

Minutes of the MIDDLETON BOARD OF SELECTMEN
Fuller Meadow School
Nathan Media Room
143 South Main Street, Middleton, MA 01949
April 23, 2019 7:00PM

Present: Kosta Prentakis, Brian Cresta, Rick Kassiotis

Absent: Tim Houten, Todd Moreschi

Others Present: Town Administrator Andrew Sheehan, Assistant Town Administrator Tanya Stepasiuk, Minutes Secretary Judi Stickney, Albert DiNapoli, Kate Brill-Daley, Officer Joseph Fedullo, Chief James DiGianvittorio, Sandra Rubchinuk, Town Clerk Ilene Twiss, Brian York, and others

7:01 PM With a quorum present, Chairman Prentakis called the meeting to order.

- **Warrants:** Town Administrator Andrew Sheehan provided a brief review of Warrant #1922 (Payroll: \$644,235, Bills Payable: \$1,456,089), noting that the Town Accountant had reviewed the warrant and requested the Board's approval. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously to approve warrant #1922, as presented.

- **Minutes:** After a brief review of the minutes of the Joint Meeting of April 4, 2019, April 9, 2019, and Executive Session Minutes of January 15, 2019, the Board took the following action:

On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Board of Selectmen **VOTED** to accept the minutes of April 9, 2019, Joint Meeting of the Board of Selectmen and Finance Committee of April 4, 2019, and January 15, 2019 Executive Session as written.

- **Town Administrator's Report:** Town Administrator Andrew Sheehan provided the Board with information and updates on the following:
 - **Last Day to Register to Vote:** Sheehan advised the Board and viewers that tomorrow, April 24, is the last day to register to vote to participate in the Annual Town Meeting and Election.
 - **Pre-Town Meeting:** Sheehan advised he is hosting a pre-town meeting on May 9th, at 7PM, at the library.
 - **Town Meeting Warrant:** Sheehan advised the Board that the Town Meeting Warrant has gone to the printer. It will be at the post office next week to be delivered to every household. Sheehan added that it is also online on the town website.
 - **Construction and Rehab Work on the Tobin Bridge:** Sheehan advised that the 2-year project will cause headaches for commuters heading into or out of Boston. His office sent out an e-mail with a link to the MassDOT project website. It is a dynamic website and will be updated regularly as progress moves along.
 - **Earth Day:** Sheehan advised that the Stream Team is challenging residents to clean up the sides of the roadways and they will be giving recognition to the person(s) who pick up the

most trash on Middleton Stream Team's Earth Day Festival, April 28th. Information is available on the Town's website.

- **Looking for Public Facilities Planning Committee Volunteers:** Sheehan advised they are actively seeking volunteers for the Public Facilities Planning Committee, noting that they could really use people with a variety of technical backgrounds, engineers, architects, project managers, etc. Anyone interested should contact the Town Administrator's office to volunteer or for more information.

7:09 PM Application for Change of Manager for Interstate Management Company, LLC d/b/a Doubletree North Shore Boston, 51 Village Road, Middleton, MA: Atty. Albert DeNapoli, representing the applicant, met with the Board of Selectmen for approval of the change of manager for Interstate Management Company, LLC d/b/a Doubletree North Shore Boston from Elena F. Hargraves to Kate Brill-Daley for the All Alcohol Innkeepers, Common Victualler and Entertainment license. There ensued a discussion on the notification process, with members of the board expressing concern over the short notice they receive when there is a change in manager. It was requested of the applicant that the letter they provided be redrafted on letterhead with the title of Erica Hageman who signed the letter, changing the time in which the Board must be notified from ten business days to three business days. When that letter is received, the Board will put this on the agenda again. DiNapoli will notify his client of the Board's concerns and requests. Kate Brill-Daley contributed to the discussion, assuring the Board that she is planning on staying with the company and if that ever changes, she will personally notify the Board.

On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously, contingent to an updated notification process on any future changes for provisional approval for a change of Manager for Interstate Management Company, LLC d/b/a Doubletree North Shore Boston, 51 Village Road, Middleton, MA from Elena F. Hargraves to Kate Brill-Daley for the All Alcohol Innkeepers, Common Victualler and Entertainment license, said notification to be received by May 1, 2019.

7:25 PM Review and Approve Request for a Full-Time Patrol Officer Appointment: Police Chief James DiGianvittorio met with the Board of Selectmen with a request to appoint Reserve Officer Joseph Fedullo to a full-time patrolman, with a one-year probationary period. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously to offer a full-time appointment to Reserve Officer Joseph Fedullo, with a one-year probationary period, through April 23, 2020.

After the vote, Town Clerk Ilene Twiss swore Officer Fedullo in as a full-time patrol officer.

7:29 PM Review and Approve Proposed Signage: Henry Tragert Common: Brian York, member of the Middleton Stream Team, met with the Board to provide information on proposed signage at Henry Tragert Common. They were awarded a \$2,000 matching grant from the Essex Heritage Foundation and are requesting matching funds from the Town, as well as support from the DPW with any heavy lifting required for the signage installation. Sheehan said there may be funds remaining from the Tragert

Common appropriation; if so, some of those funds, along with in-kind contributions, can be used to match the grant.

On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously to approve the signs, as presented, with a thank you to the Middleton Stream Team for undertaking this effort and noting that the Town Planner and Conservation Agent will work with the Stream Team on the verbiage of the signs.

After the vote, Sandra Rubchinuk, member of the Stream Team, provided additional information on the Stream Team's Earth Day festivities taking place on Sunday, at Rubchinuk Park.

7:42 PM Review and Sign Extension of Offer to Purchase Middleton Golf Course: After a brief discussion, the Board took the following action:

On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously to sign the 6th extension of offer to purchase Middleton Golf Course at 105 South Main Street.

7:43 PM Review and sign bond anticipation note documents for the acquisition of Middleton Golf Course: Town Administrator Andy Sheehan advised the Board that Hilltop Securities put a package together for the \$3,745,000 short term borrow, a one-year note, for the acquisition of the golf course, and \$325,000 for the design. The low bid was 3% for a one-year note, about a half percent lower than what they were expecting. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Kassiotis**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously to sign the bond anticipation note documents for the acquisition of Middleton Golf Course at 3%.

7:46 PM Vote to Accept an Anonymous Donation of \$500 to the Middleton Food Bank:

On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously to accept the anonymous donation of \$500 to the Middleton Food Bank, with the thanks.

7:46 PM Adopt the Senior and Veteran Work-Off Policy: Assistant Town Administrator Tanya Stepasiuk provided the Board with information on the proposed policy. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Kassiotis**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously to adopt the Senior and Veteran Work-Off Policy as proposed.

7:48 PM Update on FY2020 Operating and Capital Budgets and May 14, 2019 Annual Town Meeting Warrant: Town Administrator Andy Sheehan advised there are no changes and the final summary budget is available online. A brief discussion ensued on some of the State funding the Town receives. After discussion, the Town Administrator suggested that the Board members may want to take a position on some of the Town Meeting Warrant Articles. Sheehan will put something together for the Board to review at the next meeting. A discussion ensued on the meeting schedule. The Board will discuss the meeting schedule on May 7th.

7:53PM Masconomet CFO Susan Givens: Selectman Chair Kosta Prentakis advised the Board that Town resident Susan Givens, CFO at Masconomet, has been offered and accepted a Superintendent's position at Newmarket, NH. Her expertise will be greatly missed.

7:54 PM Adjourn

With no further business, on a **MOTION** made by **Cresta**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously to adjourn at 7:54 PM.

Respectfully submitted,



Judith A. Stickney, Minutes Secretary

Richard Kassiotis, BOS Clerk

Documents either distributed to the Board of Selectmen before the meeting in a packet or at the meeting:

- Agenda: April 22, 2019
- Minutes: April 9, 2019
- Minutes: April 4, 2019 (Joint Meeting: BOS & FinCom)
- Minutes: Executive Session January 15, 2019
- Warrant #1922 (Payroll: \$644,235, Bills Payable: \$1,456,089)
- Letter and related materials from Tarlow, Breed, Hart, Rodgers to Board of Selectmen, Re: Application for Change of Manager for Interstate Management Company, LLC d/b/a Doubletree North Shore Boston, 51 Village Road. Middleton. MA 01949, 12/19/18
- Letter and related materials from Middleton Stream Team to Board of Selectmen, Re: Signage at the Henry Tragert Town Common
- Letter and related materials from Locke Lord to Town Treasurer, Re: 3,745,000 General Obligation Bond Anticipation Notes (Subject to Federal and Massachusetts Income Taxation) Dated and Closing: April 26, 2019
- SENIOR AND VETERAN WORK-OFF PROGRAM POLICY ADOPTED APRIL 23, 2019