

MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW ELEMENTARY SCHOOL
NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, OCTOBER 8TH, 2024
6:00 PM

This meeting is being recorded

- | | |
|---------|---|
| 6:00 pm | 1. Business <ul style="list-style-type: none">a. Warrant: 2507 and FP 45b. Minutes: Open Session, September 17, 2024; Executive Session, September 17, 2024c. Town Administrator Updates and Reports |
| 6:05 pm | 2. Public Comment |
| 6:15 pm | 3. Middleton Municipal Campus Updates <ul style="list-style-type: none">a. Project Updates |
| 6:20 pm | 4. Appointment: Recommendation of a Planning Director |
| 6:25 pm | 5. Updates from Meredith Shaw, Executive Director, Tritown Council |
| 6:35 pm | 6. Department Head Update: Q4 and End of Fiscal Year Review with Finance Director Sarah Wood |
| 6:45 pm | 7. Refer Accessory Dwelling Unit (ADU) Bylaw to Planning Board |
| 6:55 pm | 8. MELD Peak Load Shaving Generator MOU |
| 7:00 pm | 9. Town Administrator Annual Evaluation |
| 7:20 pm | 10. One-Day Liquor License Policy Review |
| 7:25 pm | 11. Public Health Excellence (PHE) Grant IMA Renewal |
| 7:30 pm | 12. Review of FY25 Goals |
| 7:40 pm | 13. Updates & Announcements |
| 7:45 pm | 14. Executive Session pursuant to G.L. c. 30A, s. 21(a)(2) To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel: Police Captain |

Upcoming Meetings:

October 22
November 12, 26

Regular Select Board Meeting
Regular Select Board Meeting

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



MEETING MINUTES
MIDDLETON SELECT BOARD MEETING
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
September 17, 2024 at 6pm

With a quorum present the Chair called the meeting to order at 6pm and announced the meeting was being recorded.
Select Board present: Rick Kassiotis, Chair; Debbie Carbone, Clerk; Jeff Garber; Kosta Prentakis.

Not present: Brian Cresta

Also attending: Justin Sultzbach, Town Administrator; Jackie Bresnahan, Assistant Town Administrator; others as noted.

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

Business

a. Warrant 2506 /September 19, 2024: Payroll: \$ 850,742; Bills Payable: \$ 1,285,874; FP44 \$ 126,431

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

On a motion by Prentakis, seconded by Garber, the Board voted unanimously to approve Warrant 2506 & FP44.

b. Minutes: September 3, 2024 os /es

On a motion by Carbone seconded by Garber, the Board voted unanimously to accept the open session minutes for September 3, 2024 and the executive session minutes for September 3, 2024 as written.

c. Town Administrator Updates & Reports- *This report is posted on the Town website.*

- The Couture Way stormwater basin was cleaned out earlier this month, with the work inspected by Williams & Sparages. We expect an update on the pipe engineering by the end of the month.
- Upon inspection, it has been determined that the roof (specifically the rubber membrane) needs to be replaced at 195 N Main Street due to fire damage; this is covered by insurance.
- Decking on the Peabody Street Bridge is complete. We expect full project completion by Columbus Day.
- Maple Street was milled overnight last night, with paving to occur over the weekend also in the evening.
- The Boston Street Sidewalk project is underway. We expect this to last about 6 weeks, although weather may be a factor. A huge thanks to the DPW for all of the work they have accomplished this building season.
- The first year anniversary is coming up since establishing the Select Board/TA Goals. A review of these goals will take place at your next meeting.
- First-round interviews for the Planner role were held. A second round is slated to take place next week; we will be reaching out to candidates shortly.
- The 50k earmark for a study of Middleton Square has received the greenlight, with funding set to be released by the state's Executive Office for Administration and Finance with funds expected to be available this fall.
- The Town Administrator will be in Pittsburg next week for the annual ICMA meeting. J. Sultzbach thanked Board and the people of Middleton for the continued commitment to my professional development.
- There are still have some vacancies on our boards and committees, please check the town website if you are interested in serving the community. J. Bresnahan reviewed open positions.

2. Public Comment – *There was none.*

3. Middleton Municipal Campus Updates

- Project Updates
- Amendment to PCA 360 Contract

Draft

J. Sultzbach provided an update on the progress of the new facility. Currently footing/foundations are in on the public safety building and town hall is a few weeks behind in progress. The project is on schedule.

J. Sultzbach presented an amendment to the contract to add scope to the project from the past couple months -i.e. the eagle, security , audio /visual vendor, communications tower, generator, EV charger, in the amount of \$58,500; this cost was mitigated elsewhere through efficiencies and cuts.

*On a motion by Garber seconded by Prentakis, the Board voted unanimously **to approve** the change.*

4. Accessory Dwelling Unit (ADU) Bylaw Draft – *The Governor recently signed Section 8 of Chapter 150 of the Acts of 2024 that allows Accessory Dwelling Units (ADUs) (<900 SF) to be built by-right in single-family zoning districts; the bylaw goes into effect February 2, 2025.*

The Board reviewed the recent draft of th ADU Bylaw specific to Middleton as prepared by Town Counsel. J. Sultzbach spoke on the concerns with the timeline, which he noted is effective in February 2025 before the annual town meeting so towns either risk of this going into effect without guidelines or holding a special town meeting.

Attorney Talerma will attend the next meeting along with the town's Building Commissioner Scott Fitzpatrick to answer questions.

D. Carbone spoke in support of contacting representatives to postpone the February date to allow towns to better prepare and present to Town Meeting.

5. Award Essex-DeBush Water Infrastructure Contract – J. Sultzbach updated the Board the lowest bid was from Granese & Sons, Salem, MA in the amount of \$ 1, 025, 976.79. (base bid plus bid alt B).

*On a motion by Prentakis, seconded by Carbone, the Board **voted unanimously** to authorize the Town Administrator to sign the contract awarding the water main project on Essex / DeBush to Granese & Sons.*

6. Pike Messenger Land Acceptance - The Select Board was asked to accept a gift of land from Pike Messenger for a tenth of an acre to allow access to the hiking easement around BLU-HAVEN, contingent of Planning Board approval of the ANR. The donation of land connects existing walking trails, conservation land, and to the municipal campus. P. Messenger was recognized for this generosity. The Select Board suggested recommending to the Conservation Commission this portion of the trail be named after Pike in honor of his lifelong commitment to the town.

*On a motion by Garber, seconded by Carbone, the Board voted unanimously **to accept** the land from Pike Messenger based on the plan once approved by the Essex Registry and filed with the Essex Registry of Deeds of the property off Boston Street into the care and custody of the Conservation Commission for conservation purposes.*

7. Cemetery Regulation Waivers

a. Cocciardi, Lot F-222) Oversized Bench Request

b. Fitzpatrick-Voci (Lot 2122) Oversized Bench Request

Peter Cocciardi was present and spoke to the request to place a 3" foot bench/monument on the plot. The Cemetery Regulations restrict the bench size for a two grave lot to 2.5 feet; a waiver for section 378-11 Monument Structures under section D- Monument Dimensions.

*On a motion by Garber, seconded by Carbone, the Board voted unanimously **to approve** the request.*

Deb Michaelson spoke on behalf of the Fitzpatrick-Voci family to place a 4'3" cement bench on the plot. The Cemetery Regulations restrict the bench size for a four grave lot to 3"7".

*On a motion by Garber, seconded by Prentakis, the Board voted unanimously **to approve** the request.*

8. Reappointments- Cultural Council George Cumming

*On a motion by Garber, seconded by Carbone, the Board voted unanimously **to appoint** George Cumming to the Cultural Council for a three-year term.*

Draft

The Board took a brief recess.

9. Department Head Update: Scott Morrison, Superintendent of Schools - S. Morrison was present and provided an update to the Board. This has been summarized for the minutes.

- The Fuller Meadow campus feasibility study to address the single access road in/out of the school is in progress.
- This is a contract year for teaching staff.
- The School is piloting an ELA curriculum and will be seeking support from the School Committee, Select Board, & Finance Committee; additional information is forthcoming.
- Tech support and safety plans are also ongoing.
- Consideration for a new central office for the three towns (currently in Boxford).
- Continue to navigate the bus routes and bus driver shortage.
- Since the override did not pass, one of the greatest impacts has been with specialists.
- Enrollment is as expected.
- Grant application has submitted for a section of roof repair at Fuller Meadow; a decision is anticipated late October.

10. Executive Session Pursuant to G.L. c. 30A, s. 21 (a) (3) To conduct strategy session with respect to collective bargaining or litigation if an open meeting may have a determinantal effect on the bargaining or litigating position to the public body and the chair so declares: MIIA Insurance Claim M24SB000967

*7:15 pm - On a motion by Carbone, Seconded by Prentakis, the Board voted unanimously by roll call to enter into Executive Session **and not return to open session but adjourn directly from Executive Session,***

Upcoming Select Board Meetings:

October 1, 15, 29

November 5, 19

Adjourn: *The Board unanimously adjourned from Executive Session at 7:56 pm.*

Respectfully submitted by

Catherine E. Tinsley

Catherine Tinsley, Recording Secretary

Debbie Carbone, Clerk

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

- Warrant 2504, 2505 & Facility Project 42 & 43
- Minutes OS/ES – September 3, 2024
- Town Administrator Report
- Amendment PCA360
- Amendment ADU Bylaw
 - Letter -Mead Talerman & Costa Re Affordable Homes Act Summary of Changes 8.8.24
- Notice of Intent to Award Letter: Debush Avenue & Essex Street Water Main Project 9.11.24
- Easement Walking Nature Trail
 - Email - J. Talerman re Land Acceptance 9.9.24
 - Email - C. La Pointe Greenbelt
- Oakdale Cemetery Regulations
 - Bench requests



3



Middleton Municipal Complex Project

105 South Main Street, Middleton, MA



Monthly Project Update Report

September 2024

FS/SD	DD	CD	Bidding	Construction	Closeout
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EXECUTIVE SUMMARY

Throughout September, significant progress continues on the Town of Middleton Municipal Complex. The foundation work for both the Public Safety Building and Town Hall/Community Center Building are now complete. The walls of the Public Safety Building are visibly taking shape, with structural steel installation underway. The superstructure for the Public Safety Building is expected to be fully erected by the end of September, marking a major milestone in the project.



The structural framework for the new Town Hall and Community Center has officially begun, marking yet another significant milestone in the development of the Municipal Complex Project. The Public Safety steel



frame is fully erected, the iron workers will be working on adjusting, welding and bolting the framing into place and will be complete the first week of October. In early October, the wood frame trusses will be set on top of the metal framing at the public safety building then the Town Hall. Soon the full shape of the two buildings will be taking their form.

Work continues to progress on the sitework with grading of the roadways, parking lot and installation of the underground utilities. Site preparation and the installation of underground infrastructure remain a key focus. The roadway and parking area base material installation is continuing, preparing the site for binder coat paving in selected areas later this Fall.

The design team has been diligently focused on the review and processing of shop drawings, coordination efforts, and the submission of materials. Their commitment to ensuring accuracy and thoroughness has been instrumental in maintaining project momentum. By working closely with the construction team, they are addressing potential conflicts early, streamlining the approval process, and ensuring that all submittals are being reviewed in a timely manner. This collaborative effort is critical to keeping the project on track and ensuring that all design intent is properly executed during construction.



There are a few scheduling pressures that the project team is closely monitoring and actively working to mitigate. One significant factor is the addition of the MELD peak load shaving generator, which was incorporated after the project had already commenced. This change has affected the selection and approval

of critical electrical equipment for both buildings, which have a lead time of 40-50 weeks. The equipment was ready for release when the decision to include the MELD generator was made, causing a potential delay of up to two months. However, the actual schedule impact will become clearer once the equipment is ordered and final lead times are confirmed. In addition, the site electrical infrastructure was temporarily put on hold to be redesigned in order to accommodate the MELD generator, which also affects the temporary power supply for both buildings. The team is currently reworking the schedule to mitigate any potential delays stemming from these changes.

Community engagement remains high, with the project website surpassing 8,000 visitors to date, including over 875 views in September. Social media platforms such as Facebook and Instagram continue to engage the community, with bi-weekly updates featuring current construction photos and an updated time-lapse video being well-received.

TASKS COMPLETED THROUGH THIS MONTH

- Building Committee Meeting on September 25th at 4pm on-site to select exterior colors.
- Building Committee Meeting on September 25th at 5pm at the Fuller Meadow School.
- EV Charger stations ordered.
- Security System vendor awarded.

TASKS ANTICIPATED NEXT MONTH

- MassDOT – Curb Cut permit to be issued
- Roof trusses for both buildings to begin.
- Communication Tower foundation to begin.
- Receive alerting system proposals from vendors.

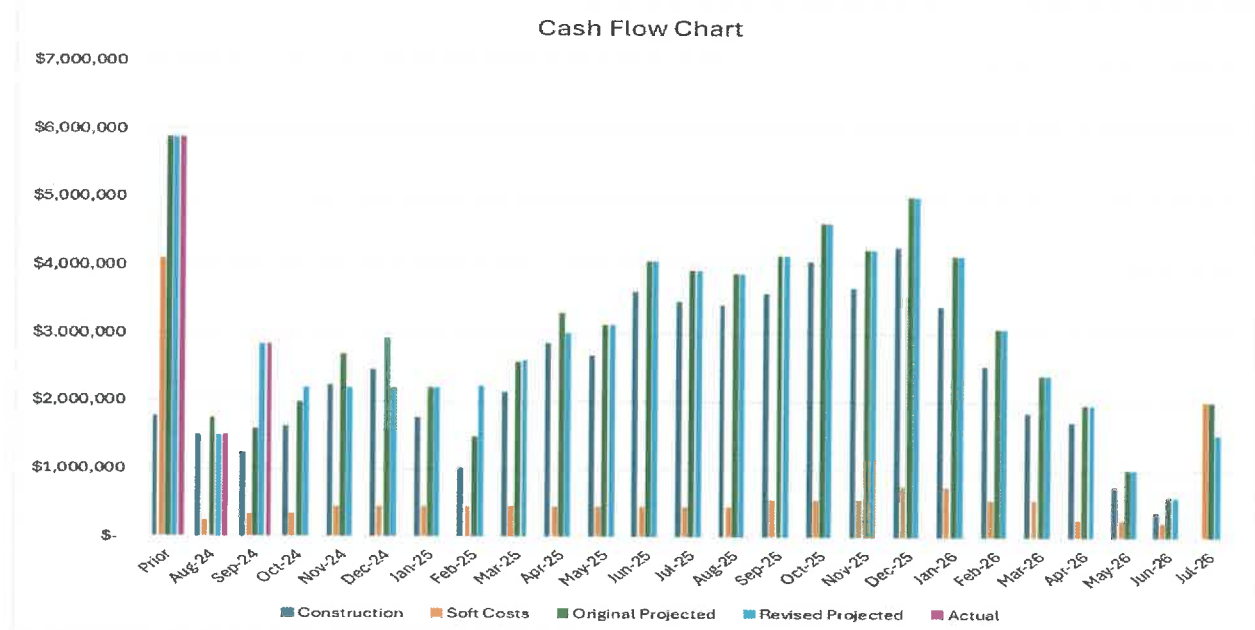
PROJECT BUDGET

The total project budget is \$74,516,061, unchanged from last month. A total of \$10,210,175 has been spent to date, which represents 13.7% of the total revised project budget. Budget update is provided on the following page:

MIDDLETON MUNICIPAL COMPLEX PROJECT

September 2024

Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed (Encumbered)	% Cmt'd to Date	Actual Spent to Date	% Spent to Date
ADMINISTRATION							
Legal Fees	\$ 45,000		\$ 45,000	\$ -	0.0%		0.0%
Owner's Project Manager	\$ 1,579,441	\$ 292,600	\$ 1,872,041	\$ 1,405,068	75.1%	\$ 957,498	51.1%
Designer Procurement	\$ 39,231	\$ -	\$ 39,231	\$ 39,231	100.0%	\$ 39,231	100.0%
Program & Concept	\$ 146,300	\$ 175,560	\$ 321,860	\$ 321,860	100.0%	\$ 321,860	100.0%
Schematic Design	\$ 76,622	\$ 29,260	\$ 105,882	\$ 105,882	100.0%	\$ 105,882	100.0%
Design Development	\$ 76,622	\$ -	\$ 76,622	\$ 76,622	100.0%	\$ 76,622	100.0%
Construction Contract Documents	\$ 95,777	\$ 87,780	\$ 183,557	\$ 183,557	100.0%	\$ 183,547	100.0%
Bidding	\$ 57,466	\$ -	\$ 57,466	\$ 57,466	100.0%	\$ 57,466	100.0%
Construction Contract Administration	\$ 1,037,347	\$ -	\$ 1,037,347	\$ 1,037,347	100.0%	\$ 172,890	16.7%
Closeout	\$ 50,076	\$ -	\$ 50,076	\$ 50,076	100.0%	\$ -	0.0%
Extra / Reimbursable Services	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
Owner's Insurance	\$ 165,000	\$ -	\$ 165,000	\$ -	0.0%	\$ -	0.0%
Other Administrative Costs							
SUB-TOTAL	\$ 1,789,441	\$ 292,600	\$ 2,082,041	\$ 1,405,068	67.5%	\$ 957,498	46.0%
ARCHITECTURE & ENGINEERING							
A/E Services	\$ 4,915,000	\$ (506)	\$ 4,914,494	\$ 4,913,987	100.0%	\$ 3,368,037	68.5%
Feasibility Study Analysis	\$ 163,000	\$ -	\$ 163,000	\$ 163,000	100.0%	\$ 163,000	100.0%
Concept Design	\$ 230,000	\$ -	\$ 230,000	\$ 230,000	100.0%	\$ 230,000	100.0%
Schematic Design	\$ 460,000	\$ -	\$ 460,000	\$ 460,000	100.0%	\$ 460,000	100.0%
CM Selection & FSB Prequalification	\$ 40,000		\$ 40,000	\$ 40,000	100.0%	\$ 25,000	62.5%
Design Development	\$ 650,000	\$ 156,000	\$ 806,000	\$ 806,000	100.0%	\$ 806,000	100.0%
Construction Contract Documents	\$ 1,100,000	\$ 50,000	\$ 1,150,000	\$ 1,150,000	100.0%	\$ 1,150,000	100.0%
Bidding	\$ 90,000	\$ -	\$ 90,000	\$ 90,000	100.0%	\$ 90,000	100.0%
Construction Contract Administration	\$ 1,530,000	\$ 90,000	\$ 1,620,000	\$ 1,620,000	100.0%	\$ 267,500	16.5%
Closeout	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	100.0%	\$ -	0.0%
Regulatory Review / Approvals	\$ 80,000	\$ (10,000)	\$ 70,000	\$ 70,000	100.0%	\$ 70,000	100.0%
Furnishings, Fixtures and Equipment	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	100.0%	\$ 4,800	9.6%
Technology Design	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	100.0%	\$ 1,500	10.0%
Hazardous Material	\$ 128,000	\$ (120,000)	\$ 8,000	\$ 8,000	100.0%	\$ 8,000	100.0%
Geotechnical	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	100.0%	\$ 32,252	43.0%
Traffic Engineer	\$ 179,000	\$ (131,506)	\$ 47,494	\$ 47,494	100.0%	\$ 44,985	94.7%
Early Enabling / Site Utilities Package	\$ 50,000	\$ (35,000)	\$ 15,000	\$ 15,000	100.0%	\$ 15,000	100.0%
Extra and Reimbursable Services	\$ 110,000	\$ 6,500	\$ 116,500	\$ 102,485	88.0%	\$ 102,485	100.0%
Printing	\$ 25,000	\$ (25,000)	\$ -	\$ -	0.0%	\$ -	0.0%
Soils and hazmat testing / monitoring	\$ 35,000	\$ (18,500)	\$ 16,500	\$ 4,136	0.0%	\$ 4,136	0.0%
Additional Services Requests	\$ 50,000	\$ 50,000	\$ 100,000	\$ 98,349	98.3%	\$ 98,349	98.3%
SUB-TOTAL	\$ 5,025,000	\$ 5,994	\$ 5,030,994	\$ 5,016,472	99.7%	\$ 3,470,522	69.0%
OTHER PROJECT COSTS							
Exploratory Testing (test pits / demo)	\$ 25,000	\$ (25,000)	\$ -	\$ -	0.0%	\$ -	0.0%
Borings to Profile Site	\$ 50,000	\$ (41,894)	\$ 8,106	\$ -	0.0%	\$ -	0.0%
Regulatory Permitting	\$ 95,000	\$ (91,835)	\$ 3,165	\$ -	0.0%	\$ 3,165	0.0%
Bid Advertising / Hosting	\$ 15,000	\$ (15,000)	\$ -	\$ -	0.0%	\$ -	0.0%
Construction Materials Testing	\$ 95,000	\$ -	\$ 95,000	\$ 75,000	78.9%	\$ 35,470	37.3%
Communication Tower Design & Const.	\$ -	\$ 400,000	\$ 400,000	\$ 229,736	57.4%	\$ -	0.0%
Station Alerting System							
Furniture, Fixtures and Equipment	\$ 1,650,000	\$ -	\$ 1,650,000	\$ -	0.0%	\$ -	0.0%
Technology / Computers	\$ 950,000	\$ -	\$ 950,000	\$ -	0.0%	\$ -	0.0%
Security, CCTV & Access Control	\$ 375,000	\$ 317,677	\$ 692,677	\$ -	0.0%	\$ -	0.0%
Audio Visual	\$ -	\$ 271,738	\$ 271,738	\$ 271,738	100.0%	\$ -	0.0%
Commissioning Agent	\$ 195,000	\$ (60,976)	\$ 134,024	\$ 134,024	100.0%	\$ 42,275	31.5%
Structural / Envelope Peer Review	\$ 35,000	\$ (35,000)	\$ -	\$ -	0.0%	\$ -	0.0%
Utility Costs	\$ 67,160		\$ 67,160	\$ -	0.0%	\$ 46,366	69.0%
SUB-TOTAL	\$ 3,552,160	\$ 719,710	\$ 4,271,870	\$ 710,498	16.6%	\$ 127,276	2.98%
TOTAL SOFT COSTS	\$ 10,366,601	\$ 1,018,304	\$ 11,384,905	\$ 7,132,038	62.6%	\$ 4,555,296	40.0%
CONSTRUCTION COSTS							
Pre-Construction		\$ 124,910	\$ 124,910	\$ 124,910	100.0%	\$ 124,910	100.0%
Construction Costs	\$ 47,975,139	\$ 10,367,726	\$ 58,342,765	\$ 58,342,765	100.0%	\$ 5,529,969	9.5%
CONSTRUCTION SUBTOTAL	\$ 47,975,139	\$ 10,492,636	\$ 58,467,675	\$ 58,467,675	100.0%	\$ 5,654,879	9.7%
OWNER CONTINGENCIES							
Hard Cost Contingency	\$ 2,398,757	\$ 1,985,740	\$ 4,384,497	\$ -	0.0%	\$ -	0.0%
Soft Cost Contingency	\$ 959,503	\$ (681,519)	\$ 277,984	\$ -	0.0%	\$ -	0.0%
Total Contingency	\$ 3,358,260	\$ 1,304,221	\$ 4,662,481	\$ -	0.0%	\$ -	0.0%
TOTAL PROJECT BUDGET	\$ 61,700,000	\$ 12,815,161	\$ 74,515,061	\$ 65,599,713	88%	\$ 10,210,175	13.7%



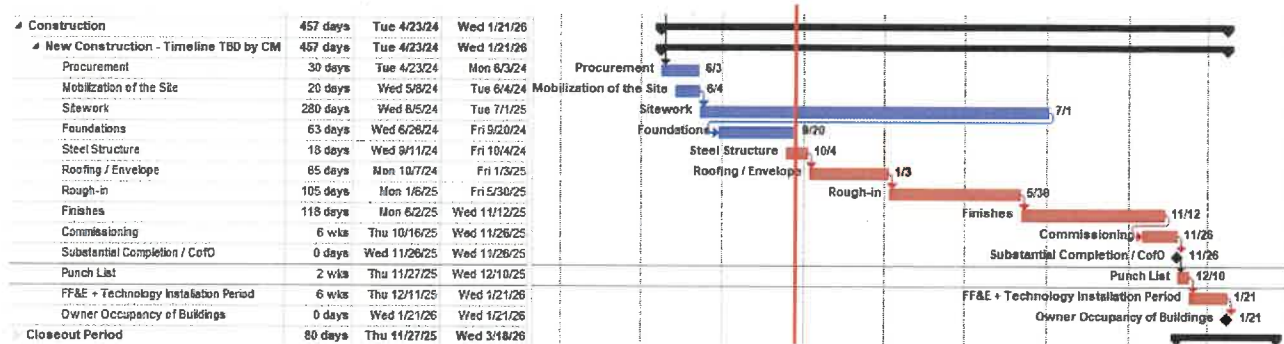
Construction Manager GMP Potential Change Order Log (PCO's)

PCO #	Description	Fully Executed / Approved	Owner Change	Allowance Allocation	GMP Contingency
PCO-001	Oil Tanks Removal	✓		\$ 5,037	
PCO-002	Fencing Scrim	✓			\$ 12,600
PCO-003	Elevator Lowering & Hall Fixtures	✓		\$ 16,600	
PCO-004	Ledge Removal at PSB	✓		\$ 3,331	
PCO-005	VOID				
PCO-006	PSB - Added Stepped Footings	PENDING			
PCO-007	Ledge Removal #2	✓		\$ 9,700	
PCO-008r1	Temp Generator for Demo	✓		\$ 1,521	
PCO-009	Ledge Removal #3	PENDING			
PCO-010	Site Lighting Precast Bases - Reassignment	✓			\$ 42,382
PCO-011r1	Builders Risk Policy	✓	\$ 342,878		
PCO-012	Design Build Irrigation System	PENDING			
PCO-013r3	Septic Redesign Per PR-1	✓		\$ 97,993	
PCO-014	Building Electrical Redesign Per PR-003	✓	\$ (209,655)		
PCO-015	MELD Generator Sitework Scope Changes	PENDING			
PCO-016	Testing of Existing Well	✓		\$ 1,732	
PCO-017	VOID				
PCO-018	TH/CC - Added Step Footing at D line at Col 16	PENDING			
PCO-019	Ledge Removal at Bio-detention Basin #2	REVIEW		\$ 4,745	
PCO-020	Additional Tree Removal per owner	PENDING			
PCO-021	RFI-076 Inbed galv plate to HSS Tube Steel	PENDING			
PCO-022	Corrective Action at PSB CMU wall	PENDING			
PCO-023	Ledge at PSB Drainage to Basin	PENDING			
PCO-024	PR-004 - EWH Changes	PENDING			
PCO-025	Credit for Alternate 2A & 2B	✓	\$ (292,200)		
PCO-026	Gabion Wall to Redirock	REVIEW	\$ 35,814		
			\$ (123,163)	\$ 140,659	\$ 54,982

PROJECT MILESTONE SCHEDULE

Description	Original Scheduled Dates	Revised Scheduled Dates
OPM Selection	Oct. to December 2021	
Designer Selection	January to March 2022	
CM Selection	Sept. to November 2022	January to March 2023
Concept Design Phase	April to July 2022	April to October 2022
Schematic Design Phase	Aug. to November 2022	November to March 2023
Design Development Phase	Dec. 22' to March 2023	April to July 30, 2023
Construction Documents Phase	April to August 2023	August 23' to February 24'
Bidding Phase	Sept. to October 2023	March – April 2024
Construction Start	Late Fall 2023	May 2024
Owner Furnishings		January-Feb 2026
Occupancy		Spring 2026

Excerpt from the full project schedule is depicted below, a copy of the full schedule is included at the back of this monthly report:



CONTRACTS / AMENDMENTS / BUDGET TRANSFERS

The following budget transfers were made this month:

- \$112,677.00 added to Security line and deducted from owner contingency for Ockers Contract value
- \$988.00 added to regulatory permitting and deducted from owner contingency for Incidental Take Permit reporting.
- \$6,893.70 transferred from Borings to profile site to Traffic Engineer for boring for traffic signal
- \$35,000.00 deducted from A&E Early Enabling and moved to Owner Contingency

COMMUNITY OUTREACH

Project website is up to date, to date there have been 8,612 visits to the website, 875 in the past 30 days. PCA360 continues to update the projects Instagram and Facebook accounts, the blog is linked to both to help draw inquires to the project website. www.middleton-mmc.com

ATTACHMENTS

None



Anna Bury Carmer

September 2, 2024

Jackie Bresnahan
Assistant Town Administrator/HR Director
Town of Middleton
48 S Main St.
Middleton, MA 01949

RE: Planning Director

Jackie,

You will not find a "Planning Director" job title on my resume. My path to municipal government and land use planning has been relatively non-traditional. However, my unique experience has given me key skills that set me apart as a leading candidate for this position in Middleton.

For example:

- In my early-career years at the National Academy of Sciences in Washington, DC, I built exemplary research skills and practiced analytical decision-making to inform recommendations.
- As a grant-funded project coordinator in Seattle, WA, I learned principles of successful community engagement that I later applied to climate resilience planning in Medford, MA.
- During my graduate work at Tufts University, I studied regulatory land use planning, permitting, and subdivision review processes in the context of Massachusetts law. I also established a network of planning professionals to call on when I need a second opinion.
- In my current role at the City of Chelsea, I have leveled up my skills in municipal finance, grant administration, and the art of translating community vision into successful programs.

Through my experience, I have developed skills in analytical decision making, community planning, and regulatory land use processes that have prepared me for success as Planning Director. I am excited about this role and welcome the opportunity to speak with you further in a personal interview.

Respectfully,
Anna Bury Carmer, AICP

Anna Bury Carmer, AICP

Professional Experience

Senior Project Manager, Community Resilience

City of Chelsea, Chelsea, MA – November 2022 to Present

- Oversee \$4.5 million in federal and state grant funding to implement community vision, strategies, and actions for community and climate resilience
- Manage 20+ contracts in the Department of Housing and Community Development, including establishing partnerships, overseeing IFB/RFP processes, reviewing proposals, completing due diligence, ensuring compliance, and monitoring progress and outcomes
- Co-lead update of Open Space and Recreation Plan, including facilitating interdepartmental input
- Communicate effectively with internal stakeholders, general public, and project teams
- Develop and oversee project and program budgets in partnership with finance staff and Director

Project Coordinator, Community-led Climate Resilience

City of Medford, Medford, MA – March 2021 to July 2022

- Supervised multicultural team of 5 part-time staff; developed continuity plan which secured \$600K to advance climate resilience network
- Built shared vision across multiple diverse communities for climate resilience planning
- Participated in Medford Comprehensive Plan process and review of sections related to resilience
- Developed project budgets and reviewed all invoices for compliance with funding sources

Health Intervention Grant Coordinator

Northwest Harvest, Seattle, WA – August 2019 to August 2020

- Provided technical assistance and coaching to grant subrecipients based on principles of human-centered design which led to adoption of health interventions
- Supervised two undergraduate interns to complete 12-week field work session

Research Assistant / Research Associate

The National Academy of Sciences, Washington, DC – May 2015 to August 2018

- Facilitated weekly committee meetings to build consensus between subject experts
- Never missed a deadline to post public meeting agendas; always provided prompt meeting notes
- Worked independently to plan, complete, and present 10+ evidence reviews
- Promoted to research associate; received award for quick learning and mastery of job

Education & Professional Certifications

Earned **AICP certification** through the American Institute of Certified Planners | 2023
MA Urban and Environmental Policy and Planning | Tufts University, Medford, MA | 2022
BS Public Health | Gordon College, Wenham, MA | 2014

September 3, 2024

Middleton Select Board
48 South Main Street
Middleton, MA 01949

Dear Middleton Selectboard:

We are pleased to enclose a summary of programs, services and initiatives undertaken by Tri-Town Council during Fiscal Year 2024. Tri-Town Council is proud to have served the communities of Middleton, Topsfield and Boxford for more than five decades and work with thousands of youth, parents, educators and vested community members providing parent education, youth programs, professional development, prevention services, after-school enrichment and various types of family and community support. TTC, established in 1968 and originally called the *Tri-Town Council on Drugs*, was organized by concerned citizens to address youth drug and alcohol abuse. While our service delivery model has adapted to account for changing times and needs, this focus continues to be foundational in our work.

As a result of *your* support, TTC continues to be a community mainstay actively working with the Masconomet Regional School District, Tri-Town School Union (TTU), law enforcement, public health and many community partners. We are laser focused on strengthening youth mental, social and emotional health and well-being; working with our partners to build the important assets that all youth need to support and empower their healthy choices, self-esteem and resiliency through childhood, adolescence, growing into responsible, caring, and resilient adults.

As the report illustrates Tri-Town Council reached hundreds of parents and youth with a multitude of programs and workshops. TTC will continue to be a trusted partner and resource supporting our youth and community through innovative and proactive programming in a variety of forms. Because of the cooperation and collaboration with our schools, parents, youth, law enforcement, public health, community organizations, legislators and many local and regional resources, Tri-Town Council is able to support and adapt to the evolving needs, concerns and priorities of the community and its stakeholders.

We deeply appreciate the support from the Town of Middleton whose residents voted to provide Tri-Town Council with \$29,925 in FY24. Municipal Funding contributions from Middleton, Boxford, and Topsfield represent a significant portion of Tri-Town Council's annual operating budget. This funding is vital to the financial health and organizational stability of Tri-Town Council. This support buoys us as we press forward in our 57th year of service.

With Gratitude,

Jessica Schoonmaker
President, Board of Directors

Meredith Shaw
Executive Director

Board of Directors: *Jessica Schoonmaker, President; Adrienne Tenney, Treasurer; Steve Mooney, Secretary; Aaron Allen, Alyson Basso, Katy Donaldson, Amanda LaMantia, Joe Long, Carolyn Morgan.*

TRI-TOWN COUNCIL ANNUAL REPORT - FY 2024

Celebrating 56+ years (and counting) supporting Tri-Town Youth and Families!

Our Vision: A community where all youth have the relationships, supports and skills necessary to grow and develop into resilient, healthy, thriving adults.

Our Mission: To intentionally strengthen the social and emotional well-being of Tri-Town Youth and to reduce and prevent at-risk behavior by growing and fostering healthy youth behaviors.

WHO WE ARE: Serving and supporting youth and families for five decades and counting, Tri-Town Council (TTC) continues our commitment to **support and empower youth** to make healthy and safe decisions and to offer parents/caregivers, educators and community members the tools and strategies critical to support youth in effective, positive and impactful ways. **We are a 501c3 not-for profit organization proudly serving the communities of Boxford, Middleton and Topsfield, Massachusetts.**

Established in 1968 and originally named the *Tri-Town Council on Drugs*, TTC was organized by concerned citizens to address underage youth drug and alcohol use. This grassroots effort has evolved over the years to become a vibrant community mainstay centered on prevention through **positive youth development**. Each year we offer a variety of mission-driven programs grounded in positive youth development and prevention including: youth leadership, parent/caregiver education, community programming, professional development opportunities, prevention resources, after-school enrichment and various types of family and community support.

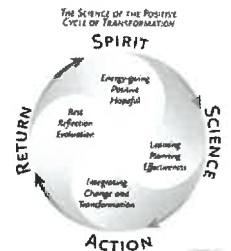


Our work is guided by the **Developmental Assets Framework**, **Developmental Relationships** and **Positive Community Norms (PCN)** using [The Science of the Positive](#) (SOTP).

Developmental Assets are 40 research-based, positive experiences, structures, opportunities, values and qualities that influence young people's healthy development, helping them grow into caring, responsible, and resilient adults. Grounded in the tenets of positive youth development and rooted in prevention research, the [Developmental Assets Framework](#) is widely used in the United States and, increasingly, around the world in support of the health and well-being of youth. Assets are built through caring relationships, and

“developmental relationships are the roots of thriving and resilience for young people, regardless of their background or circumstances”¹. [The Developmental Relationships](#) framework identifies 5 elements and 20 specific actions of these healthy, close connections with important people in their lives (caring adults, teachers, coaches, mentors, peers etc.) that help youth discover who they are, cultivate abilities to shape their own lives, and learn how to engage with and contribute to the world around them. Within the context of these Developmental Relationships youth Assets are built, and every healthy caring adult in our community has a role to play in building Assets. In the words of the late Dr. Peter Benson, “All kids are our kids.”

The Positive Community Norms approach to improving community health is founded on the [Science of the Positive](#). (SOTP) Science of the Positive focuses on growing the healthy, positive, protective factors that already exist in our community. It is based on the core assumption that the positive is real, measurable, and is worth growing – in ourselves, our families, our workplaces, and our communities (Linkenbach, 2007). Tri-Town Council’s application of the SOTP framework is through our [Coalition's Positive community norms campaigns](#) - an effort to balance the hope and concern of teen substance use by promoting the positive, healthy and normative behaviors of Tri-Town teens. (i.e. that most teens are not using substances).



HOW WE DO OUR WORK: We achieve our annual programming goals as a result of strategic collaborations with a host of community partners including Masconomet Regional School District, Tri-Town Elementary School Union, health departments, public safety departments, faith-based organizations, school committees, local legislators and mental health professionals among others to provide social/emotional wellness, service-learning, leadership, enrichment and recreational programs for youth; parent/caregiver education, workshops and family support; and professional development opportunities for our partners. *It is as a result of these partnerships that TTC, whose small staff of employees (3 FTEs), is able to accomplish our ambitious goals each year reaching thousands across the Tri-Town community.*

TTC is powered by financial support from the Towns of Boxford, Middleton and Topsfield along with hundreds of individual donors, community and family foundations, and corporate and institutional grants which together make our work possible.

OUR IMPACT: In FY24 TTC’s programming efforts reached **over a thousand** children, youth, parents and community members with a variety of programs, resources and workshops. In FY24, we hosted 7 parent/caregiver educational workshops ranging from supporting your child’s digital well-being to the social-emotional needs of boys. Our continued focus in FY24 was mission driven - supporting youth and families’ mental health and well being, healthy foundations, risk behavior prevention, and resilience. In FY24, TTC continued to innovate and

¹ Developmental Relationships Framework: The Search Institute, Minneapolis, MN, 2020.

bring youth together with community to connect, learn, engage and serve. Our programs reached more than 450 Tri-Town teens and tweens through peer mentoring, tutoring, All Night Grad party, the 7th grade “Welcome to Masco” summer mixer and community service opportunities. Our Horizons enrichment programs served 500+ children and youth in FY24, with 30+ classes offered, ranging from STEM, Lego, Arts, Camp Invention, Ski Bradford and more.

COLLABORATIONS:

Reflective Structured Dialogue Planning Team: TTC continued working alongside community partner, the Congregational Church of Topsfield’s (CCOT), and engaged in **Reflective Structured Dialogue (RSD)** work - a framework developed by [Essential Partners](https://essentialpartners.org). RSD is designed to disrupt dysfunctional communication patterns that can become ingrained in organizations and communities when faced with divisive issues. RSD relies on “preparation, conversational structures, question design, facilitation skills, and reflective practices to encourage people to engage meaningfully across differences²”, and helps organizations and communities create spaces to hold open, honest, constructive conversations about potentially divisive topics, and build new patterns of communication, connection and mutual understanding. This work ties to our mission because communities are the context within which children and youth grow. Healthy, caring, connected communities help grow healthy, caring, connected youth and families. In November 2023 and January 2024, dialogues centering around belonging and the Israel-Hamas conflict were facilitated with over 20 community members attending each session. The RSD group will continue to plan opportunities for community to gather with the focus of building understanding, connection and critical bridges to our common humanity.

Let’s Talk Tri-Town: Alongside Masconomet school committee partners, faith based leaders, youth, the Special Education Parent Advisory Council (SEPAC), the Tri-Town Human Rights Coalition, and other community stakeholders, TTC continued to participate in the work of “**Let’s Talk Tri-Town**” . The goal of this group is to support diversity, equity, inclusion and belonging by planning opportunities for the community to gather to explore tools, issues, ideas, approaches and more through conversations and presentations. It is the hope of Let’s Talk Tri-Town that by providing opportunities to engage in respectful dialogue and mutual learning, the Tri-Town community will continue to become more universally connected, engaged, equitable and inclusive. In August 2023, Let’s Talk Tri-Town planned 3 sessions in partnership with the Tri-Town libraries on the principles of **Creating a Call In Culture** - an alternative approach to cancel culture - based on the work of Loretta Ross, Associate Professor of the Study of Women & Gender at Smith College. Over the 3 sessions, approximately 40 people participated. In March 2024, Cyndi Weekes-Bradley presented a virtual session **It’s All About Humanity**, focused on seeing the value of all minority groups and centering anti-racism work around the lens of equity, compassion, and inclusion. Community groups from Little Brook Village and Trinity Episcopal Church joined a few community members gathered at Flint Library

² essentialpartners.org

in Middleton for this session. June 2024 brought the first **Dine and Dialogue** session about identity and implicit bias with 15 people participating.

Municipal Opioid Settlement Committees, comprised of various community leaders, stakeholders and community members with lived experience of opioid use disorder for themselves or a loved one, began the process of guiding and planning for use of towns' shares of funds from the lawsuit settlements in accordance with state and national appropriation guidelines. TTC's Coalition serves as a community stakeholder on these committees focusing on youth prevention strategies and programs.

CORE PROGRAMS



The Coalition: established in 2010, [*The Coalition*](#) continues to support youth substance use prevention and reduction, healthy decision making, and mental health and wellness. This TTC program is a community-wide partnership which includes our schools, law enforcement, public health, mental health professionals, faith-based, civic organizations, youth and parents. The Coalition is TTC's directed focus on reducing and preventing substance use among Tri-Town youth. *The Coalition* provides local coordination, collaboration, education and advocacy towards the ultimate goal of preventing and reducing youth substance use ensuring and sustaining a healthy Tri-Town community for all. Activities include data collection and dissemination, substance-free youth social activities, information/education campaigns, positive community norms promotion, youth engagement and advocacy, along with collaborations with regional partners.

COALITION INITIATIVES:

- **Youth Risk Behavior Survey:** With funding from M&T Bank's Charitable Foundation and Middleton's Opioid Abatement Settlement Roundtable (OASRT), The Coalition partnered again with Masco's School Health Advisory Council (SHAC) for the 7th biennial administration of the [**Youth Risk Behavior Survey \(YRBS\)**](#) at the middle and high schools in November 2023. In March 2024, TTC and the Coalition planned a youth data party, hosted by the Coalition's Youth Action Advisory Board, inviting high school youth to take a look at the data, identifying the data points they felt most important to dig deeper into and share with the community.



Some of the high school YAAB members kicking off the YRBS Youth Data Dive.



- **Youth Action Advisory Board (YAAB):**

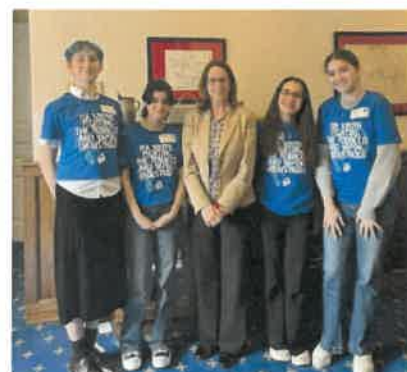
This dynamic and dedicated group of Tri-Town high school youth serves under the umbrella of **The Coalition** and works with school & community leaders and peers to address issues that matter most to teens. YAAB is about speaking up, speaking out and making a difference in the community. YAAB is coordinated by TTC's Youth Program Coordinator. The group of 11 YAAB members met bi-weekly during the 23-24 school year and focused primarily on supporting youth mental health and substance use prevention advocacy.

- YAAB members attended 2 statewide advocacy events during the 23 -24 school year. In January, 4 members attended **The 84's** - a state-wide youth tobacco prevention organization - community champion and networking training in Worcester. In early April, some YAAB members attended **Kick Butts Day**, hosted by The 84, joining 200 Massachusetts youth at the Massachusetts Statehouse to raise awareness of and push back upon the deceptive marketing practices of the tobacco and vaping industries.

All-Night Graduation Party: Tri-Town Council sponsors and coordinates this annual event with the input and support from parents of Masco Seniors. This event, hosted since our inception in 1968, takes place the night of graduation with approximately 80% of seniors participating and is chaperoned by parents of younger students, volunteers, and TTC staff. For the graduating class of 2024, we were happy to provide almost 200 new Masco graduates food, entertainment, and adventure on the evening/morning of May 31 - June 1. 20 local businesses donated to support the effort, almost 70 parents/caregivers volunteered to chaperone, and over 50 senior parents/caregivers were involved in the planning and/or provided food and drink that evening. The All Night Grad party is a significant prevention effort; a way to offer a "last hurrah" to the graduating class - a night of celebration, connection, fun and activity - while keeping them safe and sober. Graduation night is a risky night; one that has the potential to be marred by teens making risky choices, which could jeopardize their safety and their futures.



Members of YAAB for the 23 - 24 school year!



YAAB members Leo, Helen, Neva, & Belle meeting with Rep. Sally Kerans at 2024 Kick Butts Day



A busload of brand new grads ready to celebrate at TTC's All Night Grad party!!

Tri-Town Council Scholarship Program: Scholarships are awarded to three graduating Masconomet Seniors, recognized for their community service, involvement in TTC programs, and being role models to peers during their high school years. **The 2024 recipients were: Harrison DeGeorge, Natalie Donabedian, and Lily Podgurski.** FY24 marks the 14th year these scholarships have been awarded resulting in \$22,500 in scholarship awards. [Read more about the scholarship recipients here.](#)



7th Grade Welcome to Masco Mixer: Over 3 mornings on the Masco campus in August, 2023, TTC welcomed 160 Masco high school youth leaders and incoming 7th graders on the Masco fields. The goal of the mornings was to offer an opportunity for new 7th graders to meet each other, have some fun, have their questions answered about middle school from older youth, and feel a bit more comfortable about transitioning to middle school. With TTC support, high school volunteers planned group games and activities that would help the new 7th graders connect with each other.



Incoming Masco students and youth leaders at the August welcome event.



Project Safety Net 24/7 Helpline: TTC continued to provide 24/7, via telephone and text, access to a licensed mental health counselor throughout FY24. [Project Safety Net](#) is designed to support

parents/caregivers seeking advice or guidance regarding issues or concerns with their children, youth in need of someone to talk to, as well as concerned community members looking for information and/or mental health resources. Throughout FY24, TTC continued to promote the Project Safety Net Helpline as a community resource during all of our programs and in our communications. In addition, TTC provides a list of mental health resources and a list of local and regional mental health practitioners on our [website](#). Due to the ubiquity of helplines, crisis lines and the creation of the new Massachusetts Behavioral Health Helpline that streamlines crisis, intervention and mental health and substance abuse resources, coupled with minimal usage of Project Safety Net, **TTC's board and staff made the decision to end Project Safety Net Service as of June 30, 2024.** The phonenumber will be active until the end of the calendar year, with calls being forwarded to the Massachusetts Behavioral Health Helpline.

Community Assistance Program (CAP): Working with community based partners, schools and local agencies, TTC helps facilitate support for Tri-Town families in particular need during the November/December holiday season and beyond through our Community Assistance Program.

Retired Masconomet Transition Counselor Joan Murphy is a critical partner, connecting families with resources through CAP and other organizations providing non-perishable food items, grocery gift cards, and other forms of assistance and support. Topsfield resident Gretchen Rehak volunteered several hours of her time working with Joan to support local families. In FY24, TTC collaborated again with Christian Angel Smile Foundation, Tri-Town Food Pantries, Trinity Episcopal Church, Masconomet's Peer Leaders, Masconomet and Tri-Town School union partners and families, Friends of the Flint and others. Through the generosity of the community, many toys and gifts along with thousands of dollars in gift cards were collected at the elementary, middle and high schools during the holiday season and 42 families were provided with toys and gifts..With the support of the Christian Angel Smile Foundation and Topsfield's Trinity Episcopal Church, we were able to help almost 75 families over the Thanksgiving and Christmas holidays with food assistance and grocery gift cards.

North Shore Holiday Toy Drive: Tri-Town Council was honored to be the Topsfield partner for Senator Bruce Tarr's annual North Shore Holiday toy drive. Over 75 toys were donated at Essex County Co-op's drop off location, with Joan, Gretchen, and other volunteers helping to distribute them to local families.



Handmade holiday cards; Joan Murphy and Gretchen Rehak who worked tirelessly to support local families; and Senator Tarr and Meredith Shaw at the North Shore Holiday Toy Drive celebration.

ENRICHMENT PROGRAMS & WORKSHOPS

Horizons

Horizons After-School & Summer Enrichment: Horizons enrichment classes are available to all Tri-Town K-6 elementary school children. Horizons is typically offered in multi-week sessions during the fall, winter and spring and include a couple of offerings during the summer. Horizons' Camp Invention was offered in August, 2023 at Cole School for youth entering grades 1 - 6, with middle and high school youth serving as counselors.



The spring GOTR team and coaches at the end of season 5K.

While Horizons Programs are primarily held at the elementary schools immediately after dismissal during the school year, TTC also works with community partners like the Congregational Church and Trinity Episcopal Church in Topsfield, the Center at 10 Elm in Boxford, and Middleton Congregational Church who often provide space for off site classes to be held.

Classes taught this year by experienced adults included outdoor exploration, chess, art, Girls on the Run, Lego classes, Home Alone Safety, After School Club and more. Community service opportunities continued to be available for high school youth to assist instructors in Horizons classes and/or to work with children who may need additional support. Over 15 Tri-Town teens and tweens participated as instructor assistants or camp counselors in FY24 Horizons school year and summer programs.

Ski Bradford: In January each year, TTC coordinates a 5 or 6-week ski program for Boxford, Middleton and Topsfield youth in grades 3-6 at Ski Bradford. In FY24, Tri-Town Council was able to coordinate an afterschool ski program for middle school youth. Even with the mild winter, over 150 skiers participated in the Ski Bradford program.

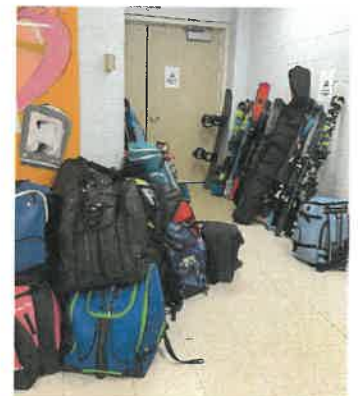
Overall in FY 24, TTC offered over 30 Horizons summer and after-school enrichment classes with over 500 children participating.

Youth Workshops/Activities

Girls 4 Girls Mentoring Program: Completing its ninth year, the mentoring program is run at Howe-Manning, Spofford Pond and Proctor Schools. This impactful program matches girls in grades 5-6 with high school girls in grades 10-12 who meet regularly throughout the school year to develop relationships, serve as a mentor, role model and help with the transition to middle school. TTC continued to work collaboratively with TTU teachers Kristen Swanson, Maryileen Walsh, Donna Ellis, Mary Vaughan, Lisa Stewart and Lily Roth-Heinlein in program design and delivery. During the 23-24 school year there were 85 elementary and high school participants among the three communities.



Outdoor fun and games at summer's Camp Invention!



We couldn't run the ski programs without the support of our school partners - working with us to find space to store the plethora of ski equipment!



A G4G mentoring pair connecting over a tasty partner activity!

Boys Mentoring Program: Building on the success of the Girls 4 Girls Mentoring program, TTC initiated a boys mentoring program matching high school youth with boys in grades 5 & 6 several years ago. The boys meet on winter Saturdays at Masconomet. Using the field house, gym and cafeteria, the mentors and mentees actively engage with one another in myriad activities that include sports, games, crafts, and partner activities. This year 9 youth were served in this program.



Boys 4 Boys program participants trying their hand at origami!



PhotoVoice: PhotoVoice is a youth-directed program in which photography, arts and writing are used to explore, create and express youth voice about topics that matter to them. It is an opportunity for our organization and community to hear them, see their point of view, validate their perspective, and support their healthy development.

PhotoVoice 2023-2024, a team of six middle school boys, formed with playful, imaginative energy and a strong interest in the importance of having space and time to connect with each other through creative expression. From photography, video, and digital media, to drawing, painting, music and writing, to dramatic acting, role-playing, games and conversation-- they used multiple creative modes throughout their process.



Experimenting with perspective during a PhotoVoice session.

Threaded throughout their creative journey were themes from TTC's **#WhyWePlay** campaign, and the value of youth having time, when adults step back, to have more freedom to be themselves. Providing this freedom supports the growth, learning and development that happens when we can be truly present in a process—which is the powerful value of play. The team ultimately created eight collaborative posters ([gallery here](#)), and [created a six-minute video](#) in an effort to capture some of their process.

TAG-IT Tuesdays are opportunities for middle school youth to ‘shout out’ on a particular topic during their lunch period. Offering youth a chance to connect and share their thoughts, concerns, questions, and wisdom builds Assets - a proven prevention strategy! TTC invites youth to participate as Tag-It’s can spark discussion on various topics and give youth a chance to be heard on specific issues in an engaging and unique way. Questions ranged from problem solving strategies, reflections on learning, experiences and wisdom gained, and other topics connected to the monthly middle school citizen’s workshops.



Tag-It inviting youth to share advice to future 7th graders on how to succeed in middle school.

Virtual Tutoring Program: The Virtual Peer Tutoring program, born from concerns about pandemic related learning gaps in 2020, continued during the 23-24 school year. TTC, often working with professional partners, recruits and trains high school youth to provide youth in grades 3 and up with academic support and/or enrichment. Tutors are trained, feedback is provided by the TTC coordinator after each session, and tutors earn community service hours. 12 youth participated during the 23 - 24 school year. The program ran on a smaller scale than in years' past due to a student starting her own tutoring program at Masco. Tutors in this school based program were invited to participate in TTC's tutor training.

Middle and High School Investment Class: 12 youth learned the ins and outs of investing from community volunteer, local parent, and financial services expert Ron Mastrogiovanni, who partnered with TTC to offer this free class series. Youth learned important financial life skills: how to set financial goals, track and evaluate investments, define and understand investment terms, and develop good investment habits.



Volunteer Ron Mastrogiovanni with investment class participants who learned valuable life skills!

#WhyWePlay

In FY24, TTC continued to work on addressing root causes of the decade+ long increase in children and youth mental health challenges by continuing our community #WhyWePlay initiative. Play is foundational to healthy development as it is nature's means of helping children acquire the necessary skills to survive and grow. Through play children learn to: problem solve, experience agency, feel joy, develop relationship skills, be creative and feel empathy. Over the past several decades childhood has changed, with significant declines in time to play and child-directed/child-controlled activities. Many experts believe these factors are contributing to the decline in children and youth's overall well being and contributing to the rise in anxiety, depression, and other mental health conditions.



In addition to providing parent/caregiver education and resources, in FY24, our #WhyWePlay team was grateful for the opportunity from the Tri-Town School Union (TTU) to offer a #WhyWePlay workshop to elementary school staff during their January PD day. After viewing a portion of Dr. Peter Gray's Ted Talk, "The Decline of Play", space was created for reflection, discussion and sharing. 20 TTU educators attended.



Educators shared their thoughts, questions, actions and suggestions as they exited the January play workshop.

Global School Play Day: As part of the #WhyWePlay initiative, the TTC team hosted, with the help of high school youth

volunteers, an afternoon of play specifically for middle school youth on Global Play Day. This day is celebrated annually on the first Wednesday of February to raise awareness of the importance of unstructured play for healthy youth development. Tri-Town elementary schools acknowledge Global Play Day each year, and TTC was happy to talk with elementary leaders about their Global Day celebrations and highlight them via a blog post: [Learning Through Play: Tri-Town Schools Celebrate Global Play Day](#).

After School Club: With the planned elementary early releases on bi-weekly Fridays, TTC piloted an After-School Club (ASC) on 4 Fridays during the school year at Steward School with a focus on free play. About 13 children K - 3 participated in the sessions, which offered 90 minutes of outdoor or indoor child-directed play, activities and lunch, and then 90 minutes of structured activities with teachers from Creative Co-op and Greg Perkins of InclYOUision Sports.



On this rainy Friday, ASC participants had some self-directed fun with Legos!

Parent, Caregiver, Caring Adult and Community Presentations & Workshops

In an effort to continue to support parents/caregivers, TTC provided 7 additional virtual, in person or hybrid educational workshops in FY24. 2 small parent connection and learning groups focused on **Parenting Through Anxiety** and **Executive Functions Skills** were facilitated by local experts Mel Peirce and Rosemarie Lucey. Overall these workshops reached 200+ people, and when permitted, were recorded for future viewings.

Understanding Teen Depression: Families for Depression Awareness presented this workshop on understanding teen depression, what to do if you suspect a teen you care about is suffering and the resources available to support teens and their families get the care they need to get well.

Managing Big Feelings: Parenting coach Mel Peirce offered strategies to support children as they navigate their big feelings and emotions and ways for caring adults to stay calm and present in those parenting moments that can be difficult..

The Digital Well-Being Playbook: Author and Chief Learning Officer at the Digital Wellness Institute Nina Hersher facilitated this workshop to help parents/caregivers learn how to implement positive digital practices for themselves and their families, all in an effort to support balance and mental health.



Local parenting coach Mel Peirce sharing strategies to support children's big feelings.

Identifying Anxiety and Supporting Effective Regulation: Expert Julie Cullen, Ed.M, led this virtual workshop to help parents/caregivers identify red flags, symptoms, and indicators that their child(ren) may be struggling to regulate and manage their emotions. Julie provided co-regulation strategies and proactive communication strategies to support healthy understanding and expression of emotions.

BoySense: Decoding the Developmental Needs of Boys: Local educational consultant Stephanie Meegan presented this in-person and livestreamed workshop to help caring adults recognize and appreciate the vulnerabilities and strengths of boys. The workshop highlighted the challenges of raising boys, the boy brain, strategies for encouraging communication and engagement, and how to contribute to a more constructive “BoyCode”.



Stephanie Meegan presenting BoySense at the Center at 10 Elm.

Youth Mental Health First Aid: TTC offered 2 Youth Mental Health First Aid trainings in October 2023 and April 2024, partnering again with Northshore Education Consortium (NSEDU). 42 adults registered for this training that teaches caring adults who work with youth “to identify, understand and respond to signs of mental health and substance use challenges among adolescents ages 12-18. Participants build skills and confidence needed to reach out and provide initial support to young people who are struggling, and learn how to help connect them to appropriate support.”³ NSEDU staff Windi Bowditch and Erin Clasby provided the 8 hours of instruction for each session, with community partner Trinity Episcopal Church providing the training space. Middleton’s Opioid Abatement Settlement Roundtable funded these 2 trainings.



Spring class of newly trained youth mental health first aiders.

³ [mentalhealthfirstaid.org](https://www.mentalhealthfirstaid.org)

COMMUNITY OUTREACH

TTC is a trusted resource for children and families in the Tri-Town area. TTC works to expand its community engagement and visibility by participating whenever possible in community and networking events, and occasionally attends meetings of town and school boards to share our work. Additionally, program information, impact data, resources and more are communicated to the community through our bi-weekly e-news sent to almost 1900 email addresses and through our Facebook, Instagram and Twitter social media platforms, which combined have over 2200+ followers.

Tri-Town Council was happy to participate in a range of community events this year granting us the opportunity to share our prevention information and resources: September's Tomato Festival, April's Earth Day festival, and June's Pride event. Since March of 2023, Tri-Town Council has held the non-profit seat of the North Shore Networkers group, a group of local professionals who meet weekly for learning and networking opportunities.



Public Health and Coalition partner Julia Label at Middleton's Earth Day festival.



TTC Board member Adrienne Tenney and Director Meredith Shaw with Reps. Nguyen and Kassner at the Pride Celebration.

AFFILIATED ORGANIZATIONS

Tri-Town Council has affiliated organizations (referred to as sponsored programs") which benefit from our non-profit status, administrative support and fiscal sponsorship, affording them the opportunity to serve the Tri-Town community.

Tri-Town Rock Band - Under the direction of Andrea Monty, Tri-Town Rock Band is an inclusive performing pop-rock ensemble comprised of Tri Town youth in grades 6–12 with disabilities who are interested in learning and playing pop & rock music appropriate for advancing musical skills. Participants work alongside youth mentors and musicians who possess strong musical and mentoring skills.



Tri-Town Rock band is making a difference in the lives of participants, musicians, mentors and audiences.

This past year Rock Band played at several community events. In September, the band performed for several local non-profit organizations and in October, returned to the stage at the Topsfield Fair. Northeast Arc, a regional non-profit organization, learned about the band through social media and invited the Rock Band to play at their December Holiday Market, and later that same day, the band performed at a YMCA event. It was a busy winter for the band and an even busier spring! In March, the band played for personal care aides at Northeast Arc's Regional Providers Council in

Peabody, amazing and entertaining the audience who were encouraged by the band's enthusiasm. The band was back at Northeast Arc's Spring Market in April and played in May's "Chase the Butterfly" fundraiser that supports research on CMT4J — a rare disease that affects only 22 people worldwide. The band closed the month by performing for **several hundred** guests at Northeast Arc's Spring Gala fundraiser, "An Evening of Changing Lives," at the Encore Boston Harbor Hotel. Their final performance of the season was to an audience of several **thousand** people at the North Shore Pride Festival in Salem. At that event, the Rock Band proudly accepted the **2024 Community Courage Award** for "successful perseverance, peer mentorship and inclusivity through your gift of music."

Public performances and rehearsals propel band participants and mentor-musicians to work together, and create and strengthen bonds of friendship and respect within the group. The band takes pride in each person's successes. Through the band's music and performances, they've captured the hearts of a greater number of people with and without disabilities and changed perceptions and attitudes about disability over a wider geographic area. Tri-Town Rock band is making a difference in the lives of participants, musicians, mentors and audiences!

Disability Awareness Starts Here (DASH) Since 1994, the DASH Program has been bringing Tri-Town parents, teachers and students together through an innovative sensitivity awareness experience. With a focus on normalizing disability, DASH teaches children to value their differences while encouraging mutual respect and fostering friendships without fear. During the 23-24 school year, led by DASH directors Elaina Berry, Jacki Dubois and George May, with parent/caregiver volunteers, children participated in a variety of learning activities promoting disability awareness, kindness and inclusion. This year, DASH was in the process of implementing a newly developed curriculum comprised of speakers, books, and webinars.

TRI-TOWN COUNCIL LEADERSHIP

[Tri-Town Council Board of Directors](#) provides leadership, governance, fiscal oversight and long-term strategic planning in support of the organizational mission. Led by an Executive Board, consisting of a President, Treasurer and Secretary, and sub-committees, the Tri-Town Council Board is engaged in the vital and on-going process of identifying and achieving the goals and objectives of the organization.

Tri-Town Council employs a full-time Executive Director who is responsible for the development and implementation of programs and services, provides organizational leadership and management, and several part-time professional staff members who assist with program implementation, communications, development, youth programs, and business functions.

TTC's professional work space is located at 7 Grove Street, Topsfield, with additional dedicated program space in the building. Coalition meetings, enrichment classes and other programs are held there.

OUR FUNDING

Municipal funding contributions from Boxford, Middleton and Topsfield represent a quarter of Tri-Town Council's annual operating budget. The balance of our income comes as a result of individual and corporate donations; family foundation, local business, and regional partner grants; fee for service programs; and fundraising campaigns. All these funding streams are vital to the financial health and organizational stability of Tri-Town Council.

IN SUMMARY

Through our educational, enrichment, mentoring and leadership programs, sponsored programs, partnerships, and organizational affiliations, Tri-Town Council proactively offers support, promotes healthy development, and addresses current and emerging concerns of the Tri-Town community. We collaborate with schools, parents/caregivers, youth, public safety, community organizations, legislators and area resources to make the highest impact and most cost effective delivery of our programs and services. We maintain visibility in the community through our website: www.tritowncouncil.org, weekly E-news to almost 1900 subscribers within our in-house database, and through school newsletters and blogs, in local media resources, social media, and partners' websites.

We also connect with parents/caregivers, youth and community members via [Facebook](#), [Instagram](#) and [Twitter](#), providing important programming information as well as resources pertaining to various stages of development, mental health, social and emotional development and guidance in raising children of all ages. Our website, E-news and social media posts contain timely information for parents/caregivers, educators and youth on topics such as resilience, Asset building, healthy relationships, identity, bullying and cyberbullying, social media and Internet safety, mental health, stress/anxiety management, and alcohol, marijuana, vaping, and other substance use prevention strategies, as well as updates regarding Tri-Town Council events and activities. Our social media and e-news platforms continue to be critical in our efforts to support the community with resources, opportunities, and connections.

Tri-Town Council actively participates in and collaborates with several Tri-Town committees including the Masconomet School Health Advisory Council (SHAC) whose mission is to promote youth health, wellness and safety; the K-12 Umbrella Group which consists of local volunteer leadership and school superintendents meeting monthly to share information, projects and ideas; the Topsfield Community Alliance that consists of various stakeholders who meet

quarterly to connect and share about community programming; public libraries; and faith-based institutions. TTC maintains connections with regional and professional groups including Community Anti-Drug Coalitions of America (CADCA), Search Institute, Institute for Non-Profit Practice, and the Massachusetts Non-Profit Network.

The Tri-Town Council is grateful for and depends on the continued support we receive from our funders. Because of municipal, corporate, foundation, individual and community support and involvement we are able to continue our mission supporting youth, parents and educators and providing proactive solutions which support, engage and empower Tri-Town youth to make informed, healthy, safe and compassionate decisions while strengthening their social and emotional well-being.

TRI-TOWN COUNCIL BOARD OF DIRECTORS

FY24

Jessica Schoonmaker, President
Cari Donovan, Treasurer
Beth Beringer, Secretary
Alyson Basso
Randi Brown
Katy Donaldson

Emily Esolen
Alicia Glynn
Joe Long
Steve Mooney
Adrienne Tenney

FY25

Jessica Schoonmaker, President
Adrienne Tenney, Treasurer
Stephen Mooney, Secretary
Aaron Allen
Alyson Basso

Katy Donaldson
Amanda LaMantia
Joe Long
Carolyn Morgan

TRI-TOWN COUNCIL STAFF FY24

Nicole Gregoire-Allis, Coalition Coordinator; Bonnie Collins, Accounting Manager; Bonnie Thornborough, Communications/Development Manager; Dawn Seymour, Youth Programs Coordinator; Beth Whalley, Horizons Program Coordinator; Meredith Shaw, Executive Director

Respectfully submitted,

Meredith Shaw

Executive Director
mshaw@tritowncouncil.org
(978) 887-6512
Fed EIN #23-7130785



Programs & Partnerships

THE COALITION

Connect. Communicate. Prevent.
Cross-community partnership focusing on youth substance use prevention

- Collecting local data
- Promoting positive youth norms
- Providing information & resources
- Fostering healthy community

YRBS Survey

Collecting and sharing local youth data
Biennial Youth Risk Behavior Survey with most Masco middle and high school youth participating in 2023.



Sponsored Programs

Fostering community partnerships
Supporting and promoting DASH and TriTown Rock Band



Teens/Tweens

Offering youth learning and leadership serving hundreds of youth each year!

- YAAB
- Peer mentoring
- Peer tutoring
- PhotoVoice
- 7th-grade mixer
- Enrichment classes
- Community service, and more!



Events for Caring Adults

Sharing knowledge and information on healthy development

Speakers, conversations, films, workshops on:

- Parenting
- Mental health and well-being
- Substance use prevention
- Diversity, equity, inclusion & belonging
- Healthy foundations, and more!



K-6 Horizons

Providing enrichment and exploration

Offering 30+ classes, serving 500+ youth in 23-24

- Get Outside, GOTR, Lego, Arts, Chess, Ski Bradford, and more!



Camp Invention

All-Night Grad Party



55+ year annual tradition of Masco grads celebrating all night safely & substance-free
200 grads participated in 2024!

SUPPORT US!

tritowncouncil.org/support-us

Help fund the work we do to support Tri-Town youth, families and community.

Open Gym

Time to play freely
Saturday nights for Tri-Town middle and high school youth



Scholarships

Supporting academic pursuits

14 years and \$22.5K gifted to Masco seniors



Community Assistance

Supporting local families in need

- Collaborating with partners
- Collecting/distributing donations
- Providing resources, confidential referrals and support



Resources

Supporting youth & families with information on:

- Parenting
- Social-emotional skill-building
- Mental health & well-being
- Sexual health
- Identity
- Developmental assets, and more!



FOLLOW US!



@TriTownCouncil

*care connectedness conversation curiosity communication
community children creativity collaboration celebration*

Click to learn more about The Ten Cs of TTC



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



TO: Select Board/Finance Committee
FROM: Sarah Wood, Finance Director/Town Accountant
DATE: 9/9/2024
SUBJECT: FY 2024, 4th Quarter Highlights

This report includes a summary of the 4th quarter results as of June 30, 2024 of FY 2024 for the General Fund, CPA Fund, Water Enterprise Fund, Sewer Enterprise fund as well as a summary of appropriation accounts, revolving accounts and special revenue accounts.

General Fund Expenditures

As of June 30, 2024, 96.9% of the FY 2024 General Fund budget had been expended. Please see the chart below for a breakdown of each major category's budget versus actual figures as of the second quarter in FY 2024. Encumbrances and warrant articles are not included in these figures.

Major Category	Adjusted Budget	Actual Expended	Percent Expended
General Government	\$ 2,616,148	\$2,252,846	86%
Public Safety	5,015,744	4,929,563	98%
Education	26,495,357	25,992,619	98%
Public Works	2,018,742	1,799,306	89%
Health and Human Services	600,109	511,225	85%
Culture and Recreation	797,026	746,372	94%
Debt Service	3,805,331	3,805,330	100%
State Assessments & Charges	359,180	329,201	92%
Unclassified	4,555,516	4,472,508	98%

At the end of the fiscal year, the total year-to-date expenditures should be around 95% to 100% of the departmental budget. The majority of departments fall into this range with a few exceptions. Once again, the Finance Committee had excess budgetary capacity in regards to reserve fund spending, only one reserve fund transfer was needed this fiscal year. Similarly, compensation reserve also had excess budgetary capacity for the fiscal year. Within the general government categories, the Elections budget saw surplus due to early voting taking place at Town hall and thus did not need to be staffed with any additional personnel. The Public Works category saw higher than expected surplus due to the mild winter

we had. The veteran's affairs department saw spending at approximately 67% of the budget. This is due to our Veterans Agent continuing to find resources that are more beneficial for the Town's Veterans. The Recreation Commission also saw excess budgetary capacity due to there being no trips during the fiscal year.

A breakdown of spending by department as well as a list of encumbrances carried over from FY24 to FY25 is included in the following pages.

There is still currently \$1,608,525 in approved general fund capital projects that are outstanding, of these approximately \$314,046 of projects were closed at the end of the fiscal year as the projects/purchases came in under budget. I will continue to work with department heads during the fiscal year to spend down projects as quickly as feasible.

General Fund Revenues

For the third year in a row the Town had surplus revenues over \$1million. This year's total surplus was \$4,033,597.

The majority of the surplus is due to investment income of one-time revenues - primarily the bonding of the municipal project and ARPA funds. The investment income earned by the Town on recurring revenues was approximately \$750,000.

Property taxes, both personal property and real estate, did not reach their budgetary expectations. The Treasurer is currently working on preparing letters to those residents who are delinquent in their tax payments to start the process of placing these properties into Tax Title. Typically, once those letters are sent out the outstanding payments are made as many residents are not aware that they are delinquent.

CPA Fund Expenditures & Revenues

CPA expenditures are at 99.6% of budgeted expenditures, not inclusive of capital items.

CPA revenues are at 111% of the budget this is due to an increase in surcharge revenue over budget.

Ending undesignated fund balance for the CPA fund is \$377,291 (prior to FY25 commitments).

Water Fund Expenditures & Revenues

Water expenditures are at 90.5% of the budget. This is in-line with budgeted expectations as \$50,000 of the budget is earmarked for unforeseen expenditures that was not needed.

It is expected that revenues in the water enterprise fund will be enough to cover the current year budget as well as add some additional revenue that will close out to fund balance at the end of the year. Most of the revenue received comes from the Town of Danvers this year we received both this year and last year's payment due to a timing issue of the FY23 payment.

The current fund balance in the water enterprise fund is \$652,280.

Free Cash & Retained Earnings

Free cash has been certified as of July 1, 2024 at \$6,719,465. By means of comparison, last year's free cash was \$4,552,945. The Town's policy for free cash reserves to be a minimum of 3% of the prior year general fund operating appropriation. Free cash as of July 1, 2024 is 14.5% of the FY24 general fund operating appropriation, which meets this criterion. I have earmarked approximately \$750,000 of this free cash to offset our arbitrage liability which gets calculated on an annual basis. Another large amount of the free cash should be appropriated to reserves at the Annual Town Meeting.

Water Enterprise Fund Retained earnings has been certified as of July 1, 2024 at \$652,280. By means of comparison, last year's retained earnings were certified at \$138,648. The increase is due to the timing of the payment from the Town of Danvers for FY23 hitting in FY24.

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

Town of Middleton, MA
Fiscal Year 2024 Expenditures (unaudited)

For the Period Ended												
GENERAL FUND	BUDGET		9/30/2023		12/31/2023		3/31/2024		6/30/2024		Total	
	\$	200	\$	-	\$	-	\$	200	\$	-	\$	200
Total 114 TOWN MODERATOR		396,574		76,692		98,554		81,783		103,403		360,432
Total 122 SELECT BOARD				411		464		(274)		-		601
Total 131 FINANCE COMMITTEE		3,956										3,355
Total 131 RESERVE FUND		100,000		-		-		-		12,000		12,000
Total 135 TOWN ACCOUNTANT		249,015		39,153		86,978		49,402		62,655		238,188
Total 141 ASSESSORS		229,804		49,996		61,461		45,649		63,300		220,406
Total 145 TREASURER/COLLECTOR		305,712		55,218		69,974		67,410		73,003		265,605
Total 146 CUSTODIAN OF TOWN LANDS		2,500		-		-		2,500		-		2,500
Total 151 TOWN COUNSEL		92,663		10,126		27,306		21,978		33,253		92,663
Total 155 MIS		532,326		135,389		96,828		126,999		129,372		488,587
Total 161 TOWN CLERK		222,124		42,261		45,916		44,089		57,343		189,609
Total 162 ELECTIONS		73,386		1,800		2,611		12,754		16,906		34,070
Total 171 CONSERVATION COMMISSION		97,609		20,266		25,519		21,869		27,665		95,319
Total 175 PLANNING BOARD		137,165		26,480		35,343		30,062		21,881		113,767
Total 176 BOARD OF APPEALS		4,770		510		563		708		713		2,494
Total 181 MASTER PLAN COMMITTEE		1,596		-		272		(136)		-		136
Total 192 TOWN BUILDING		152,501		19,826		24,763		38,440		38,994		122,023
Total 195 TOWN REPORT		14,247		-		3,960		2,525		7,762		14,247
Total 210 POLICE		2,304,959		448,619		565,467		485,225		775,831		2,275,142
Total 220 FIRE		2,381,598		453,412		629,223		532,000		739,135		2,353,771
Total 241 BUILDING INSPECTION		304,094		57,898		72,316		69,457		78,994		278,665
Total 292 ANIMAL CONTROL		24,892		4,351		5,538		5,061		6,836		21,786
Total 296 CONSTABLE		200		-		-		200		-		200
Total 301 SCHOOL DEPARTMENT		14,724,502		1,824,491		4,248,921		3,453,962		4,696,723		14,224,098
Total 314 MASCONOMENT ASSESSMENT		10,896,460		2,724,115		2,724,115		2,724,115		2,724,115		10,896,460
Total 315 ESSEX TECH ASSESSMENT		874,395		220,928		430,205		220,928		-		872,061
Total 420 DPW ADMINISTRATION		1,167,985		230,096		310,714		188,425		361,574		1,090,809
Total 423 SNOW & ICE REMOVAL		290,400		236		23,042		184,546		25,297		233,120
Total 425 TRANSFER STATION		560,357		76,161		114,188		124,330		160,699		475,377
Total 511 BOARD OF HEALTH		207,222		37,548		47,743		49,718		59,248		194,257
Total 541 COUNCIL ON AGING		290,162		43,431		61,590		52,154		79,077		236,252
Total 543 VETERANS AGENT		67,453		9,664		11,418		11,337		13,023		45,442
Total 545 TRI TOWN COUNCIL		29,925		7,481		7,481		7,481		7,481		29,925
Total 548 GARDEN CLUB		5,348		100		3,399		-		1,849		5,348
Total 610 LIBRARY		715,422		158,189		156,232		161,342		216,828		692,591
Total 630 RECREATION COMMISSION		69,104		37,406		1,456		699		3,145		42,705
Total 691 HISTORICAL COMMISSION		1,000		-		550		-		-		550
												450

Total 692 MEMORIAL DAY		6,500	-	-	-	5,527	5,527	973	85%
Total 693 CHIEF WILLIS FESTIVAL		5,000	-	-	-	5,000	5,000	-	100%
Total 710 DEBT SERVICE		3,805,331	1,130,728	1,586,038	234,903	853,663	3,805,330	1	100%
Total 820 STATE ASSESSMENTS & CHARGES		359,180	89,800	85,526	76,961	76,914	329,201	29,979	92%
Total 910 COMPENSATION RESERVE		46,195	3,500	-	-	-	3,500	42,695	8%
Total 911 RETIREMENT		2,127,694	2,127,694	-	-	-	2,127,694	-	100%
Total 913 UNEMPLOYMENT		15,000	2,880	5,537	-	-	8,417	6,583	56%
Total 914 HEALTH INSURANCE		879,882	203,687	212,064	220,664	236,020	872,434	7,448	99%
Total 915 GROUP INSURANCE		2,450	578	485	566	642	2,271	179	93%
Total 916 MEDICARE/DEP TAX		111,212	21,082	30,160	24,711	33,762	109,716	1,497	99%
Total 945 LIABILITY INSURANCE		320,906	447,898	12,151	(168,622)	4,872	296,299	24,606	92%
Total 962 TRANSFERS TO OTHER FUNDS		1,052,177	350,000	702,177	-	-	1,052,177	-	100%
Total GENERAL FUND	\$	46,263,152	\$11,190,102	\$12,628,245	\$ 9,206,119	\$11,814,503	\$ 44,838,969	\$ 1,424,183	96.9%
Total CPA	\$	175,750	\$ -	\$ 174,750	\$ -	\$ 383	\$ 175,133	\$ 617	99.6%
Total WATER ENTERPRISE FUND	\$	300,923	\$ 25,865	\$ 70,047	\$ 29,589	\$ 146,845	\$ 272,346	\$ 28,577	90.5%
Total SESD ENTERPRISE FUND	\$	121,363	\$ 29,526	\$ 29,553	\$ 55,114	\$ 6,043	\$ 120,236	\$ 1,127	99.1%

Town of Middleton, MA
Fiscal Year 2024 General Fund Warrant Articles Expenditures (unaudited)

Fund	STM/ATM	Fiscal Year	Article #	Account Name	Original	Available Balance at		Available Balance at
					Appropriation	10/17/2023	YTD Expended	
GF	ATM	2017	17	REMIATE NATSUE WAY	165,000	129,435	35,130	94,305
GF	STM	2019	3	MAINTENANCE OF GOLF COURSE *	25,000	17,500	-	17,500
GF	ATM	2019	25	BYLAW CONSULTANT	50,000	50,000	5,000	45,000
GF	STM	2020	9	40 SCHOOL STREET ENVIRONMENTAL TESTING	10,000	1,100	-	1,100
GF	STM	2020	11	105 S MAIN STREET MAINTENANCE *	5,000	3,747	-	3,747
GF	ATM	2020	19	BRIGADOON TREE/SIDEWALK *	75,000	75,000	-	75,000
GF	ATM	2020	19	COA REFINISH HARDWOOD FLOORS *	7,500	2,812	-	2,812
GF	ATM	2021	10	FIBER OPTIC NETWORK	100,000	5,850	-	5,850
GF	STM	2022	7	ADDITIONAL FUNDS FOR FIRE PUMPER	40,000	40,000	-	40,000
GF	STM	2022	11	IT & CYBERSECURITY	55,000	25,045	21,114	3,931
GF	ATM	2022	19	CHARTER REVIEW	15,000	15,000	-	15,000
GF	ATM	2022	19	CYCLICAL INSPECTIONS *	10,000	2,340	-	2,340
GF	ATM	2022	19	MUNIS UPGRADE ATM0621 *	10,000	8,566	-	8,566
GF	ATM	2022	19	TOWN-WIDE HANDICAP IMPROVEMENTS	10,000	5,337	-	5,337
GF	ATM	2022	19	COA BUILDING IMPROVEMENTS	5,700	902	-	902
GF	STM	2023	7	REDEVELOPMENT OF 49 S MAIN ST TOWN EXPENSES	50,000	50,000	-	50,000
GF	ATM	2023	18	DPW SALARY SURVEY *	10,000	5,650	-	5,650
GF	ATM	2023	18	PEDESTRIAN & TRAFFIC SAFETY IMPLEMENTATION *	20,000	6,150	-	6,150
GF	ATM	2023	18	NEARMAP & PUSHPIN GIS *	7,740	644	-	644
GF	ATM	2023	18	DPW SERVER REPLACEMENT *	4,000	4,000	-	4,000
GF	ATM	2023	18	VMWARE UPGRADE PHASE 2 *	14,000	4,000	-	4,000
GF	ATM	2023	18	ANTIVIRUS UPGRADE *	4,800	4,800	-	4,800
GF	ATM	2023	18	PURCHASE RADAR GUN CRUISER *	5,000	5,000	4,886	114
GF	ATM	2023	18	FIRE ALARM MATERIALS	15,000	3,026	-	3,026
GF	ATM	2023	18	ICE RESCUE SLED *	6,000	6,000	5,940	60
GF	ATM	2023	18	RADIO EQUIPMENT	72,800	59,071	57,765	1,306
GF	ATM	2023	18	DIGITIZE INSPECTIONAL SERVICE RECORDS PHASE2 *	35,000	35,000	20,227	14,773
GF	ATM	2023	18	REPLACE HM SECURITY SYSTEM	50,000	50,000	-	50,000
GF	ATM	2023	18	REPLACE TOWN SIGNS *	20,000	9,134	2,880	6,254
GF	ATM	2024	15	SERVER UPGRADES	30,000	30,000	6,690	23,310
GF	ATM	2024	15	PURCHASE MEDICAL EMERGENCY BAGS*	4,000	4,000	3,712	288
GF	ATM	2024	15	REPLACE AMBULANCE 2	520,000	520,000	-	520,000
GF	ATM	2024	15	FIREFIGHTER PPE	84,500	84,500	45,190	39,310
GF	ATM	2024	15	AFE GRANT TOWN MATCH	27,000	27,000	5,331	21,669
GF	ATM	2024	15	LUCAS DEVICE	23,100	23,100	18,764	4,336
GF	ATM	2024	15	DIGITIZE FIRE DOCUMENTS	23,000	23,000	-	23,000
GF	ATM	2024	15	NEW FF TRAINING	15,500	15,500	4,645	10,855
GF	ATM	2024	15	ADDITIONAL CHAPTER 90 FUNDS	125,000	125,000	72,130	52,870
GF	ATM	2024	15	REPLACE TRUCK 5 *	89,233	89,233	88,846	387
GF	ATM	2024	15	REPLACE CAR 1 *	57,643	57,643	53,970	3,673
GF	ATM	2024	15	CAMERA & LIGHTS @ TRANSFER STATION *	21,000	21,000	17,711	3,289
GF	ATM	2024	15	DIGITIZE FILES BOH & CONSERVATION	97,820	97,820	-	97,820
GF	ATM	2024	15	REPLACE RETAINING WALL AT COA **	250,000	250,000	-	250,000
GF	ATM	2024	16	MUNICIPAL PROPERTY ASSESSMENTS/STUDIES	50,000	50,000	5,000	45,000
GF	STM	2024		OPIOID MITIGATION FUNDS (FY23 CLOSE OUT)	40,552	40,552	-	40,552

* - Will be closed out **- \$50,000 rolled over

Town of Middleton, MA

Fiscal Year 2024 Non-General Fund Warrant Articles Expenditures (unaudited)

<u>Fund</u>	<u>Fiscal Year</u>	<u>Article #</u>	<u>Account Name</u>	<u>Original Appropriation</u>	<u>Available Balance at 7/1/2023</u>	<u>YTD Expended</u>	<u>Available Balance at 9/30/2023</u>
CAP PROJ	2022	19	REPLACE ENGINE 1	710,000	710,000	-	710,000
CAP PROJ	2022	22	MUNICIPAL COMPLEX	61,590,000	56,497,401	2,140,549	54,356,852
CPA	2014	27	OLD TOWN HALL REPAIRS *	22,000	3,472	3,450	22
CPA	2019	10	EMILY MAHER PARK IMPROVEMENTS *	45,000	14,758	-	14,758
CPA	2020	21	DIGITIZE HISTORIC RECORDS	89,000	236	-	236
CPA	2021	6	COMPLETE DIGITIZATION OF HISTORIC RECORDS	5,000	5,000	-	5,000
CPA	2022	12	TRAMP HOUSE ROOF REPAIRS	17,000	17,000	-	17,000
CPA	2022	12	MUNICIPAL COMPELX TOWN COMMONS	300,000	300,000	-	300,000
CPA	2023	11	RESTORE HISTORIC MONUMENT	25,000	19,870	-	19,870
CPA	2024	8	RESTORE HISTORIC MONUMENT	25,000	25,000	-	25,000
CPA	2024	8	ADDITIONAL RAIL TRAIL FUNDS	50,000	50,000	39,897	10,103
CPA	2024	8	MUNICIPAL COMPELX TOWN COMMONS	200,000	200,000	-	200,000
WATER	2021	13	WATER EMERGENCY REPAIRS RESERVE *	50,000	50,000	-	50,000
WATER	2024	15	WATER MAIN LOOP - LIBERTY ST	500,000	500,000	-	500,000
WATER	2024	15	WATER MAIN LOOP - ESSEX TO DEBUSH	500,000	500,000	-	500,000

Town of Middleton, MA
Fiscal Year 2025 Encumbrances (unaudited)

<u>Fund</u>	<u>Department</u>	<u>Account Name</u>	<u>Approved</u>
General	Administration	Advertising	\$ 75.00
General	Administration	Training/Education	\$ 325.00
General	Administration	Contractual Services	\$ 3,150.00
General	Town Accountant	Office Supplies	\$ 42.97
General	Treasurer/Collector	Office Supplies	\$ 453.03
General	Treasurer/Collector	Tax Title	\$ 270.83
General	IT	Consultant Legal	\$ 450.00
General	IT	Telephone	\$ 887.81
General	IT	Technology Supplies	\$ 19,099.20
General	Town Clerk	Capital	\$ 16,450.00
General	Town Buildings	DPW Gas/Fuel	\$ 54.34
General	Town Buildings	Building Maintenance	\$ 1,560.00
General	Town Buildings	Building Supplies	\$ 57.00
General	Police	Electricity & Water	\$ 79.58
General	Police	Cruiser Maintenance	\$ 8.90
General	Police	Contractual Services	\$ 364.48
General	Police	Patrolman Uniforms	\$ 1,039.00
General	Police	Reserves Uniforms	\$ 2,529.00
General	Fire	Fuel/HVAC Maint	\$ 169.86
General	Fire	Equipment Repair	\$ 529.18
General	Fire	Dues Fees Subscrip	\$ 85.00
General	Fire	Hose Gear Tires, etc	\$ 49.00
General	School	Salaries	\$ 460,940.29
General	School	Supplies	\$ 35,103.09
General	DPW	Road Machinery Maint.	\$ 150.00
General	Transfer Station	Equipment Repair	\$ 144.20
General	Transfer Station	Contractual Services	\$ 15,859.61
General	BOH	Travel	\$ 238.79
General	COA	Professional Development	\$ 307.67
General	Library	Equipment/ Repair	\$ 3,235.00
General	Library	Bldng.Maint/Supplies	\$ 76.08
General	Library	Books	\$ 22.94
General	Unclassified	Dental Insurance	\$ 49.87
			<u>\$ 563,856.72</u>

Town of Middleton, MA

Fiscal Year 2024 Revenues (unaudited)

For the Period Ended GENERAL FUND	9/30/2023		12/31/2023		3/31/2024		6/30/2024		Total		(UNDER)/OVER		% RECEIVED		
	BUDGET		Quarter 1		Quarter 2		Quarter 3		Quarter 4		YTD REVENUE			BUDGET	
PERSONAL PROPERTY TAXES	\$	684,158	\$	237,037	\$	103,579	\$	223,157	\$	102,120	\$	665,893	(18,265)	97.3%	
REAL ESTATE**		36,647,690		9,219,159		8,848,840		9,262,154		8,922,462		36,252,615	(395,075)	98.9%	
TAX LIEN/TITLE/FORECLOSURE		*		2,650		61		(5,672)		5,608		2,647	N/A	N/A	
MOTOR VEHICLE EXCISE		2,100,000		63,059		230,084		1,655,873		475,804		2,424,820	324,820	115.5%	
OTHER EXCISE - ROOM		160,000		75,266		86,437		36,984		42,925		241,612	81,612	151.0%	
OTHER EXCISE - MEALS		300,000		92,983		93,484		80,909		82,067		349,443	49,443	116.5%	
PENALTIES AND INTEREST ON TAXES		80,000		19,077		29,123		30,602		31,288		110,090	30,090	137.6%	
PILOT		148,000		-		-		91,095		51,600		142,695	(5,305)	96.4%	
PILOT - MELD		209,267		-		209,267		-		-		209,267	-	100.0%	
CHARGES FOR SERVICES - SOLID WASTE FEES		210,000		88,300		124,050		3,450		3,625		219,425	9,425	104.5%	
FEES		125,000		51,188		30,871		40,989		44,432		167,480	42,480	134.0%	
DEPARTMENTAL REVENUES - CEMETERIES		35,000		10,800		12,100		8,800		18,500		50,200	15,200	143.4%	
OTHER DEPARTMENTAL REVENUE		130,500		52,783		68,237		58,486		90,060		269,566	139,066	206.6%	
BUILDING PERMITS		365,000		29,055		125,159		101,350		193,515		449,079	84,079	123.0%	
OTHER LICENSES AND PERMITS		151,000		9,775		92,497		34,635		25,944		162,851	11,851	107.8%	
FINES AND FORFEITS		10,000		5,204		4,269		1,436		2,170		13,079	3,079	130.8%	
INVESTMENT INCOME		100,000		799,086		1,180,994		577,318		1,132,749		3,690,147	3,590,147	3690.1%	
MEDICAID REIMBURSEMENT		20,000		4,058		3,679		4,457		5,744		17,938	(2,062)	89.7%	
STATE AID		2,544,636		617,432		713,834		617,034		620,592		2,568,892	24,256	101.0%	
TRANSFERS IN		1,552,464		1,455,155		-		-		116,178		1,571,333	18,869	101.2%	
MISC NON RECURRING		26,502		14,374		0		1,149		40,866		56,389	29,887	212.8%	
Total GENERAL FUND	\$	45,599,217	\$	12,846,442	\$	11,956,563	\$	12,824,206	\$	12,008,249	\$	49,635,461	\$	4,033,597	108.9%
Total CPA	\$	349,900	\$	80,380	\$	143,158	\$	83,911	\$	81,308	\$	388,756	\$	38,856	111.1%
Total WATER FUND	\$	385,000	\$	368,035	\$	3,859	\$	(4,493)	\$	368,576	\$	735,978	\$	350,978	191.2%
Total SESD ENTERPRISE FUND	\$	121,363	\$	-	\$	5,431	\$	19,958	\$	84,165	\$	109,553	\$	(11,810)	90.3%

* Indicates budgeted figures not available.

** Net of Overlay raised on recap

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

Town of Middleton, MA Revolving Funds (unaudited)				
	Fund Balance as of 7/1/2023	Revenue as of 6/30/2024	Expenditures as of 6/30/2024	Fund Balance as of 6/30/2024
RECREATION REVOLVING	\$ 15,226	\$ -	\$ -	\$ 15,226
COA TRIP FUND	22,588	-	(5,784)	16,804
STORMWATER MANAGEMENT	9,000	1,800	(3,800)	7,000

Town of Middleton, MA
Appropriation Funds (unaudited)

	Fund Balance as of 6/30/24	Revenue as of 6/30/24	FY 25 Appropriation	Fund Balance after Appropriations
AMBULANCE FUND	\$ 1,359,199	\$ 728,760	\$ (650,000)	\$ 709,199
PEG	665,828	246,568	(140,809)	525,019
SPED RESERVE FUND*	160,771	7,923	-	160,771
OPEB*	2,655,433	228,645	100,000	2,755,433
STABILIZATION*	2,446,791	121,507	50,000	2,496,791
CAPITAL STABILIZATION*	734,058	46,838	100,000	834,058
SPED STABILIZATION*	413,266	25,365	50,000	463,266
RETIREMENT STABILIZATION*	564,921	28,768	50,000	614,921
SIDEWALK/PEDESTRIAN STABILIZATION*	153,417	7,820	-	153,417
FACILITIES COMPLEX STABILIZATION*	907,267	44,333	250,000	1,157,267

* Revenue amount indicates interest only.

Town of Middleton, MA
All Other Special Revenue Funds (unaudited)

TOWN SPECIAL REVENUE FUNDS	Fund Balance as of 7/1/2023	Revenue as of 6/30/2024	Expenditures as of 6/30/2024	Fund Balance as of 6/30/2024
WETLANDS PROTECTION FUND	\$ 3,649	\$ -	\$ -	\$ 3,649
INSURANCE DEPOSITS FOR REPAIR	18,726	61,855	(53,024)	27,557
COA GIFT/DONATIONS	25,864	9,696	(703)	34,857
COA BIO LABS GRANT	96	-	-	96
MGL CH53G CONSULT FEES	12,640	28,994	(36,421)	5,213
CONSERVATION FEES	12,870	3,140	(3,068)	12,942
CEMETERY SALE OF LOTS AND GRAVES	117,988	5,755	-	123,743
DRUG FORFEITURE	1,648	-	-	1,648
TOWN CLERK ADDITIONAL POLLING HOURS	7,489	-	(180)	7,309
COUNCIL ON AGING CULTURAL COUNCIL GRANT	1,365	-	(1,365)	-
DON'T BLOCK THE BOX GRANT	-	-	(421)	(421)
COMMUNITY PLANNING GRANT	-	4,800	(12,000)	(7,200)
OPIOID SETTLEMENT FUNDS	-	28,654	-	28,654
COMMUNITY PRESERVATION ACT	1,024,111	391,891	(437,523)	978,479
AFFORDABLE HOUSING TRUST	-	210,247	-	210,247
FEDERAL HOUSING PARTNERSHIP	32,715	-	-	32,715
LOCAL CULTURAL COUNCIL	2,927	7,508	(6,940)	3,496
TITLE V	48,493	1,934	(1,000)	49,427
CHAPTER 90 (STATE FUNDED STREET PAVING)	-	220,752	(220,752)	-
MUNICIPAL RECYCLING PROGRAM	2,343	-	-	2,343
COA FORMULA GRANT	12,018	36,162	(32,098)	16,082
COA TITLE III GRANT	25,842	28,704	(48,904)	5,642
BAN/BOND PREMIUMS RESERVED	19,366	-	-	19,366
LIBRARY INCENTIVE (STATE FUNDS)	129,439	23,311	(28,953)	123,797
F.D. SAFETY EQUIPMENT GRANTS	3,998	120,224	(126,009)	(1,787)
LAW ENFORCEMENT EQUIPMENT GRANT	33,406	300	(6,781)	26,925
RUBCKINUK LAND	22,544	-	-	22,544
MIDDLETON FOOD PANTRY DONATIONS	212,123	46,814	(44,151)	214,786
TRANSPORTATION NETWORK FUNDS	9,393	2,794	-	12,187
COMMUNITY COMPACT GRANTS (ALL)	-	335,000	-	335,000
WETLANDS DONATIONS	10,780	-	-	10,780
EAST-MEADOW LANES - TRAILS	5,000	-	-	5,000
VETERANS GIFTS/DONATIONS	11,059	3,625	(407)	14,277
FAIRWAY ESTATES GIFT (MUNI PROJ)	225,000	-	-	225,000
MAPC COVID-19 AID	13,295	-	-	13,295
MED PROJECT - POLICE	2,600	-	-	2,600
COA COVID DONATION	11,612	31	(2,154)	9,490
TOWN COVID DONATIONS	242	-	(242)	-
ASSISTANCE TO FIRE FIGHTER GRANT	-	11,676	-	11,676
MDPH BIDLS FLU VACCINE GRANT	(1,739)	1,739	-	-
ARPA	2,922,213	95,433	(329,383)	2,688,262
TOWN COMMON - ARPA STATE EARMARK	200,000	30,000	(30,000)	200,000
VETERAN COLA CH 42 ACTS 2022	1,422	-	-	1,422
FIBER OPTIC NETWORK PROJECT	45,572	-	(94,795)	(49,223)

Town of Middleton, MA
All Other Special Revenue Funds (unaudited) Cont.

SCHOOL SPECIAL REVENUE FUNDS	Fund Balance as of 7/1/2023	Revenue as of 6/30/2024	Expenditures as of 6/30/2024	Fund Balance as of 6/30/2024
AFTER SCHOOL ENRICHMENT	\$ 26,233	\$ 21,481	\$ (18,603)	\$ 29,112
SCHOOL RENTAL REVOLVING	3,506	3,083	(3,948)	2,640
HOWE MANNING CHILDCARE (ASDC)	126,182	189,200	(204,261)	111,121
PRESCHOOL REVOLVING	371,986	221,509	(345,786)	247,708
SCHOOL CAFETERIA	289,160	335,362	(317,414)	307,108
SPED TUITION	237,337	75,104	(1,156)	311,286
HOWE MANNING MUSIC	73,387	12,675	(14,659)	76,032
SUMMER PROGRAMS	-	47,015	(47,015)	-
NATURE'S CLASSROOM	1,508	12,220	(13,728)	-
PARENT UNIVERSITY	3,741	3,000	(80)	6,661
TITLE 1 LOW INCOME	720	24,332	(22,692)	2,360
TITLE IVA	1,640	12,153	(13,793)	-
EDUCATOR QUALITY	2,229	10,921	(13,002)	148
CH 188 EARLY CHILDHOOD GRANT	-	11,402	(11,402)	-
PL 94-142 SPECIAL EDUCATION GRANT	8,090	199,558	(204,668)	2,980
CIRCUIT BREAKER GRANT	121,714	102,719	(117,442)	106,991
ADDITIONAL CH.70 PANDEMIC RELIEF	52,522	-	-	52,522
HOWE-MANNING GIFTS	17,680	32,014	(32,035)	17,659
FULLER MEADOW GIFTS	40,059	3,587	(1,539)	42,106
ESSER II GRANT	35,464	18,410	(53,874)	-
IDEA GRANT	-	7,600	(281)	7,319
SUMMER SCHOOL ADV & ENG GRANT	-	71,198	(71,198)	-
ESSER 111 GRANT	161,801	26,820	(90,944)	97,677
ARPA IDEA	-	217,447	(216,500)	947

TOWN OF MIDDLETON, MA
GENERAL FUND REVENUE - COMPARATIVE REPORT
FISCAL YEAR 2024 AND FISCAL YEAR 2023

	FISCAL YEAR 2024 (AS OF JUNE 30, 2024)				FISCAL YEAR 2023 (AS OF JUNE 30, 2023)			
	Revised Budget	Actual	(Under)/Over Budget	% of Budget Received	Revised Budget	Actual	(Under)/Over Budget	% of Budget Received
PROPERTY TAXES								
Real Estate Taxes (includes allowance)	\$ 36,647,690	\$ 36,252,615	\$ (395,075)	98.92%	\$ 34,927,203	\$ 35,264,767	\$ 337,564	100.97%
Personal Property Taxes	684,158	665,893	(18,265)	97.33%	695,787	696,411	624	100.09%
Tax Title Liens/Tax foreclosures	-	2,647	2,647		-	(1,377)	(1,377)	
Total Property Taxes	\$ 37,331,848	\$ 36,921,155	\$ (410,693)	98.90%	\$ 35,622,990	\$ 35,959,801	\$ 336,811	100.95%
STATE AID								
Cherry Sheet Revenue	2,544,636	2,568,892	24,256	100.95%	2,472,934	2,472,369	(565)	99.98%
Total State Aid	\$ 2,544,636	\$ 2,568,892	\$ 24,256	100.95%	\$ 2,472,934	\$ 2,472,369	\$ (565)	99.98%
LOCAL RECEIPTS								
Motor Vehicle Excise	2,100,000	2,424,820	324,820	115.47%	2,000,000	2,267,822	267,822	113.39%
Other Excise - Rooms Tax	160,000	241,612	81,612	151.01%	140,000	210,402	70,402	150.29%
Other Excise - Meals Tax	300,000	349,443	49,443	116.48%	300,000	338,974	38,974	112.99%
Penalties & Interest	80,000	110,090	30,090	137.61%	80,000	112,063	32,063	140.08%
Payment in Lieu of Taxes	148,000	142,695	(5,305)	96.42%	130,000	148,868	18,868	114.51%
Payment in Lieu of Taxes - MELD	209,267	209,267	-	100.00%	262,979	262,979	-	100.00%
Charges for Services - Transfer Station Stickers	210,000	219,425	9,425	104.49%	210,000	216,850	6,850	103.26%
Fees	125,000	167,480	42,480	133.98%	125,000	188,737	63,737	150.99%
Departmental Revenue - Cemeteries	35,000	50,200	15,200	143.43%	40,000	38,464	(1,536)	96.16%
Other Departmental Revenue	130,500	269,566	139,066	206.56%	125,500	233,447	107,947	186.01%
Building Permits	365,000	449,079	84,079	123.04%	362,000	751,822	389,822	207.69%
Other Licenses & Permits	151,000	162,851	11,851	107.85%	148,000	180,064	32,064	121.66%
Fines & Forfeitures	10,000	13,079	3,079	130.79%	5,000	11,548	6,548	230.95%
Investment Income	100,000	3,690,147	3,590,147	3690.15%	40,000	1,031,966	991,966	2579.91%
Medicaid & Miscellaneous	20,000	17,938	(2,062)	89.69%	20,000	68,593	48,593	342.96%
Misc Non-Recurring	26,502	56,389	29,887	0.00%	171,693	171,693	-	0.00%
Total Local Receipts	4,170,269	8,574,081	4,403,812	205.60%	4,160,172	6,234,291	2,074,119	149.86%
TOTAL REVENUE	\$ 44,046,753	\$ 48,064,128	\$ 4,017,375	109.12%	\$ 42,256,096	\$ 44,666,461	\$ 2,410,365	105.70%
TRANSFERS IN								
FROM ENTERPRISE - INDIRECT	97,309	97,309	-	100.00%	94,341	94,341	-	100.00%
FROM SPECIAL REVENUE FUNDS - BUDGETED	953,155	953,155	-	100.00%	783,697	783,697	-	100.00%
FROM SPECIAL REVENUE FUNDS - UNBUDGETED	-	18,869	18,869	0.00%	-	83,437	83,437	100.00%
FROM CAPITAL FUNDS	-	-	-	0.00%	-	3,176	-	100.00%
FROM STABILIZATION FUNDS	502,000	502,000	-	100.00%	-	-	-	0.00%
TOTAL TRANSFERS IN	\$ 1,552,464	\$ 1,571,333	\$ 18,869	101.22%	\$ 878,038	\$ 964,652	\$ 83,437	109.86%
TOTAL REVENUE AND TRANSFERS IN	\$ 45,599,217	\$ 49,635,461	\$ 4,036,244	108.85%	\$ 43,134,134	\$ 45,631,113	\$ 2,493,802	105.79%

**TOWN OF MIDDLETON, MA
GENERAL FUND REVENUE
FISCAL YEAR 2020 THROUGH FISCAL YEAR 2024**

	FY 2020 ACTUAL REVENUE	FY 2021 ACTUAL REVENUE	FY 2022 ACTUAL REVENUE	FY 2023 ACTUAL REVENUE	FY 2024 ACTUAL REVENUE	FY 2023 TO FY 2024 \$ CHANGE	FY 2023 TO FY 2024 % CHANGE
PROPERTY TAXES							
Real Estate Taxes	\$ 29,272,912	\$ 30,427,874	\$ 31,396,877	\$ 35,264,767	\$ 36,252,615	\$ 987,848	3.1%
Personal Property Taxes	680,204	750,292	726,781	696,411	665,893	(30,518)	-4.2%
Tax Title/Tax Liens/Tax Foreclosures	86,531	127,910	104,433	(1,377)	2,647	4,024	3.9%
Total Property Taxes	\$ 30,039,647	\$ 31,306,076	\$ 32,228,091	\$ 35,959,801	\$ 36,921,155	\$ 961,354	3.0%
STATE REVENUE							
Cherry Sheet Revenue							
Unrestricted Aid	\$ 581,010	\$ 581,010	\$ 601,345	\$ 633,818	\$ 654,100	\$ 20,282	3.4%
Charter School Reimbursement	7,722	14,983	1,347	2,203	2,021	(182)	-13.5%
Chapter 70	1,677,463	1,669,491	1,691,699	1,726,991	1,769,171	42,180	2.5%
Reimb State Owned Land	20,251	22,692	25,627	32,895	36,999	4,104	16.0%
Exemptions to Veterans & Elderly	6,526	75,696	154,566	62,590	95,849	33,259	21.5%
Veterans Benefits	51,939	31,923	18,187	13,872	10,752	(3,120)	-17.2%
Total State Revenue	\$ 2,344,911	\$ 2,395,795	\$ 2,492,771	\$ 2,472,369	\$ 2,568,892	\$ 96,523	3.9%
LOCAL RECEIPTS							
Motor Vehicle Excise	\$ 2,021,607	\$ 2,195,080	\$ 2,139,512	\$ 2,267,822	\$ 2,424,820	\$ 156,998	7.3%
Other Excise - Meals Tax	213,683	209,215	290,424	338,974	349,443	10,469	3.6%
Other Excise - Rooms Tax	153,075	36,610	131,987	210,402	241,612	31,210	23.6%
Penalties & Interest on Taxes	121,012	132,497	90,302	112,063	110,090	(1,973)	-2.2%
Payment in Lieu of Taxes	131,026	132,686	131,297	148,868	142,695	(6,173)	-4.7%
Payment in Lieu of Taxes (MELD)	176,100	230,000	243,332	262,979	209,267	(53,712)	-22.1%
Charges for Services - Transfer Station Stickers	220,240	222,850	220,475	216,850	219,425	2,575	1.2%
Fees							
Selectmen - Natsue Way Boat Storage	17,017	19,144	10,635	44,669	23,399	(21,270)	-200.0%
Assessors - Sale of Maps	485	720	360	630	500	(130)	-36.1%
Town Clerk - Birth, Death, Marriage, Business, Dog	35,437	57,709	31,578	37,560	58,004	20,443	64.7%
Planning Board	-	125	283	-	-	-	0.0%
Police - False Alarm, Accident Reports, Detail Cruiser Fees	8,575	19,815	16,735	36,020	28,535	(7,485)	-44.7%
Police/Fire - Admin fee details	15,447	33,239	24,649	28,243	14,285	(13,957)	-56.6%
Fire - Alarm Fee/Permit Fees	57,918	41,647	38,412	24,540	24,582	42	0.1%
DPW - Electronics, Bulk, Recycling Only	4,665	17,405	17,175	17,075	18,175	1,100	6.4%
Total Fees	\$ 139,543	\$ 189,803	\$ 139,827	\$ 188,737	\$ 167,480	\$ (21,257)	-15.2%
Departmental Revenue - Libraries (Moved to Oth. Dept. Rev)	3,090	802	2,194	-	-	-	0.0%
Departmental Revenue - Cemeteries	52,000	57,325	41,540	38,464	50,200	11,736	28.3%
Other Departmental Revenue							
Selectmen	10,646	6,701	4,188	7,706	4,160	(3,547)	-84.7%
Accounting	63,038	67,894	90,232	98,964	123,032	24,068	26.7%
Treasurer/Collector	30,070	55,735	39,204	37,531	56,277	18,746	47.8%
Cell Tower Rent	68,462	71,820	68,220	70,272	75,922	5,650	8.3%
Town Clerk - Early Voting reimbursement	-	24,168	-	10,309	2,408	(7,901)	100.0%
Planning Board	44	427	26	415	-	(415)	-1602.5%
DPW revenues	932	2,483	1,140	1,325	1,322	(3)	-0.3%
Council on Aging	-	-	198	119	-	(119)	-60.1%
Library	-	-	-	2,016	2,127	112	100.0%
Recreation Commission - Summer camp Resgistration	-	-	-	4,790	4,320	(470)	100.0%
Total Other Departmental Revenue	\$ 173,192	\$ 229,228	\$ 203,209	\$ 233,447	\$ 269,567	\$ 36,119	17.8%
Licenses & Permits							
Selectmen - Liquor, Common Victuallers	\$ 76,149	\$ 61,380	\$ 76,961	\$ 78,465	\$ 81,985	\$ 3,520	4.6%
Inspectional Services - Plumbing & Gas, Building, Electric	484,932	552,753	589,846	780,205	478,935	(301,271)	-51.1%
Board of Health - Food, Tobacco, etc.	34,012	39,659	42,952	73,216	51,010	(22,206)	-51.7%
Total Licenses & Permits	\$ 595,093	\$ 653,792	\$ 709,760	\$ 931,886	\$ 611,930	\$ (319,956)	-45.1%
Fines & Forfeitures							
Police Fines	\$ 13,269	\$ 4,903	\$ 9,912	\$ 11,548	\$ 13,064	\$ 1,517	15.3%
Animal Control Fines	-	-	70	-	15	15	21.4%
Total Fines & Forfeitures	\$ 13,269	\$ 4,903	\$ 9,982	\$ 11,548	\$ 13,079	\$ 1,532	15.3%
Investment Income	100,811	21,542	48,481	1,031,966	3,690,147	2,658,181	5482.9%
Municipal Medicare Reimbursement	25,867	26,586	63,960	68,593	17,938	(50,655)	-79.2%
Misc Non-Recurring	-	152,770	-	171,693	56,389	(115,304)	100.0%
Total Local Receipts	\$ 4,139,607	\$ 4,495,690	\$ 4,466,282	\$ 6,234,291	\$ 8,574,082	\$ 2,339,792	52.4%
TOTAL REVENUE	\$ 36,524,165	\$ 38,197,561	\$ 39,187,144	\$ 44,666,461	\$ 48,064,128	\$ 3,397,668	8.7%

TOWN OF MIDDLETON, MA
GENERAL FUND APPROPRIATION SUMMARY
FISCAL YEAR 2024

	Final Budget	% of Total Budget
Municipal		
General Government	\$ 2,516,148	5.2%
Public Safety	5,015,744	10.3%
Department of Public Works	2,018,742	4.1%
Health & Human Services	600,109	1.2%
Culture & Recreation	797,026	1.6%
Total Municipal Budget	<u>\$ 10,947,769</u>	<u>22.5%</u>
Education		
Tri-Town School District	\$ 14,724,502	30.2%
MASCO Regional High School	10,896,460	22.4%
Essex-Tech Regional High School	874,395	1.8%
Total Education	<u>\$ 26,495,357</u>	<u>54.4%</u>
Debt Service	<u>\$ 3,805,331</u>	<u>7.8%</u>
Employee Benefits/Insurance		
Retirement	\$ 2,127,694	4.4%
Unemployment	15,000	0.0%
Health Insurance	879,882	1.8%
Life Insurance	2,450	0.0%
Medicare Tax	111,212	0.2%
General Insurance (i.e. Prop & Casualty)	320,906	0.7%
Total Employee Benefits/Insurance	<u>\$ 3,457,144</u>	<u>7.1%</u>
Other		
Reserve Fund	\$ 100,000	0.2%
Capital	2,439,804	5.0%
Salary Reserve	46,195	0.1%
State Charges & Assessments	359,180	0.7%
Transfer to OPEB Trust	200,000	0.4%
Transfer to Stabilization	50,000	0.1%
Transfer to Special Ed. Stabilization	100,000	0.2%
Transfer to Capital Stabilization	100,000	0.2%
Transfer to Retirement Stabilization	50,000	0.1%
Transfer to Facilities Complex Stabilization	550,000	1.1%
Total Other	<u>\$ 3,995,180</u>	<u>8.2%</u>
TOTAL APPROPRIATIONS	<u><u>\$ 48,700,780</u></u>	<u><u>100.0%</u></u>

TOWN OF MIDDLETON
GENERAL FUND EXPENSES - COMPARATIVE REPORT
FISCAL YEAR 2024 AND FISCAL YEAR 2023

	FISCAL YEAR 2024 (AS OF JUNE 30, 2024)						FISCAL YEAR 2023 (AS OF JUNE 30, 2023)					
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED		REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	
TOWN MODERATOR SALARIES	\$ 200	\$ 200	\$ -	\$ -	100.00%		\$ 200	\$ 200	\$ -	\$ -	100.00%	
SELECT BOARD/TOWN ADMINISTRATOR SALARIES	347,039	336,423	-	10,616	96.94%		330,180	299,307	-	30,873	90.65%	
SELECT BOARD/TOWN ADMINISTRATOR EXPENSES	49,535	24,009	3,550	21,976	48.47%		92,860	79,010	636	13,214	85.09%	
FINANCE COMMITTEE SALARIES	2,176	411	-	1,765	18.89%		2,174	1,072	-	1,102	49.31%	
FINANCE COMMITTEE EXPENSES	1,780	190	-	1,590	10.67%		1,780	184	-	1,596	10.34%	
TOWN ACCOUNTANT SALARIES	204,865	204,865	-	-	100.00%		168,734	168,734	-	-	100.00%	
TOWN ACCOUNTANT EXPENSES	44,150	33,323	43	10,784	75.48%		39,950	38,611	-	1,339	96.65%	
ASSESSORS SALARIES	202,594	202,594	-	-	100.00%		198,016	184,799	-	13,217	93.33%	
ASSESSORS EXPENSES	27,210	17,812	-	9,398	65.46%		26,900	19,356	-	7,544	71.96%	
TREASURER/COLLECTOR SALARIES	225,666	225,666	-	-	100.00%		219,043	216,760	-	2,283	98.96%	
TREASURER/COLLECTOR EXPENSES	80,046	39,938	724	39,384	49.89%		83,750	45,558	20	38,172	54.40%	
CUSTODIAN OF TOWN LAND SALARIES	2,500	2,500	-	-	100.00%		2,500	2,500	-	-	100.00%	
TOWN COUNSEL EXPENSES	92,663	92,663	-	-	100.00%		90,576	90,576	-	0	100.00%	
MANAGEMENT INFORMATION SYSTEMS SALARIES	71,454	63,271	-	8,183	88.55%		73,913	60,255	-	13,658	81.52%	
MANAGEMENT INFORMATION SYSTEMS EXPENSES	460,872	425,317	20,437	15,118	92.29%		420,049	326,099	24,675	69,275	77.63%	
TOWN CLERK SALARIES	179,804	170,092	-	9,711	94.60%		173,888	164,871	-	9,017	94.81%	
TOWN CLERK EXPENSES	42,320	19,517	16,450	6,353	46.12%		35,450	23,767	5,892	5,791	67.04%	
ELECTIONS SALARIES	52,656	15,581	-	37,075	29.59%		60,499	22,273	-	38,226	36.82%	
ELECTIONS EXPENSES	20,730	18,490	-	2,240	89.19%		18,025	16,977	-	1,048	94.19%	
CONSERVATION COMMISSION SALARIES	93,559	93,559	-	-	100.00%		91,183	91,173	-	10	99.99%	
CONSERVATION COMMISSION EXPENSES	4,050	1,760	-	2,290	43.46%		3,950	1,751	-	2,199	44.32%	
PLANNING BOARD SALARIES	126,855	109,324	-	17,531	86.18%		125,887	110,910	-	14,977	88.10%	
PLANNING BOARD EXPENSES	10,310	4,442	-	5,868	43.09%		10,310	6,157	-	4,153	59.72%	
BOARD OF APPEALS SALARIES	2,720	2,279	-	441	83.79%		2,680	1,638	-	1,042	61.12%	
BOARD OF APPEALS EXPENSES	2,050	215	-	1,835	10.50%		2,050	928	-	1,122	45.28%	
MASTER PLAN COMMITTEE SALARIES	1,496	136	-	1,360	9.09%		1,474	134	-	1,340	9.09%	
MASTER PLAN COMMITTEE EXPENSES	100	-	-	100	0.00%		100	63	-	37	63.00%	
TOWN BUILDING SALARIES	52,501	49,338	-	3,163	93.98%		51,214	36,921	-	14,293	72.09%	
TOWN BUILDING EXPENSES	100,000	72,685	1,671	25,644	72.68%		84,500	70,198	258	14,044	83.07%	
TOWN REPORT EXPENSES	14,247	14,247	-	-	100.00%		10,362	10,362	-	-	100.00%	
TOTAL GENERAL GOVERNMENT EXPENSES	\$ 2,516,148	\$ 2,240,846	\$ 42,875	\$ 232,426	89.06%		\$ 2,422,197	\$ 2,091,142	\$ 31,481	\$ 299,573	86.33%	
POLICE SALARIES	\$ 2,069,031	\$ 2,044,608	\$ -	\$ 24,423	98.82%		\$ 2,003,637	\$ 1,906,906	\$ -	\$ 96,731	95.17%	
POLICE EXPENSES	235,928	230,533	4,021	1,374	97.71%		259,636	247,505	189	11,942	95.33%	
FIRE SALARIES	2,098,187	2,098,187	-	0	100.00%		2,063,930	2,063,930	-	(0)	100.00%	
FIRE EXPENSES	283,411	255,583	833	26,994	90.18%		413,690	398,761	394	14,534	96.39%	
BUILDING INSPECTION SALARIES	270,844	253,724	-	17,120	93.68%		256,919	250,688	-	6,231	97.57%	
BUILDING INSPECTION EXPENSES	33,250	24,941	-	8,309	75.01%		28,250	21,678	-	6,572	76.74%	
ANIMAL CONTROL SALARIES	21,242	20,649	-	593	97.21%		20,944	20,421	-	523	97.51%	
ANIMAL CONTROL EXPENSES	3,650	1,137	-	2,513	31.15%		3,650	-	-	3,650	0.00%	
CONSTABLE SALARIES	200	200	-	-	100.00%		200	200	-	-	100.00%	
TOTAL PUBLIC SAFETY EXPENSES	\$ 5,015,744	\$ 4,929,563	\$ 4,854	\$ 81,327	98.28%		\$ 5,050,856	\$ 4,910,090	\$ 583	\$ 140,183	97.21%	

TOWN OF MIDDLETON
GENERAL FUND EXPENSES - COMPARATIVE REPORT
FISCAL YEAR 2024 AND FISCAL YEAR 2023

	FISCAL YEAR 2024 (AS OF JUNE 30, 2024)					FISCAL YEAR 2023 (AS OF JUNE 30, 2023)				
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED
TRI-TOWN SALARIES	\$ 10,411,344	\$ 9,964,473	\$ 460,940	\$ (14,070)	95.71%	\$ 9,832,931	\$ 9,514,773	\$ 465,775	\$ (147,617)	96.76%
TRI-TOWN EXPENSES	4,313,158	4,259,624	35,103	18,431	98.76%	3,963,822	3,574,303	163,026	227,493	90.17%
MASCONOMIT ASSESSMENT EXPENSES	10,896,460	10,896,460	-	-	100.00%	10,477,590	10,477,590	-	-	100.00%
ESSEX TECH ASSESSMENT EXPENSES	807,180	804,846	-	2,334	99.71%	756,518	756,518	-	-	100.00%
ESSEX TECH DEBT SERVICE EXPENSES	67,215	67,215	-	-	100.00%	68,506	68,506	-	-	100.00%
TOTAL EDUCATION EXPENSES	\$ 26,495,357	\$ 25,992,619	\$ 496,043	\$ 6,695	98.10%	\$ 25,099,367	\$ 24,391,689	\$ 627,801	\$ 79,876	97.18%
DPW ADMIN SALARIES	\$ 793,080	\$ 719,776	\$ -	\$ 73,304	90.76%	\$ 800,795	\$ 672,650	\$ -	\$ 128,105	84.00%
DPW ADMIN EXPENSES	374,905	371,032	150	3,723	98.97%	329,160	314,753	8,500	5,907	95.62%
SNOW AND ICE EXPENSES	290,400	233,120	-	57,280	80.28%	285,713	285,591	-	122	99.96%
TRANSFER STATION SALARIES	160,271	139,848	-	20,423	87.26%	149,271	136,806	-	12,465	91.65%
TRANSFER STATION EXPENSES	400,086	335,529	16,004	48,553	83.86%	377,000	340,958	-	36,042	90.44%
TOTAL PUBLIC WORKS EXPENSES	\$ 2,018,742	\$ 1,799,306	\$ 16,154	\$ 203,283	89.13%	\$ 1,941,939	\$ 1,750,798	\$ 8,500	\$ 182,641	90.16%
BOARD OF HEALTH SALARIES	\$ 159,580	\$ 155,500	\$ -	\$ 4,080	97.44%	\$ 130,338	\$ 115,506	\$ -	\$ 14,832	88.62%
BOARD OF HEALTH EXPENSES	47,642	38,758	239	8,645	81.35%	20,509	17,364	1,086	2,059	84.66%
COUNCIL ON AGING SALARIES	244,024	194,942	-	49,082	79.89%	237,483	226,138	-	11,345	95.22%
COUNCIL ON AGING EXPENSES	46,138	41,311	308	4,520	89.54%	46,217	39,506	782	5,929	85.48%
VETERANS AGENT SALARIES	20,553	19,633	-	920	95.53%	20,076	17,323	-	2,753	86.29%
VETERANS AGENT EXPENSES	46,900	25,809	-	21,091	55.03%	46,900	20,146	-	26,754	42.95%
TRI-TOWN COUNCIL EXPENSES	29,925	29,925	-	-	100.00%	29,925	29,925	-	-	100.00%
GARDEN CLUB EXPENSES	5,348	5,348	-	-	100.00%	5,000	2,983	1,389	628	59.66%
TOTAL HEALTH & HUMAN SERVICE EXPENSES	\$ 600,109	\$ 511,225	\$ 546	\$ 88,338	85.19%	\$ 536,448	\$ 468,889	\$ 3,257	\$ 64,302	87.41%
LIBRARY SALARIES	\$ 500,231	\$ 482,713	\$ -	\$ 17,518	96.50%	\$ 468,096	\$ 450,222	\$ -	\$ 17,874	96.18%
LIBRARY EXPENSES	215,191	209,877	3,334	1,980	97.53%	202,686	193,825	8,345	516	95.63%
RECREATION COMMISSION SALARIES	38,229	32,009	-	6,220	83.73%	25,982	25,676	-	306	98.82%
RECREATION COMMISSION EXPENSES	30,875	10,696	-	20,179	34.64%	27,026	11,693	-	15,332	43.27%
HISTORICAL COMMISSION EXPENSES	1,000	550	-	450	55.00%	1,000	-	-	1,000	0.00%
MEMORIAL DAY EXPENSES	6,500	5,527	-	973	85.03%	5,000	1,867	-	3,133	37.34%
CHIEF WILLIS DAY EXPENSES	5,000	5,000	-	-	100.00%	5,000	5,000	-	-	100.00%
TOTAL CULTURE & RECREATION EXPENSES	\$ 797,026	\$ 746,372	\$ 3,334	\$ 47,320	93.64%	\$ 734,790	\$ 688,283	\$ 8,345	\$ 38,162	93.67%
DEBT SERVICE EXPENSES	\$ 3,805,331	\$ 3,805,330	\$ -	\$ 1	100.00%	\$ 4,212,643	\$ 4,212,643	\$ -	\$ 0	100.00%

TOWN OF MIDDLETON
GENERAL FUND EXPENSES - COMPARATIVE REPORT
FISCAL YEAR 2024 AND FISCAL YEAR 2023

	FISCAL YEAR 2024 (AS OF JUNE 30, 2024)					FISCAL YEAR 2023 (AS OF JUNE 30, 2023)				
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED
COMPENSATION RESERVE EXPENSES	\$ 46,195	\$ 3,500	\$ -	\$ 42,695	7.58%	\$ 84,423	\$ 68,856	\$ -	\$ 15,567	81.56%
RETIREMENT EXPENSES	2,127,694	2,127,694	-	-	100.00%	1,882,539	1,882,538	-	1	100.00%
UNEMPLOYMENT EXPENSES	15,000	8,417	-	6,583	56.11%	45,000	24,796	19,305	899	55.10%
HEALTH INSURANCE EXPENSES	879,882	872,434	50	7,398	99.15%	817,967	782,293	-	35,674	95.64%
LIFE INSURANCE EXPENSES	2,450	2,271	-	179	92.70%	2,600	2,119	-	481	81.50%
MEDICARE EXPENSES	111,212	109,716	-	1,497	98.65%	115,000	108,567	-	6,433	94.41%
TOTAL EMPLOYEE BENEFIT EXPENSES	\$ 3,182,433	\$ 3,124,032	\$ 50	\$ 58,352	98.16%	\$ 2,947,529	\$ 2,869,169	\$ 19,305	\$ 59,055	97.34%
RESERVE FUND**	\$ 88,000	\$ -	\$ -	\$ 88,000	0.00%	\$ 20,876	\$ -	\$ -	\$ 20,876	0.00%
GENERAL INSURANCE EXPENSES	\$ 320,906	\$ 296,299	\$ -	\$ 24,606	92.33%	\$ 270,130	\$ 270,130	\$ -	\$ (0)	100.00%
CAPITAL EXPENSES	\$ 2,439,804	\$ 831,279	\$ -	\$ 1,608,525	34.07%	\$ 1,647,320	\$ 919,878	\$ -	\$ 727,442	55.84%
STATE & COUNTY CHARGES	\$ 359,180	\$ 329,201	\$ -	\$ 29,979	91.65%	\$ 315,607	\$ 345,510	\$ -	\$ (29,903)	109.47%
TOTAL EXPENDITURES	\$ 47,638,780	\$ 44,606,071	\$ 563,857	\$ 2,468,852	93.63%	\$ 45,199,701	\$ 42,918,223	\$ 699,273	\$ 1,582,206	94.95%
TRANSFER TO SPECIAL REVENUE FUNDS	\$ 2,177	\$ 2,177	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%
TRANSFER TO VARIOUS STABILIZATION FUNDS	850,000	850,000	-	-	0.00%	252,000	252,000	-	-	0.00%
TRANSFER TO OPEB TRUST	200,000	200,000	-	-	100.00%	150,000	150,000	-	-	100.00%
TOTAL TRANSFERS OUT	\$ 1,052,177	\$ 1,052,177	\$ -	\$ -	100.00%	\$ 402,000	\$ 402,000	\$ -	\$ -	100.00%
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 48,690,956	\$ 45,658,248	\$ 563,857	\$ 2,468,852	93.77%	\$ 45,601,701	\$ 43,320,223	\$ 699,273	\$ 1,582,206	95.00%

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

**TOWN OF MIDDLETON
GENERAL FUND EXPENDITURES
FISCAL YEAR 2020 THROUGH FISCAL YEAR 2024**

	FY 2020 ACTUALS	FY 2021 ACTUALS	FY 2022 ACTUALS	FY 2023 ACTUALS	FY 2024 ACTUALS	FY 2023 TO FY2024 % CHANGE	FY 2023 TO FY2024 % CHANGE
TOWN MODERATOR	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ -	0.0%
SELECTMEN	309,919	312,915	314,084	378,953	363,982	(14,970)	-4.8%
FINANCE COMMITTEE	1,076	835	840	1,256	601	(655)	-78.0%
TOWN ACCOUNTANT	157,968	166,600	195,468	207,345	238,231	30,886	15.8%
ASSESSOR	183,272	169,354	180,300	204,155	220,406	16,251	9.0%
TREASURER/COLLECTOR	227,933	245,814	232,193	262,338	266,329	3,991	1.7%
CUSTODIAN OF TOWN LAND	2,500	2,500	2,500	2,500	2,500	-	0.0%
TOWN COUNSEL	81,402	70,157	70,317	90,576	92,663	2,087	3.0%
MANAGEMENT INFORMATION SYSTEMS	207,448	322,306	336,922	411,029	509,024	97,996	29.1%
TOWN CLERK	140,236	133,358	165,296	194,530	206,059	11,529	7.0%
ELECTIONS	24,301	53,025	16,724	39,250	34,070	(5,180)	-31.0%
CONSERVATION COMMISSION	76,274	86,954	88,476	92,923	95,319	2,396	2.7%
PLANNING BOARD	99,704	103,041	103,698	117,067	113,767	(3,301)	-3.2%
BOARD OF APPEALS	2,475	3,300	1,959	2,566	2,494	(72)	-3.7%
MASTER PLAN COMMITTEE	512	393	-	197	136	(61)	100.0%
TOWN BUILDING	104,145	106,535	115,136	107,377	123,694	16,317	14.2%
TOWN REPORT	1,910	2,140	6,038	10,362	14,247	3,885	64.3%
TOTAL GENERAL GOVERNMENT	\$ 1,621,273	\$ 1,779,427	\$ 1,830,152	\$ 2,122,624	\$ 2,283,722	\$ 161,098	8.8%
POLICE DEPARTMENT	\$ 1,986,988	\$ 2,001,767	\$ 2,206,331	\$ 2,154,600	\$ 2,279,163	\$ 124,563	5.6%
FIRE DEPARTMENT	1,948,427	2,217,835	2,364,686	2,463,086	2,354,604	(108,482)	-4.6%
BUILDING INSPECTION	258,261	243,963	264,494	272,366	278,665	6,298	2.4%
ANIMAL CONTROL	24,012	23,363	24,607	20,421	21,786	1,364	5.5%
CONSTABLE	200	200	200	200	200	-	0.0%
TOTAL PUBLIC SAFETY	\$ 4,217,887	\$ 4,487,128	\$ 4,860,318	\$ 4,910,673	\$ 4,934,417	\$ 23,744	0.5%
TRI-TOWN	\$ 11,877,356	\$ 12,139,275	\$ 12,834,030	\$ 13,716,877	\$ 14,720,141	\$ 1,003,264	7.8%
MASCONOMET ASSESSMENT	9,968,088	10,204,052	10,473,077	10,477,590	10,896,460	418,870	4.0%
MASCONOMET DEBT	382,380	103,740	102,490	-	-	-	0.0%
ESSEX TECH ASSESSMENT	699,698	620,077	735,809	756,518	804,846	48,328	6.6%
ESSEX TECH DEBT	76,455	66,198	73,647	68,506	67,215	(1,291)	-1.8%
OUT OF DISTRICT TUITION	-	12,117	-	-	-	-	0.0%
TOTAL EDUCATION	\$ 23,003,977	\$ 23,145,459	\$ 24,219,053	\$ 25,019,491	\$ 26,488,662	\$ 1,469,171	6.1%
PUBLIC WORKS	\$ 933,802	\$ 906,577	\$ 985,847	\$ 995,944	\$ 1,090,959	\$ 95,015	9.6%
SNOW & ICE	207,492	260,074	302,684	285,591	233,120	(52,470)	-17.3%
TRANSFER STATION	431,443	444,242	449,339	477,764	491,381	13,617	3.0%
TOTAL PUBLIC WORKS	\$ 1,572,737	\$ 1,610,893	\$ 1,737,870	\$ 1,759,298	\$ 1,815,460	\$ 56,161	3.2%
BOARD OF HEALTH	\$ 129,528	\$ 131,689	\$ 132,958	\$ 133,955	\$ 194,496	\$ 60,541	45.5%
COUNSEL ON AGING	211,230	195,273	233,878	266,426	236,560	(29,866)	-12.8%
VETERAN'S AGENT	63,816	46,193	43,291	37,468	45,442	7,974	18.4%
TRI-TOWN COUNSEL	28,500	29,925	29,925	29,925	29,925	-	0.0%
GARDEN CLUB	3,154	2,718	3,210	4,372	5,348	976	30.4%
TOTAL HEALTH & HUMAN SERVICES	\$ 436,228	\$ 405,799	\$ 443,262	\$ 472,146	\$ 511,771	\$ 39,625	8.9%
LIBRARY	\$ 549,973	\$ 583,531	\$ 600,540	\$ 652,392	\$ 695,925	\$ 43,533	7.2%
RECREATION	34,893	5,732	33,650	37,369	42,705	5,336	15.9%
HISTORICAL COMMISSION	-	-	-	-	550	550	0.0%
MEMORIAL DAY	3,142	4,895	3,940	1,867	5,527	3,660	92.9%
CHIEF WILLS DAY	-	5,000	5,000	5,000	5,000	-	0.0%
TOTAL CULTURE & RECREATION	\$ 588,008	\$ 599,157	\$ 643,129	\$ 696,628	\$ 749,706	\$ 53,078	8.3%
DEBT SERVICE EXPENSES	\$ 1,439,571	\$ 1,348,778	\$ 1,549,598	\$ 4,212,643	\$ 3,805,330	\$ (407,312)	-26.3%
COMPENSATION RESERVE EXPENSES	\$ 23,785	\$ 10,038	\$ 13,525	\$ 68,856	\$ 3,500	\$ (65,356)	-483.2%
RETIREMENT EXPENSES	1,460,009	1,645,959	1,847,976	1,882,538	2,127,694	245,156	13.3%
UNEMPLOYMENT EXPENSES	23,564	884	7,249	44,101	8,417	(35,684)	-492.3%
HEALTH INSURANCE EXPENSES	700,298	690,452	733,530	782,293	872,484	90,191	12.3%
LIFE INSURANCE EXPENSES	2,313	2,416	2,268	2,119	2,271	152	6.7%
MEDICARE EXPENSES	95,679	102,940	104,453	108,567	109,716	1,148	1.1%
TOTAL EMPLOYEE BENEFIT EXPENSES	\$ 2,305,648	\$ 2,452,689	\$ 2,709,001	\$ 2,888,474	\$ 3,124,081	\$ 235,608	8.7%

**TOWN OF MIDDLETON
GENERAL FUND EXPENDITURES
FISCAL YEAR 2020 THROUGH FISCAL YEAR 2024**

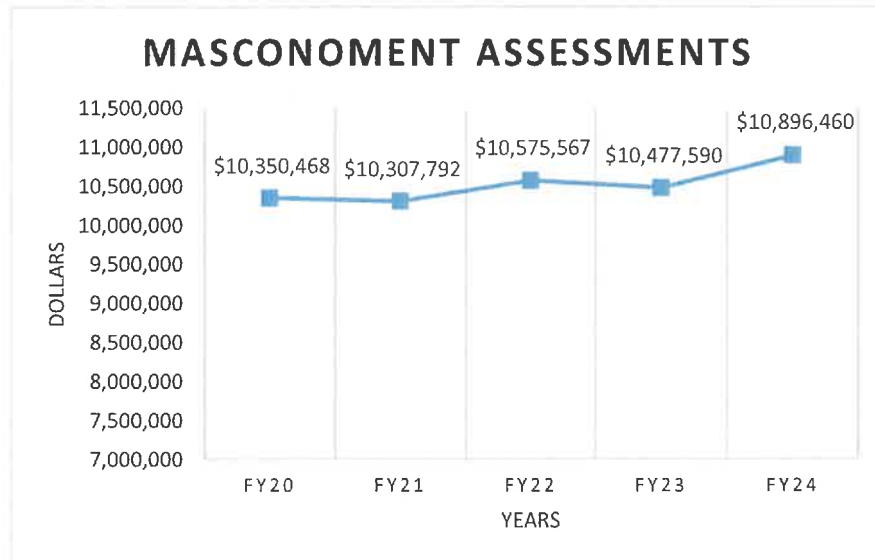
	FY 2020 ACTUALS	FY 2021 ACTUALS	FY 2022 ACTUALS	FY 2023 ACTUALS	FY 2024 ACTUALS	FY 2023 TO FY2024 \$ CHANGE	FY 2023 TO FY2024 % CHANGE
RESERVE FUND*	<u>\$ 96,000</u>	<u>\$ 96,000</u>	<u>\$ 82,660</u>	<u>\$ 20,876</u>	<u>\$ 88,000</u>	<u>\$ 67,124</u>	<u>81.2%</u>
GENERAL INSURANCE EXPENSES	<u>\$ 190,729</u>	<u>\$ 204,852</u>	<u>\$ 227,841</u>	<u>\$ 270,130</u>	<u>\$ 296,299</u>	<u>\$ 26,169</u>	<u>11.5%</u>
CAPITAL EXPENSES	<u>\$ 1,053,169</u>	<u>\$ 722,859</u>	<u>\$ 415,109</u>	<u>\$ 919,878</u>	<u>\$ 831,279</u>	<u>\$ (88,599)</u>	<u>-21.3%</u>
STATE & COUNTY CHARGES	<u>\$ 330,070</u>	<u>\$ 343,596</u>	<u>\$ 314,519</u>	<u>\$ 345,510</u>	<u>\$ 329,201</u>	<u>\$ (16,309)</u>	<u>-5.2%</u>
TOTAL EXPENDITURES	<u>\$ 36,855,298</u>	<u>\$ 37,196,637</u>	<u>\$ 39,032,511</u>	<u>\$ 43,638,372</u>	<u>\$ 45,257,928</u>	<u>\$ 1,619,556</u>	<u>4.1%</u>
TRANSFER TO SPECIAL REVENUE FUNDS	\$ 11,629	\$ 121,821	\$ -	\$ -	\$ 2,177	\$ 2,177	0.0%
TRANSFER TO STABILIZATION FUNDS	915,000	-	1,163,800	252,000	850,000	598,000	51.4%
TRANSFER TO OPEB TRUST	50,000	75,000	175,000	150,000	200,000	50,000	28.6%
TOTAL TRANSFERS OUT	<u>\$ 976,629</u>	<u>\$ 196,821</u>	<u>\$ 1,338,800</u>	<u>\$ 402,000</u>	<u>\$ 1,052,177</u>	<u>\$ 650,177</u>	<u>48.6%</u>
TOTAL EXPENDITURES & TRANSFERS OUT	<u>\$ 37,831,927</u>	<u>\$ 37,393,458</u>	<u>\$ 40,371,311</u>	<u>\$ 44,040,372</u>	<u>\$ 46,310,105</u>	<u>\$ 2,269,733</u>	<u>5.6%</u>

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

**TOWN OF MIDDLETON
MASCONOMENT EXPENDITURES
FISCAL YEAR 2020 THROUGH FISCAL YEAR 2024**

<u>YEAR</u>	<u>ACTUAL*</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY20	\$ 10,350,468	\$ 555,237	5.36%
FY21	\$ 10,307,792	\$ (42,676)	-0.41%
FY22	\$ 10,575,567	\$ 267,775	2.53%
FY23	\$ 10,477,590	\$ (97,977)	-0.94%
FY24	\$ 10,896,460	\$ 418,870	3.84%

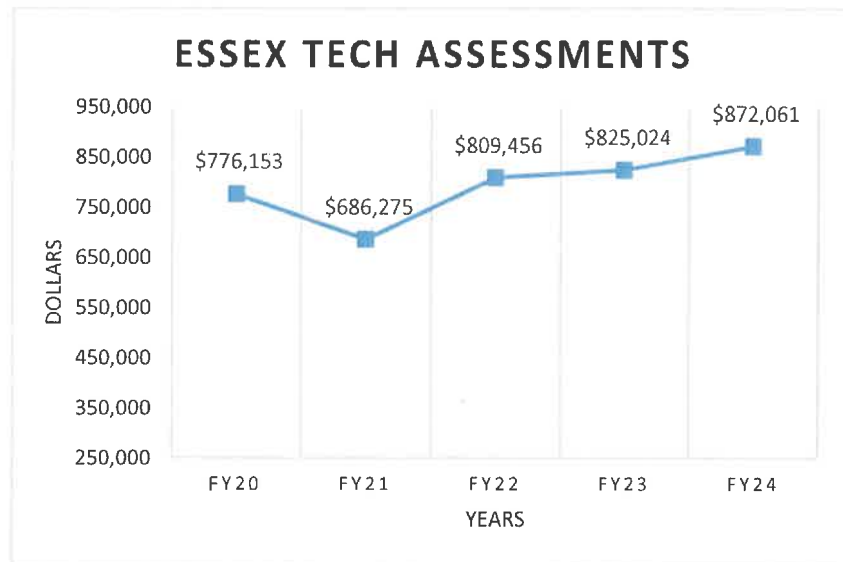
* Includes debt payments; does not include capital assessments



**TOWN OF MIDDLETON
ESSEX TECH EXPENDITURES
FISCAL YEAR 2020 THROUGH FISCAL YEAR 2024**

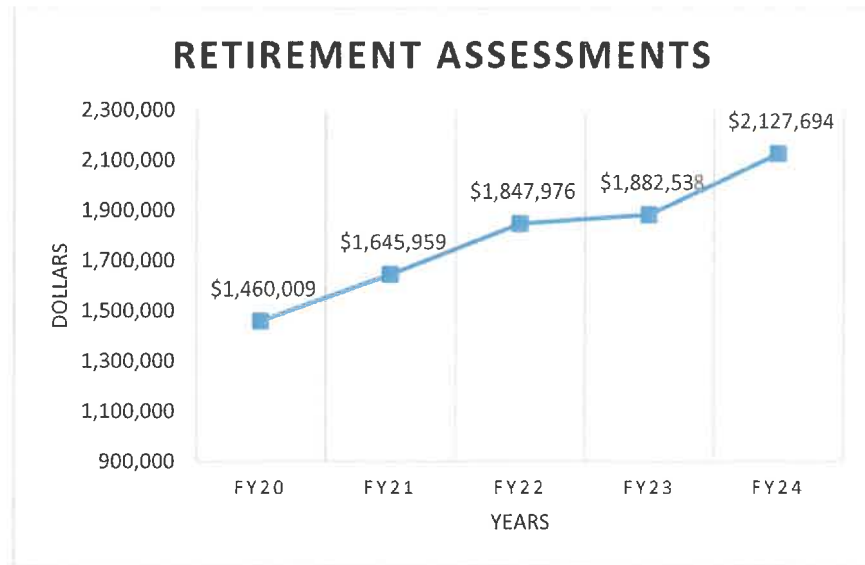
<u>YEAR</u>	<u>ACTUAL*</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY20	\$ 776,153	\$ (46,165)	-5.95%
FY21	\$ 686,275	\$ (89,878)	-13.10%
FY22	\$ 809,456	\$ 123,181	15.22%
FY23	\$ 825,024	\$ 15,568	1.89%
FY24	\$ 872,061	\$ 47,037	5.39%

* Includes debt payments; does not include capital assessments



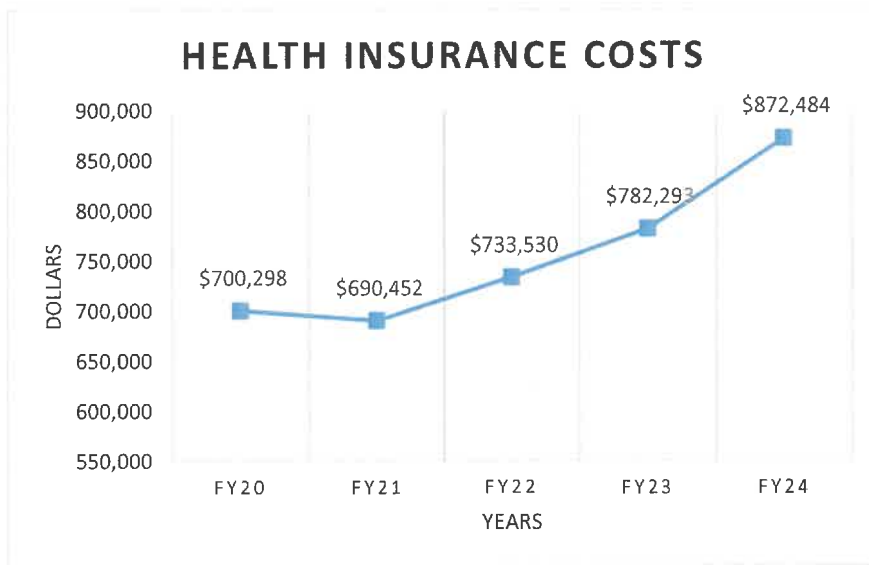
**TOWN OF MIDDLETON
RETIREMENT EXPENDITURES
FISCAL YEAR 2020 THROUGH FISCAL YEAR 2024**

<u>YEAR</u>	<u>ACTUAL</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY20	\$1,460,009	\$ 50,673	3.47%
FY21	\$1,645,959	\$ 185,950	11.30%
FY22	\$1,847,976	\$ 202,017	10.93%
FY23	\$1,882,538	\$ 34,562	1.84%
FY24	\$2,127,694	\$ 245,156	11.52%



**TOWN OF MIDDLETON
HEALTH INSURANCE EXPENDITURES
FISCAL YEAR 2020 THROUGH FISCAL YEAR 2024**

<u>YEAR</u>	<u>ACTUAL</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY20	\$ 700,298	\$ (30,962)	-4.42%
FY21	\$ 690,452	\$ (9,846)	-1.43%
FY22	\$ 733,530	\$ 43,078	5.87%
FY23	\$ 782,293	\$ 48,763	6.23%
FY24	\$ 872,484	\$ 90,191	10.34%



**TOWN OF MIDDLETON, MA
CAPITAL PROJECT FUNDS
FY24 AS OF JUNE 30, 2024**

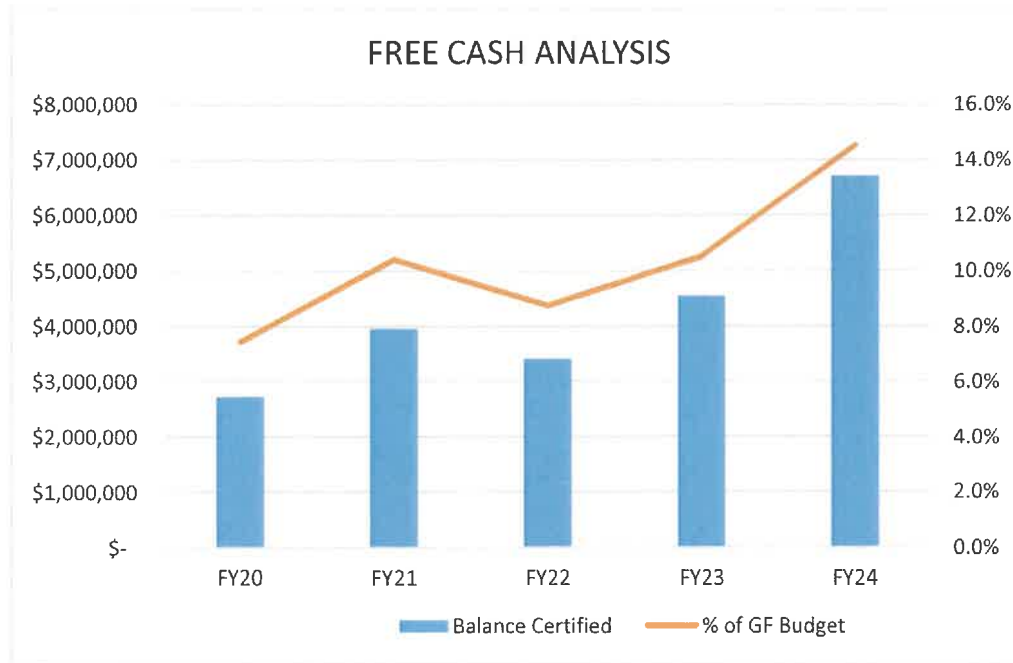
<u>FUND</u>	<u>FUND DESCRIPTION</u>	<u>CASH BALANCE</u>
3610	MUNICIPAL COMPLEX CONSTRUCTION	57,842,402.11
3900	PURCHASE FIRE EQUIPMENT	710,000.00
TOTAL CAPITAL PROJECT FUNDS		<u><u>\$ 58,552,402.11</u></u>

**TOWN OF MIDDLETON, MA
STABILIZATION FUNDS
FY24 AS OF JUNE 30, 2024**

FUND	FUND DESCRIPTION	CASH BALANCE
8500	STABILIZATION FUND	2,446,791.00
8505	OPEB TRUST FUND	2,655,433.00
8510	CAPITAL STABILIZATION FUND	734,058.00
8520	SPECIAL EDUCATION STABILIZATION FUND	413,266.00
8530	RETIREMENT STABILIZATION FUND	564,921.00
8540	SIDEWALK/PEDESTRIAN IMPR STABILIZATION	153,417.00
8550	FACILITIES COMPLEX STABILIZATION FUND	907,267.00
TOTAL STABILIZATION FUND BALANCES		\$ 7,875,153.00

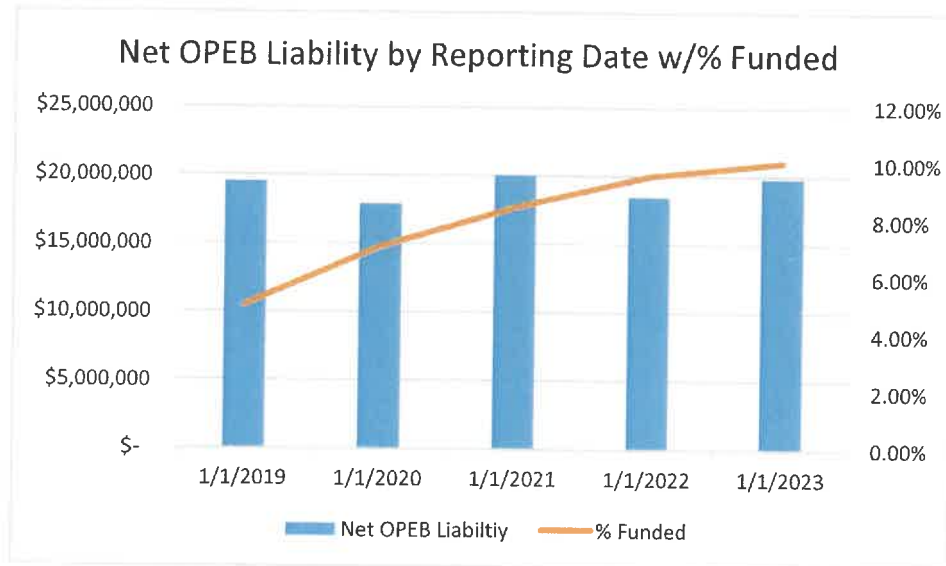
**TOWN OF MIDDLETON, MA
FREE CASH APPROVED AMOUNTS
FISCAL YEAR 2020 THROUGH FISCAL YEAR 2024**

YEAR	BALANCE CERTIFIED	\$ CHANGE	% CHANGE	GF OPERATING BUDGET	% OF GF BUDGET
FY20	\$2,736,593	\$ (487,648)	-17.8%	\$ 36,819,049	7.4%
FY21	\$3,958,084	\$1,221,491	30.9%	\$ 38,056,313	10.4%
FY22	\$3,412,839	\$ (545,245)	-16.0%	\$ 39,072,768	8.7%
FY23	\$4,552,945	\$1,140,106	25.0%	\$ 43,315,898	10.5%
FY24	\$6,719,465	\$2,166,520	32.2%	\$ 46,263,152	14.5%



TOWN OF MIDDLETON, MA
NET OPEB LIABILITY
ACTUARIALS DATED 7/1/17 THROUGH 7/1/23

ACTUARIAL DATE	REPORTING DATE	NET OPEB LIABILITY	CHANGE	% CHANGE	% FUNDED
7/1/2017	6/30/2019	\$19,551,510	\$ 3,029,370	15.5%	5.03%
7/1/2019	6/30/2020	\$17,937,213	\$ (1,614,297)	-9.0%	7.09%
7/1/2019	6/30/2021	\$20,079,348	\$ 2,142,135	10.7%	8.49%
7/1/2021	6/30/2022	\$18,493,757	\$ (1,585,591)	-8.6%	9.59%
7/2/2021	6/30/2023	\$19,864,523	\$ 1,370,766	6.9%	10.08%



**TOWN OF MIDDLETON, MA
OUTSTANDING LONG-TERM DEBT
FISCAL YEAR 2020 THROUGH FISCAL YEAR 2024**

YEAR	OUTSTANDING	CHANGE	% CHANGE
FY20	\$ 12,903,835	\$ (1,001,063)	-7.8%
FY21	\$ 11,977,772	\$ (926,063)	-7.7%
FY22	\$ 73,336,586	\$ 61,358,814	83.7%
FY23	\$ 71,965,000	\$ (1,371,586)	-1.9%
FY24	\$ 70,004,000	\$ (1,961,000)	-2.8%



Article ____: To see if the Town will vote to amend its zoning bylaws with respect to Accessory Dwelling Units, as follows:

7.5 ACCESSORY DWELLING UNITS

7.5.1 Definition. An Accessory Dwelling Unit (“ADU”) is an attached or detached Dwelling Unit that is accessory to a principal single-family Dwelling Unit and is otherwise defined in accordance with the provisions of G.L. c. 40A, §1A, as may be amended.

7.5.2 Use Schedule.

1. ADUs are allowed as a matter of right in the R-1a, R-1b, RA, and R-2 Zoning Districts, subject to the requirements of this Section.
2. Only one ADU is allowed as a matter of right on any property. Additional ADUs may only be allowed with the issuance of a Special Permit by the Board of Appeals
3. ADUs may not be used as Short-Term Rentals, as such term is defined in G.L. c. 64G, §1 or otherwise rented for a period shorter than thirty-one (31) days.

7.5.3 Dimensional Requirements.

1. An ADU may be no larger in gross floor area than one half of the gross floor area of the principal Dwelling Unit on the property or 900 square feet, whichever is less.
2. ADUs shall comply with any and all lot area, frontage, setback, height, lot width and lot coverage requirements, as may be applicable to single family homes, as contained in Attachment 1 – Table of Dimensional Requirements of this Zoning Bylaw.
 - a. Single Family Dwellings and ADU’s in the R2 District are to comply with the dimensional controls for the R1b District
 - b. Conversions of existing non-residential accessory structures to ADUs are permitted provided that the existing accessory structure complies with the above-described dimensional requirements.
3. ADUs are limited to a maximum of two stories.

7.5.4 Parking.

1. At least one (1) off-street parking space must be provided for all ADUs. Parking may be in a driveway or a garage but the parking space may not be a tandem space with a parking space for the primary single-family structure
2. The construction of a new garage to serve an ADU shall require a Special Permit from the Board of Appeals.

7.5.5 Site Plan Approval. All ADUs are required to obtain Site Plan Approval from the Board of Appeals pursuant to the procedures in Section 9.5 of this Zoning Bylaw, provided that the Site Plan Review criteria shall be limited to the following:

1. The ADU should minimize tree, vegetation and soil removal and grade changes.
2. Architectural style should be compatible with the existing principal dwelling on the subject property.
3. The ADU shall be serviced with adequate water supply and sewer or septic service.
4. The Plan shall demonstrate adequate parking, as required hereunder and shall maximize convenience and safety for vehicular and pedestrian movement within the property and in relation to adjacent ways.

The Board of Appeals may request reasonable plan modifications of the Site Plan for an ADU and may impose reasonable conditions that are not inconsistent with this bylaw or the provisions of G.L. c. 40A, §3.

7.5.6 Relationship to non-conformities. If an ADU is proposed for a pre-existing, non-conforming primary residence, the requirements of Sections 3.3.4 and 3.3.5 of this Zoning Bylaw shall apply provided that no special permit may consider the ADU use or impose conditions on such use.

And to amend Attachment 2 – Table of Use Regulations of the Zoning Bylaws by adding a new row for Accessory Dwelling Unit under Accessory Uses, noting that that the use is allowed (Y) in the R-1a, R1b, RA, & R-2 Districts but also adding a footnote that states “See Section 7.5 for additional requirements for Accessory Dwelling Units”



**Memorandum of Understanding
between the
Town of Middleton
and
Middleton Electric Light Department**

This agreement dated the ____ th day of _____, 2024 between the Town of Middleton, acting through the Select Board, and the Middleton Electric Light Department, acting through the Electric Light Commission, reflects an agreement for the use of standby power and peak load reduction at the Middleton Municipal Complex (MMC) at 105 S. Main Street (and any future street addresses of the buildings currently under construction). The terms of the agreement will be as follows:

- MELD responsible for installation of a 2.5 megawatt peak load and standby power generator fueled by natural gas as well as any necessary conduit or conductors
- MELD responsible for paying for (the generators are provided and installed by the Town project electrical contractor) 60kw diesel fueled NFPA generator for Town Hall/Community Center and 100kw (big enough for life safety, radio room, server room) generator as well as any necessary conduit and conductors
- Town provides area behind the Public Safety building for generator and enclosure as approved by the Building Committee.
- MELD provides and upkeeps screening around system including fencing and vegetative screening.
- Town to provide generator, switching gear and transformer pads
- Town and MELD share redesign costs for electrical system on site, 50/50.
- MELD provides gas connection design, work order to National Grid Gas and pays for any generator related National Grid fees for new gas service.
- Town will work with Construction Manager at-risk to ensure early conduit work can be done in collaboration during site work
- MELD will provide 5% of the total capacity and transmission savings each year from the use of the peak load shaving to open space purposes. Payment will be made annually at the start of the Fiscal Year. Open space money to be used by the Town for the same types of open space projects that are eligible under the Community Preservation Act.
- MELD will provide all routine maintenance of both the two building life safety generators and the peak load shaving natural gas generator.
- All natural gas generator installation costs shall be provided by MELD unless noted otherwise.
- All natural gas used by the generator will be paid for by MELD.
- The MELD peak load shaving generator will operate in an extended power outage and will provide power to operate 100% of the Municipal campus. The life safety generators at each of the buildings are used to meet NFPA life safety requirements and provide bridge power before the MELD generator is fully on-line.
- Town will ensure MELD has necessary access via security systems to generators at all times
- Both the Town and MELD will work collaboratively to ensure all points and provisions of the Town's Incidental Take Permit are complied with.
- All liability regarding the natural gas generator, its maintenance and its use will be the sole responsibility of MELD.

Michael Cloutier

General Manager – Middleton Electric Light Department

On behalf of the Middleton Electric Light Dept. Commissioners

Justin Sultzbach

Town Administrator

on behalf of the Middleton Select Board

DRAFT



OFFICE OF THE TOWN ADMINISTRATOR

Town of Middleton
Memorial Hall
48 South Main Street
Middleton, MA 01949-2253
978-777-3617
www.middletonma.gov



TO: Select Board
CC: Town Administrator
RE: One Day Liquor License Policy Review
DATE: October 3, 2024
FROM: Assistant Town Administrator/HR Director

Enclosed, you will find a copy of our current One Day Liquor License Policy adopted in 2023. Per the Board's request, I have reviewed a number of other communities' policies and procedures on One Day Liquor Licensing and present the below findings. At this time, we are in the middle of the spectrum for types of policies. I have asked Chief Sampson to provide an update as well, but from the perspective of this office, I do not recommend any updates at this time.

Communities that utilize only the ABCC Regulations for One Day Liquor Licensing:

Acton, Canton, Danvers, North Andover, Randolph, Reading, Tyngsborough, Wakefield

Communities that utilize the same local regulations as Middleton:

Wenham – almost identical, except Middleton added the map requirement
Hamilton – almost identical, except Middleton added the map requirement
Boxford – almost identical, except Middleton added the map requirement

Communities with additional restrictions:

Swampscott

Patrons shall be limited to purchasing two beverages per person, per transaction and beverages must be opened by the caterer/server at the time of purchase. Licensees shall submit a floor plan clearly identifying the areas where alcohol will be stored and served, areas where access will be restricted, entrance points, and exit points. The Select Board may attach such additional conditions and restrictions to each such One Day Special Permit as recommended by the Fire Chief or Police Chief, as it deems to be in the public interest.

Topsfield

One Day licenses only for wine and malt and only for non-profits.

Justin Sultzbach

From: Jackie Bresnahan
Sent: Friday, October 4, 2024 9:46 AM
To: Justin Sultzbach
Subject: Fw: One Day Liquor License Policy

Hi Justin,
Please see below from the Chief for the 10/8 packet.
Thanks,
Jackie

From: William Sampson <william.sampson@middletonma.gov>
Sent: Friday, October 4, 2024 9:43 AM
To: Jackie Bresnahan <Jackie.Bresnahan@middletonma.gov>
Subject: RE: One Day Liquor License Policy

I believe it worked well.

Respectfully,

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



From: Jackie Bresnahan <Jackie.Bresnahan@middletonma.gov>
Sent: Thursday, October 3, 2024 10:10 AM
To: William Sampson <william.sampson@middletonma.gov>
Cc: Matthew Armitage <matthew.armitage@middletonma.gov>
Subject: One Day Liquor License Policy

Good morning Chief,
The Select Board asked me to review our One Day Liquor License Policy now that we have completed a full year with the attached policy in place. Based on the one day licenses that were active this summer, do you have any notes, recommendations, or follow up at this time?
Thanks,
Jackie

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

Please be advised the Office of the Secretary of State for the Commonwealth of Massachusetts has determined that E-mail could be considered a public record.

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ONE DAY SPECIAL LIQUOR LICENSES

One Day Special Liquor License Requirements:

All One Day Special Licenses must be issued to a natural person (an individual) or a responsible manager acting on behalf of a corporation, partnership, or other entity, who will be the person responsible for the sale of alcohol.

Pursuant to MGL Chapter 183, Section 41 a Special License must be obtained when delivery of alcohol is considered to be a sale of alcohol a caterer must obtain a Special License when arranging for the delivery of alcohol on which they shall make a profit.

Persons holding a special license must purchase alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder. A person holding a MGL Chapter 138, Section 14 (Special License) license cannot purchase alcoholic beverages from a package store.

You will be required to submit the following documents:

- Completed Application for Special License
- Certificate of Insurance Liability
- Certificate of Insurance Liability to the Town of Middleton for Workers Compensation Insurance, if applicable
- Signed Workers' Compensation Certificate
- Copy of TIPS for specific employees working event
- Check for \$50 per date payable to the Town of Middleton

Please complete and sign all forms and return to:
Middleton Select Board, 48 South Main Street, Middleton, MA 01949



Town of Middleton
Memorial Hall
48 South Main Street
Middleton, Massachusetts
01949-2253
978-777-3617
www.middletonma.gov

One Day Liquor License Application

License Fee Payable to the Town of Middleton

ALL QUESTIONS MUST BE ANSWERED AND A TELEPHONE NUMBER PROVIDED

Business Name _____

Business Address _____

Social Security Number/FID Number _____

Applicant Information

Individual's Name _____

Home Address _____

Mobile Number _____

Is the Applicant a United States Citizen? ☐ Yes ☐ No

Driver's License Number & State _____

E-Mail Address _____

Date of Event _____ Time from _____ to _____

Location of Licensed Activity _____

Purpose of Event _____

Will there be entertainment? ☐ Yes ☐ No

Is the event being catered? ☐ Yes ☐ No

Name of Caterer _____



Town of Middleton
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Number of People Attending Adults _____ Children _____

Type of License (select one)

☐ One-Day All-Alcoholic (only available for non-profit purposes) ☐ One-Day Beer & Wine

☐ Charitable Wine Pouring

☐ Charitable Wine Auction

Is the alcohol being donated? ☐ Yes ☐ No

Where is the product being purchased? _____

Are they a licensed wholesaler? ☐ Yes ☐ No

Who will be serving the alcohol? _____

Does the server have liquor liability insurance? ☐ Yes ☐ No

Is the event held by, or held for the benefit of, a business or non-profit group?

Business ☐ Yes ☐ No Non-Profit ☐ Yes ☐ No

Will there be a cash bar? ☐ Yes ☐ No

Is there an entrance fee or donation required? ☐ Yes ☐ No

Is the event open to the general public? ☐ Yes ☐ No

****Special One Day Licensees must purchase Alcoholic Beverages from a licensed supplier. Special Licensee cannot purchase alcoholic beverages from a Package Store and cannot accept donations of alcoholic beverages from anyone.****



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Liability Disclaimer for Special One Day License

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Middleton, and the Select Board as Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant _____

Date



ESSEX TRI-TOWN SHARED SERVICES COLLABORATIVE
Inter-Municipal Agreement (IMA)
for the Public Health Excellence for Shared Services Grant

This Intermunicipal Agreement (hereinafter “Agreement”), is entered into by and between the towns of Middleton, Boxford and Topsfield hereinafter referred to collectively as the “Municipalities,” and individually as a “Municipality,” and the Town of Middleton, in its capacity as Host Agent of the Essex Tri-Town Shared Services Collaborative, (hereinafter referred to as “ETT”) this ____ day ____ 2024, as follows:

WHEREAS, the Town of Middleton was awarded a Public Health Excellence for Shared Services grant by the Commonwealth of Massachusetts (the “Grant Program”) to create a cross-jurisdictional public health services sharing program consistent with the recommendations of the Special Commission on Local and Regional Public Health’s (SCLRPH) June 2019 Report; and

WHEREAS, the purpose of the Grant Program is to implement the recommendations made in the SCLRPH’s June 2019 Report by increasing local public health capacity through cross-jurisdictional shared services programs and agreements; and

WHEREAS, each of the Municipalities offers public health services and resources, and desires to increase its capacity to provide said services and resources and improve regional public health and meet performance standards set by the Commonwealth by entering this Agreement; and

WHEREAS, the Town of Middleton, entering into an agreement with the Commonwealth of Massachusetts governing its participation in the Grant Program, is willing and able to manage the administrative obligations of the Grant Program through its Director of Public Health, who shall hereinafter be referred to as the “Program Manager”; and

WHEREAS each Municipality has authority to enter into this Agreement pursuant to M.G.L. c. 40, §4A;

NOW THEREFORE, the municipalities, in mutual consideration of the covenants contained herein, intending to be legally bound thereby, agree under seal as follows:

1. The Public Health Services Collaborative. There is hereby established a collaborative of the Municipalities to be known as the Essex Tri-Town Shared Services Collaborative, which shall hereinafter be referred to as the “Collaborative.” The Collaborative, acting by and through an Advisory board (“Advisory Board”) as established in Section 5 of this Agreement, and Program Manager, will coordinate, manage, and direct the activities of the parties with respect to the subject matter of the Grant Program, this Agreement, and the annual procurement agreement between the Town of Middleton, and the Commonwealth of Massachusetts, attached hereto as Exhibit A as an example, the terms of which are expressly incorporated herein and

shall bind all parties hereto, and any other programs and services related thereto so long as the Grant Program is in existence. The purpose of the Collaborative is to design and implement a program by which the public health staff and resources of the Municipalities are consolidated and shared such that cross-jurisdictional services, investigations, enforcement and data reporting may be carried out and the public health and safety of the Municipalities may be better protected (the “Shared Services Program”).

2. Term. The term of this Agreement shall commence on the date set forth above and shall expire when the funds for the Grant Program are no longer available, or when terminated in accordance with this Agreement, but in no event shall the Term of this Agreement exceed twenty-five (25) years unless permitted by statute. Nothing herein shall be interpreted to prevent the Municipalities from extending the term of this Agreement beyond the exhaustion of the Grant Funds with the written consent of all parties hereto.
3. Lead Municipality. During the term of this Agreement, the Town of Middleton, acting as the “Lead Municipality,” shall oversee the Grant Program and the shared services program provided for herein (the “Shared Services Program”).

As the Lead Municipality, the Town of Middleton shall act for the Collaborative with respect to all grant applications to be submitted and gifts and grants received collectively by the Municipalities. The Town of Middleton shall act as the Municipalities’ purchasing agent pursuant to G.L. c. 7, §22B, for all contracts duly authorized by the Advisory Board, established pursuant to Section 5 of this Agreement, to be entered into collectively by the Municipalities. Final approval of any such contract is subject to approval of the Advisory Board and appropriation by each Municipality, to the extent required.

4. Shared Services Coordinator. The Town of Middleton, as Lead Municipality, shall hire and employ a Shared Services Coordinator and, through the Shared Services Coordinator and the Lead Municipality’s Health Department, shall perform all necessary fiscal and administrative functions necessary to provide the services contemplated under this Agreement, and shall be the holder of all grant funds related to the Grant Program, and may retain up to 15% of the funds received through the Grant Program for wages and resources related to the performance of such duties, in accordance with the Grant Program Scope of Services, attached hereto as Exhibit B and incorporated herein. The Shared Services Coordinator shall report to the Advisory Board and shall keep records of all funding and expenditures for review by the Board and provide periodic financial status updates. For the purposes of employment status and health, retirement and other benefits, and immunities and indemnification as provided by law, the Shared Services Coordinator and any participating Collaborative staff working on behalf of the Collaborative, or the Advisory Board shall be considered employees of Town of Middleton and shall be

accorded all benefits enjoyed by other Town of Middleton employees within the same classification as they are or shall be established unless otherwise provided for in this Agreement.

5. Advisory Board

There shall be an Advisory Board which shall be convened not less than quarterly by the Advisory Board Chair/Co-Chairs.

- a. Composition: one member and one alternate, both appointed by the Board of Health from each municipality. One representative from each municipality shall be a full voting member whose term shall be as determined by each municipality's local Board of Health. The voting member shall be a Board of Health member or designee of that municipality's Board of Health. Each participating municipality shall also have a second representative who shall be an associate member and who may vote when the full member is not in attendance. Each municipality shall maintain its individual local Board of Health, which shall retain its own legal authority and autonomy as provided by law.
- b. Voting: Each participating municipality shall be entitled to one vote on the Advisory Board. Every voting member shall have an equal voice in determining shared priorities, and services to be provided. Any action by the Advisory Board must be a unanimous vote.
- c. Quorum: A unanimous presence of the voting members of the Advisory Board shall constitute a quorum for the purposes of transacting business. The Advisory Board may act by a unanimous presence of members present and voting unless otherwise provided herein.
- d. Roles and Responsibilities of the Advisory Board:
 - 1) Select at least a Chair/Co-Chair of the Advisory Board.
 - 2) Meet on a regular basis and at least quarterly.
 - 3) Develop annual and long-term goals for the Collaborative.
 - 4) Advise on Collaborative staff priorities.
 - 5) Collaborate in developing a sustainability plan for ETT.
 - 6) Adopt any Collaborative-wide policies and recommended regulations.
 - 7) Review and provide recommendations on operating budgets.
 - 8) Assure compliance with all mandatory reporting requirements as proscribed by the Department of Public Health ("DPH") and Office of Local and Regional Health ("OLRH").
 - 9) Assure attendance at monthly or other grant holder meetings convened by DPH and OLRH
 - 10) Review financial status and financial statements provided by the Shared Services Coordinator.
 - 11) Review and provide recommendations on reports from staff.
 - 12) Evaluate Shared Serves Program staff or consultants, and;

13) Request, authorize and recommend the Lead Municipality hire shared services employees or contractors. Request and/or recommend that the Lead Municipality terminate shared services employees or contractors.

e. Meetings. The Advisory Board shall meet no less than quarterly and may schedule additional meetings, as necessary. All meetings shall be conducted in compliance with the Massachusetts Open Meeting Law M.G.L. c. 30A, §§ 18-25 as may be amended from time to time if required.

6. Shared Services Program Participation. Each Municipality as part of this Agreement shall participate in the Shared Services Program as follows:

- a. Each Municipality will consent to the Collaborative's duly-authorized agents and representatives exercising the powers provided for herein and by the Advisory Board within the boundaries of said Municipality and will direct its agents and employees to work in good faith with the Collaborative's health agents, nurses, and any other employees the Collaborative may employ from time to time.
- b. Each Municipality will be a member of the Advisory Board as established pursuant to this Agreement, and appoint and maintain two Advisory Board representatives at all times.
- c. Each Municipality will use best efforts to ensure that a representative of the Municipality will attend all Advisory Board meetings (either in-person or via remote access) throughout the life of this Agreement.
- d. Each Municipality will use best efforts to ensure that a representative of the Municipality will attend all training sessions which are offered in conjunction with the Grant Program geared towards stakeholders under the Program, as required by the DPH or its representative.
- e. Each Municipality will assist in collecting the necessary data as agreed to by the Committee and pursuant to the data reporting policy established pursuant to Section 5 of this Agreement to help meet the goals of the Shared Services Program and the Grant Program. The data collection provided for herein will include, but not be limited to, reporting to the Advisory Board, through the Shared Services Coordinator, public health outcomes and services related to the Shared Services Program and the Collaborative's agents and nurses.
- f. Each Municipality will request from the appropriate legislative body appropriation for any services, costs and expenses associated with the Collaborative and not covered by the Grant Program. Notwithstanding this provision or any other terms of this Agreement, no party shall be obligated to incur any financial cost above the amount made available herein through grants

and gifts or other sources, unless the financial obligation is supported by an appropriation made in accordance with law.

- g. Each Municipality will help promote and market the Shared Services Program and its services within their community.

- 7. Payment and Funding. Pursuant to G.L. c. 40, §4A, any funds received by the Shared Services Program, Advisory Board, or the Town of Middleton pursuant to this Agreement, shall be deposited with the treasurer of the Town of Middleton and held as a separate grant account and may be expended, with the approval of the Advisory Board, under the provisions of G.L. c. 34, §23 and G.L. c. 44, §53A, for contribution toward the cost of the Shared Services Program and in compliance with established grant guidelines from grantors only.

The Advisory Board may authorize a disbursement of funds for any shared contractor, salary, or wages consistent with the terms of this Agreement, and/or for any program, service or benefit that is consistent with the terms of this Agreement.

Except for the 15% of Grant Program funding for administrative costs that the Town of Middleton may retain pursuant to Section 4 of this Agreement, a Municipality may draw on grant funds individually, with prior approval by the Advisory Board, and provided such funds are available, by submitting invoices to the Shared Services Coordinator for reimbursement from the funds, for expenditure consistent with the purposes of the Shared Services Program and applicable grant funding guidelines.

The Town of Middleton, as the holder of Grant Program funds, will pay the invoice within 30 days, subject to the availability of funds; provided, however, that the Town of Middleton shall not be obligated to supply any funding or incur any cost in excess of the amounts made available to the Advisory Board and the Shared Services Program through the Grant Program and/or any other and gifts, grants, or other sources appropriated for the purposes of this Agreement. Individual municipal costs incurred outside the scope of this Agreement and specific to the needs of that Municipality will be borne solely by that Municipality. Any funds contributed by the Grant Program shall only be used for shared public health services consistent with the purposes of this Agreement.

Annually, the Advisory Board will develop and approve a public health services budget for contractual shared services. Initially, these services are funded by a 3-year Public Health Excellence Grant from the Department of Public Health administered by the Town of Middleton. It is the intention of the Town of Middleton to seek additional grant funds to sustain these services but if that is unsuccessful, participating Municipalities will revisit this Agreement and determine whether they will allocate municipal funds to continue participation. The Shared Services Coordinator will provide each Municipality with sufficient notice to allow that

Municipality's funding authority to authorize any such expenditure. Until grant funds are expended, there will be no cost to participating municipalities. Execution of this Agreement does not obligate any other participating Municipality to fund the Grant Program and a mutually acceptable written contract amendment would be required to do so.

Pursuant to G.L. c. 40, §4A, any party may, but shall not be required to, raise money by any lawful means to further the purposes of the Shared Services Program and any such funds shall be held by the Town of Middleton and expended pursuant to the terms of this Agreement.

8. Other Municipal Services. The Municipalities of the Collaborative may request the Advisory Board to add or remove associated services to be delivered as part of the Shared Services Program, and such shall take effect only after this Agreement is so amended in writing and approved by each Municipality. The Municipalities are not limited exclusively to the Grant Program and are not required to use all services of the Grant Program. Municipalities may apply for other grants outside the Collaborative.

The Collaborative through a vote of the Advisory Board may apply for other grants, opportunities, funds, and awards for shared services on behalf of the Municipalities. The Advisory Board must approve any and all grants or grant applications submitted as a Collaborative. The Advisory Board may appoint other Municipalities to act as host agencies for these other grant opportunities and the Municipalities agree that this Agreement shall be amended to account for any associated grant terms and conditions.

9. Employees. Employees and personnel of each Municipality providing services pursuant to this Agreement shall be deemed employees of their respective Municipalities, and not employees of any other Municipality. An employee who performs services, pursuant to this Agreement on behalf of another member Municipality, shall be deemed to be acting within the scope of his current Municipal job duties at all times and remain an employee of the employee's Municipality for insurance coverage purposes. Said Municipal employee shall retain all accrued benefits and shall be subject to standard hiring and personnel practices of such municipality. Pursuant to a vote of the Advisory Board, grant funds may be designated and expended to pay for any and all wages and costs incurred by a Municipality for employing an employee providing services pursuant to this Agreement.

10. Indemnification & Insurance. To the extent permitted by law, each Municipality shall defend, indemnify, and hold the other Municipalities harmless from and against any and all claims, demands, liabilities, actions, causes of action, costs and expenses,

including attorney's fees, arising out of the indemnifying Municipality's acts or omissions, breach of this Agreement, or the negligence or misconduct of the indemnifying Municipality or its agents or employees. In entering into this Agreement, no Municipality waives any governmental immunity or statutory limitation of damages. Should the Collaborative or a Municipality incur any liabilities on behalf of the Grant Program such as unemployment insurance or other unforeseen expenses, each of the member municipalities will proportionally share in the liability for such expenses.

If liability insurance coverage is needed the Collaborative shall obtain and keep in full force and effect public liability insurance in the amount of One Million Dollars (\$1,000,000) combined single limit for bodily injury, death and property damage arising out of any one occurrence, protecting the other party against all claims for bodily injury, Three Million Dollars (\$3,000,000) aggregate, death, or property damage arising directly or indirectly out of the Indemnification Provisions of this Agreement.

11. Entrance. Any municipality may petition the Collaborative to join this Agreement to the extent permitted by the grants. In order to approve the addition of a new entity to the Agreement for the Grant Program requires the approval of the Massachusetts Department of Public Health and no less than a two-thirds super majority vote of the Advisory Board.
12. Withdrawal. Any Municipality other than the Lead Municipality, by votes of its respective authorizing Select Board or Chief Executive Officer and Board of Health, may withdraw from this Agreement with the provision of at least three (3) months prior written notice to the Lead Municipalities. Withdrawal requires the vote of both the Select Board and the Board of Health. Upon such withdrawal, the Shared Services Coordinator shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the terminating Municipality for payment within thirty (30) days thereafter. To the extent permitted by the Grant Program and its agreement with the Commonwealth of Massachusetts pursuant thereto, the Lead Municipality, by a vote of its Select Board and Board of Health, may withdraw from this Agreement upon the provision of at least three (3) months prior written notice to the participating Municipalities and the Advisory Board, and a new Lead Municipality shall thereafter be designated by the Advisory Board, by a vote of the representatives of the remaining parties. Prior to the effective date of its withdrawal, the Lead Municipality shall transfer all funds held pursuant to this Agreement to the new Lead Municipality as designated by the Advisory Board any pay any outstanding unpaid financial obligations under this Agreement within thirty

(30) days thereafter. Any Municipality may withdraw at the end of any fiscal year in which the Municipality's legislative body has not appropriated funds sufficient to support that Municipality's continued participation in the subsequent fiscal year if such funds are required. In such an event, the Municipality shall give as much notice to the other Municipalities to this Agreement as the circumstances allow. The Advisory Board, by vote of the remaining members, has the authority to reallocate grant resources or other outside funding that would have been allocated to the withdrawing Municipality. Any data collected from the terminating Municipality through a Shared Services Program project, service, or program will remain with the Advisory Board for analysis by the Shared Services Coordinator and the Advisory Board.

13. Termination. This Agreement may be terminated by a vote of a majority of the Municipalities' representatives of the Advisory Board, at a meeting of the Advisory Board called for that purpose; provided that the representative's vote has been authorized by the Municipality's Chief Executive Officer. Any termination vote shall not be effective until the passage of at least sixty (60) days and until the Municipalities have agreed to an equitable allocation of all remaining costs, expenses and assets.
14. Conflict Resolution. The Advisory Board may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each Municipality, administration of the shared services programs, the terms of this Agreement, data reporting and any other matters the parties deem necessary.
15. Financial Safeguards. The Lead Municipality shall maintain separate, accurate, and comprehensive records of all services performed for each of the Municipalities, and all contributions received from the Municipalities.
16. Assignment. None of the Municipalities shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of all of the other Municipalities.
17. Amendment. This Agreement may be amended only in writing pursuant to an affirmative vote of all Municipalities' (Chief Executive Officer/Appointing Authority).
18. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, or affect the

application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

19. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.
20. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement, and shall not affect the interpretation of this Agreement.
21. Non-Discrimination. Neither the Lead Municipality nor the Municipalities shall discriminate against any person because of race, color, religious creed, national origin, gender, ancestry, sexual orientation, age, handicap, gender identity, genetic information, military service, or any other protected class under the law with respect to admission to, access to, or operation of its programs, services, or activities.
22. Notices. Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

Town of Middleton:

_____	(contact name)
_____	(email)
_____	(phone)
_____	(address)

Town of Boxford:

_____	(contact name)
_____	(email)
_____	(phone)
_____	(address)

Town of Topsfield:

_____	(contact name)
_____	(email)
_____	(phone)
_____	(address)

23. Complete Agreement. This Agreement constitutes the entire Agreement between the Municipalities concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Municipalities concerning the subject matter hereof. Each Municipality

acknowledges that it has not relied on any representations by any other Municipality or by anyone acting or purporting to act for another Municipality or for whose actions any other Municipality is responsible, other than the express, written representations set forth herein.

24. Counterparts. This Agreement may be executed in counterparts by each Municipality and so executed shall constitute one complete Agreement.

WITNESS OUR HANDS AND SEALS as of the first date written above.

Town of _____ Select Board

_____ Date

Town of _____ Board of Health

_____ Date

Town of _____ Select Board

_____ Date

Town of _____ Board of Health

_____ Date

Town of _____ Select Board

_____ Date

Town of _____ Board of Health

_____ Date

EXHIBIT A

Current Grant agreement between the (NAME OF COLLABORATIVE) and the Commonwealth
of Massachusetts – to be attached

DRAFT

EXHIBIT B

The Municipalities will share following services in coordination with the Lead Municipality:

- *A Regional Shared Services Coordinator* shall perform all necessary fiscal and administrative functions necessary to provide the services listed in the work plan and budget, but not limited to, for the public health excellence grant.
- *A Regional Public Health Inspector (Food/Environmental/Housing)* This position will be a hired position or contracted out through a third-party vendor and services will include but may not be limited to perform routine food, FOG, and other environmental inspections as assigned by the municipalities. This inspector would assist each municipality to meet required inspections per year as determined by the food code and create a consistent inspectional framework for mobile food services. Manage and inspect tenant complaints, hoarding situations, lead law compliance, and other housing related situations and connect residents to necessary support services. The Inspector will assist with any court-related action necessary as the municipality's representative, but each municipality will be responsible for the legal fees and costs for any court enforcement action proceeding for their own municipality separate and apart from any grant funding. Additional environmental health inspectional services may be requested. Inspection supplies needed for inspection services shall be purchased and provided through the collaborative.
- *Public Health Nursing services.* This position will be a hired position or contracted out through a third-party vendor. The Public Health Nurse will be employed pursuant to the terms of this Agreement and with use of the grant funding. The services provided by the Public Health Nurse will include, but may not be limited to infectious disease surveillance, preventative care, immunizations, education and outreach and emergency planning activities or however envisioned by the collaborative.
- *Regional Social Worker Services.* This position will be a hired position or contracted out through a third-party vendor. The Regional Social Worker will be employed pursuant to the terms of this Agreement and with use of the grant funding. The services provided by the Regional Social Worker will include, but may not be limited to providing social worker outreach across the Municipalities and emergency planning activities or however envisioned by the collaborative.
- *Regional Consultant Services.* Consultants and independent contractors, including for, but not limited to, grant administrative support, technical assistance, policy advisement, emergency inspection/clinical services, and training.

Provide those additional ancillary services and duties as needed to the member municipalities in order to provide the shared services described above.



OFFICE OF THE TOWN ADMINISTRATOR

Town of Middleton
Memorial Hall
48 South Main Street
Middleton, MA 01949-2253
978-777-3617
www.middletonma.gov

October 3, 2024

To: Boxford Select Board; Middleton Select Board; Topsfield Select Board
CC: Boxford BOH and Health Agent; Boxford Town Administration; Middleton BOH and Health Director;
Middleton Town Administrator; Topsfield BOH and Health Director; Topsfield Town Administrator
From: Jackie Bresnahan, Assistant Town Administrator/HR Director
RE: Public Health Excellence (PHE) IMA and transition to Middleton

Enclosed, you will find an updated Inter-municipal agreement (IMA) between the three Towns, continuing the Public Health Excellence (PHE) Grant funded activities between the three Towns, while changing the lead community to Middleton.

First, I want to ensure we take time to thank the Health Directors/Agents and Board of Health members of the three communities for their commitment and collaboration on the implementation and execution of this program. This grant has included administrative workload, hiring and training new staff, and implementing new opportunities such as a food service inspection software. Thank you to the Health Department staff, shared Tri-Town staff, and elected/appointed Board of Health members for your work since the beginning. Additional thanks to Gerry and Sue in Topsfield who handled the program for years and handed it off smoothly to Traci this summer.

Second, the IMA for your review includes a few items of note:

- Transitions the lead community from Topsfield to Middleton
- Adds the state required Shared Service Coordinator and role to the agreement
- Adds a mutually supported 0.5 FTE Shared Social Worker to support populations of all ages in all three communities

Third, I would like to highlight some of the activities and successes of the program in all three communities, particularly, through the Tri-Town Inspector and the Tri-Town Nurse:

- Food inspections for restaurants, bakeries, convenient stores, gas stations, schools, nursing homes, food trucks for low, medium, and high-risk establishments in all three communities meeting State and FDA codes.
- Food inspection software purchase and implementation for the Tri-Town
- Additional trainings funded by the grant on MA Housing Code to support staff addressing housing inspections and complaints
- An additional Certified Septic Inspector and soon to be Certified Soil Evaluator providing a secondary person in all communities to support this function
- Initiating participation in the North Shore Mother's Visiting Program. This program's goal is to provide emotional support to mothers during the first year after giving birth.
- Offering CPR and first aid classes at the schools and in the community- nurse and admin staff becoming certified instructors with American Heart Association this past spring- PHE grant provided funds for the mannequins and training AED.

- Developing a babysitter's training class for the Tritown Council using the AHA Heartsaver's CPR and Pediatric First Aid
- Able to provide N95 fit testing to police, fire, and public health
- Over sees surveillance and investigation of communicable diseases for Topsfield and Boxford through the state platform MAVEN
- Organizing annual vaccine clinics with Connelly Pharmacy for Topsfield and Boxford residents
- Developed a Tri Town Community Behavioral Health and Substance Use Resource in support of all three communities.

Additional initiatives will be available with the use of the required Shared Services Coordinator and part time Shared Social Worker. Those positions are still accepting applicants and can be found at www.middletonma.gov/jobs for those interested.

At this time, we have finalized the processing paperwork with the State and only need to accept the revised IMA to complete the transition with the PHE program.

TOWN OF MIDDLETON PRIORITIES AND GOALS FY2024-2026

**ADOPTED BY THE SELECT BOARD
OCTOBER 24TH, 2023**

Introduction: This document is intended as a guide for the Select Board, Town Administrator, and Town departments. It is intended to provide a broad framework within which we operate and direct our time, efforts, and resources. Commencement is expected during the identified time horizon, though completion may extend past the identified time horizon.

1. Continue to support the Town Building Committee to keep the public facilities project on budget and schedule. The project will be undertaken with a long term view, ensuring it meets near and long term needs, minimizes operational costs, and takes advantage of modern building technologies. The Town will identify and pursue external funding in order to minimize the impact on property taxpayers. Alternative funding sources may include but are not limited to Community Preservation Fund, State and Federal assistance, donations, and sale of Town assets.

Period of Performance: FY24-26

Milestones:

- FY24: Design, engineering, permitting
- FY24-25: Construction, site work. Creation of centralized maintenance oversite for town-owned properties.
- FY25-26: Move-in, project close-out

2. Implement the Pedestrian Improvement Plan and provide updates via Select Board meetings and the Town website.

Period of Performance: FY24-25

Milestones:

- ~~FY24: Don't Block the Box~~ Central Square study implementation
- FY24-25: Begin sidewalk extensions

3. Conduct a Town-Wide Fee Study.

Period of Performance: FY24-25

Milestones:

- FY24: Continue fee study; recommend changes for Select Board adoption
- FY25: Implement findings into FY25 budget

4. Develop information technology with additional projects through the Regional IT Collaborative and newly funded IT position.

Period of Performance: FY24-25

Milestones:

- FY24: Transition to Regional IT Collaborative, migrate functions
- FY24-25: Connect to regional fiber network, continue to migrate away from paper records

5. Increase recruitment strategies for volunteers and committees.

Period of Performance: FY24-26

Milestones:

- **FY24-26: Promote vacancies using multiple means, develop and hold citizen academy**

6. Support the Solid Waste Advisory Committee in developing a long-term strategy for solid waste management.

Period of Performance: FY24-25

Milestones:

- **FY24: Support SWAC's data gathering; evaluation of options**
- **FY25: Implementation**

7. Compile complete list of Town Owned properties. Examine paths forward to surplus, develop, or preserve where appropriate.

Period of Performance: FY25-FY26

- **FY24: Update and compile complete list. Development action plan for each property.**
- **FY25: Implement action plan for each property.**

8. Identify opportunities to study and address town wide traffic concerns and development.

Period of Performance: FY25-FY26

- **FY24: Coordinate with MassDOT to identify opportunities to link traffic remediation with potential development.**
- **FY25: Implement action plan where appropriate.**

9. Renew focus on employee engagement, satisfaction, and appreciation for recruitment and retention

Period of Performance: FY25-FY26

- **FY24: Continue with periodic, systematic review of salary surveys in relation to compensation in peer communities.**
- **FY24: Prioritize employee health and wellness as part of staff trainings.**
- **FY24: Continue where budgeting allows the progress towards increasing the Town contribution to health care split up to 70/30.**

10. Overall communications strategies

- a. **Continue pre town meeting**
- b. **Public and internal communication, communication with boards**
- c. **Department head updates with similar groups and prep for the move**
- d. **Hosting town manager coffee hours quarterly/informally**
- e. **Monthly video, public TA updates**