

**MIDDLETON SELECT BOARD**  
**MEETING AGENDA (AMENDED)**  
**FULLER MEADOW ELEMENTARY SCHOOL**  
**NATHAN MEDIA CENTER**  
**143 SOUTH MAIN STREET, MIDDLETON, MA 01949**  
**TUESDAY, FEBRUARY 20, 2024**  
**6:00 PM**

***This meeting is being recorded - Public Zoom Participation will not be available for this meeting***

6:00 pm      1. Business

- a. Warrant:      2417 and FP33
- b. Minutes:      February 6, 2024 OS; February 6, 2024 ES
- c. Acceptance of donations:
  - i.      \$1,000 to the Middleton Food Pantry from Bethesda Lodge
- d. Town Administrator Updates and Reports

6:10 pm      2. Public Comment

6:20 pm      3. Recommendation by the Police Chief for the Appointment of full-time Police Officer: Roby Deschenes

6:25 pm      4. Appointment of the tenant member of the Middleton Housing Authority

- a.      Candidate: Sharon Purchase (5 year term – 2029)

6:30 pm      5. Joint meeting with the Middleton Charter Review Committee

- a.      Discussion of potential charter amendments and timeline for Annual Town Meeting 2024

7:00 pm      6. Continue Review of Articles for Warrant for the Annual Town Meeting on May 14, 2024

7:15 pm      7. Approval of vendor contract for Middleton Communications Tower

7:30 pm      8. Follow Up: MSBA Vote to Authorize Superintendent of Schools Scott Morrison to submit a Statement of Interest for Fuller Meadow School roof repairs

7:45 pm      9. Updates & Announcements

8:00 pm      10. Executive Session pursuant to G.L. c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining negotiations: All collective bargaining

11. Executive Session pursuant to G.L. c. 30A, s. 21(a)(2) To conduct strategy sessions in preparation for negotiations with nonunion personnel: Review new non-union classifications for three positions (all positions previously unclassified) and review market rate adjustment recommendation from the Collins Center.

Upcoming Meetings:

March 3  
March 5 and 19  
March 28

Capital Budget Saturday Meeting at 8:30 am  
Regular Select Board Meetings  
Budget Hearing and Warrant Reading

*The Board reserves the right to consider items on the agenda out of order. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

MEETING MINUTES  
 MIDDLETON SELECT BOARD MEETING  
 FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER  
 143 SOUTH MAIN STREET, MIDDLETON, MA 01949  
 TUESDAY February 6, 2024 at 6:00 PM

*This meeting was in person, broadcast live and recorded by Civic Media and posted on You Tube.*

Select Board Present: Chair Jeff Garber; Rick Kassiotis, Clerk; Brian Cresta Kosta Prentakis. Not present: Debbie Carbone

Others Attending: Justin Sultzbach, Town Administrator (TA); Jackie Bresnahan Assistant Town Administrator (ATA) /Human Resource Director; and others as noted.

*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.*

*With a quorum present Chair Garber called the meeting to order at 6 pm.*

**Business**

- a. **Warrant 2416 -February 8, 2024** : Payroll \$ 838,200; Bills payable \$ 3,791,914 (incl \$2.7M Masco Assessment); FP: 33 -Held.
- b. **2416M** – (postage for motor vehicle excise)

The Town Accountant/Finance Director Sarah Wood has reviewed the warrant and requested the Board's approval. Town Administrator Sultzbach provided a brief overview of the warrant presented for approval.

*On a motion by Prentakis second by Cresta, the Select Board voted unanimously to approve Warrant # 2416 & 2416M as presented.*

- c. **Minutes – On a motion by Prentakis second by Cresta, the Board voted unanimously to approve the minutes of January 9, 2024; January 23, 2024 OS; January 23, 2024 ES** as presented.
- d. **Acceptance of Donations – On a motion by Kassiotis, seconded by Cresta, the Board voted unanimously to accept the donation of \$500 to the Middleton Food Pantry from Eagle Bank.**
- e. **Town Administrator updates & Reports – J. Sultzbach**
- f. Work is ongoing for our Bottleneck Reduction Grant. We have been approved funds for the design phase of this potential improvement to the Washington St/Central St. Construction funds will also be covered, capped at \$500,000. Huge thanks to Katrina and Paul for their work on this.
- g. Coneco has been selected as the third party engineer to review storm water issues around Couture Way. We continue to monitor the situation and will communicate any updates to residents as we receive them.
- h. We have been having conversations with the Morin-Cameron group of Danvers to take a look at preliminary engineering for the Locust Street Parcel. We anticipate to have a proposal ready for the end of February.

- i. Our Salary Survey is ongoing, with results expected for the end of this week. This will in part in form some aspects of the budget, however the overall impact should not be too significant given the overall size of our budget.
- j. We have officially received word from the US Fish & Wildlife Service that our Incidental Take Permit has been approved for the Municipal Building Project. A huge thanks to ATA Bresnahan, Conservation Agent Kent and our entire team for all of their work on this important piece.
- k. Our OPM has been working diligently with our Architect to keep the Municipal Building project on schedule. I(J. Sultzbach) am happy to confirm that final drawings are expect to be released later this month, with subcontractor bids expected back for late March.
- l. I (J. Sultzbach) met with the Charter Review Committed back on Tuesday, January 30<sup>th</sup>. I appreciate the opportunity to hear about everything they have been reviewing. I expect them to come to a future Select Board to walk this group through some of the conversations they have been having.
- m. I (J. Sultzbach) met with COA Director Jillian Smith yesterday to take a look at the rock wall and discuss the future (if any) for that project.
- n. Sunday Feb 11 First annual Rail Trail Chocolate Walk, a round trip walk of 2.5 miles. R. Kassiotis added this celebrates where the Towns of Danvers and Middleton trails meet.

**2. Public Comment - There was none.**

**3. Department Head Updates:** Kristin Kent, Conservation Agent

K. Kent noted permitting for work in wetlands and stormwater permitting has become a significant part of the work through the Conservation office due to increased construction and results of severe weather; the process involves timely site visits. K. Kent fielded questions from the board during which time it was noted the DPW Director for a municipality often have the responsibility of stormwater permits. A consultant was hired to review flooding water issues in certain neighborhoods in town. K. Kent noted the town received its first Eagle Permit required for the facilities project construction with resident eagles in the area. The Board spoke in support of Peer reviews, specifically to determine if the engineering / developer is responsible. K. Kent reported 100% of the Conservation records will be digitalized by the end of the month.

**4. Vote on new common victualler license from Boba Tea & Snow Ice House, 248 S. Main Street, Manager Srey Pich Chat -** Srey Pich Chat was present and spoke on the new establishment which will be open 7 days a week with counter seating.

*On a motion by Cresta seconded by Prentakis the Board voted unanimously to approve a common victualler license from Boba Tea & Snow Ice House, 248 S. Main Street, Manager Srey Pich Chat.*

**5. MSBA Vote to authorize Superintendent of Schools Scott Morrison to submit a Statement of Interest for Fuller Meadow School roof repairs -** J. Sultzbach summarized this request is for the roof repair for the “new modular section” roof of the Fuller Meadow School. A vote of interest to proceed is needed from the school Committee and Select Board, but the scope of work/estimates has not been received to date. This project may be a part of the capital projects for MSBA (Massachusetts School Board Authority) grant funding.

**6. Follow up discussion on Operating Budget Saturday meeting-** J. Sultzbach reviewed the current deficit and he is working closely with finance and department heads to tighten up the budget; this is ongoing at this time.

The importance of keeping residents information was reiterated and the reasoning behind the increases including mandates, salaries, insurance.

**7. Declaration of Surplus: Council on Aging chairs (21 red & 9 blue without wheels, 13 Burgundy & 8 blue with wheels)**

*On a motion by Prentakis, seconded by Cresta, the Board voted unanimously to declare the COA chairs surplus.*

**8. Board & Committee Appointments**

- COA Board (1) Margaret Alfonso (present); Joanne Plourde; Joseph Scott (present)

*On a motion by Cresta seconded by Prentakis, the Board voted unanimously to appoint Margaret Alfonso to the Council on Aging for a term through June 30, 2025.*

- Cultural Council (2) Margaret Alfonso; Joanne Plourde

*On a motion by Cresta seconded by Kassiotis, the Board voted unanimously to appoint Margaret Alfonso to the Cultural Council for a term through June 30, 2026.*

- ICDRC (1 & 2 Alt) Peter Graziani; Margaret Alfonso- **This appointment was held.**

- Recreation Commission. (1) Laura Hillary

*On a motion by Kassiotis seconded by Cresta, the Board voted unanimously to appoint Laura Hillary to the Recreation Commission for a term through June 30, 2026.*

- Discuss Scheduling a joint meeting with Planning Board for Planning Board alternate candidates.  
This appointment will be on the February 20 meeting as well as the Housing Authority.

**9. Updates & Announcements**

February 11 – Chocolate walk on the Middleton/Danvers Rail Trail

**10. Executive Session: 7:15pm**

*On a motion by Cresta, seconded by Kassiotis, the Board voted unanimously by roll call to enter into Executive Session pursuant to GLC 30A s. 21 (a) (2) to discuss strategy with respect to non-union personnel: contract extension discussion for Police Chief and Fire Chief and not to return to open session but adjourn directly from Executive Session.*

***Adjournment: The Board unanimously adjourned at 7:30 pm.***

**Upcoming Meetings:**

Select Board Meetings: February 20; March 5 & 19

March 3 – Capital Budget Meeting 8:30 AM

March 28- *Budget Hearing & Warrant Reading*

*Respectfully submitted by,*

Catherine E. Tinsley

Catherine Tinsley, Recording Secretary

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Rick Kassiotis, Select Board Clerk

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

- Agenda: February 2, 2024
- Warrant # 2416 & 2416M
- Minutes: *January 9, 2024; January 23, 2024 OS; January 23, 2024 ES*
- *Email re Donation- J. Smith 1/30/24*
- Common Victualler License Boba Tea & Show Ice House Application
- Memo J. Sultzbach Re, Fuller Meadow Roof 2/6/24
- COA – Surplus chair photo
- Board & Committee applications



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

(1c)

February 6, 2024

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

Re: Middleton Food Bank Donation

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

Thank you,

*Jillian Smith*

Jillian Smith  
COA Director

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

Date: 1/30/224

Name: Bethesda Lodge No 30 I O O F

Donation: \$1,000.00

Check Number 3116

This donor would like to remain anonymous

Yes

xx No



# MIDDLETON POLICE DEPARTMENT

65 N. MAIN STREET

MIDDLETON, MA 01949

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

<http://www.middletonma.gov>

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**WILLIAM P. SAMPSON**  
**CHIEF OF POLICE**

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February 16, 2024

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

**Re: Letter of recommendation to re-appoint Roby Deschenes to Full-time Police Officer**

Dear Town Administrator Sultzbach,

I am sending this letter to recommend **Roby Deschenes** for consideration for re-appointment as a full-time Middleton Police Officer.

Officer Deschenes is a former Middleton Police Officer who currently works as a Police Officer with the Hamilton Police Department. Officer Deschenes resigned from the Middleton Police Department in 2023 to take a position with the Hamilton Police Department, but after hearing about the openings with the Middleton Police Department created by Officer Fedullo's resignation and Officer McParland's retirement, we engaged in discussions about his return. He is excited to return to Middleton, and we are thrilled to have him back. Officer Deschenes completed his full-time police academy at Merrimack College, where he simultaneously obtained his Master of Science in Criminal Justice. (He also received his Bachelor of Science degree in Criminal Justice from Merrimack College.)

I believe with Officer Deschenes' training, education, and experience in the field of criminal justice, and with his prior experience with the Middleton Police Department, that he will be an asset to the department. I respectfully request that the Select Board appoint Officer Roby Deschenes to the position of full-time police officer on February 20, 2024, with a start date to be determined.

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

Respectfully,

*Chief William P. Sampson* / Captain Matthew Armitage

Chief William P. Sampson  
Middleton Police Department

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## Tenant Member Application for the Town Appointed Position to The Middleton Housing Authority

We appreciate your interest in contributing to the important work of the Middleton Housing Authority.

Please note that this form should be returned no later than noon on December 29<sup>th</sup> to Ilene Twiss, Town Clerk, Middleton Town Hall, 48 S Main Street, Middleton, MA 01949 along with the "Notice of Intent" included with this mailing.

Name Sharon Purchase

Address 4 orchard circle, Apt. 4C

Phone  Cell  Office  Home 508-843-6134

Email Sharonpurchase811@gmail.com

Please tell us why you are interested in this appointment and any training or experience which would make you a good addition to the Board:

Excellent communicator, valuable people skills  
background as a para legal, business minded  
Result and Resolution oriented - problem solver  
live in the community and have a vision for  
the future

Prior Committee/Board/Commission and/or Town Meeting experience:

No, however, I have the expertise in other areas  
in a public forum - courtroom, classroom setting

References (2) Name and Phone Number:

1) Christine Loewis - 1-647-994-3385

2) Jacob Astroffitz - 781-718-9209

public speaking skills and passion  
and eagerness to learn

Notice of Intent  
Tenant Board Member

Date: Jan. 2/2024  
From: Sharon Purchase  
To: Ilene Twiss, Town Clerk, Town of Middleton  
Subject: Town Appointed Tenant Board Member

Please accept this completed Notice of Intent and Tenant Member Application as my request to be considered for the Town Appointed Tenant Board Member seat of the Middleton Housing Authority.

NAME: Sharon Purchase  
ADDRESS: 4 Orchard Circle, apt. 4c  
Middleton, Ma 01949

TENANCY TYPE: State-Aided Public Housing

PHONE NUMBER: 508-843-6134  
EMAIL ADDRESS: Sharonpurchase81@gmail.com

Sincerely,

Tenant

Sharon Purchase



**TOWN OF MIDDLETON  
OFFICE OF THE TOWN ADMINISTRATOR**

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

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**Telephone (978) 777-3617  
justin.sultzbach@middletonma.gov**

**TO:** Select Board  
**FROM:** Justin Sultzbach, Town Administrator  
**DATE:** February 20<sup>th</sup>, 2024  
**RE:** Charter Review Committee

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Board Members,

I was invited to join the Charter Review Committee at their Tuesday, January 30<sup>th</sup>, 2024 meeting. As you are aware, this group has been diligently reviewing and debating the merits of some aspects of the Town Charter. The group called me in specifically as a courtesy because they are reviewing the section that highlights the “Duties of the Town Administrator”. Given that this discussion runs adjacent to the area of our government where my “powers” intersect with that of the Select Board, I felt it would be appropriate to defer to the Board on some areas of this conversation. The Charter Review Committee graciously agreed with my interpretation, and as such are here this evening to discuss sections of the Charter directly with the Select Board.



# Town of Middleton

# Massachusetts



## ANNUAL TOWN MEETING

Tuesday, May 14, 2024

7:00PM

Howe Manning School Gymnasium  
26 Central Street, Middleton, MA

## **Acknowledgements**

### **Retirements**

- **Ken Gibbons, Department of Public Works**
- **Nancy McParland, Police**

### **In Memoriam**

### **Dedication**

Special Thanks to

#### **Middleton Select Board**

Jeffrey P. Garber, Chair

Richard W. Kassiotis, Jr., Clerk

Deborah J. Carbone

Brian M. Cresta

Kosta E. Prentakis

Justin Sultzbach, Town Administrator

Jackie Bresnahan, Assistant Town Administrator/HR Director

Sarah Wood, Finance Director

**TOWN OF MIDDLETON  
ANNUAL TOWN MEETING  
COMMONWEALTH OF MASSACHUSETTS  
MAY 14, 2024**

**ESSEX s.s.**

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

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in Elections and Town Affairs, to meet at the Howe Manning School Gymnasium, 26 Central Street, on Tuesday, May 14, 2024, at 7:00PM, then and there to act on the following articles:

**FY2024 AND PRIOR YEAR FINANCIAL ARTICLES**

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

**ARTICLE 2.** FY24 Snow & Ice Deficit On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used to fund the deficit incurred in the Department of Public Works Snow and Ice budget; or take any other action relative thereto.

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

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

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

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**ARTICLE 4.** **FY24 Budget Correction (Shared Health Grant)** On petition of the Select Board and Finance Committee, to see if the Town will appropriate \$62,290.24 to pay a portion of the costs of the Public Facilities Complex construction project, including the payment of costs incidental or related thereto, and to determine whether this amount shall be transferred from surplus bond proceeds, or otherwise provided; or take any other action relative thereto.

**Purpose:** This article reappropriates the balance of the funds from the acquisition and preliminary design of the Golf Course from 2019 to other expenses for the design and construction of the Municipal Facilities Project. **Requires a simple majority.**

## FY2025 FINANCIAL ARTICLES

**ARTICLE 5.** **Approve FY2025 Compensation for Elected Officials** On petition of the Select Board and Finance Committee, to see if the Town will vote to set the salaries of elected officials pursuant to Massachusetts General Law Chapter 41, Section 108; or take any other action relative thereto.

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

**ARTICLE 6.** **FY2025 Omnibus Budget** On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to fund the Omnibus Budget for Fiscal Year 2025; or take any other action relative thereto.

**Purpose:** This article requests approval of the Town's operating budget for the coming fiscal year beginning on July 1, 2024 and running through June 30, 2025. Detailed descriptions of revenues and expenditures are presented in the warrant book. **Requires a 2/3 majority vote due to the use of stabilization monies as a funding source.**

**ARTICLE 7.** **FY2025 Community Preservation Budget - Debt Service, CPA Projects, Expenses** On petition of the Select Board and Community Preservation Committee, to see if the Town will vote to appropriate or reserve from the Community Preservation Fund annual revenues or available funds the amounts recommended by the Community Preservation Committee for debt service, community preservation projects, and other expenses in Fiscal Year 2025 with each item to be considered a separate appropriation; or take any other action relative thereto.

## Proposed Fiscal Year 2024 Community Preservation Budget

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2025 Community Preservation Fund Revenues, unless otherwise specified for Fiscal Year 2025 Community Preservation Purposes, with each item considered to be a separate appropriation:

<u>Purpose</u>	<u>Recommended Amount</u>	<u>Funding Source</u>
A. Reserves: Open Space	\$39,785.56	FY 2025 Estimated CPA Receipts
Reserves: Historic Resources	\$39,785.56	FY 2025 Estimated CPA Receipts
Reserves: Community Housing	\$39,785.56	FY 2025 Estimated CPA Receipts
B. Flint Library Debt Service	\$174,750.00	\$39,853.12 from Historic Resources Reserve and \$134,896.88 from Fund Balance
C. CPA Committee Admin. Expenses	\$1,000.00	From Fund Balance
<b>Community Preservation Total</b>	<b>\$295,106.68</b>	

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

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

The “annual fund revenues” in Fiscal Year 2025 are estimated at \$349,500 and is composed of the estimated receipts from the local surcharge of \$270,000 and monies from the State Trust Fund, which will make its seventeenth payment in October of 2024 providing an additional estimated \$79,500 in matching funds based upon the local share raised in FY 2025. Requires a simple majority vote

## **ARTICLE 8. FY2025 Community Preservation Budget - New Projects**

On petition of the Select Board and Community Preservation Committee, to see if the Town will vote to appropriate from the Community Preservation Fund annual revenues the following amounts recommended by the Community Preservation Committee for new community preservation projects in Fiscal Year 2025 with each item to be considered a separate appropriation; or take any other action relative thereto.

<u>Purpose</u>	<u>Recommended</u>	<u>Funding Source</u>
	<u>Amount</u>	
Cemetery Monument Restoration	\$25,000	Fund Balance
Rail Trail	\$50,000	\$39,853.12 from Open Space Reserve & \$10,146.88 from Fund Balance
Transfer to Affordable Housing Trust	\$200,000	Affordable Housing Reserve
Common at Municipal Complex	\$200,000	Fund Balance
<b>Community Preservation Total</b>	<b>\$475,000</b>	

Requires simple majority vote.

## **ARTICLE 9. Authorize FY2025 Revolving Fund Spending Limits On petition of the Select Board and Finance Committee, to see if the Town will vote to amend Chapter 79 of the Middleton Code, Revolving Funds, by striking the language shown in ~~**bold strikethrough**~~ and inserting the language shown in **bold underline**; or take any action relative thereto.**

### **S. 79-1 Purpose.**

This bylaw establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by MGL c. 44, § 53E 1/2.

### **S. 79-2 Expenditure limitations.**

A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this bylaw without appropriation subject to the following limitations:

- A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.

- B. No liability shall be incurred in excess of the available balance of the fund.
- C. The total amount spent during a fiscal year shall not exceed the amount authorized by Annual Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Select Board and Finance Committee.

#### S. 79-3 Interest

Interest earned on monies credited to a revolving fund established by this bylaw shall be credited to the general fund.

#### S. 79-4 Procedures and reports.

Except as provided in MGL c. 44, § 53E 1/2, and this bylaw, the laws, charter provisions, bylaws, rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this bylaw. The Town Accountant shall include a statement on the collections credited to the fund, the encumbrances and expenditures charged to each fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

#### S. 79-5 Authorized revolving funds.

The table establishes:

- A. Each revolving fund authorized for use by a Town department, board, committee, agency or officer;
- B. The department or agency head, board, committee or officer authorized to spend from each fund;
- C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant;
- D. The expenses of the program or activity for which each fund may be used;
- E. Any restrictions or conditions on expenditures from each fund;
- F. Any reporting or other requirements that apply to each fund; and
- G. The fiscal years each fund shall operate under this bylaw.

A	B	C	D	E	F	G
Revolving Fund	Department, Board, Committee Agency or Officer Authorized to Spend from Fund	Fees, Charges or Other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Other Expenses	Other Requirements/ Reports	Fiscal Years
<b>Firearms License and Permits</b>	<b>Police Chief</b>	<b>Firearm licenses and permit revenues</b>	<b>Firearm permit issuance expenses, purchase of equipment and technology associated with the implementation of Chapter 180 of the Acts of 1998</b>		<b>Fiscal Year 2019 and subsequent years</b>	
Council on Aging	Council on Aging Director	Fees from programs, activities and trips sponsored by the Council on Aging	Expenses related to said programs, activities and trips sponsored by the Council on Aging		Fiscal Year 2019 and subsequent years	
Recreation	Recreation Commission	Fees from programs, activities and trips sponsored by the Recreation Commission	Expenses related to said programs, activities and trips sponsored by the Recreation Commission		Fiscal Year 2019 and subsequent years	
<b>Recreation Field Use</b>	<b>Superintendent of Public Works</b>	<b>Field use permits</b>	<b>Expenses related to field maintenance and improvements</b>		<b>Fiscal Year 2019 and subsequent years</b>	
Stormwater Management	Superintendent of Public Works under direction of Town Administrator	Permits, fees, fines, and contributions related to stormwater management	Expenses related to the design, <u>and</u> construction <u>and</u> maintenance of stormwater improvement projects		Fiscal Year 2019 and subsequent years	

**Purpose:** This article amends the Revolving Funds Bylaw by eliminating the revolving funds for Firearms Licenses and Permits and for Recreation Field Use, and by expanding the Stormwater Management revolving fund to include maintenance as an allowable expense to be paid from the fund. Requires simple majority vote.

**ARTICLE 10.** FY2025 South Essex Sewer District Enterprise Budget On petition of the Select Board and Finance Committee, to see if the Town will vote to authorize the spending limits of the following revolving funds established under the Town Bylaw and General Laws Chapter 44, Section 53E ½; or take any other action relative thereto.

Revolving Fund	Spending Limit
Council on Aging	\$35,000
Recreation	\$15,000
Stormwater Management	\$5,000

Note: this reflects changes to the bylaw proposed in the previous Article.

**Purpose:** Massachusetts General Law Chapter 44, Section 53E ½ requires annual reauthorization of Revolving Funds which are self-supporting and pay for departmental expenses from user fees and charges. Requires simple majority vote.

**ARTICLE 11.** FY2025 Water Enterprise Budget

On petition of the Select Board and Finance Committee, to see if the Town will vote to appropriate a certain sum from the Sewer Enterprise receipts to pay expenses and contractual services required to operate the Sewer Enterprise Fund for Fiscal Year 2025; or take any other action relative thereto.

<b>Direct Costs</b>	
SESD Assessment	\$114,220
Expenses	\$100
Extra/Unforeseen	\$1,000
Total Direct Costs:	\$115,320

<b>Indirect Costs *</b>	
Salaries and Wages	\$5,212
Insurance & Benefits	\$831
Total Indirect Costs:	\$6,043

**Total FY2024 Budget      \$121,363**

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

Town shall raise the sum of **\$115,320** or any other sum from the Sewer Enterprise Revenues and to approve the sum of **\$6,043** of indirect costs appropriated in the general fund under Article 6 to be funded from Sewer Enterprise Revenues.

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

**ARTICLE 12.** **Accept Sum from Middleton Electric Light Department (MELD)** On petition of the Select Board and Finance Committee, to see if the Town will vote to appropriate a certain sum from the Water Enterprise receipts to pay expenses and contractual services required to operate the Water Enterprise Fund for Fiscal Year 2025; or take any other action relative thereto.

**Direct Costs**

Salaries and Wages	<b>\$88,557</b>
Expenses	<b>\$64,100</b>
Extra/Unforeseen	<b>\$50,000</b>
Total Direct Costs:	<b>\$207,987</b>

**Indirect Costs \***

Salaries and Wages	<b>\$57,028</b>
Insurance & Benefits	<b>\$34,238</b>
Total Indirect Costs:	<b>\$91,266</b>

**Total FY2025 Budget** **\$299,253**

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

Town shall raise the sum of **\$207,987** or any other sum from the Water Enterprise Revenues and to approve the sum of **\$91,266** of indirect costs appropriated in the general fund under Article 6 to be funded from Water Enterprise Revenues.

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

**ARTICLE 13.** **Transfers to Reserve Accounts** On petition of the Electric Light Commissioners, to see if the Town will vote to accept a sum of money from the earnings of the Electric Light Department, said sum to be used for the reduction of taxes; or take any other action relative thereto.

**Purpose:** Each year the Light Commission votes a sum to be used to reduce taxes. The FY2025 amount is expected to be **\$209,267.** Requires a simple majority vote.

**ARTICLE 14.** FY2025 Capital Budget On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds to various reserve, stabilization and trust funds; or take any other action relative thereto.

**Purpose:** This article transfers funds from Free Cash to various reserve funds, including stabilization funds and the Other Post-Employment Benefits (OPEB) Trust Fund. It is anticipated that **\$100,000** will be transferred to the OPEB Trust Fund and **\$250,000** transferred to the Facilities Stabilization Fund, both transfers to come from Free Cash. Requires a simple majority vote.

**ARTICLE 15.** Essex Tech Debt (BAN) On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to fund the Capital expenditures for Fiscal Year 2025; and to authorize the Town Administrator to sell or trade items rendered surplus by such purchases; or take any other action relative thereto.

Department/Location	Project	Expenditure
Information Technology	Server Upgrades (Town-Wide)	\$ 30,000
	Network Upgrades	30,000
	<b>Information Technology Subtotal</b>	<b>\$ 60,000</b>
Police Department	Ballistic Helmets, Shields & Police Vests	\$ 16,300
	Medical Emergency Bags	4,000
	<b>Police Subtotal</b>	<b>\$ 20,300</b>
Fire Department	Replace Ambulance 2	\$ 520,000
	Firefighter PPE	84,500
	Assistance to Firefighter grant (Town Match)	27,000
	Lucas (CPR) Device	23,100
	Digitize Documents (Phase 1 of 2)	23,000
	Fire Training Costs for new Firefighter	15,500
	Radio Equipment	8,200
	<b>Fire Subtotal</b>	<b>\$ 701,300</b>
Essex North Shore Tech	Capital Contribution	\$ 11,652
	<b>Essex North Shore Tech Subtotal</b>	<b>\$ 11,652</b>
Dept. of Public Works	Paving (Town Supplement to Ch.90)	\$ 125,000
	Replace Truck #5	89,233
	Replace Car 1	57,643
	Install Cameras and Lighting at Transfer Station	21,000
	Tree Pruning	20,000
	<b>Dept of Public Works Subtotal</b>	<b>\$ 312,876</b>
Board of Health	Records Digitization (BOH & Conservation)	\$ 97,820
	<b>Board of Health Subtotal</b>	<b>\$ 97,820</b>
Council on Aging	Replace Parking Lot Retaining Wall	\$ 250,000
	Refurbish the Accessible Entrance	38,000
	<b>Council on Aging Subtotal</b>	<b>\$ 288,000</b>
Water Enterprise Fund	Water Main Extension (Liberty St)	\$ 500,000
	Water Main Extension (Essex St)	500,000
	<b>Water Enterprise Fund Subtotal</b>	<b>\$ 1,000,000</b>
<b>Capital Projects Total</b>		<b>\$ 2,491,948</b>

**Purpose:** This article requests approval of the capital budget for the coming fiscal year. Capital items are assets that have a useful life of five (5) or more years and a cost of more than \$5,000. Regular capital investment is critical to maintaining the Town's infrastructure, including the vehicle fleet, buildings, equipment, and acquisition of land. Annually, a capital improvement plan (CIP) is developed looking ahead for the next five years. Year One of the CIP is the ensuing year's capital budget. The FY25 Capital Budget is proposed to be funded by **\$2,491,948** from Free Cash, Ambulance Fund, Capital Stabilization, Overlay, Water Retained Earnings. Note that capital items funded through the Community Preservation Fund are reflected in that warrant article; capital items funded through outside funds are not subject to appropriation. **Requires a 2/3 majority vote due to use of stabilization funds.**

**ARTICLE 16.** **Final work on opioid funds** On petition of the Select Board, to see if the Town will vote to appropriate a certain sum to conduct appraisals, feasibility studies, engineering,

and other studies of municipal properties including 48 South Main Street, said studies to be for the purposes of facilitating affordable housing and recreational use on the premises; and to authorize the Select Board to dispose of the structure for affordable housing purposes while maintaining access for recreational purposes; and to authorize the Select Board to convey a deed restriction on any future structures on the property to maintain the historic façade; and to authorize the Select Board to convey a deed restriction to secure long term access to the passive and active recreational areas at the rear of the premises; and, to provide monies for the appraisals or other Town properties to be disposed of; and, to fund preliminary engineering and design for 4 Lake Street for the purposes of additional parking and landscaping for the Flint Public Library; or take any other action relative thereto.

**Purpose:** This article requests the use of \$50,000 of free cash to be used over the coming fiscal years for the assessment, engineering, appraisal, and other study as needed of municipal properties that will be a change of use or no longer needed when the new municipal complex is complete. Additionally, these funds can be authorized by the Select Board to undertake studies necessary to convert the existing premises at 48 South Main Street to affordable housing while retaining public access to the playground, fields, and other recreational areas at the rear of the property as well as the initial engineering and design needed for converting 4 Lake Street into additional municipal parking and landscaping. Requires a 2/3 vote.

**ARTICLE 17.** Free Cash to 300<sup>th</sup> Anniversary On petition of the Select Board and Finance Committee, to see if the Town will vote to transfer from free cash a certain sum to fund the Town's share of the costs for the Design and Permitting of the Masconomet Regional High School Turf Field Project as a capital expenditure for Fiscal Year 2025; or take any other action relative thereto.

**Purpose:** This article requests approval of the design and permitting of the turf field project for Masconomet Regional High School at a sum of \$150,162 for the Middleton share. This represents 35% of the total cost of \$449,050 request by the district. This article is for design and permitting only; construction cost funding would be subject to future appropriation. Requires a simple majority.

## **CITIZEN PETITIONS, BYLAW ADOPTIONS, AND REAL PROPERTY**

**ARTICLE 18.** Acquire and Fund Acquisitions of Easements for Maple Street Bridge Project On petition of the Board of Assessors, to see if the Town will vote adopt the local option of Chapter 59 Section 5C ½ at a rate of one hundred percent (100%); or take any other action relative thereto.

**Purpose:** This article increases the available exemption for those already eligible under current exemptions. Other area communities who have adopted this section include Boxford,

Topsfield, North Reading, and Lynnfield. This article would not require an increase to the overlay line, but would provide tax relief by increasing the exemption amount for all currently available exemptions. For example, if someone is currently eligible for the Chapter 59 Section 37a that is currently \$500, they would be eligible for \$1,000 exemption. Requires a simple majority

**ARTICLE 19.** Charter items, if any On petition of the Select Board and Finance Committee, to see if the Town will vote to appropriate the funds received from the Opioid Settlements for their required purposes; or take any other action relative thereto.

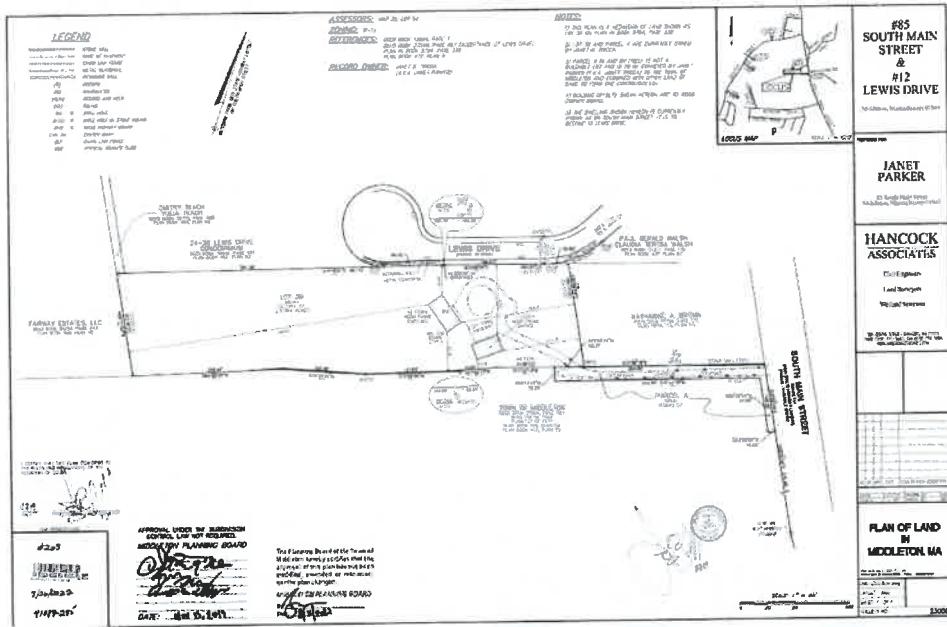
**Purpose:** This article appropriates all opioid settlement funds received to date. Currently awaiting legislative changes on what mechanism for processing the funds. FY 24 monies received will fall to Free Cash and be appropriated at a Fall 2024 Special Town Meeting.

**ARTICLE 20.** Statute Acceptance for Treasurer/Collector Edu Stipend On petition of the Select Board, 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 enter into agreements, convey and accept easements, fee interests, or parcels related thereto; and, further, 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 said reconstruction project, 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 and secures funding therefor. 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 21.** Investment Income Local Option Adoptions On petition of the Select Board, to see if the Town will authorize the Select Board to accept Parcel A consisting of 6,984 square feet more or less shown on a plan prepared for Janet Parker by Hancock Associates dated November 17, 2019, said Parcel A being a portion of land now or formerly known as 85 South Main Street, said Parcel A to be combined with Lot 184 on Middleton Assessors' Map 29; 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 accept a portion of 85 South Main Street and combine it with the remaining property at 105 South Main Street. The conveyance of this parcel was agreed to at the time the Town acquired the former Middleton Golf Course in 2019. Requires a 2/3 majority vote.



**ARTICLE 22.** **MBTA Zoning** On petition of the Charter Review Committee, to see if the Town, acting by and through the Select Board, will vote to petition the General Court to approve a Special Act amending the Town of Middleton Charter, as set forth below, and as shown on a full redline to the Charter, attached to the warrant, and on file with the Town Clerk:

- By changing gender specific references and pronouns, including the following:
  - “Board of Selectmen” changes to “Select Board”
  - “Selectman” changes to “Select Board member” or “member of the Select Board”
  - “Chairman” changes to “Chair” or “Chairperson”
  - “Vice-Chairman” changes to “Vice Chair” or “Vice Chairperson”
  - “He/She” changes to “they”
  - “His/Hers” changes to “their”
  - “Him/Her” changes to “them”
- By deleting the following sections of the Charter which are either superfluous, outdated or not supported under current law:
  - 2-3-4, 6-5-5, 6-8-4, 7-5-2, 10-6-2, 11-2-1, 11-2-2, 11-2-3, 11-2-4;

and to renumber the remaining provisions as may be necessary; or to take any action thereto

**Purpose:** This recommendation from the Charter Review Committee authorizes the Select Board to file for a Home Rule Petition to amend the Charter as outlined above. The sections recommended for deletion are included in Exhibit A of this Warrant. Requires a simple majority vote.

**ARTICLE 23.** 2 Family By Right Zoning On petition of the Charter Review Committee, to see if the Town will vote to extend the tenure of the Charter Review Committee until the 2026 Annual Town Meeting; with a continuation of the current members' terms to be extended to the same Annual Town Meeting, with any vacancies to be filled by the Town Moderator; or to take any action thereto.

**Purpose:** This article authorizes the extension of the Charter Review Committee as constituted by the June 2021 Annual Town Meeting until the 2026 Annual Town Meeting. Requires a simple majority vote.

**ARTICLE 24.** Accessory Dwelling Unit Zoning On a petition of the Masconomet Regional School Committee, to see if the Town will vote to amend subsection D of Section IV ("Apportionment of Capital Costs") of the Masconomet Regional School District Agreement, as recommended by the Masconomet Regional School District School Committee, by striking the language as indicated below and by inserting the bold, italicized text:

**D. Apportionment of Capital Costs**

***1. All capital costs of the regional school district for each fiscal year **Fiscal Year 2024** shall be apportioned annually to the member towns on the basis of their respective pupil enrollments on October 1 of the preceding year in grades 7 through 12 residing in each member town and receiving education at such town's expense, except that pupils for whom a member town is paying tuition for **non-resident vocational programs or** special education as provided under Chapters 74 and 71B of the General Laws, and pupils attending the Essex North Shore Agricultural and Technical School shall be excluded from the pupil enrollments for this purpose. Each member town's share for each fiscal year **Fiscal Year 2024** shall be determined by computing the ratio which that town's pupil enrollment as specified above bears to the total of such pupil enrollments in all the member towns of the regional school district on that same date. Debt service included in capital costs shall be apportioned as a capital cost of the year in which the same falls due.***

***2. All capital costs of the regional school district for **Fiscal Year 2025** shall be apportioned to the member towns on the basis of their respective pupil enrollments on October 1 of the preceding four (4) years in grades 7 through 12 residing in each member town and receiving education at such town's expense, except that pupils for whom a member town is paying tuition for **non-resident vocational programs or** special education as provided under Chapters 74 and 71B of the General Laws, and pupils attending the Essex North Shore Agricultural and Technical School shall be excluded from the pupil enrollments for this purpose. Each member town's share for **Fiscal Year 2025** shall be determined by computing the ratio which that town's pupil enrollment as specified above bears to the total of such pupil enrollments in all the member towns of the regional school district on October 1 of the preceding four (4) years. Debt service included in capital costs shall be apportioned as a capital cost of the year in which the same falls due.***

***3. All capital costs of the regional school district for **Fiscal Year 2026** and thereafter shall be apportioned to the member towns on the basis of their respective pupil enrollments on October 1 of the***

*preceding five (5) years in grades 7 through 12 residing in each member town and receiving education at such town's expense, except that pupils for whom a member town is paying tuition for non-resident vocational programs or special education as provided under Chapters 74 and 71B of the General Laws, and pupils attending the Essex North Shore Agricultural and Technical School shall be excluded from the pupil enrollments for this purpose. Each member town's share for Fiscal Year 2026 and thereafter shall be determined by computing the ratio which that town's pupil enrollment as specified above bears to the total of such pupil enrollments in all the member towns of the regional school district on October 1 of the preceding five (5) years. Debt service included in capital costs shall be apportioned as a capital cost of the year in which the same falls due.*

**Purpose:** This article is the 19<sup>th</sup> amendment to the Masconomet Regional Agreement. It would mirror the calculation of assessments for capital costs to the calculation adopted for operating assessments at ATM 2022. The calculation will now be based on a five (5) year rolling average of the enrollment as of October 1<sup>st</sup> rather than each year's enrollment. Requires a simple majority vote.

## END OF ANNUAL TOWN MEETING WARRANT

*Anyone in need of special accommodations for the Town Meeting, please contact the Office of the Select Board at 978-777-3617 by April 25, 2024 in order that reasonable accommodations may be made.*

### TO THE TOWN CONSTABLE:

You are hereby ordered to notify and warn said qualified voters to meet at the Fuller Meadow School, 143 South Main Street, Middleton, MA on **Tuesday, May 16, 2023**, next for the following purposes, VIZ: To choose by ballot the following Town Officers for the ensuing year:

One Town Clerk for three (3) years

One Select Board member for three (3) years

One Board of Assessors member for three (3) years

One Elementary School Committee member for three (3) years  
Two Regional School Committee members for three (3) years  
One Planning Board member for five (5) years  
Two Electric Light Commissioner for three (3) years  
Two Library Trustee for three (3) years

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

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

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

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

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_ in the year Two Thousand Twenty Four.

**MIDDLETON SELECT BOARD**

A true copy Attest:

\_\_\_\_\_  
Constable of the Town of Middleton

\_\_\_\_\_  
Date Posted

# PROPOSAL/CONTRACT



Industrial Communications LLC  
40 Lone Street  
Marshfield, MA 02050  
781-837-7000 Fax 781-837-4000

Proposal Submitted to: <b>Town of Middleton</b>	Phone	Date <b>11/09/2023</b>
Street	Job Name <b>Town of Middleton</b>	
City, State and Zip Code	Job Location <b>105 South Main Street</b>	
Architect <b>None</b>	Date of Plans <b>None</b>	Attn: <b>Mr. Tyler Dechene</b>
		Job Phone <b>None</b>

We hereby submit specifications and estimates for:

**Provide and install one complete 80 foot Tower based on information provided and listed below this quotation is Valid until 2-10-24**

Cost includes, stamped tower and foundation plans  
site location boring, 5000.00  
excavation, 9000.00  
concrete tower foundation, 22,400.00  
halo ground, 5200.00  
backfill, 9300.00

tower erection customer provided antenna installation

Antennas to include

100'  
2- UHF Telewave ANT450F6 (MFD/MPD) - 7/8  
1- UHF Telewave ANT489F2 (UHF C/S RX) - 7/8  
80'  
1 - VHF Telewave ANT140F2 (VHF C/S RX) - 7/8  
1 - UHF Telewave ANT480F2 (UHF C/S TX) - 7/8  
1 - 800 Telewave ANT790F2 (800 C/S RX) - 7/8  
60'  
1 VHF Telewave ANT140F2 (VHF C/S TX) - 1/2  
1 800 Telewave ANT790F2 (800 C/S TX) - 7/8  
1 VHF Low Telewave ANT42D (DPW) - 1/2

50'  
Stand-off and feed for customer supplied - Fire Alarm antenna - 1/2  
Stand off and feed for customer supplied - Fire Alarm antenna - 1/2

Stand off and feed for future Middleton Electric Light Dept. (MELD) SCADA antenna - 7/840 '

1 GPS Timing Antenna (PCTEL GNSS1-TMG-26NMS) 1/2)

All antennas provided by others

ICE will provide, tower, foundation, stamped plans, halo ground, mounts, heliax, groundkits hanger bars, hangers, hoisting grips, connectors, ice bridge, entry port, boots, sweeps, weather seals

Radio Room Equipment supplied and installed by others, (25 thousand dollars is included in this bid for the below for purchase and delivery of this equipment, should this cost exceed the amount specified the equipment will not be purchased under this quotation ) DB Spectra - 8-Port Control Station Combiner , VHF DB Spectra - 8-Port Control Station Combiner, 800 DB Spectra - 8-Port Control Station Combiner

Additionally Four APX Consoles with shipping has been included in this quotation (25 thousand dollars is included in this bid for the purchase and delivery of this equipment, should this cost exceed the amount specified the

equipment will not be purchased under this quotation )

Not included in quotation

Building permit, site plans, zoning, performance Bond, fencing, equipment not listed, tax

Any additional materials provided by ICE will be billed at our normal rates

**Warranty Services For 1 Year After Acceptance**

This pricing is based on current prevailing wage, any change to current wages before purchase order is issued will effect cost of project

Thank you very much for the opportunity to be of service. Should you have any questions or require any additional information, please do not hesitate to contact me at 781-319-1022

Sincerely,  
Bob Campbell

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

Two Hundred Twenty Nine Thousand Seven Hundred Thirty Six Dollars (\$ 229,736.00 ).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be executed only upon written orders, and will become an extra charge over and above the sum quoted in this Proposal/Contract. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Any and all costs incurred by IC&E to obtain collection shall be added to the balance.

Authorized  
Signature

**Note:** This Proposal/Contract may be withdrawn by us if not accepted in \_\_\_\_ days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance: \_\_\_\_\_

# TOWN OF MIDDLETON

## OFFICE OF THE TOWN ADMINISTRATOR

48 South Main Street, Middleton, MA 01949

Telephone (978) 777-3617  
[justin.sultzbach@middletonma.gov](mailto:justin.sultzbach@middletonma.gov)

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TO: Select Board

FROM: Justin Sultzbach, Town Administrator

DATE: February 20<sup>th</sup>, 2024

RE: Follow Up: MSBA Vote – Fuller Meadow Roof Authorization

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Board Members,

As mentioned in your last meeting, the Tri-Town School Union has expressed interest in pursuing Massachusetts School Building Authority (MSBA) funding to partially cover the cost of a partial roof replacement at the Fuller Meadow School for sections that qualify. Prior to taking the official vote to authorize I have requested an early, high level scope of work for the project. Attached to this memo you will find an email correspondence from Steve Clifford, Director of Facilities, that breaks down the proposed project expense. At this time the projected cost tops out at \$2.2 Million, although I anticipate this to tighten up as the project moves through any future design phase. With all of this in mind, please see below the motion required by the MSBA to enter into the Statement of Interest phase – with future conversations to follow.

**Recommended Motion : I move to support the following statement:** Having convened in an open meeting on February 20, 2024, prior to the SOI submission closing date, *the Middleton Select Board*, in accordance with its charter, by-laws, and ordinances, hereby votes to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated *28 February 2024 for the Fuller Meadow Elementary School, located at 143 South Main Street, Middleton, Massachusetts* which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

*Priority 1.*

*The Middleton Public Schools seeks to replace a section of roofing of approximate 31,724 SqFt in size located in the south west area of the school. The roofing is original to its section of the school building, constructed in 1995-1996. The roof is of ethylene propylene diene monomer (EPDM) synthetic rubber construction. The roofing has exceeded its service life and is in need of replacement to secure the safety, health and function of the classrooms, gymnasium and hallways it serves below; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the *Town of Middleton* to filing an application for funding with the Massachusetts School Building Authority.*



## Justin Sultzbach

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**From:** Steve Clifford <sclifford@tritownschoolunion.com>  
**Sent:** Monday, February 12, 2024 5:33 PM  
**To:** Justin Sultzbach  
**Cc:** Scott Morrison; Steve Greenberg; Steve Clifford

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

Good Afternoon Justin,

The following would be a rough estimate of what the Cole Re-Roof Project might cost. The actual costs will come into focus following a feasibility schematic phase with the MSBA assigned OPM and design firms followed by complete design, plans and specs and cost estimation for bidding.

Assumptions:

- Re-roofing of approximately 32,000 SQ FT of roof
- OPM (assigned by MSBA, Fee negotiated with owner)
- Designer (assigned by MSBA, Fee negotiated with owner)
- General Construction (sealed bid process based on plans and specs developed by Designer, Owner and OPM)
- Commissioning (MSBA may pay this fee)

In 2023 dollars I estimate the project to be \$1.9M - 2.2M

Disclaimers:

- No feasibility with OPM & Designer
- Not yet designed
- No Hazmat
- No contingency % (Add 10% following post design cost estimate)
- No Inflationary index escalation for actual construction year.

Any questions please let me know.

Thank you,  
Steve  
Steve Clifford  
Director of Facilities

Boxford Public Schools  
Middleton Public Schools  
Topsfield Public Schools  
Office - 978-887-0771 ext.225  
Fax - 978-887-8042