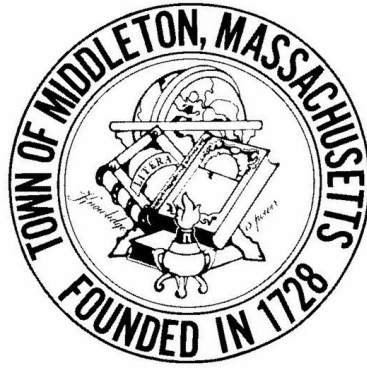


Town of Middleton Massachusetts



ANNUAL TOWN MEETING

Tuesday, May 14, 2024

7:00PM

Howe Manning School Gymnasium
26 Central Street, Middleton, MA

Acknowledgements

Retirements

- **Nancy McParland, Police Department**
- **Thomas McParland, Police Department**
- **Michael Gonynor, Fire Department**
- **Ken Gibbons, Department of Public Works**

In Memoriam

- **Ed Raynard**
- **James Muse**
- **Carmen St. Arneault**

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 Accountant

**MAY 14, 2024 ANNUAL TOWN MEETING
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Summary of Spending by Warrant Article

Fiscal Year	Article #	Description	Tax Levy	Community Preservation Fund	Ambulance Fund	Free Cash	Enterprise Fund	Other	Notes
FY24	2	Prior Year Bills	\$ -	\$ -	\$ -	\$ 90	\$ -	\$ -	
FY24	3	FY 24 Budget Amendment	\$ -	\$ -	\$ -	\$ 41,000	\$ -	\$ -	
FY24	4	FY24 Collective Bargaining (Police)	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ -	
FY25	6	Omnibus Budget	\$ 45,439,156	\$ -	\$ 650,000	\$ -	\$ 97,456	\$ 140,809	PEG RRFA Fund
FY25	7	Operating Override	\$ 1,796,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$1,033,500 - FY25; \$763,000 Additional Capacity
FY25	8	CPA Budget - Ongoing	\$ -	\$ 300,554.35	\$ -	\$ -	\$ -	\$ -	
FY25	9	CPA Budget - New Projects	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	
FY25	11	SESD Sewer Enterprise Fund Budget	\$ -	\$ -	\$ -	\$ -	\$ 105,521	\$ -	Sewer Enterprise Fund
FY25	12	Water Enterprise Fund	\$ -	\$ -	\$ -	\$ -	\$ 220,507	\$ -	Water Enterprise Fund
FY25	14	Funding to Reserves	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -	
FY25	15	Capital Budget	\$ -	\$ -	\$ -	\$ 1,477,952	\$ -	\$ -	
FY25	16	MASCO Capital - Borrowing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000	Borrowing - Full Amount Shown not only Middleton Share
FY25	17	MASCO Capital Request	\$ -	\$ -	\$ -	\$ 135,586	\$ -	\$ -	
FY25	18	Fuller Meadow Roof	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	Borrowing
Warrant Book Totals			\$ 47,235,656	\$ 440,554	\$ 650,000	\$ 2,309,628	\$ 423,484	\$ 5,440,809	



FINANCE COMMITTEE TOWN OF MIDDLETON Report for Annual Town Meeting May 14, 2024

April 5, 2024

Dear Residents of Middleton:

Welcome to Middleton's Annual Town Meeting. Town Meeting is your time to review the proposed plan our elected and appointed officials have for FY25 and voice your questions and concerns. This is a collaborative process between Town Government and the Citizens which is designed to keep Middleton the wonderful community we all enjoy.

This year's Annual Town Meeting has 23 articles. The Town Administration, Select Board and Finance Committee have worked diligently on your behalf to present a budget that we believe addresses the concerns and priorities of the entire community. It places a focus on Middleton's overall appeal and quality of life, while at the same time balancing available revenues to be financially responsible.

There are 2 articles for the FY25 budget (Articles 6 and 7). Article 6 is the proposed FY25 budget of \$46,327,421 funded by taxation within Proposition 2 ½. This is an increase of 3.7%. The impact to taxation on an "average home" valued at \$935,000 is an increase of \$402. The following table outlines the budget changes:

Funtion	Approved FY				Change	% Inc
	Act FY22	Act FY 23	24	FY 25 Budg		
General Government	\$ 1,834,672	\$ 2,139,901	\$ 2,530,829	\$ 2,610,857	\$ 80,028	3.2%
Public Safety	\$ 4,725,110	\$ 4,872,208	\$ 4,946,151	\$ 5,290,020	\$ 343,869	7.0%
Education	\$ 23,621,407	\$ 24,391,690	\$ 26,495,357	\$ 27,398,521	\$ 903,164	3.4%
Public Works	\$ 1,713,928	\$ 1,749,840	\$ 2,018,177	\$ 2,175,202	\$ 157,025	7.8%
Human Services	\$ 442,798	\$ 468,680	\$ 531,246	\$ 576,954	\$ 45,708	8.6%
Culture and Recreation	\$ 642,388	\$ 688,132	\$ 797,026	\$ 868,607	\$ 71,581	9.0%
Debt Service	\$ 1,549,598	\$ 4,212,243	\$ 3,805,331	\$ 3,828,178	\$ 22,847	0.6%
Unclassified	\$ 2,936,842	\$ 3,139,299	\$ 3,555,087	\$ 3,579,082	\$ 23,995	0.7%
Total	\$ 37,466,743	\$ 41,661,993	\$ 44,679,204	\$ 46,327,421	\$ 1,648,217	3.7%

This budget includes no new positions for the Town Government. However, Department Heads advised the Select Board and Finance Committee of several new positions required. Also, the Middleton Elementary Schools are asking for additional positions and programs. These requests in Article 7 are merited and amount to \$1,033,500; however, they cannot be accommodated within Proposition 2 ½. During low inflationary periods, Middleton was able to manage within the limits. However, with the increases we are currently seeing, combined with the growth of the community, additional taxation is needed to maintain quality services. If approved, the total increase in spending in FY25 would be 6.0%. Article 7 requests the following appropriation:

Department	Need	FY 25 Override request
Middleton Elementary	Increased academic, wellness, and non-cognitive competencies.	\$ 375,000
Police	Elimination of police call ins, added investigations	\$ 156,500
Fire	Shift staffing shortages and Fire Prevention	\$ 282,000
Public Works	New facility Director starting mid year	\$ 50,000
Library	2 part time Circulation asst. for increased demands	\$ 31,000
Benefits & EE expenses	For new staffing	\$ 139,000
Total		\$ 1,033,500

We estimate the impact of the Override to the Tax Rate for FY25 to be an additional \$0.32 per thousand. The projected dollar value impact for an "average home" in FY25 would be \$295. This article is to vote for the

appropriation of expenditure. Beyond a favorable Town Meeting vote, an affirmative vote is also required on a Town Ballot on May 21st, 2024.

We are asking for an override amount we believe will be sufficient for the town's needs for at least the next five years. The total amount of the override on the Ballot is \$1,980,200. The difference between this amount and what is being voted on in Article 7 (difference of \$946,700) is for future years expenditures. These would need to be approved by a future years Town Meeting. The impact to the Tax Rate of the full override is \$0.62 per thousand. The total tax impact to an average home would be \$580 beyond typical increases spread out over the next five years.

Town Meeting is also being asked to approve various capital projects in Article 15 paid from Free Cash in the amount of \$1,477,952. These requests are made to properly position our departments to provide the necessary services Middleton residents expect, and to maintain the Taxpayer's public assets. Within Article 15 of the ATM Warrant is a breakout of the requested expenditures by department for your consideration.

Article 19 is a local adoption of a state guideline on investment strategies. Middleton has a formal Investment Policy recommended by the Administration and approved by the Select Board and Finance Committee. Any changes to investments because of the Article, if approved, will be subject to a proposed change to the policy and voted on by the Select Board and Finance Committee.

Here is a summary of all articles, and the Finance Committee recommendations:

Article	Description	Sponsor	Amount of Article	Funding Source	Fincom Rec
2	Prior Year Bills	SB\Fincom	\$90	Free Cash	Yes
3	FY24 Budget Amendment	SB\Fincom	\$41,000	Free Cash	Yes
4	Police Contractual Obligation	SB\Fincom	\$55,000	Free Cash	Yes
5	Salaries of Elected Officials	SB\Fincom	\$0		Yes
				Tax Levy, Ambulance Fund, Enterprise Fund, PEF Fund	
6	Omnibus Budget	SB\Fincom	\$46,268,891		Yes
7	Operation Override	SB\Fincom	\$1,223,200	Tax Levy	Yes
				Community Preservation Fund	
8	CPA Budget-Existing Projects	SB\CPC	\$301,054		Yes
				Community Preservation Fund	
9	CPA Budget-New Projects	SB\CPC	\$140,000		Yes
10	Revolving Funds	SB\Fincom	\$55,000		Yes
11	SESD Sewer Enterprise Fund	SB\Fincom	\$111,696	Enterprise Fund	Yes
12	Water Enterprise Fund	SB\Fincom	\$311,518	Enterprise Fund	Yes
13	MELD contribution to the Town	MELD	\$258,212		Yes
	Free Cash transfers to Reserve				
14	Accounts	SB\Fincom	\$600,000	Free Cash	Yes
15	Capital Budget	SB\Fincom	\$1,477,952	Free Cash	Yes
	MASCO Capital Request HVAC & Roof	SB	\$5,000,000	Borrowing	TBA
17	MASCO Capital Request	SB\Fincom	\$135,586	Free Cash	Yes
		SC\Tri Town Elementary	\$300,000	Borrowing	TBA
18	Fuller Meadow Roof				
19	Trust Funds Investment Policy	SB	N/A		Yes
20	Tax Deferral	Board of Assessors	\$0		Yes
	Treasurer/Collector Education				
21	Stipend	SB	\$0		Yes
22	Easement S. Main and Boston	SB	\$0		Yes
23	MBTA Zonning	Planning Board	\$0		Yes

Finally, thank you for joining us at the Town Meeting!

Sincerely, *Middleton Finance Committee*

John Erickson, Co-Chair
Michelle Cresta
Toni Mertz

Richard S. Gregorio, Co-Chair
Tom Martinuk
Peter C. Moon

Jason Vining

COMMUNITY PRESERVATION PLAN TOWN OF MIDDLETON MARCH 25, 2024

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

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

Jeff Garber, Select Board, 2025
Robert Murphy, Master Plan Committee, 2024
John Erickson, Finance Committee, 2025
Anthony DeGregorio, Planning Board, 2024
Ilene Twiss, Housing Authority, 2026
Anthony Pesce, Conservation Commission, 2024
Anne LeBlanc-Snyder, Historical Commission, 2026
Mary Ann Erickson, Citizen-at-large, 2024
Kosta Prentakis, Citizen-at-large, 2026

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

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

Goals:

Open Space:

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

Recreation:

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

Historic Preservation:

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

Affordable Housing:

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

Selection Criteria:

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

Adopted by the Community Preservation Committee on March 25, 2024.

Community Preservation Plan - 2024 Annual Town Meeting Update

	ANTICIPATED REVENUE	OPEN SPACE RESERVE	HISTORIC PRESERVATION RESERVE	AFFORDABLE HOUSING RESERVE	FUND BALANCE	TOTAL AVAILABLE CPA FUNDS	PROJECT TOTAL
Interest Earned		0	0	0	0		
Unused appropriations		0	0	0	0		
6/30/24 Projected balances		\$101	\$101	\$41,175	\$281,704	\$323,080	
				RECEIVABLE	\$0		
				CASH BALANCE	\$281,704		
Fiscal Year 2024 Revenue							
FY25 Anticipated Town Share (Estimated)	\$ 310,000						
FY25 State Match Based on 20% of FY24 (Estimated)	\$ 54,000						
	\$364,000	39,351.45	39,351.45	39,351.45	\$245,946		
Fiscal Year 2024 Expenses							
Flint Public Library Renovation and Expansion	5/10/05 ATM (HP)		(39,452)		(142,548)		182,000.00
Community Preservation Committee Administration Budget					(500)		500.00
Flint Public Library Repairs					(60,000)		60,000.00
Affordable Housing Trust Transfer				(80,000)			80,000.00
Interest Earned							
Unused Appropriations							
6/30/25 Balances		39,452.35	(0.00)	526.03	324,601.86	364,580.24	
				RECEIVABLE	\$0		
				CASH BALANCE	\$324,602		

**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

ARTICLE 2. 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 majority vote.

- Massachusetts Association of Health Boards Training bill \$90.00

ARTICLE 3. FY24 Budget Amendment (Shared Health Grant)

On petition of the Select Board and Finance Committee, to see if the Town will appropriate \$41,000 to pay a portion of the costs of the shared public health staffing, including the payment of costs incidental or related thereto, to be funded by Free Cash; or take any other action relative thereto.

Purpose: In 2023, the Towns of Middleton, Boxford, and Topsfield entered into an agreement for shared health services. The Town of Middleton covered the expense of this shared resource in FY24. Article 3 appropriates these resources to the Shared Health Grant program, with the knowledge that a portion of these funds will be reimbursed by the Town of Topsfield and the State. (The Town of Boxford does not have a financial interest in this exchange). Requires a simple majority vote.

ARTICLE 4. FY24 Collective Bargaining Appropriation

On petition of the Select Board and Finance Committee, to see if the Town will vote to transfer from Free Cash the sum of \$55,000 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 Police Benevolent Association. The total amount for FY24 is \$55,000. FY25 of this agreement is funded in the Omnibus Budget. Requires a simple majority vote.

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 simple majority vote.

		Actual FY 2022	Actual FY 2023	Approved FY 2024	Select Board/ Finance Committee Recommendation FY 2025
FUNCTION 100: GENERAL GOVERNMENT					
Department #114 TOWN MODERATOR					
5100	Personal Services	200	200	200	500
DEPARTMENT TOTAL		\$200	\$200	\$200	\$500
Department #122 SELECTBOARD/ADMINISTRATOR					
5100	Personal Services	283,159	299,308	347,039	362,262
5200	Purchase of Services/Supplies	30,791	49,401	49,535	49,535
DEPARTMENT TOTAL		\$313,950	\$348,709	\$396,574	\$411,797
Department #131 FINANCE COMMITTEE					
5100	Personal Services	660	1,072	2,176	2,224
5200	Purchase of Service/Supplies	180	184	1,780	1,780
5200	Reserve fund	17,340	81,124	100,000	100,000
DEPARTMENT TOTAL		\$18,180	\$82,380	\$103,956	\$104,004
Department #135 TOWN ACCOUNTANT					
5100	Personal Services	165,310	168,734	193,400	215,075
5200	Purchase of Services/Supplies	30,159	38,610	44,150	44,500
DEPARTMENT TOTAL		\$195,469	\$207,344	\$237,550	\$259,575
Department #141 ASSESSORS					
5100	Personal Services	170,501	184,799	199,096	208,699
5200	Purchase of Services/Supplies	9,799	19,356	27,210	29,550
DEPARTMENT TOTAL		\$180,300	\$204,155	\$226,306	\$238,249

		Actual FY 2022	Actual FY 2023	Approved FY 2024	Select Board/ Finance Committee Recommendation FY 2025
Department #145 TREASURER/COLLECTOR					
5100	Personal Services	181,765	216,760	220,911	235,395
5200	Purchase of Services/Supplies	49,903	44,787	42,046	40,820
DEPARTMENT TOTAL		\$231,668	\$261,547	\$262,957	\$276,215
Department #146 CUSTODIAN OF TOWN LANDS					
5100	Personal Services	2,500	2,500	2,500	2,500
DEPARTMENT TOTAL		\$2,500	\$2,500	\$2,500	\$2,500
Department #151 TOWN COUNSEL					
5200	Purchase of Services	70,317	90,576	86,000	91,000
DEPARTMENT TOTAL		\$70,317	\$90,576	\$86,000	\$91,000
Department #155 INFORMATION TECHNOLOGY					
5100	Personal Services	64,186	60,254	71,454	73,070
5200	Purchase of Services/Supplies	270,803	324,114	448,872	465,786
DEPARTMENT TOTAL		\$334,989	\$384,368	\$520,326	\$538,856
Department #161 TOWN CLERK					
5100	Personal Services	130,914	164,872	179,503	188,130
5200	Purchase of Services/Supplies	12,982	14,659	22,620	25,200
5800	Capital Outlay	11,400	9,108	19,700	20,000
DEPARTMENT TOTAL		\$155,296	\$188,639	\$221,823	\$233,330
Department #162 ELECTIONS/ REGISTRATIONS					
5100	Personal Services	5,811	22,273	52,656	38,926
5200	Purchase of Services/Supplies	10,914	16,977	20,730	25,650
DEPARTMENT TOTAL		\$16,725	\$39,250	\$73,386	\$64,576

		Actual FY 2022	Actual FY 2023	Approved FY 2024	Select Board/ Finance Committee Recommendation FY 2025
Department #171 CONSERVATION COMMISSION					
5100	Personal Services	86,655	91,173	93,101	96,268
5200	Purchase of Services/Supplies	1,822	1,750	4,050	9,050
DEPARTMENT TOTAL		\$88,477	\$92,923	\$97,151	\$105,318
Department #175 PLANNING DEPARTMENT					
5100	Personal Services	100,577	110,910	125,923	108,311
5200	Purchase of Services/Supplies	3,121	6,157	10,310	11,810
DEPARTMENT TOTAL		\$103,698	\$117,067	\$136,233	\$120,121
Department #176 BOARD OF APPEALS ***					
5100	Personal Services	1,452	1,638	2,720	0
5200	Purchase of Services/Supplies	507	928	2,050	0
DEPARTMENT TOTAL		\$1,959	\$2,566	\$4,770	\$0
Department #181 MASTER PLAN COMMITTEE/LAND ACQUISITION ***					
5100	Personal Services	0	134	1,496	0
5200	Purchase of Services/Supplies	0	63	100	0
DEPARTMENT TOTAL		\$0	\$197	\$1,596	\$0
Department #192 TOWN BUILDINGS					
5100	Personal Services	36,928	36,921	52,501	53,816
5200	Purchase of Services/Supplies	77,978	70,197	100,000	100,000
DEPARTMENT TOTAL		\$114,906	\$107,118	\$152,501	\$153,816
Department #195 TOWN REPORTS					
195	Town Warrants/Reports	6,038	10,362	7,000	11,000
DEPARTMENT TOTAL		\$6,038	\$10,362	\$7,000	\$11,000
TOTAL GEN. GOVERNMENT FUNCTION 100		\$1,834,672	\$2,139,901	\$2,530,829	\$2,610,857
*** BUDGETS CONSOLIDATED INTO PLANNING DEPARTMENT BUDGET					

		Actual FY 2022	Actual FY 2023	Approved FY 2024	Select Board/ Finance Committee Recommendation FY 2025
FUNCTION 200: PUBLIC SAFETY					
Department #210 POLICE DEPARTMENT					
5100	Personal Services	1,820,987	1,906,906	2,016,605	2,262,816
5200	Purchase of Services/Supplies	203,854	189,548	180,928	220,018
5800	Capital Outlay	46,698	54,749	55,000	75,000
DEPARTMENT TOTAL		\$2,071,539	\$2,151,203	\$2,252,533	\$2,557,834
Department #220 FIRE DEPARTMENT					
5100	Personal Services	1,962,673	2,063,930	2,088,811	2,102,014
5200	Purchase of Services/Supplies	395,260	354,845	260,411	268,261
5800	Capital Outlay	6,420	9,243	23,000	23,500
DEPARTMENT TOTAL		\$2,364,353	\$2,428,018	\$2,372,222	\$2,393,775
Department #241 INSPECTIONS DEPARTMENT					
5100	Personal Services	241,885	250,688	263,054	279,466
5200	Purchase of Services/Supplies	22,526	21,678	33,250	33,250
DEPARTMENT TOTAL		\$264,411	\$272,366	\$296,304	\$312,716
Department #292 ANIMAL CONTROL					
5100	Personal Services	23,194	20,421	20,992	21,295
5200	Purchase of Services/Supplies	1,413	0	3,900	3,900
DEPARTMENT TOTAL		\$24,607	\$20,421	\$24,892	\$25,195
Department #296 TOWN CONSTABLE					
5100	Personal Services	200	200	200	500
DEPARTMENT TOTAL		\$200	\$200	\$200	\$500
TOTAL PUBLIC SAFETY FUNCTION 200		\$4,725,110	\$4,872,208	\$4,946,151	\$5,290,020

		Actual FY 2022	Actual FY 2023	Approved FY 2024	Select Board/ Finance Committee Recommendation FY 2025
FUNCTION: 300: EDUCATION					
Department #301 MIDDLETON SCHOOL DEPARTMENT					
5100	Personal Services	9,218,569	9,850,501	10,411,344	10,732,460
5200	Purchase of Services /Supplies	3,615,460	3,866,376	4,313,158	4,580,102
DEPARTMENT TOTAL		\$12,834,029	\$13,716,877	\$14,724,502	\$15,312,562
Department #314 MASCONOMET SCHOOL DISTRICT					
5600	Middleton Assessment	10,473,077	10,477,590	10,896,460	11,103,806
5900	Masconomet Debt Service	102,490	0	0	0
DEPARTMENT TOTAL		\$10,575,567	\$10,477,590	\$10,896,460	\$11,103,806
Department #315 ESSEX NORTH SHORE EGRICULTURAL & TECHNICAL SCHOOL DISTRICT					
5600	Middleton Assessment	735,809	756,518	807,180	910,615
5900	Essex Tech Debt Service	73,647	68,506	67,215	71,538
DEPARTMENT TOTAL		\$809,456	\$825,024	\$874,395	\$982,153
TOTAL SCHOOL DEPARTMENT		\$24,219,052	\$25,019,491	\$26,495,357	\$27,398,521
FUNCTION 300: EDUCATION					

		Actual FY 2022	Actual FY 2023	Approved FY 2024	Select Board/ Finance Committee Recommendation FY 2025
FUNCTION 400: PUBLIC WORKS					
Department #420 PUBLIC WORKS DEPARTMENT					
5100	Personal Services	690,717	672,404	827,720	789,855
5200	Purchase of Services/Supplies	275,571	294,319	320,700	365,900
5800	Capital Outlay	18,257	18,692	19,000	19,000
DEPARTMENT TOTAL		\$984,545	\$985,415	\$1,167,420	\$1,174,755
Department #423 SNOW AND ICE					
5700	General Expenditures	302,684	285,590	290,400	351,520
DEPARTMENT TOTAL		\$302,684	\$285,590	\$290,400	\$351,520
Department #425 TRANSFER STA./SOLID WASTE					
5100	Personal Services	129,672	136,806	160,271	161,727
5200	Purchase of Services/Supplies	297,027	342,029	400,086	487,200
DEPARTMENT TOTAL		\$426,699	\$478,835	\$560,357	\$648,927
TOTAL PUBLIC WORKS		\$1,713,928	\$1,749,840	\$2,018,177	\$2,175,202

		Actual FY 2022	Actual FY 2023	Approved FY 2024	Select Board/ Finance Committee Recommendation FY 2025
FUNCTION 500: HUMAN SERVICES					
Department #511 BOARD OF HEALTH					
5100	Personal Services	114,768	115,505	118,088	149,404
5200	Purchase of Services/Supplies	18,192	17,156	21,050	23,050
DEPARTMENT TOTAL		\$132,960	\$132,661	\$139,138	\$172,454
Department #541 COUNCIL ON AGING					
5100	Personal Services	201,098	226,137	243,592	238,181
5200	Purchase of Services/Supplies	32,314	39,506	46,138	47,158
DEPARTMENT TOTAL		\$233,412	\$265,643	\$289,730	\$285,339
Department #543 VETERAN SERVICE OFFICER					
5100	Personal Services	19,888	17,323	20,553	37,336
5200	Purchase of Services/Supplies	23,403	20,145	46,900	46,900
DEPARTMENT TOTAL		\$43,291	\$37,468	\$67,453	\$84,236
Department #545 TRI-TOWN COUNCIL					
5200	Purchase of Services	29,925	29,925	29,925	29,925
DEPARTMENT TOTAL		\$29,925	\$29,925	\$29,925	\$29,925
Department #548 MIDDLETON GARDEN CLUB					
5200	Purchase of Services	3,210	2,983	5,000	5,000
DEPARTMENT TOTAL		\$3,210	\$2,983	\$5,000	\$5,000
TOTAL HUMAN SERVICES FUNCTION 500		\$442,798	\$468,680	\$531,246	\$576,954

		Actual FY 2022	Actual FY 2023	Approved FY 2024	Select Board/ Finance Committee Recommendation FY 2025
FUNCTION 600: CULTURE & RECREATION					
Department #610 FLINT PUBLIC LIBRARY					
5100	Personal Services	410,021	450,222	500,231	548,843
5200	Purchase of Services/Supplies	189,778	193,826	215,191	238,160
DEPARTMENT TOTAL		\$599,799	\$644,048	\$715,422	\$787,003
Department #630 RECREATION COMMISSION					
5100	Personal Services	23,711	25,676	38,229	38,229
5200	Purchase of Services/Supplies	9,938	11,541	30,875	30,875
DEPARTMENT TOTAL		\$33,649	\$37,217	\$69,104	\$69,104
Department #691 HISTORICAL COMMISSION					
5200	Purchase of Services	0	0	1,000	1,000
DEPARTMENT TOTAL		\$0	\$0	\$1,000	\$1,000
Department #692 MEMORIAL DAY					
5200	Purchase of Services	3,940	1,867	6,500	6,500
DEPARTMENT TOTAL		\$3,940	\$1,867	\$6,500	\$6,500
Department #693 CHIEF WILLS DAY FAMILY FESTIVAL					
5200	Purchase of Services	5,000	5,000	5,000	5,000
DEPARTMENT TOTAL		\$5,000	\$5,000	\$5,000	\$5,000
TOTAL CULTURE & REC. FUNCTION 600		\$642,388	\$688,132	\$797,026	\$868,607

		Actual FY 2022	Actual FY 2023	Approved FY 2024	Select Board/ Finance Committee Recommendation FY 2025
FUNCTION 700: DEBT SERVICE					
Department #710 DEBT SERVICE					
5801	Principal	1,108,500	1,237,500	1,785,250	1,893,000
5915	Interest	441,098	2,975,143	2,020,081	1,935,178
TOTAL DEBT SERVICE FUNCTION 700		\$1,549,598	\$4,212,643	\$3,805,331	\$3,828,178
FUNCTION 900: UNCLASSIFIED					
Department: UNCLASSIFIED					
910	Compensation Reserve	13,525	68,856	83,686	49,019
911	Retirement	1,847,976	1,882,538	2,127,694	2,083,090
913	Unemployment	7,249	24,796	15,000	15,000
914	Health Insurance	733,530	782,293	879,882	976,433
915	Group Insurance	2,268	2,119	2,450	2,450
916	Medicare	104,453	108,567	117,875	122,590
945	All Other Insurance	227,841	270,130	328,500	330,500
DEPARTMENT TOTAL		\$2,936,842	\$3,139,299	\$3,555,087	\$3,579,082
TOTAL OPERATING BUDGET		\$38,064,388	\$42,290,194	\$44,679,204	\$46,327,421
GENERAL FUND 01					

ARTICLE 7. FY2025 Operating Budget Override

On petition of the Select Board and Finance Committee to see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,033,500 to fund the following in the Fiscal Year 2025 Omnibus Budget, contingent upon the passage of a Proposition 2 ½ referendum under Massachusetts General Laws, Chapter 59, Section 21C; or take any other action relative thereto.

Middleton School Department

Instructional Interventionists	\$55,000
Specialist Programming	\$160,000
Classroom Section	\$75,000
Student Support Personnel	\$85,000
Subtotal:	\$375,000

Town of Middleton

Police Department Personnel (2)	\$156,500
Fire Department Personnel (3)	\$282,000
Facility Maintenance Personnel (1/2 year)	\$50,000
Library Personnel (2 part-time)	\$31,000
<u>Health Insurance, Medicare for Additional Full-Time Personnel</u>	<u>\$139,000</u>
Subtotal:	\$658,500

Fiscal Year 2025 Grand Total: \$1,033,500

Purpose: The funding under Article 7 is contingent on the passage of a Proposition 2 ½ override vote that will appear on the May 21, 2024 Annual Town Election ballot. The total amount of the override is \$1,796,500. An override of this amount is being requested to fund the above-listed positions in municipal and local elementary school operations for Fiscal Year 2025 and future outlying budget years.

Of the \$1,033,500 requested for Fiscal Year 2025, \$375,000 would fund the Middleton School Department. The remaining \$658,500 would fund the addition of two (2) Police Officers, three (3) Firefighter/Paramedics, one (1) Facility Maintenance position (half a year salary), two (2) part time employees for the Flint Public Library, as well as the projected annual cost of benefits for those positions where applicable. Passage of the override will also build in \$763,000 in capacity that will be needed to fund municipal operations in future years – a figure that will not be collected unless authorized as part of a voter-approved budget at future town meetings. Requires a simple majority vote at Town Meeting and on May 21st, 2024 Ballot Question.

ARTICLE 8. FY2025 Community Preservation Budget - Debt Service, 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 2025 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	\$39,351.45	FY 2025 Estimated CPA Receipts
Reserves: Historic Resources	\$39,351.45	FY 2025 Estimated CPA Receipts
Reserves: Community Housing	\$39,351.45	FY 2025 Estimated CPA Receipts
B. Flint Library Debt Service	\$182,000.00	\$39,452.35 from Historic Resources Reserve and \$142,547.65 from Fund Balance
C. CPA Committee Admin. Expenses	\$500.00	From Fund Balance
Community Preservation Total	\$300,554.35	

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 \$364,000 and are composed of the estimated receipts from the local surcharge of \$310,000 and monies from the State Trust Fund, which will make its eighteenth payment in October of 2024 providing an additional estimated \$54,000 in matching funds based upon the local share raised in Fiscal Year 2025. Requires a simple majority vote.

ARTICLE 9. 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>Expense</u>	<u>Recommended Amount</u>	<u>Funding Source</u>
Affordable Housing Trust Fund Transfer	\$80,000	Community Housing
Flint Public Library Repairs	\$60,000	Fund Balance
Community Preservation Total	\$140,000	

Purpose: The Community Preservation Committee reviews proposed projects on an annual basis and provides recommendations to Town Meeting. Requires simple majority vote.

ARTICLE 10. Authorize FY2025 Revolving Fund Spending Limits

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

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 South Essex Sewerage District 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.

Direct Costs

SESD Assessment	\$ 104,151
Expenses	\$100
Extra/Unforeseen	<u>\$1,000</u>
Total Direct Costs:	\$ 105,251

Indirect Costs *

Salaries and Wages	\$5,598
Insurance & Benefits	<u>\$847</u>
Total Indirect Costs:	\$6,445

Total FY2025 Budget \$111,696

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

Town shall raise the sum of \$105,521 from the Sewer Enterprise Revenues and approve the sum of \$6,445 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 Sewerage District (SESD). The revenues fully fund the operating costs. Requires a simple majority vote.

ARTICLE 12. 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 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	\$100,907
Expenses	\$ 69,600
<u>Extra/Unforeseen</u>	<u>\$ 50,000</u>
Total Direct Costs:	\$ 220,507

Indirect Costs *

Salaries and Wages	\$58,175
<u>Insurance & Benefits</u>	<u>\$32,836</u>
Total Indirect Costs:	\$91,011

Total FY2025 Budget \$311,518

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

Town shall raise the sum of \$220,507 from the Water Enterprise Revenues and to approve the sum of \$91,011 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. Accept Sum from Middleton Electric Light Department (MELD)

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 \$258,212. Requires a simple majority vote.

ARTICLE 14. Transfers to Reserve Accounts

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 as noted below. Requires a simple majority vote.

Fund	Amount
OPEB Trust Fund	\$100,000
Facilities Stabilization Fund	\$250,000
Stablization Fund	\$50,000
Pension Stabilization Fund	\$50,000
Capital Stablization Fund	\$100,000
Special Education Stabilization Fund	\$50,000
Total	\$600,000

ARTICLE 15. FY2025 Capital Budget

On petition of the Select Board and Finance Committee, to see if the Town will vote to appropriate from Free Cash 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.

TABLE FOUND ON NEXT PAGE

Department/Location	Project	Expenditure
Town Administration	Natsue Way Remediation, Parking and Sidewalk	\$ 483,040
	Town Administration Subtotal	\$ 483,040
Information Technology	Server & Network Migration	\$ 30,000
	IT & Cybersecurity Infrastructure	27,157
	Replace Konica Wide Format & MFP Printer	20,000
	Town-Wide Phone Upgrade/Migration	26,466
	AssessPro 5 Upgrade	11,000
	Information Technology Subtotal	\$ 114,623
Police Department	Stirmgroup - Evidence Room Management System/Audit	\$ 50,000
	Upgrade Handguns	25,000
	Police Subtotal	\$ 75,000
Fire Department	Fire Training Costs for new Firefighter	\$ 19,500
	Mobile Radio Replacement (Phase 1)	15,200
	KeySecure6 eLock System	9,000
	iPads & Mounting Hardware	13,100
	Replace Car 1	93,200
	Refurbish/Repair Ladder 1	59,900
	Replace Lucas Device	21,000
	Fire Subtotal	\$ 230,900
Elementary Schools	Upgrades to Fuller Meadow Parking Lot	\$ 100,000
	Elementary Schools Subtotal	\$ 100,000
Essex North Shore Tech	Capital Contribution	\$ 28,872
	Essex North Shore Tech Subtotal	\$ 28,872
Dept. of Public Works	Paving (Town Supplement to Ch.90)	\$ 125,000
	Replace Sander	257,517
	Replace Infield Grooming Machine	28,500
	Replace Boom Mower	34,500
	Dept. of Public Works Subtotal	\$ 445,517
Capital Projects Total		\$ 1,477,952

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 in the amount of \$1,477,952 from Free Cash. Note that capital items funded through the Community Preservation Fund are reflected in that warrant article; capital items funded through outside funds are not subject to appropriation. Requires a simple majority as all items are funded from Free Cash.

ARTICLE 16. Masconomet Regional Capital Request Debt Exclusion

On petition of the Masconomet Regional School District, to see if the Town will vote to approve of the \$5,000,000 debt authorized by the Masconomet Regional School District for the purpose of paying costs of an owner's project manager (OPM) and design services in connection with the roof, HVAC, & Building Management System construction project at the High School/Middle School Building Complex, including the payment of all costs incidental and related thereto, provided, however, that such approval shall be contingent upon a vote of the Town to exclude the amounts necessary to pay its allocable share of this debt from the provisions of proposition two and one-half, or to take any other action relative thereto.

Purpose: The Masconomet Regional School District has immediate needs for High School and Middle School capital improvements including a new roof, a new HVAC system and a new Building Management System (BMS). Currently, both schools' roofs have extensive leaks allowing water to permeate into the building. The HVAC system is at the end of its useful life and has experienced multiple failures over the past year including a fire in one rooftop unit. The BMS is antiquated and provides insufficient control to manage the building's infrastructure. The first steps towards addressing these deficiencies are to contract with an Owners Project Manager (OPM) and begin Design Services.

This article requests approval of \$5,000,000 in debt authorized by the Masconomet Regional School District School Committee and to exclude Middleton's allocable share of this \$5,000,000 in debt from the provisions of proposition two and one-half in order to pay the costs of an OPM and Design Service in connection with the proposed roof, HVAC and BMS construction project at the High School / Middle School Building Complex. In accordance with M.G.L. c. 149, the District is required to contract with an OPM when planning for a public building project under its jurisdiction which is estimated to cost \$1,500,000 or more. The current estimates for the Roof Project are approximately \$30,000,000 (inclusive of the \$5,000,000 requested herein). The OPM must be contracted with before entering into a contract for Design Services and the OPM shall serve as the District's agent and consultant during the planning, design, and implementation of the project. Design services include the preparation of master plans, feasibility and other studies, surveys, cost estimates and programs; preparation of drawings, plans, and specifications, including schematic drawings and preliminary plans and specifications; supervision or administration of a construction contract; and construction management and scheduling.

The requested exclusion will allow for the debt to be paid outside of the Town's limitations of proposition two and one-half and will also require approval of the voters of the Town at the May 21, 2024 Annual Town Election. In the event the warrant article and ballot question shall pass, the three (3) member towns of the District (Topsfield, Middleton and Boxford) will each be apportioned annually, during the District's Annual Budget process, its share of the debt service as outlined in the final debt service schedule. The methodology for apportioning debt service to the District's Member Towns can be found in Article IV of the Regional Agreement which can be found on the District's website here: <https://www.masconomet.org/Page/916>

ARTICLE 17. Masconomet Regional Capital Request

On petition of the Masconomet Regional School District, to see if the Town will appropriate \$135,586 to pay a portion of the costs of Fiscal Year 2025 capital needs, to be funded by Free Cash; or take any other action relative thereto.

Purpose: The Masconomet Regional School District has identified \$1,000,000 in smaller sized capital needs. They are proposing stepping in the cost of these needs, with FY25 seeing a \$400,000 assessment between Middleton, Boxford and Topsfield. Middleton's portion would be \$135,586 for FY25. Requires a simple majority vote.

ARTICLE 18. Fuller Meadow School Roof Design Debt

On the petition of the School Building Committee, to see if the Town will vote to appropriate, borrow or transfer from available funds, \$300,000 to be expended under the direction of the School Building Committee for the purpose of paying costs of a feasibility study for roof replacement at the Fuller Meadow School, 143 S Main Street, Middleton, Massachusetts, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; or take any other action relative thereto.

Purpose: This article will fund the town portion of the proposed Fuller Meadow Roof Design Project. The Administration has started the MSBA project process. Additional funding will be required for a future construction phase. Requires a 2/3 majority vote.

ARTICLE 19. Trust Funds (Investment Income Local Option Adoption)

On a petition of the Select Board and the Treasurer/Collector to see if the Town will vote to accept the provisions of G.L. c.44, §54(b) to allow Town trust funds to be invested in accordance with G.L. c.203C, the so-called "Prudent Investment Rule", or take any other action relative thereto.

Purpose: The FY 24 state budget, Chapter 28 of the Acts of 2023, includes a change to the standards for investment of trust funds in municipalities. Section 26 amends G.L. c. 44, §54, to insert a local acceptance provision that allows investment in accordance with the so-called "Prudent Investment Rule" (G.L. c. 203C), which essentially allows for a broader range of investments that are consistent with investment choices allowed in the Town's other investment accounts. This would be governed by the existing Town of Middleton Investment Policy and would only apply to Trust Funds. Requires a 2/3 majority vote.

ARTICLE 20. Tax Deferral Limit Increase

On petition of the Board of Assessors, to see if the Town will adopt changes as defined under Chapter 182, Section 14 of the Acts of 2008. That the Town increase the gross receipts that seniors may have in the prior calendar year to be eligible to defer property taxes under M.G.L. Chapter 59 Section 5, Clause 41A from \$30,000 to 100% of the amount established annually by the Commissioner of Revenue as the income limit for single seniors who are not heads of households to qualify for the “circuit breaker” state income tax credit for the preceding state tax year, with such increase to be effective for deferrals granted for taxes assessed for the fiscal year beginning on July 1, 2024; or take any other action relative thereto.

Purpose: The original limit was \$20,000. Article 9 at the 1996 Annual Town Meeting was unanimously passed to increase the limit amount from \$20,000 to \$30,000. Article 20 of this year would increase that limit to an amount tied to an annual cost of living as established by the Commissioner of Revenue. Requires a simple majority vote.

ARTICLE 21. Statute Acceptance for Treasurer/Collector Education Stipend

On a petition of the Select Board and the Treasurer/Collector to see if the Town will vote to accept Massachusetts General Law, Chapter 41, Section 108P, which provides that Treasurer/Collectors who complete the necessary training and receive certification by their state association be paid and additional sum; or take any other action relative thereto.

Purpose: The Town intended to take this action at a Town Meeting in 2000 (Article 18). This provision applied to both the Town Clerk and Treasurer/Collector education stipend, however the Article only listed the statute in Massachusetts General Law for the Town Clerk provision. The Town has implemented this stipend (of which the value is 10% of the Treasurer/Collector’s regular salary, not to exceed \$1,000 per year). It is only disbursed when the Treasurer/Collector has met set requirements. Requires a simple majority vote.

CITIZEN PETITIONS, BYLAW ADOPTIONS, AND REAL PROPERTY

ARTICLE 22. Easement for Intersection of S. Main St. and Boston St. (Rt.114 and Rt.62)

On petition of the Select Board, to see if the Town will accept easements in property fronting on South Main Street and Boston Street, for the purpose of implementing intersection improvements and to authorize the Select Board to enter into any agreements necessary to facilitate such conveyance and improvements, or take any other action relative thereto.

Purpose:

As part of the Development Agreement between Villebridge Middleton and the Middleton Select Board, an easement has been negotiated as a donation from the developer to accommodate additional turning lanes at the intersection of S. Main Street and Boston Street in front of Memorial Hall. Accepting this easement will help the Town secure MassWorks and HousingWorks grant funding (\$2,500,000 - \$5,000,000 million) to help address traffic concerns in the Middleton Town Center area. Requires a 2/3 majority vote.

ARTICLE 23. MBTA Zoning

On petition of the Middleton Planning Board to see if the Town will vote to amend the Middleton Zoning Bylaw and map by adding Section 8.8 “MBTA Communities Multifamily Overlay District,” modify Section 2.2 Overlay Districts, modify Section 9.5 “Site Plan Review,” modify Section 10. “Definitions,” and that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Middleton; with said changes outlined and attached to the warrant, and on file with the Town Clerk; or take any other action relative thereto.

Purpose:

In 2021, the Commonwealth of Massachusetts adopted the MBTA Communities zoning law, requiring cities and towns served by the MBTA to zone a district “of reasonable size” for multi-family housing near public transit, where practical. This piece of legislation took a “one size fits all” approach that struggles to mesh with more rural communities such as Middleton. A failure to adopt this law would result in the loss of current and future grant funding from the state. This would include upcoming potential MassWorks and HousingWorks funding (multimillion dollar state grants that aim to help address traffic issues on Route 114). The Planning Board extensively debated an approach to this law in a series of public meetings, culminating in a Public Hearing on March 12th, 2024. Based on citizen input, the goal was to identify the least intrusive way to implement this law in Middleton. Ultimately it was determined that by placing this area along the existing Interstate Highway Business Zone near I-95 in the easternmost corner of town, Middleton would satisfy the requirements of this law in a way that significantly minimizes the impact to Middleton without jeopardizing future grant funding. Should this law be struck down in the future, an affirmative vote this evening would be invalidated. 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 21, 2024**, next for the following purposes, VIZ: To choose by ballot the following Town Officers for the ensuing year:

One Moderator for three (3) years
Two Select Board Members for three (3) years
One Board of Assessors Member for three (3) years
Two Elementary School Committee Members for three (3) years
One Regional School Committee Member for three (3) years
One Planning Board Member for five (5) years
Two Electric Light Commissioners for three (3) years
Two Library Trustees for three (3) years
One Housing Authority Member for five (5) years

And to vote on the following ballot questions:

Shall the Town of Middleton be allowed to assess an additional \$1,796,500 in real estate and personal property taxes for the purposes of funding local school, public safety, public works, library, and general government expenses for the fiscal year beginning July 1, 2024?

Shall the Town of Middleton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the \$5,000,000 bonds issued by the Masconomet Regional School District for the purpose of paying costs of an owners project manager (OPM) and design services in connection with the roof, HVAC, and Building Management System construction project at the High School/Middle School Building Complex, including the payment of all costs incidental and related thereto?

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

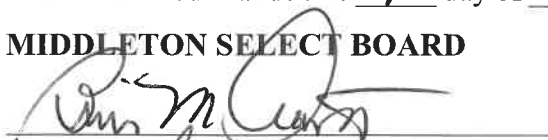


Howe Station Market


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 9th day of 2024 in the year Two Thousand Twenty Four.

MIDDLETON SELECT BOARD



A true copy Attest:

Constable of the Town of Middleton

Date Posted

EXHIBIT A

Article

On petition of the Middleton Planning Board to see if the Town will vote to amend the Middleton Zoning Bylaw and map by adding Section 8.8 “Allow Multifamily Dwellings,” modify Section 2.2 Overlay Districts, modify Section 9.5 “Site Plan Review,” modify Section 10. “Definitions,” and that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Middleton:

Article C: Allow Multifamily Dwellings

Modify Section 2.2 Overlay Districts, as follows:

Add “**MBTA Communities Multi-family Overlay District (MCMOD)**” to the list of Overlay Districts.

Add new Section 8.8 MBTA Communities Multifamily Overlay District

8.8.1. Purpose

1. The purpose of the MBTA Communities Multi-family Overlay District (MCMOD) is to allow multi-family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:
 - a. Encourage the production of a variety of housing sizes and typologies to provide equal access to new housing throughout the community for people with a variety of needs and income levels;
 - b. Preserve open space in the community by locating new housing within or adjacent to existing developed areas and infrastructure.
 - c. Increase the municipal tax base through private investment in new residential developments.

8.8.2. Establishment and Applicability

1. **Overlay District.** This MCMOD is an overlay district that is superimposed over the underlying zoning district (s) and is shown on the Zoning Map.
2. **Applicability of MCMOD.** An applicant may develop multi-family housing located within the MCMOD in accordance with the provisions of this Section 8.8.
3. **Underlying Zoning.** The MCMOD is an overlay district superimposed on underlying zoning districts. The regulations for use, dimensions, and all other provisions of this Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right as specified under this section 8.8. Uses that are not identified in this Section 8.8 are governed by the requirements of the underlying zoning district(s).

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4. **Location.** The MCMOD contains the following parcels: Map 21, Parcels 4, 5, 7, 12, 12A, 14, and 15.

8.8.3. Definitions.

For purposes of this Section 8.8, the following definitions shall apply.

1. **AFFORDABLE UNIT.** A multi-family housing unit that is subject to a use restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.
2. **AFFORDABLE HOUSING.** Housing that contains Affordable Units as defined by this Section 8.8.
3. **AREA MEDIAN INCOME (AMI).** The median family income for the metropolitan statistical region that includes the Town] of Middleton, as defined by the U.S. Department of Housing and Urban Development (HUD).
4. **DEVELOPMENT STANDARDS.** Provisions of **Section 8.8.7 General Development Standards** made applicable to projects within the MCMOD.
5. **SITE PLAN REVIEW AUTHORITY.** The Board of Appeals for the Town of Middleton.
6. **SUBSIDIZED HOUSING INVENTORY (SHI).** A list of qualified Affordable Housing Units maintained by EOHLC used to measure a community's stock of low-or moderate-income housing for the purposes of M.G.L. Chapter 40B, the Comprehensive Permit Law.

8.4. Permitted Uses

1. **Uses Permitted As of Right.** The following uses are permitted as of right within the MCMOD.
 - a. Multi-family housing, as defined in Section 10. This use may included one or more of the following building types defined in Section 10 of the Bylaw: Duplex Dwelling Unit (minimum of two such units per lot), Multifamily Dwelling, Garden Apartment, Mid-Rise Apartment, or High-Rise Apartment.
2. **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section 8.4.1.
 - a. Parking, including surface parking and parking within a structure such as an above ground or underground parking garage or other building on the same lot as the principal use.

8.5. Dimensional Standards

1. **Table of Dimensional Requirements.** Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the MCMOD are as follows:

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Dimensional Standard	
Minimum Area (square feet)	160,000
Minimum frontage (feet)	400
Minimum Lot Width (feet)	400
Minimum Front Setback (feet)	50
Minimum Side Yard (feet)	50
Minimum Rear Yard (feet)	50
Lot coverage by buildings (%)	35
Minimum Open Space (%)	50
Minimum Building Height (feet)	35
Maximum Building Height (stories)	3
Lot Area per Dwelling Unit (square feet)	2,500

2. **Multi-Building Lots.** In the MCMOD, lots may have more than one principal building.
3. **Exceptions.** The limitation on height of buildings shall not apply to chimneys, ventilators, towers, silos, spires, or other ornamental features of buildings, which features are in no way used for living purposes and do not constitute more than 25% of the ground floor area of the building.
4. **Exceptions: Renewable Energy Installations.** The Site Plan Review Authority may waive the height and setbacks in Section 8.8.5 Dimensional Standards to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building and the layout of the site. The installations shall not provide additional habitable space within the development.

8.8.6. Off-Street Parking

1. All requirements of Section 5.1 in this Bylaw apply except that 1.5 spaces per dwelling unit are required for a Residential Dwelling Unit within the MCMOD.
2. Parking spaces shall be permitted either as surface parking or within garages or other structures.
3. One bicycle parking space shall be provided for each unit.
4. For a multi-family dwelling development of 25 units or more, covered bicycle parking spaces shall be provided for twenty-five percent of the required spaces.

8.8.7. General Development Standards

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1. Development standards in the MCMOD are applicable to all multi-family development in a MCMOD Overlay District. These standards are components of the MCMOD Site Plan Review process in Section 8.8.9. Site Plan Review.
2. Site Design.
 - a. **Connections.** Sidewalks shall provide direct connections among building entrances, the public sidewalk (if applicable), bicycle storage, and parking.
 - b. **Vehicular access.** Where feasible, curb cuts shall be minimized, and shared driveways encouraged.
 - c. **Open Space Land.** Open Space Land as defined in Section 10 of this Bylaw shall be contiguous undeveloped land and, where feasible, connected to Open Space Land in adjacent lots.
 - d. **Screening for Parking.** Surface parking adjacent to a public sidewalk shall be screened by a landscaped buffer of sufficient width to allow the healthy establishment of trees, shrubs, and perennials, but no less than 6 (six) feet in width. The buffer may include a fence or wall of no more than three feet in height unless there is a significant grade change between the parking and the sidewalk.
 - e. **Parking Materials.** The parking surface may be concrete, asphalt, decomposed granite, bricks, or pavers, including pervious materials but not including grass or soil not contained within a paver or other structure.
 - f. **Plantings.** Plantings shall include species that are native or adapted to the region. Plants on the Massachusetts Prohibited Plant List, as may be amended, shall be prohibited.
 - g. **Lighting.** Light levels shall meet or exceed the minimum design guidelines defined by the Illuminating Engineering Society of North America (IESNA) and shall provide illumination necessary for safety and convenience while preventing glare and overspill onto adjoining properties and reducing the amount of skyglow.
 - h. **Mechanicals.** Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened if visible from a public right-of-way.
 - i. **Dumpsters.** Dumpsters shall be screened by a combination of fencing and plantings. Where possible, dumpsters or other trash and recycling collection points shall be located within the building.
 - j. **Stormwater Management.** Strategies that demonstrate compliance of the construction activities and the proposed project with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, and, if applicable, additional requirements under the Town of Middleton's Stormwater Permit, and an Operations and Management Plan for both the construction activities and ongoing post-construction maintenance and reporting requirements.

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- k. **Noise.** The proposed development shall not unreasonably interfere with the reasonable use and enjoyment of property within the Town as a result of the generation of noise. Practices and systems shall reduce noise pollution in order to preserve and enhance the natural and aesthetic qualities of the Town; preserve property values; and preserve neighborhood character.
3. **Buildings: General.**
- a. **Position relative to principal street.** The primary building shall have its principal façade and entrance facing the principal street or principal common driveway. See also Section 8.8.7. Buildings: Corner Lots.
 - b. **Entries.** Where feasible, entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.
4. **Buildings: Multiple buildings on a lot.**
- a. Parking and circulation on the site shall be organized so as to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.
 - b. A paved pedestrian network shall connect parking to the entries to all buildings and the buildings to each other.
 - c. The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.
 - d. The building(s) adjacent to the public street shall have a pedestrian entry facing the public street.
5. **Buildings: Shared Outdoor Space.** Multi-family housing shall have common outdoor space that all residents can access. Such space may be located in any combination of ground floor, courtyard, rooftop, or terrace. All outdoor space shall count towards the project's minimum Open Space requirement, as defined in Section 8.8.5.
6. **Buildings: Corner Lots.** A building on a corner lot shall indicate a primary entrance either along one of the street-facing façades or on the primary corner as an entrance serving both streets.
- a. Such entries shall be connected by a paved surface to the public sidewalk, if applicable.
 - b. All façades visible from a public right-of-way shall be treated with similar care and attention in terms of entries, fenestration, and materials.
 - c. Fire exits serving more than one story shall not be located on either of the street-facing façades.
7. **Buildings: Principal Façade and Parking.** Parking shall be subordinate in design and location to the principal building façade.

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- a. **Surface parking.** Surface parking shall be located to the rear or side of the principal building. Parking shall not be located in the setback between the building and any lot line adjacent to the public right-of-way.
 - b. **Integrated garages.** The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.
 - c. **Parking structures.** Building(s) dedicated to structured parking on the same lot as one or more multi-family buildings or mixed-use development shall be subordinate in design and placement to the multi-family or mixed-use building(s) on the lot.
8. **Waivers.** Upon the request of the Applicant and subject to compliance with the Compliance Guidelines, the Site Plan Review Authority may waive the requirements of this Section 8.8.7. General Development Standards, in the interests of general safety, design flexibility, and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the MCMOD.

8.8.8 Affordability Requirements.

1. **Purpose.**
 - a. Promote the public health, safety, and welfare by encouraging a diversity of housing opportunities for people of different income levels;
 - b. Provide for a full range of housing choices for households of all incomes, ages, and sizes;
 - c. Increase the production of affordable housing units to meet existing and anticipated housing needs; and
 - d. Work to overcome economic segregation allowing Middleton to be a community of opportunity in which low and moderate-income households have the opportunity to advance economically.
2. **Applicability.** This requirement is applicable to all residential developments with 10 or more dwelling units, whether new construction, substantial rehabilitation, expansion, reconstruction, or residential conversion (Applicable Projects). No project may be divided or phased to avoid the requirements of this section.
3. **Affordability requirements.**
 - a. **Subsidized Housing Inventory.** All units affordable to households earning 80% or less of AMI created in the MCMOD under this section must be eligible for listing on EOHLC's Subsidized Housing Inventory.
4. **Provision of Affordable Housing.** In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For the purpose of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded up to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

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5. Fee in Lieu.

- a. As an alternative to the requirements of paragraph (3) of this section, and at the sole discretion and majority vote of the Select Board upon a recommendation of the Affordable Housing Trust, the developer or property owner shall contribute a fee to the Municipality's Affordable Housing Trust Fund in lieu of providing all or a portion of the required Affordable Housing Units within the proposed development. Approval of a payment in lieu of affordability from the Select Boards and a recommendation from the Affordable Housing Trust must be obtained prior to application and submitted with the initial Application for Site Plan Review.
- b. The payment shall be an amount equal to the required number of affordable housing units multiplied by the median price of a Middleton market-rate home comparable in type, size, and number of bedrooms proposed for the market rate units reported for a minimum of three (3) home sales over a period of twelve (12) months prior to the date of application submission, if available. Median home cost utilized in the formula must be approved by the Middleton Affordable Housing Trust, or designee. The applicant shall calculate the proposed sum based on an appraisal of the comparable home sales and submit documentation of the relevant data source(s) as part of the application.
- c. Any payment to the Affordable Housing Trust Fund as an in lieu contribution for Affordable Housing Units shall be made as follows: at least 50 percent of the total owed prior to the issuance of a building permit; and the remaining total owed prior to the issuance of an occupancy permit.

6. Development Standards. Affordable Units shall be:

- a. Integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of exterior and interior materials with the other units and/or lots;
- b. Dispersed throughout the development;
- c. Located such that the units have equal access to shared amenities, including light and air, and utilities (including any bicycle storage and/or Electric Vehicle charging stations) within the development;
- d. Located such that the units have equal avoidance of any potential nuisances as [market-rate units] within the development;
- e. Distributed proportionately among unit sizes; and
- f. Distributed proportionately across each phase of a phased development.
- g. Occupancy permits may be issued for market-rate units prior to the end of construction of the entire development provided that occupancy permits for Affordable Units are issued simultaneously on a pro rata basis.

7. Administration.

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- a. The Building Commissioner shall be responsible for administering and enforcing the requirements in this section.

8.8.9. Site Plan Review

1. **Applicability.** Site Plan Review under Section 9.5 of the Middleton zoning bylaw is required for all projects within the MCMOD. An application for Site Plan Review shall be reviewed by the Zoning Board of Appeals for consistency with the purpose and intent of Sections 8.8.4 through 8.8.8 and Section 9.5.11
2. **Submission Requirements.** As part of any application for Site Plan Review for a project within the MCMOD submitted under Sections 8.8.5 through 8.8.8, the Applicant must meet the requirements of this section and Section 9.5 Site Plan Review of this Bylaw and the requirements contained in the Zoning Board of Appeals Rules.
3. **Site Plan Approval.** Site Plan approval for uses listed in Section 8.8.4 Permitted Uses shall be granted upon determination by the Zoning Board of Appeals that the following conditions have been satisfied. The Zoning Board of Appeals may impose reasonable conditions, at the expense of the applicant, to ensure that these conditions have been satisfied.
 - a. The Applicant has submitted the required fees and information as set forth in the Town of Middleton's requirements for a Building Permit and Site Plan Review; and
 - b. The project as described in the application meets the development standards set forth in Section 8.8.7. General Development Standards and the objectives under Section 9.5.11.
4. **Project Phasing.** An Applicant may propose, in a Site Plan Review submission, that a project be developed in phases subject to the approval of the Site Plan Review Authority, provided that the submission shows the full buildout of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid the provisions of Section 8.8.8 Affordability Requirements.

J. Severability.

If any provision of this Section 8.8 is found to be invalid by a court of competent jurisdiction, the remainder of Section 8.8 shall not be affected but shall remain in full force. The invalidity of any provision of this Section 8.8 shall not affect the validity of the remainder of the Town of Middleton's Zoning Bylaw.

Modify Section 9.5 Site Plan Review, as follows

Add the following to Section 9.5.2 Applicability.

9.5.2. Applicability. The following types of activities and uses require site plan review

by the Zoning Board of Appeals:

1. Garden apartments in a residence district;

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2. Any new buildings or structures in a Business District, Light Industrial District, Institutional Overlay District, or Interstate Highway Business District;
3. An addition to or alteration of an existing building for commercial use-;
4. **Multifamily Dwellings under Section 8.8; or**

Modify Section 10.0 Definitions, as follows:

Add the following definitions to Section 10.0 Definitions:

APPLICANT – A person, business, or organization that applies for a building permit, Site Plan Review, or Special Permit.

AS-OF-RIGHT – Development that may proceed under a zoning ordinance or by-law without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.

PARKING, SURFACE — One or more parking spaces without a built structure above the space.

PARKING, STRUCTURED — A structure in which vehicle parking is accommodated on multiple stories; a vehicle parking area that is underneath all or part of any story of a structure; or a vehicle parking area that is not underneath a structure, but is entirely covered, and has a parking surface at least eight feet below grade. Structured Parking does not include surface parking or carports, including solar carports.

Replace the existing definition of Multifamily Dwelling with the following new definition:

MULTIFAMILY DWELLING— A building with 3 or more residential dwelling units or 2 or more buildings on the same lot with more than 1 residential dwelling unit in each building.

Replace the existing definition of Dwelling Unit with the following new definition:

RESIDENTIAL DWELLING UNIT— A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

Background Information:

This article would bring the Town of Middleton into compliance with Section 3A of Massachusetts General Laws Chapter 40A. This law is commonly referred to as the MBTA Communities Act. Middleton qualifies as an Adjacent Community as defined by the Compliance Guidelines, which were distributed by the Executive Office of Housing and Livable Communities (EOHLC) to provide guidance on how to comply with the law. In addition to the Compliance Guidelines, EOHLC provided two major tools to help communities comply: the Compliance Model and the Sample Zoning.

As an Adjacent Community, the Town of Middleton must pass zoning that is compliant with the law by December 31, 2024. The Town is required to zone a minimum of 50 acres for multifamily housing as-of-right. The calculated unit capacity of the zoning district must be a minimum of 750 units. The Compliance Model is used to determine whether the Town of Middleton meets the minimum requirements and to

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test zoning options to bring the Town into compliance. The Town held a public forum in November 2023 to discuss geographic options for potential districts and held a second public forum on January 30, 2024 to discuss options for compliance. Finally, the Planning Board held a public hearing on March 11, 2024 to hear public opinion and make a final decision on the area to be zoned under this overlay..

The Town already allows multifamily by Special Permit in the R-2 District. The requirement for a special permit means that this district does not comply with Section 3A's requirement for as-of-right multifamily zoning.

This article rezones portions of the IH or Interstate Highway Business district and an adjacent parcel belonging to the Housing Authority which is in the Residence (40,000) District. This proposed overlay district captures existing multifamily development at three sites within the IH district.

Ferncroft Towers is a condominium tower and is in one of the few areas within town that has access to sewer, rather than septic (through the South Essex Sewer District). Ferncroft Towers is currently zoned IH or Interstate Highway Business. According to ResiDensity, this site has 177 units on 4.87 acres, and thus a density of 36.37 units per acre; well over the required minimum density of 15 units per acre.

Adjacent to that parcel are the two towers of Ironwood on the Green, with 204 units on 7.82 acres and a density of 26.10 units per acre. The third parcel along Village Road is the Villas at Ironwood on the Green, with 30 townhouses on 5.84 acres for a total density of 5.13 units per acre. While this is below the required density, the three parcels together have an existing 411 units on 18.53 acres for a total density of just over 22 units per acre. Two other sites in the proposed overlay have multi-family housing now: the condominiums on Calloway Drive (8 units on 3.98 acres for a total density of 2.01 units per acre) and the Housing Authority site (12 units on 2.94 acres for a total density of 4.08 units per acre).

The final two sites are non-residential with active uses: the portion of the Doubletree Danvers that is within Middleton and the office building at 35 Village Road.

Middleton Compensation Plan for Non-Union Employees

	Adopted (FY 24) July 1, 2023	Proposed (FY 25) July 1, 2024
<u>Table A - Elected Officials</u>		
Town Moderator	\$200/Yr.	\$500/Yr.
Town Constable	\$200/Yr.	\$500/Yr.
Town Clerk	\$103,532/Yr.	\$108,171/Yr.
Select Board Chair	\$2,100/Yr.	\$2,100/Yr.
Select Board Member	\$1,600/Yr.	\$1,600/Yr.
School Committee Member	\$600/Yr.	\$600/Yr.
Assessor - Each Member*	\$1,000-\$2,000/Yr.	\$1,000-\$2,000/Yr.
* Depends upon education/training level		
 <u>Table B - Non-Union Appointed Positions</u>		
General Government and Miscellaneous		
Superintendent of Burials	\$500/Yr.	\$500/Yr.
Custodian of Town Lands	\$2,500/Yr.	\$2,500/Yr.
Board Recording Secretary	\$136/Mtg	\$139/Mtg
Cable Access Director	\$25,740/Yr.	\$26,384/Yr.
Veteran Services Officer	\$19,553/Yr.	\$36,336/Yr.
 Administration		
Assistant Town Administrator/HR Director	\$114,722/Yr.	\$122,683/Yr.
Administrative Secretary	\$25.57/Hr.	\$27.74/Hr.
 Finance		
Treasurer/Collector	\$102,567/Yr.	\$106,063/Yr.
Assistant Treasurer/Collector	\$65,162.23/Yr.	\$68,974/Yr.
 Town Clerk		
Assistant Town Clerk	\$62,62/Yr.	\$66,433/Yr.
Office Coordinator (formerly Administrative Clerk)	\$17.52 - \$25.53/Hr.	\$25.90/Hr.
Census Workers	\$15.00/Hr.	\$15.00/Hr.
Elections Officers	\$15.00/Hr.	\$15.00/Hr.
Poll Workers	\$15.00/Hr.	\$15.00/Hr.
Registrar of Voters	\$100/Election	\$100/Election
Registrar of Voters - Clerk	\$400/Yr.	\$400/Yr.
 Assessing		
Chief Assessor	\$109,374/Yr.	\$113,103/Yr.
Deputy Assessor	\$59,696/Yr.	\$63,188/Yr.

Middleton Compensation Plan for Non-Union Employees

	Adopted (FY 24) July 1, 2023	Proposed (FY 25) July 1, 2024
Health Department		
Director	\$98,072/Yr.	\$101,415/Yr.
Public Health Nurse	\$45.00/Hr.	\$46.13/Hr.
Animal Control Officer	\$20,992/Yr.	\$21,292/Yr.
Health Inspector	varies per inspection	varies per inspection
Council on Aging		
Director	\$87,521/Yr.	\$90,505/Yr.
Assistant Director	\$53,431/Yr.	\$58,217/Yr.
Front Desk and Programs Coordinator	\$19.61/Hr.	\$20.10/Hr.
Administrative Assistant	\$19.61/Hr.	\$20.10/Hr.
Outreach Coordinator and Case Worker	\$27.74/Hr.	\$29.07/Hr.
Van Driver	\$16.65/Hr.	\$17.07/Hr.
Lead Kitchen Aide	\$17.36/Hr.	\$17.79/Hr.
Kitchen Aide	\$15.47/Hr.	\$15.86/Hr.
Food Bank Facilitator	\$15.47/Hr.	\$15.86/Hr.
Inspectional Services		
Building Commissioner	\$98,120/Yr.	\$101,465/Yr.
Inspector (Wiring or Gas/Plumbing)	\$21,945-\$24,700/Yr.	\$22,580-\$25,414/Yr.
Building Inspector	\$30,184-\$33,972/Yr.	\$31,049-\$31,985/Yr.
Alternate Inspector (Building/Wiring/Gas/Plumbing)	\$28.48 - \$32.37/Hr.	\$28.48 - \$32.37/Hr.
Planning		
Town Planner	\$98,557/Yr.	\$101,916/Yr.
Conservation		
Conservation Agent	\$93,094/Yr.	\$96,267/Yr.
Public Works		
Superintendent	\$116,626/Yr.	\$124,700/Yr.
Deputy Superintendent	\$109,702/Yr.	\$93,099/Yr.
Transfer Station Attendent	\$17.33/Hr.	\$17.76/Hr.
Part-Time Laborer	\$15.00 - \$16.50/Hr	\$15.00 - \$17.00/Hr
Police		
Confidential Administrative Assistant	\$39,807/Yr.	\$35,379/Yr.

Middleton Compensation Plan for Non-Union Employees

	Adopted (FY 24) July 1, 2023	Proposed (FY 25) July 1, 2024
Flint Public Library		
Director	\$100,422/Yr.	\$103,329/Yr.
Assistant Director	\$76,486/Yr.	\$79,093/Yr.
Other Librarians	\$23.87 - \$29.02/Hr.	\$24.47 - \$29.75/Hr.
Pages	\$15.00/hr	\$15.38/hr
Custodian	\$22.35/Hr.	\$22.91/Hr.

Summer Recreation Program

Director	\$26.00/Hr.	\$26.65/Hr.
Program Assistant Directors	\$19.50-22.00/Hr.	\$19.98-22.55/Hr.
Senior Counselors	\$16.75/Hr.	\$17.00/Hr.
Junior Counselors	\$15.00/Hr.	\$15.25/Hr.

Table C - Town Contractual Positions & School Leadership

Town Administrator	\$190,000/Yr.	\$195,000/Yr.
Finance Director/Town Accountant	\$150,000/Yr.	\$157,500/Yr.
Police Chief	\$141,790/Yr.	\$162,000/Yr.
Fire Chief	\$135,340/Yr.	\$141,080/Yr.
Middleton Electric Light Manager**	\$208,944/Yr.***	\$219,392/Yr.***
Masconomet School Superintendent	\$213,151/Yr.	\$222,417/Yr.
Masconomet Assistant Superintendent for Finance and Operations	\$190,415/Yr.	\$193,800/Yr.
Masconomet High School Principal	TBD/Yr.	\$150,000/Yr.
Masconomet Middle School Principal	\$131,007/Yr.***	\$143,208/Yr.***
Tri-Town School Union Superintendent	\$215,000/Yr.	\$225,000/Yr.
Tri-Town School Union Assistant Superintendent of Operations	\$184,000/Yr.	\$192,000/Yr.
Tri-Town School Union Assistant Superintendent of Student Services	not available	175,559/Yr.
Fuller Meadow Principal	\$134,616/Yr.	\$136,984/Yr.
Howe Manning Principal	\$126,532/Yr.	\$136,984/Yr.

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

*** Not available at time of printing

Fiscal Year 2025-2029

Five Year Capital Budget Plan (Town Funded Portion of Projects Only)

	2025	2026	2027	2028	2029
Department: Public Works- Vehicles & Equipment					
2012 EXMARK 60" Mower	\$ -	\$ -	\$ -	\$ 15,000	\$ -
2010 EXMARK 52" Mower	-	15,000	-	-	-
Boom Mower Replacement	34,500	-	-	-	-
Infield Grooming Machine	28,500	-	-	-	-
2011 Freightliner Dump Truck	257,517	-	-	-	-
Unit #14 (winter & summer use)					
2005 F550 Ford 1 Ton Dump Truck	-	-	-	125,000	-
Unit #2 (winter & summer use)					
2008 7400 International Dump Truck	-	-	283,267	-	-
Unit #7 (winter & summer use)					
2014 Peterbilt Dump Truck	-	-	-	-	311,593
Unit #10					
2014 John Deere 310SK Backhoe	-	-	-	248,904	-
2001 Bobcat Skid Steer Loader	-	67,776	-	-	-
2016 - Ford Explorer - Truck #1	-	-	77,500	-	-
2005 Volvo Wheel Loader	-	265,000	-	-	-
DPW VEHICLE & EQUIPMENT TOTAL:	\$ 320,517	\$ 347,776	\$ 360,767	\$ 388,904	\$ 311,593
Department: Public Works - Recreational Facilities					
Athletic Field Upgrades	\$ -	\$ -	\$ -	\$ 60,000	\$ -
RECREATION TOTAL:	\$ -	\$ -	\$ -	\$ 60,000	\$ -
Department: 195 North Main Street - DPW Buildings					
Salt shed repairs	\$ -	\$ 40,000	\$ -	\$ -	\$ -
DPW BUILDING TOTAL	\$ -	\$ 40,000	\$ -	\$ -	\$ -

Fiscal Year 2025-2029
Five Year Capital Budget Plan (cont.)

	2025	2026	2027	2028	2029
Department: Public Works - Other					
Town Funded Paving Program - Overlay Repairs	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
DPW OTHER Total:	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Department: Public Works - Transfer Station/Landfill Division					
Transfer Station Upgrades:					
a.) Canopy Repairs	\$ -	\$ -	\$ -	\$ 40,000	\$ -
Compactor Replacement (2013)	-	25,000	-	-	-
Milling/Paving of facility and entrance	-	50,000	-	-	-
TRANSFER STATION /LANDFILL TOTAL:	\$ -	\$ 75,000	\$ -	\$ 40,000	\$ -
Department: Public Works Cemetery Division					
Repair Wall at Miriam Cemetery	-	-	75,000	-	-
CEMETERY TOTAL:	\$ -	\$ -	\$ 75,000	\$ -	\$ -
TOTAL PUBLIC WORKS:	\$ 445,517	\$ 587,776	\$ 560,767	\$ 613,904	\$ 436,593
Water Enterprise Fund					
2016 F350 Ford Utility Truck - Unit #9	\$ -	\$ -	\$ 115,000	\$ -	\$ -
Community Water Conservation Program	-	-	50,000	-	-
Water Main Extension Piedmont area	-	-	350,000	-	-
WATER ENTERPRISE FUND TOTAL	\$ -	\$ -	\$ 515,000	\$ -	\$ -

Fiscal Year 2025-2029
Five Year Capital Budget Plan (cont.)

	2025	2026	2027	2028	2029
Department: Police					
Equipment					
Off-Road Vehicle	\$ -	\$ 12,000	\$ -	\$ -	\$ -
Portable Radio Upgrade	-	-	28,000	-	-
Handgun Replacement	25,000	-	-	-	-
Police Drone	-	-	-	12,000	-
POLICE EQUIPMENT TOTAL	\$ 25,000	\$ 12,000	\$ 28,000	\$ 12,000	\$ -
Building Repairs					
Evidence Room Audit/Upgrades	50,000	-	-	-	-
POLICE BUILDING REPAIRS TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -
TOTAL POLICE	\$ 75,000	\$ 12,000	\$ 28,000	\$ 12,000	\$ -
Department: Fire					
FIRE/APPARATUS EQUIPMENT					
Fire Hose Replacement	\$ -	\$ 10,000	\$ 10,000	\$ 6,000	\$ 10,000
Firefighting PPE	-	-	12,000	12,000	-
EMS EQUIPMENT					
Lucas Device	21,000	-	-	-	-
Replace Cardiac Monitor	-	-	42,000	42,000	42,000
GENERAL ADMIN. EQUIPMENT					
Radio Equipment	15,200	24,200	24,200	24,200	-
Ipads and Mounting Hardware	13,100	-	-	-	-
Key Secure6 eLock System	9,000	-	-	-	-
EQUIPMENT SUBTOTAL	\$ 58,300	\$ 34,200	\$ 88,200	\$ 84,200	\$ 52,000

Fiscal Year 2025-2029
Five Year Capital Budget Plan (cont.)

	2025	2026	2027	2028	2029
Department: Fire (Cont.)					
Vehicle Replacements					
Replace Car 1	\$ 93,200	\$ -	\$ -	\$ -	\$ -
Replace/Refurbish Engine 3	-	-	-	1,000,000	-
Replace Ladder 1	-	1,900,000	-	-	-
Refurb/Repair Ladder 1	59,900	-	-	-	-
Replace Squad 5 - 2012 F450	-	-	-	-	100,000
All Terrain Vehicle	-	-	25,000	-	-
VEHICLE REPLACEMENT SUBTOTAL:	\$ 153,100	\$ 1,900,000	\$ 25,000	\$ 1,000,000	\$ 100,000
Department: Fire					
MISCELLANEOUS					
One Time Training Costs For New Firefighter/ Paramedic(s)	\$ 19,500	\$ -	\$ -	\$ -	\$ -
Digitize Documents - Phase 2	-	20,000	-	-	-
MISCELLANEOUS SUBTOTAL:	\$ 19,500	\$ 20,000	\$ -	\$ -	\$ -
TOTAL FIRE:	\$ 230,900	\$ 1,954,200	\$ 113,200	\$ 1,084,200	\$ 152,000

Fiscal Year 2025-2029					
Five Year Capital Budget Plan (Cont.)					
	2025	2026	2027	2028	2029
Department: Elementary Schools					
Fuller Meadow School					
Bathrooms	\$ -	\$ 100,000	\$ 500,000	\$ 500,000	\$ -
Flooring	-	150,000	-	-	-
Parking Lot	100,000	-	-	-	-
Roofs	300,000	2,200,000	-	-	-
Windows	-	-	200,000	2,000,000	-
Boilers / Pumps & Controls	-	200,000	1,000,000	-	-
Public Address/Master Clock Systems	-	150,000	-	-	-
TOTAL ELEMENTARY SCHOOLS:	\$ 400,000	\$ 2,800,000	\$ 1,700,000	\$ 2,500,000	\$ -
Council on Aging - Vehicles					
2017 COA Passenger Van (seats 14)	\$ -	\$ -	\$ -	\$ 155,000	\$ -
TOTAL FOR SENIOR CENTER/OLD TOWN HALL	\$ -	\$ -	\$ -	\$ 155,000	\$ -
Department: Flint Public Library					
Repairs to Slate Roof, Copper Trim, and Copper Gutters	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Building Needs Study	\$ 10,000	\$ -	\$ -	\$ -	\$ -
TOTAL FOR FLINT PUBLIC LIBRARY	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Department: Inspectional Services					
Replace Ford F150	\$ -	\$ 52,030	\$ -	\$ -	\$ -
TOTAL FOR INSPECTIONAL SERVICES	\$ -	\$ 52,030	\$ -	\$ -	\$ -

Fiscal Year 2025-2029					
Five Year Capital Budget Plan (Cont.)					
	2025	2026	2027	2028	2029
General Government Information Technology Capital Plan					
Server and Network Migration	\$ 30,000	\$ -	\$ -	\$ -	\$ -
IT & Cybersecurity	27,157	-	-	-	-
DPW Konica Wide Format and MFP Printer Replacement	20,000	-	-	-	-
Town-Wide Phone Migration and Upgrade	26,466	-	-	-	-
AssessPro 5 Upgrade	11,000	-	-	-	-
Information Technology Total	\$ 114,623	\$ -	\$ -	\$ -	\$ -
Administration					
Natsue Way Remediation, Parking & Sidewalk	483,040	-	-	-	-
TOTAL ADMINISTRATION:	\$ 483,040	\$ -	\$ -	\$ -	\$ -
Other Warrant Articles					
Masco - Capital Improvement Assessment (Placeholder)	\$ 135,586	\$ 150,000	\$ -	\$ -	\$ -
Essex Tech - Capital Improvement Assessment (Placeholder)	\$ 28,872	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
	\$ 164,458	\$ 180,000	\$ 30,000	\$ 30,000	\$ 30,000

Net Fiscal Year 2025-2029 Five Year Capital Budget Plan - By Department/Building					
	2025	2026	2027	2028	2029
DPW/Recreational Facilities	\$ 445,517	\$ 587,776	\$ 560,767	\$ 613,904	\$ 436,593
Police	\$ 75,000	\$ 12,000	\$ 28,000	\$ 12,000	\$ -
Fire	\$ 230,900	\$ 1,954,200	\$ 113,200	\$ 1,084,200	\$ 152,000
Elementary Schools	\$ 400,000	\$ 2,800,000	\$ 1,700,000	\$ 2,500,000	\$ -
Senior Center/Old Town Hall	\$ -	\$ -	\$ -	\$ 155,000	\$ -
Flint Public Library	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Inspectional Services	\$ -	\$ 52,030	\$ -	\$ -	\$ -
IT	\$ 114,623	\$ -	\$ -	\$ -	\$ -
Administration	\$ 483,040	\$ -	\$ -	\$ -	\$ -
Other Warrant Articles	\$ 164,458	\$ 180,000	\$ 30,000	\$ 30,000	\$ 30,000
Water Enterprise Fund	\$ -	\$ -	\$ 515,000	\$ -	\$ -
ALL DEPARTMENTS TOTAL	\$ 1,973,538	\$ 5,586,006	\$ 2,946,967	\$ 4,395,104	\$ 618,593

Common Municipal Finance Terms

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

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

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

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

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

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

Budget: See *Omnibus or Operating Budget*

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

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

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

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

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

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

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

excluded amount is removed from the tax rate.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Parliamentary Procedures and Rules for Town Meeting

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

Rules and Procedures:

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

More Formal Parliamentary Procedures:

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

Consent Agenda

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

Motions

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

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

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

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

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

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

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

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

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

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

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



Town of Middleton
Memorial Hall
48 South Main Street
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TOWN OF MIDDLETON TALENT BANK APPLICATION

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

Name: _____ Telephone: _____
Address: _____ Cell phone: _____
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
_____ Zoning 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?

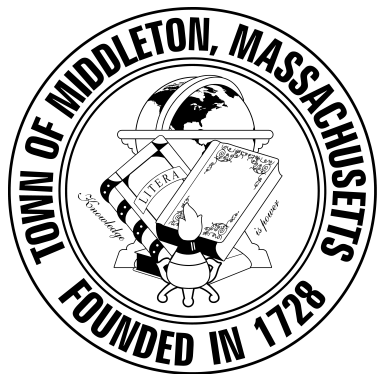
_____ Winter _____ Spring _____ Summer _____ Autumn

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:
deb.mahoney@middletonma.gov



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