

MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW ELEMENTARY SCHOOL
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, JUNE 24, 2025
5:00 PM

This meeting is being recorded

- | | |
|---------|--|
| 5:00 pm | 1. Business <ul style="list-style-type: none">• Warrant: 2525, FP63• Minutes: Open Session, June 3; Open Session, June 12; Executive Session June 12• Town Administrator Updates and Reports |
| 5:10 pm | 2. Appointment of Detective Adam Maccini to Police Sergeant |
| 5:15 pm | 3. Appointment of Full Time Police Officers: David Woumn and Robert Tanso |
| 5:20 pm | 4. Quarter 3 Financial Report – Finance Director Sarah Wood |
| 5:35 pm | 5. FY25 Year-end transfers |
| 5:40 pm | 6. Ambulance Write Offs |
| 5:45 pm | 7. Ambulance Carrier Contract Update |
| 5:55 pm | 8. Liquor License Change of Manager Application – American Legion Liquor License change of manager application review/vote. New manager Pam Munroe. |
| | 9. One Day liquor license – Cellar Door – June 28th, 2025 – Parking lot of The Natural Dog located at 189 S Main St. Middleton, MA 01949 |
| 6:00 pm | 10. Public Comment (<i>To be held at 6pm for all Select Board meetings</i>) |
| 6:00 pm | 11. Joint Meeting Library Trustees to appoint members to Library Director Search Screening Committee (List of candidates attached to agenda as Appendix B). |
| 6:40 pm | 12. Response to Open Meeting Law Violation |
| 7:00 pm | 13. Update to MBTA Litigation |
| 7:15 pm | 14. Authorization by Selectboard to submit Charter Home Rule Petition to Legislature |
| 7:30 pm | 15. Annual Appointments (list of appointments attached to agenda as Appendix A) |
| 7:35 pm | 16. Updates & Announcements |

Upcoming Meetings

July 8	Regular Select Board Meeting
August 5	Regular Select Board Meeting
September 2	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.

Appendix A: Annual Appointments:

Middleton Police Department (all three year terms unless otherwise noted)

Reserve Patrol Officer

Jorge, Leonardo
Kassiotis, Richard
Finer, Mark

Patrol Officer

Agganis, Kosta
Bouchard, Henry
Cila, Samantha
Deschenes, Roby
Duval, Ryan
Kelley, Brian
Kemp, Jordan
Palmeira, Isabella
Santiago, Jonathan
Witt, Melissa

Sergeant

Carpenter, Ronald
LeColst, Michael
Peachey, Robert
Arathuzik, David (through July 5, 2025)

Captain

Armitage, Matthew

Chief

Sampson, William

Staff Appointments (all three-year terms unless otherwise noted)

Fire Chief and Emergency Management Director

Douglas K. LeColst

Superintendent of Public Works

Paul Goodwin

Building Commissioner

Scott Fitzpatrick

Local Building Inspector – Alternate

E. Peter Swindell

Health Director

Traci Mello

Animal Control Officer and Inspector of Animals

Beverly Milward
Kevin Nichols

Assistant Health Agent

Ronald Beauregard

Board and Committee Re-Appointments

Affordable Housing Trust	Member, At Large	2 yrs	Andres-Beck	Beth
Board of Health	Member	3 yrs	Greenfield	Matthew
Board of Registrars	Member	3 yrs	Cardinale	Richard
Bylaw Review Committee	Member	3 yrs	Bingham	Justin
Cable Television Advisory Commission	Member	3 yrs	Pellicelli	Paul
Cable Television Advisory Commission	Member	3 yrs	Erickson	John
Cable Television Advisory Commission	Member	3 yrs	Gregorio	Richard
Conservation Commission	Member	3yrs	Sliney	Michael
Council on Aging	Member	3 yrs	Alfonso	Margaret
Council on Aging	Member	3 yrs	Tirck	Wendy
Council on Aging	Member	3 yrs	Shea-Desmond	Joan
Cultural Council	Member	3 yrs	Givens	Michael
Cultural Council	Member	3 yrs	Hartman Rosner	Pam
Cultural Council	Member	3 yrs	Walter	Meghan
Historical Commission	Member	3 yrs	Messenger	Pike
Historical Commission	Member	3 yrs	Cote	Anne
Industrial and Commercial Design Review...	Member	3 yrs	Richards	Linda
Patriotic Observances Committee	Member	3 yrs	Kostos	Steve
Rails to Trails Committee	Member	3 yrs	Harris Armitage	Sherri
Rails to Trails Committee	Member	3 yrs	LeBlanc	John
Scholarship Committee	Member	3 yrs	Pendleton	Rodney
Zoning Board of Appeals	Member	5 yrs	Damato-MacPherson	Carolyn
Zoning Board of Appeals	Alternate	1 yr	Richards	Linda

Select Board Liaison roles

Community Preservation Committee – Jeff Garber – seeking redesignation (Moderator appoints)
Municipal Property Tax Relief - Kosta Prentakis – seeking reappointment
Master Plan Committee – vacant (Moderator appoints)

Appendix B: Library Director Screening Committee

Designee of the Friends of the Flint (Select Board Appointment): Annette Wilton

Candidates for the At-Large Seats for the Library Director Screening Committee (1 at-large by Select Board, 1 at-large by Library Board of Trustees) (as of 12:00 pm on 6/18):

Beth Andres-Beck
Claire Burday
Rachel Nemeth
Zina Gerolimatos

MEETING MINUTES
MIDDLETON SELECT BOARD MEETING
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
June 3, 2025 at 5pm

1.a

With a quorum present the Chair called the meeting to order at 5pm and announced the meeting was being recorded. Select Board present: Rick Kassiotis/ Brian Cresta, Chair*; Debbie Carbone, Clerk; Kosta Prentakis; Jeff Garber. Also attending: Justin Sultzbach, Town Administrator (A 5:15pm); 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.

Recognition of Masconomet Regional High School Class of 2025 Valedictorian, Massimo Mastromattei

M. Mastromattei was present with his parents. Chair Kassiotis read a proclamation as an official expression of pride on behalf of the Select Board and citizens of Middleton acknowledging the passion dedication and hard work of M. Mastromattei made in recognition of his academic achievement as valedictorian.

1. Board Reorganization: Elect Chair, Elect Clerk

- Chair: J. Garber nominated D. Carbone as Chair. D. Carbone declined the nomination. D. Carbone nominated B. Cresta as Chair. B. Cresta accepted the nomination.

Vote: *The Board voted unanimously B. Cresta as Chair*.*

B. Chair briefly summarized having a Select Board meeting calendar for the year and the timeline of preparing meeting agendas. He spoke in general on goals and priorities of the Board, including the FY budget process.

- Clerk: B. Cresta nominated D. Carbone as Clerk. D. Carbone accepted the nomination.

Vote: *The Board voted 4-0-0 D. Carbone as Clerk with R. Kassiotis not present for the vote.*

The agenda was taken out of order with consensus.*

The residents and candidates were all recognized for their participation in town meeting and voting. B. Cresta congratulated D. Carbone and R. Kassiotis who were re-elected to the Board.

2. Business

Warrant: 2523 / May 13, 2025: Payroll: \$ 870,000 ; Bills Payable \$ 4.8MM (includes Masco assessment); FP61 \$ 224,140

Warrant: 2524 / May 29 2025; Payroll: \$ 935,000; Bills Payable \$ 1MM; FP62 \$3,737,417

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 as presented.

Vote: *On a motion by Prentakis, seconded by Carbone, the Board voted **unanimously to approve** Warrant 2523 & 2524 and FP61 & FP62.*

Minutes: Open Session May 6, 2025; May 13, 2025

Vote: *On a motion by Prentakis, seconded by Garber, the Board voted **unanimously to approve** the minutes as presented.*

Town Administrator Updates & Reports- J. Sultzbach

- A huge thank you to our Town Clerks Office as well as all of the poll workers for an extraordinarily well-run Town Election. Also thank you to all the candidates that ran, and congratulations to those that were elected.
- Memorial Day was well attended this year. Thank you to our VSO Nathan Stedman as well as the Patriotic Observances committee and all volunteers that make Memorial Day so special in Middleton.
- The Town Administrator met with BCA Architects last week to discuss next steps for the Flint Public Library maintenance project. We will be waiting until the new Library Director and Maintenance Director are on board, with expectations to begin in September.
- We are having conversations with Department Heads about hours for the new Town Hall building, with a proposal expected to come forward by the end of summer.

- As the building project enters its final 6+ months we are looking for input on names for the new buildings. I welcome any recommendations from the Select Board on a process. This will be on the next meeting agenda for discussion.
- We will be continuing our efforts to dispose of surplus properties, with a review of Memorial Hall and the Locust Street parcel left of the table for a public input session. The Board agreed these initially be discussed separately. Memorial Hall will be on the June 24 agenda.
- We continue our work on PFAS monitoring for residences adjacent to town landfills. I expect a more in-depth update at an upcoming Select Board meeting.
- The Town Administrator met with members of the COA today to discuss early steps about forming a Friends of the Food Pantry group. We would like to have this finalized going into this fall.
- The Town Administrator has been meeting with every department head to conduct annual evaluations. I have also started work on my own self-evaluation, which I expect to deliver to the Board for my anniversary in July.
- We welcome the addition of Aniela Anderson as the Asst COA Director. Aniela is an excellent employee given her years of experience at the Flint Public Library and we were happy about the opportunity to keep her in town.

4. *Department Head Update: Chief Doug LeColst first thanked the residents for their support and approval of additional firefighters; these positions have been posted. Later in the discussion Chief explained if the new hires are trained they may start around August, but if not, the academy is 10 weeks and the hires would start according to the openings at the academy.

Chief gave a brief update on the new fire engine ordered 2.5 years ago for \$750,000, was anticipated to arrive in the fourth quarter of the calendar year; this same engine ordered today would be over \$1.2mm. There is no update on the new ambulance ordered and the new ladder truck approved to replace the 30 year old ladder apparatus is still in the planning process to determine what is best for the town (estimated arrival- 3 years).

The Public education program continues to work well; CPR Classes were well attended.

There is an open house at the fire station, Saturday June 7 – followed by Firefighter Sunday on June 8 to remember fallen firefighters.

- Fire Department new Ambulance Carrier for the Middleton Jail - There was an update on the status of the insurance carrier at the Middleton Jail, who recently filed bankruptcy. The Town is actively seeking payments due for services. The Commonwealth of Massachusetts has a new carrier in place effective July 1. The Board questioned not entering into a contract with new carrier until the town has confirmation on un-collectables (estimated at approximately \$30K) to the town from the former carrier. It was noted the town is obligated to respond to the jail for medical calls but may not be required to accept the rate offered. J. Sultzbach noted a higher rate has already been negotiated. The Board questioned the process and timeline of repayment from the new carrier. This agenda item was deferred to the next meeting agenda.
- Fire Department Boat Mutual Aid Donation – the total value of the Boat, motor, trailer was \$3,000. The Board agreed the boat surplus and it be given to the town of Lynnfield with thanks for their assistance and mutual aid.
***Vote:** On a motion by Kassiotis, seconded by Carbone, the Board voted unanimously to authorize the Town Administrator to develop and sign an agreement to provide the Town of Lynnfield the Fire Department's surplus rescue boat including boat, motor, and trailer.*
- Lake Street Fire Department Structural Engineer - J. Sultzbach provided a general overview on the structural engineer study proposal from SOCOTECH for the existing Fire Station building after the department moves to the new complex. The Site Investigation /Feasibility Study is expected to be done during June & July 2025 to determine the viability of the building and a demolition plan, leaving the first floor to be used as a court yard space and basement under for storage. This study considers elements supported in the fire station basement as utilized by the library i.e. septic, electrical. This scope does not include hazardous materials or civil engineering studies. A discussion regarding the usage of such a structure would be a part of a public discussion. Under discussion the Board suggested the scope of work be itemized and if the company is not willing to negotiate then the Town Administrator seek another proposal.
***Vote:** On a motion by Prentakis, seconded by Carbone, the Board voted unanimously to authorize the Town Administrator to negotiate with SOCOTECH, up to \$25,000 for the scope of services as outlined in the packet.*

5. One Day liquor license: Cellar Door on June 28th, 2025 in the Parking lot of The Natural Dog located at 189 S Main St. Middleton, MA 01949 – *The applicant requested this be postponed to the June 24 Select Board meeting, therefore, this agenda item was passed over.*

6. Elementary Liaison Selection – B. Cresta initiated a discussion on the liaison noting this is to improve communications between the Select Board, specifically regarding changes to the FY27 budget process.

***Vote:** On a motion by Carbone, seconded by Garber, the Board **voted unanimously** K. Prentakis as the Elementary School Liaison.*

7. FY27 Budgetary Guidance - K. Prentakis stressed due to all the changes at the state and federal level, all FY27 budget increases be limited to “up to” 2 ½ %. B. Cresta cited significantly high health insurance cost increases are anticipated for FY27 and need to be planned for within the budget. A lengthy discussion ensued on potential impacts and changes to the budget process.

***Vote:** On a motion by Prentakis, seconded by Kassiotis, the Board **voted unanimously** all department (FY27) budgets increases be up to 2 ½ % including those with a health insurance budget line item.*

8. Flint Public Library Director Vacancy & Selection Process - B. Cresta first thanked the Library Director Loretta Swift Johnson for her many years of service to the town. He went on to review the previous hiring process to create a seven member selection committee including two Select Board members, Library Trustees, members at large, and Friends of the Flint Library to conduct candidate interviews and recommend finalists. This position will be posted as soon as possible with the intention of filling the position by Labor Day. The Select Board will make the appointments at the June 24 meeting. Any residents interested in serving should contact the Town Administrator office. R. Kassiotis and B. Cresta volunteered to represent the Select Board.

***Vote:** On a motion by J. Garber, seconded by Carbone, the Board **nominated R. Kassiotis and B. Cresta** as the Select Board representatives for the Library Director Selection Committee.*

9. Award for Comprehensive Zoning Study - J. Sultzbach reviewed in February the Town issued an RFP to State approved vendors (consulting firms) to prepare a comprehensive zoning study in Middleton. An ad hoc screening committee vetted candidates for presentations to the Planning Board and Zoning Board for consideration. The Planning Director and Town Administrator have recommended going forward with vhb at a cost of \$100,000; a portion of funding will come from grant funding from the One Stop Grant in the amount of \$59,250 and \$45,000 from the Town allocation. This study will have positive long term impact to the town’s growth and cover the entire town. Simultaneously a focus study is being done on the North Main corridor; these two timetables lineup. Services will start immediately with the intention to be ready for the 2026 annual Town Meeting.

***Vote:** On a motion by Prentakis seconded by Garber, the Board voted unanimously **to approve** a contract with vhb for Planning Consultation Services: Comprehensive Zoning Review and Update.*

Upcoming Select Board Meetings: June 24; July 8; August 5

***Vote:** The Board voted unanimously **R. Kassiotis and K. Prentakis** be authorized signatories for warrants on the off week Select Board meetings.*

Masco School Committee is soliciting input from the community on the superintendent; they need to address some things in his contract, and have asked for comments be sent to the School Committee by next week; this will be posted on the Town website.

D. Carbone asked for members of the Board to be recognized by the Chair to speak, otherwise, conversations become a free-for-all and are difficult to hear. The board agreed.

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

- Warrant 2524 & 2523 Facility Project 61 & 62
- Minutes
- Memorandum of Agreement Town of Middleton & Town of Lynnfield
- Letter from Chief LeColst to Lynn Brown, Director of Ancillary Services, Vital Health Strategies, regarding Letter of Agreement between Middleton Fire Department and the Essex County Correctional Facility 5.22.25

Draft

- SOCOTEC Proposal - P2261842 - 5.20.25
- Planning Department Recommendation of Award for Comprehensive Zoning Review 5.27.25
- Town of Middleton Contract with vhb
- Email – J. Sultzbach re Library Director hiring process- 5.22.25

Adjournment: *The Board voted unanimously by roll call to adjourn at approximately 7:05pm.*

Respectfully submitted by

Catherine E. Tinsley 6.10.25

Catherine Tinsley, Recording Secretary

Debbie Carbone, Select Board Clerk

Respectfully submitted as approved by the Select Board at the _____ meeting.

DRAFT

1.b.

OPEN SESSION MEETING MINUTES
MIDDLETON SELECT BOARD
Remote via Zoom
June 12, 2025 at 5:00 pm

Present: Brian Cresta, Chair; Jeff Garber; Kosta Prentakis; Rick Kassiotis; Debbie Carbone
Others Attending: Jay Talerma, Town Counsel; Justin Sultzbach, Town Administrator; Jackie Bresnahan, Assistant Town Administrator/HR Director and recording secretary
Absent: none

The open session was called to order at 5:07 pm.

At approximately 5:08 pm in open session the Board voted unanimously by roll call to enter into Executive Session

Executive Session – on a motion by Carbone, seconded by Kassiotis, the Board voted unanimously by roll call to go to Executive Session pursuant to G.L. c. 30A, s. 21(a)(3) to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares: Discussion of litigation relative to MBTA Communities Act (M.G.L. c. 40A, §3A) and review of the Friday, June 6, 2025 decision re: Middleton v Commonwealth AND pursuant to G.L. c. 30A, s. 21(a)(1) to discuss complaints or charges brought against a public officer and the chair so declares: Discussion of Monday, June 9th, 2025 Open Meeting Law Complaint and not return to open session.

Executive Session for both purposed ensued. Please refer to the Executive Session minutes of the same date.

The Board voted unanimously by roll call to adjourn at 6:04 pm.

Respectfully submitted by,
Jackie Bresnahan
Jackie Bresnahan, Recording Secretary

Debbie Carbone, Select Board Clerk



MIDDLETON POLICE DEPARTMENT

65 N. MAIN STREET

MIDDLETON, MA 01949

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

<http://www.middletonma.gov>

20.

WILLIAM P. SAMPSON
CHIEF OF POLICE

June 11, 2025

Middleton Select Board
48 South Main Street
Middleton, MA 01949

Re: Letter to Recommend Adam Maccini be promoted to Police Sergeant

Dear Members of the Middleton Select Board,

I am pleased to recommend Detective Adam Maccini for the position of Police Sergeant with the Middleton Police Department. Having served as a dedicated member of the Middleton Police Department since July 2005 and as a Detective since June 2017, Detective Maccini has consistently demonstrated exceptional leadership skills and a strong commitment to law enforcement. Throughout his tenure with the department, Detective Maccini has played a pivotal role in conducting criminal investigations, responding to critical incidents, and collaborating closely with state and federal law enforcement partners. Detective Maccini's assignments have included Acting Detective Sergeant, Detective, Field Training Officer, School Resource Officer, and Patrol Officer.

Detective Maccini has been the affiant on over twenty-five search warrants and has conducted and supervised criminal investigations, crime scene investigations, background investigations, and surveillance operations. Detective Maccini's criminal investigations have consistently led to the arrest and conviction of those investigated.

As the Acting Detective Sergeant and as a Detective, Adam has been responsible for overseeing the work of patrol officers, patrol sergeants, and plainclothes officers; ensuring that investigation methods and reports meet the highest standards. Detective Maccini is a certified Computer Voice Stress Analyzer (Lie Detector) Examiner, assisting in major and minor crime investigations throughout the county, and an Assistant Court Prosecutor, representing the department in legal proceedings. As a Field Training Officer, he was responsible for supervising, mentoring, and training new police officers, passing on his knowledge and experience to the next generation of law enforcement professionals. His experience as a School Resource Officer allowed him to develop meaningful relationships with students and staff, further highlighting his ability to connect with the community and foster a safe environment.

Detective Maccini holds both a Master of Science and Bachelor of Science degree in Criminal Justice from Salem State University. Detective Maccini has attended the FBI Law Enforcement Executive Development Association's "Executive Leadership Institute" and the "Supervisor Leadership Institute". Detective Maccini attended the MPTC "Leaders Helping Leaders Network" training along with extensive specialized investigative and law enforcement training.

It is based on Detective Maccini's extensive police experience, leadership training, advanced education, and dedication to the Middleton Community that I am presenting his candidacy to the Selectboard for consideration for his promotion to Police Sergeant. I am confident that Detective Maccini maintains the integrity, professionalism, and leadership skills required to be an outstanding Police Sergeant and I thank you in advance for your consideration in this matter.

Respectfully submitted,

Chief William P. Sampson



MIDDLETON POLICE DEPARTMENT

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2b.

WILLIAM P. SAMPSON
CHIEF OF POLICE

INTER-OFFICE MEMO

To: Middleton Police Department

From: Chief William Sampson

Date: 05/27/2025

Re: Open Police Sergeant Position

OPEN POLICE SERGEANT POSITION

Under Article XIV of the Middleton Police Benevolent Agreement, I will be accepting applications for the position of Police Sergeant. The Police Sergeant position is being created in response to Det. Sgt. Arathuzik's upcoming retirement, and will have an anticipated start date on or after July 7, 2025.

All full-time Middleton Police Officers with the following MINIMUM QUALIFICATIONS are eligible to apply:

- (5) five years of full-time law enforcement experience with a municipal, county, or state law enforcement agency
- A strong, proactive work ethic
- Not currently under investigation by this or any other law enforcement agency

The Police Sergeant will be selected based upon an oral interview, prior experience, job performance, and merit. The Police Sergeant's assignment will be determined by the Chief of Police.

Anyone interested in the Police Sergeant position, and meets the minimum qualifications, is requested to submit a letter of interest and resume to me, via email, no later than Tuesday, June 10th at 4:00PM.

The Police Sergeant will remain on probation for (1) one year after promotion.



MIDDLETON POLICE DEPARTMENT

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3.

WILLIAM P. SAMPSON
CHIEF OF POLICE

June 16, 2025

Select Board
Town of Middleton
Memorial Hall
48 S Main Street
Middleton, MA 01949

Re: Letter of recommendation to appoint David Woumn and Robert Tanso as Full-time Police Officers

Dear Select Board,

I am sending this letter to recommend **David Woumn** and **Robert Tanso** for consideration as our next full-time Middleton Police Officers.

David Woumn is a resident of Essex County and currently serves as a full-time police officer with the City of Lynn Police Department, a position he has held since July 2023. Officer Woumn completed the full-time MPTC Police Academy in Lynnfield and is a POST full-time certified law enforcement officer. Officer Woumn holds a Bachelor of Science degree in Criminology and Criminal Justice from Merrimack College.

I believe with Officer Woumn's training, education, and experience in the field of criminal justice that he will be an asset to the Middleton Police Department as our next full-time police officer. I respectfully request that the Select Board appoint Officer Woumn to the position of full-time police officer on June 24, 2025 with an anticipated start date of July 7, 2025.

I am also recommending **Robert Tanso** to be appointed as a full-time police officer. Mr. Tanso is also a resident of Essex County and currently serves as a Sergeant with the Massachusetts General Hospital Police Department, a position he has held since March 2013. Sgt. Tanso completed the MPTC Bridge Academy Training Program in November 2023 and is a POST full-time certified law enforcement officer. Sgt. Tanso holds a Master of Arts degree in Criminal Justice and a Bachelor of Science degree in Criminal Justice from the University of Massachusetts.

I believe with Sgt. Tanso's training, education, and experience in the field of criminal justice that he will be an asset to the Middleton Police Department as our next full-time police officer. I respectfully request that the Select Board appoint Sgt. Tanso to the position of full-time police officer on June 24, 2025 with an anticipated start date of July 7, 2025.

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

Respectfully,

Chief William P. Sampson

Chief William P. Sampson



4.

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: 5/15/2025

SUBJECT: FY 2025, 3rd Quarter Highlights

This report includes a summary of the 3rd quarter results as of March 31, 2025 of FY 2025 for the General Fund, CPA Fund, Water Enterprise Fund, Sewer Enterprise fund as well as a summary of appropriation accounts, revolving accounts, special revenue accounts and trust funds.

General Fund Expenditures

As of March 31, 2025, 71.4% of the FY 2025 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 2025. Encumbrances and warrant articles are not included in these figures.

Major Category	Adjusted Budget	Actual Expended	Percent Expended
General Government	\$ 2,610,857	\$1,585,614	61%
Public Safety	5,290,020	3,525,491	67%
Education	27,398,521	19,240,460	70%
Public Works	2,175,202	1,421,212	65%
Health and Human Services	576,954	360,874	63%
Culture and Recreation	868,607	565,342	65%
Debt Service	3,828,178	2,987,390	78%
State Assessments & Charges	341,043	261,061	77%
Unclassified	4,179,082	3,788,053	91%

At the end of the third quarter of the fiscal year the total year-to-date expenditures should be around 75% of the departmental budget.

The Essex North Shore Tech assessment, Snow and Ice, debt service, retirement assessment and liability insurance all typically have percentages exceeding 75% in the third quarter due to the timing of payments.



There are no other departments that significantly deviates from the benchmark.

At this point in the fiscal year, I am continuously monitoring the departments to ensure there is enough funds within their budget to finish out the fiscal year. At this time, I expect only minor departmental transfers and the transfer of the merit pay increases that is funded in the compensation reserve.

There is still currently \$1,921,160 in approved general fund capital projects that are outstanding. Departments were sent the list with the FY26 capital budget instructions with the request to update the status of these projects. Within that listing there are several projects that are earmarked to close at the end of the fiscal year as the articles came in under budget but there are still several items that are outstanding. There are four projects that make up just over \$1,000,000 of the outstanding balance. Approximately \$136,000 of outstanding items pertain to projects approved in FY22 or earlier. I have marked the items that are set to either partially close out or fully close out within the attached listing.

General Fund Revenues

Overall revenue collections were largely in line with current estimates. As of March 31, 2025, 83.9% or \$38,924,412 of total estimated revenues for FY 2025 (\$46,389,121) had been collected.

Of the local receipts, PILOT (66%), Building Permits (63%) and Medicaid Reimbursement (58%) are all trending below the 75% benchmark. There is still one PILOT payment outstanding, typically this is received in May or June. Building permits have rebounded slightly since the start of the fiscal year but it is unlikely we will make 100% of the budget by the end of the fiscal year. The Medicaid reimbursements has a timing issue with the latest reimbursement being received in April.

The majority of our other revenue categories greatly exceed our 75% benchmark, with several categories already over 100% of the budgeted amounts.

CPA Fund Expenditures & Revenues

CPA expenditures are at 99% of budgeted expenditures, not inclusive of capital items. This is consistent with expectations as debt service payments are paid in the first half of the fiscal year.

CPA revenues are at 87.6% of the budget.

The current fund balance of the CPA fund is \$1,017,750 (inclusive of prior appropriated projects).

Water Fund Expenditures & Revenues

Water expenditures are at 46.5% of the budget. This is not unexpected as the majority of expenditures occur towards the end of the fiscal year as well as \$50,000 budgeted for extraordinary/unforeseen expenses.

The water fund revenues are at 2.7% of budget. The majority of the budget is made up of a payment from the Town of Danvers that occurs at the end of the fiscal year. The negative amount in the third quarter is our payment to the Town of Danvers for water liens that are then added onto residents' real estate tax bill.

The current fund balance in the water enterprise fund is \$1,246,210.

Sewer Enterprise Fund Expenditures & Revenues

Sewer expenditures are at 71.5% of the budget. The majority of the budget is the Town's assessment to the South Essex Sewer District which is made out in quarterly payments.

The sewer fund revenues are at 7.5% of budget. Bills were not due until April so the majority of the revenue was collected after the end of this quarter.

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 2025 Expenditures (unaudited)

GENERAL FUND		For the Period Ended		9/30/2024		12/31/2024		3/31/2025		6/30/2025		Total		AVAILABLE	
		BUDGET		Quarter 1		Quarter 2		Quarter 3		Quarter 4		YTD EXPENDED		BUDGET	
Total 114 TOWN MODERATOR	\$	500	\$	-	\$	200	\$	-	\$	-	\$	200	\$	300	40%
Total 122 SELECT BOARD		411,797		73,020		103,398		93,573		-		269,991		141,806	66%
Total 131 FINANCE COMMITTEE		4,004		196		-		-		-		196		3,808	5%
Total 131 RESERVE FUND		100,000		-		-		-		-		-		100,000	0%
Total 135 TOWN ACCOUNTANT		259,575		47,493		66,046		49,906		-		163,445		96,130	63%
Total 141 ASSESSORS		238,249		47,717		58,214		52,281		-		158,212		80,037	66%
Total 145 TREASURER/COLLECTOR		276,215		60,878		75,571		54,308		-		190,757		85,458	69%
Total 146 CUSTODIAN OF TOWN LANDS		2,500		-		-		-		-		-		2,500	0%
Total 151 TOWN COUNSEL		91,000		11,610		12,000		30,876		-		54,486		36,514	60%
Total 155 MIS		538,856		112,242		105,071		129,921		-		347,233		191,623	64%
Total 161 TOWN CLERK		233,330		44,607		55,571		45,305		-		145,482		87,848	62%
Total 162 ELECTIONS		64,576		11,713		18,222		4,777		-		34,712		29,864	54%
Total 171 CONSERVATION COMMISSION		105,318		20,574		25,906		22,514		-		68,994		36,324	66%
Total 175 PLANNING BOARD		120,121		10,721		15,617		24,000		-		50,338		69,783	42%
Total 192 TOWN BUILDING		153,816		15,011		39,565		41,218		-		95,795		58,021	62%
Total 195 TOWN REPORT		11,000		-		5,775		-		-		5,775		5,225	53%
Total 210 POLICE		2,557,834		478,176		658,813		519,265		-		1,656,254		901,580	65%
Total 220 FIRE		2,393,775		500,258		637,267		511,784		-		1,649,310		744,465	69%
Total 241 BUILDING INSPECTION		312,716		58,672		73,494		71,838		-		204,003		108,713	65%
Total 292 ANIMAL CONTROL		25,195		5,053		5,806		4,866		-		15,724		9,471	62%
Total 296 CONSTABLE		500		-		200		-		-		200		300	40%
Total 301 SCHOOL DEPARTMENT		15,312,562		1,851,421		4,357,901		3,721,130		-		9,930,452		5,382,110	65%
Total 314 MASCONOMENT ASSESSMENT		11,103,806		2,775,952		2,775,952		2,775,952		-		8,327,855		2,775,952	75%
Total 315 ESSEX TECH ASSESSMENT		982,153		252,795		505,590		223,769		-		982,153		-	100%
Total 420 DPW ADMINISTRATION		1,174,755		235,403		317,077		189,221		-		741,701		433,054	63%
Total 423 SNOW & ICE REMOVAL		351,520		-		18,271		313,892		-		332,163		19,357	94%
Total 425 TRANSFER STATION		648,927		72,630		113,033		161,685		-		347,349		301,578	54%
Total 511 BOARD OF HEALTH		172,454		32,374		46,339		36,369		-		115,082		57,372	67%
Total 541 COUNCIL ON AGING		285,339		49,935		67,970		55,571		-		173,475		111,864	61%
Total 543 VETERANS AGENT		84,236		13,248		16,237		16,587		-		46,072		38,164	55%
Total 545 TRI TOWN COUNCIL		29,925		7,481		7,481		7,481		-		22,444		7,481	75%
Total 548 GARDEN CLUB		5,000		-		3,771		31		-		3,802		1,198	76%
Total 610 LIBRARY		787,003		172,647		174,348		172,923		-		519,918		267,085	66%
Total 630 RECREATION COMMISSION		69,104		37,983		6,192		341		-		44,516		24,588	64%
Total 691 HISTORICAL COMMISSION		1,000		-		-		-		-		-		1,000	0%
Total 692 MEMORIAL DAY		6,500		-		907		-		-		907		5,593	14%
Total 693 CHIEF WILLS FESTIVAL		5,000		-		-		-		-		-		5,000	0%

Total 710 DEBT SERVICE	3,828,178	850,528	1,929,788	207,075	-	2,987,390	840,788	78%
Total 820 STATE ASSESSMENTS & CHARGES	341,043	85,193	85,486	90,382	-	261,061	79,982	77%
Total 910 COMPENSATION RESERVE	49,019	4,000	1,416	-	-	5,416	43,603	11%
Total 911 RETIREMENT	2,083,090	2,083,090	-	-	-	2,083,090	0	100%
Total 913 UNEMPLOYMENT	15,000	-	2,937	-	-	2,937	12,063	20%
Total 914 HEALTH INSURANCE	976,433	241,693	241,362	239,529	-	722,585	253,848	74%
Total 915 GROUP INSURANCE	2,450	413	492	409	-	1,314	1,136	54%
Total 916 MEDICARE/DEP TAX	122,590	22,744	31,283	27,597	-	81,624	40,966	67%
Total 945 LIABILITY INSURANCE	330,500	465,230	13,661	(187,803)	-	291,088	39,412	88%
Total 962 TRANSFERS TO OTHER FUNDS	600,000	600,000	-	-	-	600,000	-	100%
Total GENERAL FUND	\$ 47,268,464	\$11,352,698	\$12,674,229	\$ 9,708,570	\$ -	\$ 33,735,497	\$ 13,532,967	71.4%
Total CPA	\$ 182,500	\$ -	\$ 182,000	\$ -	\$ -	\$ 182,000	\$ 500	99.7%
Total WATER ENTERPRISE FUND	\$ 311,518	\$ 41,725	\$ 43,029	\$ 60,078	\$ -	\$ 144,832	\$ 166,686	46.5%
Total SESD ENTERPRISE FUND	\$ 111,696	\$ 26,437	\$ 26,825	\$ 26,631	\$ -	\$ 79,893	\$ 31,803	71.5%

Town of Middleton, MA
Fiscal Year 2025 General Fund Warrant Articles Expenditures (unaudited)

<u>Fund</u>	<u>Fiscal Year</u>	<u>Article #</u>	<u>Account Name</u>	<u>Original</u>	<u>Available</u>	<u>YTD Expended</u>	<u>Available Balance</u>
				<u>Appropriation</u>	<u>Balance at 7/1/2024</u>		<u>at 3/31/2025</u>
GF	2017	17	REMEDiate NATSUE WAY	165,000	94,305	68,990	25,315
GF	2019	25	BYLAW CONSULTANT	50,000	45,000	-	45,000
GF	2020	9	40 SCHOOL STREET ENVIRONMENTAL TESTING	10,000	1,100	-	1,100
GF	2021	10	FIBER OPTIC NETWORK	100,000	5,850	5,000	850
GF	2022	7	ADDITIONAL FUNDS FOR FIRE PUMPER	40,000	40,000	-	40,000
GF	2022	11	IT & CYBERSECURITY	55,000	3,931	147	3,785
GF	2022	19	CHARTER REVIEW *	15,000	15,000	-	15,000
GF	2022	19	TOWN-WIDE HANDICAP IMPROVEMENTS	10,000	5,337	-	5,337
GF	2022	19	COA BUILDING IMPROVEMENTS	5,700	902	510	392
GF	2023	7	REDEVELOPMENT OF 49 S MAIN ST TOWN EXPENSES	50,000	50,000	4,500	45,500
GF	2023	18	FIRE ALARM MATERIALS	15,000	3,026	-	3,026
GF	2023	18	RADIO EQUIPMENT	72,800	1,306	-	1,306
GF	2023	18	REPLACE HM SECURITY SYSTEM	50,000	50,000	48,246	1,754
GF	2024	15	SERVER UPGRADES	30,000	23,310	6,191	17,120
GF	2024	15	REPLACE AMBULANCE 2	520,000	520,000	-	520,000
GF	2024	15	FIREFIGHTER PPE	84,500	39,310	7,493	31,817
GF	2024	15	AFE GRANT TOWN MATCH	27,000	22,669	-	22,669
GF	2024	15	LUCAS DEVICE *	23,100	4,336	2,702	1,634
GF	2024	15	DIGITIZE FIRE DOCUMENTS	23,000	23,000	-	23,000
GF	2024	15	NEW FF TRAINING	15,500	10,855	1,487	9,368
GF	2024	15	DIGITIZE FILES BOH & CONSERVATION	97,820	97,820	42,000	55,820
GF	2024	15	REPLACE RETAINING WALL AT COA	250,000	50,000	-	50,000
GF	2024	16	MUNICIPAL PROPERTY ASSESSMENTS/STUDIES	50,000	45,000	11,000	34,000
GF	2024		OPIOID MITIGATION FUNDS (FY23 CLOSE OUT)	40,552	40,552	1,439	39,113
GF	2025	15	NATUSE WAY PHASE 2	483,040	483,040	-	483,040
GF	2025	15	IT & CYBERSECURITY INFRASTRUCTURE	27,157	27,157	21,536	5,621
GF	2025	15	PHONE SYSTEM UPGRADE	26,466	26,466	-	26,466
GF	2025	15	ASSESSPRO 5 UPGRADE *	11,000	11,000	10,800	200
GF	2025	15	EVIDENCE ROOM AUDIT/UPGRADES	50,000	50,000	2,688	47,313
GF	2025	15	FIRE TRAINING COSTS	19,500	19,500	-	19,500
GF	2025	15	RADIO REPLACEMENTS	15,200	15,200	-	15,200
GF	2025	15	HEYSECURE6 SYSTEM	9,000	9,000	-	9,000
GF	2025	15	IPADS & MOUNTING DEVICES	13,100	13,100	1,559	11,541
GF	2025	15	REPLACE CAR 1	93,200	93,200	-	93,200
GF	2025	15	REFURBISH/REPAIR LADDER 1	59,900	59,900	-	59,900
GF	2025	15	REPLACE LUCAS DEVICE	21,000	21,000	17,428	3,572
GF	2025	15	UPGRADE FM PARKING LOT	100,000	100,000	58,328	41,673
GF	2025	15	ADDITIONAL CHAPTER 90 FUNDS	125,000	125,000	42,960	82,040
GF	2025	15	REPLACE SANDER	257,517	257,517	256,192	1,325
GF	2025	15	REPLACE INFIELD GROOMING MACHINE	28,500	28,500	-	28,500
GF	2025	15	REPLACE BOOM MOWER *	34,500	34,500	34,334	166

* - Will be closed out

Town of Middleton, MA

Fiscal Year 2025 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 7/1/2024</u>	<u>YTD Expended</u>	<u>Available Balance at 3/31/2025</u>
CAP PROJ	2022	19	REPLACE ENGINE 1	710,000	710,000	-	710,000
CAP PROJ	2022	22	MUNICIPAL COMPLEX	61,762,260	58,030,639	18,568,002	39,462,637
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	3,990	15,880
CPA	2024	8	RESTORE HISTORIC MONUMENT	25,000	25,000	-	25,000
CPA	2024	8	ADDITIONAL RAIL TRAIL FUNDS	50,000	10,103	7,700	2,402
CPA	2024	8	MUNICIPAL COMPELX TOWN COMMONS	200,000	200,000	-	200,000
CPA	2025	9	FLINT PUBLIC LIBRARY REPAIRS	60,000	60,000	5,850	54,150
WATER	2024	15	WATER MAIN LOOP - LIBERTY ST	500,000	500,000	31,030	468,970
WATER	2024	15	WATER MAIN LOOP - ESSEX TO DEBUSH	500,000	500,000	240,377	259,623

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

<u>Fund</u>	<u>Department</u>	<u>Account Name</u>	<u>Approved</u>	<u>YTD Expended</u>	<u>Balance at 3/31/2025</u>
General	Administration	Advertising	\$ 75.00	75	-
General	Administration	Training/Education	\$ 325.00	325	-
General	Administration	Contractual Services	\$ 3,150.00	3,150	-
General	Town Accountant	Office Supplies	\$ 42.97	43	-
General	Treasurer/Collector	Office Supplies	\$ 453.03	453	-
General	Treasurer/Collector	Tax Title	\$ 270.83	271	-
General	IT	Consultant Legal	\$ 450.00	450	-
General	IT	Telephone	\$ 887.81	888	-
General	IT	Technology Supplies	\$ 19,099.20	19,099	-
General	Town Clerk	Capital	\$ 16,450.00	-	16,450
General	Town Buildings	DPW Gas/Fuel	\$ 54.34	54	-
General	Town Buildings	Building Maintenance	\$ 1,560.00	1,560	-
General	Town Buildings	Building Supplies	\$ 57.00	57	-
General	Police	Electricity & Water	\$ 79.58	80	-
General	Police	Cruiser Maintenance	\$ 8.90	9	-
General	Police	Contractual Services	\$ 364.48	364	-
General	Police	Patrolman Uniforms	\$ 1,039.00	1,039	-
General	Police	Reserves Uniforms	\$ 2,529.00	2,529	-
General	Fire	Fuel/HVAC Maint	\$ 169.86	170	-
General	Fire	Equipment Repair	\$ 529.18	529	-
General	Fire	Dues Fees Subscrip	\$ 85.00	85	-
General	Fire	Hose Gear Tires, etc	\$ 49.00	49	-
General	School	Salaries	\$ 460,940.29	460,940	(0)
General	School	Supplies	\$ 35,103.09	32,207	2,896
General	DPW	Road Machinery Maint.	\$ 150.00	150	-
General	Transfer Station	Equipment Repair	\$ 144.20	144	-
General	Transfer Station	Contractual Services	\$ 15,859.61	15,860	-
General	BOH	Travel	\$ 238.79	239	-
General	COA	Professional Development	\$ 307.67	308	-
General	Library	Equipment/ Repair	\$ 3,235.00	3,235	-
General	Library	Bldng.Maint/Supplies	\$ 76.08	76	-
General	Library	Books	\$ 22.94	23	-
General	Unclassified	Dental Insurance	\$ 49.87	50	-
			<u>\$ 563,856.72</u>	<u>\$ 544,511</u>	<u>\$ 19,346</u>

Town of Middleton, MA

Fiscal Year 2025 Revenues (unaudited)

For the Period Ended														
GENERAL FUND	9/30/2024		12/31/2024		3/31/2025		6/30/2025		Total		(UNDER)/OVER BUDGET	% RECEIVED		
	BUDGET	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD REVENUE								
PERSONAL PROPERTY TAXES	\$	693,881	\$	248,757	\$	84,612	\$	251,784	\$	-	\$	585,154	N/A	84.3%
REAL ESTATE**		37,799,114		9,622,570		9,564,627		9,642,233		-		28,829,430	(8,969,684)	76.3%
TAX LIEN/TITLE/FORECLOSURE		N/A		16,368		25,937		(9,045)		-		33,260	N/A	N/A
MOTOR VEHICLE EXCISE		2,150,000		230,141		133,091		1,451,996		-		1,815,229	(334,771)	84.4%
OTHER EXCISE - ROOM		200,000		73,298		99,034		39,558		-		211,890	11,890	105.9%
OTHER EXCISE - MEALS		300,000		94,860		87,459		79,531		-		261,850	(38,150)	87.3%
PENALTIES AND INTEREST ON TAXES		95,000		52,593		72,776		40,264		-		165,632	70,632	174.3%
PILOT		140,000		-		-		91,779		-		91,779	(48,221)	65.6%
PILOT - MELD		258,212		-		258,212		-		-		258,212	-	100.0%
CHARGES FOR SERVICES - SOLID WASTE FEES		295,000		189,200		103,971		6,469		-		299,640	4,640	101.6%
FEES		140,000		31,976		32,480		54,374		-		118,830	(21,170)	84.9%
DEPARTMENTAL REVENUES - CEMETERIES		35,000		8,800		8,700		8,300		-		25,800	(9,200)	73.7%
OTHER DEPARTMENTAL REVENUE		123,500		67,680		81,739		40,032		-		189,450	65,950	153.4%
BUILDING PERMITS		300,000		35,682		117,437		36,939		-		190,058	(109,942)	63.4%
OTHER LICENSES AND PERMITS		151,000		24,612		83,770		19,101		-		127,483	(23,517)	84.4%
FINES AND FORFEITS		10,000		3,501		2,740		1,614		-		7,855	(2,145)	78.5%
INVESTMENT INCOME		150,000		1,538,450		744,212		624,874		-		2,907,536	2,757,536	1938.4%
MEDICAID REIMBURSEMENT		17,000		-		5,116		4,791		-		9,907	(7,093)	58.3%
STATE AID		2,643,149		657,536		667,608		679,465		-		2,004,608	(638,541)	75.8%
TRANSFERS IN		888,265		790,809		-		-		-		790,809	(97,456)	89.0%
Total GENERAL FUND	\$	46,389,121	\$	13,686,833	\$	12,173,520	\$	13,064,058	\$	-	\$	38,924,412	\$ (7,389,242)	83.9%
Total CPA	\$	364,000	\$	86,170	\$	145,376	\$	87,449	\$	-	\$	318,995	\$ (45,005)	87.6%
Total WATER FUND	\$	385,000	\$	14,487	\$	6,562	\$	(10,579)	\$	-	\$	10,469	\$ (374,531)	2.7%
Total SESD ENTERPRISE FUND	\$	121,363	\$	194	\$	2,655	\$	6,214	\$	-	\$	9,063	\$ (112,300)	7.5%

** Net of Overlay raised on recap

Note: The budgeted figures for Personal Property and Real Estate taxes are the amounts to be raised per the 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 7/1/2024	Revenue as of 3/31/2025	Expenditures as of 3/31/2025	Fund Balance as of 3/31/2025	
RECREATION REVOLVING	\$ 15,226	\$ -	\$ -	\$	15,226
COA TRIP FUND	16,804	658	(8,486)		8,976
STORMWATER MANAGEMENT	7,000	1,200	-		8,200

Town of Middleton, MA
Appropriation Funds (unaudited)

	Fund Balance as of 3/31/2025	Revenue as of 3/31/2025
AMBULANCE FUND	\$ 1,086,211	\$ 377,013
PEG	640,399	115,380
SPED RESERVE FUND*	169,317	8,547
OPEB*	2,863,094	107,662
STABILIZATION*	2,629,463	132,672
CAPITAL STABILIZATION*	877,422	43,364
SPED STABILIZATION*	487,495	24,229
RETIREMENT STABILIZATION*	647,556	32,635
SIDEWALK/PEDESTRIAN STABILIZATION*	161,563	8,146
FACILITIES COMPLEX STABILIZATION*	1,219,072	61,805
* Revenue amount indicates interest only.		

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

TOWN SPECIAL REVENUE FUNDS	Fund Balance as of 7/1/2024	Revenue as of 3/31/2025	Expenditures as of 3/31/2025	Fund Balance as of 3/31/2025
INSURANCE DEPOSITS FOR REPAIR	\$ (54,453)	\$ 20,679	\$ (7,803)	\$ (41,577)
COA GIFT/DONATIONS	35,918	8,037	(135)	43,821
COA BIO LABS GRANT	96	-	(96)	-
MGL CH53G CONSULT FEES	6,791	14,439	(20,547)	683
CONSERVATION FEES	14,411	1,339	(3,488)	12,262
CEMETERY SALE OF LOTS AND GRAVES	124,353	6,050	-	130,403
DRUG FORFEITURE	1,648	5,444	(2,761)	4,331
TOWN CLERK ADDITIONAL POLLING HOURS	8,458	2,299	-	10,757
COMPLETE STREETS GRANT (BOSTON ST)	(11,626)	329,577	(317,951)	-
COUNCIL ON AGING CULTURAL COUNCIL GRANT	-	465	(465)	-
COMMUNITY PLANNING GRANT	(4,000)	3,250	(1,750)	(2,500)
BOTTLENECK REDUCTION GRANT	-	39,189	(39,189)	-
DPH PUBLIC HEALTH GRANT	-	178,513	(139,292)	39,221
OPIOID SETTLEMENT FUNDS	28,654	20,047	-	48,701
FLINT PUBLIC LIBRARY DONATIONS	-	43,834	-	43,834
COMMUNITY PRESERVATION ACT	978,295	324,087	(284,553)	1,017,829
AFFORDABLE HOUSING FUND	210,247	93,176	-	303,423
FEDERAL HOUSING PARTNERSHIP	32,715	-	-	32,715
FEMA GRANTS (FIRE DEPT)	-	-	(2,900)	(2,900)
LOCAL CULTURAL COUNCIL	3,496	6,804	(3,263)	7,038
TITLE V	49,427	-	(1,000)	48,427
CHAPTER 90 (STATE FUNDED STREET PAVING)	-	259,241	(202,096)	57,145
MUNICIPAL RECYCLING PROGRAM	2,343	-	-	2,343
COA FORMULA GRANT	16,082	20,116	(23,657)	12,541
COA TITLE III GRANT	5,642	24,945	(25,379)	5,207
BAN/BOND PREMIUMS RESERVED	19,366	-	-	19,366
LIBRARY INCENTIVE (STATE FUNDS)	123,797	25,190	(13,687)	135,300
F.D. SAFETY EQUIPMENT GRANTS	(1,787)	19,153	(22,677)	(5,310)
LAW ENFORCEMENT EQUIPMENT GRANT	26,925	-	(3,829)	23,096
RUBCKINUK LAND	22,544	-	-	22,544
MIDDLETON FOOD PANTRY DONATIONS	214,786	58,653	(21,946)	251,493
TRANSPORTATION NETWORK FUNDS	12,187	-	-	12,187
COMMUNITY COMPACT GRANTS (ALL)	335,000	-	(208,902)	126,098
WETLANDS DONATIONS	10,780	-	-	10,780
EAST-MEADOW LANES - TRAILS	5,000	-	-	5,000
VETERANS GIFTS/DONATIONS	14,277	5,125	(200)	19,202
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	9,490	48	(350)	9,188
ASSISTANCE TO FIRE FIGHTER GRANT	11,676	10,272	(23,414)	(1,466)
ARPA	2,688,262	-	(2,688,262)	-
TOWN COMMON - ARPA STATE EARMARK	200,000	-	-	200,000
VETERAN COLA CH 42 ACTS 2022	1,422	-	-	1,422
STATE EARMARKS	(49,223)	300,000	(205,205)	45,572

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

SCHOOL SPECIAL REVENUE FUNDS	Fund Balance as of 7/1/2024	Revenue as of 3/31/2025	Expenditures as of 3/31/2025	Fund Balance as of 3/31/2025
AFTER SCHOOL ENRICHMENT	\$ 29,112	\$ 12,870	\$ (10,460)	\$ 31,521
SCHOOL RENTAL REVOLVING	2,640	1,533	(4,573)	(399)
HOWE MANNING CHILDCARE (ASDC)	111,121	177,244	(172,880)	115,485
PRESCHOOL REVOLVING	247,708	204,759	(19,498)	432,969
SCHOOL CAFETERIA	307,108	183,485	(220,737)	269,856
SPED TUITION	311,286	-	(13,819)	297,467
HOWE MANNING MUSIC	71,403	10,518	(10,783)	71,138
SUMMER PROGRAMS	-	6,263	(60,748)	(54,486)
NATURE'S CLASSROOM	-	13,180	(15,550)	(2,370)
PARENT UNIVERSITY	6,661	-	-	6,661
TITLE 1 LOW INCOME	2,360	9,321	(14,861)	(3,179)
TITLE IVA	-	3,187	(2,098)	1,089
EDUCATOR QUALITY	148	776	(870)	54
CH 188 EARLY CHILDHOOD GRANT	-	11,678	(6,702)	4,976
PL 94-142 SPECIAL EDUCATION GRANT	2,980	156,668	(105,998)	53,649
CIRCUIT BREAKER GRANT	106,991	109,773	(185,896)	30,868
ESSER - INVESTIGATING HISTORYS GRANT	-	2,000	-	2,000
ADDITIONAL CH.70 PANDEMIC RELIEF	52,522	-	(1,600)	50,922
HOWE-MANNING GIFTS	17,659	13,822	(8,156)	23,325
FULLER MEADOW GIFTS	42,106	802	(2,652)	40,256
IDEA GRANT	7,319	2,987	(10,306)	-
ESSER III GRANT	97,677	38	(28,553)	69,162
ARPA IDEA	947	47,400	-	48,347

Town of Middleton, MA Trust Funds (unaudited)				
TRUST FUNDS	Fund Balance as of 7/1/2024	Revenue as of 3/31/2025	Expenditures as of 3/31/2025	Fund Balance as of 3/31/2025
MANSFIELD FUND (SPENDABLE)	\$ 227,038	\$ 15,207	\$ (12,816)	\$ 229,430
MANSFIELD FUND (NONSPENDABLE)	370,867	-	-	370,867
FANNIE ETTER SCHOLARSHIP	56,837	1,200	-	58,037
DAVID CUMMINGS TRUST (SPENDABLE)	90,113	2,039	-	92,152
DAVID CUMMINGS TRUST (NONSPENDABLE)	6,473	-	-	6,473
ALMIRA RICHARDSON SCHOLARSHIP	206	3	-	208
ALMIRA RICHARDSON SCHOLARSHIP (NONSPENDABLE)	5,000	-	-	5,000
B. F. EMERSON TRUST (SPENDABLE)	-	56,575	-	56,575
B. F. EMERSON TRUST (NONSPENDABLE)	-	10,000	-	10,000
EMERSON, FLINT, FLINT TRUSTS (SPENDABLE)	-	21,796	-	21,796
EMERSON, FLINT, FLINT TRUSTS (NONSPENDABLE)	-	12,000	-	12,000
SCHOLARSHIP FUND	19,683	2,465	-	22,148
CEMETERY PERPETUAL CARE	40,050	5,182	-	45,232
SENIOR TAX RELIEF	28,152	691	-	28,843
CEMETERY PERPETUAL CARE (NONSPENDABLE)	208,648	5,400	-	214,048
LAND CONSERVATION	4,526	3	-	4,529

Request for Transfer of Appropriations
G. L. c. 44, s. 33B

TO: Select Board
Finance Committee

FROM: Sarah Wood, Finance Director/Town Accountant

DATE: June 24, 2025

SUBJ.: Request for Transfer of Appropriations

Request is hereby made for the following transfer of appropriations in accordance with Chapter 44, Section 33B of the Massachusetts General Laws.

Transfers of appropriations may only be made during the last 2 months of any fiscal year or during the first 15 days of the new fiscal year to apply to the previous fiscal year.

1. Amount requested: \$101,635.03

2. To be transferred to:

Accounting	01135151-511100	Dept Head Salaries	\$ 2,362.50
Assessors	01141151-511000	Salaries & Wages	947.82
Assessors	01141151-511100	Dept Head Salaries	1,696.54
Town Clerk	01161151-511000	Salaries & Wages	996.50
Police Department	01210151-511000	Salaries & Wages	1,918.73
Inspectional Services	01241151-511100	Dept Head Salaries	1,521.22
DPW	01420151-511100	Dept Head Salaries	1,870.50
Board of Health	01511151-511100	Dept Head Salaries	1,521.22
Fire	01220151-511300	Overtime	30,000.00
Library	01610152-538200	Contractual Services	30,000.00
Town Counsel	01151152-538200	Contractual Services	5,000.00
Town Reports	01195152-534300	Town Report	3,000.00
Garden Club	01548152-528800	Garden Club Beautification	800.00
Insurance	01914157-577100	Health/Dental Insurance	20,000.00

3. To be transferred from:

Comp Reserve	01910157-514500	Compensation Reserve	42,835.03
Unemployment	01913157-571600	Unemployment Insurance	5,000.00
Liability Ins	01945157-574000	Insurance	23,800.00
Library	01610151-511000	Salaries & Wages	30,000.00

Reason(s) for the transfer:

- Majority of salary adjustments are for three reasons 1) Merit Pay funded in Compensation Reserve 2) Fire staffing for wildland fires

Request for Transfer of Appropriations
G. L. c. 44, s. 33B

- Library overage due to contractual service need for office coverage
- Town Counsel overage due to additional costs outside of retainer (arbitrage, court, etc.)
- Town Reports overage due to printing of warrants for a Fall Special Town Meeting
- Garden Club saw increase in costs for holiday wreaths
- Health & Dental Insurance had an increase in membership vs total enrollment budgeted.

Select Board

Finance Committee

Transfer amount voted: \$ _____

Transfer amount voted: _____

Select Board Clerk

Finance Committee Co-Chair

Finance Committee Co-Chair

Date of vote: _____

Date of vote: _____

Number present and voting: _____

Number present and voting: _____



TOWN OF MIDDLETON
Office of the Finance Director

48 South Main Street
Middleton, MA 01949
Tel: (978) 777-4966
Fax: (978) 774-3682



**Ambulance Receivable Write-Off
June 2025**

We the Select Board of the Town of Middleton authorize the Finance Director/Town Accountant to write off ambulance receivables that we deem as uncollectible for \$134,036.52.

Summary of Activity

Fiscal Year	Net Amount Billed	Remaining Eligible Receivable	% of Remaining Receivable to Net Amount Billed
2022	\$781,291.77	\$134,223.33	17.2%

Select persons:

Kosta E. Prentakis

Brian M. Cresta

Jefferey Garber

Richard W. Kassiotis, Jr.

Debbie Carbone



TOWN OF MIDDLETON
Office of the Finance Director

48 South Main Street
Middleton, MA 01949
Tel: (978) 777-4966
Fax: (978) 774-3682

6b.

**Ambulance Receivable Write-Off
Health Cost Solutions Bankruptcy Case**

We the Select Board of the Town of Middleton authorize the Finance Director/Town Accountant to write off ambulance receivables that we deem as uncollectible due to bankruptcy for \$32,880.

Summary of Activity

Fiscal Year	Remaining Eligible Receivable
2024-2025	\$32,880

Select persons:

Kosta E. Prentakis

Brian M. Cresta

Jefferey Garber

Richard W. Kassiotis, Jr.

Debbie Carbone

6c.

Fiscal Year of Request	Fiscal Year Written Off	Net Billed Amount	Amount Requested for Write-Off	% Remaining to be written off	Collection Rate
2018	2013	\$528,547.38	\$80,938.44	15.31%	84.69%
2018	2014	\$594,880.34	\$90,459.27	15.21%	84.79%
2018	2015	\$627,422.32	\$101,315.00	16.15%	83.85%
2019	2016	\$546,415.28	\$123,888.31	22.67%	77.33%
2020	2017	\$698,927.05	\$77,414.60	19.92%	80.08%
2021	2017	\$698,927.05	\$16,454.80		
2023	2017	\$698,927.05	\$45,350.00		
2021	2018	\$745,562.69	\$92,518.11	17.83%	82.17%
2023	2018	\$745,562.69	\$40,442.65		
2023	2019	\$849,835.99	\$137,896.94	16.23%	83.77%
2023	2020	\$646,026.61	\$79,391.32	12.29%	87.71%
2024	2021	\$ 670,598.19	\$ 86,608.09	12.92%	87.08%
2025	2022	\$ 781,291.77	\$ 134,223.33	17.18%	82.82%

7.

Justin Sultzbach

From: Doug LeColst (MFD)
Sent: Tuesday, June 17, 2025 1:13 PM
To: Justin Sultzbach
Subject: FW: Proposed Revisions – Essex County Correctional Facility Ambulance Contract

Hello Justin,

Here is Lynn's response....

From: Lynn Brown <LBrown@VitalCoreHS.com>
Sent: Tuesday, June 17, 2025 1:03 PM
To: Doug LeColst (MFD) <douglas.lecolst@midfire.com>
Subject: [EXTERNAL] - Re: Proposed Revisions – Essex County Correctional Facility Ambulance Contract

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

I actually just spoke with our legal department this morning and they are working on adding the fee schedule increase to your agreement. I have to get the approval of my COO also, but I should be able to get that to soon.

Sincerely,

Lynn Brown

Director of Ancillary Services

719 S Van Buren Ste 100

Topeka Kansas 66603

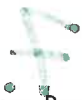
LBrown@VitalCoreHS.com

Office: 785-274-8204

Cell: 785-383-4197



From: Doug LeColst (MFD) <douglas.lecolst@midfire.com>
Sent: Tuesday, June 17, 2025 12:00 PM



To: Lynn Brown <LBrown@VitalCoreHS.com>

Subject: FW: Proposed Revisions – Essex County Correctional Facility Ambulance Contract

Hello Lynn,

I am just following up on our previous conversations regarding the latest proposal. My Town Administrator was hoping to present this information at tomorrow evening's selectboard meeting. Let me know if you have any questions.

Thank you,

Doug

From: Lynn Brown <LBrown@VitalCoreHS.com>

Sent: Monday, June 9, 2025 1:39 PM

To: Doug LeColst (MFD) <douglas.lecolst@midfire.com>

Cc: Justin Sultzbach <justin.sultzbach@middletonma.gov>

Subject: [EXTERNAL] - Re: Proposed Revisions – Essex County Correctional Facility Ambulance Contract

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

I will see what the county wants to do but as we discussed before your fee schedule is already \$100 to \$150 more than the other ambulance services in that area. I will be in touch.

Get [Outlook for iOS](#)

From: Doug LeColst (MFD) <douglas.lecolst@midfire.com>

Sent: Monday, June 9, 2025 12:21:56 PM

To: Lynn Brown <LBrown@VitalCoreHS.com>

Cc: Justin Sultzbach <justin.sultzbach@middletonma.gov>

Subject: Proposed Revisions – Essex County Correctional Facility Ambulance Contract

Hello Lynn,

I hope you're doing well. Regarding the proposed ambulance contract for the Essex County Correctional Facility, the Selectboard would like to suggest the following revisions for inclusion in the new agreement. I apologize for not raising this during our recent discussions—the Board just recently met to review and finalize their recommendations.

Proposed Contract Language:

The Board is recommending the following annual increase structure for the fee for service:

- Year 1: 120% of the Medicare allowable rate
- Year 2: 130% of the Medicare allowable rate
- Year 3: 140% of the Medicare allowable rate

Contract Duration:

A 3-year term is being proposed.

Payment Terms:

The Board would also like to request additional clarification regarding the payment processing terms.

Would you be available to discuss these proposed changes at your convenience? Please feel free to reach out to me directly, or to Justin Sultzbach (Town Administrator), who is cc'd on this email.

Thank you,

Doug

Douglas K. LeColst
Fire Chief
Middleton Fire Department
4 Lake Street
Middleton, MA 01949
(Office) 978-774-2466 x1500
(Cell) 978-479-8156
(Fax) 978-774-0709



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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

8.

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

AMENDMENT-Change of Manager

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)

00006-CL-0704

ENTITY/ LICENSEE NAME PAM MUNROE

ADDRESS 6 MILL ST

CITY/TOWN MIDDLETON

STATE MA

ZIP CODE 01949

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 checked="" 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/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/LLP Partners,
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 and via text message.



Transaction Processed Successfully.

INVOICE #: 9657d23f-1310-4f61-a1fb-25a7a621c33d

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	American Legion Post 227	\$200.00
		\$200.00

Total Convenience Fee: \$5.18

Date Paid: 6/17/2025 11:36:24 AM EDT

Total Amount Paid: \$205.18

Payment On Behalf Of

License Number or Business Name:
American Legion Post 227

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
Paul

Last Name:
Steiger

Address:
33 Avalon Dr

City:
Peabody

State:
MA

Zip Code:
01960

Email Address:
paulsteiger2015@gmail.com



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

AMENDMENT-Change of Manager

☒ Change of License Manager

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
AUGUSTUS P GARDNER POST #257	Town of MIDDLETON	00006-CL-0704

2. APPLICATION CONTACT

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

Name	Title	Email	Phone
PAMELA MUNROE	MANAGER	dmi1v405@yahoo.com	978-836-9367

3A. MANAGER INFORMATION

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Date of Birth	SSN
PAMELA MUNROE	08/04/1968	
Residential Address	MIDDLETON MA 01949	
Email	Phone	
dmi1v405@yahoo.com	978-836-9367	
Please indicate how many hours per week you intend to be on the licensed premises	Last-Approved License Manager	
40	Michael Pelletier	

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen? ☒ Yes ☐ No *Manager must be U.S. citizen
If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.
Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No
If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
11/15/2017	—	BARTENDER	AMERICAN LEGION	Michael Pelletier
11/2008	12/2016	CAKE DECORATOR	CNA	

3D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature

Pamela Munroe

Date

6/17/2025

ENTITY VOTE

The Board of Directors or LLC Managers of AUGUSTUS P. GARDNER POST 227
Entity Name
duly voted to apply to the Licensing Authority of TOWN OF MIDDLETON and the
City/Town
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 6/24/2025
Date of Meeting

For the following transactions (Check all that apply):

☒ Change of Manager

☐ Other

"VOTED: To authorize

PAMELA MUNROE

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."

"VOTED: To appoint

PAMELA MUNROE

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

[Signature]

Corporate Officer / LLC Manager Signature

PAUL STEIGER

(Print Name)

COMMANDER POST 227

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)

APPLICANT'S STATEMENT

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

of AMERICAN LEGION POST 227
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:

Paul Steiler

Date:

6-17-25

Title:

COMMANDER POST 227
AMERICAN LEGION



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

9.

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 Cellar Door

Business Address 1 N. Main St. Ipswich, MA 01938

Social Security Number/FID Number [REDACTED]

Applicant Information

Individual's Name Bra Tibeni

Home Address 3 Puntan Rd Wenham, MA 01984

Mobile Number 978-213-4353

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

Driver's License Number & State MA S22224653

E-Mail Address whiteanchor@icloud.com

Date of Event 10/28/25 Time from 12 to 3

Location of Licensed Activity The Natural Dog (parking lot)

Purpose of Event Customer Appreciation Day

Will there be entertainment? ☐ Yes ☒ No

Is the event being catered? ☐ Yes ☒ No

Name of Caterer _____



Town of Middleton

Memorial Hall

48 South Main Street

Middleton, Massachusetts

01949-2253

978-777-3617

Number of People Attending Adults ~60-65 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 liquor being purchased from? Licensed wholesalers

Are they a licensed wholesaler? ☒ Yes ☐ No

Who will be serving the alcohol? Ben and Bruce

Does the server have liquor liability insurance? ☐ Yes ☒ No General Liability Insurance

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.****



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

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

5/27/25
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/17/2024

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	JOHNSON & ROHAN INSURANCE AGENCY, INC. 50 SALEM ST., BUILDING A LYNNFIELD, MA 01940	CONTACT NAME: Kevin Johnson PHONE: 781-224-0808 FAX: 781-224-0548 E-MAIL: KJ@JohnsonandRohan.com ADDRESS: KJ@JohnsonandRohan.com
INSURED	Colla's Door Wine & Beer LLC 1 N Main St. Unit 1B Ipswich, MA 01938	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

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.

INSURANCE	TYPE OF INSURANCE	SUBJECT	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X X	6802P84272A	10/16/2023	10/16/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RELATED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
	OTHER					
	AUTOMOBILE LIABILITY					
	ANY AUTO					
	OWNED AUTOS ONLY	SCHEDULED AUTOS				
	MIXED AUTOS ONLY	NON-OWNED AUTOS ONLY				
	UMBRELLA LIAB	OCCUR				
	EXCESS LIAB	CLAIMS-MADE				
	DED					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
	ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in RI)	Y/N	N/A			
	If yes, describe under DESCRIPTION OF OPERATIONS					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS INCLUDED AS ADDITIONAL INSURED ON THE GENERAL LIABILITY POLICY AS RESPECTS TO OPERATIONS OF THE NAMED INSURED WHEN REQUIRED BY EXECUTED CONTRACT PRIOR TO LOSS/CLAIM.

CERTIFICATE HOLDER

Town of Middleton
48 South Street
Middleton, MA 01945

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

Kevin Johnson

Certificate of Completion

This Certificate of Completion of
eTIPS Concessions 3.0
For coursework completed on August 3, 2022
provided by Health Communications, Inc.
is hereby granted to:

Bruce Flynn

Certification to be sent to:

Cellar Door
1 N Main St
Ipswich MA, 01938-2217 USA



Certificate of Completion

This Certificate of Completion of
eTIPS Concessions 3.0
For coursework completed on August 2, 2022
provided by Health Communications, Inc.
is hereby granted to:

Beatrice Tiberli

Certification to be sent to:

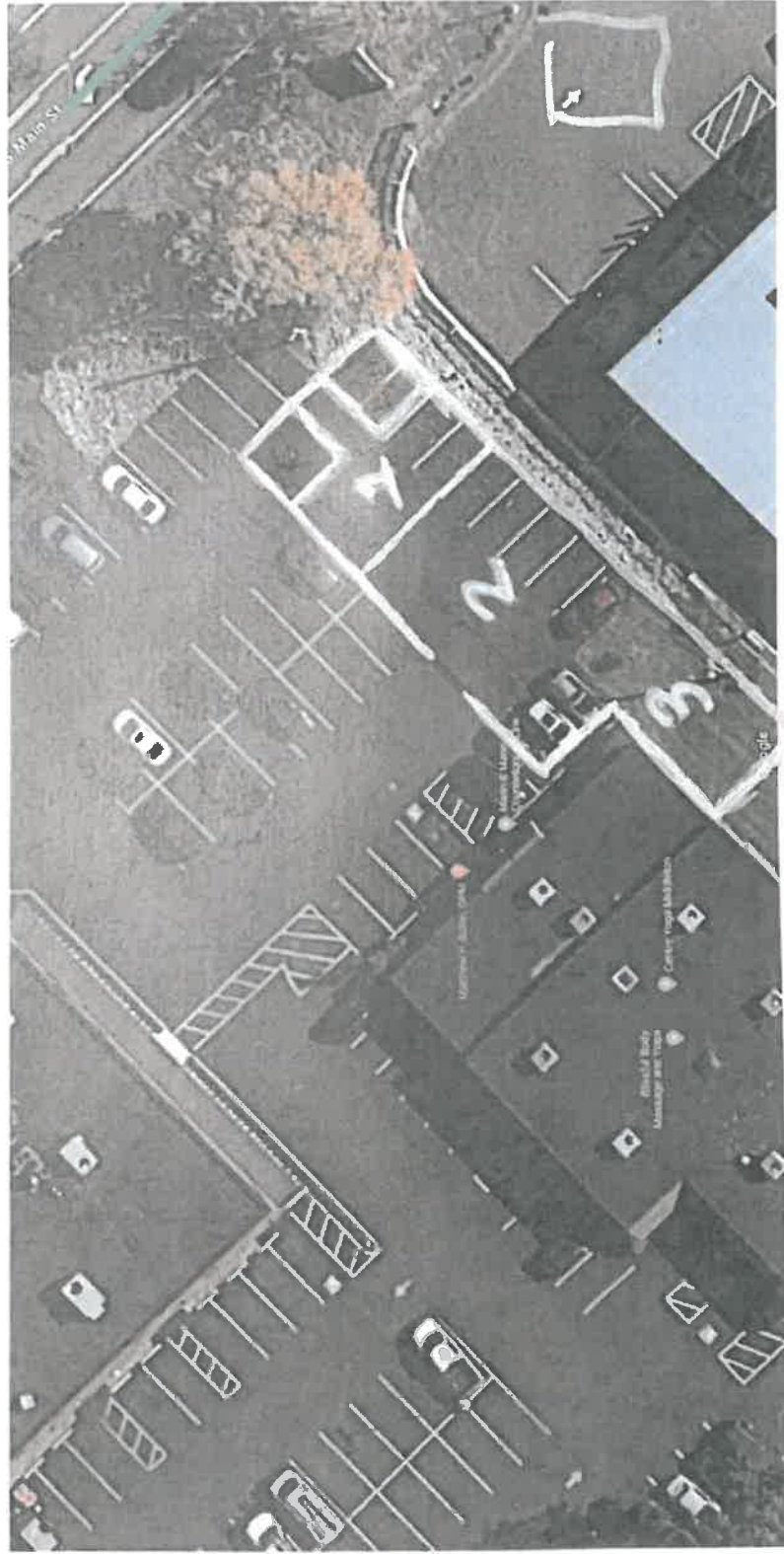
1 N Main St
Ipswich MA, 01938-2217 USA



4/16/24, 5:47 PM

Google Maps

Google Maps



189 S. MAIN ST PLAZA
5/18 11AM - 3PM

- 1 - FOOD/BEER/WINE AREA
- 2 - VENDOR AREA
- 3 - Gals Best Pals
Dog Rescue Area

<https://www.google.com/maps/@42.5810071,-71.0033045,52m/data=!3m1!1e3!5m2!1e1!1e4?entry=ttu>

11.

Jackie Bresnahan

From: Jackie Bresnahan
Sent: Wednesday, June 18, 2025 5:08 PM
To: Jackie Bresnahan
Cc: Justin Sultzbach; Shantel Bambury
Subject: Library Director Screening Committee

Good afternoon,

Thank you for your application for the Library Director Screening Committee (at-large seats). There are two seats available. One seat will be appointed by the Select Board and one seat will be appointed by the Library Board of Trustees. The Committee will complete most of its work this summer in July and August with multiple evening commitments each month. The Select Board and Library Trustees will be meeting jointly on **Tuesday, June 24th at 6 pm.** **Candidates for the at-large seats are invited and strongly encouraged to attend the joint meeting.** Please confirm if you can attend. Thank you for volunteering to join the committee and provide an important service to the Town.

Thank you,
Jackie

Jackie Bresnahan
Assistant Town Administrator/HR Director
Town of Middleton
48 South Main Street
Middleton, MA 01949
Phone: [978-777-3617](tel: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.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. This message may contain confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

COMMONWEALTH OF MASSACHUSETTS

ESSEX, ss

SUPERIOR COURT
2577CV00249
Consolidated in Plymouth
County Superior Court Before
Hon. Mark C. Gildea

TOWN OF MIDDLETON, by and through its
Select Board, RICHARD KASSIOTIS,
DEBBIE CARBONE, KOSTA E.
PRENTAKIS, BRIAN M. CRESTA, and
JEFFREY P. GARBER

Plaintiffs

v.

COMMONWEALTH OF
MASSACHUSETTS; EXECUTIVE OFFICE
OF HOUSING AND LIVABLE
COMMUNITIES; MASSACHUSETTS
EXECUTIVE OFFICE OF ECONOMIC
DEVELOPMENT;

**PLAINTIFF, TOWN OF MIDDLETON'S
NOTICE OF APPEAL**

Plaintiff, Town of Middleton, by and through its Select Board, Richard Kassiotis, Debbie Carbone, Kosta E. Prentakis, Brian M. Cresta, And Jeffrey P. Garber, hereby give notice of their Appeal of the Court's Memorandum of Decision and Order and Judgment dated June 6, 2025.



Respectfully submitted,

Plaintiff,
TOWN OF MIDDLETON,
by and through its SELECT BOARD,
RICHARD KASSIOTIS, DEBBIE
CARBONE, KOSTA E. PRENTAKIS,
BRIAN M. CRESTA, and JEFFREY P.
GARBER
by their Attorneys,

Dated: June 17, 2025

/s/ Per C. Vaage

Jason R. Talerman, Esq. (BBO# 567927)

Per C. Vaage, Esq. (BBO# 664385)

Mead, Talerman & Costa, LLC

730 Main Street, Suite 1F

Millis, MA 02054

978-463-7700

jay@mtclawyers.com

per@mtclawyers.com

CERTIFICATE OF SERVICE

I hereby certify that on June 17, 2025, I caused a copy of the within Notice of Appeal to be served on all counsel of record via electronic service as follows.

Eric. A. Haskell, BBO No. 665533

Assistant Attorney General

One Ashburton Place

Boston, Massachusetts 02108

eric.haskell@mass.gov

Dated: June 17, 2025

/s/ Per C. Vaage



TOWN OF MIDDLETON
Office of the Town Clerk

2025 ANNUAL TOWN MEETING
May 13, 2025

This is to certify that at a duly called and posted Annual Town Meeting of the Town of Middleton held on May 13, 2025, at which more than a quorum of qualified voters were present, the following action was taken on **Article 20**:

ARTICLE 20: Charter Review Recommendations

Upon a **MOTION** made by Natalie Lovett and duly seconded by Trevor Currier, the following was **VOTED**:

That the Town amend the Town Charter as outlined in Appendix A and on filed in the Town Clerk's Office, and to authorize the Select Board to submit a home rule petition relative to those changes as printed in the Town Meeting Warrant, and further to authorize the Select Board to accept ministerial changes to such amendments as may be required by the Legislature.

Motion passed unanimously.

May 24, 2025

A True Copy Attest:

Ilene B. Twiss
Town Clerk