

# ***Town Administrator Update***



***November 18th , 2025***

- As referenced last meeting, the Tow Contract for the Police Department is currently out to bid. Responses are due Tuesday, December 2<sup>nd</sup>. The RFQ can be found on the Town Website.
- I joined Selectman Prentakis and Finance Committee Co-Chair Erickson at Masco the evening of November 5<sup>th</sup> to sit in on early budgetary conversations for FY27. This was a concerted effort between Middleton, Topsfield and Boxford to get budget messaging out early.
- The Veteran's Day ceremony was both chilly and well attended. Thank you to the Patriotic Observances Committee, volunteers, residents, and Town Departments that help mark the day.
- I would like to establish CY26-CY28 Goals at your upcoming Select Board meeting. I have asked for input from Department Heads, and expect to have a draft available in early December.
- The deadline for the December ZBA has come and past, confirming that plans for 35 Village Road will be filed no earlier than January, 2026. We will continue to monitor.
- Separately, Villebridge Middleton has expressed intentions to come before the ZBA to propose minor alterations to the commercial elements of the site. I have coordinated a meeting with the developer, ZBA Chair, Building Commissioner Fitzpatrick and our Interim Planner later this week to ensure everybody is on the same page.
- The Citizen's Academy has wrapped up for the year. Thank you for citizens that participated, JJ Dimino for helping execute, our Department Heads that participated and of course Jackie Bresnahan for taking on this commitment.
- The Middleton Social Services Advisory Group will be holding their first meeting on Tuesday of next week. I look forward to collaborating with this group to ensure the needs of our most vulnerable citizens are met.
- As of today the Municipal Building project remains well under budget, and is only 4 days past schedule.
- Memorial Hall and 195 N. Main Street will be closing at 1pm on Wednesday, November 26<sup>th</sup> and will not be reopening until the following Monday in recognition of Thanksgiving.

Respectfully submitted,

Justin Sultzbach  
Town Administrator