

**MIDDLETON SELECT BOARD**  
**MEETING AGENDA**  
**FULLER MEADOW ELEMENTARY SCHOOL**  
**143 SOUTH MAIN STREET, MIDDLETON, MA 01949**  
**TUESDAY, MAY 6, 2025**  
**5:00 PM**

*This meeting is being recorded*

- |         |   |
|---------|---|
| 5:00 pm | 1. Business <ul style="list-style-type: none"><li>• Warrant: 2522 and FP60</li><li>• Minutes: Open Session, April 22, 2025; Executive Session 1, April 22, 2025; Executive Session 2. April 22, 2025</li><li>• Town Administrator Updates and Reports</li><li>• Middleton Municipal Campus Update – Brian LaRoche PCA 360</li></ul> |
| 5:20 pm | 2. Department Head Update: Jillian Smith – Council on Aging   |
| 5:30 pm | 3. Application for Aimbridge Hospitality LLC, DBA Double Tree North Shore, Middleton for ABCC liquor license water park DBA name change, from “Coco Key Indoor Water Resort” to “Water Park of New England”. Also, application for Change of Officers/Directors/LLC Managers  |
| 5:40 pm | 4. Citizens Academy Program Overview  |
| 5:50 pm | 5. Lake St Fire Station Structural Engineering Proposal Review  |
| 5:55 pm | 6. Middleton Momentum – Quarterly Town Administration Newsletter  |
| 6:00 pm | 7. Public Comment <i>(To be held at 6pm for all Select Board meetings)</i>  |
| 6:05 pm | 8. FY2025-FY2027 Mid-Year Goals Review  |
| 6:25 pm | 9. FY 26 Budget Update and Discussion, if needed  |
| 6:40 pm | 10. May 13, 2025 Annual Town Meeting Select Board Article Recommendations vote  |

Upcoming Meetings:

May 13	Annual Town Meeting
May 20	Annual Town Election
June 3	Regular Select Board Meeting
June 24	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.*



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The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL  
LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: ABCC PAYMENT WEBSITE

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE  
PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)   
ENTITY/ LICENSEE NAME   
ADDRESS   
CITY/TOWN  STATE  ZIP CODE

For the following transactions (Check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> New License                                   | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual/ Seasonal)          | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  |   | <input type="checkbox"/> Other <input type="text"/>                       | <input checked="" type="checkbox"/> Change of DBA                     |

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS  
APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358



*The Commonwealth of Massachusetts*  
**Alcoholic Beverages Control Commission**  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**APPLICATION FOR AMENDMENT-Change of Business Entity Information**

☐ **Change of Corporate Name**

☒ **Change of DBA**

- Payment Receipt (Req. for Chg of Corp Name only)
- Monetary Transmittal Form
- DOR Certificate of Good Standing (Req. for Chg of Corp Name only)
- DUA Certificate of Compliance (Req. for Chg of Corp Name only)
- Change of Corporate Name/DBA Application
- Vote of the Entity
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization**

☐ **Change of Corporate Structure**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Corporate Structure Application
- Vote of the Entity
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization**

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Aimbridge Hospitality, LLC	Middleton	06783-HT-0704

Please provide a narrative overview of the transaction(s) being applied for.

Update property's water park DBA on Innholder license from "Coco Key Indoor Water Resort" to "Water Park of New England".

**APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Isaac Barnhill	Licensing Consultant	ibarnhill@bluebonnetconsulting.com	972-865-4625

**2. CHANGES TO BUSINESS ENTITY INFORMATION**

**2a. Change of Corporate Name**

Last-Approved Corporate Name:

Requested New Corporate Name:

**2b. Change of DBA**

Last-Approved DBA:

Coco Key Indoor Water Resort

Requested New DBA:

Water Park of New England

**2c. Change of Corporate Structure**

LLC, Corporation, Sole Proprietor, etc

Last-Approved Corporate Structure

Requested New Corporate Structure

Signature:

Date:

3/21/2025

Title:

Vice President

## APPLICANT'S STATEMENT

I, Karen Kovach the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager  
Authorized Signatory

of Aimbridge Hospitality, LLC  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: Karen Kovach

Date: 3-4-2025

Title:

Vice President

**ENTITY VOTE**

The Board of Directors or LLC Managers of

Aimbridge Hospitality, LLC

Entity Name

duly voted to apply to the Licensing Authority of

Middleton

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

03-04-2025

Date of Meeting

For the following transactions (Check all that apply):

- ☒ Change of Officers/Directors/LLC Manager  
☐ Change of Ownership Interest (LLC Members, LLP Partners, Trustees)  
☐ Issuance/Transfer of Stock/New Stockholder  
☐ Management/Operating Agreement  
☒ Other DBA Change

"VOTED: To authorize

Karen Kovach

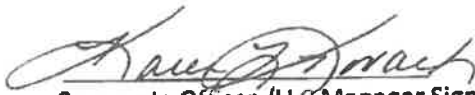
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

A true copy attest,

For Corporations ONLY

A true copy attest,



Corporate Officer /LLC Manager Signature

\_\_\_\_\_  
Corporation Clerk's Signature

Karen Kovach

(Print Name)

\_\_\_\_\_  
(Print Name)

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**Filed Via FedEx: 772805882769**  
March 18, 2025

Jackie Bresnahan  
Middleton - Town Administrator  
48 S. Main St.  
Middleton, MA 01949

**RE:** Doubletree Boston North Shore  
51 Village Road  
Middleton, MA 01923

Dear Jackie:

Aimbridge Hospitality, LLC holds the above referenced liquor license. Enclosed please find an application to update the corporate officers for this entity. The current officers are as follows:

Gregory Moundas - President and Secretary  
Andrew Leavitt - Vice President and Treasurer  
Karen Kovach - Vice President  
Aly El-Bassuni - Vice President

Please contact me directly with any questions or if you need additional items.

Sincerely,

A handwritten signature in blue ink that reads "Darlene Louie".

Darlene Louie  
972-354-6470  
dlouie@bluebonnetconsulting.com



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**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM**

**APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL  
LICENSING AUTHORITY.

**ECRT CODE: RETA**

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE  
PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)   
ENTITY/ LICENSEE NAME   
ADDRESS   
CITY/TOWN  STATE  ZIP CODE

For the following transactions (Check all that apply):

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> New License  | <input type="checkbox"/> Change of Location  | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                                      | <input type="checkbox"/> Alteration of Licensed Premises   | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager  | <input type="checkbox"/> Change Corporate Name   | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input checked="" type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|   |  | <input type="checkbox"/> Other <input type="text"/>                       | <input type="checkbox"/> Change of DBA                                |

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS  
APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

**Alcoholic Beverages Control Commission**  
**95 Fourth Street, Suite 3**  
**Chelsea, MA 02150-2358**

Your Information

Payment

Receipt

## Payment Confirmation

## YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email.

**Transaction Processed Successfully.****INVOICE #: 35274470-0b35-451a-9347-95872c9bfc20**

	Registration Ser	Amount
FILING FEES-RETAIL	06783-HT-0704	\$200.00
		<b>\$200.00</b>

**Total Convenience Fee: \$5.18****Date Paid: 2/26/2025 5:26:50 PM EDT****Total Amount Paid: \$205.18****Payment On Behalf Of****License Number or Business Name:**  
06783-HT-0704**Fee Type:**  
FILING FEES-RETAIL**Billing Information****First Name:**  
Elise**Last Name:**  
Turner**Address:**  
12700 Hillcrest Road**City:**  
Dallas**State:**  
TX**Zip Code:**  
75230**Email Address:**  
dlouie@bluebonnetconsulting.com



*The Commonwealth of Massachusetts*  
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*95 Fourth Street, Suite 3, Chelsea, MA 02150-2358*  
*www.mass.gov/abcc*

**APPLICATION FOR AMENDMENT**

**-Change of Officers, Stock or Ownership Interest**

☒ **Change of Officers/ Directors/LLC Managers** ☐ **Change of Stock Interest**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

(e.g. New Stockholders or Transfer or Issuance of Stock)

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

☐ **Change of Ownership Interest**

(e.g. LLC Members, LLP Partners, Trustees etc.)

- Payment Receipt
- Monetary Transmittal
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

☐ **Non-Profit Club Change of Officers/ Directors**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the club signed by an approved officer
- Business Structure Documents - **Articles of Organization** from the Secretary of the Commonwealth

☐ **Management Agreement**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Vote of Entity
- Management Agreement

*\*If abutter notification and advertisement are required for transaction, please see the local licensing authority.*

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Aimbridge Hospitality, LLC	Middleton	06783-HT-0704

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

The corporate officers for Aimbridge Hospitality, LLC have changed. Gregory Moundas is being added as President and Secretary to replace Mark Chloupek. Aly El-Bassuni is being added as Vice President.

**APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Darlene Louie	License Consultant	dlouie@bluebonnetconsulting.com	972-354-6470

## APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

### 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all Individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises (Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<b>Gregory Moundas</b>	, Dallas, TX 75225		
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
President/Secretary	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Aly El-Bassuni</b>	, Lone Tree, CO 80124		
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
Vice President	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Andrew Leavitt</b>	, Plano, TX 75093		
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
Vice President & Treasurer	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Karen Kovach</b>	, TX 75056		
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
Vice President	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Aimbridge Hospitality Ho</b>	, Plano, TX 75024	N/A	N/A
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
Managing Member	100%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached?

☐ Yes ☒ No

#### CRIMINAL HISTORY

Has any individual listed in question 2, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

#### MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement.

☐ Yes ☒ No

## **APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest**

### **3. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST**

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
Karen Kovach	Vice President	0
Name of Principal	Title/Position	Percentage of Ownership
Andrew Leavitt	Vice President & Treasurer	0
Name of Principal	Title/Position	Percentage of Ownership
Aimbridge Hospitality Holdings, LLC	Managing Member	100%
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership

### **4. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Does any individual or entity identified in question 2, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☒ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
As an executive with Aimbridge Hospitality	I serve as an officer	on various corporate entities that	have held liquor licenses
across the US.			

### **5. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified in question 2, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
As an executive with Aimbridge Hospitality	I serve as an officer	on various corporate entities that	have held liquor licenses
across the US.			

### **6. DISCLOSURE OF LICENSE DISCIPLINARY ACTION**

Have any of the disclosed licenses listed in question 4 or 5 ever been suspended, revoked or cancelled? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation
	n/a		

## **7. FINANCIAL DISCLOSURE**

Associated Cost(s): (E.g. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

Associated Cost(s):

n/a

### **SOURCE OF CASH CONTRIBUTION**

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
n/a	
Total	

### **SOURCE OF FINANCING**

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
n/a			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

### **FINANCIAL INFORMATION**

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

No officer has contributed personal funds and there has been no change in ownership.

## **APPLICANT'S STATEMENT**

I, Karen Kovach the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager  
Authorized Signatory  
of Aimbridge Hospitality, LLC  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
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- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

Karen Kovach

Date:

3-4-2025

Title:

Vice President

### **ADDITIONAL INFORMATION**

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

Please remove Mark Chloupek and Robert Smith as officers for this entity.

### ENTITY VOTE

The Board of Directors or LLC Managers of

Aimbridge Hospitality, LLC

Entity Name

duly voted to apply to the Licensing Authority of

Middleton

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

03-04-2025

Date of Meeting

For the following transactions (Check all that apply):

- ☒ Change of Officers/Directors/LLC Manager  
☐ Change of Ownership Interest (LLC Members, LLP Partners, Trustees)  
☐ Issuance/Transfer of Stock/New Stockholder  
☐ Management/Operating Agreement  
☐ Other

"VOTED: To authorize

Karen Kovach

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

A true copy attest,

For Corporations ONLY

A true copy attest,

  
Corporate Officer /LLC Manager Signature

\_\_\_\_\_  
Corporation Clerk's Signature

Karen Kovach

(Print Name)

\_\_\_\_\_  
(Print Name)



JEAN M. LORIZIO, ESQ.  
CHAIRMAN

Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150

**CORI REQUEST FORM**

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER: (IF EXISTING LICENSE)	<b>N023-H5-0704</b>	LICENSEE NAME:	Aimbridge Hospitality, LLC	CITY/TOWN:	Middleton
---------------------------------------	---------------------	----------------	----------------------------	------------	-----------

**APPLICANT INFORMATION**

LAST NAME:	El-Bassuni	FIRST NAME:	Aly	MIDDLE NAME:	Mokhtar
MAIDEN NAME OR ALIAS (IF APPLICABLE):			PLACE OF BIRTH:	Cairo, Egypt	
DATE OF BIRTH:		SSN:		ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:		DRIVER'S LICENSE #:	171885805	STATE LIC. ISSUED:	Colorado
GENDER:	MALE	HEIGHT:	6 4	WEIGHT:	220
				EYE COLOR:	Brown
CURRENT ADDRESS:					
CITY/TOWN:	Lone Tree	STATE:	CO	ZIP:	80124
FORMER ADDRESS:					
CITY/TOWN:	Plymouth	STATE:	MN	ZIP:	55441

**PRINT AND SIGN**

PRINTED NAME:	Aly El-Bassuni	APPLICANT/EMPLOYEE SIGNATURE:	
---------------	----------------	-------------------------------	--

**NOTARY INFORMATION**

On this 3/10/2025 before me, the undersigned notary public, personally appeared Aly El-Bassuni  
(name of document signer), proved to me through satisfactory evidence of identification, which were \_\_\_\_\_  
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

NOTARY

**DIVISION USE ONLY**

REQUESTED BY:	_____ <small>SIGNATURE OF CORI-AUTHORIZED EMPLOYEE</small>
---------------	---

The DCI Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the DCI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. All CORI request forms that include this field are required to be submitted to the DCI via mail or by fax to (617) 680-4814.



Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150

JEAN M. LORIZIO, ESQ.  
CHAIRMAN

# CORI REQUEST FORM

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

## ABCC LICENSE INFORMATION

ABCC NUMBER: 06183-HT-0704 (OF EXISTING LICENSEE) LICENSEE NAME: Aimbridge Hospitality, LLC CITY/TOWN: Middleton

## APPLICANT INFORMATION

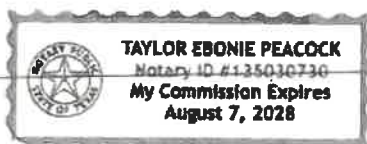
LAST NAME: Moundas FIRST NAME: Gregory MIDDLE NAME: James  
MAIDEN NAME OR ALIAS (IF APPLICABLE):  PLACE OF BIRTH: Bronx, NY  
DATE OF BIRTH:  SSN:  ID THEFT INDEX PIN (IF APPLICABLE):   
MOTHER'S MAIDEN NAME:  DRIVER'S LICENSE #:  STATE LIC. ISSUED: Texas  
GENDER: MALE HEIGHT: 5 11 WEIGHT: 200 EYE COLOR: Brown  
CURRENT ADDRESS:   
CITY/TOWN: Dallas STATE: TX ZIP: 75225  
FORMER ADDRESS:   
CITY/TOWN: Dallas STATE: TX ZIP: 75205

## PRINT AND SIGN

PRINTED NAME: Gregory Moundas APPLICANT/EMPLOYEE SIGNATURE: [Signature]

## NOTARY INFORMATION

On this 5th March 2021 before me, the undersigned notary public, personally appeared Gregory Moundas  
(name of document signer), proved to me through satisfactory evidence of identification, which were passport  
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.



[Signature]  
NOTARY

## DIVISION USE ONLY

REQUESTED BY:   
[Signature of COM-AUTHORIZED EMPLOYEE]  
The DCI Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the DCI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. All CORI request forms that include this field are required to be submitted to the DCI via mail or by fax to (617) 680-6636.

**AIMBRIDGE HOSPITALITY, LLC**

**WRITTEN CONSENT OF THE  
SOLE MEMBER AND  
MANAGER  
IN LIEU OF A MEETING**

Effective as of August 27, 2024

The undersigned, being the Sole Member and Manager of Aimbridge Hospitality, LLC (the “Company”), acting in accordance with the applicable laws of the jurisdiction of formation and limited liability company agreement of the Company, DOES HEREBY ADOPT the resolutions hereinafter set forth as the action of the Sole Member and Manager of the Company by written consent:

**APPOINTMENT OF OFFICERS**

WHEREAS, the limited liability company agreement of the Company as in effect as of the date hereof provides that the Sole Member/Manager of the Company may designate the officers of the Company; and

WHEREAS, the Sole Member/Manager of the Company desires to appoint new officers with respect to the Company and such new appointments will replace the prior slate of officers for the Company.

RESOLVED, that effective immediately the following named persons constitute all of the officers of the Company, holding the offices set forth opposite their names:

<u>Name</u>	<u>Title</u>
Gregory Moundas	President and Secretary
Andrew Leavitt	Vice President and Treasurer
Karen Kovach	Vice President
Aly El-Bassuni	Vice President

**GENERAL AUTHORITY**

RESOLVED, that such officers shall hold such positions until their respective successors are appointed and qualified;

FURTHER RESOLVED, that the officers of the Company be, and any one of them acting alone is, hereby authorized, directed and empowered in the name and on behalf of the Company, to file, execute, verify, attest, acknowledge and deliver in the name and on behalf of the Company,

all other documents and instruments, and to do and perform any and all such further acts, deeds and things, as they or any of them may deem necessary or advisable to carry out the intent and accomplish the purpose of the foregoing resolutions and the transactions contemplated thereby; and that the taking of any such action, deed or thing, and the filing, execution, verification, attestation, acknowledgement or delivery of any such document or instrument shall be conclusive evidence of its necessity or advisability and its authorization hereunder;

FURTHER RESOLVED, that all acts and things previously done by any manager, director, officer, employee or agent of the Company, on or prior to the date hereof, in the name and on behalf of the Company, in connection with the matters contemplated by the foregoing resolutions, are in all respects ratified, approved, confirmed and adopted as acts and deeds by and on behalf of the Company; and

FURTHER RESOLVED, that this unanimous written consent may be executed (by original or facsimile) in counterparts, each of which shall be deemed an original, but all of which, when taken together, shall constitute one and the same unanimous written consent.

*[Signature Page Follows]*

IN WITNESS WHEREOF, the undersigned, being the Sole Member and Manager of the Company, has executed this written consent as of the date first written above.

**SOLE MEMBER/MANAGER:**

**AIMBRIDGE HOSPITALITY HOLDINGS,  
LLC**

By:   
Karen Kovach, Vice President



The Commonwealth of Massachusetts  
Department of Industrial Accidents  
1 Congress Street, Suite 100  
Boston, MA 02114-2017  
[www.mass.gov/dia](http://www.mass.gov/dia)

Workers' Compensation Insurance Affidavit: General Businesses.  
TO BE FILED WITH THE PERMITTING AUTHORITY.

**Applicant Information**

Please Print Legibly

Business/Organization Name: Aimbridge Hospitality, LLC

Address: 550 Minuteman Road

City/State/Zip: Andover, MA 01810

Phone #: 978-688-8200

Are you an employer? Check the appropriate box:

1. ☒ I am a employer with \_\_\_\_\_ employees (full and/or part-time).\*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☐ Restaurant/Bar/Bating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☒ Other Hotel

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1

*I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.*

Insurance Company Name: See attached

Insurer's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. # \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

*I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.*

Signature: [Signature]

Date: 3-4-2025

Phone #: 972-52-0200

**Official use only. Do not write in this area, to be completed by city or town official.**

City or Town: Andover

Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office  
6. Other \_\_\_\_\_

Contact Person: Austin Simko, Town Clerk

Phone #: 978-623-6230



USOCGGR-01

CHAN

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0C36861

Los Angeles-Alliant Insurance Services, Inc.  
333 S Hope St Ste 3700  
Los Angeles, CA 90071

CONTACT NAME: Cindy Han

PHONE

(A/C, No, Ext):

FAX

(A/C, No):

E-MAIL: Cindy.Han@alliant.com

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Everest National Insurance Company

10120

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

US OCG Inc.  
50 FERNCROFT (BOSTON) ESONG LLC  
DBA: DoubleTree by Hilton Hotel Boston North Shore  
1021 N Todd Ave  
Azusa, CA 91780

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD: W/O	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	CC1GL00088-241	9/7/2024	9/7/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (if 8 occurrences) \$ 1,000,000 MED EXP (An, one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000 LIQUOR LIABILITY \$ 1,000,000 COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:					
	AUTOMOBILE LIABILITY					
	ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>					
	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>					
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A					
	If yes, describe under DESCRIPTION OF OPERATIONS below					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Re: 50 Ferncroft Road, Danvers MA 01923 (Hotel)

DESIGNATED EXCLUSION FOR COVERAGE (CGL, LIQUOR & UMBERLLA): the Waterpark of New England - 50 Ferncroft Road, Danvers, MA 01923

Certificate Holder is named as Additional Insured as respect to general liability required by written contract and/or agreement in place, Terrorism applies. Primary and Noncontributory to general liability applies where required by written contract and/or agreement per form CG2001 (GL).

## CERTIFICATE HOLDER

Town of Danvers

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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# Town of Middleton Citizens Academy



Jackie Bresnahan  
Assistant Town Administrator/HR Director

5/6/2025



# What is a citizens academy?



- Opportunity for residents to learn about services and functions of each department or board/committee
- New residents can become familiar with town personnel and services
- Long-time residents can gain fresh perspective and learn about different areas of town government than what they've previously experienced
- Teaches residents about volunteer and leadership opportunities

# Middleton's Citizens Academy



- 8 sessions (1 each week)
- Late September-mid November
- 15-18 residents
- Thursdays 6:30 – 8:00 pm

# Session Structure



- Every department will get a session
- We will work with departments to create engaging and informative presentations
- We will solicit feedback throughout the program to gain insights on residents knowledge and what more they would like to learn about

# Goals



- Increase participation of residents in elections, annual town meetings, and public hearings
- Recruit volunteers to serve on Town Boards and Committees (elected and appointed) as active policy/decision makers
- Create social connections between citizens and staff that foster positive working relationships and interest in town government
- Enhance understanding of services, physical assets, and benefits offered by each department, especially in the context of the current financial situation and upcoming budget process





**TOWN OF MIDDLETON  
PRIORITIES AND GOALS  
FY2025-2027**

**ADOPTED BY THE SELECT BOARD  
DECEMBER 3, 2024**

**REVIEWED BY THE SELECT BOARD  
MAY 6, 2026**

**Green** indicates completion or substantial progress towards initiatives

**Yellow** indicates ongoing initiatives

**Red** indicates delayed initiatives

**Strike** indicates tabled initiatives

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.

**Period of Performance: FY25-26**

**Milestones:**

- **FY25: Construction, site work. Creation of centralized maintenance oversight for town-owned properties.**
- **FY25-26: Coordination of move-in, project close-out.**

2. Implement long view planning initiatives via Planning Board meetings and the Town website. Utilize these studies to link and leverage grant funding.

**Period of Performance: FY25-27**

**Milestones:**

- **FY25: Rt. 114 Northern Corridor Study**
- **FY26: Middleton Square/Town Center Study**
- **FY27: Kick Off Master Plan Review Process**

3. Conduct a Town-Wide Fee Study.

**Period of Performance: FY24-27**

**Milestones:**

- **FY25: Continue fee study; recommend changes for Select Board adoption**
- **FY26: Implement findings into FY26 budget**

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

**Period of Performance: FY24-27**

**Milestones:**

- **FY25-26: Connect to regional fiber network, continue to migrate away from paper records**
- **FY26: Deliver an IT system for the new Public Safety and Town Hall buildings that will communicate with the rest of the Town network.**

5. Increase recruitment strategies for volunteers and committees.

**Period of Performance: FY25-27**

**Milestones:**

- **FY25-27: Promote vacancies using multiple means**
- **FY25-27: Build pipeline of engaged and knowledgeable volunteers and link their experience with pertinent boards and committees.**
- **FY25: Develop and hold citizen academy**

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

**Period of Performance: FY25-FY27**

- **FY25: Update and compile complete list. Development action plan for each property. Implement action plan for each property**
- **FY25: Continue conditions assessments for existing properties and identify funding to repair/maintain properties. Fund and hire dedicated maintenance professional. Upgrade to more energy efficient systems where appropriate.**

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

**Period of Performance: FY25-FY27**

- **FY25-27: Coordinate with MassDOT to identify opportunities to link traffic remediation with potential development.**
- **FY25-27: Implement action plan where appropriate.**
- **FY25: Begin Design phase for redesign of Rt.114 & Rt.62 intersection.**
- **FY26: Bid/Construction phase for redesign of Rt.114 & Rt.62 intersection.**

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

**Period of Performance: FY25-FY27**

- **FY25: Continue with periodic, systematic review of salary surveys in relation to compensation in peer communities.**
- **FY25: Prioritize employee health and wellness as part of staff trainings.**
- **FY25: Continue where budgeting allows the progress towards increasing the Town contribution to health care split up to 70/30.**
- ~~**FY25: Distribute a quarterly employee newsletter.**~~

9. Overall communications strategies

**Period of Performance: FY25-FY27**

- Continue pre town meeting
- Increase public and internal communications with boards and committees.
- Continue Department Head updates on a regular basis.
- Host Town Administrator coffee hours on a quarterly basis.
- **Produce quarterly Town Administrator update videos.**

- Develop a monthly digital Town Administrator newsletter.

#### 10. Long Term Planning

##### Period of Performance: FY25-FY27

- Develop and present a long-term plan (beyond goals) mapping out the next 5-10 years in Middleton. Update on an annual basis and present at the start of each Fiscal Year.

#### 11. Middleton 300<sup>th</sup> Anniversary Celebration – 2028

##### Period of Performance – FY25-29

- Appropriate Funds for the 300<sup>th</sup> Celebration
- Establish Committee for 300<sup>th</sup> Anniversary Activities
- Work with Town Departments to support Anniversary Activities

December 3, 2024

Middleton Select Board

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Richard Kassiotis, Chair

---

Deborah Carbone, Clerk

---

Brian Cresta

---

Jeffrey Garber

---

Kosta Prentakis

---

Justin Sultzbach, Town Administrator

---

Jackie Bresnahan, Assistant Town Administrator/HR Director



	Actual FY 2023	Actual FY 2024	Approved FY 2025	Select Board/ Finance Committee Recommendation FY 2026
<b>FUNCTION 100: GENERAL GOVERNMENT</b>				
<b>Department #114 TOWN MODERATOR</b>				
5100 Personal Services	\$200	\$200	\$500	\$500
<b>DEPARTMENT TOTAL</b>	<b>\$200</b>	<b>\$200</b>	<b>\$500</b>	<b>\$500</b>
<b>Department #122 SELECTBOARD/ADMINISTRATOR</b>				
5100 Personal Services	\$299,307	\$336,423	\$362,262	\$391,048
5200 Purchase of Services/Supplies	49,400	24,009	49,535	43,040
<b>DEPARTMENT TOTAL</b>	<b>\$348,707</b>	<b>\$360,432</b>	<b>\$411,797</b>	<b>\$434,088</b>
<b>Department #131 FINANCE COMMITTEE</b>				
5100 Personal Services	\$1,072	\$411	\$2,224	\$700
5200 Purchase of Service/Supplies	184	190	1,780	200
5200 Reserve fund	17,340	81,124	100,000	100,000
<b>DEPARTMENT TOTAL</b>	<b>\$18,596</b>	<b>\$81,725</b>	<b>\$104,004</b>	<b>\$100,900</b>
<b>Department #135 TOWN ACCOUNTANT</b>				
5100 Personal Services	\$168,734	\$204,865	\$215,075	\$227,762
5200 Purchase of Services/Supplies	38,611	33,323	44,500	52,000
<b>DEPARTMENT TOTAL</b>	<b>\$207,345</b>	<b>\$238,188</b>	<b>\$259,575</b>	<b>\$279,762</b>
<b>Department #141 ASSESSORS</b>				
5100 Personal Services	\$184,799	\$202,594	\$208,699	\$217,419
5200 Purchase of Services/Supplies	19,356	17,812	29,550	28,166
<b>DEPARTMENT TOTAL</b>	<b>\$204,155</b>	<b>\$220,406</b>	<b>\$238,249</b>	<b>\$245,585</b>



## FY 26 - Article 5

		Actual FY 2023	Actual FY 2024	Approved FY 2025	Select Board/ Finance Committee Recommendation FY 2026
<b>Department #145 TREASURER/COLLECTOR</b>					
5100	Personal Services	\$216,760	\$225,666	\$235,395	\$243,368
5200	Purchase of Services/Supplies	44,787	39,938	40,820	46,230
<b>DEPARTMENT TOTAL</b>		<b>\$261,547</b>	<b>\$265,605</b>	<b>\$276,215</b>	<b>\$289,598</b>
<b>Department #146 CUSTODIAN OF TOWN LANDS</b>					
5100	Personal Services	\$2,500	\$2,500	\$2,500	\$2,500
<b>DEPARTMENT TOTAL</b>		<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>
<b>Department #151 TOWN COUNSEL</b>					
5200	Purchase of Services	\$90,576	\$92,663	\$91,000	\$96,000
<b>DEPARTMENT TOTAL</b>		<b>\$90,576</b>	<b>\$92,663</b>	<b>\$91,000</b>	<b>\$96,000</b>
<b>Department #155 INFORMATION TECHNOLOGY</b>					
5100	Personal Services	\$60,255	\$63,271	\$73,070	\$74,461
5200	Purchase of Services/Supplies	324,114	425,317	465,786	485,107
<b>DEPARTMENT TOTAL</b>		<b>\$384,368</b>	<b>\$488,587</b>	<b>\$538,856</b>	<b>\$559,568</b>
<b>Department #161 TOWN CLERK</b>					
5100	Personal Services	\$164,871	\$170,092	\$188,130	\$194,937
5200	Purchase of Services/Supplies	14,659	16,267	25,200	27,200
5800	Capital Outlay	9,108	3,250	20,000	20,000
<b>DEPARTMENT TOTAL</b>		<b>\$188,638</b>	<b>\$189,609</b>	<b>\$233,330</b>	<b>\$242,137</b>
<b>Department #162 ELECTIONS/ REGISTRATIONS</b>					
5100	Personal Services	\$22,273	\$15,581	\$38,926	\$22,095
5200	Purchase of Services/Supplies	16,977	18,490	25,650	22,900
<b>DEPARTMENT TOTAL</b>		<b>\$39,250</b>	<b>\$34,070</b>	<b>\$64,576</b>	<b>\$44,995</b>

		Actual FY 2023	Actual FY 2024	Approved FY 2025	Select Board/ Finance Committee Recommendation FY 2026
<b>Department #171 CONSERVATION COMMISSION</b>					
5100	Personal Services	\$91,173	\$93,559	\$96,268	\$98,674
5200	Purchase of Services/Supplies	1,751	1,760	9,050	8,950
<b>DEPARTMENT TOTAL</b>		<b>\$92,923</b>	<b>\$95,319</b>	<b>\$105,318</b>	<b>\$107,624</b>
<b>Department #175 PLANNING DEPARTMENT</b>					
5100	Personal Services	\$110,910	\$109,324	\$108,311	\$103,161
5200	Purchase of Services/Supplies	6,157	4,442	11,810	11,810
<b>DEPARTMENT TOTAL</b>		<b>\$117,067</b>	<b>\$113,767</b>	<b>\$120,121</b>	<b>\$114,971</b>
<b>Department #176 BOARD OF APPEALS ***</b>					
5100	Personal Services	\$1,638	\$2,279	\$0	\$0
5200	Purchase of Services/Supplies	928	215	0	0
<b>DEPARTMENT TOTAL</b>		<b>\$2,566</b>	<b>\$2,494</b>	<b>\$0</b>	<b>\$0</b>
<b>Department #181 MASTER PLAN COMMITTEE/LAND ACQUISITION ***</b>					
5100	Personal Services	\$134	\$136	\$0	\$0
5200	Purchase of Services/Supplies	63	0	0	0
<b>DEPARTMENT TOTAL</b>		<b>\$197</b>	<b>\$136</b>	<b>\$0</b>	<b>\$0</b>
<b>Department #192 TOWN BUILDINGS</b>					
5100	Personal Services	\$36,921	\$49,338	\$53,816	\$53,816
5200	Purchase of Services/Supplies	70,198	72,685	100,000	100,000
<b>DEPARTMENT TOTAL</b>		<b>\$107,119</b>	<b>\$122,023</b>	<b>\$153,816</b>	<b>\$153,816</b>
<b>Department #195 TOWN REPORTS</b>					
195	Town Warrants/Reports	\$10,362	\$14,247	\$11,000	\$12,500
<b>DEPARTMENT TOTAL</b>		<b>\$10,362</b>	<b>\$14,247</b>	<b>\$11,000</b>	<b>\$12,500</b>
<b>TOTAL GEN. GOVERNMENT FUNCTION 100</b>		<b>\$2,076,116</b>	<b>\$2,321,970</b>	<b>\$2,610,857</b>	<b>\$2,684,544</b>

\*\*\* BUDGETS CONSOLIDATED INTO PLANNING DEPARTMENT BUDGET

		Actual FY 2023	Actual FY 2024	Approved FY 2025	Select Board/ Finance Committee Recommendation FY 2026
<b>FUNCTION 200: PUBLIC SAFETY</b>					
<b>Department #210 POLICE DEPARTMENT</b>					
5100	Personal Services	\$1,906,906	\$2,044,608	\$2,262,816	\$2,319,195
5200	Purchase of Services/Supplies	189,548	175,533	220,018	221,988
5800	Capital Outlay	54,749	55,000	75,000	0
<b>DEPARTMENT TOTAL</b>		<b>\$2,151,204</b>	<b>\$2,275,142</b>	<b>\$2,557,834</b>	<b>\$2,541,183</b>
<b>Department #220 FIRE DEPARTMENT</b>					
5100	Personal Services	\$2,063,930	\$2,098,187	\$2,102,014	\$2,278,287
5200	Purchase of Services/Supplies	354,845	234,651	268,261	275,036
5800	Capital Outlay	9,243	20,933	23,500	23,500
<b>DEPARTMENT TOTAL</b>		<b>\$2,428,018</b>	<b>\$2,353,771</b>	<b>\$2,393,775</b>	<b>\$2,576,823</b>
<b>Department #241 INSPECTIONS DEPARTMENT</b>					
5100	Personal Services	\$250,688	\$253,724	\$279,466	\$288,638
5200	Purchase of Services/Supplies	21,678	24,941	33,250	34,250
<b>DEPARTMENT TOTAL</b>		<b>\$272,366</b>	<b>\$278,665</b>	<b>\$312,716</b>	<b>\$322,888</b>
<b>Department #292 ANIMAL CONTROL</b>					
5100	Personal Services	\$20,421	\$20,649	\$21,295	\$21,822
5200	Purchase of Services/Supplies	0	1,137	3,900	3,900
<b>DEPARTMENT TOTAL</b>		<b>\$20,421</b>	<b>\$21,786</b>	<b>\$25,195</b>	<b>\$25,722</b>
<b>Department #296 TOWN CONSTABLE</b>					
5100	Personal Services	\$200	\$200	\$500	\$500
<b>DEPARTMENT TOTAL</b>		<b>\$200</b>	<b>\$200</b>	<b>\$500</b>	<b>\$500</b>
<b>TOTAL PUBLIC SAFETY FUNCTION 200</b>		<b>\$4,872,209</b>	<b>\$4,929,563</b>	<b>\$5,290,020</b>	<b>\$5,467,116</b>

		Actual FY 2023	Actual FY 2024	Approved FY 2025	Select Board/ Finance Committee Recommendation FY 2026
<b>FUNCTION: 300: EDUCATION</b>					
<b>Department #301 MIDDLETON SCHOOL DEPARTMENT</b>					
5100	Personal Services	\$9,980,548	\$10,359,984	\$10,732,460	\$11,306,215
5200	Purchase of Services /Supplies	3,731,061	4,360,157	4,580,102	4,881,905
<b>DEPARTMENT TOTAL</b>		<b>\$13,711,609</b>	<b>\$14,720,141</b>	<b>\$15,312,562</b>	<b>\$16,188,120</b>
<b>Department #314 MASCONOMET SCHOOL DISTRICT</b>					
5600	Middleton Assessment	\$10,477,590	\$10,896,460	\$11,103,806	\$11,103,806
<b>DEPARTMENT TOTAL</b>		<b>\$10,477,590</b>	<b>\$10,896,460</b>	<b>\$11,103,806</b>	<b>\$11,103,806</b>
<b>Department #315 ESSEX NORTH SHORE AGRICULTURAL &amp; TECHNICAL SCHOOL DISTRICT</b>					
5600	Middleton Assessment	\$756,518	\$804,846	\$910,615	\$1,085,714
5900	Essex Tech Debt Service	68,506	67,215	71,538	72,752
<b>DEPARTMENT TOTAL</b>		<b>\$825,024</b>	<b>\$872,061</b>	<b>\$982,153</b>	<b>\$1,158,466</b>
<b>TOTAL SCHOOL DEPARTMENT</b>		<b>\$25,014,223</b>	<b>\$26,488,662</b>	<b>\$27,398,521</b>	<b>\$28,450,392</b>
<b>FUNCTION 300: EDUCATION</b>					

	Actual FY 2023	Actual FY 2024	Approved FY 2025	Select Board/ Finance Committee Recommendation FY 2026
<b>FUNCTION 400: PUBLIC WORKS</b>				
<b>Department #420 PUBLIC WORKS DEPARTMENT</b>				
5100 Personal Services	\$672,403	\$719,349	\$789,855	\$931,253
5200 Purchase of Services/Supplies	294,317	353,332	365,900	364,900
5800 Capital Outlay	18,692	18,127	19,000	19,000
<b>DEPARTMENT TOTAL</b>	<b>\$985,413</b>	<b>\$1,090,809</b>	<b>\$1,174,755</b>	<b>\$1,315,153</b>
<b>Department #423 SNOW AND ICE</b>				
5700 General Expenditures	\$285,591	\$233,120	\$351,520	\$351,520
<b>DEPARTMENT TOTAL</b>	<b>\$285,591</b>	<b>\$233,120</b>	<b>\$351,520</b>	<b>\$351,520</b>
<b>Department #425 TRANSFER STATION/SOLID WASTE</b>				
5100 Personal Services	\$136,806	\$139,848	\$161,727	\$158,632
5200 Purchase of Services/Supplies	342,029	335,529	487,200	507,967
<b>DEPARTMENT TOTAL</b>	<b>\$478,835</b>	<b>\$475,377</b>	<b>\$648,927</b>	<b>\$666,599</b>
<b>TOTAL PUBLIC WORKS</b>	<b>\$1,749,838</b>	<b>\$1,799,306</b>	<b>\$2,175,202</b>	<b>\$2,333,272</b>

	Actual FY 2023	Actual FY 2024	Approved FY 2025	Select Board/ Finance Committee Recommendation FY 2026
<b>FUNCTION 500: HUMAN SERVICES</b>				
<b>Department #511 BOARD OF HEALTH</b>				
5100 Personal Services	\$115,506	\$155,500	\$149,404	\$155,655
5200 Purchase of Services/Supplies	17,155	20,496	23,050	23,300
<b>DEPARTMENT TOTAL</b>	<b>\$132,660</b>	<b>\$175,996</b>	<b>\$172,454</b>	<b>\$178,955</b>
<b>Department #541 COUNCIL ON AGING</b>				
5100 Personal Services	\$226,138	\$194,942	\$238,181	\$293,383
5200 Purchase of Services/Supplies	39,506	41,311	47,158	47,158
<b>DEPARTMENT TOTAL</b>	<b>\$265,644</b>	<b>\$236,252</b>	<b>\$285,339</b>	<b>\$340,541</b>
<b>Department #543 VETERAN SERVICE OFFICER</b>				
5100 Personal Services	\$17,323	\$19,633	\$37,336	\$37,245
5200 Purchase of Services/Supplies	20,146	25,809	46,900	46,900
<b>DEPARTMENT TOTAL</b>	<b>\$37,468</b>	<b>\$45,442</b>	<b>\$84,236</b>	<b>\$84,145</b>
<b>Department #545 TRI-TOWN COUNCIL</b>				
5200 Purchase of Services	\$29,925	\$29,925	\$29,925	\$29,925
<b>DEPARTMENT TOTAL</b>	<b>\$29,925</b>	<b>\$29,925</b>	<b>\$29,925</b>	<b>\$29,925</b>
<b>Department #548 MIDDLETON GARDEN CLUB</b>				
5200 Purchase of Services	\$2,983	\$5,348	\$5,000	\$5,000
<b>DEPARTMENT TOTAL</b>	<b>\$2,983</b>	<b>\$5,348</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>TOTAL HUMAN SERVICES FUNCTION 500</b>	<b>\$468,680</b>	<b>\$492,963</b>	<b>\$576,954</b>	<b>\$638,566</b>

		Actual FY 2023	Actual FY 2024	Approved FY 2025	Select Board/ Finance Committee Recommendation FY 2026
<b>FUNCTION 600: CULTURE &amp; RECREATION</b>					
<b>Department #610 FLINT PUBLIC LIBRARY</b>					
5100	Personal Services	\$450,222	\$482,713	\$548,843	\$553,405
5200	Purchase of Services/Supplies	193,825	209,877	238,160	245,919
<b>DEPARTMENT TOTAL</b>		<b>\$644,047</b>	<b>\$692,591</b>	<b>\$787,003</b>	<b>\$799,324</b>
<b>Department #630 RECREATION COMMISSION</b>					
5100	Personal Services	\$25,676	\$32,009	\$38,229	\$38,229
5200	Purchase of Services/Supplies	11,542	10,696	30,875	20,775
<b>DEPARTMENT TOTAL</b>		<b>\$37,217</b>	<b>\$42,705</b>	<b>\$69,104</b>	<b>\$59,004</b>
<b>Department #691 HISTORICAL COMMISSION</b>					
5200	Purchase of Services	\$0	\$550	\$1,000	\$1,000
<b>DEPARTMENT TOTAL</b>		<b>\$0</b>	<b>\$550</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>Department #692 MEMORIAL DAY</b>					
5200	Purchase of Services	\$1,867	\$5,527	\$6,500	\$6,500
<b>DEPARTMENT TOTAL</b>		<b>\$1,867</b>	<b>\$5,527</b>	<b>\$6,500</b>	<b>\$6,500</b>
<b>Department #693 CHIEF WILLS DAY FAMILY FESTIVAL</b>					
5200	Purchase of Services	\$5,000	\$5,000	\$5,000	\$5,000
<b>DEPARTMENT TOTAL</b>		<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>TOTAL CULTURE &amp; REC. FUNCTION 600</b>		<b>\$688,131</b>	<b>\$746,372</b>	<b>\$868,607</b>	<b>\$870,828</b>

	Actual FY 2023	Actual FY 2024	Approved FY 2025	Select Board/ Finance Committee Recommendation FY 2026
<b>FUNCTION 700: DEBT SERVICE</b>				
<b>Department #710 DEBT SERVICE</b>				
5801 Principal	\$1,237,500	\$1,785,250	\$1,893,000	\$2,009,250
5915 Interest	2,975,143	2,020,080	1,935,178	1,850,226
<b>TOTAL DEBT SERVICE FUNCTION 700</b>	<b>\$4,212,643</b>	<b>\$3,805,330</b>	<b>\$3,828,178</b>	<b>\$3,859,476</b>
<b>FUNCTION 900: UNCLASSIFIED</b>				
<b>Department: UNCLASSIFIED</b>				
910 Compensation Reserve	\$68,856	\$3,500	\$49,019	\$40,000
911 Retirement	1,882,538	2,127,694	2,083,090	2,149,917
913 Unemployment	24,796	8,417	15,000	15,000
914 Health Insurance	782,293	872,434	976,433	1,290,335
915 Group Insurance	2,119	2,271	2,450	2,450
916 Medicare	108,567	109,716	122,590	127,371
945 All Other Insurance	270,130	296,299	330,500	393,200
<b>DEPARTMENT TOTAL</b>	<b>\$3,139,300</b>	<b>\$3,420,331</b>	<b>\$3,579,082</b>	<b>\$4,018,273</b>
<b>TOTAL OPERATING BUDGET</b>	<b>\$42,221,140</b>	<b>\$44,004,497</b>	<b>\$46,327,421</b>	<b>\$48,322,467</b>
<b>GENERAL FUND 01</b>				



**MAY 13, 2025 ANNUAL TOWN MEETING  
LIST OF SELECT BOARD RECOMMENDATIONS  
VOTED TUESDAY, APRIL 22 AND TUESDAY MAY 6, 2025**

<b>Art #</b>		<b>Y</b>	<b>N</b>	<b>A</b>
	<b>Current &amp; Prior Year Financial Articles</b>			
1.	Hear Committee Reports			
2.	Pay Bills of Prior Fiscal Years			
3.	<del>Snow and Ice Deficit</del>			
	<b>FY2026 Financial Articles</b>			
4.	Approve FY2026 Compensation for Elected Officials			
5.	FY2026 Omnibus Budget			
6.	FY2026 Public Safety Operating Budget Override	4	0	1
7.	FY2026 Elementary School Operating Budget Override			
8.	FY2026 Masconomet Regional Operating Budget Override	2	2	1
9.	FY2026 Community Preservation Budget - Debt Service, Projects, Expenses			
10.	FY2026 Community Preservation Budget - New Projects			
11.	Authorize FY2026 Revolving Fund Spending Limits			
12.	FY2026 South Essex Sewerage District Enterprise Budget			
13.	FY2026 Water Enterprise Budget			
14.	Accept Sum from Middleton Electric Light Department (MELD)			
15.	Transfers to Reserve Accounts			
16.	FY2026 Capital Budget			
17.	Masconomet Regional Capital Request			
18.	Litigation Expenses for 3A (MBTA) Zoning			
19.	Middleton 300 <sup>th</sup> Anniversary Committee Appropriation			
	<b>Citizen Petitions, Bylaw Adoptions, &amp; Real Property</b>			
20.	Charter Review Recommendations	5	0	0
21.	Floodplain Zoning Bylaw	5	0	0
22.	Surplus Town Properties – Police Station	4	0	1
23.	Conservation Restriction for 105 S Main Street	5	0	0

