

**BOARD OF SELECTMEN
MEETING AGENDA**

**Fuller Meadow School
Nathan Media Room
143 South Main Street, Middleton, MA 01949
Tuesday, October 10, 2017
7:00 PM**

This meeting is being recorded

1. 7:00 PM Warrant
Minutes
Town Administrator
2. 7:05 PM Update on proposed solar energy generation facility to be located on land owned by Richardson's Farms behind the Market Basket Plaza and in front of the Danvers Fish and Game Club, presented by Jared Haines of HG Solar LLC and MELD Manager, Michael Cloutier
3. 7:20 PM Review of Fiscal Year 2017 fourth quarter General Fund financial highlights, presented by Chief Financial Officer/Town Accountant Sarah Wood
4. 7:30 PM Demonstration/overview of the Town's new online permitting portal, presented by Building Commissioner Scott Fitzpatrick
5. 7:45 PM New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

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.

**Board of Selectmen Meeting
September 26, 2017
7:00 p.m.
Fuller Meadow School
Nathan Media Room**

Call to Order – Chairman Brian Cresta called the meeting to order at 7:02 p.m. Also present were Mr. Todd Moreschi, Mr. Kosta Prentakis, Mr. Rick Kassiotis, Town Administrator Mr. Andrew Sheehan and Assistant Town Administrator Mr. Ryan Ferrara. Chairman Cresta announced that the meeting is being recorded.

Chairman Cresta made an announcement regarding the death of Michele Nowak who passed away unexpectedly last weekend. She was a resident of the Town of Middleton, a member of both the Middleton and Boxford Police Departments and a valued member of the community who will be very sadly missed. Mr. Kassiotis and Mr. Prentakis added their condolences.

Warrant – The Payroll Warrant totaled \$611,781. The Payables Warrant totaled \$1,050,516 and included \$105,614 for curbing and paving, \$304,257 for health insurance, \$179,580 for the Masconomet assessment, \$157,629 for the Essex Tech assessment, \$72,545 for payroll deductions and \$37,987 for Purchase of Power.

Mr. Prentakis made a motion to approve the Warrants Mr. Moreschi seconded the motion and all were in favor.

Minutes – Mr. Prentakis made a motion to accept the Minutes of September 27, 2016 as written. Mr. Moreschi seconded the motion and all were in favor.

Town Administrator's Report

- **Bids for Surplus Vehicles and Equipment** – Bids, in the amount of \$12,000, have been received on the six vehicles and equipment that the Town wished to dispose of. The money received will be entered as a miscellaneous item in free cash.
- **Structural repairs for Memorial Hall** – Five bids have been received, the low bid was within the appropriated amount. There were two alternates in the bid package for replacement of carpets and ceilings which will be damaged as part of the construction project. There is not enough funding in appropriation to cover these additional items. A warrant article for the upcoming November 7th Special Town Meeting has been penciled in for supplemental funding.
- **Mutual Aid Agreement** – Three Middleton Electric and Light Department employees recently traveled to Florida to help in the restoration of power, caused by Hurricane Irma, as part of the mutual aid agreement which exists amongst power companies.
- **IT Regionalization** – Discussions have taken place recently regarding regionalization of IT, animal control and veteran services. There have been conversations with the Town of Danvers. No action is required from the Board at this time.

- **Stream Team** – Mr. Sheehan extended his gratitude to the Stream Team for the work they do around town maintaining canoe launches and advocacy work in terms of resource protection and environmental protection.

Continuation of September 12, 2017 Roadway Layout Public Hearing – Vote to layout the following roads as public way in accordance with Massachusetts General Laws, Chapter 82 sub section 21 through 23 and Chapter 383-3 of the Middleton Town Code: Name of road: Norma Way, Location: Off of East Street (70R), Owner: Olde Boxford Estates LLC, 9 Broadway, Wakefield MA 01880; Name of road: Kassiotis Lane, Location: Off of East Street (70R), Owner: Olde Boxford Estates LLC, 9 Broadway, Wakefield, MA 01880; The Board of Selectmen will review the Street Acceptance layout plans and consider laying out the road as a public Town way – Chairman Cresta said there are meetings scheduled for October 10, 2017 with the Conservation Commission and October 11, 2017 with the Planning Board. These articles are on the Warrant for the upcoming Town Meeting. Mr. Raymond Falite of 15 Ross Lane addressed the Board and extended his condolences to the family of Michele Nowak. He told the Board that he has a check for the sidewalk fund in the amount \$30,000 which he presented to Mr. Ferrara. Mr. Filipe said that all necessary measures have been completed regarding the roadway layout.

Mr. Prentakis made a motion to layout the roads, pursuant to Massachusetts General Laws, Chapter 82 sub section 21 through 23 and Chapter 383-3 of the Middleton Town Code: Norma Way, Kassiotis Lane, and the no-named stub contingent on Planning Board and Conservation Commission approval. Mr. Kassiotis seconded the motion and all were in favor.

Vote to appoint Judy Schneider to the Middleton Cultural Council through June 30, 2020 – Mr. Prentakis said Ms. Schneider will make a wonderful addition to the Middleton Cultural Council.

Mr. Prentakis made a motion to approve the appointment of Judy Schneider to the Middleton Cultural Council through June 30, 2020. Mr. Moreschi seconded the motion and all were in favor.

Vote to reappoint Tom Fallon as Town Counsel – Chairman Cresta said responses to the RFP for Town Counsel Services are being reviewed. In the meantime the Board needs to reappoint the current Town Counsel during this process. The contract is set to expire Saturday, September 30, 2017.

Mr. Prentakis made a motion to extend Mr. Tom Fallon's the contract through October 31, 2017. Mr. Kassiotis seconded the motion and all were in favor.

Vote to ratify Fiscal Year 2018 through Fiscal Year 2020 contract agreement with the Middleton Permanent Firefighters, Local #3097 – Mr. Sheehan said there is a proposed Memorandum of Understanding to the agreement which includes a 2.5% hourly wage increase which is consistent with the budgeted amount. The Town commits to propose a Warrant Article for the Spring Town Meeting to amend Chapter 68 to establish a sick leave bank to make available additional sick leave to full-time non-school Town employees, who have suffered an unplanned personal illness, injury, disability or quarantine and whose personal sick leave has been exhausted. More discussion will take place on this item. Mr. Sheehan thanked the negotiators from the Fire Fighters Union for their fair participation in the process. Chairman Cresta thanked Mr. Sheehan and Mr. Ferrara for their work involved in this process.

Mr. Kassiotis made a motion to ratify Fiscal Year 2018 through Fiscal Year 2020 contract agreement with the Middleton Permanent Firefighters, Local #3097. Mr. Prentakis seconded the motion and all were in favor.

Overview of November 7, 2017 Special Town Meeting and vote to close the warrant for the November 7, 2017 Special Town Meeting – Mr. Sheehan addressed the Board and said the Special Town Meeting scheduled for November 7, 2017 at 7:00 p.m. will be dedicated to Gimmie Sue Valacer. Mr. Sheehan gave a detailed description of the Special Town Meeting Warrant Articles as follows:

1. On petition of the Board of Selectmen to see if the Town will vote to accept the ways in Olde Boxford Estates, including Kassiotis Lane, Norma Way and Butler Lane as Town Streets as laid out by the Board of Selectmen under Massachusetts General Laws, Chapter 82, Section 22, and in compliance with the Planning Board's Subdivision Rules and Regulations for new streets; or take any other action relative thereto.

2. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to accept the provisions of Chapter 40, Section 5B of the Massachusetts General Laws establishing a Retirement Stabilization Fund and to raise and appropriate, borrow or transfer from available funds a certain sum to said fund; or taken any action relative thereto.

Purpose – The Retirement Stabilization Fund will be a reserve fund to hold funds to make county retirement assessments that are higher than projected. The Retirement Stabilization Fund will be separate and distinct from other stabilization funds. From time to time, the Administration will ask Town Meeting to transfer funds to the Retirement Stabilization Fund from Free Cash or other sources.

3. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to accept the provisions of Chapter 40, Section 5B of the Massachusetts General Laws establishing a Capital Stabilization Fund and to raise and appropriate, borrow or transfer from available funds a certain sum to said fund, or taken any action relative thereto.

Purpose - The Capital Stabilization Fund will be a reserve fund to hold funds for purchase of capital items or to pay debt service for capital items. The Capital Stabilization Fund will be separate and distinct from other Stabilization funds. From time to time, the Administration will ask Town Meeting to transfer funds to the Capital Stabilization Fund from Free Cash or other sources.

4. On petition of the Board of Selectmen, Middleton School Committee and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds a certain sum to the Special Education Stabilization Funds; or take any other action relative thereto.

Purpose – The Special Education Stabilization Fund is a reserve fund established on May 10, 2016 to be used to set aside funds to be expended at a later date to offset the impact of anticipated special education costs. The Special Education Stabilization Fund will be separate and distinct from other stabilization funds. From time to time, the Administration will ask Town Meeting to transfer funds to the Special Education Stabilization Fund from Free Cash or other sources.

5. On petition of the Board of Selectmen, Middleton School Committee and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds a certain sun to the Special Education Reserve Fund; or take any other action relative thereto

Purpose – The Special Education Reserve Fund is a fund established on May 9, 2017 to be used to set aside funds to be expended during the fiscal year to offset the impact of extraordinary and unforeseen special education expenses. The Special Education Reserve Fund may be spent under authorization of the School Committee and Board of Selectmen.

6. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to raise and appropriate borrow or transfer from available funds a certain sum to the Stabilization fund or take any other action relative thereto.

Purpose – The Stabilization Fund is a reserve fund used to set aside funds to be expended in the case of an emergency or unanticipated need. The Stabilization Fund is separate and distinct from other stabilization funds. From time to time, the Administration will ask Town Meeting to transfer funds to the Stabilization Fund from Free Cash or other sources.

7. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds a certain sum to the Other Post-Employment Benefits Liability Irrevocable Trust Fund; or take any other action relative thereto.

8. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds a certain sum to pay for the costs associated with the acquisition or disposal of real property.

Purpose – The Town is working to acquire land for public facilities and to sell Town owned land on Locust Street. The Town needs to engage professionals to conduct assessments such as appraisals, environmental assessments, and surveys. Funds appropriated under this article would not be used for the acquisition of any real property.

9. On petition of the Board of Selectmen, Electric Light Commission and Finance Committee, to see if the Town will vote to authorize the Board of Selectmen to enter into a Payment in Lieu of Taxes (PILOT) Agreement with - _____ with respect to a solar energy project located at _____; or take any other action relative thereto.

10. On petition of the Board of Selectmen, Electric Light Commission and Finance Committee, to see if the Town will vote to authorize the Board of Selectmen to enter into a Payment in Lieu of Taxes (PILOT) Agreement with - _____ with respect to a solar energy project located at _____; or take any other action relative thereto.

11. On petition of the Board of Selectmen, Electric Light Commission and Finance Committee, to see if the Town will vote to authorize the Board of Selectmen to enter into a Payment in Lieu of Taxes (PILOT) Agreement with - _____ with respect to a solar energy project located at _____; or take any other action relative thereto

12. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds a certain sum to pay for repairs to Memorial Hall; or take any other action relative thereto,

13. On petition of 200 or more registered voters, to see if the Town will vote to:
 - A. Authorize the permanent dedication to active recreational purposes of the Natsue Way Recreation Area, Assessors map 32, parcels 6B, 6C and portions of Parcels 6A and 10m consisting of 35 acres, more or less as shown on a plan entitled "Dedicated Recreational Area Plan of Land in Middleton,

MA”, made by Langdon Environmental, dated April 20, 2017, in accordance with Massachusetts General Law Chapter 45, Section 3;

- B. Authorize the Board of Selectmen to act as Park Commissioners pursuant to Massachusetts General Law Chapter 45, Section 2;
- C. Appropriate and authorize the Treasurer with the approval of the Board of Selectmen to borrow the sum of \$3,890,625 for the purpose of improving for recreational purposes said land, including the payment of costs incidental or related thereto; subject to the award of a grant in an amount up to \$400,000 of project costs from the proceeds of the PARC (Parkland Acquisition and Renovations for Communities) grant;
- D. Authorize the Board of Selectmen to file, on behalf of the Town of Middleton, any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts under the PARC (Parkland Acquisitions and Renovations for Communities) grant;
- E. To authorize the Board of Selectmen to enter into all agreements and contracts and execute any and all instruments as may be necessary or convenient on behalf of the Town of Middleton to effectuate said project including any measures to mitigate any possible impacts on abutting property owners;
- F. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Or take any other action relative thereto.

The Board had a detailed discussion regarding Article 13 related to construction of the Natsue Way Recreation Area.

Mr. Prentakis made a motion to close the Warrant. Mr. Moreschi seconded the motion and all were in favor. Chairman Cresta said that the Special Town Meeting Warrant being held on November 7, 2017 is closed.

Ms. Mindy Wogan, a supporter of project, addressed the Board and said that Natsue Way Recreational project is very complex and there is a need for extreme clarity. She also stated that residents should be encouraged to educate themselves, research the project and attend Town Meetings to be informed and ready to vote. Chairman Cresta said that clear understanding will be given regarding maintenance of the recreation project including the maintenance budget. These numbers were not available at the last Town Meeting.

Ms. Gayle Gordon-Potter, of 47 Peachey Circle, addressed the Board and said that a traffic study should be implemented on Natsue Way. Chairman Cresta said he was not aware if a traffic study has been done in the past when the transfer station was created. There is some evidence that there are less people going to the transfer station, permit purchases have levelled off while population has increased. Our consulting engineer will look at traffic patterns and parking ability and Chairman Cresta said the Board will not approve a contract that will put residents in danger.

Mr. Anthony Belmonte, Peachey Circle addressed the Board asking if the Board considers the Natsue Way project to be a need or a want? Chairman Cresta explained that many residents have requested additional recreational space in town. The parcel was initially purchased on a need basis, as the Town had previously

rented the property for landfill purposes and could be liable as renters. Mr. Belmonte suggested it was more important to build other Town Buildings and re-furbish existing parks to create more recreational space. Chairman Cresta said that this project is being brought to Town meeting as a citizen initiative petition, as allowed by our Town Charter, and tax payers will make the decision at the upcoming Town Meeting.

Mr. Sheehan said a flow chart will be presented at the Meeting to layout the various scenarios showing the ramifications if a vote passes or does not pass.

New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed – Mr. Prentakis said there is a Citizen feedback Session on Thursday 6:30 p.m. to 7:30 p.m. at the Flint Public Library.

Executive Session under Massachusetts General Laws Chapter 30A, Sections 21(a) 2, conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; and 6, to consider the purchase, exchange, lease or value of real property.

Mr. Prentakis using a roll call vote with the following voting in favor: Chairman Cresta, Mr. Prentaki and Mr. Moreschi. The meeting went into executive session at 8:34 pm.

Chairman Cresta made a motion to adjourn the meeting in Michele Nowak's memory. Mr. Prentakis seconded the motion. The meeting was adjourned at 8:34 p.m.

Respectfully Submitted,

Julie Roscoe
Julie Roscoe, Recording Secretary

Kosta Prentakis, Clerk



Town of Middleton

Town Planner Katrina O'Leary, AICP

planner@townofmiddleton.org

Planning Department

195 North Main Street, Middleton, MA 01949

Ph: (978)777-8917

MIDDLETON DEVELOPMENT REVIEW GROUP RECOMMENDED APPLICANT INFORMATION

The purpose of the Development Review Group (DRG) meeting is to facilitate the permit review process and provide the applicant with useful information concerning the regulations that may apply to their project. The information given at the meeting is guidance only and no staff person can speak for the Board they staff or foresee how a specific application will be reviewed in the permitting process. The proponent has the responsibility to satisfactorily meet all requirements that apply to their project.

In the pre-application review process, staff from appropriate Town Departments participate in reviewing project information and participate in the pre-application review meeting. The meeting is informal and not part of any legal review process. To initiate the Development Review process, please contact the Town Planner at (978)777-8917.

In order to make the meeting as constructive as possible for you, it is recommended that you submit one (1) hard copy along with one (1) PDF or digital copy of the following information to the Planning Office 14 days prior to your meeting date. Copies will be distributed to the appropriate DRG members.

1. **Application Form** (on next page)

2. **Project Summary**

Include a description of the project and use and any possible impacts to transportation and drainage systems.

3. **Conceptual Sketch Plans** (need not be larger than 11" x 17") showing the following information:

- structures and setbacks from lot lines
- access and parking
- drainage and drainage system
- topography
- locus plan
- sketch of proposed construction

4. **List of Questions for Development Review Group**

DEVELOPMENT REVIEW APPLICATION
TOWN OF MIDDLETON

Project Address: South Main Street	
Map/Parcel: Map 29, Lot 188C	Zoning District: M1- Light Industrial

Brief Description of Project: HG Solar LLC is proposing to develop and operate a solar energy generation facility on a 21.5± acre section of land owned by Richardson's Farms. The Facility will be located directly behind Market Basket Plaza and in front of Danvers Fish and Game and will be set back approximately 600ft. from Route 114. Petitioner will access the Facility over the existing 50ft. right of way, which is located between 206 and 208 S. Main St. The Facility will not result in any new impervious areas nor will it involve any substantial clearing. The Facility is a passive use that will be operated remotely and will require semi-annual maintenance visits. There will be pruning of large vegetation to reduce shading on the site (trees will be maintained at height of 50 feet). The energy produced will be purchased by MELD.

List of Previous Town Permits:
Not Applicable

Contact Name: Jill Elmstrom Mann	
Email: jill@mannpc.com	Phone: 978-762-6238

Owner Name: HG Solar LLC, Jared Haines	
Email: JHaines@hgsolarsystems.com	Phone: 914-672-5000

17-1044

TOWN OF MIDDLETON ZONING BOARD OF APPEALS APPLICATION

This is an application for a: ☐ Variance Date: September 26, 2017
☒ Special Permit
☒ Site Plan Approval
☐ Appeal

To the Zoning Board of Appeals, Town of Middleton, MA; The undersigned hereby applies for: * (1) Special Permit under §9.4 of the Zoning Bylaws pursuant to §3.1.2 and E.6 of the Table of Use Regulations to permit the development and use of 27 acres of land located at 230 S. Main St as a solar energy generation facility which is an "Essential Service" (2) Site Plan Approval under §9.5 of the Bylaws authorizing the installation of the solar facility on said Property and all necessary improvements required therefore as further described in the project narrative and on site plans submitted with this Application; and (3) any other relief the Board deems necessary.

* State applicable Zoning Section(s) and the following information: Variance - describe the hardship that would exist if variance were not granted. (please carefully review pages 4 and 5 of this informational packet before completing the description of the hardship using additional paper as needed). Special Permit /Site Plan Approval - describe nature of project requiring approval and how specific special permit criteria has been met, if any. Attach additional sheets if above space is insufficient.

PROPERTY OWNER OF RECORD: Richardson's Farms, Inc.

ADDRESS OF PROPERTY (STREET & NO.): South Main Street, Middleton, MA 01949

ASSESSOR'S MAP AND LOT NUMBER: Map 29, Parcel 188C

NAME OF APPLICANT** HG SOLAR SYSTEMS, LLC



SIGNATURE OF APPLICANT: [Signature] By its Attorney Jill Elmstrom Mann

COMPLETE ADDRESS: 20 Lincoln Avenue Rye Brook, NY 10573
of Applicant NO. & STREET CITY & STATE

CONTACT INFORMATION: 914-672-5000 JHaines@hgsolarsystems.com
PHONE NUMBER EMAIL ADDRESS

** If applicant is not the owner of record, authorization satisfactory to the Board of Appeals, to act on behalf of the owner must accompany this application.

BY THE FILING OF THIS APPLICATION YOU GIVE YOUR CONSENT FOR BOA MEMBERS TO ENTER YOUR PROPERTY FOR THE PURPOSE OF FAMILIARIZING THEMSELVES WITH THE PHYSICAL ASPECTS OF YOUR PETITION.

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY		
<div style="text-align: center;">  TOWN CLERK </div>	<div style="text-align: center;"> TOWN CLERK DATE STAMP BELOW <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; bottom: 5px; right: 5px; transform: rotate(180deg);"> OCT 3 PM 2:24 2017 </div> </div> </div>	<div style="text-align: center;"> APPLICATION # <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: 5px; left: 5px; font-size: 2em;">1044</div> <div style="position: absolute; bottom: 5px; right: 5px;">  BUILDING COMMISSIONER <div style="text-align: center;"> 10/3/17 DATE </div> </div> </div> </div>

ZBA APPLICATION CHECKLIST

ZBA application will not be accepted without a completed ZBA Application Checklist

All Filings

☒ Assessor's Certification

☒ Assessor's Map

Residential Filings

☐ Fee \$150 (rev. by B.O.S. 3/15/2016)

☐ (1) original application and supporting documents, (10) copies, (1) PDF copy

☐ Deed showing recorded owner of property, purchase sale agreement, etc.

☐ Permission from owner to apply, if not owner

Accurate Plot Plan showing:

☐ a. All lot dimensions, including the front, side, and rear setbacks existing and proposed, and the existing and proposed dimensions of all of the structures on the property.

☐ b. Building plans and elevation views of existing and proposed buildings and structures with respective dimensions, including height.

☐ c. North arrow

☐ Building Commissioner's decision and any relevant permit application (if an appeal).

Commercial Filings

☒ Fee \$200 (rev. by B.O.S. 3/15/2016)

☒ (1) original application & supporting documents, (20) copies, (1) PDF copy

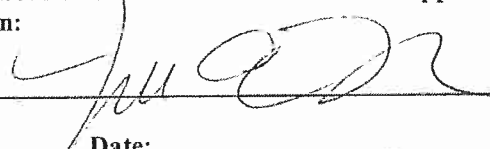
☒ Deed showing recorded owner of property, purchase sale agreement, etc.

☒ Permission from owner to apply, if not owner

☒ Plans in accordance with Section 9.5 of Middleton Zoning Bylaws

☒ Building Commissioner's decision and any relevant permit application (if an appeal).

☒ I acknowledge that the above information is included in the application OR I have indicated items needing waivers in the application:

Applicant's signature:  September 26, 2017

Date:

Questions regarding the applicability of any of the above requirements to a specific project can be addressed to the Building Commissioner or Planning Coordinator.

WE, Paul H. Richardson, individually and as trustee under the Declaration of Trust of Paul H. Richardson dated March 11, 1977, of Hampton, New Hampshire, Lillian G. Richardson of Topsfield, Massachusetts, Helen F. Coughlin, f/k/a Helen F. Richardson of Wenham, Massachusetts and Alice K. Cass of said Topsfield

of

County, Massachusetts,

in consideration of \$230,000.00, paid

grant to Richardson's Farms, Inc.

196 S. Main Street, Middleton, Mass.

of

with quitclaim covenants

~~XXXXXXXXXX~~

The following parcel of land together with the buildings thereon, situated on South Main Street in Middleton, Essex County, Massachusetts, more particularly bounded and described as follows:

- SOUTHWESTERLY by South Main Street, as shown on plan hereinafter mentioned, five hundred and sixty-four and 76/100 (564.76) feet;
- NORTHWESTERLY by land now or formerly of Lillian G. Richardson et al, as shown on said plan, one hundred eleven and 35/100 (111.35) feet;
- WESTERLY and NORTHWESTERLY on two courses, by land now or formerly of said Lillian G. Richardson et al, as shown on said plan, one hundred fifty and 98/100 (150.98) feet and two hundred eighty-nine and 00/100 (289.00) feet;
- NORTHERLY by land now or formerly of Whalen, Bowes, Thistle, Lindquist, Harding, Burns and Ford on three courses as shown on said plan, one hundred ninety-nine and 51/100 (199.51) feet; two hundred six and 09/100 (206.09) feet; and two hundred eighty-seven and 46/100 (287.46) feet;
- WESTERLY by land now or formerly of Ford, Karayianes and Ruddock as shown on said plan, on two courses, one hundred ninety-nine and 75/100 (199.75) feet and two hundred one and 42/100 (201.42) feet;
- NORTHERLY, NORTHEASTERLY and EASTERLY on several courses, as shown on said plan, along the center of the brook as shown on said plan, one thousand (1,000) feet, more or less;
- SOUTHEASTERLY on several courses, by land now or formerly of Hazen M. Richardson et al, and Hazen M. Richardson, as shown on said plan, on six courses, one hundred twenty-five (125) feet more or less, three hundred sixty-two and 60/100 (362.60) feet, two hundred twenty-five and 38/100 (225.38) feet, two hundred forty-one and 39/100 (241.39) feet, two hundred thirty-one and 44/100 (231.44) feet and one hundred twenty-two and 66/100 (122.66) feet.

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Affected Property: So Main St, Middleton, MA

BK6905 PG685

Containing 21.5 acres, and being shown on "Plan of Land in Middleton, Massachusetts, owned by Paul H. Richardson, Lillian G. Richardson, Helen F. Richardson and Alice K. Cass, Scale: 1"=60', November 14, 1960, A.J. Crawford, Registered Land Surveyor," recorded with Essex South District Registry of Deeds, Plan Book 117, Plan 52.

Being the same premises conveyed to us by deed of Paul H. Richardson, Trustee, et al, dated February 15, 1972 and recorded with Essex South District Registry of Deeds, Book 5843, Page 702.

Helen F. Coughlin was formerly known as Helen F. Richardson.

See also deed of Paul H. Richardson recorded with Essex South District Registry of Deeds, Book 6368, Page 375.



Executed as a sealed instrument this

1st day of February, 1982

Witness to all

Paul H. Richardson
Paul H. Richardson, Individually
Lillian G. Richardson
Lillian G. Richardson
Helen F. Coughlin
Helen F. Coughlin
Alice K. Cass
Alice K. Cass
Paul H. Richardson, Trustee as
Paul H. Richardson, Trustee as
Aforesaid

The Commonwealth of Massachusetts

Essex

ss.

February 1, 1982

Then personally appeared the above named Paul H. Richardson, individually and as trustee of aforesaid, Lillian G. Richardson, Helen F. Coughlin and Alice K. Cass

and acknowledged the foregoing instrument to be their free act and deed.

Before me,

My commission expires

James C. [Signature]
Notary Public
Dec. 31 1982

ESSEX SS. RECORDED Feb. 1, 1982 40 M. PAST 3 P. M. INST. # 274

OWNER AUTHORIZATION

RICHARDSON'S FARMS, INC.

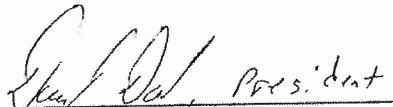
The undersigned, on behalf of RICHARDSON'S FARMS, INC., with a mailing address of 156 South Main Street, Middleton, Massachusetts 01949 (the "Owner"), hereby authorizes HG SOLAR SYSTEMS and JARED HAINES (the "Applicant") to apply for site plan approval and a special permit to authorize the installation, development and operation of a solar energy generation facility to be located on approximately twenty-seven (27) acres of the property known as 230 South Main Street, Middleton, Massachusetts 01949 (the "Property").

Owner may rescind such authorization in the event negotiations for a lease arrangement terminate or in the event any agreement between the Applicant and Owner is no longer a valid and binding agreement.

OWNER DISCLAIMS ANY RESPONSIBILITY FOR THE ACTIONS OF, OR INFORMATION PROVIDED BY, THE APPLICANT RELATING TO THE PLAN OF LAND OR APPLICATIONS FOR SITE PLAN APPROVAL AND SPECIAL PERMIT.

Dated: September 25, 2017

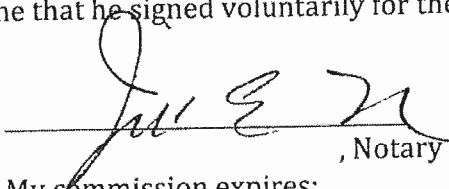
OWNER:
RICHARDSON'S FARMS, INC.



David M. Daniels, President and Treasurer

COMMONWEALTH OF MASSACHUSETTS
Essex, ss

On this ²⁵ day of September 2017, before me, the undersigned notary public, personally appeared David M. Daniels, who is known to me to be the person whose name is signed on the foregoing instrument, and acknowledged to me that he signed voluntarily for the purpose stated herein.


_____, Notary Public
My commission expires:

MANN & MANN, P.C.

COUNSELLORS AT LAW

JILL ELMSTROM MANN*

KURT P. MANN*

MELISSA GNOZA OGDEN

Admitted to practice in Massachusetts

*Admitted to practice in New York

To: Board of Appeals - Town of Middleton
Date: September 26, 2017
Petitioner: HG SOLAR SYSTEMS, LLC (the "**Petitioner**")
Owner: Richardson's Farms, Inc. (the "**Owner**")
Requests: Special Permit pursuant to Section 3.1.2 and the Table of Use Regulations – E.6. – Essential Services
Site Plan Approval pursuant to Section 9.5
Property Assessor's Map: South Main Street, Parcel 188C, Map 29 (the "**Property**")

RELIEF: Petitioner hereby respectfully requests that the Board of Appeals for the Town of Middleton (the "**Board**") authorizes its use and development of a twenty-one and one half (21.5±) acre section (the "**Site**") of the real property owned by Richardson's Farms, Inc. identified as Parcel 188C on Assessor's Map 29 (the "**Property**") as the location for a solar energy generation facility (the "**Facility**"). Accordingly, Petitioner is seeking the following relief under the Zoning Bylaws of the Town of Middleton, Massachusetts, adopted on November 29, 2005, amended and restated on May 13, 2008 as further amended through the date hereof (the "**Bylaws**"):

1. Special Permit under Section 9.4 pursuant to Section 3.1.2 and the Table of Use Regulations E.6. – Essential Services to allow the use and development of the Property as the Facility.
2. Site Plan Approval under Section 9.5 approving the development of the Site and the installation of the Facility as shown on the Site Plans.

EVIDENCE SUBMITTED:

1. Plans entitled "Middleton Electric Light Department" prepared by Lenape Solar, LLC, dated September 24, 2017 (the "**Site Plans**") attached hereto as **Exhibit A**.
2. Abutter's Map attached hereto as **Exhibit B**.

S:\HG Solar 2017-57 (Haines, Jared)\appl\memo.doc

191 South Main Street, Suite 104
Middleton, Massachusetts 01949
Telephone: 978-762-6238
Facsimile: 978-762-6434

Direct Email: jill@mannpc.com
kurt@mannpc.com
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PROPERTY and SITE DESCRIPTION: The Property currently is being farmed by the Owner and is improved by various farming related structures and a cell tower. It consists of two hundred forty-three (243±) acres of land located within M-1 Light Industrial District (the "**M-1 District**") and is predominantly classified as agricultural land and taxed under M.G.L.A. ch. 61A. The Petitioner and Owner have entered into an agreement pursuant to which the Applicant will lease the Site from Owner for the purpose of operating the Facility. The existing conditions of the Site and the improvements being proposed by Petitioner are shown on the Site Plans (Sheet PV1.10).

The Site is located in the southeast quadrant of the Property directly behind the Market Basket Plaza and other commercial and retail uses located along Route 114. The Property shares its northeastern border with Danvers Fish and Game Club. As shown on the Base Map (Sheet PV1.1.3), the Site is set back from Route 114 by about approximately six hundred (600) feet and extends approximately one thousand (1,000) feet in a westerly direction and approximately one thousand five hundred (1,500) feet to the north (Sheet PV1.1). Due to the existing forested buffer, and topography of the Site (which is at an elevation that ranges from forty-nine (49) feet to fifty-three (53)'), and the limited height of the arrays (which have a maximum elevation of approximately ten (10') feet (Sheet PV1.5), the Site and the proposed improvements thereto will not be visible from abutting properties or Route 114, which along this portion of Route 114 ranges from an elevation of sixty-nine (69) feet to seventy-three (73') feet at the access road entrance.

As shown on the Site Plans, the Site will be accessed using the existing fifty (50') foot right of way (the "**Access Road**"), which is owned and controlled by the Owner, that connects to Route 114 and is located between 206 South Main Street (the former Middleton Aerospace building) and 208 South Main Street (Teak Imports).

PROPOSAL and PROPOSED USES: The Owner is proposing to grant rights to the Petitioner that will include the right to exclusively use and occupy the Site for the purpose of operating the Facility and the right to use the Access Road in common with the Owner. Because the Property is currently taxed under ch. 61A, the Owner will be required to change the tax classification of the Site from agricultural to commercial.¹

¹ The remaining Property will continue to be taxed under ch. 61A and will be unaffected by reclassification of the Site. The impact of this change in classification is subject to the requirements of ch. 61A.

The Facility will be operated for the purpose of generating renewable solar energy and will involve the installation of photovoltaic (PV) modules (the "**Modules**") located throughout the Site as shown on the Site Plans. Examples of the Modules are shown on the attached Photographs included in the Site Plans (Sheet PV1.5). Each Module will consist of flat solar panel that will be mounted in rows on steel posts that are either set in concrete-filled post holes in the ground, driven piles, or in surface mounted concrete ballast blocks. The Facility will consist of five hundred five (505) tables of Modules (the "**Arrays**") Each Array will be installed in segments that will be four (4) Modules high by nine (9) Modules wide for a total of thirty-six modules in each Array (Sheet PV1.5). The panels are tilted thirty (30°) degrees and the front end of the southerly facing rows of the modules will be approximately three feet four inches (3'4") above the ground surface with the back end of the rows of Modules approximately ten (10') feet above the ground surface. Each row of Modules will be separated by approximately twelve and one half (12.5') feet to reduce the effect of shading. Each Array is separated on each side by approximately four (4") inches of space (Sheet PV1.5).

The foundation of the Arrays, are located in excess of twenty-five (25') feet from any wetland resource area (Sheet PV1.10). The security fencing is being located at least ten to fifteen (10'-15') feet from the wetland boundary. The improvements to the Site are limited to the installation of the security fence, foundations for the Arrays, and the maintenance and trimming of trees to a height of no more than fifty (50') tall to eliminate shading within the Facility. As a security and safety measure, a new six (6') foot high chain link fence will be installed around the Site and will have two (2) gates located along the southern and northern ends of the Site to permit access (Sheet PV1.6). The proposed development of the Site as the Facility will not require the removal of any forested area, the creation of any new impervious areas, any land clearing or changes in grading nor will it involve the construction of any buildings or waste disposal facilities. The Facility is being installed to maintain a setback from all side and rear boundaries to the Site of at least thirty (30') feet. The Facility is set back more than six hundred (600) feet from the front boundary of the Site.

The Facility will operate only during the daylight hours and will not have any buildings, parking areas or employees onsite. Other than as may be necessary to repair the Modules and fencing or to prune vegetation, operation and maintenance visits on average will be semi-annually or as otherwise required to repair a default in the system. Following the completion of construction, the Facility will not generate any daily traffic or deliveries.

SPECIAL PERMIT CRITERIA: Pursuant to the Bylaws and subject to the issuance of a special permit and site-plan approval by the Board, properties within the M-1 District are allowed to be developed and used for "**Essential Services**"² which are defined in the Bylaws as "Services provided by a public service corporation [*a company that performs a public service and is subject to government regulation*]...through the erection, construction, alteration, or maintenance of ...electrical...distribution systems and collection...whether underground or overhead..." Petitioner respectfully suggests to the Board that the information provided with the application (including but not limited to this memorandum), the Site Plans, and the evidence that will be provided to the Board during the hearing by the Petitioner will demonstrate that because of the unique set of existing conditions that affect the Property, the development and use of the Site as the Facility will pose no adverse effect on the Town or any of its abutters and will provide the Town with a net economic benefit. The Petitioner posits the following in support of its position:

1. The Facility Will Satisfy a Community and Commonwealth-wide Need. There has been great emphasis on developing renewable sources of energy such as solar power. The benefit of solar generated energy in addition to being renewable is the lack of noxious byproducts. The Facility will offer a long-term source of renewable energy that will be offered to the Middleton Electric Light Department.
2. The Facility Will Not Create any Traffic or Safety Issues. The Facility is a passive use and will not generate any traffic other than routine semi-annual service visits to visually inspect and to perform standard maintenance of the Modules and as otherwise required to perform pruning along the boundaries of the Site to ensure that no part of the Facility is being shaded or more frequently to respond to a maintenance issue. The Facility is monitored by a passive alarm system that is maintained offsite, if any issues arise before or after any scheduled visit a service crew may be dispatched to investigate. The entire Site will be fenced off with locked security gates to prevent unauthorized access.
3. The Facility Will Be Consonant with the Neighborhood Character. The Facility will be a passive use that will generate no daily traffic and will require no onsite employees, no parking areas and no consumption of water or waste disposal facilities. The Site is zoned for light industry and manufacturing and directly abuts properties that house industrial

² Essential Services are permitted uses in all districts subject to site plan approval and the issuance of a special permit.

and manufacturing facilities as well as large and small scale retail operations. Accordingly, once the Facility is constructed, it will harmonize with any abutting use as a result of the absence of any onsite activity.

4. The Facility Will Result in Beneficial Impacts on the Natural Environment and Neighborhood. The foundations of the Arrays are being located outside of the twenty-five (25') foot buffer to all wetland resources. Additionally, it will be a source of renewable energy that will produce absolutely no noxious byproducts. The materials used in the manufacturing of the Modules consist primarily of aluminum, sand and glass and will contain no hazardous materials or gases. The support structures for the Modules will be made up of concrete and steel.
5. The Facility will have a Positive Economic and Fiscal Impact. The Site, as part of the Property, has been classified as agricultural land for decades and therefore has been taxed under ch. 61A. Given that the Facility is currently deemed a commercial enterprise it will result in the reclassification of the Site, which will no longer be entitled to be taxed under ch. 61A. This conversion will have a direct and immediate, positive impact on the tax revenues of the Town. Upon the commencement of construction, the Site will no longer be eligible for the reduced tax rate under ch. 61A and will thereafter be taxed at Middleton's commercial tax rates for both the real estate and personal property thereby resulting in an immediate increase in tax revenues from the Facility.

SITE PLAN APPROVAL CRITERIA:

Pursuant to the Sections 9.4.5 and 9.5.2.2 of the Bylaws, any use that requires the grant of a special permit or the construction of any new structures in a commercially zoned district requires the submittal of a site plan that demonstrates compliance with Section 9.5 of the Bylaws. Petitioner respectfully suggests to the Board that the Plans, as submitted, comply with the site-plan requirements set forth in the Bylaws. Through the information provided, Petitioner will demonstrate that the Facility represents the most advantageous use of the Site and that Petitioner, in designing the Facility, has taken into consideration the legitimate interests of adjoining property owners. The Petitioner offers the following in support of its position:

1. Submittal Requirements and Adequacy of Site Improvements and Subsurface Drainage.

The Petitioner has satisfied all of the submittal requirements of Section 9.5.5 of the Bylaws and complies with all applicable dimensional, density, and setback requirements of the Bylaw. The fencing that surrounds the Site will be installed no closer than ten (10) feet from all Property boundaries. The Site Plans contain a detailed description of the layout of the Site and its topography as well as the existing conditions. (Sheet PV1.3 and PV 1.10) The fact that the Site Plans do not contain any additional landscape plans or any architectural plans is not material given that the Petitioner is not proposing to construct any buildings, change the grade of the Site or add or create any impervious surfaces.

2. Construction Details. The Petitioner estimates that the installation of the Facility will be take no more than six (6) months from the time the Board grants the requested relief and the appeal period has run. The cost of such construction is dependent upon the final approved plans and is proprietary to the Petitioner.

3. Convenience and Safety of Vehicular and Pedestrian Movement. Access to the Site is over the existing Access Road (Sheet PV1.10). There is a center isle that measures approximately ten (10') wide. The entire ground surface underneath the Arrays and within the center isle will be grassed. Any individual visiting the Facility will use the Access Road and will park all vehicles outside of the fenced-in area and enter the Facility on foot using the various locked gates and may drive equipment along the ten (10') foot wide path. There will be areas along the fence in the vicinity of the gates where a truck can park on a temporary basis.

4. Parking, Waste Disposal, Lighting, Septic. Because of its passive use, the Facility does not require and will not provide a parking area, solid waste disposal facilities or a septic system. Any electricity required to operate the alarm systems will be generated on-site. Furthermore, because the Facility will only operate during daylight hours and will have no onsite employees, the Petitioner is not proposing to install any lighting.

REQUESTS:

Based on evidence provided, Petitioner respectfully requests that the Board take the following actions:

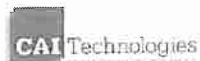
1. Special Permit under Section 9.4 pursuant to Section 3.1.2 and the Table of Use Regulations E.6. – Essential Services to allow the use and development of the Site as the Facility
 - a. Make a finding that based on all of the information presented by the Petitioner, the Facility will have no adverse effect on the Town or any of its abutters and will provide the Town with a net economic benefit; it is the most advantageous use of the Site, and that the legitimate interests of adjoining property owners have been satisfactorily addressed.
 - b. Based on the foregoing finding, grant a Special Permit under Section 9.4 of the Bylaws authorizing the use and development of the Site as the Facility in accordance with Section 3.1.2 and Table of Use Regulations E.6.
2. Site Plan Approval under Section 9.5 approving the Facility as shown on the Site Plans.
 - a. Make a finding that based on all of the information presented by the Petitioner, the proposed Facility, as shown on the Site Plans, satisfies the site plan requirements of Section 9.5 of the Bylaws and that the improvements to the Site comply with all applicable requirements of the Bylaws.
 - b. Site Plan Approval. Based on the foregoing finding, grant Site Plan Approval under Section 9.5 of the Bylaw authorizing the construction of the Facility as shown on the Site Plans.

EXHIBIT B



Middleton, MA

1 inch = 525 Feet



www.cai-tech.com

October 3, 2017

0 525 1050 1575



Data shown on this map is provided for planning and informational purposes only. The Municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



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

TO: Board of Selectmen/Finance Committee

FROM: Sarah Wood

DATE: October 10, 2017

SUBJECT: FY 2017, 4th Quarter Highlights

This report includes a summary of the 4th quarter unaudited figures as of June 30, 2017 of FY 2017 for the General Fund, CPA Fund, Water Fund, Revolving Accounts and Appropriations. The General Fund accounts for the Town's annual operating and the majority of the capital budget. Exceptions include MELD, which is accounted for as an enterprise fund and certain capital budget items that are appropriated in other funds (i.e. CPA Fund).

General Fund Expenditures

As of June 30, 2017, 95% of the FY 2017 General Fund budget was expended. Please see the chart below for a breakdown of each major category's budget versus actual figures as of the fourth quarter in FY 2017. Warrant articles and encumbrances are not shown in the adjusted budget or expended figures; encumbrances carried into FY18 are shown for your reference.

Major Category	Final Adjusted Budget	Actual Expended	Amount Encumbered	Percent Expended (excluding encumbrance)
General Government	\$1,607,693	\$1,457,197	\$5,363	91%
Public Safety	\$3,634,259	\$3,460,960	\$207,004	95%
Education	\$21,180,480	\$20,086,155	\$450,387	95%
Public Works	\$1,524,632	\$1,448,522	\$33,130	95%
Health and Human Services	\$478,378	\$457,909	\$6,995	96%
Culture and Recreation	\$533,262	\$518,195	\$329	97%
Unclassified	\$4,079,729	\$3,994,877	\$0	98%

At the end of the fiscal year the total year to date expenditures should fall between 95% to 100% of the departmental budget. The majority of departments fall into this range with a few exceptions. Finance Committee had excess budgetary capacity in regards to reserve fund spending. This exemplifies the accurate budgeting of the Town, as our reserves were not depleted during the fiscal year. Similarly, the newly formed compensation reserve also had excess budgetary capacity for the fiscal year. In addition, the unemployment line item only expended 8% of the budget due to the continued work of the Treasurer working with our third party contractor to keep the Town's exposure of liability to a minimum. There were no line items overspent by the Town. A breakdown of spending by department as well as a list of encumbrances carried over from FY17 to FY18 is included in the following pages.

General Fund Revenues

Revenue collections were generally in line with estimates. As of the end of the fiscal year, collections should be at least 100% of the budget. As of June 30, 2017 100% or \$32,763,285 of total estimated revenues for FY 2017 (\$32,664,982) was collected.

Of the local receipts, categories that are lower than 100% of budget revenues include personal property taxes, real estate taxes, meals excise tax, penalties and interest on taxes, other departmental revenues and fines and forfeitures.

Personal property and real estate taxes do have higher than usual outstanding balances as of June 30th than we typically see. For real estate, 34% of the outstanding amount at year-end can be contributed to six parcels, three of which have paid nothing on their bills through June 30th. Per conversation with the Treasurer, these owners always pay late but historically do pay their bills. The Treasurer has sent out letters to all individuals and has seen a large collection rate since then.

Meals excise was consistent this quarter compared to last quarter. Overall revenues came in at \$161,385 versus the budgeted amount of \$170,000. Our budget was based on DOR calculations of restaurant trends in the Town. We have received the 1st Quarter FY2018 payment and collections are approximately \$7,000 higher than the average quarterly collection rate of FY2017. Penalties and Interest on Taxes was below budgeted amount due to less homes being settled in tax title court than historically. Fines and forfeitures were lower than budgeted due to a decrease in inspectional services fees.

In comparison to FY 2016, Real Estate Tax revenue increased 5% or \$1,291,851; Room Excise Tax increased 8% or \$19,828; Fees increased 28% or 30,192; Departmental Revenues – Cemeteries increased 67% or \$32,765; Licenses and Permits increased 12% or \$72,603. Penalties and Interest on Taxes decreased 150% or \$154,191; Tax Lien/Tax Title/Tax Foreclosure

decreased 27% or \$34,586. It is not unusual for these two categories to fluctuate dramatically from year to year. The large increases in fees, fines, licenses and permits are due there being a full year of revenues with the new rates that were set during FY2016.

Free Cash has been verified as of July 1, 2017 at \$2,208,799. By means of comparison, the prior year's certified free cash was \$1,997,831. The Free Cash target range is between 5-10% of the Operating Budget. Certified Free Cash as of July 1, 2017 is 6.92% of the FY18 Operating Budget, which is within our targeted range.

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

Town of Middleton, MA
Fiscal Year 2017 Expenditures (unaudited)

For the Period Ended GENERAL FUND	BUDGET	9/30/16 Quarter 1	12/31/16 Quarter 2	3/31/17 Quarter 3	6/30/17 Quarter 4	Total YTD EXPENDED	AVAILABLE BUDGET	% USED
Total 114 TOWN MODERATOR	\$ 200	\$ -	\$ -	\$ -	\$ 200	\$ 200	\$ -	100%
Total 122 SELECTMEN	282,556	62,280	64,828	73,020	75,471	275,599	6,957	98%
Total 131 FINANCE COMMITTEE	44,034	176	238	1,232	1,225	2,870	41,164	7%
Total 135 TOWN ACCOUNTANT	123,460	23,243	28,996	32,633	35,066	119,939	3,521	97%
Total 141 ASSESSORS	170,155	36,464	39,466	47,238	44,682	167,850	2,305	99%
Total 145 TREASURER/COLLECTOR	243,699	45,953	48,876	64,436	80,981	240,246	3,453	99%
Total 146 CUSTODIAN OF TOWN LANDS	2,500	-	-	-	2,500	2,500	-	100%
Total 151 TOWN COUNSEL	60,000	30,000	-	30,000	-	60,000	-	100%
Total 155 MIS	195,608	24,991	23,340	54,533	47,461	150,325	45,283	77%
Total 161 TOWN CLERK	123,464	34,063	25,940	29,968	26,878	116,849	6,615	95%
Total 162 ELECTIONS	25,249	4,029	10,377	(550)	9,940	23,796	1,453	94%
Total 171 CONSERVATION COMMISSION	38,338	9,135	10,656	12,121	4,682	36,594	1,744	95%
Total 175 PLANNING BOARD	93,263	13,021	15,607	21,736	26,394	76,758	16,505	82%
Total 176 BOARD OF APPEALS	11,299	596	685	557	476	2,315	8,984	20%
Total 181 MASTER PLAN COMMITTEE	1,171	119	119	238	238	714	457	61%
Total 192 TOWN BUILDING	101,697	14,525	20,335	29,759	33,235	97,854	3,843	96%
Total 195 TOWN REPORT	5,000	-	-	776	1,635	2,412	2,588	48%
Total 196 AUDIT	26,000	-	-	21,000	5,000	26,000	-	100%
Total 199 STREET LIGHTS	60,000	421	467	52,868	620	54,377	5,623	91%
Total 210 POLICE	1,659,141	318,051	332,124	386,002	538,416	1,574,593	84,548	95%
Total 220 FIRE	1,712,266	343,251	345,810	396,866	545,983	1,631,910	80,356	95%
Total 241 BUILDING INSPECTION	237,018	49,145	53,638	63,665	63,825	230,274	6,744	97%
Total 292 ANIMAL CONTROL	25,634	5,345	5,282	6,580	6,776	23,983	1,651	94%
Total 296 CONSTABLE	200	-	-	-	200	200	-	100%
Total 301 SCHOOL DEPARTMENT	11,064,674	1,503,991	2,615,808	2,827,708	3,035,619	9,983,126	1,081,548	90%
Total 314 MASCONOMENT ASSESSMENT	9,504,271	2,354,206	2,298,710	2,567,289	2,284,066	9,504,270	1	100%
Total 315 ESSEX TECH ASSESSMENT	611,535	154,652	309,303	134,804	-	598,758	12,777	98%
Total 420 DPW ADMINISTRATION	1,149,381	178,786	225,274	433,141	267,774	1,104,974	44,407	96%
Total 425 TRANSFER STATION	375,251	56,516	95,889	65,967	125,175	343,547	31,704	92%
Total 511 BOARD OF HEALTH	127,086	26,566	30,203	29,120	36,223	122,112	4,974	96%
Total 541 COUNCIL ON AGING	191,971	47,183	48,163	50,351	41,909	187,606	4,365	98%
Total 543 VETERANS AGENT	120,821	24,437	24,287	28,785	33,968	111,477	9,344	92%
Total 545 TRI TOWN COUNCIL	28,500	7,125	7,125	7,125	7,125	28,500	-	100%
Total 548 GARDEN CLUB	5,000	-	1,284	476	1,453	3,213	1,787	64%
Total 550 CHIEF WILLS FESTIVAL	5,000	-	-	-	5,000	5,000	-	100%
Total 610 LIBRARY	489,712	110,745	104,259	119,133	149,411	483,549	6,163	99%
Total 630 RECREATION COMMISSION	37,550	20,195	3,863	1,598	4,739	30,395	7,155	81%

For the Period Ended GENERAL FUND	BUDGET	9/30/16 Quarter 1	12/31/16 Quarter 2	3/31/17 Quarter 3	6/30/17 Quarter 4	Total YTD EXPENDED	AVAILABLE BUDGET	% USED
Total 691 HISTORICAL COMMISSION	1,000	-	-	-	233	233	767	23%
Total 692 MEMORIAL DAY	5,000	-	-	-	4,017	4,017	983	80%
Total 710 DEBT SERVICE	1,261,669	763,205	52,353	195,462	238,442	1,249,461	12,208	99%
Total 820 STATE ASSESSMENTS & CHARGES	422,216	105,562	105,087	105,078	100,560	416,287	5,929	99%
Total 910 COMPENSATION RESERVE	25,000	2,600	-	2,500	2,055	7,155	17,845	29%
Total 911 RETIREMENT	1,201,868	1,466,978	-	(278,667)	-	1,188,311	13,557	99%
Total 913 UNEMPLOYMENT	10,000	179	198	198	198	772	9,228	8%
Total 914 HEALTH INSURANCE	719,943	111,015	167,369	214,651	201,213	694,249	25,694	96%
Total 915 GROUP INSURANCE	2,000	274	450	726	344	1,794	206	90%
Total 916 MEDICARE/DEP TAX	78,378	34,747	44,995	48,890	(50,254)	78,378	-	100%
Total 945 LIABILITY INSURANCE	146,200	292,124	1,209	(53,356)	(93,961)	146,016	184	100%
Total 962 TRANSFERS TO OTHER FUNDS	212,455	200,000	455	-	12,000	212,455	-	100%
Total GENERAL FUND	\$ 33,038,433	\$ 8,475,896	\$ 7,163,067	\$ 7,825,657	\$ 7,959,195	\$ 31,423,814	\$1,614,618	95%
Total CPA	\$ 349,459	\$ 77,180	\$ 34,190	\$ 875	\$ 59,825	\$ 172,070	\$ 177,390	49%
Total WATER FUND	\$ 677,185	\$ 53,469	\$ 371,870	\$ 33,569	\$ 100,759	\$ 559,667	\$ 117,518	83%

The Departmental Codes in the 900 series are initially expensed with the Town covering all costs. In March, MELD's portion of these expenditures are journaled out of the GF and into MELD's fund. At fiscal year end, the School's portion of these expenditures are journaled and placed into the appropriate school accounts.

Town of Middleton, MA
Fiscal Year 2017 Warrant Articles Expenditures (unaudited)

<u>Fund</u>	<u>FY Year</u>	<u>WA</u>	<u>Account Name</u>	<u>Approved</u>	<u>Available Balance</u>		<u>YTD Expended</u>	<u>Available Balance</u>	
					<u>at 7/1/2016</u>			<u>at 6/30/2017</u>	
GF	2010	23	NEW DPW PHONE SYS	\$ 11,000	\$ 2,875	\$ 2,875		\$ -	
GF	2011	25	DPW RENO & MOWER	43,000	9,800	-		9,800	
GF	2011	26	REPAIR TWN HALL & OLD	52,000	5,378	3,101		2,277	
GF	2012	30	STRM.MNGMNT CONSULT	15,000	2,613	-		2,613	
GF	STM 2012		RE-INSULATE FIRE STATION ROOF	35,000	26,990	25,719		1,271	
GF	2013	13	ASSESSOR GIS SYS	32,000	5,286	1,550		3,736	
GF	2013	25	DPW BLDG REPAIR	41,000	29,320	-		29,320	
GF	2014	12	FIRE DEPT ADMIN EQUIPMENT	41,000	13,800	13,800		-	
GF	2014	16	SCHOOL SECURITY SYST	37,000	7,691	-		7,691	
GF	2014	26	DPW BLDG IMPROVEMENTS	35,000	8,513	-		8,513	
GF	2015	9	FIRE DEPT DEFIB COMPT	27,300	1,137	539		598	
GF	2015	10	FIRE ENGINE REPAIR EQUIP	26,500	892	892		-	
GF	2015	11	FIRE STATION REPAIR	10,000	6,105	5,928		177	
GF	2015	13	FIRE PUMPER REPLACE	465,000	2,511	2,511		-	
GF	2015	15	H-M COMP TEAC STATION	64,000	2,189	2,189		-	
GF	2015	16	F-M COMPUTER EQUIP	211,000	-	-		-	
GF	2015	19	RADAR GUN & VESTS	23,300	18,936	13,850		5,085	
GF	2015	21	REP TRAILER LEAF VAC	25,000	13,219	-		13,219	
GF	2015	24	DPW COPY MACH/STAIRS	26,000	12,332	-		12,332	
GF	2015	25	IMPROVE RUBCHINUK PK	90,000	49,607	8,002		41,605	
GF	STM 2015	2	ATHLETIC FLD MAINT	35,000	27,150	7,794		19,357	
GF	2016	13	FIRE EQUIPMENT 0515	63,500	9,620	9,620		-	
GF	2016	14	TRUCK REPAIRS AND JOL	48,000	48,000	48,000		48,000	
GF	2016	15	FIRE STATION REPAIR	15,000	15,000	6,218		8,782	
GF	2016	16	FIRE TRAINING	16,000	16,000	12,049		3,951	
GF	2016	18	ADDTL CHAP 90 FUNDING	75,000	30,092	26,537		3,555	
GF	2016	25	DPW BUILDING REFURB	25,000	25,000	-		25,000	
GF	2016	46	IT CAPITAL BUDGET	58,000	6,282	6,282		-	
GF	2017	15	REPAVE OLD HUNDRED LANE	23,500	23,500	16,870		6,630	
GF	2017	17	REMEDIATE NATSUE WAY	165,000	165,000	19,885		145,115	
GF	2017	19	LED STREET LIGHT CONVERSION	95,000	95,000	27,130		67,870	
GF	2017	20	TIRES FOR 2008 LOADER	8,000	8,000	7,533		467	
GF	2017	23	UPGRADE RADIO INFRASTRUCTURE	25,000	25,000	22,464		2,536	
GF	2017	23	POLICE PORTABLE RADIOS	33,000	33,000	33,000		-	
GF	2017	23	POLICE OFFICE FURNITURE	5,606	5,606	5,606		-	
GF	2017	23	POLICE STATION UPGRADES	6,283	6,283	6,283		-	
GF	2017	24	NEW FIRE HOSE	9,000	9,000	9,000		-	
GF	2017	24	REPAIR FIRE ENGINE	14,000	14,000	11,743		2,257	
GF	2017	24	NEW TURNOUT GEAR	29,000	29,000	27,280		1,720	
GF	2017	24	FIRE PORTABLE RADIOS	28,000	28,000	26,901		1,099	
GF	2017	24	TRAINING FIREFIGHTERS	16,000	16,000	15,991		9	
GF	2017	26	PUBLIC FACILITIES STUDY	50,000	50,000	44,500		5,500	
GF	2017	27	CHROMEBOOKS W/ CHARGING STATIONS	47,000	47,000	46,106		894	
GF	2017	27	TEACHER LAPTOPS	3,300	3,300	-		3,300	
GF	2017	27	MOBILE COPUTER CARTS	2,000	2,000	-		2,000	
GF	2017	28	SCHOOL ACCOUNTING & HR SOFTWARE	22,000	22,000	-		22,000	
GF	2017	29	ESSEX TECH CAPITAL IMPROVEMENTS	14,070	14,070	14,070		-	
GF	2017	30	ASSESSOR TRI-ANNUAL CERTIFICATION CONSULTING	5,200	5,200	5,200		-	
GF	2017	31	TECHNOLOGY UPGRADES (SERVER/PHONES)	78,000	78,000	78,000		-	
GF	STM 2017	4	TOWN HALL REPAIRS	100,000	100,000	4,625		95,375	
CEMETERY I	2016	26	OAKDALE CEMETERY WORK	63,000	32,982	1,050		31,932	
CPA	2013	27	OLD TOWN HALL	13,000	2,000	1,977		23	
CPA	2014	14	TRAIN STATION	9,500	500	-		500	
CPA	2014	27	OLD TOWN HALL REPAIRS	22,000	22,000	-		22,000	
CPA	2015	34	PHASE 1 RAILS TO TRAILS	130,000	126,600	-		126,600	
CPA	2016	20	SHADE STRUCTURE AT HM	25,000	25,000	10,015		14,985	
CPA	2016	21	TOWN COMMON IMPROVEMENT	100,000	67,588	59,878		7,710	
CPA	2016	45	OLD TOWN HALL PLANS + DRAWINGS FOR REPAIR	20,000	8,510	-		8,510	
WATER	2016	30	DESIGN WATER MAIN	35,000	32,650	29,055		3,595	

Town of Middleton, MA
Fiscal Year 2017 Encumbrances Carried Forward

<u>Fund</u>	<u>Department</u>	<u>Account Name</u>	<u>Approved</u>
GF	Treasurer	Contractual Services	\$ 363
GF	Clerk	Capital Outlay	5,000
GF	Police	Compensation Reserve	168,386
GF	Police	Training	25,934
GF	Police	Mobile Phone	1,500
GF	Police	Contractual Services	5,183
GF	Police	New Cruiser	6,000
GF	School	Salaries	301,752
GF	School	Supplies	148,635
GF	DPW	Catch Basin Cleaning	12,000
GF	DPW	Stone Sealing	6,500
GF	Transfer Station	Monitoring Wells	14,630
GF	BOH	Consultant	2,880
GF	COA	Fuel	336
GF	COA	Equipment Repair	66
GF	COA	Telephone	725
GF	COA	Copier/Printer	156
GF	COA	Contractual Services	118
GF	COA	Building Maintenance	956
GF	COA	Travel	1,583
GF	COA	Outlay Equipment	175
GF	Historical Commision	Maps	329
WATER	Water	Contractual Services	11,000
			<u>\$ 714,208</u>

Town of Middleton, MA
Fiscal Year 2017 Revenues (unaudited)

For the Period Ended GENERAL FUND	BUDGET	9/30/16 Quarter 1	12/31/16 Quarter 2	3/31/17 Quarter 3	6/30/17 Quarter 4	Total YTD REVENUE
PERSONAL PROPERTY TAXES	\$ 666,364	\$ 244,366	\$ 82,367	\$ 245,457	\$ 77,280	\$ 649,470
REAL ESTATE	25,442,930	6,109,749	6,333,051	6,341,002	6,399,244	25,183,046
TAX LIEN/TITLE/FORECLOSURE	*	57,603	48,127	3,989	15,610	125,329
MOTOR VEHICLE EXCISE	1,800,000	164,256	86,804	1,330,539	310,603	1,892,202
OTHER EXCISE - ROOM	215,000	67,253	75,183	36,758	55,667	234,861
OTHER EXCISE - MEALS	170,000	16,995	50,988	46,691	46,711	161,385
OTHER EXCISE - PENALTIES AND INTEREST ON TAXES	120,000	28,388	27,671	20,427	26,263	102,749
PILOT	145,000	-	-	-	145,048	145,048
PILOT - MELD	220,000	-	220,000	-	-	220,000
CHARGES FOR SERVICES - SOLID WASTE FEES	160,000	63,370	97,355	3,510	2,835	167,070
FEES	80,000	27,514	38,542	22,921	19,307	108,284
DEPARTMENTAL REVENUES - LIBRARIES	3,500	855	584	1,224	1,164	3,827
DEPARTMENTAL REVENUES - CEMETERIES	17,000	9,610	11,715	17,430	10,405	49,160
OTHER DEPARTMENTAL REVENUE	66,000	17,211	11,214	6,221	23,546	58,192
LICENSES AND PERMITS	590,000	87,817	215,444	176,750	132,126	612,137
FINES AND FORFEITS	20,000	4,270	5,905	5,093	2,987	18,255
INVESTMENT INCOME	35,000	11,069	12,145	12,576	11,483	47,273
MEDICAID REIMBURSEMENT	30,000	15,490	13,520	939	11,625	41,574
STATE AID	2,266,182	603,828	576,067	553,304	524,721	2,257,920
STABILIZATION TRANSFER			-	-		
TRANSFERS IN	618,006	618,006	-	-	67,497	685,503
Total GENERAL FUND	\$ 32,664,982	\$ 8,147,650	\$ 7,906,682	\$ 8,824,831	\$ 7,884,122	\$ 32,763,285
Total CPA	\$ 251,300	\$ 49,523	\$ 92,376	\$ 52,992	\$ 54,295	\$ 249,186
Total WATER FUND	*	\$ 20,646	\$ 51,100	\$ 36,965	\$ 323,210	\$ 431,921

* Indicates budgeted figures not available.

Note: The budgeted figures for Personal Property and Real Estate taxes are the amounts to be raised per the recap

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

Town of Middleton, MA
Revolving Funds (unaudited)

	Fund Balance as of 7/1/2016	Revenue as of 6/30/2017	Expenditures as of 6/30/2017	Fund Balance as of 6/30/2017
RECREATION REVOLVING	\$ 14,961	\$ 10,615	\$ (8,233)	\$ 17,343
USER FIELD FEES	29,630	5,600	(2,906)	32,324
COA TRIP FUND	22,778	15,211	(20,904)	17,085
STORMWATER MANAGEMENT	300	300	-	600
FIREARMS LICENSES AND PERMITS	9,462	4,328	(434)	13,355

Town of Middleton, MA
Appropriation Funds (unaudited)

	Fund Balance as of 6/30/2017	Revenue as of 6/30/2017	FY 17 Appropriation	FY 18 Appropriation
NSES GRANTS (TITLE III)	\$ 6,409	\$ 27,103	\$ (12,000)	\$ -
FIRE ALARM FEES	28,055	18,300	(24,000)	(15,000)
AMBULANCE FUND	786,859	564,770	(360,000)	(380,000)
WATER FUND	850,371	431,921	(184,660)	(186,914)
CELL TOWER LEASE RECEIPTS	155,224	60,103	(33,000)	(50,000)
PEG	504,624	197,271	(189,006)	(208,975)
WEIGHTS & MEASURERS	47,792	-	-	(15,000)
OPEB*	998,868	109,117	100,000	50,000
STABILIZATION*	1,884,030	4,644	100,000	50,000

* Revenue amount indicates interest only.



TOWN OF MIDDLETON

Office of the Inspector of Buildings

195 NORTH MAIN STREET
MIDDLETON, MA 01949

*Scott Fitzpatrick – Building Commissioner
Zoning Enforcement Officer*

Tel (978) 777-2850
Fax (978) 774-0718

The Town of Middleton Inspectional Services Department will be implementing an on-line permitting system for all building, electrical and plumbing permits beginning on Friday, October 6th. The Town is partnering with Citizenserve on this e-government solution which will streamline the Town's permitting process for homeowners and contractors.

The online permitting system can be accessed from the Town of Middleton's recently upgraded website, at:

<https://www2.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal&installationID=211>

The new online permitting system requires applicants to create their own unique user name and password when first registering. Once established as a registered user, the contact information for homeowners and contractors will be retained and will be automatically populated when subsequent applications are submitted. Applicants will be able to upload all documents, licenses, insurance information and plan documents directly to the permitting website via internet enabled devices. Upon the submission of required documents, the application process is managed entirely online with Inspectional Services staff overseeing each step of the approval process and requesting supplemental information as required. The online system is available to applicants on a 24/7 basis. The Town is implementing these changes to improve the permitting experience for users and reduce permit processing times.

Staff is available to support users during the transition to the new online permitting portal. All permit related questions should be directed to Lisa Brown at the Inspectional Services Department at 978-777-2850.