

MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW ELEMENTARY SCHOOL
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, FEBRUARY 3, 2026
5:00 PM

This meeting is being recorded

- | | |
|---------|--|
| 5:00 pm | 1. Business <ul style="list-style-type: none">• Warrant: 2617, FP80• Minutes: January 20, 2026 OS• Town Administrator Updates and Reports• Middleton Municipal Complex Update - Change Order 14, PCA360 Contract extension |
| 5:15 pm | 2. Department Head Update: Peter Coleman, Facilities Director |
| 5:25 pm | 3. Department Budget Presentations for FY27: Board of Health; Select Board/Town Administration, Town Counsel |
| 5:50 pm | 4. Review draft May 12 th , 2026 Annual Town Meeting Warrant |
| 6:00 pm | 5. Public Comment (<i>to be held at 6pm for every Select Board Meeting</i>) |
| 6:05 pm | 6. Field Use Fee Structure review |
| 6:10 pm | 7. Appointments - Patriotic Observances Committee: <ul style="list-style-type: none">• Candidate Herman Learmond-Criqui• Candidate Liz Cameron |
| 6:15 pm | 8. Annual licensing follow-up – outstanding licenses |
| 6:20 pm | 9. Almira Richardson Scholarship Fund follow up |
| 6:25 pm | 10. One Day liquor license – Party Accommodator on behalf of the Board of Trade – February 12th, 2026 – Salem Metal located at 177 N Main St Building 200 Unit # 201, Middleton, MA 01949 |
| 6:30 pm | 11. 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 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) |
| 6:45pm | 12. Executive Session pursuant to G.L. c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining negotiations: All Collective Bargaining Units regarding Contract Negotiations |
| 7:00 pm | 13. Return to open session for potential contract approvals of the above listed |

Upcoming Meetings

February 7 at 8:30 am

Budget Saturday

February 17 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.

PCA360, LLC – AMENDMENT 01

WHEREAS, the Town of Middleton (“Owner”) entered into a contract (“Contract”) with PCA360, LLC (“the Vendor”) (collectively the “Parties”) for Owner Project Manager services in association with the Middleton Municipal Complex Project (“the Project”) on February 01, 2022, which was amended on January 30, 2026.

WHEREAS, pursuant to Article 9 of the Contract, the Owner is requesting the amendments as summarized herein in accordance with the provisions of that section;

WHEREAS, the detailed proposal and justification is summarized in Exhibit A, attached hereto and incorporated herein; and

WHEREAS, effective as of January 30, 2026, the Parties wish to amend the Contract as summarized in this Amendment 01.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

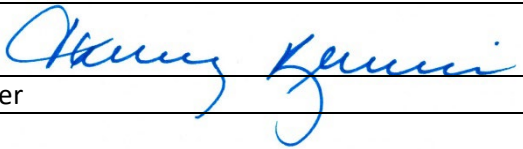
1. To increase the Contract by **Two Hundred One Thousand Seven Hundred Five Dollars and Zero Cents** as further described and justified in PCA360’s Additional Services Request #03 (ASR-03) dated June 12, 2024, attached hereto and incorporated herein.

Fee for Basic Services	Original Contract	Previous Amendments	Amount of this Amendment	Cumulative Total
Original Contract	\$1,579,441.00	\$0.00	\$0.00	\$1,579,441.00
Amendment 01 PCA360 – ASR-03 dated 6/12/24	\$0.00	\$0.00	\$201,705.00	\$1,781,146.00
Total Contract	\$1,579,441.00	\$0.00	\$201,705.00	\$1,781,146.00

2. The Project Schedule shall be from Start to
Substantial Completion: Unchanged by this amendment, May 20, 2024
to January 30, 2026
3. This Amendment and incorporated attachments contain all additional terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding this amendment shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect. This amendment is for scope of work described as “Extension of Construction Administration Services by Three and a half months to align PCA360’s construction phase services with the Construction Managers GMP contract duration”, as outlined in Exhibit A.

IN WITNESS WHEREOF, the Parties have caused this amendment to be executed by their respective authorized officers.

VENDOR

Owner:	PCA360, LLC
Name (Signature):	Thomas Kerwin 
Title:	Managing Partner
Date:	1/30/26

TOWN OF MIDDLETON

By executing this Agreement, the undersigned authorized signatory of Owner, who incurs no personal liability by reason of the execution hereof or anything herein contained, hereby certifies under penalties of perjury that this Contract is executed in accordance with a prior approval of the TOWN OF MIDDLETON.

Owner:	TOWN OF MIDDLETON
Name (Signature):	Brian Cresta
Title:	Selectboard Chair
Date:	

Town of Middleton – Finance Director – Sufficient funds available for this contract

Name (Signature):	Sarah Wood
Title:	Finance Director
Date:	

Town of Middleton – Town Counsel (legal) - Approved as to Form & Character

Name (Signature):	Elizabeth Lydon
Title:	Town Counsel - Mead, Talerman & Costa, LLC
Date:	

January 9, 2026

Justin Sultzbach, Town Administrator
Town of Middleton
48 S. Main Street
Middleton, MA 01949

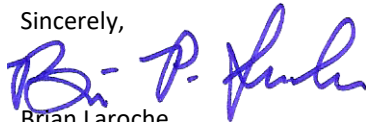
Re: Middleton Municipal Complex Project – Additional Service Request (ASR # 03)

Dear Justin,

In May 2024, the Town of Middleton entered into a contract with WT Rich Company based on a construction schedule with a duration of twenty-one and a half (21.5) months. PCA360's original proposal and contract anticipated an eighteen (18) month construction phase. As a result, the Owner's Project Manager (OPM) construction phase services required an extension of three and a half (3.5) months to align with the construction contract duration.

In June 2024, PCA360 submitted a request for an additional fee associated with this extended duration. At that time, we met to discuss, it was decided at that time to defer the request until later in the project so that the extension could be based on the actual construction duration rather than a projected schedule. As of this date, construction remains within four (4) days of the anticipated completion date, and the previously identified three and a half (3.5) month extension remains appropriate. Based on the OPM Contract Payment Schedule monthly rate for construction phase services of \$57,630.00, this request is reflected in the attached ASR #03.

Sincerely,



Brian Laroche
Project Director

Cc: William Renault, Middleton Building Committee, Chairman
File

ADDITIONAL SERVICE REQUEST (ASR)

Date: 6.12.24

ASR#: 03


Prepared by: B. Laroche

Client Name:	Town of Middleton	Project Name:	Middleton Municipal Complex
Address:	48 South Main Street Middleton, MA 01949	Project Location:	105 S Main St, Middleton, MA 01949
Attention:	Justin Sultzbach	Client Project No:	

Scope of Work: **Extended Construction (Phase III) services by three and a half (3.5) months**

In May 2024, the Town of Middleton entered into a contract with WT Rich Company for a construction schedule to be twenty-one and a half (21.5) month duration. PCA360 original proposal and contract had the construction phase being an eighteen-month duration. As a result, the OPM's construction phase services will be extended by an additional three and a half months (3.5). PCA360 is requesting an additional fee for the extended duration based on the OPM's Contract Payment Schedule monthly rate for the construction phase services of \$57,630.00.

(Check one)	Lump Sum Fee <input checked="" type="checkbox"/>	Timecard <input type="checkbox"/>
Description	Fee	
\$57,630.00 x 3.5 months	\$201,705.00	
Total Additional Fee	\$201,705.00	

WE WILL PROCEED WITH THE ABOVE SCOPE OF WORK UPON RECEIPT OF YOUR WRITTEN AUTHORIZATION.			
For:	PCA360, LLC	For:	
Submitted by:	 Thomas Kerwin	Approved by:	
Title:	Project Executive	Title:	
Date:	6/12/24	Date:	

Attachment A
Payment Schedule (updated 08.28.24)
Town of Middleton Public Facilities Project

Payment #	Month	Amount of Payment
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Phase I - Designer Procurement: January - March 2022

1	cont	Feb-22	19,615.00	Billed
2	cont	Mar-22	19,616.00	Billed
Subtotal:			39,231.00	

Phase II - Design Phase: April 2022 - March 2023 (rev April 22' - Feb 24')

3	cont	Apr-22	29,260.00	Billed	
4	cont	May-22	29,260.00	Billed	
5	cont	Jun-22	29,260.00	Billed	
6	cont	Jul-22	29,260.00	Billed	
7	cont	Aug-22	29,260.00	Billed	
waived		Sep-22	-		
8	cont	Oct-22	29,260.00	Billed	
9	cont	Nov-22	29,260.00	Billed	
10	cont	Dec-22	29,260.00	Billed	
11	cont	Jan-23	29,260.00	Billed	
12	cont	Feb-23	29,260.00	Billed	
13	cont	Mar-23	29,270.00	Billed	
14	cont	Apr-23	29,260.00	Billed	adj (\$4,625)
15	ASR 01	May-23	29,260.00	Billed	adj (\$4,625)
16	ASR 01	Jun-23	29,260.00	Billed	MPF-9
17	ASR 01	Jul-23	29,260.00	Billed	MPF-9
18	ASR 01	Aug-23	29,260.00	Billed	MPF-9
19	ASR 01	Sep-23	29,260.00	Billed	MPF-10
20	ASR 01	Oct-23	29,260.00	Billed	MPF-11
21	ASR 01	Nov-23	29,260.00	Billed	MPF-11
22	ASR 01	Dec-23	29,260.00	Billed	MPF-12
23	ASR 02	Apr-24	29,260.00		MPF-14
24	ASR 02	May-24	29,260.00		MPF-14
Subtotal:			643,730.00		

Phase III - Bidding & Award: April 2023 - June 2023 (rev Mar 24' - May 24')

25	cont	Jan-24	33,885.00		MPF-12
26	cont	Feb-24	33,885.00		MPF-13
27	cont	Mar-24	33,887.00		MPF-13
Subtotal:			\$101,657.00		

Phase IV - Construction: July 2023 -December 2023 (rev June 24' - Feb 26')

28	cont	Jun-24	57,630.00	MPF-15
29	cont	Jul-24	57,630.00	MPF-15
30	cont	Aug-24	57,630.00	MPF-15
31	cont	Sep-24	57,630.00	MPF-16
32	cont	Oct-24	57,630.00	MPF-17
33	cont	Nov-24	57,630.00	MPF-18
34	cont	Dec-24	57,630.00	MPF-18
35	cont	Jan-25	57,630.00	MPF-19
36	cont	Feb-25	57,630.00	MPF-20
37	cont	Mar-25	57,630.00	MPF-21
38	cont	Apr-25	57,630.00	MPF-22
39	cont	May-25	57,630.00	MPF-23
40	cont	Jun-25	57,630.00	MPF-23
41	cont	Jul-25	57,630.00	MPF-24
42	cont	Aug-25	57,630.00	MPF-25
43	cont	Sep-25	57,630.00	MPF-25
44	cont	Oct-25	57,630.00	MPF-26
45	cont	Nov-25	57,637.00	MPF-26
46	ASR-03	Dec-25	57,630.00	MPF-27
47	ASR-03	Jan-26	57,630.00	
48	ASR-03	Feb-26	57,630.00	
49	ASR-03	Mar-26	28,815.00	

Subtotal: 1,239,052.00

Phase V - Closeout: January 2025 -April 2025 (rev Mar 24' - May 26')

50	cont	Apr-26	12,519.00
51	cont	May-26	12,519.00
52	cont	Jun-26	12,519.00
53	cont	Jul-26	12,519.00

Subtotal: \$50,076.00

Total \$2,073,746.00

CONSTRUCTION CONTRACT FOR CONSTRUCTION MANAGER AT RISK SERVICES – CHANGE ORDER 14 AMENDMENT

WHEREAS, the Town of Middleton (“Owner”) represented by Owner’s Project Manager, PCA360, entered into a contract (“Contract”) with W.T. Rich Company, Inc. (“the CM at Risk”) (collectively the “Parties”) for construction manager services in association with the Middleton Municipal Complex Project (“the Project”) on June 1, 2023, which was amended on April 23, 2024 , on May 23, 2024, on July 29, 2024, on September 26, 2024, on January 16, 2025, on February 13, 2025, on March 26, 2025, on May 20, 2025, on June 24, 2025, on July 16, 2025, on August 20, 2025, on September 17, 2025, on October 3, 2025, on November 14, 2025, on December 16, 2025, and on January 20, 2026.

WHEREAS, pursuant to Section 6.4 of the Contract, the Owner is requesting the amendments as summarized herein in accordance with the provisions of that section;

WHEREAS, when contracting for the work, the Town intended to secure a builder’s risk policy directly through its insurance provider; however, in order to reduce the cost of said policy, the Town is electing to procure the policy through the Construction Manager, the cost of which is included herein;

WHEREAS, the detailed proposal and justification is summarized in Exhibit A, attached hereto and incorporated herein; and

WHEREAS, effective as of January 20, 2026, the Parties wish to amend the Contract as summarized in this Change Order 014.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. To increase the Contract by **Two Hundred Three Thousand Four Hundred and Twenty-Nine dollars and zero cents, \$203,429.00** as further described and justified in Construction Change Order – 014 dated January 20, 2026 attached hereto and incorporated herein.

Fee for Basic Services	Original Contract	Previous Amendments	Amount of this Amendment	After this Amendment
Pre-construction services	\$124,910.00	\$0.00	\$0.00	\$124,910.00
Interim GMP Contract Amendment	\$0.00	\$39,088,652.00	\$0.00	\$39,088,652.00
GMP Contract Amendment	\$0.00	\$18,911,235.00	\$0.00	\$18,911,235.00
Change Order 01 - Amendment	\$0.00	\$342,878.00	\$0.00	\$342,878.00
Change Order 02 - Amendment	\$0.00	(\$501,655.00)	\$0.00	(\$501,655.00)
Change Order 03 - Amendment	\$0.00	\$367,788.00	\$0.00	\$367,788.00
Change Order 04 - Amendment	\$0.00	\$240,130.00	\$0.00	\$240,130.00

Change Order 05 - Amendment	\$0.00	\$52,177.00	\$0.00	\$52,177.00
Change Order 06 - Amendment	\$0.00	\$85,606.00	\$0.00	\$85,606.00
Change Order 07 - Amendment	\$0.00	\$263,188.00	\$0.00	\$263,188.00
Change Order 08 - Amendment	\$0.00	\$14,829.00	\$0.00	\$14,829.00
Change Order 09 - Amendment	\$0.00	\$269,952.00	\$0.00	\$269,952.00
Change Order 010 - Amendment	\$0.00	\$24,629.00	\$0.00	\$24,629.00
Change Order 011 - Amendment	\$0.00	\$128,223.00	\$0.00	\$128,223.00
Change Order 012 - Amendment	\$0.00	\$92,771.00	\$0.00	\$92,771.00
Change Order 013 - Amendment	\$0.00	\$27,958.00	\$0.00	\$27,958
	\$0.00	\$0.00	\$203,429	\$203,429
Total Contract	\$0.00	\$59,533,271.00	\$203,429.00	\$59,736,700.00

2. The Project Schedule shall be from Start to
Substantial Completion:

Unchanged by this amendment, May 8, 2024 to
January 30, 2026 (21.5 Months)

3. The Construction Budget shall be as follows:

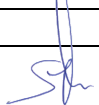
Original Budget: \$58,124,797.00 (including pre-construction fee)
Post-Amendment Budget: \$59,736,700.00

4. This Amendment and incorporated attachments contains all additional terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding this amendment shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect. This amendment is for the Construction Change Order 014, as outlined in Exhibit A, for a total cost of:

**Two Hundred Three Thousand Four Hundred and Twenty-Nine dollars and zero cents,
\$203,429.00**

IN WITNESS WHEREOF, the Parties have caused this amendment to be executed by their respective authorized officers.

CONSTRUCTION MANAGER

Owner:	W.T. Rich Company, Inc.
Name (Signature):	Steve Taylor 

Title:	Project Executive
Date:	1/20/2026

TOWN OF MIDDLETON

By executing this Agreement, the undersigned authorized signatory of Owner, who incurs no personal liability by reason of the execution hereof or anything herein contained, hereby certifies under penalties of perjury that this Contract is executed in accordance with a prior approval of the TOWN OF MIDDLETON.

Owner:	TOWN OF MIDDLETON
Name (Signature):	Brian Cresta
Title:	Selectboard Chair
Date:	

Town of Middleton – Finance Director – Sufficient funds available for this contract	
Name (Signature):	Sarah Wood
Title:	Finance Director
Date:	

Town of Middleton – Town Counsel (legal) - Approved as to Form & Character	
Name (Signature):	Elizabeth Lydon
Title:	Town Counsel - Mead, Talerman & Costa, LLC
Date:	



CHANGE ORDER

CHANGE ORDER DATE: January 20, 2025
CHANGE ORDER NUMBER: 014
CONTRACT INFORMATION: Construction Management

PROJECT:
 Middleton Municipal Complex
 105 S. Main Street
 Middleton, MA 01949

OWNER:
 Town of Middleton
 48 S. Main Street
 Middleton, MA 01949

ARCHITECT:
 Context Architecture
 65 Franklin Street
 Boston, MA 02110

CONTRACTOR:
 WT. Rich Company, Inc
 1075 Worcester Street, Suite 310
 Natick, MA 01760

THE CONTRACT IS CHANGED AS FOLLOWS:

PCO Number	Title	Amount	Change Reason	Change Order Value	Amount
318	CE #442 - 7105 Concrete Floor Paint (alternative to concrete sealer)	\$0.00	Allowance	Change Order Value	\$1,253.00
316	CE #441 - 7110 RFI 258 Head and Foot Bolts at P140	\$0.00	Allowance	Change Order Value	\$3,180.00
313	CE #439 - 6120 Operable Partition Storage Fee	\$0.00	Contingency	Change Order Value	\$2,718.00
308	CE #432 - 8308 TH Crossover Assembly for Attic Ductwork	\$5,900.00	Change Order	Change Order Value	\$5,900.00
295	CE #391 - 7106 PR 110 Lighting Relocation in TH Hearing Room 207	\$0.00	Allowance	Change Order Value	\$3,069.00
285A	CE #370 - 7108 - RFI #593 (Valved CW Hookups for PS Kitchen Refrigerators)	\$0.00	Allowance	Change Order Value	\$624.00
282	CE #388 - 7108 RFI 613 Sprinkler Coverage Concerns in Fire Garage 177	\$0.00	Allowance	Change Order Value	\$3,431.00
274	CE #347 - 8274 PR-106 Antenna Cable Plate Lighting Protection - RFI 571	\$3,219.00	Change Order	Change Order Value	\$3,219.20
269	CE #368 - 8269 PR-102 TH and PSB Door Hardware	\$51,268.00	Change Order	Change Order Value	\$51,268.00
265	CE #339 - 8265 PR-105 RFI-567 TH Kitchen to MP Room Door	\$5,165.00	Change Order	Change Order Value	\$5,165.00
251	CE #369 - 7105 RFI #591: Decon Shower Doors - Thresholds	\$0.00	Allowance	Change Order Value	\$475.00
249	CE #371 - 6090 Coffee Station Wood Coiling Door	\$0.00	Contingency	Change Order Value	\$6,588.00
235	CE #323 - 6118 PR-100.1 Site Sign Posts	\$0.00	Contingency	Change Order Value	\$3,731.00
207R3	CE #322 - 8207 - Updated MELD Generator Pad Drawings	\$108,094.00	Change Order	Change Order Value	\$108,094.00
174AR1	CE #246 - 7114 RFI 482 - PR-067 PSB Parking Canopy Gutter	\$0.00	Allowance	Change Order Value	\$4,067.00
146	CE #094 - PR-022 Chain Link Fence Gate Hardware	\$6,962.00	Change Order	Change Order Value	\$6,962.00
133	6027 - CE #113 - 6027 - ASI-040 Day Room North Wall (RFI#313)	\$0.00	Contingency	Change Order Value	\$7,550.00
113	CE #214 - 8113 PR-052/RFI-494 Relocated Wall Opening for Antenna Cabling	\$17,008.00	Change Order	Change Order Value	\$17,008.00
108	CE #205 - 7107 RFI #416: TH Truss Modification for Ductwork	\$0.00	Allowance	Change Order Value	\$2,373.00
102	CE #169 - 8102 PR-038 Trim & Ceiling at Door P220B	\$5,813.00	Change Order	Change Order Value	\$5,813.00
Total		\$203,429.00		Total	\$242,488.20

The Original Contract Sum* was:	\$58,124,797.00
The net change by previously authorized Change Orders:	\$1,408,474.00
The Contract Sum prior to Change Order was:	\$59,533,271.00
The Contract Sum will be increased/decreased by this Change Order in the amount of:	\$203,429.00
The new Contract Sum including this Change Order will be:	\$59,736,700.00
The Contract Time will be increased by:	Zero (0) days
The new date of Substantial Completion will be:	1/30/2026

*Includes all previously executed contract amendments

NOTE: This Change Order does not include adjustments to the Contract Sum or Guarantee Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Context Architecture
ARCHITECT

W.T. Rich Company, Inc.
CONTRACTOR

Town of Middleton
OWNER

Signature

Signature

Signature

Printed Name & Title

Steve Taylor, Project Executive

Printed Name & Title

Brian Cresta, Select Board Chair

Printed Name & Title



12/16/2025

Date

Date

Date



W.T. RICH COMPANY

11/18/25

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 108 - CE #205: 7107 RFI 416 TH Truss Penetrations**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order 108** in the **ADD** amount of **\$2,373.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with RFI 416 to create penetration through shear trusses to allow for ductwork to pass through. This is a coordination item that could not be fully foreseen ahead of time due to the varying truss bracing requirements for install. These costs will be allocated to **Allowance 7107, Structural Steel and Truss Coordination**. After acceptance of **PCO 108**, there will be **\$44,684.00** remaining in Allowance 7107. This remaining amount does not take into consideration any additional PCOs that may also be pending. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

As authorized by the owner or their representative, the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.


Justin Derge, Project Manager

W.T. Rich Company, Inc.

Date: 11/18/25

Middleton Building Committee Designee:
Signature: 

Print Name: William R. Rourke

Middleton Building Committee

Date: 1/13/26

Town Administrator:

Signature: 

Print Name: J. S. H. H. H.

Town of Middleton

Date: 1-13-26

Architect:
Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 15 December 2025



W.T. RICH COMPANY

12/15/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 146R4 - CE #094 - PR-022 Chain Link Fence Gate Hardware**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 146R4** in the **ADD** amount of **\$6,962.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **supplying and installing necessary materials (square frame gate) and hardware to meet the requirements of the added chain link fence gate hardware per PR-022**. Please note: this PCO includes a credit from Premier Fence for the base scope pedestrian gate owned and an add from Fences Unlimited to substitute Premier Fence's rejected quote for PR-022 added scope.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 12/15/25

Middleton Building Committee Designee:
Signature: 

Print Name: William Reardon

Middleton Building Committee

Date: 1/13/26

Town Administrator:

Signature: 

Print Name: J. Sultzbach

Town of Middleton

Date: 1-13-26

Architect:
Signature: C. Christopher Logan

Printed Name: C. Chrcristopher Logan

Context Architecture

Date: 6 January 2026



W.T. RICH COMPANY

12/11/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: Middleton Municipal Complex Project
105 South Main Street
Middleton, MA 01949

Subject: PCO 207R3, CE 322 MELD Gen Updated Pads R3

Dear Brian,

W.T. Rich hereby presents Potential Change Order 207R3 in the add amount of \$108,094.00. The revised costs reflect actual surveyed conditions in the field. This cost is for changes made to the size, structural requirements (base prep depth and slab reinforcing) of the MELD generator pads, (2) per 9/26/2025 stamped drawing by PLM Electric Power Engineering. Marguerite and J. Derenzo were approved per their pricing for PR-006 in PCO-015. This PCO considers the full deduct of these pads from PCO-015. The pad prep requires excavation from current subgrade down 3' for structural fill.

Excludes any provision for underground from pad to pad as none are shown and MELD has indicated there is none required. Excludes relocating site lighting conduits which are below the pad but now within the excavation and structural fill for the pad base prep. Revised routing will not be known until this scope is completed and any costs associated with relocation will be submitted under separate cover. Pricing was assumed all work would take place from the binder coat west parking lot. Any required temp protections will be applied to related allowances or contingency. Any associated winter conditions will be applied to the related allowances.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 12/11/2025

Middleton Building Committee Designee:

Signature:

Print Name:

WILLIAM RENAULT

Middleton Building Committee

Date:

1/13/26

Town Administrator:

Signature:

Print Name:

Town of Middleton

Date:

Architect:

Signature:

Printed Name:

Context Architecture

Date:

22 December 2025



12/16/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 249R1 - CE #371 - RFI 586 & PR 112 Coffee Station Wood Coiling Door**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 249R1** in the **ADD** amount of **\$6,588.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **the wood coiling door at the Town Hall coffee station that was missed during buyout and procurement. The revised PCO includes revisions to the size of the door based on direction in PR 112.** This door may be installed past January 30th based on the lead time of the door. These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 12/16/2025

Middleton Building Committee Designee:

Signature: *[Signature]*

Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 1/13/26

Town Administrator:

Signature: *[Signature]*

Print Name: T. Sultback

Town of Middleton

Date: 1.13.26

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 22 December 2025



W.T. RICH COMPANY

1/2/2026

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: Middleton Municipal Complex Project
105 South Main Street
Middleton, MA 01949

Subject: PCO 251 - CE #369 - RFI 591 Decon Shower Door Thresholds

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 251** in the **ADD** amount of **\$475.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with the direction in **RFI #591 to revise the thresholds at the decon shower doors to be 2"**.

These costs will be allocated to allowance **7105 Floor Patching Allowance**. After acceptance of **PCO 251**, there will be **\$42,062.00** remaining in Allowance **7105**. This remaining amount includes **PCO 251** and those PCOs previously included in **OCO's 001-013** but does not consider any pending PCOs that are also allocated to allowance **7105**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 1/2/2026

Middleton Building Committee Reference:

Signature: 

Print Name: WILLIAM ZENAUO

Middleton Building Committee

Date: 1/13/26

Town Administrator:

Signature: 

Print Name: J. Sultana

Town of Middleton

Date: 1.13.26

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 5 January 2026



W.T. RICH COMPANY

1/2/2026

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: Middleton Municipal Complex Project
105 South Main Street
Middleton, MA 01949

Subject: PCO 265 - CE #339 - PR 105 (RFI 567) Town Hall Kitchen to Multipurpose Room Door

Dear Brian,

W.T. Rich hereby presents Potential Change Order No. 265 in the ADD amount of \$5,165.00. Work included within this proposal includes providing labor, equipment, and materials for the work associated with the direction in PR 105 to increase the size of the door between the Town Hall kitchen and Multipurpose Room.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

As authorized by the owner or their representative, the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.
W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager

W.T. Rich Company, Inc.

Date: 1/2/2026

Middleton Building Committee Designee
Signature: 

Print Name: WILLIAM RENAUX

Middleton Building Committee

Date: 1/13/26

Town Administrator:

Signature: 

Print Name: J. S. Haddock

Town of Middleton

Date: 1.13.26

Architect:

Signature: 

Printed Name: C. Christopher Logan

Context Architecture

Date: 5 January 2026



W.T. RICH COMPANY

12/16/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 295 - CE #391 PR 110 Lighting Relocation in TH Hearing Room 207**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 295** in the **ADD** amount of **\$3,069.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **relocating the lights in Town Hall hearing room 207**.

These costs will be allocated to allowance **7106, Electrical Design Coordination**. After acceptance of **PCO 295**, there will be **\$40,668.00** remaining in Allowance **7106**. This remaining amount includes **PCO 295** and those PCOs previously included in **OCO's 001-013** but does not consider any pending PCOs that are also allocated to allowance **7106**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 12/16/2025

Middleton Building Committee Designee:
Signature: *[Signature]*

Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 1/13/26

Town Administrator:

Signature: *[Signature]*

Print Name: J. S. Hochbach

Town of Middleton

Date: 1.13.26

Architect:

Signature: *[Signature]*

Printed Name: C. Christopher Logan

Context Architecture

Date: 22 December 2025



W.T. RICH COMPANY

1/5/26

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 299 - CE #417 Heat Kits for FF Kitchen 220 Refs**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 299** in the **ADD** amount of **\$5,857.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with providing "Heat Kits" for the installation of the 4 fridges side by side in the **PSB Fire Dept. Kitchen 220** per manufacturer's instructions. These costs will be allocated to allowance **7108, Mechanical and Plumbing**. After acceptance of **PCO 299**, there will be **\$13,424.00** remaining in Allowance **7108**. This remaining amount includes **PCO 299** and those PCOs previously included in **OCO's 001-013** but does not consider any pending PCOs that are also allocated to allowance **7108**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 1/5/26

Middleton Building Committee Designee:

Signature: *[Signature]*

Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 1/13/26

Town Administrator:

Signature: *[Signature]*

Print Name: J. S. Huback

Town of Middleton

Date: 1.13.26

Architect:

Signature: *[Signature]*

Printed Name: C. Christopher Logan

Context Architecture

Date: 5 January 2026



W.T. RICH COMPANY

1/6/2026

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 308R1 - CE #432 - TH Crossover Assembly for Attic Ductwork**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 308R1** in the **ADD** amount of **\$5,900.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with gaining access to AHU-1 via a duct crossover. The duct was originally intended to be installed higher, but due to the actual truss design the duct needed to be lowered which was taken care of during installation. To gain access to the unit – a crossover needs to be installed. Please note the cost for an engineered stamp may not be required please review and advise – if the stamp is not required the cost can be removed.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager

W.T. Rich Company, Inc.

Date: 1/6/2026

Middleton Building Committee Designee:
Signature: *[Signature]*

Print Name: WILLIAM DONAHO

Middleton Building Committee

Date: 1/13/26

Town Administrator:

Signature: *[Signature]*

Print Name: J. S. H. H. H.

Town of Middleton

Date: 1.13.26

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 6 January 2026



W.T. RICH COMPANY

1/5/2026

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: Middleton Municipal Complex Project
105 South Main Street
Middleton, MA 01949

Subject: PCO 313 - CE #439 - Operable Partition Storage Fee

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 313** in the **ADD** amount of **\$2,718.00** Work included within this proposal includes providing labor, equipment, and materials **for off-site storage of the Town Hall operable partition to avoid potential damage to the finished product.** These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 1/5/2026

Middleton Building Committee Designee:

Signature: *[Signature]*

Print Name: WILLIAM RENAUX

Middleton Building Committee

Date: 1/13/26

Town Administrator:

Signature: *[Signature]*

Print Name: J. J. S. Huber

Town of Middleton

Date: 1.13.26

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 5 January 2026



W.T. RICH COMPANY

1/6/2026

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 316 - CE #441 RFI 258 Head and Foot Bolts at P140**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 316** in the **ADD** amount of **\$3,180.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **procuring head and foot bolts for public safety door P140 per RFI 258**.

These costs will be allocated to allowance **7110 Door Hardware Coordination**. After acceptance of **PCO 316**, there will be **\$24,669.00** remaining in Allowance **7110**. This remaining amount includes **PCO 316** and those PCOs previously included in **OCO's 001-013** but does not consider any pending PCOs that are also allocated to allowance **7110**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager

W.T. Rich Company, Inc.

Date: 1/6/2026

Middleton Building Committee Designee:

Signature: 

Print Name: WILLIAM RENAUD

Middleton Building Committee

Date: 1/13/26

Town Administrator:

Signature: 

Print Name: J. Sutcliffe

Town of Middleton

Date: 1.13.26

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 6 January 2026



W.T. RICH COMPANY

1/6/2026

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 318 - CE 442 - Concrete Floor Paint (alternative to concrete sealer)**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 318** in the **ADD** amount of **\$1,253.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **changing the concrete sealer to concrete paint were called for on the finish schedule**.

These costs will be allocated to allowance **7105 Floor Patching Allowance**. After acceptance of **PCO 318**, there will be **\$41,284.00** remaining in Allowance **7105**. This remaining amount includes **PCO 318** and those PCOs previously included in **OCO's 001-013** but does not consider any pending PCOs that are also allocated to allowance **7105**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 1/6/2026

Middleton Building Committee Designee:
Signature:

Print Name: WILLIAM RENAULT

Middleton Building Committee

Date: 1/13/26

Town Administrator:

Signature:

Print Name: J. Sutcliffe

Town of Middleton

Date: 1.13.26

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 6 January 2026



W.T. RICH COMPANY

11/18/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 102 - CE #169 - PR-038 Trim & Ceiling at Door P220B**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 102** in the **ADD** amount of **\$5,813.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with providing a ceiling, exterior trim, and corner trim for the exterior area around Door P220B as shown and noted in PR-038.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

As authorized by the owner or their representative, the work associated with this change has been performed on a time and materials basis. The attached change order price proposal includes the backup documentation from the time and material work performed and verified by the project team in the field. We request your assistance in bringing this matter to a swift conclusion so that the contractor(s) that have performed the work can be compensated in a timely manner.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.


Justin Derge, Project Manager

W.T. Rich Company, Inc.

Date: 11/18/25

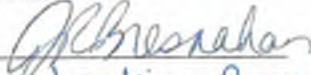
Middleton Building Committee Designee:
Signature: 

Print Name: WILLIAM RENAUX

Middleton Building Committee

Date: 12/23/25

Town Administrator:

Signature: 
Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/22/25

Architect:
Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 15 December 2025



W.T. RICH COMPANY

12/8/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 113R1 - CE #214 - PR 052 Relocated Wall Opening for Antenna Cabling**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 113R1** in the **ADD** amount of **\$17,008.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **PR 052 which provided direction to infill the existing opening for the antenna cabling and provide a new opening for the revised location**

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 12/8/2025

Middleton Building Committee Designee:

Signature: *[Signature]*

Print Name: WILLIAM BENNETT

Middleton Building Committee

Date: 12/23/25

Town Administrator:

Signature: *[Signature]*

Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/22/25

Architect:

Signature: _____

Printed Name: _____

Context Architecture

Date: _____



7/8/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO No.133 - CE #113 - ASI-040 Day Room North Wall (RFI#313)**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 133** in the **ADD** amount of **\$7,550.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **RFI 313 response/ASI-040 direction to change the North wall in Day Room 221**. These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 7/8/25

Middleton Building Committee Designee:

Signature: *[Signature]*

Print Name: William Reardon

Middleton Building Committee

Date: 12/23/25

Town Administrator:

Signature: *[Signature]*

Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/22/25

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 15 December 2025



W.T. RICH COMPANY

11/5/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 174A - CE #246 - PR-067 PSB Parking Canopy Gutter - RFI 482 - J. Derenzo Underground Work**

Dear Brian,

W.T. Rich hereby presents Potential Change Order No. 174A in the ADD amount of \$4,067.00. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: the civil/underground portion of work pertaining to RFI 482 response/PR-067 to add a gutter at the Public Safety police canopy.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 11/5/25

Middleton Building Committee Designee:
Signature: *[Signature]*

Print Name: WILLIAM RONAUTO

Middleton Building Committee

Date: 12/23/25

Town Administrator:

Signature: *[Signature]*
Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/22/25

Architect:
Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 15 December 2025



W.T. RICH COMPANY

12/16/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: Middleton Municipal Complex Project
105 South Main Street
Middleton, MA 01949

Subject: PCO 235R2 - CE #323 - PR-100R1 Site Sign Post Revisions

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 235R2** in the **ADD** amount of **\$3,731.00** Work included within this proposal includes providing labor, equipment, and materials for the work associated with **PR-100R1 to revise 22 site signage posts from breakaway to 2x2 painted posts**. These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 12/16/25

Middleton Building Committee Designee:

Signature:

Print Name: WILLIAM PENNULT

Middleton Building Committee

Date: 12/23/25

Town Administrator:

Signature:

Print Name:

Town of Middleton

Date:

Architect:

Signature:

Printed Name:

Context Architecture

Date:

18 December 2025



W.T. RICH COMPANY

12/8/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 269R1 - CE #368 - PR-102 - TH and PSB Door Hardware Revisions**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 269R1** in the **ADD** amount of **\$51,268.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **the direction for various hardware changes and additional card readers as shown in PR 102**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

We are currently in the process of evaluating the time impact as a result of this PR. Wayne J. Griffin has submitted a time extension as a part of their pricing, which WTR has asked them to substantiate that claim. Additionally, we have reached out to O'Connor Door to confirm any lead time impacts as a result of these changes. Once this information has been provided to WTR we will resubmit this PCO noting any impacts to the schedule or what will not be able to be completed before the substantial completion date of January 31st as a result of this added work. Final acceptance of this Change Order constitutes a modification to our Contract and addition of time or agreement that this scope can push out past the substantial completion date. The Potential Change Order Proposal is valid for thirty days. In the event you have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 12/8/2025

Middleton Building Committee Designee:
Signature: 

Print Name: WILLIAM RENAUD

Middleton Building Committee

Date: 12/23/25

Town Administrator:

Signature: 

Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/22/25

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 15 December 2025



W.T. RICH COMPANY

11/17/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 274 - CE #347 - PR-106 Antenna Cable Plate Lighting Protection - RFI 571**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 274** in the **ADD** amount of **\$3,219.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **PR-106/RFI-571 to provide an external ground bar for the antenna wall entry box.**

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 11/17/25

Middleton Building Committee Liaison:

Signature: 

Print Name: William Reardon

Middleton Building Committee

Date: 12/23/25

Town Administrator:

Signature: 

Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/22/25

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 8 December 2025



W.T. RICH COMPANY

11/20/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: Middleton Municipal Complex Project
105 South Main Street
Middleton, MA 01949

Subject: PCO 282 - CE #388 - RFI 613 Sprinkler Coverage Concerns in Fire Garage 177

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 282** in the **ADD** amount of **\$3,431.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **the response in RFI #613 to add 3 additional sprinkler heads to Fire Garage 177 as three heads were blocked by ductwork.**

These costs will be allocated to allowance **7108, Mechanical and Plumbing Design Coordination**. After acceptance of **PCO 282**, there will be **\$28,374.00** remaining in Allowance **7108**. This remaining amount includes **PCO 282** and those PCOs previously included in **OCO's 001-012** but does not consider any pending PCOs that are also allocated to allowance **7108**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 11/20/2025

Middleton Building Committee Deference:
Signature: *[Signature]*

Print Name: William R. Rausch

Middleton Building Committee

Date: 12/23/25

Town Administrator:

Signature: *[Signature]*

Print Name: Jackie Bresnahan

Town of Middleton

Date: 12/22/25

Architect:

Signature: *[Signature]*

Printed Name: C. Christopher Logan

Context Architecture

Date: 13 December 2025



W.T. RICH COMPANY

12/5/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 285A - CE #370 RFI #593 (Valved CW Hookups for PS Kitchen Refrigerators) Griffin Costs**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 285A** in the **ADD** amount of **\$624.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **Griffin's work associated with RFI-593 response to provide recessed refrigerator boxes at the 4 PSB Fire Dept. Kitchen Rm 220**. These costs will be allocated to allowance **7108, Mech and Plumbing Design**. After acceptance of **PCO 285**, there will be **\$31,181.00** remaining in Allowance **7108**. This remaining amount includes **PCO 285A** and those PCOs previously included in **OCO's 001-012** but does not consider any pending PCOs that are also allocated to allowance **7108**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.


Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 12/5/2025

Middleton Building Committee Reference:

Signature: 
Print Name: WILLIAM RENAUER

Middleton Building Committee

Date: 12/23/25

Town Administrator:

Signature: 
Print Name: Justice A. Reardon

Town of Middleton

Date: 12/22/25

Architect: C. Christopher Logan
Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 15 December 2025

**MAY 12, 2026 ANNUAL TOWN MEETING
PRELIMINARY LIST**

Art #		Page #
	Current & Prior Year Financial Articles	
1.	Hear Committee Reports	
2.	Pay Bills of Prior Fiscal Years	
3.	Snow and Ice Deficit	
4.	Retroactive pay for Library Collective Bargaining Agreement	
5.	Current year use of stabilization for MMC to reduce borrowing	
6.	Current year use of Free Cash for MMC to reduce borrowing	
	FY2027 Financial Articles	
7.	Approve FY2027 Compensation for Elected Officials	
8.	FY2027 Omnibus Budget	
9.	FY2027 Community Preservation Budget - Debt Service, Projects, Expenses	
10.	FY2027 Community Preservation Budget - New Projects	
11.	Authorize FY2027 Revolving Fund Spending Limits	
12.	FY2027 South Essex Sewerage District Enterprise Budget	
13.	FY2027 Water Enterprise Budget	
14.	Accept Sum from Middleton Electric Light Department (MELD)	
15.	Transfers to Reserve Accounts	
16.	FY2027 Capital Budget	
17.	Masconomet Regional Capital Request	
18.	MSBA Language re: Roof/HVAC	
19.	Fuller Meadow Roof Construction Debt Capital Request	
	Citizen Petitions, Bylaw Adoptions, & Real Property	
	Leitner Way	
20.	WUMP Revolving Fund – create and set limit – this could be one or two articles	
21.	Comprehensive Zoning	
22.	Police Department Retirement Age	
23.	Field Use revolving Fund	
24.	Citizens' Petition – Charter Recall	

3-4-1 AMEND to read as:

~~Any~~ Any elected officer of the Town, including Middleton members of the regional school committee, may be recalled and removed from public office by the voters of the Town as herein provided. Any voter of the Town may file with the Select Board a petition containing the name and title of the elective officer whose removal is sought together with a statement of the grounds for their removal. Said petition shall be filed with said Board and shall be signed in ink or indelible pencil by qualified voters of the Town equal in number to at least twelve percent of the voters registered at the last regular municipal election, provided that no recall petition may be filed against any officer until he shall have their office before the taking of such vote. Said recall vote shall be called and conducted in the same manner as is provided by General Law for the call and conduct of a special election.

Jackie Bresnahan

From: Kevin Welch
Sent: Thursday, January 15, 2026 3:01 PM
To: Jackie Bresnahan; Elizabeth CAMERON
Cc: Bob Wahl
Subject: Liz Cameron and the Patriotic Observances Committee

Good afternoon Jackie,

As we discussed earlier, I am reaching out to connect you with Liz Cameron, who wishes to join the Patriotic Observances Committee.

She and Chairman Wahl are copied on this email.

Unfortunately, I do not have Liz's phone number, so I will connect you this way. Is there anything specifically you need from Liz to get this process completed?

Thanks,

Kevin Welch
Veterans' Service Officer (VSO)
Town of Middleton
48 South Main Street
Middleton, MA 01949
Phone: [978-880-0361](tel:978-880-0361)
Email: kevin.welch@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.

Jackie Bresnahan

From: Kevin Welch
Sent: Friday, January 30, 2026 2:41 PM
To: Jackie Bresnahan
Subject: Fw: Patriotic Observances Committee Membership

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Herman L-C <hermanlc@hotmail.com>
Sent: Wednesday, January 21, 2026 9:35:23 AM
To: Kevin Welch <kevin.welch@middletonma.gov>; Bob Wahl <rg-drwahl@comcast.net>
Subject: [EXTERNAL] - Re: Patriotic Observances Committee Membership

****WARNING**** This email originates from a personal e-mail account and may attempt to impersonate personnel or deliver suspicious or malicious content. Please take care if you proceed.

Hi Kevin,

Thanks for checking.

I will like to let Liz have the opportunity to serve as an appointed member member on the Patriotic Observance Committee.

I will be a last resort if no-one else comes forward.

Regards

Herman

From: Kevin Welch <kevin.welch@middletonma.gov>
Sent: Thursday, January 15, 2026 2:51 PM
To: Bob Wahl <rg-drwahl@comcast.net>
Cc: Herman L-C <hermanlc@hotmail.com>
Subject: Patriotic Observances Committee Membership

Good afternoon Mr. Chairman and Herman!

I just want to let you both know that the Town Clerk has verified that Herman is not an appointed Committee Member of the Town's Patriotic Observances Committee.

There is currently one vacancy, with appointed members being:
Robert Wahl
Matt Daly

Steve Kostos
Scott Saulnier
VACANT

I have already spoken with the Town Administrator's office, and we will be filling this vacancy as soon as possible with either Liz Cameron or Herman.

Please don't hesitate to reach out with any questions.

Thanks,

Kevin Welch
Veterans' Service Officer (VSO)
Town of Middleton
48 South Main Street
Middleton, MA 01949
Phone: 978-880-0361
Email: kevin.welch@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.



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

Field Use Fee Proposal

At present, Middleton does not charge any fees for organized use of its fields. As demand continues to grow and maintenance costs increase, it is appropriate to evaluate a modest, structured fee system to support the long-term sustainability of these public assets.

Town athletic fields require ongoing investment for mowing, lining, irrigation, utilities, equipment, repairs, and periodic capital improvements. These costs are currently borne entirely by the general operating budget or in-kind donations from various sports groups. Establishing field use fees would allow a portion of these expenses to be offset by the organizations that regularly schedule and benefit from the fields, while still maintaining reasonable access for residents. This would be done through a field use revolving fund.

A review of comparable towns shows that Middleton's proposed fees would remain competitive and, in many cases, lower than surrounding municipalities. Introducing fees would also promote fairness by ensuring that high-use groups contribute proportionally to upkeep.

It is recommended that fees apply primarily to organized leagues, clubs, and non-resident or for-profit users, with consideration given to reduced rates for youth programs and Middleton-based nonprofit organizations. Casual, unscheduled recreational use by residents would remain free of charge.

Any revenue generated would be dedicated to field maintenance, improvements, and future planning, ensuring that facilities remain safe, attractive, and available for years to come. Implementing field use fees represents a measured, responsible step toward preserving the quality of Middleton's athletic fields while easing the burden on taxpayers.

We would propose a similar structure to Topsfield at this time.

Town	Resident Category	Fee Rate	Notes
Hamilton-Wenham	Tier 1 (Residents)	No Charge	Residents & HWRS
Hamilton-Wenham	Tier 2 (60%+ residents)	\$25/hr	Youth & adult leagues
Hamilton-Wenham	Tier 3 (<60% residents)	\$35/hr	Non-resident majority
Ipswich	100% Residents	No Charge	Youth/Adult/Non-Profit
Ipswich	50%+ Residents	\$15/hr	
Ipswich	<50% Residents	\$20/hr	
North Reading	Resident League User	\$45 per participant/season	League user fee
North Reading	Cheering	\$15 per participant/season	
North Reading	Artificial Turf (Resident)	\$125/hr (2-hr min)	
North Reading	Artificial Turf (Non-resident)	\$150/hr (2-hr min)	
North Reading	Field Lights	\$50/hr (2-hr min)	Stadium lighting
Topsfield	Resident (One-time events)	\$20/hr	
Topsfield	Non-resident (One-time events)	\$30/hr	
Topsfield	Athletic Leagues	\$25 admin + \$10/player	Seasonal use

TOWN OF MIDDLETON
OFFICE OF THE TOWN ADMINISTRATOR
48 South Main Street, Middleton, MA 01949

Telephone (978) 777-3617
justin.sultzbach@middletonma.gov

TO: Select Board
CC: Sarah Wood, Finance Director

FROM: Justin Sultzbach, Town Administrator

DATE: February 3rd, 2026

RE: Almira Richardson Scholarship Fund

Board Members,

Based on feedback from your January 20th, 2026 meeting, it seems that there was consensus for a desire to ensure the remaining funds get into the hands of a deserving student/s.

With this direction, I consulted legal counsel, who advised that based on the language of the trust, the Select Board as trustees could vote to fully expend the account for the purpose intended, then simply close the account. The language below supports this approach:

“The Trustees are granted the power to terminate the trust in part or in whole, and to distribute all of the trust assets for any one or more of the following reason[s] to be determined by the Trustees in their sole discretion and distribute in accordance with Article III.

- (a) Because it is no longer economical to administer the trust asset and trust;
- (b) The Donor shall not have the authority to terminate the Trust”.

The remaining ~\$5,200 could be awarded next year, with the account to be closed out immediately thereafter, should this resolution be agreeable to the Board.

Thank you,

Justin Sultzbach
Town Administrator



LAW OFFICES
DONOVAN & DONOVAN
29 ELM STREET
DANVERS, MASSACHUSETTS 01923

(508) 774-6062

DANIEL J. DONOVAN
MARSHA DONOVAN

June 20, 1991

Mr. Ira Singer,
Town Administrator
Town Hall
Middleton, MA 01949

Re: Almira J. Richardson Trust

Dear Ira:

Enclosed is above trust with Mr. Richardson's
signature notarized.

Very truly yours,



Marsha Donovan

MD:GMC
Enclosure

ALMIRA J. RICHARDSON TRUST

This Indenture of Trust is made this 3rd day of June 1991, by Edward J. Richardson of Middleton, Massachusetts, Donor, and The Board of Selectmen of the Town of Middleton, Massachusetts, as Trustees, or in the alternative, the Scholarship Committee, as they are so designated by the Selectmen of the Town of Middleton. The Donor and the Trustees agree as follows:

ARTICLE I. NAME OF TRUST. This trust shall be known as the ALMIRA J. RICHARDSON TRUST.

ARTICLE II. TRUST CORPUS; FUNDING. The Trustees agree with the Donor that they will hold all property now or later transferred by any person to them as Trustee in accordance with the terms and provisions of this indenture.

ARTICLE III. THE TRUST. The property directed to be held under this Article shall be held in trust, administered and paid as follows:

(1) Beneficiaries. The beneficiaries of this trust shall be deserving students, who are residents of Middleton, furthering their education in the nursing or medical field or an allied occupation, and shall be selected at the sole discretion of the Trustees.

(3) Payment and Distributions During Administration. During trust administration, the Trustees shall make payments annually of interest generated from the trust for the benefit of the student.

Within 60 days after the end of each fiscal year, unpaid trust income shall be added to trust principal.

ARTICLE IV. ADDITIONAL DISPOSITIVE PROVISIONS.

Section A. Principal Distribution.

The power granted to the Trustees to distribute principal is expressly intended to authorize the Trustees to distribute all of the principal of the trust upon termination of the Trust.

Section B. Payments of Debts and Taxes.

The Trustees are authorized to make payment of debts, taxes and expenses including expenses of an accountant.

Section C. Termination of Trust by Trustees. The Trustees are granted the power to terminate the trust in part or in whole, and to distribute all of the trust assets for any one or more of the following reason to be determined by the Trustees in their sole discretion and distribute in accordance with Article III.

- (a) because it is no longer economical to administer the trust assets and trust;
- (b) The Donor shall not have the authority to terminate the Trust.

ARTICLE V. DEFINITIONS. The following definitions shall be applied in interpreting this indenture:

(1) The term "trust property," unless otherwise characterized or defined for a specific purpose, shall mean the remaining balance, from time to time, of all of the property held in trust under this instrument, regardless of whether such balance includes property which was originally trust principal, proceeds of original trust principal, or undistributed income.

(2) Where necessary for the proper meaning to be given to any term used in this indenture, words denoting one gender shall include the other gender, the singular shall include the plural and the plural shall include the singular.

ARTICLE VI. TRUSTEES' POWERS. Except to the extent specifically limited by other provisions of this instrument, the Trustees, in addition to and not in limitation of common law and statutory powers, shall have and may exercise the following powers, without resort to, or order, or license of any court:

(1) to hold any asset of the trust in bearer form or in the name of a nominee, without any indication of fiduciary capacity; and to deposit securities in a securities depository within or outside of the Commonwealth of Massachusetts;

(2) to make distributions in cash or in kind (including non-pro rata distributions and distributions of undivided interests in property), at such values as my Trustee shall determine and without the necessity of equalizing the cost basis of assets distributed to each beneficiary;

(3) when more than one Trustee is serving, to delegate fiduciary powers to a single Trustee for any period.

ARTICLE VII. GENERAL PROVISIONS. The following provisions shall apply to each trust established by this indenture:

(1) Limitation on Trustee' Liability. No Trustee shall be held personally liable by reason of any action taken, suffered or omitted in good faith.

(2) Trustee Bonds. No bond or surety shall be required of any original or successor Trustee.

(3) Liability for Actions of Prior Trustee. No Trustee shall be responsible for the acts or omissions of another Trustee. Each additional or successor Trustee shall not be liable for any acts or omissions of any Trustee prior to the time he or she became a Trustee.

(4) Powers of Successor Trustee. The incumbent Trustee shall have all of the title, powers and discretion granted to the original Trustee, without court order or act of transfer.

(5) Rights and Obligations of Third Parties. If any Trustee discloses fiduciary capacity in dealing with any person, then that person shall have no claim against the Trustee as individuals, but only against the trust property. Anyone may rely on any statements of facts certified to by any Trustee. Whenever the Trustees act pursuant to authority contained in this indenture or under law, third parties may rely on such acts without inquiry. No one dealing with the Trustee need see to the application of any money paid or property transferred to or upon the order of any Trustee.

(6) Successor Trustee, Resignation, Limitation. Any member of the Board of Trustees may resign as Trustee at any time by written instrument delivered to the Selectmen who shall appoint a successor Trustee. A successor Trustee shall make written acceptance of office.

(7) Governing Law. The validity and effect of this instrument and the administration of the trust created by it shall be determined by the laws of Massachusetts.

(8) Copies. A copy of this instrument and of the writings, if any, attached to it, certified by a notary public, or a corrected copy of this instrument purporting to incorporate all textual amendments to date and certified by a notary public, may be relied on by any person as fully as the original documents themselves; and any certificate by anyone whom such original documents or such certified copies indicate to be a Trustee shall be evidence of the facts therein stated, including statements as to the appointment and status as Trustee of the person executing the certificate, and any person dealing with such apparent Trustee may rely on any such certificate dated not more than three months before presentation.

In witness whereof, the parties have set their hands on the day, month and year set out above.

Edward J. Richardson
Edward J. Richardson, Donor

Mary M. Jones
Trustee

Miss Kassin
Trustee

Richard M. Lawrence
Trustee

Commonwealth of Massachusetts
County of Essex

Date: 5/3/91

Personally appeared above-named, Edward J. Richardson, and acknowledged the foregoing instrument to be his free act and deed, before me

Grace M. Campbell
Notary Public
My commission expires: May 1, 1998



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

One Day Liquor License Application

License Fee Payable to the Town of Middleton

ALL QUESTIONS MUST BE ANSWERED AND A TELEPHONE NUMBER PROVIDED

Business Name Party Accommodator
Business Address 10 Bequest Rd W. Peabody MA 01960
Social Security Number/FID Number _____

Applicant Information

Individual's Name Leanne Shapiro Goulet
Home Address W. Peabody MA 01960
Mobile Number 978 979 2124
Is the Applicant a United States Citizen? ☒ Yes ☐ No

Driver's License Number & State _____

E-Mail Address LeanneGoulet@yahoo.com

Date of Event 2/12/26 Time from 5 to 930

Location of Licensed Activity 177 N Main St Middleton, MA 01949

Purpose of Event Mobile Beer of Truck

Will there be entertainment? ☐ Yes ☒ No

Is the event being catered? ☒ Yes ☐ No

Name of Caterer Dg Catering



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

ONE DAY SPECIAL LIQUOR LICENSES

One Day Special Liquor License Requirements:

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

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

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

You will be required to submit the following documents:

- Completed Application for Special License
- Certificate of Insurance Liability
- Certificate of Insurance Liability to the Town of Middleton for Workers Compensation Insurance, if applicable
- Signed Workers' Compensation Certificate
- Copy of TIPS for specific employees working event
- Check for \$50 per date payable to the Town of Middleton
- Outdoor events: Aerial map of the location showing the designated area for the distribution and consumption.

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

Local Requirements:

A police detail may be required for functions with more than 75 attendees and will typically be required for all outdoor events. The Chief of Police or his designee shall review each application and determine the need for a detail officer. The cost of the detail will be paid by the applicant and if a detail is required by the Chief of Police, said detail will become a condition of the One Day Liquor License. Licensees will also need a designated area for liquor consumption at outdoor events and will need to provide an aerial view map showing where the designated area will be.

Applications must be submitted to the Town Administrator's Office at least 30 days prior to the event.



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

Number of People Attending Adults 50

Children 0

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? Kappa's

Are they a licensed wholesaler? ☒ Yes

☐ No

Who will be serving the alcohol? Party Accommodator

Does the server have liquor liability insurance? ☒ Yes

☐ No

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

Business ☐ Yes

☐ No

Non-Profit

☒ Yes

☐ No

Will there be a cash bar? ☒ Yes

☐ No

Is there an entrance fee or donation required? ☐ Yes

☒ No

Is the event open to the general public? ☐ Yes

☒ No

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

Party Accommodator. com

978 979-2134

10 Pleasant Rd

W. Peabody MA. 01960



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

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

1/28/25
Date

11:40



Leanne Govaert_Prope...



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/28/2026

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 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 Phone: 978-474-0810 Fax: 978-474-0890
SAMEL INSURANCE AGENCY, INC.
 15 CENTRAL STREET
 ANDOVER MA 01810

CONTACT NAME: **Samel Insurance Agency, Inc.**
 PHONE (A/C No. Ext): **978-474-0810** FAX (A/C No.): **978-474-0890**
 E-MAIL ADDRESS: **info@samel-ins.com**

INSURED
LEANNE GOVAERT
DBA PARTY ACCOMMODATOR
10 PEQUOT RD
PEABODY MA 01960

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hartford Underwriters Insurance Company	30104
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES CERTIFICATE NUMBER: 75950 REVISION NUMBER: 1 SUPERCEDES PREVIOUS REVISIONS

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	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 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			08SBMAL5G8C	05/03/25	05/03/26	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED. EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 Liquor Liab \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (per accident) \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			08SBMAL5G8C	05/03/25	05/03/26	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE-EA EMPLOYEE \$ E.L. DISEASE-POLICY LIMIT \$

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

Operations Usual to a Party/Event Planner

Event: January 27 2026

CERTIFICATE HOLDER

Salem Metal
 177 South Main Street
 Middleton Ma 01949

Attention:

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

Jonathan M. Samel

Jonathan M. Samel

