REPORT EXPENSES	6,038	6,038	-	-	100.00%		6,000	2,140	-	3,860	35.66%	
TOTAL GENERAL GOVERNMENT EXPENSES	\$ 2,072,995	\$ 1,817,855	\$ 12,298	\$ 242,843	87.69%		\$ 1,990,611	\$ 1,779,427	\$ 9,004	\$ 202,181	89.39%	
POLICE SALARIES	\$ 1,936,954	\$ 1,936,954	\$ -	\$ -	100.00%		\$ 1,749,056	\$ 1,748,455	\$ -	\$ 601	99.97%	
POLICE EXPENSES	269,615	250,553	18,824	238	92.93%		280,725	253,312	9,601	17,812	90.23%	
FIRE SALARIES	1,962,673	1,962,673	-	-	100.00%		1,864,661	1,864,369	-	292	99.98%	
FIRE EXPENSES	403,997	401,677	335	1,985	99.43%		365,516	353,466	106	11,944	96.70%	
BUILDING INSPECTION SALARIES	245,293	241,885	-	3,408	98.61%		242,145	228,120	-	14,025	94.21%	
BUILDING INSPECTION EXPENSES	28,250	22,526	82	5,641	79.74%		28,250	15,842	3,115	9,293	56.08%	
ANIMAL CONTROL SALARIES	23,194	23,194	-	-	100.00%		22,914	22,914	-	0	100.00%	
ANIMAL CONTROL EXPENSES	3,900	1,413	-	2,488	36.22%		3,900	449	-	3,451	11.52%	
CONSTABLE SALARIES	200	200	-	-	100.00%		200	200	-	-	100.00%	
TOTAL PUBLIC SAFETY EXPENSES	\$ 4,874,077	\$ 4,841,076	\$ 19,241	\$ 13,760	99%		\$ 4,557,367	\$ 4,487,128	\$ 12,822	\$ 57,417	98%	

TOWN OF MIDDLETON
GENERAL FUND EXPENSES - COMPARATIVE REPORT
FISCAL YEAR 2022 AND FISCAL YEAR 2021

	FISCAL YEAR 2022 (AS OF JUNE 30, 2022)					FISCAL YEAR 2021 (AS OF JUNE 30, 2021)				
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED
TRI-TOWN SALARIES	\$ 9,284,493	\$ 8,815,208	\$ 519,495	\$ (50,210)	94.95%	\$ 9,105,060	\$ 8,575,448	\$ 541,058	\$ (11,446)	94.18%
TRI-TOWN EXPENSES	3,870,098	3,421,176	78,151	370,771	88.40%	3,881,444	3,563,827	179,071	138,546	91.82%
MASCONOMENT ASSESSMENT EXPENSES	10,473,077	10,473,077	-	-	100.00%	10,204,052	10,204,052	-	-	100.00%
MASCONOMENT DEBT SERVICE EXPENSES	102,490	102,490	-	-	100.00%	103,740	103,740	-	-	100.00%
ESSEX TECH ASSESSMENT EXPENSES	735,809	735,809	-	-	100.00%	632,598	620,077	-	12,521	98.02%
ESSEX TECH DEBT SERVICE EXPENSES	73,647	73,647	-	-	100.00%	66,198	66,198	-	-	100.00%
OUT OF DISTRICT TUITION	-	-	-	-	0.00%	26,000	12,117	13,000	-	100.00%
TOTAL EDUCATION EXPENSES	\$ 24,539,614	\$ 23,621,407	\$ 597,646	\$ 320,561	96.26%	\$ 24,019,092	\$ 23,145,459	\$ 733,129	\$ 140,504	96.36%
DPW ADMIN SALARIES	\$ 757,169	\$ 690,717	\$ -	\$ 66,452	91.22%	\$ 686,645	\$ 621,015	\$ -	\$ 65,630	90.44%
DPW ADMIN EXPENSES	315,871	293,828	1,302	20,741	93.02%	314,921	285,562	35	29,324	90.68%
SNOW AND ICE SALARIES	50,000	48,767	-	1,233	97.53%	60,000	20,066	-	39,934	33.44%
SNOW AND ICE EXPENSES	255,750	253,917	-	1,833	99.28%	220,750	240,008	-	(19,258)	108.72%
TRANSFER STATION SALARIES	148,979	136,440	-	12,539	91.58%	133,123	124,913	-	8,210	93.83%
TRANSFER STATION EXPENSES	368,865	297,027	15,872	55,966	80.52%	322,200	319,329	-	2,871	99.11%
TOTAL PUBLIC WORKS EXPENSES	\$ 1,896,634	\$ 1,720,697	\$ 17,174	\$ 158,764	90.72%	\$ 1,737,639	\$ 1,610,893	\$ 35	\$ 126,711	92.71%
BOARD OF HEALTH SALARIES	\$ 114,826	\$ 114,767	\$ -	\$ 58	99.95%	\$ 113,332	\$ 113,206	\$ -	\$ 126	99.89%
BOARD OF HEALTH EXPENSES	24,800	18,191	-	6,609	73.35%	24,800	18,483	-	6,317	74.53%
COUNCIL ON AGING SALARIES	201,546	201,098	-	448	99.78%	197,970	170,080	-	27,890	85.91%
COUNCIL ON AGING EXPENSES	46,217	32,314	467	13,436	69.92%	46,217	25,193	2,974	18,050	54.51%
VETERANS AGENT SALARIES	19,888	19,888	-	-	100.00%	19,427	18,803	-	624	96.79%
VETERANS AGENT EXPENSES	66,900	23,403	-	43,497	34.98%	71,900	27,390	-	44,510	38.09%
TRI-TOWN COUNCIL EXPENSES	29,925	29,925	-	-	100.00%	29,925	29,925	-	-	100.00%
GARDEN CLUB EXPENSES	5,000	3,210	-	1,790	64.19%	5,000	2,718	-	2,282	54.36%
TOTAL HEALTH & HUMAN SERVICE EXPENSES	\$ 509,102	\$ 442,795	\$ 467	\$ 65,840	86.98%	\$ 508,571	\$ 405,799	\$ 2,974	\$ 99,798	79.79%
LIBRARY SALARIES	\$ 424,431	\$ 410,022	\$ -	\$ 14,409	96.61%	\$ 411,495	\$ 403,263	\$ -	\$ 8,232	98.00%
LIBRARY EXPENSES	190,847	189,778	740	329	99.44%	192,961	180,268	10,362	2,331	93.42%
RECREATION COMMISSION SALARIES	24,845	23,711	-	1,134	95.43%	23,830	1,149	-	22,681	4.82%
RECREATION COMMISSION EXPENSES	25,774	9,939	-	15,835	38.56%	25,774	4,583	-	21,191	17.78%
HISTORICAL COMMISSION EXPENSES	1,000	-	-	1,000	0.00%	1,000	-	-	1,000	0.00%
MEMORIAL DAY EXPENSES	5,000	3,940	-	1,060	78.79%	5,000	4,895	-	105	97.89%
CHIEF WILLIS DAY EXPENSES	5,000	5,000	-	-	100.00%	5,000	5,000	-	-	100.00%
TOTAL CULTURE & RECREATION EXPENSES	\$ 676,897	\$ 642,389	\$ 740	\$ 33,768	94.90%	\$ 665,060	\$ 599,157	\$ 10,362	\$ 55,541	90.09%
DEBT SERVICE EXPENSES	\$ 1,549,598	\$ 1,549,598	\$ -	\$ -	100.00%	\$ 1,403,116	\$ 1,348,778	\$ -	\$ 54,338	96.13%

TOWN OF MIDDLETON
GENERAL FUND EXPENSES - COMPARATIVE REPORT
FISCAL YEAR 2022 AND FISCAL YEAR 2021

	FISCAL YEAR 2022 (AS OF JUNE 30, 2022)						FISCAL YEAR 2021 (AS OF JUNE 30, 2021)					
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED		REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	
COMPENSATION RESERVE EXPENSES	\$ 15,470	\$ 13,525	\$ -	\$ 1,945	87.43%		\$ 69,297	\$ 10,038	\$ -	\$ 59,259	14.49%	
RETIREMENT EXPENSES	1,847,976	1,847,976	-	-	100.00%		1,645,959	1,645,959	-	-	100.00%	
UNEMPLOYMENT EXPENSES	15,000	7,249	-	7,751	48.33%		15,000	884	306	13,810	5.89%	
HEALTH INSURANCE EXPENSES	738,375	733,530	-	4,845	99.34%		709,055	690,452	2,081	16,522	97.38%	
LIFE INSURANCE EXPENSES	3,000	2,268	-	732	75.60%		3,000	2,416	54	530	80.53%	
MEDICARE EXPENSES	110,000	104,453	-	5,547	94.96%		104,000	102,940	-	1,060	98.98%	
TOTAL EMPLOYEE BENEFIT EXPENSES	\$ 2,729,821	\$ 2,709,001	\$ -	\$ 20,820	99.24%		\$ 2,546,311	\$ 2,452,689	\$ 2,441	\$ 91,181	96.32%	
RESERVE FUND**	\$ 82,660	\$ -	\$ -	\$ 82,660	0.00%		\$ 96,000	\$ -	\$ -	\$ 96,000	0.00%	
GENERAL INSURANCE EXPENSES	\$ 239,500	\$ 227,841	\$ -	\$ 11,659	95.13%		\$ 206,500	\$ 204,852	\$ -	\$ 1,648	99.20%	
CAPITAL EXPENSES	\$ 1,113,950	\$ 415,109	\$ -	\$ 698,841	37.26%		\$ 1,330,652	\$ 722,859	\$ -	\$ 607,793	54.32%	
STATE & COUNTY CHARGES	\$ 326,229	\$ 314,519	\$ -	\$ 11,710	96.41%		\$ 317,264	\$ 343,596	\$ -	\$ (26,332)	108.30%	
TOTAL EXPENDITURES	\$ 40,611,077	\$ 38,302,287	\$ 647,564	\$ 1,661,226	94.31%		\$ 39,378,182	\$ 37,100,637	\$ 770,767	\$ 1,506,779	94.22%	
TRANSFER TO SPECIAL REVENUE FUNDS	\$ -	\$ -	\$ -	\$ -	0.00%		\$ 121,821	\$ 121,821	\$ -	\$ -	0.00%	
TRANSFER TO VARIOUS STABILIZATION FUNDS	1,163,800	1,163,800	-	-	0.00%		-	-	-	-	0.00%	
TRANSFER TO OPEN TRUST	175,000	175,000	-	-	100.00%		75,000	75,000	-	-	100.00%	
TOTAL TRANSFERS OUT	\$ 1,338,800	\$ 1,338,800	\$ -	\$ -	100.00%		\$ 196,821	\$ 196,821	\$ -	\$ -	100.00%	
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 41,949,877	\$ 39,641,087	\$ 647,564	\$ 1,661,226	94.50%		\$ 39,575,003	\$ 37,297,458	\$ 770,767	\$ 1,506,779	94.24%	

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

**TOWN OF MIDDLETON
GENERAL FUND EXPENDITURES
FISCAL YEAR 2018 THROUGH FISCAL YEAR 2022**

	FY 2018 ACTUALS	FY 2019 ACTUALS	FY 2020 ACTUALS	FY 2021 ACTUALS	FY 2022 ACTUALS	% CHANGE 2021-2022
TOWN MODERATOR	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	0.00%
SELECTMEN	289,666	274,686	309,919	312,915	313,950	0.33%
FINANCE COMMITTEE	2,755	1,430	1,076	835	840	0.60%
TOWN ACCOUNTANT	120,377	160,824	157,968	166,600	195,468	17.33%
ASSESSOR	170,315	177,828	183,272	169,354	180,300	6.46%
TREASURER/COLLECTOR	230,322	238,308	227,933	245,814	232,193	-5.54%
CUSTODIAN OF TOWN LAND	2,500	2,500	2,500	2,500	2,500	0.00%
TOWN COUNSEL	85,458	67,485	81,402	70,157	70,317	0.23%
MANAGEMENT INFORMATION SYSTEMS	68,282	231,507	207,448	322,306	334,989	3.94%
TOWN CLERK	119,581	122,573	140,236	133,358	155,296	16.45%
ELECTIONS	14,463	36,481	24,301	53,025	16,724	-68.46%
CONSERVATION COMMISSION	49,613	59,595	76,274	86,954	88,476	1.75%
PLANNING BOARD	102,679	96,259	99,704	103,041	103,698	0.64%
BOARD OF APPEALS	3,137	2,593	2,475	3,300	1,959	-40.61%
MASTER PLAN COMMITTEE	610	750	512	393	-	-100.00%
TOWN BUILDING	102,447	107,701	104,145	106,535	114,906	7.86%
TOWN REPORT	2,383	3,077	1,910	2,140	6,038	182.21%
AUDIT*****	21,000	-	-	-	-	0.00%
STREET LIGHTS*****	45,913	-	-	-	-	0.00%
TOTAL GENERAL GOVERNMENT	\$ 1,431,700	\$ 1,583,797	\$ 1,621,273	\$ 1,779,427	\$ 1,817,855	2.16%
POLICE DEPARTMENT	\$ 1,824,534	\$ 1,765,810	\$ 1,986,988	\$ 2,001,767	\$ 2,187,507	9.28%
FIRE DEPARTMENT	1,704,924	1,883,275	1,948,427	2,217,835	2,364,351	6.61%
BUILDING INSPECTION	237,402	250,769	258,261	243,963	264,412	8.38%
ANIMAL CONTROL	21,414	21,087	24,012	23,363	24,607	5.32%
CONSTABLE	200	200	200	200	200	0.00%
TOTAL PUBLIC SAFETY	\$ 3,788,475	\$ 3,921,141	\$ 4,217,887	\$ 4,487,128	\$ 4,841,076	7.89%
TRI-TOWN	\$ 11,252,938	\$ 11,442,948	\$ 11,877,356	\$ 12,139,275	\$ 12,236,384	0.80%
MASCONOMET ASSESSMENT	9,241,983	9,415,414	9,968,088	10,204,052	10,473,077	2.64%
MASCONOMET DEBT	384,138	379,817	382,380	103,740	102,490	-1.20%
ESSEX TECH ASSESSMENT	539,119	736,492	699,698	620,077	735,809	18.66%
ESSEX TECH DEBT	69,732	85,826	76,455	66,198	73,647	11.25%
OUT OF DISTRICT TUITION	-	-	-	12,117	-	-100.00%
TOTAL EDUCATION	\$ 21,487,910	\$ 22,060,497	\$ 23,003,977	\$ 23,145,459	\$ 23,621,407	2.06%
PUBLIC WORKS	\$ 1,124,438	\$ 873,473	\$ 933,802	\$ 906,577	\$ 984,545	8.60%
SNOW & ICE***	\$ -	\$ 225,224	\$ 207,492	\$ 260,074	\$ 302,684	16.38%
TRANSFER STATION	370,223	403,445	431,443	444,242	433,467	-2.43%
TOTAL PUBLIC WORKS	\$ 1,494,661	\$ 1,502,143	\$ 1,572,737	\$ 1,610,893	\$ 1,720,697	6.82%
BOARD OF HEALTH	\$ 127,256	\$ 130,800	\$ 129,528	\$ 131,689	\$ 132,958	0.96%
COUNSEL ON AGING	195,981	200,182	211,230	195,273	233,411	19.53%
VETERAN'S AGENT	104,424	82,028	63,816	46,193	43,291	-6.28%
TRI-TOWN COUNSEL	28,500	28,500	28,500	29,925	29,925	0.00%
GARDEN CLUB	2,777	2,228	3,154	2,718	3,210	18.10%
TOTAL HEALTH & HUMAN SERVICES	\$ 458,937	\$ 443,737	\$ 436,228	\$ 405,799	\$ 442,795	9.12%
LIBRARY	\$ 507,760	\$ 539,211	\$ 549,973	\$ 583,531	\$ 599,800	2.79%
RECREATION	37,381	38,979	34,893	5,732	33,650	487.07%
HISTORICAL COMMISSION	394	1,000	-	-	-	0.00%
MEMORIAL DAY	5,928	4,503	3,142	4,895	3,940	-19.51%
CHIEF WILLS DAY	5,000	5,000	-	5,000	5,000	0.00%
TOTAL CULTURE & RECREATION	\$ 556,463	\$ 588,692	\$ 588,008	\$ 599,157	\$ 642,389	7.22%

**TOWN OF MIDDLETON
GENERAL FUND EXPENDITURES
FISCAL YEAR 2018 THROUGH FISCAL YEAR 2022**

	FY 2018 ACTUALS	FY 2019 ACTUALS	FY 2020 ACTUALS	FY 2021 ACTUALS	FY 2022 ACTUALS	% CHANGE 2021-2022
DEBT SERVICE EXPENSES	\$ 1,358,927	\$ 1,291,225	\$ 1,439,571	\$ 1,348,778	\$ 1,549,598	14.89%
COMPENSATION RESERVE EXPENSES	\$ 6,185	\$ 19,497	\$ 23,785	\$ 10,038	\$ 13,525	34.74%
RETIREMENT EXPENSES	1,300,187	1,409,336	1,460,009	1,645,959	1,847,976	12.27%
UNEMPLOYMENT EXPENSES	6,638	4,040	23,564	884	7,249	720.02%
HEALTH INSURANCE EXPENSES	765,596	731,260	700,298	690,452	733,530	6.24%
LIFE INSURANCE EXPENSES	2,521	2,057	2,313	2,416	2,268	-6.13%
MEDICARE EXPENSES	84,945	89,559	95,679	102,940	104,453	1.47%
TOTAL EMPLOYEE BENEFIT EXPENSES	\$ 2,166,073	\$ 2,255,750	\$ 2,305,648	\$ 2,452,689	\$ 2,709,001	10.45%
RESERVE FUND*	\$ 20,290	\$ 59,000	\$ 96,000	\$ 96,000	\$ 82,660	-13.90%
GENERAL INSURANCE EXPENSES	\$ 166,691	\$ 189,394	\$ 190,729	\$ 204,852	\$ 227,841	11.22%
CAPITAL EXPENSES	\$ 1,178,029	\$ 1,014,213	\$ 1,053,169	\$ 722,859	\$ 415,109	-42.57%
STATE & COUNTY CHARGES	\$ 422,654	\$ 434,387	\$ 330,070	\$ 343,596	\$ 314,519	-8.46%
TOTAL EXPENDITURES	\$ 34,530,809	\$ 35,343,976	\$ 36,855,298	\$ 37,196,637	\$ 38,384,947	3.19%
TRANSFER TO ENTERPRISE	\$ 5,117	\$ -	\$ -	\$ -	\$ -	0.00%
TRANSFER TO SPECIAL REVENUE FUNDS	-	-	11,629	121,821	-	-100.00%
TRANSFER TO STABILIZATION FUNDS	285,000	-	915,000	-	1,163,800	100.00%
TRANSFER TO OPEB TRUST	50,000	75,000	50,000	75,000	175,000	133.33%
TOTAL TRANSFERS OUT	\$ 340,117	\$ 75,000	\$ 976,629	\$ 196,821	\$ 1,338,800	580.21%
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 34,870,926	\$ 35,418,976	\$ 37,831,927	\$ 37,393,458	\$ 39,723,747	6.23%

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

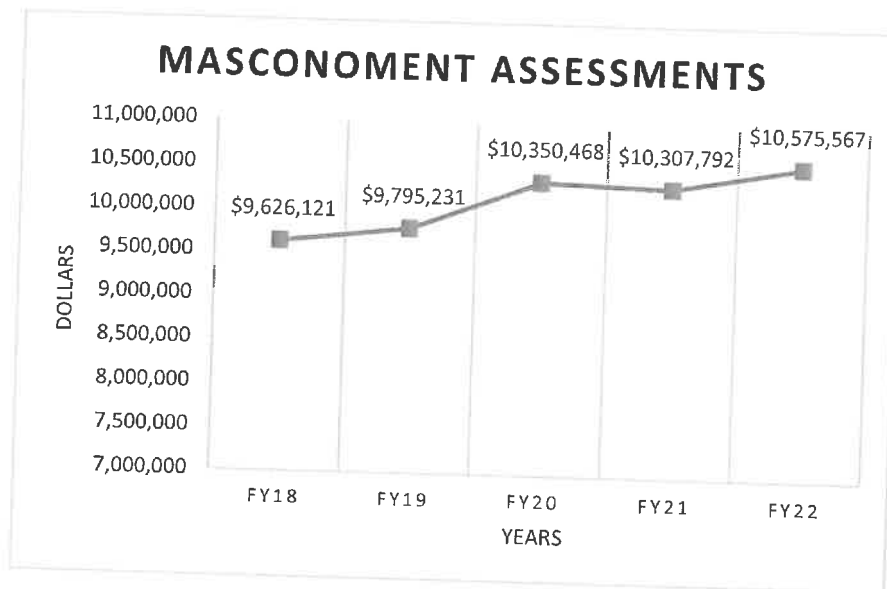
****Snow and Ice Department created in FY19 moved from DPW Admin Budget

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

**TOWN OF MIDDLETON
MASCONOMENT EXPENDITURES
FISCAL YEAR 2018 THROUGH FISCAL YEAR 2022**

<u>YEAR</u>	<u>ACTUAL*</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY18	\$ 9,626,121	\$ 121,851	1.27%
FY19	\$ 9,795,231	\$ 169,110	1.73%
FY20	\$10,350,468	\$ 555,237	5.36%
FY21	\$10,307,792	\$ (42,676)	-0.41%
FY22	\$10,575,567	\$ 267,775	2.53%

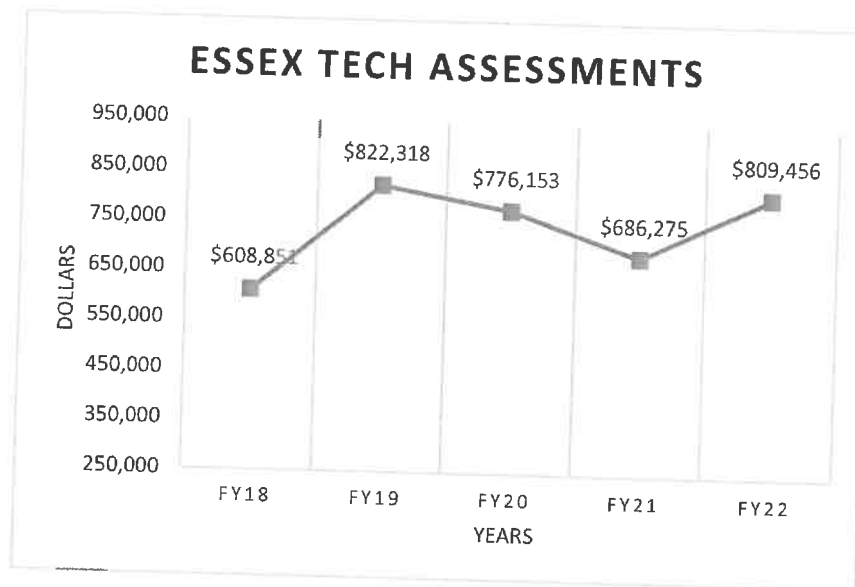
* Includes debt payments; does not include capital assessments



**TOWN OF MIDDLETON
ESSEX TECH EXPENDITURES
FISCAL YEAR 2018 THROUGH FISCAL YEAR 2022**

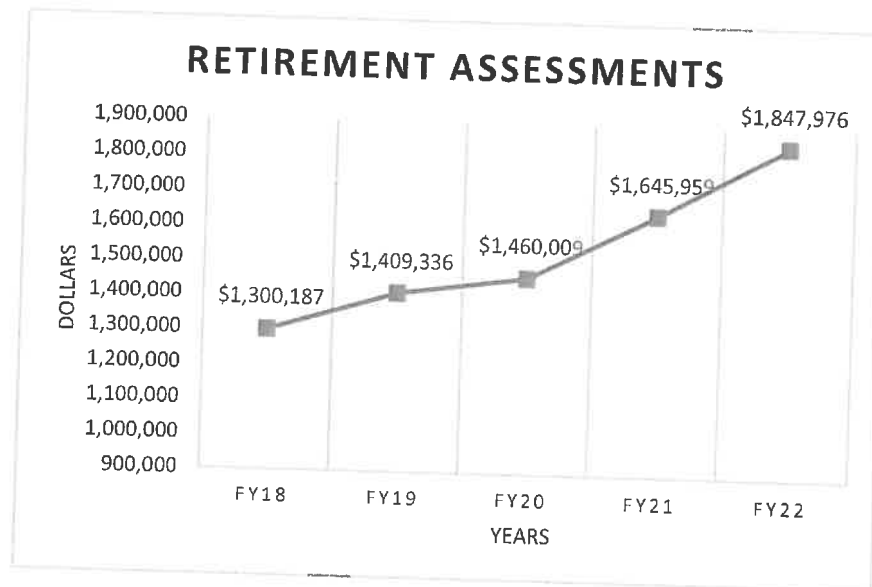
<u>YEAR</u>	<u>ACTUAL*</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY18	\$ 608,851	\$ 10,093	1.66%
FY19	\$ 822,318	\$ 213,467	25.96%
FY20	\$ 776,153	\$ (46,165)	-5.95%
FY21	\$ 686,275	\$ (89,878)	-13.10%
FY22	\$ 809,456	\$ 123,181	15.22%

* Includes debt payments; does not include capital assessments



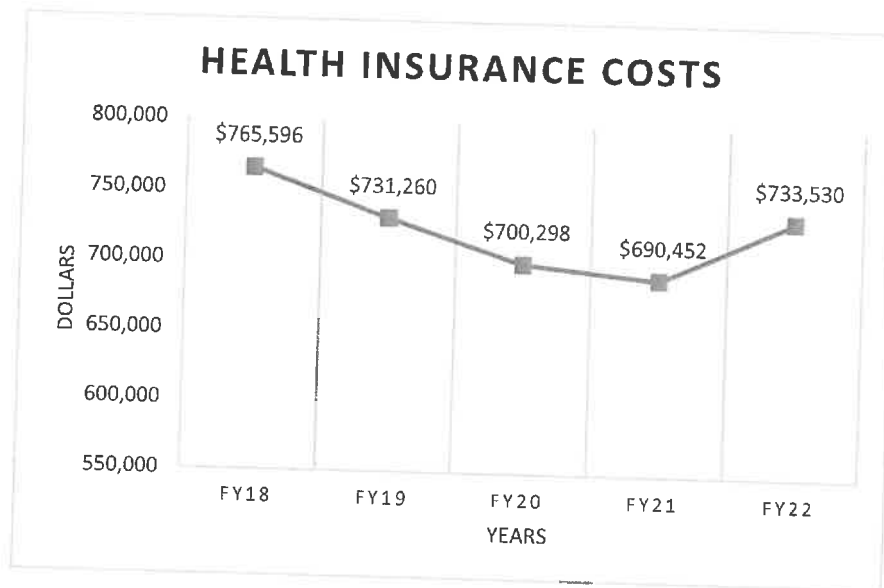
**TOWN OF MIDDLETON
RETIREMENT EXPENDITURES
FISCAL YEAR 2018 THROUGH FISCAL YEAR 2022**

<u>YEAR</u>	<u>ACTUAL</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY18	\$1,300,187	\$ 111,876	8.60%
FY19	\$1,409,336	\$ 109,149	7.74%
FY20	\$1,460,009	\$ 50,673	3.47%
FY21	\$1,645,959	\$ 185,950	11.30%
FY22	\$1,847,976	\$ 202,017	10.93%



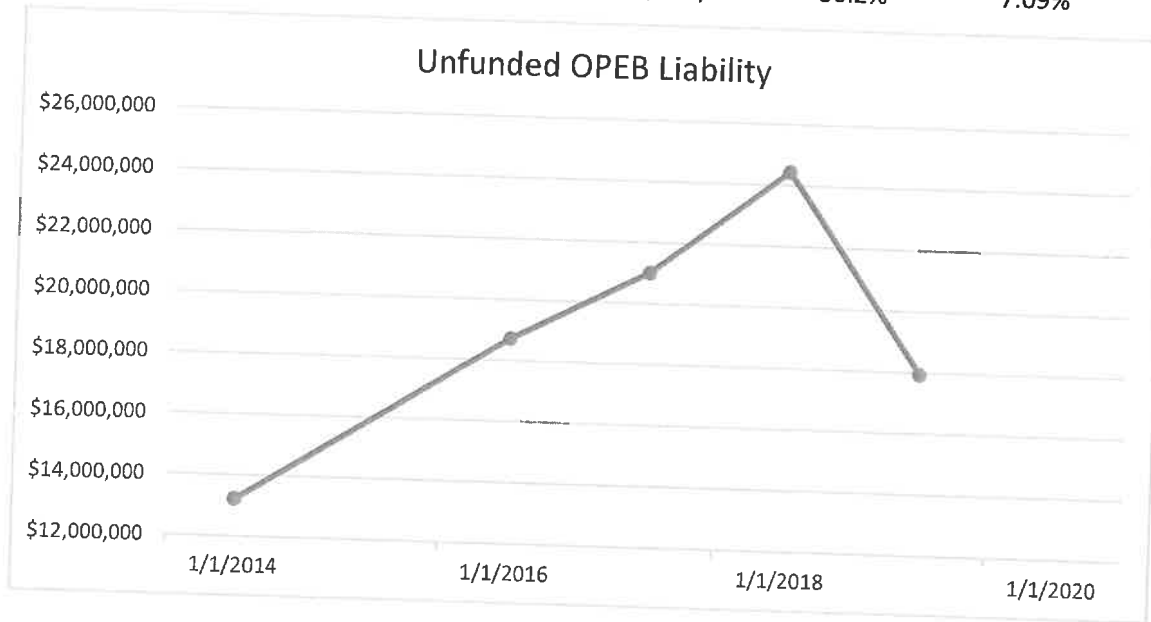
**TOWN OF MIDDLETON
HEALTH INSURANCE EXPENDITURES
FISCAL YEAR 2018 THROUGH FISCAL YEAR 2022**

<u>YEAR</u>	<u>ACTUAL</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY18	\$ 765,596	\$ 71,348	9.32%
FY19	\$ 731,260	\$ (34,336)	-4.70%
FY20	\$ 700,298	\$ (30,962)	-4.42%
FY21	\$ 690,452	\$ (9,846)	-1.43%
FY22	\$ 733,530	\$ 43,078	5.87%



TOWN OF MIDDLETON, MA
NET OPEB LIABILITY
ACTUARIALS DATED 7/1/14 THROUGH 7/1/19

<u>ACTUARIAL DATE</u>	<u>NET OPEB LIABILITY</u>	<u>CHANGE</u>	<u>% CHANGE</u>	<u>% FUNDED</u>
7/1/2014	\$13,216,570	\$ (710,080)	-5.4%	0.00%
7/1/2016	\$18,724,749	\$ 5,508,179	29.4%	4.25%
7/1/2017	\$21,003,940	\$ 2,279,191	10.9%	4.54%
7/1/2018	\$24,436,261	\$ 3,432,321	14.0%	5.03%
7/1/2019	\$17,937,213	\$ (6,499,048)	-36.2%	7.09%



**TOWN OF MIDDLETON, MA
OUTSTANDING LONG-TERM DEBT
FISCAL YEAR 2018 THROUGH FISCAL YEAR 2022**

<u>YEAR</u>	<u>OUTSTANDING</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY18	\$ 14,890,961	\$ (968,063)	-6.5%
FY19	\$ 13,904,898	\$ (986,063)	-7.1%
FY20	\$ 12,903,835	\$ (1,001,063)	-7.8%
FY21	\$ 11,977,772	\$ (926,063)	-7.7%
FY22	\$ 73,336,586	\$ 61,358,814	83.7%



Intermunicipal Agreement

Between

Masconomet Regional School District and the Towns of Boxford, Middleton and Topsfield
for Partial Funding of a School Resource Officer

This Intermunicipal Agreement ("Agreement"), dated _____, 2022, by and between Masconomet Regional School District, acting through its School Committee (hereinafter "School District") and the Towns of Boxford, Middleton and Topsfield, acting by and through their respective Police Chiefs and Select Boards (hereinafter "Towns") is entered into in accordance with the provisions of M.G.L. c. 40 §4A, upon the following terms and conditions:

I. Statement of Purpose

The School District and The Towns (hereinafter "Parties") agreed to the placement of a School Resource Officer (SRO) provided by the Police Departments to the School District as a viable resource in providing public safety to the School District's Middle and High School campus. This Agreement establishes a procedure for reimbursement for the sending communities to partially fund the expense of the assigned SRO(s).

II. Coordination with Memorandum of Understanding

Pursuant to M.G.L. c. 71 § 37P, on August 31, 2021, the School District, acting through its Superintendent, and the Towns, acting by and through their respective Police Chiefs, entered into a Memorandum of Understanding (MOU) for the deployment of SRO(s) at the School District.

III. Liability

Each party hereto shall be liable for the negligent or intentional acts and omissions of its employees.

IV. Term

This Agreement shall be in effect for Fiscal Year 2024. The Towns, acting through their Town Administrators, and the School District, acting through its Superintendent, shall work to develop a long-term successor agreement.

V. Miscellaneous

- A. Severability. If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this

Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

- B. Governing Law. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the Parties hereto submit to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.
- C. Entire Agreement. This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the Parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the Parties hereto.
- D. Hours. The SRO shall be on site at the School District during normal school hours throughout the school year as determined by the School District's School Calendar.
- E. Agreement incorporates the terms and conditions of the August 31, 2021 MOU as if set forth herein.

VI. Assignment

One Massachusetts Certified SRO shall be assigned to the School District from among those officers within the Towns that have been previously designated and selected in accordance with the MOU. The assignment schedule shall be mutually agreed upon by the Parties.

VII. Costs

In Fiscal Year 2024 (FY24), the annual cost shall not exceed Forty-Four Thousand Six Hundred Twenty Dollars (\$44,620). This annual maximum consists of a per diem rate of Two Hundred Thirty Dollars (\$230) for One Hundred and Ninety Four (194) days. Periodically, on an every two month basis, the Boxford Police Chief shall confirm the hours actually worked on site of the various designated SROs and shall communicate that information to the Towns respectively. The Towns individually shall be responsible for invoicing the District directly. Invoicing shall commence in FY24, for services rendered on or after July 1, 2023. At year-end, any final fiscal year invoices must be presented to the District for payment by June 30th. Invoices should be mailed directly to the District's Assistant Superintendent for Finance & Operations.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day and year first above written.

Masconomet Regional School District
BY its School Committee

Boxford Police Chief

Middleton Police Chief

Topsfield Police Chief

Town of Boxford BY its Select Board

Town of Middleton BY its Select Board

Town of Topsfield BY its Select Board

9.

This Contract is made this _____ day of _____, 2022, by and between the Town of Danvers, Massachusetts, with an address of 1 Sylvan Street, Danvers, MA 01923, acting through the Danvers Board of Selectmen (hereinafter the “Town of Danvers,” the “Town,” or the “Owner”), and the Town of Middleton, with an address of 48 South Main Street, acting through the Middleton Select Board (hereinafter the “Client”), (referred to collectively as “the parties”).

This contract is entered into pursuant to Section 6 of the Memorandum of Understanding (“MOU”) between the parties dated May 24, 2021, which is incorporated by reference herein, for additional services to be provided by the Owner to the Client pursuant to the terms and conditions of the MOU. In the event of any conflict between the MOU and this Contract, the terms of this Contract shall control.

1 . Scope of Services

The Town shall provide the additional services related to the provision of information technology management, as set forth in the attached scope of services (Exhibit A), which is incorporated herein by reference.

2. Standard of Care

The Town shall exercise due care and diligence in the rendition of all services under this Contract in accordance with the applicable professional standards in the Eastern Massachusetts area. The Town’s services shall be performed as expeditiously as is consistent with such standards, with professional skill and care, and with the orderly progress of the work. The Oversight of said standard of care between the parties shall occur through the Managerial and Emergency Points of Contact as outlined in Exhibit B.

3. Term

The term of this Contract shall be for three (3) years, commencing on _____, 2022 unless sooner terminated. The terms of the MOU, incorporated by reference, shall survive its expiration, if this contract is still in effect beyond the termination of the MOU.

4. Payment

In consideration for performance of the work in accordance with the requirements of this Contract, the Client shall pay the Town the prices set forth in the schedule of fees, attached hereto as Exhibit C and incorporated by reference, in addition to the payments made pursuant to the MOU.

Unforeseen miscellaneous expenses require the Client’s advanced written approval before the Town can seek reimbursement for such expenses.

All requests for payment shall be submitted to the Client in the form of an invoice, specifying

the work completed and associated fees. Invoices shall be submitted quarterly in duplicate, for the prior quarter, due thirty days after receipt by the Client.

If the Client objects to all or part of any invoice, the Client shall notify the Town in writing within two (2) weeks of the date of receipt of the invoice, and shall pay that portion of the invoice not in dispute within thirty (30) days after the date of receipt.

The Town shall obtain written approval from the Client prior to seeking any specialized services from a contractor which are not anticipated in the Schedule of Fees. Charges for such services shall be billed directly to the Client unless otherwise agreed upon by the parties.

5. Governing Law

This Agreement and all rights of the parties hereunder shall be governed by the laws of the Commonwealth of Massachusetts.

6. Indemnification

The respective Towns shall hold each other harmless from any and all claims related to employment or employee benefits, to the extent permitted by law, collectively bargained or otherwise, made by persons under their employ prior to the commencement of operations under the Agreement and arising from the establishment hereof. Each party to this Agreement shall be liable for the acts and omissions of its own employees and not for the employees of any other party in the performance of their obligations under this Agreement to the extent provided by the Massachusetts Tort Claims Act, G.L. c. 258. By entering into this Agreement, no Town/ party hereto has waived any governmental immunity or limitation of damages which may be afforded to it by operation of law.

7. No Personal Liability

Neither party, nor any of the officers, employees, boards, committees, commissions, agents and representatives of either, shall be under any personal obligation

or incur any personal liability by reason of this Contract, the execution thereof or anything relating thereto which arises out of the breach or violation of any provision of this Contract, or the violation of any Federal, Massachusetts or by-law, rule, regulation, order or directive, or which relates to personal injury or property damage suffered by either party or its employees, regarding the subject matter of this Contract.

8. Independent Contractor Status

The Town shall provide services under this Contract as an independent contractor of the Client and not as an employee of the Client. No employee, agent or representative of the Town shall be entitled to receive any benefits of employment from the Client, including without limitation salary, overtime, vacation pay, holiday pay, sick leave, health insurance, life insurance, pension or deferred compensation, and conversely no employee agent or representative of the Client shall be deemed an employee of the Town nor entitled to said benefits.

9. No Smoking

Pursuant to Massachusetts General Laws (M.G.L.) c. 270, §22, the Commonwealth of Massachusetts Smokefree Workplace Law, the Town, and the Client, their officers, employees, agents, and representatives shall refrain from smoking and from using tobacco products in any public building.

10. Delays/Force Majeure

Except as specifically set forth in this Contract, neither party shall hold the other responsible or liable for damages or delays in performance caused by acts of God, interruptions in the availability of labor, or other events beyond the control of the other party, or that could not have been reasonably foreseen or prevented. For this purpose, such acts or events shall include unusually severe weather, floods, epidemics, wars, riots, strikes, lockouts, or other industrial disturbances, protest demonstrations, and project site conditions which could not have been reasonably anticipated. Should such acts or events occur, both parties shall use their best efforts to overcome the difficulties arising and to resume as soon as reasonably possible the normal pursuit of the services for the Project.

11. Termination

- a. If the Town or the Client shall breach any provision of this Contract, which breach is not cured within twenty-one (21) days of written notice thereof, the Town or the Client shall have the right to terminate this Contract upon written notice to the Client.
- b. The Town or the Client may terminate this Contract for convenience upon one hundred and eighty (180) days' written notice.

12. Notices

Except as otherwise provided in this Contract all notices required or permitted to be given hereunder shall be in writing and shall be delivered by certified mail or registered mail, return receipt requested, to the parties at the following address or such other address or addresses as to which a party shall have notified the other party in accordance with this Section.

If to the Town: Town of Danvers
Attn: Colby Cousens
2 Burroughs Street
Danvers, MA 01923

With copies to: David A. De Luca, Esq.
Murphy, Hesse, Toomey & Lehane, LLP
300 Crown Colony Drive, Suite 410
Quincy, MA 02169

If to the Client: Town of Middleton
Attn: Jackie Bresnahan
Memorial Hall
48 South Main Street
Middleton, MA 01949

With copies to: Jason R. Talerman
Mead, Talerman, and Costa, LLC
730 Main Street, Suite 1F
Millis, Massachusetts 02054

13. Miscellaneous Provisions

a. Any action at law or suit in equity instituted as a result of the performance, non-performance or alleged breach of this Contract shall be filed in the Superior Court of the Commonwealth of Massachusetts for Essex County, MA, and in no other court or jurisdiction.

b. No action or failure to act shall constitute a waiver of a right or duty afforded to either party under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed to in writing. No forbearance or indulgence in any form or manner shall be construed as a waiver or in any way limit the legal or equitable remedies available to the Town or the Client. No waiver of any default or breach shall constitute a waiver of any subsequent default or breach.

c. The parties acknowledge that they havenot been influenced to enter into this Contract, or relied upon any warranties or representations not set forth in this instrument.

- e. The e shall maintain the confidentiality of information designated by either as confidential, unless withholding such information would violate the law or create a risk of significant harm to the public, or unless required to release such information by final judgment or order of a court of competent jurisdiction, or unless such confidentiality has expressly been waived in advance in writing to the extent allowed by law.
- f. Neither the Town nor the Client shall assign or subcontract in whole or in part this Contract or in any way transfer any interest in this Contract without the prior express written approval of the other.
- g. This Contract may be amended only by written mutual consent of the parties.
- h. This Contract constitutes the entire agreement of the parties and any other agreement, written or oral, that may exist is excluded from this Contract except for the terms of the above referenced MOU, which is incorporated by reference. When executed, this Contract supersedes any other agreement of any of the parties in connection with the transaction contemplated.
- i. If any provision, or portion thereof, of this Contract shall be adjudged to be invalid or unenforceable by final judgment or order of a court of competent jurisdiction the remaining provisions shall continue in effect to the extent permitted by law.
- j. The provisions of this Contract shall be binding upon and inure to the benefit of the heirs, assigns and successors in interest of the parties.
- k. This Contract may be executed in multiple counterparts and verifiable scanned or electronic signatures shall be sufficient to bind the parties.

[The remainder of this page is left intentionally blank.]

The Town of Danvers, MA

The Town of Middleton, MA

by: the Danvers Town Manager

by: the Middleton Select Board

Steve Bartha

Kosta E. Prentakis, Chair

Jeffrey P. Garber, Vice Chair

Brian M. Cresta

Richard Kassiotis

Deborah E. Carbone

Andrew J. Sheehan, Town Administrator

Dated: _____

Dated: _____

APPROVED AS TO AVAILABILITY OF APPROPRIATION:

This is to certify that an appropriation in the amount of this Contract is available therefor, and that the Middleton Select Board is authorized to execute this Contract and to approve all requisitions and execute change orders.

Finance Director/Town Accountant,
Town of Middleton

Dated: _____

APPROVED AS TO FORM:

, Esq.

Dated: _____

Exhibit A
Scope of Services

1. The Town of Danvers will provide access to expertise held collectively by the IT Department of the Town of Danvers.
2. IT positions in Danvers include IT Director, Assistant IT Director, Network Engineer, Systems Administrator, IT Project Manager, IT Office Coordinator.
3. Danvers will follow a methodology of planning and discovery, fundamental implementation, optimization, and maintenance over the life of the contract.
4. Primary responsibilities include but are not limited to a strategic review of Middleton's current IT status, goal setting for a future state, gap analysis, and definition of objectives to reach IT goals.
5. Offer ongoing strategic management of IT, full participation in Middleton building projects, and IT project management to implement strategic objectives defined by Danvers and accepted by Middleton.
6. Provide communications to all Middleton users regarding upcoming changes, updates, and potential outages they may be affected by.
7. IT budget analysis and development, invoice management and processing, including a preliminary budget meeting in October, final budget meeting in January, and a post Town Meeting procurement meeting in late May/Early June.
8. Interviews with key stakeholders as part of the strategic analysis.
9. Strategic network design recommendations and oversight of implementation.
10. Active Directory design recommendations and oversight of implementation.
11. Telephone and cellular service and management recommendations and oversight of implementation.
12. Endpoint device and deployment recommendations and oversight of implementation.
13. Recommendations for opportunities to leverage regional IT services and infrastructure.
14. Ongoing IT vendor vetting, vendor management, and procurement assistance.
15. Ongoing IT special project vetting and project management.
16. Ongoing development of IT related recommendations, initiatives, and deliverables based on observations of Middleton's IT environment, stakeholder requirements and the collective experience of the Danvers IT staff.
17. Ongoing evaluation of Middleton's cybersecurity posture.
18. Software evaluations and project management of implementation. Hardware evaluations, inventory, and project management of implementation.
19. General advisory services in response to normal IT operational questions.

20. Danvers will attend touch point meetings (e.g., quarterly business reviews with selected managed service provider for the North Shore IT Collaborative).
21. Analyses of business processes as candidates for modernization via information technology.
22. Assistance with management and implementation of current and ongoing Municipal Fiber project.
23. The Town of Danvers requires that the Town of Middleton retain the services of the selected managed service provider for the North Shore IT Collaborative. Help Desk services are out of scope of this agreement and will be provided by the partnership with the North Shore IT Collaborative Managed Services Provider.
24. The Town of Danvers will engage the services of the North Shore IT Collaborative Managed Services Provider for significant data collection throughout the strategic management process; no additional costs will be incurred without prior approval.
25. Middleton will designate a managerial point of contact as well as backups per service area for Danvers to engage with and report to. Protocol for managerial point of contact in Exhibit B.
26. Danvers will designate a point of contact for Middleton to engage with and respond for emergencies, including loss of services and outages. Said point of contact would be front line service to Middleton, regardless of Danvers' emergency status to allow for Middleton to have primary access due to any and all types of emergencies or issues. Protocol for emergency point of contact in Exhibit B.

Exhibit B

Managerial and Emergency Points of Contract

All managerial points of contact will be provided to Danvers within 5 business days of contract execution. All staffing changes to the managerial points of contact will be made in writing by the Middleton Town Administrator or Assistant Town Administrator/HR Director within 5 business days of staffing changes to the Danvers IT Director or Assistant IT Director.

All emergency points of contact will be provided to Middleton within 5 business days of contract execution. All staffing changes to the managerial points of contact will be made in writing by the Danvers IT Director or Assistant Director within 5 business days of staffing changes to the Middleton Town Administrator or Assistant Town Administrator/HR Director.

Exhibit C
Fee Structure

1. Flat monthly fee of **\$ 7,600** to be paid by the Town of Middleton to the Town of Danvers, which shall substantially include all information technology work identified in Exhibit A performed by the members of the department and related services by the department's support staff. For both parties understanding and convenience, all services provided will be itemized as outlined in Exhibit A.
2. Additional projects and initiatives outside of this agreement, as well as the parties' earlier agreements for the Regional IT collaborative and Cybersecurity agreement, as identified in this agreement, will be mutually agreed to by both parties and will be billed at the hourly rate of \$____, which is based on the average hourly rate for the current fiscal year of all Danvers IT employees. For projects subject to hourly billing, the parties agree to bill in increments of one-fourth (1/4) of an hour (or 15-minute intervals).

Exhibit D

Reporting templates and tracking

Project Monthly Status Report

Reporting Period: 08/04/2022-08/31/2022

Prepared by: Chris Serra

JAMF – Completed

Harbor Cameras - Completed

Forestry/Grounds Cutover – Completed

Internet Cutovers - Completed

Data Center Redesign – Completed

NSX Removal – Completed

Azure AD Password Syncing – In Progress

- **Accomplished:**
 - o Project has restarted
 - o Reconfigured from scratch and syncing without issues
 - o Re-enabled sync for all previous OU's
 - o Only using mail attribute to sync instead of name attribute
 - o Remove email address from AD account if we do not want an account synced
 - o Synced DPW-Town Hall and Retirement OU's
- **Issues:**
 - o Bryan will complete departments and update when he can during regional projects

Dispatch Computers Upgrade – In Progress

- **Accomplished:**
 - o Deployed Supervisor, Position 1 and 3 computers and monitors
 - o Fixed NICE issues on Position 1, 2, and Supervisor
- **Upcoming:**
 - o Deploy Position 4 – computer only

e-Permitting – In Progress

- **Accomplished:**
 - o Held dog permits meeting – no progress since
 - o Held internal meeting with Fire on 090722
 - Reviewed Smoke and CO permit, found issues with adding the inspection type to the record
 - OG never completed new Form 1 document template. Emailed Joe
 - Collected list of questions for next OG meeting
 - Bob Amerault sent signature
- **Upcoming:**
 - o Jim Butler to send fee schedule
 - o Continue working on vital records request forms for Birth, Death, and Marriage certificates
 - o Aaron working on application and renewals for dog permits
 - o Scheduled dog permits meeting for Monday 080822 as 6th record type
 - o Contract Integration
 - o Add account numbers to record types
 - o Fire to scan signatures to email and continue working on FCM and Smoke Permits
 - o Schedule follow up internal meeting with Fire

Endicott Park and Harbor Phones Upgrade – On Hold

- **Accomplished:**
 - o Spoke with Chris and Erika about the new phones. Decided no phone for Nature Center (Phone to be held as spare for Senior Center)
- **Upcoming:**
 - o Record general voicemail box message
 - o Brad to configure VLANs and routing on switches at Endicott and Harbor
 - o Deploy Phones
 - o Training
 - o Port numbers from Comcast
 - o Create Phantom extensions on Mitel system to continue dialing to locations

Engineering Network – On Hold

- **Accomplished:**
 - o No updates at this time

FortiEDR – In Progress

- **Accomplished:**
 - o Trainings back in session through 09/29/22 until 75% of clients are in protection

Irrigation Controllers – In Progress

- **Accomplished:**
 - o Project was paused due to COVID – connecting smart irrigation controllers to network via Ethernet, WiFi, or cellular
 - o Connected controllers at Fire and Town Hall last summer
 - o Connected Plains Park controller
 - o AT&T sending demo SIM cards to test connectivity with cell modules to determine if we can have an account with them
- **Upcoming:**
 - o Continue working with AT&T to get 5-6 controllers on cellular with Travis
 - o Continue working with School IT to connect high school controllers

Managed Print Services – In Progress

- **Accomplished:**
 - o Held intro meeting with Rob from NBM and discussed their Managed Print program. Kerri collecting usage on printers to send to Rob and get proposal
 - o Rob sent us HP Managed printer fleet and pricing on a few common models Danvers currently purchases
- **Upcoming:**
 - o Kerri to get second reads and then send to Rob

Munis Forms Migration – In Progress

- Accomplished:
 - o Boat Abatements and Motor Vehicle Excise Abatements resolved
 - o Continuing work with Jeremy to create custom design for Municipal Lien Certificate – no updates since last meeting
- Upcoming:
 - o Following up with Jeremy on MLC

Network Automation (LibreNMS) – On Hold

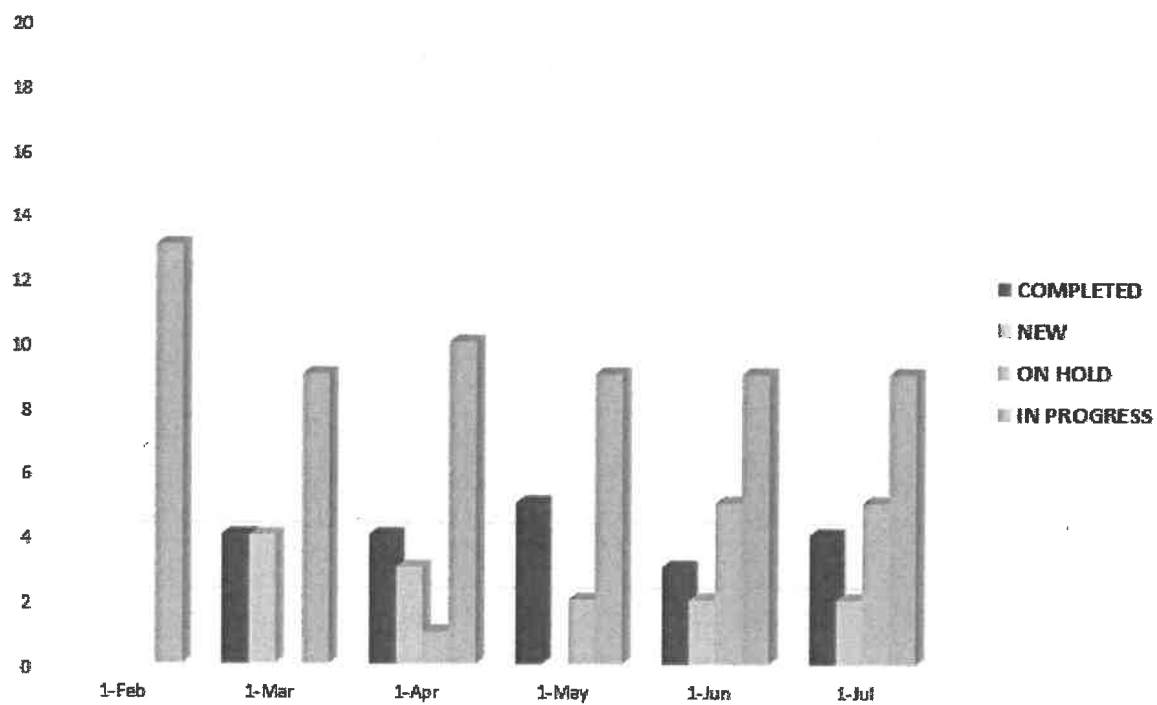
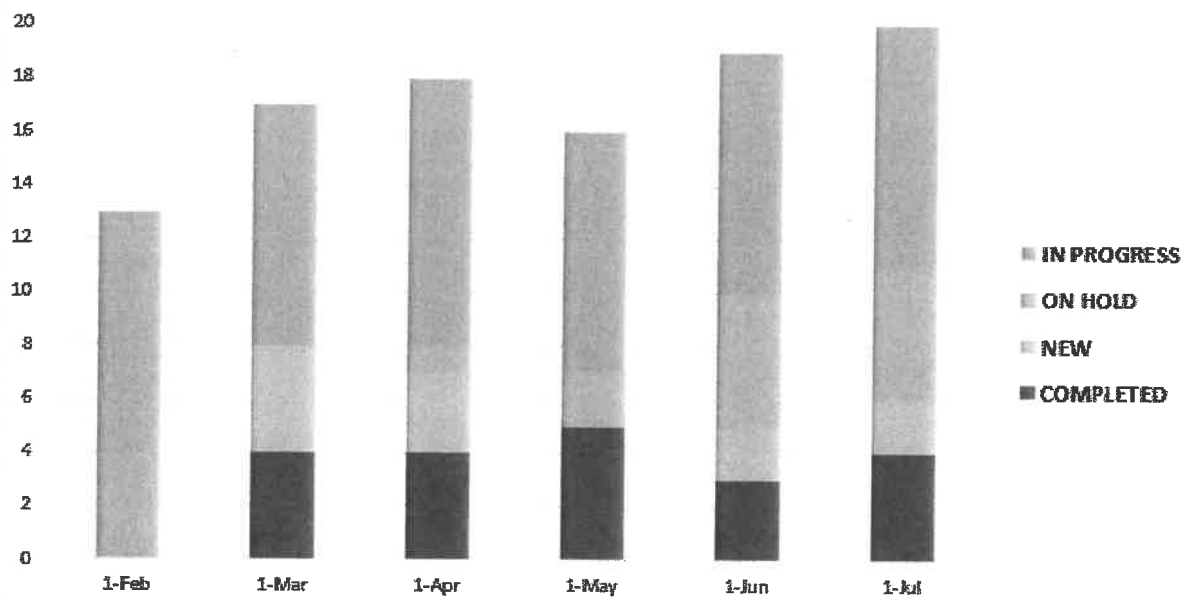
- Accomplished:
 - o No updates at this time
- Upcoming:
 - o Troubleshoot SNMP connection issues on substation firewalls
 - o Waiting for Jay Gomes' approval to add SCADA field devices
 - o Waiting until sometime in July to add elementary AP's to LibreNMS after they are migrated to Extreme Cloud

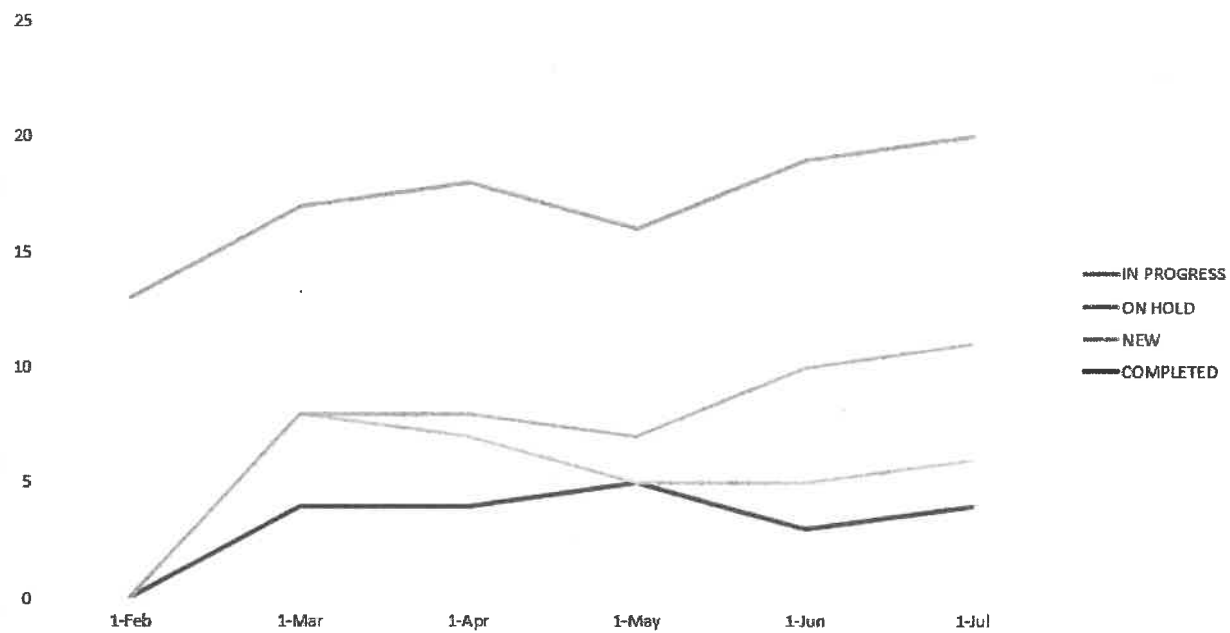
School Phone System Replacement – On Hold

- Accomplished:
 - o Router for Thorpe delivery pushed to 09/16/22 – will schedule install once it arrives
- Upcoming:
 - o Finish high school installation and configure new phone networks

Windows 7 Eradication

- Accomplished:
 - o No updates at this time
- Upcoming:
 - o Continue working with Phil Genuardo to swap his computer





Middleton Demand Management Summary

9/30/2022

High Value, Success Likely	High Value, Success will be difficult	Low Value, Success Likely	Low Value, Success will be difficult
Represents a High Value to Middleton and High Likelihood of Success	Represents a High Value to Middleton and Low Likelihood of Success	Represents a Low Value to Middleton and High Likelihood of Success	Represents a Low Value to Middleton and Low Likelihood of Success

Baseline Supply = 95

#	PROJECT	DESCRIPTION	VALUE TYPE	STRATEGIC ALIGNMENT	TEAM	TEAM PRIORITY	DEMAND	SUPPLY	DEPARTMENT	STATUS	TECH. LEAD	ADDITIONAL RESOURCES & VENDORS	START	END	BUDGET	Highlights
1										1 - IN PROGRESS						
2								0		1 - IN PROGRESS						
3								0		1 - IN PROGRESS						
4								0		1 - IN PROGRESS						
5								0		2 - LAGGING						
6								0		1 - IN PROGRESS						
7								0		2 - LAGGING						
8								0		1 - IN PROGRESS						
9								0		1 - IN PROGRESS						
10								0		1 - IN PROGRESS						
11								0		1 - IN PROGRESS						
12								0		1 - IN PROGRESS						
13								0		1 - IN PROGRESS						
14								0		1 - IN PROGRESS						
15								0		1 - IN PROGRESS						

Middleton Demand Management Summary

High Value, Success Likely	Value to Middleton and High Likelihood of Success	Represents a High Value to Middleton and High Likelihood of Success
High Value, Success will be difficult	Value to Middleton and Low Likelihood of Success	Represents a High Value to Middleton and Low Likelihood of Success
Low Value, Success will likely	Value to Middleton and Low Likelihood of Success	Represents a Low Value to Middleton and Low Likelihood of Success
Low Value, Success will be difficult	Value to Middleton and High Likelihood of Success	Represents a Low Value to Middleton and High Likelihood of Success

Baseline Supply = 35

#	PROJECT	DESCRIPTION	VALUE TYPE	STRATEGIC ALIGNMENT	TEAM	TEAM PRIORITY	DEMAND	SUPPLY	DEPARTMENT	STATUS	TECH. LEAD	ADDITIONAL RESOURCES & VENDORS	START	END	BUDGET	Highlights
16								0	1 - IN PROGRESS	1 - IN PROGRESS						
17								0	1 - IN PROGRESS	2 - LAGGING						
18								0	1 - IN PROGRESS	2 - LAGGING						
19								0	1 - IN PROGRESS	1 - IN PROGRESS						
20								0	1 - IN PROGRESS	1 - IN PROGRESS						
21								0	2 - LAGGING	2 - LAGGING						
22								0	2 - LAGGING	2 - LAGGING						
23								0	2 - LAGGING	2 - LAGGING						
24								0	3 - PENDING STATE	3 - PENDING STATE						
25								0	3 - PENDING STATE	3 - PENDING STATE						
26								0	3 - PENDING STATE	3 - PENDING STATE						

Town of Middleton Massachusetts



SPECIAL TOWN MEETING

Tuesday, October 18, 2022

Howe Manning School Gymnasium
26 Central Street, Middleton, MA

Fire Chief Thomas 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 36 years: 12 years as a Call Firefighter, 3 years as a Fulltime Firefighter, 6 years as a Lieutenant, 9 years as Captain, 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 memorializing Town activities for future generations. We extend our best wishes for a long and happy retirement.



Amy LeMay: Special thanks and congratulations to Amy LeMay, who retired in September 2022 after 16 years of service to the Town working in the Treasurer/Collector's Office in Memorial Hall. Amy served as a friendly face to tax payers and staff alike in Memorial Hall and we thank her for her many years of dedicated service. 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.
Deborah J. 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, borrow, 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 supplements monies, if necessary, to meet departmental expenses in the current fiscal year ending on June 30, 2023. The total anticipated amount is \$65,000 with \$50,000 funded from free cash to compensation reserve and \$15k to be raised and appropriated. This includes funding for Fire Department equipment repairs, vacation buyouts for retirees, and the cost of a Gross Land Area Management (GLAM) Study as part of the Town's review of its affordable housing needs. Requires a simple majority vote.

ARTICLE 3. On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to pay bills of prior fiscal years; or take any other action relative thereto.

Purpose: This article will appropriate monies from Free Cash to fund the payment of bills from prior fiscal years. The total anticipated amount is \$5,000. This requires a 9/10 majority vote.

ARTICLE 4. On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds to 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 agreements have been reached with the Middleton Call Firefighters Association and the Middleton Clericals. The anticipated amount is \$31,000, of which \$10,000 is from Free Cash and \$21,000 is to be raised and appropriated. 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 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. This includes \$10,000 for a Clerical Compensation Study funded from Free Cash. 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, borrow, or transfer from available funds to the following reserve accounts:

- Stabilization Fund
- Capital 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 from Free Cash. The total amount anticipated to be requested is \$250,000, with \$50,000 being allocated in each listed fund. Requires a simple majority vote.

ARTICLE 7. On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum of money for any expenses incurred by the Town, including, but not limited to analysis, study, or legal costs associated with the proposed redevelopment of 49 South Main Street/10-18 Boston 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 redevelopment of 49 South Main Street/10-18 Boston Street, formerly the Angelica's parcel. The anticipated amount is \$50,000 from Free Cash. Requires a simple majority vote.

ARTICLE 8. On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds certain sums of money to 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.

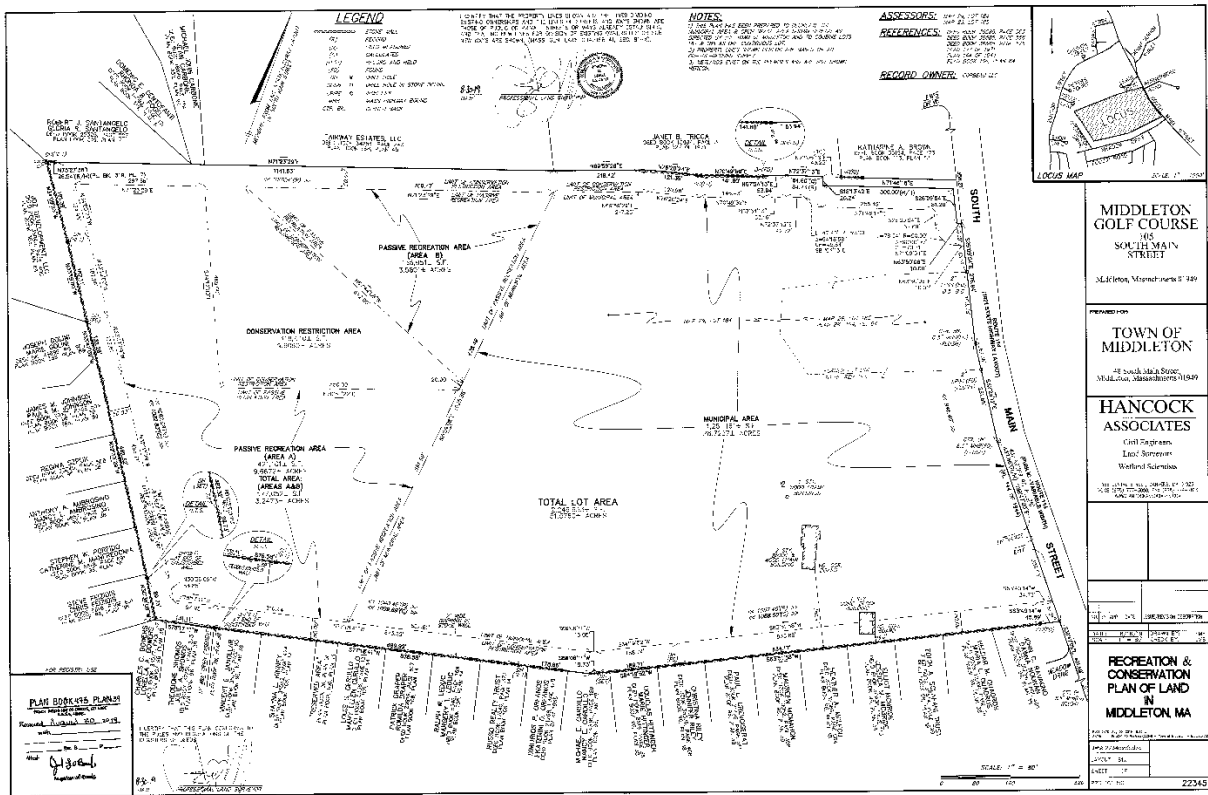
ARTICLE 9. On petition of the Select Board and Finance Committee, to see if the Town will authorize the Select Board to acquire by purchase, gift, or eminent domain easements and/or fee interests in property and/or parcels necessary for the Maple Street Bridge reconstruction project; and to authorize 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. Plans and/or descriptions are available for viewing in the Department of Public Works or Town Clerk's Office. Requires a 2/3 majority vote.

ARTICLE 10. 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 184 on Middleton Assessor's Map 29 consisting of 51.576 acres 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 Select Board to convey a conservation restriction on a portion of the property at 105 South Main Street. The conservation restriction will cover approximately 22.85 acres of land. See exhibit on next page for reference. Requires a 2/3 majority vote.

Article 10 Exhibit



ARTICLE 11. 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 12. 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 13. 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 Municipal Affordable Housing Trust Fund 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 for the funding of community housing, and to amend the Town's General By-Laws by adding the following as Chapter 4 for the administration of the same, or to take any other action relative thereto.

Town of Middleton General Bylaws Chapter 4, Affordable Housing Trust Fund

Section 1 Affordable Housing Trust Fund

There shall be an Affordable Housing Trust Fund, herein referred to as the "Trust", which shall be governed by a Board of 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 Purpose

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 for the funding of community housing.

Section 3 Board of Trustees

There shall be a Board of Trustees ("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; 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; and one (1) member of the Finance Committee or its designee. The Trustees shall designate a chair, vice chair, treasurer, and clerk.

Section 4 Tenure of Trustees

Trustees shall serve for a term not to exceed two years except that two of the initial Trustee appointments shall be for a term of one year and may be re-appointed at the discretion of the Select Board. "Cause" for removal may include excessive absences from Trust meetings. Any Trustee may resign by written instrument signed and acknowledged by such Trustee and duly filed with the Town Clerk. 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.

Section 5 Meetings of the Trust

Meetings of the Trustees 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 6 Powers of Trustees

The powers of the Board, all of which shall be carried on in furtherance of the purposes set forth in M.G.L. c. 44 § 55C, and inclusive of any future amendments, and pursuant to the provisions of a Declaration of Trust to be approved by the Select Board, shall include the following:

- (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 by-law 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 Middleton Community Preservation Committee 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.

The Trustees are authorized to execute a Declaration of Trust and Certificate of Trust for the Middleton Affordable Housing Trust Fund, subject to approval by the Select Board.

Section 7 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 8 Acts of Trustees

A majority of Trustees, as fully constituted, 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 post 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.

Notwithstanding any general or special law to the contrary, all moneys paid to the trust in accordance with any zoning ordinance or by-law, 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 9 Liability

Neither the Trustees nor any agent or officer of the Trust shall have the authority to bind the Town of Middleton, except in the manner specifically authorized herein. 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.

Section 10 Amendments

This Declaration of Trust may be amended from time to time except as to those provisions specifically required under M.G.L. Chapter 44 Section 55C and Middleton By-laws, 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 11 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 12 Duration of the Trust

This Trust shall be of indefinite duration. However, it may be terminated by a vote of Town Meeting that terminates the Trust and repeals this Bylaw. 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 13 Recording

A Declaration of Trust shall be recorded with the Southern Essex District Registry of Deeds and filed with the Southern Essex District of the Land Court, following approval by the Select Board. The Select Board may authorize the Trustees to execute, deliver and record with the Registry of Deeds and Land Court any documents required for any conveyance authorized hereunder.

Purpose: This article authorizes the creation of an Affordable Housing Trust. Affordable Housing Trusts (AHTs) are created to assist municipalities in meeting affordable housing goals, including, but not limited to, reaching the mandated 10% of housing stock deemed “affordable” under Chapter 40B. Requires a simple majority vote.

ARTICLE 14. 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 RELATIVE TO THE NUMBER OF ALL ALCOHOLIC BEVERAGE LICENSES IN THE TOWN OF MIDDLETON.

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

SECTION 1. Notwithstanding the provisions of section seventeen of chapter one hundred and thirty-eight of the General Laws, or any other general or special law or any rule or regulation to the contrary, the licensing authority of the town of Middleton is hereby authorized to issue eight (8) additional licenses for the sale of alcoholic beverages, as follows: two (2) licenses for the sale of all alcoholic beverages to be drunk off the premises; two (2) licenses for the sale of wine and malt beverages to be drunk off the premises; two (2) licenses for wine and malt beverages to be drunk on the premises under the provisions of section twelve of said chapter one hundred and thirty-eight; and two (2) seasonal licenses for the sale of wine and malt beverages. Said licenses shall be subject to all of the provisions of said chapter one hundred and thirty-eight except said section seventeen.

SECTION 2. This act shall take effect upon its passage.

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.

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
Post Office

Flint Public Library
Howe's Station Market

Ferncroft Towers
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 20th day of September in the year Two Thousand Twenty-Two.

MIDDLETON SELECT BOARD







A true copy Attest:

Constable of the Town of Middleton

Date Posted

Parliamentary Procedures and Rules for Town Meeting

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

Rules and Procedures:

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

More Formal Parliamentary Procedures:

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

Consent Agenda

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

Motions

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

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

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

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

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

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

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

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

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

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

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



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

TOWN OF MIDDLETON TALENT BANK APPLICATION

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

Names: _____ Telephone: _____

Address: _____ Bus. Telephone: _____

Email Address: _____

Occupation: _____

Background Experience: _____

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

_____ Board of Health	_____ Recreation Commission
_____ Council on Aging	_____ Historical Commission
_____ Finance Committee	_____ Planning Board
_____ Board of Appeals	_____ Industrial Commercial Development Review Committee
_____ Conservation Commission	_____ Zoning Bylaw Review Committee
_____ Cultural Council	_____ Other: _____
_____ Other: _____	_____ Other: _____

Amount of Time Available: _____

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

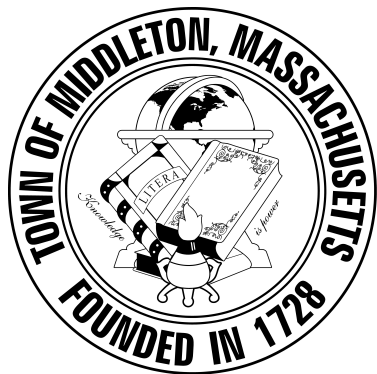
_____ Winter _____ Spring _____ Summer _____ Autumn

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

Signature

Date

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



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

PRESORTED
Standard
U.S. POSTAGE
PAID
Woburn, MA
Permit 88

**ECRWSS
Residential
Customer**